

GENESEE VALLEY WOODCARVERS CORPORATION BY-LAWS

Effective Date: October 2024

I. NAME

This organization is known as the **Genesee Valley Woodcarvers Corporation (GVW)**.

II. PURPOSE

The purpose of the GVW is to stimulate interest in the art of woodcarving and develop the talents of its members. Classes, shows, seminars, etc. shall be used to further this interest and development. GVW also encourages participation in local, civic, and commercial projects and the display of carved items at various events and activities.

III. MEMBERSHIP

The GVW is open to all individuals or families interested in woodcarving and the related arts. The individual or family must agree to abide by the bylaws of the organization and their dues must be current with the calendar year.

IV. MEETINGS

Meetings shall be held monthly from September through June. The June meeting shall double as the annual meeting required by the Club's 501(c)(3) status. No meetings shall be scheduled for the months of July and August unless approved by the Board and membership notified 14 days in advance.

V. DUES

- A. Annual dues, at either an individual or family rate are payable on September 1st. The Club's calendar year shall run from September 1st to August 31st.
- B. Current dues must be paid before participating in any Club events or using the Club Library. The Board may suspend this rule to allow specific privileges to non-members.
- C. Dues may be changed after the proposed changes are published in the newsletter and a majority vote is received at a regularly scheduled meeting.
- D. Special membership dues may be promoted each year at the Genesee Valley Woodcarvers Annual Show. These special membership dues shall be good until August 31 of the following year.

VI. BOARD OF DIRECTORS (BOARD)

- A. The affairs and program of the GVW shall be guided by a Board elected by the membership at the regularly scheduled June meeting.
- B. The Board shall consist of the following elected officers:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Membership
 - Newsletter Editor
 - Website Editor
 - Show/Competition Chair
- C. The President shall appoint one Member-at-Large as a Board Member
- D. The immediate predecessor to the current President shall be a Board Member. If the predecessor is not available then this position shall remain vacant.
- E. Board meetings will be scheduled by the President. Decisions shall be made by majority vote of the board members present.
- F. Officer resignations shall be submitted to the Board in writing. If a board member resigns, the remaining Board members, meeting as a group, shall have the power to fill the vacancy. The appointee shall serve until the next election.
- G. Each year the Board shall appoint a committee of three members to audit the Club's accounts.

VII. ELECTION OF OFFICERS

- A. Each year, at the December meeting, the President shall appoint a Nominating Chair who is not a current member of the Board. This Chairperson shall prepare a list of candidates to be presented at the May meeting. Candidates also may be presented from the floor for a given position on the board. The candidates must be members in good standing and willing to serve if elected.
- B. Election of Officers shall be held at the June meeting. Their terms will run from July 1st to June 30th.

VIII. DUTIES OF OFFICERS AND DIRECTORS

A. PRESIDENT

1. Shall be responsible to the Board for administration of its affairs and presides at all meetings of the Club and Board. The President shall schedule a meeting of the Board in July or August to plan for the coming year.
2. May appoint committees and chairpersons. The President is an ex-officio member of all committees except the Nominating Committee.
3. Shall have the authority to approve expenditures of funds not to exceed \$150. Expenditures greater than \$150 must be approved by the Board.

B. VICE PRESIDENT

1. Shall assume the power and duties of the President's office when the President is absent.
2. Shall have additional administrative duties as may be assigned by the Board or the President.

C. TREASURER

1. Shall be responsible for all Club funds and for the disbursement of its money.
2. Shall keep a proper set of records of account open to the inspection of the Board and the Club Members and will give a report of accounts at each board meeting and at the September, December, and June Club meetings.
3. Shall deposit GVW funds in a Club checking account. The Treasurer and the President shall be authorized to sign checks and manage the account.

D. SECRETARY

1. Shall maintain a current copy of Bylaws, Show/Competition rules and forms.
2. Shall maintain a record of any action or vote taken by the Club, plus any other information to be retained.
3. Shall maintain and update the history of the Club.
4. Shall record minutes of the annual meeting.

E. MEMBERSHIP

1. Shall provide the membership application/liability form to the newsletter editor for inclusion in the August newsletter. The application will require carver name, address, telephone number, email, liability disclaimer acceptance, date and signature.
2. Shall maintain a master membership list of the above information and provide the membership list to the newsletter editor and others as needed.
3. Shall keep a one-year file of membership application/liability signatures and carver liability signatures.

F. NEWSLETTER EDITOR

1. Shall compose a monthly newsletter and distribute it to all members for the months of September through June.
2. Shall include a membership renewal form with the September newsletter.
3. Shall send put supplemental email notifications as needed.

G. WEBSITE EDITOR

1. Shall maintain the Club website and update Club information, how to join, copies of current newsletters, show information and competition winners, plus any other relevant information.

H. SHOW AND COMPETITION (SHOW) CHAIR

1. Shall be responsible to the Board for administration of the annual Show.
2. Shall appoint committees and chairpersons as necessary to conduct the affairs of the Show.
3. In consultation with the Board shall establish a budget for the Show.

4. Shall submit all expenditures for the Show, including supporting receipts and documentation, to the Treasurer for payment or reimbursement.
5. Shall submit all income generated by the Show, including appropriate documentation indicating sources of revenue, to the Treasurer.

IX. THE PRESIDENT MAY APPOINT THE FOLLOWING CHAIRPERSONS:

A. PROPERTY CHAIR

1. Shall be responsible for custody of the resource library. Provides access at scheduled meetings.
2. May acquire new items for the Library with Board approval.
3. Shall be responsible for any other Club property i.e. signs used for Shows and public displays.

B. EDUCATION CHAIR

1. Shall plan and organize classes, workshops and educational events for the Club.
2. Shall assist with the carving events during the GVW Show and other external club activities.

X. CHANGES TO THE BYLAWS shall be made by:

- A. Notifying all members on record in writing via the monthly newsletter or supplemental newsletter of the complete proposed amendment or update prior to the next scheduled meeting.
- B. A majority vote of those present at the above meeting in favor of the proposed amendment or update.