

By-Laws



Introduction & Reason for By-Laws

Meetings of Clubs, Societies or legislatures would dissolve in chaos if they were not conducted by rules. These rules are known as Parliamentary Law. The name comes from the British Parliament, which originated the fundamental rules that are still used everywhere, but with certain modifications.

When a group wishes to organize a club, they first elect a temporary Chairman and a Secretary. Then a special committee is appointed by the chairman or by the assembly to draft a Constitution, framework of the organization, and the By-Laws, containing detailed rules for conducting business. Some Clubs work out the By-Laws at meetings of the entire membership.

Date of original adoption of these By-Laws:

Date Amended: _____ Section: _____

Date Amended: _____ Section: _____

Date Amended: _____ Section: _____

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Branson Tri-Lakes Area Scroll Saw Club

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By-Laws Of Branson Tri-Lakes Area Scroll Saw Club

Section A

Article #1

Name: The club shall be known as the “TRI-LAKES AREA SCROLL SAW CLUB” hereafter referred to as “the Club”

Article #2

Location: The base of operation for the Club is within the Branson Tri-Lakes area in Missouri. The address used, for Club correspondence, will be the current address of the existing President of the Club.

Article #3

Objective: The Club is committed to providing quality programs and services for the members with the latest information available in an effort to increase each individual members’ interest, knowledge, techniques and skill in all phases of wood working and the use of tools, products and equipment related to scroll sawing. To provide a place for scrollers to meet and exchange ideas and techniques. The club members may participate interesting and evaluating new products and publish the results for the members use.

Article #4

Qualification for membership: A genuine interest in scroll sawing and a desire to improve and further their knowledge and techniques. They should also show a willingness to share their experiences and knowledge with others.

Article #5

Levels of Membership:

- a. Individual members shall enjoy all benefits of club membership and have voting rights.
- b. Married couple members shall both enjoy all benefits of club membership and each have voting rights.
- c. Associate members must be a family member of an individual or married couple member and shall enjoy all benefits of club membership except voting rights.
- d. Junior members must be under the age of 18 years and enjoy all benefits of club membership except voting rights.

Article #6

Meetings: Regular meetings shall be held once a month. The time, date and location of meetings is to be determined by a vote of the members and is subject to change due to availability of a suitable location or conflict with other events. Attendance at club functions and meetings shall be confined to members and invited guests. All members are to be notified of any special meetings or changes in meeting time, date or location prior to the scheduled event.

Article #7

Officers: The regular officers shall consist of the President, Vice President, Secretary and Treasurer. In addition to the regular officers, there shall be a Club historian and a newsletter publisher which may be either elected by the members or appointed by the President.

Article #8

Executive Committee: An executive committee shall be formed consisting of the officers and three regular members. It shall be the function of the executive committee to decide important problems or make recommendations for their solution as they deem necessary.

Article #9

Membership Dues and/or Fees: Annual individual dues and fees for membership are to be decided on by the members and a schedule and record of such shall be kept on file by the Treasurer.

- a. Dues are to be for annual membership for a calendar year beginning on January 1 and ending on December 31.
- b. Dues for married couples shall be 1½ times the dues for an individual membership.
- c. Dues for an Associate or Junior member shall be ½ of that for an individual membership.

Article #10

Expenditure of Club Funds: All expenditures of Club funds shall be presented to the membership for their approval.

Article #11

Voting Requirements: In order to vote on any matter, the persons voting must be paid up members. In order for any matter requiring a quorum, there must be at least 50% of the paid up members present.

Section B

Article #1

Voting Procedure: Voting on regular motions and proposals shall be decided by a verbal “yes” or “no”, or a show of hands, either for or against and a simple majority shall rule unless otherwise indicated by the by-laws. When voting to elect officers or committees, the vote shall be decided either by a verbal “yes” or “no”, show of hands or a secret ballot at the discretion of the President.

Article #2

Election of Officers: Annual elections for officers shall be held in November of each year to elect officers for the following year. The terms of office will be for one year each and shall run from January through December of the year after the elections are held.

Article #3

Duties of Officers:

- a. The President shall preside over all meetings whether they be regular or special meetings. The President has the full responsibility of planning and executing all meetings, functions and activities pertaining with the Club.
 1. The President is responsible to appoint a committee to perform an annual audit of the club financial records on a calendar year basis.
 2. The President shall appoint a committee to review and make recommendations for additions, deletions or amendments to the by-laws for the Club’s best interests on an annual basis.
- b. The Vice President shall perform all duties of the President in his absence.
 1. The Vice President is also responsible for those functions and activities as may be assigned to him by the President.
- c. The Secretary shall keep an accurate record of all events occurring during regular or special meetings to include members present, time, date and place of meeting, business discussed including resolutions voted on and time of adjournment.
 1. The Secretary reads all correspondence and conducts the meetings when other presiding officers are absent.
 2. The Secretary may be required to act as Treasurer when none is available.
 3. The Secretary shall publish and distribute a Club roster once a year, therefore it is incumbent on the members to keep the secretary informed of any changes in their status such as Name, Address, etc.
- d. The Treasurer shall receive and pay out all funds belonging to the Club and keep an accurate record of all transactions.
 1. The Treasurer shall report all financial transactions during the preceding month and the balance of funds available at each meeting.
- e. The Club Historian shall organize and maintain all records, photos, and awards pertaining to the Club for future reviewing.
- f. The newsletter editor shall assemble information and publish a monthly newsletter with information of past meetings and items of interest planned for future meetings and events.

Article #4

Meeting Order of Business:

The President or his representative shall call the meeting to order and may or may not ask the members and/or guests to perform a short self introduction which can also serve as a roll call for the record. The President may also call for a short recess anytime during the meeting that he deems it appropriate for the purpose of refreshments, etc.

The Secretary shall read the minutes for the previous meeting.

The President shall call for any additions or corrections to the meeting minutes as read. If there are none, he will declare the minutes approved as read. If there are any additions or corrections to the minutes, the Secretary shall make such necessary changes and the President shall declare the minutes approved as amended.

The President shall call for any reports from committees and take whatever action is required and dismiss the committee or give them a new assignment.

The President shall call for any unfinished business and take appropriate action.

The President shall call for any new business and take whatever action he deems necessary.

The President shall proceed with any regular business such as guest speakers or presentations by members which should include the presentation of items on the share table.

The President, after all regular and special business has been conducted, shall entertain a motion to close the meeting until the next special or regularly scheduled meeting. After receiving a motion to close the meeting, the President shall declare the meeting closed and announce the date, time and location of the next schedule meeting.

Article #5

Committees: Permanent committees shall be selected and decided in the same manner as officers. Temporary committees shall be selected by the President appointing a chairperson and two additional members. After selecting a chairperson for a temporary committee, the President may choose to have the chairperson select the two additional members to assist him/her.

Article #6

Procedures: All meetings and club activities shall be conducted in an orderly fashion. During meetings, basic Parliamentary Law shall be followed. The President shall preside and control the activities of the meeting.

Any member wishing to present information, plans, suggestions, proposals or nominate a candidate for an office or committee must address the chair and be recognized before proceeding. Any proposal or nomination which requires further action by the members will require a second by another member. If no second is received, the matter will be dropped with no further action. If a second is received, the President will call for any remarks or discussion on the subject. If there are no remarks or after there appears to be no more discussion, the President shall say, "If there are no further remarks we will proceed to vote." The President will then state, "It has been moved and seconded that *state the motion*". All those in favor, signify by raising your right hand, all those opposed raise your right hand." After a count of the vote, the President shall announce that the motion has passed or failed.

Article #7

Amendments to By-Laws: Amendments, changes, deletions or additions to the By-Laws may only be decided by a two-thirds majority vote of the members present at a regular or special meeting where the members represent a quorum.

Acceptance

By signing this, the following Club officers and members certify that the preceding By-Laws have been reviewed and accepted by the members of the Club on this date.

Month _____ Day _____ Year _____

Pres. _____

Vice Pres. _____

Sec. _____

Tres. _____

Memb. _____

Memb. _____