

Mandate

The Harmony Bazaar Society exists to promote female artists and song. It recognizes women as change agents, builders and promoters within our communities. The Society builds community spirit, pride, and social capital. The Society hosts a summer festival, a winter music series, and educational workshops and events.

Quick Facts

- The Harmony Bazaar Festival of Women & Song is the only women's festival in Atlantic Canada.
- Harmony Bazaar has been operating since 2005.
- Harmony Bazaar grew out of the Shelburne County Women's Fishnet, an organization created around rural kitchen tables to support women and families during the downturn in the traditional fishing industry. During a musical fundraiser, the organization was made aware that women were not often asked to perform their original works. Seeing a need, the festival was born.
- The festival has evolved to include late night events, community breakfasts, tours of Lockeport Harbour, visual art displays, and yoga on Lockeport's beautiful Crescent Beach.

Board Facts

- The Board Executive is comprised of a President, Vice-President, Treasurer and a Secretary.
- The Harmony Bazaar board is a "working board", most board members hold other "captain" positions and help in various aspects of the festival from ticket sales to merchandise.
- Meetings change in frequency throughout the year
 - September - March: Monthly
 - April - June: Bi-weekly
 - June - Festival: Weekly

Board members have two roles: collectively, they are the governing body of the organization. Individually, they are volunteers for the organization.

Collectively, the Board:

- Determines the organization's mission and vision, and sets policy.
- Ensures that the organization meets legal requirements.
- Hires and evaluates the summer staff.
- Maintains the financial integrity of the organization.
- Provides oversight and support.
- Is responsible for fundraising.
- Evaluates its own performance.

Expectations for individual board members are to:

- Attend board and committee meetings.
- Review all agenda materials in advance of meetings.
- Keep board deliberations confidential.
- Abide by and support the vote of the majority.
- Avoid conflicts of interest and withdraw from conversations or abstain from voting where conflicts may exist.
- Play an active role in supporting the organization and the executive.
- Refrain from interfering with day-to-day management responsibilities and accountabilities.
- Represent the board within the community.
- Serve on a committee.
- Participate in fundraising.

Harmony Bazaar Festival of Women & Song Society

Governance Handbook

SOCIETY INCORPORATION

1. The name of the Society is Harmony Bazaar Festival of Women & Song Society.
2. On a volunteer and non-profit basis, the objectives of the society are to:
 - a. To organize a festival, workshops and concerts which highlight female performers.
 - b. To offer opportunities for performance; for learning; and for understanding music as tourism.
 - c. To engage community volunteers as organizers and promoters to increase the amount of music brought into the community.
3. To acquire by way of grant, gift, purchase, bequest, devise or otherwise, real and personal property and to use and apply such property to the realization of the objects of the Society;
4. To buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out of the objects of the Society.
5. Provided that:
 - a. The society shall not carry on any trade, industry, or business;
 - b. All funds shall be used solely for the purposes of the Society and the promotion of its objects;
 - c. If the society is terminated, wound up or dissolved and, after satisfaction of all its debts and liabilities, there remains any property whatsoever, the same shall be paid to some other non-profit organization in Canada having objects similar to those of the society.
6. The activities of the Society are to be carried on in Shelburne County.
7. The Registered office of the Society is located at: 6 Beech Street Lockeport, Nova Scotia B0T1L0
8. The Society shall be classified as Culture and Recreation.

BY-LAWS

Definitions

1. In these by-laws:
 - a. “Society” means Harmony Bazaar Festival of Women & Song Society
 - b. “Registrar” means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.
 - c. “Special Resolution” means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person or by proxy, where proxies are allowed, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

Membership Rights and Responsibilities

2. The Society is ultimately accountable to the members of the Society.
3. Every member is entitled to attend any members’ meeting of the Society.
4. Every member may vote at any members’ meeting of the Society after they have attended at least one previous members’ meeting.
5. Any member of legal age, or with their guardian’s written consent, is entitled to hold any office.
6. Membership in the Society shall consist of:
 - a. The minimum of five subscribers to the Memorandum of Association,
 - b. Those who support of the objects of the Society,
 - c. Those whose name and address is written in the Register of Members by the secretary,
 - d. Those who pay an annual fee in an amount to be determined by the Society, and/or
 - e. Those who reside in the geographic area of Nova Scotia (year-round or seasonally).

7. Membership in the Society is not transferable.
8. Membership in the Society shall cease:
 - a. Upon death, or
 - b. If the member resigns by written notice to the Society, or
 - c. If the member ceases to qualify for membership in accordance with these by-laws, or
 - d. If, by a vote of majority of the members of the society or a majority vote of the Directors of the Society at a meeting duly called and for which notice of the proposed action has been given, the Member's membership in the Society has been terminated.
9. The members may repeal, amend or add to these by-laws by a special resolution. No by-law or amendment to by-laws shall take place until the Registrar approves of it.
10. No funds of the society shall be paid to or be available for the personal benefit of any member.

Members' Meetings

11. Every member, subject to by-law 4, shall have one vote and no more and there shall not be proxy voting.
12. A general or special meeting of the members may be held at anytime and shall be called:
 - a. If requested by the chair, or
 - b. If requested by a majority of the directors, or
 - c. If requested in writing by three members.
13. Notice to members is required for general or special meetings. The notice must:
 - a. Specify the date, place and time of meeting,
 - b. Be given to the members seven (7) days prior to the meeting,
 - c. Be given to the members by newsletters, newspapers, television, radio, e-mail, telephone, fax and/or other electronic means,

- d. Specify the nature of business such as the intention to propose a special resolution, and
 - e. The non-receipt notice by any members shall not invalidate the proceedings.
14. An annual general meeting shall be held within three months after every fiscal year end and notice is required which must:
- a. Specify the date, place and time of the meeting,
 - b. Be given to the members thirty (30) days prior to the meeting,
 - c. Be given to the members by newsletters, newspapers, television, radio, e-mail, telephone, fax and/or other electronic means.
 - d. Specify the intention to propose a special resolution, and
 - e. The non-receipt notice by any members shall not invalidate the proceedings.
15. At the annual general meeting of the Society the following items of business shall be dealt with and shall be deemed ordinary business and all other business transacted shall be deemed special business:
- a. Minutes of the previous annual general meeting,
 - b. Consideration of the annual reports of directors,
 - c. Consideration of the annual financial report of the Society,
 - d. The appointment of auditors for the ensuing year, and
 - e. Election of directors,
16. Quorum shall consist of 51% of members. No business shall be conducted at any meeting unless a quorum is present to open the meeting and, upon request, before any vote.
- 17.
- a. If a meeting is convened as per by-law 12a. or 12b. and quorum is not present within one-half hour from the time appointed for the meeting, it shall be adjourned to such

time and place as a majority of the members' present shall decide. Notice of the new meeting shall be given and at the adjourned meeting the members present shall constitute quorum only for the purpose of winding up the Society.

- b. If a meeting is convened at the request of the members per by-law 12c. and quorum is not present within one-half hour from the time appointed for the meeting, it shall be dissolved.
18. The President, or in his/her absence, the Vice-President, or in the absence of both of them, any member appointed from among those present, shall preside as Chair at members' meetings.
 19. Where there is an equality of votes the motion shall be lost.
 20. The Chair may, with the consent of the meeting, adjourn any meeting. No business shall be transacted at the subsequent meeting other than the business left unfinished at the adjourned meeting unless notice of such new business is given to the members.
 21. At any meeting a declaration by the Chair that a resolution has been carried is sufficient unless a poll is demanded by at least three members. If a poll is demanded it shall be held by show of hands or by secret ballot as the Chair may decide.

Directors

22. Any member of the society shall be eligible to be elected a director of the Society and a director of the society shall be a member.
23. The number of directors shall be --- (not less than five). The subscribers to the Memorandum of Association of the Society Shall be the first directors of the Society.
24. Directors shall retire from office at the end of each annual general meeting at which their successors are elected. Retiring directors shall be eligible for re-election. Directors shall be elected to two year terms, with one-half of the directors elected each year.

25. If a director resigns his/her office or ceases to be a member in the Society, his/her office as director shall be vacated and the vacancy may be filled for the unexpired portion of the term by the board of directors from among the members of the Society.
26. The members may, by special resolution, remove any director and appoint another person to complete the term of office.
27. The management of the Society is the responsibility of the directors. In particular, the directors may engage a General Manager, and determine his/her duties, responsibilities and remuneration.
28. The directors may appoint an executive committee and other committees as they see fit.
29. Directors who have, or could reasonably be seen to have, a conflict of interest have duty to declare interest. The declaration should be made to the members
 - a. Upon nomination, and
 - b. If serving as director, when the possibility of a conflict is realized.
30. A conflict of interest does not prevent a member from serving as a director provided the he/she withdraws from the decision making on matters pertaining to that interest. The withdrawal should be recorded in the minutes.
31. The board of directors shall meet no less than six times each year.
32. A meeting of directors may be held at the close of every annual general meeting without notice for the purpose of electing officers. For all other board meetings, notice is required and must:
 - a. Specify the date, place and time of the meeting,
 - b. Be given to the directors seven (7) days prior to the meeting,
 - c. Be given to the directors by newsletters, radio, public bulletin boards, e-mail, telephone, fax and/or other electronic means.

- d. The non-receipt of notice by any director shall not invalidate the proceedings.
 - e. Notice can be waived for board meeting with the unanimous approval of the Board.
33. Quorum shall consist of 51% of the directors. No business shall be conducted at any meeting of the board of directors unless a quorum is present to open the meeting and, upon request, before any vote.
34. The President or, in his/her absence, the Vice-President or, in the absence of both of them, any director appointed from among the directors shall preside as Chair of the Board.
35. At directors' meetings, where there is an equality of votes the motion shall be lost.

Officers

36. The officers shall be elected by the directors and shall be a President, a Vice-President, a Treasurer and a Corporate Secretary. The offices of Treasurer and Corporate Secretary may be combined.
37. The President shall be responsible for the effectiveness of the board and shall perform other duties as assigned by the members or the directors.
38. The Vice-President shall perform the duties of Chair during the absence, illness or incapacity of the President, or when the Chair may request him/her to do so.
39. The Corporate Secretary shall:
- a. Have responsibility for the preparation and custody of all books and records including:
 - i. The minutes of members' meetings,
 - ii. The minutes of directors' meetings,
 - iii. The register of members, and
 - iv. Filing annual requirements with the office of the Registrar, and
 - b. Have custody of the Seal, if any, which may be affixed to any document upon resolution

of the board of directors, and

- c. File with the Registrar;
 - i. Within fourteen (14) days of their election or appointment, a list of directors with their addresses, occupations, and dates of appointment or election.
 - ii. A copy of every special resolution within fourteen (14) days after the resolution is passed, and
 - d. Have other duties as assigned by the board.
40. The directors may also appoint a Recording Secretary
- a. Who is responsible for taking minutes of all board and members' meetings, and
 - b. Who need not be a director.
41. One of the officers shall be the Treasurer. The Treasurer shall have responsibility for the custody of all financial books and records of the Society, and carry out all other duties as assigned by the board.
42. Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Society by the President or the Vice-President and the Corporate Secretary, or otherwise as prescribed by resolution by the Board of Directors.

Finance

43. The fiscal year end of the Society shall be the last day of October.
44. The directors shall annually present to the members a written report on the financial position of the Society. The report shall be in the form of:
- a. A balance sheet showing assets, liabilities and equity, and
 - b. A statement of its income and expenditure in the preceding fiscal year.
45. A copy of the financial report shall be signed by the auditor or by two directors.

46. A signed copy of the financial report shall be filed with the Registrar within fourteen (14) days after each annual meeting.
47. An auditor of the Society may be appointed by the members at the annual general meeting and, if the members fail to appoint an auditor, the directors may do so.
48. The Society may only borrow money as approved by a special resolution of the members.
49. The members may inspect the annual financial statements and the minutes of membership and directors meetings at the registered office of the Society with one week's notice. All other books and records of the Society may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the Society.
50. Directors and officers shall serve without remuneration and shall not receive profit from their positions. However, a director or officer may be paid reasonable expenses incurred in the performance of his/her duties.
51. The Society shall not make loans, guarantee loans or advance funds to any director.

Please note that this copy of the Harmony Bazaar Festival of Women & Song Society Governance Handbook is a typed version of the original "Society Incorporation Forms" submitted to the Nova Scotia Registry of Joint Stock Companies. If there any discrepancies between this document and the original the original shall take precedence. A copy of the original is available upon request.

POLICIES AND PROCEDURES

Confidentiality

1. The business of the Board will be carried on at:
 - a. Board meetings, or
 - b. Committee meetings.
2. Information of a personal nature will be kept confidential.

Conflict of Interest

3. Directors must not be in a position to influence decisions to their personal advantage.
4. Employees; including paid performers and volunteers, are welcome to work with the Board and may participate fully in the work done to establish and promote music and festival activities except where board decisions relate directly to issues which impact on their reimbursement. In the case of conflict participants must declare a conflict of interest and absent themselves from that portion of the meeting.

Hiring and Contracts:

5. Contracts with musicians will be negotiated by the Artistic Director; presented and approved and co-signed at a regular meeting of the Board.

Volunteers:

6. The screening, scheduling and rewarding of volunteers will be the responsibility of the Volunteer Captain.
7. Reimbursement:
 - a. will be in the form of merchandise and entrance tickets as approved by the board and
 - b. will not be monetary.

Specifically Designated Responsibilities in Emergency Situations

8. In the event that emergency decisions must be made in the 5 hours leading up to the event

(e.g. of cancellations, weather conditions requiring site changes) the decision will be made by the following officer(s):

- a. Site changes will be the Site Captain:
- b. Musical line up will be Artistic Director:
- c. Volunteer reorganizing/rescheduling will be the Volunteer Captain.

Procedure for making Changes to Policies

9. We acknowledge that policies need to be adjusted over time as things change. Policies may be changed at the AGM, or at a regular meeting, in a motion if written notice of change is given 10 days prior to that meeting.

Artistic Director

- The Artistic Director negotiates contacts and book artists for the festival at the direction of the board of directors.
- Negotiate contracts and book artists from the direction of the Board of Directors.
- Create contracts and ensure they are signed and that a copy is provided for the Treasurer.
- Provide the Hospitality Captain and Technical Team with information regarding the artist's requests.
- Collect biographies and promotional pictures from artist for the Promotions Captain.
- Develop schedule of events and lineup and provide a copy to the Promotions Captain.
- Meet with Technical Team to ensure tech riders are complete.
- Set up times to load in sound checks.
- Coordinate emcees and stage management.
- Oversee all aspects of stage including sponsorship signage, lighting, sound and artists.
- Participate in over all music industry.
- Prepare a "Rain Plan".

Beer Garden Captain

- With help of Site Manager create a sketch of beer garden layout.
- Prepare and apply for liquor license.
- Check liquor sales from previous years and place the order at NSLC at least one week in advance of festival.
- Purchase tickets for use as "Beer and Wine Tickets"
- Based on liquor cost discuss with Treasurer and Board of Directors to create a price list.
- Contact Pierce Fisheries (Clearwater) to order ice.
- Inform Business Manager/ Treasurer of what will be required for float.
- Setup of the beer garden area; chairs, tables, signage, ticket sale tables, etc.
- Watch liquor inventory over festival to see if more must be re-ordered.
- Following the festival return any unopened liquor to NSLC for refund.
- Organize and schedule volunteers via the Volunteer Captain.

Box Office Captain

- Organize and control the sale of tickets
 - Online
 - On Consignment (Board Members, Town Market, HB Office, Whirligig, etc.)
 - For auxiliary events (dance, late-night, art show, workshops, etc.)
- Organize and control complimentary admissions and Lanyard passes.
 - Lanyards: Security, Board Members, Artists, Vendors, etc.
 - Complimentary Admissions: volunteers, contest winners, etc.
- Work with the board to setup an admission price.
- Create signage that reflects admission price and other festival costs.

Business Office Captain

- Typically held by the Treasurer of the Board.
- Organize and distribute floats to various festival heads (box office, beer garden, merchandise, etc.)
 - Verify floats and cash out at shift changes.
- Maintain a secure space to store collected funds.
- Issue cheques to Artists and others who require payment on festival weekend.
- They supervise the role of Finance throughout the weekend.

Green Team Captain

- Work to ensure the festival grounds are kept clean and tidy and to steer the festival in an environmentally friendly: “Green” direction.
- Environmentally Friendly ideas include
 - Contact Pleasant Valley to see if they can donate water for water coolers for water bottle refill stations.
- Seek out grants for creating an environmentally friendly festival.
- Find some volunteers (The Green Team) to work at the festival for greening
 - Clean the festival grounds, washrooms and auxiliary buildings.
 - Change the garbage cans as required.
 - Check water-coolers to ensure they still have water.
- Book waste sorting bins from the Waste Diversion Coordinator at the Municipality of Shelburne.
- Get some recycle and compostable bags (do not use brown bags because they leak)
- Work with the Vendor Captain to ensure that vendors are aware of the festivals “Greening” initiatives.

Hospitality Captain

- Accommodations
 - Check for accommodations and solicit billets for the performers based on their needs.
 - Communicate with Artistic Director to see what the artists require for accommodations.
 - Arrange transportation for performers based on their needs.
 - Arrange meals for performers.
- Green Room
 - Look after the Green room
 - Schedule volunteers to maintain the Green Room.
 - Communicate with Artistic Director with regards to what the artists request for the Green Room.
 - Decorate Green Room.
 - Clean up and maintain a tidy Green Room.
 - Be available if performers have any requests or questions.

Promotions Captain

- Organize Radio Advertising including radio interviews and ticket giveaways.
- Organizes Press Releases and Public Service Announcements.
- Print Advertising; Design, printing and distribution of posters and rack cards.
- Online Advertising including Facebook, websites, etc.
- Maintain the Harmony Bazaar webpage.

- Design the festival Program Booklet; provide all the biographies, write-ups, performers as well as sponsor advertisements.
- Create Press Releases.
- Be the main media contact for the festival throughout the year.
- Contact media and photographers to be present at the festival.
- Promote Harmony Bazaar events throughout the year.
- Promote Harmony Bazaar at expos and shows. (ie. Saltscapes, Our Community Something for Everyone, etc.)

Site Captain

- Create a site plan and map of the festival grounds.
- Over see the setup and teardown of the festival.
- Ensure that the site is accessible.
- Work with the Festival Captains to ensure that their needs are met for their section of the festival grounds.

Vendor Captain

- Organize both the food vendors and The Marketplace crafters and artisans.
- Meet with Promotions Captain to create advertising for The Marketplace.
- Work with Site Manager to place vendors and book facilities as needed.
- Solicit vendors for the festival and The Marketplace.
- Have the vendor fill out the appropriate vendor form.
- Once the vendor has shown proof of required documents (ie. Town of Lockeport Vending Permit, Food Handler's Certificate, etc.) collect their vendors fee and give it to the treasurer.
- Be onsite to greet vendors upon their arrival and direct them to their setup location.
- Prepare a "Rain Plan".