

## **Introduction to KHWS Guild Governance and Operations**

The Kingston Hand Weavers and Spinners Guild (the Guild) was founded in 1958.

In 2007 it was incorporated in Ontario by Letters Patent as a not-for-profit corporation. In 2024, as required by the Ontario Not-for-Profit Corporation Act (ONCA), it updated its governance structure.

Currently the Guild operates in accordance with ONCA and the provisions set out in the two documents that follow.

The first and most formal document, which is on file with the province, is the Guild's Articles of Incorporation. These include provisions of both the 2007 Letters Patent and the 2024 Articles of Amendment. Endorsement by the Province of Ontario of the Guild's 2024 Articles of Amendment was communicated on 29 October 2024 via an email message to the Guild's email address from the Ontario Business Registry. A Certificate of Amendment was provided through the same email message and is on file at the Guild. Any proposed changes to the Articles of Incorporation must follow the process set out in ONCA and do not come into effect until filed with and certified by the province.

The second document which covers the Guild's day-to-day operations is the 2024 Bylaws. The 2024 By-laws were enacted by the KHWS Board on 22 August 2024 and confirmed by the membership at the KHWS Annual General Meeting on 11 September 2024. A signed copy is on file at the Guild. The process for changing the By-laws (with the exception of those bylaws that include provisions of the Articles of Incorporation) is set out in the 2024 By-laws document.

Reviewed, confirmed, and updated by the Board of KHWS - November 2024.