

## **Policy Document and Guidelines for the Nova Woodturners' Guild (NWG).**

Updated September 2016.

The **EXECUTIVE** shall consist of:

- a) The Directors of the Society (the NWG). These include the four "Officers" (President, Vice-president, Secretary, Treasurer), plus one member at large.
- b) Chairs of all standing committees
- c) Additional members at large as elected by the membership.
- d) There shall be no less than five and no more than fifteen members of the Executive.
- e) A quorum for an Executive meeting shall be 50% plus 1 of the number of members on the Executive, so long as at least two Officers are present.
- f) The Executive shall meet no less than three times a year. Meetings of the Executive shall be called, as needed, by the President or the Vice-president. If requested by at least two other members of the Executive the President or Vice-president shall call a timely meeting of the Executive.

### **NWG Directors' job descriptions:**

- a) **PRESIDENT:**
  - attend and chair the regular Guild meetings
  - attend and chair Executive meetings
  - attend and chair the AGM
  - promote the NWG externally and maintain links with other guilds
  - as an officer of the NWG have signing authority for Guild cheques
  - maintain a valid membership in the American Association of Woodturners (AAW). Required for all Officers of NWG.
  - ask for and introduce any new members at a meeting
  - write any presenters at Guild meetings or demonstrations to thank them
  - undertake other tasks as assigned by the Guild or the Executive
  
- b) **VICE PRESIDENT**
  - attend and participate in Guild meetings
  - attend and participate in Executive meetings
  - chair the meetings in the absence of the President
  - be one of the officers of the NWG to have signing authority for Guild cheques
  - participate on Guild committees as the Executive representative
  - maintain a valid membership in the American Association of Woodturners (AAW). Required for all Officers of NWG.
  - undertake other tasks as assigned by the Guild or the Executive

c) SECRETARY

- maintain Guild correspondence
- attend and record monthly meeting notes, send to the President for review and forward to Newsletter Committee for inclusion in the newsletter
- attend and record minutes of Executive meetings
- perform Guild administrative duties (These duties include filing once a year with the Registry Joint Stocks, and paying the registration fee by Jan 31 of each year)
- maintain and keep any of the Guild's administrative files and records
- maintain an up-to-date membership roster
- electronically send reminder of socials to all members (phone if no e-mail).
- maintain Members List. Applications of paid members supplied from Treasurer.
- maintain files for all paperwork associated with NWG.
- forward e-mails that may be of interest to all members (eg. wood sales, store specials, store openings, general interest).
- maintain a valid membership in the American Association of Woodturners (AAW).  
Required for all Officers of NWG.
- undertake other tasks as assigned by the Guild or the Executive

d) TREASURER

- maintain a full set of financial records
- deposit all funds
- originate cheques for approved expenditures
- provide an accounting of financial transactions
- supervise and collect the annual dues
- order Guild membership name tags
- present to the membership at the AGM a report on finances
- maintains the NWG in good standing with the Registry of Joint Stocks by filing the necessary financial documentation
- attend and participate in Guild meetings
- attend and participate in Executive meetings
- maintain a valid membership in the American Association of Woodturners (AAW).  
Required for all Officers of NWG.
- undertake other tasks as assigned by the Guild or the Executive

e) DIRECTOR AT LARGE

- attend and participate in Executive meetings
- attend and participate in Guild meetings
- participate in Guild committees
- promote the NWG
- undertake other tasks as assigned by the Guild or the Executive

**NWG COMMITTEES EXISTING AS OF 2013.** Note: all committees choose their Chair at their first meeting each year. All committees report to the membership through the Executive.

- a) **COMPETITION COMMITTEE** shall consist of at least three (3) members. Its Chair (selected by the three members from among their number) would sit as a member of the Executive. Normally 1/3 members would be elected each year.

The Competition Committee would have the authority and responsibility to request assistance from other NWG members to help with responsibilities surrounding the annual competition and associated guest turner.

Responsibilities:

- To organize any exhibitions or competitions that the Guild decides to participate in
- To coordinate other events as requested by the Executive.

Chair of the Competition Committee shall:

- Organize meetings with regard to the annual NWG competition and provide an agenda after getting input from committee members.
- Organize other special events as requested by the membership or the Executive.
- With other members of the events committee, choose judges for the annual competition.
- Call a meeting with the chosen judges to discuss the expectations for the judges. Also discuss with them ways to make their task more efficient.
- Act as liaison person with Lee Valley for the competition (The chair may delegate a committee member as liaison person for the competition or other special events).
- Provide updates to the membership at the NWG meetings as relevant.
- Contribute to the monthly NWG newsletter.
- After the annual competition the chair is responsible for ensuring that appropriate certificates are created.
- Submit a report on the events held in the last fiscal year.
- Participate in Executive meetings and decisions.
- Take any recommendations regarding event activities to the Executive for consideration.

- b) **EVENTS COMMITTEE** shall consist of two (2) members. Its Chair (selected by the two members from among their number) would sit as a member of the Executive.

The Events Committee would have the authority and responsibility to request assistance from other NWG members to help with responsibilities involved in events for which it is responsible, preferably chosen from members who plan to participate in the event.

Responsibilities:

- To organize any events involving guest turners other than the guest turner associated with the annual competition, and for any other events (including social events) referred to it by the Executive.

c) **MEMBERSHIP COMMITTEE** shall consist of at least two members, elected annually.

Responsibilities:

- To encourage membership in the Guild
- To recruit new members
- To introduce new members to the Guild's procedures
- To meet and greet guests and potential members
- To distribute nametags to members
- To recommend ways to increase interest and membership in the NWG.
- To implement recommendations relating to membership recommended by the membership or the Executive.

d) **BY LAWS COMMITTEE** shall consist of at least two members, elected as needed.

Note: the by-laws committee need not be constituted every year. The Executive will decide if a by-laws committee needs to be struck in a given year.

Responsibilities:

- To periodically review and suggest revisions to the Guild's By – Laws
- To ensure the By-Laws conform to the relevant rules and regulations governing the Guild
- To ensure any revisions to the By-Laws agreed to by the Executive and the Members are reflected in the latest version of the By-Laws
- To ensure an up to date version of the By-Laws is made available for posting to the Guild website.

e) **WEB SITE COMMITTEE** shall consist of at least one member, elected annually.

Responsibilities:

- To maintain and update the Guild website
- To include information on the website as requested by the membership or the Executive, including the monthly newsletter.
- To ensure that website hosting, domain registration and information is kept up to date.
- respond to any queries received from the website contact page and/or pass them on to the appropriate person to deal with them.

f) **LIBRARY COMMITTEE** shall consist of at least two members – one for magazines and tools; one for books and DVDs/CDs, elected annually.

Responsibilities with respect to magazines:

- To renew subscriptions to magazines when and as required.

- As of 2010/02/20 the Guild subscribes to: GMC Woodturning, Journal of the American Association of Woodturners, Woodturning Design
- To update the list of periodicals owned by the Guild when new periodicals are received or when periodicals are declared missing or destroyed
- To stamp new periodicals with the "property of NWG" ink stamp
- To replace lost/destroyed periodicals when possible
- To attempt to be at all meetings to check periodicals in and out
- To effect repairs to periodicals as required / possible. When the damage rate gets too high remind the membership to take better care of the periodicals.
- To perform regular inventories: compare the periodicals on hand and the signed out periodicals to the list of periodicals owned by the Guild. If there are discrepancies, attempt to find the missing periodicals, typically by appealing to the membership via the newsletter.
- To store the periodicals in an orderly fashion.
- To keep track of periodicals borrowed and returned.
- To make up a list of overdue periodicals and send it to both the newsletter editor and the web site maintainer before each newsletter deadline.

Responsibilities with respect to books , DVDs, videos and tools:

- To maintain listing of books and DVDs/videos owned by the NWG.
- To identify new books and DVDs/videos of interest to the Guild and, with the approval of the Executive, purchase new books.
- To replace old and damaged books and DVDs/videos, as appropriate.
- To maintain a listing of tools owned by the Guild.
- To keep track of books, DVDs/videos, tools borrowed and returned.
- To make up a list of overdue books, DVDs/videos, tools and send it to both the newsletter editor and the web site maintainer before each newsletter deadline.
- To purchase new tools as requested by the Executive.

**g) NOMINATIONS COMMITTEE** shall consist of at least two members, elected annually.

Responsibilities:

- By the regular NWG March meeting to have a list of incumbents reoffering. Submit List to the Executive once available.
- To ensure there is a full slate of Officers and Executive members for election at each AGM. Before the AGM, contact all members to enquire if they are willing to let their name stand for election. Submit list to the Executive of members offering for the various positions once available.
- To ensure that committees of the Guild have the requisite complement of members.

- To bring any nominations to the AGM or (if an interim position that is being filled) to the Executive for election/ratification.
- To arrange to have two members perform an “Audit” of the NWG Financial Report. Submit names to the Executive once available.

**h) NEWSLETTER COMMITTEE** shall consist of at least two members, elected annually.

Responsibilities:

- To create an informative and timely publication that reflects the happenings of the Guild. The newsletter will include Executive and Committee reports, past minutes and upcoming meeting information. It may include member submitted content, photos, articles, how-to's, humour etc. It is published monthly and at least 6 days before each meeting. It is to be created in an electronic format (.pdf file) and posted on the Guild website for download.

#### **POLICY MOTIONS PASSED BY MEMBERSHIP OR EXECUTIVE.**

- It was approved that the meeting start time will a 6:30 start for library and social time, and the ‘official’ meeting start at 7:00pm. It will be the responsibility of the meeting Chair to adhere to this rule. (Executive meeting Feb. 21,2011).
- That the quorum at a meeting of members be set at each AGM, and that the quorum represent 30% of paid up members. (AGM June 20th, 2011).
- It was approved that a ‘members only’ area is required for the Guild website with a unique login for each individual Guild member. (Executive meeting Feb. 21,2011).
- It was agreed that the membership renewal form will include a check off box which, if not ticked, gives permission for the signer’s e-mail to be available for sharing to all other Guild members as needed. (Exec. meeting, May 13, 2013)
- Any member in good standing may, on request, have a printed copy of the available addresses for current members. Those receiving the list are responsible for ensuring it is not shared with any person or entity outside of the Guild. Members can request that their email not be shared outside of the executive of the NWG. (AGM, June 16, 2014).
- It was approved that a more descriptive sign of ownership be placed on the Guild file cabinet. (Executive meeting Feb. 21, 2011).
- That a question be added on the member's application form about a member’s interest in serving on various Guild Committees. (Executive meeting July 28, 2011).
- That when the Guild is made aware of a member’s death, and if the timing is appropriate, that a card is sent to the member’s family on behalf of the Guild. Also, notice will be placed in the Guild newsletter, and if possible, written by someone who knew the member well. (Executive meeting November 17,2011.)
- It was agreed that one person (the Vice President) should be the formal contact between the Guild and any potential demonstrators. Initial contact eliciting expressions of interest could be made by any member who has an opportunity to do so but, after that the contact,

info should be passed on to the VP. In this way the VP can investigate and then make a presentation to the Exec Committee about cost and availability, leading to a recommendation to the general membership and a vote on the expenditure of supporting funds, booking the presenter and ticket costs. (Executive meeting, May 13, 2013).

- That the NWG apply to become a Chapter of the American Association of Woodturners. (Executive meeting, November 11, 2011. Ratified by a special meeting of the membership Jan. 16, 2012.).
- It was agreed that the show and tell would include a “no touch” and a “hands on” section. Also, if a member would like to bring in an item they could “show” and not “tell”, if they preferred. ( Executive meeting July 23, 2013).

#### Budget items:

- That membership dues be set at \$40. (AGM June 20th, 2011).
- That 1/2 of the funds received from the Meeting Auction & Raffles be made available to the Raffle Organizer to purchase items for future meeting raffles. (Executive meeting July 28, 2011). And further, that the Raffle Organizer be given approval to spend up to \$50.00 and upon submission of receipts to the Treasurer he/she would be given a cheque for the amount spent. (Executive meeting November 17,2011.)
- The annual budget for books and DVDs shall be \$200 (to be reviewed by the executive if necessary). This \$200 would not include the subscriptions to magazines/periodicals. (AGM, June 17, 2013).
- That, subject to the availability of funds, 3 prizes in the amount of \$25.00 each be awarded at the Annual Fun Turn. Winners will be determined through a random draw of participants of the Fun Turn. (Executive meeting July 28, 2011).
- A \$200 honorarium per judge is to be paid out to each of the judges at the annual competition. (Executive meeting Jan 17, 2014)
- Getting a PayPal account was discussed and it was agreed that this avenue is not really necessary, at this time. (Executive meeting Jan 17, 2014).
- It was approved that the NWG join the Society of Canadian Woodworkers (SCW) at \$20 / year, a decision to be reviewed yearly (General meeting, September 13,2013).
- Nova Woodturner's Guild to participate and purchase the insurance through the SCW at no more than \$550/year to the Guild (General meeting, September 13, 2013).
- The four officers (President, Vice President, Treasurer and Secretary), who are required to be members of the AAW (American Association of Woodturners), can apply to be reimbursed in the amount of the lowest AAW membership rate available. (General meeting, May 12, 2014).
- That the NWG executive be authorized to renew the membership in the Society of Canadian Woodworkers (SCW) and renew the liability insurance offered through the SCW, annually, so long as the cost of these items does not increase more than 5% from the previous year for the next five years. (General meeting, September 21, 2015).

## **Competition Rules and Regulations (Revised June 2016)**

### **Competitive levels**

Novice

Intermediate

Open

### **Categories of Turnings**

Spindle turning

Face Plate turning

Mandrel turning

### **Rules:**

1. Each competitor may enter 2 pieces per category.
2. Each piece entered must be accompanied by an entry form and the entry fee.
3. The entry fee is \$5.00 per piece for members and \$15.00 per piece for non-members.
4. Competitors are responsible for covering their signature and/or any identifiable marks on their entries. All entries will have a number placed on them by the Competition Committee
5. Each piece entered must have been made by the signing turner within 12 months prior to the competition date.
6. The competitor is responsible for the packing, delivery and pickup to and from the competition location on the specified dates.
7. Each entry must be turned primarily on a woodworking lathe.
8. Individuals with pieces in the competition shall not be involved with judging of pieces or the counting or tallying of the results. In the event where all members of the Competition Committee have entries in the competition, the Committee shall appoint an auditor to verify the results. Such auditor shall not have pieces in the competition being audited.
9. The decision of the judges will be final.
10. Trophies:
  - a) A trophy will be presented for 1<sup>st</sup> place in each level. The trophy remains the property of the NWG but the winning member may take it home for the year. Each year a nameplate with the winners name will be attached to the trophy, creating a history of past winners. Second and third place winners will receive special mention and photos in the newsletter and on the website.
  - b) Trophies will not be awarded to non-members of NWG. Non-members placing first in any category will have their names attached to the trophy.
  - c) In the event of a tie for 1<sup>st</sup> place the names of both winners will be placed on the nameplate.
11. All pieces entered in the competition are eligible in the "Peoples Choice Award" which is determined by official ballots to be filled out by visitors to the competition. The winner of the Peoples Choice Award will have their name on a nameplate to be mounted on the Warman Castle Memorial Trophy. The winner gets to take the trophy home for a year, subject to rule 10(b).

12. Levels:

a) The competitor's level relates to his/her skill capability. Each competitor will determine their level of entry if they have never entered a competition before. The Competition Committee will substantiate this level. The same level of turning will apply to all categories of turning.

b) Where a competitor wins a category with three or more competitors, they will be promoted to the next highest level for all subsequent competitions.

13. Any concerns/complaints during the competition will be forwarded to the Competition Committee. Their decision will be final and binding.

14. Categories:

Spindle turnings will be defined as when there is a definite grain pattern that is parallel to the lathe axis when it is being worked.

Mandrel turnings will be any turnings in which a mandrel was used in production of the item.

Faceplate turnings All other pieces are to be considered as faceplate turnings. Pieces that combine both spindle and faceplate turnings will be categorized as per the larger percentage as determined by the Competition Committee.

15. The size of the entry must fit into a 12-inch by 12-inch by 12- inch cube, oriented as it will be displayed.

16. These rules are subject to review/change at the AGM.