

SOCIETY ACT
CONSTITUTION AND BYLAWS

The name of the society is the Island Woodturners Guild, (IWG)

The purpose of the society is: to provide education, information and assistance to those interested in learning, advancing and promoting wood turning.

BYLAWS

Here set out, in numbered clauses, are the bylaws providing for the matters referred to in section 6(1) of the Society Act and any other bylaws.

A. Membership

1. Subcategories of membership shall include: Student, Regular, and Life.
 - a) Student members shall be those under 18 years of age, or those enrolled in a full time woodworking program at a recognized educational institution (e.g. Camosun College Fine Woodworking course).
 - b) Life Memberships may be proposed by the Executive or membership for extraordinary service to the Guild. Life Memberships shall be granted by the Executive and announced at an Annual General Meeting and shall entitle Life Members to all benefits of a regular membership without the requirement to pay membership fees.
2. A member must:
 - a) apply for membership to the IWG
 - b) pay the annual membership fee which is determined at the annual meeting
 - c) be accepted by the Executive or their designate.
3. A person ceases to be a member of the IWG
 - a) by delivering his or her resignation to the Executive of the guild or by delivering or mailing it to the IWG's address.
 - b) on his or her death
 - c) on being expelled, or
 - d) on becoming a member not in good standing.
4. Expulsion of a member:
 - a) A member may be expelled if his or her actions are perceived to be detrimental to the interests or reputation of the IWG, or if he or she undertakes unauthorized actions or representations on behalf of the IWG.
 - b) Expulsion is by special resolution of the membership passed at a general meeting.
 - b) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
 - c) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
5. All members are in good standing except a member who has failed to pay his or her current annual membership fee, and the member is not in good standing so long as the debt remains unpaid.

B. Meetings:

1. All meetings will be held according to Roberts Rules of Order.
2. Regular meetings:
 - a) The Executive shall schedule regular meetings consisting of a demonstration or presentation, limited practical (“hands-on”) time, and some social activities.
 - b) Regular meetings shall be held at such times and locations as arranged by the Executive.
 - c) Some meetings may be established by the Executive as a hands-on night and instruction for beginners.
3. Executive meetings:
 - a) will be held at the call of the President or by 3 of the Executives.
 - b) are open to all members of the IWG.
4. Annual General Meeting:
 - a) The Annual General Meeting shall be held early in the membership year, or at the end of the previous membership year.
 - b) All members are to be notified as to location, date and time.
 - c) The agenda for the Annual General Meeting will include the receiving of the financial report and election of the Executive officers.
5. 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.
6. Voting privileges:
 - a) Any member in good standing who is present at the Annual General Meeting or any regular or special meeting, has the right to cast a vote.
 - b) Voting by proxy is not allowed.

C. The Executive officers and Directors:

1. The Executive shall consist of the following members
 - a) President
 - b) Vice-president
 - c) Secretary
 - d) Treasurer
 - e) Three Members-at-Large
 - f) The Immediate Past-President
2. Each member of the Executive Committee shall have one vote.
3. There shall be eight Directors.
4. The Directors shall consist of the President, Vice-President, Secretary, Treasurer, three Members-at-large, and the Immediate Past-President.
5. Election of Executive officers and Directors:

- a) Executive officers and Directors, except for the Immediate Past-President, shall be elected at the Annual General Meeting.
 - b) An election may be by acclamation; otherwise, it must be by ballot.
6. The term of office of an Executive officer and of a Director is one year.
7. In the event that any Executive office or Directorship becomes vacant during the Guild year, the Executive may appoint a member in good standing to fill the vacancy.
8. Removal of Executive officers or Directors:
- a) Removal of any elected officer(s) or director at anytime 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.
9. No Executive officer or Director shall receive remuneration from the IWG for services performed in their duties as an Executive officer or Director.
10. No Executive officer or Director is empowered to incur debt in the Guild's name.
11. The Executive of the IWG are not responsible for debts and they do not share in the profits of the IWG, nor does the IWG shoulder any legal liability for accidents that occur during events of any kind sponsored or not sponsored by the IWG.

D. Executive duties and responsibilities:

1. The president:
 - a) Presides over all meetings.
 - b) Acts as head of the IWG.
 - c) Signs all contractual documents on behalf of the IWG.
 - d) Presents an annual report for approval at the Annual meeting.
2. The vice-president:
 - a) In the absence of the President, acts in his/her place and stead.
3. The secretary:
 - a) Records the minutes of all meetings.
 - b) Has custodial care of all documents relating to the IWG.
 - c) Prepares an annual report for distribution to the membership and such other reports as may be requested by the Executive from time to time.
4. The Treasurer:
 - a) Receives all monies from the membership, donations, advertising fees, etc. and issues receipts.
 - b) Maintains the IWG's bank account and may maintain a petty cash fund not to exceed \$100.00 (one hundred dollars).
 - c) Pays out such monies as are required by instruction of the Executive.
 - d) Maintains an auditable set of financial records at all times and keeps them available for examination by the Executive at any Executive meeting.

5. The three Members-at-Large: Provide assistance to the other members of the Executive as may be needed.
6. Immediate Past-President: Provides advice and assistance to the other members of the Executive as may be needed.
7. Signing officers:
 - a) Signing officers for the financial affairs of the IWG shall be any two of: (I) the Treasurer, (II) the President, (III) the Vice-president, (IV) the Secretary.

E. Fees and dues:

1. The Executive shall set annual dues.
2. Annual membership fees are due and payable in the first month of the membership year, for the member to remain in good standing.
3. Special attendance fees may be established by the Executive to support special events, such as guest speakers, seminars, work shops and extra ordinary events. As much as possible, these events should be financially self-supporting.

F. Safety and liability:

1. All members are responsible for knowing and conducting themselves in accordance with safety rules as established by the Executive.
2. A person whose behaviour is non-complaint with equipment safety rules or with regard to proper use of the premises, and/or is dangerous to themselves or others, may be ejected from the facilities.
3. Any member, guest or visitor at any IWG meeting or event under the influence of alcohol or drugs shall be requested to leave immediately.

G. Relationship to the American Association of Woodturners:

1. The Guild seeks to maintain membership as a local chapter in the American Association of Woodturners, Inc. (AAW).
2. Membership in the IWG does not constitute membership in the AAW.
3. The Executive of the IWG are to be AAW members in good standing.
4. The Executive of the IWG are not responsible for debts and they do not share in the profits of the AAW, nor does the AAW shoulder any legal liability for accidents that occur during events of any kind sponsored or not sponsored by the IWG.
5. The AAW is not responsible for any debts, obligations or encumbrances of the IWG, nor its profits, and the AAW does not shoulder any legal liability for accidents that occur during events of any kind sponsored or not sponsored by the IWG.

H. Dissolution of the IWG:

1. A dissolution of the IWG may be proposed by a proper petition or by the Executive and voted on by the Regular members.
2. Any motion made to dissolve the IWG will require a 2/3 (two-thirds) majority vote by the Regular attending members.

Revised May 23, 2015