

*BY-LAWS OF THE*



**ICAE**

**IGBO CULTURAL ASSOCIATION  
of EDMONTON**

# BYLAWS

## P R E A M B L E

- A. The name of the Association is Igbo Cultural Association of Edmonton (ICAE).
- B. The Association is a non-political, non-religious and non-profit organization.
- C. The Headquarters of the Association shall be in the City of Edmonton.
- D. The objects of the Association are to:
  - 1 Promote Igbo Language and Culture through:
    - a. Igbo Language School.
    - b. Iriji – The Yearly Igbo Cultural New Yam Festival
    - c. Igbo Men Cultural Dance.
    - d. Igbo Women Cultural Dance.
    - e. Igbo Children Cultural Dance.
    - f. The Igbo Cultural Choir.
    - g. Igbo Cultural Music
    - h. The Igbo Christmas Cultural Oriented Events.
  - 2 Advance Igbo Community interest in Edmonton and its vicinity.
  - 3 Promote the Welfare of Members.
  - 4 Support Edmonton's cultural diversity through active contact with other cultural associations.
  - 5 Enhance healthy community interactions through cultural, social and economic activities.

## BYLAWS

### 1. DEFINITION OF TERMS

In this Bylaws:

- 1.1 “**Association**” shall mean the IGBO CULTURAL ASSOCIATION OF EDMONTON (ICAE).
- 1.2 “**Board**” shall mean the Board of Directors.
- 1.3 “**Bylaws**” shall mean the Bylaws of the Igbo Cultural Association of Edmonton as amended from time to time and shall include rules and regulations made as provided in this Bylaws.
- 1.4 “**Emergency Meeting**” shall mean a meeting convened to address a specific emergency.
- 1.5 “**General House/Entire House/General Assembly**” shall mean the entire membership present at a properly constituted meeting.
- 1.6 “**Good Standing**” shall mean a condition in which a member does not owe the Association any membership dues, annual due or other dues or levies or has discharged all of the penalties imposed under this Bylaws.

- 1.7 “**He/She/His/Her**” shall mean both the male and female gender.
- 1.8 “**Igbo**” shall mean a person, his/her dependents and the language of the Igbo ethnic group in Edmonton. Historically, the Igbo ethnic group traces its origin to the Igbo people of present-day Nigeria.
- 1.9 “**Member**” shall mean a Full or Associate member of the Association.
- 1.10 “**Member of the Board**” shall mean a person who has been properly elected or appointed to the Board of Directors.
- 1.11 “**Simple Majority**” shall mean fifty percent (50%) + 1 of duly constituted members in good standing.
- 1.12 “**Special Meeting**” shall mean a meeting called to address a Special Resolution or other urgent matters.
- 1.13 “**Special Resolution**” shall mean a resolution passed by two-thirds of members in good standing, present and voting at a meeting in which prior notice of such resolution has been given.
- 1.14 “**Quorum**” shall mean ten members, unless otherwise provided in this bylaw.

## **2. MEMBERSHIP**

- 2.1 Membership shall be open to persons living in Edmonton and its surrounding areas as defined below:
- 2.1.1 **Full member:** Any Igbo person by birth or by decent, upon registration and payment of prescribed membership fees.
- 2.1.2 A spouse of a member hereof upon registration and payment of prescribed membership fees.
- 2.1.3 **Associate member:** Any resident of Edmonton and its vicinity sponsored for membership by two or more members and approved by the Board upon registration and payment of prescribed fees.
- 2.2 In a divorce, a non-Igbo person married to an Igbo shall retain his or her status as full member.
- 2.3 “**Active Member**” shall mean:
- 2.3.1 A Full or Associate member of the Association in good standing, who attends at least two general meetings in a year and volunteers in one of the following capacities.
- Serves as a member of the Board of Directors and volunteers for Bingo or Casino,
  - Serves as a chair or a co-chair of a qualified committee and volunteers for Bingo or Casino,
  - Serves as a member in two qualified committees and volunteers for Bingo or Casino.
  - Volunteers as teacher or teacher assistant at the Igbo Language School and volunteers for Bingo or Casino, or
  - Volunteers for Bingo or Casino or in combination, at least four times in a year for a total of at least 24 hours.
- 2.3.2 For the purpose of volunteering for Bingo or Casino, a person can volunteer on behalf of a member.
- 2.3.3 The Board can exempt a member from volunteering for Bingo or Casino on religious or employment bases upon payment of an amount to be established by the Board on yearly basis, or as the Board deem necessary.

### **3. ORGANIZATION AND GOVERNMENT**

#### **3.1 The Board of Directors**

- 3.1.1 The Association shall be managed by a Board of Directors comprising the elected officers and other Directors as provided in this Bylaws who shall, at all times, be Members in good standing.
- 3.1.2 Elected officers shall serve a term of two years and shall be eligible for re-election for two consecutive terms. Any elected officer shall be eligible to serve in another capacity immediately after his/her term, and shall be eligible for the same office after one term subsequent to the end of two consecutive terms.
- 3.1.3 The immediate past President shall serve as ex-officio member of the Board.
- 3.1.4 Service on the Board or as officer or as a member shall not be remunerated.
- 3.1.5 Loss of Board membership shall occur when a Board member, without written explanation, absents him/herself successively from three consecutive Board meetings.
- 3.1.6 Vacancies in any elective office shall be filled by the President subject to ratification at the next General Meeting.

#### **3.2 Duties of the Board**

Without prejudice to provisions of the Societies Act of Alberta and of this Bylaws, and without constricting in any manner, the intent of both, the Board of Directors among other things shall exercise the following responsibilities:

- 3.2.1 Execute the objectives of the Association.
- 3.2.2 Set up Committees to ensure the effective operation of the Association. The Board shall at the time of setting up a committee establish whether or not the committee is a qualified committee.
- 3.2.3 Keep, maintain, and safeguard all records and properties of the Association.
- 3.2.4 Present an Annual Budget to the Entire House at the beginning of each fiscal year.
- 3.2.5 Hire, retain, fire, or discharge any person in the administrative employ of the Association.
- 3.2.6 Raise, borrow, or invest with approval from the General House, any funds needed to efficiently run the Association.
- 3.2.7 Determine acts that shall be deemed inimical to the interests of the Association and set corresponding fines and penalties subject to ratification by the General House.
- 3.2.8 Defend the interests of the Association and where necessary, hire a lawyer to achieve this end.
- 3.2.9 Develop programs in such a way that they foster and promote unity among members of the Association.
- 3.2.10 Build bridges of cooperation and understanding between Igbo Culture and other Cultures in Edmonton City and its environs.
- 3.2.11 Support Edmonton's cultural diversity through active participation in its cultural affairs.

- 3.2.12 Promote education in and knowledge of Igbo Language and Culture.
- 3.2.13 Delegate authority and responsibilities to any person(s) hired to oversee any project for the Association.

### **3.3 Board Meetings**

- 3.3.1 The Board shall meet in person or by video or telephone conference or any other electronic means, at least, once before each scheduled General Meeting; at the instance of the President or at the written request signed by any four (4) Board members in good standing addressed to the President, clearly outlining the purpose for the meeting.
- 3.3.2 Written notices bearing the date, time and venue of meetings shall be sent to Members by the Secretary, at least, eight (8) days before scheduled date.
- 3.3.3 Emergency meetings on short notice shall be held by any three (3) members of the Board, but decisions reached at such meetings shall be ratified at the next regularly called meeting of the Board, otherwise they shall be null and void.
- 3.3.4 Each Board meeting shall have a quorum. The quorum for Board meetings shall be 4 members.
- 3.3.5 Board decisions shall be by vote with each member casting one vote. In case of a tie, the President shall cast a deciding vote.

### **3.4 Board and Officers and Responsibilities**

- 3.4.1 The following officers of the Association shall be members of the Board, including the President, Vice-President, Secretary, Financial Secretary, Treasurer, Public Relations Officer (PRO), Provost, and Social Director.

The following officers of the Association shall be appointed by the President, including Director of Humanitarian Services, Facility Director, Membership Coordinator, Volunteer Coordinator, Youth Directors and such other Officers and Directors as the President of the Association may determine from time to time. Unless otherwise stated in this Bylaws, the President can elevate any officer to the position of a Board member.

#### **Board Members**

- 3.4.2 The President shall be the Chief Executive Officer of the Association. He/she shall be ex-officio member of all Committees. When present, he/she shall preside at all meetings and affairs of the Association and of the Board. He/she shall enforce all regular resolutions, orders and decisions of both the General House and the Board. He/she shall have power to call an emergency Board or General meeting. He/she shall prepare regular Quarterly Reports on the activities of the Association and an Annual State of the Association Report and cause written copies to be delivered to all members. He/she shall appoint, as necessary, a Grievance Mediation Committee to resolve any and all conflict amongst members. Where the President is a party to a conflict, the Vice-President shall appoint the Grievance Committee. Otherwise, the Grievance Committee shall be appointed on the floor of the General House.
- 3.4.3 The Vice-President shall preside at General and Board meetings in the absence of the President. He/she shall, in lieu of the President or the Treasurer, sign financial documents where either of the officers is out of the City of Edmonton. In the event of death or inability of the President, the Vice-President shall assume the office, powers and responsibilities of the President until a new President shall have been elected at the next General Meeting. He/she shall be in-charge of the Igbo Cultural Festival.

- 3.4.4 The Secretary shall attend and keep accurate Minutes of General and Board meetings. He/she shall cause notices of Board and General Meetings to be properly delivered to members. He/she shall be Custodian of the Seal of the Association and shall, jointly with the President, authenticate by signature whenever the Seal is used. He/she shall be the custodian of the Association's records. He/she shall receive and respond to the Association's correspondences.
- 3.4.5 The Financial Secretary shall keep the financial records and books of accounts of the Association. He/she shall receive all monies and instruments and cause transfer same to the Treasurer and obtain a receipt. He/she shall present, at the direction of the Board, the Annual Budget at the beginning of each Fiscal Year and submit to the Annual General Meeting, detailed financial and audited Statements of the Association. He/she shall assume the office of the Secretary and perform his duties in his absence.
- 3.4.6 The Treasurer shall receive all monies from the Financial Secretary, receipt and deposit them in approved financial institutions. He/she shall maintain detailed records of all funds disbursed for authorized expenditures of the Association. He/she shall sign for deposit, all bills, cheques and other instruments and shall co-sign with the President, all withdrawals and disbursements. He/she shall make available to the Financial Secretary, all documents necessary for the preparation of the Annual Budget and such other Financial Statements as provided in I this bylaw.
- 3.4.7 The Public Relations Officer (PRO) shall be the Chief Public Image Maker and Spokesperson of the Association. He/she shall be responsible for creating positive public view of the Association. He/she shall cause the holding of Workshops, Seminars, Conferences and such other similar events to promote favourable public awareness of the Association. He/she shall oversee the publication of a culturally informative and educational periodical.
- 3.4.8 The Provost shall be the "Chief Whip" of the Association. He/she shall prepare venues, maintain order and execute Presidential directives at Board and general meetings and other Association's functions.
- 3.4.9 The Social Director shall oversee all socio-cultural activities and events of the Association. He/she/she shall appoint the Director of Music who shall report directly to him/her.

### **Appointed Officers**

#### Volunteer Coordinator

- 3.4.10 The President with the advice and consent of the Board shall appoint the Volunteer Coordinator. The Volunteer Coordinator shall be responsible in ensuring successful organization of Bingo, Casino, and other fundraising activities of the Association. He/She shall recommend active members to be approved by the Board as Casino Chair and/or Bingo and Raffle Chair. Any officer, including the Volunteer Coordinator, may without restrictions serve at the same time as the Casino Chair and/or the Bingo and Raffle Chair. Where there are no Casino Chair or Bingo and Raffle Chair or both or in the absence of same, the Volunteer Coordinator shall act until one is appointed.
- 3.4.11 Director of Humanitarian Services  
The President with the advice and consent of the Board shall appoint the Director of Humanitarian Services. The Director of Humanitarian Services shall be responsible for organizing, arranging, and overseeing humanitarian and charitable activities of the Association to the benefit of members and the public. He or she shall be the Chair of the Humanitarian Committee. The Duties of the Humanitarian Committee shall include but not limited to:
- Organising the annual thanksgiving service.
  - New immigrants' resettlement program.
  - Employment and skills development and other like programs.
  - Regular visits to hospitals, orphanages, prisons and similar institutions.

- e. Condolence visits to members in accordance with Igbo tradition and culture, at the death of a member, a member's parent (or registered person) or a member's child.
- f. Assisting with Igbo traditional marriage and wedding.
- g. Social visits at the instance of any member to celebrate child births, baptisms, weddings, graduations, ordinations, title-taking, anniversaries, new-home openings and such other occasions in any member's life.

#### 3.4.12 The Facility Director

The President with the advice and consent of the Board shall appoint the Facility Director. The Facility Director shall be the custodian of the Igbo Community Centre, cultural artifacts, and other properties of ICAE. He/She shall maintain records of room bookings, and usage of the Association's equipment and goods. The Facility Director shall ensure that snow removal, cleaning and grooming of the lawn on Association's premises is carried out regularly in accordance with the City of Edmonton Bylaws.

#### 3.4.13 Membership Coordinator

The President with the advice and consent of the Board shall appoint the Membership Director. The Membership Director Shall oversee the recruitment of members and the maintenance of membership list.

#### 3.4.14 Youth Coordinators

The President with the advice and consent of the Board shall appoint Youth Director (male and female) to represent the interest of the Igbo youth in ICAE. The Youth Directors shall be responsible for planning and execution of yearly Igbo culturally oriented youth programs.

- 3.4.15 Operational expenses of any office shall be at the discretion of the particular officer where such expenditure does not exceed one hundred and fifty dollars (\$150:00) per year. Every expense more than the amount stipulated hereof shall be properly pre-authorized and accounted for by the Board of Directors and Officers.

- 3.4.16 No member of the Association or of the Board shall expend any funds or sell any asset of the Association without prior mandate from the General House, except as provided in this bylaw.

#### 3.4.17 Standing Committees:

The Association shall have in place the following standing committees which are by virtue of this Bylaws qualified committees. The President, with the advice and consent of the Board shall be responsible for appointing the members of the standing committees. Unless terminated by a new administration, the term of office of the members of a standing committee shall continue beyond the end of each administration. The Chair of a standing committee may be appointed as a member of the Board by the President.

##### a. Publication Committee

Shall be responsible for the publication of Ndi-Diaspora magazine and the monthly newsletter. The Chairperson of the Publication Committee shall be the Managing Editor/Chief Executive Officer of the Ndi-Diaspora Magazine.

##### b. Festival Committee

Shall be responsible for organizing and coordinating the yearly Iriji Festival. The Vice President shall be the Chair of the Festival Committee.

##### c. Igbo Language School Committee (School Board)

The Igbo Language School Board (ILSB) shall be separate from the Parents Teachers Association (PTA). The PTA shall be an informal advisory committee that would assist the Principal and the Teachers to ensure a smooth operation of classes. The Igbo Language School Board shall be responsible for the operating policies of the Igbo Language School including procedural and other matters concerning the operation of the school. The ILSB shall

oversee recruitment and remuneration of the school staff, registration of the school with necessary authorities, liaising with Universities and Colleges for cooperation, and raising funds to operate the school including ensuring that parents of students or adult students who are not active ICAE members shall volunteer for Bingo at least 4 times in a year.

- d. Igbo Cultural Men Dance  
Shall be responsible for the Igbo Cultural Men Dance.
- e. Igbo Cultural Women Dance  
Shall be responsible for the preparing and presenting Igbo Cultural Women Dance.
- f. Igbo Cultural Children Dance  
Shall be responsible for the Igbo Cultural Children Dance.
- g. The Igbo Cultural Choir  
Shall promote Igbo language and culture by recording and publishing praise and worship song in Igbo Language. Shall be responsible for organizing Igbo praise events, performing at the annual ICAE thanksgiving, and during the Igbo Christmas.

### **3.5 Election of Board Members**

- 3.5.1 Election of Officers shall be by simple majority at the Annual General Meeting or at any other meeting convened for that purpose.
- 3.5.2 Only members in good standing can vote during the election of officers.
- 3.5.3 Only active members can contest for office and be voted for in elections.
- 3.5.4 Elections shall be conducted by a three-member Committee appointed by the General House and headed by a Chief Election Officer or by any other committee so mandated by the General House.
- 3.5.5 Only active members can nominate a candidate.
- 3.5.6 Nominations shall be in writing and shall be done at least three (3) days before the date set for voting.
- 3.5.7 Every nomination shall be seconded by an active member.
- 3.5.8 Voting shall be by secret ballot.

## **4. MEETINGS OF THE ASSOCIATION**

### **4.1 General Meetings**

- 4.1.1 Regular General Meetings shall be held four (4) times each year, in the months of March, June, September, and December; in the City of Edmonton, in the Province of Alberta. The Board may direct that a General Meeting be held in the month preceding or following the month for which it is specified herein, if it determines that it will be more convenient for the members.



- 4.1.2 At least fourteen (14) days prior to a General Meeting, the Secretary shall by regular or electronic medium deliver to each member, a notice setting forth the date, venue, time and agenda of the meeting.
- 4.1.3 Unless as otherwise provided in this Bylaw, all decisions of the Association shall be by simple majority.
- 4.1.4 A Member may be excused from a General Meeting by the President or the Vice President upon written request received through ICAE official email address. Unless on the ground of employment outside the city or on health ground, a Member may not be excused from General Meeting for more than two General Meetings per year. For the purpose of active membership status in the Association, a member who has two or more excused absence from General Meeting shall attend at least one meeting within the year, including emergency and special meeting.
- 4.1.5 Where there is no quorum formed at the time set for the commencement of a meeting, the President may delay the start of the meeting by no more than 60 minutes. If after 60 minutes, there is still no quorum, the meeting shall with further notice electronically be held at a date to be determined by the Board in person or by video or telephone conference or any other electronic means. At such rescheduled meeting, the quorum for any business except a Special Resolution shall be the number of Members present.
- 4.1.6 The Association shall hold an Annual General Meeting (AGM) once every year, unless otherwise provided in this Bylaw. The AGM can be combined with the Igbo Christmas.
- 4.1.7 In an election year, the Annual General Meeting shall be held in the month of November after the end of the fiscal year. Where an extreme emergency necessitates a postponement of the Meeting, the same shall be held in December or at the next quarterly meeting.
- 4.1.8 Where no officers are elected by the Last Day of November on election year, the Secretary shall become the sole Caretaker of the Association until new officers are elected unless the General House, at its discretion, sets up an interim or caretaker committee to administer the affairs of the Association.
- 4.1.9 The Annual General Meeting shall receive and consider the Reports of the President and the Financial Secretary and may appoint auditors or accountants and transact such other business as may be put before the meeting.

#### **4.2 Special Meetings**

- 4.2.1 A Special Meeting of the Association shall be called at the direction of the President or upon the written request to the President signed by five (5) Members in good standing, stating the object of the Special Meeting. The President shall be under an obligation to convene a Special Meeting within one week of date contained in the request letter.
- 4.2.2 The method of notification, voting and quorum for a Special Meeting shall be the same as for a General Meeting. The Board shall ensure that every notice of Special meeting shall be indistinguishable from another as to whether the meeting is scheduled at the behest of the President or a request letter.
- 4.2.3 Special Meeting shall be held in person or by video or telephone conference or any other electronic means.

#### **4.3 Emergency General Meetings**

- 4.3.1 Emergency General Meetings on short notice shall be called only by the President or the Vice President in the absence of the President, to address an emergency.
- 4.3.2 Quorum at an Emergency General Meeting shall be the members in attendance.

- 4.3.3 All decisions reached at an Emergency General Meeting shall be ratified at a subsequent Special or General Meeting; otherwise they shall be null and void unless, there are at least ten members present at the Emergency General Meeting.
- 4.3.4 Emergency General Meeting shall be held in person or by video or telephone conference or any other electronic means.

## **5. CODE OF CONDUCT**

- 5.1 The language of communication at meetings shall be Igbo and English. While addressing the House, a Member shall exercise due courtesy at all times in the use of language of communication that is not well understood by others.
- 5.2 Members shall observe decorum at all times.
- 5.3 A Member may represent the Association in a public forum, provided he/she obtains prior approval of the Board and submits a brief report of such representation to the Board.
- 5.4 Any member bearing a grievance against another member shall formally request the President for a hearing by a Grievance Mediation Committee.

## **6. DISCIPLINE OF MEMBERS: OFFENCES AND PENALTIES**

### **6.1 Vote of No Confidence**

- 6.1.1 A member shall have the right to move a motion for a vote of no confidence in the President, in the Board of Directors or in any office holder with full explanation for the motion.
- 6.1.2 A motion for a vote of no confidence shall be seconded before it can stand as a motion.
- 6.1.3 A motion for a vote of no confidence shall be by special resolution.
- 6.1.4 An officer shall be deemed resigned from office with the passage of a motion for a vote of no confidence.
- 6.1.5 Where there is a vote of no confidence on the entire Board of Directors, members present at the meeting shall elect a Caretaker Committee, which shall call general elections within ninety (90) days.

### **6.2 Acts of Indiscipline and Penalties**

- 6.2.1 Use of profanity or other derogatory and abusive language, disrespectful physical gesture, and uttering of threat(s) against a member during Association meetings and events shall be punishable with a disciplinary fine of \$50.00 and a public apology to the Association and the offended party.

### **6.3 Suspension/Expulsion/Impeachment of Officers or Members**

- 6.3.1 Dereliction of Duty shall constitute ground for removal from office of an officer.
- 6.3.2 Embezzlement or fraudulent misappropriation of Association funds or property shall be punishable by removal from office of an officer, and shall attract a two-year suspension and full restitution with interest calculated at the official banker's prime rate.

- 6.3.3 Refusal by any member to abide by properly adopted decision(s) of the Association shall be punishable with six month suspension.
- 6.3.4 Disorderly behavior such as fighting at meetings or Association functions shall be punishable with one year suspension of the guilty member.
- 6.3.5 Any act of sabotage or treachery, misrepresentation of the Association and other acts that subvert the goals and objectives of the Association shall be punishable with expulsion from the Association after due hearing and investigation.
- 6.3.6 An expelled member shall have the right to appeal within five months of the decision to the General House for a review.
- 6.3.7 Any Officer or Director convicted of a criminal offence shall be deemed resigned from office when his conviction becomes final and executable.
- 6.3.8 An Officer or Director shall for cause be relieved of his office by a special resolution.

#### **6.4 Due Process**

- 6.4.1 Except as specifically provided in other sections of this Bylaw, penalties shall be adopted by two-thirds (2/3) affirmative vote of members of the Board of Directors after giving the concerned member the opportunity to be heard.
- 6.4.2 If penalty other than expulsion is imposed on a member, the member shall still have the right to vote on Association matters before the effective date of the penalty.
- 6.4.3 Before any officer or member shall be suspended, expelled or impeached, he/she shall, using his last known address, be invited in writing to appear on a stipulated date, before the Board or appropriate Committee to answer the allegation or complaint against him.
- 6.4.4 Where a member invited pursuant to the above provision, fails to appear on the stipulated date, the Board or Committee shall give him a second chance within thirty days. The Board or Committee shall enter a decision in absentia where the member fails to appear after this second invitation.
- 6.4.5 To regain membership in the Association, an expelled member shall be eligible to reapply for admission after a period of twenty-five months.

#### **6.5 Procedure for Impeachment/Dismissal**

- 6.5.1 The Association shall constitute a Disciplinary or Impeachment Committee as the case may be, to investigate and make recommendations relating to any allegations against an officer or member.
- 6.5.2 The Association shall accept, reject or modify the recommendations of the Disciplinary or Implementation Committee.
- 6.5.3 Impeachment and dismissal of an officer or a member shall be by special resolution.
- 6.5.4 An impeached officer or a dismissed member shall be eligible for election to any office after a period of 2 years.

### **7. CULTURAL, SOCIAL, CHARITABLE AND ECONOMIC ACTIVITIES**

- 7.1 Beneficial cultural, social and economic contact and cooperation with other cultural associations shall be promoted.
- 7.2 New immigrants' resettlement, employment, skills development and other like programs shall be encouraged to the benefit of members and the public
- 7.3 Charitable programs and activities, including but not limited to visits to orphanages, prisons and similar institutions shall be promoted.
- 7.4 Condolence visit in consonance with Igbo tradition and culture shall be made at the death of a member and at the death of a member's parent or a child.
- 7.5 Condolence visit to a member in good standing will involve a donation of five hundred Canadian dollars (\$500:00) made at the death of a member, two hundred Canadian dollars (\$200) at the death of a child and two hundred Canadian dollars (\$200) at the death of a member's parent.
- 7.6 If the member was an active member at the time of death, or otherwise has an active member in good standing status, the condolence visit will involve a donation of one thousand Canadian dollars (\$1000:00) made at the death of a member. The Board shall encourage donations or stipulate bereavement levies from time to time to facilitate fulfilment of this commitment. In addition, during a condolence visit to an active member, every member shall donate food or drinks as may be coordinated by the Director of Humanitarian Services, or the Board, or a committee set up by the Association on ad hoc basis.
- 7.7 Active interaction shall be promoted with other Igbo Cultural Associations.
- 7.8 To create and foster understanding of the Culture and Heritage of the Igbo people the IGBO DAY with activities that showcase oral traditions, cultural dances, fashion shows, and exhibition of cultural Arts and artefacts, shall be celebrated at least once in two years.
- 7.9 An Igbo Christmas shall be organized for a date in December of each year for members' families and their friends.
- 7.10 Social visits with gifts in cases of child births, baptisms, weddings, graduations, ordinations, title-taking, anniversaries, new-home openings and such other occasions in any member's life shall be promoted. Award ceremonies shall be organized to recognize those who made positive contributions to the affairs of the Association.
- 7.11 Not-for-profit endeavours like project-specific fund drives, raffle draws, ticket sales, bingos and casinos shall from time to time be undertaken to fund the programs of the Association.

## **8. FINANCES AND AUDITS**

- 8.1 Membership fees and Annual dues shall be set at amounts stipulated in the following sub-sections:
  - a) A one-time family membership fee of one hundred dollars (\$100:00) for a couple and their children under eighteen (18) years of age or a one-time membership fee of fifty dollars (\$50.00) for a single member shall be paid by all new members. Membership fee can be waived for new immigrants, the unemployed, and the yet to be fully employed. Waiver of membership fee shall be considered on case by case basis.
  - b) An Annual Due of fifty dollars (\$50:00) for a family as described above, and an Annual Due of thirty dollars (\$30:00) for a single member shall be paid by all members every year.
  - c) The Board may by special resolution propose an increase or a decrease in the Annual Dues.

- d) The membership fees and annual dues shall be paid by all members on or before the second General Meeting of any fiscal year or as may be decided by the Board and approved by the General Meeting.

8.2 The fiscal year of the Association shall terminate on December 31 each year.

8.3 The Financial Secretary shall conduct periodic reviews of members' financial status and shall send financial statements to every member at least twice in a fiscal year.

8.4 The books, accounts and all financial records of the Association shall be audited at least once a year by a qualified accountant or by an audit committee constituted at a General Meeting. The audited reports are to be presented to the General House within a period of two months of appointment.

8.5 The Board shall submit to the General House at the First General Meeting of each Fiscal Year (or of each tenure), a comprehensive Report on the state of the Association's finances for the previous year.

8.6 Where a qualified accountant is employed, the remuneration to be paid shall be approved by the General Meeting.

## **9. ACCESS TO INFORMATION BY MEMBERS**

9.1 Every member shall, two to seven days after a written request shall have been delivered to the relevant Officer and the President, be given complete access to inspect any books or records of the Association in the presence of another Officer, at the office of the Association, a mutually agreed venue, or one fixed by the President.

9.2 Each Board member shall at all times have access to any of the books of the Association.

9.3 Denial of access to a member to inspect the books of the Association shall constitute grounds for the removal from office of the negligent Officer.

## **10. DISPUTE RESOLUTION**

10.1 Disputes between members shall be settled by the Grievance Mediation Committee.

10.2 A dispute arising out of the affairs of the Association between:

- a) any Member of the Association,
  - b) a person who has not more than six (6) months ceased to be a Member, or
  - c) any other person claiming under the Bylaws of the Association
- on one hand, and

- a) the Association,
  - b) a Director or
  - c) an Officer of the Association,
- on the other hand

shall first be heard by the Grievance Mediation Committee. Where a party is not satisfied by the decision of the Grievance Mediation Committee, the matter shall proceed further only by Arbitration, which shall be under the Arbitration Act of the Province of Alberta, and a decision made pursuant to such Arbitration, shall be binding on all parties.

## **11. AMENDMENTS AND REVIEW**

- 11.1 The Bylaws of the Association is subject to Amendment or review.
- 11.2 A proposal for every amendment or a request for a review shall be delivered in writing to the President and the Secretary. The Secretary must attach copies of the proposal or request to every notice of meeting or agenda at which the proposal is sought to be adopted.
- 11.3 An Ad hoc Committee shall be constituted to study every amendment proposed or to review the Bylaws of the Association and report to the General Assembly.
- 11.4 Any amendment made to this Bylaw shall be effective only upon its prior ratification by the General Meeting by a special resolution.
- 11.5 Any review of the Bylaws of the Association shall be approved by a vote of at least 75% of the membership in good standing, present and voting.

## **12. CUSTODY OF HERITAGE**

- 12.1 The Heritage of the Association shall be under the control of the Board and the responsibility for their custody and use shall be determined from time to time by the Board.

## **13. SEAL AND LOGO OF THE ASSOCIATION**

- 13.1 The logo of the Association shall be the Palm Tree Harvester, a symbol of the industry and communal responsibility of the Igbo.
- 13.2 The Seal shall be under the care and control of the Secretary and shall be affixed on all official documents and contracts of the Association.

## **14. OFFICIAL WEB SITE AND EMAIL**

- 14.1 The Association shall establish and maintain a website to be managed by the Board and the Publication Committee.
- 14.2 The Association shall establish e-mail addresses for their Officers and Committees which shall be used for the official affairs of the Association.

## **15. DISSOLUTION**

- 15.1 A Petition clearly stipulating the grounds for the dissolution of Association shall be addressed to the Board through the President.
- 15.2 A minimum of two-thirds (2/3) of all members in good standing shall sign any Petition for dissolution of the Association before the same shall be recognized as valid by the Board.
- 15.3 The President shall within sixty (60) days after the receipt of the Petition, call all members to a Special Meeting. The lone-agendum shall be *First Debate on Dissolution of Association*. This first debate shall evaluate the reasons in the Petition and the consequences of dissolution.
- 15.4 A second and final debate on *Dissolution of Association* shall be held to vote on the Petition between thirty (30) days and forty-five (45) days after the first debate.

- 15.5 All Members in good standing shall, in person or by proxy, be eligible to vote on the Petition.
- 15.6 The President shall validate all proxies prior to voting on the Petition.
- 15.7 Determination of members' good standing shall be jointly conducted by the President, the Secretary, and the Financial Secretary.
- 15.8 The validation of proxies shall be concluded ten minutes prior to voting.
- 15.9 Dissolution shall be approved with a vote of not less than seventy five percent (75%) of all members in good standing.
- 15.10 If the Petition for resolution is passed by the General House, a five-member Liquidation Committee shall be elected at the same Meeting, to manage the liquidation of the Association.
- 15.11 The Liquidation Committee shall have the sole authority to determine which non-profit entity shall be the recipient of the net proceeds from dissolution. Provided that any gaming assets or proceeds remaining in the account of the Association after paying debt and liabilities shall be donated to other charitable or religious groups or purposes approved by the Alberta Gaming and Liquor Commission or donated to the City of Edmonton in trust until such time the gaming assets and proceeds can be disbursed as provided above.
- 15.12 A detailed Report on Dissolution of Igbo Cultural Association of Edmonton shall be prepared, and copies delivered to all members in good standing as determined on the day that the dissolution is registered with the Corporate Registry.