**ARUNDEL LOISIRS CONSTITUTION**

**STRUCTURE:**  The creation of an autonomous non-profit organization consisting of citizens representing the municipality of Arundel for the purpose of promoting recreational, cultural, educational, and social interaction within the community.

**ARTICLE 1:** **Goals and Objectives**

1. The Arundel Loisirs Committee will be composed of persons who are willing to support recreational, cultural, educational, and social activities for and within the Arundel community.
2. The goals of the committee will be:

* To organize and support recreational, cultural, educational, and social activities for and within the Arundel community
* To stimulate the local economy and coordinate fundraising activities
* To create a feeling of cooperation in the municipality
* To encourage discovery of the municipality
* To favour exchanges among the citizens of the municipality and with other municipalities
* To share resource materials
* To support the activities, groups, and organizations already in place in the municipality

**ARTICLE 2:** **Action Plan**

1. Propose certain projects with the objective of uniting the population, and promote different activities involving the community of Arundel
2. Coordinate the events calendars of the community in order to offer maximum participation
3. Coordinate with the Arundel Municipal Council by nominating a representative to the Council
4. Initiate and facilitate fundraising activities in support of our goals and objectives

**ARTICLE 3:** **Internal Regulations**

1. Each member must have a positive attitude towards the community.
2. All publications will be in both languages (French and English).
3. Exchanges and interactions will be conducted with mutual respect.
4. Two (2) signatures will be required to conduct any financial business.
5. In the event of the dissolution of Arundel Loisirs, any balance of funds will be distributed among local non-profit organizations.

**ARTICLE 4:** **Executive Committee**

There will be four (4) members elected to form the executive committee.

**ARTICLE 5:** **President**

1. The president will direct the discussions and debates of the committee; he/she will represent the committee as needed outside the meetings and will sign all pertinent documents originating from the Arundel Loisirs Committee.
2. In the case of absence or incapacity of the president, the vice-president will assume his/her responsibilities.
3. The president will follow up the actions of the committee and will secure the necessary permits or municipal approvals with the help of the vice -president.

**ARTICLE 6:** **Vice-President**

1. The vice-president will assist the president in his/her duties.
2. The vice-president will work closely with the committee to assure the success of the events taking place.

**ARTICLE 7 :**  **Secretary**

1. The Secretary will keep a record of the debates and deliberations of the committee meetings and will deliver the minutes of the meetings to the members. In the event the secretary is absent or incapable, the members will choose someone present amongst themselves to take the minutes
2. The Secretary will call the meetings; will prepare the agenda and will take the minutes of each meeting. The secretary will prepare press releases for the media with the approval of the members of the committee
3. The Secretary is responsible for updating our online presence on a regular basis. All information will be available in French and English

**ARTICLE 8 :**  **Treasurer**

1. The Treasurer will keep a record of all transactions; will inform the committee members of the financial situation and prepare a balance sheet for each event
2. The Treasurer will be the principal signee for the cheques
3. Two (2) signatures will be obligatory, those of the President, Vice-President, and / or Treasurer

**ARTICLE 9:** **Municipal Representative**

1. A Representative will be appointed by the membership and be responsible for coordinating with the Arundel Municipal Council.

**ARTICLE 10:** **Meetings and Minutes**

1. The committee will meet when necessary.
2. Meetings will be public and will be publicized through our online medium
3. The Secretary will transmit the minutes to the members within fifteen (15) days of the meeting

**Article 11:** **Terms of Office of Executive Committee Members**

1. Members will have a one (1) year term following election by the committee.
2. Terms are renewable at the discretion of the committee.
3. If a member of the executive does not attend at least 60% of official meetings called they may be asked to resign.
4. In case of resignation, dismissal, incapacity or death of a member, the committee will proceed to nominate a replacement within thirty (30) days.
5. The members of the Executive Committee will not receive any remuneration.