

# SYRIAN ASSEMBLY OF MANITOBA

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## SAM Bylaws

First adopted in July/12/2012 and amended in April/27/2016

### PREAMBLE

We, Syrian Canadians, residing in the province of Manitoba, recognizing the need for organizing the great potential of our community and desiring to enhance our role in the development of a better and more engaged Syrian Canadian community, do hereby promulgate the following bylaws:

## ARTICLE I - NAME, PLACE OF REGISTRATION AND OBJECTIVES

### **Section 1.** Name:

Syrian Assembly of Manitoba (SAM).

### **Section 2.** Place of registration:

Winnipeg, Manitoba, Canada.

SAM is a Manitoban organization serving all Syrian Canadians living in the Province of Manitoba. The head office of the organization shall be in Winnipeg, Manitoba. The organization shall be incorporated provincially and function as a not-for-profit organization under the Manitoba Corporations Act.

### **Section 3.** Purpose:

SAM is a non-profit, non-political and non-religious organization. SAM is dedicated to empowering the Syrian Canadian community in Manitoba through celebration and promotion of cultural heritage and shared Canadian and Syrian values of freedom and human rights, with the following objectives:

- a) To strengthen the ties between the Syrian Canadian community members in Manitoba.
- b) To assist Syrian newcomers settle in the Province of Manitoba and adapt to their new environments and realities.
- c) To promote the Syrian culture and traditions among the Syrian Canadian community members.
- d) To mobilize Syrian Canadians to strengthen civil society and advocate for freedom and democracy.
- e) To promote friendly relations between the Syrian and Canadian people.
- f) To assert the fact that all citizens are equal regardless of their ethnicity, religion, color, language or belief.

- g) In all its activities and practices, SAM strictly observes Canadian rules and regulations.

#### **Section 4. Definitions:**

- a) **Assembly/Organization:** Syrian Assembly of Manitoba (SAM).
- b) **BD:** The Board of Directors consists of good standing members residing in the city of Winnipeg. There must be at least 5 members and at most 15.
- c) **Chair:** The Chairperson is a member of the Board of Directors to which the BD reports.
- d) **Department:** SAM projects will rely on specialized support departments for Finance, Promotion and Operations.
- e) **Projects:** All of SAM's projects must belong to one of the following 3 categories: Cultural, Internal and Humanitarian. Each project is managed by a committee that draws support from SAM Departments.
- f) **CM:** A Committee manager is the head of one project.
- g) **CC:** The Central Committee consists of CMs and at least 2 members.

#### **Section 5. Anniversary:**

SAM Anniversary is July 12.

## ARTICLE II - MEMBERSHIP CATEGORIES, RULES AND REGULATIONS

### **Section 1. Membership categories:**

#### **A. Full Membership:**

Full Membership requires paying membership fees.

Individuals, who submit their membership application, subscribe to SAM Bylaws and bear a Syrian citizenship or be a descendant of any Syrian lineage, including Arab, Kurd and all other Syrian ethnicities, through the father or the mother can be granted a Full Membership by the CC and given one of two designations:

##### **1. Regular Member.**

A Regular Member has the right to vote on all proposals submitted to the membership at large, the right to attend all meetings of the assembly and the right to vote for BD elections.

The default Full Membership designation is Regular Member.

##### **2. Active Member.**

An Active Member enjoys all the rights and privileges of Regular Member, but in addition is eligible to hold any office, if elected, and receive any honor bestowed by the assembly.

##### **a) Active Member Criteria:**

1. Must not be affiliated with any other organization of similar nature in Manitoba.
2. Must sign a commitment agreement with the BD to volunteer for 2 hours weekly at the minimum for SAM activities.
3. Must be responsible and punctual.
4. Must be serving on at least one SAM committee, project or department.
5. If any of the above conditions holds no more, the active member must be demoted to regular.

**b) Honorary Membership:**

Individuals who are chosen by the BD can be invited to become Honorary Members. The Honorary Member shall have all the privileges of the Regular Member including the right to attend and participate in all meetings of the assembly, but excluding the right to vote.

**B. Associate Membership:**

The associate member is entitled to all the privileges of full membership with exception to voting and it is open for:

1. Any resident of Manitoba who meets the requirements of full membership but is not interested in becoming a full Member, Or
2. Any resident of Manitoba who is in agreement with the aim and objectives of SAM.

**Section 2. Rules and regulations:****A. Membership Acceptance:**

Membership in the organization shall be accomplished by filling the appropriate application form, agreeing with SAM Bylaws, paying the annual dues (except for Honor members) and upon receiving approval by the CC.

**B. Membership Requirements:**

SAM membership may be granted to any applicant who fulfils the following requirements:

1. At least 18-year old.
2. Able to provide proof of Syrian lineage through kinship or marriage.
3. A resident of Manitoba.
4. Abide by all SAM Bylaws.

**C. SAM Bylaws for Members:**

All members are entitled to receive a copy of SAM Bylaws upon membership approval.

#### D. Membership Termination:

SAM membership shall be terminated as a result of death of the member or one the following:

- i. **Nonpayment of Dues.** SAM membership shall be subject to termination in the event that the assembly member's dues become six (6) months in arrears or three months after warning notification.
- ii. **Resignations.** Any member of the assembly may tender resignation of SAM membership. Separation from SAM membership will be effective upon written receipt of notification of resignation. Membership fees are non refundable.
- iii. **Termination of Residency.** Any member of the assembly shall have their SAM membership automatically revoked if they terminate their Manitoba residency.
- iv. **Removal.** The BD reserves the right to remove any member for any of the following reasons:
  1. Nonpayment of dues as per subsection 2(D) (1) above.
  2. Conducting him/herself in a manner inconsistent with the mission, vision objectives or the code of conducts of the assembly. A violation shall be given in writing.
  3. Actively working to undermine the assembly, its members or a cause of SAM.

#### E. Reinstatement of Membership:

Former members of the assembly may be reinstated by:

- i. Payment of dues, if non-membership was due to nonpayment of dues;
- ii. Petition for reinstatement, if non-membership is due to resignation;
- iii. Petition for reinstatement, if non-membership is due to removal, one year after removal. Such petition shall be considered, and reinstatement shall be at the discretion of the BD.

**F. Promotion and Demotion:**

Any member can be promoted to Active Member or demoted to Regular Member by a CC decision based on Active Member Criteria as per Section 1 of Article II.

**G. Responsibilities of Members:**

Each member of the assembly is responsible:

1. To take part in the direction of the assembly according to the provisions of this bylaw,
2. To provide resources and/or support to the assembly and its activities, on a voluntary basis,
3. When called upon, to carry out its duties and contributions as prescribed in the activity plans of the CC and to inform its members of these activities,
4. To monitor to ensure that the assembly is administered according to the aims and procedures set out in this bylaw,
5. To pay the membership dues set by the Operation Department,
6. To inform the BD about matters that may come up in their area concerning SAM's functions, goals and objectives.
7. Unless authorized in writing, not to make written or oral representations in the name of the assembly,
8. In their relations with other members, to act with goodwill and with a sense of togetherness and contribute to the maintenance of these principles amongst all members.

**H. Rights of Members:**

Each Active and Regular Member of the Assembly has the right to take part in the SAM General Meetings, to vote, to nominate and to be elected (except for Regular Members).

## ARTICLE III - BUDGET, DUES AND DONATIONS

### **Section 1. Minimum Dues:**

- a. The Full Membership fee shall be fifteen dollars (\$15.00) to be paid every quarter.
- b. The Full Membership fee for students and unemployed shall be ten dollars (\$10.00) to be paid every quarter.
- c. The Honorary Members shall pay no dues.

### **Section 2. Donations:**

The assembly may accept donations and contributions, and engage in fundraising activities subject to the requirements of all relevant laws and regulations. All such funds shall be used solely for the purposes of the organization as enumerated in its founding documents and these Bylaws, in accordance with relevant laws. No individual member or Department may contract any financial or other obligation in the name of the organization unless expressly so authorized in writing by the CC.

### **Section 3. Operating funds:**

The general revolving funds of the assembly shall consist of fees, dues, contributions, donations and other amounts which may have been received or collected under the foregoing sections, except as expressly authorized in other articles and sections of these bylaws.

The Finance Department shall provide a detailed expense report to the members on a yearly basis.

### **Section 4. Reserve fund:**

- a. A General reserve fund shall be established for the assembly and deposited in a bank. The purpose of this reserve fund shall be to provide funding for the assembly's administrative expenses. The CC shall have the discretion to invest such monies by a majority vote.



- b. The capital itself may be increased but not diminished, unless to be used for a major purpose or emergency as requested by the majority of CC Members.
- c. At the end of each fiscal year, ten percent (10%) of the remaining funds from general revolving funds shall be deposited in the reserve fund.

**Section 5.      Financial disbursements:**

All financial disbursements and financial activities should be signed by the Chair and the Head of the Finance Department.

**Section 6.      Financial compensation:**

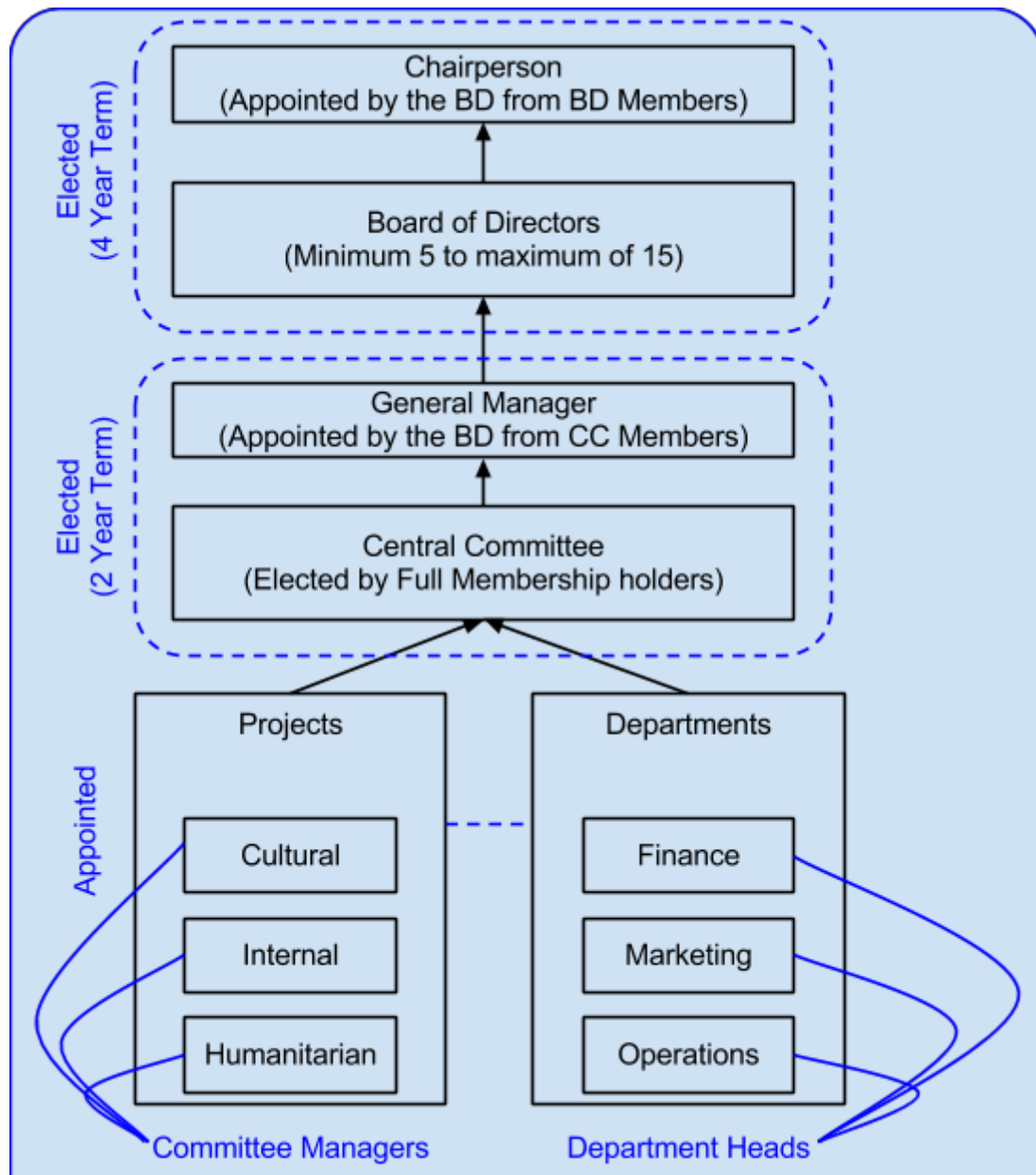
No part of the earnings of the organization shall be distributed to its members or other private persons except for paying reasonable compensation for services rendered or expenses paid.

The Organization is a non-profit organization and shall be carried on without pecuniary gain to its members and officers. Any profits or accretions to the Organization shall be used solely for promoting its objectives. Directors and Officers of the Organization shall not receive remuneration for their services. The Organization may acquire, hold and dispose of real property to carry out its objectives. The title to such property shall be held by the Organization.

### ARTICLE IV – STRUCTURE, ELECTIONS AND TENURE

**Section 1. Structure:**

SAM organizational structure will be established in the following manner:



**Section 2. Elections and Appointments:**

- a. The BD is elected once every four years. The first duty of a newly elected BD is to elect its Chairperson.
- b. An Active Member may be considered for a position on the BD only if they satisfy all of the following conditions:
  1. Has been living and working in Canada for at least 2 years.
  2. Is at least 25 year old.
  3. Does not have any direct family member on the BD.
  4. Does not have more than 1 extended family member on the BD.
  5. Has proven experience in NPO leadership and volunteer work.
  6. Is a current member of at least in at least 1 other NPO.
  7. Has proven English language proficiency.
  8. Is able and does commit to attending SAM meeting and carry out all responsibilities assigned to them by the BD.
- c. At least 20% of the BD members must be female.
- d. The CC is elected once every two years. The BD appoints a CC Member to be the General Manager.
- e. All Committee Members and Department Heads are appointed by the CC.
- f. When a vacancy arises in the BD due to resignation, inability to perform duties, missing 3 consecutive meetings without a valid excuse that is accepted by the BD, death or removal, the BD must inform the membership within 48 hours and call for new elections to find a replacement within 90 days.
- g. When a vacancy arises in the CC due to resignation, inability to perform duties, missing 3 consecutive meetings without a valid excuse that is accepted by the BD, death or removal, the BD must appoint a replacement from the active membership within 30 days.

- h. 75% of the membership is required for a non-confidence vote to revoke the BD and call for new elections.
- i. All members of the SAM First Taskforce will automatically be considered Active Members at the first General Body Meeting.

**Section 3. Tenure:**

- a. The CC members and all Committee Managers shall each have 2-year tenure. A Committee Member may not serve for more than two consecutive terms in the same position.
- b. A member of BD shall have 4-year tenure. The Chairperson may not serve for more than two consecutive terms in the same position. BD members may serve more than one consecutive term on the Board, but no more than three terms total.
- c. The tenure starts on the day the member is elected and ends on the last day of the tenure.
- d. Members are not restricted from holding more than one position.