

# **SINKUNIA COMMUNITY DEVELOPMENT ORGANIZATION**

## **“BYLAWS”**

**Amended January 29, 2017**

**1.0 Name of the Organization:** Sinkunia Community Development Organization

**2.0 Headquarters:**

The society shall be based in the city of Edmonton and its area in the province of Alberta.

**3.0 Current Registered address:**

Sinkunia Community Development Organization  
#240, 10709-105 Street  
Edmonton, Alberta, T5H 2X3  
Canada

**4.0 Definitions:**

**SCDO** shall mean “The Sinkunia Community Development Organization

**Board** shall mean “The Board of Directors or Executive committee”

**Bylaws** shall mean “The Bylaws of the organization”

**5.0 Membership:**

The society will not charge any membership fee.

Any person residing in Greater Edmonton may become a member of Sinkunia Community Development Organization

Full membership is open to all persons who;

- A) are 18 years of age or older
- B) are willing to abide by the Bylaws of Sinkunia Community Development Organization

**5.1 Membership benefits and privileges:**

- Members have the opportunity to influence and improve the quality of services available in the community
- Members gain a sense of achievement in pursuing the vision of the organization

**5.2 Termination of membership:**

A person ceases to be a member of Sinkunia Community Development Organization if he/she:

- Is under suspension or has been expelled as a result of misconduct against Sinkunia Community Development Organization
- Voluntarily cancels his/her membership by written notification to the Board of Directors

### **5.3 Reinstatement of membership:**

Any member who ceases to be a member of Sinkunia Community Development Organization may be reinstated by the Board of Directors upon satisfactory conditions.

### **6.0 Organizational structure:**

The organizational structure shall comprise of the General Membership, Board of Directors, Executive Director, Patrons, Sponsors, and Volunteers.

**Patrons:** Any prominent person in the community selected to represent the interest or the organization.

**Board of Directors:** The Board of Directors shall consist of the President or Chairman, Secretary, Treasurer and Chairpersons of the various committees. Board Members can hold a position for no longer than a three-year term. Every time an executive member or board member finishes his or her three-year mandate, a new member will be elected to replace the out-going member.

### **6.1 Responsibilities of the Board of Directors:**

- Act as trustees of Sinkunia Community Development Organization. Members shall act in the best interest of the organization.
- Protect assets and limit liabilities and expenditures.
- Set goals, develop plans to reach these goals and establish effective methods for programs and evaluation.
- Communicate Sinkunia Community Development Organization's actions and visions to members and non-members, as well as, other organizations, businesses, and government bodies.
- Hire the Chief Executive Officer (CEO)/Executive Director from the general public.
- Call annual, regular, special, and general meetings.
- Submit an annual report to the general meetings.
- Set up ad hoc and standing committees.
- Secure the repayment of monies borrowed and interests thereof, with assets of Sinkunia Community Development Organization.
- Is accountable and legally responsible to Sinkunia Community Development Organization. A Board member on leaving office will surrender all records,

monies and/or property belonging to Sinkunia Community Development Organization or to his/her successor.

## **6.2 Responsibilities of various committees:**

The committees such as marketing, public relations and fundraising will perform their duties under the Board of Directors. Their functions and responsibilities will depend on the project at hand.

## **6.3 Position (Members of the Board):**

- Participate in collective responsibilities of the Board or on any committee they serve.
- Liaise with the community, interpret the purpose of the organization and inform the organization of the need of the community.
- Undergo orientation and briefing to become familiar with the organization's vision and purpose.

## **6.4 Position - President or Chair:**

- Official representative of the Sinkunia Community Development Organization
- Chairs regular meetings of the Board
- Prepares agenda with secretary
- General supervision of Sinkunia Community Development Organization
- Execute with board members all contracts, documents, and all other written instruments that may be required or authorised by the board for the proper transactions of Sinkunia Community Development Organization's business
- Responsible to Board and general membership.

## **6.5 Position - Secretary:**

- Prepares agenda with president
- Records and reads minutes at meetings
- Custodian of records, books and correspondence relating to Sinkunia Community Development Organization
- Sends meeting notices to members
- Keeps attendance records

## **6.6 Position - Treasurer:**

- Takes charge of general finances of Sinkunia Community Development Organization
- Liaises with the fund-raising committee
- Receives all monies of the organization and makes deposit at the bank
- Pays all bills as provided in the budget and as approved by the organization
- Keeps an accurate record of all income and money spent

- Makes a cash report at each board meeting of income and money spent showing the net balance
- Prepares financial statement and annual treasurer's report showing actual income and expenditures to date
- Issues tax receipt
- Makes books available and open to the board at all times for inspection

#### **6.8 Position - Patrons:**

- Act as advisors to the Board
- Assist in public relationship duties
- Assist in fund raising activities

#### **7.0 Remuneration**

- The purposes and objectives of Sinkunia Community Development Organization shall be carried out without purpose of gains for its members
- All profits from any functions or activities belong to Sinkunia Community Development Organization. There will not be any capital fund divided into shares'
- Board of Directors/officers shall not receive any remuneration for services rendered throughout the duration of their term in office.
- Members shall not receive any monetary rewards for services rendered
- However, approved expenses incurred by members shall be reimbursed.

#### **8.0 Signing Authority**

The Treasurer will have signing authority to the Sinkunia Community Development Organization account and or any other Sinkunia Community Development Organization expenses.

##### **8.1**

Two people will now have signing authority to the Sinkunia Community Development Organization account: The Chairman and Treasurer of the society.

##### **8.2 Auditing**

- The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting.
- A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society.
- The fiscal year of Sinkunia Community Development Organization in each year shall be November 1 to October 31.

- The books and records of the society may be inspected by any member of the society at the Annual General Meeting or at any time given one month written notice and arranging a time satisfactory to the officer or officers having charge of same and at the location where the Books are kept.
- Each member of the Board shall at all times have access to such books and records.
- The seal of the society, whenever it is acquired by the society and as required, may be affixed to contracts, documents and instruments in writing signed as aforesaid. The seal shall be kept by the Executive Director and or the Secretary.

## **9.0 Removal from the Board and Vacancy**

- Any member of the Board may be removed from office by a resolution at a general meeting before the expiration of his/her terms.
- This occurs when the Director Misses two consecutive meetings of the Board of Directors without due notice to the Board of his/her inability to attend.
- A written resignation is provided to the society.
- Another person may be appointed to hold the office until the next annual general meeting. When a vacancy occurs on the Board or committee, the Board may appoint a person to fill that office for the remainder of the former member's term.

## **10.0 Meetings**

### **10.1 Annual General Meetings:**

#### **Amended**

The organization shall hold an annual general before October 31<sup>st</sup> in each year, of which notice in writing to the last known email address of each member shall be delivered via email 21 days prior to the date of the meeting. At this meeting, there shall be elections that signify the new term of the Board of directors. The Board can consist of newly elected members.

### **10.2 Meetings:**

#### **Calling General Meetings**

Regular general meetings shall be held every second month in the calendar year. Notice of such meetings shall be sent via mail, email or telephone to each member by the Secretary not less than 7 days before the meeting is to take place.

### **10.3 Special meetings**

- A special/emergency meeting shall be called by the president or Secretary if; the majority of the general membership deem it necessary to have one or upon receipt of a petition signed by one-third of the members. The Secretary

- will send out a meeting notice with the reasons for such meetings via, email or telephone, 7 days prior to the meeting.
- The membership shall have an emergency meeting on short notices if a quorum is present
- A quorum of Board of Directors shall be 4
- A quorum of special meetings is 4
- A quorum of all general meetings is 5.

All meetings shall be adjourned to another after 30 minutes from the time appointed for the commencement of the meeting

### **11.0 Nomination and voting of officers**

- Voting shall be by secret ballots or show of hands for elections.
- Nominations for officers shall be by appointment and acceptance or by expressing of interest by the individual
- Only members with good standing shall have the right to vote
- All votes must be made in person and not by proxy or otherwise.

### **12.0 Order of business at a meeting**

- call to order
- reading and disposal of the agenda
- reading and acceptance of previous minutes
- report of officers
- reports of committees
- election of members of the Board or committees
- unfinished business
- new business
- adjournment

### **13.0 Amendments**

- In the future, the bylaws can only be changed by a special resolution of the members at a special meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given, and by the vote of not less than 75% of those members who, if entitled to do so, vote in person or proxy.
- Any member of Sinkunia Community Development Organization can make written proposals for changes to any part of the bylaws
- Proposals shall be in the form of resolutions

### **14.0 Petition**

- Any member can make a petition to the Board on any issue concerning Sinkunia Community Development Organization

- The petition is to be submitted in writing to the president who shall call the Board to study the request and respond
- If the petitioner is not happy with the response, he/she may appeal to the general meeting.

### **15.0 Maintaining legal status**

Sinkunia Community Development Organization shall maintain its legal status by complying with ongoing legal requirements and registering changes to the bylaws with Corporate Registry in accordance with the Societies Act

### **16.0 Maintaining Not-For-Profit status**

Sinkunia Community Development Organization shall maintain its not-for-profit status by meeting all the requirements of a not-for-profit organization.

### **17.0 Borrowing Money**

The society shall borrow no money for its operations

### **18.0 Dissolution Clause:**

Sinkunia Community Development Organization may be dissolved only with authorization by its Board of Directors given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the Board. Upon dissolution or other termination of Sinkunia Community Development Organization, all remaining assets after payment in full of all its debts and liabilities; will be disbursed to eligible charitable or religious groups or purposes; or transferred in trust to a municipality until such time as the assets can be transferred from the Municipality to a charitable or religious group or purpose approved by the Board.





