

Canada Islamic Cultural Society

CONSTITUTION

1. NAME OF SOCIETY

The name of the Society is: **Canada Islamic Cultural Society** and referred as CICS.
The Society shall be a non profit Organization.

2. PURPOSES

The purposes of the Society shall be:

- a. To uphold and abide by Shariah (Islamic Law) as stated in the Qur'an and exemplified by the Sunnah (practice) of Prophet Muhammad (peace and blessings of Allah be upon him);
- b. The CICS is organized exclusively for religious, education, community services and charitable purpose under the Society Act of B.C., or any successor statute. CICS shall engage itself only in such activities that are in compliance within the laws of the Province of B.C. and of Canada.
- c. To acquire, establish, construct, maintain and operate facilities to provide services for Muslims of New Westminster & Province of B.C. in accordance with Shariah which facilities shall include but are not limited to:
 - i. Masajid (Mosques);
- d. To organize, conduct and speak at private or public meetings of religious, social or other nature on the welfare of Muslim communities;
- e. To provide a variety of services which shall include the following types:
 - i. Religious;(Islamic DAWAH and TABLIGH (Islamic Missionary work) to Muslim and Non Muslim)
 - ii. To allow all activities to be held in the facility provide it is authenticated by Quran and Hadith.
 - iii. Educational;
 - iv. Funeral & burial;
 - v. Social;
 - vi. Marriage;
 - vii. Counselling;
 - viii. Management of trust and zakat funds;
 - i. Communication services;
 - ii. Anti-bullying
- f. To receive and acquire gifts, donations and bequests (waqf);
- g. To promote closer co-operation between the Association and other communities including international organizations. To promote and maintain unity among the

Muslims, other Sunni Muslim organizations and between Muslims and other communities.

- a. To raise money for and engage in charitable activities;
- a. To administer all trust funds;
- a. To pursue and encourage the formation of Branches and Chapters to cater for the welfare of Muslim communities;
- a. To promote Islam as a complete way of life;
- a. To encourage and facilitate women's and youth activities;

a. **RELIGION**

To propagate and foster the religious belief of the Association and the religion of the Association is Islam.

n. **CREED UPHELD**

To uphold and promote the Kalima (creed) which is the basic belief of the Society (Sunni Muslims).

o. **Kalima (Creed)**

The basic belief of the Association is in the holy code, the Kalima which is the first principle of Islam. It is a declaration of faith, which is:

"LA ILAHA ILLALLAH MUHAMMADUR RASULULLAH"

Meaning: "There is no god (deity) but Allah and Muhammad (peace and blessings of Allah be upon him) as the last Messenger and seal of all the Prophets of Allah.

Canada Islamic Cultural Society - BY LAWS

PART 1 - INTRODUCTION

ARTICLE 1 – INTERPRETATION

1.1 Interpretation

In this Constitution and in any rules, resolutions and bylaws made, resolved or enacted hereunder before or after the date of the adoption of this Constitution, the following words and expression shall have the meanings hereby assigned to them respectively unless there is something in the subject or context inconsistent with such Constitution or unless it is therein otherwise expressly provided.

1.2 Definitions

- a. "Allah" means the One true God who is the Creator of the Universe;
- b. "Amir" means head or Chairman of Trustees
- c. "Annual General Meeting" means an annual general meeting of the members of the Association;
- d. "Associate Member" means members of Society;
- e. "Board" means a group of qualified individuals managing a specified portfolio headed by a chair who is President;
- f. "Board of Trustees" means the highest legislative and Judiciary body for the Society ;
- g. " Society " means the **Canada Islamic Cultural Society**;
- h. "Constitution" means the constitution of the **Canada Islamic Cultural Society**;
- i. "Darul Uloom" means a place dedicated for giving religious Islamic education;
- j. "Dawah" literally means "invite", and in this sense it refers to calling to The Truth through preaching and propagation of Islam;
- k. "Directors" means the President, General Secretary, and General Treasurer of the **Canada Islamic Cultural Society**;
- l. "Eid" means a festivity, a celebration, a recurring happiness and a feast. In Islam these two 'Eid, namely, the feast of end of Ramadan ('Eid UL Fitr) and the Feast of Sacrifice ('Eid Al-Adha)
- m. "Executive Committee" is the Committee comprises of Directors and Associate Members;
- n. "Fiqh" means Islamic Jurisprudence that is made up of the rulings of Islamic jurist to direct the lives of the muslim;
- o. "Four Schools of Thought" The recognized School of Jurisprudence in Islam, namely Hanafi, Shafi, Maliki and Hambali;
- p. " CICS" means **Canada Islamic Cultural Society**, a non -profit organization registered under the BC Societies Act;

- q. "Islam" means The religion whose fundamental belief is " there is no GOD but (One God) Allah and Prophet Mohammed (SA) as the last Messenger and seal of all the Prophets of Allah;
- . "Kalima" means the creed of Islam, "There is none worthy of worship save Allah; Muhammed is the messenger of Allah";
- . "Masajid" is the plural of Masjid, house of Islamic worship;
- . "Associate Membership" means the membership of **Canada Islamic Cultural Society**;
- . "Muslim Organization" means a Sunni Muslim organization registered in Canada with similar aims and objectives.
- . "Sunnat or Sunnah" means the tradition and teachings of Prophet Mohammed (SA) that are recognized by the four schools of thought.
- . "Waqf" means an inalienable religious endowment in Islam, such as devoting a building or plot of land for religious or charitable purpose.
- . "Ulema" means head of religious affairs.

0.0 Headings

Headings are inserted for the convenience of locating information only and are not to be used for the interpretation of these by laws.

1.4 DISSOLUTION

In the event of dissolution or termination of the Society, all remaining assets after payment of its liabilities shall be distributed to one or more registered Islamic Charity(s) with the approval of 3/4 majority of the Board of Trustees.

1.5 PERMANENT TRUSTEES

The founding members of **Canada Islamic Cultural Society** are automatically to be the permanent Board of Trustees.

1.5.1 The term of trustees shall be for a indefinite term, subject to clause 1.5.3. The pre-existing trustees may only confirm or reject an appointment by 3/4 of majority vote.

1.5.2 A member may only become a trustee by nomination.

1.5.3 The office or membership of trustee shall be vacated:

- (a) if the trustee resigns
- (b) if he is found to be a lunatic or becomes of unsound mind
- (c) if he becomes a bankrupt
- (d) on death
- (e) intentionally or wilfully breaches the bylaws or the constitution
- (f) jeopardizing the interest or reputation of Islam and Muslims
- (g) if the membership passes a special resolution to terminate membership with 3/4 majority.

PART 2 - MEMBERSHIP

ARTICLE 2 – MEMBERSHIP

2.1 MEMBERS

Any Sunni Muslim who reside in British Columbia from above the age of eighteen years, who subscribe to all the objectives of the society, shall be eligible for Associate membership.

1.1 APPLICATION FOR MEMBERSHIP

-) A person desirous of Associate membership shall make an application on the prescribed form and submit to the Board of Trustees.
-) All application shall be subject to the approval of the Board of Trustees.
-) Upon approval of an associate member's application of Associate membership he shall have all rights and privileges of the society.

2.4 MEMBERSHIP APPROVAL

- c) The Board of Trustees shall have absolute discretion in the matter of approving any application for Associate membership to the society.
- c) Upon approval of an application of Associate membership and the member shall have all the rights and privileges of the society.
- c) Associate members does not have any voting rights.

2.5 TERMINATION OF MEMBERSHIP

A person's membership shall end in the following situations:

- a) **RESIGNATION**
A member who resigns shall cease to be a member of the society.
- a) **DEATH**
When any member of the society dies, the person ceases to be a member of the society.
- c) Any person who cease to be a member of the society shall forfeit all rights and privileges of the society.
- d) The Board of Trustees may by a vote of majority present at any of its meetings, suspend or withdraw the privileges of the society from a associate member, if the Board of Trustees in its absolute discretion consider that the associate member of the society has wilfully infringed the rules and bylaws of the society or has in any way conducted himself in a manner prejudicial to the interests and purpose of the society.

2.6 COPIES OF CONSTITUTION AND BYLAWS

The society shall furnish an Associate member, upon request, with a copy of the constitution and by-laws of the society on payment of \$50.00.

ARTICLE 3 – ANNUAL GENERAL MEETING

3.1 MEETING DATE

The annual general meeting shall be held once every calendar year within 90 days after the end of fiscal year.

5.1 AGENDA

The agenda of the annual general meeting shall include the following items:

-) A report from the board of Trustees.
-) A report from the President of the society.
-) A report from the Secretary of the society.
-) A report from the Treasurer of the society which includes Financial statements and any auditors reports for the previous fiscal year.

3.3 DATE AND LOCATION

The Board of Trustees may determine the date and location of all meetings of the society. All general meetings shall be held in New Westminster, B.C.

3.4 REPORTS

Within thirty days after the annual general meeting, the secretary shall file the annual report with Audit report approved by the AGM to the State.

3.5 NOTICE OF ANNUAL GENERAL MEETING

If the society is a reporting society, the notice of annual general meeting shall include the financial statements and report of an auditor or an accountant. The Board of Trustees shall give at least 14 days notice of the time and place of all general meetings to all Associate members.

3.6 QUORUM

A simple majority of associate members representing fifty percent (50%) of the associate members shall constitute a quorum. If a quorum is not present within 30 minutes of the time set for a meeting, the meeting shall be adjourned by the members present for another 30 minutes time. if at this time the quorum is not present than the meeting shall be adjourned to less than 14 days after the original time of meeting and those associate members present at the continued meeting shall constitute a quorum. Notice of the adjournment need not be circulated to all members. A quorum shall never consist of less than five members.

3.7 CHAIRPERSON

The president or if the president is absent, the Chairman of Trustees or the treasurer or Secretary shall preside at every meeting of the society.

PART 3 BOARD OF TRUSTEES

ARTICLE 4 – MEMBERSHIP ON THE BOARD OF TRUSTEES

4.1 COMPOSITION

The applicants for incorporation shall be the first Trustees. There shall be five (5) Trustees. After the first general meeting the Board of Trustees shall appoint a Amir (Chairman) and three (3) officers of the society, all of whom are designated as being directors of the society.

4.2 DIRECTORS

Directors for the society shall be elected from the Board of Trustees at first general meeting and there after directors and officers shall be elected for a three year term at the annual general meeting.

4.3 ELIGIBILITY TO RUN FOR THE DIRECTORS

Patron – A member that is appointed by the Board of Trustees in lieu of his long services to the association with no voting rights, as an advisor to the directors.

President – A member of Trustees must have served on the board for three (3) consecutive years, immediately preceding the election year. If no one is available that meets the requirements, then nominations shall be considered from any Trustees in good standing.

Secretary – A member of Trustees must have served on the board for one year. If no one is available that meets the requirements then nominations shall be considered from any Trustees in good standing.

Treasurer – A member of Trustees must have served on the board for one year. If no one is available then nomination shall be considered from any Trustees in good standing.

4.4 DIRECTORS

1	Patron
1	President
0	Secretary
1	Treasurer

4.5 TERM OF DIRECTORS

The term of first officers shall be elected at the first general meeting and thereafter the officers shall be elected for a 3-year term at the annual general meeting. The directors shall be elected by consensus.

4.6 REMOVAL OF BOARD OF TRUSTEES OR DIRECTORS

A Trustee(s) or director may be removed from the office by special resolution of the Board of Trustees, and may be removed from the office by three-quarter (3/4) majority vote of the Board of Trustees, if that person has failed to fulfill the duties of a director or the duties assigned to any office held by the Trustee or Director, has voted on a motion when conflict of interest existed or has failed to attend three consecutive board meetings without cause.

The Trustee or Director may appeal the board's decision to remove him, by submitting a written application stating the grounds for appeal to the next special general meeting. No member of Board of Trustee(s) or Director(s) may participate as a member of the society while the status of the member of Board of Trustees or Director is under appeal.

4.7 APPEAL OF BOARD OF TRUSTEES OR DIRECTOR

Appeal of the Board of Trustee or Directors will be heard within 90 days of the appeal received by the secretary of the society, the decision of the Board of Trustees will be binding on the hearing and no further course would be required.

4.8 DISPUTE

Any dispute/ arbitration issue will be settled within the Muslim Community. No individual shall take the matter to Legal BC Court to preserve the reputation of the Islamic Center and the community, such legalities and settlements in BC Courts shall be avoided and discouraged as much as possible.

4.9 ISLAMIC DISPUTE OR DECISION

Any Islamic dispute or decision the Board of Trustees will have the right to seek Fiqh (Islamic Jurisprudence) through the Four school of thoughts from the Ulema (Religious Scholars) locally or internationally.

4.10 REPLACEMENT OF BOARD OF TRUSTEES

If a Board of Trustee or Directors resigns, dies, is removed from the office, cease to be a member of the society, the office or directorship held by that Board of Trustees should be vacant. The Board of Trustees may appoint a person who is qualified to be a Board of Trustees and as a Director on an interim basis until the next general meeting when a new Board of Trustees shall be elected for the unexpired term of the vacant directorship or office. The Board of Trustees have the right to appoint a Board of Trustees from the Associate Member list when situation arises as defined in this clause.

ARTICLE 5 – DIRECTORS MEETING

5.1 DATE AND LOCATION

The board may determine the date and location of the board meetings. The Directors may set a date for an emergency board meeting by consultation on the telephone or email.

5.2 NOTICE OF MEETINGS

At least 3 days notice of time and place of all board meetings shall be given to all board members by telephone. The board members may waive or reduce the period of notice required for a meeting by unanimous consent.

ARTICLE 5 – DIRECTORS MEETING CON'T

5.3 QUORUM

2 of the board members shall constitute a quorum.

5.4 CHAIR PERSON

The president or in the absence of the president, the Secretary or treasurer shall chair a board meeting.

5.6 VOTING

All Directors members present at a meeting shall have one vote. In the event of a tie vote the President will have the absolute discretion to break the tie vote.

5.7 METHOD OF VOTING

Voting shall be a show of hands unless a majority of the board members present shall otherwise determine. No proxy vote shall be allowed.

ARTICLE 6 – AUTHORITY AND RESPONSIBILITY OF THE DIRECTORS:**6.1 GENERAL AUTHORITY**

The Directors shall be responsible for overseeing the business of the society, including but not limited to performing the following functions;

- b) determine the goals and objectives of the society, the activities of the society should engage in and the activities it should not engage in,
- b) approve procedures for the efficient administration of the society,
- b) determine the staffing needs to ensure that the goals and objectives of the society are carried out, and approve job description for all staff,
- b) approve all budget proposals, operating budgets expenditures and funding contracts,
- b) establish salary level for all employees
- b) hire staff and ensure that staff are trained to perform functions that are set out in job descriptions,
- b) determine if the staff are performing their function adequately,
- b) evaluate and determine if the society is accomplishing its goals, and establish new policy to improve the society's capacity to accomplishing its goals,
- b) be informed of liabilities and responsibilities of the society and plan to meet these liabilities responsibly,
- b) inform public of the role and performance of the society and seek advice from the public,
- b) fix the honoraria, if any, of the directors and officers, and the board shall be subject to policies previously established by the Board of Trustees. The board may, by policy, delegate authority and responsibility to a committee,
- b) officer or employee of the society, that shall report to the board regularly on the discharge of those responsibilities.

ARTICLE 6 – AUTHORITY AND RESPONSIBILITY OF THE DIRECTORS CON'T

- m) All transactions and investments, including capital investments, made by the directors shall have neither any interest income or be positioned to pay interest. interest as defined by the Islamic Shariah (jurisprudence)
- n) No Board of Trustees or Directors of ICB shall receive any compensation for the position held, except for the Imam of CICS.

6.2 CONFLICT OF INTREST

Section 1: Purpose

The purpose of conflict of interest policy is to protect the CICS interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit and charitable organizations.

Section 2: Definitions

- 1.1 **Interested Person.** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- 1.2 **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - 1.1.1 An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - 1.1.2 A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - 1.1.3 A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3.2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3: Procedures

- 1.1 **Duty to Disclose.** In connection with any actual or possible conflict of interest,

an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

- 1.2** **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

1.3 **Procedures for Addressing the Conflict of Interest.**

- 1.2.1** An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- 1.2.2** The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- 1.2.3** After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- 1.2.4** If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

1.4 **Violations of the Conflicts of Interest Policy**

- 1.2.4** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- 1.2.5** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of

interest, it shall take appropriate disciplinary and corrective action.

Section 4: Records of Proceedings

- 3.0** The minutes of the governing board and all committees with board delegated powers shall contain:
 - 3.0.0** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
 - 3.0.0** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5: Compensation

- 4.0** A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- 4.0** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6: Annual Statements

- 5.0** Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
 - 5.0.0** Has received a copy of the conflicts of interest policy,
 - 5.0.0** Has read and understands the policy,
 - 5.0.0** Has agreed to comply with the policy, and
 - 5.0.0** Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

6.2 USE OF SEAL

The seal shall only be used on authority of a resolution of the board. The board may, by policy, delegate authority to the executive committee to affix the seal to documents or classes of documents, in which case the executive committee shall review the document and approve the document by resolution before affixing the seal. The president and secretary shall sign all documents executed under seal.

6.3 BONDING

Any director, officer or employee of the society may be required to give the security, which the board considers necessary.

6.4 APPROVAL FROM BOARD OF TRUSTEES.

The Directors after any of its above Function will require a final approval from the Board of Trustees, without the approval the authority cannot be accomplished unless otherwise given a preapproval from the Board of Trustees.

Section 7: Periodic Reviews

6.0 To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

6.0.0 Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

6.0.0 Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

7.1.3 Section 8: Use of Outside Experts

When conducting the periodic reviews as provided for in Section 7, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE 7 – DUTIES OF DIRECTORS

7.1 DUTIES OF THE PRESIDENT

The president shall have the following authority and responsibilities. The president shall:

- a) chair meetings of members,
- a) sit as an ex-officio member of all committees,
- a) represent the board and the society at various meetings,
- a) report to the Board of Trustees on the implementation of decisions made by the Directors
- a) deliver the report of the board to the associate members.

7.2 DUTIES OF SECRETARY

The secretary shall assume the following duties, or ensure that responsibilities for performing the following duties is assigned to the society:

-) be responsible for all correspondence to and from the society and to provide for its safe custody,
-) record all facts and minutes of members and director's meetings and to provide for its safe custody.
-) give all notices required to be given,
-) have custody of all records and documents of the society,
-) have custody of the common seal of the society,
-) The secretary shall file notices of change of directors and change of registered office with the registrar of companies and shall file the annual report together with the audited financial statements with Canada Revenue Agency within thirty days of the previous annual general meeting or Tax filing due date.

7.2 .1 ARTICLE 7 – DUTIES OF DIRECTORS CON'T

The secretary shall

maintain and update the society's record book with policies approved by the Board of Trustees or Directors, recording the dates when each policy document was adopted by the Board of Trustees or Directors, and

- I. The full name and address of the associate member,
- II. Any change of address received from the associate member,
- III. The date on which each person is admitted as a associate member and
The register of directors shall contain the following details:
- IV . The full name and resident address of each Board of Trustees member,
- V. The office held region represented by the Director,
- VI. The date on which each person was elected a Director, and
- VII. The date on which each person ceased to be a Director

7.3 DUTIES OF THE TREASURER

The treasurer shall be responsible for ensuring that the society maintains an account with a chartered bank, trust company or credit union, for keeping proper accounting records and for reporting to the Trustees on the

financial position of the society or ensure that the responsibility for financial record keeping and reporting on the financial position of the society is assigned to an employee of the society. Financial records include records of

-) all money received and disbursed by the society and the matter in respect of which receipt and disbursement took place,
-) every asset and liability of the society, and
-) every other transaction affecting the financial position of the society.

7.4 SIGNING OFFICER AND DEPOSITS.

The signing officers of the society for banking purposes shall consist of the president, treasurer, secretary and the Amir of Trustees and trustees.

All cheques shall bear two signatures, preferably the Amir, any trustee, or the president, secretary or treasurer.

The president, secretary, treasurer, or a trustee may make bank deposits into the Society's bank accounts.

The board may, by policy, delegate signing authority to additional directors and employees.

PART 4 COMMITTEES

ARTICLE 8 THE EXECUTIVE COMMITTEE

8.1 CREATION OF AN EXECUTIVE COMMITTEE

The Board of Trustees may create an executive committee by delegating authority and responsibility to the executive committee in a policy document.

8.2 COMPOSITION

The executive committee shall be composed of President, secretary and Treasurer of the society and 5 Associate members of the society.

8.3 VOTING

All members of the executive committee shall have one vote. In the event of a tie the President will have the absolute discretion to break the tie vote. No proxy vote to be allowed.

8.4 CHAIRPERSON

The President will sit as a chairperson of the executive committee.

8.5 MINUTES OF MEETINGS

The executive committee shall keep minutes of decisions made at executive committee meetings and shall distribute these minutes to all executive committee. All final minutes are to be forwarded to Secretary for record keeping and review for directors and Board of Trustees

8.6 LOCATION AND TIME OF MEETINGS

The location and time of executive committee meetings shall be determined by the executive committee in an executive committee meeting.

8.7 QUORUM

A quorum of the executive committee shall be 50% members of the committee.

8.8 TERMS OF EXECUTIVE COMMITTEE APPOINTMENTS

An appointment to a committee shall expire at an annual general meeting or when the executive committee's work is finished, whichever occurs first.

8.9 APPROVAL FROM BOARD OF TRUSTEES.

The executive committee after any of its above function will require a final approval from the Board of Trustees, without the approval the authority cannot be accomplished unless otherwise given a preapproval from the Board of Trustees.

ARTICLE 9 THE YOUTH AND SPORTS COMMITTEE**9.1 CREATION OF A YOUTH AND SPORTS COMMITTEE**

The Board of Trustees may create an Youth and Sports committee by delegating authority and responsibility to the Youth and Sports committee in a policy document.

9.2 COMPOSITION

The Youth and Sports committee shall be composed of President, secretary and Treasurer of the society and Five (5) Associate members of the society.

9.3 VOTING

All members of the Youth and Sports committee shall have one vote. In the event of a tie vote the President will have the absolute discretion to break the tie vote. No proxy vote to be allowed.

9.4 CHAIRPERSON

The President will sit as a chairperson of the Youth and Sports committee.

9.5 MINUTES OF MEETINGS

The Youth and Sports committee shall keep minutes of decisions made at Youth and Sports committee meetings and shall distribute these minutes to all Youth and Sports committee. All final minutes are to be forwarded to Secretary for record keeping and review for directors and Board of Trustees

9.6 LOCATION AND TIME OF MEETINGS

The location and time of Youth and Sports committee meetings shall be determined by the Youth and Sports committee in an executive committee meeting.

9.7 QUORUM

A quorum of the Youth and Sports committee shall be 50% members of the committee.

9.8 TERMS OF EXECUTIVE COMMITTEE APPOINTMENTS

An appointment to a Youth and Sports shall expire at an annual general meeting or when the Youth and Sports committee's work is finished, whichever occurs first.

9.9 APPROVAL FROM BOARD OF TRUSTEES.

The Youth and Sports committee after any of its above Function will require a final approval from the Board of Trustees, without the approval the authority cannot be accomplished unless otherwise given a preapproval from the Board of Trustees.

ARTICLE 10 - WOMEN'S AFFAIRS COMMITTEE

10.1 CREATION OF WOMEN'S AFFAIRS COMMITTEE

The Board of Trustees may create an Women's affairs committee by delegating authority and responsibility to the Women's affairs committee in a policy document.

10.2 COMPOSITION

The Women's affairs committee shall be composed of Five (5) members from Women associate members.

10.3 CHAIRPERSON

The Board of Trustees shall appoint one (1) member as Chairperson out of the Five (5) Member Women's affairs committee .

10.4 VOTING

All members of the Women's affairs committee shall have one vote. In the event of a tie vote the Chairman will have the absolute discretion to break the tie vote. No proxy vote to be allowed.

10.5 MINUTES OF MEETINGS

The Women's affairs committee shall keep minutes of decisions made at Women's affairs committee meetings and shall distribute these minutes to all Women's affairs committee. All final minutes are to be forwarded to Secretary for record keeping and review for directors and Board of Trustees

10.6 LOCATION AND TIME OF MEETINGS

The location and time of Women's affairs committee meetings shall be determined by the executive committee in an executive committee meeting.

10.7 QUORUM

A quorum of the Women's affairs committee shall be 50% members of the committee.

10.8 TERMS OF EXECUTIVE COMMITTEE APPOINTMENTS

An appointment to a Women's affairs committee shall expire at an annual general meeting or when the Women's affairs committee's work is finished, whichever occurs first.

10.9 APPROVAL FROM BOARD OF TRUSTEES.

The Women's affairs committee after any of its above Function will require a final approval from the Board of Trustees, without the approval the authority cannot be accomplished unless otherwise given a preapproval from the Board of Trustees.

PART 5 FINANCIAL STATEMENTS AND AUDITS**ARTICLE 11- FINANCIAL STATEMENTS****11.1 FISCAL YEAR**

The fiscal year of the society shall begin January 1st each year and end December 31st in the following year.

11.2 APPROVAL OF FINANCIAL STATEMENTS

The society shall not issue or circulate financial statement other than to Board of Trustees and Directors, and unless the financial statement has been approved by the Board of Trustees and Directors, signed by the president, secretary and Treasurer and attach any report prepared by an auditor or accountant in respect of the statement(s).

11.3 CORRECTIONS

When an error in a financial statement requiring a material adjustment has been detected, the Directors shall notify the auditor who prepared an audit report on the statement and amend the statement without delay. The auditor shall, if necessary, amend the audit report. An amended audit report and amended statements shall be circulated to all Board of Trustees together with a statement explaining the effect of the amendments on the financial position and operations of the society.

ARTICLE 12 - AUDITS

12.1 APPOINTMENT OF AUDITORS

The accounts of the society may be audited by an accountant regularly employed in auditing. If the society is a reporting society it shall have an auditor. The Board of Trustees may appoint an auditor or renew the auditors term at an annual general meeting. No Directors may be appointed auditor.

12.2 TERM OF AUDITOR

An auditors term shall expire at each annual general meeting when a successor is appointed.

12.3 NOTICE OF APPOINTMENT

An auditor shall receive notice of appointment promptly.

12.4 REMUNERATION

Audit fees shall be set by the Board of Trustees.

12.5 ATTENDANCE AT THE ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING

A Board of Trustees may require the auditor to attend any meeting at which a financial statement of the society is to be considered or the auditor is to be appointed or removed, at the expense of the society, by delivering written notice of the requirement to the registered office of the society no less than five days before the meeting. An auditor may attend any general meeting and is entitled to receive notice of all general meetings. If present at a meeting, the auditor shall answer any questions concerning the audit report.

12.6 WAIVING THE APPOINTMENT OF AN AUDITOR

Depending upon the needs and requirements, the Society may waive the audit of financial statements and appointment of an Auditor by passing an ordinary resolution at it's annual general meeting.

PART 6 GENERAL PROVISION

ARTICLE 13 - NOTICE

13.1 DELIVERY

A notice, statement or report may be delivered to anyone entitled to receive the item, by delivering the item personally or emailing the item in the person's registered email address. A notice to be mailed shall be emailed at least one day before delivery is required, Saturday and holidays excluded.

13.2 ADDRESSES

Notices shall be emailed to associate members or people entitled to receive notice at the associate member's or person's address listed in the registers as at the date when notices are mailed. Only members or people listed in the registers on the date notices are mailed shall be entitled to receive notice.

13.3 DATE OF RECEIPT

Notices shall be deemed to be received the day after the notice are mailed. Saturdays and holidays excluded.

13.4 CERTIFICATE OF MAILING

The secretary may certify the date of mailing of any notice.

13.5 ACCIDENTAL FAILURE TO GIVE NOTICE

The accidental failure to give notice of a meeting to a member entitled to receive notice or the non receipt of a notice of meeting by a member entitled to receive notice does not invalidate proceedings at a meeting.

ARTICLE 14 - ACQUISITION AND DISPOSAL OF PROPERTY**14.1**

Subject to the approval of the Board of Trustees, the society may acquire and take by purchase, donation, devise or otherwise, lands and personal property and may sell, exchange, mortgage, lease, let, improve, and develop them, and may erect and maintain any necessary buildings.

ARTICLE 15 - ACCESS TO INFORMATION**15.1**

Board of Trustees shall have access to the minutes of directors meetings and to financial statements, and shall be entitled to receive copies of these documents and items referred to in these documents and kept on file at the registered office of the society.

Accounting records of the society shall be open for inspection by any member in the presence of a Board of Trustee(s) or Director(s) and the member requesting such inspection serving a written notice to the Society's Secretary.