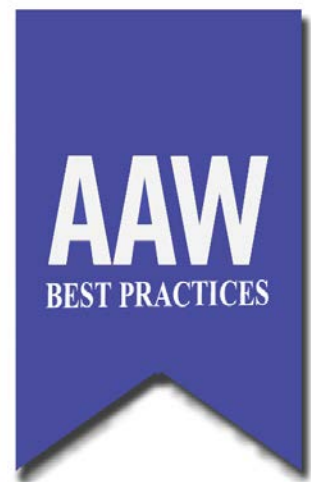


# BEST PRACTICES

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## Best Practices #126: 501(c)(3) Chapter Organization Bylaws & Process/Procedures/Operations Manual

Most clubs adopt a set of rules, referred to as Bylaws, that will govern their organization. These rules typically define how a Board of Directors will be formed, the responsibilities of each officer, when and how the Bylaws will be amended, types of membership, record keeping, financial management and the like. For those clubs that want to become exempt from Federal Taxes (Tax Exempt Status) the clubs are typically required to develop and govern the organization utilizing a set of Bylaws.

We will not attempt to list the sections that should be included in your Bylaws, rather we have included the Bylaws from three clubs that we believe are good examples. Each of these clubs received their Tax Exempt Status from the IRS. The Bylaws sections required by the IRS as of the date of this article are included in these examples. The Bylaws included here are formatted in Microsoft Word.

Woodturning clubs often include too many details in their Bylaws which require the officers to frequently ask the general membership to vote on amendments to their bylaws. Bylaws may be thought of as the broad brush strokes that govern an organization and should be relatively set in stone. Your club might want to develop a separate document that fills in the fine details which may be subject to change on a regular basis. They do not materially affect how a club is managed; instead they are a set of rules and regulations that the club wishes to follow. These may include, where and when a club will meet, the cost of membership fees, raffle tickets and demonstrator fees and such. We included a list of suggestions your club wish to consider.

If you have Sections for Bylaws or Processes that you find useful, we would be pleased to consider them for inclusion in this Best Practices Article. Please send your suggestions to the Best Practices Committee in care of Linda Ferber, (Title) at [linda@woodturner.org](mailto:linda@woodturner.org)

I would like to thank the Best Practices Committee members, Pat Jenkins from the Central Texas Woodturners in Austin, Texas and Michael Peace <http://mikepeacewoodturning.blogspot.com> for all their help.

Denis Delehanty