



Yoruba Community Association Saskatoon

Constitution

Name

The name of the Association shall be YORUBA COMMUNITY ASSOCIATION SASKATOON, hereinafter referred to as "the Association."

VISION

The Yoruba Community Association of Saskatoon is a non-profit organization that will advance the Yoruba Culture, language and heritage in Saskatchewan.

Mission

Among others, the mission of the Association shall be:

- a. Encourage cooperation and promote unity amongst all the members of the Yoruba community in Saskatchewan
- b. Engage in activities that serve the best interests of the Yoruba community in Saskatchewan
- c. Work in harmony with other community Associations with similar objectives for the realization of a common goal

ARTICLE I: CORPORATE SEAL

1.1 The seal provided in Appendix A shall be the seal of the Yoruba Community Association of Saskatoon.

[Reader's note—Appendix "A" is found at the end of this Constitution.]

ARTICLE II: OBJECTIVES

- 2.1 The objectives of the Association are as follows:
- To operate as a non-profit organization in Saskatchewan for the advancement of Yoruba people, language, heritage and culture in Saskatchewan, Canada
 - To develop and provide counselling, training and educational programs to meet the needs of members
 - To provide oversight functions for the administration of the Yoruba Heritage and Language School, Saskatoon
 - To develop and implement family enrichment programs with particular emphasis on cultural adjustment for the general advancement of Yoruba language, culture and heritage
 - To encourage and facilitate the exchange of ideas among members for the mutual benefit and advancement of everyone

ARTICLE III: MEMBERSHIP

- 3.1 Membership shall be open to all Yorubas and those affiliated with the Yorubas residing in the Province of Saskatchewan, Canada. All members are required to pay annual membership fees as determined from time to time by the Association.
- 3.2 All applications for membership are subject to the approval of the Executive Council
- 3.3 To remain a member of the Association in any particular year, Saskatchewan residency must be maintained, and the annual membership fee for the year must be paid.
- 3.4 Members shall abide by the constitution and by-laws of the Association
- 3.5 A member may cancel his or her membership at any time by submitting a written resignation to the Secretary of the Association.
- 3.6 There shall be no refund of any membership fees paid by the member.
- 3.7 Members in good standing who relocate to another province can be granted honorary membership on request and at the discretion of the executive council
- 3.8 The fiscal year of the Association shall be from January 1 through December 31
- 3.9 The annual membership fee of the Association shall be determined and set at the meeting between the Board of Trustees and the Executive

ARTICLE IV: OFFICERS

- 4.1 The officers of the Association shall comprise members of the Executive Council and the Board of Trustees.
- 4.2 The Executive Council of the Association shall include:
- The President (Alaga)

- The Vice President (Igbakeji Alaga)
- The General Secretary (Akowe)
- The Financial Director (Oludari eto isuna)
- Director of Social and Publicity (Alukoro)
- Youth Coordinator
- Representative of Yoruba Heritage and Language School

4.3 The Board of Trustees of the Association shall comprise:

- The President of the Association
- The General Secretary of the Association
- The immediate Past President of the Association
- Three others (non-executive members) as required under Article V.

ARTICLE V: BOARD OF TRUSTEES

- 5.1 There shall be a Board of Trustees elected by registered members of the Association. Membership shall be as stated in ARTICLE 4.3.
- 5.2 A Trustee shall hold office for a maximum of two terms of 4 years each and may resign from office by submitting a written resignation to the Chair of the Board of Trustees.
- 5.3 Only members, who are Yorubas by birth and in good standing shall be eligible for election to the Board. An incumbent Board member who is in good standing shall also be eligible for re-election up to a maximum of two terms. *For the purposes of this article and elsewhere in this constitution, a member is in good standing if that member maintains membership by paying his annual due and has attended at least three of the last six meetings of the Association.*
- 5.4 Members of the Board of Trustees shall elect from among themselves the chair of the Board. The Chair shall preside over the meetings of the Board. The General Secretary shall be responsible for taking and maintaining the minutes of the board meetings. The Board may prescribe other rules to govern its meetings and deliberations as necessary.
- 5.5 Members of the Board shall work with the Executive council to promote the objectives of the Association. For this purpose, the board shall hold regular meetings with the Executive Council members. The Board Chair shall determine the frequency of these meetings.
- 5.6 The Board of Trustees shall provide oversight for Executive Council and ensure that the Association complies with all applicable provincial and national regulations.
- 5.7 Each board member shall respect the confidentiality of all matters discussed at all meetings and any information and documentation to which access is given in his/her capacity as a board member.

ARTICLE VI: THE EXECUTIVE COUNCIL

- 6.1 The executive committee of the Association shall manage the property and business of the Association
- 6.2 The executive officers of the Association shall be elected as defined in Article XIII.
- 6.3 Any executive officer shall hold office for 36 months from the date sworn in or until the next annual general meeting, whichever is later. An executive member can serve only two terms.
- 6.4 Any elected executive officer may resign by delivering a written notice of resignation to the Chair of the Board of Trustees.
- 6.5 An incumbent executive officer of the Association who is in good standing shall be eligible for office or election into any other office.
- 6.6 The executive shall be empowered to constitute and appoint any such committees necessary for realizing the Association's goals.
- 6.7 Each officer shall respect the confidentiality of all matters discussed and any information and documentation to which access is obtained in the capacity of an officer of the Association. This section also applies to members of any committees and volunteers who may have access to such information.

6.8 The duties of the executive officers shall be as follows:

a. President

- i. The President shall provide overall leadership for the Association.
- ii. The President shall be responsible for directing and coordinating the Association's activities and presiding over the executive council and general meetings of the Association.
- iii. The president shall also serve as an ex-officio member of all committees,
- iv. Keep the Board of trustees informed of all decisions of the Executive Council
- v. Ensure transparency in the use of the Association's funds

b. Vice President

- i. The Vice-President shall assist the President in the day-to-day running of the Association
- ii. Preside over the executive council and general meetings in the absence of the president
- iii. Carry out other functions of the president in his/her absence
- iv. Carry out any other duties as assigned by the president

c. The General Secretary

- i. The General Secretary shall take and keep minutes of meetings the executive council, general and Board of Trustees
- ii. The General Secretary shall be the custodian of all records of membership, correspondence and minutes of the Association

- iii. In consultation with the president, the General Secretary shall prepare the agenda, and serve the notice of general meetings to members.
- iv. The General Secretary shall ensure the membership list is regularly updated
- v. The General Secretary shall file annual reports of the Association with the relevant government agencies as required by government law and regulations

d. Financial Director

- i. The financial director shall be the keeper of the Seal of the Association and shall have custody of funds and securities of the Association.
- ii. The Financial Director shall be one of the signatories to the Association's account
- iii. The Financial Director shall keep Association's financial records
- iv. The Financial Director shall regularly render account to the executive council and the Board of Trustees.

e. Director of Social and Publicity

- i. The Publication Officer shall manage the social media platforms of the Association
- ii. The Public Relations Officer shall ensure adequate publicity of the Association's activities
- iii. The Public Relations Officer (PRO) shall be responsible for organizing the social activities of the Association, in line with Associations Objectives.
- iv. The PRO shall promote the public image of the Association.

f. Youth Coordinator

- i. Youth Coordinator shall be in charge of Youth mobilization for the Association's membership drive and activities
- ii. Youth Coordinator shall serve as the liaison between the Executive Council and the Yoruba Youths
- iii. Organise and coordinate activities for the Youths
- iv. The Youth Coordinator shall not be older than 35 years

g. Representative of Yoruba Heritage and Language School (YHLS)

- i. Represent of YHLS shall represent the Yoruba Heritage and Language Schoonn the Association's Executive Council
- ii. Update the Association on activities and progress of the school
- iii. Perform any other duties as delegated by the President

ARTICLE VII: SIGNING AUTHORITY

7.1 The signing authority for all financial transactions shall be the president or vice-president, Financial Director and General Secretary

- 7.2 The Association's check must be signed by at least two signatories, one of which must be the president or vice president
- 7.3 All financial transactions must be authorized by the president or vice president in the president's absence.

ARTICLE VIII: REMUNERATION

- 8.1 No remuneration shall be paid to members of the Executive Council or Board of Trustees. All offices are volunteer positions.

ARTICLE IX: CODE OF CONDUCT

- 9.1 The Association shall ensure that no part of the income of the Association goes to the personal benefit of any officer or member.
- 9.2 Any profits or assets of the Association shall be used solely to fulfil the goals and mandates of the Association.
- 9.3 Any officer or member of the Association who, is in any way, directly or indirectly, interested in a contract or arrangement with the Association shall declare such interest in advance to the extent, in the manner, and at the time required by the Corporation Act of Saskatchewan
- 9.4 A member of the Board of Trustees or Executive Council may be suspended by 2/3 majority of the respective committee for a breach of confidentiality or behaving in a mariner which is detrimental to the overall welfare and best interests of the Association pending subsequent determination at the next general meeting.

ARTICLE X: AUDIT

- 10.1 At the end of the fiscal year and at any other time as the Executive or the Board of Trustees may decide, the Financial Director shall prepare the unaudited account of the Association for the fiscal year-end, and present it to the Board of Trustees
- 10.2 The Board of Trustees shall appoint an external auditor / accountant to conduct an audit of the books and accounts of the Association as deemed fit.
- 10.3 At any other time as the Board of Trustees may decide, the books and accounts of the Association shall be audited by an independent accountant to be selected by the Board of Trustees. The remuneration, if any, of the auditors shall be determined and agreed by the Board of Trustees.
- 10.4 The auditors or any individual member appointed to conduct an audit shall have access to all the books and accounts of the Association. The audit report shall be presented to the membership at the next annual general meeting.

ARTICLE XI: GENERAL MEETINGS

- 11.1 There shall be general meetings of the membership every four months, to be held at such place and time as designated by the executive. Notice of the meeting shall be given at least fourteen days before the date of the meeting to all registered members of the Association.
- 11.2 The annual general meeting of the Association shall be held at a time and place determined by the executive council, within twelve months of the last annual general meeting. Notice of the meeting shall be given at least fourteen days before the date of the meeting to all current members of the Association.
- 11.3 The executive shall present an annual report on the Association at the general meetings, including the financial records.
- 11.4 The quorum to conduct business at a general meeting of the Association shall be ten members, of which not less than five shall be members who are not members of the executive council or Board of Trustees.
- 11.5 If a quorum is not formed on the first call of any meeting, a second meeting will be called within two weeks' notice. This meeting does not require a quorum to proceed and be validated. In cases of emergency, the usual quorum and notice requirement may be waived.
- 11.6 Wherever possible, Yoruba shall be the communication medium at all meetings.
- 11.7 A general meeting of the membership may be called by the Chair or any Trustees upon receipt of a request for such a meeting from 20% of the membership.
- 11.8 As far as shall be practicable and provided that it does not infringe on the rights of other members, each member shall be free to express opinions at any general meeting. The use of any language in the Association's meetings or functions that is obscene or derogatory or that can hinder peace and unity shall be forbidden.

ARTICLE XII: ELECTION OF OFFICERS

- 12.1 The Executive council shall appoint an Electoral Commission comprising a minimum of three registered members of the Association (in good standing) to conduct the election of new executive officers and Trustees. Members of the Electoral Commission shall not be eligible for any position being filled.
- 12.2 The nomination of any candidate for election shall be supported by two members. Voting shall be done by secret or electronic ballot. There shall be no voting by proxy. Subject to the above, the Electoral Commission shall conduct the election in any manner that is deemed fit. The Electoral Commission shall announce the candidates who won the election to the membership immediately after counting votes.

- 12.3 Each member in good standing shall be entitled to one vote on every matter brought before a general meeting of the Association, provided the member maintains membership for that year.
- 12.3 The minimum requirement for aspiring to the position of the President is three years of residency in Saskatoon as a Permanent resident or Canadian citizen and three-year membership of the Association in good standing
- 12.4 For anyone aspiring to other positions besides the presidency, a minimum of one-year residency in Saskatoon and one year membership of the Association in good standing is required

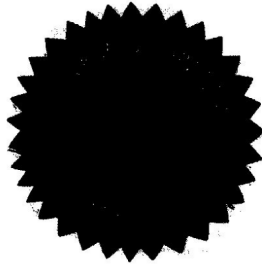
ARTICLE XIII: ADOPTION AND AMENDMENTS

- 13.1 This Constitution shall be adopted by a vote of at least 2/3 of members present at any general meeting
- 13.2 After its adoption, this Constitution may be amended at any General Meeting of the Association. The Constitution can be amended at a general meeting by a simple majority of people present at the meeting.
- 13.3 Fourteen days advance notice in writing shall be given to members regarding any proposed amendments to this Constitution.
- 13.4 The usual quorum and notice requirement for the amendment of the Constitution shall not be waived under any circumstances.

ARTICLE XIV: DISSOLUTION

- 15.1 Upon dissolution of the Association and after the payment of all its debts and liabilities, its remaining assets shall be distributed or disposed of to one or more charitable organizations which carry on their work solely in the Province of Saskatchewan.

APPENDIX "A"



CONSTITUTION COMMITTEE

(Signed)

Name
President

(Signed)

Name
General Secretary

(Signed)

Name
Financial Director

[Reader's Notes

- a. This Constitutions shall be translated into the Yoruba language as resources for doing so become available.
- b. Signed: **[Date]**. The Constitution was approved and adopted in accordance with Article 15 by the members of the Yoruba Community Association of Saskatoon at a general meeting of the Association held on **[Date]**.