

**BYLAWS
OF
CHARLOTTE WOODCARVERS CLUB**

ARTICLE I. MEETINGS

Members present shall constitute a quorum for transaction of business.

ARTICLE II. DUTIES OF BOARD OFFICERS

Section 1- President:

The President shall serve as Chairperson of the Board of Directors. In addition, the President shall:

1. Call meetings of the Board of Directors.
2. Preside at regular scheduled monthly meetings.
3. Prepare an agenda for Board of Directors meetings.
4. Appoint working committees.
5. Have joint responsibility with the newsletter editor to issue a monthly newsletter.
6. Update membership of on-going club activities and events so members can participate.
7. Provide financial report to membership annually.
8. Shall have the authority to add or delete committee chairpersons to the Board of Directors.

Section 2 - Vice President:

The Vice President shall serve as Program Chairman. In addition, the Vice President shall:

1. Assume the duties of President when the President is absent, incapacitated or for any other reason unable to carry out his or her duties.
2. Coordinate monthly programs with the club President.
3. Secure program presenters, speakers, demonstration, media resources (including the library) and other resources as desired.
4. Prepare a schedule of proposed programs for publishing in the newsletter.
5. Update the club program schedule to reflect required changes.
6. Secure and maintain the inventory of carving material, wearing apparel and the club's wood locker.

Section 3 - Secretary:

The Secretary shall be in charge of all of the board records and documentation for the club. In addition, the Secretary shall:

1. Carry out necessary correspondence.
2. Record and keep minutes of all board meetings.
3. Order all occasional cards and supplies when needed.

Section 4 - Treasurer:

The Treasurer shall oversee the management and reporting of the club's finances. In addition, the Treasurer shall:

1. Receive and deposit funds in a no-interest bank account.
2. Keep a record of funds received and disbursed.
3. Submit a monthly report of fund balances and expenditures to the Board.
4. Submit an end-of-year balances and expenditures to the Board.
5. Develop and submit annual budget for Board approval at the January Board meeting.
6. Disburse only those funds approved in the annual budget and/or by the Board of Directors. All vouchers submitted for payment shall indicate on it the authority and date of approval.
7. Be responsible for registering carvers and vendors for our annual showcase.

ARTICLE III. DUTIES OF BOARD OF DIRECTORS

The Board of Directors shall be responsible for long-range planning for club activities. Plans shall include:

1. Help in the selection of Chairman of the Annual Showcase.
2. Submitting of proposed annual budget.
3. Recommendations for an annual program.
4. Review all ethical and/or disciplinary problems within the club.
5. Review and approve the annually submitted financial report.
6. Provide to the Treasurer a written statement of the results of the annual financial report.

ARTICLE IV. DUTIES OF APPOINTED CHAIRS

Section 1 - Membership Chairman:

The Membership Chairman is responsible for maintaining membership information. In addition, the Membership Chairman shall:

1. Keep a current roster of members, addresses and telephone numbers, and e-mail addresses.
2. Issue welcome letters and nametags to new members.
3. Responsible for seeing that nametags for all new members are made and delivered to each new member.
4. Make sure Newsletter editor has all current membership listings for Newsletter circulation.
5. Monitor supply of membership application brochures.
6. Coordinate with the Treasurer for collection of membership dues.

Section 2 - Newsletter Editor:

The Newsletter Editor shall be responsible for the production and distribution of the monthly newsletter and other electronic communications to the membership. In addition, the Newsletter Editor shall:

1. Distribute the newsletter to the membership via email.
2. Upload the newsletter to the website.
3. Develop and keep an electronic email list group for newsletter distribution.
4. Create and update the calendar of club activities and events.

Section 3 - Webmaster/Social Media:

The Webmaster is responsible for creating and maintaining the club's website. In addition the Webmaster shall:

1. Update website content when necessary.
2. Upgrade software at all levels when available.
3. Upload club newsletters every month.
4. Update website annually for our annual woodcarving event.
5. Promote club and showcase via social media.
6. Update on-line calendar of club activities and events.
7. Work with Historian in keeping club's history on electronic file.

Section 4 - Historian:

The Historian is responsible for keeping records of the club's accomplishments and activities for the year. In addition, the Historian shall:

1. Collect items such as pictures and news clippings about the club and its members.
2. Provide a year in review list of all club activities.
3. Make sure Newsletter Editor and Webmaster/Social Media Editor has all accomplishments and activities for the year on electronic file.

Section 5 - Librarian:

The Librarian is responsible for maintenance of the library. In addition, the Librarian shall:

1. Label all new books, and donations to our library, and place in corresponding categories.
2. Order library supplies when needed.
3. Remind members of book return policies.

Section 6 - Show Chairman:

The Show Chairman shall be responsible for organizing and producing an annual carving show. In addition, the Show Chairman shall:

1. Appoint committees and chairpersons to conduct the affairs of the Show.
2. In consultation with the Board, shall establish a budget for the Show.
3. Submit all expenditures for the Show, including supporting receipts and documentation, to the Treasurer for payment or reimbursement.
4. Submit all income generated by the Show, including appropriate documentation indicating sources of revenue, to the Treasurer.

ARTICLE V. AMENDMENTS

Charlotte Woodcarvers Club Bylaws may be amended by a majority vote of membership presented at a regular meeting following a regular meeting in which a motion for the amendment is made and seconded. All club members must be duly notified of the proposed amendment results via the club's monthly newsletter.

ARTICLE VI. HONORARY LIFETIME MEMBER

Section 1 - Honorary Lifetime Member shall be considered from the following criteria:

1. The mission of the club is to promote the art of woodcarving. The individual member under consideration should clearly demonstrate that he/she has a record of achieving these requirements.
2. This individual should be a person of high character, honest in all their dealings and relationships and a true desire to help others. We should be proud as a club that this person represents the best of the best as we choose them for this honor.
3. This individual would have to be a member of Charlotte Woodcarvers Club for a minimum of 5 years, although this could be waived in extremely unusual cases. This requirement is to show a track record of achievements.
4. This individual would have a record of being recognized in the field of woodcarving. Significant achievements would have been made to the betterment of the Charlotte Woodcarvers Club. There should be no question in the mind of other carvers who know the individual that this is truly a person deserving of such an honor.
5. While writing books and articles is noteworthy and can identify this individual as a carver, the committee should also consider that this individual shares skills in teaching and instructing others the art of woodcarving.

Section 2 - Proposed Administration:

1. A committee of three club members, designated "Honorary Lifetime Members Committee" would review and propose such candidates to the President and Board Members of Charlotte Woodcarvers Club. The write up request would include a resume of who that candidate is and what their achievements are and why they should be approved.
2. The President and the Board of Directors would review the write up request at a regular scheduled Board meeting and consider for approval. The Process should be confidential since disapproval might create negative feelings with those under consideration.
3. Once approved, the individual is notified by the President by letter. They will be presented with a plaque which can be given to them at a business meeting, club's Woodcarving Show or in the case of those from out of town be mailed to them. Their name would also be added to the Honorary Lifetime Member wall plaque.
4. After write up request is approved it shall be posted in the Club's newsletter. It becomes a part of the clubs records by the Secretary and the Membership Chairman will note that this individual is an Honorary Lifetime Member.
5. Honorary Lifetime Member would have free lifetime membership in Charlotte Woodcarvers Club.