



Algoma 1812 Bylaws

Name

The name of the organization shall be **Algoma 1812**

Objects

- a) The objects of the organization shall be to encourage the effective operation and development of the Bi-Centennial Commemoration of the War of 1812.
- b) The organization shall be operated in such a manner so as to achieve its objectives through a program of promotion, education, history, culture, tourism and other activities within its geographic area and the development of such projects in concert with the Provincial and Federal Ministries and relevant and/or interested organizations
- c) The organization shall co-ordinate the activities of the individuals and groups holding interest in the organization and liaise and cooperate with other organizations within and outside the area whose objects are compatible with those of the organization and that have been identified as having interest, representation or direct relation to the War of 1812
- d) The organization may undertake programs on behalf of the area and encourage participation in events, attractions and/or education by sponsoring meetings to further promote and develop the commemoration in our area

Drafted: 2007

Modified: June 2008

Reviewed and Adopted: January 18, 2010

Revised: March 5, 2010

Revised: May 14, 2010

Executive Committee

The affairs of the organization will be conducted in accordance with these by-laws and managed by a minimum of 7 executive members. At the beginning of each meeting attendance will be taken to record those entities having representation at that particular meeting. A record shall be kept of the minutes for those members not in attendance.

Members of the working group shall be located within the organization's boundaries and shall support the objectives of the organization and may consist but not be limited to the following:

Algoma Kinniwabi Tourism Association
 Batchewana First Nation
 City of Sault Ste. Marie – Ermatinger • Clergue National Historic Site
 Fort St. Joseph National Historic Site, Parks Canada
 Franco-Ontarian
 Garden River First Nation
 Métis Nation of Ontario
 Sault Canal National Historic Site of Canada, Parks Canada
 Thessalon First Nation
 Tourism Sault Ste. Marie – Sault Ste. Marie Economic Development Corporation

Ex-officio Members (Resource)

Provincial – Ministry of Tourism, Ontario Tourism Marketing Partnership Corporation, Ministry of Northern Development Mines, and Forestry, and Ministry of Culture
 Federal – FedNor, Canadian Heritage
 Municipality – City Councilor (Council)
 Mackinaw Area Visitors Bureau
 Fort Mackinac Site
 Sault Ste. Marie Michigan Visitors Bureau

The Executive Committee shall name on its behalf:

Co-Chairs (2)
 Vice Chair (1)

The Co-Chairs shall provide the general supervision of the affairs of the organization subject to control of the entire Executive Committee. One or both Chairs shall preside at all meetings and the executive committee shall perform such other duties as maybe required by these bylaws and the committee.

The Vice Chair shall be vested with duties of the Chairs in their absence or in case of resignation, or both, and shall perform such duties as may be prescribed by the Committee.

A treasurer shall be appointed, once the organization begins to generate sponsorship and fundraising revenues, for the purpose of the 1812 Commemoration/Celebrations.

All leases, bonds, deeds and formal contracts shall be executed by the Chairs in accordance with these bylaws and shall be valid and binding upon the organization. All contracts will also be conducted in accordance with the City of Sault Ste. Marie legal and financial policies.

The Executive Committee may from time to time make resolutions respecting the drawing, making, signing, accepting or endorsing of any bill of exchange of the organization or for buying, selling or hypothecating of any securities and may prescribe by what officer or officers the same are to be drawn, made, signed, accepted or endorsed on behalf of the organization.

The Executive Committee may delegate any of their powers to a standing committee, whose lead shall be a member at large. The Lead will report to the Executive Committee.

Voting Rights

At meetings of the Executive organization voting rights shall be exercised only by the officially designated representative or alternate of any voting category shown above. Provided further, the members may vote through a duly authorized proxy. Each noted representative shall have one vote.

Meetings

Rules of Procedure

- 1) Executive meetings will require that all motions be in writing
- 2) Notice of meeting shall be sent not later than 10 days before the date the meeting is to be held
- 3) A minimum number of 50 % plus 1 attendees of the executive with voting rights will constitute a quorum
- 4) A copy of the Algoma 1812 financial statements will be made available on a quarterly basis to the Executive and will be made available to other participants and partners when requested
- 5) The Executive will lead and conduct Regional meetings for sub-committee updates, and for the purposes of disseminating communications.
- 6) Hold all minutes, documents and registrations within the files of the Municipality of the City of Sault Ste. Marie.

Declaration of Interest

It is the duty of every Executive member who is in any way, whether directly or indirectly interested in a contract or arrangement by the organization to declare the nature and extent of such interest and to refrain from voting in respect of the contract or arrangement.

Protection

All members of the Algoma 1812 Executive and Regional Group at large must register as volunteers for the War of 1812 Bicentennial Regional Group. The registration form will

be filed with the Municipality of the Corp. of the City of Sault Ste. Marie for the protection, release, and waiver indemnity.

Duties

The Executive shall assume full responsibility for the functions of the organization within the jurisdiction and bylaws. The Executive and/or host employer shall appoint such employees as they deem necessary and establish salaries and benefits for the employee in conjunction with H.R. policies of the host employer.

The Executive will establish committees which are concerned with items of interest to the organization but are not limited to the following:

1. Legacy
2. Marketing
3. Events – including Kick Off Event
4. Education
5. Tourism
6. Military
7. Historic

Financial System

The financial business of the organization shall be transacted in accordance with all Policies as set out by the Corporation of the City of Sault Ste. Marie, Ontario.

In accordance with existing and/or future contractual agreements with the Provincial and Federal Governments, Revenues and Expenses must be monitored and audited through the Corporation of the City of Sault Ste. Marie.

All business will be transacted on the organization's behalf through an Executive motion and paid through the processes as per the Corporation of the City of Sault Ste Marie.

The organization's financial year shall coincide to the fiscal year as constituted by the Corporation of the City of Sault Ste. Marie. The Executive will prepare a financial report summarizing the year's activities.

Financial Records

The Executive Committee shall utilize the financial records of the City of Sault Ste. Marie to assist in the book keeping of the financial records, and they are to be kept containing full and true statements of financial transactions of the organization, setting our assets and liabilities and the sums of monies received and dispersed as authorized by the organization.

The organization shall be subject to the attorneys and auditors for the City of Sault Ste. Marie, as required.