

**BY-LAWS
OF
THE ASSAM ASSOCIATION OF
ALBERTA
(AAA)**



116 Aventerra Court
Rocky View, Alberta, Canada, T3Z 0A9

2016 December 17

1.0 GENERAL

- 1.1 Name of the Society shall be the 'Assam Association of Alberta'. As an abbreviation, the Society may also be referred to as 'AAA'.
- 1.2 The fiscal and the operational year of AAA shall commence on the first day of April and end on the last day of March in the following year.
- 1.3 General membership is open and accessible to any individual who is interested or wants to contribute to the promotion of culture, music, literature, arts, drama, and similar activities related to Assam. The 'general body' of the association will have jurisdiction to conclude what is 'similar activities' or what constitutes to cultural heritage of Assam etc.
- 1.4 To become a member of AAA a person has to be eighteen (18) years or above.

2.0 MEMBERSHIP

2.1 GENERAL

There are two categories of membership:

- i) Regular members
- ii) Honorary members

2.2 REGULAR MEMBERS

Any person subscribing to the objectives of AAA and on contributing the prescribed fees will become a member. The payment of the prescribed membership fees will be considered as consent to become a member and to abide by the bylaws. The membership will be deemed to begin on the first day of the month following receipt of the required membership fee by the association. There shall be three categories of regular membership. A different 'membership fee' or a different 'event fee' may be applicable to these categories of members. Otherwise each member will have equal rights, obligations and privileges.

a) Family Members

A family will include husband, wife, and their dependents.

b) Single Members

A person who wants to participate in the association's activities as a 'single person' will be considered eligible as a single member.

c) Single Members

A person, who is a full time student at an accredited educational institution and over eighteen (18) years of age, will be considered eligible as a student member.

2.3 HONORARY MEMBERS

- i) The Executive Committee from time to time may nominate up to a maximum of six (6) honorary members. The tenure of the honorary members shall be the same as that of the Executive Committee.
- ii) The nomination shall be from amongst persons who promote the objectives of the association and whose membership is helpful to the activities, programs or success of the association.
- iii) The Honorary members will be exempt from annual membership fees. They and their families may participate in any or all programs of the association on payment of event fees as applicable to members.

2.4 RESIGNATION OR EXPULSION OF MEMBER(S)

- a) A member can resign by notifying the president of the present executive committee in writing. This resignation letter shall be delivered by registered mail or in person.
- b) The notice of suspension / expulsion of any member will be sent by registered mail by the executive committee. The expulsion of a member will be carried out as per section 12.2.

3.0 GENERAL BODY OF THE ASSOCIATION

3.1 VOTING RIGHTS OF MEMBERS

- i) Every individual has right to vote at once they sign up for membership and pay a fee. A regular member who maintained such membership will be eligible to become a voting member. All members in good standing as per records of association on March 31, will be eligible to become voting members for the next year on payment of appropriate membership fees.
- ii) Members shall physically be present to cast their vote. Proxy voting will not be allowed.
- iii) All Voting Members must be at least 18 years of age.
- iv) Each voting member shall have one (1) vote.
- v) For family membership, there shall be a maximum of two (2) votes from each household - unless a separate and additional membership has been subscribed by an individual, over eighteen (18) years of age, in the household.

3.2 GENERAL BODY

- i) The 'Voting members' shall constitute the 'General Body' of the association.
- ii) The 'General Body' shall be the policy making body of the association and shall provide general direction to the Executive Committee in the conducting of the affairs of the association.
- iii) Only the 'voting members' are eligible to vote at the general body meetings and at other deliberations where a vote is being sought.

4.0 EXECUTIVE COMMITTEE

4.1 GENERAL

Elected Executive Committee shall be responsible for the management of the Association. There will be no Directors in the Association.

4.1.1 An Executive Committee shall be elected at the annual general body meeting from amongst voting members and shall consist of the following office bearers:

- i. President
- ii. Vice President
- iii. General Secretary
- iv. Treasurer
- v. Cultural Secretary
- vi. Food and Facility Secretary
- vii. Public Relation & Publicity Secretary
- viii. Sports & Outdoor Activity Secretary
- ix. Fund Raising & Interprovincial/International Affairs Secretary
- x. Youth Activity Secretary

4.1.2 However, Only one (1) voting member from one (1) Member family or a Single Member (as per section 4.1 (i)) shall be eligible for all positions

4.1.3 The immediate past president will be an ex-officio member of the new Executive Committee.

4.1.4 No individual shall hold the same office in the Executive Committee for more than two years in succession.

4.1.5 Any vacancy occurring on the executive – whether by resignation or for any other reason – shall be filled by the Executive Committee as it deems fit.

4.2 DUTIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall remain accountable and fiscally responsible. The responsibility of each member of the executive is as follows:

4.2.1 The PRESIDENT shall be the chief executive officer of the association. He/She shall call and preside over all meetings including Executive Committee and general body. In his/her absence, he/she may nominate either of the Vice president or another Executive Committee member to preside. The President shall be the chief spokesperson for AAA. He/She shall be an ex-officio member of all committees and sub-committees.

4.2.2 The VICE PRESIDENT shall assist all the works of the President in all respect.

- 4.2.3 The GENERAL SECRETARY shall maintain all records of minutes, attend to correspondence and communications. The Secretary shall maintain a record of all members of the association and their addresses. He/She shall send all notices of meetings and programs. He/She shall have charge of the Association's Official Seal, which whenever used shall be authenticated by the signatures of the secretary and the President or in the case of death or inability of either to act, by the Treasurer.
- 4.2.4 The TREASURER shall be the chief accountant, book keeper, in-charge of bank accounts and the finances of the association. He/She shall properly account for the funds and the liabilities, and keep necessary records. He/She shall collect the membership and other dues. He/She shall prepare an annual financial statement for presentation to the Executive Committee and through the executive to the annual general body meeting.
- 4.2.5 The CULTURAL SECRETARY (Calgary) shall have primary role to organize the cultural events for Calgary area.
- 4.2.6 The CULTURAL SECRETARY (Edmonton) shall have primary role to organize the cultural events for Edmonton area.
- 4.2.7 The FOOD & FACILITY MANAGEMENT SECRETARY shall have primary role to organize the events related to festivals like Bihu, Diwali, New years celebrations etc.
- 4.2.8 The PUBLIC RELATION & PUBLICITY SECRETARY shall have primary role to maintain the public relation with all other organization and shall be responsible for all the external publicity of the association.
- 4.2.9 The SPORTS & OUTDOOR ACTIVITY SECRETARY shall have primary role to organize sport events and outdoor activities (for example arranging annual picnic, Bingo, Cricket etc.)
- 4.2.10 The FUND RAISING & INTERPROVINCIAL / INTERNATIONAL AFFAIRS SECRETARY shall be responsible for any fund raising event (for example Casino, Cultural program etc.) and international affairs.
- 4.2.11 The YOUTH ACTIVITY SECRETARY shall have primary role to organize the events related to youth activities of the youths from the member families.
- 4.2.12 The IMMEDIATE PAST PRESIDENT shall have an advisory role and assist the executive on an advisory basis. He/She may have roles on any other activities mutually agreed upon.
- 4.2.13 General: If any of the assignments for the Executive Committee member as stipulated above cannot be carried out – due to un-availability or absence or any other reason – the executive by a majority decision will have jurisdiction to assume the assignment or to delegate the same to another member of the Executive Committee.
- 4.2.14 Remuneration: no officer or member of this Association shall receive any remuneration for his or her services.

4.3 POWER AND AUTHORITY OF THE EXECUTIVE COMMITTEE

4.3.1.1 The Executive Committee shall be responsible and shall have authority to conduct the affairs of the association.

4.3.1.2 The decisions of the Executive Committee shall be by consensus. In the absence of a consensus, the deliberations will be concluded by a majority vote. Each member of the Executive Committee – excluding the immediate past president – will have one vote. In case of a tie, the President shall have and may exercise another casting vote to break the tie.

4.3.1.3 A quorum will be constituted when at least five (5) members are present provided that the President (or his/her nominee) and either the Secretary or the Treasurer is present.

5.0 OTHER COMMITTEES

The Executive Committee may appoint additional committees as may be needed to carry out the functions of the Association.

For any dispute settlement, the Executive Committee may appoint a 3 member ‘arbitration committee’. The Executive Committee may also refer to the arbitration committee matters relating to the interpretation or intent of the by- laws.

6.0 NOMINATION AND ELECTION PROCEDURES

6.1 NOMINATION AND ELECTION OF COMMITTEE

6.1.1 At least one month prior to Annual General Meeting, the Executive Committee shall appoint a Nomination and Election Committee comprising three members of AAA in good standing. The three members of the Nomination and Election Committee shall neither hold nor keep any other office in the AAA, and shall elect or select their own chairperson. The members of the Nomination or Election Committee are not eligible to be a candidate for the Executive Committee election.

6.1.2 Names, addresses and telephone numbers of the members of the Nomination and Election Committee shall be announced with the notice of the Annual General meeting, along with the call for the nominations for the elective offices of the AAA as specified in Section 5.1(i).

6.1.3 The Nomination and Election Committee shall be responsible for

- a) Receiving nominations for election of the office bearers of the Executive Committee.
- b) Determining the eligibility of nominees and ascertaining that the nominees are willing to stand for the respective offices.

- c) Presenting at the Annual General meeting, the nominations for the office bearers of the Executive Committee.
 - d) Conducting and supervising the election of members of the Executive Committees.
 - e) Certifying to the Executive Committee and the membership present at the Annual General Meeting the names of all the successful candidates.
- 6.1.4 The Nomination and Election Committee shall cease to exist for that year at the conclusion of the elections.

6.2 PROCEDURES FOR NOMINATION AND ELECTION

- 6.2.1 Only one (1) voting member from one (1) Family Member or a Single Member (as per section 4.1 (i)) shall be eligible for all positions specified in Section 5.1 (ii).
- 6.2.2 Physical presence of a candidate at the Annual General Meeting is not necessary provided that he/she has submitted the nomination duly proposed, seconded and signed by the candidate to the Nomination and Election Committee prior to holding the elections for the Executive Committee.
- 6.2.3 The voting shall be conducted as per the rules specified in Section 8.1.
- 6.2.4 The election shall be contested by each position for the Executive Committee as per section 5.1 (i). A candidate receiving the highest number of votes shall be declared elected to the specific position in the Executive Committee. In the event of a tie, a second ballot may be taken immediately at the meeting, in an identical manner. In the event of a tie results on the second ballot as well, the decision shall be made by flip of a fair coin.

7.0 MEETINGS

7.1 ANNUAL GENERAL BODY MEETING

- 7.1.1 The Executive Committee shall conduct the Annual General body Meeting (AGM) before the end of March of a fiscal year.
- 7.1.2 The time, place and agenda for the meeting shall be determined by the Executive Committee.
- 7.1.3 The notice of the Annual General Meeting shall be in writing and shall be mailed not less than twenty (21) days and not more than thirty (30) days prior to the meeting. The notice shall include information on the time and place of the meeting, agenda for the meeting and information as specified in Section 7.
- 7.1.4 The agenda for the Annual General Meeting shall include but not limited to: (a) Review of the minutes of the last AGM, (b) Financial statements of the Association, audited and duly certified, (c) Election of members of the Executive Committee, and (d) Amendments to the By-laws of the Association, if any.
- 7.1.5 The Minutes of the AGM must be sent to the members within thirty days of the meeting.

7.1.6 A one-third (1/3) attendance by eligible 'voting members' will constitute a quorum for any general body meeting including annual general body meeting.

7.2 SPECIAL GENERAL BODY MEETING

7.2.1 The Executive Committee may organize special general body meetings from time to time as appropriate.

7.2.2 A special general body meeting shall be called by the executive committee upon receipt of a petition signed by at least one third (1/3) of the voting members – setting forth the reasons for calling such a meeting. The meeting shall be called within 30 days of receipt of such a petition.

7.2.3 The notice of the special general body meeting shall be in writing and shall be mailed not less than twenty one (21) days and not more than thirty (30) days prior to the meeting. The notice shall include information about the time, place and agenda of the meeting.

8.0 AMENDMENT OF BY-LAWS

Any Article or Section of the and its By-laws may be altered, amended or repealed, or new Articles or Sections be adopted only at a General Body Meeting as defined in Sections 7.1 or 7.2. This must be declared as an agenda item for a General Body Meeting. A notice of amendment and for a special resolution shall be given at least 21 days in advance. A resolution must be carried by at least 75% of the members attending and forming a quorum. Proposed changes to the By-laws may be initiated by any voting member through a petition and sent to the Secretary of the Executive Committee at least 90 days prior to the meeting at which such changes are to be considered.

9.0 MEMBERSHIP FEES AND EVENT FEES

9.1 MEMBERSHIP FEES

9.1.1 The General Body shall review and set all membership fees for the different categories of members. Unless a new fee schedule has been set, previously set fees will prevail.

9.1.2 The membership fee is due at the beginning of a fiscal year (April 01 to March 31) and shall be paid- up on or before 31 August of the fiscal year.

9.2 EVENT FEES

9.2.1 The Executive Committee may set an 'event fee' for any program or activity they are organizing. A fee structure for an event may be set for different category of participants. In general event fees for members shall be less than that for non-members.

9.2.2 Executive Committee shall have jurisdiction to waive or reduce event fees in special circumstances.

10.0 FUND MANAGEMENT

10.1 AUDITING

A voting member, who is a qualified accountant, shall audit the financial accounts of the association at least once a year. If such a member is not available, then the Executive Committee will have the accounts audited by a professional, notwithstanding the expenses involved in doing so. An audited financial statement of the fiscal year and a statement of the financial status of the association shall be presented at the annual general body meeting.

Each member of the executive shall have access to the books and records of the association. A voting member may inspect the books and records of the association by giving at least fourteen (14) days' notice, and arranging a time mutually convenient to the voting member(s) and the Executive Committee member(s).

10.2 RESERVE FUND

The General Body from time to time may assign a 'reserve fund' for a forecasted project from amongst the existing resources of the association. If so assigned, the Executive Committee shall maintain a separate account or a separate financial instrument for this. This reserve fund shall be maintained as such – unless an authorization for its use or release has been specifically received from the General Body in the form of a resolution.

10.3 BORROWING POWERS

The Executive Committee may borrow on behalf of the association; only if specifically authorized by the general body. In such case, a special general body meeting requiring a quorum of 50% + 1 of voting members must be called and should be carried with a 75% majority vote.

11.0 EXTRAORDINARY CIRCUMSTANCES

11.1 NO CONFIDENCE MOTION

A 'no-confidence motion' on one or more members of the Executive Committee or on the Executive Committee itself may be initiated by a motion signed by at least 50%+1 of the eligible voting members. The signed motion shall be forwarded to each member of the Executive Committee with a request for calling a general body meeting within 3 weeks. The motion shall be presented at this general body meeting requiring a quorum of 50%+1 of voting members and shall be 'carried' with a 75% majority vote. On 'carrying' of the motion, the subject member(s) of the Executive Committee shall resign. If the motion is against the Executive Committee itself then the Executive Committee shall resign. In such an event, the General body will then elect a new Executive Committee.

11.2 SUSPENSION / EXPULSION OF A MEMBER

If a member engages himself or herself in any activity, which is against the objectives of the association, he or she can be suspended or expelled. A member can be suspended or expelled by a 75% majority vote of the voting members present in the meeting. In this case, a General Body Meeting requiring a quorum of 50%+1 voting members must be called to suspend or expel a member. The suspension or expulsion will require a 75% majority vote of the voting members present in the General Body Meeting. Such suspended member shall not be eligible to participate in any activities of the association, vote and hold office for the next ensuing twelve months. Such a suspended member can be re-instated on his/her appeal to the Executive Committee upon approval of 75% majority vote of the voting members present in the General Body Meeting.

11.3 DISPUTES

Any dispute in the conduct of the affairs of the association or due to action or inaction of the Executive Committee or of a member shall be referred to the arbitration committee as per Article 6.0. The arbitration committee will review the issues with the disputants and advise or negotiate or arbitrate in the dispute in writing.

If the conclusion of the arbitration committee is not acceptable, the issue shall be referred to the General body of the association. A majority vote (i.e., greater than 50%) will be considered binding for the issue. The vote can be carried out at a General Body meeting or at a special general body meeting as per clause 7.2.

12.0 DISSOLUTION OF THE ASSOCIATION

12.1 DISSOLUTION

Upon dissolution of the Association any assets remaining after paying debts and liabilities should be disbursed to eligible or religious group 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. Any gaming proceeds remaining will be donated to another charitable or religious organization or transferred in trust to a municipality.

ADOPTED, RATIFIED AND CONFIRMED by the general membership on the 17th day of December, 2016.

THESE BY-LAWS BECOME EFFECTIVE on the 17th day of December, 2016.

Signature:	Address: 116 Aventerra Court.		
Print Name : MANASHI GOSWAMI	City/Town	Province	Postal Code
	Rocky View	Alberta	T3Z 0A9

Signature:	Address: 13 Edgeridge Mews, NW		
Print Name:	City/Town	Province	Postal Code
PAPARI BORTHAKUR	Calgary	Alberta	T3A 6A8

Signature:	Address: 45 Park Dr , Conrich		
Print Name ABHISHRUTI BORUAH	City/Town	Province	Postal Code
	Rocky View	Alberta	T1Z 0A3

Signature:	Address: 39 Martin Crossing Manor, N.E.		
Print Name : MALIKA REHMAN	City/Town	Province	Postal Code
	Calgary	Alberta	T3J 4H9

Signature:	Address: 117, Legacy Green, SE Calgary,		
Print Name : RIMLEE DUTTA	City/Town	Province	Postal Code
	Calgary	Alberta	T2X 0X6

WITNESS:

Signature:	Address: #232 Silverado Range Heights		
Print Name : MANDITA DADLANI	City/Town	Province	Postal Code
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