



DRAFT CONSTITUTION

March 2, 2009

FIELD OF VISIONS ORGANIZATION

DRAFT CONSTITUTION

SECTION 1: ORGANIZATION NAME

FIELD OF VISIONS

SECTION 2: MISSION

The Field of Visions organization is student run organization dedicated to the enhancement of the outdoor sports facilities available for students and community members in the tri-school area of Oakbank.

SECTION 3: PURPOSE

Our purpose is to:

- Build a multi-use field in the tri-school area of Oakbank.
- Promote physical fitness
- Promote school and community spirit

SECTION 4: MEMBERSHIP

Membership in the Field of Visions organization is open to interested students, alumni, staff and parents of Springfield Collegiate. All other interested students, staff and parents from other Sunrise School Division schools in the RM are also eligible for membership.

SECTION 5: EXECUTIVE

i. Powers

- The Executive shall be the governing body of the Field of Visions between annual general meetings, subject to this constitution.
- All business of the executive shall be approved at the FOV meetings and recorded in the meeting minutes.

ii. Eligibility requirements:

- (Student) Must be a student of SCI.
- (Parent) Must have had, will have or has a child attending SCI.
- Alumni

iii. Executive Positions:

The executive must consist of 13 members. At least two thirds must consist of students. A minimum of one third must be staff, parents or alumni.

- Co Chairs - 2 persons (SCI Student/Parent or SCI Student/Alumni)
- Secretary (SCI student)
- Treasurer (SCI Staff member)
- 4 SCI Grade Representatives (Grades 9, 10, 11, 12)
- SCI Student Council Representative
- Member at Large (Student)
- SCI ACSL Representative (Parent)
- SCI Principal (ex-officio)
- Sunrise School Division Board of Trustees Advisor (ex-officio)

iv. Duties

Co Chairs:

- Together or on their own, Co-Chairs shall chair executive and general meetings according to Robert's Rules of Order.
- Shall maintain general supervision of all affairs of the executive.
- Shall be an ex-officio member of all committees.
- Shall, in consultation with the executive, ensure that an agenda is prepared.
- Shall carry out other duties, as decided by the executive.

Secretary:

- Shall keep a brief and accurate form of minutes of all FOV meetings.
- Shall keep on file all reports, correspondence and any other material belonging to FOV.
- Shall have the minutes available to the executive in a timely manner.

Treasurer:

- Shall handle the financial affairs of the FOV.
- Shall be responsible for the funds of the FOV received by any member or committee.
- Shall deposit all funds with the Sunrise School Division account set up in trust for the FOV organization.
- Shall account for all cheques issued on behalf of the FOV.
- All FOV expenditures of over \$50.00 must be approved by the Executive.
- Shall keep a complete record of receipts.
- Shall draft a budget and a tentative plan of expenditures at the beginning of the fiscal year with assistance of the Executive.
- Shall submit a monthly financial report at each general FOV meeting.
- Shall submit an annual report for approval at the FOV.
- Shall carry out other duties as decided by the executive.

v. Voting Privileges:

- One vote per executive member
- Only one elected member of each household on the executive.
- Co-Chair's have the right to vote.
- Ex-officio members are non-voting members.
- Executive members unable to attend meetings may vote by proxy

SECTION 6: COMMITTEES

The Executive shall appoint members to serve on a committee to work in particular areas as needed. Such committees may include (but not be limited to) the following designated areas of responsibility:

- (a) Constitution
- (b) Fundraising/Grants
- (c) Financial
- (d) Communication/Public Relations

The Executive shall approve the terms of reference for the committees.

Committees shall provide a report at each FOV meeting. Committee recommendations shall be brought forth for approval by the executive.

SECTION 7: MEETINGS

- There shall be a minimum of seven FOV meetings in each school year. FOV meetings shall, whenever possible, be held on a regular basis.
- Seven members of the Executive shall constitute a quorum.
- Executive meetings may be called by the Chair, or upon written request of seven members of the Executive.
- FOV meetings are generally open to all members. The Executive may vote to discuss one or more particular items in private. The debate on a motion to discuss such items shall be held in an open FOV meeting. The only business that may be discussed in private are those specific items voted on.
- Minutes shall be kept of all motions and decisions made at general FOV and executive meetings.
- These minutes shall be available for inspection by members at general and executive meetings and at reasonable times by arrangement.

SECTION 8: ELECTIONS

- Executive positions shall be elected by those members present and voting at the Annual General Meeting.
- The terms of those Executive members shall expire at the first Annual General Meeting following their election.
- Notice of meeting will be publicized in the local media and on the school website 14 days in advance.
- Members who wish to be considered for nomination for election to the executive, but who are not able to attend the general meeting at which the election is to be held, may submit a written statement of interest signed by them to be considered for nomination. This statement must be received by the chairperson of the meeting before the close of nominations.
- All elected executive members shall sign an agreement that they have read and will abide by the constitution of the FOV.

SECTION 9: REPLACEMENT

- Executive and/or committee members shall be considered to have vacated their positions if they miss three consecutive meetings without good cause.
- Vacancies that occur between Annual General Meetings may be appointed or kept vacant until the next election, as decided by the executive.

SECTION 10: MEMBERSHIP MEETINGS

Calling and Notice:

- The Executive shall call at least one membership meeting in every calendar year.
- Other membership meetings may be called by the executive as necessary.
- There shall be notice of a membership meeting at least seven days prior to the meeting.
- The executive shall call a membership meeting within thirty days of receiving a written request. The request must be signed by at least twenty-five members.

Annual General Meeting:

- One membership meeting in each calendar year shall be designated the Annual General Meeting, and must be held after the first day of school but not later than the third Friday in October. At this meeting, the executive shall be elected.
- Financial and executive reports for the previous fiscal year shall be presented for approval and any other appropriate business shall be transacted.

SECTION 11: FINANCES

Treasurer:

- Financial affairs of the FOV shall be handled by the Treasurer.
- Raising and expenditure of funds shall be subject to the approval of the executive.

Accounts:

- There shall be three signing executive members of which one shall be the treasurer.
- The FOV funds shall be deposited in accounts at one or more registered financial institutions.

Fiscal Year:

- The fiscal year of the FOV shall be from one Annual General Meeting (AGM) to the beginning of the next AGM.

Reports:

- There shall be a monthly financial report submitted for approval at each executive Meeting.
- Financial reports shall be presented at each Annual General Meeting for the previous fiscal year.

SECTION 12: CONSTITUTIONAL AMENDMENTS

- All draft constitutional amendment(s) shall be presented to and approved by the executive prior to submission to the membership for a vote.
- The proposed amendment(s) shall be included with the notice of a membership meeting (seven days notice minimum).
- The constitution shall be amended by a vote of at least two-thirds of the members present and voting at a membership meeting.

SECTION 13: CONDUCT OF MEETINGS

- Roberts' Rules of Order shall apply to all matters not covered in the Constitution of the FOV.
- Voting by proxy shall be allowed.
- This constitution applies to all general, executive and committee meetings.

SECTION 14: DISSOLUTION

- In the event of dissolution of the FOV and following payment of all outstanding debts, disbursements of remaining funds will be decided upon by the membership at the final general meeting.
- All records of the organization shall be placed under the jurisdiction of the Sunrise School Division.

SECTION 15: AGENDA

The agenda will be circulated to the membership at least one week prior to a meeting.

Items under "New Business" may be added to the agenda at the meeting.

FOV Constitution Letter of Agreement

I _____ have read the FOV constitution and
as an Executive member agree to abide by all items set out
within.

Signature: _____

Position: _____

Witness: _____

Date: _____