

**Standard Operating Procedures (SOP)
for the
Flint Hills Woodturners (FHW) Club**

AAW Membership

- The Flint Hills Woodturners encourages, but does not require, members to join the American Association of Woodturners (AAW).
- Members are encouraged to attend the annual AAW national symposium and to participate as volunteers to assist demonstrators whenever possible.

Elections

- Election of officers for the Board of Directors (hereafter referred to as ‘the Board’) will be in November at the annual corporate meeting and new officers take office on 1 January of the following year.
- A verbal announcement of the election and solicitation of nominations will be made at the regular meeting the previous month and an announcement will be in the newsletter for the November meeting.
- The president may appoint a nominating committee consisting of one or more members of their choosing.

Dues

- Annual membership dues for 2024 will be \$40 for an **individual membership**. This was approved by the membership at the October 2023 Club meeting.
- A **family membership**, as defined in the Bylaws, is available and will be assessed the same dues as that of an individual membership.
- A **youth membership** is \$10. A youth is defined as a young person under the age of 18 who is not a family member of a current member.
- Dues will be waived for students of Rock Creek High School.
- **Military memberships** for active-duty personnel are half the standard membership rate.
- Dues (regular or military) will be prorated for new members joining after the first of the year by a \$5 reduction for each calendar quarter that has elapsed at the time of joining (this applies to both individual and family memberships). Those joining during the last quarter of the year will pay full annual dues that will cover the remainder of the year plus the following year.
- If a member lapses in payment of dues, restoration of membership requires payment of dues as specified above, unless there are extenuating circumstances that are accepted by the Board.

Club Roster

- The Treasurer will maintain a roster of active, paid members, to include addresses, phone numbers, and e-mail addresses. A copy will be provided to the President and Secretary.
- A printed list derived from this roster may be made available to additional Board members or to Club members if the Board agrees.
- No member may provide a list of the membership to any entity outside FHW unless approved by the Board and membership.

Meetings

- Regular monthly meetings will be held at 9:00 a.m. on the first Saturday of the month unless the Board agrees to move the date due to schedule conflicts.
- Meetings will be held at Rock Creek High School, 9355 Flush Road, St. George, KS 66535 at the school woodworking classroom on the east side of the school.
- Special events that are held instead of or in addition to regular monthly meetings will be advertised well in advance at regular meetings and in the newsletter.

Meeting Format

- The normal format for meetings will be:
 - Gathering and Set-up 8:00am
 - Business meeting 9:00am
 - Show & Tell to follow business meeting
 - Demonstration or presentation to follow Show & Tell
- Show & Tell may be skipped if a particular demonstration requires more time.
- Members are encouraged to come early to help set up and to take advantage of discussions with fellow woodturners regarding the craft as well as to stay after the meeting to help clean up and put away equipment.

Expenditures

- Actual expenditures from FHW funds may only be made by the President or Treasurer.
- Individual officers may commit to expenditures up to \$150 but any amount in excess of that will need the concurrence of two additional officers.
- Members may spend money on behalf of FHW, but any expenditure must be approved in advance by the Treasurer.

Library

- FHW will maintain a library with books and DVDs for use by its members.
- There will be no fee for checking out library materials, and members are encouraged to return items the following month.

- Original materials may be donated to the library but copies of such will not be accepted.

Mentor Program

- FHW will develop a mentoring program, the goal of which is to put those requesting assistance in further developing woodturning skills with an experienced member who can assist.
- Scheduling will be between the mentor and the mentee.

Silent Auction

- FHW will sponsor a silent auction of donated wood, tools, and other turning-related items at each club meeting.
- Members are encouraged to donate items to the silent auction.
- Income from the silent auction will go into the general fund.

Paid Demonstrators

- Any member of FHW who is willing to demonstrate for the club will be expected to do so at no charge unless other arrangements are made in advance.
- Outside demonstrators usually set their own fees for their demonstrations and workshops. If an outside demonstrator will be our featured demonstrator at a meeting, the board may determine a nominal fee to be assessed to help cover the cost.
- If a demonstrator is willing to hold a workshop, the workshop fee will be shared by those attending without additional cost to FHW.

Volunteer Activities

- Many activities of the FHW will have to be run by volunteers on a regular basis. The Secretary will maintain a list of current volunteers.
- Volunteers will be needed for each of the following activities of the FHW:
 - Photos of Show & Tell items and participants
 - Video/DVD/book Library
 - Mentor Coordinator
 - Equipment inventory list
 - Newsletter
 - Web site manager
 - FHW YouTube channel manager
 - FHW Facebook page manager
 - Video camera/laptop operator

SOP Review

- This SOP will be published on the Club website under the “About Us” tab

- This SOP will be reviewed annually in September or October by the Board, and posted on the website on the “About Us” tab for members to access.
- If any member would like changes made, they will present those changes to the Board President and the Board will vote on those changes.