

# 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.
- *In special circumstances, specific, named members (and related individuals – e.g, parents) of Special Interest Groups, such as Scouts Canada and Girl Guides, can temporarily join the DWC as Provisional Members. Such members may be under 18 years of age. (proposed)*

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### C.2 Types of Membership

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

#### C.2.1 Regular Membership

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

#### C.2.2 Honorary Life Membership

- Honorary 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 2.3 Provisional Membership:** specific, named members (and related individuals – e.g, parents or leaders) of Special Interest Groups may join the club temporarily (typically, for 1 day). There must be a start and end date associated with the Provisional Membership, and such members must be under the direction of supervisory DWC members when on DWC premises.

### 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

- The membership dues and fees amount will be set and approved annually 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 Cancellation of a DWC membership

- 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.

### C.9 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 – Resolution of a Complaint against a DWC Member"*

## 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
  - Typically, there will be an election process during each AGM, with *either 3 or 4 members of the executive being voted in each year*
    - *In elections for upcoming odd numbered years, the positions of President, Secretary, Director of Maintenance, and Director at Large will be elected. In elections for upcoming even numbered years, the positions of Vice President, Treasurer, and Director of Community Relations will be elected.*
  - 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
  - DWC members who attend an AGM either in person or by an electronic platform may vote at that AGM, provided they are otherwise able to vote. Similarly, all DWC members who attend the AGM either in person or by an electronic platform will be included in the count to establish that a Quorum was met.
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  - Special Meeting to Dissolve the DWC: One third (1/3) of the Members in Good Standing at the time of the meeting
  - *Executive meeting: simple majority*
  - If a full quorum is not able to convene at an executive meeting, the executive will have the ability to vote on a motion via email, copying all members of the executive.

### 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 or electronically attend, or, in the event that an in-person meeting is not held, if they participate directly in an electronic meeting for the AGM.

### 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 more than 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.

### Policy Statement

Membership and participation in the activities of the Durham Woodworking Club (DWC) offer many benefits and privileges.

Members should enjoy an environment which is safe, free of harassment and abuse of any kind. The purpose of this policy is to provide members and the DWC with a mechanism for dealing with behaviour and actions that may be unsafe, offensive, harassing or intimidating, and to ensure that such behaviour does not occur.

#### 1.1 Jurisdiction

This Policy applies to all Durham Woodworking Club members and participants in DWC program and activities including guests and their parents/guardians if they are a minor.

#### 1.2 Definitions

1.2.1 The following terms have these meanings in this Policy:

“*Days*” -Days irrespective of weekend and holidays

“*Sanction*” -Penalties imposed by DWC

“*DWC Delegate*” - A member of the executive within the DWC.

“*Minor*” –Person under the age of eighteen (18) years of age.

“*Participant*”- Non club member who is involved in a club sponsored activity or recipient of volunteer work done on behalf of the DWC.

“*Vexatious*” –denoting an action that is brought without sufficient grounds purely to cause annoyance.

“*DWC Complaints Committee*”-five (5) people appointed by the Executive on an annual basis, including a minimum of two (2) from the Executive.

#### 1.3 Informal Resolution

The person making the complaint should consider taking steps to resolve the matter informally before making a formal complaint. This might include discussing the matter with the respondent, and/or seeking advice from a member of the executive or member of the complaints committee.

#### 1.4 Application of this Policy

##### 1.4.1 This Policy only applies to written and signed complaints received by

DWC Delegates from DWC members or participants and their parents/guardians if they are a minor, which may arise during the course of DWC's business, activities and events including but not limited to use of shop, meetings, maintenance, special projects.

##### 1.4.2 Anonymous complaints will not be accepted.

1.4.3 Submission by email is acceptable as long as the complainant includes their full name.

#### 1.5 Reporting a Complaint

1.5.1 Any DWC member or participant may report to any DWC Delegate any complaint. Such complaint must be signed and in writing, and must be filed within thirty (30) days of the alleged incident.

1.5.2 Any person submitting or responding to a complaint may seek assistance from a third party.

1.5.3 Upon receiving a complaint, the DWC Delegate will provide it to the DWC President or designate, if the President is not available or not able to act in this capacity because of a conflict of interest or any other reason.

1.5.4 The President, or delegate, will forward the complaint to the DWC Complaint Committee within three (3) days.

1.5.5 A complainant wishing to file a complaint beyond the thirty (30) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the thirty (30) day period will be at the sole discretion of the Complaint Committee.

## 1.6 Complaint committee

1.6.1 Members of the Committee will have no significant relationship with the complainant and respondent; will have had no involvement with the alleged infraction; and will be free from any other bias or conflict of interest.

1.6.2 The Committee may meet in person, conference call or by electronic means.

1.6.3. The Complaints Committee will determine whether the complaint is frivolous/vexatious or legitimate within ten (10) days of receiving it.

1.6.4 If determined to be without merit, the complaint will be dismissed **immediately**.

1.6.5 If a complaint is determined by the Committee to be legitimate they:

- will notify the respondent (individual alleged to have committed the infraction);
- will provide the respondent with a copy of this policy;
- will provide the respondent with a copy of the complaint;
- will set a deadline by which the respondent can submit their response.
- Upon receiving the response, will provide a copy to the complainant.

1.6.6 Within fourteen (14) days of notifying the respondent of the complaint, the Committee will meet to consider the submissions received and determine an outcome. The hearing will be a review of documentary evidence submitted by the complainant and respondent.

1.6.7 Prior to the hearing meeting to review submissions, the Committee will:

- select from themselves a Chairman;
- determine the date of the meeting;

- set timelines for the exchange of documents (all parties will receive copies of the complaint and response);
- clarify issues in dispute;
- specify remedies sought;
- identify and contact any witnesses;
- consider any other procedural matter that may assist in expediting the hearing.

1.6.8 The Committee will govern the hearing fairly and as it sees fit, provided that:

- a quorum will be all five (5) Committee members, and votes will be by majority vote where the Chairperson carries a vote;
- committee members will refrain from communicating with the parties involved except in the presence of, or copy to, the other members;
- the committee may request that any witness submit evidence in advance of the hearing;
- if the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed;
- the hearing will be held in private ( Committee members only);
- the Committee will have the authority to abridge or extend timelines associated with any aspects of the hearing.

1.6.9 After hearing the matter, the Committee will determine whether or not the individual will be sanctioned, and if so, will determine the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Committee's written decision, with reasons, will be distributed to all parties, within fourteen (14) days of the conclusion of the hearing.

1.6.10 Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Committee will determine the appropriate sanction

## 1.7 Applying Sanctions

1.7.1 When considering applying sanctions, the Committee may have regard, but not limited by the following aggravating or mitigating circumstances:

- The nature and severity of the incident;

- The extent to which others have been harmed by the incident;
- The cooperation of the individual being sanctioned ;
- Whether the incident is a first offence or has occurred repeatedly;
- The individual's acknowledgement of responsibility;
- The individual's remorse and post infraction conducts;
  - The individual's prospects for repeating the behavior.

## 1.8 Minor Infractions

1.8.1 Minor infractions are single incidents of misconduct that generally do not result in harm to others.

1.8.2 Examples of minor infractions include, but are not limited to:

- A single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
- Conduct contrary to the ideals of respect such as angry outbursts or argument.

## 1.9 Major Infractions

1.9.1 Major infractions are instances of misconduct that result, or have the potential to result, in harm to other persons or to Durham Woodworking Club.

1.9.2 Examples of major infractions include, but are not limited to:

- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
- Repeated angry outbursts or arguing;
- Incidents of physical, verbal and emotional abuse;
- Pranks, jokes or other activities that endanger the safety or well-being of others;
- Conduct which results in harm to the image, credibility or reputation of Durham Woodworking Club and/or its' sponsors.

## 1.10 Sanctions

1.10.1 Sanctions for infractions, which may be applied singly or in combination , include, but not limited to:

- Verbal or written reprimand;

- Verbal or written apology;
- Removal of certain privileges of membership;
- Suspension from certain events;
- Suspension from all Durham Woodworking Club activities for a designated period of time;
- Expulsion from membership;
- Other sanctions as may be considered appropriate for the offense.

1.10.2 Unless the Committee decides otherwise, any disciplinary sanction will commence immediately.

1.10.3 Failure to comply with a sanction will result in automatic suspension of membership in the Durham Woodworking Club until such time as compliance occurs.

1.10.4 A written record including the submissions received, meeting minutes and outcome will be maintained by DWC for infractions that result in a sanction.

## **1.11 Confidentiality**

1.11.1 Members of the Complaints Committee will not divulge any information that is discussed or disclosed during the complaints procedure outside the group and the Executive except for the formal decision.

1.11.2 Durham Woodworking Club Executive will keep all proceedings under this Policy confidential, except where disclosure is directed by the Committee as part of a sanction, is required by law or is in the best interests of the public.