

# SUNFLOWER WOODWORKERS' GUILD BYLAWS

November, 2009

## **1. NAME**

The name of this organization shall be the Sunflower Woodworkers' Guild. When used in these Bylaws the word "Guild" shall be deemed to mean the Sunflower Woodworkers' Guild which was founded in 1993 at Wichita, Kansas.

## **2. PURPOSE**

The guild has three primary purposes:

1. **Education.** Above all else, the guild was established to provide educational opportunities to its members. Through programs, seminars, projects, and workshops the guild attempts to develop and advance the woodworking skills and abilities of its members, no matter their level of proficiency.
2. **Social.** The guild exists to bring together people who share a common interest in woodworking so that they can develop friendships and work relationships that will advance their woodworking endeavors.
3. **Community Service.** The guild attempts through various types of public activities to provide meaningful service to the community, while at the same time informing the public of the woodworking capabilities of its members.

## **3. ELIGIBILITY FOR MEMBERSHIP**

### **a. INDIVIDUAL MEMBER**

Any individual who wishes to become a member must be thirteen (13) years or older, and has an interest in woodworking shall be eligible for membership.

### **b. CORPORATE SPONSOR**

Any corporation, partnership, or other business entity that is interested in promoting the purposes of the Guild may apply for a Corporate Sponsorship.. A Guild vote is required for acceptance of the Sponsor.

### **c. CORPORATE SPONSOR Fees, Privileges**

Annual fee for corporate sponsors shall be Two Hundred and Fifty Dollars (\$250.00) per sponsor. Corporate sponsors will receive ad space *for no additional charge* in multiple monthly newsletters and their products and services will be recommended to the Guild membership when possible. Corporate member are welcome to attend meetings and events

## **4. DUES**

All members of the Guild must pay dues as follows to obtain good standing: Renewal dues are payable January 1 and will be delinquent February 28. Members will be dropped from the roster for non-payment of dues on March 31<sup>st</sup>.

### **a. INDIVIDUAL MEMBER**

Annual dues for individuals shall be Twenty Dollars (\$20.00) per individual. Dues for new members will be pro-rated semiannually and be Ten Dollars (\$10.00) at the July meeting or thereafter.

## **5. MEMBERSHIP BENEFITS and PRIVILEGE**

Membership benefits will include the following:

- a. A subscription to the monthly newsletter *in print or electronic format*, and free add space for woodworking related items.
- b. Reduced admission to Guild sponsored seminars and activities.
- c. All individual members shall be eligible to run for office and have the right to vote in all matters before the membership.

## **6. MEETINGS**

Regular meetings of the Guild membership shall be held each month on a day and time chosen by the membership at a pre-designated location, unless otherwise set forth in a written notice to the members.

## **7. OFFICERS**

### **a. BOARD OF OFFICERS**

The executive committee of the Guild shall consist of President, Vice President, Treasurer, and Secretary. These Officers shall be elected by the membership at the annual November meeting and will take office at the January meeting. The term of office is one year but may be extended by a formal vote of the membership.

#### **i. PRESIDENT**

The President shall be the chief executive officer. He shall preside at all meetings of the members. The President will appoint a Newsletter Editor. The President shall attend all Board of Directors meetings. The President shall have the authority to spend up to \$500.00 without a formal vote of the membership or authority of the Board.

#### **ii. VICE PRESIDENT**

The Vice President shall perform the duties of the President in the absence of the President or in the event of his inability to serve. He will also arrange a schedule of programs and provide a description of the program and the presenters' name to the President and newsletter editor. This may be provided directly by the Vice President or by a program chairman designated by him.

#### **iii. TREASURER**

The Treasurer shall have charge and custody of, and be responsible for all funds of the Guild. He shall receive all moneys due to the Guild, pay all debts and obligations, and keep records of all transactions. He shall provide a fiscal report quarterly to the newsletter editor for publication.

#### **iv. SECRETARY**

The Secretary shall keep the minutes of the meetings which will be published in the monthly newsletter.

### **b. NEWSLETTER EDITOR**

The Board will appoint a Newsletter Editor, who will be responsible to publish the monthly newsletter. The newsletter will be communicated by electronic means unless

otherwise requested prior to each monthly meeting.

**c. ADDITIONAL POSITIONS**

The following are **standing committees** of the guild: Membership, Toy Project, Social, Librarian, and Web Master. The President will appoint chairs to the respective committees and the newly appointed chairs will form their committees.

The President will have the authority to appoint temporary committees as required.

**8. BOARD OF DIRECTORS**

**a. DIRECTORS**

The Board of Directors (BOD) shall consist of no less than three (3) or more than five (5) members, all of whom will be past Presidents of the Guild. The terms of office for the BOD shall be three (3) years. Directors may not serve more than two (2) consecutive terms. A director may not serve concurrently as a member of the Executive Committee. The terms of office shall be staggered so that at least one (1) new Director joins the BOD and one (1) Director departs each year. The BOD shall be responsible for selecting and appointing new Directors. The President will be an ex-officio member of the BOD.

**b. BOD RESPONSIBILITIES**

**i. PLANNING**

The BOD will be responsible, along with the President and Executive Committee, for year-to-year planning. The BOD shall also develop a long-term strategic plan (3 to 5 year) for the Guild that will guide the overall direction of the organization.

**ii. NOMINATING COMMITTEE**

The BOD will be responsible for presenting a list of nominees to the membership for the position of President, Vice President, Secretary, and Treasurer. These nominations shall be presented to the membership at the September meeting. Nominations from the membership are encouraged.

**9. BYLAW REVISION**

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the membership of the Guild. Any changes must be published at least thirty days (30) prior to the meeting at which the vote is taken. A majority vote of the members present at that meeting is required for passage.

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