



MANITOBA METIS FEDERATION INC.

WINNIPEG REGION
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ESTABLISHING A LOCAL

The Manitoba Metis Federation, Winnipeg Region Board of Directors is pleased that you are considering establishing a Local within the Winnipeg Region of the Manitoba Metis Federation.

Attached you will find a comprehensive package of information on How to Establish your Local including:

- Role of the Locals and Executives
- How to establish your Local
- Format for Minutes of First Meeting to Establish a Local
- Resolution to Accept Local Executive Form

You will also find the following tools for use at the Local level:

- Local Transfer Request
- Membership Application Package
- Manitoba Metis Federation – Winnipeg Region Membership Requirements & Definitions
- The Constitution of the Manitoba Metis Federation Inc.

Upon acceptance as a Local of the Winnipeg Region and Manitoba Metis Federation, we welcome you to participate in all activities of our organization. We would encourage you to keep in touch with your Local Members and our Regional Office. We would also ask that you keep your personal information current so that both the Members and the Regional Office can keep in touch with you.

We send all information involving the Winnipeg Region and Manitoba Metis Federation to the Local Executives for distribution to their members, since it is not feasible for direct mailings to all members. In addition, you will find information and notices of events on our website: www.winnipegmetis.ca.

In addition, I must advise that as of December 1, 2004, we have adopted a new system for membership, which includes changes to the documentation requirements for eligibility and a brand new card format. I have included the Membership package for your review.

Should you have any questions or concerns, please contact our office at (204) 589-4327.

Yours truly,

MANITOBA METIS FEDERATION INC.

Per:

Ron Chartrand
Vice-President,
Winnipeg Region



The Role of the Locals & Executives Manitoba Metis Federation – Winnipeg Region

The Locals

The Locals are groups established at the community level within the Winnipeg Region who represent and manage all activities of their Local membership. (see *MMF Constitution Article V Locals*)

The Locals can be:

Incorporated – The MMF Locals can be incorporated with the three executive members listed as board members on the incorporation documents. All incorporation documents must be forwarded to the Winnipeg Regional Office.

Considered an Active Local or an Inactive Local - The executive of the active locals are invited to participate in regional activities. In cases where elections are held by representation of locals, only active locals will be able to send paid delegates. The definitions of active and inactive locals are as follows:

“Active Local” – A Local is considered active upon submitting written minutes of past local business meetings to the Regional office.

“Inactive Local” – A Local is considered inactive if during the period of one (1) year no minutes of business meetings have been submitted to the Regional office.

The Local Executive

As a Local Executive you are a community volunteer and have been elected to represent and manage all activities of your Local. (see *MMF Constitution Article V 4. Local Executives*)

The main responsibilities include but are not limited to the following:

- **Information sharing** - All information for distribution to the membership of the Winnipeg Region of the Manitoba Metis Federation is forwarded to the Local Chairperson for distribution to the Local members
- **Membership** – sign for acceptance into Local for membership and Harvester Card applications and maintain records
- **Meetings** – hold meetings at least four (4) times per year and maintain minutes and records of the meetings
- **Activities** – plan, organize, and facilitate cultural and educational activities
- **Fundraising** – raising funds for Local activities and supplies

For more detailed information on the role of the local organizations and executive see the *LOCAL BY-LAW* on page 22 of Manitoba Metis Federation Constitution. A copy is included with this package; however, it can also be found on the MMF website: www.mmf.mb.ca.



How to establish a Local Manitoba Metis Federation – Winnipeg Region

1. To form a Local **you must have at least nine (9) registered Members** of the Winnipeg Region of the Manitoba Metis Federation (MMF) who have agreed to form a Local.

Note: The original nine members forming the Local must be *Individual Members registered prior to establishing the Local* and cannot be *Associate Members, Honorary Members or Children* as described in the MMF Constitution.

These members could belong to other Locals at the time of establishing your Local. However, if this is the case, these members can complete the *Local Transfer Request* included in your information package.

2. **Conduct a formal meeting** of your members:

- Agree on the chairperson
- Have someone take minutes
- Agree on Agenda
- Review the Constitution of the Manitoba Metis Federation (MMF) and specifically:
 - Article V Locals
 - Article VI Local Elections
 - Article VII Meetings
- Agree on the name of a Local
Note: The name cannot be the same as a current Local (see Local List attached)
- Pass a resolution to establish the Local and to elect the Local Executives who will represent your Local (see Minutes Sheet)
- Agree on the voting process for elections and conduct elections
- Pass a resolution to accept the Local Executives elected and have all members sign the Resolution Sheets
- You can then conduct the remainder of your meeting

3. **Forward a copy of your minutes**, including the resolution sheets, to the MMF - Winnipeg Region Office.

The Vice-President will review the information to ensure all information is completed and accurate including the membership information on file at our Regional Office.

If the information is deemed incomplete or there is a question of the status of membership, the Vice-President will contact the Chairperson listed and inform him/her of the information required.

4. At the next **Winnipeg Regional Meeting**, your new Local will be placed on the agenda for approval and formal acceptance as a Local of the MMF – Winnipeg Region. If accepted, the Vice-President will send a Letter of Acceptance to the Local Chairperson.

Note: *The Winnipeg Region Board of Directors reserves the right to call into question any documentation or information provided for this Local application process.*



Minutes of First Meeting to Establish a Local

Date of Meeting: _____

Location of Meeting: _____

Members in attendance:

Print Names:

Minutes:

1. Agreed on Agenda to establish a Local
2. Passed Resolution to establish Local:

Be it resolved that the _____ Local with the Manitoba Metis Federation – Winnipeg Region be established and elections be conducted for the Local Executive.

Moved by: _____ Seconded by: _____

3. Conducted Elections for Local Executive
4. Passed and signed Resolution for Acceptance of Local Executive (**see attached resolution**)
5. Set next meeting date
6. Adjourned meeting

Signed on the _____ day of _____, A.D. 20 _____.

Chairperson: _____
Signature

Date: _____

Vice-Chairperson: _____
Signature

Date: _____

Secretary: _____
Signature

Date: _____



Resolution to Accept Local Executives

Whereas we the registered Members of the _____ Local
of the Winnipeg Region of the Manitoba Metis Federation have held elections at our Local meeting
on the _____ day of _____, A.D. 20 ____;

Thereby be it resolved that the following duly elected persons shall fill the Executive
positions for our Local:

Position Title	Printed Names	Signatures of Acceptance
Chairperson:		
Vice-Chairperson:		
Secretary-Treasurer		

Moved by : _____ Seconded by: _____

Duly passed by majority vote by the following members:

Signatures:
