

GENESEE VALLEY WOODCARVERS CORPORATION BYLAWS

Effective Date: November 2013
Effective date of update: September 2024
Bylaws Update Editor; Alison Currie
Updates are indicated in red.

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 interested in woodcarving and the related arts. The individual must agree to abide by the bylaws of the organization and pay the required Club dues.

IV. MEETINGS

Meetings are held on the second Monday of the month from September through June. Other meetings may be scheduled by the board.

V. DUES

- A. Annual dues are **\$30.00** for individuals and **\$35.00** for families payable on September 1st. The Club's calendar year will 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.

VI. BOARD OF DIRECTORS (BOARD)

- A. The affairs and program of the GVW will be guided by a Board elected by the membership at the regularly scheduled June meeting. The Board shall consist of the following elected officers:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Newsletter Editor
 - Website Editor
 - Show/Competition Chair
 - One Club member at large
- B. Board meetings will be scheduled by the President. Decisions will be made by majority vote.
- C. Officer resignations should be submitted to the Board in writing. If a board member resigns, the remaining board members, meeting as a group, have the power to fill the vacancy. The appointee will serve until the next election.

VII. ELECTION OF OFFICERS

- A. Each year, at the December meeting, the President will appoint a Nominating Chair who is not a current member of the Board. This Chairperson will 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 will 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. Is responsible to the Board for administration of its affairs and presides at all meetings of the Club and Board. The President will 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 a member of all committees.
3. Has 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. Assumes the power and duties of the President's office when the President is absent.
2. Additional administrative duties may be assigned by the Board or the President.

C. TREASURER

1. Is responsible for all Club funds and for the disbursement of its money.
2. Must 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 GVV funds in a Club checking account. The Treasurer and the President will be authorized to sign checks and manage the account.
4. Each year the Board will appoint a committee of three members to audit the Club's accounts.

D. SECRETARY

1. 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. Maintain a master membership list of the above information and provide the membership list to the newsletter editor and others as needed.
3. Keep a one year file of membership application/liability signatures and soap carver liability signatures.
4. Maintain a current copy of Bylaws, Show/Competition rules and forms.
5. Maintain a record of any action or vote taken by the Club, plus any other information to be retained.
6. Maintain and update the history of the Club.

NOTE: The Secretary will not be required to keep formal meeting minutes.

E. NEWSLETTER EDITOR

Compose a monthly newsletter and distribute it to all members for the months of September thru June.

Add a membership renewal form to the September distribution.

F. WEBSITE EDITOR

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.

G. SHOW AND COMPETITION (SHOW) CHAIR

1. Shall be responsible to the Board for administration of the annual Show.
2. Shall appoint committees and chairpersons to conduct the affairs of the Show.
3. In consultation with the Board shall establish a budget for the Show.
4. Submit all expenditures for the Show, including supporting receipts and documentation, to the Treasurer for payment or reimbursement.
5. 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. Responsible for custody of the resource library. Provides access at scheduled meetings.
2. May acquire new items for the Library with Board approval.
3. Responsible for any other Club property i.e. signs used for Shows and public displays.

B. EDUCATION CHAIR

1. Plans and organizes classes, workshops and educational events for the Club.
2. Assists with the Soap carving event during the GVW Show.

X. CHANGES TO THE BYLAWS may be made by:

- A. Publishing the amendment in the newsletter
- B. Passing it by a majority vote at a subsequent regular meeting.