

Canada Karai Cultural Association

Constitution number 2015- 003 (Revised)

Tradition and Introduction

In 1989 (1-10-1989) the Karainagar people who live in Canada formed an Association called 'Eelathu Sithampara Thiruthondar Sangam'to serve the people who live in Karainagar and the Karainagar people who live in Canada. During the growing period of this Association, according to the public's request, the name was changed as "Canada Karai Cultural Association (Canada Karai Kalachara Mandram) and functions since 14-04-94. Canada Karai Cultural Association; revised the Eelathu Thiruthondar Sanga Constitution and combined the recommendation which were given by the former Executive committee members and well-wishers and a new corrected constitution for Canada Kari Cultural Association was revised in 2003 as constitution number 2003-002 and implemented.

This constitution was again revised in 2015 and published as "constitution number 2015-003" with new additions according to the varying needs and as per the growth of the Canada Karai Cultural Association. This will be implemented with the permission of the general membership.

The reasons for the changes in human civilization, science, and societal changes are the philosophers and good thinkers who came in the mankind and the experiences of the people who lived in the same Association (Competition in life with good thoughts and choice of nature) as well. In the fast pacing Association there would be practical complexities. Therefore writing constitution with visualizing all the circumstances is not practicable/ impossible. But we should point here the stance of the rightful duty. If an activity is done on behalf of this Association and without hurting anyone who has good thoughts, and if it is done for the benefit of the whole Association that the Association represents, and if the person who did that act didn't think about any benefit for himself directly or indirectly or if the well-wishers could anticipate that the work that is being done would get 66.66% acceptance in general membership, and at the same time if that matter was already not prohibited by the constitution; that act should be considered favourable to the constitution.

“**Equity is based on a judicial assessment of fairness as opposed to the strict and rigid rule of common law**”

Constitution is a hand book that guide a social setting that travel towards social redemption. There is no history that any constitution had a complete format in any Association and in any time frame. They evolve from time to time. The correction of this constitution is also its revelation. This is inevitable and should happen.

---Common---

This new constitution is created from previous experiences and with the guidance of the growing civilization of the world. It is noticeable that even though several matters are incorporated from old constitution, some new plans that are needed for practical purposes are also added. When the new constitution is implemented, constitution 2003-002 would expire. The new constitution will be addressed as 2015-003.

This constitution has eleven divisions. They are:

- 1.0. Policies and objectives
- 2.0. Association members
- 3.0. Executive committee members
- 4.0. Patrons committee (This is a new component)
- 5.0. Association meetings, they are divided into three.
 - 5.1. Executive committee meeting
 - 5.2. Planning Patrons' committee meeting
 - 5.3. General meeting
- 6.0. Assets and documents of the Association
- 7.0. Accountant
- 8.0. Website
- 9.0. General guidelines
- 10.0. Definition of Terminology
- 11.0. Actions to be taken if the constitution is to be corrected.

It is assumed that these would pave the way for the Canada Karai Cultural Association to advance in fast pace without any misconceptions and function at its best to perform its service. From the date, in which this constitution

is implemented, this constitution would be the only one practical guide for Canada Karai Cultural Association. If it is necessary, the executive committee has the authority to hold the general meeting regarding the constitution.

1.000 Policies and Objectives

1.001. Canada Karai Cultural Association was registered as a non-profit Association according to the Canadian / Province of Ontario laws and regulations (Registered number 11000492).

1.002. This Association would function as a media for the Karainagar people who have migrated from Karainagar and presently live in Canada, and all others who are related to Karainagar people and will function to develop their language, arts, culture, tradition, quality of life and social welfare.

1.003 same as 1.002

1.004 This Association will provide its service to improve the quality of education, quality of life, etc.; and medical facilities of the people who live in Karainagar, Sri Lanka.

1.005. To fulfill the desires of the pioneer members of this Association, it would continue to provide the assistance it has been already given to Eelathu Sithambara devasthanam daily poojah; and if necessary, it would expand this service.

1.006. This Association will propagate the Tamil people's language, arts and culture to the people who live in Canada, especially to Karainagar people and to the young Tamil generation, and would take actions to make ways and means for the preservation and growth of them.

1.007. In addition to their work plans, this Association will conduct the celebrations such as annual get-together, "Karai Vasantham" Kalaivizha, and Richmond Hill Hindu Temple Aruthra Tharisanam.

1.008. This Association has authority to have bank account in Sri Lanka according to the constitution.

1.009. If possible this Association will try to change it as a non-profit charitable Association.

1.010. This Association will have the authority to conduct classes in mother tongue and culture related programs for free or for fee. For these programs the decision regarding fee collection would be decided by the Executive committee.

1.011. If need arises, this Association would make contacts with the other non-political institutions in Canada and if needed join with them and would co-operatively maintain Tamil people's art, culture and tradition and also would

involve in services that would build the quality of life and humanism. However, Canada Karai Cultural Association should protect its uniqueness as well.

1.012. This association will mandatorily avoid having contacts with institutions that has direct or indirect political objectives or with local or foreign political institutions.

1.013. It would use modern technologies (Internet zone) to connect and for the younger generation to maintain; without losing their traditional relationships between members and their descendants.

1.014. Canada Karai Cultural Association belongs to the General board and its members. Its administration is under the authority of the executive committee. The patrons' committee will act as a consultant and guardian. The Association's constitution will function as a strong medium that combines and guides the three positions that are General members, executive committee, and patrons' committee.

1.015. The policy order that is given here will not control the Association's activities in any way. From time to time the executive committee board will decide the Association's service priorities. However, the decision to cancel or alter the services that had been started already by the Association should be taken according to the constitutional clauses.

1.016. All the executive committee meetings should be held according to plans. All affairs that happen in the executive committee meetings should be recorded by the secretary. There should not be any hindrance to use modern techniques for the recordings. The executive committee meetings can be held in English or Tamil. But it will be desirable if the important decisions taken at the executive committee meeting are recorded in English or Tamil.

2.000. Association members

2.001. All the members of Canada Karai Cultural Association together would be called the General membership.

2.002. Any person who is above 18 years of age and connected to Karainagar and accepting the policies of Canada Karai Cultural Association would be qualified for the membership.

2.003. Any person who is qualified and would like to get the membership of the Association should complete the membership application form and send it to the executive committee with the relevant fee. He/she would be

qualified to function as an Association member from the date the application is approved by the executive committee.

2.004. If a person who likes to become a member of the Association pays the appropriate fee then the Association would pave the way for him/her to become life member of the Association.

2.005. Annual membership subscription for the members of the Association will be decided only by the members at the general meeting for the election of the executive committee.. Life membership subscription will continue to be \$1000. This amount maybe changed from time to time by the members on the recommendation of the executive committee.

2.006. If the amount of the annual subscription is changed after a member paid his/ her annual subscription, the change in the amount in the subscription would not affect that person in that year.

2.007. If a person who would like to become a member of the Association is a senior and over the age of 65 and depending on the children's income, the Association membership would be free for him and his spouse. However, they should also apply for the membership of the Association.

2.008. Everyone who would like to become a member or who is already a member should pay the subscription amount every year. This membership amount would be applicable for every year from 1st of January to 31st of December. If a member do not pay for the following year the subscription amount during the appropriate time period, he/she would be considered to have lost his/her membership rights. Therefore, he/she would lose the qualification of participating and voting in general meetings. The last chance to pay the membership fee that is in due is the 31st of March of the next year.

2.009. If a member is legally married and as long as the person is a member, his/her spouse would be accepted as an Association member without any fee.

2.010. The Executive committee has authority to suspend or remove any member who is not co-operating with the constitution's clauses, or if they behave in a way to dishonour the Association. Before taking an action, an opportunity will be given to the member to explain his behaviour in writing or verbally. However, the member who is not satisfied in this decision can apply to Patrons' committee and express his/her dissatisfaction and ask for justice. The Association will accept the patrons committee's decision as the ultimate decision in this regard.

2.011. A person accepted as a member 31 days before the general meeting day and had paid the member's subscription 3 days before that only can vote at the general meeting. But if paying by cheque, he/she has to pay before 15 days.

2.012. Minimum payments paid for the celebrations which the Association conducts cannot be exchanged for Association membership fee. Putting the seal regarding this on the Association's cash receipt would help to avoid this confusion.

2.013. The money paid for more than the minimum payment of the Association's celebration or Association's needs, should be assumed that the Association's membership fee is also included in this and it should be noted in the cash receipt in detail and mandatorily.

2.014. Anyone who leaves / is removed from the Executive committee /Patrons' committee before the appropriate period, (Even though currently a member of the Association) will lose the qualification to compete for any position in consequent election after the period when he/she held the position.

3.00

*****The Executive committee *****

3.001. Those who are elected by the Association members who are eligible to vote at the general meeting that is held to elect Association's Executive committee members of Canada Karai Cultural Association, only (They should also have continuously paid membership fee during their period of position as general members) can function as Association's Executive members.

3.002. For all the activities of Canada Karai Cultural Association, Canada Karai Cultural Association executive committee members are responsible independently and as a group.

3.003. In this executive committee, the maximum number of Executive committee members would be 19, which includes president, vice president, secretary, assistant secretary, treasurer and assistant treasurer. The executive committee which includes these 19 members should guide the Association according to Canada Karai Cultural Association's constitution; and without any blemishes, unnecessary expenses and with the development of the Association in mind.

3.004. The members at the general meeting to elect Executive Committee members have the power to change the above stated maximum number of the Executive committee members. However the number should be an odd number.

3.005. It should be noted that the quorum needed for the Executive committee meeting is an odd number that is derived by the maximum number approved at the particular the general meeting divided by two and added 0.5 or 15.

3.006. If the Executive committee meeting had the quorum of the Executive committee members who were present at the meeting, those decisions taken at the Executive committee meetings would be accepted as lawful decisions.

(i) The necessity of quorum would not be considered as an impediment for the Executive committee meetings that are convened according to the clauses of the constitution or for the usual activities of the Association. But the obligation to protect the tradition of adhering to the qualification of quorum belongs to the president/secretary.

(ii) The contacts through the means of modern website, email, skype should also be regarded as the attendance of the particular member at the meeting and should be qualified for quorum.

(iii) The participation of the members in this way should be stated clearly in the report of this meeting. But participation in this way is thoroughly correct and should be welcomed.

3.007. According to the clauses and directions in the constitution and, if it is considered very essential for the Association's activities, the executive committee may bring in correction or addition to the constitution and create a temporary constitution and carry out their duties according to that regulations.

3.008. To fill up any vacancies in the executive committee and for other important services, six standing committee members who are qualified to function as committee members under the clauses of the constitution should be selected at the general meeting election. For the vacancies of the executive committee, if someone from the standby committee members list is selected, he/she would have the responsibility and authority of an executive committee member who was elected at a normal general members meeting.

3.009. Period of office of the executive committee would be 2 years. Period of office would begin on the 1st of April and end on March 31st of the year that comes after skipping the next year. Due to unavoidable circumstances that delayed a little, the period of office of the executive committee that was elected in May 2015 would end on 31st of March 2017. After that, for every two years a new Executive committee board would come to power regularly. Even though the right a member to be in the executive committee is not controlled in any way, it is desirable that the same member does not hold the same official position for more than two times in the Executive Committee.

3.010. If any member who holds positions other than president, vice president, secretary, asst. secretary, treasurer, asst. treasurer, couldn't be present at the executive committee meeting, he/she can send a standby committee member he/she likes, to the executive committee meeting.

3.011. A standby committee member who goes as an executive committee member's representative can only express the opinion of the executive committee member at the executive committee meeting. Therefore in these instances, an executive committee member who sends a representative has the obligation of expressing his opinion to the president of the executive committee about the important matters that are to be discussed in writing. This representative has the right of voting at the executive committee meetings.

3.012. An executive committee member who doesn't attend continuously for 3 times without the executive committee's permission would be considered that he/she has lost his/her position. For the vacancies arising in this way, a standby committee member would be appointed. At the same time the executive committee member who was considered as he/she lost his position would be added to the standby committee members list.

3.013. The executive committee should conduct its usual series of meetings at least once in three months. When the president, secretary or treasurer of the executive committee likes to consider an important matter with the executive committee members; secretary should make arrangements to hold the executive committee meeting. Other than that, if any of the Executive committee members jointly request to hold the executive committee meeting, secretary must definitely find ways to hold the executive committee meeting. But the number of members who jointly request should be equal to the executive committee meeting quorum during that relevant period.

3.014. Elected executive committee members should be with good moral characters during their position period. If vacancies arise before the end of the executive committee's period, the executive committee board has authority to appoint someone from the standby committee members list to the Executive committee.

3.015. President would always preside over the executive committee meeting. If he/she is not present, vice president would perform as president. In unavoidable circumstances, if president and vice president are not present, an executive committee member approved by the executive committee members would perform as temporary president.

3.016. Every executive committee member should satisfactorily perform all the duties allocated to them by the executive committee. If for three months he/she continuously didn't do his/her duties satisfactorily and carry out his/her responsibilities, he/she would be considered as vacated from the executive committee. However, an executive committee member who renders his/her services responsibly and duty minded and couldn't provide the services for justifiable reasons, as per his request the executive committee should use their special power and consider as he/she was in vacation for the particular period and should grant vacation. This is a special power of the

executive committee. If such arrangements are not made, particular executive committee member would be considered as vacated from the executive committee..

3.017. According to the constitutional rules and the wishes of the executive committee; holding the executive committee meetings, general meeting, and necessary public communication services are the duties of the secretary. Even though the secretary can get the assistant secretary's help for this, secretary should take the whole responsibility. Secretary should prepare and keep the minutes and records of the activities and the meetings of the Association and the executive committee. These records should be made available for the view of the members of the Association and executive committee when needed. Besides, when there is an opportunity to use modern scientific strategies and email regarding this and holding the executive committee meetings, they should be utilized. To support this task, those who are in the executive committee should develop their technology or should try to get that kind of services.

3.018. If an the executive committee member dies, or the executive committee member give his/her resignation in writing to the secretary and if the executive committee accepted it, or if at a special general meeting, two third of the eligible voters who are present votes in support of no confidence motion on the executive committee member, it would be considered that the executive committee member's position is vacant. A member who proposes the motion of removal of an executive member, citing reasons and signed by 10% of general members and inform the secretary in writing. If that kind of motion is received, secretary should convene an emergency executive committee meeting within seven days. Secretary should also take steps to hold the general meeting of the Association within thirty days to submit the motion on the advice of the executive committee.

3.019. Secretary should maintain and protect the list of executive committee members' name, address, telephone numbers and all details regarding them. As the matters related to this are received by every member of the executive committee, they also should be very careful when they keep the list regarding this. Under the Canadian law, as some matters should be kept very secretly, the executive committee members should maintain the responsibilities regarding this and take additional care. That is they should keep in secret the address or telephone number of the members or any other details received on the basis as members.

3.020. Secretary should be present for all the executive committee meetings as much as possible. In unavoidable circumstances, the assistant secretary should be present with documents on his/her behalf.

3.021. Informing about the executive committee meetings of the Association to the Patrons' committee and about the decisions made at the executive committee meetings, after the executive committee meeting is over are important duties of the secretary.

3.022. Treasurer is responsible for all finances and financial matters including Association's membership money. The executive committee members and all the executive committee members who are involved in collecting money would also be responsible with the treasurer.

3.023. In every executive committee meeting, treasurer should submit financial details and plans in a specific format.

3.024. Treasurer should submit the report about the Association's money transaction details and the details about the dues to the executive committee.

3.025. The Association members list should be given to the executive committee members to contact the members of the Association on behalf of Association to enrol new members. At least once in every six months, through the executive committee member allocated for the relevant Association members make contacts with such Association members and discuss about the development of the Association. The direction and dealing of this is the duty of the assistant secretary

3.026. The Association's account details, foreign exchange dealings and all of its services should be fulfilled according to the Canadian law.

3.027. It is the duty of the president and the treasurer to send the appropriate tax forms to the Federal government at the appropriate period of time annually. If needed, the service of an accountant who is approved by the Canadian government to give tax consultation should be obtained.

3.028. Every year before 31st of March, Association should send to its members the comprehensive report regarding its income and expenditure details, bank balance, Association's yearly report and Association's new plans.

3.029. The fiscal year end period of the Association's account is from January 1st to December 31st. But Association administration would submit the accounts for its executive committee period at the general meeting. But when submitting the accounts, the details of time period should be considered. When submitting the forms to the government institutions it should be careful regarding the time limit.

3.030. Association's treasurer, should record all money transactions of the Association, by using computer software that is a property of the Association and approved by the Association. It would be desirable if this computer

software is able to function in accordance with the website. The executive committee should provide the services, if needed someone, who has accounts and computer knowledge that would be able to help him. During these circumstances, it would be desirable if family relations of the treasurer are avoided.

3.031. When there is a conflict between the executive committee and patron committee, and when they couldn't get a solution, general meeting of the members should be convened and the problems should be submitted for the members' consideration.

3.032. When the official period of the administration is coming to an end, complete reports of the work plans that are in their hands, the work plans that should be continued, cash balance details in the bank and the activities of the Association should be informed to the patrons committee in writing. A copy of that should be submitted to the Association members.

3.033. The new the executive committee that come to power, should get the work reports of the previous the executive committee from the patrons committee and with their advice should make new plans if needed, and continue to carry out the tasks of Canada-Karai Cultural Association. If the previous executive committee of Canada Karai Cultural Association has allocated money for some work plans and kept the money in some savings account or in any other plans, new the executive committee should not use it for other needs. If it wants to use, it should be used with the complete approval of the Patrons committee and general membership. If it functioned against this, the executive committee members that function in such a way would be considered as having committed a crime individually and jointly.

3.034. Invitation should be sent to the members of planning Patrons' committee about the executive committee meetings. When the Executive committee board wanted or planning Patrons' committee wished, Planning Patrons' committee members would be permitted only as viewers at the executive committee meetings.

4.000 *** Patrons' committee***

4.001. Patrons' committee would be the guardian for the Canada Karai Cultural Association and responsible for the executive committee to do their activities properly, and function as a guide for the new board when the office period of the executive committee board changes, implement without any impediment; any remaining work that was left behind by the previous committee. .

4.002. Patrons' committee will function as a new component of Canada Karai Cultural Association from 2003. 5 members (Those who are not the Executive committee members) would be selected at the general meeting.

4.003. It is the duty of the general membership to select 5 for the patrons' committee those who have experience, skill, and the quality of reviewing and perceiving the general matters.

4.004. If one among the 5 members of the patrons' committee is an accountant or have experience in accounting field; during the period when the executive committee board changes, he/she will be able to advice a smooth handover process of the administration. Considering this when members appoint a member to the patrons' committee, it would be desirable to appoint a person who has the knowledge of accounting.

4.005. The patrons' committee should do their duties without any blemishes to the executive committee's activities and their work plans. At the same time, the executive committee board should listen to the patrons' committee's plans and advice.

4.006. If needed or once in three months this board should meet up and discuss about its duties.

4.007. Patrons' committee should appoint one of its members as its coordinator guide of the Patrons. He/she should be responsible for the documents and if needed function as an officer who make contacts with general board, the executive committee board and outside institutions.

4.008 Patrons committee members officiating period would be four years. Even though it is four years, at every two yearly general meetings, two of the patron's committee members who had served for more than two years should voluntarily step down from the post, or the names of two should be removed from the list in raffle method. It is said that two members should leave after 2 years, because; when the office period of the executive committee board changes; at least 3 members in patrons committee would have been continuously in position and with expertise in the past plans.

4.009. The patrons committee should work towards avoiding the complexities and difficulties in fulfilling general work plans that may be expected during the change of the executive committee..

4.010. When an executive committee had planned work projects and hand over such work projects to the succeeding executive committee due to unavoidable reasons or insufficient time, and if the succeeding executive committee hadn't complete or delayed to accomplish those work projects without any basis and due to difference in opinion, patrons committee should contact the new executive committee and try to solve the problems smoothly.

4.011. Patrons' committee members should render their services to the executive committee without any conflict for the executive committee to carry out its functions smoothly. If there are any opinion differences arise among the executive committee members in accomplishing the work projects that were left behind by the previous executive

committee members, the advice of the patrons committee members should be requested by the executive committee. In this regard, the approval of the members of the patrons committee is also very important. The executive committee should accept patrons committee's decision.

4.012. If the executive committee board is not satisfied with the decision of the patrons committee, the matters of the executive committee should be brought to the attention of general membership.

4.013. When changes happen in the work projects that are already in implementation, or when the work projects are hindered or removing work projects completely; the decision will be acceptable if four in five votes of the patrons committee would be accepted. However, this should be informed to the general membership and wait for 30 days to know their decision. If 30% of the registered members were not against it, the decision of the patrons committee would be accepted as the final decision.

4.014. Patrons committee would jointly function with the executive committee. Therefore, patrons committee will have complete knowledge and control of the executive committee's work projects, its uncompleted work projects and future work projects. Therefore, the patrons committee could be able to provide its contribution completely when conflicts and problems arise due to vacuum created when office period of the executive committee change.

4.015. When differences in opinion arise between executive committee and patrons committee; if any three members in the patrons committee apply to the executive committee in writing, the executive committee should convene general meeting within thirty days.

5.100. **** Executive committee meetings****

5.101. All executive committee meetings should be held as planned. All matters that happen in the executive committee meetings should be recorded by the secretary. There should not be any hindrance in using modern technologies in recording. The executive committee meetings can be held in English or Tamil. But it is desirable that the important decisions taken at the executive committee meetings be recorded both in English and Tamil.

5.102. Minutes of the last meeting should be read as first topic in the executive committee meeting. If there are any hindrances at the executive committee meeting to read the minutes of the last meeting, secretary should explain the reasons for this.

5.103. The same techniques used to record the matters that happen in the executive committee meeting may be used to read secretary's report.

5.104. If these kinds of strategies are used, that audio tapes and the appropriate disks should be sealed at the end of the executive committee meeting and handed over to the treasurer. Treasurer should keep that in bank safety box.

5.105. A safety box should be taken from the bank and the documents regarding the meeting should be kept in that box. By doing this the difficulties that may arise, when there is a change in the executive committee could be avoided.

5.106. If meeting continues without the minutes of the last meeting, president should take the responsibility.

5.107. The secretary who fails to submit the report of the previous meetings a treasurer who fails to submit the account details in two or three consequent meetings would be considered as having lost their positions. In these instances, assistant secretary would be qualified to be promoted to position of the secretary and assistant treasurer to the position of the treasurer. But the authority to implement this is, as a joint authority with president and the executive committee. But in this type of circumstances, getting advice from the patrons committee is necessary.

5.108. The second matter in the Executive committee board meetings, is secretary should submit to the board the details of the executive committee board members who were absent continuously for the executive committee board meetings. The Executive committee board should accept those and the executive committee board should take appropriate disciplinary actions that are said in the constitution. When stating as disciplinary action, this should not be considered as it was done for an individual person or it was done for some other purpose. It should be considered as a work project for the development of Canada Karai Cultural Association. If an the Executive committee member couldn't continue to work due to personal reasons, some other reasons or reasons with regard to difference in opinion should leave voluntarily or should be removed or should be changed to promptness member status. This decision should be taken with normal additional voting power of members who present at the executive committee board meeting.

5.109. Next, president has the greatest obligation to provide opportunity to all the members present at the executive committee board meeting to give their opinion when discussing the matters that are to be taken at the executive committee board meeting and the work project events and work projects that are to be discussed on that day's the executive committee meetings. In the beginning of the executive committee meeting itself, president and secretary should discuss about the time period for each matters and the time period for each members and should inform that to the members. Members also should listen and act according to that.

5.110. If an executive committee member continues to give his/her opinion regardless of the opportunity given to him, president has the responsibility and duty to intercept him and give time for other members. In these circumstances, after all the members finish speaking, the members who need time can continue to give his/her opinion with the permission of the president. In these circumstances, the responsibility to decide whether or not to let those members to speak continuously should be decided jointly by the executive committee..

5.111. Breaching the president's order and speaking continuously should be avoided by any member at any stage. The person who breaches president's order would lose the chance of speaking continuously at the meeting. And if president likes, only with the support of board the president can expel him/her from the meeting.

5.112. Secretary has the obligation to provide paper and pencils for the members who come to the executive committee meeting to take notes of the matters happening over there and the thoughts coming to their mind. This should be mandatorily implemented, because when a member talks, other members do not have the permission to interrupt and speak; every member have to compile the opinions that come to their mind and speak when they are given chances to speak. And these facilities should be given to provide the members to compile them.

5.113. Before voting of every motion that is debated at the executive committee meeting, all members should be given a window of opportunity to give their opinion. Consequent to that, president, secretary and treasurer should be given opportunity to give their opinion. After that voting will be held. If members feel that (members more than the quorum) they had not got the opportunity to debate about this, it should be brought to the executive committee's consideration. If needed voting on that motion should be adjourned.

5.114. Specific time table should have been given for each matter at the executive committee. If there is no solution to be found within that time period or in a just average period of time, that matter should be adjourned and should move to the other matters in the agenda. All matters planned on the agenda should be debated at the meeting session.

5.115. Members interrupting and speaking during the agenda should be avoided.

5.116. The matters that come for debating at the executive committee meetings do not always get hundred percentage of support. In these circumstances, the executive committee members should put the motion to vote and every one should have the attitude and nobility to accept the opinions of those who get more votes. Even though there are differences of opinion, if they are the pioneers of the plans of Canada Karai Cultural Association, they should extend their complete support for them..

5.117. It is the final decision; if majority complete votes were received at the executive committee meeting. However, if the decision made at the executive committee meeting pricks the conscience of an executive committee member or if he/she couldn't give the support, **and only if it is considered that the Association would be affected (that is avoiding a specific passing opinions/ likes and dislikes)** if those matters are implemented; the details regarding those should be taken to patrons committee in written form and through them it should be discussed and reviewed with the executive committee board or should try to bring them to the consideration of the general membership. Other than that it should be avoided making chaos situations at the executive committee meetings.

5.118. Any of the executive committee members willingly or unwillingly should not be a cause for any chaos situation. If it is assumed that is the situation, the executive committee board has joint authority to propose another motion to take disciplinary action against that particular executive committee member. As it is already stated, even if the executive members couldn't get favourable results for themselves for the matters debated on the agenda, they should not be a hindrance to the Canada Karai Cultural Association's work plans and behave according to the tradition of accepted under protest.

5.119. If any of the executive committee members who are not satisfied about the decision made at the executive committee meeting complained to the patrons' committee; the patrons' committee should immediately contact the executive committee and suspend the decision they had made and try to get a smooth settlement. If a smooth settlement couldn't be achieved, general meeting should be held within 30 to 45 days and action should be taken for that. If patrons' committee intervened and request the executive committee board to adjourn a matter, the executive committee should mandatorily accept it.

5.120. The executive committee members who complain to the planning Patrons' committee should send a copy to the president, secretary and the treasurer.

5.121. If a particular the Executive committee board member always stays within a narrow circle and showing invalid reasons and voicing oppositions against new work plans at the executive committee board meetings; the executive committee has the authority to remove him/her from the executive committee considering that there are theoretical conflicts between Canada Karai Cultural association and him/her. In that circumstance, the matters regarding removing him/her from the executive committee should be implemented after the discussion with the patrons committee.

5.122. At the executive committee meeting (those who are not the executive committee members; including general body members,) outsiders wouldn't be admitted without the permission of executive committee. All matters criticized at the executive committee meetings should be kept confidential.

5.123. Generally the decisions that are to be taken by the Association's executive committee would be decided at the executive committee meetings that are held according to the guidelines of the constitutions. There may be circumstances to act by taking immediate decisions for the benefit of the Association. In those circumstances, decision taken by minimum 5 executive committee members including president, secretary, treasurer and executive committee members would be considered a valid decision. When a decision was taken in these instances, the details of the decision would be informed to all executive committee members through email or telephone. In these circumstances, if a minimum of 5 executive committee members do not protest, with valid reasons in writing to the president, the decision will be accepted as final. In these situations it is desirable to obtain the advice of the patrons' committee.

5.200. **** Patrons' committee meeting****

5.201. Patrons' committee meeting should be held at least once in three months.

5.202. Considering the development of the Association, plans should be made and recommended to the executive committee..

5.203. If needed president, secretary and treasurer could be invited for their meeting for advice.

5.300. ****General meeting|****

5.301. Two yearly general meeting should be mandatorily held in specific time period of end of 3rd or 4th week of March or during the holidays that falls on the 1st and 2nd week of April. It shouldn't be adjourned for any reason. The complete responsibility for this is with the executive committee board and specifically with the secretary.

5.302. New executive committee members should be selected whenever this two yearly general meeting is held during March 3rd and 4th or in the month of April 1st and 2nd week. Office period of new executive committee would begin from the date of election date.

5.303. Previous executive committee board members, should discuss with patrons' committee the work plans that are in their hands, the matters they have planned as how to spend the money in the bank, and all other matters; and draft the plan with them and should be ready to handover to the new executive committee members at the election hall itself after the election. The great responsibility to keep them in ready position is only with president, secretary and treasurer.

5.304. Minimum three days before the day of the general meeting all documents that are to be handed over to the new executive committee board and all assets connected to the Association should be listed, packed in boxes, sealed and kept in ready position. It would be desirable if it is held in front of the group consisting of the executive committee president, secretary, treasurer, co-ordinator of the patrons' committee and auditor. The list prepared should be certified by all members participating in this group. When this list is taken over by the new executive committee, it should be published in the website. This includes the documents that are used at the general meeting.

5.305. The notice of two yearly general meeting should be reached the members of the Association 21 days before the day of the general meeting.

5.306. All reports for the general Association members, income and expenditure account details with balance sheets, details of the motions regarding general meeting should be mandatorily sent with the notice of the general meeting. The prior advice / permission from each member of the Association should be got and sent through email or post. It should be noted that informing only through website is not sufficient.

5.307. If a general meeting is to be held, all the details that has to be discussed should be informed to the general members in detail. If anyone who likes to speak on any of the particular matters should inform their ideas to the executive committee in writing and get permission at least 7 days before the date of the meeting. The executive committee and patrons' committee should jointly examine and the decision regarding this should be conveyed to the particular Association member through the secretary of the executive committee. All details regarding this would be documented and voted at the general meeting and the decision would be finalised.

5.308. No other matters should be discussed without the joint permission from the executive committee and patrons' committee.

5.309. Those who breach the order of the president would be expelled from the meeting hall. Afterwards, the executive committee and patrons' committee would jointly discuss about the situation and send the report to the particular person. If it is needed detail maybe published in the website.

5.310. The patrons' committee co-ordinator will conduct the general meeting during constitutional reform/amendments, executive committee/patrons' committee.. If patrons' committee co-ordinator likes to compete in the election, patrons' committee would appoint someone. But all the activities regarding election should be handled by the executive committee (Especially secretary) jointly with the co-ordinator and the patrons' committee.

5.311. When general election is to be held, the patrons' committee and the executive committee should jointly publish the procedures of holding the election and the executive committee would send complete details to the general members.

5.312. If a person, who applies for the vacant positions of the Association, holds an executive committee position in any institution (his/her career or his/her non-academic career) should reveal same in the form in which he/she apply for the position. If not revealed and if it was found later, the Association has the authority of removing the position that was given to him/her by the Association. However, if a situation like this occurred, a detailed report regarding this would be given to the specific person and then would be published on the website as well.

5.313. During voting at the general meeting, ballot papers should be prepared in a way that the ballots are documented, and they should be maintained and protected at least for a period of six months.

5.314. If difference of opinion occurs at a general meeting, as far as possible everyone should try to remain calm and bring the situation under control. Even if everyone present wishes, no one should oppose activities against the constitution. In those circumstances, general meeting should be adjourned and the situation would be examined. If amendments are needed for the constitution, constitutional correction procedures should be followed.

5.315. In future, if it is possible arrangements may be made to view general meetings of the Association and to vote through internet. Technical knowledge advice regarding this should be received and should be performed very carefully.

5.316. At the two yearly general meeting, the following activities should mandatorily be accomplished.

1. Selecting new executive committee for two years.
2. Selecting the new list of standby committee member
3. Patrons' committee members' election.
4. Selection of Association Accounts/Activities examiner.
5. Examine and approve if there is any temporary constitution clauses.
6. Examine and approve if there is any motion for the correction of constitution

7. Discussion on new plans
8. Report for the secretary's executive committee period.
9. Examination and approval of income and expenditure report for the executive committee period.

6.00. Association's assets/properties, documents and policies

6.001. When the administration changes; assets, documents, audio and video copies, internet information and all the documents recorded in that and that are owned by the Association should be handed over to the new administrators at the Association's general meeting, in front of the public, with the documents recommended by the accountant. The president, secretary and treasurer who fail to do this would be considered as having lost the qualification to hold responsible position in the Association for three years from the date of the general meeting.

6.002. If there are any barriers to do this at the general meeting of the Association, it can be decided at the executive committee meeting to postpone two to four weeks from its regular period. The decision for that can be made only by the support of the patrons' committee.

6.003. If Association general meeting is held by the executive committee unexpectedly for unexpected reasons and if circumstance occurs for the change of office of the entire executive committee board at that time, the general membership can appoint a 3 member team including Association's accountant to supervise the handover of assets to the new executive committee. The Association's accountant would function as its co-ordinator. However, it should be noted that the responsibility to fulfill this task is with the president, secretary and treasurer who were in duty at that period of time.

6.004. The executive committee has authority to take legal actions against the persons who fail to hand over the documents, (all files regarding accounts included) assets/properties/ internet records, etc.; or act adversely and to recover the expenses incurred regarding this by the Association. In these circumstances, it should be discussed at the general meeting and action should be taken after the permission of the general membership.

6.005. All the documents and productions prepared on behalf of the Association are the properties of the Association. Whether or not the Association has paid remuneration for the person who prepared it, the particular person has no rights to claim over the production of the documents.

6.006. All the properties of the Association (including gifts which should be listed), should be appraised and documented. All these should be showed in the balance sheet. This is pertinent for all bank accounts.

6.007. When the properties of the Association pass their expiry period or lose the usability, the decision for writing off these should be made in front of the executive committee/Patrons' committee and registered by the secretary, and should be removed from the balance sheet by the treasurer. In that circumstance, accountant also should be present.

6.008. Association's account details should be submitted with detailed income, expenditure and balance sheet. Detail list about income/ expenditure should be jointly released. Those lists should be mandatorily submitted to the accountant, executive committee, and patrons' committee. In this, the secretary should certify that every single payment above \$1000.00 had been approved by the executive committee..

6.009. All the money received by the Association should be deposited in the bank completely without using it. Accountant should confirm this.

6.010. Treasurer can have only \$100.00 in hand for day to day expenses. This amount can be temporarily increased for certain events of the Association with the permission of the executive committee.. Accountant has the authority of observing its procedures.

6.011. Only the executive committee has the authority to convene the general meeting. But if patrons' committee requests for this, the executive committee board must fulfill that (Clause 4.015 of constitution).

6.012. Whatever position held (From executive committee member to patrons' committee member) considering the development of the Association, social status, and social welfare; should stay away from the threats to the development of the Association by releasing adverse publications without evidence, activities, and expressing opinions. In this regard, if outside website/newspaper representatives asked in writing regarding the Association's general details; the executive committee should discuss about it and has rights to give the details or refusing with enough reasons. But reply should be given to them.

6.013. If these types of criticisms are released, the executive committee has the authority to publish respectable denouncement in the website or take legal action.

7.000. ****Accountant****

7.001. Accountant would be appointed by the general membership.

7.002. If needed, he/she can be invited for the executive committee and patrons' committee meetings.

7.003. If accountant voluntarily likes to participate in any of these meetings, permission must be granted for that meeting.

7.004. All the reports of the meetings and notices should be sent to him. But without special invitation, accountant should not be present at the meeting.

7.005. Opportunity should be given to participate once in six months at the executive committee meeting and submit his/her interim accountant's report to all executive committee members.

7.006. President, secretary and treasurer should give their individual/ joint cooperation to the accountant.

7.007. Accountant should take action to publish his/her report on the website. Its copy should be sent to the patrons' committee.

7.008. Accountant should examine constitutional procedures and secretary's report with Association's money transactions and submit report/ recommendations.

7.009. Accountant should not try to accomplish the policies that he likes. He/ she should put forward policies of the Association, ambitions of the executive committee of the Association; and accomplish his/her duties.

7.010. Accountant, executive committee and patrons' committee should be careful about executive committee / patrons' committee members who do not co-operate with the accountant or the executive committee/ patrons' committee members who leave from their duties. One who tries to leave from the responsible position before the position period should get the release certificate for his responsibilities from the accountant and hand it over to the executive committee.

7.011. All the documents that are recommended by the accountant to submit at the general meeting should have received its true certification at the joint meeting of executive committee and Patrons' committee. Accountant should not give his certificate without these certificates. But considering the circumstances present at that time, he can begin his duties without the certificates.

7.012. Accountant should not recommend any reports if it is not satisfactory for him. Before recommendation, he/she must receive annexures that would confirm the reliability of the reports and combine it with the reports.

7.013. Even after all these procedures, if errors were found in the accounts and the accounts were rejected at the general meeting; those who caused would be debarred

from all the activities (including voting rights) of the Association.

7.014. If any errors were found on the accounts of the Association, those who found the errors should not bring that to the notice of general meeting without revealing it to at least 3 persons among president, treasurer, secretary, patrons' committee co-ordinator and accountant. After revealing this particular matter to anyone in the above mentioned (president, treasurer, secretary, patrons' committee co-ordinator, and accountant) and then if he fails to inform this to the above mentioned others; there is a chance to assume that he was also an accomplice for the errors that occurred.

7.015. When the accounts are not approved due to the error in the accounts, the administration should immediately find those who were responsible for the errors and should correct the errors. If there has been property loss, it should also be restored. The three persons, President, secretary and treasurer who were in charge at that time, when that incident happened should take the responsibility until finding out the people who were responsible for that.

7.016. Even though enough documents were given and if the accountant had failed to monitor the particular error; general membership would decide what decision to be made against the accountant regarding the particular incident.

7.017. Here errors means, administering the matters of cash and Association's assets. Association's matters regarding implementation of the policies would not be considered errors. Association's policy implementation is a matter related to the executive committee.. If problems arise regarding this, the decision should be made by the general meeting itself.

7.018. Accountant should take responsibility for the reliability of the reports he submits.

7.019. Association's executive committee board/ accountant should make the time table for document transactions by themselves.

8.00 ****Website****

8.001. Daily administrations of the website would function under the monitoring of the president of the executive committee.. If needed, he/ she can share this authority with another executive committee member.

8.002. When the daily administration of the website and technical administration is being handed over to someone who is not a member of the executive committee; the permission should be obtained from the executive committee..

8.003. Arrangements should be made for special recording and keeping of the software recording of the website by getting proper technical advice. The responsibility for this would be upon the president, daily administrator and technical administrator. It would be desirable if it is arranged with an outside institution.

8.004. When the executive committee changes, the three people who are selected by the executive committee and are members of the executive committee should be given basic personality training on website. As far as possible arrangements should be made to get training free from the internet experts in our Association. But permission for the internet should be with only with one person at a time.

8.005. The executive committee should appoint a website group to decide the website publications.

8.006. When suspending existing publications that are related to the Association or Karai Association, it should be implemented with the permission of the executive committee.

8.007. Association's address, changes in the executive committee, and all matters regarding the Association should be registered in the website without delay.

9.000. ****General guidelines****

9.001. Any letters (Character certificates included) given by Canada Karai Cultural Association should be jointly signed by the president and secretary on the letterhead of the Association and sealed by the Association. The copies of these letters that are issued should be filed, and they should be submitted at the upcoming executive committee meeting. If the executive committee doesn't approve these letters; they have to accept all the problems arising regarding this.

9.002. Association doesn't have the authority to exchange to anyone the government/ individual privileges it received for Canada Karai Cultural Association..

9.003. Members in any position of the Association do not have the authority to function against the constitution or the country's law under the cover that there would be loss or disgrace to Canada Karai Cultural Association.

9.004. All the account details in the banks with regard to Canada Karai Cultural Association should be informed to the executive committee meeting. Two types of accounts regarding this should be maintained. One is in daily use of bank account for daily needs; next one is bank account for cash allocated for work projects. The authority for money transactions of bank accounts allocated for special work projects should function with the signature of treasurer, president or secretary, and a patrons committee..

9.005. The account that is in daily usage can be implemented by two of the executive committee members. However, when saying executive committee member, it would be desirable if it functions with the signature of the treasurer and one of the four people consists of president, vice president, secretary, assistant secretary who hold important posts in the association. .

9.006. Though, the authority of implementing the Association's bank accounts is given to particular members; payment above \$250 should be approved by the executive committee on behalf of the Association. If anyone disobey this and spend money individually or jointly should be ready to give explanation to the executive committee. When the executive committee board is not accepting the explanations they should be ready to give back the money to the Association.

9.007. The Association has the authority to take disciplinary action against Association member, the Executive committee member, and patrons' committee member who reject or abuse the matters said in the constitution.

9.008. Considering Association's welfare; Association's the executive committee members, general board members, and patrons' committee members should accept Association's constitution and should promise that they would do their duties accordingly and put their signatures on the appropriate forms.

9.009. It is desirable that all the members who hold positions in the Association have telephone/email connections. They should give their contact details voluntarily to the secretary.

9.010. All who work as the executive committee board members, patrons' committee members, accountant, and standby committee members are working on voluntary basis. It should be avoided to give any kind of wages to them.

10.000. ****Definition for terminology and explanation for constitution****

10.001. Association denotes Canada Karai Cultural Association.

10.002. Person related to Karainagar means his/her descendants or his life partner (Husband/ wife) should have been born in Karainagar.

10.003. Committee means executive committee of Canada Karai Cultural Association.

10.004. General members means; the general membership including the regular members of the Canada Karai Cultural Association and life members.

10.005. Constitutional clauses mean the procedures that guide the Association in a right way.

10.006. When two year means a position period of a particular executive committee; the period starts from April 1st to March 31st of the next year that comes after avoiding the year consequent to the particular year.

10.007. When disputes arise regarding constitution, try to solve amicably as far as possible. The opinion of those who were involved in task of constitution may be requested. If that is also not possible, the decision of the following committee formation would be the final.

- i. Three from the executive committee.

- ii. Three from the patron's committee
- iii. Five from the general membership (It would be desirable if three of them are previous executive committee presidents).

If problem arises in selecting five people, selection would be made by raffle method from a list of some particular persons. This raffle would be held in front of the six people that are mentioned above (i and ii).

11.000. ****Amendments to the constitution****

11.001. If there is any uncomfortableness arise for the executive committee to take forward the Association's activities due to the matters that are not explained in the current constitution; to avoid those matters, put them in amendment to the constitution form according to this constitution clause 3.002, and after it is approved by two third at the executive committee meeting and accepted by four fifth of the patrons' committee, informed in written form to general board members and if above 34% of registered members did not oppose it, the matters that were brought afresh would be accepted temporarily as a part of the constitution until the next general meeting. This would be called "temporary constitution amendment".

11.002. "Temporary constitution amendment" should be examined and approved at the general meeting.

11.003. According to the recommendation of the executive committee board or correction motions brought forward by the good general association members, constitutional clauses of the Association also may be amended. For the motions brought in this way, if two third of the members who have the voting rights that are present at the yearly general meeting or the special general meeting that is held specially for this; vote supportively; the corrections would come to effect.

11.004. Considering the importance of the constitution and to make it popular; constitution should be taken to general Association members and discuss with them and give importance to their opinion and should be documented. It should be noted their suggestion form is equal to their attendance and voting at the general meeting. The executive committee and those who are permitted by the executive committee can only discuss like this and do the document forms. All these forms should be submitted to the president; and be submitted to the general membership by the president.

11.005. Every constitution should be numbered and all the clauses in this should be divided under a certain heading and a contact number should be given. Constitution number should show a number form that shows the year the constitutional amendments are made and in which order this amendment is since the beginning of the Association. This constitution is in 29 pages with 7163 words.

11.006. According to this for example, our

11.007. Original constitution is 1989-001 and,

11.008. Our second constitution is 2003-0002 and

11.009. Our current constitution is 2015- 003

11.010. To avoid practical complexities, when there are amendments or annexures made, they should be approved by the general membership and then they should be annexed with the current constitution and published.

Canada Karai Cultural Association constitution number 2015-003 (Revised) was debated at the general meeting held on 11-10-2015 and approved by 2/3 majority members who attended the meeting.