



Revision December 2019

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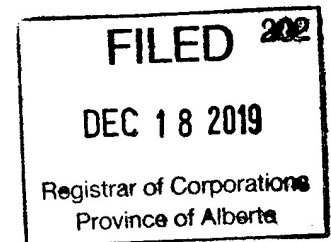
ARTICLE 1

1. The name of the organization shall be the "JAMAICAN CANADIAN ASSOCIATION ALBERTA" hereinafter referred to as the "JCAA" or the "Association".
2. The organization shall be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting it's objectives.

ARTICLE 2

Membership

1. There shall be three (3) categories of memberships:
 - a. Family memberships – for parents and children under 18 years
 - b. Individual memberships – for persons over 18 years old
 - c. Honorary memberships – for individuals and groups who have made great contributions to Jamaica or the Association and are recognized for these contributions by the Association by resolution accepted at a General Meeting.
2. All applications for membership shall be done on the prescribed membership application form which should include information on the required membership fee for each category. All application should be accompanied by the membership fees in order to be considered complete.
3. Membership fees shall be decided at the Annual General Meeting and shall be due annually at the beginning of the financial year (December 1). The fee may be prorated for new members who join after the middle of the financial year (May 20).
4. A receipt and membership card shall be issued to each member in good standing each year. Membership cards shall be renewed each year on payment of the membership fees in effect.
5. Membership in the Association shall terminate for any of the following:
 - a. If by a majority vote of the Executive of the Association, after a fair hearing, it is decided by the Executive to suspend or revoke a person's membership for activities considered detrimental to the growth, well-being, success or reputation of the Association. A notice of such suspension/expulsion must be sent to the member within five (5) days of the Executive's vote;
 - b. Non-payment of membership fees after repeated official notification;
 - c. A written request from a member to terminate their membership
6. In the event of membership being terminated as per clause 5 (a), the member may appeal to the Appeals Board based on that action.
 - a. The Appeals Board of four (4) non-executive members shall consider all appeals based on clause 5(a). The Appeals Board shall have access to all materials that may be helpful in making a decision.





- b. Any member wishing to make an appeal must give written notice to the Executive not more than fourteen (14) days after the notice of suspension or expulsion, of their intention to appeal the said suspension/expulsion, and the grounds for their appeal.
- c. The Appeals Board must make all reasonable efforts to hear the appeal within four (4) weeks of receiving the notice.

7. Members of the Appeals Board shall be elected at the Annual General Meeting.

ARTICLE 3

Elections

1. Elections shall be held each year in October as part of the Annual General Meeting.
2. The Executive shall select a nomination chairperson who will present a slate of candidates for the election. Further nominations will be accepted from the floor during the Annual General Meeting. Where there is more than one nominee for a position, voting shall be by secret ballot.
3. Notice of election of officers shall be given at least one month prior to the meeting date
4. All officers shall be elected for a two (2) year term and shall take office on December 1st.
5. All officers of the association shall be volunteers. No officer of the association shall be paid.
6. Officers shall be elected based on the cycles listed below:
 - a. Cycle 1
 - i. President
 - ii. Treasurer
 - iii. Events Coordinator
 - iv. Youth Coordinator
 - b. Cycle 2
 - i. Vice-President
 - ii. Secretary
 - iii. Membership Coordinator
 - iv. Community Relations Coordinator
7. Officers are limited to serve a maximum of three (3) consecutive terms in the same role. They are eligible for election to other roles and may be re-elected to the same role at a later time.
8. All candidates for office shall meet the following criteria:
 - a. A member in good standing
 - b. Present for at least two (2) meetings of the association in the twelve months prior to being nominated for an office

Officers

1. The officers of the Association shall be:



- a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Events Coordinator
 - f. Membership Coordinator
 - g. Youth Coordinator
 - h. Community Relations Coordinator
2. A majority of officers shall constitute a quorum at an Executive meeting
 3. All resignations should be in writing and should be addressed to the President. The notification of resignation should state the date on which the resignation becomes effective.
 4. A vacant position on the Executive may be filled by the Executive based on a majority vote and must be ratified by a motion at the next General Meeting of the Association.
 5. Officers that miss four (4) consecutive meetings, including Executive and General Meetings, without notifying the Executive in writing, automatically forfeit their position and cannot be re-elected within the same term. Officers missing meetings must submit reports with their apology for absence.
 6. The association shall not have Directors.

ARTICLE 4

Duties of Officers

1. President
The President shall:
 - a. preside at all Executive and General meetings and shall be the Chairperson of the Executive
 - b. establish the schedule for Executive meetings
 - c. ensure that all committees are properly commissioned and operate effectively
 - d. establish the frequency and requirements for reports from each committee
 - e. be the official media spokesperson for the Association
 - f. in the case of an emergency, make decision based on a majority of the Executive
2. Vice-President
The Vice-President shall:
 - a. Perform the duties of the President if for any reason the President is unable to perform the assigned duties



- b. Assume the position of President if for any reason the office of President becomes vacant and shall occupy the role until the next Annual General Meeting

3. Secretary

The Secretary shall:

- a. Record minutes for all meetings
- b. Maintain a record of attendance, membership records and communications
- c. Provide notice of meetings as directed by the President
- d. Manage all formal communications for the Association
- e. Maintain copies of all resolutions, applications, submissions and other formal documents between the Association and external entities

4. Treasurer

The Treasurer shall:

- a. Managing all financial transactions on behalf of the Association including receipt, deposit and reporting on all monies belonging to the Association
- b. Manage the payment of all expenses incurred by the Association
- c. Be responsible for all cheque books, online banking accounts and related documents
- d. Be responsible for filing all statutory financial reports and ensuring that the Association remains in compliance with all related agencies
- e. Submit financial reports to all General Meetings and the Annual General Meeting

5. Events Coordinator

The Events Coordinator shall:

- a. Be responsible for planning the schedule of events for the association
- b. Coordinating the planning of all events and ensuring that the goals of each event is met
- c. Creating and chairing the Events committee and ensuring that proper records are maintained for meetings
- d. Prepare a budget for each event and submit to the Executive for approval

6. Membership Coordinator

The Membership Coordinator shall:

- a. Process all applications for membership and issue receipts and membership cards on receipt of membership fees
- b. Plan and attend events to promote and secure members for the association
- c. Maintain a database of all members, including inactive and cancelled members

7. Youth Coordinator

The Youth Coordinator shall:

- a. Plan and execute on a program for youth in the community
- b. Organize and convene a youth committee
- c. Represent the association in youth focused events and activities
- d. Serve as the primary liaison between the association and youth related initiatives



8. Community Relations Coordinator

The Community Relations Coordinator shall:

- a. Engage other organizations to create awareness of the association and its role
- b. Plan and execute initiatives to optimize partnerships within the community
- c. Organize the association's participation in community-based activities
- d. Coordinate social media and other marketing activities for the association

ARTICLE 5

Committees

1. The Executive will be supported by two (2) types of committees.
 - a) Standing committees – these will be comprised of members in good standing, with a term of one (1) year and focused on the following areas:
 - a. Building/Facilities
 - b. Benevolence Fund
 - c. Scholarship
 - d. Youth
 - e. Appeals
 - b) Ad hoc committees – these will be established by the Executive to focus on specific short-term requirements as needed. The terms for ad hoc committees should be provided by the Executive.
2. The President is an ex-officio member of all committees and may participate as deemed required.

ARTICLE 6

Meetings

1. The Association shall hold it's Annual General Meeting on or before the last Saturday in October each year. A minimum of 28 days notice shall be given to members through public posting of information, email and other methods of communications.
2. Officers of the Association shall be elected at the Annual General Meeting based on the schedule guided by Article 3 of these by-laws.
3. The Executive shall prepare, share and present an Annual Report to the Annual General Meeting.
4. Regular meetings of the Association shall be scheduled and managed by the Executive.



5. The Secretary, on the direction of the President, upon the receipt of a petition signed by at least one-third (1/3) of the members in good standing, setting forth the reasons for calling such meeting or to pass a special resolution on an urgent matter, shall call a Special Meeting. A minimum of seven (7) days notice should be provided to members for a Special Meeting.
6. Attendance of fourteen (14) members in good standing shall constitute a quorum at any regular or Special meeting of the Association. In the case where a quorum is not present, the Executive shall have the right to make decisions on urgent matters.
7. Where a quorum is not achieved for the Annual General Meeting, the meeting will be rescheduled for the earliest opportunity with a minimum of 28 days' notice being provided for the new date. All Officers will remain in their posts until the AGM is convened.
8. All members in good standing shall the right to vote at any meeting of the Association. All votes shall be made in person.

ARTICLE 7

Amendments

These by-laws may be amended by Special Resolution at any general meeting of the Association at which there is a quorum by a minimum vote of three-quarters (¾) of the members present.

ARTICLE 8

Records and Accounts

1. The President and Secretary shall approve all minutes for all meetings and shall ensure that these are presented and approved at each meeting.
2. All minutes shall be stored both digitally and physically by the Secretary
3. The financial records of the Association shall be open for review by any member of the Association in good standing. A written request is required to be sent to the President. The request shall be fulfilled within four (4) weeks at a mutually convenient time and place.
4. The Association shall maintain the following accounts:
 - a. General – to manage all revenue and expenses of the Association that are not related to Alberta Gaming and Liquor Commission (AGLC) or other sources of restricted funds
 - b. Casino – for revenue and expenses related to disbursements and approved use of proceeds for funds from the Alberta Gaming and Liquor Commission (AGLC)
 - c. Special Accounts – for specific purposes as deemed by the Executive or as required by a set funding source
5. All cheques written by the Association must be signed by any two (2) of the following officers:



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- a. President
- b. Vice-President
- c. Treasurer

6. No officer shall sign a cheque payable to him/her
7. All expenditure on behalf of the association must be pre-approved by the executive either as part of the annual budget, approved special project or by the President or designate. The President may approve expenditure up to \$500.

ARTICLE 9

Borrowing Powers

For the purposes of carrying out its objectives, the Association may borrow or raise or secure funds in such a manner as it thinks fit and, in particular, by issue of debentures, but this option shall be exercised only under the authority given by a majority vote to a Special Resolution presented at a General Meeting of the Association.

ARTICLE 10

Auditors

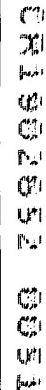
1. The accounts and books of the Association shall be audited annually by an auditor who holds an Accounting designation or by two (2) members of the Audit Committee duly installed at the Annual General Meeting. The Treasurer cannot be a member of the Audit Committee.
2. Where an accounting professional is being used, the Executive is responsible for appointing the Auditor
3. The Auditor shall certify the correctness or otherwise of the Association's accounts and their report should be tabled at a General Meeting of the Association within six (6) months of the last Annual General Meeting. This report shall include a Balance Sheet, Statement of Income and Expenditures and applicable comments.

ARTICLE 11

Seal and Emblem

1. The Seal of the association shall be in the custody of the President or the President's nominee who should be a member of the executive
2. The Seal shall not be attached to any document unless by resolution of the Executive and in the presence of such officers as may be prescribed in and by such resolution

ARTICLE 12



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Page 8 of 8