

Toronto Woodturners Guild By-laws

Last updated Nov. 5, 2024

A. FEES AND DUES

- 1) The Executive shall set annual dues and initiation fees.
- 2) Annual dues are only refundable with the approval of the Executive.
- 3) There shall be an initiation fee for Regular members only.
- 4) Annual membership fees are due in the first month of the membership year, and should be paid by the second month for the member to remain in good standing.
- 5) Each and all Family members dues shall be 50% of the dues of a Regular member. A "Family Group" shall pay only one initiation fee. Only Regular members shall be entitled to vote. 0 Special attendance fees may be established by the Executive to support special events, such as guest speakers, seminars, workshops and extraordinary events. As much as possible, these events should be financially self-supporting.
- 6) New members may have annual dues prorated for a part year and such dues along with initiation fees are payable with the application for membership.

B. THE EXECUTIVE

- 1) The Executive shall consist of the following members, elected at the
 - a) President
 - b) 1st Vice-President
 - c) 2nd Vice-President
 - d) Secretary
 - e) Treasurer
 - f) Membership Secretary
 - g) Newsletter Editor
 - h) Web Manager
 - i) Safety Officer
 - j) Executive Member(s) At Large
- 2) Each member of the Executive Committee shall have one vote. The President or Chairperson of the meeting may choose to exercise that vote to break a tie vote, or to create a tie.
- 3) In the event that any office becomes vacant during the Guild year (January through December) the Executive shall appoint a Regular member to fill the vacancy.
- 4) Executive members shall be elected at the Annual Meeting for a two year term.
- 5) Executive Assistants may be appointed by the Executive Committee to assist and work closely with specific Executive officers. Executive Assistants may attend Executive Committee meetings but would only vote on motions in the absence of the related Executive Officer.

C. EXECUTIVE DUTIES AND RESPONSIBILITIES

Note: Depending on the particular talents and time available by Executive members, some minor transfer of the following duties may occur between Executive members.

- 1) President
 - a) Presides over all meetings.
 - b) Acts as head of the Guild.
 - c) Signs any and all contractual documents on behalf of the Guild.
 - d) Shall be a signing officer for Guild cheques.
 - e) Presents an annual report for approval at the Annual meeting.

- 2) 1st Vice-President
 - a) In the absence of the President, acts in his/her place and stead.
 - b) Co-ordinates with 2nd Vice-President to plan and develop member meeting programs, open facilities, greet demonstrator, etc.
 - c) Liaises with facilities, holds any facilities access keys/cards.

- 3) 2nd Vice-President
 - a) Co-ordinates with 1st Vice-President to plan and develop members meeting programs, open facilities, greet demonstrator, etc.
 - b) Along with Secretary, holds keys to storage cabinets.
 - c) Maintains library of Guild information for members use.

- 4) Secretary
 - a) Coordinates meetings of the Executive, including video conferences.
 - b) Records the minutes of all meetings and distributes minutes to the Executive in a timely manner.
 - c) Conducts correspondence for the Guild and reports same to the Executive.
 - d) Has custodial care of all documents relating to the Guild.
 - e) Along with 2nd Vice-President, holds keys to storage cabinets.

- 5) Treasurer
 - a) Receives all monies from the membership, donations, advertising fees, etc. and issues receipts.
 - b) Maintains the Guild's bank account and may maintain a petty cash fund not to exceed \$100.00 (one hundred dollars).
 - c) Pays out such monies as are required by instruction of the Executive. All major expenditures will have prior approval of 2/3 of the regular members present at the meeting.
 - d) Maintains an auditable set of financial records at all times, and keeps the financial books available for examination by the Executive at any Executive meeting.
 - e) Assists the President to prepare an annual budget.
 - f) Prepares an annual report for distribution to the membership and such other reports as may be requested by the Executive from, time to time.

- g) Communicates regularly with the Membership Secretary.
- 6) Membership Secretary
- a) Distributes and receives applications for membership. Records and maintains information
 - b) Collects fees from members for renewing and new members, and submits such funds to the Treasurer.
 - c) Maintains records, assigns membership numbers and membership cards, notifies the Executive of those members who are in arrears in payment of fees.
 - d) Communicates information on a regular basis to the Treasurer and Newsletter Editor
- 7) Newsletter Editor
- a) Publish newsletter on a monthly basis or as required for special situations.
- 8) Web Manager
- a) Maintain the website, including but not limited to:
 - i) Add new events to calendar, ensure upcoming events are displayed on front page;
 - ii) Add photo galleries of past events.
 - b) Monitor the Guild email account, respond to and/or forward messages as appropriate.
- 9) Safety Officer
- a) Monitor demonstrators, stop any unsafe practices. Appointed by the Executive.
- 10) Executive Member(s) At Large
- a) Assist all/or any Executive members.
 - b) At the request of the President, serves as the Executive representative of various established committees, their chairpersons or co-ordinators.
 - c) Possible member-at-large roles include but are not limited to:
 - i) Librarian, responsible for the guild library collection and record keeping
 - ii) Audio/Video manager
 - iii) Assistant newsletter editor
 - iv) Assistant web manager
 - v) Assistant librarian
- 11) Signing Officers
- a) Signing officers for the financial affairs of the Guild shall be any 2 (two) of
 - i) the Treasurer
 - ii) The President
 - iii) The Secretary.
 - b) No officer or group of officers is empowered to incur debt in the Guilds name.

D. TERM OF OFFICE

- 1) Elections shall be held at an Annual meeting each year as outlined under By-Law B.4.
- 2) The Executives shall be elected for a period of 2 (two) years, and will assume office immediately and will remain in office, until replacement successors are elected.
- 3) Between elections, vacancies shall be filled by Executive appointment for the unexpired portion of the term.

E. REMOVAL OF EXECUTIVE OFFICERS

- 1) Removal of any elected officer(s) at any time during their term of office must be dealt with at a Special meeting called in accordance with the By-Laws and called for that specific purpose.
- 2) Any motion made to remove elected officer(s) will require a 2/3 (two thirds) majority vote by the Regular attending members.

F. METHOD OF ELECTION

- 1) A Nominating Committee will be established by the Executive to prepare a slate of candidates to fill the positions described in By-Law B.1.
- 2) The immediate Past President, or a member appointed by the Executive, will chair the Committee.
- 3) The Nominating Committee will consist of the immediate Past President or a member appointed by the Executive to chair the Committee, the President (ex-officio) and 2 (two) regular members appointed by the Executive.
- 4) Voting will be by secret ballot.

G. MEETINGS

- 1) Regular Meetings
 - a) The Executive shall schedule regular meetings each month during the membership year, excluding the summer months, i.e. meetings will be held September to June inclusive.
 - b) A night may be established by the Executive as a hands-on night and instruction for beginners on a monthly basis as needed.
 - c) Regular meetings shall be held in such premises and at times as arranged by the Executive.
- 2) Executive Meetings
 - a) Will be held at the call of the President or by 3 of the Executives. There will be a minimum of one meeting per year at such location as agreed upon by the Executive.
- 3) Annual Meetings
 - a) The Annual Meeting shall be held early in the membership year, or at the end of the previous membership year.
 - b) All members are to be notified as to location, date and time.

- 4) Special Meetings
 - a) Shall be called by the Executive at its discretion or in response to a proper petition by the Regular members.
 - b) All members are to be notified as to location, date and time.

H. CANCELLATION OF MEMBERSHIP

- 1) Membership in the Guild may be canceled by a majority vote of the Executive if:
- 2) A member's actions are perceived to be detrimental to the interests of or to the reputation of the Guild.
- 3) A member undertakes unauthorized actions or representations on behalf of the Guild. This would include use of the name Toronto Woodturners Guild, the symbol "TWG", or the Guild Logo without prior written approval of the Executive.
- 4) A member exhibits disruptive or inappropriate conduct during meetings.
- 5) A member fails to pay his/her membership dues within a reasonable time of the date of renewal. Note: fees are due the first month of the membership year.
- 6) The member may appeal the cancelation of their membership to the Executive in writing within 30 days of receiving the cancelation notice. The Executive will appoint a committee not exceeding 5 members to review the decision. The committee's decision will be final.

I. SAFETY AND LIABILITY

- 1) All members are responsible for knowing and conducting themselves in accordance with safety rules as established by the Executive.
- 2) Non-compliance with rental agreement regarding premises and equipment Safety Rules, and/or behaviour dangerous to themselves or others may result in ejection from the facilities.
- 3) Any member, guest or visitor at any Guild meeting or event under the influence of alcohol or drugs shall be requested to leave immediately. A repeat offence within a one year period may result in expulsion from the Guild.

J. BUSINESS YEAR

- 1) The business year commences with the first meeting of the membership year.
- 2) The membership year run from September 1 to August 31.

K. DISSOLUTION OF THE GUILD

- 1) A dissolution may be proposed by a proper petition or by the Executive and voted on by the Regular members. A 2/3 (two-thirds) majority vote shall be required for approval of any plan or proposal, i.e. a 2/3 vote of the Regular members.