



CONSTITUTION OF
SUDANESE-CANADIAN CULTURAL ASSOCIATION
OF MISSISSAUGA

EFFECTIVE AS OF _____ DATE

ARTICLE 1: CORPORATE NAME & SEAL

- 1.1 The Association shall be called *Sudanese-Canadian Cultural Association of Mississauga*, and *shall be hereinafter referred to as SCCA*.
- 1.2 The seal, and impression which is stamped in the margin hereof, shall be the seal of SCCA.

ARTICLE 2: STATUS OF SCCA

2.1 *SCCA is a non-profit social/cultural/sporting organization intended to primarily appeal to and serve Sudanese people residing in the City of Mississauga and surrounding area. It will base its operations in the City of Mississauga and will operate democratically without discrimination according to race, colour, creed, or political affiliation.*

ARTICLE 3: AIMS AND OBJECTIVES

3.1 The main objectives of Sudanese-Canadian Cultural Association *of Mississauga* are:

- To promote unity, friendliness and brotherhood among the Sudanese *primarily in Mississauga and also between them and Sudanese-Canadians throughout* Canada, *through social, cultural and sporting activities*.
- To *establish* a support network amongst Sudanese-Canadians for helping each other and *pursuing* activities of mutual interest and benefit.
- To establish and enhance social relations among Sudanese Canadian youth and coach them on how they can integrate their talents, knowledge and expertise to enrich the Canadian Community.
- To promote and preserve the various Sudanese cultures and customs for the purpose of passing them on to the new generation and sharing them with the Canadian society in general.
- To seek out *and promote* the skills and experiences of Sudanese “professionals” “trades persons” and “entrepreneurs” in the purpose of availing services to *the Sudanese and* Canadian communities.
- To facilitate for *Sudanese newcomers* the settling *into* their new home and *linking* them with services made available by SCCA, the community and the *City*.

ARTICLE 4: MEMBERSHIP

- 4.1 Membership is open to anyone who *supports the interests and objectives of the SCCA. At least 80% of members must live in Mississauga.*
- 4.2 Membership shall be effective upon approval of the **Board**. Once a member becomes registered, their record will be added to the Membership Database.
- 4.3 Membership shall be imposed through fees paid on a monthly *or annual* basis. If membership fees become in *arrears* for a period of 3 months, *their* membership could be suspended until a payment agreement has been reached. Dues will be determined by the voting members.
- 4.4 *Member status may be revoked by the Board for any member who does not abide by or is non-compliant with the constitution of SCCA. The member in question must be given reasonable notice of the Board meeting where this will be discussed, and must be provided an opportunity to speak in that meeting to present their point of view. The decision of the Board is final.*
- 4.5 Membership will come with privileges and services made available to members only.
- 4.6 Each member will be assigned a member's ID number or a Membership Card if applicable.
- 4.7 *A voting member must be at least 18 years of age in order to exercise the following legal responsibilities in SCCA: to vote, to move or second motions, to nominate Board candidates, and to run for election to a Board position.*

ARTICLE 5: BOARD OF DIRECTORS

- 5.1 *Structure: The Board of Directors for SCCA will consist of the following 8 positions:*

Executive Officers:

- President
- Vice President
- Treasurer
- Secretary

Activities Coordinators:

- Events Planning Coordinator
- Children's Activities Coordinator
- Sporting and Recreations Coordinator

Culture and Heritage Coordinator

BOARD OF DIRECTORS (Cont')

BOARD OF DIRECTORS (Cont')

5.2 *Duties of Board Members:*

5.2.1 The **President** shall call and preside at all meetings; shall act for and *on* behalf of the members of the Association with consult of the **Board**; shall appoint any special committees necessary for the operation of the Association business; *shall liaise with the City of Mississauga*; and shall act as official spokesperson for the Association.

5.2.2 The **Vice President** shall in the absence of the **President**, and assume all of the duties of the President. *The Vice President should act as a liaison between the Board and the public; shall be responsible for press relations and for assembling an SCCA newsletter; and shall act as a settlement worker for newcomers in terms of linking them with the services of SCCA, the community and the City.*

5.2.3 **The Treasurer** shall keep all financial receipts and a permanent record of all financial business of the Association; shall prepare an up-to-date financial report *for each Board meeting* and for the AGM; *shall prepare an annual budget for approval by the Board within 3 months of taking office; must be a mandatory signing officer for any cheques issued for SCCA; shall research and recommend the appointment of an auditor(s) for endorsement by the Board and by the members at each AGM*; shall administer all membership payments and records and *maintain an up-to-date membership roster; shall interpret which members are paid up and thereby eligible to vote at each members' meeting*

5.2.4 *The Secretary shall be responsible for notifications of all Board and member meetings of SCCA; shall distribute all minutes and agendas in a timely manner; shall record minutes of all Board and member meetings; shall generally conduct all correspondence on behalf of SCCA; shall maintain corporate records for SCCA of all minutes, including any sub-committee meetings, plus all correspondence*

5.2.5 The **Activities Coordinators** should be assigned duties as per the plan of work which they submit. Once the plan of work is submitted and approved by the Board, the Coordinators should then assume the plan of work as their duty and should carry out their duties as promised.

5.3 *Executive Committee – the Executive Committee may act on behalf of the Board to meet and make decisions between Board meetings if circumstances require this, but their meetings must be minuted and their decisions must be endorsed by the Board at their next subsequent meeting. A quorum for Executive meetings is 3 members.*

5.4 *Term of Office – shall normally be one-year for all elected positions, except that the term for Board members elected at the first founding AGM in 2005 shall extend until the 2006 AGM.*

5.5 *Voting – unless otherwise specified in the Constitution, all decisions at the Board or Members’ meetings will be decided by a simple majority vote. In the case of a tie, the President, in addition to their regular vote, may cast a second and deciding vote.*

5.6 *Quorum – shall be 5 Directors*

5.7 *Vacancies/Removal of Directors*

5.5.1 *The Board may appoint vacancies from amongst the members to fill any vacancy on the Board.*

5.5.2 *In the event that any Board member is absent for three (3) consecutive meetings or 4 meetings within a calendar year, or if a Director is delinquent in fulfilling his Board duties and/or behaves disrespectfully of the Constitution, the Board has the right to demand an explanation and to provide the Board member with a written warning. Should the terms of the warning be broken, the Board may ask the Director to resign. If the Director refuses, the Board can call a meeting of members for the advertised purpose of recommending removal of said Director. At this meeting, the said Director shall be given an opportunity to speak and to defend their position. A minimum two thirds of votes must be cast in favour of the recommendation at a duly-constituted members’ meeting, in order to remove said Director.*

5.8 *Board Meetings*

5.8.1 Meetings should have aims and objectives which should be decided at the beginning of each meeting, from which an agenda is to be set and followed. Should other important issues arise, they shall be discussed at the end of the meetings.

5.8.1 Should there be any crucial subject or documentation to be discussed during a meeting, an e-mail should be forwarded ahead of time to the Board members, so that proper time is allotted to prepare discussions before the meeting is held.

5.8.2 *Board meetings shall usually be conducted on a monthly basis, and the Board shall meet at least 8 times in a 12-month period. There should be at least a 5-day notice provided for any meetings, whether Board or Sub-Committee.*

5.9 *Sub Committees*

5.9.1 Each **Board member** has the right and the option of appointing a sub-committee to assist him/her in carrying out their duties and the tasks specified in their plan of work.

5.9.2 The **sub-committee** will only act as a helping branch and a sub-division of the **Board member**. No member of the sub-committee is permitted to act as a voting Board member, or act in any way as a spokesperson on behalf of the Board office which assigned them. A sub-committee assistant is considered a regular paying member and has no obligations or rights above those allotted to him/her as a SCCA member.

5.9.3 A sub-committee member’s duty is to assist a Board member in carrying out tasks specified in the plan of work submitted and approved by the Board. No sub-agendas or any other activities for that matter are permitted to be executed unless they are presented to the leading Board member and approved by the Board collectively.

ARTICLE 6: MEMBERS' MEETINGS

- 6.1 An Annual General Meeting shall be held during the month of *September or October* at a time and place designated by the *Board*. *At such a meeting the agenda shall include at least the following: Board member report(s) on activities of SCCA since the previous AGM with an opportunity for discussion and any recommendations; presentation of audited financial statements; appointment of auditor(s) for the next AGM; election of Board members; consideration of any changes to Constitution.*
- 6.2 *The Board must host a members meeting and entertain agenda items submitted by them when petitioned by at least 60% of voting members in good standing.*
- 6.3 At least a *15-day notice* shall be provided in advance of any AGM or members' meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by direct mailing, electronic mailing, pamphlets, newsletters, or telephone announcements.
- 6.4 All meetings shall be public and open to any interested persons, but only paying members *18 years of age and above* are permitted to vote.
- 6.5 *Quorum for members' meetings is at least 35% of paid-up members 18 years of age or older.*

ARTICLE 7: NOMINATIONS AND ELECTIONS

- 7.1 *For the founding AGM, nominations will only be accepted from the floor. Anyone who attends this meeting and is at least 18 years of age shall be eligible to vote. Candidates nominated at this meeting must be present and must accept the nomination, in order to be elected. A neutral person not up for elections shall be appointed to conduct the election. If 8 or fewer candidates are nominated, and a motion to cut off nominations is passed, this lineup shall be declared as the new Board. At least 5 Board members must be elected to form a new Board, and the newly-elected Board may appoint members to fill the vacancies. If 9 or more candidates are nominated before nominations are declared closed, then an election by secret ballot shall be conducted, during which eligible voters will be asked to vote for up to 8 candidates. The 8 candidates receiving the most votes shall be declared as the new Board.*
- 7.2 *In AGM's conducted in 2006 and thereafter, the Board will appoint at least 3 months ahead a Nominations Committee of 3 members who will not stand for a Board positions. Their job is to recruit responsible and qualified candidates to agree to run for election in the 8 Board positions. The Board will notify members of the AGM at least 6 weeks ahead, and will provide a nomination form to any member who wants to nominate a member for a Board position. Two members must sign a nominations form, and the person nominated must also sign the form to acknowledge that they accept the nomination, hence they need not be present to be elected at the AGM, as long as the properly-completed nomination form is received by the Secretary before the start of the AGM. The Nominations Committee reserves the right to interview all candidates and to recommend a slate of best-qualified candidates for the 8 positions at the AGM, including to recommend people for specific positions, but*

they must present all candidates who are properly nominated either in advance or from the floor.

7.3 *The newly-elected Board members must meet within 15 days to vote amongst themselves to determine what position each one will accept in the Board.*

7.4 All records, documents and any materials pertaining to the duties of the office as designated in the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterparts within 15 days of the election.

ARTICLE 8: FINANCIAL RESPONSIBILITY

8.1 Expenditure of funds of the Association may not be made without the signatures of ***at least two (2) of three Executive Board members, of which one signature must be the Treasurer.***

8.2 ***The Board shall prepare an annual operating budget within 3 months of being elected, which shall be disclosed to the members.***

8.3 ***The financial year for SCCA will be September 1 to August 31st.***

8.4 ***The Treasurer will recruit and recommend to the Board and then to members at each AGM, a respected member of the community for consideration as auditor. The auditor will review the financial records of SCCA and present a report on financial practices at the following AGM.***

ARTICLE 9: AMENDMENT OF THE CONSTITUTION

9.1 These bylaws may be amended by ***a two-thirds minimum majority*** vote in favour at a duly-constituted members' meeting.

9.2 Proposed amendments shall be sent to all members in writing at least **15 days** in advance of the meeting where action is to be taken, ***and*** shall be read at the AGM.

9.3 ***Any voting member in good standing can submit a proposal to change the bylaws, and this must be submitted in writing to the President or Secretary at least 35 days in advance of the AGM, and must be signed by at least one other voting member in good standing. The Board must circulate such a proposal to the members, and reserves the right to state their non-support and reasons why when it is discussed at a members' meeting.***

ARTICLE 10: DISSOLUTION

10.1 ***The SCCA shall be deemed in a state of dissolution if there are less than 20 paid-up members at least 18 years of age in good standing in the membership.***

10.2 ***In the event of dissolution, the Board shall declare a state of dissolution, shall donate all assets of SCCA to a charitable organization located in Mississauga, and shall notify their members, the City, and any other affiliate organizations and sponsors of their decision.***

DATE ADOPTED BY MEMBERS: _____

SIGNATURES OF ELECTED BOARD MEMBERS

NAME (please print) _____ **Signature** _____
