

AWET – M

Association of Wood Energy Technology of Manitoba

Constitution By-Laws And Rules of Order

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Date

AWET – M INDEX

Article 1 Names

Article 2 Objects and Purposes

Article 3 Officers

Article 4 Board of Directors

Article 5 Vacancies

Article 6 Quorum of Board of Directors

Article 7 Duties of Officers

Article 8 Expenses

Article 9 Membership

Article 10 Amendments

Article 11 By-Laws

Article 12 Membership dues

Article 13 Nomination and Election of Officers ~ AGM

Article 14 Rules of Order

Article 15 Order of Business

Article 16 Constitution

Article 17 Purpose

Article 18 Relationship with WETT National

AWET – M Constitution

ARTICLE 1

Names

1.1 This organization shall be known as the AWET - M

Definitions

1.2 Officers - shall mean the Past President, President / Chair, Vice President /Vice Chair, Secretary, Treasurer, Training Officer, WETT National representative.

1.3 AWET – M shall be known as the Association Wood Energy Technology of Manitoba

1.4 AWET-M shall be known as an affiliate to WETT National

1.5 Directors - shall mean those persons elected with the Officers.

1.6 WETT shall be known as Wood Energy Technology Transfer

ARTICLE 2

Objects and Purposes

The objects and purposes of AWET - M shall be:

2.1 To co-operate and promote safe solid fuel appliance: training, educating, sales and installation and inspection in every way possible, in the campaign of fire prevention and life safety.

2.2 To function as a nucleus from which all information, relating to training and solid fuel appliance matters that may be disseminated.

2.3 To represent WETT National in Manitoba

2.4 AWET-M is a nonprofit training organization operating in Manitoba.

ARTICLE 3

Officers

3.1 The officers of AWET-M- M shall consist of a Past President, President / Chair, Vice President- Vice Chair, Secretary, Treasurer, Training Officer and AWET-M National Representative.

3.2 The officers shall be elected by ballot in open conference at the AGM in the spring months of the year. (MARCH, APRIL, MAY or JUNE)

3.3 Active members only shall be eligible for election as officers, and any Officer who ceases to be a Member of WETT shall cease to retain his or her elected office.

AWET – M Constitution

3.4 Voting shall be done by qualified / current certified WETT members in attendance or by proxy. Proxy votes shall be announced prior to elections beginning.

ARTICLE 4

Board of Directors

4.1 The Board of Directors shall consist of the 7 Officers and (2) Directors elected at the annual general meeting.

4.2 The President shall call a minimum of (6) designated meetings per year. This shall not preclude the President from calling other meetings of the Board of Directors, and conducting the business of AWET - M, providing the provisions, outlined in Article 4.5 and Article 6.1 are adhered to.

4.3 Members, elected to the Board of Directors, shall attend 60% of the said Board of Directors designated meetings during their term of office. Failure to do so would make a Director ineligible to stand for re-election. The President; however, in consultation with the Executive, would have the right to excuse a Director from attending a meeting under special circumstances.

4.4 The Board of Directors shall meet at the time and place named by the President/ Chair.

4.5 At least ten (10) days notice of such meeting shall be given to the members of the Board of Directors.

4.6 It shall be the duty of the Board of Directors to transact all business of AWET-M not otherwise provided for during the time intervening between general meetings.

ARTICLE 5

Vacancies

5.1 In the event of vacancies occurring among the elected Officers, they may be filled by appointments made by the Board of Directors; such appointments to be held until the next election of Officers.

ARTICLE 6

Quorum of Board of Directors

6.1 In all meetings of the Board of Directors, 50% of the directors (6) shall be represented for the transaction of business.

ARTICLE 7

Duties of Officers

Past President

7.1 The Past President shall attend all meetings and provide advice and guidance to the new President

President

7.2 It shall be the duty of the President / Chair to preside at all regular meetings of the Board of Directors, to preserve order, and to see that the business is properly conducted. The President shall appoint all Committees and Delegates to other meetings not otherwise provided for, and perform such other duties as may be incident to the office.

7.3 The term of office of the President / Chair and Vice President/ vice Chair shall be for a two (2) year. Alternating year replacement to ensure continuity of business. The incumbents may be eligible for subsequent terms.

7.4 The President / Chair shall be, ex-officio, a member of all Standing Committees and of all Special Committees, unless otherwise provided.

7.5 The President / Chair shall have power to appoint such other Committees as deemed necessary for conducting the work of AWET-M.

Vice President

7.6 It shall be the duty of the Vice President to assume the duties of the President during the latter's incapacity or absence.

Treasurer

7.7 The Treasurer shall serve a term of two (2) years, and may be eligible for subsequent terms.

7.8 The Treasurer shall collect all monies belonging to AWET-M from all sources and shall deposit same in a branch of a chartered bank or Credit Union which has been approved by the Board of Directors.

7.9 The Treasurer shall prepare a Financial Statement of the work of the office during AWET-M's preceding fiscal year, which will represent twelve (12) months ending December 31.

7.10 The Treasurer shall, at each meeting of the Board of Directors, present a detailed statement of all receipts and expenditures.

7.11 The Treasurer shall pay no money, on behalf of AWET-M,

AWET – M Constitution

except by a AWET-M cheque, signed by the Treasurer and by the President or, in the absence of the President, by the Vice President.

7.12 In their absence, the Treasurer may appoint and direct an assistant Treasurer who must be approved by the Board of Directors and who will have all rights of Board of Director members.

7.13 The Treasurer shall have an audited report for the annual meeting.

Secretary

7.13 It shall be the duty of the Secretary to keep a complete record of the proceedings of every meeting of the Board of Directors and the Standing Committee, of which the Secretary shall be ex-officio member; to receive and answer all communications pertaining to the business of AWET-M, with the approval of the President. The Secretary shall also be responsible for the distribution of the minutes.

7.14 The Secretary shall serve a term of two (2) years, and may be eligible for subsequent terms.

Training Officer

7.15 The duties of the training officer include but are not limited to arranging training courses, dates and locations. Poling the membership to determine the need of courses.

WETT National Representative

7.16 To attend and represent AWET – M at WETT National Meetings and The WETT NATIONAL annual meeting.

Directors

7.17 to attend board meetings and provide input and vote on all matters as required. (These positions may be viewed as grooming or developmental positions for future board positions as they become vacant.)

ARTICLE 8

Expenses

8.1 No officer or Member shall incur any expense on behalf of AWET-M without prior authority of the board of Directors being obtained.

ARTICLE 9

Membership

Membership in the AWET-M shall consist of and be classified as follows:

9.1 **Active Members** - All active Members in AWET-M shall hold current and valid WETT certification *as required to remain certified by WETT national*.

AWET – M Constitution

9.2 Associate members

Members of the Fire Service holding an Officers position in the respective branch, members of the Office of the Fire Commissioner Fire inspections and Fire investigations branch. Associate members do not have the right to vote on matters pertaining to the business of WETT or AWET-M.

ARTICLE 10

Amendments

10.1 The Board of Directors shall have full power to revise, alter or amend this Constitution, but the same shall not be revised, altered or amended except by a two-thirds (2/3) majority vote of the entire Board of Directors. No amendments shall be considered unless the Board of Directors of AWET – M has had at least thirty (30) days' notice of such proposed amendment, prior to a meeting of the Board of Directors.

ARTICLE 11

By-Laws

11.1 Any question, coming before a meeting, for which no provision has been made in the Constitution, By-Laws or Rules of Order, shall be decided by the presiding officer according to "Robert's' Rules of Order".

11.2 Rules and regulations

All members will be required to observe such reasonable Rules and Regulations as the AWET - M may consider necessary for the successful operation of AWET-M. The Board of Directors shall have the authority to take disciplinary action against any Member who is found to be in contravention of said Rules and Regulations.

11.3 Video conference

Also known as "On line" or "Go to meeting" etcetera

Is deemed the same as being in attendance at the meeting. All rights and privileges are similar.

ARTICLE 12

Membership Dues

12.1 Dues for Active membership, in this affiliate, shall be assessed in an amount determined by WETT National.

ARTICLE 13

Nomination and Election of Officers

13.1 Election shall be by ballot at the Annual General Meeting.

The Annual General Meeting shall take place in the spring of the year, (March April May or June). The exact date is set at the discretion of the President.

AWET – M Constitution

13.2 The Nominating Committee shall be elected at the first meeting in January. The Nominating Committee shall consist of three (3) members of AWET -M. The Chair Person of that Committee shall be elected by the Committee.

13.3 The Nominating Committee, when called upon at the Annual General Meeting, shall submit at least one name for each of the officers to be elected: President/Chair, Vice Chair/Vice President, Secretary, Treasurer, WETT National representative and two Directors. The list of nominees shall be submitted to the Secretary at the Annual General Meeting.

13.4 Persons nominated shall agree to serve if elected.

13.5 Normally no Member may be nominated for President and or Vice President unless that person has been a Member of the Board of Directors for at least two (2) years and has attended 50% of all designated meetings. Failing that process; extenuating circumstances may require: A Nomination (s) presented to the Board of Directors may be approved for vote at the AGM; if said nomination was presented to the Board prior to the AGM meeting for their review and approval.

13.6 The list of nominees, including nomination(s) from the floor, for the Executive Officers, shall be placed by paper ballot at the Annual General Meeting.

13.7 The Positions of Secretary, Treasurer, Training Officer and WETT National representative may be elected and combined to suit the business of AWET-M.

13.8 The Board of directors retains the right to retain/appoint/hire (a) specific person(s) to fulfill duties as required for the operation of the business of AWET-M. Such as a WEB site developer, a communications person etc...

ARTICLE 14

Rules of Order

14.1 The presiding officer shall preserve order and decorum, and shall conduct, impartially, the business of the meeting, taking no part in the debates while presiding and deciding all points of order subject to an appeal to the meeting assembled by any Member of AWET - M.

14.2 Upon an appeal from a decision of the presiding officer, a reason for the decision may be stated, and the question shall then be put as follows: "Shall the decision of the Chair be sustained and the vote shall be taken without debate. The presiding officer shall relinquish the chair to the vice president for this process.

14.3 A two-thirds (2/3) vote of all Members present and voting shall be necessary to reverse a decision of the presiding officer.

AWET – M Constitution

14.4 No member shall speak twice on any question, except to answer a question directed to the Member until every other Member has had an opportunity to speak to the question under discussion.

14.5 When speaking, Members shall confine themselves to the question under discussion, and shall avoid all personalities and indecorous language, and all motions shall be placed in writing if so required.

14.6 When two (2) or more Members rise to speak, the presiding officer shall decide which of them is entitled to the privilege of the floor. A Member called to order shall, at once, resume his or her seat until the point of order in question has been decided, following which decision he or she shall, again, be entitled to the floor.

14.7 An amendment to an amendment shall be in order, but an amendment to an amendment to an amendment shall not be entertained.

14.8 A motion, to take the previous question, shall always be in order, except when a Member is in possession of the floor, and must be put without debate.

AWET – M Constitution

ARTICLE 15

Order of Business

15.1 The Order of Business, at the regular meetings and the Annual General Meeting, [AGM additions in brackets] should follow this guideline:

1. Call to Order

2. Roll Call

3.(a) AGENDA

-review

-additions

-adoption

4. Reading and approval of the Minutes

(a) Business arising out of the Minutes

5. Treasurer's Report

6. Correspondence

7. Unfinished Business

8. Reports:

(a) Officers

(b) WETT National report

(c) Chairpersons of Committees

(d) Web development-maintenance

(e) other

[9 Nominating committee spokesperson assumes the chair to conduct elections]

[Nominations received by the committee are posted]

[Nominations open from the floor]

[Nomination Call for closure of (3 calls) once concluded, nominations are declared closed]

[if required Scrutineers (the 2 other members of nominating committee,), distribute, collect ballots and count votes]

[Scrutineers report – re-vote if required]

[Candidate with the majority of votes wins.]

[Ballots collected after voting are destroyed after approval of the assembly]

[Installation of Officers]

10. New Business

(a) Show and learn

(b) Other

{(a) Appointment of Independent Auditor}

11. Action Items (to be followed up)

12. Next meeting date

13. Adjournment

AWET – M Constitution

ARTICLE 16

Constitution

16.1 The Rules and Regulations, appended to this Constitution, may be modified by two-thirds (2/3) majority vote of a Meeting of the Board of Directors with the proviso that a Quorum is present and recorded.

ARTICLE 17

Purpose

The purpose of AWET- M is to develop, maintain promote and deliver professional training, education and to promote harmony and a respectable business affiliation in a cooperative and open dialogue fashion.

Article 18 relationship with WETT National

18.1 For an explanation of the relationship between WETT National and AWET – M see the WETT NATIONAL WEB SITE

18.2 AWET – M is separate and financially independent of WETT National

18.4 All discipline issues SHALL be referred to WETT National as they control certification.