

# THE DURHAM WOODWORKING CLUB

Oshawa, Ontario, CANADA

## BY-LAWS



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## By-Law 1.0 Membership

### 1.1 Types of Membership

- i. Membership can be either as a Regular member or an Honorary Life Member as per the Constitution.

### 1.2 Membership Status

#### 1.2.1 Members in Good Standing

- i. Members in good standing are those DWC members who have paid their annual dues for the current period and are not currently (including temporarily) suspended from the club.

### 1.3 Membership process

#### 1.3.1 Regular membership

- i. Is initially gained by:
  - a. completion of a written application using a “DWC Application for Membership” form and
  - b. completion of a written “DWC Waiver of Release” form and
  - c. payment of annual dues plus an initiation fee.
- ii. Is renewed annually by:
  - a. completion of an updated Waiver of Release and
  - b. payment of annual dues

c. dues to be paid on or before Jan. 1st of the current year.

#### 1.3.2 Honorary Life Membership

- i. Is a status that may be recommended in writing to the Executive by any Member in Good Standing.
- ii. Such recommendations should include details of the reasons for the recommendation (e.g., long period of membership with significant executive/committee participation and/or DWC-related community service).
- iii. The executive will consider all recommendations once per year at a date agreed to by a majority of the executive and will announce the recipients of Honorary Life Status at the AGM.
- iv. If a member has already paid their dues for that subsequent year, they will be refunded.

#### 1.3.3 Shop Orientation and Training

- i. Prior to using any of the club facilities and equipment, members must:
  - a. complete formal initiation session(s) to the workshop and
  - b. receive documentation demonstrating they have completed their orientation sessions.
  - c. See Appendix 2 for details on the training courses.

### 1.4 Membership Dues

Membership Dues are defined in the Constitution

### 1.5 Special Events/Programs for Members

#### 1.5.1 Attendance Fees

- i. Attendance fees may be charged in support of special events, such as guest speakers, seminars, and extraordinary expenses.
- ii. The decision to charge special event fees must be approved by a majority of the executive.
- iii. Special fees will apply to Honorary Life Members.

#### 1.5.2 50-50 Draw

- i. At each regular meeting, club members will have the option to participate in a 50-50 draw.

- ii. One half of the draw money will go to the club's general revenues, the other half will go to the club member whose ticket number is drawn.

## 1.6 Guests

- i. DWC Members in Good Standing may be accompanied by one guest to any regular meeting of the DWC. Guests may attend up to two (2) meetings.
- ii. Guests, including family members, must be 18 years of age or older in order to enter the club premises.
- iii. Guests are not permitted to accompany a DWC member on any woodworking activities in DWC facilities.
- iv. The sole exception to bullet 3 above is the case of Special Interest Groups, as described in By Law 13.1.

## By-Law 2.0 Executive

### 2.1 Executive Positions and Criteria

- The executive shall consist of the following 9 elected members:

#### 2.1.1 Voting Executive Positions

- i. President
  - ii. Vice President
  - iii. Secretary
  - iv. Treasurer
  - v. Up to 5 Directors
- NOTE: Should the same individual hold more than one title/function on the Executive, that individual shall have a single vote on any given motion.

#### 2.1.2 Non-Voting Executive Positions

- i. Past President

### 2.2 Executive Roles

- The roles of the various elected positions will generally be as follows:

#### 2.2.1 President

- i. Acts as head of the DWC and is the public face of the DWC.
- ii. Presides over meetings, or ensures an alternative is in place in his/her absence.
- iii. Ensures that a meeting recap of each regular meeting is sent out to all members by email
- iv. Signs documents etc. on behalf of the DWC.
- v. Oversees planning processes for club areas/activities.
- vi. Oversees annual budget preparations.
- vii. Oversees the custodial care of documents, information and materials relating to the DWC.
- viii. Oversees the process to name an Election Convener.
- ix. The President will have signing authority with consultation of the treasurer of up to and including \$300 for funds to support the DWC, any funds over this amount will be brought forward to the executive for approval.
- x. The president has to pre-approve any purchases totalling in excess of \$150 per month, for running expenses of the DWC according to the budget approved by the executive for each fiscal year.

#### 2.2.2 Vice President

- i. 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.
  - a. Prepares and delivers a written account of such duties to the President on his/her return.

- ii. Acts as Program coordinator for regular meetings, including choosing topics for presentation, arranging for the attendance of guest speakers and the presentation of special demonstrations.
- iii. Organizes and updates the club calendar with regard to the program for regular meetings.

### 2.2.3 Secretary

- i. Records the minutes of meetings, including the executive meetings.
- ii. Distributes the minutes to the executive and membership in a timely manner.
- iii. Reads the minutes of the previous meeting for approval.
- iv. Conducts correspondence for the DWC and reports same when requested by the President.
- v. Together with the President, has custodial care of documents, information and materials relating to the DWC.
- vi. Notifies the membership of the time and place of meetings.

### 2.2.4 Treasurer

- i. Receives all monies such as dues and fees levied upon the membership, donations, advertising fees, etc. and issues receipts.
- ii. Maintains the DWC's bank account and deposits all monies therein.
- iii. Pays out such money as are required, by instruction from the President, for running expenses of the DWC according to the budget approved by the executive for each fiscal year.
- iv. Maintains a set of financial records, and arranges for an annual audit of financial records, as required by Incorporated NPO status.
- v. Prepares an annual budget (in conjunction with the President).
- vi. Attends to reporting duties required of clubs Incorporated Not-For-Profit status.
- vii. Oversees efforts to obtain external funding for club (e.g., Trillium grants).
- viii. Leads and organizes the finance committee.

## 2.2.5 Recommendation for future Executive Structure with respect to Directorships

### Director or Memberships

- i. Maintains lists of current and past members, including:
  - o Status of payment of dues
    - Communicates / follows-up on the status of members who are in arrears of that fact and notifies the executive of the same.
  - o Member contact information
  - o Relevant signed forms from members, including updated waivers and applications
- ii. Prepares reports as required

### Director of Communication, Education & Safety

- i. Designs the marketing strategy to promote DWC in Durham Region including for example: advertising in local paper/media, use of alternative media (Twitter, Instagram, Facebook), designing and conducting membership drives, including recognizing existing members who bring in new members.
- ii. Prepares monthly and annual reports, as required.
- iii. Oversees course development and scheduling.
- iv. Oversees recruitment of educators.
- v. Oversees and ensures that a comprehensive safety program covering matters related to the facility design and physical set-up, membership training, signage and machine operation is in place.

## Director of Shop Maintenance

- i. Ensures that new members are familiarized with the various shop equipment via a mandatory woodworking 101 course that new members must attend in order to use the shop facilities.
- ii. Ensures that shop equipment is safe to operate and in generally good repair, including purchasing needed repair parts.
- iii. Ensures that unsafe shop equipment is clearly identified as not being available for member use.
- iv. Ensures that major additional/replacement equipment needs are identified and prioritized to the executive.
- v. Leads and organizes the DWC Equipment Committee
- vi. Prepares reports as needed

## Director of Community Relations, Library

- i. Organizes and oversees club interactions with external special interest groups (SIGs) who use DWC club facilities on an intermittent, chaperoned, basis (e.g., cubs, guides, seniors).
- ii. Ensures the library resource and function runs smoothly.
- iii. Updates the members regarding new additions to the library as needed.
- iv. Maintains the physical library.

## Director at Large (Programming)

- i. 1 open position
- ii. To take on tasks, on an as needed basis

**NOTE:** Each Director can and should set up committees with designated coordinators for specific tasks that fall within their area of responsibilities.

## 2.3 Other Executive Members (non-voting)

### 2.3.1 Past President

- i. Aids in transition to new executive and helps recruit new executive members.
- ii. Offers experience and input on club matters as required.

## By-Law 3 Signing Officers

- i. Following adequate discussion and approval by a majority of the executive on relevant matters, the President will be the signing officer for contracts / formal documents relating to DWC matters. A majority of the executive may appoint additional executive members to fulfill this function, as needed.
- ii. Signing officers for **DWC cheques relating to the financial affairs of the DWC, for any amount, will be any two of the President, Vice President, Treasurer, and/or Secretary**
- iii. All cheques must be signed by the President and treasurer, in the event the President is not available (out of town/country), the Vice President will sign on behalf of the President with written notification sent to the President in advance.
- iv. Blank cheques will not be pre-signed in advance of any payment, the President (and/or the Vice President) must be present with the treasurer, each cheque must have a "payee", amount and reference.

## By-Law 4 Meetings

### 4.1 Regular Meetings

#### 4.1.1 Meeting Schedule

- i. Regular meeting schedules will be determined by a majority of the executive, and generally will be held Monday nights on a weekly basis, generally with the exception of June, July and August (summer), and other nights as required by circumstances.
- ii. The schedule of meetings will be posted on the DWC Web Site, and updated as required.

#### 4.1.2 Meeting Agenda

- i. Meetings will typically be 1 – 1.5 hours in duration.
- ii. Meeting agendas will typically consist of a brief business portion, including reports from the shop maintenance, library, lotto pool, “gallery”, 50-50 draw and an optional demonstration of a woodworking topic by a guest speaker or club member. As well, a financial update will be provided every four (4) weeks by the treasurer.
- iii. Specific information about the demonstration component of meetings will be generally posted on the website at least two (2) weeks in advance of the demonstration and be announced in the emailed “meeting recap” at least one (1) week in advance of the demonstration.
- iv. Items added to the agenda for the weekly meetings will be brought forward to the President one (1) week in advance of the regular meeting in writing, including estimated times.

#### 4.1.3 Meeting Records

- i. A regular meeting recap will be prepared and sent to Members in Good Standing by email later the same week as the meeting.
- ii. AV recording of sections of the meeting will be posted on the website as deemed relevant.

#### 4.1.4 Meeting Location

- i. Meetings will be held in the designated room of Simcoe Street United Church, unless otherwise decided by a majority of the executive.

### 4.2 Executive Meetings

#### 4.2.1 Meeting Schedule

- i. Meetings of the executive will be held on a schedule approved by a majority of the executive with a minimum of four (4) meetings per year.
- ii. Executive members will be reminded of executive meetings, including the date, time, location and final agenda, at least two (2) weeks in advance, in writing, by the President or secretary. Similarly, all DWC members will be informed of the upcoming executive meeting by the President or secretary and asked for their input regarding topics of discussion.

#### 4.2.2 Meeting Agenda

- i. The secretary (in the absence of the secretary the President or approved designate) will be responsible for preparing a draft meeting agenda and sending it out to all executive members at least four (4) weeks in advance of the meeting.
- ii. Executive members may make additions to the agenda up to three (3) weeks before to the meeting date, by email, copied to all members of the executive.
- iii. A final agenda will be sent out by the secretary (in the absence of the secretary the President or approved designate) one (1) weeks prior to the executive meeting.
- iv. Agendas will typically contain time slots for approval or amendment of the previous meeting minutes, a review of the current DWC finances, a review of the actions/plans of the various committees and any new business that may be brought forward in a motion by any member of the executive and supported by a seconder.



- v. Meeting notes will be sent to the executive by the secretary (in the absence of the secretary the President or approved designate) one week following the meeting.

#### 4.2.3 Meeting Location

- i. Meetings will be held in such premises as agreed upon by the President.

#### 4.2.4 Voting

- i. In the case where a vote is required on matters discussed at the meeting, voting will be by a show of hands.
- ii. In the case of a tie, the motion will be considered defeated.

### 4.3 Annual General Meetings (AGM)

#### 4.3.1 AGM Schedule

- i. AGMs will be held once a year, usually at the end of the calendar year.
- ii. A Regular Meeting may be designated as an AGM.
- iii. Members in Good Standing are to be reminded by email by the President or the Secretary, starting eight (8) weeks in advance of the AGM, and weekly thereafter.

#### 4.3.2 AGM Agenda

- i. The President and executive are responsible for preparing a draft AGM agenda and sending it by email 3 weeks prior to the Membership.
- ii. Members in Good Standing may make requests for additions/changes to the draft agenda up to two (2) weeks prior to the AGM. Such modifications must be signed by three Members in Good Standing in order to change the original agenda.
- iii. The final, revised agenda will be posted on the website at least one (1) week prior to the AGM meeting date.
- iv. The agenda will contain a review of the year's highlights, a review of the DWC finances, a review of the future actions/plans of the various committees, election of executive members for any vacant positions, amendments to the Constitution and any other business that properly comes before the meeting.

### 4.4 Special Meetings

- i. Special meetings may be called by:
  - a. A majority of the executive at their discretion. OR
  - b. A petition signed by at least one-third of the Members in Good Standing.

## By-Law 5 Elections and Term of Office

- ii. DWC elections will be held as per the Constitution.
- iii. Executive vacancies that develop between AGMs will be filled by appointments made and approved by a majority of the executive.
  - a. The appointments will be until the next AGM.
  - b. Appointed individuals must be DWC Members in Good Standing.
  - c. Potential appointees must be identified to the executive at least 1 week in advance of their appointment being voted on by the executive.

### 5.1 The Election Officer

- i. This will be a convener appointed by the Executive.
- ii. The election officer is responsible for gathering all nominations and for preparing voting materials, as needed.
- iii. The election officer is responsible for actively soliciting Members in Good Standing to run for each listed Executive Position.

## 5.2 Nominations

- i. Nominations will be:
  - a. made in writing, at least two (2) week prior to the AGM. Each nomination must include the signature of the nominated individual and two (2) other DWC Members in Good Standing.
  - b. listed in the final agenda
  - c. received from the floor at the AGM only in the event that there is no written nomination for a given executive position. Floor-nominated individuals must be at that AGM and must accept their nomination prior to any voting.
- ii. One member will only be nominated for one position during each AGM.

## 5.3 Optional Nominee speeches

- i. In the event of their being multiple nominees for a single position, candidates will be allowed, at their discretion, to make a 3-minute (max) verbal address to the other members at the AGM.

## 5.4 Voting

- ii. Voting will be by secret ballot.
- iii. All DWC Members in Good Standing who attend the AGM will receive 1 vote per position.
- iv. In the event that there is only 1 nominee for a given position, that person will be declared winner by acclamation.
- v. There is a specific order of voting for the non-director positions, as follows:
  - a. First, President
  - b. Then Vice President
  - c. Then Secretary
  - d. Then Treasurer
  - e. Then all Director positions together on a single ballot
- vi. The counting and tabulation will be done by the elections officer and two (2) members selected from among the membership by the elections officer.
- vii. Ties will be settled by a secret vote as many times as necessary.

## By-Law 6 Resignation

- i. A member of the executive may resign at any time by giving written notice to the President or the secretary of the DWC.
- ii. 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.

## By-Law 7 Safety and Liability

- i. Members are responsible for knowing of and conducting themselves in accordance with generally accepted safety rules at all times while on DWC premises or while representing the DWC.
- ii. Non-compliance with such rules and/or exhibiting behaviour dangerous to others will result in ejection from the event and/or the DWC.
- iii. The Director of **Safety Communication and Education** will be responsible for overseeing the preparation of a set of safety rules for the club.
- iv. A set of general safety rules is included as Appendix 1 of the Bylaws.

## By-Law 8 Business Year

- i. The Business year commences on January 1st of each year.

## By-law 9 Committees

- ii. The Executive will identify areas or activities that require a committee structure to govern them.
- iii. The Executive may appoint a chairman for a special activity as the need arises.
- iv. The chairman will choose members of this committee, as appropriate.
- v. The chairman reports to the Executive.

## By-Law 10 Special Interest Groups (SIGs)

- i. SIGs are external groups/functions that the club chooses to interact with.
- ii. The Director of Community relations manages relations with the SIGs.

## By-Law 11 Surplus Equipment

In the event that the DWC executive determines a particular piece of equipment is no longer required, the executive will determine a fair market price. The fair market price will be based on several criteria, such as, age of equipment, condition of equipment and the relative market value of similar equipment in the market. The sale of surplus equipment will be emailed to the membership, notifying the membership of the items, any technical information and price. The membership will have two weeks to respond with their intent to purchase the surplus equipment via email. In the event that there are multiple members wishing to purchase the same equipment, those members will have their names placed into a draw, where one member will be selected at the next club meeting. Upon identification of the winning member, that member will have one week to pick up the surplus equipment from the club premises. If no club member wishes to purchase the surplus equipment, the executive will then open the sale up to the general public via social media (Kijiji, Facebook and other similar platforms).

## Addendum 1

### Appendix 1 General Safety and Operational Rules

1. DWC members have an obligation, at all times, to:
  - a. Treat the DWC premises, equipment, members and guests with respect
  - b. Be safety conscious, and assist others in being safety conscious
  - c. Act in a responsible manner.
  - d. Act in harmony with all DWC By-Laws
2. Here is a link on our website: <http://www.durhamwoodworkingclub.com/SecondaryPages/Safety.html>

### To be completed by the Safety Officer

Love this site for safety rules. Something we should model:

<http://valleywoodworkers.org/shop/shop-equipment/>

### Appendix 2 – Safety Training Recommendations

The current process regarding general shop initiation/training needs to be more formally structured, documented and monitored. Things to include in a description of the program include:

- i. Fees (C&B committee strongly feel that the courses should be detailed and involve a justifiable fee structure (i.e., course instructor to be paid an hourly rate or paid a flat fee per course.)
- ii. Non-Administrative course content description
  - a. The Woodworking 101 course could be modelled on the Turning 101 course, in terms of delivery of content and working on machinery.
  - b. The Turning 101 course might be considered relevant only to those members who wanted to use the lathes.
- iii. Administrative course content description
  - a. A process of a stepped membership status with regard to the ability to use shop tools, based on formal DWC training
  - b. Mechanism to easily and clearly identify what DWC equipment a member is trained on – name tag modifications?