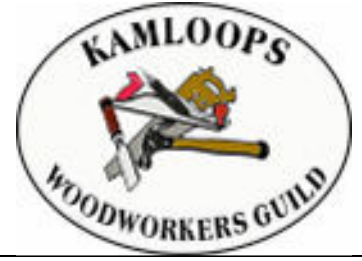


**KAMLOOPS
WOODWORKERS GUILD**
www.kwwg.net
BY-LAWS & RULES



BY-LAWS & RULES OF THE KAMLOOPS WOOD WORKERS GUILD

These by-laws of the KWWG are designed to set out steps and internal workings of The Guild so that we can have order and sense in the operation of The Guild.

These by-laws can be changed, or up-graded, at any time after a presentation of a “**need to change the by-laws**” to the Executive Members. After consideration by the Executive, and they concur or deny the proposed changes/up-grades. The approved proposed changes/up-grades will go to the membership for a minimum of one month’s prior notice for a vote on the changes/up-grades. There is required a minimum of 66% of the full membership on that date, to adopt or reject these changes. There can also be a “**review of by-laws and rules**” by the Executive or a committee appointed by the executive.

SECTION 1: COMMITTEES:

There are a number of committees in The Guild and they are to be governed by these By-laws.

- i) **KWWG Show & Sale Committee:** This committee is structured with member volunteers getting together and choosing a “Chairperson of the Committee” out of their members. They are responsible for the organization and presentation of a Show & Sale. This committee’s funding is “sponsored” by The Guild, but they get the majority of their funds from sponsors who are businesses and individuals in Kamloops and elsewhere. These sponsors will be high-lighted at the Show & Sale venue and on the Show & Sale web page.
- ii) **KWWG Toymakers Committee:** This committee is structured with member volunteers getting together and making toys for the community, and wherever there is a need.
- iii) **Demonstrations Committee:** This committee is made up of volunteer members who contact other members and other knowledgeable people, to give our members an exposure to different techniques and methods of all different aspects of woodworking.

SECTION 2: MEETINGS:

- i) **Venue:** The Guild, at present, meets at the SaHali Senior Secondary School Wood Shop each month. There is a School Board requirement to pay a user fee each meeting. We will pay the rent money two (2) times per year; September and January. We are also required, by the School Board, to have a \$2,000,000.00 liability insurance policy, in effect each year we use the School for our meetings. A copy of our policy must be presented to the School Board Office each year. (This insurance policy covers our members at all other venues as well as the School location.)

Here are the required responsibilities of the KWWG members while using the School’s Wood Shop;

The Kamloops Woodworkers Guild is responsible to bring all their supplies, including;

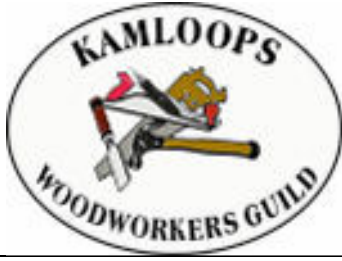
All wood products

Fasteners, glue, hardware, etc.

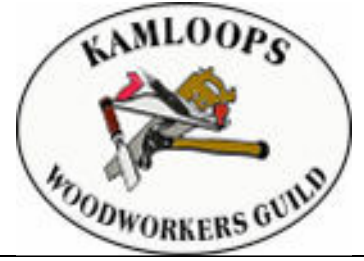
Finishing products such as, oil, paint and fiberglass.

The office is a private area and is not open to the group.

In the event that tools/accessories get damaged, lost or broken, the Guild is responsible to



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have them repaired immediately.

The group will ensure that the shop is always left in clean condition as found.

Contact Person: Shop Teacher.

- ii) **General Membership Meetings:** All members and guests shall be treated with dignity and respect at each and every meeting of The Guild.

The Guild’s Membership Meeting will be held on the first Wednesday of each month except after January First & Labour Day Statutory Holidays; meeting with the School Board’s requirements.

The meetings will then be advanced to the second Wednesday of the month. All of these meetings are scheduled to start at 7:00pm.

All members are allowed to place motions on the floor for discussion and final acceptance or rejection by vote at any General Membership Meeting.

Membership meeting dates and times are always presented on the Kamloops Woodworkers Guild web page at; < <http://www.kwwg.net/meetings.htm> >.

- iii) **Executive Meetings:** A member may attend an executive meeting providing that member has requested attendance at that particular meeting at least one (1) week in advance, or has been requested to attend by the executive, and shall have no vote on any item originating at that meeting. The guest member shall not be allowed a voice on any item unless his input is requested by the executive.

(These meetings are held at private residences and there are always “space limitations” involved.)

- iv) **Demonstration Days:** Occasionally we are asked to give Demos at local retail locations and we need member volunteers to demo pieces of machinery that are related to wood working... We rely on our members to represent The Guild and to present a positive image of our Guild to the public.

Continue with more By-laws here....

RULES OF THE KAMLOOPS WOODWORKERS GUILD

(As established by motions from the membership)

**RULE I: APPLICATION FOR RENEWAL OR NEW MEMBERSHIP & LIABILITY FORM
APPLICATION FOR RENEWAL OR NEW MEMBERSHIP & LIABILITY (Annually)**

Check one: New Member Renewal Address Change

Name: _____ Home Phone: _____

Please print clearly

Street Address: _____

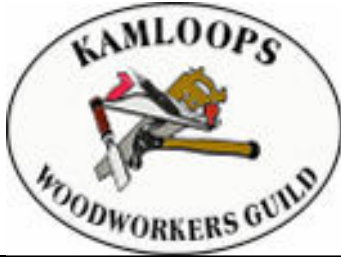
City: _____ Postal Code: _____

Email Address: _____

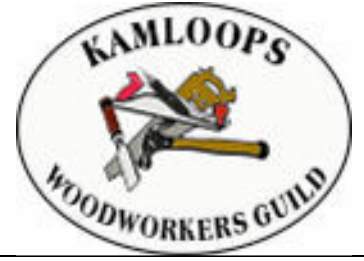
The success of the Guild depends entirely on volunteers.

Which of the following tasks would you be willing to help with? Check all that apply:

- Orienting new member’s



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- 1 • Serving on a Guild committee
- 1 • Helping at public events
(eg: woodworking demo's & show's)
- 1 • Acting as a mentor for beginners
- 1 • Making a presentation
- 1 • Calling members when needed

Rules for uses of the Sahali Secondary Wood Shop:

Conditions to be adhered to by the Kamloops Woodworkers Guild:

The Guild is not allowed to use the following:

Wood supply (lumber, plywood): all wood must be supplied by the Guild.

Fasteners, glue, hardware must be supplied by the Guild.

Finishing products (oil, paint, and fiberglass) must be supplied by the Guild.

No items from the office or cabinets may be used by the Guild.

The Guild is not to use projects on display/ storage.

In the event that tools/ accessories get damaged, lost, broken, stolen the Guild is responsible to fix it, repair it, or replace the missing / damaged object immediately.

The shop must be left in a clean condition and as found. Contact Denis Jacques the wood shop teacher.

Please read and sign the following Limitation of Liability:

Limitation of Liability:

I, the undersigned, hereby acknowledge that I wish to participate in certain workshops, courses, meetings and other events held by or sponsored by the Kamloops Woodworkers Guild (herein referred to as the "Guild") or any events officially co-sponsored by the Guild. I hereby accept all responsibility for any claims, losses, injury or death that may occur to me out of attending or participating in any event held or sponsored by the Guild or while using any equipment at such events.

I further agree not to advance any claims whatsoever against the Guild, its officers, executives, directors, agents, employees or volunteers or any of them individually, for any such claims, losses, damages, or expenses caused by any negligence or in any way whatsoever, that may arise at such events.

I have read and agree with the "Limitation of Liability" clause and checked the accuracy of my personal information.

Print Name _____

Signature: _____ Date: _____

(Also available on KWWG web site.)

SECTION III – FINANCIAL GOVERNANCE:

All committees of the Guild must:

1. Present an annual budget to be approved by the General Membership, or; each and every purchase for that Committee must be presented by requisition and approved in advance of such purchase by either the Executive or the General Membership as the Policy of the Guild allows.
2. Any excess expense of an approved budget must be presented for approval as the policy of Guild requires in advance of such expenditure.