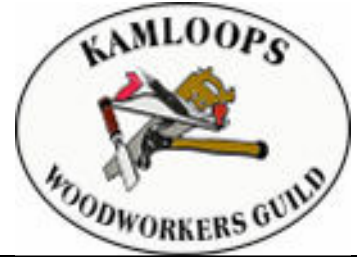


**KAMLOOPS
WOODWORKERS GUILD**
www.kwwg.net
CONSTITUTION



2009_KWWG CONSTITUTION

The **Constitution, By-Laws & Rules** of the **Kamloops Wood Workers Guild** shall be used as a guide for all members to use for proper governance of **The Guild**.

CONSTITUTION OF THE KAMLOOPS WOODWORKERS' GUILD

ARTICLE I – Name

- i) The name of the organization shall be known as the **Kamloops Wood Workers Guild**, and is commonly referred to “**The Guild**” or “**KWWG**”.

ARTICLE II – Purpose

- i) The purpose of the Kamloops Woodworker’s Guild is to highlight *excellence through knowledge and workmanship and sharing ideas, techniques, friendship and camaraderie*.

ARTICLE III – Governance

- i) **Governance of Executive Meetings** and “**business portions**” of the General Membership Meetings shall be governed by **Robert’s Rules of Order** as a guide to easy and quick handling of member’s business.
- ii) **Executive Members** shall be nominated at the May and June meetings, and then elected by popular vote at the June meeting for the following year. These positions are; President, Vice-President, Treasurer, Secretary, and three (3) members “at large”.

The **KWWG** fiscal year starts September 1 and finishes on August 31.

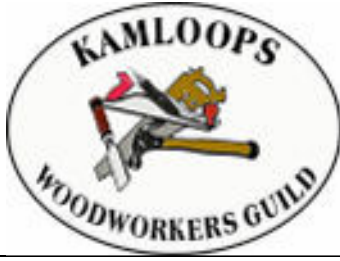
DUTIES OF EXECUTIVE MEMBERS:

- i) There will be elected a **President, Vice President, Treasurer, Secretary**, and three (3) other Directors ‘at large’ and the “**Past President**”.

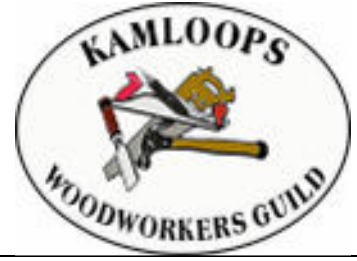
The **President** is responsible to Chair all meetings of the Executive and the General Membership. The **President** is automatically an ad-hoc member of all committees of The Guild.

The **President** can appoint Committee members and require timely reports on the activities of said Committees.

- ii) The **Vice President** shall assume the duties of the President in the President’s absence.
- iii) The **Treasurer** is responsible to keep a record of **all** expenses and income of The Guild. The Treasurer will give a brief statement of the expenses and income for the month previous at each General Membership Meeting so the members shall know the financial standing of The Guild. If there is need for more detailed financial information, the members have the right to speak with the Treasurer personally.
- iv) There will be a minimum of three (3) signing officers of the executive board. Cheque signing authority will rest with the Treasurer and one (1) other of the Executive Members.
- v) The Treasurer is responsible for having the signing officers registered at the bank as soon as possible after each election.



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- vi) The **Secretary** is responsible for all correspondence and the keeping of the meeting minutes and publishing them for the Executive Members.
The Secretary is also required to publish, post on website, and send a Newsletter each month to keep the members up-to-date on the news of The Guild. (*Depending on the skill of the Secretary, he/she can also be the webmaster for The Guild's web page < www.kwwg.net >. Otherwise, the President can ask for volunteers, or appoint a member to be the webmaster.*)
- vii) The **Past President** shall assist the new executive and help on committees if required. In the event of the absence of either the President or Vice-President, the Past President will chair meetings.
- viii) **Three (3) Directors at large** will be elected, by the membership, and will have voice and vote at Executive Meetings and will be available to help in the activities of the Executive. These directors will be expected to fill any and all positions of the Executive in cases of absence or any other vacancy.
- ix) The **Executive Board** will consist of all Executive members; including the President, Vice President, Treasurer, Secretary, Past President and three (3) directors at large.
This Board is responsible for making decisions in absence of an Executive Meeting or decisions that need to be made in a timely manner. No "Executive Decisions" can be made with less than three (3) members' participation (quorum) in making said decision. All Executive Decisions will be reported at the next General Meeting.

ARTICLE IV – Membership

- i) Membership in The Guild requires payment of an annual membership fee due at the first meeting in September of each year. After payment of the fee, the member shall be "In Good Standing" for the year September, 01 to August, 31.
- ii) This membership fee may be changed by motion and a majority vote (51%) of the members present at a General Meeting.
- iii) At the time of paying membership fees each member shall be required to fill-out and sign the "**Membership Liability Waiver**" form and shall be governed by that waiver during The Guild's year. (*A copy of the 'waiver' shall be attached in the Appendix.*)
- iv) There will be a **membership card** issued at the time of paying the annual membership fee as required.
- v) Members are **expected to help the Executive Members** in organizing and participating in activities that The Guild is involved in throughout the city.

ARTICLE V – Changes To Constitution

- i) Changes or additions to the Constitution can **only** be done with at least one month's prior notice of the impending change or addition and the approval of 66% of the paid-up membership at the time of the motion's presentation.

Add more Constitution items here....