

CANADIAN FORCES BASE (CFB) KINGSTON
WOOD HOBBY CLUB BY-LAWS
EFFECTIVE: APRIL 2019

ARTICLE I - PURPOSE

1. The purpose of these by-laws are to provide operational and administrative guidelines on how the Wood Hobby Club (WHC) will function. The By-laws shall be read in conjunction with the WHC Constitution and the Personnel Support Programs (PSP) Recreation Club Policy Chapter 6-2.

ARTICLE II - TERMS OF REFERENCE OF WHC EXECUTIVE COMMITTEE

2. The Executive Committee shall consist of the President, Vice-President, Secretary, Chief Supervisor, Treasurer, and Equipment Manager. The duties of the Executive Committee are as follows:

- a. President. The President is the principal leader of the organization and has overall responsibility for the WHC's administration by:
 - (1) being well informed of all WHC activities;
 - (2) being aware of the future directions and plans of members;
 - (3) having a good working knowledge of the constitution, rules and the duties of all executive members and sub committees;
 - (4) managing executive and/or executive meetings;
 - (5) managing the annual general meeting (AGM);
 - (6) exercising delegated authorities for the financial administration of Non-Public Property (NPP);
 - (7) representing the WHC at local events/activities when requested or as required;
 - (8) being a supportive leader for all WHC members;
 - (9) acting as a facilitator for WHC activities; and
 - (10) ensuring the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- b. Vice-President. The Vice-President is responsible for the following:

- (1) serving on the Executive Committee;
- (2) in the absence of the President, assuming the duties and responsibilities of the President;
- (3) maintaining and updating the wood locker, wood rack, and their waiting lists. Ensuring fees are collected annually after membership renewal;
- (4) exercising delegated authorities for the financial administration of NPP;
- (5) assuming all duties of membership officer ensuring a timely and accurate WHC membership list is maintained, updating an official list in the Membership Book and Supervisors Log Book monthly and submitting a copy to the Recreation office; and
- (6) assuming such duties and responsibilities as may be assigned by the President.

c. Secretary. The Secretary is responsible for the following:

- (1) serving on the Executive Committee;
- (2) conducting all correspondence and obtaining the President's signature on documents as required;
- (3) being responsible for handling and safe-keeping of all records, reports and returns and general correspondence for the WHC including physical and electronic posting of all official documents;
- (4) assisting the President in the preparation and distribution of agendas and related correspondence for all General and Executive Committee meetings;
- (5) recording the proceedings of all meetings and forwarding the minutes to the President and Manager of Community Recreation for recommendation by the Base Commander (BComd) or designate for approval and signature and ensuring a copy is posted to the WHC notice board. If unable to attend a meeting, arranging for a replacement to attend;
- (6) maintaining the official copy of the WHC Constitution and By-laws and ensuring additional copies are forwarded to the Community Recreation Office and posted on the WHC notice board; and
- (7) assuming such duties and responsibilities as may be assigned by the President.

- d. Chief Supervisor. The Chief Supervisor is responsible for the following:
- (1) inspecting and maintaining shop equipment;
 - (2) ensuring all safety precautions are followed and that all safety devices are in good working order;
 - (3) carrying out all assigned duties of the WHC Fire Warden including:
 - (a) conducting monthly fire inspections;
 - (b) inspecting and signing fire extinguishers monthly;
 - (c) ensuring all exits are kept clear; and
 - (d) filling out fire inspection reports as required.
 - (4) scheduling shop clean-up nights and direct maintenance as required;
 - (5) maintaining supervisor master list and advising Executive Committee of issues; and
 - (6) monitoring supervisor schedule and posting two weeks before the start of a new month.
- e. Treasurer. The Treasurer is responsible for the following:
- (1) serving on the Executive Committee;
 - (2) preparing all deposits and completing associated paperwork, including the actual deposit of monies to Non-Public Funds (NPF) by-monthly or as required;
 - (3) exercising delegated authorities for the financial administration of NPP;
 - (4) overseeing implementation of all financial administration processes and recording all receipts and disbursements including local record keeping and formal certification of transactions and deposits to NPP accounts;
 - (5) being responsible for the preparation, submission, and management of the budget and financial performance reporting to the WHC and the Executive;
 - (6) liaising with NPP Accounting Manager (AM) and Manager Community Recreation (MCR) staff on all financial matters and advise the WHC accordingly;

- (7) maintaining a petty cash float; and
- (8) assuming such duties and responsibilities as may be assigned by the President.

f. Equipment Manager. The Equipment Manager is responsible for the following:

- (1) managing the supply accounts and verify all equipment twice a year as a minimum;
- (2) confirming and filling out any required correspondence;
- (3) ensuring all WHC safety equipment is re-supplied and in good working order. The safety equipment consists of:
 - (a) the first aid kit;
 - (b) the eye wash stations;
 - (c) the defibrillator;
 - (d) protective eye-wear and hearing protection; and
 - (e) all shop equipment safety guards and shields.
- (4) completing necessary paper work for write-offs and add new equipment to the supply accounts;
- (5) ensuring all write off procedures are in accordance with A-FN-105 and are to be submitted as required to the Recreation Council (see para 12 & 13). These must be approved in the minutes of either the Executive Committee or an AGM;
- (6) coordinating the disposal of written-off equipment in accordance with the approved method/policy; and
- (7) reporting to the Executive Committee on all equipment concerns.

3. The Executive Committee may appoint positions and committees as necessary to carry out the functions of the WHC. On approval of the President members may hold up to two committee positions in reasonable combinations.

4. The election of WHC officials shall be conducted annually where required or every two years for all positions. Terms of office will normally be for a two year period. A call for nominations of all available positions shall be made to the general membership at least two weeks

prior to an AGM. Vacancies of these offices during the year will be filled by appointment by the President, subject to the approval of the Executive Committee, for the balance of the term. A vacancy of the President's office will be filled by advancement of the Vice-President; this vacancy will in turn be filled by appointment as outlined above.

ARTICLE III - SUPERVISORS

5. Supervisors are by appointment of the Executive Committee and overseen by the Chief Supervisor. It is a privilege to be a Supervisor and as such, if the Executive Committee deems that there has been continued negligence of the duties below the Executive Committee reserves the right to revoke the Supervisor's privileges.

6. The Primary function of the Supervisor is to ensure the safe operation of the WHC and to assist members in carrying out safe practices. The following are duties and responsibilities that Supervisors are required carry out:

- a. complete a minimum of two Supervisor shifts per month. In the case where the Supervisor is unavailable for a prolonged period due notice is to be given to the Chief Supervisor and Executive Committee. The missed shifts will be attempted to be made up;
- b. assist members in the safe operation of equipment and to provide expertise where possible;
- c. daily operation of the shop facilities including:
 - (1) daily cleanup and shop cleanliness;
 - (2) proper disposal of waste material in accordance with DND/CAF safety and waste management policies;
 - (3) ensure all tools and equipment are returned to their allotted space and are clean and in good working order; and
 - (4) daily emptying of the dust collection barrels.
- d. ensuring members log in and out;
- e. initiate application requests and membership renewals;
- f. complete the daily report including counting the cash, regardless of whether new entries were incurred;
- g. writing receipts for all transactions that occur on their shift. No supervisor shall

both sell and receive and will need to purchase from another Supervisor to ensure transparency and alleviate any negative perception;

- h. conduct a fire and security check of the shop prior to lockup; and
- i. conduct minor repairs of tools and equipment and report broken or missing items to the Chief Supervisor in an appropriate manner.

7. In such cases that the supervisor has been found negligent in their duties they will be notified in writing by the Executive Committee of their shortfall(s) and given the opportunity to correct them. If there is a continued violation then the supervisor's privilege will be revoked. The supervisor in most cases will be allowed to retain his/her membership.

8. Supervisors are permitted to work on personal projects while on duty provided the above responsibilities are completed and they are able to observe the safety of members within the shop. If a member requires assistance at any time the supervisor will stop his personal project and assist the member.

9. Supervisors must sign and be compliant with the terms and conditions of the WHC Volunteer Service Argent that is kept on file at the WHC.

10. If a Supervisor uses the shop outside of the normal hours or while not on duty, they are subject to the same hourly rate as the members. They also must ensure that the shop is left in a clean state, carrying out the same procedures as the daily operation listed above. If a Supervisor violates this practice they will be subject to privilege's being revoked as per above.

11. Under no circumstances will a Supervisor use negative control techniques, verbal abuse of any kind, humiliation, threats, swearing, harassment, yelling or sarcasm. Sexually abusive/inappropriate behavior will not be tolerated by Supervisors.

12. Supervisors should be familiar with first aid practices and the use of the defibrillator. Supervisors must be familiar with the WHC Emergency Action Plan (EAP). In the event of an injury or accident the Supervisor must follow the procedures laid out in the EAP. Once time permits the Supervisor will initiate an accident report located in the Supervisor log book.

ARTICLE IV - FINANCE

13. It is the responsibility of the WHC Executive to maintain clear and organized records of their financial operations. The spending limit of recreation clubs is set by the BComd as per Table 5 of the Chief of the Defence Staff Delegation of Authorities for Financial Administration of NPP which can be found at <https://www.cfmws.com/en/AboutUs/Library/PoliciesandRegulations/Finance/AFN105/Pages/default.aspx>. The limit cannot be greater than set out in Table 5 of that policy.

14. The WHC is responsible for the generation and spending of their own funds in accordance with applicable NPP policy. Each club must accurately budget expenses and ensure

that funds are available to satisfy the costs that will accrue throughout the year. The WHC is responsible for obtaining three quotes for any expenditure(s) over \$1,000.00.

15. The WHC Executive members must complete and submit club budget proposals by the published deadline set by MCR. Budget proposals will generally be due at the beginning of February. Failing to submit a budget proposal is also grounds for probation and no spending authority.

16. Monthly budgets must be reviewed to ensure that they are in line with the forecast. Budget adjustments may be requested at any time as per local delegation of authorities for financial administration of NPP.

17. The WHC must be financially sustainable in nature but should not be maintained for the purpose of making a large profit. Recreation clubs are not permitted to run a deficit.

18. The WHC must bank with NPP accounting; all revenues must be deposited in a timely manner with NPP accounting. The WHC must operate in accordance with A-FN-105-001/AG-001, Policy and Procedures for Non Public Property accounting which can be found at <https://www.cfmws.com/en/AboutUs/Library/PoliciesandRegulations/Finance/AFN105/Pages/default.aspx>.

19. The WHC Executive is responsible and accountable to its membership for all WHC financial matters.

20. The WHC must designate the president (or his delegate) and treasurer to be the signing authority on the WHC account. These individuals must complete the NPP Financial Delegated Authorities and Contracting Course and complete an Annex C of the Delegation Authority Matrix which can be obtained from the MCR. MCR will also have signing authority for all clubs.

21. If an individual with signing authority requires reimbursement for approved purchases or expenditures, the other person with signing privileges must authorize the request. One person cannot approve his/her own expenditures.

22. At year end, out-going WHC executive members must ensure that the signing authority is handed over to incoming members.

23. In case of non-compliance, accounts could be frozen and/or assets seized by Senior Manager PSP.

24. Fixed Assets. Please refer to A-FN 105 Chapter 28 which can be found at: <https://www.cfmws.com/en/AboutUs/Library/PoliciesandRegulations/Finance/AFN105/Pages/default.aspx>. A Fixed Asset audit shall be completed every two years and forwarded to the MRC for approval.

25. Write-Off Procedures. Please refer to A-FN 105 Chapter 30 which can be found at:

<https://www.cfmws.com/en/AboutUs/Library/PoliciesandRegulations/Finance/AFN105/Pages/default.aspx>. A write-off must be approved at a club meeting, Recreation Assembly meeting and submitted to the MRC for final approval.

26. **Sponsorship and Donations.** WHC Executive members are to contact Erica Lambert at lamert.eric@cfmws for policies and procedures. Please refer to A-FN 105 Chapter 29 which can be found at:

<https://www.cfmws.com/en/AboutUs/Library/PoliciesandRegulations/Finance/AFN105/Pages/default.aspx>.

27. The WHC shall not enter into contractual agreements without Base authorities' approval through the Manager, Community Recreation. Note: Instructors are to be tendered when applicable.

28. The Executive Committee shall be allowed to purchase equipment as budgeted without authority of an AGM. All expenditures will follow the approved guidelines for NPF purchases.

29. No expenditures shall be made until approved by the appropriate authorities in the minutes of either the Executive Meeting or an AGM. Authorized limits for expenditures by the Executive are up to and including \$1,000.00. Expenditures under \$1,000.00 can be approved by vote from the Executive Committee.

30. Expenditures over \$1,000.00 will be budgeted and must be voted on at an AGM by the Membership. In the case of an expenditure required for the repair or replacement of an essential piece of equipment outside of that budgeted, the Executive Committee can recommend and pass to the MCR for the final approval. A Capital Expenditure Request (CER) will normally be required by the MCR.

31. All purchases must be within and approved budget, unless already stipulated above. There are four methods of purchasing:

- a. **Request for a Cheque.** Used when an account with the business has not been set-up. The following provisions will apply:
 - (1) purchases must be within budgetary guidelines;
 - (2) must be approved by the President; and
 - (3) the cheque request form must be accompanied by supporting documentation (i.e. invoice, receipt, etc.).
- b. **Purchase on an existing account.** Purchases can be made at a number of local businesses where a WHC account has been setup. These purchases shall be within the normal operating budget and a copy of the invoice shall be submitted to the Treasurer for payment. The Executive Committee must approve new accounts prior to the account being setup.

- c. Purchase by WHC Credit Card (CC). Purchases using the WHC CC must be authorized by the Executive Committee and follow the same provisions listed in paragraph 29.
- d. Purchase in exchange for Time. In some cases minor purchases can be made by Supervisors in exchange for the equivalent amount of time on their time card. These purchases must be approved by the Executive Committee, must not exceed \$20.00, must be accompanied by a receipt, and a member of the Executive Committee must sign off their time card.

ARTICLE V - SAFETY

32. As a workplace safety precaution, all members will receive orientation to all equipment on the club's premises. Each year all members must sign a Safety Waiver that is retained at the WHC. All health and safety guidelines will be met. At no time are guests permitted to use equipment without having signed a waiver.

33. Supervisors are permitted to work on projects while alone in the WHC. However using large/dangerous shop equipment (i.e. cutting up large sheets of plywood on the table saw) while alone within the WHC facility is prohibited. There must be a minimum of two persons present in the WHC when performing such operations.

ARTICLE VI - INSURANCE

34. The NPF consolidated insurance program is in effect at the WHC. Please refer to <https://www.cfmws.com/en/AboutUs/Library/PoliciesandRegulations/Finance/AFN105/Pages/default.aspx> for more details.

ARTICLE VII - COMMUNITY OUTREACH

35. The WHC club may occasionally be contacted by outside agencies (i.e. Boy Scouts, Girl Guides etc.) with a request to use the WHC and its Supervisors to assist with one of their activities. This must be a formal request done a minimum of two weeks in advance, supported by the WHC Executive Committee, and approved by the B Comd. Efforts should be made during these events to minimize the impact on shop use for the members. ARTICLE VII - HOUSE RULES

36. A list of rules governing the day-to-day use and safe operation of equipment of the WHC will be drawn up and approved by the Executive Committee. These rules/safety procedures will be displayed on the appropriate equipment and/or shop location and will be adhered to by all members. Supervisors are to ensure these rules/safety procedures are adhered to at all times.

37. WHC membership fees are to be determined by the Executive Committee. These fees will be collected using the PSP registration software system.
38. The hours of operation shall be posted at the club and decided on by a vote of the members.
39. Wood may be purchased for the Club on authority of the Executive Committee at regular intervals throughout the year as required.
40. The WHC provides a designated area for projects in process. The use of this area is intended for temporary storage of ongoing projects. The area may be used to temporarily store projects (to include wood and materials) for the duration of the project providing that the project is being worked on at least once a week. All projects will be clearly marked with the members name and date when it is placed in the storage area. If a project is in the storage area and is not worked on for a period of 30 days then the member will be notified in writing or via e-mail to remove it. If after an additional two weeks the project still remains untouched it will be considered abandoned and will be removed from the shop as seen fit by the Chief Supervisor or Executive Committee. The WHC will not be held accountable for abandoned projects after the member is contacted in writing or via e-mail.
41. WHC members shall assume all health and safety risks of their invited guests including family members, friends, walk-ins/visitors or anyone else entering the WHC premises. WHC members are responsible for maintaining a safe working environment at the club. In addition throughout the year, members will be expected to contribute with the following:
- a. participate in WHC cleanup and maintenance nights;
 - b. attend AGMs; and
 - c. assist in the off-loading and marking of WHC wood deliveries.
42. All complaints will be made in writing and given to the Executive Committee.
43. All WHC members must refrain from verbal abuse of any kind, humiliation, threats, swearing, harassment, yelling or sarcasm. Sexually abusive/inappropriate behavior will not be tolerated by WHC members.

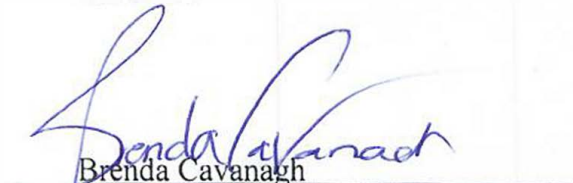
ADOPTION

1. These Bylaws were adopted at a General Meeting of the CFB Kingston Wood Hobby Club held on 07 March 2019.




Capt D.L. Poss
President


Maj B.J. Barnes
for Secretary


Brenda Cavanagh
Manager, Community Recreation

Recommended/Not Recommended


Maj V.A.J. Larosee
Base Commander or designate

Approved/Not Approved