

# **By-Laws of Nepali Cultural Society of Manitoba Inc.**

## **PREAMBLE**

We the Nepali Community of Winnipeg, bound together by our ancestry, culture, and language, have come together to ordain and establish this Nepali Cultural Society of Manitoba to promote and practice our culture, uplift international goodwill and cherish friendship within and outside this community. We the members of this community recognize that it is in our best interest to connect with our collective culture and actively involve the younger generation, so they can practice and carry on our cultural heritage.

## **ARTICLE I: ORGANIZATION**

- I. Name of organization shall be "**Nepali Cultural Society of Manitoba Inc.**".
- II. This organization shall also be known by acronym "**NepaliCSM**".

## **ARTICLE II: OBJECTIVES**

- I. To preserve Nepali art, language, cultural heritage and values and, promote them among people of Nepali origin and people of Manitoba.
- II. To facilitate the integration of Nepali art, language and culture within the framework of the principle of multiculturalism of Canada.
- III. To maintain understanding, mutual respect, cooperation and principle of coexistence among people of Nepali origin and other communities.
- IV. To assist new immigrants of Nepali origin in the settlement, orientation and integration.
- V. To provide assistance to people of Nepali origin in time of need.

## **ARTICLE III: MEMBERSHIP**

Membership to the Nepali Cultural Society of Manitoba is a privilege which shall be extended to those individuals who agrees to support this by-law. There shall be four categories of members: General, Junior, Honorary and Life.

- I. General Membership shall be extended to those individuals who are over 18 years of age and share the mission and goals of this organization.
- II. Junior Membership shall be extended to those individuals who are under 18 years of age of Nepali Origin.
- III. Honorary Member shall be determined by the Executive Council.
- IV. A General Member shall become life member after filling life membership form and paying the membership due.

## **ARTICLE IV: SEAL AND HEADQUARTER**

- I. The Nepali Cultural Society of Manitoba will have its own letter head and seal that will be kept in the custody of President or the Director Administration.
- II. On the proposal of the Executive Council or at the written request of at least two third members of the Society, the logo of the society may be amended.
- III. The Headquarter of Nepali Cultural Society of Manitoba shall be located in Winnipeg.

## **ARTICLE V: STRUCTURE**

- I. The General Meeting shall be the legislative body of the organization responsible for ultimate policy making and shall compose of general members.
- II. The Executive Council shall be elected in the Annual General Meeting for two years period and shall be the administrative body of the organization.
- III. Working committees shall be constituted by the Executive Council as required or at request of majority of General Members. Each committee shall comprise one Executive Council member.

## **ARTICLE VI: DUTIES**

- I. Executive Council shall manage the affairs of NepaliCSM on behalf of the members. The administration, general governance and implementation of the policies of NepaliCSM shall be vested in the Executive Council.
- II. The Executive Council shall comprise of President, Vice-President, Director Administration, Director Finance, Director Cultural Programs, Director Communication and Public Relation, Director Special Affair, and other determined by the General Meeting.
- III. The President shall preside all NepaliCSM meetings, make policies and shall be the spokesperson of NepaliCSM.
- IV. The Vice-President shall perform the duties of President on behalf in his/her absence.

- V. Director Administration shall maintain minutes of meetings and all correspondences, inform members about general meetings, send copy of minute to absent committee members, shall prepare agenda for general and executive council meeting.
- VI. Director Finance shall act as a financial advisor, and maintain custody of the funds by keeping complete and accurate accounts of all assets, liabilities, receipts, and disbursements of NepaliCSM funds. He/She shall prepare annual budget, financial report and shall present annually audited financial report to the Executive Council for submission to the general meeting.
- VII. Director Cultural Programs shall organize all cultural programs for NepaliCSM.
- VIII. Director Communication and Public Relation shall promote NepaliCSM relation with external organizations in consultation with President.
- IX. Director Special Affair shall be responsible for unanticipated activities.
- X. Working committees shall have following duties.

#### CULTURAL COMMITTEE

- 1. Cultural Event committee shall organize and coordinate major cultural events of a year which includes: Bada Dashai, Tihar, Canadian "New Year", Nepali "New Year", Teej and other with approval of Executive Council for time, day and location.
- 2. Cultural committee shall organize and coordinate cultural events to promote and introduce Nepali culture in Canadian Multicultural Society by participating in "Folklorama" or other cultural event.
- 3. Cultural committee shall organize and coordinate at least one cultural performance during Bada Dashain celebration.
- 4. Cultural committee shall initiate programs to bond NepaliCSM with Canadian Organizations and other communities by running and participating in different sessions, motivating members in volunteering programs.

#### EDUCATION & COMMUNICATION COMMITTEE

- 1. Education & Communication committee shall organize programs to support students of Nepali origin towards achieving education and trainings. Preference shall be given to those who can speak Nepali.
- 2. Education & Communication committee shall establish programs to support outstanding students of Nepali origin living with low income family or in orphanage.
- 3. Education & Communication committee shall maintain and update NepaliCSM web page with current events, members list and other recommended by Executive Council.
- 4. Education & Communication committee shall explore possibility of running short radio or television program specialized for people of Nepali origin.

#### LITERATURE & PUBLICATION COMMITTEE

- 1. Literature committee shall organize programs to promote and introduce Nepali literary art in Canadian Multicultural Society.
- 2. Literature committee shall organize programs to introduce and to promote Nepali literary art among young and general members, maintaining a library, running short term classes on Nepali language, culture, history etc. Literature committee shall organize program to honor those who contribute in promoting Nepali literary art.
- 3. Literature committee shall organize publications of news letters, stories and poem collections.

#### WOMEN & GUIDANCE COMMITTEE

- 1. Women & Guidance Committee shall organize programs to support women of Nepali origin and organize program to honor those who made effort towards supporting women of Nepali origin.
- 2. Women & Guidance Committee shall maintain updated information useful for newly arrived individual or family in Manitoba. It may be a part of collection of library or web page.

#### AUDIT COMMITTEE

- 1. Audit Committee shall obtain financial report of a year received from Director Finance at the beginning of December.
- 2. Audit Committee shall check in detail all transactions recorded in financial report of a year, approve and return to Executive Council.

#### ELECTION COMMITTEE

- 1. Election Committee shall plan, organize and supervise to elect Executive Members with fair majority voting procedure in every two years during AGM.
- 2. Election Committee shall organize and supervise election to fill vacancies of Executive Members during AGM on year of no general election.

## **ARTICLE VII: MEETINGS**

- I. The Annual General Meeting (AGM) shall be held on Nepali New Years celebration eve, day and location approved by Executive Council, each general member shall be informed by email or mail, at least 15 days in advance.
- II. A Special General Meeting shall be called by the President on receiving written request from at least 50% and one of general members any time. All General members of NepaliCSM shall be informed about the date, time and location of Special General Meeting.
- III. Executive Council and Working Committees shall meet at least once in three months at the location provided by committee members in rotation.
- IV. At least fifty percent and one of the members must be present for the quorum of all meetings.
- V. Failure to attend three consecutive meetings without notification shall forfeit the position.

## **ARTICLE VIII: VOTING SYSTEM AND ELECTION**

### **GENERAL ELECTION**

- I. The General Election shall be held every two years on AGM day.
- II. Election shall be held on the AGM day to fill the vacancies occurred due to resignation or other reasons on the year when there is no General Election.
- III. The Election Committee shall ask general members to send nominations for Executive Council positions 15 days before AGM. Nominations received 7 days before AGM day shall be valid. The Election Committee shall seek acceptance of nominee 3 days before election.
- IV. In the event of only nomination a General member in good standing shall be a member for the Executive Council provided that he or she is nominated by one and seconded by at least two general members in good standing.

### **VOTING SYSTEM**

- I. Voting shall be done through a secret ballot with no provision of proxy voting.
- II. Election Committee shall organize and hold the election in a free, fair and impartial manner. Election Committee member shall not be a candidate for the current election.
- III. In nomination and voting for Executive Council members, gender balance shall be encouraged.

### **VOTING AND CANDIDATE ELIGIBILITY**

- I. All General members of NepaliCSM in good standing are eligible to be candidates for election and vote to elect the Executive Council Members.

## **ARTICLE IX: FINANCE**

- I. Fiscal year of NepaliCSM shall end on 31 December of each year.
- II. All the funds received on behalf of the NepaliCSM including donations shall be deposited in the name of 'Nepali Cultural Society of Manitoba' bank account in the Province of Manitoba.
- III. The account transaction shall be operated with two signatures of three Executive Council members; Director Finance, Vice-President, Director Administration.
- IV. The financial transactions shall be conducted in accordance with The Generally Accepted Accounting Principles of the Province of Manitoba.

## **ARTICLE X: AMENDMENT OF THE BY-LAWS**

On the proposal of the written request of at least one third members of the Society, these by-laws may be amended during the Assembly by a vote of two thirds of the members present and voting, provided that notice has been sent to all members, accompanied by a copy of the proposed amendments, not less than fourteen (14) days in advance of the meeting at which the vote is to be taken.

## **ARTICLE XI: IMPEACHMENT**

- I. Any good standing member of the Society who believes an Executive has committed an impeachable offense may initiate an impeachment proceeding against that individual. The person making the charges must submit a written justification of the impeachment to the Executive Council Members.  
Justifiable reasons for impeachment are as follows:
  1. Materially violate any Article of the Committee Bylaws.
  2. Unethical conduct
  3. Illegal activities
  4. Significant failure to carry out assigned duties
- II. A hearing will be scheduled within fourteen (14) days of the receipt of the written complaint. The accused individual will be allowed to speak at this hearing, but will not be allowed to be the presiding officer, nor will that individual have the ability to vote on the motion to impeach. A two-thirds vote is required to impeach the individual. The impeached individual will be immediately terminated from their position if the motion passes during the meeting
- III. The impeached individual may request a second hearing within fourteen (14) days of the impeachment. A two-thirds vote of the general member is required to overturn the impeachment decision. If the impeachment is overturned, the individual will be immediately reinstated.

## **ARTICLE XII: DISSOLUTION**

- I. On the proposal of the Executive Council or at the written request of 50% and one members of the Society, dissolution of the Society may be decided by the General Meeting by a vote of two-thirds of the general members voting, provided that notice has been sent to all members, accompanied by a copy of the proposal or the request, not less than fourteen (14) days in advance of the meeting at which the vote is to be taken.
- II. In case of dissolution of the Society, 50% and one member shall decide on the disposition of the assets of the Society.