

Constitution of Ottawa Tamil Association

1. NAME

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

2. OBJECTIVES

To contribute to the Canadian Values, the association shall:

- Engage community promotions, meetings, events, and fundraising for the betterment of the community.
- Foster and promote Tamil Heritage Month and Tamil Genocide Education Week.
- 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 the Ottawa Tamil community's involvement in the process of all three levels of government.
- Foster and promote harmony and a better understanding and appreciation of the democratic process in governance and Canadian life

3. TRADEMARKS

a. Logo



b. Banner



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



c. Web domain

www.ottawatamilassociation.ca

d. Social Media:

- i. Facebook: <https://www.facebook.com/ottawatamilassociation>,
- ii. X: https://x.com/ottawa_tamil
- iii. YouTube: <https://www.youtube.com/@ottawatamil>
- iv. Instagram: <https://www.instagram.com/ottawatamilassociation>
- v. Linktree: <https://linktr.ee/ottawatamil>

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 the Greater Ottawa area
- 2. Involved in or interested in the Canadian Tamil Community and who support the objectives of the OTA
- 3. Over the age of eighteen (18)
- 4. Have completed and signed a membership application and paid fees as approved from time to time.

4.1 Membership fees shall be increased only with the approval of 75% of members. A joining fee can be charged for new members with approval at the AGM.

4.2 Sustaining Supporters:

Sustaining Supporters are members who have contributed to the OTA for over ten (10) years in a net positive way. They may be invited to participate in the Nominating Committee, but shall have no additional voting rights beyond those of regular members.

4.3 In any case, more than five (5) members can request an audit or review of any organizational action. The request shall be included in the agenda of the AGM or a Special General Meeting (SGM).

4.4 Members with longer than 5 years of membership can add their eligible family members without a fee.

5. THE EXECUTIVE (BOD – Board of Directors)

- a. The Officers shall consist of: President, Vice President, Secretary, Joint Secretary, Treasurer, Joint Treasurer
- b. The Directors shall number from three (3) to eleven (11) and shall be elected by the

members at the AGM every two years.

5.1 Nominating Committee and Vetting Process:

- a. The Board shall appoint a Nominating Committee at least ninety (90) days before the AGM at which directors are to be elected. The Nominating Committee shall include Sustaining Supporters.
- b. The Nominating Committee shall:
 - i. Solicit nominations from members;
 - ii. Vet all nominees to ensure they meet eligibility requirements under this Constitution and the NFP Act (including being at least 18 years of age, not bankrupt, and not declared incapable);
 - iii. Assess candidates based on objective criteria such as relevant skills, experience, commitment to OTA objectives, past contributions, and absence of conflicts of interest;
 - iv. Present a recommended slate of qualified candidates to the membership at least twenty-one (21) days before the AGM.
- c. Any member in good standing may also nominate additional candidates by submitting a written nomination (signed by the nominee and at least two other member) to the Secretary at least fourteen (14) days before the AGM, or from the floor at the AGM itself, provided the nominee consents and meets eligibility requirements.
- d. All candidates (recommended or additional) shall be presented to the members for election at the AGM. Directors shall be elected by ordinary resolution (majority vote) of the members present or represented by proxy.
- e. The following provisions shall apply:
 - i. All 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 meetings, 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 the approval of two-thirds (2/3) of the BOD.

6. DUTIES OF BOD

The Board of Directors shall:

- a. Provide account and activity details to members.
- b. Hold at least one public meeting in a year to report OTA activities to the public
- c. Publish OTA Account summary (bank balance, revenue, expense) at least once a year via the 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 may propose an activity or task, along with an implementation plan, to all members via email and seek feedback and support.
 - b. At least twenty-four (24) hours shall be given to receive feedback.
 - c. If no objections are received, the driving team may implement the task or activity and shall remain responsible for it until completion.
 - d. If objections or concerns arise, the BOD shall assist in finding a resolution, and BOD approval shall be required for the task plan.
8. MEETINGS OF THE BOD
- BOD meetings shall be held whenever requested by any BOD member. The quorum for a BOD meeting shall be fifty percent (50%). Meeting notice shall be given electronically to all BOD members at least three (3) days in advance. BOD decisions may be made electronically.
9. ANNUAL GENERAL MEETING (AGM)
- 1. The OTA shall hold an AGM each calendar year within six (6) months of the end of the fiscal year.
 - 2. Quorum for the AGM shall be 25% of total members or twenty (20) members, whichever is less.
 - 3. To vote or nominate, members must have held membership for at least sixty (60) days prior to the meeting.
 - 4. Members may appoint a proxy; the proxy's name and a signed proxy form must be sent to the BOD at least three (3) days prior to the AGM. One person may serve as proxy for a maximum of two members (including themselves).
 - 5. The agenda shall include:
 - a. Approval of minutes of the previous AGM
 - b. Report from the President
 - c. Detailed financial account from the Treasurer
 - d. Summary of the past year's activities from the Secretary
 - e. Any proposed amendments to the Constitution or other approved documents
 - f. Approval of an account auditor for the next year.
 - 6. At least fifteen (15) days' notice shall be given for the AGM
 - 7. Any changes to the constitution shall be made only at the AGM with the approval of two-thirds (2/3) majority of the attended members

10. FISCAL YEAR AND ACCOUNT

The 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 three (3) members.

The bank account shall be maintained with a Canadian financial institution as determined by the Board, with at least two (2) signing authorities required for any transactions.

Accounts may be audited annually by a member who is not part of the BOD.

11. EXTERNAL COMMUNICATION

Any material to be shared externally (outside of members) shall first be circulated to members for review and feedback, with at least twenty-four (24) hours provided, except in urgent cases.

If concerns arise regarding the material, the BOD shall resolve them and approve the release.

12. ADDITIONAL REQUIREMENTS

In addition to the above, the OTA shall comply with all obligations under the Canada Not-for-profit Corporations Act (NFP Act) and shall maintain an electronic or hard-copy minute book for audits and compliance purposes.