



Canadian Bhutanese Society

Cultural Preservation through community participation

CANADIAN BHUTANESE SOCIETY, LETHBRIDGE

BYLAWS

ARTICLE I - Preamble

1.1 The following Bylaws shall be subject to, and governed by, THE SOCIETIES ACT OF ALBERTA and the Article of Incorporation of Society. In the event of a direct conflict between the herein contained provisions of these Bylaws and the mandatory provisions of THE SOCIETIES ACT OF ALBERTA, said THE SOCIETIES ACT OF ALBERTA shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these Bylaws and the Articles of Incorporation of Society, it shall then be these Bylaws which shall be controlling.

1.2 Name

1.2.1 The name of the incorporated society is Canadian Bhutanese Society, Lethbridge, which may also be known or referred to as the CBS or the Society.

1.3 Objects

1.3.1 The objects of the society are detailed in the Article of Incorporation

ARTICLE 2 – Defining and Interpreting the Bylaws

2.1 Definitions

In these Bylaws, the following words have these meanings.

2.1.1 Act means the *Societies Act R.S.A.* 2000, Chapter S-14 as amended, or any statute substituted for it.

2.1.2 Annual General Meeting means the annual general meeting described in Article 4.1.

2.1.3 Board means the Board of Directors of this Society and an Apex Council members

2.1.4 Bylaws means the Bylaws of this Society as amended.

2.1.5 Director means any person elected or nominated to the Board.

2.1.6 Member means a Member of the Society.

2.1.7 Registered Office means the initial registered office for the Society.

2.1.8 Society means the Canadian Bhutanese Society of Lethbridge.

2.1.9 Bhutanese means anyone originating from Bhutan and Nepal.

2.1.10 Resolution means a resolution agreed to in writing by all the Voting Members who are eligible to vote on the resolution in person at a General Meeting.



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2.1.11 Voting Member means a Member entitled to vote at the meetings of the Society.

1. 2.1.12 Apex Council means faith-based groups, forums and non-profit within the Bhutanese population organizations that are registered or under the process of registering with the province for incorporation and income tax with federal government to represent the need of those in education.

2.2 Interpretation

The following rules of interpretation must be applied in interpreting these Bylaws.

2.2.1 Singular and Plural: words indicating the singular number also include the plural, and vice-versa.

2.2.2 Society: words indicating persons also include society.

2.2.3 Headings are for convenience only. They do not affect the interpretation of these Bylaws.

2.2.4 Liberal Interpretation: these Bylaws must be interpreted broadly and generously.

ARTICLE 3 – Membership

3.1 Classification of Members

There are four categories of Members

- a. Voting Member
- b. Member-in-formation
- c. Associate Membership
- d. Honorary Membership

3.1.1 Voting Member

To become a Voting Member, an individual must:

- a. Be an over the age of 18 years old
- b. Have been Bhutanese settled in Lethbridge
- c. Support, uphold, and abide by the Constitution of Society
- d. Provide cooperation and support for the realization of Society's objects
- e. Any non-Bhutanese married to Bhutanese shall also be eligible for voting membership

3.1.2 Member-in-formation

Bhutanese settled in Lethbridge, Alberta, who are below 18 years of age.



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3.1.3 Associate Membership

Any non-Bhutanese persons over the age of 18 years old who supports, upholds and abides by the Constitution of Society and provides cooperation and support for the realization of its aims shall be eligible for Associate Membership.

3.1.4 Honorary Membership

An individual may become an Honorary Member if the Voting Members at a general Meeting pass a resolution recognizing the contributions of the individual to the Society or its objects.

3.2 Subscriptions

3.2.1 The subscriptions fees for membership shall be such amount as determined from time to time by the annual general meeting.

3.2.2 The subscription fees shall be paid by voting member and be payable annually on 1st of December to 31st of December.

3.2.3 Any member whose subscription is outstanding for more than three months after due date for payment shall cease to be a member of the Society. The council shall review such a person's membership and may reinstate on terms as it thinks fit.

3.3 Register and Resignations

3.3.1 A register of members shall be maintained and shall contain name and address of each member, date on which each member was admitted to the Society and the date of and reason(s) for termination of membership.

3.3.2 A member may resign from membership of the society by giving written notice thereof to the Secretary or President of the Society. Any members so resigning shall be liable for any outstanding subscriptions and assets of Society, which may be recovered as a debt due to the Society.

3.3.3 The Society may, by Special Resolution at a Special meeting called for such a purpose, expel any Member for any cause which is deemed sufficient in the interests of the Society.

3.3.4 A member of the society shall have the responsibilities to

- Become a lawful citizen or resident of Canada and uphold and observe the laws of Canada.
- Belong and take an active part in the activities of the society and community.



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- Take necessary steps to understand, carry out, and uphold the mission, vision, aim and objectives principles, policies and programs of the society.
- Explain the mission, purpose, principles, policies and programs of the society to other interested people whenever necessary.
- Observe discipline, integrity, honesty, and loyalty while working for the society at all times.
- Pay the applicable membership dues and subscriptions fixed by the Board on time.

ARTICLE 4: MEETINGS OF THE SOCIETY

4.1 The Annual General Meeting

4.1.1 The Society holds its Annual General Meeting no later than March 30th of each calendar year, in Lethbridge, Alberta. The Board sets the place, day and time of the meeting.

4.1.2 The Secretary or President mails, e-mails, telephones, or delivers a notice to each Member at least twenty-one (21) days before the Annual General Meeting. This notice states the place, date and time of the Annual General Meeting, and any business requiring a Special Resolution.

4.1.3 Attendance by 20% of the Members at the Annual General Meeting is a quorum. All decisions will be determined and passed by the simple majority vote of the quorum.

4.2 Regular Meetings

4.2.1 The Board shall hold at least two regular meetings per calendar year.

4.2.2 The Board shall decide dates, times and places of the meeting.

4.3 Special Meeting

4.3.1 A Special Meeting may be called at any time.

4.3.2 The Board shall determine the dates, times and places of the meeting

4.4 Emergency Meeting

4.4.1 Emergency meeting may be called by the Board whenever need arises for meeting as the mission and vision of the Society.

4.5 Procedures

4.5.1 The Secretary shall be responsible for the recording of all minutes of each and every meeting of the Board in which business shall be transacted in such order as the Board may determine from time to time. However, in the event that the Secretary is unavailable, the Board



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Chair shall appoint an individual to act as Secretary at the meeting. The Secretary, or the individual appointed to act as Secretary, shall prepare the minutes of the meetings which shall be delivered to the organization to be placed in the minute books of the organization and a copy of which is to be delivered to each Board members via either regular mail, hand delivered, emailed or faxed within seven (7) business days after close of each Board meeting.

4.5.2 Any action required by law to be taken at a meeting of the Board, or any action that may be taken at a meeting of the Board, may be taken without a meeting if consent in writing setting for the action so taken shall be signed by all Board members. Such consent shall be placed in the minute book of the organization and shall have the same force and effect as a unanimous vote of the Board taken at an actual meeting. The Board of Directors' written consent may be executed in multiple counterparts or copies, each of which shall be deemed an original for all purposes. In addition, facsimile signatures and electronic signatures or other electronic consent click acknowledgments shall be effective as original signatures.

4.5.3 An elected Board of Director who is absent from three consecutive regular meetings without notice of the Board during a fiscal year shall be encouraged to reevaluate with the Board Chair his/her commitment to the organization.

4.5.4 The Board may deem the Board of Director, who has missed three consecutive meetings without notice such a reevaluation with the Chair to have resigned from the Board.

4.5.5 A Board of Director who is unable to attend a meeting of the Board or a Board Committee may vote by written proxy given to any other voting member of the Board or Committee or designated staff member who is in attendance at the meeting in question. However, a vote by proxy shall not be counted toward the number of Board members needed to be present to constitute a quorum for the transaction of business. No proxy shall be valid after three months from the date of execution. Each proxy shall be revocable unless expressly stated therein to be irrevocable or unless made irrevocable by law.

ARTICLE 5 – THE GOVERNANCE OF THE SOCIETY

5.1 Apex Council

5.1.1 Apex Council shall be inclusive, consisting of a male and a female from each distinctive community/caste, nominated by consensus from voting members of respective community/caste.

5.1.2. The council shall be the guardian/umbrella body of Society that will ensure the upholding of constitution and monitoring and reviewing of programs, actions and activities undertaken by board and other constitutional bodies and propose change, when felt for.

5.1.3. The council shall be headed by the Chair.

5.1.4. The vice-chair shall discharge the duties of Chair in his/her absence or unavailability.



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5.1.5 Any new member/members coming from Nepal/Bhutan, belonging to distinctive community/caste, coming for settlement in Lethbridge, AB, and not represented in the society shall be encouraged to become member representatives of the council.

5.1.6. A council member shall be a natural person.

5.2 Proceedings of Council

5.2.1. The council shall meet with the Board for the dispatch of business four times a year or whenever required.

5.2.2 The chair of the council or one-third members of the council may call the meeting.

5.2.3 Questions arising at any meeting shall be decided by most votes, and in the event of equality of votes the Chair shall have a casting vote in addition to a deliberative vote.

5.2.4 The quorum for the meeting shall be two-third of the current members of the council.

5.3 Executive Board

5.3.1 The Executive board shall be comprised of five or more members elected by voting members of the society.

5.3.2 The board members along with council members will elect chairperson from amongst elected board members.

5.3.3 Chairperson shall be the head of the Apex Council as well as the Society.

5.3.4 The president shall perform all the executive function relating to the Apex Council.

5.3.5 The affairs of the Society shall be managed and controlled by an Apex Council, which in addition to any powers and authorities conferred by Constitution, may exercise all powers and do all such things as are within the objects of the society or by this Constitution required to be done by the Society in general meeting.

5.3.6 The Board shall have authority to interpret the meaning of these rules and any other matter relating to the affairs of the Society on which these rules are silent.

5.3.7 An Executive board member shall be a natural person.

5.4 Proceedings of Board

5.4.1 The Board shall meet for the dispatch of business at least four times a year and whenever required.

5.4.2. The president or one-third of the Board may call the meeting.



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5.4.3. Questions arising at any meeting shall be decided by most votes; and in the event of equality of votes the chair shall have a casting vote in addition to a deliberative vote.

5.4.4 The quorum for the meeting shall be two-third of the current members of the board.

5.4.5 All appointments to the Board shall be for a three (3) year term. No person shall serve more than two (2) consecutive terms unless a majority of the Board, during the course of a Board meeting at which a quorum is present, votes to appoint a Board of Director to one (1) additional year. No person shall serve more than seven (7) consecutive years.

5.4.6 The Organization shall be governed by a Board members (the Board), which shall have all the rights, powers, privileges and limitations of liability of directors of a non-profit organization as stipulated under the SOCIETIES ACT OF ALBERTA. The Board shall establish policies and directives governing business and programs of Organization and shall delegate to the President and Organization staff, subject to the provisions of these Bylaws, authority and responsibility to see that the policies and directives are appropriately followed. The Board members will not be personally responsible for the legal and financial obligations of the foundation beyond their capacities as Board of Directors.

5.5 Other Constitutional Bodies

5.5.1 The Other Constitutional Bodies shall comprise of Board Development Committee, Finance Committee, Membership Committee, Program and Planning Committee and other bodies as required with auxiliary power and functions.

5.5.2 The appointment, power and duties of bodies respectively shall be according to the By-Laws.

5.5.3 The Board may hire a paid administrator to carry out management functions under the direction and supervision of the Board.

5.6 Proceedings of other constitutional bodies

5.6.1 The proceedings of other constitutional bodies shall be according to the By-laws of the Society.

5.6.2 The Board Chair in consultation with the Board members may constitute appropriate committees and sub-committees.

5.6.3 The Board of Directors shall pass rules and regulations governing any committee and sub-committee.

5.6.4 The Chair may appoint appropriate person to head the committees, who need not necessarily have to be the Members of the Board in consultation with the incumbent Board members.



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5.6.5 The Board members, by resolution adopted by a majority of the Directors, may create one or more committees and appoint Directors or other such persons as the Board members designates to serve on the committee or committees.

5.6.6 The Board may create Committees such as Executive Committee, Finance Committee, Fundraising Committee, Governance Committee, Audit Committee and others as needed.

5.7 Duties of the Executive Board

The Board shall comprise of at least five or more officers consisting of the Chair, President, Vice President, Secretary, Treasurer, Cultural Coordinators, Sport Coordinator and special event coordinators. Their duties are as follows:

5.7.1 The Chairman

- Chairs the meeting of the board of directors, annual general meeting and special meeting of the members.
- Sets a high standard for Board conduct and enforces policies and By-Laws concerning directors conduct.
- Encourages members to freely present their opinions on the agendas in the meetings.
- Focuses on assisting directors to reach on consensus.
- Signs the minutes of the meetings.
- Serves as central point of communication of the Board.
- Can invite community members, and or representatives of any Bhutanese organization as observed in the meeting of the Board and members.
- Works as an ambassador of the organization.
- Performs other responsibilities as assigned or delegated by the Board.
- In absence of the chairman, the directors of the Board shall appoint a chairman of the meeting from among them.

5.7.2 The President

- Supervises the affairs of the Board.
- When present, chairs all meetings of the Society, the Board and the Executive Committee.
- Acts as the spokesperson for the Society.
- Carries out other duties assigned by the Board.
- The President may appoint Advisors or Consultants, as s/he may deem fit, in consultation with the incumbent Board of Directors.
- No person may serve for more than two consecutive full terms as the Board Chair.
- The Past President (except the incumbent President who is ending his/her current second term) may contest for the President's post after a full year of retirement from the Board.
- The President shall ensure planning and implementation of activities through the staff and Directors of the Board of the organization.



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- The Board, by consensus, shall appoint the President from amongst its members in the event of the resignation by the incumbent President or if he is no more able to serve in that capacity.
- The succeeding President shall continue in office until the natural expiration of the previous incumbent's term. This will not undermine his/her prospects for contesting the Board Chair's position, irrespective the number of times he/she has held such positions under similar circumstances.
- The President shall be accountable to the Board of Directors.

5.7.3 Vice-President

- The Board shall elect the Vice-President with a 2/3 majority.
- The Vice-President will chair committees on special subjects as designated by the Board.
- The President, at his discretion, may also delegate any responsibility to the Vice-President as deemed fit.
- The Vice- President will also head the Board in absences of the President/Chair.
- The Vice -President of the Board shall be accountable to the Board of Directors.

5.7.4 The Secretary

- The secretary shall be responsible for ensuring that accurate minutes of meetings are taken and recorded with date, time, location of meeting, list of those present and absent, list of items discussed, list of reports presented, text of motions presented and description of their disposition. However, in the event that the Secretary is unavailable, the Board Chair shall appoint an individual to act as Secretary at the meeting. The Secretary, or the individual appointed to act as Secretary, shall deliver the minutes to the organization to be placed in the minute books of the organization and a copy of which is to be delivered to each Board of Directors via either regular mail, hand delivered, or emailed within seven (7) business days after close of each Board meeting.
- The Secretary with the President signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records.
- The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.
- The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.
- The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.
- The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the Board President and the Vice President, the Secretary calls the meeting to order, presiding until a temporary Chairperson is elected. The secretary records meeting minutes as described above

205, 1221 2 Avenue South, Lethbridge AB Canada T1J 0E4

E-mail cbslethbridge@gmail.com Phone # 587 425 2188

www.cbsalberta.org



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depending upon the bylaws and practices of the organization, the Secretary may perform these duties for Board of Directors' meetings.

- The Secretary may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization with additional two co-signers.
- The Secretary may be the registered agent with respect to the laws of the jurisdiction.; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.

5.7.5 The Treasurer

- The Treasurer shall submit a financial report at each Board meeting.
- Treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members, general members, and the public.
- The Treasurer shall keep or cause to be kept proper books of accounts, and other financial records of the Association.

5.7.6 Cultural Coordinators

- Administers, select People and Cultural programs
- Maintains People and Culture electronic filing systems; ensuring accuracy and completeness of confidential personnel files and team member records
- Plans and manages cultural Programs/events

5.7.7 Sports Coordinators

- Organize, develop, and maintain assigned recreational sports programs, including coaching and teaching responsibilities, and planning for team activities.
- Assist in formulation of policies, guidelines, evaluation processes, goals, and objectives for programs and other areas as assigned
- Prepare budget recommendations for assigned areas and control and monitor expenditures against approved budgets, including responsibility for financial accountability of program budget.
- Coordinate scheduling of facilities and reservations for other areas as assigned.
- Oversee all aspects of risk management, safety, and welfare of facilities and sports participants, utilizing own knowledge concerning the care and prevention of athletic injuries.
- Develop publicity for each sport and season through various media techniques, including web sites and promotional calendars, and work with campus and off-campus groups to generate student participation for assigned programs.



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5.7.8 Special Event Coordinator

- Will be responsible for communication and public relation
- Social marketing
- Fundraising
- Event management

5.8 Resignation and Termination

5.8.1 Each Board member shall have the right to resign at any time upon written notice thereof to the Board Chair. The Board Chair shall then present it to the Board and the Board shall decide the effectiveness of the resignation. If the resignation is effective at a future time, a successor may be designated to take office when the resignation is accepted. Unless the Board Chair is first notified, no director may resign when the Organization would then be left without a duly elected director in charge of its affairs.

5.8.2 Resignation from the Board must be in writing addressed to the Chair. The chair then submit it to the upcoming Board Meeting. 2/3 of the Board must approve the resignation. The Board Chair shall have the ultimate authority to accept the resignation of a Board Member.

5.8.3 A Board members shall be removed from the Board if s/he has three unexcused absences from Board meetings in a year. A Board of Director, including the Board Chair, may be removed for other reasons by a 2/3 vote of the incumbent Board members.

5.8.4 A vacancy on the Board members may exist at the occurrence of the following conditions:

- a) Death, resignation, or removal of any Board of Director;
- b) Declaration by resolution of the Board of a vacancy in the office of a director who has been declared of unsound mind by a final order of court, convicted of a felony, or found by final order or judgment of any court to have breached a duty pursuant to the Corporation Code and/or Act of the law dealing with the standards of conduct for a Board member, or has missed three (3) consecutive meetings of the Board without notice, or a total of four (4) meetings of the Board during any one calendar year without notice;
- c) An increase in the authorized number of Board members; or
- d) The failure of the Board members, at any annual or other meeting of directors at which Board of Director(s) are to be elected, to elect the full authorized number of Board of Directors.

5.8.5 A Board members elected to fill a vacancy shall be elected for the remaining term of his or her predecessor in office.

5.9 Number and Qualifications



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5.9.1 The Board shall comprise of minimum of five or more members elected by the voting members of the society.

5.9.2 The number of Board members may be increased beyond seventeen members or decreased to less than five members by the affirmative vote of a majority of the incumbent Board members.

5.9.3 A Board members need to be a resident of Lethbridge, Alberta.

5.10 Board Compensation

5.10.1 The Board shall receive no compensation other than reasonable expenses incurred for the operation of the organization. However, provided the compensation structure complies with sections relating to Contracts Involving Board of Directors and/or Officers as stipulated under these Bylaws, and nothing in these Bylaws shall be construed to preclude any Board of Director from serving the Organization in any other capacity and receiving compensation for services rendered.

ARTICLE 6 - DEDICATION OF ASSETS

6.1 Liquidation of the Society

6.1.1 Members of the Society shall be notified of the dissolution or liquidation of the Society. The membership, with a simple majority of the members voting, shall decide at the annual meeting to dissolve the Society.

6.1.2 In the event of dissolution, any assets of the Society shall be applied by the Board members in furtherance of the Society's aims. (Before vacating office) No member shall have any claims on the Society in respect to fees and subscriptions paid, etc.

6.1.3 Any of the remaining assets shall be distributed to a non-profit fund, foundation, society or corporation that is organized and operated exclusively for charitable purposes. No private individual, member, trustee, president secretary or officer of the Society shall benefit or be entitled to share, in the distribution of any of the Society's assets during the dissolution.

ARTICLE 7 - STANDARD OF CARE

7.1 General

7.1.1 So long as in any such case, the Board members act in good faith, after reasonable inquiry when the need may be indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

7.2 Conflict of Interest

7.2.1 The purpose of the Conflict of Interest policy is to protect the Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers or directors, or that might otherwise benefit in the private interest of



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one of its officers or directors, or that might otherwise result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable provincial and federal laws governing conflict of interest applicable to nonprofit and charitable Organizations and is not intended as an exclusive statement of responsibilities.

7.3 Duty to Disclose

7.3.1 In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board members, who are considering the proposed transaction or arrangement.

7.4 Establishing a Conflict of Interest

7.4.1 After the disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the Board meeting while establishing a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

7.5 Addressing Conflict of Interest

7.5.1 In the event that the Board should establish that a proposed transaction or arrangement establishes a conflict of interest, the Board shall then proceed with the following actions:

- a) Any interested individual may render a request or report at the Board meeting, but upon completion of said request or report the individual shall be excused while the Board discusses the information and/or material presented, and then votes on the transaction or arrangement proposed involving the possible conflict of interest.
- b) The Board Chair shall, if deemed necessary and appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the Board shall determine whether the Organization can obtain a will with reasonable efforts to a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a 2/3 majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. It shall make its decision as to whether to enter into the transaction arrangement in conformity with this determination.

7.6 Violations of Conflict of Interest Policy

7.6.1 Should the Board have reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, the Board shall then inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.



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7.6.2 If, after hearing the interested person's explanation and after making further investigation as may be warranted in consideration of the circumstances, the Board determines the interested person intentionally failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

7.7 Procedures and Records

7.7.1 All minutes of the Board Meetings, when applicable, shall contain the following information:

- a) The names of all the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussions, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE 8 – FINANCE AND OTHER MANAGEMENT MATTERS

8.1 Maintenance and Inspection of Articles and Bylaws

8.1.1 The Organization shall keep at its principal office the original or a copy of its Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the director's at all reasonable times during office hours.

8.2 Maintenance and Inspection of Other Records

8.2.1 The Organization shall keep adequate and correct books and records of accounts, and written minutes of the proceedings of the Board and committees of the Board. All such records shall be kept at a place or places as designated by the Board and committees of the Board, or in the absence of such designation, at the principal office of the Organization. The minutes shall be kept in written or typed form, and other books and records shall be kept either in written or typed form or in any form capable of being converted into written, typed, or printed form. Upon leaving office, each officer, employee, or agent of the Organization shall turn over to his or her successor or the Chairperson or President, in good order, such Organization monies, books, records, minutes, lists, documents, contracts or other property of the Organization as have been in the custody of such officer, employee, or agent during his or her term of office.

8.2.1 Every Board members shall have the absolute right at any reasonable time to inspect all books, records and documents of every kind and the physical properties of the Organization and each of its subsidiary Organizations. The inspection may be made in person or by an agent or attorney, and shall include the right to copy and make extracts of documents.

8.3 Preparation of Annual Financial Statements



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8.3.1 The Organization shall prepare annual financial statements using accepted accounting principles. The Organization shall make these financial statements available to the taxes Attorney General (Accountant) and members of the public for inspection no later than 3 months after the close of the fiscal year to which the statement relate.

8.4 Reports

8.4.1 The Board shall ensure an annual report is to be sent to all directors within 120 days after the end of the Organizations fiscal year, and which shall contain the following information:

- a) The assets and liabilities, including the trust funds, of this organization at the end of the fiscal year.
- b) The principal changes in assets and liabilities, including trust funds, during the fiscal year.
- c) The expenses or disbursements of this Organization for both general and restricted purposes during the fiscal year.

8.4.2 The report shall be accompanied by any pertinent report or independent accountants, or, if there is no such report, the certificate of an authorized officer of the Organization that such statement were prepared without audit from the books and records of the Organization.

8.5 Auditing

8.5.1 The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly accountant or by two members of the Society elected for that purpose at the annual meeting. A complete and proper fund flow statement shall be submitted by such auditor at the annual meeting of the Society.

8.5.2 The books and records of the Society may be inspected by any member of the Society at the annual meeting or at any time giving reasonable notice and arranging a time satisfactory to the treasurer or having charge of same. Each member of the Board shall at all times have access to such books and records.

8.6 Seal of the Society

8.6.1 The Board may adopt a seal as the Seal of the Society.

8.6.2 The Secretary has control and custody of the seal, unless the Board decides otherwise.

8.6.3 The Seal of the Society can only be used by Officers authorized by the Board. The Board must pass a motion to name the authorized Officers.

8.7 Fiscal Year

8.7.1 The fiscal year for this Organization shall begin on January and shall end on December 31st.



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ARTICLE 9 - AMENDMENTS AND REVISIONS

9.1 Amending the Bylaws

9.1.1 These bylaws may be adopted, amended or repealed by the vote of the 2/3 majority of the incumbent Board members. Such action is authorized only at a duly called and held meeting of the Board members for which written notice of such meeting, setting forth the proposed bylaw revisions with explanations therefore, is given in accordance with these bylaws. If any provision of these bylaws requires the vote of a larger proportion of the Board than is otherwise required by law, that provision may not be altered, amended or repealed by that greater vote.

Bylaws drafted and brought to implementation by:-

..... President	 Signature		
..... Vice President	 Signature	 Vice President	 Signature
..... Secretary	 Signature	 Treasurer	 Signature
..... Sports Coordinator	 Signature	 Sports Coordinator	 Signature
..... Cultural Coordinator	 Signature	 Cultural Coordinator	 Signature
..... Cultural Coordinator	 Signature	 Cultural Coordinator	 Signature
..... Event Coordinator	 Signature		

9.1.2 Effective Date: Effective immediately after approval from Board members and amended by AGM held at Lethbridge Boys and Girls club on 10th of March 2019.