

HINDU SOCIETY OF ALBERTA
BY-LAWS

1. GENERAL

- 1.1 The Hindu Society of Alberta shall be hereinafter referred to as "Society".
- 1.2 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. The operational year of the Society shall commence on the fifteenth day of May and end on the fourteenth day of May in the following year.
- 1.3 Masculine pronoun used anywhere in the Society's documents shall imply both genders.

2. MEMBERSHIP

- 2.1 Any person who accepts the objectives of the Society shall be eligible to become a member.
- 2.2 The membership shall consist of the following categories:
 - 2.21 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.
 - 2.22 Life Members: Any person or agency who has donated to the Society \$500.00 or more in one calendar year, starting January

1, 2010 , shall become a Life Member. Donations can be made by a person for spouse or children or close blood relatives, or family

2.23 Regular Members: Any person who has made application for membership to the Society, and has paid the prescribed membership fee for the current calendar year

2.24 Membership to Association/Society: Any incorporated organization can become member of the Society by making an annual payment of \$100. President or the delegate of the joining organization will have one vote.

2.3 ANNUAL DUES

2.31 Any regular member who is in default for payment of dues for the current calendar year shall be automatically suspended, effective the 15th day of May and, as such, he shall not be entitled to any membership privileges or rights until reinstated.

2.32 Any member may be censured, suspended, or expelled by the General Body from membership of the Society for any cause considered detrimental to the Society.

2.33 No member shall be entitled to a refund of membership fees if membership is terminated by resignation, suspension, or expulsion.

2.34 Membership dues will be determined by the Board from time to time.

3. **THE MANAGEMENT OF THE SOCIETY**

- 3.1 The Society shall be managed by a board consisting of executive, and directors.
- 3.2 The Board shall consist of sixteen (16) elected members and immediate Past President. Out of the 16 elected members, there will be six elected to the Executive of Board and other ten elected are board of directors.
- 3.3 The Executive shall consist of:
- President
 - Vice-President (I) - Administration
 - Vice-President (II) – Programs
 - Vice-President (III)-Public Relations & Communications
 - General Secretary
 - Treasurer
 - Immediate Past President
- 3.4 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 year.
- 3.5 The Board may appoint from amongst themselves, as and when it deems fit during its tenure, (i) one joint secretary and (ii) one assistant treasurer to carry out specific duties as assigned by the Executive.
- 3.6 No two board members of one family (spouse, siblings, parents, and children) can be on the Board.
- 3.7 No paid employee of Hindu Society or any of his family members will be elected to the Board.

4. THE HINDU CULTURAL CENTRE

(Called Centre, hereinafter)

- 4.1 The legal title of the Centre, built at 14225 - 133 Avenue, Edmonton, T5L 4W3 shall exclusively vest in the Society.
- 4.2 The use of the Centre shall be guided by the philosophy of sharing. It will, therefore, be available to all, irrespective of color, religion, or place of origin.
- 4.3 User of centre should abide by the rules and regulations of Hindu Society.

5 DUTIES AND RESPONSIBILITIES OF THE BODIES OF THE SOCIETY

5.1 BOARD

- 5.11 The Board shall have the ultimate responsibility of the Society, having the authority in regard to laying down policies and principles under the constitution.
- 5.12 The Board may appoint such committees as it may deem fit. The chairman of any such committee shall be a member of the Board.
- 5.13 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.
- 5.14 The Board may grant affiliation to other associations on terms and conditions approved by the General Body.
- 5.15 Meetings of the Board shall be held as often as necessary but at least six (6) times during an operational year and shall be

called by the General Secretary in consultation with the President.

- 5.16 Meetings of the Board shall be called by seven days' notice (written, fax, e-mail or phone).
- 5.17 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 may be called by phone on a short notice.
- 5.18 Fifty percent plus one member shall constitute a quorum for any meeting of the Board.

5.2 EXECUTIVE

- 5.21 The Executive shall be responsible for implementing and executing the policies and decisions of the Board.
- 5.22 The meetings of the Executive shall be held as often as the business of the Society requires it, and at least once a month. It shall be called by the President.
- 5.23 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.
- 5.24 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).

- 5.25 An emergency meeting of the Executive may be called by the President without written notice to its members. It may be called by phone on a short notice.
- 5.26 Four members shall constitute a quorum for any meeting of the Executive.

6. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVES.

6.1 PRESIDENT

- 6.11 The President shall be the Head and Chief Spokesperson of the Society.
- 6.12 The President shall be responsible for the proper functioning of the Society and its Bodies.
- 6.13 The President shall preside over all the meetings of the Board, the Executive and the General Body
- 6.14 The President shall be responsible for calling the annual and other General Body meetings of the Society.
- 6.15 The President shall be responsible for maintaining liaison with outsiders - other societies, the community, and the various levels of the government.
- 6.16 The President will ensure to fulfill the requirements of the funding and other government agencies.
- 6.17 At the end of the term, the outgoing President shall report all finished and unfinished businesses related to the Society.

6.18 He shall be ex-officio member of all the Board approved committees

6.2 VICE-PRESIDENTS

6.21 Vice-President (I) – Administration

1. He shall have specific responsibility for the maintenance, management and improvement of the Centre, including kitchen.
2. For efficient management, use and maintenance of the Centre, the Board at the recommendation of VP Administration shall appoint a maintenance Committee. The Vice-President (I) shall be the chairman of this committee.
3. He shall organize special fund raising activities.
4. In the absence of the President, he shall assume the responsibilities of the office of the president.

6.22 Vice-President (II) – Programs

1. He shall coordinate, organize, and supervise all programs of the Society including Preeti Bhojan.
2. For efficient functioning of programs of the society, the Board shall, appoint a program committee at the recommendation of Vice-President (II). Vice-President (II) shall be chairman of this committee.
3. He shall organize fund raising activities through programs.
4. In the absence of President and Vice-President –(1) Administration, he shall assume and perform their duties.

6.23 Vice-President (III) – Public Relations& Communications

1. He shall coordinate, organize, and supervise all public relations & communications activities including Patrika, Quarterly News Letter, and any other special publications.
2. For efficient communication & execution of public relations functions of the Hindu Society, the Board shall appoint a public relations & communications committee at the recommendation of Vice-President (III). Vice-President (III) shall be chairman of this committee
3. In the absence of President, Vice-President - Administration, and Vice President- Program, he shall assume and perform their duties, if required.

6.3 GENERAL SECRETARY

- 6.31 It shall be the duty of the General Secretary to attend all meetings of the Board, the Executive, and the General Body, and to keep accurate minutes of the same. He shall have charge of the seal of the Society. The seal, when used, shall be authenticated by the signature of the President.
- 6.32 The General Secretary shall call the meetings of the Board, the Executive and the General Body on the advice of the President.
- 6.33 He shall prepare agenda and record minutes of all the meetings. He shall keep accurate record of membership, and handle correspondence of the Society.
- 6.34 The General Secretary shall prepare the minutes of all the meetings and submit those to the respective members along with the notice of the next meeting.

6.35 The General Secretary shall maintain an updated membership list of regular and life members.

6.4 TREASURER

6.41 The Treasurer shall be chief accountant and bookkeeper of the finances of the Society. He shall monitor expenses and budgetary allocations and shall transmit to the Executive and the Board from time to time any and all relevant facts about the financial affair.

6.42 He shall submit an up-to-date report of the financial status of the Society at every meeting of the Board.

6.43 The Treasurer shall prepare annual financial statements and submit those to the auditors by end of April. He will get all the accounts audited by the auditors by May 7th.

6.44 The Treasurer shall prepare and submit accounts, statements and reports to the government(s) as and when needed.

6.45 The Treasurer will schedule donation table duties involving Directors.

6.5 PAST PRESIDENT

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

6.6 DIRECTORS.

They will execute any duty assigned by the Board, executive, or the President.

6.7 AUDITORS

The Auditors shall submit their audited reports by no later than May 7th for the fiscal year.

7. **MEETINGS OF THE GENERAL BODY**

7.1 Upon instructions from the Executive, or whenever circumstances warrant, the President shall call a meeting by notice in writing to the last known address of each member, mailed ten days prior to the date of the meeting.

7.2 A Special General Body meeting 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 should specify the matters which they wish to bring before the meeting. Upon receipt of such requisition, the President shall fix a date for the special meeting within thirty days' time, and notice of the meeting shall be mailed to each member at least ten 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 Forty voting members shall constitute the quorum for any meeting of the General Body, 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 Body meeting to be held before May 15th. Only those members who are in good standing on December 31st of the previous year are eligible to take part in the election

- 8.2 At least three weeks prior to the Annual General Body meeting the Executive shall:
- 8.21 Appoint an Election Committee of three members to receive nominations and withdrawals and to conduct the election; one of these will be appointed as chairperson and will act as returning officer.
 - 8.22 Fix the date, time and place for (i) filing nominations, (ii) submitting withdrawals, and (iii) voting;
 - 8.23 Circulate the abovementioned information by mailing it to members at least 14 days prior to the deadline for filing nominations;
 - 8.24 Make arrangements for the proper conduct of the elections; and
 - 8.25 Cooperate with the Election Committee in running the election smoothly.
- 8.3 Nominations shall be filed on the format given in Appendix "A" and should be supported by the signature of at least two voting members. Withdrawals will be permitted only if submitted in writing to the Returning Officer before the last date of withdrawal.
- 8.4 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.
- 8.5 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 this list will be available to any voting member upon request from the Election Committee.

- 8.6 Voting shall be by secret ballot, unless nominations are called from floor during the general body meeting
- 8.7 Votes shall be counted immediately after voting has taken place and the results declared as soon as possible.
- 8.8 The elected members will take charge on or before May 31st and serve until May 30th of the following year.
- 8.9 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.
- 8.10 No person shall be a member of the Executive for more than four consecutive years.

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

- 9.1 Each Voting Member has one (1) vote. A show of hands decides every vote at every General Meeting, except for elections or when requested by the majority of Members.
- 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 A majority of the votes of the Voting Members present decides each issue and resolution.
- 9.5 The President declares a resolution carried or defeated. The statement is final and may include the number of votes for, against and abstaining, if considered necessary.
- 9.6 Five voting members may request a ballot vote. In such case, the President or the presiding officer will set the method of the ballot vote.

10 **EXPULSION OF MEMBERS FROM SOCIETY**

- 10.1 The executive committee and by two-thirds vote of all the members present, may suspend or expel a member for one or more of the following reasons:
- a. If the member has failed to abide by the objectives and bylaws of the Society;
 - b. If the member has been disloyal to the Society;
 - c. If the member has disrupted meetings or functions of the Society;
 - d. If the member has conducted himself and taken actions that cause disrepute, embarrassment and obstructions to the smooth running of Society;
- or
- e. If the member has done anything judged to be harmful to the Society.
- 10.2 A suspended or expelled member will not be entitled to any refund of the membership fees.
- 10.3 The period of suspension will be at the discretion of the executive committee or it may be permanent expulsion.
- 10.4 The affected member will receive written notice of the executive committee's intentions to either suspend or expelled that member.
- 10.5 The notice may be sent by single registered mail to the last known address of the member as shown on the records of the Association or may be hand delivered by any member of the executive committee.
- 10.6 The notice will state the reasons why suspension or expulsion is being considered

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

- 11.1 A member of the Executive Committee including the President and Vice President may resign from office by giving one month's notice in writing. The resignation shall take effect either at the end of the month's notice or on the date the Executive Committee accepts the resignation.
- 11.2 Voting Members may remove the entire Executive Committee and/or any member of the Executive Committee including the President and Vice President, before the end of the term. There must be a majority vote at a Special General Meeting called for this purpose.
- 11.3 In the event both the President and Vice President or the entire Executive Committee is removed or resigns, then the voting members will elect a new Executive Committee at the same Special General Meeting
- 11.4 Any Executive Committee member who fails to attend three (3) consecutive meetings, without good reason, may be relieved of his duties by a majority vote of the members of the Executive Committee. 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 Committee.

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 CHEQUES

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 members of the Society, who are not members of the Board, elected for that purpose.
- 14.2 The books and records of the Society may be inspected by any member, by making suitable arrangements with the Treasurer and/or the President.

15. BORROWING POWERS & LIABILITY OF THE BOARD

- 15.1 For the purpose of carrying out its objective, the Society may borrow money in such manner as it thinks 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 special resolution passed by three-fourths affirmative vote at the meeting.
- 15.2 The section 15.1 of the By-Law will 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.
- 15.3 Individual directors or the Board shall have no liability in the event of insolvency of the Society.
- 15.4 Funds deposited in trust account shall be withdrawn only by approval in special body meeting.

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 By-laws may be amended only in accordance with the following procedure:

19.11 A resolution signed by at least 50 members of the Society or a resolution of the Executive's stating the proposed amendment(s) shall be submitted to the President.

19.12 On receiving such a resolution the President shall call a meeting of members and shall send written notice 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.

19.13 Any amendment to the By-Laws must be approved by a seventy five percent (75%) majority of the members present in the meeting and voting after the proposed amendment has been discussed.

19.2 By-Laws shall be reviewed by the Board every five years and amended by following the procedure as described in clause 19.1 if required.