
BYLAWS OF THE UGANDA-CANADIAN ASSOCIATION OF SOUTHERN ALBERTA (CASA)

1. DESIGNATION

The name of the association is “Uganda-Canadian Association of Southern Alberta” (hereinafter referred to as “CASA” or the “corporation”), non-partisan and non-profit entity incorporated under the Non-profit Corporation Act in the Province of Alberta.

2. EFFECTIVE DATE

These bylaws of CASA shall be of immediate effect, and any former constitution or bylaw of CASA’s hereby declared to be null and void.

3. OBJECTIVES

The objective of CASA shall be

- a) to promote better acquaintance, understanding, and co-operation among Ugandans and friends residing in Southern Alberta;
- b) to preserve, promote, and develop the culture of Ugandan Canadians in Southern Alberta thereby contributing to the multicultural society of Canada;
- c) to assist Ugandan immigrants and support their adjustment and participation in the Southern Alberta community in particular, and in Canada in general; and
- d) to advocate for and promote equality, equity, integration and social justice in Southern Alberta, Canada and Uganda;
- e) to work towards the elimination of racism and all forms of discrimination within the Ugandan-Canadian community and the community at large.

4. ACTIVITIES

The activities of the association shall be in accordance with the furtherance of the objectives given in Section 3 above.

5. CLASSES OF MEMBERSHIP

The membership of association shall consist of:

- a) Ordinary members made of Ugandan Canadians and their families residing in Southern Alberta;
- b) Associate members made up of any other individuals and families not covered under (a) above; and
- c) Family members made up of the immediate family of any member while of age 18 years or less
- d) Honorary members, appointed as determined by the Board of CASA

In this context, the term “Uganda” shall mean any person born in Uganda of Uganda heritage, or naturalized as a Uganda citizen, whether or not that person may subsequently have relinquished Uganda citizenship.

6. CONDITIONS OF MEMBERSHIP

- a) Application for membership shall be made by registration to the Board of Directors.
- b) Term of membership shall be for one year, commencing at the date of the Annual General Meeting of CASA
- c) Membership fees shall be determined on an annual basis by the Board of Directors.
- d) Any member in categories 5(a) and 5(b) above shall be entitled to vote at any general meeting of UCAS.

7. BOARD OF DIRECTORS

- a) The affairs of the association shall be managed by a ten-member Board of Directors.
- b) Each director shall be an Ordinary or Associate Member of CASA, and shall be elected to the Board by the general membership at a general meeting.
- c) The Board of Directors shall comprise the Executive, composed of the President, Vice President, Past President, Secretary, Treasurer and five members at large who shall undertake assigned responsibilities required in the running of CASA one of which shall be a member in the age range 18 to 29 years who will represent youth.
- d) When electing a Board of Directors every effort should be taken to ensure regional representation.
- e) The term of office for the Board of Directors shall be two years, renewable up to six years except that the President and Secretary shall be elected for a two year term with no renewal.
- f) The Board of Directors shall meet whenever necessary, at notice of at least one week, to plan activities and to determine the day-to-day business of the Corporation.
- g) The Board of Directors may set up ad-hoc committees to conduct the business of the corporation.
- h) The Board of Directors may employ any person, such as a bookkeeper, required in the operation of the corporation.

8. BOARD DIRECTOR RESPONSIBILITIES

i) PRESIDENT

- a) Calls all meeting of the Board of Directors and the general membership;
- b) Presides at all meeting mentioned in Section 7a);
- c) Reports to the general membership at all membership meetings;
- d) In the event of a tied vote at any meeting shall cast the deciding vote.

B. VICE PRESIDENT

- a) To perform presidential responsibilities in the absence of the President;
- b) Develop and negotiate grant applications with civic and corporate bodies;
- c) Perform other responsibilities as assigned by the board from time to time; and
- d) Prepare to serve as the next President of the corporation.

C. PAST PRESIDENT

- a) Support the New President and participate in the organizations on going projects
- b) In the event that the organization does not have a 3rd signatory, the past president continues to serve as signatory of the organization.

D. SECRETARY

- a) Records, maintains, and circulates minutes of all meetings;
- b) Conducts correspondence as directed by the Board of Directors;
- c) Maintains the Minute Book and other administrative archives and documents of the Corporation;
- d) Directs mail to appropriate Board members.

E. TREASURER

- a) Responsible for all financial transactions and records of the Corporation, ensuring its financial accountability and, without limiting the generality of the foregoing, it shall be the responsibility of the Treasurer;
- b) Receives and deposits all monies payable to the Corporation;
- c) Disburses payments as authorized by the Board of Directors;
- d) Prepares, in consultation with the CASA Board of Directors, a budget for the forthcoming fiscal year for approval by the Board of Directors by no later than May 31;
- e) Prepares, in consultation with the President, a budget for approval by the Board of Directors;
- f) Ensure that an audit is completed within ninety (90) days of fiscal year-end;
- g) Maintain records of the Corporation's financial transactions, accounts, and assets;
- h) Prepares financial and other reports as required by Revenue Canada and other Government agencies; and
- i) Liaises with any bookkeeper, accountant, or financial agent employed by the Corporation.

F. SOCIAL MEMBER DEVELOPMENT

- a) Membership recruitment program throughout the province
- b) Establish a social member development committee or appoint committees necessary for any social function;
- c) Support CASA community Development activities and set up at least one social each summer;
- d) Report to Board on ongoing committee activities

9. FISCAL YEAR

- a) The fiscal year-end of the Corporation shall be July 31.

10. AUDIT

- a) The financial records of the Corporation shall be subject to audit by an independent auditor, appointed by the Board of Directors as endorsed by the membership a general meeting each year.
- b) The Financial Statement shall be audited no later than ninety (90) days following the fiscal year end.
- c) The audited Financial Statements shall be presented to the membership at the Annual Meeting or at a Special Meeting called for that purpose once per year. The Financial Statements must be made available to members by no later than fifteen (15) days prior to that meeting.

11. ANNUAL AND SPECIAL MEETINGS OF THE CORPORATION

- a) The Annual Meeting of the Corporation will be held within ninety (90) days of the fiscal year end at a time and place designated by the Board of Directors.
- b) Written notice of the Annual Meeting shall be given to members at least fifteen (15) days prior to the meeting date.
- c) The following procedures shall be followed at the annual meeting;
 - a. Roll call
 - b. Reading of Minutes of last Annual Meeting or circulation of typed Minutes
 - c. Reading of Minutes of Special Meetings held during the year or circulation of typed Minutes.
 - d. Business arising from minutes
 - e. President's Reports
 - f. Other reports

- g. Appointment of Auditor
 - h. Presentation and Approval of the Working Budget
 - i. New Business
 - j. Adjournment.
- d) A special general meeting may be called by the President upon the written request of at least 25 percent (25%) of the members.

12. QUORUM

A quorum is present at a general meeting of members when twenty-five percent (25%) of members entitled to vote are present.

13. RULES OF ORDER

Proceeding of the Corporation, except as herein otherwise provided, shall be conducted in accordance with Roberts Rules of Order.

14. SIGNING AUTHORITY

The Board of Directors shall appoint three (3) Directors, the President, the Secretary and the Treasurer, any two of whom shall have signing authority for the Corporation. In the event that one of these positions is vacant the Past President serves as the 3rd signatory.

15. DISSOLUTION

In the event that UCAS becomes dissolved, its assets, after finalizing all debts, shall be turned over to an organization having similar objectives to UCAS.

16. AMENDMENTS TO BYLAWS

These bylaws may be amended at any time by a majority vote of members at a general meeting.

Certified as a true copy of the revised Bylaws of the Uganda-Canadian Association of Southern Alberta approved at the Annual General Meeting of members on Saturday, June 26, 2010.