

WEST ISLAND WOODTURNERS BY LAWS

As Amended on October 23, 2007

1.1 NAME

The Club shall be known as "West Island Woodturners" and shall be a non-profit organization and shall have its head office at a place to be determined from time to time by the Executive Committee and, for the purpose of these bylaws, shall be referred to hereinafter as "The Club."

1.2 OBJECTIVES

The Club's stated long-term objectives are:

- a) To revive and promote woodturning as both a craft and art in the Montreal (West Island) area;
- b) to hold a regular forum at which members can discuss the subject of wood turning and it's related activities; and
- c) to provide facilities for enabling members to enhance their knowledge of woodturning and to develop their wood turning skills.

2.1 FISCAL YEAR

The fiscal year of the Club shall terminate on the thirtieth day of April in each year.

3.1 ADMINISTRATION OF THE CLUB

The Club's affairs shall be administered by an Executive Committee that shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Two (2) Directors (one of whom shall be the immediate Past President)
- Communications Officer

3.2 ELECTION OF THE EXECUTIVE COMMITTEE

- All members, with the exception of the President, shall be elected by the membership at the Club's Annual General Meeting, each for a one-year term.
- The retiring Vice-President will, by acclamation, become the President for a one-year term without process of election. Should the retiring Vice-President be unable or unwilling to fill the office of President, the Secretary shall then seek nominations for an alternate President who shall then be elected by the membership.
- The retiring President will become a Director of the Executive Committee for a one-year term.

3.3 ELIGIBILITY OF MEMBERS FOR ELECTION TO THE EXECUTIVE

Members nominated for election to the Executive Committee must have been members of the Club for at least one year and must be members in good standing.

3.4 VACANCIES ON THE EXECUTIVE COMMITTEE

In the event of a vacancy occurring on the Executive Committee (with the exception of the President), the remaining members of the Executive Committee shall appoint another member of the Club to fill such vacancy until the succeeding Annual General Meeting.

In the event that the President is unable to fulfill his duties as President, the Vice President shall act in his stead.

3.5 NOMINATIONS FOR ELECTION TO THE EXECUTIVE COMMITTEE

The Executive Committee shall, each year, prepare a slate of nominees for election to the succeeding Executive Committee. Such slate shall be sent to each Club member together with the Notice of the Annual General Meeting.

In addition to the slate of nominees prepared by the Executive Committee, nominations may be made by any Club member in good standing, by submitting such nomination to the Secretary, in writing, not less than two days before the Annual General Meeting, together with the consent, in writing, of the nominee.

4.1 DUTIES OF THE CLUB'S OFFICERS

The President shall preside over all General Meetings of the Club and all meetings of the Executive Committee. He shall promote the Club's objectives, provide guidance and leadership and act in the interests of the Club and its members at all times.

The Vice-President shall act for the President when and while the President is absent or unable to perform his duties.

The Secretary shall keep records of all General Meetings and of all Executive Committee meetings and shall have charge of the Club's records. He shall conduct correspondence, issue notices of meetings and perform such other duties as shall be assigned to him by the Executive Committee.

The Treasurer shall keep the account of the Club and have charge of the Club's financial documents and all of the Club's monies and shall cause to be deposited all such monies in the Club's bank account. He shall be responsible for the collection of annual dues and other outstanding receivables of the Club. The Treasurer shall prepare all cheques issued by the Club in respect of its obligations.

The Communications Officer shall be responsible for the Club's website, e-mail communications with members and liaison with other wood clubs or associations.

The Directors shall sit on the Executive Committee to provide counsel and will execute such Club duties assigned to them by the Executive Committee.

4.2 DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall carry out the administration of the Club's affairs. It shall make arrangements for the Club's monthly and weekly programs and all other activities. It shall perform all such acts as are necessary for the benefit of the Club in conformity with these By-laws.

The Executive Committee shall, from time to time, establish the rate of annual dues payable by the Club's members and shall authorize all expenditures (and commitments to expenditure) of the Club's monies.

In the event that special circumstances apply, the Executive Committee may, at its discretion, waive payment of the annual dues by any member and may appoint "Honorary Members", (see Article 7.3).

The Executive Committee shall provide an up-to-date inventory of the Club's assets to be made available for consultation at each Annual General Meeting together with a listing of all changes to the assets since the previous Annual General Meeting.

5.1 SIGNING OFFICERS

The President and the Secretary, for and on behalf of the Club, shall sign all contracts and any legal documents pertaining to the Club.

All promissory notes, drafts, cheques and bills of exchange shall be signed by two of the following officers of the Club:

- President
- Vice-President
- Treasurer

5.2 RATIFICATION

Ratification of the subject of Clause 5.1 shall be required annually at the Club's Annual General Meeting, (to conform with the bank's requirement for signature authorization).

6.0 MEETINGS

QUORUM

The attendance of not less than twenty-five percent (25%) of the Club's members of record on the day on which the Notice of the General Meeting was mailed, shall constitute a quorum at the General Meeting.

6.1 GENERAL MEETINGS

6.1.0 *Regular Activity Meetings*

Meetings of the Club shall be held on a regular basis to pursue the Club's stated objectives, teach woodturning, and provide demonstrations of turning techniques.

The Executive committee shall from time to time review and decide upon the frequency of, and the schedule for the Club's regular activity meetings. The members of record will be apprised of the new schedule by announcement, e-mail, and web-posting.

6.1.1 The Annual General Meeting

The Annual General Meeting of the Club shall be held at the Club's normal meeting pace in the evening of the second Tuesday of May in each year. All members shall be advised of such meeting by notice mailed to each member's address of record, or agendas may be hand delivered not less than three (3) weeks before the date of the meeting. The Executive Committee shall provide to each member attending the meeting, an Agenda scheduling the business to be conducted at the meeting, which shall include in its items the reports of the President, the Secretary and the Treasurer and also the Resolution referred to in Article 5.1 of these By-laws.

6.1.2 Special General Meetings

Special General Meetings may be called:

- a) By the President
- b) On resolution of the Executive Committee
- c) On written request to the Secretary , signed by at least six (6) members of the Club.
- d) No Proxy votes will be accepted.

In the event of such request or resolution, the Executive Committee shall ensure that all members are notified of the time, date and place of said meeting at least seven (7) days prior to the date of such meeting.

The requisition or resolution shall specify the nature of the business to be brought before the Special General Meeting and no other business other than that stated in the notice of the meeting shall be transacted.

6.2 EXECUTIVE COMMITTEE MEETINGS

Meetings of the Executive Committee shall be held regularly in accordance with a schedule to be prepared by the Secretary at the end of the Club year. Such schedule shall be given to each member of the Executive Committee, not more than fourteen days after the commencement of such Club year. The Executive Committee immediately following the Annual General Meeting shall determine the frequency of such meetings. The dates of the scheduled meetings of the Executive Committee may be advanced or deferred by the mutual agreement of the Club's officers.

The Secretary shall prepare an Agenda for each meeting of the Executive Committee and such Agenda shall include all items known by the Secretary to be relevant to that meeting plus items requested by other members of the Executive Committee.

The attendance of not less than three (3) members of the Executive Committee shall constitute a quorum at a meeting of the Executive Committee.

6.3 VALIDITY OF RESOLUTIONS

Failure to receive notice of a meeting by any member of the Club shall not invalidate any resolution or action of such meeting.

7.1 MEMBERSHIP

Membership shall not be restricted in any way, by virtue of race, creed or gender.

The Executive Committee at its first meeting following receipt of an application shall review the application for membership. Acceptance or rejection of the application shall be communicated to the applicant as soon as possible following such acceptance or rejection.

The Executive Committee may, at its discretion, place an upper limit on the number of members of the Club.

7.1.1 A requirement of membership in our association is that all members upon payment of their annual dues agree to sign and abide by our Safety and Security declaration.

7.2 HONORARY MEMBERSHIP

The Executive Committee shall be empowered to designate, in special circumstances, certain members as "Honorary Members". In such cases, the payment of annual dues by those members so designated shall be waived. Such designation may be permanent or for a specified term.

8.1 DISSOLUTION OF THE CLUB

Should any circumstance arise which would indicate that the closure of the WIW be necessary or preferable, the (then) current Executive Committee would call a Special General Meeting (as in 6.1 b By-laws) for the purpose of allowing the membership to determine the Club's future.

Should the membership vote for the dissolution of the Club, the (then) Executive Committee would determine a date on which the assets (if any) of the Club would be disposed of by a simple cash auction.

- a) The (then) current Executive shall determine a minimum value to be assigned to each tangible asset, if any (e.g. tools, etc.), of the Club's inventory. This value is to be asked as an opening bid on the item at auction.
- b) The total value assigned, when coupled with the Club's cash reserves, shall Be enough to pay the Club's present and foreseen debts.
- c) Said valuation to take place, and be completed, before the auction date.

8.2 DISBURSEMENT

After all current debt and obligations are paid, any funds remaining would be donated to a charitable organization to be named by (a) the membership at the above Special General Meeting, or (b) the (then) Executive Committee.

9.1 AMENDMENTS TO BY-LAWS

Notices of Motion to amend or add to the By-laws of the Club shall be submitted, in writing, to the Secretary. The motion shall be signed by a minimum of six (6) members and will require the approval of the members present at the succeeding general meeting, which shall be held not less than three (3) weeks following the presentation of the Notice of Motion.

- Notwithstanding the above, general meetings for the sole purpose of amending the By-laws of the Club shall not be called during the months of June, July or August in any year.

ACCEPTANCE OF THESE BY-LAWS (including any Addenda):

These By-Laws have been drawn up, agreed upon, and adopted by the **West Island Woodturners** at the meeting of October 23,2007, in Montreal, Quebec, Canada

Signed:

President: _____



_____ Date: __Oct. 30/07__

Vice President: _____

_____ Date: _____

Secretary: _____

_____ Date: _____

Treasurer: _____

_____ Date: _____

The Chapter contact is: Kevin Kembal
Contact Person's Title: Communications Officer - President

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Chapter Web Site: <http://www.woodturner.ca/wiw/>
Number of Members at this time: **58**