

**GLENDALE WOODTURNERS GUILD  
(GWG), a 501 (c) 3, nonprofit organization**

A Chapter of  
The American Association of Woodturners, Inc (AAW); a nonprofit corporation

**BY-LAWS**

**ARTICLE I – CONTACT AND LOCATION**

**Contact is:** The Glendale Woodturners Guild President.

The GWG President's and Officers' information may be found in the latest issue of the GWG newsletter at <https://www.woodturners.org> or by contacting GWG.

**Location:** The GWG primarily draws its members from, but not limited to, cities/areas of Los Angeles County, primarily the San Fernando Valley.

Current membership of the GWG is 160.

**ARTICLE II – OFFICES**

The principal office of this chapter is the home of the GWG Treasurer. (See Article VIII)

**ARTICLE III  
RELATION OF CHAPTER TO THE CORPORATE ORGANIZATION**

All members of the Glendale Woodturners Guild Chapter are urged to be members in good standing of the American Association of Woodturners, Inc. However, a minimum of four officers of the GWG are required to be members in good standing in American Association of Woodturners, Inc.

While it is understood that the parent organization will provide advice and counsel, as requested, local chapters are advised that the nature and extent of their activities are left to their discretion. Demonstrations, while probably part of the normal activities of local chapters, are to be conducted solely at the discretion of local officers, and all safety and instructions are to be under their explicit directions.

The national office strongly recommends placing signs or notices on or around any lathe used for demonstration; that eye safety protection, a full face shield, dust mask, and hearing protection be worn when needed. The lathe is a potentially dangerous instrument, only to be used with chapter approved supervision.

**ARTICLE IV – PURPOSES**

The primary purpose of the Glendale Woodturners Guild is education, which is accomplished by providing a meeting place for Woodturners to share ideas and techniques, to educate the general public regarding the art of woodturning and participate in charitable causes.

#### **ARTICLE V- DIVERSITY AND INCLUSION**

The GWG is dedicated to diversity and inclusion within our own organization and in providing equal opportunity to people of all races, ethnicities, religions, genders, sexual orientations, gender identifications, abilities, incomes, marital statuses, ages, philosophies, and veteran statuses in all levels of the organization and its activities.

#### **ARTICLE VI – MEMBERSHIP**

**Members:** Members in good standing are individuals that attend and participate in the meetings and activities of the Glendale Woodturners Guild.

**Membership Dues:** The Glendale Woodturners Guild does not charge any membership dues. Currently, the GWG relies entirely on donations and fees charged at special events for all of its revenue.

#### **ARTICLE VII – MEETINGS**

**Meeting Dates and Times:** The Chapter will meet when practical, on the second Sunday of each month at 2:00 p.m.

**Meeting Location:** The meetings will be held at the Crescenta Valley Park Recreation Center, 3901 Dunsmore Ave, La Crescenta, CA 91214

Current meeting information and location will be posted on the Glendale Woodturners Guild website. Additionally, a notice of each meeting will be sent to each member when possible seven (7) days before it is scheduled.

#### **ARTICLE VIII – OFFICERS**

**A. Officers and Elections:** In addition to the President, the Chapter shall have additional officers consisting of a Vice-President, Treasurer, Newsletter Editor, Web-Master and Secretary. Members with a willingness to serve are eligible to seek any office. Election information will be announced at a previous meeting and through advanced mailing (e-mail is acceptable) to the membership.

**B. Compensation:** Officers shall serve without compensation and have no family or business relationship with any compensated individual or organization receiving chapter funds. However, officers and members are free to receive reimbursements for pre-approved chapter business expenses. Additionally, demonstrators serving as outside contractors may be compensated with prior approval of the membership.

**C. Terms of Office:** The President and Officers of the Glendale Woodturners Guild are elected by a majority vote of the membership for a one (1) year term with no term limits. Elections by majority votes shall occur at the October general membership meeting, with new officers assuming their position at the December meeting.

**D. Removal of an Officer:** The removal of the President or any office holder may be made when it is deemed to be in the best interest of the chapter. Removal requires a majority vote of the membership present at a general membership meeting.

**E. Vacancies:** A vacancy in any position may be filled by a majority vote of the membership for the remaining portion of the term. However, in the case of a vacancy in the Office of President, the Vice-President will assume the role of president as specified in Article VIII section G.

**F. President:** The Chapter President shall be the executive officer for the Chapter with duties to include but not limited to:

1. Supervise and control of the business and affairs of the Chapter.
2. Call meetings of officers and general membership meeting as deemed necessary.
3. Preside at all meetings except committee meetings presided over by the committee chairperson.
4. Appoint committees with the approval of the membership.

**G. Vice-President:** In the absence of the President the Vice-President shall perform the duties of the president. If the office of President is vacated the Vice-President shall assume the responsibilities of the President until such time that the membership elects a new President. The Vice-President shall have the duty of arranging programs, demonstrations, meeting presentations, and perform such other duties as from time to time may be assigned to them by the President.

**H. Treasurer:** The Treasurer shall collect all monies belonging to the chapter. Additionally, the treasurer will be responsible for keeping current and accurate records of all funds that flow through the Chapter and for ensuring that the required number of local chapter officers are current paid-up members of the AAW. Furthermore, the Treasurer shall ensure the Chapter's financial records are maintained in accordance with Article XI and all 501 (c) 3 Internal Revenue Service (IRS) and State Franchise Tax Board regulations. In general, the Treasurer shall perform all duties incidental to the office of Treasurer as well as other duties as from time to time may be assigned to them by the President.

**I. Secretary:** The Secretary shall keep all records of official business conducted by the Chapter. The Secretary shall ensure that all notices are duly given in accordance with the provisions of these By-Laws. Additionally, the Secretary shall maintain the official copy of the current By-Laws and copies of tax documents issued by federal and state governments. Finally, the Secretary may perform other duties as assigned by the President.

**J. Newsletter Editor:** The Newsletter Editor (Editor) shall, compile the events of the Chapter following each general meeting. The Editor is responsible for recording meetings with still

cameras or camcorders, as required or requested. Newsletter items will be gathered from the members, including photos, assembled and provided to the Web-Master to be included in the Chapter's webpage. The Editor is also responsible for e-mailing a reminder to the membership seven (7) days prior to upcoming meetings. The Editor may perform other duties as assigned by the President.

**K. Web-Master:** The Web-Master is responsible for maintaining the Chapter's webpage.

### **ARTICLE IX –INDEBTEDNESS**

All functions of the Glendale Woodturners Guild are on a cash basis. The GWG may not incur debt through the individual actions of an officer or member.

### **ARTICLE X – FISCAL AND LEGAL**

**A. American Association of Woodturners disclaimer:** The Corporation, the American Association of Woodturners, Inc. (AAW) specifically disassociates itself from any debts, obligations or encumbrances of the local chapter. The Corporate board of directors of AAW is not responsible for the debts, or shares in the profits of the local chapters. The Corporate Organization does not shoulder any legal liability for accidents that occur during events of any kind sponsored or not sponsored by a local chapter. The Glendale Woodturners Guild (GWG) Chapter specifically disassociates itself from any debts, obligations or encumbrances of the AAW. The officers of the GWG Chapter are not responsible for the debts or shares in the profits of the AAW. The GWG Chapter does not shoulder any legal liability for accidents that occur during events of any kind sponsored or not sponsored by the National Organization.

**B. Insurance:** The Glendale Woodturners Guild will maintain liability insurance available through a nationally recognized liability insurance carrier. The minimum amount of \$1,000,000.00 liability insurance of coverage is required for the persons and property used during GWG activities.

For insurance purposes, individuals conducting demonstrations, training, or student woodturners are required to meet any one of the following criteria.

1. Be members in good standing of GWG.
2. Meet the requirements of the Chapter's insurance carrier.
3. Carry the minimum amount of \$1,000,000.00 liability insurance coverage in the form of an adequate insurance policy. This policy must cover the liability of the insured individual, the GWG, and property used by the Chapter.

The Chapter President shall verify compliance with these insurance regulations prior to the performance of any Chapter activity or demonstration.

## ARTICLE XI- FINANCIAL

The Glendale Woodturners Guild will maintain all financial records and distribute all funds in accordance with the requirements of an Internal Revenue Service 501 (c) (3) organization.

**A. Funds:** Chapter funds can only be issued for the purposes described in Article IV and must be in accordance with the tax-exempt requirements of the IRS and California State Franchise Tax Board.

**B. Dissolution:** At a time of the dissolution of GWG, all funds on hand, all funds on account, and any other assets of the GWG shall be liquidated and will be transferred to the American Association of Woodturners (an IRS 501 (c) (3) corporation), or other organization that meets the requirements of both the IRS and the State Franchise Tax Board. This dissolution shall be in accordance with the regulations of 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future Federal Code.

## ARTICLE XII – AMENDMENTS

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by a vote of a simple majority of the qualified voting members of the Chapter then casting ballots. Copies of all modification to these By-Laws must be filed with the national office of AAW and with the Internal Revenue Service, P.O. Box 192, Covington, KY, 41012-0192.

## ACCEPTANCE OF THESE BY-LAWS

By a vote of the membership: Revision 2 has been adopted by the Glendale Woodturners Guild (GWG), a 501 (c) (3) nonprofit corporation and member of the American Woodturners Association, Inc.

### Revision Record

Original By-Laws approved: June 16, 1993

Revision 1 superseded original By-Laws approved: April 1, 2005

Revision 2 supersedes Revision 1 of By-Laws approved: June 2, 2019



Kim Acuna  
President  
Glendale Woodturners Guild