

CRETANS' ASSOCIATION OF HAMILTON "ARKADI"

CONSTITUTION

1. Name

The name of this Association historically, and shall continue to be, the Cretans' Association of Hamilton "Arkadi."

2. Aims

Our aim is to provide meaningful educational and Cretan cultural experiences through

Engagement

Development

Enrichment

Action

All of the above will serve to strengthen and invigorate the Cretan community in Hamilton and Surrounds.

Engagement shall be defined as the process of outreach within our demographic through which one creates and maintains relationship(s).

Development shall be defined as the implementation of the cultural facets unique to Cretan heritage, such as music, dance, historical and cultural tradition through the inclusion of a focused Enrichment program.

Enrichment shall be defined as the provision of added value to one's understanding and realisation of Cretan culture in an immersive and collaborative fashion, as indicated above.

Action shall be defined as the actualisation and implementation of initiatives and events, through broader themed activities, such as workshops, dance and music lessons, and active participation and representation at wider community functions (parades, holidays, etc).

The aims and objectives of the Association shall be:

- 2.1. To promote and assist those of Cretan heritage in the wider Greek and Canadian communities.
- 2.2. To further enhance the integration of those of Cretan heritage in to Canadian society.
- 2.3. To represent all of those with Cretan heritage in the Hamilton and surrounding communities.
- 2.4. To assist members and to encourage the participation of the next generation of youth with Cretan Heritage, through immersive musical, dance, and social venues.
- 2.5. To provide activities – educational and cultural – that will serve to enlighten those of Cretan descent as to the many facets of their shared culture.
- 2.6. To encourage our membership's connections to other Cretan organizations worldwide.
- 2.7. To educate the wider non-Cretan community about Cretan culture.

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2.8. To liaise with any organisation which is concerned with promoting the interests of Cretan culture and heritage in general.

2.9. To endeavour to publish a newsletter, and to foster and maintain effective communication to our membership.

3. Membership

3.1. A member shall be a member of this Association if he/she subscribes to the aims and objectives of the Association as outlined in section 2.

3.2. Membership of Cretans' Association of Hamilton "Arkadi" shall be open to anyone who is interested in helping the Association to achieve its aims and is willing to abide by the rules of the Association.

3.3. Members shall be considered in good standing if annual membership dues have been paid according to the schedule as set by the board of directors.

3.4. Membership dues assist with the funding of the annual budget, and will be assessed according to a schedule as established by the Board of Directors. Changes to the membership dues will be voted upon at the Association's Annual General Meeting.

3.5. The Board of Directors shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the Association.

3.6 A member can only be a member of the Association for voting purposes and must be considered in good standing.

3.7. A membership fee assessed on a per annum basis is to be paid by members of Cretans' Association of Hamilton "Arkadi" in their capacity as members; said fee will be broken down in to the following categories: Family Membership, Senior's Membership (both single and couple), Individual Adult Membership, and Student Membership. A schedule of fees will be reviewed on an as needed basis which will outline the membership dues for each category

3.8. A member has to be a member of the Cretans' Association of Hamilton "Arkadi" for at least one (1) year before he/she can apply for a position in the Board of Directors.

3.8.1 A member must be of Cretan descent to be President of the Board.

3.9. Any member of the Association may resign his/her membership and any member of the Board of Directors may resign his/her position, by giving to the Secretary of the Association written notice to that effect 21 days prior to his/her proposed time of leaving.

3.10. In case a member of the Board of Directors decides to resign, a member who is not in the Board of Directors and has not been a member for one (1) year can still apply for the Board of Directors provided that he/she fulfils the requirements as set by the Board of Directors (e.g. apply for the vacancy, provide the necessary documentation, undergo an interview or prepare a brief presentation about themselves).

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4. Discipline and Suspension of Members

4.1. Subject to these rules if the committee is of the opinion that a member has refused to comply with the constitution, is not current with membership dues, or has been found guilty of conduct unbecoming a member or prejudicial to the interests of the Association the committee may be resolution suspend that member from membership of the Association.

4.2. If the member is an office bearer, he/she shall lose the office and become an ordinary member for a period of three (3) months. He /she shall be eligible to apply for a position in the Board of Directors at the next AGM only if he/she has served his/her 3 months suspension period.

4.3. If the member is an ordinary member he/she shall be suspended from the Association for a period of three (3) months.

4.4. A resolution of the committee under sub rule 4.1 does not take effect unless at a meeting held in accordance with sub rule 4.3, the committee confirms the resolution, and if the member exercises a right of appeal to the Association, the Association confirms the resolution in accordance with the rules.

4.5. A meeting of the committee to confirm or revoke a resolution passed under sub rule 4.1 must be held not earlier than 14 days, and not later than 28 days, after a notice has been given to the member.

4.6. For the purpose of giving notice, the Secretary must as soon as possible, give to the member a written notice stating the resolution of the committee and the grounds on which it is based, stating that the member or his/her representative may address the committee at the meeting, stating the date, place and time of the meeting and informing the member that he/she may either attend the meeting or give the committee before the date of the meeting a written notice seeking the revocation of the resolution. The notice must also inform the member that if at the meeting the committee confirms the resolution, he/she may, no later than 48 hours after the meeting give the Secretary a notice to the effect that he/she wishes to appeal to the Association in general meeting against the resolution.

4.7. At a meeting of the committee to confirm or revoke a resolution, the committee must give the member, or his/her representative an opportunity to be heard, give due consideration to any written statement submitted by the member and determine by resolution whether to confirm or revoke the resolution.

4.8. If at the meeting the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

4.9. If the Secretary receives a notice under sub rule 4.6, he/she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

4.10. At a general meeting of the Association the member, or his/her representative, must be given an opportunity to be heard, and the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

4.11. A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy (as confirmed via written notification granting proxy), in favour of the resolution. In any other case, the resolution is revoked.

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5. Disputes and Mediation

5.1. The grievance procedure set out in this rule applies to disputes between a member and another member, and a member and the Association.

5.2. The parties to the dispute must meet and discuss the matter, and if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.

5.3. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

5.4. If the dispute is between two members, the mediator must be a person from the Board of Directors chosen by agreement between the parties.

5.5. If the dispute is between a member and the Association, the mediator shall be a committee of 3 members of the Board of Directors, any of whom is not a party to the dispute.

5.6. The mediator must in good faith try to resolve the dispute by giving the parties every opportunity to be heard.

5.7. If the mediation process fails, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

6. Associate Organisations and Associations

6.1. Cretans' Association of Hamilton "Arkadi" will affiliate with organisations or associations based in other cities, provinces and territories of Canada, as well as outside of Canada, which work for mutually beneficial educational and cultural interests.

7. General Meetings and Dissolution

7.1. The Annual General Meeting shall be held each calendar year, at a location determined by the Board of Directors.

7.2. The business of the Annual General Meeting shall include: the election of all Executive members in accordance with section 8, reports from current Executive members, any other businesses as deemed necessary at the discretion of the Executive and general businesses.

7.3. The notice convening the Annual General Meeting given by the Secretary must specify that the meeting is an Annual General Meeting.

7.4. The President of the Association, while within their respective term, shall preside over the Annual General Meeting and any other meetings as chair, unless unable or unwilling to act. In this instance, the Vice-President shall fulfill the duties as chair, unless unable or unwilling to act. In this instance, a Chair will be appointed by the Board of Directors.

7.5. In addition to the Annual General Meeting, any other general meeting may be held in the same year as deemed necessary by the Board of Directors or upon request by a member.

7.6. The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association must cause to be sent to each member of the Association – both Executive and ordinary members - a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting by phone, email, and/or letter mail.

7.7. Notices may be sent by either prepaid post to the address appearing in the register of the members, or by electronic transmission.

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7.8. No item of business may be conducted at a general meeting unless a quorum of ten (10) members entitled under this constitution to vote is present at the time when the meeting is considering that item.

7.9. Each member is entitled to appoint another member as a proxy by written notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

7.10. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the Board of Directors members present shall consult and confirm another date to which the meeting shall be postponed to. A notice to this effect shall be circulated to the members by the Secretary.

7.11. If at the subsequent meeting the quorum is still not present within half an hour after the proposed time for the commencement of the meeting, the members personally present – being not less than 6 (six) – shall be a quorum.

7.12. Any motion passed by a general meeting shall be rescinded by a simple majority vote at a subsequent general meeting.

7.13. No business other than set out in the notice convening the meeting may be conducted at the meeting.

7.14. All meetings must be minuted and the minutes made available to any interested party.

7.15. In the event of the dissolution of the Association, a general meeting is to be announced and held to discuss the disposition of all assets of the Association which include but are not limited to: treasury funds held in Association accounts, traditional costumes, equipment, etc as labelled and being considered inventory of the Association should be directed to Associations and or organizations that promote Cretan Heritage and culture.

8. Elections

8.1. Elections shall be by secret ballot, unless otherwise directed, subject to quorum being present, and otherwise duly agreed by simple majority vote. Preferential voting shall be used. In the case of two or more candidates receiving the same number of votes in an initial ballot, a further ballot between those nominees will be carried out.

8.2. Nominees shall be members of the Association who have been a member for at least a period of six (6) months.

8.3. Each member of the Board of Directors shall have one vote.

8.4. Members who have been a member of Cretans' Association of Hamilton "Arkadi" for at least six (6) months will have the right to vote. Every such member will only have one vote.

9. Board of Directors

9.1. The Board of Directors shall consist of a President, Vice President, Secretary, Treasurer, Social Affairs Director, and Members' Affairs Director. The responsibilities of the Executive members are outlined in Appendix A.

9.2. Each officer of the Association shall hold office for a term of 2 years, or until the annual general meeting next after the date of his or her election. Officers are eligible for re-election.

9.3. The Board of Directors shall have the power to co-opt members to the Executive to fill casual vacancies as needed.

9.4 The Board of Directors may appoint officers (such as Past officers) in an advisory capacity or on an ad hoc basis for positions that do not previously exist; such positions must

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be voted on by the Board of Directors with a majority vote required to execute. Such appointments shall carry no voting rights for the purpose of board business.

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9.5. The Board of Directors shall be responsible to the Association, and shall present an annual report at each Annual General Meeting.

9.6. The Board of Directors shall meet at times allocated in the yearly planner produced by the Committee.

9.7. The President shall take the chair at all Executive meetings. If the President is absent or unwilling to act, the chair shall be taken by the Vice President or (in the absence or unwillingness to act of the President and Vice President) by the Secretary.

9.8. The office of an Board of Directors member may become vacant if the officer ceases to be a member of the Association, resigns from office by notice in writing given to the Secretary, or is suspended on the grounds as outlined in section 4 of this constitution.

9.9. Any member of the Board of Directors may not be paid for the services rendered in their capacity of Executive membership.

10. Finance

10.1. Any money acquired by the Association, including donations, contributions, and other funds, shall be paid into an account operated by the Board of Directors in the name of the Association. All funds must be applied to the objects of the Association and for no other purpose.

10.2. A bank account shall be opened in the name of the Association. Any deeds, cheques etc relating to the Association's bank account shall be signed by at least two (2) of the following Board of Directors members: President; Treasurer; Secretary.

10.3. Any income/expenditure shall be the responsibility of the Treasurer, who will be accountable to ensure funds are utilised effectively and that the Association stays within budget.

10.4. An annual financial report shall be prepared and presented by the Treasurer at the Annual General Meeting.

10.5. The financial year of Cretans' Association of Hamilton "Arkadi" is from 1 January to 31 December.

10.6. The Association may not incur any debts or liabilities, unless directed so by a resolution passed at a General Meeting.

10.7. The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

11. Custody and Inspection of Books and Records

11.1. Except as otherwise provided in this constitution, the Secretary must keep in his/her custody or under his/her control all books, documents and securities of the Association.

11.2. All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.

11.3. A member may make a copy of any accounts, books, securities and any other relevant documents of the Association for a purpose not violating the rules of the Association, and not posing or cause to pose any damage to the security and privacy of the Association and its members.

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12. Seal

12.1. The common seal of the Association must be kept in the custody of the Secretary.

12.2. The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of the President and the Secretary, or in the absence of either of them, by any two members of the Board of Directors.

13. Register of Members

13.1. The Secretary, in collaboration with the Member's Affairs Director, must keep and maintain a register of members containing the name and address of each member; and the date on which each member's name was entered in the register.

13.2. The register is available for inspection free of charge by any member upon request.

13.3. A member may make a copy of entries in the register for a purpose not violating the rules of the Association, and not posing or cause to pose any damage to the security and privacy of the Association and its members.

14. Amending the Statement of Purposes

14.1. The statement of Purposes of the Association may be amended at a general meeting held by the committee.

14.2. Any proposals to amend the Statement of Purposes must be given to the Secretary in written format.

14.3. The Secretary must provide all members a notice of a meeting 21 days prior to the proposed date of the meeting also stating in it the reason for the meeting.

14.4. Any amendment to the Statement of Purposes shall be decided upon by a simple majority through voting at that meeting.

15. Continuity

15.1. In the event of the organisation being dormant, the amount that remains at such dormancy and the satisfaction of all debts and liabilities shall be retained.

16. Amending the Constitution

16.1. This constitution may be amended by a two-thirds majority at a general meeting provided a written notice of the proposed amendment has been given - 21 days prior to that effect- to the Board of Directors, ordinary members and any affiliate Association or organisation.

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17. Adoption of the Constitution

This constitution was adopted by the members present at the AGM held on:

..... 2016

Signed:

.....
(President)

.....
(Vice President)

.....
(Secretary)

.....
(Treasurer)

.....
(Social Affairs Director)

.....
(Members' Affairs Director)

.....
(Member)

.....
(Member)

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Appendix A

Roles and Responsibilities of the Executive

1. President

- 1.1. Preside at all executive, extraordinary, and annual meetings of the Association during the year.
- 1.2. Ensure that the elected officers of the Association perform duties as laid down by the Association's constitution, through regular e-mail updates, regularly advertised meetings, and reports and notices and or regular newsletters.
- 1.3. Manage the Association (Executive and affiliate Associations), making sure that decisions and programs are being carried out effectively, with the help of the Vice president and Executive members
- 1.4. Act as official spokesperson for the Association and represent the Association in meetings with representatives of other Associations, including signing treaties and other agreements (with approval from Board of Directors) on behalf of the Association.
- 1.5. To acquaint each Executive member with their responsibilities, duties and maintain personal contact with them.
- 1.6. To create and maintain a solid communication bridge with fellow officer bearers.
- 1.7. To support the Association and its policies internally and externally.
- 1.8. To review financial reports submitted by the executive, and to advise the Executive of these reports and any necessary actions by the Board of Directors.
- 1.9. Approve decision with the help of executive members, and have close eye on all internal and external activity of Affiliate Association
- 1.10. Offer assistance in an advisory capacity when necessary to other executive members.
- 1.11. To ensure that the Treasurer submits a Financial Report to the Association at the Annual General Meeting and the Association's finances remain in good order.
- 1.12. Pass on their knowledge to their successor.
- 1.13. Develop and maintain relationships with local external organizations, with the aim of obtaining increased awareness and participation in the various events and initiatives of the Association.
- 1.14. Other duties as in accordance with the constitution of the Association.

2. Vice President

- 2.1. Assist President to preside at all executive, extraordinary, and annual meetings of the Association along the year.
- 2.2. To collaborate with the President with his/her duties.
- 2.3. To assist in the coordination of the activities and administration of the Association.
- 2.4. In the absence of the President, or in the event of disability, assumes the function of the President.
- 2.5 Develop and maintain relationships with local external organizations, with the aim of obtaining increased awareness and participation in the various events and initiatives of the Association.
- 2.6. Other duties as in accordance with the constitution of the Association.

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3. Secretary

- 3.1. Be custodian of those records specifically designed which include the minutes of all Board of Directors and Annual General Meetings.
- 3.2. To maintain the membership list up to date.
- 3.3. Be responsible for giving notice of meetings and circulating facts and minutes of all proceedings to the Executive.
- 3.4. Be responsible for corresponding with individuals or organizations when requested by the Executive.
- 3.5. To coordinate the elections.
- 3.6. Other duties as in accordance with the constitution of the Association.

4. Treasurer

- 4.1. Keep accurate record of all financial transactions of the Association.
- 4.2. To hold cheque books and receive funds
- 4.3. Report financial status of the Association at each Executive meeting, and submit the annual financial report at the Annual General Meeting.
- 4.4. Sign all cheques with the President or the Secretary.
- 4.5. To always provide a receipt to a person or organisation that give money to the Association for any reasons and bank all the money immediately.
- 4.6. To always insist on a receipt or docket to validate any expenditure by the Association. To pay all accounts by cheque. To always enter the payee's name, the cheque amount and a brief explanation of the payment on the cheque butt.
- 4.7. Not lend money, under any circumstances to themselves, members or other Associations, and not put the Association in debt that cannot be repaid but to endeavour to match costs and income as closely as possible.
- 4.8. Other duties as in accordance with the constitution of the Association.

5. Members' Affairs Director

- 5.1. To build and maintain the member's register, and ensure all information contained therein is accurate and up to date.
- 5.2. Assist the Secretary with duties pertaining to the register, as well assist in the taking of minutes and preparation of communications.
- 5.3 Act as first point of contact for events (RSVP) and initiatives, unless delegated by Board to another individual.
- 5.4. Other duties as in accordance with the constitution of the Association.

6. Social Affairs Director

- 6.1. Plan and execute events in accordance with the direction of the Board of Directors calendar of proposed events; establish and lead a committee as needed to these ends.
- 6.2. Develop advertising and promotional material for distribution to external partners and prospective participants of the various events and initiatives of the Association.
- 6.3 In conjunction with the President, and Vice-President canvass potential sponsors of the activities and projects.
- 6.4. Other duties as in accordance with the constitution of the Association

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