

CENTRAL COAST WOODWORKERS' ASSOCIATION

Constitution and Bylaws

As Amended
August 26, 2008
August 14, 2009

<http://www.ccwwa.org/>

CENTRAL COAST WOODWORKERS' ASSOCIATION CONSTITUTION

PREAMBLE

We have a mutual interest in woodworking and we wish to associate with others that are interested in woodworking, we want to stimulate an open and cooperative environment, we want to enhance the woodworking skills of our members through the exchange of ideas and information and we want to create wood projects for the benefit of our community.

ARTICLE I, Name

The name of this organization shall be called the CENTRAL COAST WOODWORKERS' ASSOCIATION which may be referred to CCWA.

ARTICLE II, Purpose

The purpose of this organization shall be:

1. To provide a support group for the members to share a common interest in all manner of woodworking.
2. To help members increase their skills and craftsmanship
3. To make it possible to have special workshops, group purchases, discounts, and seminars not generally available to the individual
4. To expose members to a variety of woodworking techniques and areas of specialization
5. To promote woodworking to the public
6. To donate time and materials to support community service through woodworking

ARTICLE III, Officers

The elected officers and Board of Directors along with their duties shall be as defined by the accompanying Bylaws.

ARTICLE IV, Committees

There shall be such standing committees as are designated by the Bylaws. The President and/or the Board of directors may establish additional Committees as deemed necessary.

ARTICLE V, Membership

Membership in the CCWA shall be open to all persons expressing an interest in woodworking. Membership types and responsibilities shall be defined in the Bylaws.

ARTICLE VI, Dues and Fees

The Board of Directors shall recommend annual dues as stipulated by the Bylaws.

ARTICLE VII, Amendments

The Constitution may be amended or revised by the approval and affirmative vote of two-thirds of all the Board Members. Copies of the proposed amendments shall be distributed to all Board Members at least thirty days prior to the voting meeting. The voting meeting may be a regularly scheduled Board meeting or a special Board meeting as defined by the Bylaws.

CENTRAL COAST WOODWORKERS' ASSOCIATION BYLAWS

ARTICLE I, Membership

Section 1. Categories of Membership

Subsection A, Active Member

Active membership requires that the member's annual dues are current.

Subsection B, Honorary Member

In acknowledgement of a member multiple, extraordinary contributions to the Association, the Board of Directors may from time to time, by a two-thirds vote, change the classification of a member to Honorary, entitling that member to all the privileges of an Active member, except that member will be excused from paying annual dues until such time as the Board of Directors, by a similar vote rescinds that action.

Section 2. Qualifications for Membership

All persons expressing an interest in woodworking are eligible for membership. Anyone applying for membership must complete and submit to the Membership-Attendance Chairperson an application for membership and waiver of liability along with the required membership dues and initiation fee as defined by these Bylaws. Additionally, the person agrees with the purposes of the organization stated in Article II of the CCWA Constitution.

Section 3. Membership Year

The membership and fiscal year of CCWA shall begin on September 1, and end on the last day of August in each year. The yearly dues are \$25 per person.

Section 4. Annual Dues

The Board of Directors shall set the amount of annual dues and said dues shall be payable to the CCWA. The yearly dues are \$25 per person. Those individuals joining during the fiscal year shall pay a proportionate amount, based on the number of months left in the membership year as described above.

Family membership dues shall be available at a discounted rate as determined by the Board of Directors. Two family members may pay \$35 for their yearly dues.

Section 5. Initiation Fee

All new members shall pay to CCWA a one-time initiation fee, amount to be set by the Board of Directors, to cover the cost of supplies furnished to all new members such as Membership Badge, Roster, and copy of the Constitution and Bylaws.

Section 6. Privacy of Membership Information

The Board of Directors shall make a reasonable effort to maintain the privacy of members' contact information to safeguard them from unwanted solicitation. Neither the Board of Directors nor the Membership as a Whole shall sell or otherwise distribute the membership list except upon a majority vote of the Board of Directors that such a distribution shall benefit the membership of the organization such as distribution to woodworking suppliers which will offer benefits to the members. Prior to such a distribution the membership shall be advised of the pending distribution and members may request that their information not be distributed.

Section 7. Termination of Membership

Members who have not paid their annual dues within sixty (60) days after the date required in Section 4 will be subject to termination from CCWA.

Section 8. Reinstatement of Membership

Former members can be reinstated by payment of annual dues in full for the current year.

ARTICLE II, Officers & Board of Directors

Section 1. Officers, and Directors

The following officers and directors shall be elected by the membership.

- A. President
- B. First Vice President

- C. Second Vice President
- D. Secretary
- E. Treasurer
- F. Webmaster
- G. Special Projects Director
- H. Directors at Large

Section 2, Term of Office

Officers, and Directors shall be elected for term of one year, to serve from the time of installation at the September meeting, until the succeeding installation at the September meeting of the following year, or until a new officer or director is elected.

Section 3, Succession

A President, having served a full elected term, cannot succeed himself/herself as President, except with full approval by all Board members. All other Officers and Directors may succeed themselves in their positions,

Section 4, Board of Directors

The Board of Directors, herein after known as the BOD or Board, shall consist of the above named Officers and Directors as well as the Immediate Past President, Special Appointed Positions, the Chairs of all Standing Committees, and the Past Presidents who shall have voice but no vote, In the case of ad hoc committees the Chair shall report to the Board during the life of the committee, attending BOD meetings as necessary to keep the Board informed of the committee's activities.

Section 5, Duties of Officers, Directors, and Special Appointments

Subsection A) The President

Shall preside at meetings of the Board of Directors and general meetings of CCWA, and at any special meetings, shall appoint the Standing Committee Chairs with BOD approval as soon as possible after his/her installation, shall appoint Ad Hoc Committee Chairs as necessary, shall make Interim appointments for vacant offices as needed with the approval of the Board of Directors, shall approve all expenditures, shall sign all contracts with the Treasurer or one other approved officer, shall serve as Ex-officio member of all committees except the Nominations-Election Committee, shall also serve as an ex-officio member of the Past Presidents Advisory Council. Shall call meetings of the Board of Directors and Special meetings of the membership when necessary, shall sign all official CCWA correspondence or delegate authority to the appropriate officer or committee chair.

Subsection B) The First Vice President

Shall perform the duties of the President in his/her absence and perform such duties as are assigned by the President. Shall be responsible for all monthly programs and serve as Chair of the Program Committee.

Subsection C) The Second Vice President

Shall organize the membership roll, update as needed and will collect the dues of all members and will notify the Board of any unpaid dues that will require further action

Subsection D) The Secretary

Shall record the minutes of the business meetings of the Board of Directors and the general membership and shall circulate those minutes to all Board members and Past Presidents. Shall handle assigned correspondence of CCWA. Shall be responsible for placing advertisements for club publicity and other purposes.

Subsection E) The Treasurer

Shall have fiduciary charge of all the funds of CCWA. Shall make monthly financial reports to the Board of Directors. Shall sign all checks; one other authorized officer will be a backup signer if the treasurer is not available. Shall develop a proposed budget for Board of Directors approval, and shall present the proposed budget at the October meeting of the Board of Directors.

Subsection F) Webmaster

Shall coordinate and maintain the CENTRAL COAST WOODWORKERS' ASSOCIATION web site. Shall be responsible for the CCWA domain name registration and work with the ISP hosting to keep the site up and running.

Subsection G) Special Projects Director

Shall be responsible to assume duties as directed by the President and/or by Board approved assignments and chair the necessary committee to perform the tasks that are assigned.

Subsection H) Directors at Large

Shall be responsible to assume needed Duties not specifically assigned to other Board Members or committee chairs. These duties may be time limited or may be assigned for the duration of the Director's term of office.

ARTICLE III, Transfer of CCWA Property and Records

Section 1, Property and Records

All officers shall transfer all CCWA property and records to their newly elected counterparts following the new officer's installation.

ARTICLE IV, Elections

Section 1, Qualifications

A Member in Good Standing shall be qualified to run for any office or directorship with the exception of the office of President. To run for President the member must have served at least one full term on the Board of Directors. However, this term need not have been the term immediately preceding this election.

This requirement may be waived by the majority vote of the Board members.

Section 2, Election Procedures

The Nominations-Election Committee will nominate members willing to serve as Officers and Directors for the next administration. No member may be nominated without the member's consent, and the member shall be fully informed by the Committee of the duties and responsibilities of the office or directorship for which he/she is being nominated. The report of the Nominations-Elections Committee shall be made at the July membership meeting. The membership shall be reminded at the June meeting of the July meeting nominations. Following the committee's report at the July meeting, the committee shall accept nominations from the floor. Nominations from the floor shall only be accepted if either the nominee is present to verbally accepts or has sent a written, signed statement of acceptance. At this point nominations shall be closed. All nominations, those from the committee and those from the floor during the July meeting, along with a notice of elections for the July membership meeting shall be published in the Secretary's minutes. The committee shall then conduct the election at the August membership meeting.

The Committee shall give a presentation of the nominations for each office and director. A nominee will be allowed to address the membership for up to five (5) minutes prior to the vote. Elections shall be by voice vote. All Members in Good Standing present at the August Membership Meeting, shall have one vote each. No proxy voting shall be allowed. Individuals receiving a majority of votes cast by members in good standing shall be elected.

Article V, Meetings

Section 1, Monthly Membership Meetings

The general CCWA meetings shall be held on the second Thursday of each month, or as the Board of Directors may decide.

Section 2, Meeting Location

Meetings shall be held at a place designated by the Board of Directors.

Section 3, Special Meetings

The President or the Board of Directors by majority vote may call for Board meetings.

ARTICLE VI,

Execution of Checks, Deposit of Funds

Section 1, Signature Power

Two BOD approved officers' names of CCWA shall be on the Bank Account, but only one signature will be necessary to sign checks, drafts, promissory notes, orders for payment of money, and other evidence of indebtedness of CCWA.

Section 2, Depository

All funds of CCWA shall be deposited from time to time, but at least once a month, to the credit of CCWA in such banks, saving and loans, or other depositories as the Board of Directors may approve.

Section 3, Acceptance of Donations

The Board of Directors may accept on behalf of CCWA any contributions, gifts, bequest, or devises for the purpose of CCWA.

No member, director, officer, or other person connected with CCWA shall receive any of the assets from the operation of CCWA.

Section 4, Payment of Expenses

The above provision shall not prevent reimbursement for expenses incurred on behalf of CCWA, provided that the Board authorizes such expenditure and reimbursement, and documentation of the expense is provided to the Treasurer.

ARTICLE VII, Amendments

Section 1, Amendment Procedures

The Bylaws may be amended or revised by an affirmative vote of two-thirds of the Board Members. Copies of proposed amendments shall be provided to the Board members at least 30 days prior to the vote.

**THESE BYLAWS WERE ORIGINALLY PREPARED BY
KEITH WILLIAMS, PRESIDENT**

JANUARY 2007

Modified with Board consent

August 26, 2008

August 14, 2009

Changes/additions:

Page 5-Added G. Special Projects Director

Page 7-Deleted last sentence in
Subsection C.

Page 8-Added Subsection G) Special
Projects Director

Page 6-Changed the date of elected
Board members to Sept. to Sept.