

Revised June 7, 2015

CONSTITUTION OF THE ROCKWOOD FESTIVAL OF THE ARTS

NAME

- 1.1 The name of the organization shall be the Rockwood Festival of the Arts.
- 1.2 The Rockwood Festival of the Arts is a non-profit organization.
- 1.3 The organization shall be carried on without purpose of gain for its members and any profits or other gains to the organization shall be used in promoting its objectives.

OBJECTIVES

- 2.1 The purpose of the Rockwood Festival of the Arts shall be to provide a corporate identity and board for the planning, promotion and presentation of an annual festival of the arts program in the area served by the Interlake School Division and surrounding areas and...
 - a) to provide performance opportunities through competitive classes in the arts
 - b) to provide educational opportunities for students of the arts
 - c) to encourage further development of skills in the performing arts through presentation of awards.
 - d) to provide a balanced assessment of performances through constructive criticism, evaluation and demonstration by competent adjudicators
 - e) to communicate with other festivals through organizations at the Provincial and National levels
 - f) to encourage involvement through participation of people of all ages
 - g) to encourage community support of the arts activities through the medium of the festival.

MEMBERSHIP

- 3.1 **Membership**
 - a. Any person shall be eligible to become a member by paying required patronage fees and adhering to all policies and procedures of the Rockwood Festival of the Arts
 - b. In order to hold an elected position on the Board of Directors and Executive of the Rockwood Festival of the Arts and to have voting privileges; individual members must be of legal age, (18 and over), reside within the boundaries of the Interlake School Division and/or employed by Interlake School Division, and/or patrons who are in professions related to those art activities who have indicated their interest by participation.

OFFICERS AND BOARD OF DIRECTORS

- 4.1 Herein after referred to as the “**Board**”
- 4.2 The Board shall consist of the following
 - Executive Officers:**
 - a. **President**
 - b. **Past-President**
 - c. **Vice-President**
 - d. **Recording Secretary**
 - e. **Treasurer**
 - f. **Entry Secretary**
 - and a minimum of at least (6) Convenors**
 - a. **Speech Arts Convenor**
 - b. **Dance Convenor**
 - c. **Vocal Convenor**
 - d. **Piano Convenor**
 - e. **Band/Instrumental Convenor**
 - f. **Patronage Convenor**

- 4.3 The Board of the Rockwood Festival of the Arts shall be responsible for the general administration of the organization and for carrying out its policies, goals and objectives.
- 4.4 The affairs of the organization shall be run by the Board with each Executive Officer and Director having only one vote. Majority will constitute a quorum.
- 4.5 The Board will ensure that the funds of the organization are accounted for, and will ensure that minutes are maintained.
- 4.6 The Board shall have power to authorize expenditures on behalf of the organization.
- 4.7 The Board may prescribe rules and regulations consistent with the policies and procedures relating to operation by the organization as may be required.
- 4.8 The Board may engage such employees, officers or agents of the organization as may be required and may appoint interim committees as deemed necessary for the operation of the organization.
- 4.9 The Board shall take such steps as they deem necessary to enable the organization to receive donations, grants, benefits, and fundraisers for the purpose of furthering the objectives of the organization.
- 4.10 All Officers and Board of Directors must pay annual patronage fees in order to be allowed to hold a seat on the Board.

EXECUTIVE OFFICERS AND CONVENORS

- 5.1 The Executive Officers and Convenors shall be elected yearly by the Members with elections occurring at the Annual General Meeting with the following conditions:
 - a. Only one Member from each family may be elected to an Executive Officer or Convenor position.
 - b. As Committees will need to be formed from time to time, each Committee shall appoint one Chairperson from that committee, who will attend all Board meetings, report on any activities of that committee.
 - c. In the event that the Committee Chairperson is unable to attend the meeting, an alternate committee Member may attend in his/her place.
 - d. The Executive Officers shall be able to make decisions on behalf of the Board between monthly meetings should an emergency need arise as long as 2/3 of the Executive Officers are in agreement with the decision. The decision must then be reported at the next general meeting.
 - e. Parliamentary procedure shall be followed at all General and Board meetings in accordance with "Robert's Rule of Order".

DUTIES & RESPONSIBILITIES OF THE EXECUTIVE OFFICERS AND DIRECTORS

- 6.1 a. **President**
 - i. Responsible to chair all executive, general and Board meetings
 - ii. Responsible for keeping order during meetings
 - iii. Responsible for asking for reports in proper sequence from each convenor or committee
 - iv. Acts as overseer of all committees
 - v. Will notify members by phoning or emailing of all meetings
 - vi. Signing authority on cheques
 - vii. Call general or executive meetings as necessary
 - viii. Prepare the agenda for each meeting

- b. **Past-President**
 - i. Acts in an advisory capacity to assist the President and Board of Directors.

- c. **Vice-President**
 - i. In the absence of the President, fulfill the duties required by that position.
 - ii. Assist in preparing grant applications.
 - iii. Signing authority on cheques.

- d. **Recording-Secretary**
 - i. Records minutes at all executive, general and Board meetings.
 - ii. Keeps on file all year-end reports.
 - iii. Prepares minutes of meetings, with a copy given to the President at least one week prior to the next meeting.
 - iv. Make records and minutes available to all Board Members upon request.
 - v. Have on hand a list of all existing committees and their members.
 - vi. In the absence of President and Vice-President call the meeting to order and conduct election of chairperson to preside over the meeting.
 - vii. Responsible for receiving and directing all correspondence and mail, and if necessary appoints another Executive Officer to take over these responsibilities.
 - vii. Signing authority on cheques.

- e. **Treasurer**
 - i. Entrusted with the custody of the Rockwood Festival of the Arts funds and accounting records.
 - ii. Will sign all cheques.
 - iii. Pays out and receives funds.
 - iv. Keeps accurate up-to-date financial records using standard accounting practices.
 - v. Makes a full written financial report monthly and annually.
 - vi. Have books audited at the end of the fiscal year by a Board approved auditor.
 - vii. Report on the financial situation of the organization at each meeting with written copies of the report given to the President and Secretary.
 - viii. Assist in preparing grant applications.

- f. **Entry Secretary**
 - i. Receives all entries and payment of entries for the annual festival of the arts.
 - ii. Data input of entries into the computer program provided for such.
 - iii. Provides entry lists according to category and entry number and distributes to all convenors for scheduling.
 - iv. Continually updates entry form to improve efficiency.
 - v. Completes final draft of entry schedule to be forwarded to the printer for printing in the program.
 - vi. Prints adjudication forms for each venue using the computerized program.

- g. **Convenors**
 - i. Responsible to attend all General and Board meetings and to participate in all discussions and decisions regarding the objectives of the Rockwood Festival of the Arts.
 - ii. Responsible for participating on committees as needs arise.
 - iii. Responsible for participating with the Board to realize the goals and needs of the Rockwood Festival of the Arts.

**DUTIES & RESPONSIBILITIES
OF THE
COMMITTEE CHAIRPERSON AND COMMITTEES**

7.1 Committees will be appointed from time to time and each committee will have:

- i. One Chairperson who will attend all Board meetings, report on any activities of that committee, has voting privileges and must be a member of the Board.
- ii. Committees will have a of minimum 2 people.
- iii. Responsible for organizing and researching all information for that committee.
- iv. Must prepare a budget and a financial reconciliation.
- v. Must bring forth all information from said committee's activities for approval by the Board

VACANCY

8.1. The positions of the Board shall be vacated as follows:

- a. Resignation, in writing, delivered to the Board.
- b. Death of a Board member.
- c. Any Board member who shall miss two consecutive meetings without the approval or notification of any one of the Executive Officers may have their office vacated at the discretion of the Board.
- d. Any member in violation of the constitution or polices and procedures of the Rockwood Festival of the Arts or any member not acting in the best interest of the Rockwood Festival of the Arts shall be removed at the discretion of majority vote of the Executive and Board Members.

8.2 The Board shall have the power to appoint another person to the vacated position at any general or Board meeting.

8.3 If a Board position remains vacant at the Annual General Meeting, it may then be filled at any executive or board meeting following providing that a suitable individual is interested in the position.

MEETINGS

9.1 Rockwood Festival of the Arts Annual General Meeting:

- a. The annual meeting shall be held no later than *June 30th in each year. **Revised June 7, 2015*
- b. Notification of the annual meeting will be in the form of an advertisement in at least one local paper as well as advertising in local newsletters.
- c. The election of the Executive Officers and Directors shall be held at the annual general meeting.
- d. The quorum for transaction of business at the annual general meeting shall be one-third of the existing membership present.
- e. All Members, over the age of 18, with memberships are in good standing have voting privileges.

9.2 Board Meetings

- a. Shall be called by the President with a minimum of 4 per year.
- b. Quorum shall be 50% of the Officers and Directors.
- c. All Board members are allowed only one vote regardless of the number of positions held.
- d. All Members in good standing have voting privileges, if of the legal age (18 and over).
- e. The President or Vice President may call for a special meeting at the request of the members, with one week notice either written, by phone or email.

9.3 Executive Officers Meetings

- a. The President or Vice-President has the authority to call special Executive meeting, due to special circumstances or an emergency situation.
- b. This meeting can take place by phone if necessary.
- c. In case of such meeting, a decision can take place as long as 2/3 of Executive Officers are in agreement and the decision is reported at the next monthly meeting.

FISCAL YEAR

10. The fiscal year of the Rockwood Festival of the Arts shall be from August 1 to July 31.

AMENDMENTS

11. Notice of Motion to amend the constitution shall be made with 30 days notice to the general membership. Voting on these notices of motion shall take place at the next Annual General Meeting.

DISSOLUTION

12. Upon dissolution the following formula shall be invoked by a board of three (3) Executive Officers to administer the affairs and/or a law firm of the executives' choice. With the exception of paying the previously incurred debts, no expenditures may be initiated after the Dissolution has been approved by the executive officers. Upon the Dissolution all assets will be held in trust for two years from the time of Dissolution. If no group reforms after two years all assets should be liquidated and all proceeds are to be distributed to the Interlake School Division. These proceeds must go towards the music and arts in the Interlake School Division. The term "Arts" shall refer to music, speech arts, dance, instrumental, piano, band and other special arts activities as the Festival members may decide to include.

Whereas the Board Members of the Rockwood Festival of the Arts deem it advisable that this Constitution for the regulation of the management of the affairs of the Festival should be enacted and all prior Constitutions shall be repealed.

The Constitution of the Rockwood Festival of the Arts is hereby revised with corrections that were passed at the Annual General meeting held on May 14, 2012 at the RW Bobby Bend School Conference Room.

Motion: To accept the Constitution of the Rockwood Festival of the Arts as presented with the above revisions on this day the 14th of May, 2012.

Moved by: Acting Recording Secretary Leanne Bouvier

Seconded by: Treasurer Jan Gluchi

Carried

DATE: November 19, 2012

PRESIDENT - Debbie R. Fleury

TREASURER - Jan Gluchi