



FMGCS CONSTITUTION Rev-5



Fort McMurray Gujarati Cultural Society

Registration No. 5014229347

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

Email: info@fmqcs.com

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 April 1st and end on March 31st of the following year.
- 1.3 The society is Non-Profit society and cultural organization.

2. OBJECTIVES

- 2.1 Foster and Promote values, traditions and culture of the 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 To 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
P.O. Box – 21068
Fort McMurray, AB T9H 5B2

E-Mail: fmgujaratisociety@yahoo.ca



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5. MEMBERSHIP

- 5.1 FMGCS membership should be extended exclusively to individuals of Gujarati heritage.
- 5.2 FMGCS Individual Membership: Individual membership is granted to any person residing in the same household who has paid the prescribed dues for the current year.

Note: Family membership will no longer be available.

- 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.
- 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 the one accommodation shall not be considered as one single family membership.

Note: This clause now discontinued, as membership will be granted to individuals personal basis only.

- 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.

Note: This clause is terminated now, as membership will be granted on an individual basis. Individual members who are 18 years of age or older will be entitled to vote.

- 5.9 FMGCS library is the asset of FMGCS. Library members shall abide by rules and regulations laid in library application form. Executive committee members shall have right to terminate membership of FMGCS in case of violation of the rules or regulations.



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6. ANNUAL DUES

- 6.1 The annual dues for FMGCS membership are \$10.00 per person. The Executive Committee will review the dues periodically and shall make any adjustments as necessary. Guest admission and associated fees will be determined by the Executive Committee, based on the nature of the event.
- 6.2 Annual dues are due on or before April 30th of each year, or as otherwise determined by the Executive Committee.
- 6.3 Annual membership dues or any pending penalties are due at the Annual General Meeting (AGM), which will be held in April each year, or no later than April 30th. Members must pay their dues by the deadline specified by the Executive Committee. Only members in good standing will be eligible to vote at the AGM.
- 6.4 Membership fees shall be assessed on an individual, annual basis.

7. MANAGEMENT OF THE SOCIETY

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

- President**
- Vice President**
- Secretary**
- Treasurer**
- Web Coordinator**
- Program Coordinator (Total – 02)**
- Facility Coordinator (Total -02)**
- Food Coordinator (Total – 02)**
- Member At Large (Total – 02)**
- Library Lead**



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8. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE and MEMBERS:

8.1 The President shall:

- 8.1.1 Be responsible for the proper functioning of the society.
- 8.1.2 Preside at all meetings of the Executive Committee and the General Body of the society
- 8.1.3 Be the Chief Spokesperson of the Society
- 8.1.4 Be responsible for calling the Annual General Meeting, And any other meetings either of the Executive Committee or the General Body of the Society
- 8.1.5 Be responsible for maintaining liaison with the other societies, the community and various levels of the governing body.

8.2 The Vice-President shall:

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

8.3 The Secretary shall:

- 8.3.1 Be responsible for the calling the meetings of the Executive Committee and the General Body, at the request of the President
- 8.3.2 Attend all meetings of the Executive Committee and the General Body and shall maintain the minutes of the meeting.
- 8.3.3 Maintain up-to-date records of the membership and handle correspondence of the society
- 8.3.4 Issue newsletters to members to keep them informed of the activities of the society.

8.4 The Treasurer shall:

- 8.4.1 Maintain the society's account at a financial institution, make deposits and issue cheques on behalf of the society.
- 8.4.2 Maintain up-to-date financial records of the society, (past and current year) and upon request provide to the Executive Committee the financial status of the society.



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- 8.4.3 Prepare a financial statement, get it audited by active and in good standing Society members, and present it at the Annual General Meeting.
- 8.4.4 Submit a Society Annual Return to Alberta Registries annually, Tax filling annually, maintain society Insurance Policy up-to-date and pays due annually,
- 8.5 The Web Coordinator shall:
 - 8.5.1 Develop and maintain web page for the society
 - 8.5.2 Publish Pictures and news from the events organized by society
 - 8.5.3 Update and maintain the e-mail database of the members
- 8.6 The Programme coordinator shall:
 - 8.6.1 Plan, Organize and present cultural programs during events
 - 8.6.2 Request members and their families to prepare and present songs, dance, drama etc.,
 - 8.6.3 Plan and reserve facility rental for rehearsals and events if required.
 - 8.6.4 With the assistance of executive committee shall screen all programs before presentation.
- 8.7 The library lead shall:
 - 8.7.1 Be accountable for effective functioning of FMGCS library.
 - 8.7.2 Responsibility is limited to library related activities only.
 - 8.7.3 Provide a link between library functioning and executive committee to ensure smooth governance of FMGCS library.
- 8.8 The member shall:
 - 8.8.1 Understand and acknowledge the risk associated in participating activities such as indoor and outdoor social gatherings, outdoor picnic in the parks, trails, beaches etc. organized by the society from time to time. Member accepts full responsibility for any personal injury, sickness, loss of life, material loss or any direct or indirect to him or her arising from such activities and therefore society will not be responsible.
 - 8.8.2 Shall take up responsibility assigned from time to time by the executive committee for the proper functioning of the society.



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8.8.3 Shall prepare the food minimum of one time during the normal event and may also be requested to bring food during a special event as and when requested by committee.

Note: This clause is terminated now, and the cost of food will be charged on individual basis during event.

8.8.4 Cooperate and help other members in the arrangement to organize events including food serving and clean-up and other activities.

8.8.5 Shall observe due care and diligence during event towards the property and equipment rented or owned by the society. If a member is identified for damaging to the property shall be responsible for it and pay the damages. Parents are advised to keep strict vigilant on their kids.

8.8.6 There is zero tolerance policy for abuse or misbehaviour 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 occurrence 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 refunded. 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.

8.8.7 In the event of a quarrel, dispute or any misbehaviour on the part of any member or any dependants of the members, such individual may be handed over to the legal authority (either security or police) for further law and enforcement control.

8.8.8 All FMGCS events are strictly non-alcoholic. If any member found in violation shall be warned in writing first time and removed from the membership on second incident. Executive committee is final decision authority.

8.8.9 There will be no single person assigned for the food coordination. Executive committee shall divide members into various group. 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 “paying guest” arrangement of sharing, both the families are treated as separate as far as food preparation is



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considered. In such case, each of both families will have at least 1 turn to prepare food for any event in the group they are assigned.

Note: This clause is terminated now, and the cost of food will be charged on individual basis during event.

9. COMMUNICATION

- 9.1 The society event will be communicated to the members in good standing at their email, WhatsApp communication group or the contact no. registered with the society database. Members are responsible to make sure that the society has their correct contact info.
- 9.2 All members shall accept or reject the invitation sent to them for an event by an R.S.V.P. before the specified date communicated for specific event. R.S.V.P. is mandatory and must include the information about the individual attending the event. If any member fails to send an R.S.V.P., the member will be considered as “NOT INTERESSTED” to attend the event and may not be allowed to attend the event.
- 9.3 We strive to make all the efforts to keep up-to-date information, however, if members move or change their contact information; it should be the members responsibility to ensure that they communicate the changes to the society via registered society email ID. Society shall not be responsible for miscommunication arising out of failures to communicate such changes.
- 9.4 If a member fails to receive communication regarding the events of the society, the member should bring it to the attention 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 misbehaviour is acceptable, either verbal or written for any such occurrence.
- 9.5 Despite of all good intentions and trying to achieve operational excellence, some unintended 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 portal, what’s up communication 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



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approvals. 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 organised by the society. Depending on 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.
- 10.3 FMGCS should not use its fund for donation 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 members 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 expenses limit to \$10K for the other events.
- 10.6 Executive committee should work and plan events and activities to maintain reserve fund \$50K minimum at the end of their term.
- 10.7 FMGCS committee shall arrange minimum of 6 programs like Navratri, 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)
- 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 members and their spouse and other society volunteers identified by executive committee for their significant contributions through out the year at the cost of society.



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11. AUDITING

11.1 The financial records of the society shall be audited annually by 2- 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 agreed to the treasurer.

12. ELECTION OF THE EXECUTIVE COMMITTEE

12.1 Election of members of the executive committee shall be held annually during Annual General Meeting.

12.2 The executive committee shall appoint a Returning officer who shall be responsible for organizing the election process.

12.3 Election may be either by show of hands or by secret ballot. A simple majority of the member present and voting shall carry a motion. Except for the increase in membership annual 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 good standing can submit the nomination for any executive committee position, no restriction 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 cultural organization or other religious organization. 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.



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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 the meeting of the executive committee shall be a simple majority of the members of the executive committee.

15. SIGNING AUTHORITY

15.1 The Treasurer and/or the President and/or the Vice-President shall sign all cheques issued by the society. There must be 2-authorized signature required to validate the cheque issued.

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.



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18. Amendments

18.1 Any amendments to this constitution shall be approved by a simple majority of the membership of the society, or 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.

21. ADMISSION POLICY

21.1 All members of the society and their family

21.2 Guests are welcome upon payment of any appropriate fee, as determined by the executive committee

22. POLICY FOR NEW GUJARATI FAMILY

22.1 FMGCS should help integrating new Gujarati families or personal in the town of Fort McMurray and in community as core activity.

23. POLICY ON FOOD:

23.1 The Executive Committee will make the final decision regarding whether food will be provided at an event, based on the specific circumstances.

23.2 No upfront food payment (previously \$75 per family) will be collected. The cost for each event will be determined based on the food



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expenses and other event-related costs. The Executive Committee will make the final decision on the individual charge for each event.

24. REVISION HISTORY

- Original Constitution:

Document Name: Constitution_Gujarati_Society_rev1

Date Prepared: September 08, 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 February 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

- 4th revision:



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Document Name: Constitution_Gujarati_Society_rev5_31March2019

Reference: 4 Proposals were discussed during AGM conducted on March 16,2019; this document was revised based on the outcome of the votes received during the AGM.

Date Prepared: March 31, 2019

•5th revision:

Document Name: Constitution_Gujarati_Society_rev5_6April2024

Reference: 2 Proposals were discussed during AGM conducted on April 06, 2024; this document was revised based on the outcome of the votes received during the AGM.

Date Prepared: September 30, 2024

25. APPROVAL

President (Mukund Patel)

October 31st, 2024

DATE