

Calgary Nepalese Community Association
Election for the new Executive Committee and the Directors of the Association

Date: Saturday, 14 April 2018

Time: 5:30 - 11:00pm

Venue: Greek (Hellenic) Community Association Hall
1 Tamarac Crescent SW, Calgary, AB T3C 3B7

NOTE: The upcoming election will be held as per the amended Bylaws of the Association. The Bylaws approved and filed by GOA - Service Alberta, Corporate Registry in November 2017 supersedes and replaces all previous versions of CNCA Bylaws. The amended version of Bylaws can be accessed by visiting the CNCA website or clicking the following link:

<http://calgarynepalese.ca/CNCA/wp-content/uploads/2018/02/CALGARY-NEPALESE-COMMUNITY-ASSOCIATION-bylaws.pdf>

The following are some pertinent excerpts and clauses related to the association structure, duties and responsibilities of the positions and the election process:

3. Association Structure:

3.1 Structural division of the Association

The Association shall be governed by:

- (1) Five Executive Officers to perform basic & essential tasks of the Association.
- (2) Six more Members who will act as Directors of six sub-committees to perform extended activities of the Association.
- (3) Five Executive Officers and six Members will collectively constitute the "Executive Board" which shall be the governing body of the Association. Alternatively this governing body can also be referred as "the Board of Directors" and also implies same as "the Office Bearers" of the Association.

3.2 Executive Officers

a) The five Executive Officers shall be as follows:

- (1) President
 - (2) Vice President
 - (3) General Secretary
 - (4) Treasurer
 - (5) Social & Cultural Program Coordinator
- b) The "Executive Officers" shall be in charge to perform the essential and basic tasks of the Association.

3.3 Board Members.

- a) The Executive Board shall consist of six more Members who will act as the Directors of six sub-committees of the Association to perform its extended activities.
- b) Each sub-committee will perform its duties according to the guidelines prepared for these sub-committees. Such guidelines shall be approved in AGM/SGBM and shall constitute as the extended scope of the Bylaw.
- c) The six sub-committees to perform the extended activities of the Association shall be as follows:

- (1) Language School
- (2) Culture & Heritage Preservation
- (3) Emergency Management
- (4) Asset Management
- (5) Member and New Arrival Support
- (6) Information and Publication

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 Chairperson of the 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 ex-officio adviser for the elected Executive Board of the next Association term.
- 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.
- j) Follow up with the activities of the Executive Officers and Directors to ensure smooth functioning of their tasks.
- k) Act as "Casino Chairperson" when AGLC Casino event is due. Alternatively the President can also appoint another Executive Officer or someone who had served before as the Executive Officer for at least one term as the Casino Chairperson.

4.2 Vice-President shall:

- a) Assist the President.
- b) Act as President in absence of the President.
- c) Take lead role in the fund raising activities of the Association.
- d) Provide logistic support as needed to the Directors heading the sub-committees.
- e) Have the authority to use the seal when acting as the President as provided in clause 4.2 (b) to deal with the Association business.
- f) Have the authority to initiate activities related to organizational development as a lead person in the Association. These activities may include periodic review of CNCA activities, strategic planning, amendments of bylaws, planning for a cultural centre, or any other activities that may be required to cope with the growth of the Association

4.3 General Secretary shall:

- a) Collect annual membership dues.
- b) Call regular board meeting with the permission of the President.
- c) Record and distribute meeting minutes.
- d) Prepare the annual Provincial society registration return form and help the Treasurer as needed to prepare the annual Federal tax return form.
- e) Maintain database of the members.
- f) Keep the Association database and records in safe custody.
- g) Conduct the administrative duties of the Association as required in co-ordination with the President.
- h) Conduct the internal communication/correspondence within the Association as required, in co-ordination with the President.
- i) Keep signed electronic records in PDF format of AGM, SGBM and Board meeting minutes including attendance sheet. Such electronic records to be kept at least for 20 years for Executive Board meeting minutes and permanently for AGM, SGBM meeting minutes.
- j) Keep permanent electronic records in PDF format of Annual Society Return and Federal Tax Return.

4.4 Treasurer shall:

- a) Properly record and keep all financial transactions.
- b) Prepare the budget for next Association year and present in the AGM for general consensus.
- c) Maintain bank balance record of the Association account.
- d) Maintain receipts used for the expenses.
- e) Keep record of funds raised for the events and balance status.
- f) Keep record of the donations or funds raised for any other purposes.
- g) Distribute funds as necessary during the Association functions and celebrations.
- h) Prepare annual Federal tax return form in cooperation with the General Secretary and a tax consultant as required.
- i) Keep electronic records in PDF format of income and expense receipts which should be uniquely identifiable for each event.
- j) Supervise & coordinate with Book Keeper if retained by the Organization for record keeping and balance sheets.

4.5 Social & Cultural Program Coordinator shall:

- a) Organize three basic social & cultural activities of the Association: (i) Nepali New Year party, (ii) Summer Picnic & (iii) Dashain Party.
- b) Provide logistic support in other extended social/cultural functions as feasible.
- c) Gather and coordinate volunteers for cultural activities and social functions.
- d) Promote social interaction among members of the Association.
- e) Collect dues related to various social events.

4.6 Board Members shall:

- a) Act as Directors of sub-committees to perform extended activities of the Association.
- b) Each Board Member will lead one sub-committee and act as Director of that sub-committee.
- c) Directors can form a volunteer committee to perform the tasks of that sub-committee as outlined in the next section.
- d) Each Director will function under the guidelines (which are extended part of the bylaw) of the relevant sub-committees.
- e) The basic tasks of six sub-committees of the Association shall be as follows:
 - (1) Language School: (i) Conduct Nepali language classes; (ii) promote, provide help to conduct classes for other unique languages of Nepal if there are willing volunteers to conduct these classes.
 - (2) Culture & Heritage Preservation: (i) Work to preserve the culture, heritage and pride of Nepal; (ii) Provide help to willing volunteer groups to organize social, cultural events and events of national importance apart from three basic CNCA functions outlined in 4.5.a. (iii) provide logistic support to ethnic groups who want to celebrate their festivals.
 - (3) Emergency Management: (i) Address medical emergencies that can arise during events; (ii) Address emergencies of general nature affecting many people; (iii) Raise funds as feasible and situation demands to provide support to individual emergency cases without impacting general pool funds.
 - (4) Asset Management: (i) Keep record of CNCA assets; (ii) Ensure safe keeping, maintenance of CNCA assets; (iii) Look after essential activities in CNCA Community Center once established.
 - (5) Member and New Arrival Support: (i) Health & Wellness program to youths & seniors; (ii) Promote harmony among members; (iii) Support to New Arrivals with orientation and other logistic supports as feasible.
 - (6) Information and Publication: (i) To look after Association website and mass email facilities; (ii) Publishing new brochures and Association pamphlets as decided by the Executive Board.

f) The elaborate tasks of six sub-committees of the Association will be detailed in the guidelines prepared for individual subcommittees. Such guidelines shall be approved in AGM/SGBM and will be a part of the extended bylaw.

Election:

5.1 Eligibility for candidacy

- a) To be eligible to stand for the President of the Association, a person must have served at least one term as one of the Executive Officers, namely, Vice-President, General Secretary, Treasurer or Social & Cultural Program Coordinator. One term is defined as from one Election period to the next Election period.
- b) To be eligible to stand for other Executive Officer positions, a person must have been the member of the Association for at least one year.
- c) A person who is holding a President or Vice-President position of any other non-profit or charitable organization is not eligible to contest in the position of CNCA President, Vice-President, General Secretary or Treasurer.
- d) To be eligible to stand for the position of the Executive Board Member, a person must have been a member of the Association prior to call for the election process.

5.2 Election of the Executive Board

- a) The election of the Executive Board shall be held bi-annually.
- b) For the maximum participation of the members in the Association, different members will be encouraged to stand for the Executive Board positions each election term.
- c) A member shall not hold the Executive Officer position for more than three consecutive terms or be in the Executive Board for more than four consecutive terms.
- d) A member shall not hold the position of President for more than one term in six years' time span.
- e) The Executive Board shall not have two or more members from the same family. The "family" here implies the person, person's spouse, parents, children and siblings.

5.3 Notice of election

- a) The members must be notified of the general election at least one month in advance.
- b) Such notice can be given through e-mail. Ensure e-mail addresses are up to date.
- c) The election notice also must be posted on the Association web site.
- d) Notice can also be given through regular post; however, the letters of notice must be posted at least 5 weeks in advance.

5.4 Method of election and voting

- a) Notice of election must be served to members at least 30 calendar days in advance.
- b) "Eligible Voters" list must be published in the CNCA website and html link emailed to the members at the time of call of election. "Eligible Voters" are persons holding Annual membership or Life membership but not including Associate Members & Honorary Members.
- c) After publication of the list of "Eligible Voters", time extension of maximum 14 more calendar days can be given to allow interested other persons to acquire the membership and participate in the election.
- d) The Executive Board will appoint an Election Committee to conduct each election. The Committee will include an Election Officer and a Returning Officer.
- e) To contest in an Election, an eligible candidate shall submit the candidacy form signed & dated by the candidate and endorsed by one more CNCA member to the Election Officer before the election closing deadline. A standard candidacy form will be made available by CNCA. The candidacy form can be physically handed to the Election Officer or scanned copy can be e-mailed to the Election Officer and CNCA. A candidate is allowed to contest for only one position in the election.
- f) Election process should be transparent. List of candidates should be made public as they become available. Interim list of candidates should be published & circulated through emails one day before the end of election candidacy submission deadline. The deadline for submitting candidacy form should not be more than 1 week before the AGM date.
- g) Any member who is contesting the election must be present during the time of AGM and accept the election result publicly during AGM.
- h) In case, the number of candidates contesting for any Executive Officer position is more than 1 (one), election will be held for that position by voting.
- i) In case of the Board Members, if the number of candidates contesting the Board Member position is more than 6 (six), the election will be held to elect six Board Members. Each Association member will be allowed to vote up to six Board Members and the candidates that obtain the top six votes will be elected to the position of Board Members.
- j) Voting shall be confidential and by means of ballot papers.
- k) Each full member shall be entitled to one (1) ballot paper and the person must be personally present in the election and AGM to exercise the vote. Proxy vote will not be allowed.
- l) In the situation when there are more than two candidates for an Executive Officer 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 voters). In the situation when there are vacant positions due to inadequate number of candidates contesting the election, the Election Officer can call for the candidates from the floor in AGM.
- m) Returning Officer shall validate the voting and declare the election results.
- n) After the election, in the absence of fulfillment of any position of the Executive Board 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.