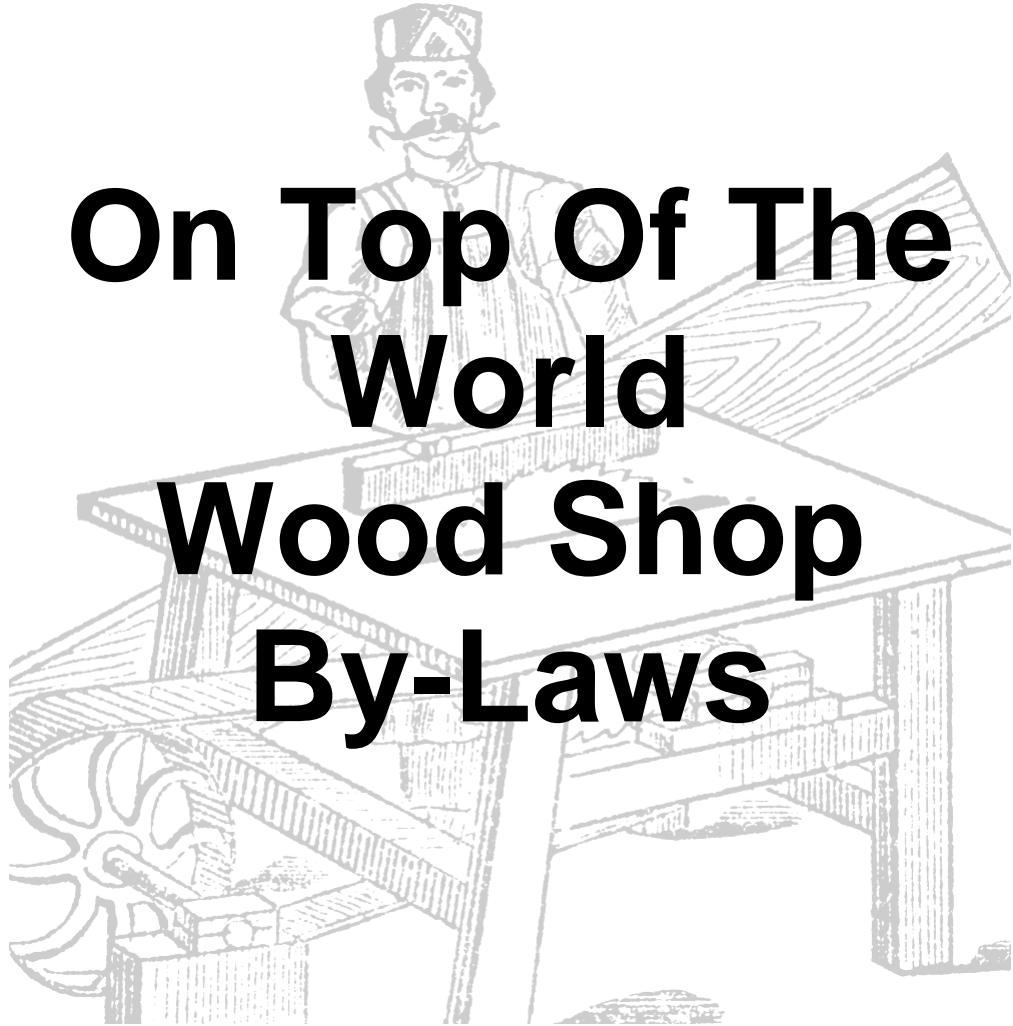


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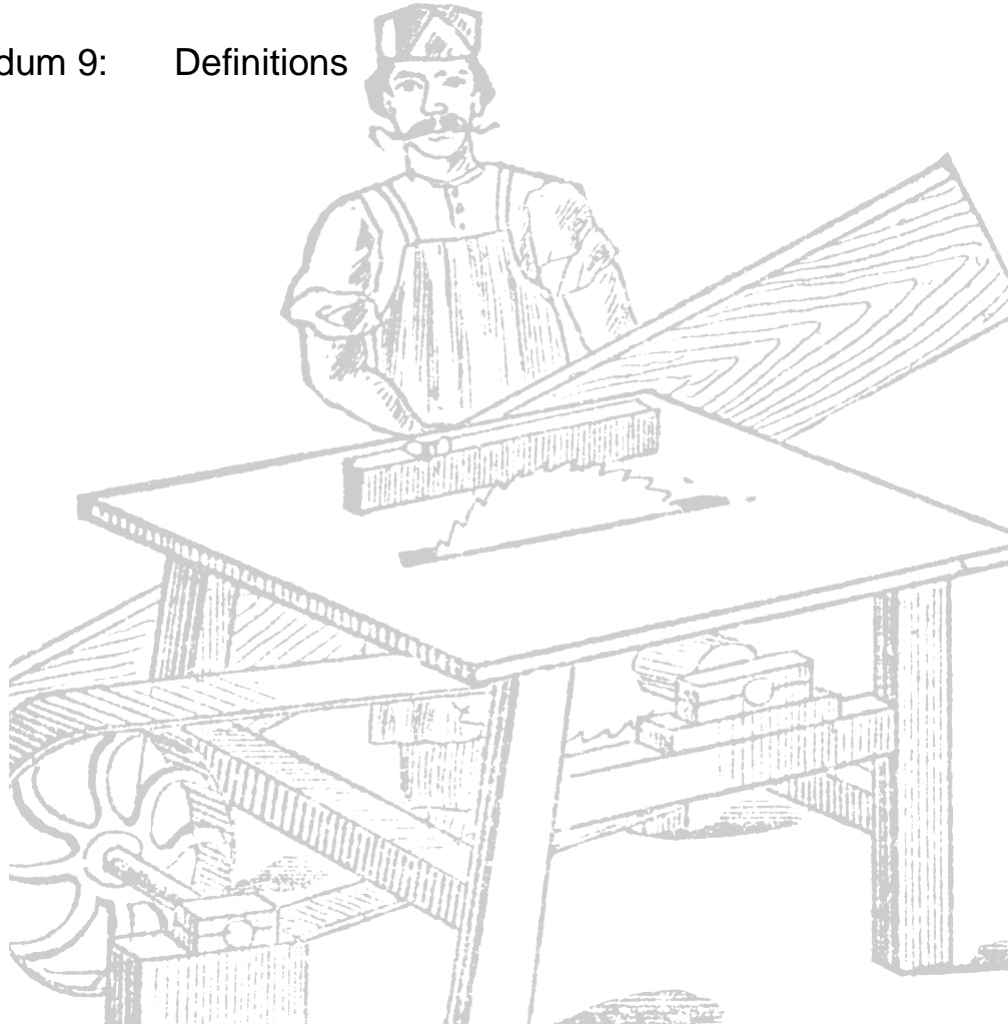
On Top Of The World Wood Shop By-Laws



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57 **ON TOP OF THE WORLD WOOD SHOP**

58 **BY-LAWS**

59 **As Approved by an Electronic General Membership Vote, 19 October 2020**

60 **Effective December 2020**

61 **ARTICLE 1**

62 **The Name of the Organization**

63
64
65 The name of this organization shall be the On Top of the World (OTOW) Wood Shop of
66 Ocala FL 34481.

67 **ARTICLE 2**

68 **Wood Shop Purpose**

69
70
71 SECTION 1. The Wood Shop is organized is to be exclusively charitable, recreational
72 and educational. It is intended for the membership's enjoyment and refinement of
73 personal wood working skills. It is not intended for production of items for sale. Use of
74 facilities for sale items will take lower priority than General Membership use.

75
76 SECTION 2. Notwithstanding any other provision of these articles, this organization
77 shall not carry out any activities that would not be permitted to an organization exempt
78 from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code 1954
79 or the corresponding provisions of any future United States Internal Revenue Law. The
80 OTOW Wood Shop is operated as a non-profit organization

81

82 SECTION 3. In event of dissolution, the residue assets of the organization will be sold,
83 and the proceeds of that sale will be distributed equally to the current membership

84

85

ARTICLE 3

86

Purpose and General Management

87

88 SECTION 1. The By-Laws purpose is to provide a membership structure and
89 organization for Wood Shop members, to provide guidance for management of a
90 member supported wood working craft environment, and to establish guidelines for the
91 operation, management and maintenance of the facilities and equipment in the wood
92 working shop.

93

94 SECTION 2. The membership elects a Board of Directors of four (4) Officers and three
95 (3) At-Large members. The Officers will be a President, Vice President, Secretary and
96 Treasurer. The Officers of the organization will manage and account for the finances of
97 the Wood Shop to include dues collection, receive donations, bequests and shall hold
98 and manage all funds in accordance with the provisions of the By-Laws. The Board is
99 the only official representative of the Wood Shop Organization. (Expanded job
100 descriptions for these positions are contained in Addendums to these By-Laws.)

101

102 SECTION 3. Throughout this statement of the By-Laws and Addendum documents the
103 term "Board" or "Board of Directors" shall mean the group of three At-Large members
104 and four Officers, a total of seven. A quorum of the Board for voting purposes shall not
105 be less than four board members, including at least one officer.

106

107

ARTICLE 4

108

Membership and Dues

109

110 SECTION 1. Membership: Membership in the OTOW Wood Shop organization is
111 available to anyone who is a verified resident of the OTOW community possessing a
112 resident or guest ID card or other valid membership card, e. g. Gateway Pass (Indigo)
113 and agrees to abide by the By-Laws, Addendums and Wood Shop rules.
114

115 SECTION 2. Responsibility: Upon being accepted for membership into the Wood
116 Shop organization, each individual assumes full responsibility for their safety while in
117 the Wood Shop. The Wood Shop organization, its individual members, Board members
118 and Officers have no responsibility for the proper operation of tools, machines, etc. or
119 for any injuries or other liabilities which may result from any member's actions while in
120 the Wood Shop premises. Each member must sign a waiver (Hold Harmless
121 Agreement) to this effect each year to remain a member of the organization.
122

123 SECTION 3. Dues: Membership dues shall be set by a vote of the membership at its
124 annual meeting. There are no partial year membership dues. No member's dues or
125 portion will be refunded for members who have their membership rescinded or are
126 unable or unwilling to continue use of the wood shop for any reason. In exceptional
127 circumstances, and upon a written request for a refund, the Board may approve a
128 prorated refund of membership dues.

129
130 SECTION 4. Access: Access to the Wood Shop will only be by a use of an OTOW
131 issued resident identification card. After paying annual dues, signing the Member
132 Application and having a Shop orientation, OTOW Customer Service will be notified of
133 the members authorized access.
134

135 SECTION 5. Assessments: During Wood Shop operations, it may become necessary
136 to require additional dues assessments and these assessments will be voted upon by a
137 called special membership meeting or electronic membership vote (email).

138

139 SECTION 6. Termination:

140

141 a. Membership shall be terminated for any member who no longer meets residency
142 criteria as stated in the By-Laws Article 4, Section 1.

143 b. Membership may also be terminated for those members who become undesirable by
144 conduct, e.g. safety violations or persistent equipment damage. Terminations would be
145 taken only after the circumstances were examined by the Board of Directors and after
146 two prior warnings had been issued in writing to the offender by the Board. Warnings
147 for safety or conduct issues may be hand delivered or deemed to have been delivered
148 upon mailing to the last known address of the individual involved. Upon a third offense
149 the Board may rescind the membership of the offending member in writing. If a Member
150 desires reinstatement, they may request a personal appearance before the Board.

151

152 c. Warnings for other unacceptable conduct may be handled in the same manner as
153 safety or damage issues. Membership may be rescinded for those members who
154 violate the by-laws and shop rules, do not clean up after working on a project, or non-
155 payment of special dues assessments.

156

157 d. Membership may be terminated immediately for any substantiated theft of shop
158 equipment or supplies. Theft constitutes the removal of Shop equipment or supplies
159 without authorization and any evidence to the Board of an intent to return those items to
160 the Shop. The Board reserves the right to permanently rescind the membership
161 immediately or for some period that the Board directs.

162

163 SECTION 7. The Wood Shop Board reserves the right to require professional
164 assessment of a person's capability for the safe, unsupervised operation of power tools
165 such as a table saw, lathe or band saw. Such a request can be made when the Board

166 has cause to question the fitness of a member or prospective member. When such an
167 assurance is requested the person involved may not use the woodshop until a positive,
168 professional opinion is provided and accepted by the Board.

169
170 **ARTICLE 5**

171
172 **BOARD OF DIRECTORS**

173
174 SECTION 1. The governing body, the Board, shall consist of three (3) At-Large elected
175 members and four (4) elected Wood Shop Officers, none of whom shall receive
176 compensation for services. The Board is expected to be a “hands-on” Board which
177 requires the commitment of their time and effort to the Wood Shop’s maintenance and
178 operation.

179
180 SECTION 2. At-Large members and Officers shall be elected at the annual General
181 Membership meeting to serve a term of two years for At-Large members and one year
182 for Officers. All may be reelected. Officers and At-Large members shall assume office
183 immediately following election. Any Officer or At-Large member who cannot complete
184 their term of office will be replaced by a suitable candidate nominated by the Board and
185 approved by a four (4) vote majority of the Board.

186
187 SECTION 3. All wood shop expenditures over \$400.00 must be discussed and
188 approved by quorum of the Board prior to commitment to spend.

189
190 SECTION 4. Annually the Wood Shop will purchase insurance, commonly referred to
191 as Directors and Officers insurance, as financial protection for the members serving on
192 the Board.

193
194

195 **ARTICLE 6**

196
197 **OFFICERS**

198
199 SECTION 1. The Officers of the organization shall be President, Vice President,
200 Secretary and Treasurer. and shall be responsible to the Board and membership for the
201 day-to-day operation and management of the wood shop.

202
203 SECTION 2. The President shall preside at all meetings of the Board and General
204 Membership. The President shall appoint the chairperson(s) of all Functional
205 committees and be an ex-officio member of any Functional committee.

206
207 Section 3. The President shall approve the expenditures of all funds up to \$399,
208 notwithstanding the Treasurer's authority to approve expenditures up to \$200.

209
210 SECTION 4. The Vice President shall assume the duties of the President in the event
211 of the absence of the President for any reason. The Vice President shall be an ex-
212 officio member of any Functional committees.

213
214 SECTION 5. The Secretary shall:

- 215 a. Maintain the administrative records of the Wood Shop to include an up-to-date
216 membership roster.
- 217 b. Will retain and maintain the "archival" Wood Shop By-Laws document.
- 218 c. Will act as the holder of all "Hold-Harmless Agreements "and other documents
219 attesting to training of Wood Shop Members.
- 220 d. Will provide to the Treasurer Names, Address, and other information along with
221 funds received from new and renewing Wood Shop members.
- 222 e. Handle all correspondence for the Wood Shop to include notifications for Board
223 and membership meetings.

- 224 f. Will take and publish the minutes of Board and Membership meetings.
- 225 g. Maintain a liaison with the OTOW Point of Contact to ensure Member access by
- 226 the way of key cards is current.

227

228 Section 6: The Treasurer shall:

- 229 a) Shall have charge of all funds, receiving and depositing dues, donations and
- 230 other income and paying all bills.
- 231 b) Shall keep current financial records and present a financial statement at the
- 232 annual meeting as well as an interim report at each Board meeting.

233

234 In the absence of the Treasurer the President shall have the authority to execute

235 the duties of the Treasurer.

236

237 The Treasurer shall have the authority to approve expenditures up to \$200.

238

239 At the request of the Board, the Treasurer shall submit to the Board or an entity of their

240 choosing, i.e. temporary audit committee, financial records for audit at the end of the

241 calendar year or at any time requested by a majority of the Board.

242

243 SECTION 7. Any Officer or Board member can, for failure to perform his duties, be

244 removed from the Board if four Board Members vote for removal.

245

246

247

ARTICLE 7

248

Board Meetings

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250 SECTION 1. Meetings of the Board shall be held as often as required at a time and

251 place determined by the Board. No business will be conducted without a quorum of the

252 Board. (Article 3, Sec 3).

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SECTION 2. The Secretary shall strive to announce the agenda to the Board and to the General Membership before scheduled meetings. All Wood Shop members will, if possible, be notified of pending Board meetings at least one week in advance of the meeting by an email to those members who have provided their address to the Secretary. Because of the immediacy of an issue, some Board meetings may be held without notice to the General Membership, but meeting minutes will be published for all meetings.

SECTION 3. Wood Shop members may attend Board meetings and may request the opportunity to address the Board at a scheduled Board meeting and the Board will honor such requests, when practicable. Members may request to the Secretary the addition of an agenda item for the next scheduled Board meeting.

ARTICLE 8

MEMBERSHIP MEETINGS

SECTION 1. An annual meeting of the membership shall be held each year with a timing target of the first half of December. The time and place of the meeting shall be announced through a notice within the shop and contact with the membership by email at least 10 days prior to the meeting date. The Secretary will strive to notify membership of the agenda and members can request any additions to the agenda up to the date of the meeting.

SECTION 2. Special meetings of the membership may be held at any time at the direction of the Board or upon the presentation to the Board of a written request for such a meeting signed by at least ten (10) members. Without undue delay the Board shall set a date for the special meeting and the membership shall be notified at least ten (10)

282 days prior to the meeting. Special Board meetings for limited agenda items or a one
283 item agenda can be held at the discretion of the Board and may be conducted
284 electronically.

285
286 SECTION 3. Only persons with current membership will be allowed to vote at a
287 membership meeting.

288
289 SECTION 4. Twenty percent (20%) of the membership in good standing shall constitute
290 a quorum for the transaction of business at all membership meetings.

291
292 **ARTICLE 9**
293 **NOMINATION AND ELECTION OF BOARD MEMBERS AND OFFICERS**
294

295 SECTION 1. Nomination and election of At-Large Board Members and Officers shall
296 take place at the annual membership meeting. Nominations can be made from the
297 floor. Prior to the annual membership meeting the Membership shall be polled by the
298 Secretary to determine if any member wishes to be considered for election to one of the
299 At-Large Board or Officer positions. Any member wishing to be elected shall submit
300 their name and will be a candidate in the election(s). Members wishing to serve must
301 be present at the annual meeting except in special circumstances which prevent their
302 attendance, e.g. family emergency, sudden illness.

303
304 SECTION 2. For any Board Officer position, if unopposed at the General Membership
305 meeting, a candidate may be elected by a voice vote of the membership. The presiding
306 President shall determine the results of the yeas and nays. If any member objects a
307 written, secret ballot will be taken for the yeas and nays.

308
309 SECTION 3. Any Board Officer position receiving a majority of nays will result in that
310 member not being elected to the position. The position shall remain unfilled until such

311 time as an electronic balloting of members, who have provided an email address, are
312 polled. If the candidate is still opposed by the membership, a new polling of position
313 interest and vote of the membership will take place. (See Article 13).

314

315 SECTION 4. For any Board Officer position for which there are two or more candidates,
316 there will be a secret ballot vote. The candidate with the highest number of tallied votes
317 will fill the position. In the event the highest tally is a tie, there will be a second secret
318 ballot for the tied candidates. The candidate with the highest tallied vote on the second
319 ballot will fill the position. In the event of a second tie, balloting will be suspended and
320 all members who have provided an email address will be polled for an electronic ballot
321 for the tied candidates. (See Article 13).

322

323 SECTION 5. For At-Large Board Member positions, if the number of candidates is the
324 same or less than the number of At-Large positions, the candidate(s) will be individually
325 elected by a show of hands of the attending membership. The presiding President shall
326 determine the results of the yeas and nays. If any member objects a written, a secret
327 ballot will be taken for the yeas and nays.

328

329 In the event of a vote tally resulting in a tie of yeas and nays, there will be a second
330 secret ballot with only the tied candidates on a separate ballot. In the event of a second
331 tie, balloting will be suspended and all members who have provided an email address
332 will be polled for an electronic ballot for the candidates. (See Article 13).

333

334 SECTION 6. For At-Large Board Member positions, if the number of candidates is
335 greater than the number of open positions, there will be a secret ballot vote. Each
336 voting member will cast a ballot for candidates for up to the number of vacant At-Large
337 positions.

338

339 The candidates will fill the open positions in order of the tallied votes until all positions
340 are filled. That is, the candidate with highest number of votes will fill the position in
341 descending order, the second highest for the next vacant position, continuing until all
342 positions are filled. If a tie for a position occurs and there are multiple positions
343 available, the tied candidates will fill the available open positions. If there is only one
344 vacant position left, there will be a secret ballot vote for only those candidates who are
345 tied in votes for the remaining position. If the tie cannot be broken, the voting for that
346 position will be null and the two candidates will be submitted to the membership who
347 have an email address on file for an electronic ballot for the two candidates. (See
348 Article 13).



ARTICLE 10
COMMITTEES

353 Section 1. The President can appoint chairpersons for Functional committees, as the
354 President sees fit. Examples might be:

- 355
- 356 A) Safety
- 357 B) Machines and Tool Maintenance
- 358 C) Education
- 359 D) Housekeeping
- 360

361 Section 2. The President may provide written guidance to that committee to describe
362 the task(s) to be undertaken and period for the committee's existence. That writing can
363 be included as a temporary addendum to these By-Laws.

364

365 Section 3. The Chairman of a committee may enlist help from the general membership,
366 as required, to carry out his duties as prescribed by the President. Duties of each
367 functional committee are not part of these by-laws since they can change from time to

368 time. The details of these responsibilities may be changed by the Board as they deem
369 prudent, but the changes must be within the general scope of the committee as directed
370 by the President.

371

372 Section 4. A member of the Board may serve as a Chairman of a Functional
373 Committee.

374

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377



ARTICLE 11
WOOD SHOP RULES

378 1. All persons using the shop facilities are required to adhere to all rules set forth for the
379 safe and proper operation of the woodworking shop.

380

381 Each member shall be given a copy of the By-Laws containing the Shop rules at the
382 time of enrollment, others may have a copy on request to the Secretary/Treasurer.

383

384 A copy of the rules shall be posted in a permanent location in the Wood Shop for all to
385 see. Likewise, a copy is made part of the addendum to these by-laws.

386

387 2. Upon accepting membership into the Wood Shop each individual assumes
388 responsibility for his personal safety while in the Wood Shop. This organization, its
389 individual members, Board Members or its Officers, have no responsibility for the proper
390 operation of any tools, machines, etc. or for any injuries or other liabilities which may
391 result from any members actions while in the woodworking shop facilities.

392

393 3. Any member Entering or Leaving the Wood Shop must sign in and out in the logbook
394 located on the shop desk, entering time of arrival. The last member to leave the Shop is
395 to ensure all vacuums, lights, and other power machinery is turned off and that the
396 doors are properly locked.

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4. From time to time members may desire to have a guest accompany them into the Wood Shop. Generally, a guest will be defined as a friend or relative who is visiting the member in OTOW for a short period of time. Guests will be the responsibility of the member. Guests must execute a Hold Harmless agreement. The guest may not operate any tool or equipment in the Wood Shop.

5. All power, hand tools and associated accessories are available for use in the premises by current members of the organization. Members are expected to be familiar with the tools and the related safety aspects of the tools they use. If a member is not familiar with the operation of a particular tool, prior to using it, they are responsible to obtain training on its use.

6. Members may borrow Wood Shop hand tools and portable power tools for their personal use outside of the Wood Shop. The member must record the tool(s) borrowed in the logbook located at the Wood Shop front desk and the date of the borrowing. Borrowed tools should be returned in less than a week. Borrowed tools may not be operated by non-Members outside the Shop premises. If need for a longer period, the borrower must ask for permission from the Board President.

7. Used wood that may have nails, screws, staples, etc. embedded should not be worked on the Wood Shop machines. Wood that is warped requires special techniques to work it on the machines to avoid personal injuries and damage to the machines. Sanding machines should not be used to remove paint, varnishes, glue, or other finishes, etc.

8. Materials worked on Wood Shop machines must be compatible with wood cutting and sanding tools. Members must not use materials incompatible with the tools within the Wood Shop.

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9. Members must identify unfinished projects in the Shop with their name, phone number and date. Projects should be arranged to cause minimal interference with the activities of other members. Only projects actively being worked can be left in the shop for a limited time. Typically, less than a week is the expected time for an active project to remain in the Wood Shop. Materials or supplies that are not noted with a member's name, date and phone number may be declared as abandoned. Projects, supplies and materials left in the Wood Shop for more than one week, and without authorization from the President, may also be considered abandoned and will be removed. Projects needing more time than a week or requiring a large section of space in the shop shall be approved by the Wood Shop President or the appropriate committee chair.

10. Members will not use cleaning or finishing products for projects using aerosol methods within the wood shop.

11. Members may be asked to participate in Shop cleaning efforts from time to time. Members who consistently refuse to participate will be in violation of Article 4, Section 6, Membership and Dues.

12. Members must provide their own consumable items for use in the Wood Shop. The shop will not provide or purchase items such as sandpaper for manual/portable tools, glue, nails, screws, scroll saw blades, etc.

Article 11 repeated in Addendum 8 to these By-Laws as an administrative action for clarity and ease of distribution.

ARTICLE 12

By-Laws or Rule Change Amendments

455 SECTION 1. The By-Laws or Rules may be amended at the annual membership
456 meeting. Proposed changes must be submitted to the Secretary/Treasurer at least 14
457 days in advance of the membership meeting so they may be published and distributed
458 to the membership 10 days prior to the meeting.

459
460 SECTION 2: The By-Laws and Rules may be amended at any time provided a
461 proposed change, endorsed by twenty (20) members, is submitted in writing to the
462 Board. The proposed change will be submitted to the membership by email and
463 members will respond by voting yea or nay (See Article 13) or the change can be
464 considered at the next General Membership meeting, if scheduled within 14 days.

465
466 SECTION 3: At a General Membership meeting, a proposed change will pass if the
467 following three conditions are met:

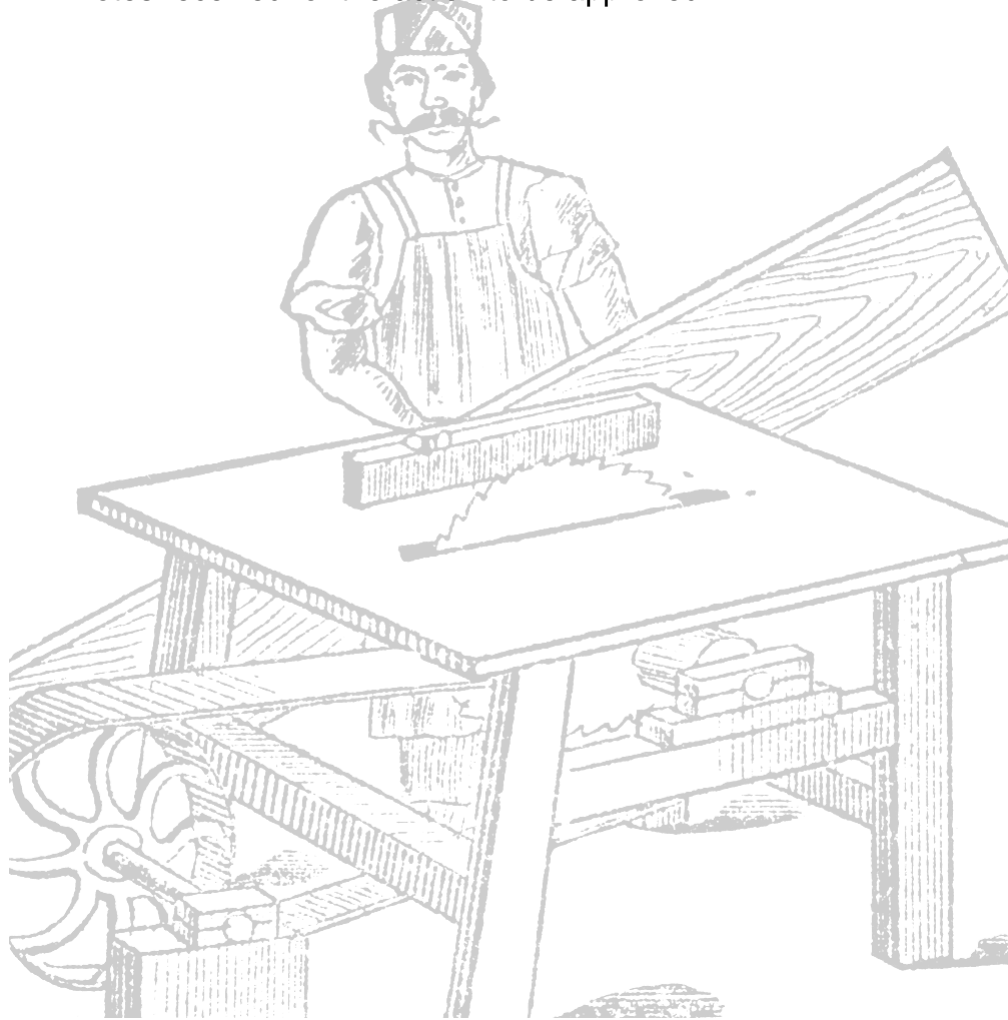
- 468
469 a. The meeting has a quorum present
470 b. The yea votes total at least 20 percent of the total membership at the time of
471 the meeting
472 c. The number of yea votes is greater than the number of nay votes

473
474 **Article 13**
475 **Electronic Voting**

476
477 Electronic (email) voting will be done as follows:

- 478
479 a. The Window for voting will be ten days after the email is sent to the
480 membership.
481 b. Votes received before the voting window closes will be the only votes
482 counted.
483 c. For a proposed action to pass the following three conditions must be met:

- 484
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- 489
1. Votes must be received from at least 20 percent of the membership existing at the time the email was sent
 2. At least 20 percent of the membership existing at the time the email was sent must vote yea for the action to be approved.
 3. The number of yea votes received must be greater than the number of nay votes received for the action to be approved.



490 **Addendum 1**

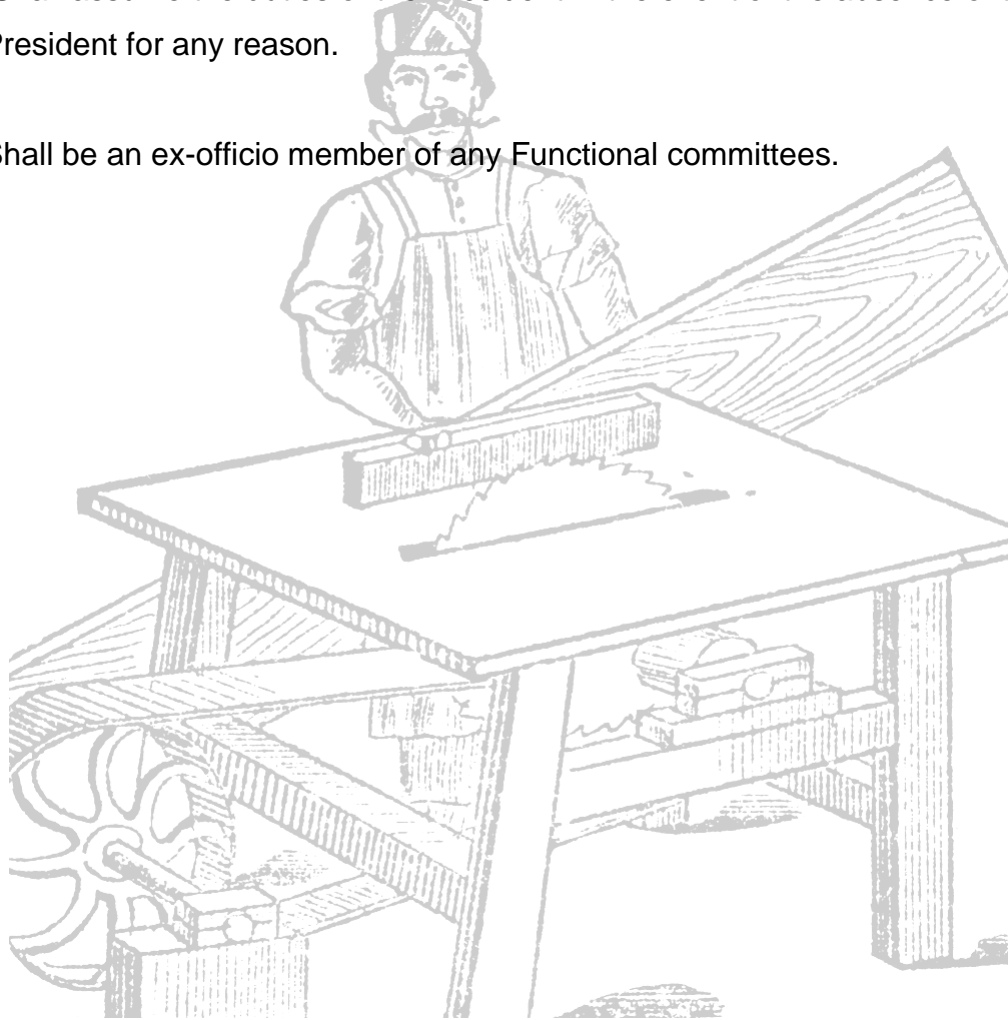
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492 **Duties of the President**

- 493
- 494 1. Shall provide leadership to advance the capabilities, maintenance and operation
495 of the Wood Shop.
- 496
- 497 2. Shall develop policies required for the safe and effective administration of the
498 Wood Shop, subject to Board approval.
- 499
- 500 3. Shall preside at all meetings of the Board and general membership.
- 501
- 502 4. Shall appoint the chairman of all Functional committees and be an ex-officio
503 member of any functional committees.
- 504
- 505 5. Shall issue all formal communications with OTOW Management on matters
506 pertaining to the operation of the Wood Shop.
- 507
- 508 6. In the absence of the Treasurer the President shall have the authority to execute
509 the duties of the Treasurer.
- 510
- 511 7. Assist other Board Members in dealing with observed, errant behavior of
512 members.
- 513
- 514 8. Notifies OTOW of new or terminated memberships,

Addendum 2

Duties of the Vice-President

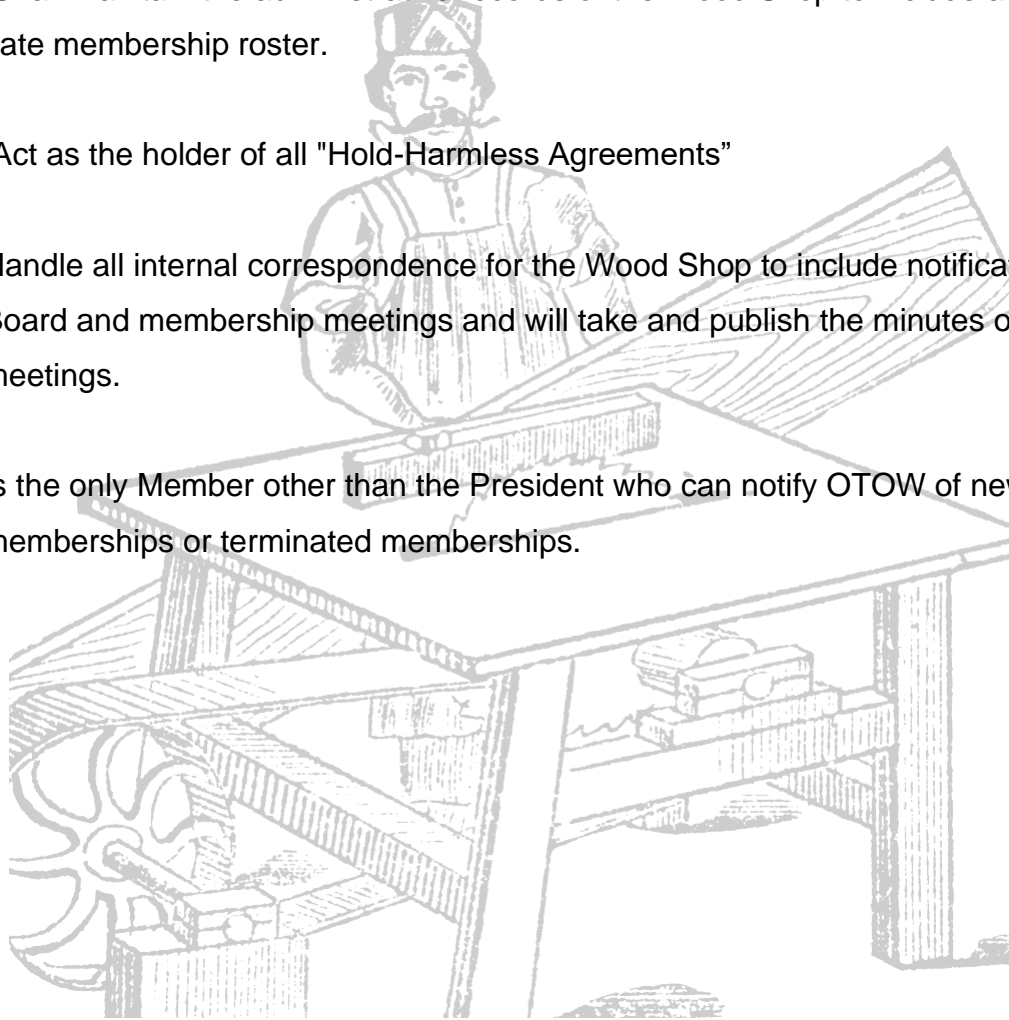
1. Shall assume the duties of the President in the event of the absence of the President for any reason.
2. Shall be an ex-officio member of any Functional committees.



Addendum 3

Duties of the Secretary

1. Shall maintain the administrative records of the Wood Shop to include an up-to-date membership roster.
2. Act as the holder of all "Hold-Harmless Agreements"
3. Handle all internal correspondence for the Wood Shop to include notifications for Board and membership meetings and will take and publish the minutes of those meetings.
4. Is the only Member other than the President who can notify OTOW of new memberships or terminated memberships.

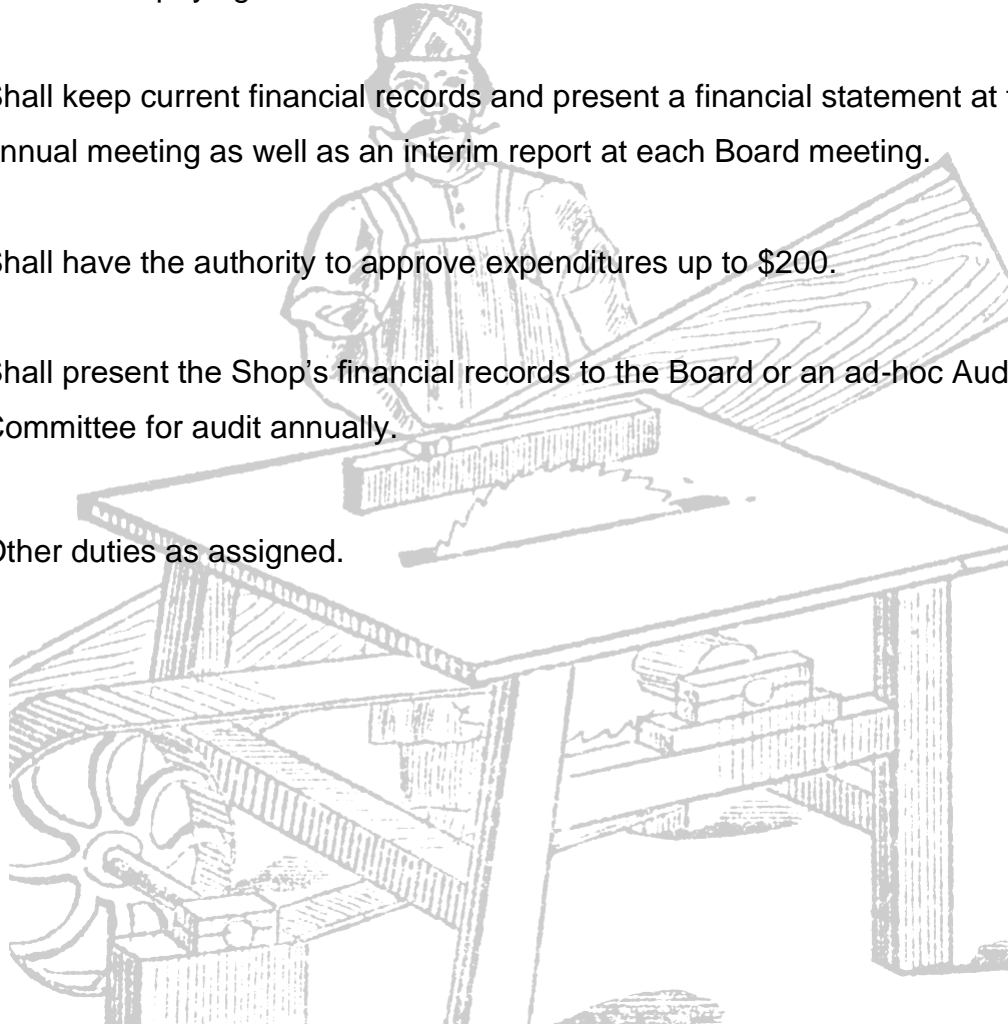


Addendum 4

Duties of the Treasurer

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1. Shall account for all funds, receiving and depositing dues, donations and other income and paying all bills.
2. Shall keep current financial records and present a financial statement at the annual meeting as well as an interim report at each Board meeting.
3. Shall have the authority to approve expenditures up to \$200.
4. Shall present the Shop's financial records to the Board or an ad-hoc Audit Committee for audit annually.
5. Other duties as assigned.

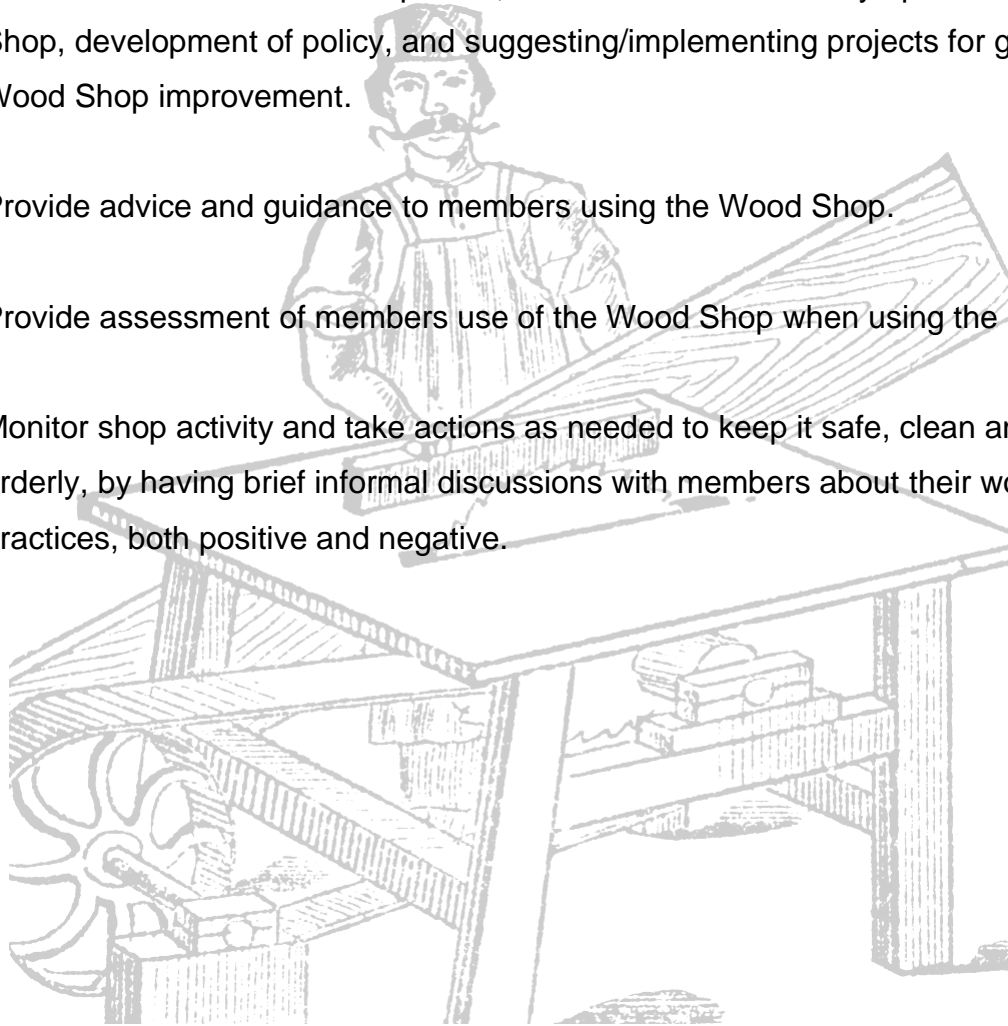


Addendum 5

Duties of an At-Large Member

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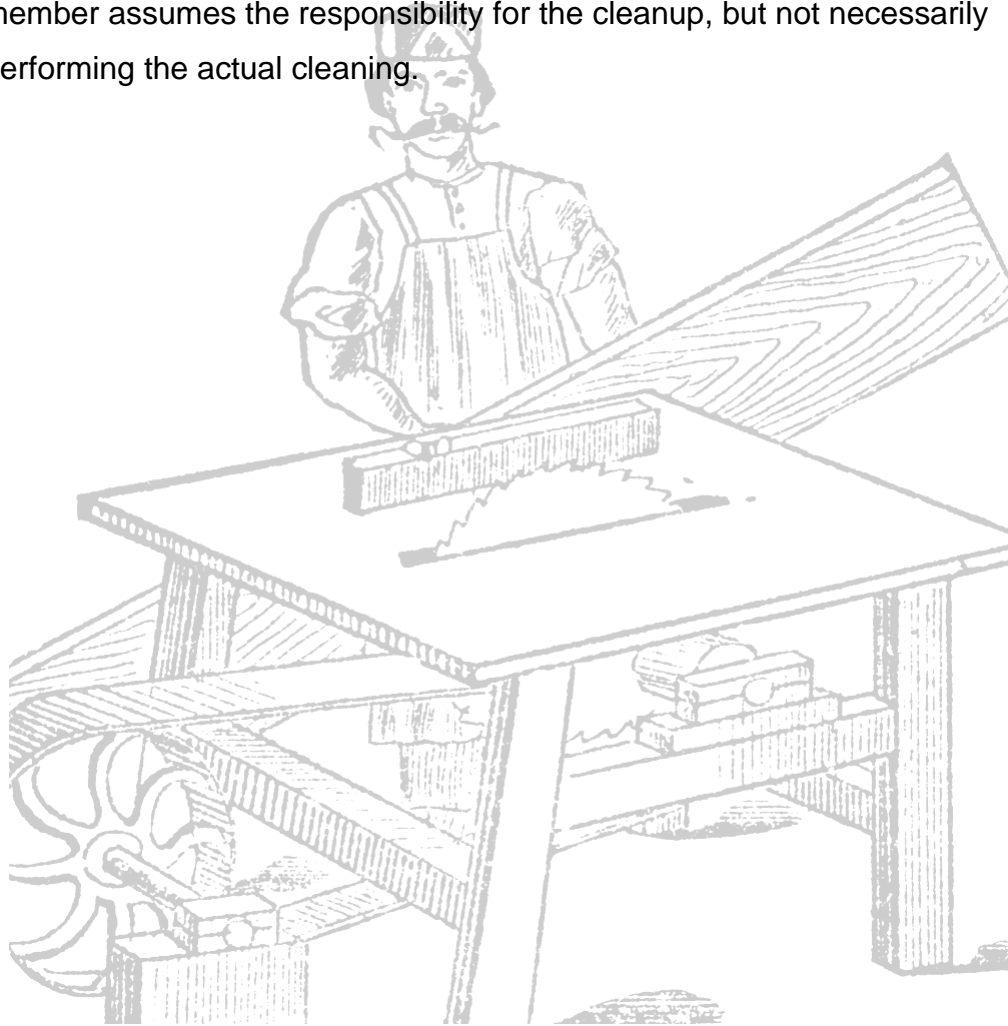
1. Participate in meetings of the Wood Shop Board that are held on an irregular basis. Lend comment and expertise, to insure safe and orderly operation of the Shop, development of policy, and suggesting/implementing projects for general Wood Shop improvement.
2. Provide advice and guidance to members using the Wood Shop.
3. Provide assessment of members use of the Wood Shop when using the Shop.
4. Monitor shop activity and take actions as needed to keep it safe, clean and orderly, by having brief informal discussions with members about their work practices, both positive and negative.



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Addendum 6 Housekeeping

1. Each member of the Board assists in Shop housekeeping activities. Cleanup responsibilities are rotated amongst the seven Board members. Each Board member assumes the responsibility for the cleanup, but not necessarily performing the actual cleaning.



**Addendum 7
Donation Form**

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On this date,

_____, I, _____

wish to donate to the On Top of The World (OTOW) Wood Shop the following item(s)

1.

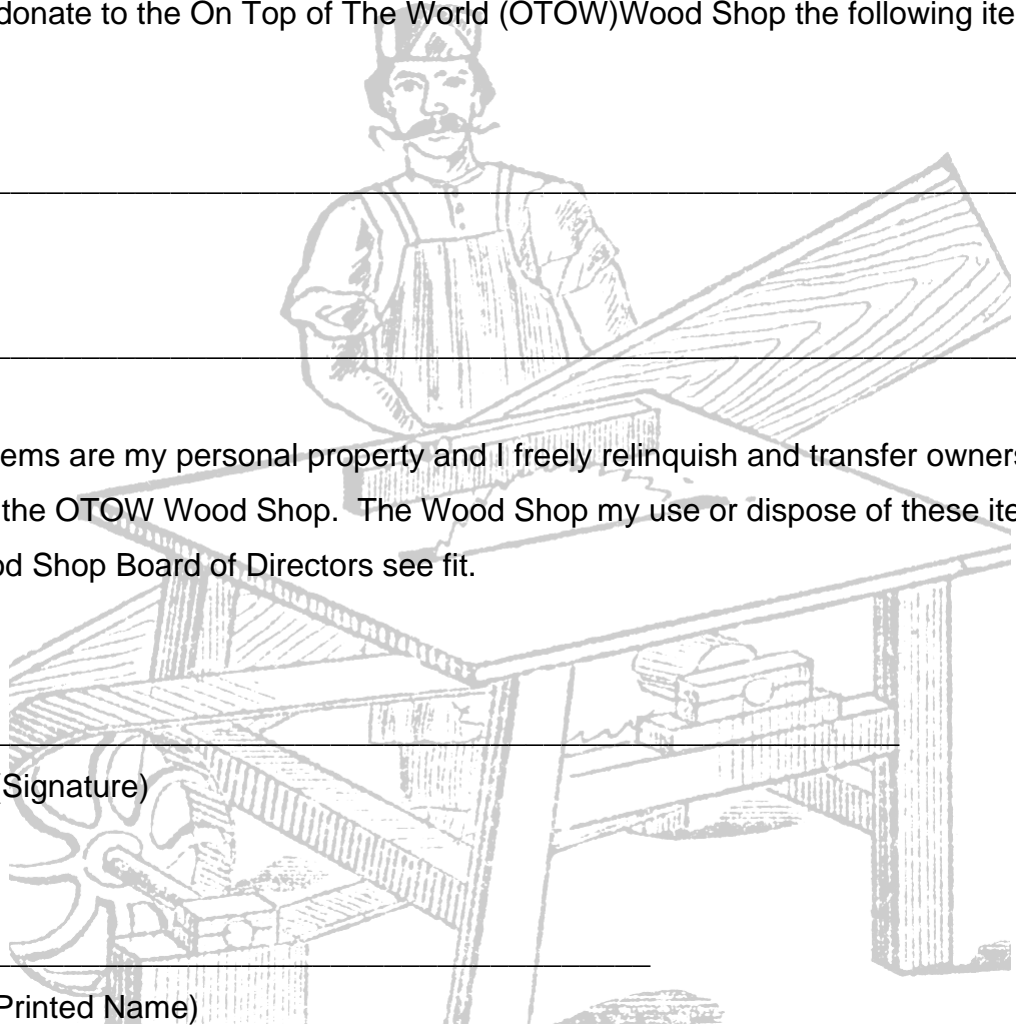
2.

These items are my personal property and I freely relinquish and transfer ownership of them to the OTOW Wood Shop. The Wood Shop may use or dispose of these items as the Wood Shop Board of Directors see fit.

(Signature)

(Printed Name)

(Date)



Addendum 8
Wood Shop Rules

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629 1. Each member is responsible for his own safety. The Wood Shop organization,
630 its individual members, Board or its Officers, have no responsibility for the proper
631 operation of tools or machines or for any injuries which may result from
632 member's actions. (Article 11, 2)
- 633 2. Any person entering or leaving the Wood Shop must sign in and out. (Article 11,
634 3)
- 635 3. Guests in the Wood Shop are the responsibility of the Member. OTOW residents
636 cannot be guests. Members are responsible to have a Guest sign a "Hold
637 Harmless Agreement." Guests may not operate any tool or equipment. (Article
638 11,4)
- 639 4. All power, hand tools and associated accessories are available for use in the
640 Wood Shop. If a member is not familiar with the operation of a particular tool,
641 they should contact a Board member or if the chairperson of the Functional
642 Safety committee has been appointed that person for assistance. (Article 11, 5)
- 643 5. Members may borrow Wood Shop hand and portable power tools. Tools must
644 be signed out and should be returned within one week. (Article 11, 6)
- 645 6. Working with used wood is discouraged. Warped wood requires special handling
646 and members should contact a Board member or if a chairperson of a Functional
647 Safety committee has been appointed that person for assistance. (Article 11, 7)
- 648 7. Sanding machines should not be used to remove paint, varnishes, glue or other
649 finishes. (Article 11. 7)
- 650 8. Members may not work materials on Wood Shop equipment that is incompatible
651 with the existing tools, e.g. artificial stone. (Article 11, 8)
- 652 9. Members must identify their projects and may not store projects in the Wood
653 Shop for an excessive time. Projects requiring more than one week to complete

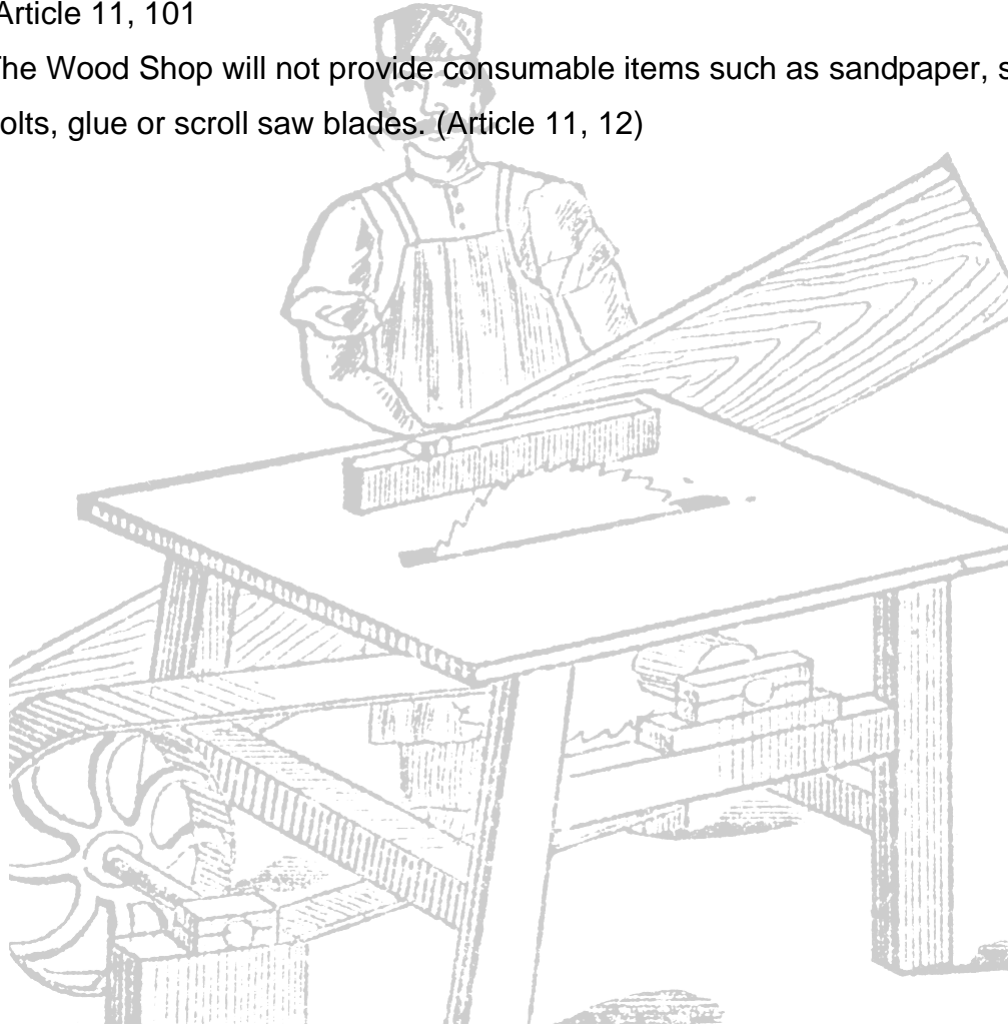
654 or requiring a large Section of space shall be approved by the President. (Article
655 11, 9)

656 10. Members will not use aerosol cleaning or finishing products in the Wood Shop.
657 (Article 11, 10)

658 11. Members will be expected to participate in cleaning activities as scheduled.
659 (Article 11, 101)

660 12. The Wood Shop will not provide consumable items such as sandpaper, screws,
661 bolts, glue or scroll saw blades. (Article 11, 12)

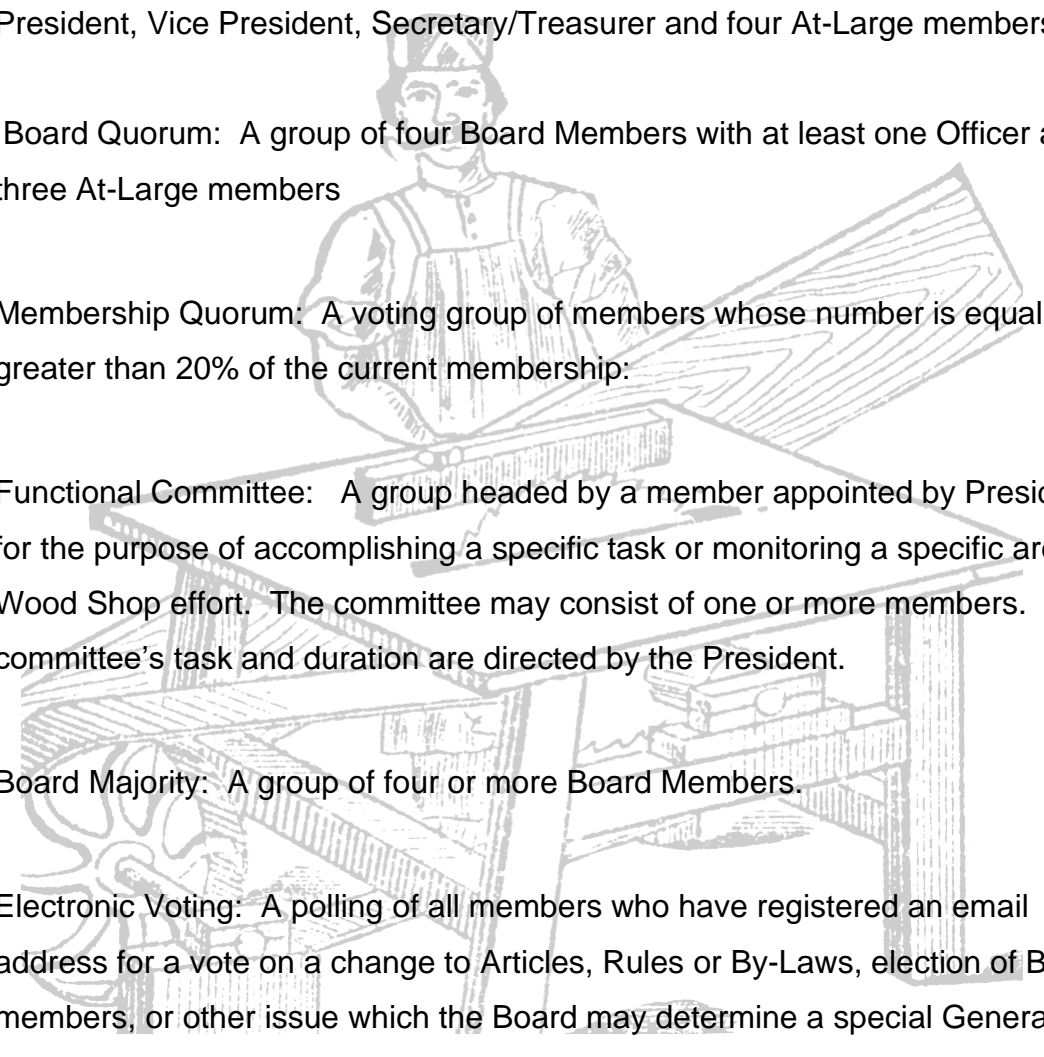
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665 **Addendum 9**

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667 **Definitions**

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- 669 1. Board: A duly elected group of 7 Wood Shop members consisting of a
- 670 President, Vice President, Secretary/Treasurer and four At-Large members.
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- 672 2. Board Quorum: A group of four Board Members with at least one Officer and
- 673 three At-Large members
- 674
- 675 3. Membership Quorum: A voting group of members whose number is equal or
- 676 greater than 20% of the current membership:
- 677
- 678 4. Functional Committee: A group headed by a member appointed by President
- 679 for the purpose of accomplishing a specific task or monitoring a specific area of
- 680 Wood Shop effort. The committee may consist of one or more members. The
- 681 committee's task and duration are directed by the President.
- 682
- 683 5. Board Majority: A group of four or more Board Members.
- 684
- 685 6. Electronic Voting: A polling of all members who have registered an email
- 686 address for a vote on a change to Articles, Rules or By-Laws, election of Board
- 687 members, or other issue which the Board may determine a special General
- 688 Membership meeting is required. Electronic Voting requires a quorum of
- 689 members to response to validate the vote.
- 690
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691 7. Guest: Friend or relative who is visiting the member in OTOW for a short period
692 of time. Generally, OTOW residents who could become members of the Wood
693 Shop are not eligible to be guests. This does not apply to members of the same
694 household, but they would still have to complete a Guest Hold-Harmless
695 agreement.

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