

In the name of Allah, Most Gracious, Most Merciful



ARTICLE 1 NAME

Clause 1

The name of the Association is **ALKAWTHAR COMMUNITY CENTRE OF CALGARY**, hereinafter referred to as the "Centre".

ARTICLE 2 MEMBERSHIP

Clause 1

Requirements of Membership

- a) Any follower of Islam in accordance with the Ja'fari School of thought who is a legal resident of Alberta, and being of the full age of 18 years, may make an application to become a member of the Centre
- b) Payment of an annual membership fee as determined from time to time by the Board of Directors of the Centre

Clause 2

Rights and Responsibilities of Membership

- a) Each member in good standing for a **minimum of 90 days prior to the date of a General Meeting**, shall have the right to vote and be eligible for candidacy for a position on the Board of Directors
- b) Each member shall abide by the Centre's Bylaws, and rules and regulations resolved from time to time at a General Meeting
- c) Remain within the boundaries of the teachings of Islam in accordance with the Shia Ithna-Ashari

Clause 3

Withdrawal of Membership

- a) Any member wishing to withdraw from membership may do so upon a notice in writing to the Board of Directors through its Secretary
- b) If any member is in arrears for fees for any year, such member shall be automatically suspended at the expiration of three months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the Centre until reinstated

- c) Any member upon a majority vote of all members of the Centre in good standing may be expelled from membership for any cause which the Centre may deem reasonable

ARTICLE 3 BOARD OF DIRECTORS

Clause 1

Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the Centre

Clause 2

The affairs of the Centre shall be managed by a Board of Directors consisting of an Executive (President, Vice-President, Secretary and Treasurer) and Directors (Two Centre Directors and one Social Director)

Clause 3

The Executive positions serve each serve two (2) year terms and the Directors each serve a one (1) year term, and all are elected at the Annual General Meetings respectively

Clause 4

The member nominated for an office on the Board shall be in attendance or shall have provided acceptance in writing at the time of election. The nominated member shall be a member in good standing, and shall have no criminal record

Clause 5

The election of Board members shall be conducted either by secret ballot or by show of hands, if so requested by the members present at the Annual General Meeting

Clause 6

Any vacancies on the Board, however caused, shall be filled by the Board from among the Centre members in good standing

Clause 7

The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Centre, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President. A special meeting may be called on the instructions of any two members of the Board provided they request the President in writing to call such meetings, and state the business to be brought before the meeting.

Clause 8

Four (4) Board members shall constitute a quorum for the transaction of business

Clause 9

In the event of an impassable situation among the Board of Directors, then the Board shall refer to the Ahlul Bayt Assembly of Canada for arbitration

Clause 10

Roles and responsibilities of the **PRESIDENT**:

- a) The President shall be ex-officio a member of all Committees. He shall, when present, preside at all meetings of the Centre and of the Board. In his absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.
- b) The President is the official speaker and representative of the Centre. He shall hold the Centre's seal and stamp and is a signing authority on the Centre's account(s) with any financial institution(s)

Clause 11

Roles and responsibilities of the **VICE-PRESIDENT**:

- a) It shall be the duty of the Vice-President to act on behalf of the President at all meetings of the Centre and of the Board, if so directed by the President. The Vice-President is a signing authority on the Centre's account(s) with the Centre's financial institution(s)

Clause 12

Roles and responsibilities of the **SECRETARY**:

- b) It shall be the duty of the secretary to attend all meetings of the Centre and of the Board, and to keep accurate minutes of the same. The Secretary shall have charge of all the correspondence of the Centre and be under the direction of the President and the Board
- c) The Secretary shall also keep a record of all the members of the Centre and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the Centre. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required

Clause 13

Roles and responsibilities of the TREASURER:

- a) The Treasurer shall receive all monies paid to the Centre and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He shall properly account for the funds of the Centre and keep such books as may be directed. He shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the Centre and submit a copy of same to the Secretary for the records of the Centre.
- b) The Treasurer is a signing authority on the Centre's account(s) with the Centre's financial institution(s)

Clause 14

Roles and responsibilities of the SOCIAL DIRECTOR:

The Social Director shall keep members informed of religious services programming and activities occurring at the Centre. The Social Director will coordinate volunteers for such events. It shall be his duty to reach out to members experiencing life events, and offer support.

Clause 15

Roles and responsibilities of the CENTRE DIRECTOR(S):

The Centre Director(s) shall be responsible for the co-ordination of the regular maintenance of the Centre, to ensure a clean and safe environment for Members. They shall determine the need to replace, upgrade or dispose of Equipment and Materials belonging to the Centre, with necessary approval from the Board

ARTICLE 4 AUDITING

Clause 1

The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Centre elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the Centre.

Clause 2

The fiscal year end of the Centre in each year shall be October 31st

Clause 3

The books and records of the Centre may be inspected by any Member at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall, at all times have access to such books and records.

ARTICLE 5 MEETINGS

Clause 1

This Centre shall hold an Annual General Meeting on or before December 22 in each year, of which notice shall be posted on the Centre's public website and social media accounts, and members shall also be notified through email and mass calling, no less than fifteen (15) days prior to the date of the meeting. At every second Annual General Meeting, there shall be elected a President, Vice-President, Secretary and Treasurer to serve two-year terms and at every Annual General Meeting, there shall be elected two Centre Directors and a Social Director to serve one-year terms. The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed.

Clause 2

General Meetings of the Centre may be called at any time by the Secretary upon the instructions of the President or Board by notice on the Centre's public website and social media accounts, and members shall be notified via email and through mass calling eight days prior to the date of such meeting

Clause 3

A Special Meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be posted on the Centre's public website and social media accounts, and members shall be notified via email and through mass calling eight days prior to the date of such meeting

Clause 4

One-third (1/3) of the members in good standing shall constitute a quorum at the annual General Meeting. One-third (1/3) of the members in good standing shall also constitute quorum at any Special Meetings of the Centre.

ARTICLE 6 VOTING

Clause 1

Any member in good standing for a minimum of 90 days prior to the date of a General Meeting or a Special Meeting of the Centre, who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at the General or Special Meeting of the Centre. Such votes must be made in person and not by proxy or otherwise.

ARTICLE 7 REMUNERATION

Clause 1

Unless authorized at any meeting and after notice for same shall have been given, no officer, director, or member of the Centre shall receive any remuneration for his/her services

ARTICLE 8 BORROWING POWERS

Clause 1

For the purpose of carrying out its objectives, the Centre may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Centre through a Special Resolution

ARTICLE 9 BYLAWS

Clause 1

The Bylaws may be rescinded, altered or added to by:

- (a) A special resolution passed:
 - (i) During a General Meeting of which no less than twenty-one (21) days written notice has been duly given, and
 - (ii) By a vote of not less than seventy-five percent (75%) of those members who, if entitled to do so, vote in person

ARTICLE 10 DISSOLUTION AND AMALGAMATION OF THE CENTRE

Clause 1

- a. The Centre may only be dissolved or amalgamated with another organization sharing the same aims and objectives by:
 - i. The advice of the Ahlul Bayt Assembly of Canada; and
 - ii. a unanimous vote of the Board of Directors; and
 - iii. a special resolution passed at a General Meeting, by a vote of not less than seventy-five (75%) of those members entitled to vote on the resolution in person

- b. Upon the dissolution of the Centre, the Centre shall after, paying or making provisions for payment of all its liabilities, gift all of the assets to one or more charitable institutions in Canada working with similar aims and objectives as the Centre.