

OVWG Policies and Operating Procedures

Introduction: This document summarizes the operating policies and other choices or decisions that have been made by the Executive Committee. This is intended to be a “living document”, kept up to date over time. The purpose of this is to inform and provide guidance and direction to the Membership, and to serve as a convenient reference. It will be posted on the website so that it can also be used to inform new members about how the guild operates. By documenting Executive Committee decisions and direction, it can also help to avoid reworking questions and decisions.

1. OVWG Mission and Purpose (from the by-laws):

- a. OVWG is organized as a forum for individuals interested in woodturning and was originally chartered (as the Tri-State Chapter) on October 22, 1988. The primary purpose of OVWG is consistent with the fundamental purpose of AAW, “to provide Information, Education and Organization to those interested in turning wood.” The membership is expected to be drawn from, but is not limited to, the Greater Cincinnati, Ohio geographic area of Southwest Ohio, Northern Kentucky and Southeast Indiana.
- b. In addition to the primary purpose, as stated in Article I, the other purposes of OVWG are to:
 - i. Provide a meeting location for woodturners.
 - ii. Share ideas regarding woodturning; including lathes, tools, turning materials, turning techniques and design of turned objects.
 - iii. Exchange wood and other woodturning materials.
 - iv. Inform members about activities of interest to woodturners.
 - v. Promote woodturning as an art form and craft.
 - vi. Fulfill all of the requirements of a 501 (c) (3) non-profit organization.

2. Membership, benefits of membership (from the by-laws):

- a. Categories
 - i. General Members- Members in good standing of both OVWG and AAW.
 - ii. Associate Members – Members in good standing of OVWG but not members of AAW.
 - iii. Student Members - Students under the age of 18. Student Members must be accompanied to meetings and activities by a parent or guardian. The student membership fee will be determined by the Executive Committee at a level to recover the costs associated with mailings and activity promotions. Student Members will be non-voting members.
 - iv. Honorary Members – General Members who have served OVWG in an outstanding manner over several years. They are voted to Honorary status by the Executive Committee after being recommended by the Executive Committee and are exempt from payment of membership fees to OVWG.
 - v. Special Honorary – This category is for professional woodturners who do demonstrations at our guild.
- b. Membership Fees:
 - i. The fees for membership in OVWG will be periodically reviewed and determined by the Executive Committee. The fee structure will be set to encourage membership in the AAW and will be reported to the membership by the Secretary in the September edition of the newsletter. Fees will be payable at the beginning of the calendar year. Fees for new members are payable upon joining. Members joining after the October meeting shall be considered to have paid for the following year.
 - ii. The Executive Committee will review the status of dues payments annually in January, publish a list of those who are late, and, if payment is not made by the deadline set by the Executive Committee, suspend the memberships.

3. Officers and Terms (from the by-laws):

- a. The officers of OVWG shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. Officers shall be elected for a term of two years. Members in good standing with a willingness to serve are eligible to seek these offices. Terms of office shall be staggered to enhance continuity. President, 2nd Vice President and Treasurer shall be elected in odd numbered years; 1st Vice President and Secretary in

even numbered years. Officers shall be elected by a majority vote of those members casting ballots at a normally scheduled meeting or who have sent written ballots to be opened at such meeting. Elections shall have been announced at the preceding meeting and through an advance mailing to the membership. Elections shall normally be held in April and newly elected officers shall assume office at the September meeting or whatever regular meeting follows the summer break. The outgoing President will automatically assume the office of Past President for a single term of two years upon the election of a new president.

- b. The Executive Committee shall consist of the President, 1st and 2nd Vice Presidents, Secretary, Treasurer, Immediate Past President, Publisher of the Newsletter and Website Manager who shall be ex-officio members. The President, with the approval of the ex-officio members, may appoint up to 5 additional at-large members who must be members in good standing of OVWG. All members, ex-officio and at-large, are eligible to vote on matters brought before the Executive Committee. The Executive Committee normally shall meet each month to conduct and oversee planning and other business. All OVWG members in good standing are eligible to attend meetings but only Executive Committee members are eligible to vote.

4. OVWG Meetings:

- a. Meetings will be held at least six times per year in accordance with the by-laws.
- b. The general meeting structure is determined by the Executive Committee, and currently includes an introduction and announcements, a demonstration, lunch, show & tell, awarding of door prizes (if available), another segment of demonstration, closing remarks, and cleanup. Door prizes are discretionary, and will be offered at the discretion of the Board. Members will be encouraged to bring items for “show and tell” and/or the instant gallery. However, they should limit their show and tell remarks to one item per member.
- c. General meeting admission fees will be set by the Board, and are currently, \$15.00 for non-OVWG members, \$10.00 for OVWG members (General Members and Honorary Members), and free for student members when we have a professional turner doing a demonstration. The fees are \$10.00 for non-OVWG members and \$5.00 for OVWG members, and free for student members when we do not have a professional turner doing a demonstration. These fees are intended to cover a portion of the total cost of providing the meetings over the course of a year, including costs for professional demonstrators, as figured over the entire guild season.
- d. Food, drink, coffee are typically provided for each meeting. As a matter of policy it is not acceptable that attendees request to attend for a reduced cost due to not partaking in lunch and other refreshments.
- e. The guild typically photographs members’ items, with permission, for publishing on the gallery portion of the website and in the newsletter. Members may download copies of pictures of their own work for their own purposes.
- f. The A/V committee is responsible for set up and operation of the A/V equipment at each meeting.

5. Meeting and Guild Activities:

- a. Demonstrations:
 - i. When the OVWG schedules or is invited to present a demonstration of woodturning skills, the President will review and approve the list of demonstrators. All OVWG demonstrators (i.e.: not a visiting, pro-turner) must be General Members in good standing of the OVWG for insurance purposes.
 - ii. The 2nd VP has determined the skill criteria that must be met by potential demonstrators. The criteria include the following:
 1. A demonstrator must be an AAW member for insurance purposes.
 2. A demonstrator must be an experienced and competent turner.
 3. Proper safety equipment must be used.
 4. Demonstrators must be approved by the OVWG President prior to the demonstration.
 - iii. External demonstrations (ie: outside OVWG meetings) must be approved by the Executive Committee.
 - iv. Members may sell their own hand-made items at an external demonstration, if it is consistent with the character of the event.

- v. The OVWG will not pay OVWG members for doing demonstrations, whether it be at an outside, special event, or at an OVWG meeting. At the discretion of the Executive Committee, reasonable expenses incurred by members in connection with demonstrations may be reimbursed.
 - b. Use of guild equipment by members:
 - i. With permission from the 1st Vice President, guild equipment may be used by members. The member is responsible for care and return of the equipment. The guild member in charge of an outside demonstration using guild equipment will be responsible for the safe and orderly return of all equipment items. Responsibility for lost or damaged items will be determined by the Executive Committee based on the circumstances.
 - ii. The 1st Vice President is responsible for controlling access to the guild's equipment trailer. Audio visual equipment, which is shared with the Woodworker's Club, will be managed and maintained by the AV Chairman, who will be appointed by and report to the 1st Vice President.
 - iii. The OVWG has insurance through AAW to cover claims due to accidents.
 - c. Sales of supplies/services by/to members: OVWG members may sell supplies or services at meetings to other members of the guild with the approval of the Executive Committee. The OVWG assumes no responsibility for the quality of items sold and makes no warranty with regard to performance.
 - d. Video library:
 - i. A chair person designated by the Executive Committee will operate the guild's video library. The rate for non-refundable deposits, currently \$10.00, is set by the Board.
 - ii. Reimbursement for lost items will be equal to the cost of creating a new copy. If the member refuses to pay reimbursement for the lost item(s), his or her deposit will be forfeited and lending privileges suspended until a new deposit is made. The chairperson of the video library may seek Executive Committee assistance when items become excessively delinquent.
6. Guild sponsored special events: The guild sponsors a variety of special events and activities each year. These have and may include the following types of events:
- a. Fundraisers may be held for special purposes such as funding one or two scholarships to enable guild members to attend training events. The Executive Committee must agree to any fundraising event.
 - b. Members may be given opportunities to sell items they make in conjunction with other events such as demonstrations.
 - c. The guild may seek the opportunity to provide outside demonstrations, in line with the guild purpose, and also may be invited to do so.
 - d. Turnfest is typically the September "kickoff" event for each guild year. General members will be asked to demonstrate various skills. This event is free for all members and guests and the guild provides lunch and refreshments.
 - e. The Zeller Picnic and summer contest is typically the June closing event for each guild year. This event is free for all members and guests. The guild provides drinks, and a light lunch (hot dogs, etc.). Members and guests are encouraged to bring creative side dishes for lunch and there is a contest for the favorite recipe. Spouses and guests are encouraged to attend.
 - f. The January luncheon and contest is a great opportunity for members to show off their skills. The contest theme will be decided by the Board. Attendees will be charged the estimated out of pocket cost for the venue and meal. Spouses are encouraged to attend.
 - g. The 2nd Vice President is responsible for arranging "Hands on sessions", which are held in conjunction with visits by professional turners. The Executive Committee will determine the fees to be charged for participation. The 2nd VP or designee determines the cost for materials, if needed. If someone signs up and later cancels, their fee may be refunded only if another person takes their place, since the fees are based on the amount required to pay the professional turner. The 2nd VP will ensure any necessary materials are available. The guild will not pay for food or refreshments for hands-on sessions, except for the pro-turners' expenses.
 - h. Home shop demo's are given voluntarily. They must be hosted by General members. Fees are generally not charged, unless the format of the demonstration requires it, in which case the format and fees will be communicated in advance of the session. Materials are the responsibility of the General member hosting the demonstration. The host for the session may be reimbursed for up to \$25.00 per session for hospitality items. Any additional expenses must be approved by the Executive Committee.

7. Contests:

- a. The Executive Committee will determine if prizes will be awarded at contests. Currently, gift certificates or cash are given to all winners: \$50.00 to 1st place, \$35.00 to 2nd place and \$25.00 to 3rd place in each competition class. Ribbons will be presented for all three places, honorable mentions, and people's choice.
- b. There will be three skill classes – novice (for beginning turners), advanced, and master. If an experienced turner joins the guild, he or she is expected to compete in the class that is commensurate with their skill level. The Mentors appointed by the President can help a member determine his/her skill level as needed.
- c. After each contest, the member who wins first place in either of the Novice or Advanced classes must move up and compete at the next level. At any time, a member can voluntarily move up to the next class, but must then continue to compete at that level.
- d. We will have a food contest at the Zeller picnic, and award cash prizes of \$25, \$15 and \$10 for the first three places.

8. Work Schedule for the Executive Committee: This outlines some of the recurring special topics that the Executive Committee will work on and when those topics should be addressed.

- a. January – define the theme for summer contest and date for spring scholarship auction, finalize location of the Zeller picnic and the Turnfest location
- b. February – appoint Appalachian Fest chairperson, appoint the Nominating Committee to make nominations for any outgoing board members, arrange for purchase of new videos for the library.
- c. March – create the membership report and new roster.
- d. April – arrange for home shop demos and/or other summer guild sponsored events, such as the pen turn-a-thon.
- e. May – determine location for January banquet
- f. June/July /August – plan the scholarship auction at Turnfest, arrange demonstrators for Turnfest, set the tentative schedule of meeting demos for fall/winter.
- g. September – plan the Christmas party, the January contest, and the Woodcraft open house, including arranging demonstrators.
- h. October – submit the application for Appalachian Festival
- i. November– discuss the lifetime membership award.

9. Scholarships:

- a. The Guild currently provides two scholarships, the Zeller and Choromokos Memorial Scholarships. Awarding the scholarships is in line with the overall intent of the guild to promote learning about woodturning. The scholarships are to be used to defray a portion of the cost of attending workshops.
- b. The scholarships are currently awarded in March of each year and must be used within 12 months. Any General Member in good standing may apply. Student members are required to become a General Member by paying full dues in order to apply for a scholarship. The scholarship recipients are required to submit a newsletter article highlighting their experiences and what they learned, for the benefit of the guild.
- c. Scholarships will be awarded by recommendation of the Scholarship Committee, (which is appointed by the President of the OVWG), and approved by the Executive Committee.

10. Donations:

- a. Donations may be given, at the discretion of the Executive Committee, for purposes that are consistent with the purpose and mission of the OVWG.
- b. In the past, donations have been given to Arrowmont, the Woodturning Center Education Fund, Higher Ground, and Gulf storm victims.

11. Symposium:

- a. The OVWG conducts a woodturning Symposium every two years. The Symposium provides a major portion of the funding to support the operation of the guild.
- b. A chairperson is appointed by the President to run each symposium. The chairperson selects his/her committee members. The Symposium Chairperson will be a member of the Executive Committee.

12. Mentorship:

- a. The Executive Committee appoints qualified members to act as mentors for members who wish to improve their skills in particular areas of woodturning. An effort will be made to have mentors in all geographic areas from which the General Members come. Members can visit a mentor's shop or arrange for a mentor to visit their home shop. There is no charge to members for meeting with a mentor.
- b. The President is responsible for appointing mentors.
- c. The Executive Committee encourages the formation of special interest groups, which may be formed based on location or interest in a specific aspect of woodturning. Information about these groups will be shared in the newsletter, at the request of the subgroup. The OVWG will not finance or subsidize materials, refreshments, or other costs for the activities of these groups. The scope, focus and operation of these groups are entirely up to each group. For insurance purposes, anyone who hosts a subgroup meeting or who actually demonstrates at one of these meetings must be a General Member in good standing of the OVWG.

13. Newsletter and Website:

- a. The newsletter will be published in all months that the guild has a meeting, and at other times at the discretion of the Executive Committee. Classified ads may appear in the newsletter with the approval of the newsletter editor. To reduce guild expenses, members are encouraged to receive the newsletter electronically.
- b. Currently the website contains the newsletter, schedule of events, the instant gallery, personal galleries, educational information, links to woodturning resources, membership information, and a classified section. Members who do not wish to have pictures of their items put into a personal gallery should contact the webmaster.
- c. Items that will not be put on the website include minutes of Executive Committee meetings, financial information related to the guild, and the membership roster.

14. Ownership of the Policy Document:

- a. The Secretary will maintain the Policy Document, ensuring that it remains up to date and consistent with the current operating practices of the guild, and decisions made by the Executive Committee.