

BY LAWS

WILLOW VALLEY LAKES MANOR WOOD SHOP BY LAWS

Article I Name and Purpose

The name of this organization is The Willow Valley Lakes Manor Woodshop, located at 300 Willow Valley Lakes Drive, Willow Street, Pa. 17584. Its purpose is to provide a woodshop for all residents of WVC LAKES Communities located in Postal Code 17584. It reports to the Lakes Manor Resident Life Coordinator.

Article II. Membership

A. Eligibility

1. Residents as described in **Article I**. Persons from other WVC communities may request full membership by application to the Committee, to be determined on a case by case basis.
2. Limited Use: Persons living in other communities at Willow Valley may use the equipment on a one time basis by request to a *qualified* Committee member, who shall agree to be present when the guest is using the equipment.

B. Duties

1. Upon application, a person shall agree to participate in a complete review of all equipment with a Committee member regarding operation of the machines and basic safety procedures. Members also agree to refrain from using any tool for which they are not certified. If use is required, they agree to do this only with a certified member.
2. Upon admission, members must sign the “Waiver of Liability” release form indicating participation in the initial review of equipment and commitment to follow safe operating procedures as defined by the *Safety Procedures Manual*. The Secretary shall keep these signed forms.
3. Repair Work: Members agree to accept repair assignments as time and ability permits. All money received from repair work assigned by the Committee shall be contributed to the “Thank You” Box.
4. Tools: Members agree to recognize and respect three categories of tools:
 - a. Machines, equipment or hand tools donated to the Woodshop. Once given, these are to be considered community property.

- b. Tools (primarily hand tools) owned by a member, but shared with others and kept in public storage areas.
 - c. A member's personal collection, which must be kept in private storage containers approved by the Committee. Members are asked to respect such private collections.
5. Storage: Members are expected to return community tools to the appropriate storage area and to store their own tools in ways recommended by the Committee. In general, the surfaces of benches should be kept clear, with allowances for on-going projects, unless special determinations are made by the Committee.
6. Cleaning: Members must agree to, within the extent of their abilities, participate in a cleaning crew at least one day per week of an assigned month(s), and further agree to clean, prior to leaving the shop, any machine they have used during the day.

Article III. The Committee

The Committee shall be the governing committee of the Wood Shop, responsible for policies and procedures.

A. Members

1. The Committee shall consist of at least nine (9) members: six officers , Chairman, Vice-Chair [if there is a nomination], Vice -Chairman, Secretary, Treasurer, and Vice-Treasurer; elected to one year terms; and three at-large committee members. The Chairman may serve 3 consecutive terms, at which time he may be elected to serve on the committee as one of the other officers or as a member at large; there is no term limit on other officers and committee members.
2. The Committee shall meet at least six times a year or at the request of the Chair or five members. A quorum shall consist of five members.
3. Election: Committee members and officers shall be elected or re-elected by the Full Membership, upon nomination from the Nominations Sub-Committee.
 - a. The Nominations Sub-Committee shall consist of three members proposed by the Vice-Chair and approved by the Committee: the Vice-Chair, one additional member from the Committee and one member from the full membership not on the Committee. The Vice-Chair shall instruct the Secretary to send out a call to the entire membership for nominations for candidates for the Committee and Officers; nominations shall close 14 days after the nominating form has been sent out. Nominations shall be sent to the Vice-Chairman.

- b. In the fall of each year, the Vice-Chairman shall conduct an election of the candidates provided by the nominating committee and/or submitted by any member of the Shop. The Vice-Chair will prepare the ballot and instruct the Secretary to prepare it and to send it to the entire membership via In-House Mail. The Vice-Chair shall appoint a member, not currently serving on the Committee, to be the ELECTION OFFICER to whom the ballots shall be returned, and who shall, in conjunction with the Vice-Chair, certify the results of the election. Ballots not returned within 14 days of publication, shall not be counted. The Vice-Chair shall instruct the Secretary to notify the Membership, and Resident Life Coordinator of the results.
- c. No person shall be nominated without his written approval.

B. Duties:

The Committee shall:

1. Approve all policies and procedures relating to the Wood Shop.
2. Hold funds accumulated by the Wood Shop and approve all expenditures over \$100.
 - a. Note: Heretofore the Wood Shop has not charged dues of all members, but has instead raised funds to cover expenses by repairs, construction of custom items for fees, and the sale of unneeded equipment.
3. Fill any vacancy on the Committee until the next election, be it for an Officer or member.
4. Have authority to approve major expenditures.

Article IV. OFFICERS

Introduction:

In order to oversee and operate a wood shop with a large membership, several officers will be needed: a Chair or Co-Chairs, a Vice-Chair, a Secretary and a Treasurer. The Committee may appoint other officers or Sub-Committee Chairs as it sees fit, with specific instructions for each.

The election and term of officers shall be as provided in ARTICLE III,a,1.

A. Term of Office and Selection:

1. In the fall of each year the Chairman, shall instruct the Secretary to conduct an election in accordance with the provisions of ARTICLE III,1,b. Ballots shall be returned to the ELECTION OFFICER, who shall not count any ballots received after 14 days from the mailing date.
2. Election shall require a majority of votes cast by the full members and terms shall begin January 1 of the new year.
3. Any vacancy during a term shall be filled by the Committee.

B. Chair or Co-Chairs

The duties of the Chair shall be:

1. Preside at all meetings of the Committee and Full Membership.
2. Call Committee meetings at least six times a year or as needed and prepare an agenda for each meeting.
3. Set up a system for shop cleaning.
4. Appoint sub-committees as needed, such as Safety, Training, Equipment and Purchasing.
5. Report periodically to the full membership on actions taken by the Committee.

C. Vice Chairman

1. The Vice Chairman shall assume the duties of the Chair in his/her absence or inability to serve, and may be assigned other tasks by the Chair.
2. The Vice Chair shall convene a Nominations Sub-Committee in the fall of each year, approved by the Committee, for the purpose of receiving nominations from the membership and making any nominations it deems appropriate, leading to a general election by all full members.

D. Treasurer

1. The Treasurer shall report to the Committee at the bi-monthly meetings regarding expenses and income to date, as well as the balances in bank funds. He shall also Pay all bills, keep records of expenses and income, maintain a cash fund and a bank checking account, and empty the Thank You Box on a regular basis and place funds in the cash fund.

E. Vice Treasurer

1. The Vice Treasurer shall assume the duties of the Treasurer in his/her absence or inability to serve, *and assist the Treasurer as requested.*

F. Secretary

The Duties of the Secretary shall be:

1. Prepare minutes of each Committee meeting and distribute copies to each member of the Committee.
2. Maintain a record of all Minutes from meetings of the Committee or Full Membership.
3. Maintain a record of all Woodshop members, listing name, address, phone and email address.
4. Keep on file the signed waiver forms.
5. Perform any secretarial duties as instructed by the Chairman or the Vice-Chair.
6. Prepare and distribute a newsletter during months when there is no meeting.

F. Purchaser—if Appointed.

The Duties of the Purchaser shall be:

1. Purchase supplies as listed on the Lakes Woodshop Supply Inventory (available in the Woodshop) in order to maintain supplies at a minimum level.
2. Seek approval of the Committee for all purchases or replacement of equipment costing over \$100.00.
3. Maintain a collection of wood working Catalogues in the Woodshop.

Article V. Revision of By-Laws

Revision of the By-Laws shall be approved by The Committee and then distributed to the full membership. The Chair shall call a meeting of the members no less than one week following distribution of the proposal for action on the proposed revisions. Revisions shall be approved by at least two-thirds majority of the members in attendance.

APPROVED AT A MEETING OF THE FULL MEMBERSHIP ON [DATE]

Vice Chairman _____
Russ Morley Date

Secretary _____
Jeff Mayne Date

Treasurer _____
John Dombach Date