



Policy Manual

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Introduction

This document expands and reaffirms the Constitution ratified Dec 2011, which took effect 1 Jan 2012. It serves as an accompaniment to record and pass on the decisions made during the regular operations of the club. In the event of conflict, the Constitution is the superior document and shall be honoured.

Mission Statement

Valley Woodturners (the “Corporation”) strives to:

1. Pursue objectives through the voluntary efforts of its members;
2. Provide the opportunity for woodturners to meet where they can benefit from contact with people of like interests;
3. Provide a forum where woodturners can share methods, techniques and ideas;
4. Work cooperatively and democratically for the mutual benefit of all members; and
5. Encourage interest and education in woodturning.

Membership

Members in good standing are entitled to:

1. Attend all meetings, workshops, field trips and social functions held under the auspices of the Valley Woodturners;
2. Stand for election;
3. Cast a vote;
4. Receive publications of the Valley Woodturners;
5. Have access to all other members;
6. Have access to multi-media library;
7. Join other woodturners associations; and
8. Have access to sponsored training.

Annual Dues

Family members residing at the same address as the member pay half price.

Any member in arrears after 1 April shall be removed from the membership list.

Reinstatement will be effected upon payment of annual dues.

New members joining after 31 March pay fees prorated at annual fees divided by 10 per month to a maximum of 9 months for the current fiscal year.

Membership dues will be determined by the executive and ratified by the membership.

For the year of 2012, the dues are \$35.00.

Privacy

In accordance with the Privacy Act, Valley Woodturners will not sell, distribute or otherwise make available any information about its members except where required by law.

Affiliations

Affiliations will be deemed appropriate when the association with subject organization serves as to forward the stated goals and aims of the Valley Woodturners Association. All affiliations are included in this document and shall be amended as required. Under no conditions does the Valley Woodturners accept liability for any debts, obligations or encumbrances as a result of any affiliation or association.

American Association of Woodturners

The corporation, the American Association of Woodturners, Inc. (AAW), specifically disassociates itself from any debts, obligations or encumbrances of the local chapter. The Corporate Board of Directors of AAW is not responsible for the debts nor shares in the profits of the local chapters. The Corporate Organization does not shoulder any legal liability for accidents that occur during events of any kind sponsored or not sponsored by a local chapter.

The Valley Woodturners (local chapter) specifically disassociates itself from any debts, obligations or encumbrances of the AAW national corporation.

Charity

Valley Woodturners do not have a dedicated charity, members are encouraged to exercise their community involvement through any means they, individually, deem appropriate.

Meetings

There are two formats of particular interest, the regular monthly and the Annual General Meeting. Although similar in construct, there are procedures that differentiate them.

Regular Meeting

Meetings shall be held the second Tuesday of each month at 7:00 p.m. (1900 hrs) sharp at a predetermined venue unless otherwise notified. The President shall call the meeting to order. In the absence of the President another member of the Executive can chair the meeting. The order of business will be at the discretion of the chair. The following are unique issues to the Valley Woodturners:

1. Access to a lathe, audio / video equipment as required;
2. Welcome and introduction of new members and visitors;
3. Information on activities such as seminars, training / demonstration sessions, field trips, workshops and social functions; and
4. Program, i.e. show & tell, critique, guest speakers, raffles, hands-on sessions, demos, sales, etc.

Meeting Requirements

To facilitate the conduct of meetings the following needs should be met:

1. Show & Tell display area shall be provided so that members can display their latest creations and acquisitions. Space shall also be provided for swap - and - sell items, printed material for the members (e.g. newsletters, membership lists, etc. when available);
2. An “Instant Gallery” displaying members contributions to the “Monthly Theme Challenge Projects”; and
3. A welcome table shall be set up at the door with an attendance book for members to sign.

Annual General Meeting (AGM)

The AGM is a forum for the membership to get and provide feedback to/from the Executive Board. In order to do so in a format that is simple and complete the following additions will be made:

1. Appropriate notice be provided, as per the constitution;

2. All committee reports be submitted to the executive board no less than fifteen (15) days in advance for review, inclusion and archival; and
3. Agenda for AGM be approved by the executive board, no less than fifteen (15) days in advance, and will include, but is not exclusive to the following:
 - a. President's opening remarks;
 - b. Review of the past year's events; and
 - c. Review of the last minutes.

As the reason for this meeting is for the membership at large, and providing a quorum has been proven, it is acceptable and encouraged for motions from the general membership to be made.

Proxy Representation

Any members holding proxy responsibilities shall identify themselves, and provide such proof as is appropriate, in advance of a vote being taken.

Community Involvement

Outreach

In support of our stated objectives, Valley Woodturners will take all opportunities, when appropriate, to promote the craft, skill and artistry associated with woodturning. This includes, but is not limited to:

1. Schools;
2. Local Supporting Businesses;
3. Sponsors;
4. Historical Societies; and
5. Craft Shows.

Education

Valley Woodturners will conduct training sessions at levels appropriate to the participants. Opportunities like this should be viewed as an occasion to encourage membership. These training sessions are open to all members and will consist of, but not limited to:

1. Formal structured courses;

2. Mentorship;
3. Guest turners;
4. Demonstrations; and
5. Seminars.

The instructors will be reimbursed through an honorarium and realistic incidentals. The fee shall be agreed to before entering any agreement for services. This fee schedule can be re-negotiated in the event that real costs increase unexpectedly and / or significantly.

Realistic costs include, but not limited to:

1. Materials;
2. Transportation; and
3. Accommodations.

Introductory Course

The Valley Woodturners will offer an introductory woodturning course to club members. This course is primarily designed to demonstrate safe and efficient practices to turners through short lectures, demonstrations, and active supervised turning.

This course shall be held at least once per year to a maximum of three times per year: Fall, Winter; and Spring. The executive, in conjunction with the instructional staff, will determine the dates and times of the course. The course duration will be approximately 21 hours (traditionally three consecutive weekends) excluding initial setup, end-of-day cleanup, and any necessary breaks (such as lunch).

Due to equipment availability and student ratios, a maximum of ten students per course will be accepted. Minimum participation requirements will be determined by the executive as required. In the event of a minor wishing to participate, the lead instructor will have final say as to a student's eligibility.

Instructional Staff

Each course will be staffed as follows:

1. Lead Instructor - to be determined by the executive in conjunction with previous instructors; and
2. One assistant for every four students - to be determined by the executive in conjunction with the previous and current lead instructors.

In the event of a required absence which precludes a member of the instructional team from attending a scheduled session, it is their responsibility to secure a replacement and identify same to the lead instructor and executive as appropriate.

Remuneration

Identified instructional staff shall be provided an honorarium as determined by the executive annually.

Note:

The 2015 honorarium is set at \$550 for the lead instructor (\$150/session - this includes an embedded travel allowance); and \$300 for each assistant per course (\$100/session each).

Course Registration

As only club members can register for the course, the annual membership is embedded within the course registration fees. This part of the registration is non-refundable unless the course is cancelled outright. If an existing member wishes to participate, the fees will be adjusted accordingly. (Payment for the first session may be post-dated to January 1st, otherwise the memberships must be paid no later than the time of registration.)

Course cost will be determined annually by the cost of materials, facilities and instructional team requirements. It will be based on a ten person participation level.

Registration shall be made to the executive's education representative or treasurer as available. Cheques can be made payable to 'Ottawa Vally Woodturners'. Registration is not considered complete until the tuition payment has received in full. Post-dated cheques although accepted, will not guarantee a spot in a particular session. A 'first come, first served' policy will be applied.

Refunds

It is understood that there are situations in which a registered participant cannot attend. All such cases shall be referred to the education rep.

The following guidelines should be observed when considering refunds for a course:

1. In lieu of a refund, the student may request their registration to be applied to a later session;
2. A full refund shall be granted:

- a. Should the member identify a replacement student not previously registered in any session and who has offered payment before that session begins; and
 - b. Six weeks notice prior to the first session of that course;
 - c. The session is cancelled by the Executive - In such an event, the registrants may also request a membership refund.
 - d. The lead instructor denies a registrant's eligibility for the session in question.
3. A refund of \$100 shall be granted up to three weeks prior to the first session of that course.
4. No refund will be granted:
- a. Within three weeks of the first session of that course, but the registration can be applied to a subsequent course should places be available;
 - b. For missed days, however arrangements can be made to cover material during a subsequent course as space allows. All reasonable efforts will be made to facilitate this option.
 - c. Due to misconduct such that they and/or others are endangered by their actions.

Wood Shows and Demonstrations

The intent is to further promote the art and skills of woodturning, showcasing the talent and artistry of our members while providing an opportunity for mentorship not normally available in one location. When and where appropriate, the Valley Woodturners will encourage, support, and if require assist with the planning of these events.

Annually the Valley Woodturners will conduct a competition and exhibition. Ideally this will occur during events similar to the Ottawa Wood Show. The details of the competition conduct are contained in the Juried Woodturning Show Guidelines.

With the demise of the Ottawa Wood Show in 2012, it became apparent that the Valley Woodturners could be called upon to facilitate a symposium style wood working show. The structure, planning and policies for that event are located in the Symposium Manual.

Seminars

The club will also retain the services of woodturners with specific skills and styles of work with a view to broaden the horizons of the membership and other AAW affiliated clubs within the National Capital Region. These events, although not specifically planned, should occur quarterly, with no less than two / year. They will be primarily a demonstration of the technique, 'hands-on' sessions will be conducted only in specific circumstances as determined by the executive at the time of engaging the demonstrator. The responsibility for the planning and conduct of these events falls to the Education and Events coordinators cooperatively. The host(ess) and in the event that the duties are shared, both shall have their fees waived in exchange for their generosity.

Health & Safety

When discussing health & safety the following areas of concern are included:

1. Mechanical Issues;
2. Environmental Issues; and
3. Behavioral Issues.

Woodturning safety is a serious concern at all events sponsored by Valley Woodturners. It is the policy of Valley Woodturners to promote the health, safety and to educate woodturners, and others, to the inherent dangers and related safety precautions. Safety advisories, notices and other like information will be advertised by all appropriate means as they become apparent. All instructors, students and observers will adorn appropriate safety equipment as required.

Executive Terms of Reference

President

The President has the following, terms of reference:

1. Chairs all meetings as appropriate;
2. Shall have voice for discussion, but only a casting vote in the event of a tie;
3. Ex-officio member of all committees;
4. Co-signs cheques;

5. Coordinate all activities of the club;
6. Ensures the replacement of retiring officers;
7. Act as liaison officer for all outside woodturner interests;
8. Any duties assigned by the club membership, by means of vote; and
9. Maintain AAW membership in good standing.

Vice-President

The vice-president has the following, terms of reference:

1. In the absence of the President, assumes all the duties and responsibilities of that office;
2. Ex-officio member of all committees;
3. Co-signs cheques;
4. Act as liaison officer for all outside woodturner interests;
5. Receives, vettes and, where appropriate, investigates any complaints;
6. Acts as Liaison on all facility issues;
7. Performs such other duties as may be assigned by the President;
8. Has a vote; and
9. Maintain AAW membership in good standing.

Secretary

The secretary has the following, terms of reference:

1. Records, maintains and distributes minutes of all meetings;
2. Distributes correspondence and notices to the members;
3. Records and archives complaints;
4. Records and distributes updates to the Policy Manual;
5. Has a vote; and
6. Maintain AAW membership in good standing.

This position requires a computer with appropriate office software.

Treasurer

The treasurer is responsible for the fiscal health and future of the association. As such there is much scrutiny and specific requirements for the position. Although the terms of

reference below are listed, further specific requirements are delineated in Financial Management. The treasurer has the following, terms of reference:

1. Maintains records of all income and expenditures;
2. Prepares financial statements when required;
3. Assists in the preparation of budgets and business plans;
4. Ensures all expenses are paid in full;
5. Co-signs cheques;
6. Ensures timely completion of the annual audit;
7. Conducts 50/50 raffle;
8. Pre-bookings for seminars;
9. Support the registrar in the collection of dues;
10. Maintain AAW membership in good standing;
11. Has a discretionary petty cash of \$100;
12. Has a vote; and
13. Ensures that all executive officers maintain AAW membership.

This position requires a computer with appropriate accounting software.

Coordinators Terms of Reference

Coordinators are members who have volunteered for specific tasks in conjunction with the Executive. Their terms of reference are critical to the successful operation of the club. Although not elected, they are granted a vote at executive meetings.

The number and scope of coordinators is not finite and can be augmented or reduced as required. However, upon creation of such a position, the terms of reference, as defined at inception, will be added below:

Facilities

The facilities coordinator is crucial to the successful operation of the Valley Woodturners events. Where possible and practical, all efforts to support them in the execution of their duties will be provided. The position has the following terms of reference:

1. Ensure the availability of, and access to, suitable venues for Valley Woodturners activities;
2. Organize monthly presentations;
3. Ensure availability of audio and video system for each meeting;
4. Oversee the set up and conduct of regular meetings;
5. Oversee the arrangements for refreshments at all events;
6. Acquire gift certificates, as appropriate, for challenge and show & tell tables; and
7. Oversee the use of the workshop and Valley Woodturners equipment.

Librarian

The librarian has the following terms of reference:

1. Maintains library inventory;
2. Seek out new, appropriate material;
3. Acquire appropriate inventory;
4. Maintains register of all loaned material;
5. Acquires and re-sells magazines in accordance with agreements;
6. Has discretionary authority to disburse funds up to and including \$100; and
7. Investigate, develop and implement processes as appropriate.

Education and Training

The education and training coordinator has the following terms of reference:

1. Develop and implement courses as appropriate;
2. Maintain student list;
3. Make bookings and collect fees;
4. Liaise with course instructors;
5. Ensure equipment is in good repair and serviceable;
6. Arrange any repairs required;
7. Assist the Events coordinator with the acquisition, planning and conduct of guest demonstrations; and
8. Has discretionary authority to disburse funds up to and including \$300.

Events

The events coordinator has the following terms of reference:

1. Organize events including the following, but not inclusive:
 - a. Seminars;
 - b. Picnic;
 - c. Wood show;
 - d. Craft shows;
 - e. Volunteer day; and
 - f. Saturday workshops.
2. Advertisement and promotion of all events;
3. Assist the Education and training coordinator with the acquisition, planning and conduct of guest demonstrations;
4. Distribution of tickets;
5. Forms; and
6. Prizes.

Membership

The membership coordinator has the following terms of reference:

1. Maintains a database of all members and their interests;
2. Maintain and distribute membership packages;
3. Assist in the development of recruitment efforts; and
4. Coordinates and effects the collection of all dues.

This position requires a computer with appropriate accounting software.

Web Master

The Webmaster has the following terms of reference:

1. Ensures that the website is maintained and current with information of interest to members; and
2. Has a vote.

Health & Safety

The Health & Safety coordinator will have an assistant and both shall have the following terms of reference:

1. Examine course and demonstration practices with a focus on safety;
2. Establish and maintain protocols for reports and returns;
3. Establish and maintain investigation protocols;
4. Maintain a comprehensive understanding of all insurance requirements, implications and limitations;
5. Establish and maintain an education regime to expose all aspects of health and safety to include:
 - a. Mechanical;
 - b. Environmental; and
 - c. Behavioral.
6. Has a vote.

Past President

The Past President has the following terms of reference:

1. Maintains the continuity of the executive by providing legacy information and the rationale of decisions that were made over the previous year; and
2. The past-president does not have a vote.

Financial Management

The financial year of the Valley Woodturners is December 1 to November 30 annually.

Levies

Occasionally levies, to be approved by the membership, may be required to support special events. All profits, or losses, resulting from levies will be directed to general funds.

Use of Funds

Funds accruing from obligatory fees, levies or other income shall cover the costs of:

1. Charges imposed for the use of facilities for meetings, seminars, etc;

2. Public Liability and Property Damage insurance sufficient to cover indemnification for personal injury or property damages resulting from Valley Woodturners activities;
3. Essential printing or photocopies;
4. Mailing expenses;
5. Prizes or awards;
6. Incidental expenses as approved by the members such as, but not limited to:
 - a. Valley Woodturners participating in shows or seminars;
 - b. Affiliating with national or international groups;
 - c. Engaging in other activities for the pleasure and benefit of the membership; and
 - d. Annual AAW membership for executive officers.
7. Reimbursement to individual members for out-of-pocket expenses incurred in carrying out assignments approved by the membership.

Banking of funds and disbursements

All Valley Woodturners funds except for an amount not exceeding \$100.00 and retained as petty cash, by the Treasurer, shall be deposited in a current account in a chartered bank. A maximum of four (4) officers of the Valley Woodturners shall be designated as having signing authority. Any cheque issued by the Valley Woodturners must bear the signature of two of the following:

1. Treasurer;
2. President; and
3. Vice President.

Audit of Finances

The Treasurer will surrender all books to the appointed auditors for such scrutiny as is appropriate as a result of any of the following conditions:

1. Resignation;
2. Termination;
3. Annually; and
4. Investigation.

Any clarifications will be made in advance of presenting the final audit results to the membership.

Remuneration

Officers of the Valley Woodturners shall not be remunerated for their services as Executives.

Conduct Management

Harassment

Harassment under any condition is unacceptable, for the purposes of this manual harassment it will be dealt with as a disciplinary issue and is defined as:

Any improper conduct by an individual that is directed at and offensive to another person or persons, which the individual knew or ought reasonably, to have known would cause offense or harm. It comprises any objectionable act, comment or display that demeans, belittles or causes personal humiliation or embarrassment, or any act of intimidation or threat. It includes harassment within the meaning of the Canadian Human Rights Act (CHRA).

Discipline

Should it arise that a member's conduct be so extreme as to require disciplinary action, the executive will convene, in a closed session, to discuss the conduct and decide appropriate action. This action can include suspension of membership privileges up to and including the revoking of membership with no refund of pro-rated dues. This is an extreme measure and shall only be used when all other options have been exhausted. Conduct requiring discipline can include, but is not inclusive to:

1. Misrepresenting the Valley Woodturners policies and objectives;
2. Any conduct reflecting poorly on the Valley Woodturners;
3. Taking under contract any services in the name of Valley Woodturners without the expressed consent of the Board of Directors; and
4. Any conduct which satisfies the definition of Harassment (see Harassment).

Reinstatement will be considered upon receipt of petition signed by no less than 30 members in good standing. At which point a special general meeting will be convened for this expressed purpose. The outcome will result in the issue being resolved and thus closed.

Conflict of Interest

For the purpose of this policy, a conflict of interest is defined as:

A conflict between the private interests and the official responsibilities of a person in a position of trust.

In the event of a conflict of any member with regard to the operation of normal club business, the member in conflict shall sequester himself or herself so as not to influence the related discussion or subsequent decisions.

Referral Policy

Valley Woodturners accepts no responsibility in the outcome of any arrangements made and will only act as an intermediary in so far as to affect an introduction between a potential client and a perspective turner.

Vendor Presence at meetings

Any vendors wishing to be present at a meeting(s), must provide a written request to the Board of Directors outlining their intent and the perceived advantage to the membership. The Board of Directors reserves the right to refuse attendance of any vendors. If the vendor is a member, then the member will be welcome without representation of the business.