

CAPITAL AREA WOODWORKERS

GUIDELINES AND PRACTICES

March 2017

The Capital Area Woodworkers (CAW) operates under no formal rules or bylaws. It is a loose-knit group of woodworkers who come together to share woodworking experiences and to learn skills.

In doing so, the group follows informal practices that were developed by the founding members and modified over subsequent years.

The officer positions are described below—these are guidelines and are not to be construed as rigid parliamentary duties.

The officer positions consist of **President, Immediate Past President, President Elect/Vice President, Treasurer, Webmaster,** and **Editor** of the newsletter. A nominating committee may be appointed by the President to solicit new officers. Nominations are presented to the club at the January meeting and members in attendance shall vote on each officer position. A majority vote will prevail. Each term will expire on December 31. In the event an officer is unable to fulfill their obligation, the President shall appoint a volunteer to fill the position until the expiration of said term.

The elected officers are then installed and shall assume their new duties, complete the business session, and orchestrate transfer of official documents (banking, reports, committee activities, etc).

Officers Duties: The officers will act as a board to conduct all business presented before the club. Normally, the board will meet in a timely manner in which to formalize activities for the following month's club meeting and programs. Once these activities have been arranged, a newsletter is to be distributed to each club member (either electronically or via postal service).

President: The President will conduct the monthly meetings of the club, the board meetings, and be the spokesperson for the club. The President may also have co-signature privileges of the club's financial assets in the absence of the Treasurer. The President shall also appoint a member to review the financial records kept by the Treasurer at the end of each year and certify the completeness and accuracy of the CAW financial balance.

Immediate Past President: The Immediate Past President provides guidance to club officers and ensures a smooth transition of the newly elected President. The Immediate Past President chairs the nominating committee, assists in preparing meetings and events, and is a resource for club officers and members. The Immediate Past President will attend Board meetings and have an active voice in club decisions.

President Elect/Vice President: The President Elect/VP will conduct business of the club and board in the absence of the President. At the discretion of the President, the President Elect/VP may also have co-signature privileges of the club's financial assets in the absence of the Treasurer.

Treasurer: The Treasurer will manage banking records and general information of membership related documents. The Treasurer shall deposit all membership dues and special project fees, and pay all customary expenditures of official club business upon approval of the Board of Officers. The Treasurer will present these transactions in a quarterly report, including beginning and ending balance, funds

deposited and expenditures paid. All funds received and all expenditures paid will be from the club checking account. At the end of the year the Treasurer will provide a written report to the Editor for inclusion in the newsletter (preferably January, no later than February) that highlights beginning and ending balances and a summary of receipts and expenditures.

Editor: Ideally, the Editor will publish and distribute the monthly newsletter no later than the Thursday prior to the subsequent meeting. Adjustment of club meetings and events may require the newsletter be published other than the Thursday prior to each meeting.

The newsletter should contain the volume and edition numbers as well as the month and year of publication. Officer's names and contact information will be placed in each newsletter. The newsletter will include upcoming activities and other events the officers deem of interest. It may include items of interest submitted by club members, tool or woodworking advertisements, special recognition of club members, and brief reports of open shops or field trips.

With the exception of the minimum requirements, the contents of the newsletter will be at the discretion of the Editor. The Editor is responsible for submitting a club meeting notice to the local newspaper(s) free event advertising section prior to the upcoming meeting.

Webmaster: The Webmaster will maintain and update the club website at least on a monthly basis. The Webmaster will determine the layout and content of the website. Additional members may form a committee to assist the Webmaster with the website. The membership roster and pictorial pages will be updated at least annually.

Newly Elected Officers: Normally, the incoming President will amend the roles and duties of the elected officers as warranted. In addition, the President may appoint a committee(s) to form a list of topics to be presented at each club meeting, solicit open shop or special interest groups (SIGs) topics, solicit subject-matter experts to present topics related to woodworking, plan field trips or tours, and assist with the annual picnic and Christmas party.

Club Decorum: The Roberts Rules of Order (see attachment) are informally used during the business meetings. Topics are presented, discussed, and amended if needed. Motions are made, seconded, and voted upon. The majority vote of the members present will prevail.

Dinner Meetings: Meetings are held monthly on a quarterly rotating basis—first Monday, first Tuesday, and first Wednesday of each month in accordance with the following:

January, April, October—first Monday of each month
February, May, August, November—first Tuesday of each month
March, June, September, December—first Wednesday of each month

The club may suspend the July meeting in lieu of the annual picnic. Altering dates to accommodate holidays or conflicts with the meeting location will defer to the President.

Meetings will begin at 6:30, with a social/dinner beginning at 5:30.

The club will provide a program each meeting that is of interest to woodworkers. The program may be any type of presentation or demonstration made by a member, guest speaker/group, or industry representative. In addition to the monthly program, members are encouraged to participate in “show and tell”, shop-made jigs, helpful tips, and answer questions to assist other members.

The club may pay for a guest speaker's meal and reasonable travel expenses from outside Sangamon County. Usual and customary expenses of \$100 or less shall be paid by the Treasurer; if expenses exceed \$100, the President shall present these expenses before the Board for approval and payment.

Door Prizes: Members and guests may donate \$2 per ticket or \$5 for three tickets to the club for purposes of a 50/50 raffle drawing. The remaining money may be awarded to a member(s) or guest(s) to offset dinner expenses. Members or guests may elect to donate their winnings to the club.

Membership Dues: Annual dues are \$30 (as of January 2016) for **current** members to be paid in January of the new year. **New** members will be prorated by half year declining dues—1st half of the year is \$30, and 2nd half of the year is \$15. Any immediate family member of a current, dues-paying CAW member may join the CAW at half the current membership amount. 'Immediate family member' shall include spouse, domestic partner, children, grandchildren or parents. Membership applications may be downloaded at the club's website <http://www.cawspi.org> or received from the Treasurer.

Video Library: The video library is brought to each meeting by the Librarian and is available to members in good standing. Members may borrow 2 videos at a time and must be checked-out. The videos will be returned by the next meeting unless arrangements are made with the Librarian. If more than 3 months have elapsed and the videos are not returned, they will be considered lost and the member will be charged for replacement of the video(s) to include shipping and handling costs.

Summer Picnic: A summer picnic will be held in July in lieu of the monthly meeting. The club will provide meat, drinks, cups and table service. Members will be asked to provide a covered dish, vegetable or salad, or a dessert. The President will appoint a member to obtain proper accommodations for the picnic, usually a pavilion or suitable shelter, for those members and their guests.

Members are encouraged to bring woodworking items for display. In addition, items may be brought for buy, sell, or trade. Proceeds from the sale of these items will not benefit the club unless the member specifically donates the money.

Reviewed: 2017 _____ 2018 _____ 2019 _____ 2020 _____ 2021 _____

Attachment 1:

Robert's Rules of Order - Summary Version

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental rights of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything! Silence means consent!

Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!

Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!

Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone

The member moving the "immediately pending question" is entitled to preference to the floor!

No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

Main Motion: Brings new business (the next item on the agenda) before the assembly

Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)

Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.

Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor

Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time

Limit Debate: Closing debate at a certain time, or limiting to a certain period of time

Postpone to a Certain Time: State the time the motion or agenda item will be resumed

Object to Consideration: Objection must be stated before discussion or another motion is stated

Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table

Reconsider: Can be made only by one on the prevailing side who has changed position or view

Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

Previous Question: Closes debate if successful - may be moved to "**Close Debate**" if preferred

Informal Consideration: Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified