

Bylaw Review Services for Family and Community Support Services Association of Alberta (FCSSAA)

Project Overview

The Family and Community Support Services Association of Alberta (FCSSAA) is a membership-based, not-for-profit organization committed to supporting Family and Community Support Services (FCSS) programs across Alberta.

To ensure continued governance and operational efficiency, FCSSAA is seeking quotes from qualified consultants or firms to conduct a comprehensive review of its bylaws. While minor amendments have been made over the past two years, this will be the first formal review of the bylaws. The FCSSAA Board has also identified a few priority areas where updates are specifically needed.

Project Objectives

The purpose of this RFQ is to engage a consultant or firm that will:

- Review the current bylaws in the context of non-profit governance best practices.
- Identify opportunities to modernize and clarify bylaws.
- Ensure compliance with the Alberta Societies Act and other applicable legislation.
- Provide actionable recommendations and support the preparation of revised bylaws for presentation.

Deliverables

The selected consultant will be expected to provide the following:

- A fully revised and amended bylaws document, ready for membership review.
- A written report outlining recommended changes, rationale, and alignment with governance best practices.
- Support in preparing materials to present the recommendations at the Annual General Meeting (AGM).

Timeline

RFQ Release: May 5, 2025

Deadline to Submit Quotes: May 16, 2025

Selection of Consultant: Week of May 26, 2025

Review Work Completion: August 31, 2025

FCSSAA AGM: November 27, 2025

Submission Requirements

Please include the following in your quote:

- Consultant or firm profile, including relevant experience in bylaw or non-profit governance review.
- A brief description of your approach and proposed methodology.
- Project timeline and key milestones.
- Fee structure (hourly or flat rate), including any anticipated additional expenses.
- At least two references from similar projects (ideally with member-based or non-profit organizations).

Submission Instructions

Quotes must be submitted by May 16, 2025 via email to:

Mellissa Kraft, Executive Director

Family and Community Support Services Association of Alberta (FCSSAA)

director@fcssaa.org