

Marathi Cultural Association Saskatchewan

(Saskatchewan nonprofit organization # 102173648)

Bylaws - Version 1

Table of Contents

| | | |
|-----|-------------------------------------|---|
| 1.0 | Name..... | 2 |
| 2.0 | Objectives: | 2 |
| 3.0 | Membership..... | 2 |
| 4.0 | Board of Directors..... | 2 |
| 5.0 | Duties of the Board members..... | 3 |
| 6.0 | Election of the Board members | 5 |
| 7.0 | General Meetings..... | 5 |
| 8.0 | Sub-Committees..... | 6 |
| 9.0 | Bylaws amendment and review..... | 6 |

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Bylaws - Version 1

1.0 Name

The name of the organization is Marathi Cultural Association Saskatchewan.

2.0 Objectives:

The Marathi Cultural Association Saskatchewan (also referred as “Association”) is a non-profit social organization without any political affiliations and created for the following objectives:

- Promote and celebrate Marathi culture and social events together.
- Help new and existing Marathi people to adapt to life in Saskatchewan.

3.0 Membership

3.1 Membership Classes: There is only one class of membership. This can be either a family or an individual who is over 18 years of age. Family can include two spouses, common-law partners, or live in partners of opposite or same sex and their children under the age of 18 (eighteen). Family members shall have two (2) votes; one for each spouse. An individual member has one (1) vote.

3.2 Becoming a member: Any individual or family can become a member by paying the prescribed membership fees and on approval by the Board of Directors (also referred as “the board”).

3.3 Membership Termination: The Board shall have the right to refuse or terminate the membership. The board shall provide the reason for the termination.

3.4 Member Withdrawal: Any member may withdraw from the Association at any time by giving notice to the General Secretary of the Association.

3.5 Voting by Proxy: There shall be no voting by proxy.

3.6 Membership Fees: The membership fees for the year will be decided by the members in a general meeting.

3.7 Membership Term: Membership is valid from April 1 to March 31 of the following year.

4.0 Board of Directors

4.1 The Board of Directors shall consist of the following:

- a. President
- b. Vice-President
- c. General Secretary
- d. Treasurer
- e. Social Media Coordinator
- f. Event Coordinators

4.2 The number of Event Coordinators can be from a minimum of one (1) to a maximum of five (5)

4.3 The Board Member must be a member of the Association.

4.4 Prior to the Annual General Meeting (AGM), vacant positions in the board for the next year are determined based on which members do not wish to continue to remain on the board or as per term limitations (as stated in 4.5). Those vacant positions are communicated to the general membership for election of the new members (Refer to section 6). The retiring Board Members shall hold office until their successors are elected, and until the conclusion of the meeting at

Marathi Cultural Association Saskatchewan

(Saskatchewan nonprofit organization # 102173648)

Bylaws - Version 1

which they retire. A retiring Board Member shall be eligible for re-election subject to Section 4.5.

- 4.5 **Term Limitations:** The President, Vice President, Treasurer and Secretary shall not hold the same office consecutively in the same capacity (position) for more than three (3) years. Term for others is maximum five years consecutively.
- 4.6 **Meeting Attendance:** Attendance at a board meeting can be in person or by phone or by online audio, visual means.
- 4.7 **Removal of Board Members:** The Association may, by passing an ordinary resolution at a general body meeting of its members, remove any Board Member(s) from the Board of Directors.
- 4.8 **Board Vacancies:** Any vacancy in the membership of the Board occurring during its term may be filled through an appointment by the Board of Directors in place. The appointee shall hold office for the remainder of that term.
- 4.9 **Signing Officers:** The signing officers for financial transactions shall be any two of the following three (a) Treasurer, (b) President, (c) Vice-President.
- 4.10 **Board Remuneration:** No Board Member shall receive any remuneration for services rendered to the Association.
- 4.11 **Board Liability and insurance:** The Board members shall assess the risks, liabilities or possibility of litigation associated with each event. Based on this, they should make a decision if the insurance is needed and whether to have the event or not.
- 4.12 **Ex-officio Board Member:** The past president of the Association shall be an ex-officio member of the Board.
- 4.13 **Board Direction:** The members in a general meeting may give direction(s) to the Board.
- 4.14 **Calling Board Meetings:** Board meetings shall be called by the General Secretary. The General Secretary shall also call such a meeting when requested to do so by: (a) President, or (b) Three (3) members of the Board.
- 4.15 **Quorum:** The quorum for the transaction of any business of the board meeting shall be a 50%.
- 4.16 **Resolutions:** A resolution signed by 75 percent of all Board members shall be valid and effective as if it had been passed at a Board meeting duly called and constituted. In case of less than 75 % attendance at a board meeting, resolution can be communicated to the absent board members and their opinion is obtained in writing in order to approve or reject the resolution.
- 4.17 **Duty Delegation:** The Board may delegate one or more members to act on behalf of the Association for liaison with other organizations.
- 4.18 No asset or items shall be purchased without an approved resolution by the board.
- 4.19 Any member of the Association may attend Board meetings provided the member gives forty-eight (48) hours advance notice to the General Secretary and with prior approval of the board.
- 4.20 Only one member of a family can be part of the board of directors in the same term.

5.0 Duties of the Board members

5.1 **President**

The President shall:

- a) Be the spokesperson of the Association for communication with external agencies.
- b) Preside at all general meetings and Board meetings of the Association.

Marathi Cultural Association Saskatchewan

(Saskatchewan nonprofit organization # 102173648)

Bylaws - Version 1

- c) Cast the deciding vote when a tie vote is recorded but shall not otherwise vote.
- d) Be an ex-officio member of all committees and have the right to vote in all committee meetings.
- e) Be responsible for the implementation of policies adopted at a general meeting.
- f) Be responsible for convening all General and Board meetings
- g) Oversee the observance of the bylaws of the Association.
- h) Represent or delegate a member to represent the Association before any group or organization. Such a delegated appointment shall lapse unless ratified by the Board in their next meeting.
- i) The president, in consultation with the Board members, may reassign any duties.
- k) Ensure compliance with requirements of Information Services Corporation including submitting financial reports as and when needed.

5.2 Vice-President

The Vice-president shall:

- a) Perform the duties of the President when the President is absent or unable to act.
- b) Be responsible for carrying out the overall publicity of the Association as directed by the president or the board.

5.3 General Secretary

The General Secretary shall:

- a) Record and keep the minutes of all general body meetings of the Association and of all Board meetings. These minutes shall be available to any member on request.
- b) Prepare and issue notices of the above meetings indicating the date, time, place and agenda upon instruction from the president or the board.
- c) Keep the records of the Association and carry on the correspondence for the Association.
- d) Be responsible for the distribution of the minutes of meetings to the board members.
- e) Perform such other duties as may from time to time be assigned by the General Body or the Board.
- f) Ensure that all decisions reached by the Board involving commitment of the Association funds above the budget are communicated through the minutes of the general meetings to the membership.
- g) Ensure that all internal and external correspondence of the Association including communication with the members is conducted in a timely manner.

5.4 Treasurer

The Treasurer shall:

- a) Be responsible for keeping accurate and complete records of all financial transactions of the Association.
- b) Be responsible for receiving and distributing / paying all funds of the Association.
- c) Prepare and submit such financial statements as the Board or the General Body may require from time to time.
- e) Keep a roster of all members of the Association
- f) Settle all financial transactions and dues in timely manner.

5.5 Social Media Coordinator

The Social Media Coordinator shall:

Marathi Cultural Association Saskatchewan

(Saskatchewan nonprofit organization # 102173648)

Bylaws - Version 1

- a) Be responsible for developing, maintaining and upgrading social media portals and apps such as a web page, facebook and other social media pages, various apps as and when decided by the board.
- b) Manage subscriptions for the above-mentioned social media
- c) Manage data storage space for the documents and other information of the Association.
- d) Review and monitoring of the Association email addresses and forwarding to the board members as needed.
- e) Maintain portal for registration of events

5.6 Event Coordinators

- a) Be responsible for organizing social, and cultural events of the Association.
- b) Shall attend the Board meetings and carry out duties as may be assigned to them by the Board.
- c) Be member of committees as directed by the board.

5.7 Past President

- (a) Subject to mutual agreement, the Past President shall discharge any duties assigned by the Board.
- (b) The Past President shall have the right to vote in meetings of the Board.

6.0 Election of the Board members

6.1 The election of Board members for the following year shall be held at the Annual General Meeting (AGM) as prescribed in Section 7.1.

6.2 Nominations

- (a) The Board shall appoint a Nominating Committee (NC), consisting of at least two members, 30 days before each AGM, and it shall be the duty of the Nominating Committee to propose a list of Board members to the general body meeting. Nominations shall also be accepted from the floor of the general meeting. Members of the Nomination Committee shall be members of the Association in good standing.
- (b) Written nomination, duly seconded by a member and accepted by the nominee shall be required. The presence of the nominee in the meeting is essential. However, if the nominee cannot attend the meeting, the reason(s) for the absence of the nominee shall be presented before the general body in the meeting.

6.3 Returning Officer: The Board shall appoint a returning officer, who shall be a member of the Association, for conducting elections.

7.0 General Meetings

7.1 The Annual General Body (AGM) meeting of the Association shall be held in the month of April of each year, on a date, time, and place to be fixed by the Board.

7.2 Any general meeting of the Association shall be called by the General Secretary, who shall also call such a meeting: (a) at the request of the President; or (b) upon written request from ten percent (10%) of the members.

7.3 The quorum necessary for a general meeting shall be ten percent (10%) of its total membership.

Marathi Cultural Association Saskatchewan

(Saskatchewan nonprofit organization # 102173648)

Bylaws - Version 1

7.4 Voting

- (a) Voting shall be by secret ballot in the case of the elections of Board members.
- (b) Ordinary or special resolutions shall be voted upon by a show of hands unless at least three (3) members request a secret ballot

8.0 Sub-Committees

- 8.1 The Board may appoint a committee for important programs and events of the Association as needed, either on its own or by directives from the General Body Meeting. The composition and the chairperson of such committees shall be decided by the Board. The Chairperson of the Committee must be a member of the Association. Committees shall be responsible for all aspects of the program or event and shall be accountable to the Board. Committees shall work independently in their day-to-day operations but shall be bound to follow policies and directions laid out by the Board. The Board shall provide a broad policy and direction guidelines to the Committees, keeping in view the main objectives of the Association as described in Article 2 of the Bylaws.

9.0 Bylaws amendment and review

- 9.1 Bylaws of the Association may be rescinded, altered, or added to by a special resolution passed in a general meeting of the members. Any member of the Association can propose an amendment to the bylaws. The request of amendment shall be circulated to all members along with the notice of general meeting.
- 9.2 The Board shall appoint a special committee, every five (5) years after the adoption of these bylaws, to examine the bylaws of the Association. This should be done in accordance with the current objectives and activities of the Association.