

# THE DURHAM WOODWORKING CLUB

Oshawa, Ontario, CANADA

## CONSTITUTION



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**Article A. Name of Organization**

- This association shall be called the “**The Durham Woodworking Club**” (henceforth referred to as the **DWC**).

**Article B. Purpose**

- The Purpose of the DWC is to promote woodworking through offering coaching, seminars and fellowship to its members, and to provide woodworking experiences to external groups (e.g., seniors, youth organizations).

**Article C. Membership**

**C.1 Who May Become a Member**

- Individuals aged 18 and older of all races, nationalities, religions, genders and level of woodworking skill are welcome to join.

**C.2 Types of Membership**

- Membership can be either as a Regular Member or an Honourary Life Member.

**C.2.1 Regular Membership**

- Regular Membership is available to anyone, as per C.1, above.

**C.2.2 Honourary Life Membership**

- Honourary Life Membership status may be granted by a majority vote of the Executive in consideration for outstanding service to the DWC, as per the By-Laws.

**C.3 General Expectations of Members**

- The DWC requires all members, at all times, to act in a safe, responsible and respectful manner toward all other DWC members, DWC equipment and the DWC facility.
- No member is permitted to use the name or reputation of the DWC for personal gain.

**C.4 Members in Good Standing**

- These are DWC members who have paid their annual dues for the current period and who are not currently (including temporarily) suspended from the club.

**C.5 Membership Period**

- The Membership year extends from January 1 to December 31.

**C.6 Membership Dues and Initiation Fee**

- Annual dues will be \$80.00 per year.

- An additional one-time initiation fee of \$70.00 will be charged during the first year of membership.
- Irrespective of when dues are paid in a year, they will (only) cover the period up to December 31<sup>st</sup> of the membership year (i.e., they do not cover the subsequent 12 months after they have been paid if they are paid during the year the individual requires membership in the club).
- The two exceptions to annual dues amounts occur when:
  - An individual first joins the DWC in November or December, in which case the annual dues charged for that year will be reduced to \$30.00 to cover the period up to December 31<sup>st</sup> of that year.
  - A member is granted life member status, in which case no further payment of annual dues is required by that Life Member
- The membership dues amount will be set and approved by a majority of the Executive.
- Dues and fees paid for a current year are not refundable in the event that a DWC member leaves the club for any reason. Any dues paid for a future year (i.e., paid in advance) are refundable.

### C.7 Complaints against Members

- Any DWC Member in Good Standing may make a complaint against another DWC member at any time.
- *The handling of complaints against a member will generally follow the process outlined in “Addendum A – Process for dealing with a Complaint against a Member.”*
- Cancellation of a DWC membership may be for reasons that include:
  - A member failed to pay his/her membership dues within three (3) months of the date of renewal.
  - A member had undertaken unauthorized actions or made unauthorized representations on behalf of the DWC.
  - A member used the name or reputation of the DWC, without written permission from the Executive, for personal gain.
  - A member’s actions are detrimental to the interests or the reputation of the DWC as a whole.
  - A member fails to act in a safe, responsible and respectful manner towards other members, guests, DWC equipment and/or the DWC facility

An individual’s membership in the DWC may be cancelled by a majority vote of the Executive on a motion to remove a member.

### C.8 Re-acceptance of Membership

- A member who has had their membership cancelled will not be accepted for re-admittance into the DWC for a minimum of one (1) calendar year. In such a case, re-application must be in writing and the application must be co-signed by at least three (3) Members in Good Standing. Re-admittance to the club must be approved by a majority of the Executive.
- The sole exception to the above concerns the matter of dues delinquency. No Executive vote is required to suspend a membership on this matter, and once dues are paid up, the membership would continue immediately.

## Article D. Executive

### D.1 Executive Role

- An elected Executive shall run the DWC according to the constitution and the By-Laws.

## D.2 Executive Criteria

The Executive officers must be:

- DWC Members in Good Standing and
- Residents of Canada and
- Able and willing to attend Executive, committee and general meetings when required and
- Able and willing to conduct the managerial/organizational work needed by the DWC.

## D.3 Complaints against Executive Members

- Any DWC Member in Good Standing may make a complaint against a member of the Executive at any time.
- *The handling of complaints against an Executive Member will generally follow the process outlined in "Addendum A", as noted above in C7.*
- Any Executive member may be removed for cause.
- Any removed Executive member generally may remain as a member of the DWC, unless specifically voted otherwise by a majority of the Executive.

## Article E. Meetings

### E.1 Types of Meetings

- Meetings of the club can be one of four (4) types, including
  - Regular Meetings,
  - Executive Meetings,
  - Annual General Meetings (AGM) and
  - Special Meetings
- Meetings will be held on a schedule agreed to by a majority of the Executive. The schedule will be published no later than the end of February, including specifying the date of the AGM.
- Regular meetings are intended to be informative and fun for all members.
- The AGM generally will be held during December.
  - Elections, based on a two-year term-of-office, will be held during the AGM
  - All proposed Constitutional amendments will be voted on at the AGM

### E.2 Meeting Quorum

- In order for voting results on any matter to be considered valid, a quorum must be present.
- For the named meetings, quorums will be defined as:
  - AGM: One third (1/3) of the Members in Good Standing at the time of the meeting
  - Special Meeting to Dissolve the DWC: One third (1/3) of the Members in Good Standing at the time of the meeting
  - Executive Meeting: Two thirds (2/3) of the voting Executive Members.

### E.3 Meeting Rules of Order

- Unless otherwise specified in the By-Laws or Constitution, all meetings will be conducted according to Robert's Rules of Order (current edition).

## Article F. Amendments to the Constitution

### F.1 Submitting an Amendment

- Any DWC Member in Good Standing may submit to the Executive a written motion to amend the Constitution.
- The motion must be supported in writing by at least 3 DWC Members in Good Standing.
- Such motions must be submitted at least 6 weeks prior to the AGM.

### F.2 Communication to DWC Members regarding Proposed Amendments

- The President must advise the DWC membership, in writing, of all proposed amendments to the Constitution at least 3 weeks prior to the AGM.

### F.3 Voting on Amendments

- All Members in Good Standing may vote on each individual proposed amendment.
- Members may cast a vote at the AGM only if they physically attend

### F.4 Approving and Instituting Amendments

- Approval of an amendment requires greater than 2/3 of the members constituting the quorum voting in favour of the amendment
- All amendments will come into effect either on January 1 of the subsequent year, or within 3 weeks after the AGM date, whichever date is earlier, unless otherwise stipulated in the approved amendment.

## Article G. Amendments to the By-Laws

### G.1 Submitting an Amendment proposal

- Any DWC Member in Good Standing may submit a written proposal to amend the By-Laws for consideration by the Executive.
- The proposal must be supported in writing by at least 3 DWC Members in Good Standing.
- A proposal may be submitted at any time.

### G.2 Executive Consideration of Amendment proposals

- The Executive will review the proposal at the next Executive Meeting.
- Possible outcomes of the review include:
  - Rejection of the proposal
  - Approval of the proposal
  - More time needed to review the proposal
- Approval of a proposal requires a majority approval vote of Executive members constituting the meeting quorum.

### G.3 Communication of status of an Amendment proposal to the Members

- The Executive must provide a status report on amendment proposals to the membership at the next Regular Meeting, and in the Regular Meeting written updates, following the Executive Meeting wherein the proposal was discussed.

## Article H. Dissolution of the DWC

- Any Member in Good Standing may make a proposal to the executive, in writing, that the DWC should be dissolved.
- The proposal must be supported in writing by at least 3 DWC Members in Good Standing
- The Executive will review the proposal at the next Executive Meeting.

- Possible outcomes of the review include:
  - Rejection of the proposal
  - Approval of the proposal
  - More time needed to review the proposal
- Approval of a proposal requires a majority approval vote of Executive members constituting the meeting quorum.
- If the proposal is approved by the Executive, the Executive must inform all Members in Good Standing, in writing, at least 3 weeks in advance, of a Special Meeting that will be held to discuss and vote on a motion to Dissolve.
- Approval to dissolve the DWC requires a two-thirds (2/3) majority vote of those Members in Good Standing that constitute the quorum for the Special Meeting.
- If the motion is approved by the DWC membership, then the Executive will take actions required to dissolve the Club in an expeditious manner.
- In the event the club is dissolved
  - All equipment and materials shall be sold and all the funds donated to a community organization at the discretion of the Executive and Membership
  - Any monies on hand shall be donated to a community organization, at the discretion of the Executive and membership.
- Recommendation
  - Executive is responsible overseeing the establishment a fair market base price
  - Silent auction within members (for 1 week), with minimum bid of the fair market base price
  - All Members in Good Standing to be informed of silent auction date at least 1 date in advance, by email
  - After 1 week, sales open to the general public.
  - All proceeds to go to a charity or charities as approved by a majority of the executive.

## Addendum A – Resolution of a Complaint against a DWC Member

In the event that an individual member of the DWC feels compelled to file a formal complaint against another member, the following details the steps to be followed by the Individual(s) involved and the Executive.

### Step 1

The complainant must personally talk to the individual they have a complaint with. They may choose to do so alone, or in the presence of another member. They must:

- a) tell the individual the nature of their concern
- b) advise the person that they are hurt by the other's action/behavior and must
- c) ask the person to stop the behavior.

They may want to follow this up with an email to that individual, detailing the nature of the conversation.

In the event the unwanted behavior continues...

### Step 2

The complainant must:

- a) write a note to the executive detailing
  - i. the nature of the complaint and
  - ii. the actions taken to date and
  - iii. the results of those actions.

The note must be signed by at least 3 DWC members, including the complainant.

- b) if requested, meet with the executive to review the complaint verbally. Any members of the executive who are personally involved in the complaint will not attend the meeting with the complainant. As required, the meeting will be chaired by the President, or the VP, or the Secretary or the Treasurer, in that order, in the case where members of the executive must not attend the meeting due to personal involvement. A decision as to which executive members should not attend will be made by a majority vote of the executive.

The executive must:

- a) review the complaint and the actions taken to date by the complainant, and make a decision regarding the appropriateness of the complaint and the actions taken.
  - i. If part of the complaint is deemed inappropriate to the point it makes the complaint invalid, advise the complainant of their decision, including reasons, and discuss ways forward.
  - ii. If the complaint is deemed appropriate, ask the subject of the complaint to meet with the executive to explain their actions/behavior.
- b) meet with the individual that has had a complaint launched against them. Any members of the executive who are personally involved in the complaint will not attend the meeting with the individual that has the complaint being made against them. As required, the meeting will be chaired by the President, or the VP, or the Secretary or the Treasurer, in that order, in the case where members of the executive must not attend the meeting due to personal involvement. A decision as to which executive members should not attend will be made by a majority vote of the executive.
- c) reach a majority consensus regarding the actions/behavior of the individual being complained about.
  - i. If any part of the complaint is deemed inappropriate, advise the complainant of their decision, including reasons, and discuss ways forward.
  - ii. If the consensus is that the complaint is deemed valid and the individual being complained about has not responded properly to requests to stop his/her behavior, the executive will send a letter to that individual instructing them to stop the behavior or risk being expelled from the DWC

In the event the unwanted behavior continues...

### Step 3

The complainant must inform the executive in writing of the situation.

The executive must reach a majority consensus regarding the ramifications of the continued behavior of the individual.

The results of such deliberations could be any of the following:

- a) temporary suspension of the offending member from the DWC.
- b) permanent cancellation of the offending member's membership in the DWC.



- i. In the event of permanent cancellation of the membership, the paid dues for the year of cancellation are not refundable. Any dues paid for a future year will be returned to the member.
- c) In the case of a complaint against a member of the executive, the member may be
  - i. temporarily removed from the executive or
  - ii. permanently removed from the executive.

In both situations, based on a majority decision of the executive, the member may still remain as a member of the DWC or may have his/her membership in the DWC permanently cancelled.