

BY-LAWS

CAMEROONIAN CULTURAL ASSOCIATION OF KITCHENER WATERLOO REGION – CCAKW

CHAPTER 1: GENERAL PROVISIONS

ARTICLE 1: NAME

It is hereby instituted, in the Region of Kitchener - Waterloo, Ontario, a socio-economic and cultural association called CAMEROONIAN CULTURAL ASSOCIATION OF WATERLOO, herein after referred to as "The Association".

ARTICLE 2: LANGUAGES

English and French are the official languages of The Association.

ARTICLE 3: OBJECTIVE

The Cameroonian Cultural Association of Kitchener Waterloo is a non-profit association whose objectives are to:

Foster solidarity among its members; Promote socio-economic and cultural values; Provide assistance to its members in times of need; and Facilitate integration of new members into Canadian society.

ARTICLE 4: SEAT

The seat of The Association shall be in the Waterloo Region with the physical address located at seating President's address.

CHAPTER 2: ORGANIZATION AND OPERATION

ARTICLE 5: MEMBERSHIP

5.1 Ordinary membership

Open to:

- Cameroonians of origin residing in the Waterloo Region.
- Persons with a direct link or interest with Cameroon residing in Waterloo Region as long as they are co-opted by 3 registered members.
- Other Cameroonians of origin or persons not residing in Waterloo Region.

5.2. Honorary membership

Honorary members are decided by the General Assembly (GA) based on their engagement or action for the promotion of the Association.

5.3. Membership Registration

- i. Prospective members shall declare their intention to join and/or complete an application form obtainable from the Executive Bureau.
- ii. Applicants must be of mature age by the time of application.
- iii. Applications for membership shall be presented to The General Assembly
- iv. Membership becomes effective after the membership fee of \$25 is paid.
- v. Members shall renew their membership every January by paying an amount of \$10.

5.4. Obligations of members:

A. Members are obliged to:

- I. Abide by the provisions of this by-laws and any other decision arrived at by GA.
- II. All members have the right to vote and to be voted.
- III. All members have the right to information of the day-to-day operations of The Association.
- IV. An international student shall pay the regular membership and annual renewal fees; however, he/she is not obliged to contribute for refreshment.

B. There are no obligations for honorary members.

ARTICLE 7. ORGANS

The Association shall comprise the following organs: The General Assembly, Board of Directors, The Executive Bureau and adhoc committees.

ARTICLE 6: THE GENERAL ASSEMBLY

6.1. The General Assembly is made up of all registered members of The Association. It is the supreme body of The Association and it has the following functions:

- Examines, amends and adopts the bylaws of The Association;
- Ratifies resolutions taken by the executive;
- Elects members of the executive and Board;
- Ratifies appointees to committees; and
- Examines and approves reports and policy proposals.

ARTICLE 7: BOARD OF DIRECTORS (BOD)

7.1. The Board of Directors shall comprise a minimum of 5 and maximum of 10 members. The members shall be:

- I. The President of the Executive Bureau,
- II. Former Presidents
- III. 3 elected members from the GA with a proven track record in coordinating The Association's activities.

A. The elected members shall serve for a period of 3 years renewable once.

B. The BOD shall act as an advisory body.

ARTICLE 8: THE EXECUTIVE

8.1. The term of office for executive bureau members shall be two years renewable once.

8.2. The Executive Bureau is made up of the President, the Vice President, the Secretary General, the Treasurer, the Financial Secretary, and Social Secretary.

A. The President

- I. Oversees the general management of the affairs of The Association and can delegate powers to any member as he deems fit.
- II. Presides over all meetings and special occasions or ceremonies.
- III. Represents the Association at third party functions.
- IV. Signs all official documents of The Association.
- V. Liaises between The Association and the external world.
- VI. Represents the Executive in the Board.

B. The Vice President

- I. Shall act in the absence of the President.

C. The Secretary General

- I. Takes down, develops and reads the minutes of meeting in the next GA meeting.
- II. Makes available electronically the minutes of the previous meeting at least a week before the next meeting.
- III. Keeps The Association's records.
- IV. Informs members of all issues related to The Association.

D. The Treasurer

- I. Keeps the Association's finances and financial documents.
- II. Collects, deposits into the account, and makes disbursements as directed by the General Assembly.
- III. Updates and provides monthly financial transaction records and bank statements to the Financial Secretary

E. The Financial Secretary

- I. Keeps records of all financial transactions of The Association.
- II. Presents monthly financial statements to the General Assembly.

F. The Social Secretary

- I. Oversees the organisation of The Association's activities.

F. Chief Whip

- I. The President appoints a chief whip for each meeting.
- II. He/she maintains discipline during meetings and other activities.
- III. He/she establishes attendance and late coming lists, and reports to the Financial Secretary.

ARTICLE 9: RESIGNATION OR TERMINATION

9.1. An officer may resign at any time by submitting a resignation letter to the Executive.

9.2. An officer may be terminated from his/her office at any time by a 3/4 resolution of the quorum.

ARTICLE 10: ADHOC COMMITTEES

- I. Its members are chosen by the General Assembly or by the President and adopted by the General Assembly to work on special projects for The Association.
- II. The mandate and scope shall be defined by the General Assembly.
- III. Shall present and submit reports to the President and the General Assembly for adoption.

ARTICLE 11: QUORUM

11.1. The quorum for the meeting shall be at least half of the registered members.

ARTICLE 12: MEETINGS

- 12.1. The Association shall have 3 categories of meetings: annual, ordinarily and extraordinary meetings:
- I. Ordinarily monthly meetings shall be held every month or two months. It shall discuss issues involving day-to-day running of the Association.
 - II. Extraordinary meetings shall be convened by the president upon consultation with the executive.
 - III. Annual General Meeting shall be held in November during which various reports shall be presented. If in an election year, elections shall be held.
 - IV. Monthly meetings shall be held on the first Saturday of each second month.
 - V. Meetings begin at 5:00 p.m. prompt and end at 9:00 pm.
 - VI. 15 minutes after the official start of the meeting is considered as lateness.
 - VII. Each member shall contribute \$5 toward refreshment for each meeting, whether he/she is present or absent.

ARTICLE 13: HOSTING

- 13.1. Hosting of monthly meetings shall be based on a schedule drawn up at the beginning of the year, by the Executive Bureau.
- 13.2. Each member will host once during each hosting season.
- 13.3. Hosting is optional for members who are international students.

ARTICLE 14: ELECTIONS

- 14.1. An electoral committee shall be set up to oversee elections and dissolved thereafter.
- 14.2. Election of executive bureau members shall be held in the last GA in an election year.
- 14.3. An electoral committee shall be elected during the September meeting.
- 14.4. The electoral procedure shall be read out by the committee and adopted by the General Assembly.
- 14.5. Candidates to the various positions shall indicate their interest by October to the electoral committee.
- 14.6. Candidate shall be nominated or self-nominate.
- 14.7. For the position of President, the candidate must have attended at least 3 ordinary meetings in the current year.
- 14.8. Members of the electoral committee shall neither be candidates nor nominate for any position.
- 14.9. Voting shall be by secret ballot.

14.10. The newly elected executive bureau shall be installed in their function in January. Until the installation, the old bureau shall work closely with the new executive.

14.11. In case there is no candidate for a position, elections shall be postponed to the next GA meeting. The partially elected bureau shall be installed in their function in January.

14.12. At the end of the election, the electoral committee shall write an election report.

ARTICLE 15: SUSPENSION AND TERMINATION OF MEMBERSHIP

15.1. Withdrawal

A member can decide to suspend or withdraw his/her membership and to reapply any time after.

15.2. Suspension

A. A member shall be suspended from The Association in case of:

- I. Verbal or physical abuse during meetings or any other event organized by The Association.
- II. Grievous misconduct as judged by the General Assembly
- III. Failure to attend 3 consecutive meetings without informing the executive bureau, after due notice about the absences

B. The decision for suspension shall be voted by at least $\frac{3}{4}$ of the quorum.

C. Suspended members can reintegrate the Association after the suspension period.

- I. A member who suspends her/his membership shall indicate the duration and period.
- II. Suspension decided by The Association shall not exceed three months.

15.3. Expulsion

A. A member shall be expelled from The Association in case of:

- I. Misappropriation of association properties and funds.
- II. Misrepresentation of the association.
- III. Falsification of association documents.
- IV. Two suspensions.
- V. Non-payment of membership renewal dues in spite of reminders from the GA.

B. The decision for expulsion shall be voted by at least $\frac{3}{4}$ of the quorum.

C. Upon expulsion, the dismissed member shall return all The Association's property in his/her keeping.

D. Dismissed members shall not be eligible for re-admission within three years, after which they may re-apply as a new member: all conditions for new membership shall apply.

15.4. Loss of membership.

This shall be by any of the following:

- I. The member dies or resigns;

- II. A member has not renewed his membership or paid outstanding dues within 2 calendar months after being called upon to do so.
- III. The Association is liquidated and dissolved under the Corporation Act.
- IV. Withdrawal
- V. Expulsion

15.5. During suspension or withdrawal, the Association owes no obligation towards the member and vice versa

ARTICLE 16: ABSENCE, LATENESS AND EARLIER LEAVE

16.1. In case of absence, member shall inform at least two days (by e-mail) or 1 day (by phone) any official staff and the hosts. A member who does not notify the Association of her/his absence shall pay a fine of \$ 5.

16.2. Any latecomer is required to pay a fine of \$ 0.25 for each 15 minutes lateness.

ARTICLE 17: MEMBERSHIP CONTRIBUTIONS AND USE OF ASSOCIATION FUNDS

17.1. Association funds shall comprise:

- I. Member fees, contributions from members
- II. Fine (fine funds)
- III. Loans/ donation
- IV. Government and other grants

17.2. The Association funds shall be used according to the bylaws or as decided by the GA.

17.3. The funds shall not be used for entertainment (foods, drinks, etc.)

ARTICLE 18: SPECIAL EVENTS

18.1. The General Assembly may approve special events within the year, which shall be organized by special committees.

18.2. Members may be required to make special contributions towards the event.

18.3. Invited guests may be asked to contribute.

ARTICLE 19: BANK ACCOUNT

19.1. The Association shall maintain a bank account at a recognized Canadian financial institution.

19.2. There shall be three (3) signatures deposited and any two (2) of the three (3) signatures shall be accepted to process any transactions.

19.3. No two (2) signatures on account shall belong to members of the same family.

CHAPTER 3: MISCELLANEOUS

ARTICLE 15: OTHER INTERNAL OPERATING PROCEDURES

Other internal operating procedures shall be defined by the General Assembly.

ARTICLE 19: DISSOLUTION

- 19.1. The Association may be dissolved by three quarters vote of the registered members or by an administrative order.
- 19.2. In case of dissolution the assets of The Association shall be donated to an African charity

ARTICLE 20: AMENDMENTS

- 20.1. Amendments of the By-Laws shall be by a resolution of 1/2 of the registered members.
- 20.2 These by-laws shall be reviewed every 2 year or as need arises

Adopted at the General Assembly Meeting held at 553 Vanier Drive, apartment 403 in Kitchener on Saturday September 5th, 2009.

Amended on November 5, 2011

Amended on March 3, 2012

Amended on July 6, 2019 at 35 Ross Street, Kitchener ON N2P 2B9

The President of The Association

The General Secretary of The Association

[Handwritten Signature]
July 06, 2019

[Handwritten Signature]
6th July, 2019

Signature and date

Signature and date





















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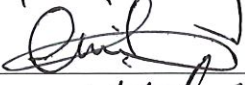
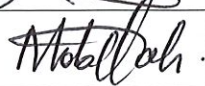
Simanka M. Lum

Name

Name

List of members, signature and date

First and last name	Address (street and city)	Signature and Date
1. Mireille Tabod	42 Fernier drive Kit	 6/07/2019
2. Carine Sappi	187 Bryback cres Kit	 6/07/2019
3. Celestine Nkweya	501A Glenelm cres waterloo	 6/07/2019
4. Joy Klashogulwen	166 Mooregate Crescent	 6/07/2019
5. Armel	160 Rittenhouse Rd	 6/07/2019
6. Caroline Laure	58-21 University Avenue East	 6/07/2019
7. Kevin Ochieng	201-235 Morgan Ave	July 6/19 
8. Elvis Nubed	76 Country Club Drive ^{Cambridge}	 6/07/19
9. Winifred Nkanji	76 Country Club Dr. Cambridge	 Nkanji, 6/07/19
10. Choraline Nkanji	76 Country Club Dr	 6/07/19
11. Nubed Claudine	76 Country Club Dr	 6/07/19
12. Prudence Aza	1107-50 ^{10th} Mooregate Cres	 6/July/19
13. Noia Kwanase	326 Grangewood Dr.	 6/July/19
14. Lem Kwanase	71 Watercress crt	 6/07/19
15. Nkonghonyor Ngasu-B.	318-10 Berkshire Court	 06/07/19
16. Franisca Jobi	306- Glenden Crs	 06/07/19
17. Ngole Ngasu-B	306- Glenden Crs	 06/07/19
18. Dabot Enwen	479 W 152nd NYC	 06/07/19
19. Innocent Tchigio	153 Huck Crs	 06/07/19
20. Jeanne D'Arc Tchigio	153 Huck Crescent	 06 juillet 2019

21.	Celestin T. Donyom	89 Amberst Dr. Kitchener.	 6 July 2019
22.	Margaret Ngahing	10 Coach Hill Dr Kitchener, ON	
23.	Lynn Försung	42 Farrier Dr Kitchener, ON	Lynn Försung
24.	Caroline Awch	15 Green valley Dr Kitchener, ON	
25.	Berhanine Mohit	15 Green valley Dr Kitchener, ON	
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