

# Constitution of the Kingston Wood Artisans

Amendment 1, dated 21 June, 2017.

## Article 1 - Name

This association shall be called the “Kingston Wood Artisans”. It shall be conducted as a not-for-profit entity.

## Article 2 - Mission Statement

To promote excellence in wood artistry through the exchange of ideas, skills and knowledge within its membership and to enlighten the public about wood as an artistic medium.

B. This shall be accomplished through the provision of:  
venue

common equipment

promotion, including a website and social media

group insurance

annual symposium

annual gallery

## Article 3 - Membership

A. Adult: Open to any adult interested in working with wood, who pays the dues as defined herein; and, who is accepted by the Executive.

Junior: Open to individuals less than 18 years of age, with the written consent of their parent or legal guardian; who are

interested in woodworking; who pays the dues as defined herein; and, who is accepted by the Executive.

Honorary: Any individual whose distinguished efforts earmark them worthy of such designation for life. They shall be elected by a majority of votes at the Annual General Meeting. Honorary Members shall not be required to pay dues.

D. Membership may be cancelled by a majority vote of the Executive, for any of the following reasons:

- i. Actions of a Member are deemed exceptionally detrimental to the interests or the reputation of the Association.
- ii. A member chooses to undertake unauthorized actions or make unauthorized representations on behalf of the Association.
- iii. A member uses the name or reputation of the Association for personal gain.
- iv. A member exhibits disruptive and inappropriate conduct during any association event, gathering or meeting.

E. The Executive shall notify any Member whom they have removed, through a formal letter citing the reason(s) for removal. Such letters shall be signed by the President and Secretary.

F. The payment of yearly dues shall be necessary to maintain good standing.

G. Members in good standing may be accompanied by one guest to any meeting. This privilege shall not be used to circumvent membership.

H. The value of the membership fee and the yearly dues will be set by the Executive.

I. New members joining during the year pay a pro-rated amount to be calculated twice a year.

J. Participation in special events may require additional payments.

#### Article 4 - Administration

A. An elected Executive, as outlined herein, shall run the Association.

B. The Executive Officers shall be Members in good standing and who are able and willing to attend Executive, Special and Group meetings when required. The Executive shall consist of the following Officers, of whom i. to vi. shall be elected:

i. President.

ii. Vice-President.

iii. Group Program Coordinator (one for each Group).

iv. Treasurer.

v. Secretary.

vi. Webmaster.

vii. Directors. 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.

viii. Past-President. The out-going President shall be invited by the President to sit on the Executive as Past-President.

C. The duties of the Association Executive will be as follows:

i. President:

(1). Preside over all Executive meetings.

(2). Act as titular head of the Association and be overall responsible for its operation.

(3). Develop, maintain current and undertake actions to advance the Association's Strategic Vision.

(4). In the event of a tie vote at any meeting, may cast the deciding vote.

ii. Vice-President:

(1). Represent the President as necessary.

(2). Act as the Inventory Holder of all Association non-financial assets.

iii. Group Program Coordinator (one for each Group):

- (1). Organize the Group's Monthly Meetings.
- (2). Recruit guest speakers for the Group's Monthly meetings.
- (3). Act as custodian of all non-financial assets on loan to the Group.

iv. Treasurer:

- (1). Receive all Association monies such as dues and fees levied upon the Members, donations, advertising fees, special events registration 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 Association expenses.
- (4). Report monies received, monies paid out and balance in hand when called upon by the President.
- (5). Notify Members that are in arrears.
- (6). Provide custodianship of the Association's cheque book and other financial instruments.
- (7). Prepare an annual financial report and provide any information which may be required for auditing purposes.

v. Secretary:

- (1). Record the minutes of each Executive and Special meetings.
- (2). Conduct all correspondence for the Association and report same as requested by the President.

(3). Receive Association membership applications and maintain the Association's roster which shall include the name, postal address, email address and telephone numbers of those who are accepted by the Executive for membership.

vi. Webmaster:

(1). Maintain the Association's official website and other social media. Information depicted on the Association's social media shall normally be provided to the Webmaster by other members of the Executive.

(2). Report to the Association Executive on issues related to the effective running of these media.

vii. Director(s):

Carry out duties assigned by the Association President. These may include coordinating or facilitating Symposium or Gallery events.

viii. Past-President:

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

ix. Other Shared Duties of the Executive:

The Treasurer shall be the sole Signing Officer for the association's financial affairs.

x. Executive Vote. In the event a single individual fulfills more than one function on the Executive, the said individual

shall have only one vote. Non-elected members of the Executive shall have no voting privileges.

#### D. Method of Election of Officers.

i. Members in good standing may nominate one or more other Members for Executive positions by advising the Secretary, no less than 10 working days prior to the proposed election.

ii. The Secretary will confirm the nominee(s) willingness to have their names stand, and shall then cause all nominations to be posted on the website and other such social media.

iii. Prior to the Meeting, an Elections Manager shall be designated by the President to conduct the elections. That individual shall conduct the elections. Additional nominations from the floor will be invited.

iv. Nominated Members who do not wish to stand for election may request that their names be struck from the ballot.

v. The Elections Manager may allow nominees a limited time to address the membership.

vi. Members will vote for their preferred candidate by a showing of hands.

vii. The Elections Manager will tabulate the results and advise the President who will declare the results.

viii. The Executive shall be elected for a period of one year.

#### E. Association Business Year and Annual Transition of Association Executive.

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

#### F. Officers Term of Office

- i. The Executive shall be elected for a period of one year.
- ii. Vacancies will be filled by appointment by the Executive for the unexpired portion of the term only.

#### Article 5 - Meetings

A. Executive Meetings to transact the business of the Association shall be held at the place, date and time stipulated by the President.

B. Group Meetings to conduct the operations of the Association shall be held at the place, date and time stipulated by the President.

C. Special Meetings of the Association may be called by any Executive Officer, or upon written request of a quorum of Members.

D. The June monthly meeting shall be designated as the "Annual General Meeting", to conclude all business of the immediate past year. Final reports shall be presented by the Officers. All Officers shall then relinquish their seats and a new Executive shall be elected.

E. A quorum is required for each meeting as outlined below:



- i. For Executive meetings, four Executive members, including representation from each Group.
- ii. For Group meetings, 30% of the Group's members.
- iii. For all other meetings, 30% of Association members.

## Article 6 - Amendment to the Constitution

A. Any Member may submit to the President, a motion for amend the Constitution, not less than 20 days prior to the Annual General Meeting. The President may table a move for amending the Constitution at any time.

B. An amendment of the Constitution requires the support of two-thirds of the Members voting.

## Article 7 - Special Committees

A. The Association Committee may appoint a Chairperson (usually one of the Directors) to organizing the following:

- i. Annual Symposium
- ii. Annual Gallery
- iii. Other Special Committees as the need arises.

B. Members of Special Committees shall be chosen by the Committee's Chairperson, as appropriate.

C. The Chairperson(s) shall report to the President as directed. They shall not incur any indebtedness for the Association, nor commit the Association without the express permission of the Executive.

## Article 8 - Special Interest Gatherings (SIGs)

A. Purpose – To encourage specialized woodworking and related activities, by members with similar interests, under the umbrella of the Association.

B. SIG's will be constituted by member's initiative and subsequent approval by the Executive.

C. The establishment of a SIG will require a minimum of three Members, of whom one will assume the role of Chairperson.

D. The Chairperson will report on the activities of the SIG to the Executive at the annual General Meeting or as the need arises.

E. SIG members pursue their activities outside of all other meetings, however their activities shall be considered as sanctioned operational activities of the Association.

F. A SIG may not commit the Association unless specifically authorized by the Executive.

## Article 9 - Dissolution of the Association

A. The Association may be dissolved upon a majority vote of the Members, at a Special Meeting called for that purpose.

B. Outstanding Association debt must be paid from remaining liquid assets.

C. Upon dissolution of the Association all fixed assets will be auctioned to Members and the remaining financial assets distributed evenly to Members.

#### Article 10 - Safety/Liability

A. It is the responsibility of each Member (and any invited guest) to know and conduct themselves in accordance with all the rules and practices of safe conduct in a woodworking environment.

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

C. Non-compliance with said rules and/or behaviour dangerous to self or to others may result in ejection from the event. In certain cases, such action may result in the termination of that member's membership.