

By-laws of the Grenada\Canada Social and Cultural Association of Calgary

1. Name of the Association

The name of the association shall be Grenada/Canada Social and Cultural Association of Calgary hereafter referred to as the "Association"

2. Definitions

(A) "Grenadian" is defined as a person belonging to Grenada, Carriacou and Petit Martinique.

(B) "Eastern Caribbean States" is defined as the states of St. Kitts/Nevis, Montserrat, Dominica, St. Lucia, St. Vincent and Grenada

3. Objectives

- A. The need to establish a high profile Grenadian identity within the Calgary community
- B. The need to cater to the specific needs of Grenadian citizens, their spouses and families and the other persons generally interested in the Eastern Caribbean States.
- C. The need to interact socially with persons from or interested in the Caribbean.
- D. The need to foster better relations with Canadians through cultural exhibitions, Trade Fairs etc.
- E. The need to provide assistance to members in less fortunate circumstances
- F. The need to assist our home country in times of need such as natural disasters, social projects, etc.
- G. The need to represent Grenadian interest in the absence of an official presence in Calgary
- H. The need to promote and foster better social and cultural relations with other members of the Caribbean region and in particular the Eastern Caribbean States.

4. Membership

The members of the association shall be:

- A. Any person willing to abide by the by-laws and meet the financial commitments as set out

- B. Associate members composed of those individuals or corporations subscribing to the aims and objectives of the Association
- C. Applications for membership will be accepted after approval by ???

5. Membership Dues

- A. There shall be an annual membership fee. This fee shall be determined by the executive at some time prior to the annual meeting, to be recommended and settled by the majority of members in good standing at the Annual General Meeting. IT shall become due one month after the Annual General Meeting.
- B. Members shall be deemed to be in good standing when they have paid their current annual membership fee.
- C. Registration fees as set out in the by-laws shall be assed to all new members, these registration fees are not refundable.
- D. The fiscal year shall begin on March 1st and terminate on February 28th of the following year.

6. Withdrawal, Expulsion and Suspension of Members

- A. Members may withdraw by tendering their registration in writing to the Secretary
- B. In the case of a resignation, members shall remain liable for the payment of any assessment which became payable by them prior to the acceptance of the resignation.
- C. If any member is in arrears for fees or assessments for any year such member shall be automatically suspended at the expiration of three months from the final due date, and shall thereafter be entitled to no membership priviledges or powers until reinstated. Such members may be re-admitted by the executive upon presentation of such evidence as they may consider satisfactory for the review of the application.
- D. Suspension or expulsion may occur when a member violates the by-laws or in any case where action of the member causes harm to the association or it members. If a member is suspended twice in one year, the suspension shall not be lifted until a review of the situation has been made by the board of directors.
- E. No member shall be expelled or suspended without being notified of the charge or complaint against him/her or without having first been given an opportunity to be heard by a committee. At least two weeks notice shall be given to the member by the committee prior to such a meeting.
- F. Any member aggrieved by reason of any decision of a committee may appeal his/her case on the grounds lack of evidence or severity of sentence to the next meeting of the board of directors.
- G. Any member may waiver his/her right of appeal.

7. Meetings

- A. The Annual General Meeting shall be held during the month of March. The purpose of this meeting shall be to elect the new executive and all members in good standing shall be eligible to vote. (At this meeting, non-voting members may attend and not be heard.)
- B. The Annual General Meeting, as well as the meetings of the executive shall be held at such time and place as may be decided by the executive.
- C. A special meeting shall be called by the President or Secretary upon receipt by him or a petition signed by one third of the members in good standing, setting forth the reasons for the calling such a meeting, which shall be by letter to the last known address of each member, delivered in the mail eight days previous to the meeting.
- D. General meetings shall be scheduled for the second Sunday in April, June, September and November.

8. Notice

- A. Twenty one (21) days notice of any general meeting shall be given to all individuals of the of the association by the Secretary.
- B. Members in good standing shall, at the Annual General Meeting, provide an address for service to the Secretary.

9. Quorum

- A. Seventy five percent (75%) of the eligible voting members and three members of the executive committee shall constitute a quorum at a general meeting or a special meeting.
- B. Three (3) members of the Executive at an executive committee meeting constitutes a quorum

10. Adjournment

Any meeting may be adjourned at any time, or rescheduled to another time and/or place, and the original business may be transacted at that time.

Voting

- A. Each member in good standing shall be entitled to one vote. The use of proxy votes is allowed.
- B. At all meetings, every decision shall be carried by a majority of the votes of the members present unless otherwise required by the by-laws of the association.
- C. Every decision shall be carried by the show of hands and a declaration by the Chairman that a resolution has been carried or defeated, along with an entry to that effect in the minutes by without a record of votes accorded in favour or against such resolution.
- D. Generally the only time that a poll (ballots) may be used is for the election of officers. In case of an equality of votes, the chairman shall be able to cast a vote.

- E. Associate members shall not be entitled to vote, but may be heard.
- F. The past President while being a member of the board of directors has a vote on the board of directors.

12. Election of Officers

- A. Wherever the term "executive" is used in the by-laws it shall be interpreted as meaning and applying to the following officers:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
- B. Wherever the term "Board of Directors" is used in the by-laws it shall be interpreted as meaning and applying to the following:
 - i. The executive as listed above (A)
 - ii. Assistant Secretary
 - iii. Public Relations Co-ordinator
 - iv. Past President
 - v. Two Trustees/Auditors
- C. Absent members may be considered for nominations provided they are active and in good standing. Their written approval must be submitted to the Secretary prior to the Annual General Meeting.
- D. In the event of a resignation from a member of the Executive/Board of Directors, the President will appoint a member to act in the vacant position until the next general meeting.

13. Remuneration of the Executive Committee

No member of the executive committee shall receive remuneration for the executive duties rendered as a member of the executive

14. Election and Removal of the Executive

- A. Each member of the executive, with the exception of the past President, shall be elected to hold office until the Annual General Meeting after he or she shall have been elected, but may not hold any one office for more than two consecutive years.
- B. The whole Executive/Board of Directors shall be retired at each annual general meeting but shall be eligible for re-election where applicable.
- C. The members may, by at least a two-thirds of the membership remove any member of the Executive /Board of Directors at a meeting called for such purpose.

15. Executive Powers

- A. The management of the day to day affairs of the association shall be conducted by the executive.
- B. The executive shall have the power to impose and enforce penalties for any violation of the by-laws or rules of the association after recommendation from the appropriate committee or member.
- C. The executive shall supervise the collecting and expenditure of funds of the association and adjudicate all disputes between members which may arise.

16. Executive Meetings

- A. Executive meetings may be held at such times and at such places as deemed necessary.
- B. A meeting may be convened by the President and any two members of the executive at any time.
- C. A meeting may be held at any time without the formal notice if all the members of the executive are present, and those absent have waived notice or have given consent to the meeting being held in their absence.
- D. A resolution, in writing, signed by all the executive personally shall be valid and effectual as if it had been passed at a meeting of the executive duly called and constituted.

17. Duties of the President

- A. The President shall call and preside at all meetings of the association and of the executive.
- B. The President shall be charged with the general management and supervision of the affairs and operations of the association
- C. The President shall sign all resolutions and membership certificates along with any other officer appointed for the purpose
- D. The President shall be an ex-officio member of all committees within the association
- E. The President shall present a written report of his/her activities at the Annual General Meeting.

18. Duties of the Vice President

The Vice President shall be responsible for the day-to-day operation of the association as assigned to him or her by the President and to stand in for the President during his absence.

19. Duties of the Secretary

- A. The Secretary shall be the secretary for the association and shall maintain and have charge of the minute books of the association and shall record or cause to be recorded therein the minutes of the proceedings of all the meetings of the executive and general meetings.
- B. The Secretary shall keep or cause to be kept a book or books wherein shall be properly recorded:
 - i. A copy of the by-laws of the association, and any resolution altering or adding thereto;
 - ii. Copies or originals of all documents, registers and resolutions of all executive and general meetings including financial statements.

- C. The Secretary shall be responsible for all required stationery supplies, printing and distributing of all rules and regulations.
- D. The Secretary will carry on the official correspondence of the association under the direction of the President.
- E. The Secretary shall keep a record of all members of the association along with their addresses and telephone numbers.
- F. The Secretary shall be responsible for the receiving of all written notices of motion and proper distribution of the same.
- G. The Secretary shall sign all resolutions and correspondences along with the President.
- H. The Secretary shall have charge of the Seal of the association which seal when used shall be authenticated by the signature of the President and Secretary.

20. Duties of the Assistant Secretary

The Assistant Secretary shall assist the Secretary in the foregoing duties

21. Duties of the Treasurer

- A. The Treasurer shall keep full and accurate records of all receipts and disbursements in a proper book(s) of account(s).
- B. The Treasurer shall deposit or disburse all monies or other valuable effects in the bank or banks as may from time to time, be designated by the executive.
- C. The Treasurer shall present financial written reports at the Annual General Meeting and interim reports as may be deemed necessary by the executive.

22. Duties of the Public Relations Co-Ordinator

The PR co-ordinator will be responsible for promoting and disseminating information to the media, members and all interested parties. He/she shall be the association's representative at all social and entertainment committees within and outside the association.

23. Duties of the Past President

The Past President shall be a member of the Board of Directors and shall carry out such functions as may be assigned from time to time by the President

24. Duties of the Trustees/Auditors

Generally to ensure the integrity of the proceedings of the executive committee and to audit the books of the Secretary and Treasurer.

25. Signing Authority and Borrowing Powers

- A. All cheques, deeds, transfers, licences, contracts and engagements on behalf of the association shall be signed by any two of the following: The President, the Treasurer or one of the Trustees.

- B. For the purpose of carrying out its objectives the association may borrow or raise or secure the payment of money in such a manner as it thinks fit, this power shall be exercised only under the authority of a "special resolution" of the association.
- C. The Executive may incur lump sum expenditures of \$250 and the Board of Directors that of \$500. Any amounts in excess must be approved at a general meeting.

26. Amendment to Constitution

The by-laws shall not be altered or added to except by "special resolution".

For all purposes a "majority resolution" shall mean a majority of not less than two-thirds of such members entitled to vote as are present in person at a meeting specifically called for this purpose.

The by-laws cannot be suspended unless by "majority resolution" as defined above.

27. Auditing and Inspection of Books and Records

All books of the association shall be available for inspection at all meetings and shall be audited at the end of the fiscal prior to the Annual General Meeting

28. Committees

- A. The executive shall appoint committees as it deems necessary
- B. These appointees may represent the association at any other organizations, board or council as the members of the association see fit.

29. Interpretation of Rules of Order

The parliamentary method to be used at all meetings of the association shall be "Robert's Rules of Order".

In these by-laws, unless the context otherwise requires, words importing singular member shall include plural number as the case may be, and vice versa. References to persons shall include firms, corporations and associations.

Dated this 10th day of April 1989