

**RULES OF ORDER  
OF  
THE WOODEN ARTIFACTS GROUP  
AMERICAN INSTITUTE FOR CONSERVATION**

**I. PURPOSE**

The purpose of the Wooden Artifacts Group (WAG) are to improve knowledge of all subjects related to the conservation of wooden objects, to promote proficiency and skill in the practice of conservation of those objects, and to disseminate technical and professional information related thereto.

The Wooden Artifacts Group is a Division of the American Institute for Conservation of Historic and Artistic Works (AIC), and is therefore bound by the Bylaws of the AIC and the policies set forth by the Board of that body.

These Rules of Order, and any changes therein, shall require the written approval from the Board of the American Institute for Conservation of Historic and Artistic Works.

**II. MEMBERSHIP**

Membership shall be open to any member in good standing of the American Institute for Conservation of Historic and Artistic Works.

All members shall have the right to vote on election of officers, changes in the Rules of Order, membership dues, and any other issues on which a vote of the membership is required in accordance with Sections V and VI below

**III. OFFICERS**

The officers of the Wooden Artifacts Group shall consist of a Chair, and Assistant Chair, and a Secretary/Treasurer, elected from among the membership. All members are eligible for office

The Chair shall have a term of two years. The Assistant shall have a term of one year. The Secretary/Treasurer shall serve for a two-year term. The terms shall start immediately after the Business Meeting at which the election results are announced.

The duties of the Chair are to represent the group interests to the AIC Board; to serve on the AIC Advisory Council; to run the Business meeting at the Annual Meeting; to inform the membership of developments within the group through the AIC Newsletter or other correspondences; Ex Officio as a committee member of any special WAG projects; to perform any other duties as required to fulfill the Statement of Purpose.

The Assistant Chair shall coordinate and implement the Specialty Group Program at the Annual Meeting; serve on select committees within the Group; assist the Chair as necessary to execute special projects.

The Secretary/Treasurer shall maintain a written record of the meeting and activities of the Wooden Artifacts Group; report on those activities to the Group; provide the Board of the AIC with copies thereof.

The officer shall inform the Treasurer of the AIC of their approval of disbursements to be made by the Treasurer of AIC from funds collected in the membership dues and other sources for the Wooden Artifacts Group. The officer shall represent the interests of the membership in regards to conveyance of the Abstracts of the Group's activities for appropriate scholarly dissemination.

#### **IV. MEETINGS**

The Wooden Artifacts Group shall have on Specialty Group Session annually during which a Business Meeting shall be conducted, which shall coincide with the Annual Meeting of the American Institute for Conservation of Historic and Artistic Works.

#### **V. ELECTIONS**

The Election of the Officers can be held at the Business Meeting during the Specialty Group Session at the Annual Meeting of the American Institute for Conservation of Historic and Artistic Works or by an electronic vote 15 days before the annual meeting.

Candidates for the election can be nominated from the floor by members in attendance at the business meeting, or in writing in advance of that meeting, if attendance by the nominator is not possible. Nominations will be accepted, in the case of an electronic vote, by the WAG chair at least 30 days prior to the annual meeting.

#### **VI. DIVISIONS AND DEPARTMENTS**

The Wooden Artifacts Group shall select committees for special projects and events as necessary. Membership is open to any interested WAG members and the WAG Chair. Such committees may be established by a vote at an annual business meeting, and be granted power to expend wag funds on special projects that are deemed to be to the benefit of the group.

#### **VII. AMEMDMENTS**

These Rules of Order may be amended, added to or repealed by a majority vote of the WAG members in attendance at the annual Business Meeting, providing that notice of such changes has been made available to the full WAG membership at least thirty (30) days in advance of the annual Business Meeting by the Secretary/Treasurer.

Upon ratification of such amendments by the membership, the Rules of Order thus amended shall be submitted by the Secretary/Treasurer to the Board of the American Institute for Conservation of Historic and Artistic Works for approval.

Last revised at Business Meeting 2007