

**DAKOTA WOODTURNERS CHAPTER  
OF THE  
AMERICAN ASSOCIATION OF WOODTURNERS, INC.  
A NONPROFIT CORPORATION  
BY-LAWS**

**Article I – The Dakota Woodturners, a 501 C-3 non-profit organization, is a Chapter of the American Association of Woodturners, Inc. (AAW). The chapter's Tax Payer Identification number: 20-0754460**

**The chapter was organized by Duncan R. Warren.**

**The administrative office of the Dakota Woodtruners chapter is in Bismarck-Mandan, ND.**

**The Chapter mailing address is:**

**Dakota Woodturners  
PO Box 243  
Bismarck, ND 58502- 0243**

**E-mail address: [info@dakotawoodturners.com](mailto:info@dakotawoodturners.com)**

**Persons within and outside North Dakota are welcome to become active members of the Dakota Woodturners.**

**Article II – The mission of the Dakota Woodtruners is to:**

- 1. Provide a meeting place for local woodturners**
- 2. Share ideas and techniques regarding this discipline,**
- 3. Provide for training and growth in the field of woodturning,**
- 4. Educate the public about the art of woodturning by public demonstrations and showings,**
- 5. Encourage all members to become full members of AAW,**
- 6. Support the general purposes of the AAW.**

**Article III – Officers**

- 1. Election of officers – The Dakota Woodturners shall elect members to the office of President, Vice-President, Secretary, Treasurer, and two(2) members-at-large. Elections will be held annually at the December meeting. Elections shall be held on a staggered basis for President, Vice President, and one at-large member on odd numbered years; and Secretary, Treasurer, and one at-large member on even numbered years. The term of each office shall be two years.**
- 2. Notice of election of officers will be announced at the two meetings preceding the December election.**
- 3. The sitting president shall appoint a nominating committee of at least 3**

- members at the October meeting each year. The nominating committee will submit a list of suggested nominees to the general membership at the November meeting. Candidates may also be nominated from the floor of that, or the December meeting, by the membership.
4. The election shall be by secret ballot of a quorum of the members at the December meeting, unless a motion for a unanimous vote is passed from the floor. The votes shall be counted by three members not associated with the nominating process, appointed by the president. The election results will be announced at the close of the December meeting.
  5. Newly elected officers will take office at the January meeting. Assistant officers or additional positions may be elected by the membership or appointed by the President as needed. There is no limitation on the number of terms a member can serve in a particular position.
  6. Removal – Any officer, elected or appointed, may be removed from office, for cause, when it is deemed in the best interest of the Chapter. This shall be accomplished by a simple majority vote of the membership, so long as there are at least 50% of the total chapter members present at the time of the vote.
  7. Vacancies – A term vacancy in any office shall be completed by a club member selected by the Executive Board.

#### **Article IV – Duties of the elected officers**

- A. **President – The President shall be the principal executive officer of the Chapter, with duties including, but not limited to:**
  1. Presiding over all business meeting of the chapter
  2. Supervision and control of all business affairs of the chapter
  3. Making decisions as necessary to ensure smooth operation of the chapter for the benefit of the membership
- B. **Vice-President – In the absence of the President, or in the event of the President's inability to carry out the duties of the office, or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the power and authority of the office, and shall also be subject to all the restrictions upon the President. The Vice-President shall serve as chairman of the chapter's program committee. The Vice-President shall also perform such duties as from time to time may be assigned by the President.**
- C. **Secretary – The Secretary shall record the significant meeting activities of the Dakota Woodturners Chapter, and keep these records in a permanent file. The Secretary must also see that all notices are duly given in accordance with the provisions of the By-Laws or as required. The secretary may request an assistant as needed, and that assistant shall be appointed by the President**
- D. **Treasurer – The Treasurer shall ensure that all dues and other fees are collected and properly recorded, and that any chapter bills are paid in a timely manner. An annual fiscal report shall be provided, in writing, to the member of the chapter during the second meeting following the end of the fiscal year. The outgoing Treasurer shall be assisted by the incoming Treasurer in compiling the annual fiscal report. The Treasurer shall serve**

as chairman of the finance committee, which has the responsibility to develop an annual budget for the ensuing chapter year. The members of the finance committee shall be appointed by the President.

- E. The Members-at-Large are to perform auxiliary duties as needed and agreed upon by the Executive Board, or assigned by the President.

#### **Article V – Executive Board of the Dakota Woodturners Chapter**

The Executive Board of the Dakota Woodturners Chapter shall be made up of the chapter president, vice-president, secretary, treasurer, and 2 members-at-large. The immediate past president, the newsletter editor, the librarian, and the chapter website master are encouraged to attend Board Meetings. The Executive Board is the administrative body of the chapter. The Executive Board shall meet at the call of, and at a place determined by the President. Such meetings are open to any member of the chapter; however, only the members of the Board have voting privileges.

Executive board members absent three consecutive meetings without a valid reason may be replaced by a majority vote of the board members present.

The duties of the Executive Board are as follows:

1. Authorize the Treasurer to pay all bills for materials, workshops, etc. that are included in the annual budget. Expenses not included in the budget must be submitted to the membership for their approval.
2. Prepare applications for and administer all grant funds according to the intended purpose.
3. Shall be the core committee responsible for planning monthly meetings, special events, symposiums, guest demonstrations, public showings, etc.

#### **Article VI – Membership Dues**

Calendar year membership dues, based on the recommendation of the Executive Board will be determined by membership discussion and vote by the November meeting. Annual dues are to be paid by the January meeting.

The Dakota Woodturners Executive Board at its discretion, may confer HONORARY LIFETIME MEMBERSHIP to persons who, in its judgment, have made extraordinary contributions to the Dakota Woodturners. Such honorary lifetime members shall receive an award and be exempt from future chapter dues.

#### **Article VII – Meetings**

The Dakota Woodturners Chapter will normally meet the second Saturday of each month at a time and location arranged by the Executive Board, and

approved by the membership. Minutes of the previous meeting, and announcement of the upcoming meeting and program will be published in the club newsletter, which will be distributed, by approved methods, 7 to 10 days prior to the meeting.

#### **Article VIII – Quorum Defined**

A quorum of members required to vote on the resolution of chapter business is defined as 25% of the total membership. This number may be increased, on a case by case basis, on a valid recorded vote by the members then present comprising a quorum as defined. After such vote, the definition of a quorum will revert to that above.

##### **Exceptions:**

1. For an urgent, unanticipated need to resolve a chapter business matter when less than the defined quorum is present, the President can, with the consensus of the members present, proceed with the voting process
2. Further, if an urgent business matter requiring chapter vote develops and must be resolved between monthly meetings, the President can resort to and act on the results of a telephone or e-mail poll of at least 20% of the qualified voting members. This procedure must be reported at the next meeting and included in that month's minutes.

#### **Article IX – Public Demonstrations of Woodturning**

The President or, in his absence, one or more elected members of the Executive Board shall ensure that every public demonstration undertaken in the name of the Dakota Woodturners is sanctioned and recorded. All club members demonstrating, in the name of the club, at public, club sanctioned, events must be current in local dues.

#### **Article X – Relationship to the national organization**

All elected officers and board members of the Dakota Woodturners Chapter of the AAW shall be members in good standing of the American Association of Woodturners, Inc (AAW).

While it is understood that the parent organization will provide advice and counsel, as requested, the Dakota Woodturners are advised that the nature and extent of their activities are left to their discretion. Demonstrations, while part of the normal activities, are to be conducted solely at the discretion of chapter officers, and all safety and instruction is to be under their explicit direction and control.

The national office strongly recommends placing a sign or notice on or around any lathe used for demonstration; that safety eye protection is mandatory, and a full face shield must be worn when needed. Use of a dust mask and hearing protection are recommended. The lathe is a

potentially dangerous machine to be used at demonstrations only with Chapter approved supervision.

#### **Article XI – Indebtedness**

If the DWT chapter needs to incur any debt for, or in the name of, the AAW, it must have written authorization of expenditure specifications from AAW's national office.

#### **Article XII – American Association of Woodturners Disclaimers – Fiscal and Legal:**

The corporation, the American Association of Woodturners, Inc., specifically disassociates itself from any debts, obligations or encumbrances of the Local Chapter. The Corporate Board of Directors of AAW is not responsible for the debts, nor shares in the profits of the Local Chapters. The Corporate Organization does not shoulder any legal liability for accidents that occur during events of any kind sponsored or not sponsored by a Local Chapter. The Dakota Woodturners Chapter specifically disassociates itself from any debts, obligations or encumbrances of the American Association of Woodturners. The Board of Directors of the Dakota Woodturners is not responsible for the debts nor shares in the profits of the American Association of Woodturners. The Dakota Woodturners does not shoulder any legal liability for accidents that occur during events of any kind sponsored or not sponsored by the National Organization.

#### **Article XIII - Amendments**

These By-Laws may be altered, amended, or replaced and new By-Laws may be adopted by a vote of a simple majority of the qualified members of the Chapter casting ballots. Copies of all modifications to these By-Laws must be filed with the national office of AAW.

#### **Article XIV –Acceptance**

These By-Laws have been drawn up, agreed upon, and adopted by the Dakota Woodturners Chapter.

The original version of the Dakota Woodturners By-Laws was accepted by the Chapter on January 10<sup>th</sup>, 1998. The officers signing the By-Laws at that time were:

Duncan R. Warren – President – 10-Jan-1998  
Leonard J. Ressler – Vice-President – 16-Jan-1998  
Art Tokash – Secretary – 17-Jan-1998  
Pat Schweitzer – Treasurer – 17-Jan-1998

The current update of the Dakota Woodturner By-Laws are accepted by vote of the membership on \_\_\_\_\_.

**The accepting vote is affirmed by signatures of the current officers below.**

**President – \_\_\_\_\_ Date \_\_\_\_\_**

**Vice-President – \_\_\_\_\_ Date \_\_\_\_\_**

**Secretary – \_\_\_\_\_ Date \_\_\_\_\_**

**Treasurer – \_\_\_\_\_ Date \_\_\_\_\_**