

# BY-LAWS OF RWANDAN CANADIAN SOCIETY OF CALGARY

## 1. Name

The name of the Association shall be Rwandan Canadian Society of Calgary, herein called RCSC.

## 2. Membership

- a) Full membership will be open to all Rwandese and others residing in Calgary who support the RCSC objectives.
- b) The fee to join RCSC will be determined by the officers.
- c) Only full members, who have paid the membership fee, shall have the right to vote or hold office.
- d) Resignation from membership is for failure to pay annual membership fees.
- e) Causes for expulsion from membership are if actions and/or attitude are detrimental to the Rwandan community and/or denial of Rwandan genocide against the Tutsi.

## 3. Duties and Powers of Officers and Directors

- a) Any Officer or Director position may be held for a maximum of two consecutive years.
- b) Vacancies of officers and directors, however caused, may so long as a majority remains in office, be filled by the officers as they see fit.
- c) Removal of Officers and Directors shall be by resignation or by two-thirds vote of the officers excluding the member who is the subject of the Resolution) providing that such Officers and Directors have been notified twenty-one days in advance of the meeting and are afforded the opportunity to be heard at the meeting.
- d) There will be no remuneration for member, officer or directors services.
- e) Any two officers of RCSC are authorized to sign cheques, namely President, Treasurer and/or Secretary. The second signatory will not be a spouse or common-law spouse of the first signatory.

### Officers:

- a) President
  - Calls and presides at all meetings of RCSC
  - Chairs all meetings of RCSC.
  - Heads committees for events that are intended to raise funds
  - Discretionary powers as deemed by the officers
- b) Vice President-
  - In absence of President shall assume duties and powers of President
  - Assists President as assigned
- c) Secretary
  - Attend and take accurate minutes at General, Officers meetings and special RCSC Meetings
  - Prepare minutes of all meetings for RCSC and file official copies in the RCSC office.
  - Retain one copy for personal file
  - Keep a record of addresses and phone numbers of Officers and Directors.
- d) Treasurer
  - Receive and deposit monies paid to the RCSC
  - Prepare financial Statement for each meeting and make copies for those attending
  - Prepare Annual financial Statement (see Section 8 b)

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## Directors:

- e) Gender/Culture - Responsible for developing avenues through which men and women can be empowered to take on roles in the Society by virtue of merit and capabilities.
  - Promote Rwanda's cultural practices, aspects and symbols that align with provisions in the Canadian Multiculturalism policy
  - Reports to the president and to the committee.
- f) Media and Information
  - Acquiring and maintaining information dissemination tools such as websites, emails, etc.
  - Develop mutual partnerships with other local or international association whose aims uphold human rights and freedoms.
  - Reports to President and committee.
- g) Youth, Leisure and Sport
  - Work with gender and culture director to find ways that youth can participate and be educate in Rwandan cultural matters.
  - Find and organize venues for leisure, and recreational activities or Society.
  - Reports to the President and committee.
- h) Knowledge and Skills
  - Responsible for identifying academic opportunities that may benefit members of the Society or other Rwandans seeking assistance from the Society.
  - Educate new members and other parties about the running of the Society, shall recognize members or non-members deserving rewards, gifts or acclamation from the Society.
  - Reports to the president and to the committee.
- i) Volunteer coordinator
  - To find and organize volunteer opportunities for the society.
  - Reports to president and committee.
- j) Communication
  - Maintains newsletter
  - Reports to president and committee.

## 4. Meetings

- a) **Annual General Meeting** shall be called in the summer of each year. Elections for directors and officers committee will happen on alternating years. All members of RCSC shall be invited to attend, and must be notified in writing (email/website) ten days prior to the meeting. The Quorum for this meeting shall consist of 50% of the officers and 5 members.

Election of officers and directors is by vote. Voting shall be by a show of hands unless a secret ballot is requested by no less than 50% of members in attendance. If only one name stands for a position, they automatically win by acclamation.
- b) **General Meetings**, consisting of the officers and the directors of RCSC shall be held quarterly. Notice of RCSC General Meetings will be published in the newsletter ten days prior to the meeting. The Quorum at these meetings shall consist of 50% of the officers. Voting shall be by show of hands.
- c) **Officers Meetings** shall be called as deemed necessary by the President. The officers shall be notified by phone/or email prior to the meeting. The Quorum for Officers Meetings shall consist of no less than 60% of the officers. Voting shall be by a show of hands unless secret ballot is requested by no less than 50% of members in attendance

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- d) **Special Meetings** of RCSC shall be called as deemed necessary by the President or as requested by 2/3 of the board members. Notice shall be given by phone or email to members twenty-four hours prior to the meeting. The Quorum for Special Meetings shall consist of 50% of the officers and 5 members. Voting shall be by a show of hands unless a secret ballot is requested by no less than 50% of members in attendance.

## **5. Audit of Accounts**

- a) The fiscal year of the RCSC will begin January 1 and end December 31 of each year.
- b) The Treasurer will prepare a financial statement for each General Meeting and have copies available for those members in attendance.
- c) The books will be audited by two RCSC members to be appointed by the President after December 31. Copies will be available for any member requesting a copy. This Audited Financial statement shall be presented at the Annual General Meeting and then attached to the Annual Return for filing at Corporate Registry.

## **6. Custody and Use of the Seal of AMPA**

There will be no seal of RCSC.

## **7. Altering, Rescinding and Adding By-Laws**

RCSC By-Laws may be rescinded, altered or added to by a "Special Resolution" held at a General Meeting or at the Annual General Meeting.

## **8. Preparation and Custody of Minutes and financial Records**

- a) The Secretary shall:
  - prepare minutes of meetings of RCSC and ensures that they are available to all members.
  - have custody of the minutes from each and all meetings for the current term and then ensure that the original is on file in the RCSC office files.
- b) The Treasurer shall:
  - prepare an accurate financial statement for each General Meeting and Annual General Meeting and ensure that all members have access to a copy of financial statements.
  - have custody of all financial records, bank statements and other financial documents for the current term and ensure that the originals shall be filed in the RCSC office.
- c) The new Officers Committee shall take custody of the files at the beginning of their term.

## **9. Inspection of Books and Records of AMPA**

Access to RCSC files will be available to all members. By contacting the Officers and at a mutually agreed upon time, members may read files at the RCSC office or make a copy for themselves. The original documents and typed copies will not leave the office.

## **10. Decision Making**

- a) All matters brought to RCSC that require a decision related to money being raised and/or spent are done by formal motion and vote by RCSC at the General Meeting.
- b) Decisions of the meetings, regarding general business, will be based on a majority vote by those members in attendance at the meeting.
- c) Decisions of the meetings regarding disbursement of funds, other than operating expenses, will be based on a seventy five percent (75%) majority vote by those members in attendance at the meeting.
- d) Every member shall be entitled to one vote. In case of a tie, the President shall cast the deciding vote.

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**11. Borrowing Powers**

The Society shall not have the power or authority to borrow money.

**12. Dissolution Clause**

Upon the disillusionment of the AMPA, all remaining funds and assets will be donated to a charitable organization as determined by the officers committee.

## Rwandan Canadian Society of Calgary

We hereby certify that the following special resolution was passed at a General Meeting of the Rwandan Canadian Society of Calgary on October 31, 2015.

The existing bylaws are repealed. They are replaced by the attached bylaws.

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Andy Amour, President