



Fort McMurray Gujarati Cultural Society

501 - 8600 Franklin Avenue, Post Box: 21068, Fort McMurray, AB T9H 5B2

Registration No. : 5014229347

CONSTITUTION

1. GENERAL

- 1.1 The official name of the society is Fort McMurray Gujarati Cultural Society. Here in after referred to as the "Society".
- 1.2 The fiscal and operational year of the Society shall commence on Feb 1st and end on Janury31st of the following year.
- 1.3 The Society is a non-profit social and cultural organization.

2. OBJECTIVES

- 2.1 Foster and promote values, traditions and culture of Gujarati and Indian community. Provide a forum for philosophical and cultural activities.
- 2.2 To foster a spirit of devotion, dedication and worship and to cultivate and propagate human values.
- 2.3 Promote multiculturalism.

3. AFFILIATION

- 3.1 The Society is an independent entity and shall not be affiliated to any other society either in Canada or anywhere else in the world.

4. ADDRESS OF THE SOCIETY

- 4.1 All official correspondence and invoices shall be sent to the following address:

Fort McMurray Gujarati Cultural Society

501 - 8600 Franklin Avenue

Post Box - 21068

Fort McMurray, AB T9H 5B2

E-Mail: fmgujaratisociety@yahoo.ca

5. MEMBERSHIP

- 5.1 FMGCS family membership should be granted to the persons of Gujarati heritage only
- 5.2 Family Membership: For the purpose of membership, family is considered as a unit of a Husband, wife, unmarried children and parents.
- 5.3 The membership shall consist of regular members only who have requested to become a member and have paid prescribed dues for the current year.
- 5.4 The Executive Committee may grant Honorary Life Membership to a member for exemplary service to the Society.



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- 5.5 A member may be censured, suspended, or expelled by the General Body for activities detrimental to the Society.
- 5.6 Married, brother, sister and two family living in one accommodation shall not be considered as one single family membership
- 5.7 FMGCS should grant membership until prescribed date set by executive committee and should not grant membership throughout the year considering administration point of view
- 5.8 Membership entitles both the member and spouse to vote, even though membership is based on per family.
- 5.9 FMGCS library is the asset of FMGCS. Library members shall abide by rules and regulations laid in library application form. Executive committee shall have right to terminate membership of FMGCS in case of violation of the rules

6 ANNUAL DUES

- 6.1 The annual dues are \$50.00 per membership. The Executive Committee shall review the level of dues and make adjustments, as required. The membership is for a single family. If 2 families share a residence, they are considered separate for the membership. Each of these families is required to have a separate membership by paying membership dues separately. Admission for the guests and guest fees will be determined by Executive Committee depending on the nature of the event.
- 6.2 Annual dues are payable on or before February 1st every year, or as may be decided by the executive committee from time to time.
- 6.3 Annual membership dues become payable at the AGM, which shall be held in February every year or latest before March 31st. Members will have one month grace period to pay the dues by April 30th each year. Names of members who don't pay the annual dues by May 30th will be removed from the membership list. No notices will be sent to them nor will they be contacted by phone. Members in good standing only will be allowed to vote at the Annual General Meeting. In order to reinstate the membership after the deadline, a member can do so by paying a late fee of \$10 in addition to the regular dues, if and when membership is available. The decision of the executive committee in this regards shall be final and binding to one and all.
- 6.4 Membership fee should be based on per family and per year basis only.



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7 MANAGEMENT OF THE SOCIETY

7.1 The Society shall be managed by an Executive Committee consisting of:

President
Vice President
Secretary
Treasurer
Web Coordinator
Member at Large
Program Coordinators (2)
Facility Coordinators (2)
Food Coordinators (2)
Library lead

8 DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE and MEMBERS

8.1 The President shall:

- Be responsible for the proper functioning of the Society
- Preside at all meetings of the Executive Committee and the General Body of the Society
- Be the Chief Spokesperson of the Society
- Be responsible for calling the Annual General Meeting, and any other meetings either of the Executive Committee or the General Body of the Society
- Be responsible for maintaining liaison with other societies, the community and various levels of the government

8.2 The Vice President shall:

- Be responsible for administrative and other duties as agreed upon by the Executive Committee. In the absence of the President, the Vice President shall assume the responsibilities of the President.

8.3 The Secretary shall:

- Call the meetings of the Executive Committee and the General Body, at the request of the President
- Attend all meetings of the Executive Committee and the General Body and shall maintain minutes of all meetings
- Maintain up-to-date records of membership and handle correspondence of the Society
- Issue newsletters to members to keep them informed of the activities of the Society



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8.4 The Treasurer shall:

- Maintain the Society's account at a financial institution, make deposits, and issue cheques on behalf of the Society
- Maintain up-to-date financial records of the Society, and upon request provide to the Executive Committee the financial status of the Society
- Prepare a financial statement, get it audited by two members, and present it to the membership at the Annual General Meeting
- Submit a Society Annual Return to Alberta Registries annually

8.5 The Web Coordinator Shall:

- Develop and maintain web page for the society
- Publish pictures and news from the events organized by society
- Update and maintain the e-mail database of the members
-

8.6 The Program Coordinator, with the assistance of other members, shall:

- Plan, organize and present cultural programs during functions
- Request members and their families to prepare and present songs, dance, drama, etc.
- Plan and reserve facility rental for rehearsals and functions
- With the assistance of executive committee shall screen all programs before presentation.

8.7 The library lead shall:

- Be accountable for effective functioning of FMGCS library functioning
- Responsibility is limited to library related activities only
- Provide a link between library functioning and executive committee to ensure smooth governance of FMGCS library

8.8 The Member shall:

- Understands and acknowledges the risk associated in participating activities such as indoor or outdoor social gathering, outdoor picnic in the parks, trails, beaches etc. organized by the Society from time to time. Member accepts full responsibilities for any personal injury, sickness, loss of life, material loss or any direct or indirect loss to him or her arising from such activities and therefore Society will not be responsible.
- Shall take up responsibilities assigned from time to time by the executive committee for the proper functioning of the society.
- Shall prepare the food minimum of one time during normal function and may also be requested to bring food during a special function as and when requested by committee.



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- Cooperate and help other members in the arrangement to organize functions including serving food, and clean-up the facilities
- Shall observe due care and diligence during functions towards the property and equipments rented or owned by the society. If a member is identified for damage to the property shall be responsible for it and pay the damages. Parents are advised to keep strict vigilant on their children.
- There is no tolerance for abuse or misbehavior either verbal or written in the form of communication on part of any member towards any other member or executive committee members of the society. If any such event is noticed, membership of the involved parties shall be revoked with immediate effect and will cease to be the member of the society. The membership dues paid for such a member will be forfeited and will not be returned in any case. Such dismissal may be extended for more than a year. The decision of the executive committee shall be final and binding to all society members.
- In the event of a quarrel, dispute or any misbehavior on the part of any member or any dependants of the members, such individuals may be handed over to the POLICE for further law and order control.
- All FMGCS events are strictly non-alcoholic. If any member found in violation should be warned in writing first time and removed from the membership on second incident. Executive committee is the final decision authority
- There will be no single person assigned for the food coordination. Executive committee shall divide members into various groups. Each of these groups shall be entrusted with the responsibility for organizing the function, preparation of food and cleaning up the facility. However, if 2 families share a residence by mutual agreement or by the way of "paying guest" arrangement of sharing, both the families are treated as separate as far as food preparation is considered. In such a case, each of the both families will have at least 1 turn to prepare food for any event in the group they are assigned.

9. COMMUNICATION

- 9.1. The society events will be communicated to the members in good standing at their email ids. or the phone nos. registered with the society depending upon the events by the secretary of the society. Members are responsible to make sure that the society has their correct email addresses and correct phone nos.
- 9.2. All members shall accept or reject the invitation sent to them for an event by an R.S.V.P. before the stipulated date communicated for a specific event. R.S.V.P is a must and must include the information about the no. of persons attending the event, including the no. of the guests. Final invitation will be sent out for a particular event only after receiving the RSVP for the event. If any member fails to send an RSVP, the member will be considered as "NOT INTERESTED" to attend the event and may not be allowed to attend the event at all.
- 9.3. We strive to make all the efforts to keep up to date information, however, if members move, change their phone no. or change their email ids; it will be the members responsibility to ensure that they communicate the changes to the society via the society's registered email id. Society



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shall not be responsible for miscommunications arising out of failures to communicate such changes.

- 9.4. If a member fails to receive communications regarding the events of the society, the member should bring it to the notice of the secretary for any such occurrence. The correctness of the data will be verified and necessary changes will be made to that effect. However, no abuse or misbehavior is acceptable, either verbal or written for any such occurrences.
- 9.5. Despite of all good intentions and trying to achieve operational excellence, some unintentional mistakes may arise during the communication, which shall be forgiven.
- 9.6. FMGCS shall not communicate other organization's related information's by using FMGCS platform (email, web site, etc..)
- 9.7. Electronic or web based voting is valid approved method for FMGCS. This method can be used for any survey or obtaining member's approvals for ex., constitutional amendments. Results out of such initiative will be considered equivalent of calling general body meetings if quorum achieved

10. FUND & EVENTS

- 10.1. From time to time, in order to meet the expenses or better manage the society events, fund raising programs may be organized by the society. Depending upon the event, voluntary participation may be required to conduct such events.
- 10.2. Every member will be given an opportunity for a voluntary participation. However, it will be required to participate in at least one event, when requested for.
- 10.3. FMGCS should not use its fund for donating or supporting personal or institutional need of any member
- 10.4. FMGCS should not use fund to sponsor any sports and/or cultural team or member(s) for the events outside Fort McMurray. FMGCS can support it without funding
- 10.5. Maximum net expense limit for major events like Navratri & Diwali to \$25K to ensure we can provide better entertainment at reasonable cost to members. Maximum net expense limit to \$10K for the other events.
- 10.6. Executive committee should work and plan events and activities to maintain reserve fund to \$50K minimum at the end of their term
- 10.7. FMGCS committee shall arrange minimum of 6 programs like Navaratri (as one event), Diwali, Picnic, etc..
- 10.8. FMGCS should not be involved in activities other than cultural activities (exception will be some community related activities like relay for life, community clean-up and sporting activity like cricket etc.)
- 10.9. Allow current committee to commit for programs till the month of May for new committee. This will help arranging good events in the month of April & May.
- 10.10. To encourage members to volunteer as executive committee members, allow to have the volunteer appreciation event for executive committee member and their spouse and other society volunteers identified by executive committee for their significant contribution throughout the year at the cost of society.



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11. AUDITING

- 11.1. The financial records of the Society shall be audited at least annually by two members in good standing, who are not members of the Executive Committee.
- 11.2. Any member may inspect the financial records of the Society at a time and location mutually acceptable to the Treasurer.

12. ELECTION OF THE EXECUTIVE COMMITTEE

- 12.1. Election of members of the Executive Committee shall be held annually before March 31st..
- 12.2. The Executive Committee shall appoint a Returning Officer who shall be responsible for organizing the elections.
- 12.3. Election may be either by show of hands, or by secret ballot. A simple majority of the members present and voting shall carry a motion. Except for the increase in membership fees
- 12.4. The term of office of the Executive Committee shall be for one year from April 1st to March 31st of the following year or till the next election date whichever is later.
- 12.5. Any eligible member in a good standing can submit the nomination for any executive committee position, no restrictions with their previous terms of service.
- 12.6. From Conflict of interest point of view, an executive committee member shall not be a member of the Executive Committee of any other religious or cultural organizations. If he / she decides to be part of any other organizations, he/she should resign immediately from the FMGCS Executive Committee

13. RESIGNATION

- 13.1. In the event of resignation of any member of the Executive Committee, the remaining members of the Executive Committee shall fill the position(s) through nomination from the members of the Society.

14. QUORUM

- 14.1. The quorum for the Annual General Meeting of the Society shall be 30% of the members in good standing.
- 14.2. The quorum for a meeting of the Executive Committee shall be a simple majority of the members of the Executive Committee.



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15. SIGNING AUTHORITY

- 15.1. The Treasurer and the President or the Vice President shall sign all cheques issued by the Society.

16. PERSONAL GAIN AND/OR REMUNERATION

- 16.1. The Society shall not be used for the monetary gain of any member.
- 16.2. No remuneration in cash or kind shall be provided to any member or volunteer engaged in the activities of the Society. All out-of-pocket expenses shall be reimbursed upon presentation of receipts, and approval by the Executive Committee.
- 16.3. Any money raised by the Society shall be used exclusively for promoting its objectives, or for supporting non-profit organizations or relief efforts.
- 16.4. In the event of a member of the Executive Committee having a financial interest in a motion, he/she shall abstain from discussion, voting, promoting, or supporting the motion.
- 16.5. Executive committee members or any volunteers should not be entitled to any preferential treatment like free pass or any special benefits during events
- 16.6. Executive committee members shall be allowed to reserve seats for them and their family but shall pay the same price for the ticket as any other member. FMGCS guests can be issued free tickets.

17. DISSOLUTION OF THE SOCIETY

- 17.1. In the event of dissolution of the Society, its assets after payment of all liabilities shall be donated to one or more legitimate non-profit organizations in Canada.

18. AMENDMENTS

- 18.1. Any amendments to this Constitution shall be approved by a simple majority of the membership of the Society, or a simple majority of the members voting at a meeting of the General Body.

19. DISAGREEMENTS/DISPUTES

- 19.1. The Executive Committee shall resolve all disagreements, disputes and contentious issues, failing which the General Body of the Society shall decide any issue by simple majority of the members present.

20. FINANCIAL BORROWING

- 20.1. Under no circumstances any member, members of the Executive Committee individually or collectively, or any other individual, group, or institution shall borrow money from any source on behalf of the Society, or to carry out the objectives of the Society.



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21. ADMISSION POLICY

- 21.1. All members of the Society and their family.
- 21.2. Guests are welcome upon payment of an appropriate fee, as determined by the Executive Committee.

22. POLICY FOR NEW GUJARATI FAMILY

FMGCS should help integrating new Gujarati families in the town of Fort.McMurray (even though not a regular member) and in community as core activity

23. Policy on FOOD:

- The executive committee shall take final decision considering situations but as a general guideline,
 - Arrange food during Diwali event
 - Arrange food during picnic
 - No food during Navratri
 - No food during other events (if not covered above)
- Members shall prepare the food minimum of one time during normal function and may also be requested to bring food during a special function as and when requested by executive committee
- Members have an option to opt-out and pay \$75 as an alternative for preparing food.



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24. Revision History:

- Original Constitution:
Document Name: Constitution_Gujarati_Society_rev1
Date Prepared: September 8, 2007
- 1st revision:
Document Name: Constitution_Gujarati_Society_rev2_01May2008
Date Prepared: May 01, 2008
- 2nd revision:
Document Name: Constitution_Gujarati_Society_rev3_27March2013
Reference: 27 proposals were discussed during special AGM conducted on Feb 16, 2012. This document was revised based on the outcome of the votes received during the special AGM.
Date Prepared: March 27, 2013
- 3rd revision:
Document Name: Constitution_Gujarati_Society_rev4_29March2018
Reference: 6 proposals were discussed during AGM conducted on March 24, 2018. This document was revised based on the outcome of the votes received during the AGM.
Date Prepared: March 29, 2018

25. APPROVAL

K.T. Patel

March 29, 2018

President

Date