

# **Society Bylaw Change - Proof of Filing**

**Alberta Amendment Date: 2007/09/25**

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**The Bylaws are filed as of 2007/09/25**

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**Service Request Number: 10669790**

**Legal Entity Name: CALGARY NEPALESE COMMUNITY ASSOCIATION**

**Legal Entity Status: Active**

**Fiscal Year End: 12/31**

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# **Society Bylaw Change - Registration Statement**

**Alberta Amendment Date: 2007/09/25**

**Service Request Number:** 10669790

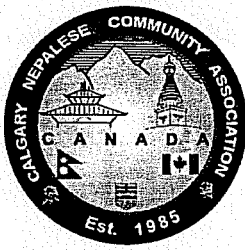
**Legal Entity Name:** CALGARY NEPALESE COMMUNITY ASSOCIATION

**French Equivalent Name:**

**Legal Entity Status:** Active

**Fiscal Year End:** 12/31

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*of*  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

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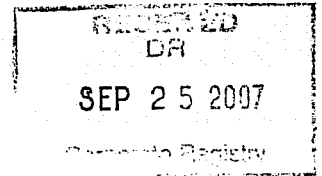
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**BYLAWS**  
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**CALGARY NEPALESE COMMUNITY ASSOCIATION**

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I hereby certify that the following special resolutions ~~was~~ passed at a General Body Meeting of the members of Calgary Nepalese Community Association on Saturday, 11 August 2007 at Carburn Park, Calgary, Alberta.

1. The bylaws were changed as follows:

*The existing bylaws are repealed. They are replaced with the attached bylaws.*

2. The objectives were changed as follows:

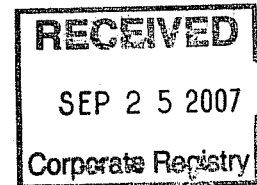
*The existing objectives are repealed. They are replaced with the following objectives:*

- a) To promote and educate languages, heritage and cultures of Nepal among its members and their descendants, while respecting Canadian multi-cultural values.
- b) To maintain good will and harmony among its members.
- c) To organize social and/or cultural functions in common interest of its members.
- d) Where feasible, to provide help to its members within its capacity.
- e) To participate when feasible in City/Provincial/National activities such as Heritage day.
- f) To participate as deemed appropriate and feasible in volunteering activities of charitable organizations and fund raising for charitable purposes.

*September 19<sup>th</sup>, 2007*

*Raju Tuladhar*

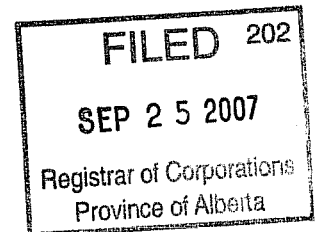
Raju Tuladhar  
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**BYLAWS**  
*of*  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

## 1. GENERAL

The name of the Association is "Calgary Nepalese Community Association". The abbreviated form is "CNCA". It is a non-political and secular organization of persons of Nepalese origin, their descendants, spouses and acquaintances in Calgary.

### 1.1 Association Objectives

- a) To promote and educate languages, heritage and cultures of Nepal among its members and their descendants, while respecting Canadian multi-cultural values.
- b) To maintain good will and harmony among its members.
- c) To organize social and/or cultural functions in common interest of its members.
- d) Where feasible, to provide help to its members within its capacity.
- e) To participate when feasible in City/Provincial/National activities such as Heritage day.
- f) To participate as deemed appropriate and feasible in volunteering activities of charitable organizations and fund raising for charitable purposes.

### 1.2 Association Type

- a) The Association is a voluntary organization. Members will not be awarded any monetary benefit from memberships in the Association.
- b) The Executive Committee officials or the Directors will not be paid for their activities to run the functioning of the Association.

## 2. MEMBERSHIP

### 2.1 Eligibility

- a) Persons over 18 years of age who accepts the objectives of the Association and agrees to abide by the bylaws of the Association and residing in Alberta shall be eligible for full membership.

### 2.2 Membership Fee

- a) The annual membership fee shall be as determined by majority vote in annual General Body Meeting (GBM).
- b) The annual membership fee is currently set at 10 Canadian dollars per member.

### 2.3 Full membership

- a) To become full member, a person satisfying the eligibility requirements needs to fill the membership form and pay the annual membership fee.

### 2.4 Life membership

- a) A person willing to be the life member of the Association shall do so by paying \$150.0 Canadian funds and filling the life membership form. The family life membership fee which includes their unmarried adult children is \$250.00 in Canadian funds. This amount can be modified by majority vote during General Body Meeting. For senior citizens (over 65 years), this amount shall be reduced to 60%. A life member is a full member when he resides in Alberta.

### 2.5 Associate membership

- a) A life member of the Association is an associate member of the Association when he is not residing in Alberta.

### 2.6 Honorary membership

- a) Honorary membership shall be conferred to a distinguished individual to honor his/her outstanding contributions to the Association. Honorary members will enjoy the same privilege as the full members except the participation rights in the election process and he/she is not required to pay annual dues. However, honorary member can become full member also after paying the annual dues and participate in the election process. Granting of honorary membership shall be approved in GBM with majority votes.



## *BYLAWS* *of* *CALGARY NEPALESE COMMUNITY ASSOCIATION*

### 2.7 Withdrawal

- a) A member willing to withdraw the membership from the Association can do so after submitting the written request to the Association general secretary. No refund will be made for the remainder of the membership fee paid for that year.

### 2.8 Termination/Suspension of membership

The membership of any member shall be suspended or terminated from the Association for the following reasons:

- a) Not paying annual membership dues beyond stipulated period of time and after 2 reminders.
- b) Harming the common property of the Association.
- c) Acting against the objectives of the Association.
- d) Creating split in the Association with political, religious or ethnic motivation.
- e) Convicted in criminal activities in which case membership termination shall be automatic.

### 2.9 Nullification of termination/suspension of membership

- a) The suspension of the membership resulted due to non-payment of the membership dues will be nullified after payment of the membership fees and stipulated fine. The decision to suspend or terminate the membership for any other reason can be taken during regular or special meeting of the Association Executive Board and the member must be served a written notice and given the opportunity to clarify or rectify the situation to the board members. The Executive Board at its discretion may choose to remind the member as the first option prior to suspending or terminating the membership. Except in case of the criminal conviction situation, the Executive Board decision to suspend or terminate the membership can be overturned by 67% vote of members during GBM.

## **3. ASSOCIATION STRUCTURE**

### 3.1 Structural division of the Association

The Association governing body shall consist of two entities:

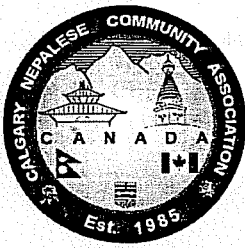
- (1) Executive Committee- Executive Committee shall be elected.
- (2) Group of Directors- Directors can be elected or nominated.
- (3) The Executive Committee and group of Directors shall constitute "The Executive Board" for the Association.

### 3.2 Executive Committee

- a) The Executive Committee members shall be elected annually during the stipulated election time.
- b) The Executive Committee of the Association shall constitute of the following positions:
  - (1) President
  - (2) Vice President
  - (3) General Secretary
  - (4) Treasurer
  - (5) Social Program Coordinator
- c) When and where needed, other volunteering committees can be formed under the leadership of Executive Committee members or Directors to help different activities of the

### 3.3 Directors.

- a) Directors shall also act as Trustees.
- b) There shall be six Directors in the Executive Board of the Association.
- c) Directors can be elected or nominated.
- d) To nominate one Director, number of members representing at least 16% of the total members can submit a signed nomination which must be accepted by the nominated person at the time of election or annual GBM.
- e) Those members who have opted to nominate a Director shall not have right to vote for other Directors if the elections for the Directors are to be conducted for remaining number of Directors.
- f) If less than 6 Directors are nominated, election shall be held for the remaining number of Directors.
- g) The tenure for each director will be one year.



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*of*  
**CALGARY NEPALESE COMMUNITY ASSOCIATION**

- h) The six directors will be assigned for the following roles:
1. Director of Fund Raising, Projects and Out-Reaching;
  2. Director of Social and Recreational Programs or Events;
  3. Director of Member Welfare and Help to New Arrivals;
  4. Director of Children, Youth and Parental Education and Awareness;
  5. Director of Information, Publication and Association Promotion;
  6. Director of Community Awareness and Emergency Preparedness.

#### **4. DUTIES & RESPONSIBILITIES**

##### 4.1 President shall:

- a) Act as representative of the Association dealing with Public Relation.
- b) Act as public spokesperson.
- c) Be responsible for maintaining liaison with outsiders, other societies and government organizations.
- d) Act as Ex-officio of committees, social functions,
- e) Ensure that preparation of "Annual Association Return" and "Tax Return" is being done properly and on time.
- f) Assure security of the Association bank account.
- g) Act as adviser for the elected the Executive Committee of the next Association year.
- h) To safely keep the Association seals and official records.
- i) Have the authority to use the seal when required to deal with the Association business.

##### 4.2 Vice-President shall:

- a) Help president.
- b) Act as president in absentia.
- c) Coordinate with Social Program Coordinator to help organize social functions.
- d) Have the authority to use the seal when acting as "President in absentia" to deal with the Association business.

##### 4.3 General Secretary shall:

- a) Collect annual membership dues.
- b) Call regular board meeting with permission of the president.
- c) Record and maintain meeting minutes.
- d) Prepare annual return for Association registration and tax return in cooperation with treasurer and tax consultant as required.
- e) Maintain database of the members.
- f) To safely keep Association database and records.

##### 4.4 Treasurer shall:

- a) Properly record and keep all financial transactions.
- b) Maintain bank balance record of the Association account.
- c) Maintain receipts used for the expenses.
- d) Keep record of funds raised for the events and balance status.
- e) Keep record of the donations or funds raised for any other purposes.
- f) Distribute funds as necessary during the Association functions and celebrations.
- g) Help general secretary to prepare tax return.

##### 4.5 Social program coordinator shall:

- a) Organize social functions and cultural activities.
- b) Gather and coordinate volunteers for cultural activities and social functions.
- c) Promote social interaction among members of the Association.
- d) Collect dues related to various social events.

##### 4.6 Directors shall:



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- a) Act as advisory committee for the Association. The Directors shall also act as Trustees.
- b) Ensure that the Association is functioning properly.
- c) Guard against actions of the Executive Committee that may be in contravention to the local or federal laws.
- d) Provide assistance as needed to the Executive Committee for running of the Association and social functions.
- e) Oversee transition of the Association accounts, documents or other matters to the new Executive Committee after the election.
- f) Directors may take a lead role in special committees created by the Association to fulfill particular goals.
- g) Help or take the lead role for the Association activities in case the Executive Committee fails to run the Association in proper manner.

## **5. ELECTION**

### 5.1 Eligibility for candidacy

- a) To be eligible to stand for the President of the Association, a person must have been on other Executive Committee positions at least for six months, namely, Vice-President, General Secretary, Treasurer or Social Program Coordinator.
- b) To be eligible to stand for positions in the executive committee, a person must have been the member of the Association for at least six months.
- c) To be eligible to stand for position of the director, a person must have been a member of the Association prior to call for the election process.

### 5.2 Election of the executive committee

- a) There shall be annual election held for the each position of the executive committee.
- b) For the maximum participation of the members in the Association, new members will be encouraged to stand for the Executive Committee positions each year.
- c) A member shall not hold the same position for not more than two consecutive years or be in the Executive Committee for more than four consecutive years.
- d) The Executive Committee shall not have two or more committee members from the same family.

### 5.3 Election of Directors

- a) A director can be nominated or elected.
- b) The term of each nominated or elected director will be one year.
- c) A director can be nominated by members representing 16% of the total members. Such nomination must be signed and accepted by the person at the annual meeting.
- d) Members opting to nominate a director will forfeit the right to vote in the election of the remaining Directors.
- e) If the number of Directors nominated is less than six, the position of remaining Directors will be filled through election by remaining members who have not exercised their option to nominate a director.
- f) A member can not continue to be a director for more than 3 consecutive years, not including the time acted as a substitute for other elected or nominated director who has left the Association.

### 5.4 Notice of election

- a) The members must be notified of the annual general election at least one month in advance.
- b) Such notice can be given either through e-mail or in person or through telephone.
- c) Notice can also be given through regular post; however, the letters of notice must be posted at least 5 weeks in advance.

### 5.5 Method of election and voting

- a) Notice of election must be served to members at least one month in advance.
- b) The meeting of Executive Board should form an election committee.
- c) A member should nominate a candidate for a designated position and the nomination should be endorsed by one more member. Such nomination should be forwarded to the election committee. Such notice can be written or through e-mail. The candidate must notify his acceptance of the nomination to the election committee.
- d) Any member who is standing for a position must be present during the time of election and accept the nomination publicly during general body meeting.



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- e) If there are more candidates for a particular position, there shall be voting for that position.
- f) Voting for electing Executive Committee members or Directors shall be confidential and by means of ballot papers.
- g) Each regular member shall be entitled to one (1) vote and he/she must be personally present at the election (General Meeting) to exercise his/her vote. Proxy vote will not be allowed.
- h) There shall be separate ballot papers for electing Executive Committee members and Directors.
- i) Association members who have opted to nominate a director shall be excluded from voting for the Directors, and will be allowed to vote only the Executive Committee positions.
- j) In the situation when there are more than two candidates for a position and if anyone fails to earn less than 50% of the vote, there shall be re-election among top two candidates only (so that the final elected candidate will have support of more than 50% of the members).
- k) After the election, in the absence of fulfillment of any position of the Executive Committee except the president, the president shall designate the responsibility to other Executive Board members until such time that Executive Board will find another willing CNCA member for that position.

## 6. FUNCTIONING OF THE ASSOCIATION

### 6.1 Meetings

- a) Regular Executive Board meetings shall be held about two month frequency, but not longer than 3 months gap. Four to six regular Executive Board meetings are anticipated per Association year.
- b) Regular Executive Board meetings can be pre-scheduled or arranged later in a mutually convenient date by the general secretary with the consent of the president.
- c) Special Executive Board meetings can be held on written request from members or when special circumstances arise.
- d) Before the three intended yearly functions (Dashain, New year and summer picnic/BBQ), a meeting must be held for proper coordination of the function. Such meetings can be in conjunction with regular Executive Board meetings to reduce total number of meetings per year.

### 6.2 Notice of meetings.

- a) Pre-scheduled regular meetings need not be notified. It is the responsibility of the individual to notify the general secretary if he/she cannot attend the meeting.
- b) General Secretary will notify others about the cancellation of the meeting if it is apparent that there will not be enough quorums.
- c) Notice for special meetings must be served to the members at least one week in advance through telephone.
- d) Prior to the meetings, the General Secretary shall notify other board members about the agendas of the meeting.

### 6.3 Quorum for meeting

- a) The quorum for the regular meetings is considered fulfilled if the meeting is attended by six persons of the executive board. One of them must be President or Vice-president or General Secretary. For each meeting, an attendance sheet must be completed to verify this quorum.

### 6.4 Minutes of meeting.

- a) Written record of meeting minutes for each meeting must be kept.
- b) General Secretary is responsible for recording and distributing the meeting minutes.
- c) In the absence of General Secretary in a meeting, President can record the meeting minutes or delegate another person for this task.
- d) The recorded meeting minutes should be distributed to members of the Executive Committee and Directors and corrected for any omissions or errors within 4 weeks of the meeting date.
- e) The final meeting minutes should be kept in file for record and accessible to any other member of the Association.

### 6.5 Handover to the next executive committee.

- a) Following the yearly election of the executive committee, the board members shall ensure that there is smooth



## *BYLAWS* *of* *CALGARY NEPALESE COMMUNITY ASSOCIATION*

transition of the Association properties, files, records, bank accounts etc to the new executive committee.

- b) Such transition should happen within 2 weeks time following the election of the executive committee.
- c) The bank account should be transferred to the authority of the newly elected President and Treasurer.

### 6.6 Format of the regular Executive Board meetings.

The format of the regular Executive Board meetings shall be as follows:

- a) The opening statement and call for the start of the meeting by the President.
- b) Review of previous meeting minutes and endorsement.
- c) Reporting of any particular activities and completion of the duties assigned to the Executive Committee members.
- d) Discussion of agendas of the meeting.
- e) Discussion of walk-in issues.
- f) Tentative agreement for the next meeting and the venue.
- g) Meetings shall be completed in pre-defined time allocation.

## **7. MEMBER DUTIES & RIGHTS**

### 7.1 Member duties

- a) Members must act for the overall welfare of the Association and maintain harmony, cordiality with other members in the Association events and social functions.
- b) Members must not bring political/religious/personal issues to the Association and cause it to be an issue for debate.
- c) Members must ensure for timely payment of annual membership dues and costs for other social functions.
- d) Members are responsible for actions of his/her and their family members including the guests invited by them during any Association events or functions.

### 7.2 Member rights

- a) Members have right to access to information available to the Association
- b) Members have right to access or rent other facilities belonging to the Association upon payment of required dues.
- c) Members have right to see/inspect the books and records including minutes of meetings, audit reports and account balances. The general secretary and president must be notified at least 2 weeks in advance for such requests. The inspection can be done at the current Association address or at a mutually convenient location which must be within the Calgary city limits.
- d) Members can request special board meetings for social consultation after written request to the Association president or the general secretary.
- e) Members can request for the help of the Association and its members for the social functions organized for his/her family purpose, however the Association shall not bear the burden of any financial or other liabilities for such events.
- f) Members have right not to participate in the Association activities which are disagreeable to them.

## **8. GENERAL BODY MEETING**

### 8.1 Frequency

- a) President in coordination with the General Secretary can call General Body Meeting every six months. However, there shall be as minimum one General Body Meeting held per year. The date for the annual General Body Meeting can be combined with election or other functions.

### 8.2 Notice of GBM

- a) Members must be notified of GBM at least one month in advance.
- b) The notice for GBM can be delivered through e-mail or in person or by phone or by post.
- c) If the notice is delivered through post, the post mark date must be 5 weeks prior to the meeting date.
- d) The notice of GBM must clearly state all agendas, including (but not limited to) election notice, Association



# **BYLAWS** *of* **CALGARY NEPALESE COMMUNITY ASSOCIATION**

bylaws etc

## **8.3 Anticipated activities for GBM**

- a) Election of the Executive Committee members and Directors.
- b) Amendment of any existing bylaws.
- c) Acceptance or amendment of the bylaws must be approved by more than 75% of the members present during general body meeting which represent more than 50% of the valid standing members of the association.
- d) Presentation of audited yearly expenditure report and financial status.
- e) Presentation of yearly Association activities.
- f) Presentation of new members.
- g) Termination of memberships.

## **8.4 Quorum of GBM**

- a) For GBM to be valid, the attendance must exceed 50% of the standing members of the Association.

## **9. FINANCIAL RULES & REGULATIONS**

### **9.1 Sources of income**

Following shall be sources of income for the Association.

- a) Annual membership dues.
- b) Funds left after organizing social functions.
- c) Donations from individual members.
- d) Organization of special cultural activities or functions such as during Heritage day.
- e) Through volunteering activities such as participating in charity Casinos and listed official bingo halls etc.
- f) Donation can be accepted from non-members only after approval by the executive board.
- g) There shall be no soliciting of funds from non-member individuals or businesses without approval from Executive Board.
- h) Only unconditional donations shall be accepted from the individuals or business organizations.

### **9.2 Spending power**

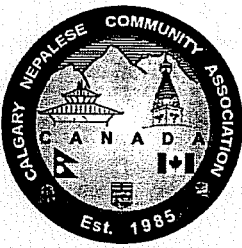
- a) The Executive Board shall have authority to spend the required cost for the social functions and events.
- b) The Treasurer has spending power up to 50.0 dollars in extra-curricular activities for the benefit of the members without obtaining authorization from the Executive Board.
- c) The Executive Board shall have authority to spend up to 200\$ in extra-curricular activities for the benefit of the members, in addition to direct costs required for the social functions and events.
- d) For spending over 200.0\$, authorization in General Body Meeting is required.
- e) There shall be no borrowing of money from banks and other credit unions without unanimous agreement from the General Body Meeting.

### **9.3 Financial Liabilities**

- a) Members are NOT individually liable for any financial activities of the Association.
- b) The Association shall not overspend the money than its capacity.
- c) Short comings of limited amount during social functions can be compensated through Association accounts. However, effort shall be made to recuperate such short comings in the next social events.

### **9.4 Account transfer**

- a) The president and treasurer are in charge of the Association accounts.
- b) When the new Executive Committee is elected in the annual election, the new president and the new treasurer will be in charge of the account after handing over the account activities and bank book.
- c) Such handing over of the bank book and account activities should be done within 10 business days (2 weeks) following the election.



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- d) It is the obligation of the past president and treasurer to hand over the account to the new committee in timely manner and with complete information.
- e) It is the obligation of the new president and treasurer to verify that they have received the account in good order and with complete information.

### 9.5 Fiscal year and Annual Tax Return

- a) The fiscal year for the Association shall be beginning of January to end of December for each year.
- b) The current President and Treasurer shall ensure that annual federal tax return is filed by end of June for the previous year.

### 9.6 Special Functions Expenditure

- a) The Executive Committee shall form an ad hoc committee to organize celebration of the special functions and events.
- b) The committee shall estimate the cost required to organize such events and present to the Executive Board for authorization.
- c) The Executive Committee shall have authority to charge its members as needed to celebrate the functions.
- d) Any surplus shall be deposited to the Association bank account and any short falls shall be compensated from the Association bank account. If the Association bank account can not compensate the short falls, the funds shall be raised from the members to make up the difference.

### 9.6 The Association Bank Account

- a) The funds of the Association shall be held in a corporate bank account.
- b) The location of the bank where account is held can be changed during GBM if required.
- c) The bank account shall not hold funds exceeding 5000.00 (Five Thousand) Canadian dollars.
- d) If the Association bank account fund starts to exceed 5000.00 dollars, a separate trust account shall be opened to hold extra funds. The amount of funds held in the trust account shall be minimum 5000.00 dollars.

## **10. RECORD KEEPING & AUDITING**

### 10.1 Record keeping

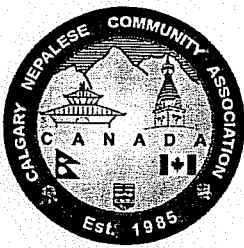
- a) Record of all income must be properly kept.
- b) For funds raised through membership dues, the general secretary must keep record of membership dues and any unpaid members, and amount handed over to the treasurer.
- c) The income sheet provided in the attachment-1 must be filled in for recording funds raised during special events.
- d) For funds raised through other means, proper written records must be kept.
- e) All expense receipts must be proper dated with initial of individuals and record and purpose for which it was used.
- f) Any expense which does not have proper receipt must be clearly explained, signed and dated by the individual responsible for the expense.
- g) After each social function, the Social Program Coordinator or the person in charge of the function shall submit the balance sheet to the treasurer and made available for viewing by other board members within 4 weeks of the function date.

### 10.2 Annual tax return

- a) The fiscal year for the Association shall be beginning of January to end of December.
- b) The treasurer shall prepare the financial statement showing clearly sources and amount of income and expenditures.
- c) The treasurer shall ensure that all income and expenditure report are in proper order and be compatible with final bank balance at the end of the fiscal year.

### 10.3 Auditing

- a) For auditing of the Association activities, the Association can hire external auditors or use internal auditors.
- b) Two members of the Association which are not part of the Executive Committee can be appointed as auditors



## **BYLAWS** *of* **CALGARY NEPALESE COMMUNITY ASSOCIATION**

during annual General Body Meeting.

- c) In the absence of external auditors or two internally appointed auditors, two Directors will act as auditors.
- d) Any member of the Association can participate in the auditing activity after notifying the treasurer and appointed auditors.
- e) The auditors must ensure for the completeness of the information and correctness of the financial statement prepared by the treasurer before submitting to the GBM.
- f) The audited yearly financial statement should be presented during the annual General Body Meeting.
- g) The audited financial report should be available for review by any Association member after notifying in writing to the General Secretary. Such notification can be done through e-mail too.
- h) Disagreements from any members should be resolved first through the Association meetings and then clarified in annual GBM.

### 10.4 Possession of the Association Files

The Association records shall be securely placed in an organized manner. Until such time when the Association has permanent address, the following Executive Committee members shall be responsible to keep Association Record Files:

- a) The President shall be responsible to keep the Association seals and records dealing with external transactions with government agencies and has the authority to use the seal when required to deal with Association business.
- b) The General Secretary shall be responsible to keep records dealing with the Association data base, membership records, annual dues and general information of the Association.
- c) The Treasurer shall be responsible for keeping bank records and other transaction records including balance sheet of social functions.
- d) The Social Program Coordinator shall keep records dealing with planning and organization of social functions.

## **11. ASSOCIATION ACTIVITIES/DUTIES**

### 11.1 Essential activities

As minimum, the Executive Committee will organize the following activities:

- a) At least one GBM per year.
- b) Annual election of the new Executive Committee and Directors.
- c) Celebration of Nepalese New Year.
- d) Organization of summer picnic/BBQ.
- e) Celebration of Dashain party.
- f) The above mentioned social functions shall be held in the following dates: Annual election and Nepalese New Year party on 1st Saturday following the Nepalese New Year; Summer BBQ/Picnic in month of July or August and Dashain Party on 1st Saturday after Maha-Astami.

### 11.2 Other activities

If the resources are available and circumstances allow, the Association will participate in other activities, such as:

- a) Social functions for the Association fund raising.
- b) Participate in Canada Heritage day.
- c) Fund raising through volunteering in Bingo, Public Casinos etc.

### 11.3 Annual Association Registration Return and Tax Return.

- a) Return of the Annual Association Registration forms.
- b) Federal tax return.

## **12. MERGER OR DISSOLUTION OF THE ASSOCIATION & BENEFICIARIES**

### 12.1 Merger

The Association can be merged with other association and new entity created through the following process:

- a) The GBM must be called for this process.



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- b) The terms and conditions of merger will be prepared by Executive Board after consultation with the relevant parties involved.
- c) The terms and conditions and possible outcome must be clarified in the notice for GBM.
- d) The resolution to merge with other association must be passed with 75% vote in the GBM which represent more than 50% of the valid standing members of the Association.
- e) The resolution to merge with other association must embrace the objectives of this Association in totality.

### **12.2 Dissolution / Dormancy**

- a) The Association can be dissolved when passed in the annual GBM with unanimous approval.
- b) If not dissolved, the Association can remain dormant when number of full members is inadequate to form the Executive Board.

### **12.3 Beneficiaries.**

- a) In case the Association is merged with other association, the funds and other properties of the Association will automatically be transferred to the new organization. The debts and liabilities will be assumed by the new organization.
- b) In case of the dissolution of the Association, the remaining funds of the Association after satisfying the Association's debts and liabilities will be donated 50% to the Canadian Red Cross and 50% to the Nepalese Red Cross society.

## **13. INTERACTION WITH OTHER SOCIETIES & GOVERNMENT ORGANIZATION**

In dealing with other association or government organizations, the following protocol shall be observed:

- a) For issues of minor nature, the President shall consult with General Secretary via telephone or e-mail and make the decision. The Executive Board shall be notified of the decisions taken.
- b) For important issues, special meeting of the Executive Board shall be called.
- c) The relevant issue must be discussed and agree to the common standing.
- d) The president will act as the spokesperson in representing the Association view point to others.

## **14. AFFILIATION WITH POLITICAL ENTITIES**

- a) The Association is declared as a non-political organization.
- b) The Association shall not show any political bias or support any political parties of Canada.
- c) The Association shall not be affiliated with any political parties from Nepal.
- d) In special circumstances, the Association may consider some political agendas of some parties. However, this will be done case by case basis and must be passed in the GBM

## **15. RESIGNATIONS & DISMISSALS**

- a) Any Executive Committee members or an elected director wishing to resign from the board shall submit written letter to the President expressing his intention and explanation for doing so.
- b) The President will designate the relevant duty to another Executive Committee member until the substitution is found.
- c) The President may call a special meeting to find a substitute for the position until next election. Any substituted Executive Committee member must fulfill the eligibility requirement.
- d) If the President wishes to resign, he/she can submit the resignations to the Directors. The elected Vice-President shall take over the role of President until the next election.
- e) A nominated director wishing to resign shall consult the members who nominated him and find the substitute for



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him.

- f) Any Executive Committee member or a Director whose activities are considered detrimental to the Association may be suspended or dismissed from the Association by a two-thirds (2/3) majority vote at an Executive Board meeting. The Executive Board members must be notified of the meeting and intention to dismiss any officer/director at least two weeks in advance and the officer/director may attend that meeting in his/her defense. The suspension, if approved, would be for a period of two (2) full years.
- g) If any Executive Committee member or a Director does not attend three consecutive Executive Board meetings and/or who has moved out of Calgary will be asked to resign from his/her position. In absence of a response from he/she, the next Executive Board meeting may decide to terminate his/her position with two-thirds (2/3) majority vote.

**16. MISCELLANEOUS**

16.1 Association Address.

- a) Until the Association has the permanent address, the official address of the Association shall be the residential address of the current president. In case the residential address of current president becomes out of Calgary city limits, an alternate address within the Calgary city limits shall be decided by the Executive Board meeting.
- b) After each election, the change of address must be forwarded to the appropriate authority.

16.2 Disputes.

All disputes arising within "the Association" shall be resolved by arbitration under the Arbitration Act of Alberta.

16.3 Amending of Bylaws.

The Bylaws of the Association shall not be amended except by a Special Resolution of the Association. For all purposes of the Association, "Special Resolution" shall mean a resolution passed by a three fourths (3/4) majority of regular members as are present in person at a General Body Meeting of which notice specifying the intention to purpose of resolution as a "Special Resolution" has been duly given. Voting to this effect shall be held by obtaining the endorsement signature of the members either accepting or rejecting the resolution.

APPENDIX

CNCA - SPECIAL EVENTS FUND COLLECTION & EXPENSE REPORT SHEET



OCCASION: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 VENUE: \_\_\_\_\_

Status: Member=CNCA; Non Member=Non; Free Guests=G

SN	FAMILY NAME	FIRST NAME	SPOUSE NAME	STATUS	PHONE NO.	NO. OF FAMILY MEMBS.			MAIN GUEST NAME	NUMBER OF GUESTS			TOTAL NUMBER OF PERSONS			TOTAL AMOUNT DUE	FUND BY	DATE
						CAT-1	CAT-2	CAT-3		CAT-1	CAT-2	CAT-3	CAT-1	CAT-2	CAT-3			
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
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23																		
24																		
25																		
26																		
27																		
28																		
29																		
						0	0	0		TOTAL								

OTHER FUNDS RAISED			
SN	DESCRIPTION	RATE	NUMBER OF UNITS
1			
2			
3			
		Sum	\$0.0

EXPENSE RECORD			
ITEM#	DESCRIPTION	PAID TO	PAID BY
1			
2			
3			
4			
5			

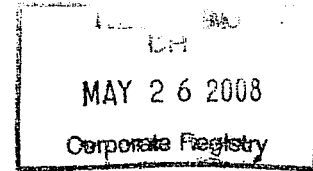
TOTAL FUND = \$0.0      TOTAL EXPENSE = \$0.00      CLOSING BALANCE = \$0.00      TOTAL = \$0.00

Remark: \_\_\_\_\_

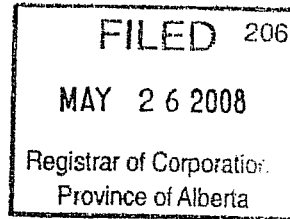


# CALGARY NEPALESE COMMUNITY ASSOCIATION

36 – Hawkdale Close, NW  
Calgary, AB, T3G 2Z9



22 May 2008



Government Services  
Registries  
PO BOX 1007 STN MAIN  
Edmonton, AB, T5J 4W6

**Subjects:** Submission of Special Resolution for By-laws of “Calgary Nepalese Community Association”,

To Whom It May Concern:

I hereby certify that the following **special resolution** was passed at a meeting of the members of:

Calgary Nepalese Community Association on Saturday, 12 April 2008

**The by-laws were changed as follows:**

**By-law #12.3(b) was changed to read:**

“In case of the dissolution of the Association, the remaining funds of the Association not related to any "Gaming Proceeds" will be donated 50% to the Canadian Red Cross and 50% to the Nepalese Red Cross society after satisfying the Association's debts and liabilities.”

**By-law #12.3(c) was added to read:**

“In case of the dissolution of the Association, after paying debts and liabilities of the Association, any remaining funds or assets of the Association derived through "Gaming Proceeds" from Alberta Gaming and Liquor Commission (AGLC) will be: (i) disbursed to any eligible charitable or religious groups or purposes OR (ii) transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board.”

Date: May 22/08

Signature: [Handwritten Signature]

Name: Dr. Binod KC

Tel: (403) 2102907 (H); (403) 7301024 (W); binodkc@shaw.ca

Title: **President**, Calgary Nepalese Community Association, Association Year- 2008/2009.