



Constitution and Bylaws of the Western Wood Truss Association (Manitoba, Saskatchewan, Northwest Ontario)

ARTICLE 1. NAME AND SCOPE

- A. The name of the association is Western Wood Truss Association (Manitoba, Saskatchewan, Northwest Ontario Region) Inc.
- B. The operation of the association will be carried out in the Manitoba, Saskatchewan, and Northwest Ontario region.

ARTICLE 2. OBJECTIVES

- A. To develop and establish uniform standards for the design, manufacture, and quality control of light metal plate connected wood trusses.
- B. To establish and administer a quality control program for light metal plate connected wood trusses.
- C. To serve the needs of manufacturers of light metal plate connected wood trusses by representation on various committees of recognized organizations dealing with building codes and standards.
- D. To foster the acceptance of light metal plate connected wood trusses for use in residential, commercial, industrial and agricultural buildings, by architects, engineers, government agencies and the general public.
- E. To represent the members of the association and to promote the interests of light metal plate connected wood truss manufacturers to all levels of government.

ARTICLE 3. MEMBERSHIP

- A. Fabricator Member
- B. Probationary Fabricator Member
- C. Associate Member

ARTICLE 4. CONDITIONS OF MEMBERSHIP

- A. Fabricator Members
 - 1. Pay annual membership dues.
 - 2. Follow guidelines as laid out by the association.
 - 3. Subject themselves to the association's third party quality control inspections.
 - 4. All voting members have equal rights and privileges, and each voting member at a meeting has the right to exercise one vote. A member may, by means of written proxy, appoint a proxy holder to attend and vote.
 - 5. Attend meetings on a regular basis. Members are expected to attend all meetings, with a minimum attendance of one meeting per year.

- B. Probationary Fabricator Members
 1. Pay annual membership dues.
 2. Follow guidelines as laid out by the association.
 3. Subject themselves to the association's third party quality control inspections.
 4. Pass two consecutive third party quality control inspections before membership is elevated to fabricator member.
 5. Have no voting privileges.
 6. Are granted a quality control stamp upon completion of probation.
 7. Attend meetings on a regular basis. Probationary members are expected to attend all meetings, with a minimum attendance of one meeting per year.
- C. Associate Members
 1. Pay annual membership dues.
 2. Have no voting privileges.
 3. Are approved for membership by the board of directors on an annual basis.
 4. May not be fabricators of trusses.
- D. Transfer of Membership
 1. A membership in the association may not be assigned by transfer or otherwise, except with approval of the board of directors.

ARTICLE 5. DISCIPLINARY ACTION

- A. Members not meeting conditions of membership may be asked to leave the association.
- B. Fabricator members not passing a quality control inspection may be reassessed as probationary members at the discretion of the third party inspector, as described in the Quality Control Policy and Procedures manual.
- C. Probationary fabricator members not passing quality control inspections may be asked to leave the association at the recommendation of the third party inspector and the approval of the board of directors.

ARTICLE 6. BANKING

- A. The association must have an independent bank account.
- B. Three members of the executive may have signing authority.
- C. Two signatures are required.

ARTICLE 7. MEETING

- A. Meeting locations usually alternate between Manitoba and Saskatchewan.
- B. Meetings are held at least two times per year.
- C. Executive, special committees or task groups can meet outside of a general meeting.
- D. No budgetary or constitutional decisions can be finalized without a quorum.
- E. The quorum for any special or general meeting of members is two-thirds of the members entitled to vote.
- F. All decisions reached require a majority vote of all voting members.
- G. Meetings are run in accordance with "Robert's Rules of Order".

H. A member of the executive may call a special meeting at any time.

ARTICLE 8. THE EXECUTIVE

A. The executive consists of:

1. Past President
2. President
3. Vice-President
4. Secretary
5. Treasurer

B. Members of the executive must be members in good standing.

C. Duties of the executive

1. Past President – to provide advice and support to the executive.
2. President – to conduct meetings of the voters' assembly.
3. Vice-President – to take the role in the president's absence or inability to act, and to assist the president when requested.
4. Secretary – to keep minutes of the voters meetings for the permanent record of the association.
5. Treasurer – to pay all bills authorized by the association, keep accurate records of the receipts and disbursements of the association in books that remain the property of the association. A complete report is to be submitted at each association voters meeting.

D. In case of a vacancy in an elective office, the voters' assembly reserves the right to elect a successor to fill the remainder of the term.

E. Notice must be given to the membership as to the time and place of all regular meetings.

F. The election of officers, with the exception of the Past President, is to take place every two years, at a general meeting.

ARTICLE 9. LIABILITY INSURANCE FOR THE EXECUTIVE

A. The association is to provide adequate liability insurance for the executive.

ARTICLE 10. DISSOLUTION OF THE ASSOCIATION

A. In the event that the association cannot or will not continue to operate as duly constituted.

1. All outstanding debts are to be paid.
2. All assets are to be liquidated and donated to an organization for truss promotion or truss research.