

hold office within the latter. The Executive Committee shall have the right to accept or refuse membership to such Organizations.

(d) Honourary membership may be conferred on selected people, if the Executive Committee deems it is in the best interest of the Association to have such people associated with our community. Honourary members shall not have voting rights nor hold office in the association.

(e) Categories of Membership:-

- i. Individual
- ii. Family (couple)
- iii. Family (with children)
- iv. Single parent family
- v. Student individual
- vi. Student (couple)
- vii. Student (with children)
- viii. Affiliate corporate member
- ix. Senior over 65 years
- x. Senior over 65 years (couple)
- xi. Life - Individual
- xii. Life – family
- xiii. Honourary

(f) Any member may withdraw or resign from the Association by a written notice addressed to the Secretary of the Association. Such withdrawal or resignation by a member shall not qualify for refund of any fee or dues.

5. MEMBERSHIP FEES

(a) An entrance fee as given in the schedule of fees of the Association shall be levied on all persons joining the Association.

(b) Fees for each category of Membership shall be as given in the schedule of fees of the Association.

(c) Membership fees are payable to the Director of Membership prior to 31 March of each fiscal year.

(d) Members who are in arrears with respect to the annual

membership fees as of 31 March of the current year shall cease to be members of the Association. Members who have lost their membership status and wish to rejoin will be treated as new members with the entrance fees re-applicable.

(e) There shall be no pro-rating of annual membership fees.

(f) Membership fees are subject to change on a majority approval of the Executive Committee. This change becomes effective only upon the ratification by the general membership at a subsequent general membership meeting.

(g) The Executive Committee shall have the power to collect additional subscriptions for special activities.

6. FISCAL YEAR

The fiscal year of the Association shall be from January 1 to December 31.

7. EXECUTIVE COMMITTEE

(a) An Executive Committee composed of the following shall be elected at every annual general meeting to hold office:

President

Vice President

Secretary

Treasurer

Director of Social & Recreational Activities

Director of Membership & Welfare

Director of Publicity & Communications

Director of Cultural Activities

Director of Projects & Fund Raising

The elected members of the Executive Committee shall take office at the annual general meeting of the Association. Members of the Executive Committee will be elected for a one-year term, and shall hold office until the next annual general meeting of the Association, following the commencement of their term of office.

(b) In order to maintain continuity in the Association the immediate Past President, where applicable, shall be an ex-officio member of the Executive Committee.

(c) A Honourary Auditor shall be elected at each annual general meeting among the members of the Association to hold office until

the succeeding annual general meeting. The Honourary Auditor shall not hold office in the Executive Committee.

(d) No person shall be elected a member of the Executive Committee unless he/she has been nominated for election in the manner prescribed below:

(e) An elected member of the Executive Committee may be removed from office by a resolution passed with a two-thirds majority at a Special General Meeting convened for this purpose with due notice given to the General Membership of the resolution to remove such a member.

Elections shall be held every year during the annual general meeting. At least four (4) weeks prior to the election date, the Executive Committee shall appoint a suitable person as the Returning Officer. The Secretary shall provide the Returning Officer with copies of the list of eligible members (i.e. members in good standing), copy of the by-laws, election procedure and assistance.

The Returning Officer will accept nomination forms and call for nominations from the floor. Each nominee shall have a proposer and a seconder and should indicate to the Returning Officer his/her willingness to serve if elected.

Voting will be conducted in person by a show of hand. If a secret ballot is required, the Returning Officer, with the assistance of the Secretary, will organize it in an appropriate manner. If no more than one nomination is received for any office for election, the Returning Officer will declare the member so nominated, elected by acclamation.

**8. DUTIES AND POWERS
OF THE EXECUTIVE
COMMITTEE**

(a) The Executive Committee shall have the power to make any decisions it deems fit in the interest of the Association provided that such decisions are not ultra vires the By-laws.

(b) The Executive Committee reserves the power to promote and undertake special activities that are in the interest of the Association and its Membership.

(c) The Executive Committee shall have the power to form subcommittees for special activities and to invite members to participate in such subcommittees.

(d) The quorum for an Executive Committee meeting shall be two-thirds of the Executive Committee.

(e) The Executive Committee shall meet at least once in every two

months and will not be paid any remuneration for their services. The Secretary shall call such meetings ten (10) days prior to the date of the meeting.

(f) Executive Committee members who are unable to attend the scheduled meetings must give reasonable notice to the Secretary. Any member failing to attend three consecutive committee meetings without reasons acceptable to the Executive Committee will ipso facto cease to hold office.

(g) In the absence of the President and the Vice President, the Executive Committee shall elect a Protem Chairperson from among those present to conduct the proceedings of that meeting.

(h) In the event of a vacancy arising in the Executive Committee, the Executive Committee shall have the power to fill such vacancy, for the remainder of the term of office of that position.

(i) The Executive Committee shall be responsible for the day-to-day operation of the Association, and shall represent, liaise, and/or deal with other public or private bodies on behalf of the Association.

(j) The Executive Committee shall be responsible for planning the overall activities of the Association, making decisions, formulating policies, and ensuring that the Association carries out its aims and objects in an exemplary manner.

(k) The Executive Committee shall have the right to refuse membership to any person or to suspend or expel from membership of the Association, any person, who in the unanimous opinion of the Executive Committee, is likely to bring discredit to the Association or its members. The Executive Committee shall inform the person concerned of the action it has taken and the reason for its decision. However, the decision of the Executive Committee shall be final.

(l) All members of the Executive Committee will report on their assigned activities to the Executive Committee meetings for discussion. All office bearers shall direct originals of all communications and correspondence received to the Secretary.

(m) An Executive Committee member may resign from the position he/she holds by writing to the Secretary giving one month's notice of that decision. During this time period he/she should hand over to the Secretary all files, documents, and any other items relating to the association, in his/her possession and also finalise all outstanding financial matters with the Treasurer. In the case of the Secretary resigning, the President shall accept all files, documents

etc, and in the case of the Treasurer resigning, he/she shall finalise all outstanding financial matters with the President.

**9. DUTIES AND
RESPONSIBILITIES
OF EXECUTIVE
COMMITTEE
MEMBERS**

(a) President

The President shall be the head of the Association, and its official spokesperson/representative. He/she shall be responsible for planning, coordinating, and directing the activities of the Association and the Executive Committee. He/she shall be an Ex-Officio member of all subcommittees. He/she shall preside at all meetings of the General membership and also of the Executive Committee.

(b) Vice-President

The Vice-President shall act as the President in the absence of the President. He/she shall be responsible for special tasks assigned to him/her by the Executive Committee.

(c) Secretary

(i) The Secretary shall perform the general administrative functions of the Association, maintain proper records of minutes of General and Executive Committee meetings and perform other duties as specified else where in the By-laws.

(ii) The Secretary shall be responsible to maintain documents of the Association and its records under the direction of the President and the Executive Committee. The Secretary shall also keep an up-to-date record of all members of the Association and their addresses, and send notices of all meetings. In the absence of the Secretary, the Executive Committee may appoint a recording secretary from within the executive.

(iii) All records and documents of the Association shall be open to inspection by any member. The member should request relevant information regarding his/her concerns by letter addressed to the Secretary. All relevant documents will be presented for inspection/discussion at either a general meeting or an Executive meeting. The applicant will be informed of the date of the meeting to attend.

(iv) The Secretary shall circulate the minutes of the Annual General Meeting and all other Special and General Meetings held, within 30 days of such meetings, to all the members of the association.

(d) Treasurer

(i) The Treasurer shall:

- a) maintain proper books of accounts, records, and documents.
- b) collect and receive the annual dues from members through the Director of Membership and Welfare.
- c) collect other monies due and receivable by the Association; issue proper receipts for all transactions; and, shall be responsible for deposit of monies in the Association's bank account.

(ii) The Treasurer shall disburse funds of the Association duly payable as directed by the Executive Committee. Such disbursements shall bear the signatures of the Treasurer and one other who shall be the President, Vice-President, or Secretary. The Treasurer shall properly account for the funds of the Association and keep such books as necessary for proper accounting and auditing. He/she shall render a report of accounts of each of the programmes or activities conducted to the Executive Committee at each meeting. The Treasurer shall also submit to the Annual General Meeting, a statement duly audited, of the financial position of the Association.

(iii) The Treasurer shall keep in his/her custody, the seal of the Association. The seal shall be used under the signature of the President and the Treasurer. In the absence of the President, the Vice-President, and in the absence of the Treasurer, the Secretary.

(iv) The Treasurer shall be responsible for the preparation and submission on time, of all documents required by regulatory authorities.

(e) Director of Social & Recreational Activities

The Director of Social & Recreational Activities shall be responsible for planning, coordinating, and directing the social activities programme of the Association. Prior approval from the Executive Committee is required for all social & recreational activities planned. He/she is accountable to the Executive Committee for all such activities.

(f) Director of Membership & Welfare

Director of Membership & Welfare shall be responsible for the promotion of membership in the association, maintenance of a record of all registered members, and welcoming of Sri

Lankans newly arriving in Edmonton and surrounding areas. He/she will be responsible for all activities related to Membership including the collection of dues, membership forms.

(g) Director of Publicity & Communications

The Director of Publicity & Communications shall be responsible for creating, maintaining, and furthering interests in the Association by Canadian, other ethnic groups, and other organizations, and keeping the general membership informed of the activities of the Association. For this purpose, he/she shall publish a newsletter at least four (4) times a year and this newsletter will be considered the official publication of the Association. He/she shall also liaise with and establish contact as appropriate with the news media and television.

(h) Director of Cultural Affairs

The Director of Cultural Affairs shall be responsible to promote and undertake duties concerning cultural activities. He/she will report to the Executive Committee, all such functions and activities undertaken. He/she should obtain prior approval from the Executive Committee for all cultural activities planned and is accountable to the Executive Committee for all such activities.

(i) Director of Projects & Fund Raising

The Director of Projects & Fund Raising shall initiate, promote, and conduct fund raising activities.

10. THE HONOURARY AUDITOR

The Honourary Auditor shall be responsible for the audit of the books and records of the Association annually and to report thereon to the members at the Annual General Meeting. He/she shall also audit the books and accounts of the Association or subcommittees and report thereon to the Executive Committee whenever so requested by the Executive Committee.

11. ANNUAL GENERAL MEETING

(a) The Association shall hold its annual general meeting no later than 30 days after the end of its fiscal year.

(b) A notice in writing by postal mail convening the annual general meeting including the date, time, venue, agenda the name, address, and telephone number of the Returning Officer, nomination forms to be filled and returned to the returning officer, resolutions if any, minutes of the previous annual general meeting / Mid Year General Meeting, and the past year's financial statement shall be issued to all members by the Secretary at least 14 days prior to the date of the

meeting.

(c) All members shall have the right to submit resolutions to be considered at an annual general meeting. Such resolutions should be duly proposed and seconded and received by the Secretary by 30 November. These resolutions will be sent to the members together with the notice of the Annual General Meeting.

(d) The agenda for annual general meetings shall consist of:

i. Adoption of the minutes of the previous annual general meeting / Mid Year General Meeting.

ii. Consideration of matters arising from the minutes of the previous annual general meeting / Mid Year General Meeting.

iii. Consideration of annual reports on the activities of the Association.

iv. Consideration of the annual financial statements of the Association and the Hon. Auditor's report thereon.

v. Election of Office Bearers of the Association.

vi. Consideration of other specified business submitted by members in accordance with clause 11(c).

vii. Any other business.

(e) The quorum for an annual general meeting shall be 1/5 of the total membership or 25 members, whichever is less. In the absence of a quorum within sixty (60) minutes of the scheduled time of commencement of the meeting, another annual general meeting will be fixed to be held within two weeks.

**12. SPECIAL AND
GENERAL MEETINGS**

(a) The Executive Committee shall have the power to convene special and general meetings to consider any business, provided written notice by postal mail indicating the nature of the business is issued to all members at least 14 days prior to the date of the meeting.

(b) The Executive Committee shall convene a special general meeting upon the written requisition of not less than 1/5 of the total membership for consideration of any specified special business. Within 21 days of receiving such written requisition, the Executive Committee shall convene a special general meeting of all members to be held at least 14 days from the date of issue of the notice of the meeting.

(c) The quorum for special and general meeting shall be 1/5 of the

total membership or 25 members, whichever is less.

(d) If a quorum for a special general meeting requisitioned by the members in accordance with Clause 12(b) above is not present within 60 minutes of the stated time of commencement of the meeting, the meeting shall be terminated and the Executive Committee shall be under no obligation to reconvene the meeting for the stated purpose.

(e) If a quorum for a general meeting is not present within 60 minutes of the stated time of commencement, another general meeting may be fixed to be held within two weeks.

13. VOTING PROCEDURE

(a) All decisions at general meetings shall be by a simple majority vote of those present in person over 18 years of age, and full fee paid member (i.e. not a dependant child) unless otherwise provided by the By-laws. All voting shall be by show of hands unless a majority of members decide otherwise and such decisions are not ultra vires the By-laws. No proxy voting will be permitted.

(b) All secret balloting shall be supervised by two scrutineers who shall be elected by the members present in person at the meeting.

14. OFFICIALS AND EMPLOYEES

(a) The Executive Committee may employ persons, as may be considered necessary or desirable for the carrying out of the operations of the Association and the conduct of its affairs.

15. APPLICATION OF FUNDS AND ADMINISTRATION OF PROPERTY

(a) The Executive Committee may approve, or may authorize or provide for the application of the funds of the Association in payment of, all expenses properly incurred in the conduct of the affairs of the Association, including, without limiting the generality of the foregoing.

(b) Payment of expenses incurred in the conduct and provision of such incidental services to encourage and assist members in the development of special talents and interests in recreational, educational, literary, cultural, and other activities.

(c) All money received by or on behalf of the Association shall be deposited in the name of the Association in one or more financial institutions designated by the Executive Committee. All payments from the funds of the Association shall be made by cheque signed by the Treasurer and one other who shall be the President, Vice-President, or Secretary.

(d) The Executive Committee may from time to time, borrow money upon the credit of the Association by obtaining loans or advances, or by way of overdraft or otherwise up to a sum not exceeding One Thousand (\$1000.00) Dollars. Any money over One

Thousand (\$1000.00) Dollars shall require approval of the membership at a special meeting by simple majority.

(e) The provisions of Clause 15(d) above shall remain in force and be binding upon the Association as regards any person acting on the faith thereof until such person has received written notification from the Association that such provisions have been repealed or replaced.

16. FINANCIAL STATEMENTS

The Executive Committee shall lay before each annual general meeting, a Financial Statement for the previous fiscal year of the Association, which should include a Balance Sheet as at the end of such fiscal year, together with the report of the Association Auditor on the Financial Statement.

17. FINANCE AND BANKING

(a) The Treasurer shall maintain a petty cash fund not exceeding Two Hundred (\$200.00) Dollars. All other funds of the Association shall be deposited in the name of the association in one or more financial institutions designated by the Executive Committee. All withdrawals shall be under the signature of the Treasurer and one other who shall be the President, Vice-President, or Secretary provided prior approval has been obtained from the Executive Committee.

(b) The Treasurer shall issue to all Executive Committee members statements of receipts and payments for each quarter of the fiscal year.

18. CODE OF ETHICS

Preamble

The Code of Ethics consists of a moral obligation aimed at upholding the dignity and integrity of the Association and its members. It attempts to define those obligations, which are to the benefit of all members, and, in general, the observation of the Code of Ethics will assist in the conduct of Association operations to the benefit of all members.

Article 1

The first duty of a member is to observe the By-laws of the Association.

Article 2

It is the duty of a member to the public, to other members, and to himself/herself, to act at all times with:

- i. fairness to the public and to other members

- ii. devotion to high ideals of personal honour and integrity

Article 3

A member shall:

- i. regard his/her duty to the public as paramount,
- ii. endeavour at all times to enhance the public regard for the Association by extending the public knowledge thereof - discouraging untrue, unfair, and exaggerated statements with respect to the Association and fellow members,
- iii. conduct himself/herself towards other members with courtesy and good faith,
- iv. not maliciously injure the reputation of another member,
- v. not attempt to gain advantage over other members by verbal or physical force,
- vi. give proper credit and recognition to other members for positive contributions and extend effectiveness of the Association through interchange of information and experience,
- vii. offer voluntary help to ensure success of Association sponsored activities.

Article 4

A member should not act or conduct Association business in a way that may be construed as being for personal financial gain.

Article 5

A member shall maintain the honour and integrity of the Association and without fear or favour, expose before proper investigation(s) dishonest or unethical conduct by any other member.

Violation of Code of Ethics

Violation of this code of ethics will be dealt with and through the procedure outlined in Clause 20, 21, 22 of this Bylaw.

19. COMPLAINTS

A person may make a complaint to the Secretary about the conduct of a member of the Association, if the person has necessary and sufficient reasons to show that the member has been responsible for discrediting the Association or acted in such a manner unbecoming of a member and in violation of the code of ethics of the

Association.

Any such complaint must be made in writing and addressed to the Secretary of the Association, quoting the article of the Code of Ethics violated.

20. PROCEDURE OF INVESTIGATION

(a) Evaluation of a complaint

When a complaint is received, the Secretary of the Association will present it at the next meeting of the Executive Committee.

Before an investigation is undertaken, the Executive Committee will determine:

- i. whether the complaint is valid
- ii. whether the incident referred to in the complaint has been detrimental to the well being of the Association
- iii. whether satisfactory alternatives are available to satisfy the complainant(s)
- iv. whether an investigation is warranted

The decision of the Executive Committee on the complaint will be conveyed to the complainant(s).

(b) Investigating Committee

The Executive Committee will establish an Investigating Committee, when necessary.

i. Formation

The Investigating Committee shall comprise of a total of a minimum of three and a maximum of five members. A person who is directly involved in the investigation, or a person submitting a complaint shall not be eligible to sit on the Investigating Committee.

ii. Scope of the Investigating Committee

The Investigating Committee shall only investigate the matter dealing with the complaint and shall not take into account any allegations or accusations pertaining to previous or subsequent incidents.

iii. Responsibility

The Investigating Committee shall investigate complaints received against an individual member or a group of members as directed by

the Executive Committee.

On the basis of the findings and the seriousness of the complaint, the Investigating Committee will present its recommendations to the Executive Committee, either to resolve the dispute, reprimand the person being investigated, or any other appropriate action that should be taken in the best interest of the Association.

The Investigating Committee will regularly report progress to the Executive Committee.

iv. Powers of the Investigating Committee

In order to investigate a complaint, the Investigating Committee is empowered to:

- Call as a witness, any person (including the investigated person) who, in the opinion of the Committee, has knowledge of the complaint or the incident being investigated.
- Request a person to submit information (written/oral) regarding the complaint being investigated,
- Release or withhold documents or information which, in the opinion of the Investigating Committee, may be damaging or cause harm or embarrassment to any person and/or the Association,
- Decide on the confidentiality of the proceedings,
- Inform the Executive Committee of any member who has intentionally obstructed or influenced the investigating process.

(c) Guidelines for Conducting the Investigation

As a minimum, the following procedure will be adopted for the investigation:

- Seek information from person(s) named in the complaint by writing a letter to inform the person of the investigation and sending copies of letter of complaint.
- Seek information from witnesses.

- Receive replies from the person(s) named in the complaint.
- Send the above replies to the original complainant(s) for rebuttal.
- Analyze the information received and clarify violation of Code of Ethics and determine person(s) responsible. (The evidence submitted must be examined objectively by the Investigating Committee.)
- Report findings to the Executive Committee,
- Submit procedural information to the Executive Committee.

Provide recommendations to deter adverse conditions or behaviour and enhance modes of achieving objectives of the Association.

**21. ACTION BY
EXECUTIVE
COMMITTEE ON
RECOMMENDATIONS**

(a) Reaching a Decision

Based on the recommendations provided by the Investigating Committee, the Executive Committee will reach a decision on the action to be taken.

(b) Penalties

A member of the Association found in violation of the Code of Ethics can be penalized by the Executive Committee as per Section 23 of this by-law. The penalties being:

- i. A reprimand
- ii. Suspension of membership for a stated period.
- iii. Expulsion from the Association.

The Executive Committee may impose only one of the above-stipulated penalties.

(c) Inform All Concerned Parties

The Secretary will inform all parties named in the complaint and the complainant(s) of the decision reached by the Executive Committee.

(d) Appeal

The decision of the Executive Committee will be final and no appeal will be entertained.

22. PENALTIES

The Executive Committee may elect to impose one of the penalties listed below:

(a) Reprimand

A disciplinary action that fits the unacceptable behaviour/action of the member.

(b) Suspension of Membership

The member in question will lose membership status and forfeit all privileges available to members, for the period specified by the Executive Committee.

(c) Expulsion from Membership

The member in question will be expelled and lose all membership privileges.

A unanimous vote of the Executive Committee is required to expel a member.

23. RE-ADMISSION OF EXPELLED MEMBER

A member who has been expelled may apply for re-admission, after one full year has elapsed. The application must be endorsed by two members-in-good-standing of the Association.

24. INVENTORY

(i) The Association shall have an authenticated list of inventory. Each and every article, instrument, equipment, possession or valuables of any kind must be accounted for. The outgoing President and Treasurer shall hand over such a list on or before 31 January of the year to the new President and Treasurer, who shall verify the correctness of the list and ensure that it is certified by the auditor.

(ii) The inventory shall be reflected in the financial statements as Capital Assets or under any appropriate heading and therefore such purchases should not be written off in the income/expense statements

25. LIMITATIONS OF LIABILITY

(i) No member of the Sri Lanka - Canada Friendship Association of Edmonton and District, in his/her individual capacity, shall be liable for any debt or liability of the Association.

(ii) The Executive Committee may take liability insurance where it deems necessary with the prior approval of the general

membership.

**26. AMENDMENTS TO
THE BY-LAWS**

The By-laws shall not be amended either in whole or in part unless by "special resolution" as given below.

"Special resolution" means a resolution passed

- (a) At a general meeting of which not less than 21 days notice specifying the intention to propose the resolution has been duly given,

And

(b) By the vote of not less than 75% of eligible voting members present during the vote.

27. DISSOLUTION

- (i) The association will be dissolved by the non-attendance of members at a second Annual General Meeting as specifically outlined in paragraph 11(e) hereto.
- (ii) The Association shall not be dissolved unless 3/4 of the total membership present at a general meeting convened for such purpose approve such dissolution. In the event of dissolution of the Association, all its remaining assets, after payment of its liabilities, shall be distributed to one or more registered charitable organizations as decided by the general body meeting at the time of dissolution. The documents relating to the affairs of the Association shall be filed with the Corporate Registrar of Alberta Corporate and Consumer Affairs, or with City of Edmonton Archives.

28. RULES OF ORDER

All meetings of this Association shall be conducted according to Bourinots Rules of Order.