

New York State Designer Blacksmiths

# CONSTITUTION AND BYLAWS

May 15, 2011



# CONSTITUTION AND BYLAWS

of the

## New York State Designer Blacksmiths

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### **ARTICLE I TITLE**

The name of this not-for-profit organization shall be: New York State Designer Blacksmiths (NYSDB)

### **ARTICLE II AFFILIATION**

The New York State Designer Blacksmiths shall maintain official chapter status of the Artist Blacksmiths Association of North America (ABANA).

### **ARTICLE III PURPOSES AND OBJECTIVES**

This organization is exclusively for educational purposes, including the following: to encourage and facilitate the establishment of training programs for aspiring blacksmiths; to disseminate information about sources of material and equipment; to expose the art of blacksmithing to the public; to serve as a center of information about blacksmiths for architects, interior designers, other interested groups, and the general public.

### **ARTICLE IV MEMBERSHIP**

#### ***Section 1 Categories of Membership:***

There shall be the following categories of membership in the association:

a) *Regular Member*

- One who practices blacksmithing as a profession or avocation and is not a student.
  - Regular members shall have one vote.
  - Regular members will receive one copy of the newsletter and have full access to the website.

b) *Student Membership:*

- One who is under 18 and/or is a full-time student in an educational institution recognized as such by the State of New York, and who furnishes proof of enrollment to the Membership Committee of the New York State Designer Blacksmiths. Student membership shall not exceed four academic years.
  - Student members do not have a vote.
  - Student members will have full access to the website.

c) *Associate Member:*

- Non-blacksmiths who are interested in blacksmithing, such as educational institutions, firms, museums, professional associations, etc. who elects to pay a set fee for an annual membership.
  - Associate members do not have a vote.
  - Associate members will receive one copy of the newsletter with limited rights of reproduction and have limited access to the website.

d) *Honorary Member:*

- A person who has been elected to honorary status for exemplary service to the general membership by the general membership.
  - Honorary members do not have a vote.
  - Honorary members will receive one copy of the newsletter and have full access to the website.

e) *Life Member Award:*

- Life membership shall be awarded to members of the NYSDB, on their 65th birthday, who are and have been active members in good standing for at least ten years. A recommendation from the Member's Forge Master is required.
  - Life members have one vote.
  - Life members will receive one copy of the newsletter and have full access to the website.

f) *Family Membership:*

- A family unit who practice blacksmithing as a profession or avocation and at least one of which is an adult.
  - Family memberships have one vote.
  - A Family shall receive one copy of the newsletter and have full access to the website with a single account.



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### **ARTICLE V FISCAL YEAR**

The fiscal year shall begin on the first day of July and end on the last day of June.

### **ARTICLE VI DUES**

#### ***Section 1 Annual Dues***

The Executive Committee shall determine the amount of initiation fees, if any, and annual dues payable to the organization by members.

#### ***Section 2 Payment of Initiation Fees and Dues***

- An initiation fee shall be payable upon joining the organization. The initiation fee shall be a one-time payment upon joining the organization and shall be in addition to the dues for the first year.
- The initiation fee shall apply to regular memberships only.
- Dues shall be payable within thirty days of the start of the fiscal year. A member who has not paid his/her annual dues within thirty days of the start of the fiscal year shall receive a written notice of non-payment.
- If dues are not paid within sixty days, the member will be dropped from the roster.
- The initiation fee will be charged upon rejoining the organization after a membership has terminated.

### **ARTICLE VII MEETINGS**

#### ***Section 1 General Membership Meetings***

- General Meetings shall be held at every member function of the organization, no fewer than two times each year.
- Notice of meetings shall be sent to each member. Such notification shall contain date, location, time and directions to the meeting place.
- General Membership meetings should not be scheduled at times when they will compete with time allotted for demonstrations that Members have paid registration fees to see.

#### ***Section 2 Guidelines***

The meetings of this organization shall be conducted in accordance with Robert's Rules of Order.

### **ARTICLE VIII OFFICERS**

#### ***Section 1 Officer Guidelines***

- The officers of the organization shall consist of a President, Vice-President, Secretary, and Treasurer, for a total of four.
- The aforementioned officers with the addition of the Forge Masters and the appointed Newsletter Editor shall make up the executive committee, which shall also act as the Board of Directors.
- All the elected officers shall serve two year terms, with the exception of the Newsletter Editor, who shall be appointed by the Executive Committee for one year.
- Officers shall be exempt from paying yearly membership dues and the All Hands Meeting registration fees during their term in office.
- Officers shall assume their office July 1.
- In the event of a resignation of an officer, the Executive Committee shall appoint a person to fill the vacancy within 30 days. The appointee shall hold the office until the next regular election.

### **ARTICLE IX DUTIES OF THE OFFICERS**

#### ***Section 1 President***

The President shall:

- be an Active member of the organization in good standing.
- preside at all general and executive meetings of the organization
- appoint all committees as necessary and shall be an ex-officio member of said committees
- act as Chairperson of the Executive Committee
- prepare an annual report on activities for presentation during the General Meetings and publication in the newsletter
- act as the official spokesperson of the organization.



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### **Section 2 Vice-President**

The Vice-President shall:

- assume the duties of the President, if the President is unable to continue for reasons of health or personal circumstances
- serve as chairperson of the publicity committee and the membership committee.

### **Section 3 Treasurer**

The treasurer shall:

- make arrangements with a chartered bank convenient for the Treasurer for deposit of organization monies and withdrawal by check over his/her own signature for approved expenses
- receive all fees from members and associate members, and inform the secretary and membership chairman of an up-to-date membership list
- keep records of all organization's finances, bills, etc
- report the state of the Treasury at each executive meeting and at the General Meetings and provide a written account of the organization's finances as of the end of the fiscal year
- work with the Executive Committee to provide a proposed yearly budget.

### **Section 4 Secretary**

The Secretary shall:

- keep an accurate record of all proceedings of the general and executive meetings of the association
- conduct the correspondence of the organization
- keep a record of the attendance at all executive general meetings and workshops, to be included at the beginning of each set of minutes
- maintain any other files pertaining to the members or business of the organization, i.e.: newspaper reports.

### **Section 5 Executive Committee**

The Executive Committee shall:

- set initiation fees and annual dues
- set fees for workshops, demonstrations and other functions of the organization
- work with the Treasurer to create and approve the yearly budget
- approve any financial expenditures not in the budget
- supervise and approve the production costs and content of the Newsletters
- set the dates for the Newsletter to be mailed.

## **ARTICLE X ELECTIONS**

### **Section 1 Election Committee Responsibilities**

The Election Committee shall:

- present a slate of candidates for publication to the voting membership by January 1.
- provide a short biography of all candidates that shall be included with the ballot.
- distribute ballots to the general membership by February 1 for voting at the spring general membership meeting, absentee ballots must be received by the Secretary before March 1st in order for them to be counted.
- announce election results in summer newsletter or by June 1.

### **Section 2 Winning Candidates**

The winning candidates are those individuals who have received a plurality of the votes cast.

## **ARTICLE XI COMMITTEES**

### **Section 1 Committees**

The following standing committees shall be appointed by the Executive Committee:

- a) *Elections Committee*



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- shall solicit nominations, determine policies and procedures for elections and other voting situations, coordinate the collection of biographies of the candidates, distribute ballots, and count votes.
- b) *By-Laws*
  - to review the By-Laws at least bi-annually, propose changes or recommend proposed changes to the Executive Committee.
- c) *Membership*
  - to maintain the membership list, design a recruiting brochure, and develop a membership handbook.
- d) *Publicity and Promotion*
  - to distribute information regarding the organization, its activities and members, and to serve as an information center for inquiries directed toward the organization.
- e) *Planning and Budget*
  - consists of the Executive Committee which will meet once each year to develop the yearly calendar of events and budget by September 30.
- f) *Conference Planning*
  - to coordinate the planning of, and proposed budget for, major conferences for the organization.

### ***Section 2 Additional duties***

Additional duties may be assigned to any of the standing committees by the Executive Committee.

### ***Section 3 Additional Committees***

Additional committees may be organized on an ad hoc basis as they are needed by the Executive Committee.

## **ARTICLE XII WAIVER OF LIABILITY**

### ***Basic Safety provisions***

- Whereas there is potential for injury to the eyes during the activity of blacksmithing, wearing of ANSI approved safety glasses will be required at all New York State Designer Blacksmith functions where blacksmithing or iron working is being performed from the time of arrival at the event/demonstration site until vacating the premises.
- Whereas the craft of blacksmithing is a potentially dangerous activity, each member of the New York State Designer Blacksmiths will be required to sign and date the appropriate release forms wherein the organization, its officers, demonstrators and/or host will not be held responsible in the event of an accident during an activity/event and prior to or after the event while on the property where the event/demonstration takes place.
- Whereas the craft of blacksmithing is a potentially dangerous activity, any guest/visitor attending an activity/event of the New York State Designer Blacksmiths will be required to sign and date the appropriate release form and wear approved safety glasses while in the demonstration area or during a demonstration or any time any metal work is being performed at the demonstration area.

## **ARTICLE XIII AMENDMENTS**

These By-Laws may be amended, repealed or altered in all or in part by majority vote of ballots received from the voting membership. The proposed change shall be mailed to the last recorded address of each member at least fifteen days before the time of the vote, which is to consider the change.

## **ARTICLE XIV DISSOLUTION**

In the event that, for any cause or reason, the New York State Designer Blacksmiths shall cease to exist as a formal entity, the elected officers and members of the Executive Committee shall dispose of the assets of the Association that may remain at the time. Property, if any, shall be liquidated and money combined with any funds that might remain in the treasury, and shall be donated to another New York State Association with similar goals and/or the Artist-Blacksmiths Association of North America.

## **ARTICLE XV SCHOLARSHIPS**

In support of the NYSDB educational objective one or two scholarships per calendar year shall be awarded



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to members in good standing based only on need and/or merit.

### ***Section 1 Executive Committee Responsibilities***

The Executive Committee shall:

- appoint a scholarship chairperson
- review the recommendations of the Scholarship Chairperson
- decide on recipients in a timely manner
- direct the Scholarship Chairperson to transmit award letters to the recipients
- review and decide whether the applicant's class is acceptable
- direct tuition payments to be dispersed by the treasurer only after recipient is registered in an approved course and only to the sponsoring institution
- approve expenses, when eligible, to be paid by reimbursement on submittal of receipts to the treasurer.

### ***Section 2 Scholarship Chairperson Responsibilities***

The Scholarship Chairperson shall:

- receive and review all scholarship applications
- recommend recipients to the Executive Committee
- transmit award letters to the recipients
- maintain records of all scholarship applications and award letters as official records (IRS may review or request copies for 401C review)
- carry out above conditions in a timely manner such that the recipients are notified by the beginning of March.

### ***Section 3 Scholarship Applicant Responsibilities***

The Scholarship Applicant shall:

- not have received a NYSDB scholarship within the last 3 years to be eligible
- submit completed application to the Scholarship Chairperson prior to the appointed deadline (applications received after the deadline will not be eligible for an award unless no other applications are received, then the application will be considered at the discretion of the Scholarship Chairperson with approval from the Executive Committee)
- write an article for the NYSDB Newsletter. The article shall describe in detail a process useful to blacksmiths that you learned in the class so that readers may learn that process. The article must be submitted to the scholarship committee within 30 days after the completion of the course for review. Photographs should be included where possible
- perform a demonstration of a procedure learned during study course to the NYSDB preferably at an every member meeting within one year of completing the course
- donate an item to the NYSDB "Iron in the Hat" raffle that was made during the course or demonstration
- be a member in good standing of NYSDB.

## **ARTICLE XVI REGIONAL ORGANIZATION**

### ***Section 1 Executive Committee Responsibilities***

The Executive Committee shall:

- designate the regions. The existing regions are designated as follows:
  - Adirondack Region
  - Niagara Region
  - Genesee Region
  - Mohawk Region
  - Southern Tier Region
- add or delete regions as required
- approve the annually elected forgemaster and assistant for each region.

### ***Section 2 Region Forgemasters Responsibilities***

The Region Forgemasters shall:

- be responsible to organize and schedule monthly or regularly scheduled meetings which should include demonstrations and hands-on opportunities
- encourage members to attend every member events



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- see that meeting notices are mailed at least two weeks prior to the meeting or that some other reliable means of notifying perspective attendees is implemented
- oversee the safety of each meeting including tooling, methods, and the wearing of safety glasses by all attendees
- have each attendee sign and date the approved waiver form prior to start of each meeting
- collect minimum \$5.00 fee from each attendee to the meeting. Fees should cover the costs of running the meeting such as postage, fuel, materials, coffee, donuts and other reasonable expenses. If \$5.00 doesn't cover above stated costs, amount collected can be raised to an amount that will cover expenses per regional meeting
- provide a financial status report along with any surplus funds above \$150 to the NYSDB Treasurer quarterly
- run an "Iron in the Hat" raffle at each meeting. Attendees shall be charged \$2.00 for not donating an item to the raffle. Tickets shall be \$1.00 each or \$5.00 for six tickets and each attendee shall receive one free ticket for each item donated
- be responsible for submitting a written report to the newsletter editor for each regional meeting in a timely manner for publication in the next newsletter. Monthly reports could be combined as needed by the editor according to newsletter publication dates
- provide the Executive Committee with a written annual report (for each meeting) including time, date, project description, number of attendees, fees collected and expenses paid.

### **ARTICLE XVII NEWSLETTER EDITOR**

#### ***Section 1 Qualifications***

The Newsletter Editor shall be familiar with production of a quality document including grammar, spelling, presentation, photo reproduction, photo editing, and computer software necessary to transmittal of said document.

#### ***Section 2 Newsletter Editor Responsibilities***

The Newsletter Editor shall:

- gather and solicit materials for publication from members and other newsletter and ABANA publications
- produce four newsletter per year
- the production shall be timed such that it will be mailed to each member to meet the schedule set up by the executive committee
- produce mailing labels which include the membership expiration date of the addressee (the membership chairperson keeps the electronic file with the required information)
- mail complimentary copies to ABANA chapter newsletter editors and the appropriate ABANA archive
- archive at least three hard copies of each newsletter for the NYSDB record and one electronic copy
- be responsible to procure the production of the necessary quantity of copies with approval of the executive committee
- be responsible to include in the newsletter notices and business material pertinent to the organization and required by these bylaws
- be appointed by the executive committee annually.