

# **WOODWORKERS OF WHITTIER BYLAWS**

## **ARTICLE I NAME**

The name of this organization is the Woodworkers of Whittier.

## **ARTICLE II PURPOSE**

The Woodworkers of Whittier was founded as a club for local woodworkers in 1993, with the idea of doing something for children in the area. Over the years, the club's main purpose has been for club members to build and donate wooden toys and other projects to be distributed at Christmastime to underprivileged children.

The club also serves as a forum for craftsmen to share ideas and to improve their woodworking skills. Members may also take on projects during the year to help community groups such as the Cub Scouts, Boys and Girls Club, etc. All work is done on a volunteer basis. Most of the materials used for various projects are donated. Other materials as needed (wheels and axles, etc.) are paid for out of the club treasury.

## **ARTICLE III MEMBERSHIP**

- Membership is open to all adults, male or female, in the greater Whittier area and surrounding communities who are interested in woodworking and in furthering the aims of the club. Woodworkers of all skill levels are encouraged to join.
- Membership dues are due by Jan. 1 of each year.
- Honorary membership may be granted by the Steering Committee to members who have served in an exemplary capacity.

## **ARTICLE IV STEERING COMMITTEE**

- The business of the organization shall be conducted by a Steering Committee, which functions as an executive board.
- Members of the Steering Committee shall consist of five elected officers: president, vice-president, secretary, treasurer and membership chair. Unelected members are listed in Article V.
- All club members in good standing are invited to attend Steering Committee meetings and participate in any and all discussions. All club members attending Steering Committee meetings may vote on any motions or other proposed matters.
- A quorum of seven or more club members will be required to conduct Steering Committee business.
- Steering Committee officers are expected to attend regularly scheduled meetings. If unable to attend, a member should notify the president or another officer.
- One of the duties of the Steering Committee will be to honor one of the club's members as Woodworker of the Year. (See separate guidelines.) If agreed by the Steering Committee, the club may decide not to name a winner for that year.

## **ARTICLE V SELECTION OF ELECTED OFFICERS**

- Officers shall serve one-year terms. Terms will run from July 1 of the current year to June 30 of the following year.
- Officers may be nominated and elected to serve in succeeding terms for the same or another office. There are no term limits for any office.

- The president shall name a nominating committee each May consisting of at least two persons. The nominating committee shall present nominations for each office at the June general meeting. At this meeting, nominations may also be made by members from the floor. Any person nominated must agree to serve if elected.
- The president shall then close the nominations. A vote for each office will then take place by a show of hands.
- New officers will then assume their duties at the July general meeting and at the July Steering Committee meeting.
- As vacancies occur, members of the Steering Committee shall submit the names of prospective members for Steering Committee approval.
- Elected officers shall include: president, vice president, secretary, treasurer, and membership chair. In addition to elected officers, the club has several volunteer positions, including Raffle Chair, Refreshments Chair, Wood and Block Coordinator, *The Pushstick* Publisher, and Webmaster. Their terms shall also run from July 1 of the current year through June 30 of the following year. These positions are appointed by the president.

## **ARTICLE VI ELECTED OFFICERS RESPONSIBILITIES**

### **President**

- Will appoint all non-elected positions. Their terms will run from July 1 until June 30 of the following year. (They can be individuals who currently hold the same position.) All candidates for non-elected positions must be approved by the Steering Committee. If there are vacancies or new positions are created during this term, the president will be responsible for filling the positions.
- Will oversee that all club activities are in compliance with the Steering Committee's decisions and intent.

- Will act as the club's goodwill ambassador and develop community awareness of the various activities of the club.
- Will conduct all regular monthly meetings.
- Will create a new officer nominating committee (made up of at least two club members) in May of each year.
- Will chair the Steering Committee and will be responsible for preparing the agenda. The chair will not vote except in case of a tie.
- Will work with the Treasurer and the Steering Committee to ensure the club maintains a sound financial condition.

### **Vice President**

- Will be responsible for seeing that officer and committee chair duties are written out.
- Will be responsible for overseeing all of the work committees in the club.
- Will make monthly reports to the Steering Committee on the progress of any work projects.
- Will participate at times with the club president in expanding awareness of the club in the community.
- Will conduct general and Steering Committee meetings in the event the president is unavailable.

### **Secretary**

- Will prepare minutes for all Steering Committee meetings and circulate those minutes to club officers prior to the next meeting.
- Will maintain Steering Committee agendas and club records as needed.

- Will handle all normal incoming and outgoing club correspondence.

### **Treasurer**

- Will be responsible for collecting, depositing all club monies and seeing that all club bills are paid.
- Will be responsible for maintaining all club financial records, and will see that appropriate reports are submitted to the proper entities.
- Will make monthly reports at Steering Committee meetings as to the financial conditions of the club, and will report on any anticipated future revenues and major expenses.

### **Membership Chair**

- Will introduce all new members at the general meeting, and see that they are introduced to club members with similar woodworking interests. The membership chair will encourage club members to become mentors to new members in order to help them build their skills and enjoyment of woodworking.
- Will maintain a current roster of club members, with addresses, telephone numbers and email addresses. The Treasurer can assist with this task.
- Will make a monthly report to the Steering Committee as to the number of members attending the general meeting and the number of new members and visitors.
- Will work with the President and all club members in developing awareness of the club in the community.

### **Webmaster (Appointed)**

- Will maintain the club's website.
- Will update the site with current projects and information.

- Will upload photos relevant to club activities.
- Will monitor the site to ensure proper performance.
- Will develop new pages or features for the site as needed, as decided by the Steering Committee.
- Will keep the club president and Steering Committee apprised of any developments regarding the site.
- Will ensure that email contacts listed on the website are directed to the proper person.
- Will manage hosting of the site by purchasing the most economical hosting plan to meet club needs. The Webmaster will be reimbursed for this.
- Will maintain an email subscriber list for *The Pushstick*, the club's newsletter.
- Will email *The Pushstick* each month in a timely manner.
- Will ensure that at least one other person (preferably a club officer) has the user ID and password in the event the Webmaster is unable to fulfill his or her duties.

## **ARTICLE VII MEETINGS**

### **General Meetings**

- General meetings are held the second Thursday of the month at Adventure Park, 10130 Gunn Ave., Whittier, Calif.
- Meetings begin at 6:30 p.m. and run until 8 p.m. or so.
- Most often, the meetings will feature a demonstration of some aspect of woodworking or woodworking skills. There may also be a

presentation by a woodworking expert, etc. There will also be announcements, a show and tell, a raffle and other activities.

- At the November meeting, members will spend the evening installing wheels and axles on the club's toy cars and trucks as part of the Christmas toy project.
- The December meeting is usually reserved for the club's Christmas party. This may be held on the regular meeting date or on an alternate date. The location may vary from the usual meeting place.

### **Steering Committee**

- The Steering Committee meets monthly on the Tuesday after the regular club meeting at the Whittier Senior Center, 13225 Walnut Ave., Whittier, Calif. The meeting starts at 6:30 p.m. and is over by 8 p.m.
- Traditionally, there has been no December Steering Committee meeting.

## **ARTICLE VIII OPERATING PRINCIPLES**

### **All Volunteer Organization**

- All work by club members is done on a volunteer basis. There are no paid positions.
- All club projects are financed by dues and occasional cash donations.
- Most lumber for various projects is donated by local cabinet shops, builders, etc. Members may also donate their own wood and other materials for various projects.
- Any needed supplies (toy parts, etc.) are paid for by the club treasury or are donated.

- The club does not sell any of its items at any time. Individual members may sell items at craft fairs, etc., but do so on an individual basis and not as a club activity. Members who sell any items must not use donated wood for these projects. From time to time, the club may donate items such as doll cradles to groups such as the Boys and Girls Club in connection with a charity auction.
- The club shall file all appropriate forms to qualify for non-profit status if such status is deemed appropriate.
- The club shall comply with all government regulations concerning paint standards and other materials used in various club projects.

## **ARTICLE IX OPERATIONS**

- Toy Building blocks are cut and sanded by volunteer club members.
- Blocks are taken to the backstage area of the Whittier Community Theatre for storage. The Wood Toy and Block Coordinator supervises block production, storage and distribution to social service agencies.
- Toy cars, trucks and other items are made by club members throughout the year in their own shops. These items are normally brought to the November club meeting where wheels and axles are installed.
- Projects such as the doll cradles and doll strollers are usually done by teams of club members. One member may cut out parts, another may assemble the parts, etc. All of this work is usually done in a member's workshop.
- In early December, all items are brought to the backstage area of the Whittier Community Theatre for "bagging day." Volunteers assemble sets of the building blocks and place them in bags. The same is done for the toy cars and trucks.
- The bags of toys are then distributed to various social service agencies,



- In a typical year, the club will produce more than 11,000 building blocks, about 1,000 cars and trucks, and dozens of doll cradles and doll strollers. Another group of volunteers will make dolls for the doll cradles.

## **ARTICLE X AMMENDMENTS**

- These bylaws are intended to serve as guidelines for the operation of the club. They may be amended by a majority vote at any regular meeting of the Steering Committee, provided the amendment was proposed to the Steering Committee at least one month prior to the meeting.

Bylaws as approved by the  
Steering Committee, April 17, 2012  
Submitted by Dave Reid