

ALBERTA HINDI ASSOCIATION (PARISHAD)

BY-LAWS

(Approved on May 21, 2017)

1. NAME

- 1.1 The name of the **Association** shall be ALBERTA HINDI ASSOCIATION (PARISHAD). It may be abbreviated as AHP.

2. MEMBERSHIP

- 2.1 Any person who accepts the objectives of Alberta Hindi Association (Parishad) shall be eligible to become a member.

- 2.2 The membership shall consist of the following categories:

- (a) **Life Members:** Individual who has donated and/or paid a minimum of two hundred dollars (\$200) to the AHP shall become the Life Members with both spouses having the voting rights and their children under the age of eighteen years become non-voting members.
- (b) **Family Members:** By paying annual membership dues in the amount as approved by the Board of the AHP, husband and wife become family members with voting rights and their children under the age of eighteen years become non-voting members.
- (c) **Regular Members:** Individual over the age of eighteen years and who pays the regular membership dues shall become a regular member with a single voting right.
- (d) **Honorary Members:** An individual who has given meritorious and extraordinary service to the AHP may be conferred honorary membership on the recommendation of the AHP Board. Such individual shall have the same rights as a life member.

- 2.3 The membership year for voting and candidacy for the current year's election to the Board (Executive and Directors) shall be, from the 1st day of previous calendar year's month of April to the last day of March of current calendar year. Those members who joined the Alberta Hindi Parishad subsequent to the last day of March of the calendar year will not be eligible for the voting in the current annual general elections and also will not be eligible candidates for election to the current year's Board (Executive and Directors).

3. MANAGEMENT

The AHP management shall consist of the General Body and the Board

3.1 The General Body

- (a) All members in good standing of the AHP shall form the General Body.
- (b) The General Body shall be the supreme authority of the AHP
- (c) The decisions made by simple majority of the members in good standing

present in a General Body meeting shall be binding upon all the members including the AHP Board.

- (d) Any single financial commitment by the Board exceeding \$10,000.00 shall require prior approval of the General Body of the AHP.
- (e) In the month of June each year, the President shall call the Annual General Body Meeting by giving a notice in writing, at least 21 days in advance of the said meeting, to all members in good standing, by mailing it to them at their respective last known address. The notice shall provide the date, time and place of the meeting along with the agenda for the meeting.
- (f) The annual general body meeting, at the minimum, shall cover the following:
 - (i) Approval of the current General Body meeting agenda
 - (ii) Reading and approval of the immediately preceding General Body meeting minutes.
 - (iii) Adoption of annual reports by the President and other members of the AHP Executive
 - (iv) Holding of the annual elections to the AHP Board.
 - (v) Any other business
- (g) **A SPECIAL GENERAL BODY MEETING** may be requisitioned by the AHP Board, or it may be summoned on a written request to the President, by a minimum of 15 members in good standing of AHP. Such a requisition must set forth the reasons and purpose of the meeting, clearly and specifically. Upon receipt of such a requisition, the President shall fix a date, time and place to hold such a meeting within the next 30 days. A written notice of the Special General Body Meeting must be mailed to all members in good standing of AHP, at their last known address, at least ten days in advance of the said meeting.

3.2 The Board

The Board shall consist of the Executive and the Directors. The Board shall be responsible for making policies and determining the membership fee from time to time. The executive shall be responsible for implementing such policies and the directors shall be responsible to manage the affairs of the AHP.

3.2.1 The Executive

1. The President
2. Vice-President - I (Administration)
3. Vice-President - II (School)
4. Vice-President – III (Programs)
5. General Secretary
6. Treasurer
7. Immediate Past President – an ex officio member

3.2.2 The Directors

Six Directors

3.3 Qualifications of the candidates for the Election of the Executive:

1. The candidate must be a member in good standing of the AHP as of end of March of current year.
2. The candidate must not have been part of the executive of AHP for more than immediate past four consecutive years.
3. The candidate can't hold the same position in the executive for more than two consecutive years.
4. The candidate must have served the AHP in an elective position in the last six years.

3.4 Qualifications of the candidates for the Election of the Directors:

- 3.4.1 the candidate must be a member in good standing of the AHP as of end of March of current year.

3.5 Term of office of the Board (Executive and Directors)

- 3.5.1 Each member of the Board is elected for a one-year term (From July 1st to June 30th).

4. DUTIES AND RESPONSIBILITIES OF THE BOARD (Executive and Directors)

4.1 The President

- (a) Shall be the Chief Executive and spokesperson of the AHP
- (b) Shall be responsible for coordination and proper functioning of all segments of AHP
- (c) Shall be responsible for calling and presiding over all AHP meetings.
- (d) Shall be responsible for maintaining liaison with other associations, the community and various levels of the government.

4.2 Vice-President – I (Administration)

- (a) Shall assist the President as requested by the President on behalf of the Board.
- (b) Shall take over all functions and responsibilities of the President in situations when the President is unable to carry out his duties.
- (c) Shall be responsible for the management, maintenance, and improvement of the AHP Hindi Centre and Library.
- (d) Shall be responsible for any publications and newsletters.
- (e) Any other administrative work as required.

4.3 Vice-President – II (School)

- (a) Shall assist the President as requested by the President on behalf of the Board.
- (b) Shall take over all functions and responsibilities of the President in situations when the President and Vice-President–I (Administration) are unable to carry out the duties.
- (c) Shall be the Coordinator of the school during the school term (from July to June).
- (d) Shall be responsible for the day-to-day activities of the Hindi School.

4.4 Vice-President (Programs)

- (a) Shall assist the President as requested by the President on behalf of the Board.
- (b) Shall be responsible for all cultural, social and other programs undertaken by the AHP Board.

4.5 General Secretary:

- (a) Shall assist the President as requested by the President on behalf of the Board.
- (b) Shall call all AHP meetings on the advice of the President.
- (c) Shall attend all meetings and keep accurate minutes of the same.
- (d) Shall submit the minutes to the subsequent meetings.
- (e) Shall keep the records of all membership.
- (f) Shall handle all correspondence for AHP in conjunction with the President
- (g) Shall have the custody of the AHP official seal. The seal, when used, shall be authenticated by the signature of the President.

4.6 Treasurer

- (a) Shall be the chief financial officer and accountant of the AHP
- (b) Shall assist the President as requested by the President on behalf of the Board.
- (c) Shall monitor the income, budgetary allocations and expenses of AHP, and transmit them to the Executive, the Board and the General Body at appropriate meetings.
- (d) Shall coordinate all the fund raising activities of the AHP.
- (e) Shall provide, on the request of the President, an up-to-date statement of the accounts and financial affairs of the AHP to the President or the Members.
- (f) Shall assist the Auditors during annual audit of the AHP books.
- (g) Shall provide during the Annual General Body Meeting, all relevant information regarding the financial status of the AHP, along with an annual report of the accounts.

Any member of the AHP may inspect the books and records of the AHP by giving a reasonable notice in writing to the Treasurer and arranging an appropriate time with him for the said inspection. The written notice shall state the purpose and reasons for such an inspection. The Treasurer will ensure this is done, if and when required.

4.7 Immediate Past President

- (a) Shall act as a link between the outgoing and the new Board.
- (b) Shall assist the President as requested by the President on behalf of the Board.
- (c) Shall report to the President all finished and unfinished business related to the AHP
- (d) Shall have the same privilege as the other Executive members.

4.8 Directors

- (a) Shall participate in the Board meeting in decision-making process of the AHP.
- (b) Shall perform duties as requested by the President.

5. AUDITING

5.1

- (a) The fiscal year of the AHP shall be from April 1st of the current year to the 31st day of March of the following year.
- (b) All books and records of the AHP shall be kept at the Hindi Centre
- (c) The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society for that purpose at the Annual meeting. The Auditors shall report their findings to the General Body

6. MEETINGS

6.1 Executive Meetings:

- (a) The Executive shall meet at least four times a year.
- (b) Meeting shall be called by giving at least four-day notice to members.
- (c) Emergency meeting can be called on written request to the President by at least four members.
- (d) President may call an emergency meeting if required on a short notice.
- (e) All decision taken shall be made by a simple majority of the votes cast.

6.2 Board Meetings:

- (a) The Board shall meet at least four times a year.
- (b) Meeting shall be called by at least seven-day notice to members.
- (c) Emergency meeting can be called on written request to the President by at least seven members.
- (d) All decision taken shall be made by a simple majority votes cast.

6.3 Quorum:

The quorum for various meetings shall be as follows:

- | | |
|--------------------------|--|
| (a) General Body | Fifteen (15) members in good standing. |
| (b) Special General Body | Fifteen (15) members in good standing. |
| (c) Executive | Four (4) members in good standing. |
| (d) Board | Seven (7) members in good standing. |

If the above quorum is not achieved, the meeting(s) shall be adjourned and immediately thereafter another meeting shall be called with the members present, which constitute the required quorum for the meeting.

7. ELECTIONS:

Elections of the members of the Board and of two Auditors shall be held at the Annual

General Body meeting to be held before the end of June. Only those members who are in good standing at the end of March of current year are eligible to take part in the election.

7.1 Returning Officer:

- (a) The Board shall nominate a Returning Officer with full mandate for conducting the annual elections of the AHP.
- (b) The Board shall fix the date, time and place for (i) filing nominations, (ii) submitting withdrawals, and (iii) voting.
- (c) General Secretary shall provide to the Returning Officer, a copy of AHP By-laws, a list of eligible voting members, list of past six years Board members and information as in section 7.1 (b).
- (d) Board shall make arrangements for the proper conduct of the elections.
- (e) Board shall cooperate with the Returning Officer in conducting the election smoothly.

7.2 Information:

- (a) General Secretary shall mail, at least twenty-one (21) days before the date of election, the following information to all the voting members.
 - (i) Nomination deadline
 - (ii) Withdrawal deadline
 - (iii) Place of nomination and withdrawal
 - (iv) Date, time and place of election
 - (v) The location and accessibility of the voters' list
 - (vi) Nomination form
- (b) Nominations shall be filed on the prescribed form and shall be supported by the signature of at least two voting members.
- (c) Withdrawals will be permitted only if submitted in writing to the Returning Officer before the last date of withdrawal
- (d) There shall be a minimum of 96 hours' gap between the deadlines for receiving nominations and withdrawals respectively; and a minimum of 72 hours' gap between the latter deadline and the time of elections.
- (e) An individual can file nominations for more than one position, but can contest only one position.

7.3 Voting:

- (a) Voting shall be by secret ballot in person only, not by proxy or otherwise.
- (b) The Returning Officer shall arrange the casting and counting of the ballots fairly and impartially.
- (c) Votes shall be counted immediately after voting has taken place and the results declared as soon as possible.
- (d) Returning Officer shall try to fill any vacant position by inviting nominations from the floor.
- (e) Any vacant position not filled, shall be filled, by the Board in it's first

meeting.

8. SIGNING AUTHORITIES FOR CHEQUES:

All cheques of the Society shall bear the signature of the President and the Treasurer. In the absence of President or Treasurer the Vice-Presidents-I (Administration) shall sign.

9. RESIGNATIONS:

- 9.1 If an elected member wishes to resign, he can do so by giving a letter of resignation to the President.
- 9.2 If the President wishes to resign, he shall submit his letter of resignation to the General Secretary for consideration at the next, earliest possible meeting of the Board.
- 9.3 Any elected member who is absent from three consecutive meetings of the Board without informing the President or the General Secretary as to the reason for his absence shall be treated as having resigned and vacated his position.
- 9.4 Any vacancy in the Board shall be filled by nominations approved at the next meeting of the Board.

10. REMUNERATION

- 10.1 Remuneration shall mean direct monetary payment by the AHP.
- 10.2 No elected member of the AHP shall receive any remuneration.
- 10.3 In a situation where an elected member would have a direct or indirect pecuniary interest in any decision, he shall abstain from voting on the subject.

11. EXPULSION:

A special general body meeting may expel any member from AHP for his conduct grossly detrimental to the image and the interests of the Association. Such decision shall be backed by at least 75% of the votes cast. The same procedure shall apply for expulsion of an elected member (Executive or Director) in the event of non-performance of duties.

12. BORROWING POWERS AND LIABILITY OF THE BOARD

- 12.1 For the purpose of carrying out its objectives, the AHP may borrow money in such manner as it thinks fit, and in particular by the issue of debentures. This power shall be exercised only under the authority of the General Body, and under no circumstances without being sanctioned by a SPECIAL RESOLUTION passed by the General Body.
- 12.2 Section 12.1 of the bylaw shall not apply in the situation when a member of the AHP borrows money using his own credit or assets as collateral security and uses that borrowed money for the AHP activities.
- 12.3 No member of the Board shall have liability of any kind, legal or otherwise, as a group and/or individual to anybody during and after his term of office with the AHP.

13. AFFILIATION

- 13.1 Affiliation to other organizations shall be approved by the Board.

14. AMENDMENTS:

The By-laws of the AHP may be rescinded, altered or added to, by a Special General Body Meeting called for such purpose. Amendments to the bylaws must be approved by at least 75% of the votes cast.

15. DISPUTE:

All disputes arising within the Society shall be submitted to a committee of five members elected by the Special General Body meeting, who will resolve the issue by a process of mediation. Only when this fails, then the dispute shall be decided through arbitration under the Arbitration Act of Alberta.

16. DISSOLUTION:

In the event of dissolution or winding up of AHP, its assets, after payment of all liabilities, shall be donated to one or more registered, non-profit, charitable organizations in Canada.

NOTE: Wherever a masculine pronoun has been used in this document, it shall be considered as a bisexual word with either male or female meaning.