

# By-LAWS

## SOUTH ASIAN CENTRE OF WINDSOR

### By - Law Number One (1)

#### 1. HEAD OFFICE

The office of **SAC** shall be in the City of Windsor, in the Province of Ontario.

#### 2. FISCAL YEAR

The fiscal year of **SAC** shall be from the first day of January to the thirty-first day of December.

#### 3. MEMBERSHIP

- A** Individuals or organizations interested in becoming members of **SAC** shall apply to the Board by filling in the prescribed form.
- B** The Board shall decide the suitability of the candidate to be a member of **SAC** within three (3) months from the date of application.
- C** If a candidate is rejected, the exact reason(s) for rejection shall be conveyed to the candidate and the candidate shall be allowed to make a personal representation to the to the Board to plead the case.
- D** Only organizations and individuals who have paid dues for the current fiscal year shall be regarded as members.

#### 4. BOARD OF DIRECTORS

- A** If a nominee of a group member is elected as a Director who is not a member of the organization that nominated such a Director, then, that Director is required to become an individual member of **SAC** to hold the position of the Director.
- B** Any Director who consistently misses the Board meetings **without written notice acceptable to the board**, and does not perform duties of a Director for at least six (6) months, shall be removed from the **Board with an unanimous vote of the remaining members of the Board (does not make sense)**. If the activities of a Director are considered not in the best interest of **SAC** by three (3) of the Board members, then, by passing a motion, the Board can bring the matter to the general membership meeting to remove the Director from office.
- C** The Board shall elect, for a two year term, people for all the positions, among themselves. One person may hold more than one office except the offices of President and Vice-President but the President or a Vice-President can hold another office in case of a necessity.

#### 5. MEETINGS

- A** The meetings of the Board shall be held on appointed days of the required months. No notice of such regular meeting is required to be sent.
- B** The President, the Vice-President, the Secretary or two (2) Directors may call for a special meeting of the Board. The date, time and place of such a meeting shall be sent to the Directors at least four (4) days before the scheduled meeting.
- C** Non-receipt of notice of special meeting by one or more Directors shall not invalidate such a meeting, as long as the meeting is otherwise conducted with a quorum.
- D** If there is no quorum at a meeting of the Board, the meeting may continue to discuss the matters on the agenda. In such a meeting, motions may be passed, which shall be valid only after their acceptance by a majority vote in a meeting with proper quorum.

- E If there is no quorum at a general membership meeting, the meeting shall be re-scheduled, at least two (2) weeks later. The members shall be informed that the meeting is a re-scheduled meeting of a previous meeting. Any number of members present shall constitute a quorum for such scheduled meeting.
- F The President shall not vote in a meeting except to break a tie vote.
- G In the absence of the President, the Vice-President Administration shall conduct the meeting. In the absence of the Vice-President Administration as well, the Vice-President Projects shall preside over that meeting.
- H Any meeting may be adjourned by the consent of the majority. In the next meeting, any unfinished business from the adjourned meeting shall be attended to before any new business.
- I The Board shall by resolution establish in advance a time and date, at least thirty (30) days in advance of any meeting of the members, as the Record Date for the determination of those members entitled to notice of and to vote at the member's meeting. Any person who is not a member as of the Record Date is not entitled to notice of or to vote at the meeting for which the Record Date has been established.

## 6. VOTES

- A Two (2) delegates from a group member shall be eligible to vote at any general meeting of **SAC**.
- B A proxy vote assigned to a specific person is acceptable, only at a general meeting of **SAC** as long as it is registered with the Secretary before the vote.
- C No individual can carry more than two (2) proxy votes (?)
- D Proxy votes count towards quorum

## 7. FINANCIAL MATTERS

### A. DUES:

- A The membership dues are payable in January to cover the fiscal year of **SAC**.
- B If a group or individual member fails to pay the membership in a fiscal year, the member shall be notified about it before the AGM. **However**, it is the responsibility of the member to pay the dues and keep the membership active.
- C Voting at a meeting is limited to paid members only

### B. BUDGET

- A All financial matters of **SAC** shall be operated through proper budgeting process only. The Board must approve the budget for the coming fiscal year before any funds can be expended in a fiscal year except under special circumstance, with approval of the Board.
- B All special committees must submit their budgets for the coming fiscal year to the Treasurer before the end of November.
- C Any item that is not budgeted shall need the approval of the Board before the monies are spent. The Board shall allocate funds to such an item from a properly budgeted contingency fund. This rule does not apply to the petty-cash, which can pay no more than one hundred (100) dollars under the supervision of the Treasurer. The Board shall decide the amount of cash to be drawn for petty-cash.

### C. PAYMENTS

- A All payments shall be made through cheques, except the items that are paid from petty-cash.
- B Two (2) out of three (3) signing authorities registered with the bank must sign any cheque or contract on behalf of **SAC**. The Board shall establish who the signing authorities are going to be.

D. BORROWING

- A **SAC** shall not borrow any monies except to cover fixed expenses during the period when committed funds have not arrived ("bridge financing").
- B The necessity for any borrowing shall be justified to the Board and approved by the Board before the borrowing takes place.
- C The Treasurer, the President and the Vice-President or any other Director specifically authorized by the Board to undertake specific borrowing, shall be authorized to borrow funds on behalf of **SAC**.

**8. END OF BY-LAW**

This marks the end of by-law Number One (1)

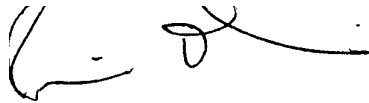
This by-law is adopted on the 15th day of the month of September in the year 1987 at the general meeting of membership.

Kumar Chatterjee

Raj Patil

President

**Secretary**



Rose Olivero

Vice-President

## By-LAWS

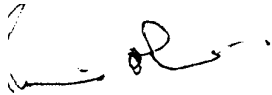
### SOUTH ASIAN CENTRE OF WINDSOR

#### By -Law Number Two (2).

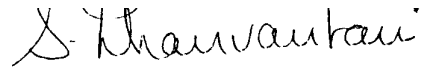
That the number of the Board of Directors be increased from five (5) to six (6), effective from the Annual General Meeting on April 27, 1992.

This by-law (02) is adopted at the General Meeting held on 27th of

April 1992.



PRESIDENT



SECRETARY

## BY-LAWS

### South Asian Centre of Windsor

#### By-Law Number Three (3)

Resolved that ---

- A** the term of offices be changed from two years to three years.
- B** no one will stay in office more than two consecutive terms (a total of six years).
- C** at the end of the 1994/1995 term, two Board members with the longest term in office will be required to retire from office.

Moved by Raj Patil and Seconded by Asoka Rajan.

S. Dhanvantari

President

  
Secretary

## BY-LAWS

### SOUTH ASIAN CENTRE OF WINDSOR

#### By-Law Number Four (4)

That the number of the Board of Directors be increased from six (6) to seven (7), effective from the Annual General Meeting on **April 21<sup>st</sup>**, 2005.

This by-law, four (04), is adopted at the Annual General Meeting held on the 27<sup>th</sup> of April, 2005.



President

Harminder Singh

Secretary