



Constitution and By-laws

**The Canadian Society
for
Creative Leathercraft**

Constitution & By-laws of The Canadian Society for Creative Leathercraft

INDEX

Constitution of The Canadian Society for Creative Leathercraft

	PAGE
Article I. NAME	
Sec. 1.	5
Article II. OBJECTIVES	5
Sec. 1.	5
Sec. 2.	5
Article III. MEMBERSHIP	5
Sec. 1. MEMBERSHIP	5
Classes of Membership	5
Sec. 2. GOOD STANDING	6
Sec. 3. SUSPENSION	6
Sec. 4. REINSTATEMENT OF MEMBERSHIP	6
Article IV. OFFICERS	6
Sec. 1. OFFICERS	6
Sec. 2. MANNER OF ELECTION	6
Sec. 3. POWERS AND DUTIES	6
Article V. EXECUTIVE COUNCIL	6
Sec. 1.	6
Sec. 2. MEMBERSHIP	6
Sec. 3. POWERS AND DUTIES	6
Sec. 4. QUORUM	6
Sec. 5. MEETINGS	6
Sec. 6. VOTING BETWEEN MEETINGS	6
Article VI. VOTING MEMBERS	6
Article VII. STANDING AND SPECIAL COMMITTEES AND SPECIAL OFFICERS	7
Article VIII. NOMINATING COMMITTEE	7
Sec. 1.	7
Sec. 2. DUTIES	7
Sec. 3. ELIGIBILITY TO HOLD OFFICE	7
Sec. 4. CONSENT OF NOMINEE	7
Sec. 5. NOMINATIONS FROM THE FLOOR	7
Sec. 6. VOTING	7
Article IX. BRANCHES	7
Article X. ANNUAL MEETING	7
Sec. 1. TIME AND PLACE	7
Sec. 2. VOTING	7
Sec. 3. POWERS	7
Sec. 4. EXPENSES	7
Article XI. PUBLICATIONS	8
Sec. 1. OFFICIAL PUBLICATION	8
Sec. 2. OTHER PUBLICATIONS	8
Article XII. INSIGNIA	8
Article XIII. FINANCE	8
Sec. 1.	8
Sec. 2. FISCAL YEAR	8
Article XIV. AMENDMENTS	8
Sec. 1. ANNUAL MEETING	8
Sec. 2. ANNUAL MEETING INTERIM	8

Constitution & By-laws of The Canadian Society for Creative Leathercraft

INDEX

By-Laws of The Canadian Society for Creative Leathercraft

	PAGE
By-Laws	9
Article I. GOVERNMENT	9
Article II. MEMBERSHIP	9
Sec. 1. MEMBERSHIP	9
Sec.2. SUSPENSION	10
Sec. 3. REINSTATEMENT OF MEMBERSHIP	10
Article III. FEES	10
Sec. 1.	10
Sec. 2. SPECIAL PROFESSIONAL FEES	10
Sec. 3. NOTICE OF CHANGE	10
Sec. 4. DATE PAYABLE	10
Sec. 5. ARREARS IN FEES	10
Sec. 6. HALF FEES	10
Sec. 7. PAYMENT OF FEES	10
Article IV. OFFICERS	11
Sec. 1. DUTIES	11
President	11
Vice-President	11
Secretary	11
Treasurer	11
Article V. EXECUTIVE COUNCIL	11
Sec. 1. POWERS AND DUTIES	11
Sec. 2. MEETINGS	11
Sec. 3. COMMITTEES AND SPECIAL OFFICERS	11
Sec. 4. VACANCIES	11
Article VI. STANDING AND SPECIAL COMMITTEES AND SPECIAL OFFICERS	11
Sec. 1. STANDING COMMITTEES	11
Electronic Communications Officer (E.C.O.)	11
Membership (includes exhibitions, Publicity and Public Relations)	11
Council of Fellows (includes Teaching Standards)	11
Sec. 2. SPECIAL COMMITTEES	11
Sec. 3. SPECIAL OFFICERS	12
Sec. 4. POWERS AND DUTIES OF STANDING COMMITTEES	12
Electronic Communications Officer (ECO)	12
Membership	12
Council of Fellows	12
Exhibitions	13
Publicity and Public Relations	13
Teaching Standards	13
Sec. 5 PROFESSIONAL MEMBERS GROUP	13
Article VII. BRANCHES	13
Sec. 1. ORGANIZATION	13
Sec. 2. OFFICERS	13
Sec. 3. POWERS AND DUTIES	13
Sec. 4. MEETINGS	14
Sec. 5. FEES	14
Sec. 6. MEMBERSHIP LIST	14
Sec. 7. LIAISON WITH SOCIETY	14
Sec. 8. BRANCH COMPETITION	14

INDEX

	PAGE
Article VIII. ANNUAL MEETING...	14
Sec. 1. ROLES AND RESPONSIBILITIES OF EXECUTIVE COUNCIL	15
Sec. 2. ROLES AND RESPONSIBILITIES OF HOST BRANCH	15
Sec. 3. QUORUM	15
Article IX. PUBLICATIONS	15
Article X. INSIGNIA	15
Sec. 1. USES	15
Sec. 2. STAMPING TOOL ISSUED TO PROFESSIONAL MEMBERS	15
Article XI. FINANCE	16
Sec. 1. SIGNING OFFICERS	16
Sec. 2. AUDIT	16
Sec. 3. FISCAL YEAR	16
Article XII. AMENDMENTS	16
Sec. 1.	16
Sec. 2.	16
Sec. 3.	13
Sec. 4.	13
Article XIII. ORDER OF BUSINESS	13

Constitution & By-laws of The Canadian Society for Creative Leathercraft

Constitution of The Canadian Society for Creative Leathercraft

Article I. NAME

- Sec. 1. The name of the organization shall be **The Canadian Society for Creative Leathercraft**.

Article II. OBJECTIVES

- Sec. 1. The objectives of The Canadian Society for Creative Leathercraft (hereinafter called the Society) shall be to further the best interests of the craft by mutual and cooperative effort, and to protect the rights of the members of the Society.
- Sec. 2. To achieve these objectives the Society shall strive:
- To encourage originality in design.
 - To establish high standards of craftsmanship by improved standards in teaching and judging.
 - To advance education in the craft.
 - To organize exhibitions.
 - To encourage members to participate in art, handicraft exhibitions and sales.
 - To cooperate with other societies in furthering the creative arts.
 - To identify the creative work of its members and to discourage the plagiarizing thereof.

Article III. MEMBERSHIP

Sec. 1. MEMBERSHIP:

- Membership in the Society shall be attained in accordance with the provisions of the Constitution and By-Laws.
- Classes of Membership.

There shall be five classes of membership: Charter, Honorary, Sustaining, General and Professional.

- (1) All members who joined the Society at its inception June 8, 1950, shall be known as Charter Members.
- (2) An Honorary Member shall be any person elected by the Society as provided in the By-Laws.

An Honorary Member may be elected for a definite period or for life, as provided in the By-Laws.
- (3) A Sustaining Member shall be any commercial or other organization or person interested in supporting the Society, as provided in the By-Laws.
- (4) A General Member shall be any person interested in the craft.
- (5) Professional Members shall include:
 - (a) Associate. An Associate shall be a person who has qualified for that standing as provided in the By-Laws.
 - (b) Fellow. A Fellow shall be a person who has qualified for that standing as provided in the By-Laws.

Constitution & By-laws of The Canadian Society for Creative Leathercraft

- Sec. 2. GOOD STANDING. To be in good standing and entitled to hold office and to vote on all matters pertaining to the Society, a member shall have supported the objectives of the Society and shall have paid all current dues.
- Sec. 3. SUSPENSION. A member may be suspended as provided in the By-Laws.
- Sec. 4. REINSTATEMENT OF MEMBERSHIP. A member who has been suspended may be reinstated as provided in the By-Laws.

Article IV. OFFICERS

- Sec. 1. OFFICERS. The officers of the Society shall be President, Vice-President, Secretary, and Treasurer.
- Sec. 2. MANNER OF ELECTION. The officers of the Society shall be elected from the members of the Society, except as provided in the By-Laws, who have a record of at least one year's good standing, for a term of two years, or until their successors are appointed as provided in the By-laws.
- Sec. 3. POWERS AND DUTIES. The officers of the Society shall have such powers and duties as are prescribed in the By-Laws.

Article V. EXECUTIVE COUNCIL

- Sec. 1. The administrative body of the Society shall be the Executive Council.
- Sec. 2. MEMBERSHIP. The Executive Council shall consist of all the officers of the Society, the immediate Past-President, the Chairpersons of standing committees, Electronics Communications Officer (E.C.O) the Presidents of the Branches or their appointed alternates, at the Annual Meeting from the voting members of the Society in good standing.
- Sec. 3. POWERS AND DUTIES. The Executive Council shall have such powers and duties as are prescribed in the By-Laws.
- Sec. 4. QUORUM. At any meeting of the Executive Council, 25% of the members shall constitute a Quorum. The affirmative vote of the majority of those present, plus one, shall be necessary to constitute the action of the Executive Council, except as herein specifically provided.
- Sec. 5. MEETINGS.
- a. Regular Meetings. The Executive Council shall meet as provided in the By-Laws.
 - b. Special Meetings. Special meetings of the Executive Council may be called by the President of the Society, and shall be called on the written request of three of its members.
- Sec. 6. VOTING BETWEEN MEETINGS. Between meetings the Executive Council may take action on any question by voting, provided that such action shall be reported at the next meeting of the Executive Council, and entered in the minutes thereof. The vote of the majority of the Executive Council, plus one.

Article VI. VOTING MEMBERS

The voting members of the Society shall be:

- a. Charter Members in good standing.
- b. Honorary Life Members.
- c. Elected Officers.
- d. General Members in good standing.
- e. Professional Members in good standing.

Constitution & By-laws of The Canadian Society for Creative Leathercraft

Article VII. STANDING AND SPECIAL COMMITTEES AND SPECIAL OFFICERS

The Executive Council, following the Annual Meeting, shall appoint from its members Standing and Special Committees and Special Officers as provided in the By-Laws.

Article VIII. NOMINATING COMMITTEE

- Sec. 1. At least two months prior to the Annual Meeting the Executive Council shall appoint the immediate Past-President, or other Past-President in good standing to act as Chairperson of the nominations.
- Sec. 2. DUTIES. It shall be the duty of the Chairperson to prepare a slate of officers and Executive Council members for the ensuing year, and to present this slate to:
- a. The Executive Council, prior to the Annual Meeting, for discussion.
 - b. The Annual Meeting for vote.
- Sec. 3. ELIGIBILITY TO HOLD OFFICE. A candidate for office must have been a voting member in good standing of the Society.
- Sec. 4. CONSENT OF NOMINEE. It is the responsibility of the Nominating committee to ensure that all persons nominated shall be willing and eligible to hold office.
- Sec. 5. NOMINATIONS FROM THE FLOOR. Further nominations may be made from the floor of the Annual Meeting, provided the nominees agree to stand.
- Sec. 6. VOTING. Should voting be necessary, it shall be by secret ballot of the voting members in good standing at the meeting, under the supervision of three scrutineers appointed by the President.

Article IX. BRANCHES

Branches of the Society may be formed in Canada under the direction of the Executive Council as provided in the By-Laws, and subject to the approval of the Annual Meeting.

Article X. ANNUAL MEETING

- Sec. 1. TIME AND PLACE.
- a. The Annual Meeting of the Society shall be held as provided in the By-Laws, Article VIII, Sec.1.
 - b. In case of emergency, the Executive Council by vote, either with or without a meeting, shall have the power to call, postpone, or omit the Annual Meeting.
- Sec. 2. VOTING. All members in good standing shall be entitled to one vote at the Annual Meeting.
- Sec. 3. POWERS. The Annual Meeting shall have the power to elect the officers of the Society, as provided in Article IV, Sec.2 of the Constitution, to approve new Branches, and to act on all other business not particularly provided for in the Constitution and By-Laws of the Society.
- Sec. 4. EXPENSES. The expenses of the Annual Meeting shall be paid as provided in the By-Laws.

Constitution & By-laws of The Canadian Society for Creative Leathercraft

Article XI. PUBLICATIONS

- Sec. 1. OFFICIAL PUBLICATION. The official publication of the Society shall be CANADIAN LEATHERCRAFT.
- Sec. 2. OTHER PUBLICATIONS. The Executive Council shall publish and make available to the members of the Society in good standing the Constitution and By-Laws of the Society, and shall authorize and publish other Society publications as provided in the By-Laws.

Article XII. INSIGNIA

Insignia of the Society shall be a stylized maple leaf embodying the letters CSCL. Uses of the insignia shall be as provided in the By-Laws.

Article XIII. FINANCE

- Sec. 1. The Society shall have power:
- To establish and collect fees for the various classes of membership, as provided in the By-Laws.
 - To accept gifts and donations for the furtherance of the aims and objectives of the Society.
 - To organize and finance worthy activities of the Society.
- Sec. 2. FISCAL YEAR. The fiscal year shall be as provided in the By-Laws.

Article XIV. AMENDMENTS

- Sec. 1. ANNUAL MEETING. This Constitution may be amended or repealed at the Annual Meeting.
- An affirmative vote of two-thirds of the voting members present at the Annual Meeting shall be required to adopt a proposal to amend or repeal this Constitution.
 - Before presentation for Annual Meeting vote, a proposal to amend or repeal this Constitution must be submitted to the Executive Council at least eight weeks prior to the Annual Meeting at which it is to be acted upon. If approved by the Executive Council in form and content, written notice of such proposal shall be sent to all voting members in good standing not less than four weeks in advance of the Annual Meeting.
 - The voting members at the Annual Meeting may then adopt or reject such proposals or amend or repeal.
- Sec. 2. ANNUAL MEETING INTERIM. This Constitution may be amended or repealed in the Annual Meeting interim.
- An affirmative vote of two-thirds of the voting members in good standing who have returned their ballots shall be required to adopt a proposal to amend or repeal.
 - Such a proposal to amend or repeal must be submitted to all members of the Society entitled to vote at an Annual Meeting by a special letter and ballot.

Constitution & By-laws of The Canadian Society for Creative Leathercraft

By-Laws of The Canadian Society for Creative Leathercraft

By-Laws

Article I. GOVERNMENT

The Canadian Society for Creative Leathercraft, its members and officers, shall be governed by the Constitution and By-Laws of the Society.

Article II. MEMBERSHIP

Sec. 1. MEMBERSHIP.

- a. A Charter Member must be in good standing to be eligible for the rights and privileges of membership in the Society.
- b. An Honorary Member may be elected to a membership in the Society by the Executive Council, for a definite period or for life, by a two-thirds majority vote of the Executive Council, provided that the Executive Council members have been duly notified at least four weeks prior to the date on which the vote is to be taken.
 - (1) For a definite period. An Honorary Member elected for a definite period shall not be entitled to hold office on the Executive Council, nor be entitled to vote at meetings, but shall have all other rights and privileges of membership, and shall not be required to pay any membership fees.
 - (2) For Life. An Honorary Member elected for life shall have all the rights and privileges of membership and shall not be required to pay any membership fees.
- c. A Sustaining Member shall be required to pay a fee as prescribed in Article III, Sec. 1, of the By-Laws, and shall have one vote, and shall have power to appoint an employee or individual to represent them. They shall have access to the Society's membership list, which under no circumstances may be sold to or exchanged with other organizations.
- d. A General Member. Any other person joining the Society shall be admitted first as a General Member.
- e. Professional Members.
 - (1) Associate. Subsequent qualification of a General Member as an Associate shall be based upon requirements as determined by the Council of Fellows.

A person who has qualified as an Associate shall be entitled to a diploma, the use of a professional stamp issued by the Society, and to use the letters A.C.S.C.L. (Associate Canadian Society for Creative Leathercraft) for as long as good standing is maintained.
 - (2) Fellow. Subsequent qualification of an Associate as a Fellow shall be based on requirements as determined by the Council of Fellows.

A person who has qualified as a Fellow shall be entitled to a diploma, the use of a professional stamp issued by the Society, and to use the letters F.C.S.C.L. (Fellow Canadian Society for Creative Leathercraft) for as long as good standing is maintained.

Constitution & By-laws of The Canadian Society for Creative Leathercraft

Sec.2. SUSPENSION.

- a. Any member may be suspended for activities inimical to the Society, such suspension to be determined by the Executive.
- b. Failure of Professional Members to pay their annual fee shall be accompanied by suspension of their professional standing, and return of the professional stamp.

Sec. 3. REINSTATEMENT OF MEMBERSHIP

- a. Any member who has been suspended for activities inimical to the Society may be reinstated by vote of the Executive Council, such reinstatement to be approved by a two-thirds majority vote.
- b. An Associate may be reinstated by payment of a penalty equal to one year's fee in addition to the current fee, and upon approval of the Executive Council.
- c. A Fellow may be reinstated by payment of a penalty equal to one year's fee in addition to the current fee, and upon approval of the Executive Council.

Article III. FEES

Sec. 1. All members shall be required to pay such annual fees as may be prescribed from time to time, either by resolution of the voting members in good standing at an Annual Meeting or by vote by mail, with a two-thirds majority vote of approval by those voting. A General Member who is a registered full-time student shall pay one-half of the annual fees.

Sec. 2. SPECIAL PROFESSIONAL FEES. Professional members shall be required to pay such special fees as may be prescribed from time to time, either by resolution of the voting members in good standing, at an Annual Meeting, or by vote by mail, with a two-thirds majority vote of approval by those voting.

Sec. 3. NOTICE OF CHANGE. Members shall be notified at least four weeks prior to the date on which a vote is to be taken on any proposed changes in fees.

Sec. 4. DATE PAYABLE. Fees for the ensuing year shall be due and payable the first day of April of each year.

Sec. 5. ARREARS IN FEES. Any member who has not paid his annual fee by June 30th of the current year shall be considered in arrears, and not in good standing in the Society.

Sec. 6. HALF FEES. New members joining at any time during the last six months of the current year shall pay half the annual fee, and shall be entitled to receive the last two issues of the Society's bulletin CANADIAN LEATHERCRAFT.

Sec. 7. PAYMENT OF FEES shall entitle members to:

- a. Participate in all activities of the Society, except as specifically provided in the By-Laws.
- b. Receive the Society's official publication CANADIAN LEATHERCRAFT for one year.
- c. Vote at Annual Meeting and on all matters pertaining to the welfare of the Society where a vote is required.

Constitution & By-laws of The Canadian Society for Creative Leathercraft

Article IV. OFFICERS

Sec. 1. DUTIES. The duties of the officers shall be:

President: Shall be generally responsible for the supervision of the Society, shall preside at all meetings of the Society and its Executive Council, and shall be ex-officio a member of all committees.

Vice-President: Shall assist the President, and in the President's absence assume those duties; shall assist committee chairpersons to choose the personnel of the committees to ensure the widest possible distribution of work and responsibility amongst the members; shall be responsible for all activities relating to Branches.

Secretary: Shall keep an accurate record of the proceedings of all annual and general meetings of the Society and its Executive Council. Shall send all notices to the members and conduct the correspondence of the Society. Shall collect and prepare reports for the Annual Meeting.

Treasurer: Shall handle all monies due the Society through a chartered bank; issue receipts; keep accurate accounts; pay all bills approved by the Executive Council; report at each Executive Council meeting; and prepare an audited financial report for each Annual Meeting.

Article V. EXECUTIVE COUNCIL

Sec. 1. POWERS AND DUTIES.

- a. The Executive Council shall assist the officers to administer the affairs of the Society, and shall report on its proceedings to the Annual Meeting.
- b. The Executive Council shall be responsible for the prompt enforcement of this Constitution and these By-Laws.

Sec. 2. MEETINGS. The Executive Council shall meet immediately preceding and within four weeks following the Annual Meeting, and shall meet at such other times throughout the year as may appear necessary to the officers or the committee chairpersons of the Society.

Sec. 3. COMMITTEES AND SPECIAL OFFICERS. The Executive Council shall appoint committees and special officers as provided in Article VI, Sec.1, 2, and 3 of the By-Laws.

Sec. 4. VACANCIES. Any vacancy on the Executive Council may be filled by the Council and the Officer or Council member so appointed shall hold office until the next Annual Meeting.

Article VI. STANDING AND SPECIAL COMMITTEES AND SPECIAL OFFICERS

Sec. 1. STANDING COMMITTEES: The Executive Council shall appoint the Chairperson of the following Standing Committees:

Electronic Communications Officer (E.C.O.)
Membership (includes exhibitions, Publicity and Public Relations)
Council of Fellows (includes Teaching Standards)

The Executive Council may, at its discretion appoint the members of any or all of these Committees or leave their selection to the Committee Chairperson concerned and the Vice-President. All Fellows shall be members of the Council of Fellows.

Sec. 2. SPECIAL COMMITTEES. The Executive Council may at its discretion appoint the members of Special Committees, or appoint the Chairpersons of such Committees and leave their selection to the Committee Chairperson concerned and the Vice-President.

Constitution & By-laws of The Canadian Society for Creative Leathercraft

Sec. 3. SPECIAL OFFICERS. The Executive Council shall appoint such special officers as may be required.

Sec. 4. POWERS AND DUTIES OF STANDING COMMITTEES.

a. Electronic Communications Officer (ECO)

- (1) The E.C.O. appointed by the Executive Council shall be responsible for the publications and electronic distribution of CANADIAN LEATHERCRAFT, as well as all other communications / material published under Society auspices.
- (2) The E.C.O shall have the power to grant or refuse permission to reprint material belonging to the Society, and to re-edit it, if necessary, before reprinting.
- (3) The E.C.O. shall determine fees relating to published material, subject to the approval of the Executive Council.
- (4) The E.C.O shall make every effort to safeguard the rights and privacy of contributors to Society publications.

b. Membership.

- (1) To notify the membership when fees are due, and to advise delinquent members when fees are in arrears.
- (2) To collect membership fees.
- (3) To issue membership cards.
- (4) To prepare and keep up-to-date a membership list for distribution once a year to such members of the Executive Council as require it, to Sustaining Members, and on special request subject to the approval of the Executive Council. This List may under no circumstances be sold.

c. Council of Fellows.

- (1) Uphold CSCL standards for judging and revise and expand such when necessary.
- (2) Encourage and assist General and Associate members to improve their skills and apply for higher standing.
- (3) Maintain records of craftsman ribbons, salon ribbons, and other awards
- (4) Serve as a resource to the Executive Council for jurors and instructors.
- (5) Prepare and revise as conditions indicate the requirements for admission to Associate and Fellow standing.
- (6) Award Associate standing to successful candidates.
- (7) Appraise applications for Fellow standing.
- (8) Review and select all articles to be included in Society exhibitions, displays, and sales, when so required.
- (9) Appoint judges and demonstrators requested by outside organizations.

Constitution & By-laws of The Canadian Society for Creative Leathercraft

- (10) Undertake any other duties which may arise in connection with standards.
- (11) Invite an independent design critic to assist in its deliberations when so indicated.
- (12) Administer and maintain records of the professional stamp
- (13) Meet at least once per year with 33% members to constitute a quorum.

d. Exhibitions.

- (1) To collect, display, and manage all exhibitions conducted by the Society.
- (2) To select articles for such purposes, in collaboration with the standing committee of the Council of Fellows as provided in Article VI, Sec.4, c, (4), of the By-Laws.

e. Publicity and Public Relations.

- (1) To handle publicity and public relations relating to Society activities.
- (2) To keep a scrapbook of items pertinent to Society activities.

f. Teaching Standards.

- (1) To prepare, in collaboration with the standing committee of the Council of Fellows, and keep up-to-date, a Table of Standards for Teachers of Leathercraft.
- (2) To issue "Teaching Credentials" certificates as outlined in the Table of Standards.
- (3) To keep a current list of teachers of Leathercraft from among its members, these to be classified according to the Table of Standards for Teachers.
- (4) To endeavor to supply on request qualified teachers from this list.

Sec. 5 PROFESSIONAL MEMBERS GROUP. Fellows and Associates may form a Professional Members group. This group shall be responsible for its own organization, if necessary, in consultation with the Executive Council.

Article VII. BRANCHES

Sec. 1. ORGANIZATION:

- a. Branches may be formed by a minimum of five people. Such groups shall apply to the Executive Council for admission.
- b. Branch members must be members of the Society.

Sec. 2. OFFICERS:

- a. Each Branch shall elect its own Branch officers. These officers shall be President, Vice-President, Secretary, and Treasurer.
- b. Each Branch shall elect or appoint its own Standing and Special Committees and Special Officers.

Sec. 3. POWERS AND DUTIES.

- a. Branches shall cooperate with the Society in Society activities.
- b. Branches shall plan and fund their own programs and activities.

Constitution & By-laws of The Canadian Society for Creative Leathercraft

- c. Any Branch activities authorized prior to the activity by and on behalf of the Society shall be financed by the Society. Any profits shall accrue to the Society and any losses shall be borne by the Society.

Sec. 4. MEETINGS.

- a. Branches shall conduct one annual business meeting prior to the Annual Meeting of the Society, at which officers for the following year shall be elected.
- b. Branches shall arrange their other meetings at their discretion.
- c. The Secretary or Secretary-Treasurer of each Branch shall report to the Corresponding Secretary of the Society, the activities of the Branch for the past year, prior to the Annual Meeting.

Sec. 5. FEES.

- a. Branch fees shall be set at the discretion of the Branches but should be sufficiently large to cover the membership, fee to the Society, plus whatever Branch fee is necessary to carry on Branch activities.
- b. All fees shall be paid to the Branch Treasurer who shall forward the portion due the Society to its Membership Chairperson who shall then forward it to the Treasurer.

Sec. 6. MEMBERSHIP LIST

- a. A list of Branch members shall be sent to the Membership Chairperson of the Society once yearly, as soon as possible in the current year, and additional names shall be sent in as they are added.
- b. Immediately after Branch elections, the names of the Branch officers shall be sent to the Recording Secretary and the Editorial Chairperson of the Society.

Sec. 7. LIAISON WITH SOCIETY.

Branches shall be kept fully informed of all activities of the Society and receive notification of Executive Council meetings, and minutes of such meetings.

Sec. 8. BRANCH COMPETITION.

A Branch Competition for the Weston Guild Trophy shall be held at the time and place of the Annual Meeting, according to the procedure laid down by the Executive Council.

Article VIII. ANNUAL MEETING

Sec. 1. ROLES AND RESPONSIBILITIES OF EXECUTIVE COUNCIL:.

- a. Will fund the Annual Meeting and accrue all revenue / debts, and generate funding activities.
- b. Determine the time and place of the Annual Meeting and determine the Program and Content.
- c. Notice of the Annual Meeting shall be sent to all members, thirty days prior to such meeting. Should communication be by email, then email must require a read receipt.
- d. General schedule of all business (executive meeting, general meeting, elections, judging, and awards presentation).
- e. A Registration Fee shall be collected from members attending the Annual Meeting, to partially cover expenses. The amount of this fee shall be determined each year by vote of the Executive Council, and shall be included in the notice of the Annual Meeting.

Constitution & By-laws of The Canadian Society for Creative Leathercraft

Sec. 2. ROLES AND RESPONSIBILITIES OF HOST BRANCH:

- a. Cooperate and assist the Executive Committee with the organization and execution of the Annual Meeting.

Sec. 3. QUORUM.

25% plus 1 of the voting members shall constitute a quorum at the Annual Meeting and Special Meetings and the vote of the majority, providing a quorum be present, shall constitute the action of the meeting.

Article IX. PUBLICATIONS

All Society publications shall be published under the direction of the Editor or as directed by the Executive Council, as prescribed in Article VI, Sec.4, a, of the By-Laws.

Article X. INSIGNIA

Sec. 1. USES. The insignia of the Society shall be used on:

- a. The letterhead of the Society.
- b. Membership cards of the Society.
- c. Masthead of CANADIAN LEATHERCRAFT.
- d. Diplomas of Associates and Fellows.
- e. Stamping tool issued to Professional Members.
- f. Any other purpose authorized by the Executive Council or by the Council of Fellows.

Sec. 2. STAMPING TOOL ISSUED TO PROFESSIONAL MEMBERS.

- a. The insignia of the Society shall be inscribed on a metal stamping tool.
- b. This stamp shall be issued only to Professional Members of the Society in good standing, upon payment of a lease-fee and the signing of a contract with the Society.
- c. These stamps shall be numbered consecutively, and a record kept by the Custodian of the Stamps, appointed by the Council of Fellows, of the names of Professional members to whom such stamps have been issued.
- d. These stamps shall be the property of the Society, and may be reclaimed by the Society for cause, such cause to be determined by the Executive Council.

Cause shall be:

- (1) Non-payment of fees.
 - (2) Use of the stamp by someone other than the registered holder.
 - (3) Use of the stamp by the holder on work that is below the standard required by professional standing.
 - (4) Any other infringement of the professional ethics of the Society.
- f. Half of the lease-fee may be refunded on the return of the stamp, and at the discretion of the Executive Council.

Constitution & By-laws of The Canadian Society for Creative Leathercraft

Article XI. FINANCE

- Sec. 1. SIGNING OFFICERS. All cheques issued by the Society shall be signed by any two of three members of the Executive Council so designated by the Executive Council.
- Sec. 2. AUDIT. The accounts of the Society shall be audited at the end of each fiscal year by an auditor or auditors appointed by the Executive Council.
- Sec. 3. FISCAL YEAR. The fiscal year of the Society shall be from April 1 to March 31 inclusive.

Article XII. AMENDMENTS

- Sec. 1. These By-Laws, or any section thereof, may be amended in the same manner and by the same vote as required to amend the Constitution of the Society.
- Sec. 2. These By-Laws may also be amended or repealed by an affirmative vote of two-thirds of the voting members present at the Annual Meeting upon motion duly made in writing and seconded upon the floor of the Annual Meeting.

Before action may be taken upon such motion, it shall be referred to a Committee appointed from the Executive Council by the President, so that it may be brought into form and conformity with the Constitution and existing By-Laws.

- Sec. 3. These By-Laws may also be amended or repealed by a two-thirds majority vote of the Executive Council members present at a meeting, and shall be in force only until the next Annual Meeting, and in default of confirmation thereat, shall from that time cease to have force.
- Sec. 4. These By-Laws may be suspended at the Annual Meeting in case of emergency, by a two-thirds vote of voting members present and voting.

Article XIII. ORDER OF BUSINESS

Where not otherwise provided for in this Constitution and these By-Laws, the order of procedure at meetings of the Society shall be according to recognized Canadian parliamentary procedure and practice.