

FIRST STATE WOODTURNERS, INC.

BY-LAWS

(A CHAPTER OF THE AMERICAN ASSOCIATION OF WOODTURNERS)

ARTICLE I

Name and Location

The name of this organization shall be First State Woodturners. This organization shall also be identified as "First State Woodturners" or by the acronym "FSW", and may be referred to in these by-laws simply as the "Chapter" or the "Club". The principal office of the corporation shall be located at the address of its then current President of the Board of Directors. The corporation may have other offices and may conduct its business at such other locations as the Board of Directors may determine from time to time. In the event the chairman of the Board of Directors is not a resident of Delaware, a Delaware resident will be appointed from among the Directors as the agent.

ARTICLE II

Mission Statement

Our mission is to provide education and information to those who are interested in woodturning. We define woodturning as the shaping of wood using a lathe, which results in objects and images that range from the familiar to the profound. This includes everything from decorative and functional bowls, boxes, and vessels, to furniture, architectural spindles, toys, tools, musical instruments, and sculptural objects.

ARTICLE III

Purposes and Objectives

In following the thrust of our Mission Statement, First State Woodturners shall:

- provide a meeting location for woodturners;
- promote an interest in woodturning for persons of all levels of competence and experience, including beginners and advanced professionals;
- provide up-to-date information, education and guidance for all members;
- exchange wood and other woodturning materials;
- stimulate creativity, and to explore new methods and techniques for advancing woodturning as both a creative craft, and as a unique art form;
- encourage membership in, and continued support for, the American Association of Woodturners;
- provide hands on training and safety guidance in the use of woodturning lathes, lathes tools, and associated equipment necessary to participate in woodturning activities.

Section A, First State Woodturners: is formed and shall be operated exclusively for "charitable, scientific and educational" purposes as those terms are defined within the

meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding section of any future Internal Revenue Law of the United States) as now enacted or as may be hereafter amended ("Code"). The primary mission is to create and coordinate a wide range of educational opportunities for woodturners and people interested in woodturning.

Section B, Private Inurement: No part of the net earnings of First State Woodturners shall inure, directly or indirectly, to the benefit of any private person or individual; and no Director, officer of the FSW shall receive any pecuniary benefit of any kind except reasonable compensation for services actually rendered to the FSW in effecting its corporate compensation for services rendered to the Association in effecting its corporate purposes. No substantial part of the activities of the FSW shall consist of carrying on propaganda or otherwise attempting to influence legislation; nor shall the FSW participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

Section C, Liquidation: In the event First State Woodturners is dissolved and liquidated, the Board shall, after paying or making provision for payment of all the liabilities of the Chapter, distribute its remaining assets to one or more organizations described in Section 501(c)(3) of the Code and Section 170(b)(1)(A) of the Code (and who have been so described for a period of at least sixty (60) months prior thereto exclusively for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code. Any of the property or assets not so distributed shall be distributed by the Court of Common Pleas for the County in which the principal office of First State Woodturners is located to one or more organizations so described for such purposes.

Section D, Private Foundation Restrictions: For any period in which First State Woodturners is determined to be a private foundation within the meaning of Section 509 of the Code:

- (a) The Association may not merge or consolidate with any corporation or other entity which is not an exempt organization described in Code Section 501(c)(3) and Section 170(b)(1)(A) (other than clauses (vii) and (viii) and which has not been in existence and so described for a continuous period of at least sixty (60) calendar months.

ARTICLE IV

Relationship to the American Association of Woodturners

First State Woodturners shall be a Chapter of the American Association of Woodturners, (AAW), and shall support and participate in the activities of that organization. The four Executive Officers of the Chapter agree to be members in good standing of the AAW. The Chapter will encourage all members to become affiliated with the AAW. The AAW specifically disassociates itself from any debts, obligations, or encumbrances of the Chapter; the AAW and its Board of Directors shall have no legal or financial responsibility in the affairs of the (The Club) or its Board of Directors.

ARTICLE V

Membership

Section A, Qualifications: Regular Membership shall be open to all persons eighteen (18) years of age or older. Membership shall be contingent upon the payment of dues as provided for in Article VI of the By-Laws.

Section B, Categories of Membership: The Chapter shall have the following categories of membership:

Regular Member is any one person who practices woodturning as a profession or avocation, or is interested in woodturning, and is a member in good standing of both FSW and AAW.

Associate Member is a member in good standing of FSW, but not of the AAW.

Student Member is any person under the age of eighteen (18) years. Student Members shall not be permitted to vote or hold office.

Regional Member is a Regular member in good standing of another AAW Chapter who wishes to join FSW in addition to their primary Chapter in order to attend and participate in FSW meetings and activities. Regional Members are eligible for reduced annual dues so long as their membership in their primary AAW Chapter is kept current.

Honorary Member is any individual designated by a Board Member or Chapter member that has contributed to the Chapter in an exemplary manner. Members nominated for this status will be reviewed at a duly organized Board Meeting, and voted unanimously to attain that category. Honorary Members shall be exempt from the payment of any dues or fees, and shall be entitled to all privileges of Regular Members.

Section C, Removal of Member: Removal of any member of First State Woodturners may be accomplished by a majority vote of the full Board of Directors.

ARTICLE VI

Dues and Fees

Section A, Annual Dues: All members shall pay dues as recommended by the Board of Directors and approved by the membership. Dues for members joining during the year shall be pro-rated semi-annually.

Section B, Renewal Dues: Will be due annually on January 1st and payable no later than the last day of February. Members who do not pay their dues prior to the March meeting shall be considered to have dropped their membership. Such persons must pay their full annual dues in order to reinstate their membership for the current year. Exceptions to the above may be considered by the Board of Directors should extenuating circumstances be present.

Section C, Demonstration and Class Fees: There may be a fee collected for on-site demonstrations or classes to help defray demonstrator expenses as determined by the Board. These fees will be collected prior to a demonstration or a class and will be announced before the event by email and posting on the Chapter website. Students, Student Members, Honorary Members, and Member guests will be exempt.

Section D, Chapter Reciprocity: Current members in good standing of other AAW Chapters may join the FSW Chapter as a Regional Member for the purpose of attending FSW meetings and events. The yearly dues for a Regional Member will be one-half of the current Regular Member rate. Regional Members are not permitted to vote or hold office.

ARTICLE VII

Fiscal Year

The fiscal year of the Chapter shall be the calendar year, and may be changed by the Board of Directors if such change will benefit the Chapter.

ARTICLE VIII

Meetings

Section A, Monthly Meetings: Regular meetings of the Chapter shall be held on the first Wednesday of the month, or at alternative times, with the time and location determined by the Board of Directors and announced in the newsletter, by email, and/or on the Chapter website (firststatewoodturners.org). FSW shall meet a minimum of ten (10) times per year.

Section B, Special Meetings: Special meetings may be called by the Chapter's Board of Directors. Also, upon written request of 20% of the Chapter's membership, the Board of Directors shall call a meeting to discuss a specific subject. Notice of a "Special Meeting" shall be published in the Chapter's newsletter and/or website, and by separate email, at least one week prior to the date of the meeting. This notice will show the date, time, and place of the meeting, and will include a proposed agenda.

Section C, Quorum: The presence in person, or by proxy, of 25% of members of the Chapter entitled to vote shall be necessary to constitute a quorum for the transaction of business. Members are entitled to vote only if current dues have been paid.

Section D, Proxies: Every member of the Chapter entitled to vote at any regular meeting may vote in proxy. A proxy shall be in writing and is revocable at the pleasure of the member executing it. Unless the duration of the proxy is specified, it shall be invalid after 30 days from the date of its execution.

ARTICLE IX

Board of Directors

Section A, Powers: The Board of Directors shall be the governing body of the Chapter and shall have all powers necessary to conduct the business of the Chapter, which are consistent with these By-Laws. The Board of Directors shall nominate Directors, Officers, and appoint committees and special positions as may be required. The Board of Directors shall also have the power to abolish any committee or special position.

Section B, Number and Manner of Election: The Board of Directors shall consist of four (4) Executive Officers plus the currently serving members in the positions of Program Director, Safety Officer, and Past President. The Board of Directors will determine the number of Directors desirable and select a slate of nominees in September, present it to the membership at the October meeting, and accept any floor nominations at that time. Elections will be conducted at the November meeting with newly elected Directors assuming duties on January 1st. Election will be by a simple majority of votes cast by the membership present.

Section C, Terms of Office: Elected Directors shall serve for terms of two (2) years. Terms of the elected Directors should be staggered to maintain some degree of continuity within the Chapter organization. Arrangement of terms will be coordinated by the currently serving Directors. The Chapter Secretary will record the term of each Director and inform the Board which Directors' Terms expire during the current year.

Section D, Meetings of the Board: A regular meeting of the Board of Directors shall be held within 30 days of the annual election of Officers and Directors. The President may, when he or she deems necessary, or the Secretary shall, at the request in writing of three (3) members of the Board, issue a call for a special meeting of the Board, at least ten (10) days before the appointed date for the meeting. Due to distances involving considerable travel, special meeting items and related decisions requiring Board approval, may be accomplished via email or conference call. Proposals must be clearly stated, and responses returned to a designated member of the Board of Directors within seven (7) days.

Section E, Quorum: In regular meetings, a simple majority of Directors present will constitute a quorum. In email ballots (decisions), a majority of Directors currently in office will be required to determine an affirmative vote.

Section F, Vacancies: Whenever any vacancy occurs on the Board of Directors by death, resignation, or otherwise, it shall be filled without undue delay by a majority vote by ballot by the remaining members of the Board of Directors at a regular Board meeting, or at a special meeting which shall be called for that purpose. The election shall be held as soon as possible, but no later than sixty (60) days after the occurrence of the vacancy. The person so chosen shall hold office for the remainder of the term of the Director he or she replaces.

Section G, Removal of Directors: Any one or more of the Directors may be removed with just cause, at any time, by a vote of two-thirds of the members present at any special meeting called for that purpose.

ARTICLE X

Officers

Section A, Number: The Executive officers of the Chapter shall consist of a President, a Vice President, a Secretary, and a Treasurer. These Officers shall serve on, and be included in the Board of Directors. At the discretion of the Board of Directors, the positions of Secretary and Treasurer may be combined.

Section B, Method of Election: The Officers shall be elected at the November meeting of the Chapter, and shall serve for terms of two (2) years. A slate of Officers shall be developed by the Board of Directors in September, and presented to the membership at the October meeting, and combined with any nominations from the floor at that time. The election of Officers will take place at the November meeting, with the newly elected Officers assuming full duties on January 1st. Elections will be by a simple majority of votes cast by the membership present.

Section C, Duties of Officers: The duties and powers of the Officers of the Chapter shall be as follows:

PRESIDENT - The President shall be the chief executive officer of the Chapter; shall chair all meetings of the Board of Directors, and regular monthly meetings of the Chapter; shall be authorized to make deposits and withdrawals of the Chapter's funds for Chapter purposes; and shall have the power to enter into and sign contracts in the name of the Chapter whenever such contracts are authorized by the Board of Directors. The President shall have the authority to make committee appointments, and will coordinate the appointment and actions of an Audit Committee, as required.

VICE PRESIDENT - In the case of death, or the absence of the President, or of his or her inability from any cause to act, the Vice President shall perform the duties of the Office of President.

The Vice President shall have responsibility for the tools, machines and real property owned by FSW including, but not limited to, receipt, disposition, storage, maintenance and those other matters necessary to keep the property in proper condition. The Vice President shall also keep the Treasurer informed as to what has been disposed of and currently owned and its condition for valuation purposes.

SECRETARY - The Secretary shall attend and keep minutes of all meetings of the Chapter, its Officers, and Board of Directors. The Secretary shall conduct all correspondence and carry into execution all orders, votes, and resolutions not otherwise committed; shall keep a list of the members of the Chapter; shall notify the Officers and members of their appointment to committees; and shall maintain a list of the expiration

date of each Director's term of office. In the case of absence or disability of the Secretary, the President may appoint a Secretary Pro-Tem.

The Secretary shall see that notices are duly given to members as required by the By-Laws and shall maintain the official records including, but not limited to, a current copy of the By-Laws, Articles of Incorporation, and tax exemption determination letter.

The Secretary shall maintain the official membership roster and phone list, which includes, but is not limited to, all members in good standing of all membership categories. In general, the Secretary will perform all duties incident to the office of Secretary and such other duties as may be assigned by the President.

TREASURER - The Treasurer shall be responsible for handling, depositing, and accounting of all funds of the Chapter, and shall provide a quarterly report to the Board of Directors of all receipts, disbursements, and monies on deposit.

The Treasurer shall collect all membership fees and other monies. The Treasurer is responsible for maintaining current and accurate records of all monies and assets, including tools, machines, real and investment. The Treasurer will maintain a current list of members in good standing in all membership categories and shall inform the Secretary of new or dropped members for the purpose of updating the membership roster and the mailing list. In general, the Treasurer will perform all the duties incident to the office of Treasurer and such other duties as may be assigned by the President.

The Treasurer shall file annual information documents as required to the Federal Internal Revenue Service and the State of Delaware using Form 990, Form 990 EZ, or other required Federal and/or State forms, and shall retain a copy of these Forms and their supporting ledgers available for public inspection for three years after either the due date of the documents or the date the document is filed, whichever is later. At the conclusion of said three year period, said supporting ledgers shall be destroyed but copies of the filings shall be retained for internal use and/or inspection by the IRS for seven years. Supporting ledgers shall include all entries necessary to compile the information required by said documents, a copy of which shall be distributed to the President and Secretary.

PAST PRESIDENT – The Past President shall serve in an advisory capacity to the President and other officers. The Past President may perform such other duties as may be requested by the President.

PROGRAM DIRECTOR - The Program Director will be responsible for ensuring that all demonstrations are organized and are run smoothly. They will organize tools, equipment, lathes, and cleanup for the monthly general meetings. They will also establish future meeting topics.

SAFETY OFFICER / ASSISTANT PROGRAM DIRECTOR - The Safety Officer is responsible for coordinating, educating, and insuring that safety programs and procedures are understood and followed. In addition, the Safety Officer performs any duties required to assist the Program Director.

ARTICLE XI

Equipment and supplies

The Board of Directors shall coordinate the acquisition of all equipment, and shall regulate and/or restrict the use of any equipment and supplies belonging to the Chapter.

ARTICLE XII

Amendments

These By-Laws may be amended from time to time by the membership. Such action shall be preceded by giving all Chapter members ten (10) days prior notice of the meeting at which such amendments will be considered and all provisions for proxies and mail in ballots shall have been given. Corrections and clarifications made to these By-Laws shall not be considered as amendments.

ARTICLE XIII

Indemnification

Each person who has been, now is or shall hereafter be a member of the Board of Directors, an Officer, or committee member of the Chapter, shall be indemnified by the Chapter to the extent of its treasury funds and as permitted by law against all expenses reasonably incurred by him or her in connection with any action, suit, proceedings or the settlement or compromise thereof, or payment of any judgment or fine resulting therefrom in which he or she may become involved by reason of any action taken or omitted by him or her provided that such action was taken or omitted in good faith for the Chapter.

ARTICLE XIV

Rules of Order

The meetings of the Chapter shall be conducted in accordance with Robert's Rules of Order.

ARTICLE XV

Conflicts of Interest

Section A, Purpose: The purpose of the conflict of interest policy is to protect FSW interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of FSW or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section B, Definitions:

1.) Interested Persons: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2.) Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family (a) an ownership or investment interest in any entity with which FSW has a transaction or arrangement, (b) a compensation arrangement with FSW or with any entity or individual with which FSW has a transaction or arrangement, or (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which FSW is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section C, Paragraph 2 of this Article, a person who has a financial interest may have a conflict of interest only if the Board of Directors decides that a conflict of interest exists. The FSW will only enter agreements with an Interested Person if the agreement is at cost or within industry average profit.

Section C, Procedures:

1.) Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2.) Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3) Procedures for Addressing the Conflict of Interest:

- a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the governing board or committee shall determine

whether FSW can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in FSW's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4.) Violations of the Conflict of Interest Policy: If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section D, Records of Proceedings: The minutes of the governing board and all committees with board delegated powers shall contain:

- a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing Board's or committee's decision as to whether a conflict of interest in fact existed; and
- b) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings,

Section E, Compensation: A voting member of the governing board who receives compensation, directly or indirectly, from FSW for services is precluded from voting on matters pertaining to that member's compensation. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from FSW for services is precluded from voting on matters pertaining to that member's compensation. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from FSW, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section F, Annual Statements: Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement

which affirms such person

- a) has received a copy of the conflicts of interest policy,
- b) has read and understands the policy,
- c) has agreed to comply with the policy, and
- d) understands that FSW is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section G, Periodic Reviews: To ensure FSW operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; and
- b. whether partnerships, joint ventures, and arrangements with management organizations conform to FSW written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section H, Use of outside Experts: When conducting the periodic reviews provided for in Section G, FSW may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted

ARTICLE XVI

Discrimination and Harassment

Section A, Declaration of Policy: It is the policy of First State Woodturners not to condone or permit any form of discrimination and/or harassment by or against members, employees, vendors, independent contractors, or other individuals with whom it deals based upon age, race, color, religion, sex, sexual orientation, national origin, disability or other protected class or characteristic established under applicable federal, state, or local statute or ordinance.

Section B, Definitions: FSW considers sexual harassment to be a form of sex discrimination. For the purposes of these Guidelines, sexual harassment is considered to be unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, whether by male or female, when

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or

- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or contributions to the Chapter's activities, or creating an intimidating, hostile or offensive work environment relating to the Chapter's activities.

Section C, Remedies: Individuals who believe they have been subjected to discrimination or harassment as described or have questions about whether certain conduct is unlawful should promptly speak to an officer of the Chapter.

An officer of the Chapter who receives a complaint of prohibited discrimination or harassment or who is made aware of conduct that may constitute discrimination or harassment is promptly to notify the Board of Directors.

A complaint of prohibited discrimination or harassment is to be investigated promptly, and the existence of a complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or to take appropriate corrective measures. The person who initiated the complaint should be informed of the findings and disposition of the matter at the conclusion of the investigation. There should be no coercion, retaliation, intimidation, discrimination, or harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.

PERSONS WHO ENGAGE IN PROHIBITED DISCRIMINATION OR HARASSMENT ARE SUBJECT TO DISCIPLINE OR SANCTION, INCLUDING REPRIMAND AND, WHERE APPROPRIATE, TERMINATION OF MEMBERSHIP OR OTHER RELATIONSHIP WITH THE ORGANIZATION.

ARTICLE XVII

Prohibited Activities

FSW was formed for charitable and educational purposes as set forth in Articles II and III of these By-Laws. Thus, FSW recognizes that it is prohibited from undertaking activities which impermissibly benefit private interests. FSW shall not engage in any activities not permitted to be carried on by a corporation exempt from federal income tax under § 501(c)(3) of the Internal Revenue Code.

ARTICLE XVIII

Insurance

FSW will maintain adequate liability insurance as determined by the Board to insure Officers, members, and demonstrators from injury, liability, and damages during regular FSW meetings, classes, Field Trips, or other events and gatherings sanctioned by the Chapter.

ARTICLE XIX

Books and Records

The books and records of FSW will be in keeping with the rules as applicable to a 501(c)3 non-profit corporation and shall be made available for public inspection upon consent of the Board.

ARTICLE XX

Indebtedness

All functions of FSW are on a cash basis. FSW may not incur any debt through the actions of the Board, its Officers, or its members.

Revised: October 20, 2018

Adopted:

President's Signature _____

President's Name: Jeffrey Turi

Vice President's Signature _____

Vice President's Name: Eric Krum

Secretary Signature _____

Secretary Name: Tom Sloan

Treasurer Signature _____

Treasurer Name: John Bacino

FIRST STATE WOODTURNERS
Listing of Officers

PRESIDENT

Jeff Turi
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VICE PRESIDENT

Eric Krum
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TREASURER

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PAST PRESIDENT

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PROGRAM DIRECTOR

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SAFETY OFFICER / ASSISTANT PROGRAM DIRECTOR

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