

THE HINDU SOCIETY OF ALBERTA (est. 1967)

THE HINDU CULTURAL CENTRE



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Phone (780) 451-5130

Charity No. 118958370RR0001

BYLAWS
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1. GENERAL

- 1.1. The Hindu Society of Alberta shall be hereinafter referred to as "Society".
- 1.2. Masculine pronoun used anywhere in the Society's documents shall be gender neutral.
- 1.3. The fiscal year of the Society shall commence on the first day of April and end on the last day of March in the following year.

2. THE HINDU CULTURAL CENTRE (Called "Centre" hereinafter).

- 2.1. The use of the Centre shall be guided by the philosophy of sharing. It shall, therefore, be available to all, irrespective of color, religion or place of origin.
- 2.2. User of centre shall abide by the rules and regulations of The Hindu Society of Alberta.

3. MEMBERSHIP

- 3.1. Any person who accepts the objectives of the Society shall be eligible to become a member.
- 3.2. The membership shall consist of the following categories.
 - 3.2.1. **Honorary Life Members:** An individual who has given meritorious and extraordinary service to the Society, in recognition of which the Board unanimously decides to invite him to Honorary Life Membership. Honorary Member shall have the same privilege as Life Members except he shall not have voting rights.
 - 3.2.2. **Life Members:** Any person or agency who has donated to the Society \$500 or more in one fiscal year, shall become a Life Member. Donations can be made by a person on behalf of spouse, children, or close blood relatives, who, in turn, shall become eligible for an appropriate membership of the Society.
 - 3.2.3. **Regular Members:** Any person who has made application for membership to the Society, and has paid the prescribed membership fee for the current fiscal year.
 - 3.2.4. Regular Membership dues will be determined by the Board from time to time.

- 3.2.5. **Membership to Association/Society:** Any incorporated organization can become member of the Society by making an annual payment of \$250.00. President or the delegate of the joining organization shall have one vote.
- 3.2.6. All paid membership fees are non-refundable.
- 3.2.7. Any regular member who is in default for payment of dues for the current fiscal year shall be automatically suspended, effective the 1st day of April and, as such, he shall not be entitled to any membership privileges or rights until reinstated.

4. THE GOVERNANCE AND MANAGEMENT OF THE SOCIETY

- 4.1. The Society shall be governed and managed by a Board consisting of executive, and directors.
- 4.2. The Board shall consist of sixteen (16) elected members and the immediate Past President. Out of the 16 elected members, six shall be elected to the Executive positions and other ten as directors.
- 4.3. The Executive shall consist of:
 - President
 - Vice-President - Administration
 - Vice-President - Programs
 - Vice-President - Public Relations
 - General Secretary
 - Treasurer
 - Immediate Past President
- 4.4. Any vacancies occurring on the Board, through resignation or any other reasons shall be filled by the Board by a simple majority vote for the remainder of the term.
- 4.5. The Board may appoint from amongst themselves, as and when it deems fit during its tenure, one assistant treasurer, to carry out specific duties as assigned by the Executive.

5. DUTIES AND RESPONSIBILITIES OF THE BODIES OF THE SOCIETY

5.1. BOARD

- 5.1.1. The Board shall have the ultimate responsibility of the Society. It shall have the authority in regard to laying down policies and procedures permitted under its Bylaws.
- 5.1.2. The Board may appoint committees as it may deem necessary. The chairman of any such committee shall be a member of the Board. No more than one member of the same family shall be appointed to such committee.
- 5.1.3. The Board may seek affiliation of the Society with national and international organizations, subject to approval by the General Body and subject further to keeping exclusive control over the administration, finances, and programs of the Society, without in any manner sacrificing its autonomy.
- 5.1.4. The Board may grant affiliation to other associations on terms and conditions approved by the General Body.
- 5.1.5. The Board shall hold at least six (6) meetings during its term. Meetings shall be called by the General Secretary in consultation with the President.
- 5.1.6. Meetings of the Board shall be called by seven days' notice (written, fax, e-mail or phone).
- 5.1.7. A Special Meeting of the Board may be called by the President on the written request of one-third of its members, stating the business to be brought before such a meeting. Such meetings shall be called by phone with a minimum of 24 hours' notice.
- 5.1.8. Fifty percent plus one member shall constitute a quorum for any meeting of the Board.

5.2. EXECUTIVE

- 5.2.1. The Executive shall be responsible for implementing and executing the policies and decisions of the Board.
- 5.2.2. The Executive shall plan, organize and recommend the fund raising activities to the Board.
- 5.2.3. Each member of Executive shall maintain up to date records of his work.
- 5.2.4. The meetings of the Executive shall be held as often as the business of the Society requires, and at least once a month. It shall be called by the President.
- 5.2.5. A special meeting of the Executive may be called on the written request of any two members thereof, provided they request the President to call such a meeting and state the business to be brought before the Executive.
- 5.2.6. All meetings except an emergency meeting of the Executive shall be called by the President by seven days' notice to each member (written, fax, e-mail or phone).
- 5.2.7. An emergency meeting of the Executive may be called by the President without written notice to its members. It may be called by phone with a minimum of 24 hours' notice.
- 5.2.8. Four members shall constitute a quorum for any meeting of the Executive.
- 5.2.9. Outgoing Executive members shall handover their original records of all activities to the incoming Executive at the first meeting of the new board. The first meeting shall take place one week after the election

6. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVES.

6.1. PRESIDENT

The President shall

- 6.1.1. be the Head and Chief Spokesperson of the Society.
- 6.1.2. be responsible for the proper functioning of the Society and its Bodies.
- 6.1.3. preside over all the meetings of the Board, the Executive and the General Body.
- 6.1.4. be responsible for calling all the General Body meetings of the Society.
- 6.1.5. be responsible for maintaining external liaison with other societies, the community at large, and the various levels of the government.

- 6.1.6. ensure fulfilling the necessary requirements of the funding agencies and explore opportunities from various levels of governments and other agencies.
- 6.1.7. submit report of all finished and unfinished business related to the Society to the incoming President at the end of his term.
- 6.1.8. be ex-officio member of all the Board approved committees.

6.2. VICE PRESIDENT- ADMINISTRATION

The Vice President - Administration shall

- 6.2.1. have specific responsibility for the maintenance, management and improvement of the Centre, including the kitchen.
- 6.2.2. recommend to the Board to appoint a maintenance Committee for efficient management, use and maintenance of the Centre and shall act as its Chairman.
- 6.2.3. assume the responsibilities of the office of the president in his absence.

6.3. VICE PRESIDENT – PROGRAM

The Vice President - Program shall

- 6.3.1. plan, coordinate, organize, and supervise all programs of the Society including Preeti Bhojan.
- 6.3.2. recommend to the Board to appoint a Program Committee for the efficient functioning of programs of the society and a committee to manage Preeti Bhojan and chair both the committees.
- 6.3.3. assume the responsibilities and perform the duties of the President or the Vice - President Administration in their absence.

6.4. VICE PRESIDENT - PUBLIC RELATIONS

The Vice President –Public Relations shall

- 6.4.1. coordinate, organize, and supervise all public relations & communications activities including Patrika, Quarterly News Letter, and any other special publications.
- 6.4.2. prepare four- month programs ready to be mailed and e-mailed to the members.
- 6.4.3. chair the committee appointed by the Board for efficient communication & execution of public relations functions of the Society.
- 6.4.4. assume the responsibilities and perform the duties of the President, the VP Administration, and VP Program in their respective absence.

6.5. GENERAL SECRETARY

The General Secretary shall

- 6.5.1. attend all meetings of the Board, the Executive, and the General Body, and keep accurate minutes of the same.
- 6.5.2. have charge of the seal of the Society, which when used, shall be authenticated by the signature of the President.
- 6.5.3. be replaced with another board member by the President to carry on his duties in the event of his absence.
- 6.5.4. call the meetings of the Board, the Executive and the General Body on the advice of the President.
- 6.5.5. prepare agenda and record minutes of all the meetings and shall handle and keep accurate records of all the correspondence, and maintain up to date membership list of regular and life members of the Society.
- 6.5.6. forward minutes of all meetings to the respective members along with the notice of the next meeting.
- 6.5.7. file the Annual Return of the Society with the Corporate Registry.

6.6. TREASURER

The Treasurer shall

- 6.6.1. maintain all the financial records of the Society, monitor expenses and budgetary allocations as well as transmit to the Executive and the Board from time to time any and all relevant facts about the financial affairs of the Society.
- 6.6.2. prepare budget for the coming year and present it to the Board for approval before the end of March.
- 6.6.3. submit an up-to-date report of the financial status of the Society at every meeting of the Board.
- 6.6.4. prepare annual financial statements and submit those to the auditors by the end of April and get all the accounts audited by the auditors by May 15th.
- 6.6.5. hand over all updated financial and banking records and account books to the incoming treasurer at the first meeting of the new Board after the election.
- 6.6.6. prepare and submit accounts, statements and reports to the government(s) as and when needed.

6.6.7. prepare and submit Annual Charity Return, GST Refund and other reports to the government(s) and other agencies as and when needed.

6.6.8. schedule donation table duties of the Directors.

6.7. PAST PRESIDENT

The immediate Past President shall

6.7.1. act as an ex-officio and advisor to the current Board for a maximum period of two years.

6.7.2. have the same privileges as elected board member.

6.8. DIRECTORS

6.8.1. The Directors shall execute any duty assigned by the Board, Executive, or the President.

6.9. AUDITORS

6.9.1. The Auditors shall submit their audited reports of the preceding fiscal year by no later than May 15th of the fiscal year.

6.9.2. The Auditors shall, as per Board requirement, include in their audit, revenue, expenses reconciliation of bank statement, liabilities and assets.

7. MEETINGS OF THE GENERAL BODY

7.1. Upon instructions from the Executive, Board or whenever circumstances warrant, the President shall call a Special General Meeting (SGM) by notice in writing which shall be sent by email and if member does not have email, written notice shall be mailed to the last known address of each member, ten (10) days prior to the date of the meeting.

7.2. An SGM may be requisitioned by the members of the Society provided 100 voting members have signed the requisition. The requisition must set forth the reasons for requesting such a meeting and specify the matters which they wish to bring before the meeting. Upon receipt of such requisition, the President shall fix a date for the SGM within thirty days' time, and notice of the meeting shall be emailed and if a member does not have email, written notice shall be mailed to each member at least ten (10) days prior to the date of the meeting. At least 67 members, out of the 100 voting members who have signed the requisition, must attend the meeting.

- 7.3. The president shall call Annual General Meeting (AGM) on or before May 31st of each year for the purpose of holding the annual elections, including any other agenda item as directed by the board. The President shall direct the General Secretary to send notice to all members of the Society by email and if a member does not have email, written notice by mail at least 14 days prior to the deadline for filing nominations.
- 7.4. Forty voting members shall constitute a quorum for any meeting of the General Body (AGM or SGM) except for adjourned meetings, for which the quorum is twenty voting members.

8. ANNUAL ELECTIONS

- 8.1. Elections of the members of the Board and of two Auditors shall be held at the Annual General Meeting to be held on or before May 31st. Only those members who are in good standing on March 31st of the previous year are eligible to take part in the election.
- 8.2. At least five weeks prior to the Annual General Meeting, the Executive shall
- 8.2.1. appoint an Election Committee of three members of the Society to receive nominations and withdrawals and to conduct the election; one of these members shall be appointed as a chairperson and he shall act as Returning Officer.
- 8.2.2. fix the date, time and place for (i) filing nominations, (ii) submitting withdrawals, and (iii) voting;
- 8.2.3. direct the General Secretary to provide to the Returning Officer with the up to date list of all eligible voting members and a copy of the current Bylaws of the Society authenticated by the signature of the President or the General Secretary.
- 8.2.4. direct the General Secretary to mail the election notice to all members at least 14 days prior to the deadline for filing nominations;
- 8.2.5. make arrangements for the proper conduct of the elections
- 8.2.6. fix the voting time and cooperate with the Election Committee in running the election smoothly.
- 8.3. Member shall file nomination for one of the positions on the Board on the form given in Appendix "A". The nomination shall be supported by the signature of at

least two voting members as indicated in the form. Withdrawals shall be permitted only if submitted in writing to the Returning Officer before the last date of withdrawal.

- 8.4. No more than one member of the same family (spouse, siblings, parents, and children) shall be eligible for election to the Board.
- 8.5. No paid employee of The Hindu Society or any of his family members shall be eligible for election to the Board.
- 8.6. There shall be a minimum of 96 hours' gap between the deadlines for filing nominations and withdrawals respectively; and a minimum of 72 hours' gap between the latter deadline and the time of elections.
- 8.7. After the last date for nominations has passed, the Election Committee shall prepare a list of candidates who, in their opinion are eligible and whose nominations are in order; and make it available to any voting member upon such a request to the Returning Officer, but not earlier than one day after the cut-off date of the nomination.
- 8.8. Voting shall be by secret ballot.
- 8.9. For any vacant positions, the Returning Officer shall call nominations from the floor and he shall decide whether the voting shall be by show of hands or secret ballot.
- 8.10. The Returning Officer shall call nominations for auditors from the floor and he shall decide whether the voting shall be by show of hands or secret ballot.
- 8.11. Votes shall be counted immediately after voting is closed and the results shall be declared as soon as possible by the Returning Officer.
- 8.12. The Returning officer shall destroy all the nomination forms and ballots following the declaration of the results.
- 8.13. For the election process the judgment of the Returning Officer shall be final and binding on all candidates.
- 8.14. The elected members will take charge immediately after the election and serve until the new Board takes charge in the following year.
- 8.15. To be eligible for election to the Executive, a candidate must have been a member of the board for at least one year during the preceding five years including the present term.

- 8.16. No person shall be a member of the Executive for more than four consecutive years.
- 8.17. No person shall hold same executive position for more than two consecutive terms.

9. VOTING RIGHT AND METHOD OF VOTING AT SOCIETY'S MEETING:

- 9.1. Each voting member has one (1) vote. Except for elections, a majority vote by show of hands is the deciding vote at every Annual General Meeting or a Special General Meeting, except when requested otherwise by a majority of members present.
- 9.2. Except for the elections, the President shall have a deciding vote in the case of a tie vote.
- 9.3. A voting member cannot vote by proxy.
- 9.4. Resolution of an issue put to vote shall be decided by a simple majority (50%+1) of votes in favour.
- 9.5. The President shall declare the ballot results with a statement which may include the number of votes cast (for, against and abstained), if considered necessary.
- 9.6. Five voting members may request voting by ballot. In such case, the President or the presiding officer shall set the method of the ballot vote.

10. EXPULSION OF MEMBERS FROM SOCIETY:

- 10.1. The Board with two-thirds vote of all the board members, may suspend or expel a member for one or more of the following reasons:
- a.If a member has failed to abide by the objectives and bylaws of the Society;
 - b.If a member has been disloyal to the Society;
 - c.If a member has disrupted meetings or functions of the Society;
 - d. If a member has conducted himself in a manner or taken actions that cause
 - e. disrepute, embarrassment and obstructions affecting the smooth running of the Society; or
 - f. If a member has done anything judged to be harmful to the Society.
- 10.2. The period of suspension or permanent expulsion shall be at the discretion of the Board.
- 10.3. The affected member shall receive written notice of the Board's decision to either suspend or expel a member.

10.4. The notice shall be sent by single registered mail to the last known address of the member as shown on the records of the Society or hand delivered by any member of the Executive. The notice shall state the reasons of suspension or expulsion.

11. RESIGNATION OR REMOVAL OF A MEMBER FROM EXECUTIVE COMMITTEE OR BOARD

11.1. A member of the Executive may resign from office by giving one month's notice in writing. The resignation shall take effect either at the end of the one-month notice or on the date the President accepts the resignation.

11.2. Voting members may dissolve the entire Executive and/or suspend any member of the Executive for a cause before the end of their term with a majority vote of the members present at a Special General Meeting duly called for this purpose. In the event any member of the Executive or the entire Executive is removed or resigns, the voting members shall elect a new Executive or a member at the same Special General Meeting.

11.3. Any Board or Executive member, who fails to attend three (3) consecutive meetings, may be relieved of his duties by a majority vote of the members of the Executive. The member removed in this matter shall not have the right to appeal and shall be replaced by a new appointee by a majority vote of the Executive.

12. REMUNERATION OF DIRECTORS, AND EXECUTIVES.

No remuneration for Society's work shall be provided to directors and Executives of the Society.

13. SIGNING AUTHORITIES FOR CHEQUE

13.1. All cheques of the Society shall bear the signature of the President and the Treasurer. In the absence of President or Treasurer one of the Vice-Presidents shall sign.

14. AUDITING

- 14.1. The books, accounts and records of the Society shall be audited at least once each year by a qualified accountant or by two elected members of the Society, who are not members of the Board.
- 14.2. The books and records of the Society may be inspected by any member, by giving at least 30 days' notice addressed to the President.

15. BORROWING POWERS AND LIABILITY OF THE BOARD

- 15.1. For the purpose of carrying out its objective, the Society may borrow money in such manner as it considers fit, except by mortgaging the property. This power shall be exercised only under the authority of the General Body, and in no case without being sanctioned by a special resolution passed by two third (67%) of the members.
- 15.2. The section 15.1 of the By-Law shall not apply in the situation when any member of the Society borrows money using his/her own credit or assets as collateral security and uses that borrowed amount for the Society's activities as approved by the Board.
- 15.3. Individual directors or the entire Board shall have no liability in the event of insolvency of the Society.
- 15.4. The Board may establish a restricted fund for a specific purpose or a project. Restricted funds shall be withdrawn only by a resolution approved at the Board meeting.
- 15.5. Funds deposited in trust account shall be withdrawn only by approval in Special General meeting.
- 15.6. Any project budgeted for \$50,000 or more shall require approval from the General Body.

16. PERSONAL GAIN AND REMUNERATION

- 16.1. The Society shall not be used for the monetary gain of the members of the Board.
- 16.2. Donations and other accretions to the Society shall be used exclusively for promoting its objectives.

- 16.3. In the event of a member of the Board having a pecuniary interest in a motion, he shall totally abstain from voting or otherwise promoting and supporting the motion.

17. DISSOLUTION OF THE SOCIETY

In the event of the dissolution or winding-up of the Society, its assets, after payment of liabilities, shall be donated to one or more recognized charitable organization(s) in Canada.

18. DISPUTES

All disputes arising within the Society shall be decided by arbitration under the Arbitration Act of Alberta.

19. BY-LAWS AMENDMENTS

- 19.1. The Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by a 75% majority vote of the members present at a Special General Meeting or Annual General Meeting.
- 19.2. For a Special General Meeting the President shall direct the Secretary to send notice by email and if a member does not have email, written notice by mail at the last known address, at least twenty-one (21) days in advance of such a meeting to all members of the Society stating the date, time and place of such a meeting and the proposed amendment(s). A quorum for such a meeting shall be sixty (60) voting members.
- 19.3. By-Laws shall be reviewed by the Board at least once every five years.