

LEGAL FETE AU VILLAGE COMMITTEE SOCIETY BYLAWS

1. GENERAL MEMBERSHIP

- 1.1 Any person residing in Alberta, and being of the full age of 18 years, may become a member by attending regular general meetings and identifying their intent to work with the Fete Au Village committee to enable them to facilitate the annual Fete Au Village celebrations. There is no cost for membership, only a commitment from each member to serve as a Fete au Village volunteer. The executive shall review any new member applications and approve the person as a member of the Fete Au Village Committee.
- 1.2 Any member wishing to withdraw from membership may do so at any time upon a notice to the Executive. Any member upon a majority vote of the Executive in good standing may be expelled from membership for any cause which the society may deem reasonable.

2. EXECUTIVE COMMITTEE

- 2.1 The Executive Committee shall consist of the members elected from members of the Fete Au Village Committee and act as the governing body of the Fete Au Village. The Executive Committee shall have full control and management of the affairs of the society.
- 2.2 The Executive Committee shall consist of a President, Vice President, Secretary, Treasurer and a minimum of 3 directors, all elected at the Annual General Meeting (AGM). If absent from the AGM, a member must provide written intent to be considered in the election of Executive members.
 - 2.3.1 **PRESIDENT** - The President is the leader of the Fete Au Village. The president has the overall responsibility of the Fete Au Village and will act as a representative or spokesperson for the Fete Au Village. The President shall preside at all Fete Au Village meetings. In the absence of the President, the Vice-President shall preside at the meetings. In the absence of both, a director may be elected at the meeting to preside.
 - 2.3.2. **VICE PRESIDENT** – The Vice President is responsible for assisting the President in realising the overall goals of the Fete Au Village. In the absence of the President, the Vice President will assume the role of the President.
 - 2.3.3 **SECRETARY** - The Secretary will work closely with the president to keep accurate minutes, manage correspondence and prepare/manage reports as needed. In the absence of the Secretary, the Executive Committee shall appoint a recording Secretary for that meeting. The secretary may use voice recording for taking minutes. The secretary is the only member who may record the meeting.
 - 2.3.4 **TREASURER** - The Treasurer shall be responsible for all aspects of financial management and for the safeguard of the Fete Au Village's finances. The Treasurer is responsible for general financial oversight, financial planning and budgeting, financial reporting, banking, book keeping and record keeping. The Treasurer shall prepare and submit an annual financial report as required by Service Alberta, Corporate Registry.
 - 2.3.5 **DIRECTORS** – The Directors manage and supervise the activities and internal affairs of the Fete Au Village Committee, ensuring that the bylaws are adhered to at all times.
- 2.3 Any member of the Executive Committee, upon a majority vote of the Executive Committee in good standing, may be removed from office for any cause which the society may deem reasonable.

2.4 Any Executive Committee position vacancies occurring during the year shall be filled at the next regular meeting. Any member in good standing shall be eligible to be elected as an Executive Committee member.

2.5 No Executive Member shall receive remuneration.

2.6 Sub Committees – From the General Membership, sub committees will be formed as needed to realise the overall goals of the Fete Au Village. The sub committees are an arm of the Fete Au Village Committee designed to carry out events/duties. They operate independently and are represented at general meetings to inform and garner support from the Executive Committee. Support may include finances, operations, logistics and/or coordination.

3. VOTING AND QUORUM

3.1 All Fete Au Village members in good standing have voting privileges and may nominate and be elected to be in executive positions at the AGM.

3.2 The Executive Committee shall have voting privileges for the control and management of the Society. Voting may happen at any Fete Au Village regular meeting or a special meeting where quorum is met. Voting by proxy is only accepted when the motion has been presented prior to the meeting.

3.2 Quorum consists of 4 Executive Members and must be done in person. The only exception is at the annual general meeting when all members may participate in electing the Fete Au Village Executive Committee.

4. MEETINGS

Fete Au Village Meetings shall be held as often as may be required, but at least once every three months, and shall be called by the President.

4.1 **Regular General Meetings** – The general Fete Au Village Meetings will be held regularly. All general members and Executive Members shall endeavour to attend. Dates and times of the regular monthly meetings will be agreed upon and be recurring at a predetermined day and time. This should be reviewed at the Annual General Meeting, but it can also happen at a regular scheduled meeting.

4.2 **Executive Meetings** – The Executive Committee shall agree upon a regularly scheduled Executive Committee meeting time prior to the monthly general meeting, if needed. All Executive Committee members shall endeavour to attend. A special Executive Committee meeting may be requested by any two members if they provide a written request to the President and state the business to be brought before the meeting. Special meetings of the Executive Committee may be called by email, text, or telephone at any time.

4.3 **Annual General Meeting (AGM)** –The Fete Au Village Committee shall hold an annual general meeting in February each year. All general members and Executive Members will receive notice of the AGM through email. Additional advertising will include the local newspaper, and various social media platforms. Notification of the AGM will occur 14 days prior to the meeting date. At the AGM, the Fete Au Village's annual Financial Report will be presented and elections for the Executive Committee will occur.

5. AUDITING

5.1 The accounts and records of the Fete Au Village Committee shall be audited at least once a year by a duly qualified accountant or by two members of the Fete Au Village Committee appointed through motion by the Executive Committee. A complete and proper financial

statement for the previous year shall be submitted by the auditor(s) at the Fete Au Village AGM. The fiscal year end of the Fete Au Village Committee shall be December 31st.

5.2 The books and records of the Fete Au Village may be inspected by any member at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer. The Executive Committee shall always have access to such books and records.

6. **BORROWING MONEY** - The Fete Au Village Committee shall be self-sufficient and will not borrow money.

7. **BYLAWS**

6.1 The Fete Au Village Committee bylaws may be rescinded, altered, or added to by a special resolution passed by 75% majority vote of members present at the Annual General Meeting. Any change to the bylaws must be submitted in writing as a motion by a member to the Board 14 days in advance of the meeting. Changes must be 2nd by another member. All changes must be reported as an amendment to the bylaws to Service Alberta, Corporate Registry after the passing of the amendment at the meeting.