

*THE CAMEROON GOODWILL
ASSOCIATION OF
MONTREAL*

CONSTITUTION

CHAPTER 1: GENERAL PROVISIONS

ARTICLE 1: NAME

It is hereby instituted, in the city of Montreal, Quebec, a socio-economic and cultural association called THE CAMEROON GOODWILL ASSOCIATION OF MONTREAL, herein after referred to as “The Association”.

ARTICLE 2: LANGUAGE

English is the official language of The Association. However, members who speak French can express themselves in French during deliberations.

ARTICLE 3: OBJECTIVE

The Cameroon Goodwill Association of Montreal is a non-profit association whose objectives are to:

- A. Foster solidarity among its members;
- B. Promote socio-economic and cultural values
- C. Provide assistance to its members in times of need.
- D. Facilitate integration of new members into Canadian society

ARTICLE 4: SEAT AND ADDRESS

The seat of The Association shall be on the island of Montreal with the physical address located at seating President’s address.

ARTICLE 5: REGISTRATION

The Association will be duly registered with the *Registraire des entreprises du Quebec* as required by law and obtain a Quebec Registration Number.

ARTICLE 6: MEMBERSHIP

6.1 Full membership

- A. Open to Cameroonians and their spouses residing in Montreal metropolitan.
- B. Other Cameroonians not residing within the jurisdiction stated above may also apply. In case of approval, the General Assembly shall define and attach conditions to their membership.
- C. Applicant must be at least 18 years of age.

6.3 Associate membership

Children of existing members between the ages of 16 and 18 shall be considered Associate Members upon application.

6.4 Out of town membership

Existing members who relocate out of Montreal could retain Goodwill membership as Out-of-town-members. The following conditions shall apply:

- Attend at least one monthly meeting session in a year.
- Contribute towards all financial obligations, including but not limited to, birth, death, marriage, and emergency fund.
- Exempted from contributions towards, entertainment and parties if not present.

6.5 Obligations of members

Members are obliged to:

- A. Abide by the provisions of the Constitution, bylaws and any other decision arrived at by the General Assembly.
- B. Fulfill all financial obligations.
- C. Renew their membership every January by an amount (renewal fee) defined by the bylaw.

- D. With the exception of out-of-town members, attend monthly meetings and pay monthly entertainment fee defined by the bylaw. In all cases of absence, the member shall ensure that his/her required monthly contribution reaches the treasurer.
- E. Be of good financial standing (except for loans, not owing any contribution for three consecutive months), otherwise The Association shall not honour any obligation towards such a member. For the purpose of reminder, The Association shall maintain a monthly list of all outstanding debtors, excluding loans. The list shall be read during monthly meetings and shall be published as a password protected document on the website.

6.6 Rights of members

- A. All registered member has the right to vote and to be voted.
- B. All registered member have the right to information of the day to day operations of The Association.

6.7. Suspension and Loss of membership

A. Suspension of membership

- Members who travel out of Montreal may choose to suspend their membership for a definite period after paying all outstanding debts. The following conditions shall apply
 - i. Shall complete and submit, to the G.A. through the President, a membership suspension form, stating the duration of the suspension and reason (if possible)
 - ii. Shall loss all membership rights and privileges during the suspension period
 - iii. Shall have no obligation towards The Association during the suspension period
 - iv. Shall reactivate their membership by completing and submitting to the G.A., for record purpose, a membership activation form.

- v. Failure to reactivate or apply for extension of suspension of membership (by completing a fresh suspension form), the member shall be considered as haven resigned.
- vi. There shall be no fees for suspension and/or reactivation of membership.

B. Loss of membership

This shall be by any of the following:

- i. Natural process (death)
- ii. Withdrawal (termination of membership)
- iii. Expulsion

B.1. Withdrawal

The following shall be applicable:

- i. Submit a letter to the General Assembly through the President
- ii. Shall not be in keeping of any document or funds (debts or loan) belonging to The Association.
- iii. May re-apply as a new member: all conditions for new membership application applies

B.2. Expulsion

B.2.1. A member shall be expelled from The Association for cases of:

- i. misappropriation of association funds,
- ii. misrepresentation of the association,
- iii. falsification of association documents
- iv. aggressive comportment (physical abuse) during any of the association's function

B.2.2. The decision for expulsion shall be voted by a simple majority of the G.A.

B.2.3. Upon expulsion, The Association shall use all legal means at her disposal to collect any outstanding debts, loans or documents.

B.2.4. Dismissed members shall not be eligible for re-admission within three years, after which they may re-apply as a new member: all conditions for new membership application apply.

CHAPTER 2: ORGANIZATION

GENERAL PROVISIONS

The operating structure of The Association comprises the following organs: The General Assembly, The Executive Bureau and Special Events committees.

ARTICLE 7: THE GENERAL ASSEMBLY.

The General Assembly is composed of all registered members of The Association. It is the supreme authority of The Association and it exerts the following powers and duties:

- examines, amends and adopts the constitution and bylaws of The Association
- ratifies resolutions adopted by the executive
- elects members of the executive
- ratifies appointees to committees and
- examines and approves reports and policy proposals.

Meetings

The Association shall have 3 categories of meetings; annual general meetings, quarterly meetings and ordinarily monthly meetings

- Annual General Meeting shall be held in December and dedicated to elections and presentation of annual reports.
- Quarterly meetings shall be held in January, April, July and October. It shall be dedicated to events such as admission of new members, born house, marriages etc and the presentation of quarterly reports
- Ordinarily monthly meetings shall be held in months when there is no quarterly meeting or annual general meeting. It shall be reserved for issues involving the day-to-day running of the Association.

ARTICLE 8: THE EXECUTIVE

The Executive Bureau is made up of the President, the Vice president, the Secretary General, the Treasurer, the Financial Secretary, the Public Relations Officer, chief wip and two (2) Social Secretaries (male and female).

1. The President

Unless otherwise stated by the General Assembly of The Association, The president

- A. Oversees the general management of the affairs of The Association.
- B. Presides over all meetings and special occasions or ceremonies.
- C. Represents The Association at third party functions.
- D. Signs all official documents of The Association.

2. The Vice President

Unless otherwise stated by the General Assembly of The Association,

- A. Assists the president in executing his functions.
- B. Assumes the functions of the president in his absence.

3. The Secretary General

Unless otherwise stated by the General Assembly of The Association,

- A. Takes down the minutes of every meeting and is required to read them in the next meeting.
- B. Shall make available (electronically) the minutes of the previous meeting at least a week before the next meeting.
- C. Is the custodian of The Association's archives and shall keep same.
- D. Is responsible for all official communications to members regarding meetings and The Association's events.

4. The Treasurer

Unless otherwise stated by the General Assembly of The Association,

- A. Is the custodian of The Association's finances and financial documents.
- B. Collects, deposits into the account, and makes disbursements as need be.
- C. Provides all financial transaction records and bank statements to the Financial Secretary on a monthly basis.

5. The Financial Secretary

Unless otherwise stated by the General Assembly of The Association,

- A. Shall keep records of all financial transactions of The Association.
- B. Shall provide quarterly financial report to the General Assembly.

6. The Public Relations Officer

Unless otherwise stated by the General Assembly of The Association,

- A. Shall be the liaison officer between The Association and the external world.
- B. Should be well versed with The Association's activities.
- C. Shall speak to the media on behalf of The Association and briefs the executive.
- D. Shall be the coordinator of the website.

7. The Social Secretaries

Unless otherwise stated by the General Assembly of The Association,

- A. Shall be male and female of equal ranking.
- B. Responsible for the organisation of activities and ensuring the success of such.
- C. Maintain discipline during meetings and other activities.
- D. Establish attendance list and late comings, and report to the Financial Secretary.

ARTICLE 9: SPECIAL EVENT COMMITTEES

- A. These are members chosen, by the General Assembly or by the President adopted by the General Assembly, to work on a particular project for The Association.
- A. Their report shall be presented and submitted to the General Assembly directly for adoption.
- B. Their mandate and scope shall be defined by the General Assembly.

ARTICLE 10: TERM OF OFFICE

- A. The term of office for the executive members shall be one (1) year.
- B. Elections shall be held in December of every year.
- C. No member shall hold the same post for more than two (2) consecutive years.

ARTICLE 11: ELECTIONS

An elected electoral committee shall be set up to oversee any election.

- A. Members of the electoral committee shall not be candidate for any position, and cannot make any nomination.
- B. All candidates shall be nominated or self-nominated. In case there is no candidate for a position, the electoral committee shall proposal candidates.
- C. Voting shall be by secret ballot.
- D. The electoral committee shall be elected during the October meeting
- E. All nominations or self-nominations shall be made known by the close of November meeting.
- F. The electoral procedure shall be read out by the committee and adopted by the G.A.

ARTICLE 12: RESIGNATION OR TERMINATION OF OFFICERS

- A. An officer may resign at anytime by submitting a resignation letter to the President or the Secretary of The Association.
- B. An officer may be expelled from his post at anytime with justification by a resolution of the General Assembly.
- C. Upon resignation or expulsion from his/her duty, the officer shall be audited to ensure proper transition.

ARTICLE 13: INTERNAL OPERATING PROCEDURES

- A. Internal operating procedures shall be defined by the bylaws.

ARTICLE 14: AMENDMENTS

Amendments of the constitution shall be done once every two years if need arises.