

Bylaws of Bangladeshi Community Association of Saskatchewan Inc.

Article I- Name and definition

- 1.1 Jurisdiction: Defined as an area covering the province of Saskatchewan.
- 1.2 The name of the organization shall be “Bangladeshi Community Association of Saskatchewan Inc.” herein known as “The Association”.
- 1.3 The office of the Association shall be located in Saskatoon.
- 1.4 Individual living in the above defined jurisdiction may become a member of the Association who fulfills any one of the following criterion and must pay his/her membership dues:
 - 1.4.1 Born in Bangladesh;
 - 1.4.2 Present or past citizen of Bangladesh;
 - 1.4.3 Having at least one parent or grandparent who satisfies criteria 1.4.1 or 1.4.2;
 - 1.4.4 Having a spouse who satisfies any of the above criteria.

Article II – Objectives

The objectives of the Association are:

- 2.1 To facilitate, recreation, social, cultural and other like activities to the members and their families;
- 2.2 To promote better acquaintance, understanding and co-operation among the members of the Association;
- 2.3 To provide a forum for the discussion and distribution of information on matters of interest to the members;
- 2.4 To foster and develop understanding and friendships among the members;
- 2.5 To celebrate the important days in the history of Bangladesh;
- 2.6 To promote Bangla language and culture and
- 2.7 To project a fair image of Bangladesh abroad and foster good relationship with Canada.
- 2.8 To promote the interest of Bangladeshi Community in Saskatchewan.

Article III – Status

- 3.1 The status of this Association is that of a non-profit organization.
- 3.2 The status of this Association shall be non-political. Any direct or indirect political expression during any Association sponsored meeting or event shall be prohibited.

Article IV- Incorporation

- 4.1 The Association is incorporated under ‘The Non-Profit Corporation Act, 1995’ of Saskatchewan on October 14, 2009.

Article V- Membership

- 5.1 The membership of the association shall consist of Regular Members, Life Members, Honorary Members, Youth Members and Associate Members.

- 5.2 There will be no limitation on the number of members in any category.

- 5.3 The requirements of a **Regular Membership** are:

5.3.1 The person must be at least 18 years of age;

5.3.2 Fulfills the criteria defined in section 1.4;

5.3.3 The person meets Subsections 5.3.1 and 5.3.2 and applies for Regular Membership in the prescribed membership application form. The person will be a Regular Member subject to the approval of the Executive Committee;

5.3.4 The Secretary Membership and Communication (defined in article VII) shall notify the applicant within two weeks of the Executive Committee’s decision.

- 5.4 The requirements of a **Life Membership** are:

5.4.1 The person must be at least 18 years of age;

5.4.2 Fulfills the criterion of 1.4;

5.4.3 The person meets Subsection 5.4.1 and 5.4.2 and applies for Life Membership in the prescribed membership application form. The person will be a Life Member subject to the approval of the Executive Committee.

5.4.4 The Secretary Membership and Communication (defined in article VII) shall notify the applicant within two weeks of the Executive Committee’s decision.

- 5.5 **Honorary Membership**

5.5.1 Any individual at least 18 years of age, making substantial contribution towards the aims and objectives of the Association is eligible to become an Honorary Member.

5.5.2 The Executive Committee may recommend such membership to the Annual General Meeting for ratification.

- 5.6 The requirements of a **Youth Membership** are:

5.6.1 The person must be between 12 to 18 years of age;

5.6.2 Fulfills the criterion of 1.4;

- 5.6.3 The person meets Subsection 5.6.1, and 5.6.2 and applies for Youth Membership in the prescribed membership application form. The person will be a Youth Member subject to the approval of the Executive Committee.
- 5.6.4 The Secretary Membership and Communication (defined in Article VII) shall notify the applicant within two weeks of the Executive Committee's decision.
- 5.6.5 Youth membership of a person shall be ceased on the last day of the month he/she becomes 18.
- 5.7 Associate Membership
- 5.7.1 The person must be at least 18 years of age.
- 5.7.2 Do not required to meet the criteria defined in Sections 1.4.1 to 1.4.4.
- 5.7.3 The person meets Subsections 5.7.1 and 5.7.2 and apply for Associate Membership in the prescribed application form. The person will be an Associate Member subject to approval of the Executive Committee.
- 5.7.4 The Secretary Membership and Communication (defined in article VII) shall notify the applicant within two weeks of the Executive Committee's decision.
- 5.8 Membership fees shall be as follows:
- 5.8.1 Regular Member \$10 per year.
- 5.8.2 Life Member \$150 (one time).
- 5.8.3 Honorary Member \$0.0
- 5.8.4 Youth Member \$2.0 per year.
- 5.9 Membership fees shall be due on July 1st of every year for July 1st to June 30th period.
- 5.10 Membership fee shall not be prorated.
- 5.11 Membership fees are not refundable or transferable to any other member.
- 5.12 **Membership Register** shall contain all information of the members of the Association.
- 5.13 It is expected that every member shall keep their contact information (address, telephone and email) updated with the Association in order to get notice from the Association. Updated contact information shall be sent to Secretary- Membership and Communication via letter mail, email or telephone.

Article VI- Privileges of Members

- 6.1 A **Regular Member** in good standing and a **Life Member** are entitled to the following privileges:
- 6.1.1 To attend, participate in and vote at all Annual and Special General Meetings of the Association and in election;

- 6.1.2 To be eligible for appointments to subcommittees of the Association and to be elected;
- 6.1.3 To receive any notices and newsletters or publications from the Association to a Saskatchewan mailing address.
- 6.2 An **Honorary Member** in good standing is entitled to the following privileges:
 - 6.2.1 To attend all Annual and Special General Meetings of the Association;
 - 6.2.2 To receive any notices and newsletters or publications from the Association;
 - 6.2.3 Cannot vote or be elected.
- 6.3 A **Youth Member** in good standing is entitled to the following privileges:
 - 6.3.1 To attend Annual or Special General Meetings of the Association;
 - 6.3.2 Cannot vote or be elected.
- 6.4 An Associate Member with good standing is entitled to the following privileges:
 - 6.4.1 To attend Annual and Special General meetings of the Association.
 - 6.4.2 To get similar privileges to a regular member for attending any cultural or other activities,
 - 6.4.3 Cannot vote or be elected.

Article VII – Executive Committee

7.1 The activities of the Association shall be executed, organized and managed by the Executive Committee of the Association. The Executive Committee shall consist of following twelve elected members and two non-elected as described below:

Elected Members:

- a) President
- b) Vice President – Finance and Budget
- c) Vice President –Social Affairs
- d) Vice President – Cultural Affairs
- e) General Secretary
- f) Secretary- Finance and Budget
- g) Secretary- Fund Raising
- h) Secretary - Cultural Affairs
- i) Secretary- Sports and Entertainment
- j) Secretary – Membership and Communication
- k) Secretary – Youth and Children Activities
- l) Secretary- Women's Affairs

Non-elected members:

- m) Secretary- Students Affairs
- n) Secretary- Business Affairs

- 7.2 The Executive Committee members shall not receive any honorarium from the Association.
- 7.3 Elected members of the Executive Committee shall be elected by the regular and life members by a popular vote in the annual general meeting of the Association.
- 7.4 The members of the Executive Committee shall be elected for two years term except five positions as mentioned sub-section 7.5 in the first election.
- 7.5 In the first election of the Association the Vice President- Finance and Budget, General Secretary, Secretary-Fund Raising, Secretary - Cultural affairs, and Secretary- Membership and Communication shall be elected for one-year term.
- 7.6 Secretary- Women's Affairs must be a regular/life member of the Association.
- 7.7 Executive Committee shall select the non-elected members from regular and life members of the Association. Secretary- Students Affairs shall be a representative (possibly president of Bangladeshi Students Association of Saskatoon) and Secretary- Business Affairs shall be a representative of Bangladeshi Business Community in Saskatchewan.

Article VIII – Subcommittee

- 8.1 Executive Committee shall form any number of subcommittees for any specific purpose.
- 8.2 Term period for a sub-committee shall be determined by the Executive Committee.
- 8.3 A Subcommittee may co-opt members from the membership at large.
- 8.4 Members of subcommittees shall not receive any honorarium from the Association.
- 8.5 The Executive Committee shall appoint a liaison person for the Bangla Heritage Language School. The liaison person shall not receive any honorarium from the Association.
- 8.6 **Advisory Committee-** The Executive Committee shall form a 3-5 member Advisory Committee.
- 8.6.1 The Executive Committee shall select the member of the Advisory Committee from respected regular and life member of the Association.
- 8.6.2 No member of the Executive Committee shall be a member of Advisory Committee.
- 8.6.3 Executive Committee shall meet the Advisory Committee at least twice a year.

8.6.4 Executive Committee shall seek advice of the Advisory Committee for making critical decision.

Article IX- Duties and Responsibilities of The Executives

9.1 The President shall

- 9.1.1 Be the chief executive officer of the Association and perform general coordination and management of the affairs of the Association;
- 9.1.2 Issue the call for annual and special general meetings of the Association and the Executive Committee meeting;
- 9.1.3 Preside over all meetings of the Association;
- 9.1.4 Execute in the name of the Association all deeds, bonds, mortgages, contracts and other documents authorized by the Executive Committee;
- 9.1.5 Be the chief signing officer for the Association.

9.2 The Vice President – Finance and Budget shall

- 9.2.1 Receive all cash and cheques payable to the Association;
- 9.2.2 Maintain all financial records of the Association in accordance with generally accepted accounting principles (GAAP), deposit all such cash and cheque in a Bank or other Financial Institution as approved by the Executive Committee, but not be personally liable for the safekeeping of any funds or securities so deposited pursuant to the order of the Executive Committee;
- 9.2.3 Sign all cheques along with the President (or the General Secretary in the absence of the President) of the Association;
- 9.2.4 Prepare a financial report of the Association for presentations at the annual general meeting;
- 9.2.5 Provide for auditing of the accounts, books of the association at least once a year prior to each Annual General Meeting.
- 9.2.6 Organize fund raising activities;
- 9.2.7 Assume the responsibility of the President with all presidential authority if the President is absent or is unable to perform his/her duties for any reason.

9.3 The Vice President - Social Affairs shall

- 9.3.1 Organize and supervise social activities of the Association including activities for youth and children;
- 9.3.2 Coordinate various such programs of the Association;
- 9.3.3 Co-opt volunteers to assist in organizing such events if he/she feels necessary;

9.3.4 Assume the responsibility of the President with all presidential authorities if the President and the Vice President Finance and Budget are absent or are unable to perform his/her duties for any reason.

9.4 The Vice President - Cultural Affairs shall

- 9.4.1 Organize and supervise cultural activities of the Association;
- 9.4.2 Coordinate various such programs of the Association;
- 9.4.3 Co-opt volunteers to assist in organizing such events if he/she feels necessary;
- 9.4.4 Assume the responsibility of the President with all presidential authorities if the President, the Vice President-Finance and Budget and Vice President – Social Affairs are absent or are unable to perform his/her duties for any reason.

9.5 The General Secretary shall

- 9.5.1 Keep records of all proceedings of all meetings of the Association;
- 9.5.2 Mail all notices as required by the constitution;
- 9.5.3 Maintain appropriate records of membership of the Association;
- 9.5.4 Have custody of, and keep and maintain all general records and property of the Association including but not limited to records of minutes of the Association, attendance, committee appointments, elections, addresses, and telephone numbers of members;
- 9.5.5 Perform additional duties as prescribed by the Executive Committee for the proper functioning of the Association.
- 9.5.6 Receive and record all membership fees and thereafter deliver them to the Vice President – Finance and Budget.

9.6 The Secretary – Finance and Budget shall

- 9.6.1 Assist the Vice President Finance and Budget in performing his/her duties for the proper functioning of the Association.

9.7 The Secretary – Fund Raising shall

- 9.7.1 Organize fund raising activities in accordance with the advice of the Vice President Finance and Budget.

9.8 The Secretary - Cultural Affairs shall

- 9.8.1 Assist the Vice President Cultural Affairs in performing his/her duties for the proper functioning of the Association.

9.9 The Secretary - Sports and Entertainment shall

9.9.1 Assist the Vice President Social Affairs in performing his/her duties for the proper functioning of the Association.

9.10 The Secretary – Membership and Communication shall

9.10.1 Promote the goals of the Association to the outside world;

9.10.2 Update website of the Association with the advice of the General Secretary;

9.10.3 Conduct membership drives;

9.10.4 Assist the General Secretary in performing his/her duties for the proper functioning of the Association.

9.11 The Secretary – Youth and Children Activities shall

Assist Vice President – Social Affairs in organizing activities for youth and children.

9.12 Secretary- Women's Affairs shall

9.12.1 Communicate issues related to women of our community to the Executive Committee.

9.12.2 Organize different programs specially for women and girls.

9.12.3 Organize sports and entertainments for women and girls.

9.13 Secretary- Student Affairs shall

9.13.1 Promote the goal of the Association among the students.

9.13.2 Communicate any issue related to student affairs to the Executive Committee.

9.13.3 Conduct membership drives among students.

9.14 Secretary- Business Affairs shall

9.14.1 Communicate any issues related to business community to the Executive Committee.

9.14.2 Drive fund raising activity.

Article X- Meetings

10.1 Annual General Meeting

10.1.1 The Association shall have one General Meeting for all members every calendar year.

- 10.1.2 Election of the Executive Committee members according to Article XII shall be held at this meeting.
- 10.1.3 The notice for Annual General meeting shall be sent to all members (except youth members) at least two weeks prior to the meeting. Notice for Annual General Meeting can be sent via email to those members who agreed to receive electronic notice instead of letter mail.
- 10.2 Special General Meeting
- 10.2.1 The notice for the special general meeting and its agenda shall be sent to all members (except youth members) at least two weeks prior to the meeting.
- 10.2.2 No issues other than the agenda (which was served with the notice) shall be discussed at the Special General Meeting.
- 10.3 The notice of the Annual and Special General Meetings shall be sent by mail.
- 10.4 The notice shall be deemed delivered when it is posted with Canada Post using sufficient stamp.
- 10.5 The presence of 30 or more members shall constitute a quorum for annual and special general meetings.
- 10.6 Meetings of the Executive Committee
- 10.6.1 The Executive Committee shall meet at least six times a year.
- 10.6.2 The presence of “50% +1” of the Executive Committee members shall constitute a quorum for an Executive Committee meeting.
- 10.6.3 If quorum is not fulfilled for a meeting, the President shall call the meeting again.
- 10.6.4 Notice shall be given to all members of the Executive Committee at least one week prior to meeting by email.
- 10.6.5 A member of the Executive Committee can be allowed to be absent from the Executive Committee meetings for maximum of two months only if he/she informs his/her absence in advance to the Executive Committee and delegates his/her duties to another member of the Executive Committee for that time period.
- 10.7 The chair of a meeting may suspend the rights of a member for the remaining part of the meeting for any improper conduct or use of obscene or abusive language by that member during the meeting.
- 10.8 To the extent applicable, Roberts Rules of order shall govern the conducts and procedures at all meetings.

Article XI- Finance and Budget

- 11.1 The Executive Committee shall prepare the Budget for the fiscal period.

- 11.2 Approval of the Executive Committee shall be required for any capital and general expenditures exceeding a limit decided by the Executive Committee.
- 11.3 Vice-president Finance shall provide a financial report including income statement, expenditure statement, asset and liabilities to the members in the annual general meeting.
- 11.4 Withdrawal of fund from the Association Bank Account will require the signatures according to Section 20.2.
- 11.5 All funds generated by and donated to the Association shall go to the general funds. Any fund donated for a specific cause or activity shall be earmarked for that particular cause or activity. Donations, which are consistent with local, provincial and federal laws, can be accepted.
- 11.6 Executive Committee will decide when a fund raising or advertisement collection from other organizations is necessary and will assign some members to perform the job.

Article XII- Election

- 12.1 Election Commission: A three-member Election Commission shall be elected in Annual General Meeting for a maximum of 24 months period. No existing or newly elected member of the Executive Committee is eligible to become a member of the Election Commission.
- 12.2 Duties of a Nominee: In order for his/her name to be placed on the official ballot for a position on the executive Committee each nominee must-
 - 12.2.1 Express his/her acceptance by signing the nomination form;
 - 12.2.2 Be familiar with the Articles of Incorporation and bylaws of the Association and pledge to abide by them;
 - 12.2.3 Pledge to carry out the decision of the General Meetings and the Executive Committee to best of his/her abilities;
 - 12.2.4 Canvass for election individually without forming a panel.
- 12.3 Election procedures:
 - 12.3.1 The Election Commission shall announce the positions open for election at least six weeks prior to the election. The announcement shall be made in the Association web site.
 - 12.3.2 The nomination for the positions shall close four weeks prior to the date of election.
 - 12.3.3 A list of nominations shall be announced within one week after the closing of nominations on the Association website.

- 12.3.4 A candidate may officially withdraw from election by giving a written notice to the Election Commission within two weeks of the closing of nominations.
- 12.3.5 All nominations of a candidate shall be cancelled if he/she remains candidate for more than one position after the last date of withdrawal.
- 12.3.6 Any Executive Committee member whose position is not due for election can only be a candidate in the election if he/she resigns from his/her current position one week after the call of election.
- 12.3.7 Any person shall NOT be allowed to hold the same position for three consecutive terms for following positions-
 - 12.3.7.1 The President.
 - 12.3.7.2 Vice President –Finance and Budget.
 - 12.3.7.3 Vice President – Social Affairs.
 - 12.3.7.4 Vice president – Cultural Affairs.
 - 12.3.7.5 General Secretary.
- 12.3.8 If the Election Commission does not receive any nomination for a position, it will announce the position in the Association web site and members will be allowed to submit nomination papers at least one week prior to the elections.
- 12.3.9 The Election Commission shall obtain a “Voter list” from the General Secretary and make it available to the nominees at least two weeks prior to the date of election. The Executive Committee shall prepare a “voter list” as follows:
 - 12.3.9.1 The “voter list” shall contain all Regular Members in good standing and Life Members.
 - 12.3.9.2 The “voter list” shall also contain a list of default Regular members; who will be eligible to vote upon payment (payment shall be collected by a member of Executive Committee during election) of all dues before the election. Election Commission may ask the default members to show payment receipt.
 - 12.3.9.3 Any new applicant may be added to the “Voter list” on the day of the Election if he/she completes the membership application form, pay the necessary fee and provide a reference (name, membership# and signature will be required) of an existing member of the Association.
 - 12.3.9.4 Election Commission shall determine the eligibility of a voter according to guidelines of the Bylaw. Election commission may

request Executive Committee for any documents related to membership and subscription for determining the eligibility.

- 12.3.10 Election Commission may formulate its own rules for conducting the election as to canvassing in vicinity of the polling place;
 - 12.3.11 A candidate will prepare an electronic Candidate Profile which will be posted on the Association website after the last day of withdrawal. A Candidate Profile may include a candidate's photograph. The Candidate Profile including the photograph must not exceed an 8.5 in by 11 in page with one inch border all around.
 - 12.3.12 The Election Commission shall set up a polling booth at the location of the Annual General Meeting and shall maintain said booth for a reasonable length of time so that all registered voters may have an opportunity to cast their ballots.
 - 12.3.13 Counting of ballots and declarations of winners shall be carried out by the Election Commission immediately after closing of the polls.
 - 12.3.14 In case a tie occurs in any position the Election Commission shall devise the way of drawing of a lottery.
 - 12.3.15 The Election Commission, before allowing any ballot to be cast, shall require a personal identification (health card/ SIN card / driver license/ citizenship card/ permanent residence card/ or any other government issued photo ID) card to match the name (and address in case two more members with same name) with voter list.
 - 12.3.16 If a position remains unfilled in the election, the holder of the said position in the present Executive Committee shall remain in the same position to constitute the Executive Committee and shall be deemed as elected for the position for next year.
 - 12.3.17 Any grievance (if any) regarding the election shall be raised just after the election in writing to the Election Commission.
 - 12.3.18 If the Election Commission fails to maintain any procedures listed in this constitution or receive any grievance regarding the election, shall have the opportunity to explain its position in that General Meeting.
 - 12.3.19 In the event of any grievance against the Election Commission, the Chair of the Annual General Meeting may resolve the matter by a vote of the members present in the meeting.
 - 12.3.20 The griever and the members of the Election Commission will refrain from voting on such cases.
- 12.4 The Election Commission shall be dissolved as soon as a new Election Commission is formed.

Article XIII- Vacancies

13.1 A particular position shall be considered vacant upon happening of any one of the following events:

- 13.1.1 Death of the person holding a position;
- 13.1.2 Resignation;
- 13.1.3 Leaving Saskatchewan province for longer than 3 months;
- 13.1.4 Refusal to serve in the position elected or selected for;
- 13.1.5 Suspension or removal as per Article XVII;
- 13.1.6 Failure to maintain membership in the Association.

Article XIV- Filling Up a Vacancy

14.1 Any member of the Association in good standing may be selected by the Executive Committee to fill the vacancy occurred as per Article XIII until the next election of the Association (i.e. if a vacancy occurs eight months after the election of that position the selected member will serve this position only for four months).

14.2 In case the vacancy occurred in the position of President, One of the Vice-presidents shall be selected by the Executive Committee to fill up the position of the President as an additional duty and the election for the President shall be conducted in the next election of the Association.

Article XV - Auditor

15.1 Audit of accounts: Before the closing of every fiscal year, the Executive Committee shall appoint an outside licensed accountant to audit the books of the Association.

Article XVI- Seal of the Association

16.1 The Seal of the Association shall remain in the custody of the General Secretary of the Association.

16.2 The Seal and official pad of the Association shall NOT be used for any one's personal interest.

Article XVII – Discipline

17.1 Discipline committee

17.1.1 A three-member disciplinary Committee shall be formed at the beginning of the year. The Executive Committee shall select the chair of the Disciplinary

Committee from the past Executive Committee members. The Chair shall select two other members from regular or life members of the Association with preference to past executive committee members.

17.1.2 For the first year of the Association, the Executive Committee shall form a Discipline Committee from the members of the Election Commission or from regular and life members.

17.1.3 No member of the current Executive Committee shall be a member of a Discipline Committee.

17.1.4 The Executive Committee may ban an individual from communicating with the members using Association email and/or website for a certain period of time if the individual's communication is found to be disrespectful to others and/or use vulgar/abusive language.

17.2 Removal of general members

17.2.1 Membership of the Association can be suspended or revoked if a member has been found by the Executive Committee

17.2.1.1 Consistently working against the interest/goals of the Association and/or

17.2.1.2 To use any assets of the Association including its Seal and Pad for personal interest;

17.2.1.3 To use abusive language and/or disrupting behaviour during Executive Committee meetings or any Association sponsored meetings or events.

17.2.2 Upon receiving a complaint from the Executive Committee, the Discipline Committee will write to the member in question explaining the charges against the member. The defending member will have an opportunity to explain his/her position to the Discipline Committee in writing within three weeks from the date of Discipline Committee's letter.

17.2.3 The Discipline Committee shall consider Executive Committee's complain and the written submission of the defending member in order to arrive at a decision. The Discipline Committee may solicit other written submissions from the Executive Committee and from the General members. If received, such written submissions will also be considered by the Discipline Committee.

17.2.3.1 The Discipline Committee may suspend the membership of the defending member for a period of no more than one year.

17.2.3.2 The Discipline Committee may recommend the removal of the defending member from the membership of the Association. Such recommendation along with a written appeal by the defending member shall be placed before the nearest Annual General Meeting or a Special General Meeting. The Discipline Committee shall make all submissions received and used in

its deliberations available for review by the General Members attending the Annual General Meeting or the Special General Meeting.

17.2.4 A member who has been suspended or recommended for removal from the Association by the Discipline Committee may appeal the decision in written form in the annual or special general meeting of the Association.

17.2.5 The decision of the annual/special general meeting shall be final.

17.3 Removal of members of Executive Committee

17.3.1 A member of the Executive Committee may be removed from the Committee if

17.3.1.1 He/she has failed to attend three consecutive meetings of the Executive Committee with the exception of Section 10.6.5. and/or

17.3.1.2 He/she has found consistently working against the goals of the Association.

17.3.2 Upon an affirmative vote of two third of the Executive Committee, the Executive Committee shall send its recommendation for the removal of an executive to the Discipline Committee.

17.3.3 Upon receiving a recommendation from the Executive Committee, the Discipline Committee shall write to the Executive in question explaining the charges against the Executive. The defending Executive will have an opportunity to explain his/her position to the Discipline Committee in writing within three weeks of receiving Discipline Committee's letter.

17.3.4 The Discipline Committee may recommend the removal of the defending Executive from the Executive Committee of the Association. Such recommendation along with a written appeal by the defending Executive shall be placed before the nearest Annual General Meeting or a Special General Meeting. The Discipline Committee shall make all submissions received and used in its deliberations available for review by the General Members attending the Annual General Meeting or the Special General Meeting.

17.3.5 An Executive, who has been recommended for removal from the Executive Committee, shall have the right to appeal the Discipline Committee's decision in an Annual/Special General Meeting of the Association.

17.3.5.1 The decision of the Annual/Special General Meeting shall be final.

Article XVIII- Language

18.1 Language of correspondence with the general members:

Medium for correspondence with the general members in writing can be either in Bangla or English. In case of public notices for events, the memo has to be written both in Bangla and English so that it can be understood by anybody who

wants to read the notice. All invitation letters have to be written in English, so that non-native Bangla speakers can understand the meaning and the theme of the letter.

18.2 Language of record keeping:

Medium of keeping records and indices of archiving has to be English so that in case of any legal issue, things can be handled easily without the need of an interpreter.

18.3 Language of conducting meetings:

General meetings will be addressed in either languages, Bangla or English. Minutes of the meeting should be written both in Bangla and English. In case of any discrepancy, the meaning and interpretation of the English version will be considered final.

18.4 Use of coarse language:

Use of any coarse and verbally abusive language is prohibited in any kind of meetings, gatherings, social events and in Association emails. If required, security may be called upon to handle the situation and prevent further propagation.

Article XIX- Equality

19.1 General membership:

Each and every general member shall be able to attend any event organized by the Association with equal right, once the criteria set by the Association are fulfilled by that individual. There will be no discrimination on the basis of gender, color, language, orientation, employment, annual earning and the level of education among the general members. Any such incidence will be handled immediately by the Executive Committee according to the Human Rights Code of the Government of Saskatchewan.

19.2 Executive committee:

Members of the Executive Committee should strictly maintain the equality described in Section 19.1 under 'General membership'. However, in case of unusual circumstances where a particular complaint cannot be handled by the members of the Executive Committee, the Committee should guide the person for assistance from a law practitioner. In this case, all the required expenses to hire a law practitioner will be paid by the parties involved.

Article XX - Signing Authority

20.1 The President and General Secretary shall sign all contractual documents of the Association.

20.2 Cheques and financial documents shall be signed either by

- 20.2.1 The President and Vice President –Finance and Budget or
- 20.2.2 General Secretary and Vice President –Finance and Budget.
- 20.2.3 Either the President or General Secretary and Secretary- Finance and Budget when Vice President- Finance and Budget is absent.

Article XXI - Amendments of the Bylaws

- 21.1 The Bylaws of the Association may be amended only in accordance with the following rules:
 - 21.1.1 The Notice of Motion concerning amendments shall be submitted by ten percent of members in writing to the President or by the Executive Committee of the Association. Such Notice of Motion shall contain explicitly the proposed amendment and its rationale.
 - 21.1.2 On receiving such Notice of Motion, the General Secretary shall post the Motion on the Association web site. Paper copies of the Motion will be made available at the Annual General Meeting or the Special general Meeting where the Motion will be considered.
 - 21.1.3 Any motion of amendment shall come into effect only if it is approved by 2/3 or greater majority of voting members present in the meeting.
- 21.2 Amendment shall become effective immediately upon passage.

Article XXII - Dissolution of the Association

- 22.1 Voluntary Dissolution: In case of voluntary dissolution, assets and liabilities of the Association shall be determined and all the liabilities shall be paid for the Association, balance remaining after payment of such liabilities shall be given as gift to a charitable organization as determined by the Executive Committee provided, however, that voluntary dissolution shall not be carried out without the approval of two-third majority of the members of the Association present as in a special general meeting of the members.
 - 22.1.1 75% or more members shall constitute the quorum for such meeting.
- 22.2 Involuntary Dissolution: In case of involuntary dissolution being sought by the majority member of the Association or by the creditors of the Association, the bankruptcy proceeding shall be instituted as per law of the Non-profit Corporation Act 1995.

Note: This Bylaws was approved by a unanimous vote of the Association in a Special General meeting of the members of the Association held on July 18, 2009.

Revision history:

Current revision: 2.1

Revision date: Sep 24, 2011

- Revised section are 7.1, 7.3, 7.7, 7.8, 8.6, 9.12, 9.13, 9.14, 12.3.9.4, 17.1.1, 20.2.3

Previous revisions: 2.0

Revision date: June 26, 2010

- Revised sections are 2.8, 4.1, 5.1, 5.7, 5.9, 5.13, 6.4, 8.5, 10.1.3, 10.2.1, 10.5, 12.1, 12.3.1, 12.3.4, 12.3.2, 12.3.9, 12.4, 21.1.1, 21.1.2.

Revisions: 1.2

Revision: December 28, 2009

- Updated Article 1.2 (Name of the Association) and Article 4.1 (Date of Incorporation).

Revision: 1.1

- Original Bylaws approved by members on July 18, 2009.

End of Bylaws