

By-Laws of the Ottawa Woodworkers Association

Document History

Version #	Date	Author	Changes
V0.1	7 May 2004	John Blore	Draft release for discussion.
V0.2	23 June 2004	Documentation Subcommittee	Revisions specific to the OWA
V0.3	8 July 2004	Review by monthly meeting	Minor revisions
V1	4 November 2004		Approved by Members
V1.1	June 2006	Chris vanderZwan	Revisions Approved at AGM
V1.2	12 June 2009	R. Marty Schlosser	Revisions Approved at 10 June 2009 AGM
V1.3	25 May 2010	R. Marty Schlosser	Revisions Approved at 5 June 2010 Monthly Meeting
V1.4	13 April 2011	R. Marty Schlosser	Revisions (shown in blue) to enable a more effective transition between the current and new business year Executive. Revisions approved at 13 April 2011 Monthly Meeting.

By-Laws of the Ottawa Woodworkers Association

By-Law I Membership:

- A. The payment of yearly dues shall be necessary to maintain good standing. Members of the Executive are exempt from this requirement, for the period of their tenure.
- B. Members in good standing may be accompanied by one guest to any Monthly meeting of the Association.
- C. The value of the membership fee and the yearly dues will be set by the Executive.
- D. New members joining during the year pay a pro-rated amount to be calculated twice a year.
- E. Participation in special events may require additional payments.

By-Law II Executive

The Executive shall consist of the following elected members:

- A. President
- B. Vice President/Program Coordinator
- C. Secretary
- D. Treasurer
- E. Public Relations Coordinator

In addition to elected members, up to two members in good standing may be invited by the President, with the concurrence of a majority of the Executive, to sit on the Executive as advisors and enabling members. These individuals shall be known as Directors. [The out-going President shall be invited by the President to sit on the Executive as Past-President.](#)

By-Law III Method of Election

- A. Members in good standing may nominate one or more other members in good standing for executive positions by advising the secretary at least five days prior to the proposed election.
- B. The Secretary will cause the nominations to be posted on the web site in a form that should be printed by members and brought to the meeting at which the election will be held.
- C. At the meeting, the President will request additional nominations from the floor.
- D. Nominated members who do not wish to stand for election may request that their names be removed.
- E. The President may allow nominees a limited time to address the membership.
- F. Members will vote for their preferred candidates using the form that they printed. Oral nominations may be hand written on the form.
- G. An Elections Manager or volunteer will tabulate the results and advise the former/past President who will declare the results.

By-Law IV Duties of the Executive will be as follows:

- A. President
 - 1. Preside over all meetings.
 - 2. Act as titular head of the Association.
 - 3. In the event of a tie vote at any meeting, may cast the deciding vote.
- B. Vice President/Program Coordinator
 - 1. Chair meetings in the absence of the President; assume the other duties of the President in the event the latter is indisposed.
 - 2. Provide an account of such duties on return of the President.
 - 3. Organize the regular meetings.

4. Recruit guest speakers and arrange other events in order to satisfy the objective of the Association.

C. Secretary

1. Record the minutes of each meeting, including the Executive meetings.
2. Read the minutes of the previous meeting when called on by the President to do so.
3. Conduct all correspondence for the Association and report same when requested by the President.
4. Receive applications for membership and record and maintain the name, addresses, and telephone numbers of those that are accepted by the Association.

D. Treasurer

1. Receive all monies such as dues and fees levied upon the members, donations, advertising fees, etc. and issue receipts.
2. Bank said monies and account for them with a journal.
3. Pay out such monies as are required by instruction from the Executive for expenses of the Association.
4. Report monies received, monies paid out and balance in hand when called upon by the President.
5. Notify any members that are in arrears of that fact.
6. Provide custodianship of the association's cheque book and other financial instruments.
7. Prepare an annual report.

E. Public Relations Coordinator

1. Maintain a comprehensive awareness of the activities of the Association, through close communications with the other members of the Executive, and most especially with the Program Coordinator, and with the Chairpersons of Ad Hoc Committees and Special Interest Groups.
2. Provide Public Relations advice and support, as requested, to Chairpersons of Ad Hoc Committees and Special Interest Groups.
3. Prepare and disseminate media releases.

F. Past-President

1. Support the the Executive by advising of past practices and taking on any special duties as may be agreed upon from time to time.

G. Director(s)

1. Carry out duties assigned by the President.

H. Other Shared Duties of the Executive:

1. Signing officers for the financial affairs of the Association will be any two executives, one being the Treasurer.
 2. The Secretary may substitute for the Treasurer, when the later is indisposed.
- I. Executive vote: In the event a single individual fulfils more than one function on the Executive, the said individual shall have only one vote. The [Past-President and the Directors](#), being non-elected members of the Executive, shall have no voting privileges.

By-Law V Quorum:

- A. Monthly meetings require a minimum of 30% of members in good standing.
- B. Executive meetings require the presence of 3 officers.

By-Law VI Dissolution of the Association

Should the Executive and members decide to dissolve the Ottawa Woodworkers Association, all monies and assets will be donated to a charity as agreed upon by the members and Executive. Remaining tasks will be dealt with as per Roberts Rules of Order, or Bourinot's Rules of Order.

By-Law VII Term of Office

- A. The Executive shall be elected for a period of one year.
- B. The President shall not hold more than two consecutive terms, but may serve on the Executive in another capacity.
- C. The remainder of the Executive may be re-elected, without restrictions.
- D. Vacancies will be filled by appointment by the Executive for the unexpired portion of the term only.

By-Law VIII Cancellation of Membership

- A. Membership in the Association may be cancelled by a majority vote of the Executive if:
 1. Actions of a member are deemed detrimental to the interests or the reputation of the Association.
 2. A member chooses to undertake unauthorized actions or make unauthorized representations on behalf of the Association.
 3. A member uses the name or reputation of the Association for personal gain.
 4. A member exhibits disruptive and inappropriate conduct during meetings.
- B. The Executive will advise Association members of their actions and reasons at the next Monthly meeting.

By-Law IX Removal of an officer or the entire Executive can be effected by:

- A. Nomination and election during the election of officers to the executive during the Annual General Meeting.

B. 15 or more members in good standing may request the convocation of a Special meeting as specified in Article 5, Paragraph C, of the Constitution.

By-Law X Eligibility for Membership

As defined by Article III of the Constitution.

By-Law XI Safety/Liability

A. It is the responsibility of each member (and any invited guest) to know and conduct them self in accord with all the rules and practices of safe conduct in a woodworking shop.

B. The Association will set standards and take necessary safety measures during events involving use of machinery.

C. Non-compliance with said rules and/or behaviour dangerous to self or to others may result in ejection from the event.

By-Law XII Business Year and Annual Transition of Executive

The Association's business year commences on the first day of September and ends on the last day of August. [To facilitate transitioning to the new business year, the handover of the Executive will occur at the first Executive meeting held following the elections.](#)

By-Law XIII Committees

A. Ad Hoc Committees

1. The Executive may appoint a chairman for a special activity as the need arises. Members of this committee shall be chosen by the chairman, as appropriate. Said chairman reports to the Executive.

B. Special Interest Groups (SIG)

1. Purpose – To encourage specialized woodworking and related activities by members with similar interests under the umbrella of the Association.
2. SIG's will be constituted by member's initiative and subsequent approval by the Executive.
3. The establishment of a SIG will require a minimum of three members, of whom one will assume the role of chair.
4. The chairman will report on the activities of the SIG to the Executive yearly (at the annual General Meeting) or as the need arises.
5. SIG members pursue their activities outside of the Monthly meetings.
6. The Executive may request and receive additional reports from a SIG chairman.
7. A SIG may not commit the Association unless specifically authorised by the Executive.

C. Other forms of committee may be established by the Executive as required.

