



Canadian Chinese Association (South Africa)

Constitution

ARTICLE 1 - GENERAL

- 1.1 The name of the association shall be "Canadian Chinese Association (South Africa) herein after referred to as the "CCASA".
- 1.2 The CCASA is a non discriminatory, non-profit, non-political and non-denominational Association.

ARTICLE 2 - OBJECTIVES

- 2.1 To foster social contact amongst Chinese from Southern Africa living in Ontario.
- 2.2 To provide social, cultural and recreational activities for Canadian Chinese who have an affiliation with South Africa.
- 2.3 To assist the Canadian Chinese community from South Africa and their immediate relatives in times of need.
- 2.4 To operate outreach programs to assist Chinese in southern Africa, and other parts of the world.

ARTICLE 3 - MEMBERSHIP

- 3.1 Shall be any individual eighteen (18) years of age or over who agrees with the aims of the association. The candidate shall be proposed by a member in good standing for consideration by the executive.
- 3.2 Loss of membership - any member who wilfully breaches this constitution or whose conduct is injurious to the character or interest of the association may be liable to loss of membership.
 - 3.2.1 Such lost of membership shall be at the discretion of two-thirds (2/3) of the Executive.
 - 3.2.2 An appeal may be made in writing to the president and appearance at an executive meeting. A further appeal may be made at a special general meeting of members.
 - 3.2.3 Lost membership shall be at the discretion of two-thirds (2/3) of the membership present. The decision of the membership shall be final.

ARTICLE 4 – MEMBERSHIP DUES

- 4.1 Annual membership dues shall be determined by the executive.

4.2 Membership dues shall expire on December 31 of each year.

ARTICLE 5 – EXECUTIVE

- 5.1 The Executive consists of seven (7) members, four (4) officers and three (3) members without portfolio.
- 5.2 Seven (7) members shall be elected, each for the period of two (2) years.
- 5.3 Executive members shall be elected at the Annual General Meeting.
- 5.4 The Executive is the governing body of the CCASA and shall be responsible for the effective and proper administration of the association.
- 5.5 The Executive shall ensure that all necessary records of the CCASA are properly maintained.
- 5.6 The Executive shall have the authority to allocate, for each fiscal year a portion of the CCASA's funds, if funds permit, towards charitable or humanitarian endeavours. The amount of funds may vary for each year after due consideration of the requirements of the Association's operating funds.
- 5.7 The Executive may appoint sub-committees to carry out the functions and activities of the Association.
- 5.8 The Executive shall have the right to remove a member from office for failure to perform the duties of office, breaches the constitution, whose conduct is injurious to the character or interest of CCASA or for missing three (3) consecutive meetings without reasonable cause.
- 5.9 Vacancies occurring on the Executive for any reason shall be filled by appointment by the Executive.

ARTICLE 6 – EXECUTIVE OFFICERS

- 6.1 The Executive Officers consists of:
 - President
 - Vice-President
 - Secretary
 - Treasurer
- 6.2 Executive officers shall be elected by the executive for one year.
- 6.3 The president is ex-officio member of sub-committees.
- 6.4 The president shall not serve for more than 5 consecutive terms.

ARTICLE 7 - DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE

- 7.1 The President shall:
 - 7.1.1 Chair and preside over all meetings.
 - 7.1.2 Be the CCASA's spokesperson in all matters affecting the association.

- 7.1.3 Coordinate the association's functions and activities.
- 7.1.4 Present a report at the annual general meeting.
- 7.2 The Vice-President shall:
 - 7.2.1 Assist the president and other *members* of the executive.
 - 7.2.2 Assume responsibility in the absence of the president.
- 7.3 The Secretary shall:
 - 7.3.1 Handle the correspondence of the association.
 - 7.3.2 Prepare meeting agenda for meetings in consultation with the president.
 - 7.3.3 Notify members of meetings.
 - 7.3.4 Record, prepare and distribute minutes.
 - 7.3.5 Send election notice and invitations for nomination to members in good standing.
 - 7.3.6 Keep CCASA records.
- 7.4 The Treasurer shall:
 - 7.4.1 Be custodian of the association funds.
 - 7.4.2 Issue receipts for membership dues, donations, gifts and grants.
 - 7.4.3 Keep complete and accurate account of all revenues and expenditures of the association.
 - 7.4.4 Prepare financial statements quarterly.
 - 7.4.5 Present a report at the Annual General Meeting
- 7.5 Members without portfolio shall:
 - 7.5.1 Assist the president and other members of the executive.

ARTICLE 8 - FINANCES

- 8.1 The treasurer and president have cheque signing authority.
 - 8.1.1 In the absence of the treasurer or president any member of the executive has cheque signing authority, in conjunction with either the treasurer or president.
 - 8.1.2 The Executive shall decide at their first executive meeting who shall have the third signing authority.
- 8.2 CCASA expenses above \$100.00 shall be approved by the Executive.
- 8.3 CCASA expenses under \$100.00 shall be approved by the President.
- 8.4 The fiscal year shall be the calendar year.

ARTICLE 9 - EXECUTIVE MEETINGS

- 9.1 The Executive shall meet whenever it is deemed necessary.

9.2 The times and places shall be determined by the Executive.

ARTICLE 10 - ANNUAL GENERAL MEETING

- 10.1 Annual General Meeting is to be held no later than ten (10) days prior to the end of each calendar year.
- 10.2 The agenda shall include end of the year reports by the president and treasurer and the election of new executive members.
- 10.3 The agenda shall be given to members at the annual general meeting.
- 10.4 For the purpose of the annual general meeting, a member in good standing shall be a person whose membership fee is paid for the current year.
- 10.5 Minutes shall be available to members in good standing who attended the meeting.

ARTICLE 11 - SPECIAL GENERAL MEETING

- 11.1 Special General Meetings of the CCASA may be called at the discretion of the Executive, or upon written request to the president signed by fifteen (15) members in good standing of the association.
- 11.2 Special general meeting shall be convened within thirty (30) days of receipt of the request.
- 11.3 Agenda notice shall be available to members in good standing within ten (10) days prior to the date of the meeting.
- 11.4 Minutes shall be available to members in good standing who attended the meeting.

ARTICLE 12 - QUORUM

- 12.1 No business of the association shall be transacted at a meeting without a quorum.
- 12.2 A quorum for executive meetings shall be four (4) members
- 12.3 A quorum for general meetings shall be twenty (20) members in good standing.

ARTICLE 13 - VOTING PRIVILEGES

- 13.1 Members in good standing age eighteen (18) years and over have one (1) vote.
- 13.2 Voting except for election of executive members and officers is by a show of hands and the results shall be determined by a simple majority.
- 13.3 Voting on constitutional amendments is by a show of hands and the results shall be determined by a two-thirds majority.
- 13.4 Voting by proxy at an annual or special general meeting shall be permitted on prior notice to the president by the absent member.
- 13.5 The president has a casting vote.

ARTICLE 14 - ELECTIONS

- 14.1 Election of executive members shall be held annually, but to allow for continuity half the members shall be elected each year.
- 14.2 Notice of election and invitation for nominations shall be given to members in good standing five (5) weeks prior to the election date.
- 14.3 Nomination forms shall be submitted with the nominee's name, address and phone number and the names, addresses and phone numbers of two (2) nominators all of whom shall be members in good standing and shall be received by the CCASA no later than ten (10) days prior to the election date.
- 14.4 An elections committee shall be appointed by the outgoing executive for the purpose of conducting elections at the annual general meeting.
 - 14.4.1 The elections committee shall consist of an elections officer and assistant(s).
 - 14.4.2 The elections committee shall not consist of nominees.
- 14.5 Election of executive members shall be determined by ballot.
 - 14.5.1 Ballots shall be distributed to all members in good standing at the annual general meeting.
 - 14.5.2 Ballots shall be counted by the elections committee.
 - 14.5.3 In the case of a tie, second, third and additional ballots shall be held.
 - 14.5.4 If there are only four (4) candidates in an even year and only three (3) candidates in an odd year, these candidates shall be elected by acclamation.
- 14.6 The results shall be announced immediately.
- 14.7 Election of officers shall be held at the first executive meeting which shall be held within 60 days of the new calendar year.
- 14.8 The executive shall appoint an Elections Officer for the purpose of conducting elections of officers.
- 14.9 Election of officers shall be determined by ballot.
- 14.10 All executive members have a ballot vote.
 - 14.10.1 Ballots shall be counted by the elections officer in the presence of the executive.
 - 14.10.2 In the event of a tie, second, third and additional ballots shall be held.
- 14.11 If there is only one candidate on the slate that candidate shall be elected by acclamation.
- 14.12 The results will be announced to the membership.

ARTICLE 15 - HUMANITARIAN FUND

- 15.1 The fund shall be established and administered by the executive.
- 15.2 Assist in matters concerning the well being of the community in areas such as education, employment, immigration, housing, community information, and human rights.
- 15.3 Perform advocacy, intervention and support roles to the community.

- 15.4 Offer assistance to persons in the community who demonstrate a need for such assistance.
- 15.5 The fund is to be maintained by fund raising activities, donations, gifts and grants specifically for the fund.

ARTICLE 16 - AMENDMENTS

- 16.1 Amendments to this constitution shall be made at the annual or special general meeting.
- 16.2 Amendments must be proposed and seconded and received in writing by CCASA thirty (30) days prior to the meeting.
- 16.3 The proposed amendments shall be made available to members in good standing ten (10) days prior to the meeting.
- 16.4 The constitution shall be amended upon the consent of two-thirds (2/3) of the voting members present.
- 16.5 The amended constitution shall be made available to members in good standing.

ARTICLE 17 - AUDITS

- 17.1 A financial audit shall be carried out at the end of each year by a qualified accountant.
- 17.2 The auditor cannot be a member of the executive.
- 17.3 The auditor's report shall be available to members in good standing.

Accepted: February 3, 1990
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