

Wilmington Area Woodturners Association Policy and Procedure Handbook

Revised January 6, 2020

Includes By-Laws and Constitution

Article I Purposes

See attached By-Laws – Amended April 9, 2016 Wilmington Area Woodturners Association

Article II Administration, Officers and Elections

See By-Laws – Amended April 9, 2016 for Wilmington Area Woodturners Association

Section 1 Location

See By-Laws – Amended April 9, 2016 for Wilmington Area Woodturners Association

Section 2 Financial

See By-Laws – Amended April 9, 2016 for Wilmington Area Woodturners Association

Section 3 Elections

See By-Laws – Amended April 9, 2016 for Wilmington Area Woodturners Association

Section 4 Duties

Duties of the Board of Directors (including Elected Officers and appointed committee members.)

Collective Duties applicable to all members of the Board of Directors (BOD)

- **The elected BOD and the appointed BOD members, as part of their duties, should:**
- Review and be familiar with the chapter's Policies and Procedures and By-laws.
- Review AAW resources for running a good meeting.
- Review previous reference materials, review minutes of previous meetings and speak with predecessors

- Assist in the planning and implementing chapter goals and objectives for the year and the future
- Assure all executive committee members have an understanding of the job functions
- Work closely with the membership chairs to retain current members and promote the growth of new members for the chapter and the AAW. The AAW has many documents that will provide guidance on how to do that.

President

The President is the principal executive officer of the chapter. His/her duties include:

- Supervise and control all the business and affairs of the chapter, provide overall direction for the chapter and implement policies.
- Conduct chapter meetings.
- Prepare the agenda and preside at all chapter and executive board (Elected Officers) meetings.
- Prepare or work with the program officer on chapter meeting demonstrations
- Establish goals and objectives for the year and ensure that all executive board members have an understanding of their job descriptions.
- Fill any committee vacancies by appointing non-elected committee chairs
- Encourage members to participate in chapter activities and programs while aiding in the development of future leaders.
- Prepare the Agenda for the upcoming Board of Directors one week before the Board meeting.
- If the President so chooses, he/she may write a monthly newsletter or appoint someone else to do it and insure that it is sent to the secretary by the end of the current month so it can be sent via e-mail to the members by early the first week of the following month.
- In the event of the death of one of our members, the President is to send a card to the family of the deceased.
- Appoint three (3) members to the nominating committee in October.
- Appoint committee chairpersons for Membership, Public Relations, Social, Fundraising, Outreach, NC Symposium, Library, Audio/Visual, Safety, etc.
- Serve as a voting member of all committees

Vice-President

The Vice President performs the following duties which include but are not limited to:

- In the event the office of the president becomes vacant shall serve as president until the next election
- Serve on committees as assigned by the president
- Conduct chapter and demonstrators meetings in the president's absence.
- Serve as the Chief Operating Officer (COO) of the club by being knowledgeable with the overall status of the programs, clinics, classes, workshops, logistics and other duties assigned by the President.
- Responsible for the Outreach Program for the club.
- Oversees Grant writing

Secretary

The Secretary is the record keeper of the chapter and performs the following duties which include but are not limited to:

- Ensure that records are maintained for the proceedings of all business meetings of the chapter.
- Record and write the minutes for each chapter board meeting
- Distribute minutes to all members of the chapter board. Keep an official record of all board and business meetings
- Submit any changes or updates to the bylaws to the AAW headquarters.
- Chair or participate on committees as assigned by the president.
- Maintain a current roster of the chapter membership.
 - Send an Excel version of the roster to the board membership and the Equipment Manager for coordination for member discounts with preferred vendors.
 - Distribute a PDF version of the roster to the membership quarterly, or more frequently if large changes occur.
- Serve as the membership chair.
- Collect and record the annual dues by Jan 31st – follow-up with members who have not renewed.
- Maintain membership status by categories and report to the board at monthly meetings.
- When rotating off the board stay active in the membership renewal process and maintain the membership roster for the new secretary until such time as they feel ready to take it over.
- Operate the mass notification email system and train the Communications Director to be the backup for that system.
- Using the email addresses in the master roster:
 - Forward the WAWA Turnings newsletter once it is available. Include Members classifieds for tools for sale, and other information that is pertinent and may not have made it into the newsletter.
 - Send a meeting reminder early during the week before the Saturday monthly meeting. Pertinent items and members classified ads may be included. Include electronic copies of handouts provided through the Program Director by WAWA demonstrators with the meeting reminder notice. May provide paper copy for the few members without internet access.
 - Provide other mass email services as needed for social events, training opportunities, funeral service notifications for members.
 - Work with the Treasurer to operate the check-in desk at meetings and control the room entrance point to insure everyone is properly registered.
- Prepare for the meeting by bringing:
 - Current roster (or expanded roster to track attendance and/or door fee collection)
 - Name tags
 - Marker pens
 - New member applications
 - Silent auction forms
 - Roll of tickets for door prizes and another set for 50/50 drawing
 - Squirrel cage or other container to hold door prize and/or 50/50 ticket stubs for drawing

- Sufficient copies of the monthly newsletter and roster for the members that do not use email (currently two).
 - Thirty (30) or more minutes before meeting is due to begin start the check-in process
 - Announce that the desk is open
 - For meetings where a door fee is charged, record the names on a check-in roster.
- Be prepared to report attendance figures to the executive board at the next meeting, or as requested.
 - Consolidate the reports of the other officers and chairs and file for incoming board.

Treasurer

The Treasurer is the financial officer of the chapter who manages the total financial affairs of the chapter.

His/her duties include but are not limited to:

- General Duties
 - Maintain and record income and expense records for the chapter.
 - Maintain the chapter's bank and other financial accounts.
 - Serve as the focal point of all financial matters for the chapter
 - Formulate and prepare an annual budget for the next fiscal year in conjunction with the BOD.
 - Develop and maintain fiscal policies and procedures in collaboration with the BOD and submit new policies, or modifications of existing policies, to the BOD for approval.
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- Specific duties
 - File 1099 Misc. and 1092 Federal forms, for all persons, including outside demonstrators, paid \$600.00 or more for services to the chapter.
 - Prepare an annual report to the chapter membership regarding the financial status of the chapter for the previous fiscal year.
 - File IRS 990-N E-filing, this is an e-filing for tax exempt organizations that are not required to file form 990 or 990-EZ. There is a time limit for filing this report, in WAWA's case the cutoff date is May 15.
 - Take up door fees in conjunction with the Secretary when professional demonstrators come in.
 - Make timely deposits and disbursements of all funds for the chapter.
 - Monitor the receipt and disbursement of funds against the approved budget.
 - Prepare a monthly Statement of Funds for every BOD meeting.
 - Collect W9's from all visiting demonstrators, along with a formal invoice, before payment of the negotiated fees. (The Program Director should send a W9 to visiting demonstrators when final plans are set.)
 - Create, for the Board of Directors meeting in December every year, an estimated budget for the next year. This will be based upon anticipated spending, historical income/spending patterns, and input from the BOD and Chairs.
 - Facilitate the new officers, specifically the President, Secretary, Treasurer are added to the appropriate bank accounts. Only the Treasurer and the President will have signature authority on all the accounts.

Treasurer's Financial Policies

- **Dues:**
 - All dues for annual Membership are due by the end of January, for the year of membership. The current dues schedule is in the addendum at the end of this document;
 - Membership dues includes one family member living in the same household. New member dues will be pro-rated on a trimester basis depending when application for membership for that calendar year is received. The 1st trimester is January 1 – April 31 inclusive, for the 2nd trimester it is May 1 – August 31 inclusive and the 3rd trimester is September 1 – December 31 inclusive.
 - Active Duty Military and local area high school and full-time college students under the age of 26 are not charged a membership fee.
- **Door Fees:**
 - The current fee schedule for demonstrations is in the addendum.
 - When there is a professional demonstrator a door fee will be collected from all members and non-members;
 - Any change to the door fee assessment will be by decision of the BOD;
 - Executive Board Members have the ability to waive the door fees for visiting family members, special guests, students and prospective new members.
- **Workshops:**
 - The current fee schedule for workshops is in the addendum.
 - Reservations for seats in a workshop are not confirmed until payment is received;
 - If seats are still available two weeks before the scheduled Workshop, the workshop may be opened to non-club members;
 - Refund of workshop fees to a participant are at the discretion of the board.
- **Purchasing Policy:**
 - Designated chairs/managers may spend club funds up to the amounts approved in the annual budget for approved projects without getting further approvals from BOD;
 - Chairs must submit requests to the Treasurer for expenses not already included in the relevant portion of the Budget.
- **Reimbursement:**
 - Disbursement of chapter funds to reimburse members will only be done when a written request is made by filling out a reimbursement request form;
 - This request should include a copy of the receipt or invoice.
- **Credit Cards:**
 - Credit cards will be issued to the Treasurer and the equipment manager.
 - Each individual possessing a chapter credit card will be responsible for safeguarding it;
 - These cards will only be used for expenditures that have prior approval, either through the budget or by the BOD;
 - The Treasurer has signing authority
- **Mileage Reimbursement:**
 - Whoever tows the WAWA Trailer to a scheduled event will receive mileage reimbursement per IRS Code allowance, posted for the previous year

Article III – Board of Directors

- **See By-Laws – Amended April 9, 2016 for Wilmington Area Woodturners Association**

Article IV – Committees

Nominating Chair and Committee

- The Nominating Committee prepares a slate of qualified candidates for the elected offices/positions in the chapter.
- Responsibilities:
- Members of this committee contact each current officer and board member to ask what their availability is for the coming year, if they are eligible for re-election, etc.
- In conjunction with the chapter executive board, establishes candidate qualifications. Regularly asks the full board to submit the names of good candidate prospects.
- Advertises vacancies at chapter meetings. State the position, the length of term, qualifications for the position, the time commitment, and the date the nominations close.
- The four key officers (President, Vice-President, Secretary and Treasurer) must be members of the American Association of Woodturners (AAW) for the club to qualify for the liability insurance sponsored by AAW. Verifies new candidates' eligibility for office.
- Prepares the ballot for distribution to the membership at the chapter meeting when voting is to take place.
- Compiles results of voting and announces results to membership. The ballots should be counted by at least two people not nominated for an office if more than one candidate is running for a given position.

Membership Chair and Committee

- The chapter Secretary serves as the de facto membership chair.

Program Chair and Committee

- Coordinate demonstrators from the chapter membership and neighboring chapters (currently targeted at 5 per year).
- Coordinate professional demonstrators who cover educational topics established by the chapter (currently targeted at 5 per year).
- Announce demonstrators and topics to membership at least 3 months in advance if possible.
- Negotiate and coordinate the professional demonstrator's fees, special material needs, logistic of travel and accommodations.
- Establish a maximum number of participants that he/she can instruct in the workshops. Inquire if there is a certain skill level that should attend the workshop.
- Ask professional demonstrators if they have any special dietary needs, if they want a reception or quiet time.
- Coordinate with equipment setup team for special demonstration needs.

- Target to have a signed contract with all outside demonstrators.

WAWA Hosting Policy for outside demonstrators

- Hosting by club membership of external demonstrators will be utilized when feasible in order to minimize demonstration costs to the club. The host is responsible for insuring airport pickup and delivery and other local transportation of the demonstrator as well as lodging and meal availability.
- Priority in selection of host will be at the discretion of the program manager and will first consider the preferences of the demonstrator, then board membership availability and interest, and finally club membership-at-large. The program manager will maintain a list of those individuals who have expressed interest in hosting. If a “hands on” workshop is scheduled in conjunction with the demonstration, the host will normally be considered for a complimentary seat at the workshop as a “thank you” for the effort/ costs involved in the hosting process. A reception or other gathering for the demonstrator may be arranged at the host’s discretion.
- Properly documented costs, up to a total of \$50, incurred by the host, specific to hosting the demonstrator are reimbursable by the club with prior approval of the President. At the host’s discretion, a charitable contribution receipt can be obtained from the WAWA Treasurer
- Costs associated with the host themselves, their spouse and/or the demonstrator’s family are not reimbursable by the club.
- Board to reimburse for actual travel expenses, only, of visiting demonstrators, not meals.
- Program Chair or PR Chair to advise other area clubs of our visiting demonstrators and programs.
- Coordinate with Equipment chair and let him/her know what the needs of the demonstrator are, including supplies needed for doing demo – special needs - computer, air compressor, etc.
- Secure wood, etc. for the demonstrator to use for the demonstration and the workshop.
- Provide a list of supplies for participants of workshop and get it to them in a timely manner.
- Sell seats to workshop. Make sure any money collected is recorded and delivered to treasurer. If a workshop attendee doesn’t pay two weeks in advance, their spot is not reserved. First pay, first seated.
- No refunds of workshop fees for cancellations by WAWA members except at the discretion of the president. The members can sell their seat to someone else if possible.
- Have demonstrator send an invoice or bring one with them. If not, prepare one for their signature and our files.
- Get W-9 filled out and deliver a check to demonstrator after workshop.
- Provide advance information to the secretary, treasurer, website coordinator, Facebook page coordinator, news release coordinator and the President.
- Present Workshop Summary Report to BOD after each event, including Income vs. Expenses.
- Find out if professional will be bringing books, DVD’s etc. to sell – and let members know.
- Ask demonstrator if we can use their images on our website and newsletter and if we can record it when we have the capabilities.

For in house demonstrators

- If the demonstrator has any handouts, send them electronically to the secretary preferably at least two (2) weeks ahead of time so they can be then provided to the members. The secretary will provide electronic copies to the membership with the meeting reminder email blast. The secretary will provide printed copies for members who do not have internet access. Get the information to the secretary, website coordinator, Facebook page coordinator and the President for proper dissemination.

Outreach Chair and Committee

- This position will be filled by the Vice President and fulfills the WAWA mission statement requirements by providing information, training, and education to area organizations interested in learning woodturning.
- The Chairman will recruit volunteer members to plan, organize, and perform demonstrations to groups such as schools, churches, civic clubs, colleges, and retail outlets, who want to learn or become involved with woodturning. Liaise with public relations groups for outreach.
- Coordination of all steps in the educational process shall be a responsibility through each project assigned leader. The Outreach Program is essential in WAWA obtaining grants, donations, and new members.

CFCC Liaison Chair and Committee

- The coordination between WAWA and CFCC for utilization of CFCC facilities is sensitive to the success of the monthly meetings and demonstrations. Therefore the Liaison duties include:
- Maintaining contacts with CFCC staff to provide harmony and support for WAWA programs.
- Maintaining and coordinating WAWA equipment, tools and supplies at CFCC in good working order.
- Reporting to WAWA Board on all aspects of the CFCC programs and relationships.
- The CFCC Liaison along with the Equipment Chair shall perform an annual inventory of the WAWA assets at CFCC by the end of January each year. This updated inventory will be submitted to the WAWA Board upon completion. This inventory along with the inventory of the rest of the WAWA assets will be used to determine the amount of Business Personal Property Limit of Insurance endorsement of the Business Owners Policy.

Harbor United Methodist Church (HUMC) Liaison

- The coordination between WAWA and HUMC for utilization of the HUMC facilities is sensitive to the success of the monthly meetings and demonstrations. Therefore the Liaison duties include:
- Maintaining contacts with HUMC staff to provide harmony and support for WAWA programs and equipment.
- Reporting to WAWA BOD on all aspects of the HUMC programs and relationship.
- Maintaining and coordinating WAWA equipment, tools and supplies at HUMC in good working order.
- The HUMC Liaison along with the Equipment Chair shall perform an annual inventory of the WAWA assets at HUMC by the end of January each year. This updated inventory will be submitted to the WAWA Board upon completion. This inventory along with the inventory of the rest of the WAWA assets will be used to determine the amount of Business Personal Property Limit of Insurance endorsement of the Business Owners Policy.

Social Chair and Committee – Activities include, but are not limited to:

Spring Picnic is usually to be held the second Saturday of May (subject to change)

- Secure the location, and with the BOD, determine the needs for the picnic, i.e., tables and chairs, centerpieces, etc.
- Collect the funds from the members who will be attending the picnic.
- Order the food to be delivered.
- Coordinate with President and Secretary to insure that all announcements will be put in newsletter and sent out by e-mail blast.

Christmas Social is usually held the second Saturday in December (subject to change)

- Secure the location, and with the BOD, determine the needs such as amount of tables, etc.
- Secure and obtain door prizes.
- Obtain door prize tickets.
- Coordinate with President and Secretary to insure that all announcements will be put in newsletter and sent out by e-mail blast.
- Collecting the funds from the members who will be attending the social.
- If a charitable collection is to be held, set up for the collection and subsequent distribution of those charitable donations

Equipment Chair and Committee

- The Equipment Chair is responsible for maintaining the inventory of all equipment, as well as the storing, maintaining and setting up all equipment for the club as needed.
- For the Audio/Visual equipment, the Chair's duties include:
 - Responsible for the setup and storage of the A/V equipment for all meetings and demonstrations.
 - Responsible for the maintenance and upkeep of all A/V equipment.
 - Determines if and when new equipment is needed and obtains the necessary budgetary information for its purchase and presents it to the BOD.
- For the Lathe and Turning Equipment, the Chairs duties include:
 - Responsible for the setup and storage of all the turning equipment and tools.
 - Responsible for the maintenance and upkeep of all the turning equipment and insures that it is ready for meetings and demonstrations.
 - Any missing tools need to be located and replaced if needed.
- Maintain the club's trailer in such a condition that it is available for the transport of turning equipment to and from class and meeting functions.

Safety Chair and Committee

- The Safety Chair's duties include:
- Insure that there is a Moment of Safety at each demonstration, workshop or clinic whether presented by an in-house demonstrator or by a professional demonstrator.
- Request that the Professional Demonstrators handle the safety aspects of their own demonstration and at the hands-on workshops or will they would prefer a safety person be assigned there.
- Inquire from the people leading the clinics if they will handle the safety aspects at the clinic or if they would like a safety person to be assigned there.

NC Woodturners Symposium Chair and Committee

- Background - The North Carolina Woodturners Symposium (NCWS) is a separate 501c3 corporation with its own board of directors. WAWA was one of the seven NC clubs that was party to the formation of the Symposium Corporation.
- Two members from each of the member clubs are appointed by their respective BODs to represent their club on the North Carolina Woodturners Association (NCWS) BOD. One of those members serves as the NCWS board member and the other serves as the alternate board member. If a board member subsequently leaves, another member from that club may be nominated and/or appointed by the WAWA BOD.
- Each of the member clubs are responsible for one for the demonstration rooms used during the North Carolina biennial woodturning symposia. This support consists of equipping their room with the necessary turning and AV equipment as well as the manpower to assist the demonstrator and operate the AV system during all the rotations.
- The Symposium Chair is responsible for insuring that the equipment and manpower is in place and ready for the demonstrators in their assigned room.
- The Symposium Chair and/or the alternate may be appointed by the NCWS Symposium to committees such as treasurer, demonstrator recruitment, vendor recruitment, registration, etc.

Library Chair and Committee

- The Library Chair's duties include:
- Maintaining the central informational and educational library of the club by the storage of all of the informational and educational media of the club including all books, magazines, videos, DVDs, etc.
- Maintaining and setting up the library display at meetings.
- Maintaining the rental files of the media that are on loan.
- Purchasing new media as needed or required.
- Collecting any rental fees and turning them over to the treasurer.

Club Retail Store

- The Club Retail Chair's duties include:
- Maintaining the club's books and inventory of the offerings of tools, monogrammed clothing, sanding and finishing supplies, etc.
- Maintaining and setting up the display of goods at meetings and other events
- Organizing any tool or other club group purchases
- Collecting funds and keeping all records from the sale of those items and any other items purchased or sold and providing to the Treasurer the funds and records of those transactions.

Communications Chair and Committee

- The Communications Chair's duties include:
- BOD liaison with all of the communicational committees including:
- Public Relations
- The Club Newsletter
- Web design and its presence
- Social Media
- News Releases
- Photography

Addendum for 2020

Meetings, Workshops, Clinics, etc.

General Monthly Meetings are generally held, subject to change, the **second Saturday of every month**, except May (for the club picnic) and December (for the club Christmas party) at the:

Cape Fear Community College (CFCC) at the:

North Campus – 4500 Blue Clay Road, Castle Hayne, NC 28429

In the **BB&T auditorium** inside the **McKeithan Center Building** – building is marked NA

Starting times are generally 9:30 AM

Demonstrations are generally held every month at every general meeting. We strive to have five (5) professional demonstrators and five (5) in-house demonstrators annually.

Board of Director Meetings are held:

Wednesday before the General Monthly Meeting at the:

Harbor Church at 4853 Masonboro Loop Road, Wilmington, NC 28409

Meetings are held in a portable classroom building #2 located in the back of the church property

The meeting starts at 1PM.

Workshops with the Professional Demonstrators are generally held the:

Sunday following the professional demonstration at the:

Harbor Church at 4853 Masonboro Loop Road, Wilmington, NC 28409

Workshops are held in a portable classroom building #2 located in the back of the church property

Workshops start at 8:30AM

Clinics with In-house Teachers/Demonstrators are generally held the:

The **third Saturday of the month** at the:

Harbor Church at 4853 Masonboro Loop Road, Wilmington, NC 28409

Clinics are held in a portable classroom building #2 located in the back of the church property

Clinics start at 8:30AM

Dues and Fees:

Membership dues:

Annual Dues:

Existing Members Effective January 1, 2020 and Subject to change, the current annual dues for the calendar year, due by the end of January of the year, is \$45. Membership dues includes one family member living in the same household.

New Members Subject to change, the current dues are prorated on a trimester basis and is dependent on when the application for membership, for that calendar year, is received.

If the application is received during the:

1st trimester which is January 1 – April 31 inclusive, the dues, subject to change, are \$45

2nd trimester which is May 1 – August 31 inclusive, the dues, subject to change, are \$30

3rd trimester which is September 1 – December 31 inclusive, the dues, subject to change, are \$15

Note: For Active Duty Military, local area high school students and full-time college students under the age of 26 the membership fee is waived.

Meeting Fees:

The current fees are:

Professional demonstration – the fee is currently \$20 which is paid at the door and subject to change.

In-house demonstration – there are currently no fees

Workshop fees (professional demonstrator) are subject to change and currently are **\$100 plus materials fees for supplies/materials.**

Clinic fees (in-house teachers/demonstrators) are free to current chapter members only, are subject to change, and they also **have a fee for supplies/materials.**