

## **RESOLUTION OF THE MANITOBA METIS FEDERATION CABINET**

### **To Amend the MMF Constitution and Local By-Law with Respect to Secretary-Treasurer Position**

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**WHEREAS** the MMF Constitution provides for each Local to be administered by a Chairperson, a Vice-Chairperson and a Secretary-Treasurer;

**AND WHEREAS** the duties of the Local Executive positions are set out in the MMF Local By-Law;

**AND WHEREAS** various Locals have increased in the number of citizens belonging to the Local;

**AND WHEREAS** various Locals have increased the activities of the Local;

**AND WHEREAS** as a result, the responsibilities of a Secretary-Treasurer for various Locals have increased;

**AND WHEREAS** certain Locals have expressed an interest in being able to have a Local Executive consisting of four (4) positions namely Chairperson, Vice-Chairperson, Treasurer and Secretary;

**AND WHEREAS** in those cases of Locals who wish to have four (4) Executive positions, a more efficient division of labour will occur by separating the Secretary-Treasurer positions;

**AND WHEREAS** the creation of an optional four (4) member Local Executive will serve the best interests of the Manitoba Métis by, amongst other matters allowing additional individuals to serve in elected office at the Local level and thereby meet the qualifications required of candidates for elected office at the Regional and Presidential level;

**THEREFORE BE IT RESOLVED THAT THE MANITOBA METIS FEDERATION CABINET ADOPTS AND APPROVES THE FOLLOWING RESOLUTION TO AMEND THE MMF CONSTITUTION AND LOCAL BY-LAW WHICH SHALL BE PRESENTED AT THE NEXT ANNUAL GENERAL ASSEMBLY:**

1. Article V(b)(iii) of the Constitution which states:

Each "Local" shall be administered by a Chairperson, a Vice-Chairperson, and a Secretary-Treasurer.

Is hereby deleted and the following is therefore substituted:

Article V(b)(iii) of the Constitution:

Each "Local" shall be administered by a Chairperson, a Vice-Chairperson, and a Secretary-Treasurer or, if approved by the Local, a Chairperson, a Vice-Chairperson, a Treasurer and a Secretary.

2. Article V(4) of the Local By-Law which states:

4. Local Executives

Each Local shall be represented by an Executive, which shall be a Chairperson, Vice-Chairperson and Secretary-Treasurer. In order to be eligible for election to a Local Executive position, an individual member must first obtain a valid membership (citizenship) card in accordance with Article III 5(a) of the Federation's Constitution.

The Chairperson, Vice-Chairperson and Secretary-Treasurer shall all be elected at the same time for a four (4) year term beginning in 2006 and every four (4) years thereafter. Any two (2) of the three (3) Local Executives shall be the signing Officers of the Local.

Duties/Responsibilities of Local Executives:

*Chairperson*

- Chief Executive Officer of the Local.
- Chairs Local meetings.
- Spokesperson on behalf of Local.
- Calls and ensures that meetings are held.
- Follows up on motions.

- Is ex-officio member of all Local committees.
- Performs other duties as directed by Local membership.

*Vice-Chairperson*

- Assumes all the responsibilities of the Chairperson in the absence of the Chairperson.

*Secretary-Treasurer*

- Keeps minutes of meetings and records and files such minutes as well as all correspondence and activities of the Local.
- Assumes all responsibilities of the Chairperson in the absence of the Chairperson and Vice-Chairperson.
- Reads minutes of previous meetings and correspondence at all Local meetings.
- Responsible for all advertisement and notices regarding meetings, fund-raising notices and all other notices relating to the Local business.
- Maintains and is responsible for all Local financial records, (e.g. bookkeeping, ledger, deposits, income, bank statements, etc.).
- Presents financial statements to the membership at all Local meetings.
- Second signing Local authority.

Is hereby deleted and the following is substituted:

4. Local Executives

Each Local shall be represented by an Executive, which shall be:

- (A) A Chairperson, Vice-Chairperson and Secretary-Treasurer; or
- (B) If a local has at least 100 members and the division of the duties of the Secretary-Treasurer into a Secretary and a Treasurer is approved by the Local, a Chairperson, Vice-Chairperson, Secretary and Treasurer

In order to be eligible for election to a Local Executive position, an individual member must first obtain a valid membership (citizenship) card in accordance with Article III 5(a) of the Federation's Constitution.

The Chairperson, Vice-Chairperson and Secretary-Treasurer or if applicable Treasurer and Secretary shall all be elected at the same time for a four (4) year term beginning in 2006 and every four (4) years thereafter. Any two (2) of the three (3) or four (4) Local Executives shall be the signing Officers of the Local.

In the case of a Chairperson, Vice-Chairperson and Secretary-Treasurer the Duties/Responsibilities are:

*Chairperson*

- Chief Executive Officer of the Local.
- Chairs Local meetings.
- Spokesperson on behalf of Local.
- Calls and ensures that meetings are held.
- Follows up on motions.
- Is ex-officio member of all Local committees.
- Performs other duties as directed by Local membership.

*Vice-Chairperson*

- Assumes all the responsibilities of the Chairperson in the absence of the Chairperson.

*Secretary-Treasurer*

- Keeps minutes of meetings and records and files such minutes as well as all correspondence and activities of the Local.
- Assumes all responsibilities of the Chairperson in the absence of the Chairperson and Vice-Chairperson.
- Reads minutes of previous meetings and correspondence at all Local meetings.
- Responsible for all advertisement and notices regarding meetings, fund-raising notices and all other notices relating to the Local business.
- Maintains and is responsible for all Local financial records, (e.g. bookkeeping, ledger, deposits, income, bank statements, etc.).
- Presents financial statements to the membership at all Local meetings.
- Second signing Local authority.

In the case of a Chairperson, Vice-Chairperson, Treasurer and Secretary the Duties/Responsibilities are:

*Chairperson*

- Chief Executive Officer of the Local.
- Chairs Local meetings.
- Spokesperson on behalf of Local.
- Calls and ensures that meetings are held.
- Follows up on motions.
- Is ex-officio member of all Local committees.
- Performs other duties as directed by Local membership.

*Vice-Chairperson*

- Assumes all the responsibilities of the Chairperson in the absence of the Chairperson.

*Treasurer*

- Maintains and is responsible for all Local financial records, (e.g. bookkeeping, ledger, deposits, income, bank statements, etc.).
- Presents financial statements to the membership at all Local meetings.
- Second signing Local authority.
- Assumes all responsibilities of the Chairperson in the absence of the Chairperson and Vice-Chairperson.

*Secretary*

- Keeps minutes of meetings and records and files such minutes as well as all correspondence and activities of the Local.
- Reads minutes of previous meetings and correspondence at all Local meetings.
- Responsible for all advertisement and notices regarding meetings, fund-raising notices and all other notices relating to the Local business.

**Moved By: Minister Judy Mayer**  
**Seconded By: Minister Julyda Lagimodiere**

Date: March 27, 2021