

Constitution of Ottawa Tamil Association

1. NAME

The name of the association shall be Ottawa Tamil Association (herein called the 'OTA')
Registered under Canada Not-for-profit Act (NFP Act) : Corporation Number : 936728-4
Date of Incorporation: July 14, 2015

2. OBJECTIVES

To contribute to the Canadian Value, the association shall:

- Engage community promotions, meetings, events, and fundraising for the betterment of the community.
- Advocate for justice, human rights and peace.
- Engage with other organizations to promote human rights and justice for Tamils around the world.
- Engage and encourage Ottawa Tamil community involvement in the process of all (three) levels of government.
- Foster and promote harmony and a better understanding and appreciation of democratic process in governance and setting of Canadian life

3. TRADEMARKS

a. Logo



b. Banner



ஓட்டா வா தமிழ் ஒன்றியம்
OTTAWA TAMIL ASSOCIATION
L'ASSOCIATION TAMOUL D'OTTAWA
www.ottawatamilassociation.ca | info@ottawatamilassociation.ca



c. Web domain

www.ottawatamilassociation.ca

d. Event page

<https://www.facebook.com/ottawatamilassociation>

4. MEMBERSHIP

The OTA is authorized to establish one class of members. Each member shall be entitled to receive notice of, attend and vote at all meetings of the members of the OTA.

Memberships can be further restricted to satisfy all of the following:

1. Past or current resident of Ottawa or Greater Ottawa area
2. Involved in or interest in Canadian Tamil Community who support the objectives
3. Over the age of Eighteen
4. Shall have completed and signed a membership application and paid fees, if any, as may from time to time be approved.

Membership fees shall be increased only with approval of 75% of members. Joining fee can be charged for new members with AGM approval.

In any case, more than 5 members can request an audit or review of an organization action. The request shall be included in AGM or SGM agenda.

5. THE EXECUTIVE (BOD – Board of Directors)

a. the Officers:

President, Vice President, Secretary, Treasurer

b. the Directors

From 3 to 11 directors elected by the members in AGM every two years.

c. The following provisions shall apply:

- i. All the officers and directors of the association shall be elected at the AGM.
- ii. In the event of the resignation of an elected officer, or if any elected officer is absent from three consecutive BOD (board of directors) meeting, their position shall automatically be declared vacant.
- iii. For any vacancy occurring in any office, the BOD may elect a replacement from the membership with BOD's two-third (2/3) approval.

6. DUTIES OF BOD

- a. Provide account and activity details to members.
- b. Hold at least one public meeting in a year to report OTA activities to public
- c. Publish OTA Account summary (bank balance, revenue, expense) at least once a year via OTA official website.
- d. Coordinate and get support for driving teams
- e. Facilitate activity planning and approval among members

7. DRIVING TEAM (SUB COMMITTEE)

- a. Two or more members can propose an activity or task and the implementation plan to all the members via email and get feedback and support.
- b. At least 24 hours' time shall be given to receive feedback.
- c. If no objections, the task or activity can be implemented by the driving team who are responsible for the activity until it is completed.
- d. If there are any objections or concerns, BOD will assist to find a resolution and BOD approval is needed for the task plan.

8. MEETINGS OF THE BOD

BOD meeting shall be held whenever there is a request from one of the BOD. The quorum for a meeting of the BOD shall be fifty percent. Meeting notice shall be given to all BOD electronically at least 3 days in advance. BOD decisions can be made electronically.

9. ANNUAL GENERAL MEETING (AGM)

1. OTA shall hold an AGM each calendar year within 6 months of end of fiscal year.
2. Quorum for AGM shall be 25% of total members or 20, whichever is the less.
3. To vote or nominate, members shall have held the membership for at least 60 days.
4. Members can send a proxy, however the proxy's name and signed proxy form by the member should be sent to BOD at least 3 days prior to the AGM. One person can be a proxy for a maximum 2 members' including him/herself.
5. Agenda shall include
 - a. Approval of minutes of previous AGM
 - b. Report from President
 - c. Detailed account from Treasurer
 - d. Summary of past year activity from Secretary
 - e. Any amendment to constitution or approved documents.
 - f. Approval of account auditor for next year
6. At least 15 days' notice shall be given for AGM
7. Any constitution changes shall be made only at AGM with 2/3 majority of attended members.

10. FISCAL YEAR AND ACCOUNT

OTA Fiscal year ends on March 31 and starts on April 1.

Accounts shall be presented to members at every AGM, or at the request of a minimum of a 3 members.

Bank account shall be maintained with TD branch # 3282, Account #5235280, and at least 2 signing authorities needed for transactions.

Account can be audited annually by a member outside of the BOD.

11. EXTERNAL COMMUNICATION

Any material to be shared externally, outside of the members, shall first be circulated within members for review and feedback, for which 24 hours shall be provided, except in any urgent cases.

If there any concerns about the materials for the external communication, the BOD shall find a resolution and approve the release of such materials.

12. ADDITIONAL REQUIREMENTS

In addition to the above, OTA shall satisfy the obligations of Canada's Not-for-profit Corporations Act (NEP Act) and shall keep an electronic or hard copy minute book for audits.