

# **STATUTES OF THE FÉDÉRATION DES FRANCOPHONES DE SASKATOON**

ADOPTED DURING THE FIRST ANNUAL ASSEMBLY OF JUIN 1982.  
UPDATED FOLLOWING THE ANNUAL ASSEMBLY OF JUNE 14 1995.  
UPDATED FOLLOWING THE ANNUAL ASSEMBLY OF SEPTEMBER 13 1996.  
UPDATED FOLLOWING THE ANNUAL ASSEMBLY OF SEPTEMBER 21 2001.  
UPDATED FOLLOWING THE ANNUAL ASSEMBLY OF SEPTEMBER 13 2002.  
UPDATED FOLLOWING THE ANNUAL ASSEMBLY OF SEPTEMBER 8 2008.

# **STATUTES**

## **FIRST CHAPTER**

### **NAME, GOALS, AND GENERAL OPERATIONS**

#### **NAME**

##### **Article 1**

La Fédération carries the name of La Fédération des francophones de Saskatoon Inc.

#### **GOALS**

##### **Article 2**

La Fédération has as goals to:

- 2.1 Enable the meeting of all the members of the francophone community in Saskatoon.
- 2.2 See to that the francophones of Saskatoon are able to better get to know one another.
- 2.3 Promote an extended communication between the accredited members and individuals in the Saskatoon community.
- 2.4 Represent the diverse views of its accredited members and individuals in the provincial region.
- 2.5 Coordinate the diversified actions of the accredited members in order that the entire francophone community is able to be brought to participate.
- 2.6 Organize services and actions to benefit accredited members and individuals in the community.
- 2.7 Be responsive to the needs of its accredited members and individuals and to take corresponding initiatives.
- 2.8 Develop among all of its members a sense of belonging in the francophone community of Saskatoon.

#### **HEADQUARTERS**

##### **Article 3**

The headquarters of the Fédération des francophones de Saskatoon is in Saskatoon.

## LANGUAGE

### **Article 4**

French is the official language and functional of the Fédération.

## DEFINITIONS

### **Article 5**

- 5.1 Fédération: in the present document Fédération signifies La Fédération des Francophones de Saskatoon Inc.
- 5.2 Francophone community: group of people who speak French of origin and of adoption.
- 5.3 Service: common service at the Fédération.
- 5.4 Activity: service or action that the Fédération implements.
- 5.5 Action: specifically defines the actions and activities undertaken by an accredited member.
- 5.6 VUF: Village Urbain Francophone (Urban Francophone Village)
- 5.7 Rendez-Vous Francophone: Community Centre for Welcoming and French Services in Saskatoon.

## **SECOND CHAPTER**

### **QUALITY OF MEMBERS**

#### **MEMBERS**

##### **Article 6**

La Fédération consists of two categories of members:

- 6.1 Individual members: all francophones of Saskatoon and surroundings.
- 6.2 Accredited members: all francophone organizations of Saskatoon that adhere to the goals and objectives of the Fédération and in which the adhesion is accepted by a vote by the administrative council of the Fédération and/or by its general assembly. (4)

(4) Article 6.2 was modified during the annual assembly of June 14 1995é Before this date article 6.2 read as follows: “accredited members: all francophone organizations of Saskatoon that adhere to the goals and objectives of the Fédération.”

## **THIRD CHAPTER**

### **ANNUAL ASSEMBLY**

#### **DATE AND LOCATION**

##### **Article 7**

7.1 The annual assembly must take place every year, in a period of 6 months following the end of the financial exercise. (1)

7.2 The administrative council determines the date and location of the annual ASSEMBLY.

(1) Article 7 was modified during the annual assembly of March 1987. Before this date article 7.1 read as follows “the annual assembly must take place every year in the spring.”

(1) Article 7 was modified during the annual assembly of December 7 1993. Before this date article 7.1 read as follows “the annual assembly must take place every year in the month of November.”

(1) Article 7 was modified during the annual assembly of June 14. Before this date article 7.1 read as follows “the annual assembly must take place every year, in a period of 4 months following the end of the financial exercise.”

#### **AUTHORITY**

##### **Article 8**

The annual assembly is the supreme authority of the Fédération.

#### **AGENDA**

##### **Article 9**

In addition to examining other points on the agenda, each annual assembly must serve to:

9.1 Receive the reports from the president, the treasurer, and the accredited members.

9.2 Elect members of the Board of Directors.

- 9.3 Discuss the needs of the accredited members and discuss the priorities for the following year.
- 9.4 Establish the annual subscription fee for members within the framework of Article 18.6.

## NOTICE OF CONVENING

### **Article 10**

A notice of convening for an annual or general assembly must be sent to each individual member found on the list of the Fédération and through the accredited organizations (30 days in advance).

## RIGHT OF VOTE

### **Article 11**

Each individual member of French expression aged 18 years and older has the right of vote.

## QUORUM

### **Article 12**

Half of the members present at the Annual Assembly fulfilling the conditions of article 11 plus one (1) will form the quorum.

**FOURTH CHAPTER**  
**ADMINISTRATIVE COUNCIL**

**FORMATION**

**Article 13**

The Administrative Council is formed of:

- 13.1 the Board of Directors.
- 13.2 a representative of each accredited member.
- 13.3 each person can only represent one accredited member and has the right to only one vote (addition adopted during the annual general assembly of June 14 1995).

**MEETINGS**

**Article 14**

The Administrative Council must meet at least once (1) during the duration of the year. The date and location will be determined by the Board of Directors.

**Article 14.a**

An accredited member who misses three consecutive meetings is automatically expelled from the administrative council (addition adopted during the annual general assembly of June 14 1995).

**QUORUM**

**Article 15**

Half of the members of the Administrative Council plus one (1) will form the quorum.

## DURATION OF THE MANDATE

### **Article 16**

The duration of the mandate of a representative of an accredited member of the Administrative Council is the same as the one which is given to them by their organization.

## SPECIAL ASSEMBLY

### **Article 17**

Half of the representatives of the accredited members of the Administrative Council can demand in writing the convening of the Administrative Council with the objective of dealing with an uncommon question, and this takes place in the 2 weeks that follow.

## ATTRIBUTES AND QUALIFICATIONS

### **Article 18**

The Administrative Council:

- 18.1 plans and orientates the activities and services of the Fédération.
- 18.2 administers the assets and affaires of the Fédération.
- 18.3 gives mandate to the Board of Directors to execute the decisions taken by the Administrative Council.
- 18.4 fills all empty posts within the Board of Directors.
- 18.5 ensures the representation of the Fédération within provincial organizations.
- 18.6 determines the need to establish a subscription fee.
- 18.7 is responsible for the management of the VUF fund administered by the Fondation Fransaskoise.

## **FIFTH CHAPTER**

### **BOARD OF DIRECTORS**

#### **ELIGIBILITY**

##### **Article 19**

All members aged 18 years and older and who speak French may be eligible to sit on the Board of Directors.

#### **COMPOSITION**

##### **Article 20**

The Board of Directors is composed of the president, hereinafter denominated the presidency, of the vice-president, hereinafter denominated the vice-presidency, of the secretary, hereinafter denominated the secretariat, of the treasurer, hereinafter denominated the treasury, of two (2) representatives of the accredited members and of the leaving presidency. <sup>(2)</sup>

The Board of Directors decides the presence of all persons deemed necessary, whether as an observer, or as resource-personnel.

(2) Article 20 was modified during the annual assembly of May 1995. Before that date article 20 read as follows: "The Board of Directors is composed of the president, of the vice-president, of the secretary, of the treasurer, of two (2) representatives of the accredited members. The Board of Directors decides the presence of all persons deemed necessary, whether as an observer, or as resource-personnel."

#### **DURATION OF THE MANDATE**

##### **Article 21**

21.1 The posts of the presidency, vice-presidency, secretariat, and treasury have a duration of two years and take effect immediately after the election held at the Annual General Assembly meeting. <sup>(1)</sup>

21.1b The presidency and the secretariat are elected during even years; the vice-presidency and the treasury are elected during odd years. The 3 counsellors are elected for a period of one year.

(1) Article 21.1 was modified during the annual general assembly of September 21 2001. Before this date, article 21.1 read as follows: "The duration of the mandate of the members of the Board of Directors finishes each year at the annual assembly."

- 21.1c During the following year in the event of a change in presidency, the leaving president as well as a leaving counsellor will continue to sit on the Board of Directors in order to ensure continuity.
- 21.2 If the presidency leaves, the vice-president assumes the presidency for the rest of the mandate.
- 21.3 If another post becomes vacant within the Board of Directors, the Administrative Council must attend to filling that post.

## ELECTION

### **Article 22**

- 22.1 The posts of presidency, vice-presidency, secretariat, and treasury are elected at the annual assembly.
- 22.2 The two (2) counsellors on the Board of Directors are elected by the ensemble of representatives of the accredited members on the Administrative Council. They are often named at the annual assembly to be presented during the next meeting of the Administrative Council.
- 22.3 In the case where the representative of an accredited member obtains a post of counsellor on the Board of Directors, the accredited member is able to designate a new representative to sit on the Administrative Council.

## QUORUM

### **Article 23**

Half of the members of the Board of Directors plus one (1) will form the quorum.

## MEETINGS AND CONVENING

### **Article 24**

- 24.1 The Board of Directors must hold at least four (4) meetings per year, these being convened by the presidency. A notice is given six (6) days in advance to the members of the Board of Directors.

- 24.2 In the absence of meetings, as anticipated by article 24.1, two (2) members of the Board of Directors can convene, in writing, a special assembly of the Board of Directors.

## ATTRIBUTES AND QUALIFICATIONS

### **Article 25**

The Board of Directors:

- 25.1 executes the decisions take by the Administrative Council.
- 25.2 prepares the agenda for the meetings of the Administrative Council.
- 25.3 solves emergency problems and controls the administration of the Fédération.
- 25.4 sees to maintaining the headquarters.
- 25.5 suggests and plans activities and services to the Administrative Council.
- 25.6 plans and coordinates the services offered by the Fédération.
- 25.7 anticipates with the help of all the members an annual strategic planning.
- 25.8 sees to that the subjects discussed during the meetings correspond to the principal objectives of the current strategic planning.

## **SIXTH CHAPTER**

### **RIGHTS AND DUTIES OF THE MEMBERS OF THE BOARD OF DIRECTORS**

#### **PRESIDENCY**

##### **Article 26**

The presidency:

- 26.1 presides at meetings and directs the deliberations of the annual assembly, the Board of Directors, and the Administrative Council.
- 26.2 takes part by right in all the comities named by the Fédération.
- 26.3 is the spokesperson for the Fédération within the norms that are fixed by the Administrative Council.
- 26.4 presents the reports of the Board of Directors to the Administrative Council.
- 26.5 has the right to vote only in a case of a parity in votes.
- 26.6 convenes all meetings judged necessary by the Board of Directors.

#### **VICE-PRESIDENCY**

##### **Article 27**

In case of absence or vacation of the presidency, the vice-presidency assumes the functions of the president.

#### **SECRETARIAT**

##### **Article 28**

The secretariat ensures that the agendas, the minutes, and all work documents are written.

## TREASURY

### **Article 29**

The treasury:

- 29.1 sees that the bookkeeping is up to date, the budgets prepares, and the financial reports are presented to the Board of Direction.
- 29.2 debriefs the financial state of the Fédération to the Board of Directors and the Administrative Council.
- 29.3 is always one of the signatories of the Fédération.

## COUNSELLORS

### **Article 30**

The two representatives of the accredited members act as counsellors within the Board of Direction

## **SEVENTH CHAPTER**

### **VOTING**

#### **VOTING**

##### **Article 31**

At the annual assembly, at the meetings of the Board of Directors, and at the Administrative Council, the votes are taken by open vote or by secret ballot at the request of a voting member. The questions are decided by the majority of votes, except in Article 35. The presidency of the meeting only votes in the case of an equality.

## **EIGHTH CHAPTER**

### **GENERAL ARRANGEMENTS**

#### **FINANCIAL YEAR**

##### **Article 32**

The financial year of the Fédération commences the 1st of April and finishes the 31st of March of the following year. <sup>(1)</sup>

- (1) Article 32 was modified during the annual assembly of March 1987. Before this date article 32 read as follows: "The financial year of the Fédération finishes the 31st of March of each year."
- (1) Article 32 was modified during the annual assembly of december 7 1993. Before this date article 32 read as follows: "The financial year of the Fédération finishes the 31st of October of each year."

#### **SIGNATURES**

##### **Article 33**

All cheques, tickets, letters of change, and other effects negotiable for the account of the Fédération des Francophones de Saskatoon must be signed, drawn, accepted, or endorsed by the treasury and the presidency or another member of the board of directors designated by the latter. Two signatures are necessary at all times to validate a cheque. The board of directors may designate a development agent to serve as a substitute signatory for the validation of cheques issued by the FFS. <sup>(2)</sup>

- (2) Article 33 was modified during the annual general assembly of September 13 1996. Before this date, article 33 read as follows: "All cheques, tickets, letters of change, and other effects negotiable for the account of the Fédération des Francophones de Saskatoon must be signed, drawn, accepted, or endorsed by the treasurer and the president or another member of the board of directors designated by the latter."

#### **FINANCES**

##### **Article 34**

The Fédération may solicit subsidies from federal and provincial governments and all other organizations.

## **NINTH CHAPTER**

### **MODIFICATIONS AND REPEALS OF STATUTES**

#### **AMENDEMENTS**

##### **Article 35**

- 35.1 The statutes cannot be abolished, amended, modified, or repealed other than at the annual general assembly.
- 35.2 All member organizations of the Fédération that wish to submit a resolution as amendment to the annual assembly, must send to the office of the Fédération the text of this amendment at least thirty (30) days before the date of the annual meeting, in order to send copies to all other members, twenty (20) days before the meeting.
- 35.3 All amendments to rules must be approved by at least two thirds (2/3) of the voting members of the annual assembly.

## **TENTH CHAPTER**

### **BUILDING MANAGEMENT COMMITTEE**

#### **DEFINITION**

##### **Article 36**

A permanent committee, titled “Building Management Committee”, is responsible for the management of the edifice sheltering the Rendez-Vous Francophone.

#### **ROLES ET RESPONSIBILITIES**

##### **Article 37**

- 37.1 This committee has the mandate to manage the Rendez-Vous Francophone in conformity with the vision and the mission of the center and according to the values and the politics approved by the Administration Council and the Annual Assembly.
- 37.2 More specifically, the Building Management Committee:
- ensures the sound management and the viability of the center.
  - undertakes the necessary renovations .
  - ensures the upkeep and the maintenance of the installations.
  - manages the occupation and the renting of the spaces.
  - works in collaboration with the VUF to ensure the visibility of the center.

#### **ACCOUNTABILITY**

##### **Article 38**

The permanent committee:

- 38.1 is responsible for developing and revising if necessary the central politics that will govern it to permit the optimum development of the center and must submit these for approval to the Administrative Council.
- 38.2 is accountable to the annual assembly and must submit a long-term business plan and a detailed written report of the previous year. The state of the results of the center must be presented in an annual fashion and integrated to those at the Fédération and

approved. The interim reports must be presented periodically to the Administrative Council for information.

## SELECTION OF MEMBERS

### **Article 39**

A nomination committee formed of the presidency and two other members of the Administration Council must select the members of the permanent management committee. These individuals must be chosen according to their qualifications and their expertise and professional experiences. Their mandate is of two years and renewable once.

### **Article 40**

The permanent management committee is composed of at least three and at most six members.

## FUNCTIONNING

### **Article 41**

The committee must meet at least four (4) times per year and hold a detailed review of all decisions made. The committee may retain the services of all qualified persons to help during the execution of its functions.