The Constitution of

TAMIL CULTURAL ASSOCIATION OF WATERLOO REGION

Ontario, Canada.

(Kitchener – Waterloo - Cambridge – Guelph - Brantford)

Non-Profit organization registered under Ontario Corporation # 1509837

Article: 1 : **Name**

This Association shall be named and called " TAMIL CULTURAL ASSOCIATION OF WATERLOO REGION" . Abbreviation: TCAWR.

Article: 2: **Objective**

The Association

1. Shall actively promote and nurture Tamil language, Arts, Culture and Community.

2. Shall function as a non-profit organization.

3. Shall promote the goodwill, assist and maintain cordial relationships with Tamil community and with other associations within Canada and around the globe.

4. Shall act as a non-political and non-religious organization.

5. Shall associate with the Canadian multicultural Society and promote Inter-cultural and inter-community activities.

Article: 3 **Address**

The official address of the Association shall be the elected secretary's address or nominated by the committee.

Article: 4 **Membership**

Membership is open to anyone who admires Tamil Language, Arts and Culture. It is open to all residents of Region of Waterloo, City of Guelph and Brantford or by special permission from the executive committee.

Article: 5 **Membership Fee**:

(a) The annual membership of ordinary member and Student fee shall be determined by the executive committee.
(b) Life members: the membership fee shall be $100. This may be paid in three installments.

Article: 6 **Voting Rights:**

1. All members over the age of 16 and paid membership fees in full are eligible to vote.

2. In the event of voting on resolution or issues results in a tie, the president may cast his or her vote to decide the outcome.

3. Members obtained new membership, 90 days prior to AGM will be eligible to vote.

4. Voting, Nominee for election, approval of amendments and policies will be authorised by a permanent resident of Region of Waterloo, Wellington - Guelph and Brantford.

5. Dual or Temporary resident can be a member but will not have voting rights.

Article: 7 **Member residencies**

A permanent resident is a person who's residence is within the Region of Waterloo, Wellington region, Brantford and surrounding area.

Dual or Temporary resident is a person living in the region but also has another residence outside of Region of Waterloo and the two cities.

Article: 8 **Executive committee**

The executive committee shall comprise of the six(6) office bearers and another ten(10) general body members.

The following executive members shall be elected at the Annual General Meeting and shall hold the office for two years. The elected office-bearers except the patron shall constitute the Executive committee:

1. **Patron** - Any distinguished person from the region shall be nominated by the Executive Committee as the patron.
2. **President**
3. **Vice - President**
4. **General Secretary**

5. **Assistant Secretary**
6. **Treasurer** or **Director of Finance**
7. **Assistant Treasurer**
8. **General body**: 10 members shall be elected of who two shall be from previous executive committee. Previous presidents shall be included.

Article: 9 **Election of office bearers**

The Secretary shall call for written nomination 30 days before the nomination. Names for the various offices duly signed should reach the Secretary 15 days before the Annual General Meeting.

Nomination for the post of President, Secretary and or Treasurer will be from the current or previous executive committee. If no candidate is available then it is open to rest of the membership. A youth committee member will represent the university and college students only in the general body.

Any position for which nomination name not been received shall be filled by the President or Secretary at the AGM.

Article 10: **Election Monitoring**

An election sub-committee will monitor and implement the election policy. The president will be head of this committee, which will comprise of 5 executive members. The committee will be formed at the time of calling for nomination.

The dispute mechanism of elections or conflicts will be the sole responsibility of the executive committee members. A sub-committee will foresee matter and report to the executive committee. A onetime appeal of the decision can be made within 15 business days after due notice to relevant parties.

Article 11: **President**

1. Shall preside at all AGM, Special General Meetings, Executive Committee Meetings, and Special Executive Committee Meetings and shall function as chief executive officer.

2. Shall take action against members who hinder the peaceful conducting of meetings.

3. The president will hold office for two consecutive years. He or She can be re-elected to the president post only after a gap of three years.

Article 12: **Duties and functions of the Vice – President**

Duties and functions of the Vice - President shall be to attend to the work of the President in the absence of the President .The vice President however shall have no power to operate the bank account of the Association.

Article 13: **Duties and Functions of the General Secretary**

1. Shall summon the meetings of the Association regularly after giving proper notice.

2. Shall record the minutes of all meetings and present it at the following meeting.

3. Shall keep an inventory of all properties, furniture and fittings, documents and files of the Association and to be responsible for them.

4. Shall take necessary action on decisions taken by the general body and the executive committee.

5. Upon the expiration of the secretary's term of office, the Secretary shall entrust all records of the Association to the incoming Secretary.

6. Shall maintain a membership Register in which shall be recorded the name, address and telephone numbers of all members of the Association.

Note: The Secretary shall not disclose any membership information without the written approval from the President or committee.

Article 14: **Duties and Functions of the Assistant General Secretary**

The duties and functions of the Assistant General Secretary shall be to assist the General Secretary in the performance of the Secretary's duties. The assistant general secretary however shall have no power to operate the bank account of the Association.

Article 15: **The Treasurer or Director of Finance**

1. Shall collect membership fees from members and list out membership database.

2. Shall maintain an account of the income and expenditure of the association.

3. Shall issue receipts for all cash received by the Association.

4. Shall keep in proper custody of all receipts and bills for expenses incurred by the Association.

5. Shall submit a statement of Income and Expenditure together with receipts and bills quarterly or when necessary at the Executive meeting.

6. Shall be authorized to use electronic credit or debit cards within the authorized limit, with prior approval.

7. Shall submit at the Annual General Meeting an audited Statement of Accounts for the year and the Auditor's Report thereon duly adopted by the executive Committee.

8. Upon the expiration of the Treasurer's term of office, the Treasurer shall entrust all records of the Association to the incoming Treasurer.

Article 16: **Finance**

1. All cash and cheques received by the association shall be kept in a chequeing Account at a Bank nominated by the Executive Committee and keep the cheque books in the Treasurer's custody. The Treasurer can, however retain One Hundred Canadian Dollars(C$100) as petty cash Imprested.

2. All cheques shall be signed by the Treasurer and the President or Secretary.

Article 17: **Duties of assistant Treasurer**

The duties and functions of the assistant treasurer shall be to attend to the work of the treasurer in his or her absence or with approval.

Article 18: **Executive Committee**

1. Shall implement the decisions of the general body and the Executive Committee of the Association.

2. Shall fill vacancies in the Executive Committee from among the eligible Members of the Association.

3. Members absenting themselves from three consecutive committee meetings without valid reason shall be deemed to have vacated their posts. It shall be the duty of secretary to inform them in writing that they have been absent consecutively of three committee meetings, therefore they have been presumed to have vacated their posts and that action is being taken to fill the vacancies.

4. Shall allocate funds for necessary activities.

5. Shall appoint Events, Membership and Public relations co-ordinators.

6. Shall examine and adopt the audited statement by the Treasurer at the Executive Committee Meetings.

7. The executive committee has the authority to appoint sub-committees and review the rules, policies and by-laws of the association. The subcommittee will function under the executive committee but as a separate entity. All decisions at the subcommittee level needs the board approval for binding.

8. Authority to submit amendments to constitution at the AGM.

9. Shall examine and adopt the Annual report of the Secretary and the Financial Report of the Treasurer.

10. Volunteer and Disability Co-ordinator can be appointed by the executive committee. The appointment can be made within or outside the membership.

Article 19: **Electronic Password**

The password for Banking, Electronic mail, Web site and Social media will be authorised to a person or to the president by the executive committee. The password can be changed, once in six months or in an emergency with written authorisation of the president and Secretary.

Article 20: **Meetings**

1. Executive Committee Meeting shall be held once in three (03) months with seven (07) days' notice or when necessary with two (02) days notice.

2. Special Executive Committee Meeting shall be held at the instance of the President or Secretary or on a requisition signed by not less than six (6) members of the Executive committee. Three (3) days' notice shall be given of such meeting.

3. Annual General Meeting shall be held every year in the month of April on a date and at a time determined by the Executive Committee. At this meeting shall be submitted the Report of the Executive Committee and the Audited Accounts of the Treasurer in respect of the Previous year. The members of the Executive Committee and the Auditors for the current year too shall be elected at this meeting in accordance with articles 6, 7, and 8. At least 21 days notice shall be given of this meeting.

4. Special General Meeting shall be convened by the Executive committee on its own initiative or on a requisition signed by not less that 1/3 members of the Association and submitted to the Secretary. At this meeting only matters listed in the agenda shall be considered. At least seven (7) days' notice shall be given of this meeting.

Article 21: **Quorum**

Quorum for the meetings shall be: -

1. Executive Committee Meeting.. .. .. Seven (7)

2. Special Executive Committee Meeting.. .. Five (5)

3. Annual General Meeting.. … … one fourth of the total membership or 15 whichever is less.

4. Special General Meeting.. … … One fourth of the total membership or 10 whichever is less.

Article 22: **Voting at the Committee Meeting**

Resolutions brought forward at the Annual General Meetings, Special General Meetings, Executive Committee Meetings shall be deemed to have been adopted if passed by a simple majority.

The President will vote at meetings only if there is a tie or to break a dead lock.

Article 23: **Rights of Members**

A member wishing to examine the books of the Secretary or Treasurer shall give notice of his or her intention to do so to the Secretary in writing. Such member shall have the right to examine the said books at the office of the Association on a date and at a time fixed by the secretary, which shall be after one week of the receipt on the notice.

Article 24: **Powers**

1. The board shall have the power to disallow any proposal or resolution brought forward by a member at the General Meeting or Executive Meetings if, such proposal or resolution is contrary to the aims and objectives of the association is likely to bring dis-repute to the Association, or is likely to hinder the well-being or development of the Association.

The President, Secretary, Treasurer and Subcommittees will implement decisions approved by the executive committee or with prior board approval.

Article 25: **Amendments to the constitution**

Amendments to the constitution should be tabled at the executive meeting, approved and submitted at the AGM. Such amendments or changes shall be deemed to have been passed only if two- thirds of the members present at the meeting have voted in favor of the amendments or changes.

Article 26: **Use of Language**

All activities of the association shall be maintained in Tamil or English. The documents required by the Government or private sector shall be in English.

Article 27: **Letter Head & General correspondence**

All official correspondence shall be on the official letter head and sealed and signed by the Secretary, Treasurer and or the President.

All correspondence on behalf of the association will be authorised by the president or his or her nominee. The executive committee can appoint a person to issue general public notice.

Article 28: **Website domain, Logo and trade Mark**

The name “Tamil Cultural Association of Waterloo Region”, (TCAWR), Web and other domain name, trade mark and its logo is registered within this context as the sole property of the organization and will protect on behalf of its members. No authorization is given to another entity without approval at an AGM.

Article 29: **Internal & External Auditor**

An internal and or External Auditor shall be elected or appointed by the members at the Annual General Meeting, to audit the accounts of the Association. On an annual basis, the association accounts of income and expenditure to be examined for the purpose of Revenue Canada.

The Auditor will be exempted from attending the monthly meetings but should be available for annual AGM.

(Amendments - 17th April, 2004, Waterloo.)
(Amendments – 14th April, 2012, Kitchener.)

END