

MAINE VETERAN WOODTURNERS BY LAWS

OUR FORMATION:

OUR VISION AND MISSION:

Maine Veteran Woodturners was organized in Maine in 2021 by and for U.S. Military veterans as a nonprofit mutual benefit corporation. The organization has the purpose of providing therapeutic and purposeful activity for themselves and other veterans in the community. Vital to our mission is to provide a **sense of purpose, patience, direction, motivation, and camaraderie**. To accomplish this goal, the organization provides veterans with the equipment and supplies needed to craft wood turned custom pens and other wood turned art. Their arts and crafts are being and will be sold and all monies received returned to the organization to enable further financial support for more veterans to learn, train and produce more crafts. Any donations received are being and will be put to that use as well.

OUR CHOICE OF NAME AND REGISTRATION:

Maine Veteran Woodturners was registered with the Maine Secretary of State in July 2021.

OUR REGISTRATION AS A DOMESTIC NONPROFIT CORPORATION:

Maine Veteran Woodturners Articles of Incorporation were filed with the Maine Secretary of State in August 2021.

OUR EIN:

Maine Veteran Woodturners obtained an Employer Identification Number for banking and tax purposes in September 2021.

OUR MAINE STATE SALES TAX REGISTRATION:

Maine Veteran Woodturners registered with the Maine State Revenue Service for submitting collected sales tax in September 2021.

OUR BYLAWS:

ARTICLE I: OUR MEMBERSHIP

Maine Veteran Woodturners (MVW) shall have two classes of members. One class of members shall be the "Woodturners" and shall be limited to U.S. Military veterans. The Board of Directors shall receive and evaluate applicants for "Woodturners" and shall determine if that applicant is qualified and determine if each applicant attains "Woodturner" status. The other class of members shall be "Supporters". The Board of Directors shall receive and evaluate applicants for "Supporters" and determine if that applicant will attain "Supporter" status. Supporters need not be U. S. Military veterans. Individuals may hold both membership classes if so qualified and so approved by the Board of Directors.

ARTICLE II: OUR LEADERSHIP

Maine Veteran Woodturners upon the filing of the Articles of Incorporation as a Domestic Non-profit Corporation in the State of Maine designated the three 'incorporators' therein to assume the duties and responsibilities of the Board of Directors of the Maine Veteran Woodturners. Upon each annual anniversary of the incorporation, the Board of Directors (BOD) shall hold a full membership meeting for the purpose of determining the members of the Board for the next year. Each member of each membership class shall have one vote in determining the Directors for the next year. The first year the Board will have the 3 members listed in this document who are all "Woodturners". At the first annual membership meeting, the Board shall vote to

decide if the Board continues as 3 “Woodturners” or increase to 5 members; 3 of whom shall be “Woodturners” and of whom may be either “Woodturners” or “Supporters”.

The Board of Directors shall appoint and require timely reports from at a minimum the following leadership officer:

1. An Accounting and Records Officer who shall ensure that the MVW financial transactions are in accordance with acceptable standards, shall maintain the MVW records and shall keep the BOD informed of the organization's monetary status.
2. A Facilitating and Oversight Officer who shall be responsible for overseeing the recruitment and evaluation of new members and for overseeing the everyday function of the MVW.
3. A Social, Camaraderie and Promotional Officer who shall be responsible for overseeing the set up and use of ways of communicating and socializing between members and between the
4. organization and the general public through social media and the MVW online sites.
5. A Safety and Training Officer who shall be responsible for overseeing that new members have received the MVW Safety and Training instructions, understood and accepted the MVW Safety Policy and signed the MVW Liability Waiver.
6. An Equipment and Supply Officer who shall be responsible for overseeing the acquisition, inventory and distribution of equipment and supplies to the woodturners to ensure that each veteran has the lathe, tools and supplies needed to produce wood turned pens.
7. A Production and Marketing Officer who shall be responsible for overseeing the production and inventorying of crafted sales items, implementing marketing and pricing strategies, and coordinating with the Equipment and Supply Officer.
8. A Fundraising and Public Relations Officer who shall be responsible for developing and implementing a program to find donors for financial support of MVW and for bringing our organization and its mission to the public through news media and public appearances.

ARTICLE III. OUR BUSINESS MEETINGS AND OUR SOCIAL CAMARADERIE:

Maine Veteran Woodturners is committed to improving the lives of its members by offering them ways to socialize and have meaningful activities and interactions. To this end we will use:

1. Virtual and in person meetings for social and instructional purposes, a Facebook page, Messenger chat rooms, a website and a newsletter.
2. There will be Board of Director meetings at least once a month and full membership meetings at least once semiannually. Notice of both shall be posted to all members.
3. Agendas and minutes of the Board of Directors shall be posted to all members. 4) At the present time, the MVW has virtual BOD meetings at 10:00 a.m. on Monday mornings except for holidays. All members are encouraged to attend. The Board of Directors shall attend to any needed Board discussions and decisions followed by an open meeting for all to participate. Members are encouraged to use the MVW social media options to enjoy exchanging their woodturning ideas and experiences and exploring their social interests.

ARTICLE IV. OUR FUNDRAISING AND PUBLIC RELATIONS PROGRAM:

Maine Veteran Woodturners is and will continue to be an independent tax-exempt non-profit organization. By the revenue generated by sales of our pens and any other products we craft in the future, we will maintain ourselves as a self-financed group as much as possible. However, to reach the most veterans and to ensure having the equipment and supplies necessary to produce pens at a reasonable price, it will be beneficial to the organization to supplement our primary revenue with donations of money, tools and equipment. The more lathes we own, the more we can loan to veterans who can then learn to produce and sell more of our crafts.

Our Fundraising and Public Relations Officer is tasked with helping us achieve this goal. The Officer will look for ways to liaison with potential donor individuals and organizations to make this happen. Regardless our primary mission and goal is to welcome and assist all veterans who seek to join our group.

ARTICLE V. OUR NONPROFIT BUSINESS OPERATION:

Maine Veteran Woodturners has established itself in the State of Maine as a tax exempt non-profit business and acquired the necessary approvals. Approval by the IRS for tax exempt status is in progress. Our business operation involves the following:

1. Acquisition and distribution of lathes, tools, and supplies to woodturning members. 2) Devising and implementing a Training and Safety Program.
2. Managing sales, inventory, pricing, sales and expenditure.
3. Maintaining public records that satisfy state and federal requirements and that provide the Board of Directors with sufficient information for decision making.
4. Implementing a marketing strategy that ensures enough revenue to meet expenditures. In our first year, the two primary sales markets, the internet and craft fairs, were very successful and will continue to be pursued along with word-of-mouth which also was successful.
5. Maine Veteran Woodturners will continue to be aware of and in compliance with state and federal regulations for operating a nonprofit tax-exempt business.

ARTICLE VI. OUR GOVERNANCE

The following policies, having been adopted by the Board of Directors, are hereby attached to these Bylaws. Each policy shall be subject to editing and revising as the Board of Directors deems necessary and advisable. Approval of these Bylaws shall be pursued at the first annual membership meeting of the Maine Veteran Woodturners.

1. Dissolution and distribution of assets policy
2. Amending the by-laws policy
3. Conflict of Interest policy
4. Prohibition of political activities using the MVW name or connection policy
5. Voting Rights policy
6. Compensation policy
7. Donation policy
8. Election of Board of Directors Policy
9. Liability and Waiver policy (member signature required)
10. Safety and Training policy (member signature required)

ATTACHED POLICIES

OUR DISSOLUTION AND DISTRIBUTION OF ASSETS POLICY

Maine Veteran Woodturners, having been duly recognized by the State of Maine as a tax-exempt nonprofit corporation, shall upon a majority vote of the Board of Directors dissolve itself. Upon the dissolution of Maine Veteran Woodturners, all financial affairs and legal affairs shall terminate. All woodturning veteran members shall have their lathes and tools and supplies, and inventory distributed to veterans.

Upon the dissolution of Maine Veteran Woodturners, its assets remaining after payment, or provision for payment, of all debts and liabilities of Maine Veteran Woodturners, shall be distributed for one or more tax exempt veteran purposes. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

OUR AMENDING THE BYLAWS POLICY

With advance notice to members, these Bylaws may be amended at any open meeting. The Board of Directors shall convene any such meeting and shall entertain any amendments to these Bylaws. Any amendment must have a majority of the members present and voting for them. Any amendments not receiving a majority vote, shall be deemed turned down. Proxy voting is not allowed.

OUR CONFLICT-OF-INTEREST POLICY

No member shall pursue any activity where a conflict of interest exists. Said members shall recuse themselves from any discussion of activities where a conflict of interest exists.

OUR PROHIBITION OF POLITICAL ACTIVITIES POLICY

No member shall pursue political activities as a member of Maine Veteran Woodturners. This restriction shall not hinder members from exercising their rights to pursue unrelated political activities.

OUR VOTING RIGHTS POLICY

All members of Maine Veteran Woodturners shall have the right to vote on the members of the Board of Directors. The Board of Directors shall have the right to vote on individual applicants for membership. The Board of Directors shall have the right to vote on procedural matters. The Board of Directors shall have the right to vote on monetary matters. The Board of Directors shall have the right to vote on Officers of the Maine Veteran Woodturners. All members shall have the right to vote on the annual meeting date. Voting is to be decided by a simple majority vote of votes cast. No proxy votes will be allowed.

OUR COMPENSATION POLICY

No member of the Maine Veteran Woodturners shall receive compensation for their time and services. This compensation policy shall apply to both classes of members.

OUR DONATION POLICY

Donations received shall be acknowledged. Donations can be made by anyone regardless of their membership status. Donations may be made in any form, both monetary and non-monetary. Monetary donations received shall go directly into the MVW credit union account. Non-monetary donations will be accepted. The Board of Directors shall have the authority to accept or refuse any and all monetary and non-monetary donations.

OUR BOARD OF DIRECTORS ELECTION POLICY

At the first annual meeting, the 3 founding Directors may select to run for one year, two years or three years or not at all. Candidates for future Director positions shall be open to all members in good standing. In succeeding years, each Director's term shall be 3 years. No term limits. If a Director chooses to resign before the time is up for the position, an election will be held by the membership and the election shall be for the remainder of that position.

OUR SAFETY AND TRAINING POLICY

Maine Veteran Woodturners, in accordance with its Liability Policy, agrees to have veteran members attend safety and training class(es). Safety and Training classes shall be taught and overseen by the Safety and Training Officer. Safety and Training shall include Safety Guidelines and Safety Rules for woodturning lathes. No veteran member shall receive a lathe and tools until such class(es) have been attended and the Safety and Training Officer has signed off on the member. No veteran member shall receive lathes and tools until the Safety and Training Officer is assured that the veteran member understands and is willing to comply with the

Guidelines and Rules and has signed an Equipment Loan Agreement and a Liability Waiver.

OUR LIABILITY AND WAIVER POLICY

Maine Veteran Woodturners shall not be liable for injuries to members incurred in the use of lathes, tools and crafted items. By this waiver, MVW members agree to not hold Maine Veteran Woodturners liable for such injuries, including death. Maine Veteran Woodturners disclaims any and all representations and warranties associated with lathes and tools, including any warranty for fitness for a particular purpose. The veteran member agrees to the MVW Safety Policy and Training Policy and agrees to attend the Safety Training class(es) before taking possession of lathes, tools, and supplies.

I understand and agree with this Safety, Training, Liability and Waiver policy.

WOODTURNER MEMBER: _____

SIGNATURE: _____

DATE: _____

SAFETY AND TRAINING OFFICER:

SIGNATURE: _____

DATE: _____

Signed by:

Gene Kelso, President
254 Airline RD
Clifton, ME 04428
Firehose1@gmail.com
207-745-5048 207-649-4986

Patrick Linehan, Vice President
22 West Pleasant St.
Oakland, ME 04963
patlink75@gmail.com

Glen Glazier, Treasurer
43, Sawyer St.
South Gardiner, ME 04359
Glen.glazier@gamail.com
863-670-6255 207-659-3729

Raymond Wortman, Secretary
175 Ohio St, apt 6
Bangor, ME 04401
wortmanraymone5@gmail.com