

# **THE WOODTURNERS GUILD OF ONTARIO**

## **CONSTITUTION**

**Revised: June 12, 2012    corrections: June 6, 2015**

### **Table of Contents**

<b>Article A</b>	<b>Name</b>
<b>Article B</b>	<b>Purpose</b>
<b>Article C</b>	<b>Membership</b>
	C.1 Types of Membership
	C.2 Conditions of Membership
<b>Article D</b>	<b>Administration</b>
<b>Article E</b>	<b>Meetings</b>
	E.1 Regular Meetings
	E.2 Executive Meetings
	E.3 Annual General Meetings
	E.4 Special Meetings
<b>Article F</b>	<b>Amendments to the Constitution</b>
<b>Article G</b>	<b>Amendments to the By-Laws</b>
<b>Article H</b>	<b>Dissolution of the Guild</b>

**Article A Name**

**A.1** This association shall be called the “The Woodturners Guild of Ontario”

**Article B Purpose**

**B.1** The advancement and promotion of woodturning.

**Article C Membership**

**C.1** Types of Membership

C.1.1 Individual

C.1.2 Family

C.1.3 Corporate

**C.2** Conditions of Membership

**C.2.1** Individuals and Families, be they amateurs, professionals or collectors, interesting in woodturning must:

C.2.1.1 Apply for membership in the Guild and submit an application form.

C.2.1.2 Pay annual dues as defined in the By-Laws.

C.2.1.3 Be 16 years of age or over.

C.2.1.4 Be accepted by a majority of the executive.

**C.2.2** Corporations: Commercial organizations such as manufacturers, suppliers, galleries, and others may:

C.2.2.1 Apply for membership

C.2.2.2 Be invited to become members as detailed in the By-Laws. (refer to By-Laws, paragraph 1.2).

**Article D Administration**

**D.1** An elected Executive as outlined in the By-Laws shall run the Guild. The Executive shall conduct operations according to the Constitution and the By-Laws.

**D.2** The Executive Officers shall be Regular Members in good standing, who are residents of Canada and who are able and willing to attend Executive, Committee and General meetings when required.

**Article E Meetings**

**E.1 Regular Meetings**

E.1.1 Regularly scheduled by a majority of the executive in accordance with the By-Laws.

E.1.2 Regular meetings consist of a brief business meeting, a demonstration, presentation or other social activity.

**E.2 Executive Meetings**

E.2.1 Scheduled by a majority of the executive in accordance with the By-Laws.

**E.3 Annual General Meetings**

E.3.1 Scheduled by a majority of the executive in accordance with the By-Laws.

**E.4 Special Meetings**

E.4.1 Scheduled by a majority of the executive in accordance with the By-Laws.

**E.5** A quorum shall be present for each and every type of meeting as defined in the By-Laws.

**E.6** All meetings to have a time limit specified on the meeting notice.

**Article F Amendments to the Constitution**

**F.1** Any regular member in good standing may submit to the Secretary a motion to amend the Constitution, not less than 30 days before the Annual General Meeting.

**F.2** **An amendment to** the Constitution shall be effected only with the support of two-thirds (2/3) of the members voting at the Annual General Meeting, a regular monthly meeting or a special meeting.

**Article G Amendments to the By-Laws**

**G.1** Any regular member may submit in writing a motion to amend the By-Laws prior to, or at, any Regular Meeting.

**G.2** Such amendment(s) will require approval by a simple majority vote at the Annual General meeting or at a Special meeting convened for that purpose.

**Article H Dissolution of the Guild**

**H.1** If by reason of failing membership it becomes apparent that the Guild is no longer viable, it shall be proposed by a majority of the executive to the floor at a Special Meeting that proceedings as outlined in the By-Laws shall be instituted to dissolve the Guild.

# THE WOODTURNERS GUILD OF ONTARIO

## BY-LAWS

Markham, Ontario: May 11, 1989    Revised: January 21, 1992    Revised: June 13, 1995  
Revised: June 9, 2011

### TABLE OF CONTENTS

- 1.0 Membership**
  - 1.1 Individual
  - 1.2 Corporate
  - 1.3 Honorary
- 2.0 Executive Positions and Duties**
  - 2.1 President
  - 2.2 Vice President
  - 2.3 Secretary
  - 2.4 Treasurer
  - 2.5 Membership Director
  - 2.6 Information Technology Manager
  - 2.7 Librarian
  - 2.8 Past President
- 3.0 Director(s) at Large**
- 4.0 Signing Officers**
- 5.0 Meetings**
  - 5.1 Regular
  - 5.2 Executive
  - 5.3 Annual
  - 5.4 Special
- 6.0 Quorum**
- 7.0 Dissolution of the Guild**
- 8.0 Term of Office**
- 9.0 Cancellation of Membership**
- 10.0 Removal of an Officer or the entire Executive**
- 11.0 Eligibility of Membership**
- 12.0 Method of Election**
- 13.0 Safety/Liability**
- 14.0 Business Year**
- 15.0 Committees**

## **1.0 Membership**

### 1.1 Individual or Family

- 1.1.1 Individual or Family membership shall be by application and payment of annual dues. Subsequent yearly dues shall be necessary to maintain good standing.
- 1.1.2 The membership dues will be set by a majority of the executive and may be changed from time to time as determined by a majority of the Executive.
- 1.1.3 Special fees may be charged in support of special events, such as guest speakers, seminars, and extraordinary expenses.
- 1.1.4 Members in good standing may be accompanied by one guest to any regular meeting of the Guild. Guests may attend a maximum of two meetings.
- 1.1.5 Family members under 16 years of age must be accompanied by an adult.
- 1.1.6 Supporting Members are those members in good standing who contribute over \$100.00 per year in cash, materials or retail cost savings. Suitable recognition should be granted to supporting members.
- 1.1.7 Fees and dues are not refundable.

### 1.2 Corporate

- 1.2.1 Corporate membership shall be by application or by invitation. Corporate members do not vote.
- 1.2.2 The Corporate membership fee will be renewable yearly and will be set by a majority of the executive. It may be changed from time to time as determined by a majority of the Executive.

### 1.3 Honorary

- 1.3.1 Honorary membership may be granted by a majority of the executive for outstanding service to the Guild. The granting of Honorary memberships will be considered annually and granted if approved by a majority of the Executive. Honorary members will have dues waived for the duration of their membership.

## **2.0 The executive shall consist of the following elected members.**

**NOTE:** Should the same individual hold more than one function on the Executive, then the said individual shall have no more than a single vote.

### **2.1 President**

- 2.1.1 Presides over all meetings.
- 2.1.2 Acts as head of the Guild.
- 2.1.3 Signs any and all documents etc. on behalf of the Guild.
- 2.1.4 Prepares annual budget (in conjunction with the Treasurer)
- 2.1.5 Together with the Secretary, has custodial care of all documents, information and materials relating to the Guild.

### **2.2 Vice President**

- 2.2.1 Acts for the President in case of his/her absence from any meetings and assumes the other duties of the President in his/her absence.
- 2.2.2 Shall hand over an account of such duties on return of the President.
- 2.2.3 Shall act as Program Coordinator. He/she will establish special interest groups from the members to develop monthly programs and an annual juried exhibition. These special interest groups will report to the Vice President.

### **2.3 Secretary**

- 2.3.1 Records the minutes of each meeting, including the Executive meetings. Distributes the minutes to the Executive in a timely manner.
- 2.3.2 Reads the minutes of the previous meeting for approval.
- 2.3.3 Conducts all correspondence for the Guild and reports same when requested by the President.
- 2.3.4 Together with the President, has custodial care of all documents, information and materials relating to the Guild.
- 2.3.5 Notifies the membership of the time and place of meetings.

### **2.4 Treasurer**

- 2.4.1 Receives all monies such as dues and fees levied upon the membership, donations, advertising fees, etc. and issues receipts.
- 2.4.2 Maintains the Guild's bank account and deposits all monies therein.
- 2.4.3 Pays out such money as are required, by instruction from the Executive, for running expenses of the Guild.
- 2.4.4 Maintains an auditable set of financial records.
- 2.4.5 Arranges for an annual audit of financial records
- 2.4.6 Prepares an annual budget (in conjunction with the President).

## **2.5 Membership Director**

- 2.5.1 Receives application for membership, annual dues and maintains the membership data base.
- 2.5.2 Prepares monthly and annual reports.
- 2.5.3 Notifies members who are in arrears of that fact.

## **2.6 Information Technology Manager**

- 2.6.1 Manages the structure of the membership data base, library data base and the web site.

## **2.7 Librarian**

- 2.7.1 Maintains the physical library and library data base.

## **3.0 Other Executive Members.**

### **3.1 Past President**

- 3.1.1 Aids in transition to new executive and recruits new executive members.

### **3.2 Member(s) at Large**

- 3.2.1 One or more Members at Large may be appointed by a majority of the executive to fill specific functions or to aid other executive members in their duties.

## **4.0 Signing Officers**

- 4.1 Signing Officers will be appointed by a majority of the executive and must all be members of the executive.
- 4.2 Signing officers for the financial affairs of the Guild, up to an amount of \$1,000.00 will be any one of the Treasurer, President, Vice President or another elected member of the executive and any two of the above mentioned executive members for amounts over \$1,000.00.

## **5.0 Meetings**

### **5.1 Regular Meetings**

- 5.1.1 Meetings will be scheduled by a majority of the executive to be held on a monthly basis with the exception of July and August.
- 5.1.2 The schedule of meetings will be posted on the Web Site annually, prior to the September meeting and updated as required.
- 5.1.3 To be held in such premises as arranged by a majority of the executive.

### **5.2 Executive Meetings**

- 5.2.1 Meetings of the Executive will be held at the call of the President or a majority of the Executive with a minimum of 1 meeting per year.
- 5.2.2 Held in such premises as from time to time are agreed upon by a majority of the executive.
- 5.2.3 In the case where a vote is required, the chair shall cast a vote. In the case of a tie, the chair shall cast a second and deciding vote.

### **5.3 Annual General Meetings**

- 5.3.1 To be held once a year.
- 5.3.2 All paid up members to be notified.
- 5.3.3 Location, date and time to be specified.

### **5.4 Special Meetings**

- 5.4.1 Shall be called by a majority of the executive at their discretion;  
OR
- 5.4.2 To be held in response to a petition by at least one-third of the regular membership in good standing.

## **6.0 Quorum**

- 6.1 For all meetings except Executive meetings, 20% of the paid membership shall constitute a quorum.
- 6.2 For Executive meetings, a majority of elected officers shall constitute a quorum.

## **7.0 Dissolution of the Guild**

- 7.1 As per Roberts Rule of Order.

## **8.0 Term of Office**

- 8.1 Elections will be held at the Annual General Meeting, every odd calendar year.
- 8.2 The Executive shall be elected for a minimum period of two years and will assume office immediately.
- 8.3 Vacancies will be filled by appointment by a majority of the executive for the unexpired portion of the term only.



## **9.0 Cancellation of Membership**

- 9.1 Membership in the Guild may be cancelled by a majority vote of the Executive if:
- 9.1.1 A member's actions are deemed detrimental to the interests or the reputation of the Guild.
  - 9.1.2 A member chooses to undertake unauthorized actions or make unauthorized representations on behalf of the Guild.
  - 9.1.3 A member uses the name or reputation of the Guild for personal gain.
  - 9.1.4 A member exhibits disruptive and inappropriate conduct during meetings.
  - 9.1.5 A member fails to pay his/her membership dues within (3) months of the date of renewal.

## **10.0 Removal of executive officers**

- 10.1 Removal of a member of the executive may be effected by nominations from the floor and elections during the Annual General Meeting
- OR
- Convocation of a special meeting, as described in the By-Laws under Meetings, paragraph 5.4.
- 10.2 Any Executive member may be removed for cause by majority vote of the executive members then in office at a regular executive meeting or at a special executive meeting called for that purpose.
- 10.3 A member of the executive may resign at any time by giving written notice to the President or the Secretary of the guild. Unless otherwise specified in the notice, the resignation shall take effect upon receipt, and the acceptance of the resignation shall not be necessary to make it effective.

## **11.0 Eligibility of Membership**

- 11.1 As defined by Article C of the Constitution.

## **12.0 Method of Election**

- 12.1 The Election Officer will be the Past President or a member appointed by a majority of the Executive.
- 12.2 Nominations will be requested at least one month prior to the Annual General Meeting.
- 12.3 Nominations will be received from the floor at the Annual General Meeting held on odd calendar years.
- 12.4 Voting will be by a show of hands.
- 12.5 If the result of said election is contested by eligible voters, said election will be repeated by secret ballot. The counting and tabulation will be done by the Elections Officer and 2 members selected from amongst the membership.

### **13.0 Safety and Liability**

- 13.1 Members are responsible for knowing and conducting themselves in accordance with generally accepted safety rules.
- 13.2 Non-compliance with the said rules and/or behavior dangerous to others will result in ejection from the event.

### **14.0 Business Year**

- 14.1 The Business year commences on September the first of each year.

### **15.0 Committees**

#### 15.1 Ad Hoc Committees

- 15.1.1 The Executive may appoint a chairman for a special activity as the need arises. Members of this committee shall be chosen by the Chairman as appropriate. The said Chairman reports to the Executive.

#### 15.1.2 Special Interest Groups (SIG)

- 15.1.2.1 The purposes of SIG are to encourage specialized turning and related activities, by members with similar interests, under the umbrella of the Guild.
- 15.1.2.2 SIG will be constituted by member's initiative and the approval, support and guidance of the Executive.

#### 15.2 Other Committees

- 15.2.1 Other committees may be established by a majority of the executive as required.

**END OF BY-LAWS**