



DORVAL POTTERS' GUILD

**1335 Lakeshore Drive
Dorval, Qc
H9S 2E5
514 633-4000**

BY-LAWS

CONSTITUTION

ARTICLE 1 – NAME AND HEADQUARTERS

- 1.1 This organization shall be known as "La Guilde des potiers de Dorval" (Dorval Potters' Guild),
- 1.2 The headquarters of the Guild shall be located in Dorval, Qc, at the following address - 1335 Lakeshore Drive, Dorval, Quebec, H9S 2E5

ARTICLE 2 – AIMS AND OBJECTIVES

- 2.1.1 To promote interest in pottery in the City.
- 2.1.2 To encourage citizens to pursue pottery as a cultural activity.
- 2.1.3 To sponsor and encourage annual pottery events in the City.
- 2.1.4 To cooperate with the City in promoting pottery.

ARTICLE 3 – GENERAL

3.1 AFFILIATION

- 3.1.1 The organisation shall be officially recognized by the City's Leisure and Culture Department as the Dorval Potters' Guild.
- 3.1.2 The Guild may become a member of any municipal, provincial, federal or international cultural association that promotes the art of pottery. Such an affiliation shall require prior approval at the Annual General Meeting by the members.

3.2 MEMBERS

- 3.2.1 Any person interested in pottery may become a member of the Guild in accordance with the conditions laid down in Article 5 of the General Regulations.
- 3.2.2 Members shall conform to the Statutes and General By-laws hereafter stipulated

3.3 FISCAL YEAR

- 3.3.1 The fiscal year of the Guild shall begin September 1.

ARTICLE 4 – DISSOLUTION OF GUILD

- 4.1 In the event of the dissolution of the Dorval Potters' Guild, all equipment, documents and funds that the Guild has acquired will be turned over to the City.
- 4.2 Dissolution of the guild would be the final act of the executive board.

ARTICLE 5 – AMENDMENT OF THE CONSTITUTION

- 5.1 Any amendment to this Constitution shall require a two-third majority vote of members in attendance at the Annual General Meeting or at a Special General Meeting.

STATUTE

ARTICLE 1 – DEFINITIONS

- 1.1 The expression *the Guild* hereafter designates the Dorval Potters' Guild
- 1.2 The expression *the Board* hereafter designates the Board of Directors of the Dorval Potters' Guild.
- 1.3 The expression *The City* hereafter designates the City of Dorval.
- 1.4 The expression *The Service* hereafter designates the Leisure and Culture service of the City of Dorval.

ARTICLE 2 – THE BOARD OF DIRECTORS

- 2.1 The Board of Directors shall consist of six (6) members elected at the Annual General Meeting by members for a one (1) year term for the following positions:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Events Coordinator
 - Membership and Class registration coordinator
- 2.2 The newly elected Board shall take office at the end of the Annual General Meeting.
- 2.3 All members of good standing shall be eligible to vote and be elected to the Board; however, four (4) of the six Board members – The President, the Vice-President, the Secretary and the Treasurer – must be residents of Dorval.
- 2.4 The Past President shall, upon request, attend Board meetings as a resource person, without necessarily being a member of the Board and without having the right to vote.
- 2.5 The Board shall determine the policies and activities of the Guild, discipline members, prepare a budget, approve all bills, take counsel with committees, and have general management of the Guild.
- 2.6 The Director of the Service will appoint a representative to the Guild who will act as a liaison between the City and the Guild and who will assist the Guild on any and all matters concerning its activities and operations. The representative is to be advised of all Guild meetings. The representative does not have a right to vote but is an ex-officio member.

ARTICLE 3 – AMENDMENT OF THE STATUTE

- 3.1 Any amendment to this statute shall require a two-third majority vote of members in attendance at the Annual General Meeting or in a Special General Meeting upon proper notification.

GENERAL REGULATIONS

ARTICLE 1 – FUNCTIONS OF MEMBERS OF THE BOARD

1.1 The President

- Shall preside over all Board and General meetings
- Shall prepare the agenda of all meetings
- Shall lead the Board in the fulfilment of its mandate
- Shall co-sign, along with the Treasurer, or along with the Vice-President in the absence of the Treasurer, cheques drawn from the Guild's account. Two signatures shall be required.
- Shall co-sign, along with the Secretary, all documents issued in the name of the Guild
- Shall represent the Guild, or delegate somebody else to do so, in the Guild's dealing with all other organizations or groups
- Shall be an ex-officio member of all committees

1.2 The Vice-President

- Shall assume the duties of the President if the President is unable to do so
- Shall perform any or all other duties assigned by the Board
- Shall co-sign cheques drawn from the Guild's account in the absence of the President or in the absence of the Treasurer.

1.3 The Secretary

- Shall take the minutes of Board and General meetings
- Shall keep the minutes of Board meetings
- Shall keep the records of membership
- Shall notify members of the date of meetings; such notification shall include the agenda and the minutes of the previous meeting
- Shall conduct all official correspondence of the Guild

1.4 The Treasurer

- Shall deposit, or see to the deposit of Guild funds in a financial institution designated by the Board
- Shall update all financial statements required by the Guild and the City
- Shall present a statement of account at the Annual General Meeting and at such other times as the Board may require
- Shall have the books available for auditing
- Shall prepare, in collaboration with the Board, an annual budget
- Shall receive membership dues and other monies belonging to the Guild
- Shall co-sign, along with the President, or along with the Vice-President in the absence of the President, cheques drawn from the Guild's account
- Shall pay all bills and other disbursements after approval by the Board

1.5 Events coordinator

- Shall be in charge of planning meetings, and organizing committees for various events
- Shall oversee the event committee and make sure the event runs smoothly
- Shall coordinate with the city for the use of rooms, and equipment

1.6 Membership and Class registration coordinator

- Shall be in charge of class registration and coordinating classes
- Shall maintain the list of guild members and their coordinates
- Shall initiate searches for teachers
- Shall be available to answer questions regarding classes
- Shall be in charge of class registration during the city's registration events
- Shall arrange for and issue membership cards
- Shall be in charge of contacting students in the event of cancellations

ARTICLE 2 – MEETINGS

2.1 Board Meetings

- 2.1.1 The Board shall meet prior to each Annual General Meeting
- 2.1.2 Four (4) of the six Board members shall constitute a quorum.
- 2.1.3 The President shall fix the venue, date and time of all Board meetings
- 2.1.4 Voting shall be by show of hand unless otherwise decided.
- 2.1.5 Any member of the Board who is absent from three consecutive regular meetings without just cause shall be considered to have resigned.
- 2.1.6 The Board shall meet not less than four times per year, and at the call of the President.

2.2 Special General Meeting

- 2.2.1 A Special General Meeting may be convened at any time by the Board or upon the written request of ten percent (10%) of members. Notification thereof shall be sent in writing to members at least two (2) weeks prior to the appointed date.

2.3 Annual General Meeting

- 2.3.1 An Annual General Meeting shall be held within 90 days after the end of the fiscal year, to compile files and elect a new Board
- 2.3.2 Notification shall reach members at least two (2) weeks prior to the date of the Annual General Meeting.
- 2.3.3 Fifty percent of the active members at any called meeting shall constitute a quorum.
- 2.3.4 If a quorum is not met at the AGM, the president shall reschedule the AGM and the new quorum number shall be set at the number of people who showed up for the original AGM.
- 2.3.5 All Annual General Meetings shall be called by the President and members notified in writing by the Secretary.

ARTICLE 4 – NOMINATION AND ELECTION OF THE BOARD

- 4.1 The election of Board members shall be held during the Annual General Meeting
- 4.3 A Nomination and Election Committee shall be created whose duty it shall be to nominate from among the active members in good standing candidates for each of the following offices:
 - One candidate, who shall have served on the Board for at least one full term, for President.
 - One candidate for Vice-President.
 - One candidate for Treasurer.
 - One candidate for Secretary.
- 4.4 The Nomination and Election Committee shall consist of the past President and two active members recommended and approved by the Board.
- 4.5 Prior to notification of members of the Annual General Meeting, the Nomination and Election Committee shall submit to the Board the names of the Candidates they have nominated for the offices mentioned in 4.2 above.

- 4.6 Not later than two weeks prior to the Annual General Meeting, the Secretary shall notify all active members in good standing in writing of the slate of nominations submitted by the Nomination and Election Committee.
- 4.7 In addition to the persons nominated, any active members in good standing may nominate themselves or any other active member or members in good standing for any of the said offices.
- 4.8 Unless additional nominations are made, all the candidates nominated by the Nomination and Election Committee shall be declared elected at the Annual General Meeting
- 4.9 In the event of any additional nominations made, an election shall be held at the Annual General Meeting in the following manner:
- 4.10 Voting shall be by show of hand unless otherwise decided. Only active members in good standing shall vote.
- 4.11 In the event of a tie for any one, or more, office or offices, the Nomination and Election Committee shall draw lots and the winner shall be declared elected.
- 4.12 Any vacancy occurring on the board between Annual General Meetings of the Guild may be filled by an active member selected by the Board

ARTICLE 5 – MEMBERSHIP

- 5.1 Eighty (80) percent of the total membership shall be residents of the City
- 5.2 Copies of the Guild's constitution and by-laws shall be made available to all members.
- 5.3 There shall be three classes of membership in the Guild:
Active, Honorary and Student.
- 5.4 Membership as an **active member**:
- 5.4.1 Any person who wishes to become a member of the Guild and enjoy access to the pottery studio, must obtain approval from the committee (1 teacher and 1 board member).
- 5.4.2 An active member is in good standing when not in arrears in payment of the membership fee and when they have complied with the duties required by the guild.
- 5.4.3 Active members may use the studio at any time permitted by the City and the guild and will be responsible for:
- Signing in the pottery room record book
 - Returning the key to the Community Centre office
 - Leaving the room in better shape than they found it
- 5.4.4 An active member may participate in the annual exhibition and sale of the Guild.
- 5.4.5 An active member has voting rights.
- 5.5 Membership as an **honorary member**:
- 5.5.1 Any person who has performed some distinguished service to the Guild, may be elected as an Honorary Member by a two-thirds vote of the entire Board or by a simple majority of the active members at the meeting to which the nomination is submitted.
- 5.5.2 An Honorary Member has voting rights.
- 5.6 Membership as a **student member**:

- 5.6.1 Any person who is interested in pottery, and wishes to learn the techniques of pottery can take a course offered by the Guild.
- 5.6.2 A student member is in good standing when not in arrears in payment of the student fee. Student membership terminates when the course ends and when any fee is not paid.
- 5.6.3 A student member may use the studio outside of class time at specific scheduled times only for the duration of the course, and once they have received permission from their instructor.

ARTICLE 6 – REVENUE

- 6.1 The membership fees and course fees shall be set annually by the Board and shall come into effect after approval by members at the Annual General Meeting.
- 6.2 Other revenues may be raised as recommended by the Board.

ARTICLE 7 – FINANCE

- 7.1 The fiscal year of the Guild shall begin on the first day of September each year.
- 7.2 The Guild's books of accounts shall be audited at least once each year, these auditors are to be appointed by the members at the Annual General Meeting each year.
- 7.3 The Treasurer shall have a report available for an auditor within 90 days after the end of the fiscal year.
- 7.4 The Executive Committee shall determine the official depository or depositories.

ARTICLE 8 – CONTRACTS AND AGREEMENTS

- 8.1 All contracts, notarized or other agreements, shall be signed by the President and countersigned by the Treasurer after the approbation of the Board.

ARTICLE 9 – RULES OF ORDER

- 9.1 Normal parliamentary procedure shall be followed in all matters not specifically covered by these by-laws.

ARTICLE 10 – AMENDMENTS

- 10.1 Any amendment to these by-laws may be adopted by a two-thirds vote of the members in good standing present at any meeting of the Guild, provided written notice of the proposed amendment shall have been given to the active members at least two weeks prior to the meeting.