

BYLAWS



CAMEROON ASSOCIATION OF NORTH
WESTERNERS IN CANADA

ARTICLE 1: NAME

1. The name of this association shall be known as the **Cameroon Association of North Westerners in Canada** (herein after referred to as the Association or association)

ARTICLE 2: VALUES

1. **Integrity:** We will adhere to moral and ethical principles.
2. **Transparency:** We will operate openly and candidly and provide full disclosure on issues around conflict of interest, operations and financial practices.
3. **Creativity:** We will support programs and projects that represent creative solutions to society's problems.
4. **Culture of Collaboration and Excellence:** By passionately working together with all stakeholders, we challenge each other to achieve the highest levels of professional excellence.
5. **Commitment to Engagement and Connectivity:** With an innovative and empowering spirit, we engage all stakeholders, and the greater society at large, through solutions and ideas that shape social and cultural responsibility.

ARTICLE 3: CODE OF CONDUCT AND ETHICS

All members of this association are committed to observing and promoting the highest standards of ethical conduct in performance of their responsibilities. As a member, you pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Constitution, by-laws and policies of the association.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived for actual conflict of interest.

4. Fully disclose, at the earliest opportunity, information of fact that would have significance in Executive Council decision-making.
5. Remain accountable for prudent fiscal management to association members, the Executive Council, and where applicable, to government and institutions.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all the association's activities.
7. Refrain from Fight, violence, assault, vandalism and utterance of profanity (which are intolerable and any violations shall be sanctioned according to the disciplinary code).
8. Strive to uphold those practices and assist other members in upholding the highest standards of conduct

Personal Gain

9. Exercise the powers invested for the good of all members of the association rather than for his or her personal benefit, or that of another institution they represent.

Equal Opportunity

10. Ensure the right of all association members to appropriate and effective services without discrimination on the basis of political, religious, or socio-economical characteristics of the sub-regions (villages, tribes, divisions or subdivisions in the North west Region) they represented.

Confidential Information

11. Respect the confidentiality of sensitive information known due to your service in an executive position or via a committee privilege.

Collaboration and Cooperation

12. Respect the diversity of opinions as expressed or acted upon by the association committees and membership.
13. Promote collaboration, cooperation, and partnership among association members.

ARTICLE 4: MEMBERSHIP

1. Membership in the organization shall be open to everyone from the North West Region of Cameroon.
2. Must be of age 18 years and above to become a member.
3. A spouse of anyone from the North West Region can become a member
4. Anyone who has parents, grand-parents or great-grand parents from the North West Region can be a member upon submission of documents to proof family history.
5. All new members shall have a probationary period for six (6) general meetings to attend. The probationary period ends after attending and being present at six general meetings. If a general meeting is cancelled or postponed by the Executive council, it shall be considered as an attendance for the new members. During this probationary period, a new member shall contribute financially towards the association's programs and projects and will not be entitled to receive any money from the association.
6. No member is entitled to financial benefit from the coffers of the association irrespective of the circumstances unless stipulated in Article 4B.

ARTICLE 4A: ASSOCIATE MEMBERS

1. Recommendations for associate members (defined in article 5, section 4 of the constitution) shall be submitted to the President who will then conduct an interview with the proposed associate member
2. Associate members shall pay annual financial dues and contributions like regular members
3. Associate members shall not be eligible to vote and to stand for election into any of the executive offices
4. Associate members shall be subjected to the same disciplinary code of conduct and membership benefits
5. Associate members could be nominated to be part of committees and head projects within the association

ARTICLE 4B: SOLIDARITY AND RELIEF FUNDS

1. All registered members and Associate members shall pay a mandatory fee, a minimum value (or threshold value) of \$100 as initial deposits into these funds.
2. Only members who have completed their payments to these funds shall become a beneficiary.
3. Baby birth or baby delivery from member(s) who have completed the funds payment are entitled to: \$300 per child per family. Child birth or delivery must occur within Canadian territory.
4. Bereavement of immediate family member (specifically your spouse, mother, father and child(ren)) who have completed the funds payment is entitled to: \$1000 per bereavement
5. Funds to be handed within Two (2) weeks of bereavement by the Executive Council.
6. In an event of any payout all members will be required within 30 days to top up the contributions back to the minimum level of \$100
7. In event of death of a registered member (or associate member), \$1000 shall be handed to the his or her spouse (if there is no spouse, then the next of kin, else the guardian, else the association members who have validated Article 4B(1) and Article 4B(2) shall make a wise decision on how to transfer the money to an eligible person(s) who will be managing the funeral process)
8. Any member who is entitled to payout when his/her account is below the threshold value, the deficit will be deducted and an additional fine of \$100 shall be levied on the remaining amount. The amount collected as fine shall be transferred to the coffers of the Association as a donation. This clause is applicable to all parties when it concerns baby delivery when mother and father as members of this association.
9. Any left-over funds at the end of the fiscal year shall be carried forward for continuous sustenance of the funds.
10. Any member who fails to top up his/her funds to the minimum threshold value within:
 - 10.1 Forty-Five (45) days, shall be notified using all communication means available by the Financial Secretary
 - 10.2 Sixty (60) days, shall be issued a warning letter by the Secretary General

10.3 Ninety (90) days, shall pay a \$50 fine in addition to the deficit amount to normalize his/her to the minimum value under the supervision of the President of the Association

11. The Solidarity and Relief Funds shall be managed by the Financial Director (Treasury Department) of the association

12. Any registered member (including registered associate members) who officially withdraws or resigns from the association shall forfeit his/her solidarity and relief funds. The amount shall be transferred to the association's coffers.

ARTICLE 5: MEMBERSHIP BENEFITS

1. Free recommendation letters from the Executive Council members and Advisors.
2. Free access to workshops organized by the association. The association provide members an easy way to sharpen their knowledge and skills by learning about topics that are of interest to them. All workshop topics are identified as areas of interest to members.
3. Opportunity to learn from and network with fellow members.
4. We provide a platform for you to brand and market yourself.
5. Ontario yours to Discover: We save you time and money in Ontario to be specific and in Canada to be general.

ARTICLE 6: DISCIPLINARY CODE

The association from time to time shall define standards of member behaviour and make provisions for member discipline when they engage in conduct that:

- a) jeopardizes the order and functioning of the programs and activities of the association
- b) endangers the health, safety, rights and properties of the association, its members or visitors.

Receipt of Complaint

1. When the Secretary receives an allegation against a member, the Secretary will seek to establish whether the person making the allegation wishes to lodge a complaint. On receipt of a complaint, the Secretary will transmit it to the President and all the Advisors. If, however a complaint is not received within one month of making an initial allegation that allegation will be deemed to be unsubstantiated and the file will be closed.

Hearing Process

2. Whenever a complaint is lodged, the President will review the complaint within 48 hours and form a Disciplinary Committee to review the charges or allegations.
3. The Presiding Chair to any hearing shall ensure that reasonable notice is given to all parties involved.
4. An Appeal Committee may consider appeals brought on certain grounds against decisions of the Disciplinary Committee

Sanctions

The sanctions for any offence shall include one or more of:

5. Fine recommended by the disciplinary committee
6. Letter of apology
7. Suspension from the association and the activities, programs organized by the association.
8. Expulsion from the association
9. Suspension or expulsion shall be subject to a vote by the general assembly and the terms of suspension/expulsion shall be recommended by the disciplinary committee and reviewed by the president.

ARTICLE 7: GENERAL MEETINGS

1. Regular meetings shall be held on the second (2nd) Saturday of each month from January to December.
2. An annual general assembly meeting shall be organized once a year at any time of the year when the executive deems convenient.
3. Communication notice for the general meeting shall be made one (1) week before the meeting day and date. The Executive Council shall use any channel of communication available to pass information to its members.
4. Special meetings may be called by the President or a majority of the Executive Council. All members must be given a minimum of 48 hours' communication notice (using the fastest communication means available) prior to the meeting time.

5. The association's business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as twenty percent (20%) of registered members.
6. Members must be present to vote.
7. Parliamentary Authority – Robert's Rules of Orders, shall govern this association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE 8: ELECTIONS

1. Elections shall be held near the end of the fiscal year (within November and December) and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.
2. Nominations for officers shall be made at the regular meeting immediately preceding the election day. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
3. To be nominated for President, you must have been a member for at least one year on the day of the election.
4. Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes.
5. Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.
6. The association members or the Executive Council may expand the number of elected offices to include the position of the **Children Coordinator, Corporate Affairs, Social Affairs and Program Manager**. The sitting President shall be responsible for creating the content of the duties and responsibilities for the above offices.
7. No proxy vote shall be permitted on election day.

ARTICLE 9: EXECUTIVE COUNCIL

1. The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s) in Executive Council Meetings if invited.
2. **Term** – The Executive Officers or Council **shall serve for two years renewable once** and their term of office shall begin in January and end in December.
3. The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
4. The Executive Council shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Council may be rescinded or modified by the membership by a majority vote.

ARTICLE 10: VACANCY

1. In case of resignation or removal of any officer, a by-election shall be conducted with 60 days.
2. The President shall call for an election within 60 days after vacancy of any office.
3. Elections shall be conducted as stated in the bylaws.
4. Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with elections process set forth in the bylaws.

ARTICLE 11: FUNCTIONS AND DUTIES

1. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs. The President shall have other powers and duties as may be prescribed by the constitution.
2. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.

3. The Finance Director shall handle all financial affairs and budgeting of the association, maintain all necessary accounting records, and prepare financial reports for the membership. The Finance Director shall collect all dues (if applicable) and revenue and deposit the money within 48 hours into the association's bank account.
4. The Chief Administrative Officer (Secretary General) shall take minutes at all meetings of the association, keep these on file, and submit copies to association members upon request. The Secretary General shall be responsible for all association correspondence and shall keep copies on file. The Secretary General shall maintain membership records for the association.

ARTICLE 12: ADVISORS

The responsibilities of the advisor shall be to:

1. Maintain an awareness of the activities and programs sponsored by the association.
2. Meet on a regular basis with the Executive Council to discuss upcoming meetings, long range plans, goals, and problems of the association.
3. Attend regular meetings, executive board meetings as often as schedule allows and also upon invitation.
4. Assist in the orientation of new members into the association and into Canada.
5. Explain and clarify policy and procedures that apply to the association.
6. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program or project planning.
7. Assist the treasurer in monitoring expenditures, fundraising activities, and sponsorship to maintain an accurate and up-to-date account ledger of the association.
8. Inform association members of those factors that constitute unacceptable behavior and the possible consequence of said behaviors.

ARTICLE 13: CHILDREN AFFAIRS

Our Philosophy: We believe that children and families are central to everything we do. We believe in understanding and responding to the needs of our community. We believe in collaboration, support, and mutual respect.

1. The association reserves the right to charge parents fees or collect money for events and activities organized for the children up to the age of 17 years.
2. Members shall be responsible for the financial standing of their children if they opt to include their children to participate in any association special-projects or proxy programs in partnership with other institutions.

Creative Zone:

3. Every meeting or event organized by the association shall make provision for environments and experiences to engage children in active, creative, and meaningful exploration and learning.

Cultural Integration and Networking:

4. Every meeting organized by the association shall make provisions for the children to cultivate respectful relationships and connections to create a sense of belonging among and between children, adults and the world around them.

ARTICLE 14: FINANCIAL CONTRIBUTIONS

1. All financial contributions into the association: both free-will and mandatory are non-refundable
2. The Executive Council shall decide on the annual due amount and inform members at least thirty (30) days prior to the start of the new fiscal year
3. A minimum annual membership fee of \$50 (CAD \$50) shall be levied on new members. Returning members shall pay \$25 as annual membership fee.

ARTICLE 15: COMMITTEES

1. Special Committees may be established by the Executive Council and shall perform such duties as defined in their establishment.
2. The Executive Council shall appoint, and may remove, committee members and a Chairperson for each committee.

ARTICLE 16: ADDITIONAL PROVISIONS

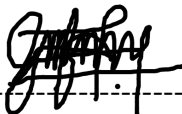
1. In the situation of an election deadlock for the position of the President, new elections shall be organized in January by the Advisors.
2. In the event of a further deadlock in the January elections, the Advisors shall hand-pick a four (4) member Transitional Council to govern the association to the end of December, and the new elections shall be conducted in November or December.
3. A Transitional Council shall function in full capacity as an elected Executive Council.

ARTICLE 17: AMENDMENTS

1. Minutes of general assembly meetings will serve as a means of collecting resolutions arrived at by the general assembly. Resolutions adopted in minutes shall have the same binding power as the bylaws. By default, these resolutions shall be incorporated into the bylaws at the end of each year.
2. Proposed amendments to bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The Executive Council and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.
3. Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
4. These bylaws may be amended by a two-thirds (2/3) majority of the membership.

Done at Toronto

Date.....March 9, 2019.....



George Wong

The President



Francis Awah, PhD

Secretary General