

AAC



TABLE OF CONTENT	Page
1. PREAMBLE	2
2. PURPOSE	2
3. SUPREMACY	2
4. CITATION, MOTTO, LOGO, AND HEAD OFFICE	2
5. DEFINITIONS	2
6. MEMBERSHIP	3
7. DUES	4
8. BOARD OF DIRECTORS	4
9. THE EXECUTIVE COUNCIL	4 - 8
10. TERM OF OFFICE	9
11. FILLING MID-TERM VACANCY	9
12. RESIGNATION	9
13. COMMITTEES	9 - 10

THE CONSTITUTION

14. OFFENCES	11
15. ELECTIONS	12
16. HAND-OVER PROCEDURE	13
17. MEETINGS AND QUORUM	13
18. FINANCE	14
19. MEMBERS BENEFITS	14
20. MEMBERS / SCOPE OF QUALIFICATION	15
21. FUNDING STRATEGY	15
22. VOTING AT GENERAL MEETINGS	15
23. VETO POWER	15
24. AMENDMENT OF THE CONSTITUTION	15

1.0. PREAMBLE:

1.1. WE, Members of Afemai Association Canada, hereby firmly and solemnly resolved that The Afemai Association of Canada (hereinafter referred to as AAC) is an Organization of Afemai People.

1.2. AAC exists primarily to serve the interests of its members and humanity in general

1.3. The AAC shall be a Non-for-Profit Organization

1.4. The AAC do hereby gives herself the following Constitution

2.0. PURPOSE

2.1. To create a constitutional framework that binds members with common interest

2.2. To promote interest of its members and the cultural heritage of the Afemai people in Canada

3.0. SUPREMACY

3.1. This Constitution is supreme, and its provisions shall have binding effect on all members of AAC

3.2. In-so-far this constitution is not inconsistent with the laws of Ontario and Canada in general, its provision shall prevail at all times

THE CONSTITUTION

4.0. CITATION, MOTTO, LOGO AND HEAD OFFICE

- 4.1. This constitution may be cited as “The Constitution of the Afemai Union Canada” (AAC)
- 4.2. AAC motto shall be “OUR CULTURE OUR HERITAGE.
- 4.3. AAC Logo shall consist of OUR NAME, OUR MOTTO, OUR COLOUR AND OUR SYMBOL
- 4.4. HEAD OFFICE shall be located in the Greater Toronto Area in the Province of Ontario

5.0. DEFINITIONS

- 5.1. Parents; means biological father/mother/father in-law/mother in-law as stated in application form
- 5.2. The Association; means the Afemai Association of Canada (AAC)
- 5.3. Board; means the Board of Directors of the Afemai Association of Canada
- 5.4. By-Law; means regulations and policies that are made under this Constitution
- 5.5. Director; means a Member of the Board of Directors
- 5.6. Executive council; means the Executives of the Afemai Association of Canada.
- 5.7. Ex-officio Member; means the immediate past President and/or General Secretary of the AAC
- 5.8. House; or “General House” means meeting of members of the AAC
- 5.9. Member; means duly admitted person under the terms of this Constitution
- 5.10. Member in Good Standing; means a Member who has paid his/her dues, fees, or levies to date and have attended 75% meetings in 2-years prior
- 5.11. Officer; means a Member of the Executive Council
- 5.12. Fiscal Year, means 12-month period beginning from January 1st and ending December 31st

6.0 MEMBERSHIP

- 6.1. MEMBERSHIP shall be open to person/s of Afemai
- 6.2. The requirements and process for Membership shall be as follows:
 - submit application form with non-refundable fee of \$50 (Fifty Canadian dollars) to membership committee for screening

THE CONSTITUTION

6.3. A prospective member must be recommended by a member with good standing

6.4. A new Member may commence payment of monthly dues from the month of registration

6.5. DISTANT MEMBERSHIP

6.5A. Distance membership may be granted to person/s of Afemai subject to approval by the house

6.6. HONORARY MEMBERSHIP

6.6A. Honorary membership may be granted to person/s of Afemai subject to approval by the house

6.6B. Honorary member may not be subject to registration and or annual due payment

7.0. DUES

7.1. Membership registration fee: Non-refundable application fee of \$50 shall be paid by prospective member

7.2. All regular members shall pay \$20 monthly due or \$240 annually in advance

8.0 BOARD OF DIRECTORS

8.1. There shall be a Board of Directors, such Board of Directors shall consist of five (5) members elected by the General House

8.2. The responsibility of the Board shall include strengthening and maintaining unity of AAC members

8.3. Membership of and or nomination and/or election into the office of Board of Directors shall be limited to only members in good standing

8.4. The Board of Directors shall meet once every 3 months

9.0. THE EXECUTIVE COUNCIL

9.1. There shall be Executive Council and shall comprise of the following:

1. President
2. Vice President
3. General Secretary
4. Assistance General Secretary

THE CONSTITUTION

- 5. Financial Secretary
- 6. Treasurer
- 7. Social Secretary
- 8. Assistance Social Secretary
- 8. Publicity Secretary
- 9. Welfare official
- 10. Internal Auditor

9.2: PRESIDENT

- 9.2A. The President shall be the Chief Executive Officer of AAC
- 9.2B. The President shall not exercise his voting rights in the Executive Council and in all AAC Meetings except in a case of a deadlock or tie
- 9.2C. The President shall be a signatory to all AAC accounts
- 9.2D. In an emergency, The President shall enjoy the power to spend maximum of two hundred (\$200) Canadian Dollars for a single project
- 9.2E. The President shall keep the Board fully informed, on request, of the activities of AAC
- 9.2F. The President shall abide by and shall always uphold the integrity of this Constitution
- 9.2G. He/she, upon completion of his tenure of office and/or removal from office and/or inability or unwillingness to discharge the duties of his office, shall return all records and/or documents of AAC in his possession to his/her successor or the Vice President or the General Secretary

9.3. VICE-PRESIDENT

- 9.3A The Vice President shall be an assistant to the President.
- 9.3B. The Vice President shall assume the duties of the President in his absence.
- 9.3C. The Vice President shall assume the position of President if the President is unwilling and/or unable to complete his tenure or is impeached, such succession shall be automatic
- 9.3D. The Vice President shall abide by and shall always uphold the integrity of this Constitution

THE CONSTITUTION

9.3E. He/she, upon completion of his tenure of office and/or removal from office and/or inability or unwillingness to discharge the duties of his office, shall return all records and/or documents of AAC in his possession to his/her successor or the President or the General Secretary

9.4: GENERAL SECRETARY

9.4A. The General Secretary shall oversee the secretariat of AAC

9.4B. The General Secretary shall record minutes during all general meetings of AAC and all Executive Council meetings

9.4C. The General Secretary shall keep all records of AAC meetings

9.4D. The General Secretary shall convene all Executive Council meetings and general meetings of AAC in consultation with the President and or vice President

9.4E. The General Secretary, upon completion of his tenure of office or removal from office or inability or unwillingness to discharge the duties of his/her office, shall return all records and/or documents of AAC in his possession to his/her successor or the president

9.4F. The General Secretary shall abide by and shall always uphold the integrity of this Constitution

9.4G. The General Secretary shall act as the President in the absence of both the President and the Vice President

9.5. ASSISTANT GENERAL SECRETARY

9.5A. The Assistant General Secretary shall assist the General Secretary in the discharge of all His/her official duties

9.5B. He/she shall assume the position of General Secretary if and when the General Secretary is unwilling and/or unable to complete his tenure or is removed from office

9.5C. The Assistant General Secretary shall act for the General Secretary in his or her absence

9.6. FINANCIAL SECRETARY

9.6A. The Financial Secretary shall keep all financial records of AAC

THE CONSTITUTION

9.6B. He/She shall be responsible for the collection of annual dues, fines, levies, donations, pledges, etc., due to AAC, and shall issue receipts for such collections

9.6C. He/She shall maintain numbered receipt booklets, which shall be issued in duplicates

9.6D. He/she shall hand over to the Treasurer, within 48 hours, money collected for safe deposit into AAC account

9.6E He/she, upon handing over such monies, shall obtain receipt from the Treasurer

9.6F. He/she shall operate requisition form and maintain adequate record of all disbursement

9.6G. He/she shall seek and obtain approval of the President or the Vice President and an executive officer prior to disbursement of fund

9.6H. He/she shall submit for audit all necessary documents to the internal auditor or Finance/Audit Committee if and when requested

9.6I. He/she shall prepare a financial statement of AAC accounts at the end of every fiscal year

9.6J. He/she shall on a regular basis inform Members of their financial standing

9.6K. He/she shall be a signatory to all AAC accounts

9.6L. He/she, upon completion of his tenure of office and/or removal from office and/or inability or unwillingness to discharge the duties of his office, shall return all records and/or documents of AAC in his possession to his/her successor or the President

9.6M. He/she shall prepare and render a comprehensive income/expenditure statement to the General House at the end of his term of office

9.7. TREASURER

9.7A. The Treasurer shall have custody of all AAC financial instruments and physical money at all time

9.7B. The Treasurer shall be a signatory to all AAC accounts

9.7C. He/she shall be responsible for depositing all monies, and/or financial instruments within 48 hours, into approved bank account

9.7D. He/she shall issue a receipt to the Financial Secretary for monies and/or financial instrument received

THE CONSTITUTION

9.8. SOCIAL SECRETARY

9.8A. The Social Secretary shall be responsible for organizing all social and cultural activities

9.8B. He/she shall prepare a summary report of social event at the end of the event

9.8C. The Social Secretary shall be responsible for overseeing the social welfare of Members

9.8D. He/she shall abide by all the provisions of this Constitution and uphold its integrity always

9.9. ASSISTANT SOCIAL SECRETARY

9.9A. The Assistant Social Secretary shall assist the Social Secretary in the discharge of all official duties

9.9B. He/she shall succeed the Social Secretary if he/she is unwilling and/or unable to complete his term of office and/or removed from office

9.01. PUBLICITY SECRETARY.

9.01A. The Publicity Secretary, shall be responsible for promoting the interests of AAC

9.01B. The Publicity Secretary, shall establish liaisons between AAC and other cultural and social Organizations for the purpose of promoting social and cultural exchanges

9.01C. He/she shall abide by all the provisions of this Constitution and shall uphold its integrity at all times

9.02. EX-OFFICIO MEMBER

9.02A. The immediate past President of AAC shall automatically become an Ex-Officio, non-voting

Member of the Executive Council

9.02B. The Ex-Officio member shall serve with the Executive Council for the purpose of smooth transition, continuity of flow of information and ease of administration of AAC

10.0. TERM OF OFFICE

THE CONSTITUTION

10.1. The term of office of the Executive Committee shall expire after two years

10.2. A Member who has served two consecutive terms in a particular position shall not be eligible to serve again in that same position. Unless approve by a 2/3 majority of the House

10.3. The term of office of Board Member shall be for three years

10.4. Members of the Board of Directors shall be assessed for good standing yearly to remain in office

11.0. FILLING MID-TERM VACANCY FOR BOARD AND EXECUTIVE COUNCIL

11.1. Vacancies occurring by reason of death, resignation, removal, among others, shall be filled by nomination subject to approval of the General House

12.0 RESIGNATION

12.1. Relieving self of any elective position or office shall be done in writing

12.2. Such letter must reach the house through the Secretary General at least three (3) months prior to date of resignation

12.3. Such matter may be debated by the house within two months of receipt of the notice

12.4. Any member may resign in writing provided he or she refund any outstanding benefit, AAC's materials or property in his/her possession

13.0. COMMITTEES

13.1. There shall be the following Standing Committees:

1. Audit Committee
2. Membership Committee
3. Youth Committee
4. Ad-hoc committees shall be constituted from time to time based on need

12.2. AUDIT COMMITTEE

13.2A. There shall be Audit Committee. The Committee shall be chaired by Internal Auditor

13.2B. The responsibility of the committee shall include ensuring adequacy and compliance with AAC systems and procedures

THE CONSTITUTION

13.2C. Monitor actual revenue and expenditures against budget and recommend to the House any adjustment that it deem necessary

13.2D Assist external auditor to review annual financial statements and accounts of AAC

13.3. MEMBERSHIP COMMITTEE

13.3A. The Membership Committee shall review, from time to time, dues payable by Regular Members

13.3B. The Committee shall be responsible for issuing application form to prospective members

13.3C. The Membership Committee shall receive and review applications for Membership

13.3D. The Committee shall be responsible for introducing new Members to the House during General Meeting

13.4. YOUTH COMMITTEE

13.4A. There shall be a Youth Committee.

13.4B. The Youth Committee, headed by the Social Secretary, shall oversee activities of Afemai youth

13.4C. The Youth Committee shall be responsible for creating and implementing programs that address the needs of the youths and all auxiliary duties related thereto

13.5. DISCIPLINARY COMMITTEE

13.5A. There shall be a disciplinary committee to be appointed by the general members when necessary

14.0. OFFENCES

14.1. Speak at Association meetings only when recognized by the Chairperson/ General Secretary of the meetings and address other with utmost regards and respect

14.1a. Not interrupt other recognized speakers, create distractions, or conduct side meetings or business within an official proceeding.

THE CONSTITUTION

14.2. Any Member who violates the provisions of this Constitution or by laws made pursuant to it shall be guilty of an offence against AAC

14.2a. The use of vulgar and disparaging language by members in the house during and after deliberation shall amount to offence

14.2b. Violators of these guidelines shall be fined a sum of \$10 per occurrence after two initial verbal warnings. This shall be enforced by the President.

14.3. A \$200 fine plus one-month suspension shall be enforceable for a second time offender

14.4. Any member or a group of members who engaged in physical altercation shall attract a fine of five hundred (\$500.00) dollars

14.5. Second offender for physical altercation or fighting shall attract total expulsion from AAC

14.6 When a member is expelled on account of any offence, he/she shall be required to payback fifty percent of any benefit received

14.7. When expelled member fail to payback fifty percent of previously received benefit, his/her guarantor will be required to pay

14.8. During a member's suspension from the organization, the member(s) shall not be entitled to any of benefit

14.9. Leaving meeting early before the closing of a meeting without a good and acceptable reason(s) shall attract a fine of \$20

14.10. Lateness to meeting session without acceptable reasons shall attract a fine of five (\$5.00) dollars

14.11. Unless hospitalized or bereaved, no reason for being absent shall be considered or acceptable unless accompanied with \$20 monthly due

14.12. Absent from general meeting without acceptable reason shall attract a fine of \$20

14.13. A member who absents from general meeting without acceptable reasons for three consecutive times shall be deemed to have resigned his/her membership

15.0. ELECTIONS

15.1. Election of Board of Directors

15.1A. There shall be elections into the Board of Directors every three years, held on the month immediately after end of year Annual General Meeting (AGM)

THE CONSTITUTION

15.1B. Nominations, Campaigns and Elections shall be done in accordance with the provisions of this Constitution

15.1C. A Three-man Electoral Committee shall be constituted to conduct election

15.2. ELECTION OF EXECUTIVE COUNCIL

15.2A. There shall be elections into the Executive Council every two years

15.2B. Nominations, Campaigns and Elections shall be done in accordance with the provisions of this Constitution

15.2C All regular members with good standing shall be eligible to run for any elective position

15.2D. For office of the President, any aspirant, in addition to been in good standing, such Member must have been a Member of AAC for at least two years prior to date of assumption of office of the president

15.2E. Voting at any election shall be by secret ballot and shall be conducted by electoral committee duly appointed by the Board and ratified by the General House

15.3. ELECTION RESULT APPEALS

15.3A. Any candidate disputing election result shall submit, in writing, notice of Intent to Dispute Election Results to the Chairman of the Elections Committee within three (3) days Of the election results

15.3B. Upon receipt of notice to dispute election result, the General House shall constitute a three-man ad-hoc committee to consider such dispute

15.3C. The three-man ad-hoc committee shall have maximum of three weeks to determine the dispute and such committee decision shall be final and binding on all parties

16.0. HAND OVER PROCEDURE FOR THE EXECUTIVE COUNCIL

16.1. The Board shall arrange for a smooth handover of power within a month after the election but not later than January 30th of the fiscal year

34.2. The inauguration shall be organized by the Board in conjunction with the outgoing Executive Council

17.0. MEETINGS AND QUORUM

THE CONSTITUTION

17.1. MEETINGS

17.1A. There shall be a monthly General Meeting of AAC on the third Saturday of every month.

17.1B. The Executive Council shall meet prior to each general meeting to prepare for the General meeting

17.1C. Notwithstanding, an emergency Executive Council meeting may be called by the President as may be necessary

17.1D. The Board shall be required to meet once every 3 months. In addition, an emergency Board meeting may be called by the Chair at any time as may be necessary.

17.1E. Notice of Executive Council meetings shall be given at least Seven (7) days in advance

17.1F. Notice of general meeting shall be given not later than seven (7) days prior to the meeting

17.2. QUORUMS

17.2A. A quorum shall be deemed to have been formed if not less than 7 members are present in any General Meeting. Four (4) members shall constitute a Quorum in Executive Committee meeting

17.2B. Meeting shall be deemed illegitimate if The President, Vice-President and General Secretary are absent

17.2C. A presiding officer during meetings can appoint an individual from the house to act for an absent executive officer for the purpose of that day's meeting.

18.0. FINANCE/FUNDRAISING

18.1. AAC shall raise funds from all legal avenues as necessary, including but not limited to, membership dues, donations, Social-cultural activities, grants or governments, among others

18.2. Every Member shall pay an annual due of two hundred and forty (\$240.00) Dollars Canadian P.A.

19.0. MEMBERS BENEFITS

THE CONSTITUTION

19.1. Death of a Regular Member; the spouse shall be entitled to Five Thousand (\$5,000) Canadian Dollars

19.2. if no spouse, the most senior surviving male/female child or any surviving sibling, shall be entitled to the same benefit (\$5000) Canadian Dollars

19.3. Death of parent; a Regular Member shall be entitled to funeral cost of Two Thousand (\$2,000.00) Canadian Dollars

19.4. Death of an in-law (member's spouse's parent); the regular member shall be entitled to receive One Thousand (\$1,000.00) Canadian Dollars

19.5. Death of direct siblings; a Regular Member who loses a sibling shall be entitled to a funeral cost support of five hundred (\$500.00) Canadian Dollars

19.6. Death of member's child; the sum of five hundred (\$500) Canadian dollars shall be given to the regular member to assist in funeral cost

19.7. Member shall be entitled to such benefit upon demise of a father, father In-Law, mother and mother In-Law as specified in the initial application form/ sect 19.3 and 19.4 above

19.8. Members who lost his /her parent or parent in-law prior to becoming a member shall be entitled to same right and privilege under similar conditions

19.9. Upon notification of the demise of a member and or member's parent, the house shall levy each member the sum of one hundred dollars (\$100.00) or more (as situation demands) to assist in funeral arrangement

20.0. Regular Members' wedding ceremony; Regular qualifying member shall receive a benefit of \$1000 Canadian Dollars

20.1. Members' childbirth, naming and dedication; Regular members shall be entitled to \$500 Canadian Dollars

20.2.

(a). Members' birthday anniversary Party (40, 50, 60, 70) – Regular members shall be entitled to \$1,000 and all AAC members shall dance and spray the celebrating member

(b). Members' landmark birthday without party - \$100 gift card

(c). Members' spousal's landmark birthday anniversary party - \$500

(d). Members' wedding anniversary with party (10, 20, 25, 50 years and above) - \$1000

THE CONSTITUTION

(e). Member's wedding anniversary without party (10, 20, 25, 50, and above)
- \$100

(f). Members' Illness/hospitalization of more than 48 hours – Union shall pay a courtesy visit with a token of \$200 gift card/grocery

20.3. Upon formal receipt of the event's invitation the house shall levy each member the sum of one hundred dollars (\$100.00) or more (as situation demands) to support members

20.4. All provision in this constitution notwithstanding, receipt of benefit shall be subject to guarantee by one member in good standing

20.5. Whereby a member who had previously enjoyed benefit ceased to be a member within two (2) years of receiving such benefits, the guarantors shall be held accountable, unless such former member refunds the benefit, he/she received from the Union

20.6. Regular members shall be entitled to this benefit only after being a member for a period of six months

20.7. AAC members shall give voluntarily to any bereaved or celebrating non-entitled member

20.8. No member shall have any benefit more than twice in a period of one year (twelve months). Any other situation - members will contribute voluntarily to support impacted members.

21.1a. Other non-landmark events:

(i) Members' birthday party (b) children's birthday party, children graduation ceremony, housewarming etc. will attract individual members' freewill gifts. If union is not invited and there are no formal celebration party, members will be celebrated on the WhatsApp group in addition to individual phone calls

20.1b. Members' childbirth, naming and dedication - \$500

20.1c. Members' wedding ceremony – 1000

20.1d. Members' children's wedding ceremony - \$500

THE CONSTITUTION

20.2. SCOPE OF QUALIFICATION

20.2A. Necessary condition; Financial status up-to-date - 100%

20.2B. Sufficient condition; Meeting attendance – minimum average of 75% in the last (1) years prior

21.0. FUNDING STRATEGIES

21.1. Members' annual dues and other contributions

21.2. Direct upfront release from association's account

21.3. Back-end recovery from members to replenish association account

22.0. VOTING AT GENERAL MEETINGS

22.1. Voting on procedural matters at general meeting shall be by simple majority through raise of hand

22.2. Calls for "Point of Order" shall only be recognized for correction of the matters under discussion

23.0. VETO POWER

23.1. The President shall have power to veto decisions on any matter that may be difficult to resolve through democratic process during general meeting.

23.2. If member fail to respect the president's veto, such may be deemed to have violated the constitution and by-law of the organization

24.0. AMENDMENT OF THE CONSTITUTION

24.1. This Constitution may be amended by a two-third (2/3) majority during a duly constituted General Meeting. However, at least two months' prior notice of proposed amendment(s) must be given to all Members

24.2 This Constitution may be subject to amendment every three years by a two-third (2/3) majority vote during a duly constituted General Meeting.