



# THAMES VALLEY WOODTURNERS GUILD

## BY-LAWS

### A. FEES AND DUES

- a. The Executive shall set annual dues.
- b. Annual dues are only refundable with the approval of the Executive.
- c. Annual membership fees are due on the annual date from when the member first joined the guild and shall be paid on or before the first guild meeting thereafter for the member to remain in good standing.
- d. Members' Dues are \$50 per year and each and all additional Family members' dues shall be \$35 per person.
- e. Student Membership shall be \$20 per year
- f. Special attendance fees may be established by the Executive to support special events, such as guest speakers, seminars, workshops and extra ordinary events. As much as possible, these events should be financially self-supporting.

### B. THE EXECUTIVE

The Executive shall consist of the following members

- a. President
  - i. Vice-President
  - ii. Treasurer
  - iii. Secretary
  - iv. Communications Director
  - v. Audio Visual/External Program Director
  - vi. Immediate Past-President
  - vii. Executive Member(s) At Large
- b. Each member of the Executive Committee shall have one vote. The President or President's designate of the meeting may choose to exercise that vote to break a tie vote, or to create a tie.
- c. With the exception of the President, Vice President and Treasurer positions, in the event that an office becomes vacant during the Guild year the Executive shall appoint a Regular member to fill the vacancy.

- d. The President, Vice President and Treasurer hold signing authority for the guild. In light of the responsibility of their positions, if the President's position becomes vacant within the year, that position shall be filled by the Vice President. If the Vice President or Treasurer positions become vacant within the year, the position shall either be filled in whole by a current executive member, or the responsibilities can be dispersed among the executive members.
- e. An AAW membership shall be purchased each year for the elected President, Vice President, Treasurer and Secretary of the guild.
- f. With the exception of the Past President, executive members shall be elected at the Annual Meeting for a one year.

### 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.

#### a. **President**

- i. Presides over all meetings.
- ii. Acts as head of the Guild.
- iii. Signs any and all contractual documents on behalf of the Guild.
- iv. Presents an annual report for approval at the Annual meeting.
- v. Has guild bank access and cheque signing authority.

#### b. **Vice-President**

- i. Supports the President in the running of the guild.
- ii. Stands in for the President when he/she is unavailable.
- iii. Has contractual and cheque signing authority when the President/Treasurer is not available.

#### c. **Treasurer**

- i. Receives and deposits all monies from the membership, donations, advertising fees, etc. and issues receipts.
- ii. Maintains the Guild's bank account and may maintain a petty cash fund not to exceed **\$100.00** (one hundred dollars).
- iii. Pays out such monies as are required by instruction of the Executive. Membership shall be notified of major expenditures.
- iv. Distributes and receives applications for membership.

- v. Maintains membership records, dues collection, and notifies the Executive of those members who are in arrears in payment of dues.
- vi. Maintains an auditable set of financial records at all times, and keeps the financial books/file available for examination by the Executive at all Executive meetings.
- vii. Assists the President to prepare an annual budget.
- viii. Prepares an annual financial report for presentation to the membership and such other reports as may be requested by the Executive from time to time.
- ix. Has cheque signing authority for the Guild's bank account.

**d. Past President**

- i. This is an honorary position with voting privileges.

**e. Secretary**

- i. Records the minutes of all meetings and distributes minutes to the Executive in a timely manner.
- ii. Has custodial care of all documents relating to the Guild.
- iii. Conducts correspondence for the Guild and reports same to the Executive.

**f. Audio Visual/External Program Director**

- i. Plans and organizes all external invited demonstrators for special events held outside normal Guild meetings.
- ii. Manages the video and audio needs of the Guild.

**g. Executive Member(s) At Large**

- i. Assist all/or any Executive members in all activities of the guild as needed.
- ii. At the request of the President, serves as the Executive representative of various established committees, their chairpersons or coordinators.

**h. Signing Officers**

- i. Signing officers for the financial affairs of the Guild shall be the Treasurer, Vice President and The President.
- ii. No other officer or group of officers is empowered to incur debt in the Guild's name.

**i. Communications**

- i. Manages communications to general membership
- ii. Oversees administration of the guild website

- iii. Provide Newsletter oversight with editor

#### **D. TERM OF OFFICE**

- a. Elections shall be held at an Annual meeting each year.
- b. The Executives shall be elected for a term of 1 (one) year and will assume office immediately.
- c. Between elections, vacancies shall be filled by Executive appointment for the unexpired portion of the term.

#### **E. REMOVAL OF EXECUTIVE OFFICERS**

- a. 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.
- b. 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**

- a. A Nominating Committee will be established by the Executive to prepare a slate of candidates to fill the positions described in By-Law B.
- b. The immediate Past President or a member appointed by the Executive, will chair the Committee.
- c. 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.
- d. Voting will be by secret ballot.

#### **G. MEETINGS**

##### **1. Regular Meetings**

- a. The Executive shall schedule regular meetings for the second Thursday of each month. Meetings start in September and run until June.
- b. A night may be established by the Executive as a hands-on night and instruction for beginners on a monthly basis or as needed.
- c. A tentative schedule of regular meetings and hands-on nights shall be communicated.

- d. Regular meetings shall be held in such premises and at times as arranged by the Executive.

## **2. Executive Meetings**

Will be held two weeks after the Regular Meetings at a pre-arranged Executive members' home. Meetings shall start at 7:00 pm until 10:00 pm, or as needed.

## **3. Annual Meetings**

- a. The Annual Meeting shall be held during the January general meeting.
- b. All members are to be notified as to location, date and time.
- c. All financial statements shall be reviewed at this time.
- d. With the exception of the Past President, all executive members will be voted into office at this time for a one year term.

## **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.

## **5. Summer Planning Meeting**

- a. This Meeting shall be held on the third Thursday of August.
- b. All Executive members are to be notified as to location, date and time.

## **H. CANCELLATION OF MEMBERSHIP**

- a. Membership in the Guild may be cancelled by a majority vote of the Executive if:
  - ii. A member's actions are perceived to be detrimental to the interests of or to the reputation of the Guild.
  - iii. A member does not adhere to the Thames Valley Code of Conduct. See Appendix A.
  - iv. A member undertakes unauthorized actions or representations on behalf of the Guild. This would include use of the name **THAMES VALLEY WOODTURNERS GUILD**, the symbol "**TVWG**", or the Guild Logo, or the mailing list without prior written approval of the Executive.
  - v. A member exhibits disruptive or inappropriate conduct during meetings.
  - vi. A member fails to pay his/her membership dues within a reasonable time of the date of renewal. (see Fees and Dues A.(c))

## **I. SAFETY AND LIABILITY**

- a. All members are responsible for knowing and conducting themselves in accordance with safety rules as established by the Executive.
- b. All members and guests shall wear an OSHA approved full face shield when operating a lathe or grinding equipment.
- c. Non-compliance with the rental agreement regarding the premises and equipment Safety Rules, and/or behavior dangerous to themselves or others may result in ejection from the facilities.
- d. Any member, guest or visitor at any Guild meeting or event who is obviously 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.
- e. For liability reasons, the Guild executive committee reserves the right to limit demonstrators based on number of demonstrators and safety of operation at guild-sponsored events.
- f. The Guild shall maintain insurance for 2 Mentors within the guild membership assigned by the executive based on their demonstrated skills and knowledge of woodturning.

**J. BUSINESS YEAR**

The business year shall be from January 1 to December 31.

**K. DISSOLUTION OF THE GUILD**

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. At such time the guild is dissolved the Executive shall dispose of the guilds assets by an agreed upon method of sale.

The proceeds of this sale shall be redistributed 50% to the AAW education fund, and 50% to various woodturning guilds in Ontario. No members of the guild shall profit from the dissolution of the guild.

**L. Approved February 25, 2021**

Secretary	President
Reneé Sferazza	John Scott

Changes Made February 9, 2021

Updated exec membership and descriptions

Changes Made January 30, 2020

Revised Secretary and Treasurer responsibilities

Added Newsletter Editor and Photographer

Changes made June 27, 2019:

Added reference to Code of Conduct to H.iii

Added requirement to wear full face shield to I.b

Added Appendix A, Code of Conduct

Changed Version reference

# APPENDIX A

## CODE OF CONDUCT

### A. PURPOSE

1. The purpose of this Code of Conduct is to ensure a safe and positive environment within the Thames Valley Woodturners Guild (TVWG) meetings, programs, activities and events, by making all members and guests aware that there is an expectation of appropriate behaviour consistent with the values of the TVWG, at all times.
2. The TVWG is committed to providing an environment in which all individuals are treated with equality and respect.
3. The TVWG prohibits discriminatory practices.
4. Members and guests of the TVWG are expected to conduct themselves at all times in a manner consistent with our values that include fairness, integrity, open communication and mutual respect.
5. Conduct that violates this Code of Conduct may be subject to actions pursuant to the TVWG policies related to disciplinary actions as outlined in the bylaws.

### B. RESPONSIBILITIES

All Members and guests of the TVWG have a responsibility to maintain the dignity and self-esteem of any individual within the Application of this Policy by following these behaviours.

1. Follow all safety practices established for the TVWG at all meetings and events.
2. Demonstrate mutual respect to all members of the guild.
3. Focus comments or criticism appropriately in a civil manner also avoiding public criticism of other members or organizers of events and activities.
4. Consistently treat individuals fairly and reasonably.
5. Do not threaten anyone at any time for any reason.
6. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, degrading, malicious or sexist.
7. Do not retaliate or make threats of retaliation against an individual who reports harassment.
8. Avoid behaviour that brings the TVWG into disrepute, including but not limited to abusive use of alcohol or non-medical use of drugs.
9. Comply at all times with the current Bylaws, policies, and rules and regulations of the TVWG.

**Report all violations of the Code of Conduct in writing to the President of the Thames Valley Woodturners Guild.**