



ToroLUG Charter

LUG Founded on December 10, 2011

Charter ratified on November 09, 2014

Charter updated November 29, 2025

History of Changes

Date of Change	Description of change
November 27, 2020	Code of conduct, Special general meetings, cleanup, TFOLs
December 09, 2023	Meeting times
November 29, 2025	Cleanup, Code of Conduct, Policies, TFOLs, Disciplinary Actions

1.0 Overview of Organization

1.1 Name of Organization

The Toronto LEGO User Group also known as ToroLUG and hereafter referred to as the LUG.

1.2 Description of Organization

ToroLUG is a LEGO User Group (LUG): a social club of Adult Fans of LEGO (AFOLs) that have a common interest in the promotion of LEGO products as a hobby. This includes but is not limited to: LEGO building as an art form, LEGO collecting, use of LEGO as an educational tool, and use of LEGO as a social platform.

1.3 Mission Statement of Organization

To provide a lifelong passion for creativity and design.

1.4 Purpose of Organization

To connect like-minded adult fans of LEGO.

1.5 ToroLUG's Values

Respect for Personal Expression

LEGO is an artistic medium. LEGO creations and collections represent investments of time, money, passion, and heart, and there should be respect and recognition given to all levels of creativity. All creations and collections have value.

Inclusivity

Respecting and learning from each other's differences, that there is no one type of LEGO fan (collector, builder, etc). Each person will have different strengths to bring to the table.

Community Collaboration

Using LEGO to work together as a LUG to create bigger projects, to learn from each other as builders, and to help each other as builders.

Bringing people together

Using LEGO to reach out beyond our LUG to help improve our city and local communities.

2.0 Membership of the LUG

2.1 Agreement of Membership

By becoming a member of the LUG you agree to follow all articles of this Charter. Failure to follow all articles may result in removal of membership or other disciplinary action.

2.1.1 Code of Conduct of Members

Due to the nature of the LUG's interaction with the community, and especially children, it is of the utmost importance that members conduct themselves in a professional manner while representing the LUG. Violations of these may result in removal from the LUG or other disciplinary action.

Expectations of the LUG include, but are not limited to the following:

1. The LUG strives to be welcoming and inclusive. Treat others with respect. Bullying, name calling, sexual harassment, racism, homophobia, transphobia, and other forms of harassment will not be tolerated.

2. Members are expected to be welcoming, tolerant, and kind. Disagreements should be polite.
3. No violation of the Criminal Code of Canada.
4. Use of the LUG for promoting self-interests for personal profit must be approved by the executive. LUG meetings, shows, events, are not generally permitted places for selling merchandise or promoting non-LUG business. Exceptions can be granted on a case-by-case basis.
5. Abide by rules and obligations incurred through participation in RLUG activities such as LUGBULK.
6. Members will be privy to some confidential information, such as LUGBULK pricing. Failure to keep it confidential will be grounds for removal.
7. Respect others and their work. LEGO is viewed as art by some and a toy by others. Don't touch other people's work without consent.
8. Respect the LUG's community and partners. The LUG is frequently a guest at some other organization's event and members must respect the host's rules, property, staff, etc.
9. When a member has a guest at a LUG function, the guest's behaviour is the responsibility of the member and the guest is expected to behave in an appropriate manner and follow the code of conduct.

2.1.2 Eligibility of Membership

This organization is a voluntary club of Adult Fans of LEGO. Persons requesting to become a member must have or do the following to be eligible for membership.

1. Be at least 18 years old. Persons under 18 years of age may attend meetings or display with the LUG at community events and shows if accompanied by a parent or guardian, however they are not eligible for membership or any other LUG benefits.
2. Members' children aged 16 or 17 can join as Junior Members but are not eligible for all membership benefits or activities. Junior members are not eligible to serve as Executive Officers nor to vote at meetings and will not pay dues.
3. Must provide documentation of legal name and age to the Executives if requested. For example, show an Executive Committee member a photo ID such as a valid Driver's License.
4. There are no geographical requirements to being a member.
5. Prompt payment of annual dues (if any), and any and all other financial commitments with respect to the LUG.
6. Abide by LUG Policies which are published by the executive committee, such as the Dues Policy.
7. Honorary members may be granted access to the LUG from time to time. Such members must be approved by executive officers and do not get full membership benefits.
8. May not have any criminal charges, in any country, pending or otherwise. Failure to notify the LUG of any criminal charges may result in a ban from the LUG and its events and shows.
9. Any person granted a pardon by the Parole Board of Canada may submit a request to join. However the LUG reserves the right to deny membership to any person for any reason.

2.1.3 Tools of Organization

This organization uses various applications and resources available on the internet as means of communicating with its membership. Members must create an account on whatever is the primary membership system (such as Flickr or Slack).

2.2 Resignation of Membership

Any member may resign their membership to the LUG without having to give cause or notice of resignation. Resignation of membership should be submitted in writing via email to contact@torolug.ca. Failure to maintain membership according to section 2.1.2 will automatically cause a member's removal.

2.3 Disciplinary Actions

Members who behave in ways that violate this charter or are otherwise harmful to the LUG will face disciplinary action according to the Disciplinary Policy. Such discipline may take any reasonable form, including but not limited to loss of certain LUG privileges or removal of membership.

2.3.1 Removal of Membership

Members may be removed by the Executive Committee for a violation of this Charter and/or criminal behaviour. A removal requires a simple majority vote of the Executive Committee. Should membership be removed, the executive will provide in writing via email their decision to the former member.

3.0 Parts of the LUG

3.1 Meetings

The LUG meets several times per year. One meeting is the Annual General Meeting (AGM). LUG Meetings are where LUG business (such as upcoming shows) are discussed, collaboration projects are organized, and activities occur.

3.2 Special General Meetings

From time to time a full General Meeting may need to be called to address club business that requires membership approval (such as amending bylaws) that cannot or need not wait until the Annual General Meeting. Failure to meet Quorum or to provide adequate Notice renders any votes made at these meetings null.

3.2.1 Notice

A Special General Meeting will require at least 4 weeks notice posted via the normal official communication channels

3.2.2 Quorum

Unlike the Annual General Meeting, a Special General Meeting requires a quorum of members:

- * All the executives or their proxies
- * All the coordinators or their proxies
- * At least 30% of the membership in good standing, or their proxies

3.2.3 Proxies

Normal proxy rules apply: 1 person cannot hold more than one proxy.

3.4 RLUG Activities and Benefits

The LEGO Group sometimes Recognizes fan clubs like the LUG through its RLUG program. When the LUG is Recognized, and is an RLUG, members in good standing can take part in the benefits and programs that are offered. Such programs are optional for members. Members who take part in such programs may incur additional obligations. For example, it is typically not allowed to resell items purchased through programs such as LUGBULK. Recognition, eligibility, etc, will change over time.

RLUG Benefits, Obligations, Procedures, Ambassadors, etc, will be described in the RLUG Policy document which the executive will prepare and maintain.

3.5 Shows & Events

Members are eligible to participate in the LUG shows and events. All members are eligible as long as space is available. Each venue will have specific criteria that have to be met in order to be eligible.

3.6 Commission

3.6.1 Description

From time to time an outside party asks the LUG to build a creation to their specification.

3.6.2 Eligibility

All commissioned projects are subject to the discretion of the Executive Committee.

3.6.3 Selection of Designers

The Executive Committee may select specific LUG members for Commission events and projects.

3.6.4 Fees and Compensation

All profits from commission projects will be kept by the LUG. The Executive Committee may choose to compensate individual members as needed. All compensation will be decided by the Executive Committee. Any commission pieces must be paid in full by the buyer prior to ordering of the pieces. The LUG is not responsible for costs incurred by individual members.

4.0 Officers

4.1 Executive Officers

The President, Vice President, Secretary, and Treasurer form the Executive Committee. These positions are elected.

4.1.1 President

Chairperson for the LUG. Their job includes but is not limited to: primary contact person for LUG for outside entities and to Chair all LUG meetings.

4.1.2 Vice President

Acts as President in the absence of the President whether temporary or by resignation. Their job includes, but is not limited to: secondary contact person for LUG for outside entities.

4.1.3 Secretary

To document and maintain a record of group events and meetings, including attendance, by maintaining minutes of meetings and posting them to the designated platform.

4.1.4 Treasurer

To document and maintain financial and physical assets of the group. To maintain a list of the physical assets of the club. To provide a report on the current balance of financial assets at executive meetings or as requested.

4.2 Elections and Terms

Any member can nominate themselves for election to the Executive Committee. Secret ballot elections are to be held annually during the Annual General Meeting. All terms of office begin on January 1 and end on December 31 of each year. Each term is for one year. One person may hold no more than 3 executive offices. An officer holding multiple offices gets only one vote on executive committee votes. The minimum number of executive officers is 3. In the event of an executive

officer resigning or being unable to fulfill their duties midterm, the Executive Committee will appoint an interim officer. Resignations must be submitted in writing via email to contact@torolug.ca, but removal from the LUG will result in automatic resignation of any position held.

4.2.2 Powers of Officers

Each officer is to fulfill the duties of their office to the best of their abilities. If an officer is unable to fulfill their duties, any Executive Officer can make a motion to replace the officer. In the event of replacing an officer, the President or Vice President will call an Executive Committee meeting to appoint a new officer.

4.2.3 Executive Committee

The Executive Committee is composed of the following Executive Officers: President, Vice President, Secretary, and Treasurer. If Executive Committee votes are tied, the vote will be re-held with all Officers present. The committee's task is to maintain the LUG's regular business. For the Executive Committee to pass any business it must have passed with a simple majority of votes.

4.3 Other Officers

Other officers are appointed by the Executive Committee and serve until the end of the year.

4.3.1 Event Coordinator

To provide leadership for specific group interests such as: conventions, bulk orders, or charity events. There may be more than one Event Coordinator position.

4.3.2 Information Technology Coordinator

Supervise the web design and maintenance of torolug.ca or any website the LUG operates, including hosting, domain names, email accounts, and any other related tasks.

4.3.3 Social Media Coordinator

Overseeing the online presence of the LUG on the relevant social media platforms (for example, Instagram or Facebook). Operation of these platforms, social media accounts, etc, may be delegated to other members as needed.

4.3.4 Coordinator at Large

To provide leadership for ad hoc responsibilities not covered by the other officers. There may be more than one Coordinator at Large.

5.0 Meetings, Events, and Schedules of Organization

5.1 Meeting Schedule

Time, dates, and locations are decided by the Executive Committee. They are subject to change and are to be posted online.

5.2 Executive Committee Meetings

The purpose of the Executive Committee meetings is to plan and decide on LUG business. Meetings will be held as needed and will be separate from General Meetings to allow for LUG business to be done as efficiently as possible.

5.3 General Meetings

The purpose of the General Meetings is for the Executive Officers to present new information to the LUG and for members to interact with each other to share and discuss ideas about LEGO.

5.4 Annual General Meeting

There is currently only one Annual General Meeting (AGM). This meeting is held between November 1 and Dec 21 of each year for the purpose of electing a new executive in addition to regular business.

5.4.1 Voting

There is no minimum number of members required to be present to constitute an "official annual general meeting". The LUG is a club, and therefore if you want a voice you must be present at the annual general meeting to vote. Proxy votes are allowed, but a single member in good standing can only hold one proxy vote in addition to their own vote.

5.5 Rules of Order

The operating rules or Rules of Order for this specific organization will operate under Robert's Rules of Order, or close enough to it to be recognized as such. Nominations or motions, followed by a second; then questions and discussion and finally a vote for and against. This applies to General Meetings when applicable, Executive Committee Meetings, the Annual General Meeting, etc.

6.0 Amendments to the Charter

6.1 How to Amend Charter

The Charter may be amended with a simple majority vote of members and proxies present during the Annual General Meeting.

7.0 Property of the LUG

7.1 Physical Property

Physical Property of the LUG are items purchased by or donated to the LUG. These items will be stored at members' houses until times when they are needed. Lost or damaged items are not the liability of the member storing these items. If a member is able to replace lost, stolen, or damaged items via insurance claim then the member should take actions to attempt to replace these items. A list of LUG owned items will be kept by the executive. Examples of these are, but not limited to: Playbrick, ToroLUG Banner, frame for banner, display signage, etc.

7.1.1 Returning of Property

Any LUG property must be returned to the caretaker of the LUG property within 30 days of the last day used per loan agreement. Violation of this policy may result in removal of membership.

7.2 Digital Property

Digital Property includes:

7.2.1 Logos

Logos and images designed for the LUG.

7.2.2 Website

Website, torolug.ca

7.2.3 Technical Platforms, Software, Services, & Accounts

All passwords and logins for the LUG's social media platforms, email accounts, and other digital infrastructure, software, or any other accounts created for the LUG are the property of the LUG and do not belong to the individual(s) that set up or operate the account.

7.3 Intellectual Property

Absent a copyright assignment, any copyright materials, digital or otherwise, created explicitly for the purpose of the LUG remain the property of the creator. Nonetheless, the LUG is granted indefinite license to use and profit from these materials as their own and commits to identifying the individual creator(s) when using and / or profiting from the materials.

8.0 Dissolution of the LUG

8.1 Dissolution

In the event of absolute collapse of the LUG by any means: loss of membership, economic crisis, war, natural disaster, etc. any of the Executive Officers can move that the LUG be dissolved. A 3/4 or 75% majority vote must be held to dissolve the LUG, at which point all property both digital and otherwise may be distributed or kept by the persons that were assigned to care for that property. If possible, any financial assets should be distributed evenly amongst all members or donated to any registered charity that the Executive Officers choose.