

# **PRESCOTT AREA WOODTURNERS**

## **POLICIES**

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# PRESCOTT AREA WOODTURNERS

## POLICY 1 – MEMBERSHIP

### Section 1. General Membership

General Members are adults who do not meet any other membership type criteria.

### Section 2. Family Membership

A Family Membership is one General Member and one other adult in the same household who are not covered by any other membership type.

### Section 3. Youth Membership

A Youth Membership is for any person under 18 years of age. The youth's parent or guardian must be a member.

### Section 4. Honorary Life Membership

Honorary Life Membership may be given to a member who has demonstrated outstanding service and leadership in the Prescott Area Woodturners (PAW). Nomination by two or more members in writing will be considered and reviewed by the Board of Directors. The candidate shall have a minimum of 10 years of consecutive PAW service, served on the Board of Directors, demonstrated leadership, is willing to help others, and is an outstanding team player.

### Section 5. Membership Dues

Dues are on an annual calendar year basis and are due by December 31. All dues are one-half price after July 1 for the remainder of that year. Dues may be paid by cash, check to "PAW," through the Zelle banking app, or by credit card through the PAW Treasurer (see roster). There is a \$2 charge for credit card payments. Dues can be paid at any general monthly meeting.

Should a member's renewal dues not be paid by January 31, the member shall be dropped from the roster on February 1.

New members must submit payment with their application. Submit a separate application for each person for a family membership. Renewal members do not need to submit a new application unless the membership type has changed.

General Membership	\$50.00
Family Membership	\$60.00
Youth Membership	Free

#### Mail Checks to:

PAW  
PO Box 12346  
Prescott, AZ 86304

**Zelle:** Scan this code in your bank's app to pay  
PRESCOTT AREA WOODTURNERS INC. at  
k...n@prescottareawoodturners.com



**Zelle**

### Section 6. Release of Liability

All members must agree to the Prescott Area Woodturners, Inc. "Release of Liability" agreement that can be found via a link on the PAW home page at <https://prescottareawoodturners.com>. Applying for membership indicates acceptance of this release of liability.

# Prescott Area Woodturners

## Membership Application

Date: \_\_\_\_\_

### Instructions:

1. Supply the requested information below and print the completed form or submit it online.
2. Choose the type of membership.
  - a. Please submit a separate application for each person for a family membership.
3. **Return this form to the Membership Director with payment.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Spouse/Other: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Membership Dues

The membership cost depends on the type of membership. Choose one of three types of memberships available. Membership requirements are in *Policy 1 - Membership*.

- ☐ General Membership (one adult) - \$50.00 per year
- ☐ Family Membership (two adults in the same household) - \$60.00 per year
- ☐ Youth Membership (under 18 years old with a paid parent or guardian member) - Free

### Method of Payment (Choose one)

- ☐ CASH (\$ amount) \_\_\_\_\_ ☐ CHECK (number) \_\_\_\_\_ (Payable to "PAW")
- ☐ ZELLE (date) \_\_\_\_\_ ☐ CREDIT CARD (amount including \$2 fee) \_\_\_\_\_

Dues are on an annual calendar year basis and are due by December 31. All dues are one-half price after July 1 for the remainder of that year.

### **Membership for members under 18**

It is understood that any person under 18 years of age attending any association-sponsored activity must be accompanied by an adult member of the Prescott Area Woodturners.

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian signature: \_\_\_\_\_ Witness: \_\_\_\_\_

### Release of Liability

By submitting this application, you agree to the Prescott Area Woodturners, Inc. "Release of Liability" agreement that can be found via a link on the PAW home page at <https://prescottareawoodturners.com>.

# **PRESCOTT AREA WOODTURNERS**

## **POLICY 2 – PUBLIC EVENTS**

Public events may be used for education, fundraising, recruiting new members, or any combination of these purposes. The Prescott Area Woodturners (PAW) Board of Directors shall determine in advance, preferably on an annual basis, what public events will be sponsored for each fiscal year and shall notify the membership with sufficient time to prepare for the events.

### **Section 1. Public Event Coordinator**

1.1 The Board of Directors may assign a volunteer member to be responsible for a specific public event who will be referred to as the “Public Event Coordinator” for that specific event.

1.2 Each Public Event Coordinator is responsible for arranging the assigned event and ensuring that the rules of this policy and the promoting organization(s) and government agencies are followed.

1.3 The Public Event Coordinator shall arrange for and manage the following:

1.3.1 The setup, take down, transport and storage of PAW equipment

1.3.2 If the event is a sale, ensure that all sellers are aware of and comply with the requirements of the Section 4.3 sales event guidelines

1.3.3 If the event is a sale, arrange with the Treasurer to receive payments

1.3.4 If the event is suitable for woodturning demonstrations, arrange for using appropriate equipment and assign volunteers to demonstrate their woodturning skills

1.4 If any costs or special equipment are required to participate in a public event the Public Event Coordinator shall get prior approval from the Board of Directors to commit to the costs and shall submit the costs in accordance with *Policy 8 – Purchases and Reimbursements*.

### **Section 2. Public Education and Recruitment Events**

PAW may use public events to inform, educate and foster the art and craft of lathe-turning for its members, educational institutions and the interested public and to recruit new people to join PAW as members. Public education and recruitment events may be conducted in conjunction with public sales events. Education and recruitment events may include, but not be limited to, presentations, information brochures, books and videos, displays of woodturning items and activities, lathe turning demonstrations, and verbal discussions by PAW members.

### **Section 3. Safety at Public Events**

Public event participants shall comply with the requirements of *Policy 6 - Safety* to protect the safety of all participants. The PAW Safety Chair shall ensure that proper safety procedures are implemented and followed at all PAW-sponsored public events per Policy 6 requirements.

### **Section 4. Public Sales Events**

Public sales events may financially benefit PAW, financially benefit members, or benefit both PAW and members. The Board of Directors may authorize the use of PAW funds to promote specific PAW-sponsored public sales events if, and only if, the funds will promote the art and

craft of lathe-turning or the recruitment of new PAW members and will not benefit any individual who organizes or participates in the sales event.

#### **Section 4.1. Sales events that financially benefit PAW**

Public sales events that financially benefit PAW shall be determined by the Board of Directors. These events may be used to sell donated items with all proceeds retained by PAW. PAW may hold raffles at public sales events, with or without items donated by members, with all proceeds retained by PAW.

#### **Section 4.2. Sales events that financially benefit members**

PAW may sponsor public sales events that financially benefit members. All sales are made by individual members and the costs are shared equally by all sales event participants. PAW may assist with the administration of the sales event by acting as an agent for the selling members to ensure compliance with tax rules and with the requirements of the public sales event sponsor.

#### **Section 4.3. Sales event guidelines**

All public sales event participants shall comply with the following guidelines:

4.3.1 All public sales events are open to all current members.

4.3.2 The Public Event Coordinator may, at their discretion, prepare a written agreement based on these Section 4.3 guidelines and require each salesperson to sign the agreement that they will comply with these guidelines. Anyone who does not sign the agreement will not be allowed to participate in the sale.

4.3.3 Items offered for sale must be made by a member and should be partially or wholly created on a lathe. Non-lathe turned items are discouraged.

4.3.4 Sales event fees shall be paid by all sale participants and divided equally by the number of sales spaces available. Sale participants are responsible for paying their share of the sales event costs, all taxes for their sold items, and any other costs that may be required.

4.3.5 Sale participants are required to help with the setup and takedown of sales event equipment and must remove their items at the end of the sale.

4.3.6 The Public Event Coordinator may require a deposit in advance for a sales event. All participants must pay the deposit, or they will not be allowed to sell at the event.

4.3.7 The number of sale participants will be based on the space available for each sales event. If there are more sale participants than available sale spaces for an event, the Public Event Coordinator will select participants by a random draw. If a participant is denied space in an event they will have the first right of refusal for participation in the next sales event.

4.3.8 The Public Event Coordinator shall prepare a sales space map for each specific event and shall assign sale participant space locations in a random draw.

4.3.9 Sales event spaces may be divided between two or more members to reduce cost or for lack of items to sell. The member assigned to a shared space is responsible for the full share of the space cost. Collection of the space cost from sub-participants is the responsibility of the member assigned to that space.

4.3.10 Sale participants shall be available during the sale to talk with interested visitors who have questions about woodturning or items on display.

4.3.11 Members who are not selling are encouraged to talk with interested visitors but should avoid obstructing access to the sales areas.

4.3.12 Sale participants must be willing to sell all items offered for sale including items for sale by other members.

4.3.13 Sale participants who do not comply with these guidelines may be barred by the Board of Directors from participating in future PAW sales events.

## Prescott Area Woodturners (PAW) Public Sales Event Guidelines

Per PAW Policy 2 – Public Events, all PAW Sellers must comply with the following guidelines from Section 4.3 of the policy.

1. (§4.3.3) Items offered for sale must be made by a member and should be partially or wholly created on a lathe. Non-lathe turned items are discouraged.
2. (§4.3.4) Sales event fees shall be paid by all sale participants and divided equally by the number of sales spaces available. Sale participants are responsible for paying their share of the sales event costs, all taxes for their sold items, and any other costs that may be required.
3. (§4.3.5) Sale participants are required to help with the setup and takedown of sales event equipment and must remove their items at the end of the sale.
4. (§4.3.6) The Public Event Coordinator may require a deposit in advance for a sales event. All participants must pay the deposit or they will not be allowed to sell at the event.
5. (§4.3.7) The number of sale participants will be based on the space available for each sales event. If there are more sale participants than available sale spaces for an event, the Public Event Coordinator will select participants by a random draw. If a participant is denied space in an event they will have the first right of refusal for participation in the next sales event.
6. (§4.3.8) The Public Event Coordinator shall prepare a sales space map for each specific event and shall assign sale participant space locations in a random draw.
7. (§4.3.9) Sales event spaces may be divided between two or more members to reduce cost or for lack of items to sell. The member assigned to a shared space is responsible for the full share of the space cost. Collection of the space cost from sub-participants is the responsibility of the member assigned to that space.
8. (§4.3.10) Sale participants shall be available during the sale to talk with interested visitors who have questions about woodturning or items on display.
9. (§4.2.11) Members who are not selling are encouraged to talk with interested visitors but should avoid obstructing access to the sales areas.
10. (§4.3.12) Sale participants must be willing to sell all items offered for sale including items for sale by other members.
11. (§4.3.13) Sale participants who do not comply with these guidelines may be barred by the Board of Directors from participating in future PAW sales events.

PAW Sales Event: \_\_\_\_\_ Date \_\_\_\_\_

I agree to comply with these PAW Sales Event guidelines:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

## **PRESCOTT AREA WOODTURNERS**

### **POLICY 3 - TOOL SALE OR AUCTION**

PAW may offer a tool sale or auction once a year during a general meeting to allow members to sell items they no longer want. The PAW Board of Directors and the Program Director shall decide whether to conduct a sale or auction each year and shall notify the membership with sufficient time to prepare.

#### **Section 1. Tool Sale/Auction Coordinator**

The Board of Directors may assign a volunteer member to be the "Tool Sale/Auction Coordinator" to manage the tool sale or auction.

The Tool Sale/Auction Coordinator shall:

- Prepare a procedure in advance and distribute the procedure to the membership with sufficient time to prepare
- Arrange for the setup and takedown of appropriate equipment, such as tables and optionally audio/video equipment
- Conduct the event or delegate conduction of the event to another PAW member

#### **Section 2. Sale or auction items**

All sale or auction items should be related to woodturning, such as, sanders, turning tools, tool holders, routers, drills, grinders, etc. Photographs of larger items will suffice, such as, lathes, bandsaws, etc.

#### **Section 3. Setup and Preview**

All items must be brought to the meeting before the sale at a time and place determined by the Tool Sale/Auction Coordinator. Preview of the items to be sold or auctioned will take place before the meeting during set up.

#### **Section 4. Requirements**

- 4.1. Only current members are eligible to participate
- 4.2. All tools must be in working order, unless otherwise noted
- 4.3. All tools must be labeled with the owner's name and price

#### **Section 5. Payment**

Payment is to be made directly between the buyer and the owner/seller.



**PRESCOTT AREA WOODTURNERS**

**POLICY 4 - MEMBER SCHOLARSHIP PROGRAM**

This policy was rescinded by the PAW Board of Directors and has not been replaced.

## PRESCOTT AREA WOODTURNERS

# POLICY 5 – APPOINTED BOARD MEMBERS

### Section 1. Appointments

PAW members may be appointed to positions by the Elected Board Members to assist with the organization and operation of PAW. Appointed Board Members serve in positions that continue throughout the year.

### Section 2. Term of Office.

The term of office for Appointed Board Members shall be no more than one calendar year, shall coincide with the Elected Board Member terms, and may be re-appointed for an indefinite number of terms.

### Section 3. Board Meeting Participation

3.1 Appointed Board Members should participate in all Board of Directors meetings to provide suggestions, opinions, and updates on activities.

3.2 Appointed Board Members should provide monthly updates to the Board of Directors.

3.3 At the discretion of the President, Appointed Board Members may vote on issues that do not require official votes of the Elected Board Members.

### Section 4. Duties of Appointed Board Members:

4.1 Newsletter Editor: The Newsletter Editor shall be responsible for documenting PAW activities in a written format.

4.1.1 The Newsletter Editor shall:

- Prepare a newsletter describing PAW activities
- Prepare the newsletter in an electronic format suitable for distribution to the membership
- Distribute the newsletter to the membership monthly or on another frequency as directed by the Board of Directors

4.2 Safety Chair: The Safety Chair shall be responsible for safety at PAW activities.

4.2.1 The Safety Chair shall:

- Ensure personally, or through a designee, that appropriate safety guidelines, equipment, and procedures are implemented and followed for all PAW meetings and events in accordance with *Policy 6 - Safety*
- Provide safety reminders and recommendations at regular membership meetings
- Recommend the purchase, operation, and storage of necessary safety equipment for membership meetings and events
- Periodically inventory and update the contents of the PAW first aid kit
- Maintain the Automated External Defibrillator (AED) in accordance with the manufacturer's recommendations
- Provide to the Newsletter Editor periodic written woodturning safety suggestions

4.2.2 It is recommended that the Safety Chair be trained on basic first aid and the use of the AED. If requested by the Safety Chair, PAW shall reimburse the cost of first aid and AED training to comply with these requirements.

4.3 Audio/Visual Chair: The Audio/Visual Chair shall be responsible for all PAW audio/visual equipment.

4.3.1 The Audio/Visual Chair shall:

- Manage the setup, operation, takedown, and storage of audio/visual equipment at PAW meetings
- Record monthly meeting demonstrations given by PAW members
- Record interactive remote demonstrations (IRD) when given permission to do so by the IRD demonstrator
- If needed, edit the monthly meeting demonstration recordings
- Provide demonstration recordings to the Website Chair for posting on the PAW website
- Establish written procedures for all audio/visual activities
- Recommend to the Board audio/visual equipment purchases necessary for maintaining and operating all audio/visual equipment

4.4 Website Chair: The Website Chair is responsible for the operation and management of the PAW website.

4.4.1 The Website Chair shall:

- Create, maintain, and update the PAW internet website to ensure that members have electronic access to current PAW information
- Be the liaison with the Internet Service Provider for the PAW website and all other service providers necessary for the maintenance and operation of the website
- Promptly resolve all problems that affect membership access to the PAW website
- Obtain Board approval to create or modify the PAW website structure
- Obtain approval of the Board for any cost changes required for maintenance and operation of the website

4.5 Librarian: The Librarian shall be responsible for management of PAW library materials.

4.5.1 The Librarian shall:

- Maintain written and electronic media of woodturning training, reference materials, and other items available for temporary loan to the PAW membership
- Establish and maintain a method to record the location of all PAW library materials to ensure that they remain in the possession of PAW
- Recommend to the Board of Directors the purchase of materials when new woodturning related items should be added to the library collection
- Notify the Board if any members are delinquent in returning loaned items and if items are lost, stolen, or damaged
- Provide to the Newsletter Editor periodic written updates on the available library materials, including new acquisitions and information of benefit to the general membership

## PRESCOTT AREA WOODTURNERS

### POLICY 6 – SAFETY

**Section 1.** Safety shall be the highest priority at all Prescott Area Woodturners (PAW) meetings and events. This policy applies to all PAW members and guests, as well as to members of the public at public events.

**Section 2.** Unsafe practices are not acceptable from any PAW member.

**Section 3.** Any PAW activity or lathe turning demonstration may be stopped immediately by any PAW member if non-compliance with this Safety Policy poses an imminent threat to the safety of any person or equipment.

**Section 4.** All PAW members shall comply with two American Association of Woodturners (AAW) safety guidelines articles, “Woodturning Safety is Your Responsibility” and “Safety When Instructing on the Lathe,” which are both included as part of this policy.

**Section 5.** All PAW members and demonstrators shall use an impact rated face shield (ANSI Z87 basic impact or ANSI Z87+ high impact or higher rating) when operating a wood lathe and impact rated safety glasses when operating other power equipment.

**Section 6.** PAW members should report unsafe conditions at all PAW-sponsored events to the President or Safety Chair.

**Section 7.** All accidents or injuries at PAW sponsored events shall be reported to the President or Safety Chair as soon as possible.

**Section 8.** PAW members are encouraged to recommend to the President or Safety Chair ways to improve this policy.

**Section 9.** A first aid kit should be readily available during all PAW-sponsored activities.

**Section 10.** An A.E.D. (Automated External Defibrillator) shall be readily available at all PAW general meetings.

## Woodturning safety is YOUR responsibility

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*Provided by the American  
Association of Woodturners  
2021, [www.woodturner.org](http://www.woodturner.org)*

**Safe, effective use of a wood lathe requires study and knowledge** of procedures for using this tool. Read, thoroughly understand, and follow the label warnings on the lathe and in the owner-operator's manual. Safety guidelines from an experienced instructor, video, or books are good sources of important safety procedures. Please work safely.



### PERSONAL PROTECTION EQUIPMENT

- **Use a full-face shield** for all woodturning operations, any time the lathe is turned on.
- **Wear safety glasses** when doing operations other than on a running Lathe.
- **Use a dust mask**, filtering respirator, or a powered air filtration respirator in conjunction with a dust collection system and proper ventilation. Fine particles from a grinder and wood dust are harmful to your respiratory system. Be especially mindful of dust from many exotic woods, spalted woods, or any wood that gives you a skin or respiratory reaction.
- **Wear hearing protection** during noisy procedures. If a procedure is even moderately noisy and you are doing it for an extended period of time, wear hearing protection.
- **Wear shoes or boots** to protect your feet from falling objects.

### BLANKS AND TURNING MATERIALS

- **Turning stock should be physically sound** and carefully inspected for cracks, splits, checking, ring shake, and other defects that compromise the integrity of the wood. Always be aware that defects may be present but undetectable through visual inspection.
- **Exercise extra caution when using stock with any known defects**, bark inclusions, knots, irregular shapes, or protuberances. Beginners should avoid these types of stock until they have greater knowledge of working such wood.
- **Frequently stop the lathe and inspect the blank to determine if defects are being developed** or exposed as material is removed. Discard blanks that have significant defects. Adding adhesives in an attempt to "fix" defects in the blank is not advised. **Do not rely on glue to keep a defective blank together.**

## ROUTINE

- **Check that all locking devices on the tailstock and tool rest assembly (rest and base, often called the “banjo”) are tight** before operating the lathe.
- **Frequently check the tightness of chuck jaws throughout the woodturning session.**
- **Remove chuck keys, adjusting wrenches, and knockout bars.** Form a habit of removing them when finished using and checking they are removed before turning on the lathe.
- **Know your capabilities and limitations.** An experienced woodturner is capable of lathe speeds, techniques, and procedures not recommended for beginning turners.
- **Don’t overreach,** keep proper footing, and always keep your balance.
- **Never leave the lathe running unattended.** Don’t leave lathe until it comes to a complete stop.
- **Stay alert and watch what you are doing.** Don’t operate machines when you are tired or under the influence of drugs or alcohol. Pay close attention to unusual sounds or vibrations. Stop the lathe to investigate and correct the cause.

## EQUIPMENT

- **Keep lathe in good repair.** Check for damaged parts, misalignment, binding of moving parts, and other conditions that may negatively affect its operation.
- **Ensure that all guards, belt covers, and other safety features are in place.**
- **Keep the lathe bed, toolrest holder (banjo), and tailstock mating surfaces clean and operating smoothly.** Remove rust or debris that would cause binding.
- **Keep turning tools sharp and clean for better and safer performance.** Don’t force a dull tool sharpen it. Inspect frequently for cracks or defects. Never use a tool for a purpose that it was not designed or intended for.

## TECHNIQUE

- **Tie back long hair, bangs, and beards.**
- **Do not wear gloves.**
- **Do not wear loose clothing, jewelry, or any dangling objects** that may catch on rotating parts.
- **When using a faceplate, be certain the workpiece is solidly mounted** with stout screws (#10 or #12 sheet metal screws as a minimum). Do not use dry wall or deck screws, they are brittle and break easily.
- **Be certain the workpiece is mounted firmly between the headstock drive center and tailstock center** when turning between centers.
- **Before starting the lathe, rotate your workpiece completely by hand to make sure it is clear** of tool rest, banjo, and lathe bed. Be certain that the workpiece turns freely. Ensure the blank is held securely by the drive center, faceplate, or chuck.

- **Always check the speed of the lathe before turning it on. Ensure the lathe speed is compatible with the size of the blank.** Use slower speeds for larger diameters or rough pieces and higher speeds for smaller diameters and pieces that are balanced. Always start a piece at a slower speed until the workpiece is balanced. If the lathe is shaking or vibrating, lower the speed. If the workpiece vibrates, always stop the machine to verify why and correct the problem.
- **Be aware of the red zone or firing zone.** This is the area directly behind and in front of the rotating surface of the workpiece - the areas most likely for a piece to travel if it comes off the lathe. A good safety habit is to step out of this zone when turning on the lathe, keeping your hand on the switch in case you need to turn the machine off. When observing someone else turn, stay out of this zone.
- **Hold turning tools securely on the toolrest,** holding the tool in a controlled but comfortable manner.
- **Always anchor the tool on the tool rest before contacting the wood.**
- **Turn the lathe off before adjusting the toolrest or repositioning the banjo.** Rotate the piece by hand to confirm that no parts of the piece will encounter an obstruction.
- **Always remove the toolrest before sanding, finishing, or polishing operations.**
- **Do not use cloth to apply finishing or polishing materials** if it is intended to contact a rotating object on the lathe. Never wrap polishing materials around fingers or hands.
- **Use spindle locking screws in the faceplate or chuck if turning in reverse.** Also, if your lathe has a brake or when you are turning a heavy piece, the stopping action of the lathe can make the piece come off of the spindle. When running a lathe in reverse, it is possible for a chuck or faceplate to unscrew unless it is securely tightened or locked on the lathe spindle.

## ENVIRONMENT

- **Don't use a lathe in damp or wet locations or in the presence of inflammable liquids, vapors, or gases.** Always keep a fully charged fire extinguisher close at hand.
- **Guard against electric shock.** Inspect electric cords for damage. Avoid using extension cords. If you must use an extension cord, make sure it is rated for the amperage of your lathe.
- **Frequently remove shavings from the floor while turning.** Eliminate all slipping or tripping hazards from the floor around the lathe and work area.
- **Keep your work area well-lit and well-ventilated.** Use anti-fatigue floor matting at the lathe workstation.
- **Use a powered dust extraction system to remove wood dust** and other air-suspended particles while sanding or generating any form of dust.
- **Do not be distracted.** Keep pets out of the shop. When the lathe is running, ask family members to enter the shop carefully so you aren't startled and have them wait until you turn off the lathe before trying to get your attention.

## Fractal Burning Has Killed and Could Kill You

**As of July 2020, we know of almost thirty deaths caused using fractal/Lichtenberg burning.**

The reported cases of fractal burning deaths range from hobbyist woodworkers through professional woodworkers to two electricians with many years' experience working with electricity. Some of those who died were experienced at using the process and some were not. What is common to all of them: fractal burning killed them.

High voltage electricity is an invisible killer; the user cannot see the danger. With fractal burning, one small mistake and you are dead.

There are many ways to express your creativity. Do not use fractal burning. If you have a fractal burner, throw it away. If you are looking into fractal burning, stop right now and move on to something else. This could save your life.





## Safety When Instructing on the Lathe

**It is of utmost importance to teach through example, proper respect for equipment and an attitude of safety.**

After discussing safety concerns with the group, be sure to reinforce safety principles as you provide individual instruction. It is good practice to start each lesson with a safety reminder.

*Provided by the American Association of Woodturners  
2021, [www.woodturner.org](http://www.woodturner.org)*

1. **Always wear a full-face shield** when the lathe is running.
2. **Tie back long hair, do not wear gloves, and do not wear loose clothing and objects** that can catch on rotating parts or accessories.
3. **Always check the speed of the lathe before turning it on.** Use slower speeds for larger diameters or rough pieces, and higher speeds for smaller diameters. Always start at a slower speed until the work piece is balanced. If the lathe is shaking or vibrating, lower the speed. If the workpiece vibrates, always stop the machine to check for the reason. Demonstrate safety by always starting at a slower speed, gradually speeding up as the piece can safely be turned at higher a speed.
4. **Check that all locking devices** on the tail stock and tool rest assembly (rest and base) are tight before operating the lathe.
5. **Position the tool rest close to work.** Check tool rest position often and as wood is removed, adjust as needed.
6. **Always turn the lathe OFF before adjusting the tool rest or tool rest base.**
7. **Rotate the workpiece by hand before turning the lathe on** to make sure it clears the tool rest and bed. Be certain that the workpiece turns freely and is firmly mounted.

8. **Be aware of the red zone or firing zone.** This is the area directly behind and in front of the rotating surface of the workpiece - the areas most likely for a piece to travel if it comes off the lathe. Step out of this zone when switching the lathe on. When observing others turning, stay out of this area.
9. **Always contact the tool to the tool rest before contacting the wood.** Hold turning tools securely on the tool rest, holding the tool in a controlled and comfortable manner.
10. **Remove the tool rest before sanding or polishing operations.**
11. **Never leave the lathe running unattended.** Don't leave that lathe until it comes to a complete stop.
12. **Always wear a dust mask or respirator when sanding.**
13. **Always wear hearing protections when performing noisy operations.**
14. **Always wear shoes or boots to protect your feet from falling objects.**

AAW | [woodturner.org](http://woodturner.org)

# **POLICY 7 – LIBRARY**

**Section 1.** PAW owns a set of woodturning-related books, videos, reference materials, and other items that are available for loan to PAW members. This policy establishes the process and responsibilities for the loan of these materials.

## **Section 2. Loan Procedure**

The PAW Librarian will have the available library materials at every General Meeting for members to review.

### **2.1 Check out**

- 2.1.1 Members may select up to three (3) items to borrow from the library.
- 2.1.2 The member shall print their name and the date the item was checked out on the library card attached to each item.
- 2.1.3 The member shall give each completed library card to the Librarian.
- 2.1.4 The member is responsible for returning the items in good condition by the end of the loan period.

### **2.2 Return**

- 2.2.1 The member shall give the item to the Librarian.
- 2.2.2 The Librarian will write the return date on the library card, place the card in the returned item card sleeve, and return the item to the library for checkout by others.
- 2.2.3 If the item is damaged, the Librarian will note the extent of damage and determine if the item can be repaired or must be replaced and shall inform the Board of Directors what action is recommended.

## **Section 3. Loan Period**

- 3.1 Each item shall be returned to the library at the next General Meeting, usually a one-month loan period.
- 3.2 A member may request that the Librarian extend the loan period until the following General Meeting, a one-month extension.
- 3.3 The Librarian may grant longer extensions if the need is valid.
- 3.4 If the item has not been returned by the end of three (3) months, and a longer extension has not been granted, the member shall be considered delinquent.
- 3.5 The Librarian shall notify the Board of Directors of all delinquent members for subsequent action by the Board.

## **Section 4. Penalties**

- 4.1 If an item is not returned after a three-month loan period and has not been granted an extension by the Librarian the item will be considered lost.
- 4.2 If an item is lost, stolen, or damaged beyond repair, the member must replace the item or pay the PAW Treasurer an amount, determined by the Librarian and approved by the Board of Directors, for PAW to purchase a replacement item
- 4.3 If an item is lost, stolen, or damaged beyond repair, the member who checked out that item will not be allowed to check out any more items until the situation is resolved.

**Section 5. Penalty Enforcement** The Board of Directors shall determine how a penalty will be enforced on a case-by-case basis and shall notify the delinquent member.

## PRESCOTT AREA WOODTURNERS

# POLICY 8 – PURCHASES AND REIMBURSEMENTS

### Section 1. Purpose

To ensure accurate financial record keeping and timely reimbursement, all purchases made on behalf of the Prescott Area Woodturners (PAW) must be properly documented and submitted using the process in this policy.

### Section 2. Purchase Guidelines

- 2.1. Purchases under \$600 require approval by a PAW Board of Directors member (President, Vice President, Secretary, Treasurer, Membership Director, Program Director, or Immediate Past President).
- 2.2. Purchases of more than \$600 require prior approval by a majority vote of the Elected Board of Directors and a majority of the PAW membership (Bylaws, Article VIII, Sections 1 & 2).
- 2.3. A PAW Debit Card, if issued, should be used before using a personal account.
- 2.4. All purchases, regardless of payment method, must be recorded and documented on a *PAW Purchase and Reimbursement Form*.
- 2.5. All *PAW Purchase and Reimbursement Forms* should be submitted to the Treasurer within 30 days of the purchase date.

**Section 3. Required Information for Each Purchase and Reimbursement** All PAW purchases and Reimbursement requests must provide the following:

- 3.1. Submit a *PAW Purchase and Reimbursement Form* with the following information:
  - 3.1.1. Purchaser name
  - 3.1.2. Date of purchase
  - 3.1.3. Vendor name
  - 3.1.4. Item(s) purchased
  - 3.1.5. Club purpose / Explanation
  - 3.1.6. Total purchase amount (\$)
  - 3.1.7. Who approved the purchase? (Board member or Board & Membership vote date)
  - 3.1.8. Method of purchase payment (PAW debit card, cash, or personal account)
  - 3.1.9. Reimbursement method (check or Zelle) if not paid with a PAW debit card
  - 3.1.10. A copy of the receipt(s) attached to the *PAW Purchase and Reimbursement* form

### Section 4. Submittal Process

- 4.1 Paper submittal
  - 4.1.1 Complete a printed copy of the *PAW Purchase and Reimbursement Form*
  - 4.1.2 Attach a copy of the receipt(s) to the form
  - 4.1.3 Submit the form to the Treasurer
- 4.2 Electronic submittal
  - 4.2.1 Complete the online *PAW Purchase and Reimbursement Form* on the PAW website at [www.prescottareawoodturners.com](http://www.prescottareawoodturners.com)
  - 4.2.3 Upload a copy of the receipt(s) on the PAW website
  - 4.2.3 Submit the form and receipts

### Section 5. Reimbursement

- 5.1. If the purchase was made using cash or a personal account, reimbursement will be processed after the *PAW Purchase and Reimbursement Form* and receipt(s) are received.
- 5.2. Reimbursement will be issued by check or Zelle based on the purchaser's preference as indicated on the *PAW Purchase and Reimbursement Form*.
- 5.3. If the purchase was made with a PAW Debit Card, the information will be recorded in the PAW financial files and no reimbursement will be issued.

## PAW PURCHASE AND REIMBURSEMENT FORM

Completion and submission of this form is required for all Prescott Area Woodturners purchases in accordance with *Policy 8 – Purchases and Reimbursements*. Please print clearly.

Purchaser Name: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Item(s) Purchased: \_\_\_\_\_

Club Purpose / Explanation: \_\_\_\_\_

Total Purchase Amount (\$): \_\_\_\_\_

Who approved the purchase? \_\_\_\_\_  
(Name of Board member or date of Board & membership votes)

Method of Payment: (select one)

- ☐ PAW debit card
- ☐ Cash
- ☐ Personal account

Reimbursement Method (if a personal account):

- ☐ Check
- ☐ Zelle
- ☐ Not applicable

Is a copy of the receipt(s) attached?

- ☐ Yes
- ☐ No. If no, explain why not:

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## PRESCOTT AREA WOODTURNERS

### POLICY 9 - HONORARIA

#### Section 1. Purpose

The purpose of a Prescott Area Woodturners (PAW) honorarium is to recognize and compensate a guest who contributes to the educational and creative enrichment of PAW members in the form of demonstrations, workshops, or presentations at official PAW-sponsored events. This honorarium is a token of appreciation and is not intended as formal employment or contractual compensation.

#### Section 2. Honorarium Guidelines

- 2.1. Maximum Amount: The honorarium shall not exceed \$300 per event.
- 2.2. Eligibility: Eligible recipients include non-member guests or club members presenting specialized content beyond regular program activities.
- 2.3. Approval Process: All honorarium payments must be approved in advance by the Program Director or President and accepted by the Treasurer.
- 2.4. Documentation: The Program Director or President must submit in advance a completed *PAW Purchase and Reimbursement Form* in accordance with *Policy 8 – Purchases and Reimbursements*.
- 2.5. Acknowledgement: Receipts or invoices are not required but a signed acknowledgment from the honoree may be requested by the Treasurer.
- 2.6. Exclusions: Honoraria are not provided for routine club duties, committee work, or volunteer efforts.

#### Section 3. Required Information for Each Reimbursement

- 3.1. Each honorarium payment request must be submitted on a *PAW Purchase and Reimbursement Form*. Provide the following information in the form spaces:
  - 3.1.1. Purchaser name: Who approved the honorarium? (name of the Program Director or President)
  - 3.1.2. Date of purchase: Date of the presentation
  - 3.1.3. Vendor name: Name of the honoree
  - 3.1.4. Item purchased: Honorarium
  - 3.1.5. Club purpose / Explanation: Topic presented by the honoree
  - 3.1.6. Total purchase amount (\$): Approved honorarium amount
  - 3.1.7. Who approved the purchase? Same as the Purchaser name above
  - 3.1.8. Reimbursement method (check or Zelle): Indicate the honoree's choice
  - 3.1.9. A copy of the receipt(s): Not required

#### Section 4. Submittal Process

Prior to the honorarium presentation, submit a paper or electronic copy of the *PAW Purchase and Reimbursement Form* to the Treasurer in accordance with Policy 8.

#### Section 5. Honorarium Payment

Payment shall be after the presentation or event and in accordance with the *PAW Purchase and Reimbursement Form* and Policy 8.