



# Sunderland Maple Syrup Festival Constitution

## Names

The name of the Committee shall be “Sunderland Maple Syrup Festival Committee”, also known as SMSFC or ‘the Committee’. The name of the festival itself is “Sunderland Maple Syrup Festival”, also known as SMSF.

## Purpose

- a) Establish and maintain the Sunderland Maple Syrup Festival Committee.
- b) Promote and organize the Sunderland Maple Syrup Festival in the community of Sunderland.
- c) Strive to engage local youth in community activities to instill and improve the sense of community spirit.
- d) Accept donations, gifts and grants.
- e) Provide an opportunity for local farmers and enterprises to promote and sell their products.
- f) Donate proceeds to community projects for the betterment of the community.

The Committee shall not maintain a clubhouse or other premises.

## Vision

- a) Promote Sunderland as a model for a positive rural community.
- b) Provide an opportunity to further build positive community spirit and support local people and/or initiatives in need.
- c) Continuously grow the participants and visitors to the festival.
- d) Promote an environmentally sound festival.
- e) To promote local Maple Syrup Producers and the Maple Syrup providers must be within a 25km radius of Sunderland.

## Officers

- a) The Executive Officers of the Committee shall be:
  - Past-Chairperson, Chairperson, Vice-Chairperson, Secretary and Treasurer.
  - OR**
  - Past-Chairperson(s), Co-Chairperson(s), Secretary and Treasurer.
  - Executive Officers are to be named in Appendix A.

Appendix A is to be updated annually as a result of elections. This does not constitute a change to the Constitution.

- b) The Committee shall consist of the Executive Officers, active Sub-Committee Chairpersons and regular members with voting privileges. Voting privileges will be given to people at the Age of Majority who attend 60 % of regular monthly meetings, executives and active sub-Committee Chairpersons. A quorum shall consist of 60 per cent of the members of the Committee, and no actions or decisions are legal without quorum being present. If there are not enough people in attendance to meet quorum, any motions will be voted on by the missing members via email. The Chairperson will only have a vote in the event of a tie.
- c) The Chairperson, in conjunction with the Committee, shall appoint Chairpersons to Sub-Committees which shall look after duties assigned to them. All Sub-Committee Chairpersons shall report their recommendations to the Committee for final decision.
- d) The Chairperson will act as Chair for Executive meetings and the Annual General Meeting (AGM), and shall be an ex-officio member of all committees. The Vice-Chairperson shall act for the Chairperson when he/she is unavailable.
- e) The Treasurer shall have control of all funds. There will be two signatures on all cheques and one signatory must be an Executive Officer.
- f) The Secretary shall deal with all correspondence and legal documents subject to the approval of the Committee.

## Funds

- a) All funds of the Committee shall be deposited by the Treasurer or by automatic e-transfer in such banks as may be designated by the Committee.
- b) All disbursements of these funds shall be by cheque or cash against receipt and with the approval of the Committee.
- c) A financial statement of the Committee shall be made each year and will be available upon request.
- d) All decisions regarding donations shall be made subsequent to an approved budget. Donations can be proposed by any member of the Committee prior to June 30, but a decision shall be made concerning all proposals simultaneously.

## General

- a) The Annual General Meeting (AGM) will be held each year on the second Tuesday in May.
- b) The election of Executive Officers will take place at the AGM. The term for Executive Officers shall ideally be two years. The Chairperson and Vice-Chairperson will be elected one year and Secretary and Treasurer will be elected the following year.
- c) The activities of the Committee shall be carried out without purpose or gain for its individual members, and any profits or other accretions to the organization shall be used solely to promote its purpose and vision.
- d) Any proposed change in the Constitution shall be brought to the attention of the Committee at the AGM for final decision.

## **Appendix A**

Executive Officers for the 2024 Sunderland Maple Syrup Festival:

### **Chairperson**

Angela Canavan

### **Vice Chairperson**

James MacNaughton

### **Past Chairperson**

Ted Smith

### **Secretary**

Ryan Williams

### **Treasurer**

Donna Beattie

Executive ratified by vote at the Annual General Meeting on May 13, 2025