

# *MARQUETARIANS OF THE CAROLINAS*

## BYLAWS

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### **ARTICLE I - NAME, AREA, AND LOCATION**

The name of the organization shall be Marquetarians of the Carolinas (The Chapter). While anyone with an interest in marquetry is welcome to join, the targeted membership is North and South Carolina. The principal office of the Chapter shall be located at the address of the then current president.

### **ARTICLE II - RELATIONSHIP TO THE NATIONAL ORGANIZATION**

Members of Marquetarians of the Carolinas are not required but are encouraged to be members in good standing of the American Marquetry Society (AMS). It is understood that the AMS will provide advice and counsel, as requested. However, the nature and extent of the local activities and demonstrations are left to the discretion of the local Chapter.

### **ARTICLE III - PURPOSE**

The purpose of the Local Chapter is to:

1. Educate the public regarding marquetry;
2. Share ideas and techniques regarding marquetry;
3. Provide an opportunity to exchange tools and materials;
4. Provide a means to showcase members' work;
5. Provide a meeting place for local marquetarians;
6. Encourage safe shop practices;
7. Support the general purposes of the AMS.

### **ARTICLE IV - MEMBERSHIP DUES**

Annual membership dues for the chapter (over and above dues paid to the AMS) will be set by the Board and paid at the beginning of the calendar year. Dues will be prorated on a semi-annual basis for members joining after July 1. Membership dues will be waived for individuals age 18 and under.

### **ARTICLE V - MEETINGS**

A. Schedule - The chapter shall meet at least quarterly, but more frequently if appropriate. A notice of meetings will be sent to each member no less than one week before its scheduled date. Meetings will typically include a demonstration or presentation, a show-and-tell segment to exhibit members' work, and a question and answer period.

B. Safety - The safety of participants is the responsibility of each individual member. At any Chapter demonstration or function the Chapter requires each participant to use approved eye protection when using the scroll saw or any other machine tool.

## ARTICLE VI - BOARD OF DIRECTORS AND OFFICERS

Marquetarians of the Carolinas is governed by its Board of Directors, which consists of the elected officers: president, vice president, secretary, treasurer and AMS Board Representative.

- A. **Officers** must be members in good standing of the Chapter.
- B. **Number, Election, and Voting.** The officers of this Chapter shall be President, Vice President, Secretary/Editor, and Treasurer. The chapter shall also elect a Board Representative to represent the chapter to the national organization (AMS). The officers shall be elected by a simple majority vote of the Chapter's members in good standing casting ballots. All members in good standing shall have the opportunity to vote, either in person, by email, or any other means deemed appropriate. Any other officers deemed necessary may either be elected by the membership or appointed by the elected officers.
- C. **Term of Office** shall be two years. There shall be no limit on the number of terms, whether consecutive or not, that an officer can serve. Nominations will be held at the second-from-last, and elections at the last, regularly scheduled meeting of each election year.
- D. **Removal from Office.** Any officer, whether elected or appointed, may be removed by a majority vote of members in the voting process described in Section B above if it is deemed that such a removal would serve the best interest of the Chapter.
- E. **Vacancies.** A vacancy in any office may be filled by a majority vote of the Board.
- F. **Board.**
1. **Meetings** - Because of the distances involved, board meetings will not be scheduled on a regular basis, but may be held in conjunction with general meetings. However, the Board shall hold an annual meeting at the end of the fiscal year, either in conjunction with the last general meeting or via electronic means. Use of email, telephone and internet will be encouraged for Board and Chapter planning activities, and shall be the primary means of communication within the Chapter.
  2. **Committees** - The Board shall have responsibility for forming and disbanding any special committees as necessary.
  3. **Quorum** - At each meeting of the Board of Directors, the presence of a majority of the members currently serving on the Board shall constitute a quorum for the transaction of business. If a quorum is not present at a meeting, the Board members present may adjourn the meeting from time to time without further notice until a quorum shall be present. However, a Board member shall be considered present at any meeting of the Board if during the meeting he or she is in telephone or other means of electronic communication with the other Board members participating in the meeting.
  4. **Expenditures** - Expenditures of Chapter funds shall be limited to officers, and all expenditures require verbal approval of at least one other officer. Any expenditure greater than \$100.00 per item or event shall require approval of the majority of the Board Members. There shall be at all times two officers within the Chapter with signature authority, the Treasurer and the President, and all checks must be signed by either (but not both) officer.
- G. **Duties:**
- President:** The president shall be the principal executive officer of the Chapter, and shall have the following duties:
- Primary responsibility for the continuance of activities within the chapter and work to ensure the long range existence and stability of the chapter.

- Ensure timely elections.
- Work with other officers to appoint committees and coordinators as necessary.
- The President shall vote in all elections, but in the case of a tie shall cast an additional vote to break the tie.
- Ensure regular, timely, and consistent communication with all chapter members, and ensure a minimum of four (4) meetings are held during the year.
- Work to provide meeting places and develop informative programs for the chapter.
- Ensure that periodic and annual Board meetings are held.
- Assure new officers receive adequate training.

**Vice President/Membership Coordinator:**

- Act in the President's absence for all chapter activities.
- Concentrate on membership involvement and recruiting.
- Contact all new members in a timely manner with information on the Chapter.
- Act as primary focus for all inquiries received by email or other means.
- Maintain membership lists (active, inactive, and prospective members) and distribute annually to all chapter members.
- Perform any duties that might be assigned to him/her by the President.

**Secretary/Editor:**

- Maintain an official archive of chapter records.
- Record the minutes of chapter and Board meetings, distribute copies to other Board members in a timely manner, and include all such minutes in the chapter archive.
- Maintain, update, and distribute to members the chapter's collection of marquetry patterns.
- Administer the chapter Library, if applicable.
- Prepare and distribute chapter newsletters at least quarterly. The president shall have an opportunity to review and comment on the newsletter, if desired, prior to publication.
- On a quarterly basis, provide a report of all chapter activities to the AMS for inclusion in the quarterly magazine, *The American Marquetarian*.
- Perform any duties that might be assigned to him/her by the President.

**Treasurer:**

- Maintain a checking account in the name of the chapter.
- Record all chapter financial transactions and maintain booking records.
- Deposit checks for membership received from the membership coordinator.
- Make disbursements as necessary.
- Provide an annual financial report to the chapter secretary as required for inclusion in the first newsletter of the new fiscal year.
- Prepare and submit any required IRS or bank filings.
- Perform any duties that might be assigned to him/her by the President.

**AMS Board Member:** In order to remain affiliated with the AMS, the chapter shall elect a board representative whose responsibilities shall be as follows:

- Act as the liaison between the Chapter and the AMS.
- Represent the chapter in all matters before the AMS.
- At each chapter meeting, provide a report of all activities at the national level.
- Perform any duties that might be assigned to him/her by the President.

H. **Compensation:**

The Board shall receive no compensation for services rendered as a Board Member other than reasonable expenses as described in Section F (4) above.

## ARTICLE VII - FISCAL YEAR

The fiscal year for Marquetarians of the Carolinas shall be the calendar year January 1 through December 31.

## ARTICLE VIII - Disclaimers

The Board of Directors of Marquetarians of the Carolinas specifically disassociates itself from any debts, obligations or encumbrances of the Chapter. The Chapter does not shoulder any legal liability for accidents that occur during events of any kind whether or not they are sponsored by the Chapter.

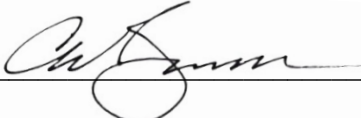
## ARTICLE IX - AMENDMENTS


These bylaws may be altered, amended, or repealed and new bylaws adopted by a vote of a simple majority (greater than 50%) of the voting members of the Chapter then casting ballots in accordance with the voting procedure in Article VI (B) above. A copy of any modifications to these bylaws must be filed with the Chapter Secretary within 30 days of the Chapter's approval.

Acceptance of these bylaws.

These bylaws have been drawn up, agreed upon and adopted by Marquetarians of the Carolinas in Hickory, North Carolina, on the 20<sup>th</sup> day of March, 2018.

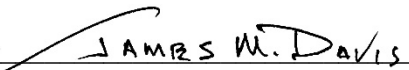
Signed:

President: Charlie Brown  Date: 03/20/2018

Vice President: Bonnie Richardson  Date: 03/20/2018

Secretary/Editor: Beth Woody  Date: 03/20/2018

Treasurer: Don Patterson  Date: 03/20/2018

AMS Board  
Representative: James Davis  Date: 03/20/2018