

## **Bay Area Science and Engineering Fair Constitution**

### A. Name:

1. There is a benevolent, voluntary and charitable association called the Bay Area Science and Engineering Fair (BASEF).

### B. Objectives of BASEF:

To encourage interest and reward excellence in science, engineering and technology among young people, by:

- Conducting an annual fair for the exhibition and competition of scientific, engineering and technology projects by students registered in grades seven, eight and secondary school from all schools within the City of Hamilton, the Region of Halton and the Counties of Haldimand, Norfolk and Brant, in Ontario.
- Awarding prizes and sending competitors and chaperones to the Canada-Wide Science Fair and the International Science and Engineering Fair.
- Coordinating activities in science, engineering and technology as a part of the fair experience.
- Promoting project based science and science fair participation through Outreach activities including on site visits to schools and presentations to teachers and students.

### C. Methods of Action:

1. BASEF shall seek to achieve its objectives by raising funds, obtaining in-kind donations and seeking volunteers to assist in the carrying out of its objectives.
2. BASEF shall affiliate itself as a Regional Science Fair with the organizations responsible for the Canada-Wide Science Fair and the International Science and Engineering Fair.
3. BASEF shall also communicate its activities and their results to students and other interested parties using public media and other methods.

### D. Membership:

1. Any person who volunteers to assist with BASEF activities is considered a Volunteer member of BASEF.
2. Members identified as members of the BASEF Organizing Committee are considered voting members for purposes of deciding the structure, direction, content of the fair, and to elect members of the Organizing Committee.

### E. Governance and Organizational Structure of BASEF:

1. The Organizing Committee shall consist of:
  - General Chair
  - Secretary
  - Treasurer
  - Fund Raising Chair
  - Registrar
  - Judge-in-Chief
  - and other positions which the Organizing Committee may decide are required from time to time. These additional positions are voting member positions.
2. In addition, the Organizing Committee shall invite the School Boards within its affiliated region to provide board Curriculum Coordinators (or equivalent role) to participate in Organizing Committee meetings and other activities as advisors.
3. Individuals may hold more than one voting position on the Organizing Committee, but may exercise only one vote.

4. The Organizing Committee shall exercise control over all matters pertaining to the management of the Bay Area Science and Engineering Fair.
5. The Organizing committee will be bound by Policy and Procedures which may be determined or amended from time to time.
6. Notice of meetings of the Organizing Committee shall be provided at least one week in advance.
7. Motions will be passed by a simple majority of the Organizing Committee members present.
8. The Organizing Committee shall be elected on an annual basis to oversee the functions of BASEF. An annual summer general meeting will include elections. Notice of the annual summer general meeting will be given to all Volunteers for whom contact information is available four weeks before the meeting
9. Any individual who is in agreement with the aims and objectives of BASEF is eligible for membership on the Organizing Committee.

#### F. Financial:

1. The business of BASEF shall be carried out without purpose of gain for its members. Any profits or other accretions to BASEF shall be used only to promote its objectives.
2. BASEF net revenues, materials or the proceeds or interest thereon may be disbursed, at the entire discretion of the Organizing Committee, to fulfill the objectives of BASEF.
3. The Organizing Committee shall prepare an annual Budget each year to establish reasonable cost expectations of the various activities of BASEF and guide BASEF fund-raising activities. This budget shall be periodically updated during the year to ensure costs of activities remain consistent with fund raising.
4. The BASEF Fiscal Year shall be from September 1 to August 31.
5. The Organizing Committee shall arrange after the end of each year for a Review of the financial records of BASEF by a suitably qualified accounting professional, and submission of required government forms within six months of the fiscal year end.

#### G. Amending the Constitution:

1. This constitution may be amended from time to time by a two-thirds majority vote by the members of the Organizing Committee. The voting members will be provided copies of the proposed amended constitution as well as the current constitution four weeks before the vote.

#### H. Winding up of BASEF:

1. Should BASEF decide to dissolve itself, the net proceeds and net capital and other monies or materials shall be handed over at the discretion of the Organizing Committee to an organization with like-minded objectives within the Region of Halton and/or the City of Hamilton, or failing that, within the Province of Ontario, within one year.

#### I. Effective Date:

1. This document shall be effective starting on December 8, 2003

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