



**La Guilde des potiers de
DORVAL
Potters' Guild**

**1335 Lakeshore Drive
Dorval, Quebec H9S 2E5
(514) 633-4000**

BY-LAWS

Revised 2024

CONSTITUTION

ARTICLE 1 – NAME AND HEADQUARTERS

1. This organization shall be known as “Dorval Potters’ Guild” (La Guilde des potiers de Dorval).
2. The headquarters of the Guild shall be located in Dorval, Quebec, at the following address: 1335 Lakeshore Drive, Dorval, Quebec, H9S 2E5

ARTICLE 2 – AIMS AND OBJECTIVES

1. To promote interest in pottery in the City of Dorval.
2. To encourage citizens to pursue pottery as a cultural activity.
3. To sponsor and encourage annual pottery events in the City of Dorval.
4. To cooperate with the City of Dorval in promoting pottery.

ARTICLE 3 – GENERAL

1. AFFILIATION

- 1.1. The organization shall be officially recognized by the City of Dorval’s Leisure and Culture Department as the Dorval Potters’ Guild.
- 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 (AGM) by the members.

2. MEMBERS

- 2.1. Any person interested in pottery may become a member of the Guild in accordance with the conditions laid down in *Article 4 – Membership* under **General Regulations**.
- 2.2. Members shall conform to the Statutes and General By-laws hereafter stipulated.

3. FISCAL YEAR

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

ARTICLE 4 – DISSOLUTION OF GUILD

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 of Dorval.
2. Dissolution of the Guild would be the final act of the Executive Board.

ARTICLE 5 – AMENDMENT OF THE CONSTITUTION

1. Any amendment to this Constitution shall require a two-thirds majority vote of members in attendance at the AGM or at a Special General Meeting.

STATUTE

ARTICLE 1 – DEFINITIONS

1. The expression *The Guild* hereafter designates the Dorval Potters' Guild.
2. The expression *The Board* hereafter designates the Executive Board of Directors of the Dorval Potters' Guild.
3. The expression *The City* hereafter designates the City of Dorval.
4. The expression *The Service* hereafter designates the Leisure and Culture service of the City of Dorval.

ARTICLE 2 – THE BOARD OF DIRECTORS

1. The Board of Directors shall consist of six (6) members, elected at the Annual General Meeting (AGM) by members for a one-year term for the following positions:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Events Coordinator
 - Membership and Class Registration Coordinator.

There must be a minimum of three (3) Board positions filled to maintain the Guild: President, Vice-President, and Treasurer. All duties would be divided among these three (3) Board positions or their delegates.

- 1.1. The newly elected Board shall take office at the end of the AGM.
- 1.2. All active members of good standing shall be eligible to vote and to be elected to the Board; however, three (3) of the six (6) Board members—the President, the Vice-President, and the Treasurer—must be residents of Dorval.
- 1.3. The Past President shall, upon request, attend Board meetings as a resource person, without being a member of the Board and without having the right to vote.
- 1.4. 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.
- 1.5. 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

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

GENERAL REGULATIONS

ARTICLE 1 – FUNCTIONS OF MEMBERS OF THE BOARD

1. The President

- Shall preside over all Board and General 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, and act as the liaison with the City.
- Shall be an ex-officio member of all committees.

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.

3. The Secretary

- Shall take the minutes of Board and General meetings
- Shall keep the minutes of Board meetings
- Shall record the agenda prepared by the Board
- Shall notify members of the date of meetings; such notification shall include the agenda and the minutes of the previous meeting
- Shall prepare nomination papers prior to the AGM.

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 AGM 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
- Shall review for approval all expenditures of less than one hundred dollars (\$100) made on behalf of the Guild. Purchases greater than \$100 must be approved by the Board.

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.

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 contacting students in the event of cancellations.

ARTICLE 2 – MEETINGS

1. Board Meetings

- 1.1. The Board shall meet prior to each AGM and prepare the agenda.
- 1.2. Four (4) of the six (6) Board members shall constitute a quorum.
- 1.3. The President shall fix the venue, date, and time of all Board meetings.
- 1.4. Voting shall be by show of hand unless otherwise decided.
- 1.5. Any member of the Board who is absent from three (3) consecutive regular meetings without just cause shall be considered to have resigned.
- 1.6. The Board shall meet not less than four (4) times per year, and at the call of the President.

2. Special General Meeting

- 2.1. A Special General Meeting may be convened at any time by the Board or upon the written request of 10% of members. Notification thereof shall be sent in writing to members at least two (2) weeks prior to the appointed date.
- 2.2. A Special General Meeting must be held within 30 days after a member of the Board has received a written request as stipulated in *Section 2.1* under **General Regulations - Special General Meeting**.

3. Annual General Meeting

- 3.1. An Annual General Meeting (AGM) shall be held within 90 days after the end of the fiscal year, to compile reports, and elect a new Board.
- 3.2. Email notification shall be sent to all members at least two (2) weeks prior to the AGM.
- 3.3. Fifty percent (50%) of the active members at any called meeting shall constitute a quorum.
- 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.
- 3.5. All AGMs shall be called by the President and members notified in writing by the Secretary.

ARTICLE 3 – NOMINATION AND ELECTION OF THE BOARD

1. The election of Board members shall be held during the AGM.
 - 1.1. A call for nominations shall be sent to members not later than three (3) weeks prior to the AGM.
 - 1.2. A Nomination and Election Committee consisting of Board members shall be created whose duty it shall be to seek and present nominations from among the active members in good standing candidates for each of the following offices:
 - President
 - Vice-president
 - Treasurer
 - Secretary
 - Events Coordinator
 - Membership and Class Registration Coordinator
 - 1.3. Not later than two (2) weeks prior to the AGM, the Secretary shall notify, in writing, all active members in good standing of the slate of nominations submitted by the Nomination and Election Committee. In addition to the persons nominated, any active members in good standing may nominate themselves or any other active member to any of the said offices.
 - 1.4. Unless additional nominations are made, all the candidates nominated by the Nomination and Election Committee shall be declared elected at the AGM.
 - 1.5. In the event of any additional nominations made, an election shall be held at the AGM in the following manner:
 - Voting shall be by secret ballot unless otherwise decided. Only active members in good standing shall vote.
 - In the event of a tie for any one or more office(s), the Nomination and Election Committee shall draw lots, and the winner shall be declared elected.
 - In the event of a vacancy on the Board, a member in good standing may be appointed by the Board to an executive position on an interim basis.

2. An Executive Member can be removed from the Board if the Board feels that the Executive Member is not acting in the interest of the Guild. An Executive Member can be removed from the Board if any of the following occur:
 - two-thirds (2/3) of the Board requests in writing to the President for the removal of that Executive Member from the Board.
 - a majority of the guild members (50% + 1) vote to remove the Executive Member at a special meeting.
 - the President, or other such officer designated by the Board, shall provide 20 days' notice of the removal to the Executive Member, provide reasons in writing for the proposed removal, and notify the City of Dorval.
- 2.1 The Executive Member may use the following Appeal process:
 - a. The Executive Member may make written submissions to the President, or other such officer designated by the Board, in response to the notice received in the 20-day period.
 - b. If a written submission is received, upon consultation with the Board, the President or designate will consider the submission and respond with a final decision within a further 20 days.
 - c. Copies of all documents are to be sent to the City of Dorval at the same time as they are sent to the Executive Member and the Board.

ARTICLE 4 – MEMBERSHIP

1. Eighty percent (80%) of the total membership shall be residents of the City of Dorval. Non-residents currently part of the Guild are grandfathered in. No new non-resident members will be accepted in the Guild until the target rate of 80% resident members is achieved.
2. Copies of the Guild's constitution and by-laws shall be made available to all members.
3. The membership period is September 1 to August 31. All monies owed must be paid within 30 days following a request from the Treasurer. If a member has not paid in that timeframe, they will receive a 15-day notice of non-payment from the Treasurer, after which they will lose their membership.
4. There shall be three (3) classes of membership in the Guild:
 - Regular active
 - Honorary active
 - Honorary non-active
5. Membership as a **Regular active member**:
 - 5.1. Any person who wishes to become a member of the Guild and enjoy access to the pottery studio, must obtain approval from the Membership and Class Registration Coordinator and one teacher.
 - 5.2. A regular member is in good standing when not in arrears in payment of the membership fees and any other monies owed, and when they have complied with the duties required by the Guild.

5.3. Regular active members may use the studio at any time permitted by the City and the Guild, and will be responsible for all of the following:

- Signing in the pottery room record book
- Leaving the room in better shape than they found it
- Ensuring lights are turned off and all doors are locked, then returning the key to the Community Centre office.

5.4. A regular active member may participate in the annual exhibitions and sales of the Guild.

5.5. A regular active member has voting rights.

5.6. A regular active member is considered active unless on a one-year sabbatical

5.7. A regular active member may take a one-year sabbatical from the Guild, without losing their place in the Guild, upon written notification to the Board. During this time, they will not be expected to pay fees, complete duties, will not have voting rights, and are not eligible for election to the Board.

6. Membership as an **Honorary active member:**

6.1. 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.

6.2. Any member who has served on the Board for a minimum of five (5) years becomes an Honorary member.

6.3. An Honorary Active member is expected to meet the same requirements as a Regular Active member, except for paying membership fees.

6.4. An Honorary Active member has voting rights.

6.5. An Honorary Active member may take a sabbatical for one year, upon written notification to the Board. During this time, they will not be expected to complete duties, will not have voting rights, and are not eligible for election to the Board.

7. Membership as an **Honorary non-active member:**

7.1. An honorary non-active member who is a non-resident will relinquish their membership in the Guild after one (1) year, unless they have been on sabbatical and are returning to active membership.

7.2. An honorary non-active member who is, and remains, a Dorval resident may retain their membership indefinitely.

7.3. An honorary non-active member has no obligations to the Guild.

7.4. An honorary non-active member, has no voting rights and is not eligible for election to the Board.

7.5. An honorary non-active member who wishes to regain voting rights, and become eligible for election to the Board, must become Active and be in good standing for a minimum of six (6) months prior to regaining voting rights. They must notify the Board in writing that they are returning to active membership and will restart their membership duties.

ARTICLE 5 – TERMINATION OF MEMBERSHIP

1. Membership with the Guild may be terminated in the case of any of the following:
 - A member notifies the Board in writing that they no longer wish to maintain membership.
 - A member violates any provision of the articles, by-laws, or written policies of the Guild, or does not uphold member responsibilities.
 - The Board determines that a member has acted in any way that may be detrimental to the Guild or its members.
2. In the case of involuntary termination, the Board must notify the member in writing that it will terminate their membership. The member would then have 20 days to appeal, during which time the member will cease all Guild activities.
3. The Appeal process is as follows:
 - a. The Member may make written submissions to the President, or other such officer designated by the Board, in response to the notice received in the 20-day appeal period.
 - b. If a written submission is received, upon consultation with the Board, the President or designate will consider the submission and respond with a final decision within a further 20 days.
 - c. Copies of all documents are to be sent to the City of Dorval at the same time as they are sent to the Member and the Board.

ARTICLE 6 – COMPLAINTS

1. Complaints shall be sent to the Board, either in writing or by requesting an in-person meeting with the Board. Any urgent complaints will be addressed within 15 days or less, otherwise all other complaints will be brought to the next board meeting.

ARTICLE 7 – REVENUE

1. The membership fees and course fees shall be set by the Board.
2. Other revenues may be raised as recommended by the Board.

ARTICLE 8 – FINANCE

1. The fiscal year of the Guild shall begin on the first day of September each year.
2. The Treasurer shall have a report available for the members and the City within 90 days after the end of the fiscal year.
3. The Board shall determine the official depository or depositories.

ARTICLE 9 – CONTRACTS AND AGREEMENTS

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

ARTICLE 10 – RULES OF ORDER

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

ARTICLE 11 – AMENDMENTS

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 has been given to the active members at least two (2) weeks prior to the meeting.