

# **Outaouais Wood Carvers Constitution**



Effective April 2016

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## 1. Name

The name of the club shall be the “Outaouais Wood Carvers” hereinafter referred to as the OWC.

## 2. Aims and Objectives

- a. To promote fellowship and assist in the development of interest in the art of woodcarving.
- b. To develop a high standard of artistry and craftsmanship in woodcarving and related activities.
- c. Commercial gain is not an objective of the club and a member shall not solicit commercially at club meetings or events unless approved by the Executive.
- d. The OWC is a non-profit organization and any revenues or other assets acquired by the OWC shall be used to promote the above aims.
- e. Groups of OWC members who wish to meet in order to concentrate on some aspect of carving are to operate independently of OWC. They may make announcements in the OWC newsletter and may receive some financial support from OWC if the persons attending such meetings are members of OWC.

## 3. Membership

- a. Membership is open to any individual interested in woodcarving or its related activities and who pays the annual dues of the OWC.
- b. Memberships are valid for a period of one fiscal year (September to August inclusive).
- c. Annual dues are payable at the general meeting in September. The amount of such dues is determined by the Executive.
- d. A member in arrears of such annual dues shall not be entitled to any privileges of the OWC after a period of grace determined by the Executive.
- e. Interested carvers may attend two meetings as guests and must become paid-up members before attending further meetings.
- f. A member shall obtain the approval of the President before committing the OWC in any way.

## 4. Honorary Membership

- a. The OWC may honour worthy individuals with a lifetime membership and the title “Honorary Member”. Such a member shall have all the advantages of membership and will not pay dues.
- b. Decisions regarding the awarding of such membership shall be in accordance with the following:
  - i. Any individual, whether or not a member of the OWC, may be nominated as an Honorary Member. Members of the Executive shall not be eligible for nomination while active on the Executive.
  - ii. An OWC member may put forth a nomination at an Executive meeting to which he has been invited. The nomination shall be in writing and include supportive information. The matter shall be treated confidentially.

- iii. Such a motion shall be approved if agreed to by all but one of the Executive members present.

## 5. Membership Benefits

Each member in good standing shall have the following privileges:

- a. Have access to a copy of the OWC Constitution.
- b. Receive the OWC newsletter.
- c. Have the right to attend and participate in any OWC meetings and sanctioned activities.

## 6. Management

- a. The affairs of the OWC shall be managed by an elected executive comprised of the following positions:
  - i. President
  - ii. Past-President
  - iii. Vice-President
  - iv. Treasurer
  - v. Secretary
- b. The Executive members shall be elected, usually at the May General meeting, for a term of one fiscal year.
- c. Nominations for Executive positions may be presented prior to and at the General meeting when the election is held.
- d. Should more than one member be nominated for a given Executive position, an election shall be held by secret ballot.
- e. The Executive shall appoint the Activity Coordinators. The activities they manage shall function under the general direction of the Executive.
- f. Should an Executive member or Activity Coordinator leave office during the year, the Executive shall appoint a replacement for the remainder of the year.
- g. Any member of the Executive or an Activity Coordinator may be removed from office by a majority vote of the Executive.
- h. None of the officers are personally liable for any actions brought against the OWC.

## 7. Financial Approvals

- a. Signing authorities for the OWC shall be the President, Vice President, Treasurer and one other OWC Executive member appointed by the Executive. All cheques are to be signed by two of the above, and both must be aware of why the cheque is being issued.
- b. All expenditures approved in the budget for the general expenses and running of the OWC may be undertaken without further approval. All other expenses approved in the budget, not related to the business of the OWC, must have final approval by the Executive.
- c. The Executive may make expenditures not shown in the budget if the cost is estimated to be less than \$300.00. If the cost is estimated to be greater than \$300.00 it must be approved at a General meeting.

- d. If the estimated cost of either situation in c) above increases beyond the \$300.00 limit in the first case, or beyond the original estimate in the second case, the continuation of the expenditure must be approved at a General meeting.

## 8. Meetings

- a. Notice of General meetings shall be given in the OWC newsletter.
- b. General meetings shall be held each month except for July and August.
- c. A minimum of 4 Executive meetings will be held during the year.
- d. A quorum shall be 30 members at a General meeting and 3 at an Executive meeting.
- e. Motions at all meetings are passed by a majority vote except for a motion to award honorary membership, as explained in section 4-b-iii.
- f. In case of a tie vote, the President may cast a second vote.
- g. OWC members may attend an Executive meeting, providing prior arrangements have been made with the President, but shall leave the meeting if requested by the President.

## 9. Duties of Executive Officers

### a. President

- i. Preside at General and Executive meetings.
- ii. Prepare a President's message for each newsletter.
- iii. Call Executive meetings, as required.
- iv. Secure meeting facilities for General and Executive meetings.

### b. Past-President

- i. Assist the President in performing his/her duties and ensure that the President is aware of past practices.
- ii. Chair a nominating committee to prepare a slate of Executive candidates for the coming year.
- iii. Conduct the election of Executive officers.

### c. Vice-President

- i. Perform the duties of the President in his/her absence.
- ii. File and maintain all older information, documents and historical records of the club.
- iii. Arrange, in coordination with the President and Secretary for a suitable program to take place at each General meeting.
- iv. Be responsible for all contacts, requirements and hosting of any presenters.
- v. Review the record of accounts from the Treasurer at the end of each fiscal year.

### d. Secretary

- i. Keep records of all correspondence.
- ii. Keep minutes of all Executive and General Meetings and provide them at the next Executive meeting for ratification.
- iii. Assist the President in setting up agendas for meetings.
- iv. Forward copies of minutes and pertinent correspondence to the Vice-President at year's end for filing.

### e. Treasurer

- i. Manage all monies of the OWC and its bank account(s).

- ii. Keep books of accounts in which shall be recorded all receipts and disbursements.
- iii. At the beginning of each fiscal year, arrange for internal auditor(s) to be appointed by the Executive.
- iv. Prepare a year-end financial report and an annual budget for the coming year, prior to the September meeting for presentation to the Executive for ratification and, then, to the general membership.
- v. Inform the President if it appears that financial policies established by the Executive are not being followed or that the financial operations might be improved.
- vi. Forward all records of accounts to the Vice-President at the end of each fiscal year.

## 10. Duties of Activity Coordinators

Activity Coordinators shall organize and coordinate activities as directed by the Executive. They shall attend Executive meetings, if requested by the Executive, and shall keep the President informed of any difficulties encountered. The following describe the duties of the Activity Coordinators that exist at the time of the ratification of this Constitution. They are included here for ease of reference. In the future, these Activity Coordinators and/or their duties may be disbanded, combined or replaced by new activities, as deemed necessary by the Executive.

### **a. Show and Competition Coordinator**

- i. Arrange for sponsors, judges, publicity, physical facilities, and any other requirements by appointing sub-Activity Coordinators, as appropriate.
- ii. Forward all revenues to the Treasurer and produce a report for the Executive shortly after the event.
- iii. Maintain contact with the Show and Competition Registrar.

### **b. Show and Competition Registrar**

- i. Be responsible for the preparation of all registration requirements.
- ii. Ensure accurate recording of all registrations and monies received.
- iii. Maintain contact with other carving clubs and facilitate group registrations.
- iv. Report progress to Executive and to Show and Competition Coordinator.

### **c. Newsletter Editor**

- i. Prepare, assemble and arrange for the printing and mailing of the OWC newsletter.
- ii. Include in the newsletter reports of major events that have occurred at Executive or General Meetings.
- iii. Give notice of General meetings and identify major items on the agenda.

### **d. Marketing Director**

- i. Create, maintain and execute a marketing strategy for the club and for events organized by the club.
- ii. Be responsible for handling media relations, conducting market research, managing publicity and advertising campaigns and supporting membership sales.

### **e. Membership Coordinator**

- i. Arrange for the collection of the annual membership dues and remit them promptly to the Treasurer. A membership card is to be issued as payment is made.
- ii. Maintain an up-to-date list of names, addresses, telephone numbers and e-mail address for all paid up members.

- iii. Forward any changes to the Executive members and Activity Coordinators who have requested this information.
- f. Webmaster**
  - i. Arrange for website and e-mail hosting for the OWC.
  - ii. Maintain website information as required by the Executive.
  - iii. Maintain an e-mail distribution list of OWC members in order to be able to convey information to those members who have e-mail addresses.
  - iv. Set up links to other relevant websites.
  - v. Share pertinent e-mail correspondence with the relevant member of the Executive.
- g. Library Coordinator**
  - i. Loan library materials, maintain records and follow up on overdue rentals.
  - ii. Ensure that all monies are collected and delivered promptly to the Treasurer.
  - iii. Purchase new materials to meet OWC needs while keeping costs within the budget.
  - iv. An annual inventory of materials are to be provided to the Executive.
- h. Show and Tell Coordinator**
  - i. Arrange and showcase the works on display.
  - ii. Record such items and submit this information to the Newsletter Editor.
- i. Wood Wizard Coordinator**
  - i. Plan the monthly challenges for the membership and promote each in advance.
  - ii. Arrange and showcase the works submitted.
  - iii. Arrange for the judging of the items.
  - iv. Provide the Newsletter Editor with a report of each month's results.
  - v. Maintain a record of the results in order to determine the winner of the annual award.
- j. Learning Coordinator**
  - i. Determine list of workshops from September to June each year.
  - ii. Select workshop instructors, including reaching agreement on course content, instructor fees, material fees, booking venues and arranging payment for the aforementioned.
  - iii. Collect workshop fees and remit all money collected to Treasurer.
  - iv. Inform Membership Coordinator about any new members.
  - v. Work with Marketing Coordinator, Webmaster and Newsletter Editor to promote the workshops.

## 11. Filling and Amending the Constitution

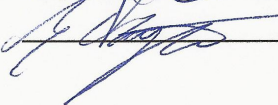
- a. The Executive shall keep on file an electronic and hard copy of this Constitution.
- b. The Constitution may be amended by the Executive and such amendments will be effective after ratification at a General Meeting.
- c. Once ratified, dated Amendments shall be recorded in the minutes and be documented on a separate page attached to both the electronic and hard copies of the Constitution.
- d. At the discretion of the Executive, the Constitution may be re-written to include any and all Amendments. The effective date shall be updated accordingly.

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Ratified at the OWC General meeting in Ottawa, Ontario on April 6, 2016

Signed by  \_\_\_\_\_ President (Serge Desjardins)

 \_\_\_\_\_ Secretary (Gordon Drayton)