

Capital Area Woodturners, Inc (CAW)

Standard Operating Procedures

February 2016

AAW Membership

- ❖ The CAW strongly encourages (but does not require) members to join the American Association of Woodturners (AAW).
- ❖ CAW/AAW members are encouraged to attend the annual AAW Symposium, and to volunteer time at the Symposium to assist demonstrators.

Elections

- ❖ Election of officers is normally conducted at the October meeting of CAW, and the elected officers take office effective January 1 of the following year. In addition to verbal announcements at meetings of impending elections, announcements of elections will be included in the club Newsletter that is delivered immediately preceding the elections.
- ❖ A nominating committee may be appointed (but is not required) by the President prior to the October meeting.

Dues

- ❖ Annual membership dues for CAW are \$30, payable by January first of each year. Dues are prorated for memberships starting after the first of the year by lowering the fee by \$5 for each elapsed calendar quarter. Active Duty military will pay 50% of the membership rate. Dual Membership dues are \$20.

Club Roster

- ❖ The treasurer maintains a roster of active members, to include addresses, phone numbers, email addresses, etc. Extracts of the roster may be made available to vendors for the purpose of verifying eligibility for purchase discounts. Members may opt out of having their name on the public roster by notifying the Treasurer.

Meeting Place/Time

- ❖ CAW meets at the Bryant Center, 2709 Popkins Lane, Alexandria, VA. Monthly meetings are the second Saturday of each month at 9 AM. Gathering and setup before the official meeting starts begins at 8:00 AM.
- ❖ Members may sell or trade woodturning supplies at meetings on a space available basis. The sales of these supplies should not interfere with the meeting or demonstration.

Standard Meeting Procedures

- ❖ The usual procedure for monthly CAW meetings is:
 - Setup
 - Show and tell
 - President's announcements
 - Introduction of new members and visitors
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- CAW Board Officer reports
- Other announcements
- Demonstration Program
- Raffle and Silent Auction – right before lunch break
- Cleanup and reassemble rooms

Special Meetings

- ❖ CAW traditionally supports two special meetings each year: a June Picnic meeting and a December Party meeting. These meetings are in lieu of a “regular” meeting during those months.

Expenditures

- ❖ Only the Treasurer or the President may normally make expenditures from CAW funds. The Workshop Registrar may also dispense funds to cover the cost of scheduled Workshops.
- ❖ Individual officers may commit to expenditures up to \$200. Any amounts in excess of \$200 require approval from two additional officers.

Video Library

- ❖ CAW maintains a library of videos related to various aspects of woodturning.
- ❖ There is no fee for a monthly loan of a video. There is a late charge of \$3 for videos not returned by the meeting immediately following the time of rental and each subsequent month.
- ❖ Original videos may be donated to the CAW library. CAW does not allow the duplication of any of its videos whether CAW or commercial, and will not accept copied videos for its library.
- ❖ Income derived from video rental is primarily designated for the purchase of new videos, but is commingled with other CAW income and may be spent as otherwise determined by CAW officers.

Mentor Program

- ❖ CAW supports a Mentor program to assist members in a variety of woodturning techniques. A roster is maintained of experienced members (and their respective specialties) willing to mentor less experienced members.
 - ❖ The Mentor Program Coordinator will maintain a list of experienced mentors and their specialties willing to help out less experienced members.
 - ❖ Members wanting mentoring help should contact the program coordinator for mentor contact information.
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Skill Enhancement Workshops

- ❖ Skill enhancement workshops will be conducted at the Frank Jessup Cajun / Country Boy Studio on the 2nd Tuesday and the last Tuesday of every month unless otherwise stated.
- ❖ There will be a \$20 fee for anyone attending the Skill Enhancement and actually using any of the equipment. This charge is to offset the cost of new blades, tools, and repair to the equipment.
- ❖ All participants must be current members of the CAW.

Silent Auction

- ❖ CAW sponsors a silent auction of donated wood, tools and other items at each club meeting.
- ❖ Members are encouraged to donate items of interest to the silent auction.
- ❖ Income from the silent auction goes to the general treasury fund of the CAW.

Group Purchases

- ❖ CAW supports the practice of obtaining merchant/vendor discounts for CAW members through a group Purchase program, coordinated by a CAW member volunteer.
- ❖ Members are encouraged to pick up their items when they arrive or have someone pick their purchases up for them.
- ❖ CAW does not fund or maintain inventory for a Group Purchase program.

Raffle

- ❖ CAW sponsors a raffle at each regular meeting. Items to be raffled may be purchased by the club or donated to the club (paid demonstrators will sometimes donate an item that was created during their demonstration).
- ❖ Income from the raffle goes to the general treasury fund of the CAW. CAW buys/supplies the tickets used for the raffle.

Paid Demonstrations and Professional Workshop

- ❖ The CAW typically sponsors several demonstrations/Workshops by paid demonstrators each year.
 - ❖ A minimum charge of \$10 per member will be collected for such sessions, at the discretion of the Program Director.
 - ❖ For Professional Workshops not part of a regular CAW meeting, the cost will be apportioned to, and borne by, the attendees.
 - ❖ To register for a workshop session, a \$50 deposit is required and payment in full due 30 days prior to scheduled workshop.
 - ❖ If a registered member cannot attend the workshop they are encouraged to find a replacement; however, if they cannot find a replacement, payment in full is required.
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CAW Website

- ❖ CAW maintains a website at www.capwoodturners.org

Newsletter

- ❖ CAW produces a newsletter, which is published and distributed to its members at least 14 days before each regular meeting.
- ❖ A copy of the Newsletter is provided to the AAW, to honorary members of the CAW, and may be downloaded from the CAW website.

Ongoing CAW Support Volunteers

- ❖ A variety of CAW functions and roles –listed below-- require members to volunteer time and effort on a regular and ongoing basis.
- ❖ The CAW Secretary will maintain a current list of individuals who have volunteered to be responsible for each ongoing activity.

- **Videographer**
 - **Photographer**
 - **Group Purchase Program**
 - **Video Library**
 - **Mentor/Coach Program**
 - **Name Tags**
 - **Audio Visual Committee**
 - **CAW Clothing**
 - **Coffee Setup**
 - **Demonstration Fee Collection**
 - **Meeting Raffle**
 - **Safety**
 - **Fundraising**
 - **Workshop Registrar**
 - **Doughnuts**
 - **Holiday Party**
 - **Picnic Coordinator**
 - **VA Symposium**
 - **Woodworking Show**
 - **Creative Art Council**
 - **Artisan United**
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General

- ❖ Should members have questions about procedures not laid out in this SOP, they can go to any CAW board member. That board member will bring it up for consideration for the board to answer the member and the membership in general.
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