

BYLAWS

BAGLUNG SEWA SAMAJ CANADA 2011

Article 1: Name

The name of the organization shall be “Baglung Sewa Samaj, Canada”.

Amendment from second AGM – 2016, 3rd Amendment in 2018, Amendment from 9th AGM - 2021

The name of the organization shall be “Baglung Community Services, Canada” in English.

Article 2: Objectives

The objectives of the organizations are as follows:

- a) To establish mutual relation among the people who originally are from Baglung and/or who have attachments to Baglung and to strengthen it.
- b) To be a not-for-profit organization.
- c) To coordinate with existing Nepalese community organizations, and Government and non-governmental organization in Canada to preserve our culture, language and to enhance social, economic and educational promotion.
- d) To provide financial assistance to them who are in need due to natural calamities by raising funds from the members in different places including Baglung district.
- e) To do all things necessary to the attainment of the above objectives.

Article 3: Organizational Structure

The governing bodies of the organizations shall consist of the following

- a) Annual General members Assembly
- b) Executive committee
- c) Advisory Board

Article 4: Membership

- a) An individual of age of 18 (eighteen) shall be eligible to obtain the membership of the organization.
- b) In addition, membership can be awarded to those interested individuals regardless their origin and attachment.
- c) Each membership shall hold the validity until the next General Members’ Meeting and election is called if the membership is general membership.
- d) Life Membership holds the validity for life time.
- e) Membership shall be obligated to abide by the bylaws.

f) Membership types:

Generally, two types of memberships shall be awarded based on the membership fee.

- a) Individual membership fee will be \$20.
- b) Family membership fee will be \$35. This type includes the spouse (husband and wife).

Amendment: The AGM amended the membership fees as given and added a life membership category.

- c) Individual membership fee shall be \$15 and family membership shall be \$25.
- d) Life membership fee shall be \$100.

Article 5: General Members Meeting

- a) Frequency: the general members' meeting shall be held once in every year.
- b) General Members' Meeting shall conduct the election for the new executive committee every second year.
- c) Attendance: stated in article 5.b above, 2/3 of the members shall attend the meeting.
- d) The majority of the general members may ask the executive committee for the General Members' Meeting any time.

Article 6: Executive Committee

The executive committee shall be elected from the Members of General Meeting that holds on every two year.

Third Amendment - 2018

The board of directors meeting prepared and presented a motion to amend existing bylaws on 8th AGM. The motion pertained to introduce a member of Immediate past president in the executive committee as a board of directors.

- a) The executive committee of the organization shall consist of not more than 21 (twenty-one) members as given:
 - 1) President
 - 2) Vice-president
 - 3) Immediate Past President
 - 4) Secretary
 - 5) Program coordinator
 - 6) Joint secretary
 - 7) Treasure
 - 8) Members (up to 19 persons)
 - 9) All the members in Executive Committee shall be elected from the General Members' Meeting and shall continue office for two years or until successor has been elected and installed, however, **that no term of office be longer than three years** and ad-hoc committee will be formed from the general members.
 - 10) Eligibility to be members in the board of Directors – anyone interested to be elected for the member of the board of directors/executive board member he/she must be the member of the organization.

- 11) All the members in the board of directors MUST be life member.
- 12) Where a position of executive committee member is vacant, the executive committee shall fulfil the position from the members.
- 13) Meetings: The Executive Committee shall meet at a minimum, once in four months or earlier if the committee deems necessary.
- 14) The majority of the members of the committee shall constitute quorum.
- 15) Duties of Executive Committee
 - i) The executive committee shall be the governing body of the organization.
 - ii) The executive committee shall take actions and render decision to regulate the office.
- 16) Any three of: the president, the treasure, and one other member of the executive committee designated by resolution shall be the signing officers for the organization.
- 17) The executive committee shall form the regulations as per necessity.
- 18) The executive committee shall approve resignation from members of board and shall appoint a new member in the committee.
- 19) As provided in article 6.e above, if the majority of the members appeal for the general membership meeting, the executive committee shall call the general membership meeting.

7. Roles and responsibilities of Executive Officers (Amendment in 5th General Assembly in 2021)

7.1 President: The president shall be the Chief Executive Officer of Baglung Sewa Samaj Canada and shall be responsible for implementing decision and policies of the organization.

- A. The president shall chair the meetings
- B. The president shall provide an active leadership and representation
- C. The president may grant the role and responsibility of the office to the executive officer in respective order
- D. The president shall nominate a representative from the board members in his/her absence to represent organization when required.
- E. The president may explore the financial as well as other resources to strengthen organization
- F. The president shall work to maintain mutual relation with other organizations

7.2 Vice -Presidents

- A. The Vice-Presidents shall perform the duties and responsibilities assigned by the AGM
- B. The VPs shall fulfil the duties and responsibilities as delegated by the president
- C. VP shall lead and represent the organization in the absence of the president
- D. VP (maximum 3) shall be elected representing women, and regions

7.3 General Secretary

- A. General Secretary shall the chief administrative officer of the organization and shall be responsible for day-to-day administrative activities
- B. The General Secretary shall conduct the meetings
- C. The General Secretary shall invite the members for the meetings and programs

- D. The General Secretary shall keep and maintain all the internal and external communications and correspondence
- E. The General Secretary shall disseminate the information to the meeting
- F. The general secretary shall keep minute, records, letter head, password of electronic record and data as well as other properties that belong to BSSC in his/her custody
- G. The GS shall maintain and update the BSSC website and social media on a regular basis and respond the queries in a consultation with President
- H. The GS shall perform the duties and responsibilities as assigned by the AGM

6.3) Role of Secretary:

- A. The secretary shall fulfill the responsibilities as delegated by the General Secretary
- B. The secretary shall provide the leadership in the absence of General Secretary as an acting GS
- C. The secretary shall perform other duties and responsibilities as assigned by the board of directors

6.4) Role of Treasurer:

- A. The treasurer shall:
 - lead the organization for financial discipline and transparency
 - have the custody of the funds
 - keep the account of all assets, liabilities, receipts and disbursement
 - collect payment and maintain bank account
 - prepare the detail of annual budget to present in the AGM
 - submit the income and expenditure detail in Board meeting
 - carry out the responsibilities and duties as assigned by the AGM

6.5) Role of Program Coordinator:

- A. The Program Coordinator shall:
 - Lead to organize organization's cultural and sports events
 - Prepare the details of logistics to organize the program
 - Carry out the responsibilities and duties assigned by the AGM and the meeting of the board of directors

6.6) Role of youth coordinator:

- A. The Youth Coordinator shall
 - lead the youth wings of the organization
 - develop program that suites the physical and mental health of the youths
 - coordinate with president and general secretary to launch the program

6.7) Role of women coordinator:

The Women coordinator shall be the VP and shall:

- lead the women wing of the organization
- provide organization leadership as delegated by the president
- lead all the programs and activities related to women and coordinate other women leaders of other organization

- develop and design program for women and children to help them develop physical and mental well being

6.8) Role of advisors:

The advisors shall

- Provide guidance to the board of directors
- Attend the meeting of Board of directors when invited

6.9) Role of General Members

- Elect the board of directors
- Approve or disprove the motion(s) presented in General Assembly by the Board to change the objective, structure and other business if not favorable for organization's goodwill.

Amendment motion for fifth AGM

- a) The qualification to be a candidate of president of the organization shall be considered if only the candidate has served at least two years as an Executive Member of the organization.

Article 7: Advisory Board

- a) Executive committee shall appoint advisory board member as per necessity

Article 8: Amendment of bylaws

- a) The general members meeting shall amend the bylaws if executive committee proposes and presents in the meeting.
- b) To amend bylaws, two third of the members shall favor the amendment.

Article 9: Financial Management

- a) Account holders: the president, treasurer or secretary of the organization shall authorize all banking transactions.
- b) Treasurer of the organization shall be authorized to keep all financial records and to report in the annual meeting.
- c) The fund of the organization shall not be in use unless it is decided by the majority of the executive committee members for the purpose.
- d) Report of the income and expenditure shall be reported mandatorily at the general meeting of the members by treasure.
- e) Types of fund: the organization shall have two types of fund.
 - i) Regular fund: it denotes the fund collected from memberships and other fund-raising activities.
 - ii) Emergency fund: it denotes the fund collected as donation from members and other sources like fund raising programs.
 - iii) Fund mobilization of (e.i) shall be for the operation of regular activities of the organization.

- iv) The mobilization of fund as stated in article (e.ii) shall be done by the authorities as designated by organization which shall be reported in the meeting mandatorily.

Article 9: Stamps and Miscellaneous

- a) The official stamp of the organization shall be in round shape bearing the map of Baglung district along with the emblems of both Nepal and Canada.
- b) Baglung Sewa Samaj shall organize cultural programs and other events to integrate people from Nepal and strengthen relation in Diaspora situation.
- c) Letter Head

Presented in AGM and approved by the members meeting.



¹ This by-law was amended by the AGM held on September 6, 2021.