

Jaffna Hindu College Association (Ontario) Canada

Bylaws

Adopted as of October 27, 2019

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Bylaws of Jaffna Hindu College Association (Ontario) Canada

PREAMBLE

At the Special General Meeting held on October 27, 2019, following Bylaws have been approved and adopted by the Association. Bylaws enacted will be binding rules of the Association in conjunction with the Constitution. Bylaws can be amended, repealed and replaced at the Annual General Meeting or a Special General Meeting with a simple majority.

CODE OF ETHICS AND CONDUCT

Jaffna Hindu College Association Canada (**JHCA** or **Association**) members are ambassadors of our Alma Mater and shall conduct themselves responsibly and respectfully to preserve the reputation of Jaffna Hindu College.

1. CODE OF ETHICS

All Members shall:

- 1.1 As a non-profit organization, comply with applicable federal, provincial and local laws, regulations and fiduciary responsibilities.
- 1.2 Provide credible and effective oversight into the Association's activities without personal bias.
- 1.3 Have Officers of the Association consisting of the President, Secretary and Treasurer be the only Executive Committee members to communicate with the school on behalf of the Association, unless otherwise appointed by the Executive Committee or by the respective officers.
- 1.4 Abide by the governing documents and policies of the Association.
- 1.5 Not engage in any activity or relationship that may create a potential or actual conflict of interest or that may adversely affect the ability of the member to perform services of the Association.
- 1.6 Be committed to maintaining the highest level of integrity and protect confidential information of the Association.

- 1.7 Always act in the best interest of the Association and maintain high ethical standards.
- 1.8 Campaign for candidates during the Election in a friendly and cordial manner without any form of hostility or disregard for other candidates.
- 1.9 Maintain transparency and utmost honesty when conducting Association's activities.
- 1.10 Honour your commitments to the best of your ability.
- 1.11 Be sincere and trustworthy during the Association's fundraising activities and annual events.
- 1.12 Adhere to Code of Ethics and Conduct.

2. CODE OF CONDUCT

Members of JHCA shall:

- 2.1 Respect and abide by the Constitution of the Association.
- 2.2 Commit to the mission and objectives of the Association.
- 2.3 Treat other members with respect through cordial relationships in a dignified manner and refrain from using abusive language or being rude.
- 2.4 Refrain from verbal, physical or visual harassment of other members, officers and volunteers.
- 2.5 Refrain from disgraceful conduct of criticizing the Association, members of the Executive Committee or fellow members in a disrespectful and despicable manner to tarnish the image of the Association.
- 2.6 Agree to respectfully differ with each other without being aggressive or creating animosity.
- 2.7 Agree to resolve their differences in an effective way through negotiation and consensual approaches in the best interest of the Association and to strengthen their common history.
- 2.8 Recognize that their volunteer commitments are important responsibilities as a member.
- 2.9 Commit to attend all the events organized by the Association and to make contributions to promote fraternity among old boys and the well-being of the Alma Mater.
- 2.10 Refrain from promoting any commercial interests except for event sponsors and advertisers as may be appropriate.
- 2.11 SOCIAL MEDIA:
 - 2.11.1 Never post malicious, misleading or unfair content about the Association, Executive Committee or Members of the Association.

- 2.11.2 Do not post that is obscene, defamatory, threatening or discriminatory to any members.
- 2.11.3 Do not use Association's logo, trademark or materials on website without the approval of the Executive Committee.

3. Remedy for Violation of Code of Ethics and Conduct

Members who fail to abide by the provisions of the Constitution and/or the Code of Ethics and Conduct of the Association may be subject to disciplinary action which may include suspension of membership rights for a period not exceeding six months and/or expulsion from membership.

- 3.1 The member may be initially suspended by the executive committee for a period not exceeding three months, after being given an opportunity through a written notice to provide defense against his/her allegations in writing or in person at an EC meeting.
- 3.2 The member may be expelled by a special resolution of the members of the Association passed at a special or annual general meeting.
- 3.3 The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- 3.4 The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at a special or annual general meeting before the special resolution is put to vote.

4. Roles and Responsibilities

In addition to elected officers responsibilities outlined in the Constitution, following are added to capture a listing of responsibilities.

4.1 President

The President is responsible to provide leadership, coordinate all activities of the association and to be its principal liaison with the association.

Responsibilities:

- 4.1.1 Accountable for overseeing all activities of the association.
- 4.1.2 Lead the strategic direction of the association.

- 4.1.3 Oversee Governance.
- 4.1.4 Serve as Association's representative and carries out responsibilities of JHCA.
- 4.1.5 Chairs all EC meetings, Annual General and Special meetings of the Association.
- 4.1.6 Ensure Association's reports are prepared.
- 4.1.7 Signing Officer for the Association.
- 4.1.8 The President must be able to devote sufficient time to fulfill the designated duties of the position.

4.2 Vice President

The Vice President is responsible for carrying out duties as assigned by the President and shall assume the duties of the President in his/her absence.

Responsibilities:

- 4.2.1 Prepared to assume the responsibility of President when he/she is absent.
- 4.2.2 Provide support to the President to fulfill his/her role.
- 4.2.3 Assist the President in planning Association's activities.
- 4.2.4 The Vice-President must be able to devote sufficient time to fulfill the designated duties of the position.

4.3 Secretary

The Secretary shall be responsible for all official correspondence of the Association. Maintain agendas and minutes of the Annual General Meeting, EC and special meetings. All communications with members and outside parties of the association must be handled by the Secretary.

Responsibilities:

- 4.3.1 Coordinate scheduling of EC meeting, Annual General Meeting and other meetings as required.
- 4.3.2 Prepares and distributes agenda and Secretary report for the Annual General Meeting within the timelines as described in the Constitution.
- 4.3.3 Prepares and distributes agenda for the EC meeting a week before the meeting date and the minutes of all EC meetings and the Annual General Meeting must be distributed within two weeks of the corresponding meeting.
- 4.3.4 Maintains a record of attendance for all EC meeting.
- 4.3.5 Collect all Reports and compile these into EC meeting package as well as Annual General Meeting Report. Responsible for sending draft reports to the President for consultation and subsequent distribution for EC approval and thereafter to the Members of the association as required.
- 4.3.6 Serves as the custodian for records and passwords for the EC and the Association.
- 4.3.7 The Secretary must be able to devote sufficient time to fulfill the designated duties of the position.

4.4 Assistant Secretary

The Assistant Secretary is responsible for carrying out duties as assigned by the Secretary and shall assume the duties of the Secretary in his/her absence.

Responsibilities:

- 4.4.1 Prepared to assume the responsibility of Secretary when he/she is absent including communications and email.
- 4.4.2 Provide support to the Secretary to fulfill his/her role.
- 4.4.3 The Assistant Secretary must be able to devote sufficient time to fulfill the designated duties of the position.

4.5 Treasurer

The Treasurer shall ensure that the Association's revenues are properly collected and accounted for such funds, together with any and all expenditures in the manner required by the auditors.

Responsibilities:

- 4.5.1 Accountable for the financial management of the Association's financial information, including maintaining all official financial records, and the financial statements.
- 4.5.2 Monitor the financial position of the Association, identify possible financial problems and brings such matters to the EC.
- 4.5.3 Prepare and submit written reports at each EC meeting on financial activities that have occurred since the last meeting.
- 4.5.4 Manage budgets related to events and monitor throughout the year.
- 4.5.5 Prepare and present monthly and annual financial report.
- 4.5.6 Serve as liaison between the EC and the auditor for the association.
- 4.5.7 The Treasurer must be able to devote sufficient time to fulfill the designated duties of the position.

4.6 Assistant Treasurer

The Assistant Treasurer is responsible for carrying out duties as assigned by the Treasurer and shall assume the duties of the Treasurer in his/her absence.

Responsibilities:

- 4.6.1 Prepared to assume the responsibility of Treasurer when he/she is absent including Treasurer's communications.
- 4.6.2 Provide support to the Treasurer to fulfill his/her role.
- 4.6.3 Assist the Treasurer in preparing budgets and financial statements.
- 4.6.4 The Assistant Treasurer must be able to devote sufficient time to fulfill the designated duties of the position.

4.7 Webmaster

Responsibilities:

In concurrence with the President and/or Secretary;

- 4.7.1 Manage Association's Social media activities and update JHCA website in a timeline prescribed by the President and/or the Secretary.
- 4.7.2 Ensure that JHCA website is protected at all times and periodic audit for any unauthorized external interference of the website.
- 4.7.3 The Webmaster must be able to devote sufficient time to fulfill the designated duties of the position.
- 4.7.4 Passwords should be shared with the President and Secretary at all times.

4.8 EC Members

- 4.8.1 Provide support to fulfilling Association's responsibilities and events.
- 4.8.2 EC members must be able to devote sufficient time to fulfill the designated duties of the position.

4.9 Patrons

Patrons hold honorary positions within the Association and are generally well-known or illustrious individuals. Their public image, enhance the reputation of the Association and provide credibility and support for its causes. Ideally, all positive attributes of a Patron would be an asset to the Association.

Patrons are not part of the EC and do not attend any meetings, unless invited as an observer. However, they contribute to improve the affairs of the Association in the following ways:

- 4.9.1 Nurture and promote good relationship amongst all and within the organization.
- 4.9.2 Play an effective reconciliatory and mediatory role to resolve disputes and division within the Association.
- 4.9.3 Provide valuable guidance and support for the well-being and smooth functioning of the Association.
- 4.9.4 Attend events organized by the Association to boost its public image, and help with fundraising to support its objectives.
- 4.9.5 Patrons shall maintain a neutral and unbiased position at all times in their role to support the activities of their position.

5. Assets & Records Maintenance and Transition

- 5.1 Every sub-committee must ensure that records pertaining to their committee activities are properly maintained with supporting documentation.
- 5.2 Minutes of all meetings must be filed at the committee level and chairperson of each committee shall be the custodian of those documents until each committee activities are completed.
- 5.3 Records of each committee should be transferred to the current Secretary in a timely manner for the next committee to continue their tasks without any disruption.
- 5.4 In the absence of the next committee (not formed after the elections), the Secretary shall become the custodian of those records until the next committee is formed.
- 5.5 All communications with outside parties will be in writing or email.
- 5.6 All committee members when dealing with outside parties should copy the President and the Secretary in their communications in order to maintain transparency.
- 5.7 All communications that involves Association's finances must include the Treasurer, Secretary and the President.
- 5.8 All official e-mail communications should be carried out using the "subcommittee"@jaffnahinducanada.com
- 5.9 Members shall not commit with outside parties for their participation in JHCA programs or payment for such participation without the subcommittee's and EC's approval.
- 5.10 Selection process for guests and programs at each JHCA event should follow due process and be consistent. Any changes on the selection criteria should be approved by the EC.
- 5.11 Committee Members should transfer properties of JHCA after committee activities are completed to the next committee in its original form.
- 5.12 Assets and records must be stored in a Public storage.

6. Complaint Review Process

- 6.1 All written complaints received from JHCA members, who are not elected officers in the year the complaint has been filed, must be reviewed by the President.
- 6.2 President shall acknowledge receipt of the complaint and that he/she has read the complaint to the member who filed the complaint within 14 days as the first measure.

- 6.3 Depending on the nature of the complaint, President will decide as to who will be involved in reviewing the details of the complaint and notify EC members of the complaint received as is. On request by an EC member, President shall share the actual complaint with him/her.
- 6.4 If the complaint is directed at elected member(s) of the EC, those members should be notified of the complaint along with the EC and they will not be included in the review process due to conflict of interest.
- 6.5 Next course of action for the EC would be to decide if members within the EC along with Ex-officio have the ability to review the complaint in detail including all related sources of the subject matter in an unbiased manner.
- 6.6 Second notification should be sent to the member who made the complaint that members within the EC will be reviewing based on their professional expertise and discuss with all related parties to initiate the investigation process. If the member who filed the complaint objects to EC and Patrons managing the review process, he then has to state, what form of review process he is willing to accept. If the request is to reach out to external individuals, it shall be accommodated with the EC approval, however the member should agree to bear all the cost of external review.
- 6.7 If EC members are not able to conduct the review process, Patrons should be informed of the complaint and the reasons as to why EC members are not able to conduct a review.
- 6.8 Patrons should select up to five non-EC JHCA members who may have the professional expertise and time to review the complaint along with the Patrons in an impartial manner including conversations with the member and all parties related to the subject matter and to submit a report to Patrons and the President.
- 6.9 Patrons should review the report submitted by the Non-EC members for its merit and analogy in order to render a decision to the complaint.

7. Motion at the AGM

- 7.1 Member Motions to be considered at the AGM must be submitted in writing no later than 15 days prior to the AGM, for review and distribution to all members in advance of the meeting, just as the requirements of a Resolution as in the Constitution Sec. 15 IV (a) (b).
- 7.2 All motions and resolutions must be reviewed by the President and EC to ensure they are in order to be brought forward at the AGM.

- 7.3 If for any unavoidable circumstances a member or members were not able to submit a Motion in writing, 15 days prior to the AGM and wishes to introduce one at the AGM, it must be considered as an “Urgent Motion” and must sufficiently express the urgency in nature.
- 7.4 President does not have the authority to disallow the Urgent Motion to be put forward at the AGM and must allow the floor to decide on the Motion.
- 7.5 Motions at the AGM with a **majority vote** of Members on the floor shall be put forward for review and debate.
- 7.6 Members will vote after the discussions on the floor to reject/pass a Resolution from the Motion at the AGM.

8. Membership and Renewals

- 8.1 EC shall confirm the Members list by October 31st every year in order to publish eligible voters list on JHCA website to effectively conduct elections at the AGM.

9. Election Recommendation

- 9.1 EC approved Membership list of “Life Members” and “Annual Members” should be printed separately clearly stating “Life Member List” and “Annual Member List” in bold letters printed at the top of each page.
- 9.2 Secretary will hand over to the Chief Election Officer, the list of members who are eligible to vote, before the AGM.
- 9.3 Member’s names should appear alphabetically First name, Last name format after membership number.
- 9.4 Election Committee to select and confirm volunteers to assist with the elections at the AGM on the day before the AGM.
- 9.5 EC/Election committee to confirm when to stop issuing Membership cards (as communicated in election rules) before the elections.
- 9.6 Set up multiples lines for volunteers to issue ballot sheets after collecting membership cards.
- 9.7 Give pens to mark ballots.
- 9.8 Set up Different boxes for each position contested to cast ballots.
- 9.9 Election officer to reconcile ballot sheets/Membership cards issued and any discrepancies to be reported to the Chief Election Officer and to the President.