

BY-LAWS OF THE
YORUBA CULTURAL ASSOCIATION
OF EDMONTON



17253 8A Avenue SW Edmonton,
Alberta, T6W 0M7

Telephone: (587) 337-4567
(587) 783-7335

Website: <https://www.yorubasofedmonton.com>

Email: president@yorubasofedmonton.com

FB: [https://www.facebook.com/Yoruba-
Cultural-Association-of-Edmonton-158393294774904/](https://www.facebook.com/Yoruba-Cultural-Association-of-Edmonton-158393294774904/)

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Adopted by YCAE
General House on
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RESOLUTION 2022/12/03|001

THE SPECIAL RESOLUTION FOR THE ADOPTION OF THE YORUBA CULTURAL ASSOCIATION OF EDMONTON (YCAE) BY-LAW 2022

WHEREAS: The Executive Members of the Association, having set up a committee to review this By-Law, consistent with the Societies Act of the Province of Alberta and other relevant legislations and By-Laws.

WHEREAS: The By-Law Review Committee having completed its tasks, and upon the consideration of all inputs by members of the Association, submitted the proposed By-Law to the Executive Members;

WHEREAS: The Executive Members having reviewed the proposed By-Laws and accepted it for presentation to the General House of the Yoruba Cultural Association of Edmonton;

WHEREAS: The General House having been duly convened with a quorum of Members in Good Standing present, adopted the proposed By-Law by a unanimous vote;

AND WHEREAS: The Special Resolution of the General House in adopting the By-Law reads as follows:

“That the proposed By-Law presented by the Executive Members of the Yoruba Cultural Association of Edmonton (YCAE), be adopted as presented.”

*Motion Moved by:
and seconded by:*

MOTION WAS PASSED UNANIMOUSLY

NOW THEREFORE:

Be it resolved that the Yoruba Cultural Association of Edmonton (YCAE) By-Law 2018, reviewed and revised in December 2022, having satisfied all the requirements of the Founding Documents of YCAE By-Law at the time of its adoption, is hereby adopted for use by the Association.

Signed:

.....
Thomas O. Bankole (Mr.)
President and Executive Member

.....
Olawumi Awujoola (Mrs.)
Secretary and Executive Member

Attachments: The Roll Call of Members in attendance is attached as Schedule “F”

BYLAWS OF YORUBA CULTURAL ASSOCIATION OF EDMONTON, (YCAE)

A. PREAMBLE

We the members of the Yoruba Cultural Association of Edmonton have firmly resolved that the Association is a Non-Profit organization incorporated in Alberta. The purpose of which is to unify, support members in Greater Edmonton Area and to promote the Yoruba heritage.

The Association firmly believes that the Yorubas in Greater Edmonton Area, their families and relatives in various capacities are able and willing to make positive contributions in the economic, social, technological and democratic development and viability of our Canadian communities.

The founding members of the Association believe in a diversity of strategies and organizations to maximize community participation and development here in Canada.

As an organization, YCAE dedicates itself to encouraging co-operation among Yoruba people and other peoples in any areas of their endeavor and as such, supports and will work with umbrella organizations to achieve common goals.

We hereby enact and give to ourselves this By-Law with the following definitions.

B. DEFINITIONS

In this By-Law, except where otherwise provided in this By-Law”

1. “Association” means Yoruba Cultural Association of Edmonton (YCAE), except where otherwise stated.
2. “Executives” means the Executives of Yoruba Cultural Association of Edmonton (YCAE).
3. “By-Law” means regulations and policies made under this By-Law. In other words, any regulation or policy that is not found in this By-Law is not lawful. For clarity purposes, committees and sub-committees set up under this By-Law have the mandate to conduct their own activities, provided such activities shall not contradict the tenets of this By-Law.
4. “Executive Director” means the Administrative Officer or Employee appointed to oversee the day-to-day operations of the programs, staff and physical facilities of the YCAE. The Executive Director is not a member of the Executive Committee of YCAE.
5. “Executive Committee” means the Executives of Yoruba Cultural Association of Edmonton (YCAE) “Ex-Officio” means the immediate past President and secretary of YCAE.
6. “Member” means any member of the Yoruba Cultural Association of Edmonton (YCAE) as described under Article 4 of this By-Law.
7. “House” or “General House” or “General Assembly” means the Yoruba Cultural Association of Edmonton (YCAE).
8. “Officer” means a member of the Executive Committee.

ARTICLE 1: GENERAL

1.1. Name of Organization

The registered name of the organization is Yoruba Cultural Association of Edmonton, (YCAE).

1.2. Regulatory

YCAE is a non-profit Alberta corporation that is regulated by the general house.

1.3. Head Office

The head office and the mailing address of the Association shall be in Edmonton, Alberta, and such place therein as the executives and the general house from time-to-time may decide.

ARTICLE 2: OBJECTIVES

The objectives of **Yoruba Cultural Association of Edmonton (YCAE)** are:

- i. To create an understanding of the core values of the Yoruba people so as to pass such onto the younger generation and to engage them to participate fully so they can project positively in every community where they live; thus, they can showcase the Yoruba heritage to the larger communities of Canada.
- ii. To serve as a common forum for Yoruba people in the Greater Edmonton Area by nurturing a sense of oneness and encouraging the socio-economic, cultural and educational development of members.
- iii. To manage, maintain and be an organization of contact for the Yoruba Heritage Language School within the City of Edmonton in collaboration with other Yoruba Associations within the Province of Alberta and Canada as a whole.
- iv. To promote Yoruba Heritage and Culture through education, Heritage Day Celebrations and through other channels available.
- v. To support and assist when a member faces discrimination, persecution, homelessness, harassment or denial of social rights in Greater Edmonton Area.
- vi. To enable participation in and contribution to the Canadian municipal, provincial and federal community development activities for the benefit of all communities generally and Yoruba community in particular.
- vii. To establish and operate a Yoruba Cultural House – a centre to be used for workshop training programs, meetings, hobbies, recreation, drama, arts exhibition, cultural events, music and handicrafts for the general public and for participating members' interests.

- viii. To provide immigration orientation services for the people by integrating new members into the community, and counselling new immigrants of the community thereby alleviating suffering and minimizing cultural shocks.
- ix. To provide support and assistance as appropriate, to our seniors and ensure that they actively participate in cultural education of the youths and impact career mentoring to youths seeking insight into professions from where seniors retired thus sparing seniors the ravages of isolation.
- x. To support and affiliate with other cultural community associations.

ARTICLE 3: POWERS OF THE ASSOCIATION

We, the Yoruba Cultural Association of Edmonton (YCAE), give ourselves as a group, the power to perform the following:

3.1. Fundraising

YCAE shall raise funds to carry out its objectives in accordance with the terms and conditions stipulated by the Province of Alberta Societies Act.

3.2. Employ Paid Staff and Recruit Volunteers

YCAE shall employ paid staff and recruit volunteers to carry out its objectives as the need arises, provided it reflects relevance to job done in accordance with article of incorporation.

3.3. Purchase or rent Premises and/or Equipment

YCAE shall purchase or rent premises for the conduct of its activities when necessary. The organization from time to time may rent equipment to facilitate delivery of its activities.

3.4. Research and Development

YCAE shall from time-to-time conduct needs assessment research and other relevant research to help chart its course in community development

3.5. Fees and Contributions

YCAE shall receive fees and contributions in accordance with Article 4.1.1 and 4.1.3, of this By-Law. In addition, the Association may receive donations from individuals and organizations who wish to contribute to the activities of the Association.

3.6. Partnership and Collaboration

YCAE may liaise, partner and collaborate with different organizations and governments in order to achieve common goals in community development and in fulfilment of the objectives of YCAE.

3.7. Amendments of this By-Law &By-Laws

- a. This By-Law and By-Laws may be amended by the committee appointed by the Executive and approved at a general meeting by simple majority of votes cast.
- b. A member may introduce amendment to this By-Law and By-Laws by a motion in writing, submitted to the Executives at least four weeks before the commencement of the general meeting in which the proposed amendment will be debated. The Executives shall deliberate on such amendment within stipulated 4 weeks prior to presenting it at the general meeting for debate, adoption or dismissal.

3.8. Residual Powers

YCAE may, from time to time, take any other action within the law necessary to achieve its objectives set out above. Residual power is only applicable through resolutions by the general membership of YCAE

ARTICLE4: MEMBERSHIP

4.1. Individual Membership

4.1.1. Eligibility for Individual Membership

- a. All persons of Yoruba origin, their off-springs and spouses are deemed eligible for membership.
- b. Every new member, upon ratification of this By-Law shall pay a onetime registration fee of \$15 and a renewal fee of \$10 annually or as may be decided from time to time by the members in a general meeting.
- c. All members shall pay their registration and membership renewal fees as may be decided in a general meeting.
- d. Where it is considered that membership would be detrimental to the aims and activities of YCAE, the Executives, or the Membership Committee shall recommend refusing membership, terminating or suspending the membership of any member by resolution passed at the general assembly.

4.1.2. Individual Member Entitlement

A registered member:

- a. Shall be entitled to vote at all meetings of the Association.
- b. Can be elected into any executive position and/or committee.
- c. Shall be accorded to all rights and privileges that come with being a member.
- d. To continue to enjoy these rights and privileges, a member must be in good standing and conform to expected conduct and behavior.

4.1.3. Member in Good Standing

- a. A member in good standing shall be one who attends meetings and must not have been absent without excuse/accepted reason for more than two meetings within a 12 month-period, or since registration, whichever period is shorter.
- b. Such excuse/accepted reason for absence must be conveyed to the Secretary and noted in the records.

- c. In addition, that person must be a registered member with a renewed membership status for the current year.
- d. A member who wishes to be away for a prolong period of time, may apply for a membership suspension during which time they will not be liable to payment of fees.

4.1.4. Members Register

The Association shall maintain the register consisting of the names of all registered members. This register should be updated periodically and shall be maintained by the General Secretary.

ARTICLE 5: ELIGIBILITY FOR POSITIONS

5.1. Patrons

The Association shall have provision for Patrons and Matrons. However, these positions are not mandatory.

5.1.1. Mode of appointment

The positions shall be filled by executive committee from a nomination list submitted in confidence by members. The general meeting must approve such appointments.

5.1.2. Term

The tenure shall continue as long as a patron/matron continues to meet the eligibility criteria, and is/are still willing to serve.

5.1.3. Eligibility

Patrons are respected and revered members of the community.

- a. The position of a patron is not subject to election, but based on worthy contribution (not necessarily financial) towards the improvement of our community. Such appointments shall consider the cherished traditions of the Yoruba culture and shall not be based solely on such matters as wealth, or social status.
- b. A Patron must be impeccable by way of character.
- c. Must always be found to be above board on issues that affect our Association.
- d. The person shall be in a position to give good counselling to the Association.
- e. Is strongly supportive of the objectives of the Association, can protect and defend the interests of the Association.

ARTICLE 6: TERMINATION OF MEMBERSHIP

6.1. Resignation

- a. A member may resign by delivering or mailing the President/secretary a letter of resignation that shall be deemed to become effective upon receipt or on the date

specified therein.

- b. The member shall remain liable for payment of any dues, assessments, or other sums levied or which may become payable by such member to the Association before the effective date of their resignation.

6.2. Disciplinary Committee

A standing disciplinary committee shall be set up by the general house to review appropriate sanctions against any misdemeanor by a member. A copy of the By-Laws, Code of Conduct, Confidentiality, and Conflict of interest must be signed, dated by all office holders of the Association and returned to the Association's President prior to or immediately upon assuming office.

6.3. Expulsion or Suspension

On the recommendation of the disciplinary committee, a member may be expelled or suspended for a given time for a conduct unbecoming of the image and integrity of the Association.

6.4. Misconduct

1. A member, on the recommendation of the disciplinary committee may be suspended, or be required to make a written or oral apology to the meeting, or may be fined in addition to all of the above.
2. On the expiration of a suspension order, the affected member shall redeem his/her membership by complying with all attendant sanctions, including payment of all dues, levies, fines, and/or contributions made while he or she was on suspension.
3. In case of expulsion, such member may re-register for membership after the payment of all outstanding dues including the registration fee at the time of the re-application. Such readmission shall be subjected to the recommendation of the Executives and approval of General House.
4. For disruption of proceedings of the meeting by a member, the President has the authority to force or order the member out of the meeting.

6.5. Grave Misconduct

Where grave misconduct is established by the disciplinary committee, executive, legal action may be taken against a nonconforming member.

6.6. Interests and assets of the Association

1. Upon resignation, or expulsion, or cancellation of membership in the Association, a member shall lose all rights and benefits of this Association.
2. All property of the Association in his/her possession shall be returned within two (2) weeks from effective date.

ARTICLE7: ORGANS OF YCAE

The organs of YCAE shall comprise the following:

1. The General House (The House)

2. The Executive Committee

7.1. The House

the House shall:

- a. Consists of all registered members of the Yoruba Cultural Association of Edmonton (YCAE);
- b. Meet regularly as provided in this By-Law;
- c. Be vested with the responsibility of ensuring the welfare of members;
- d. Be the custodian of the other arms of the organization, that is Executive Committee;
- e. To the extent of its powers, refrain from interfering with the function of the Executive Committee, except on matters that are specifically brought into the house for consideration.

7.2. Executive Committee

The Executive Committee shall comprise of the following elected Officers:

- | | |
|-----------------------------|------------------------------|
| 1. President | 2. Vice President |
| 3. General Secretary | 4. Assist. General Secretary |
| 5. Financial Secretary | 6. Treasurer |
| 7. Public Relations Officer | 8. Chief Whip |
| 9. Social Secretary | 10. Ex-Officio Members |

7.2.1. Ex-Officio Members

The Ex-officio members of the Executive Committee shall be the immediate past President and secretary, provided he or she is a member in good standing and was not removed from office.

7.2.2. Powers

The Executive Committee shall be responsible for the running of the General Assembly and governance of the association.

7.2.3. Access to Documents

Each member of the Executive shall have access to all documents, property, and information relating to his or her office in YCAE. Each such executive shall be accountable to the President for the release, use, integrity, and confidentiality, of such documents, property or information. In turn, the President shall be accountable to the General House for actions of the Executives.

7.2.4. Voluntary Service

All Executive offices of the Association are voluntary. There is no remuneration for holding such position in the Association.

7.2.5. Meritorious Service

Notwithstanding clause 7.2.4 above, a meritorious service may be recognized with an award after an officer has finished his or her term of office.

7.2.6. Reporting Line

Executive members report to the President, who in turn reports to the General House of YCAE.

7.3. Standing Committees

Standing Committees shall include:

- a. **Disciplinary Committee:** Disciplinary Committee, to be appointed by the Executive Committee and approved by the General House, shall comprise three (3) members of YCAE in good standing who have a working knowledge of the YCAE By-Laws.
- b. **Finance/Audit Committee:** Audit Committee, comprising three (3) members of YCAE in good standing. Each to be nominated by a registered member of YCAE supported by two (2) other registered members, at a general meeting and approved by the General assembly.
- c. **Immigration Resettlement Committee:** Immigration and Resettlement Committee, comprising three (3) members of YCAE in good standing to be appointed by the Executive Committee and approved by the General Assembly.
- d. **Seniors Activity Committee:** Seniors Activity Committee, comprising of at least three (3) members in good standing to be appointed by the Executive Committee and approved by the General Assembly.
- e. **Education and Culture Committee:** Yoruba Heritage Language School Committee, appointed by the General House, in accordance with requirements of the Edmonton School Board.
- f. **Youth Participation Committee:** Youth Participation Committee, comprising a minimum of three (3) members (two of which must be under the age of 30), in good standing to be appointed by the Executive Committee and approved by the General Assembly.
- g. **Social Committee:** The committee shall be headed by the Social Secretary, comprising a minimum of three (3) members of YCAE in good standing and approved by the Executive Committee.

7.4. Ad Hoc Committee

An Ad Hoc Committee shall be appointed by the Executive Committee or the General Assembly when the need arises. The Committee's duties are specific and expire upon completion of their tasks as spelled out by the constituting body. No ad hoc committee duty and span shall spill

over to a new executive term of office. An Ad Hoc Committee is not a Standing Committee.

ARTICLE 8: FUNCTIONS OF OFFICES OF YCAE

8.1. Eligibility for all Elective Positions

To be eligible for any offices in YCAE, a registered member must be in good standing.

8.2. The Executive Committee

8.2.1. The Executive Committee shall perform the following:

- a. Exercise all the executive powers of YCAE;
- b. Present a program and budget to the General Assembly for concurrence within 30 days of its election and within 60 days of its election for approval;
- c. Present an annual plan for the coming year;
- d. Have power to approve expenditures for the association and such expenditures should be approved with a quorum of 4 (four) members of the executive committee, including the President, and the Treasurer
- e. Present to general house every Executive approval for ratification at next sitting of the General Assembly after such approvals.

8.3. The President

8.3.1 The President of YCAE shall perform the following:

- a. Be the Chief Executive Officer of the Association and shall ensure that all Executive members discharge their duties diligently;
- b. Abide by all the provisions of this By-Law and uphold its integrity at all times;
- c. Preside over all meetings of the General Assembly of YCAE, the Executive Committee and special/emergency meetings;
- d. Cast a tie-breaking vote at all General Assembly meetings of YCAE voting when necessary;
- e. Ensure that the Association's accounts are in good order and advises the Treasurer, who works with the Financial Secretary, to present a financial report to the general meeting at least once a year;
- f. Be a signatory to the general accounts of the Association;
- g. Be the main representative and or spokesperson of the Association and can delegate such duty to any appropriate member of the Association;
- h. Summon all Executive and General Meetings of YCAE through the General Secretary.
- i. Together with the Financial Secretary and Treasurer, be signatory to YCAE bank account.
- j. Together with the Financial Secretary and Treasurer be signatory to all YCAE cheques, and in addition to the Treasurer be signatory to all YCAE expense voucher approvals.
- k. Ensure accurate financial report of all the association's activities to be presented to the General House;
- l. Render in writing, to the General Assembly, a Report of his/her stewardship and that of his executive at the Annual General Meeting marking the end of the term of office of his/her executive.

8.4. Vice President

8.4.1. The Vice President shall perform the following:

- a. Will perform all duties of the President in his/her absence
- b. Would head Committees as may be assigned by the President
- c. Perform any other functions as assigned to him/her by the President.

8.4.2. In the event that the President is unable to complete his/her term due to any circumstances, the Vice President shall succeed the President; such succession shall be automatic.

8.5. General Secretary

8.5.1 The General Secretary of the YCAE shall perform the following:

- a. Take direction from the President and the General House;
- b. Issue or cause to be issued notices of all meeting of the Executive and General House when directed to do so by the President;
- c. Attend meetings of the executive and general members, and shall enter or cause to be entered the minutes of all the proceedings; such proceedings shall be entered in the minutes' book kept for that purpose;
- d. Be responsible for the safe keeping of properties of the Association including all books, members register, certificates, reports, and all other documents and records designated by the executive committee, except documents relating to the accounts of the Association;
- e. Be responsible for all correspondence within and outside the Association;
- f. Make records of minutes available to YCAE members before the commencement of the next General Assembly meeting;
- g. Be responsible for all correspondences of YCAE;
- h. Regularly update the membership list of YCAE;
- i. Publish the list of all eligible candidates and voters list of members in good standing for all General Assembly Elections;
- j. Perform all duties incidental to the office of secretary and such other duties as may be designated to him/her by the Association;
- k. Preside in the absence of the President and the vice President, at an executive or general meeting.

8.6. Assistant General Secretary

8.6.1. Assistant General Secretary shall perform the following:

- a. Take direction from the President and the General Secretary;
- b. Assist and co-operate with the General Secretary in all his/her duties;
- c. Be secretary to any committee when appointed, unless as the Chairperson of such committee.

8.6.2. In the event that the General Secretary is unable to complete his/her term due to any circumstances, the Assistant General Secretary shall succeed the General Secretary; such succession shall be automatic.

8.7. Treasurer

8.7.1 The Treasurer of YCAE shall perform the following:

- a. Take direction from the President;
- b. Keep accurate records of the assets, receipts, expenditures and debts of the Association in the books provided for the purpose;
- c. Be responsible for all monetary records and control of YCAE General Assembly account(s);
- d. Together with Financial Secretary and the President be signatory to YCAE bank account.
- e. Be the only custodian of YCAE General Assembly account(s);
- f. Practice generally accepted accounting principles and prepare and render a comprehensive income/expenditure statement to the General Assembly membership semi-annually or when required and in any case, at the end of his/her term of office;
- g. Submit all necessary information for a progressive audit by the Audit Committee and in any case, at least twice a year;
- h. Prepare an annual budget of the Association in cooperation with the Executive Committee;
- i. All monies received on behalf of the Association shall be remitted into the Association's account within Three (3) business days.
- j. Operate bank accounts of the Association and shall be signatory to all accounts; including YCAE General Assembly expense vouchers;
- k. Ensure accurate financial report of all Association's activities is presented to the General House;

8.8. Financial Secretary

8.8.1 The Financial Secretary shall perform the following:

- a. Take direction from the President;
- b. Hand over all moneys collected to the Treasurer within five (5) business days, who in turn shall issue him/her a receipt of acknowledgements;
- c. In the absence of the Treasurer, moneys shall be handed over to the President
- d. Keep record of moneys collected and register of financial standings of members.
- e. Together with President and Treasurer, be signatory to YCAE bank account.
- f. Render to the President and/or the Executive Committee, in their meetings, or wherever required of him/her, an account of all his transactions as Treasurer;
- g. Prepare a payment voucher for all payment by YCAE, which can only be made by cheque, with duplicate copies in the custody of the Treasurer;
- h. Ensure accurate financial report of all association's activities be presented to the general house.
- i. Present a detailed financial report at the end of each fiscal year in accordance with the budgetary proposal presented at the beginning of the Executives' term of office. Such a detailed financial report shall be presented at a General Assembly meeting, marking the end of each fiscal year.

8.9. Public Relations Officer (PRO)

8.9.1 The PRO of YCAE shall perform the following:

- a. Take direction from the President;
- b. Establish machinery for advertisement, publicity programs including fundraising;
- c. Promote the interest of YCAE in print and electronic media in consultation with the Executive Committee provided such publications would not interfere with the duties and functions of the officers of YCAE;
- d. Promote a positive image of the Association and the Yoruba community in carrying out his/her duties.

8.10 Chief Whip

8.10.1 The Chief Whip of YCAE shall perform the following:

- a. Ensure party discipline by bringing orderliness to the meeting in case of any distraction/disturbance.
- b. Impose sanction to any erring member(s) if the need arises during meetings
- c. Collect the fine imposed from any erring member(s), give it to the Financial Secretary for recording and onward transfer to the Treasurer
- d. Arrange the number and order of members who wish to speak during the meeting
- e. Carry out any other assignment(s)/duty(ies) as assigned to him by the President from time to time

8.11 Social Secretary

8.11.1 The Social Secretary shall perform the following:

- a. Be responsible for the social activities of the Association;
- b. Stimulate or cause the right atmosphere for cordial communion among members;
- c. Relate with members on a one to one in order to promote continued interest in the Association;
- d. Plan and execute, in conjunction with the other members of the Executive, activities that shall foster congeniality among members.

ARTICLE9: MEETINGS

9.1. Fiscal Year of YCAE

9.1.1. The fiscal year of YCAE begins in February 1st and ends January 31st of each and every year.

9.2. Executive Meetings

1. The President may call executive meetings at such times and places as he/she may designate.
2. The Executive shall meet as often as deemed fit.
3. Any three (3) members of the Executive may jointly call a special meeting, when the need arises.
4. An executive member may designate another executive member to present his report in his absence.

5. An executive member who repeatedly fails to discharge his/her responsibility to the Association shall be replaced when a vote of no confidence is passed by the members in a general members' meeting.
6. A vote of no confidence is passed when 2/3 of the executive members present in an executive meeting vote in a ballot supporting such a motion and must be confirmed by the members in the general meeting.
7. Four (4) Executive members shall constitute a quorum.
8. Questions arising at any meeting shall be decided by a simple majority of votes cast, where there is a tie, the President/presiding officer's vote shall decide.

9.3. General Assembly/General House Meeting

1. The general meetings of the Association shall be held bi-annually on the Sunday of long weekends in chosen months.
2. The President shall be the presiding officer on all general house meetings. The start time and adjournment of the meetings are at the discretion of the President.
3. All matters arising at any meeting shall be decided by a simple majority of votes cast. Where there is a tie, the President/presiding officer's vote shall break the tie.
4. The conduct of members in the general meeting shall be civil, polite, cultured and respectful towards one another.
5. Decisions shall be taken by a simple majority at any general meeting

9.4. Emergency Meetings

1. The Executive Committee may authorize the general secretary to call emergency meeting for issue(s) that may require urgent attention.
2. Reports arising from such meetings shall be presented as minutes at the next General Meeting for deliberations and ratification by the general house.

9.5. Quorum at General Meetings

Quorum at meetings shall be formed as follows:

1. Presence of three (3) members of the Executive and five (5) other members shall constitute a quorum for commencement of a general meeting;
2. Presence of three (3) members of Executive and four (4) other members shall constitute a quorum for commencement of an emergency meeting;
3. A simple majority of members in a meeting is required to approve an appointment of a committee and all the decisions of such committee.
4. The President/presiding officer's discretion shall prevail to start and end a duly constituted business meeting of the Association.

9.6. Vacancies

9.6.1. Any vacancy/vacancies that from time to time occur on the Executive Committee shall be filled for the remainder of the term, from the qualified members of the Association through a by-election to be immediately called by the President in consultation with his/her Executives.

9.6.2. If a vacant position has an assistant, the assistant will automatically fill the position and a new assistant will be elected.

ARTICLE 10: CODE OF CONDUCT

10.1. Unruly Behaviour

- 10.1.1. Any member found disturbing the proceedings of the meeting, after the meeting has been called to order by the President/Presiding Officer, shall be liable to a fine of five dollars (\$5.00).
- 10.1.2. If this continues after such a fine, the member may be required to leave the meeting temporarily by the chairperson.

10.2. Misappropriation of Association's Property and/or Funds

- 10.2.1. Any allegation of misappropriation of the Association's property and/or funds shall be referred to the Disciplinary Committee for investigation and recommendation.
- 10.2.2. Any member found guilty of misappropriation of the association's property and/or funds shall be reported to appropriate authorities.

ARTICLE 11: FINANCES AND BANKING

11.1. Revenue

The revenue of the Association shall be derived in most part from:

- a. Registration fees and membership renewal fees.
- b. Revenue yielding functions and activities
- c. Investments
- d. Donations and Grants
- e. Fines

11.2. Banking

- a. The banking business of the Association or any part of it shall be transacted with any of the major Banks in Edmonton. In the event that it is necessary for the Association to change banking institution, the Executives shall make that decision on behalf of the Association.
- b. All moneys of the Association shall be deposited in the Association's account. The Association may maintain two accounts when feasible as follows:
 - i. General Account
 - ii. Investment Account
- c. In addition, the Executives shall, from time to time upon recommendation from committee meetings, designate a new account.

If at the end of the year, the general account is over \$5,000, the excess shall be transferred to the Association's investment account.

11.3. Accountability

- a. All expenditures must be accounted for at the General meeting immediately after the function in which the expenditures were made.
- b. The Association reserves the right to recover unaccounted expenditures by any lawful

means.

- c. All Association's accounts, spending etc. may be audited quarterly or as deemed right by the Finance/Audit Committee or at the request of the Executive Committee or General House

11.4. Execution of Instruments

All contracts, documents, and instruments shall be duly signed by the President prior to execution. Where necessary, the Executive members may designate any member of the Association to act on behalf of the Association in signing and execution of such document.

ARTICLE 12: AUDITORS

12.1. Appointments of Auditors

- a. The Association shall have internal Auditors comprised of three members
- b. The Internal Auditors shall be required to audit the account of the Association at least once a year.
- c. When necessary, the Executive members may from time to time appoint External Auditors

ARTICLE 13: BOARD OF TRUSTEE

13.1. Position of the Board of Trustee

The Board of Trustee is an appointed or elective Board that supervises the affairs of our Association.

13.2. Qualification for Membership

Board member:

- a. Must be a registered member of the Association
- b. Must have at least a member with an in-depth knowledge of finance
- c. Must be a personality with good character and interpersonal skills

13.3. Composition of Members

The membership composition should be at least three (3)

ARTICLE 14: NOTICES

14.1 Methods of Notification

- a. Any notice or other documents to be given by the Association to any member or other person(s) shall be taken to be sufficiently given when delivered personally, or when mailed by prepaid ordinary or airmail to the last known address, or by fax, or by email or any other means acceptable to be at our disposal.
- b. Such recorded communication shall be recorded or documented in Association record book or file.

ARTICLE 15: ELECTIONS

15.1. Election of Executives

15.1.1. Election of the Executives shall be held once every two years. Elections shall be held during the general assembly meeting holding in October of each election year.

15.2. Electoral Committee

- a. Board of Trustees notifies the Executive Committee and General House of the expiry of the executive term within 60 days and calls for election 30 days to the expiry date.
- b. The Executive Committee shall appoint an electoral committee. Electoral committee shall be composed of three members in good standing.
- c. Inauguration and swearing in of the newly elected executives shall take place immediately after election at the general assembly meeting

15.3. Voting

Voting shall be by secret ballot.

15.4. Eligibility for Election

15.4.1. To be eligible to run for office a member must be in good standing.

15.4.2. To be eligible to run for the office of the President of the Association, a member would have been registered with the association for at least two years and must be in good standing

15.5. Eligibility to Vote

15.5.1. All members present at a meeting where an election is taking place shall be eligible to vote provided such member is on the updated registered list.

15.5.2. A new member is eligible to vote and must have been registered with the Association for the last three months before the Election Day. Above all, such a member must be in good standing.

ARTICLE 16: MEMBERSHIP RIGHTS AND PRIVILEGES

16.1. Without Prejudice

16.1.1. All members whose names appear on the updated list shall have equal access to whatever benefits or privileges that is available from the Association

16.1.2. For the purpose of this Article (Article 15), the Association shall when able use every reasonable means to support members during the following events:

- a. Weddings
- b. Births
- c. Bereavements

For the purpose of this By-Law, bereavement covers the death of a spouse, a parent and a child of a member.

ARTICLE 17: DISSOLUTION OF THE ORGANIZATION

- 17.1. In the event of dissolution of Yoruba Cultural Association of Edmonton (YCAE), all assets remaining after meeting outstanding liabilities shall be assigned to another suitable non-profit organization, fund, foundation, or corporation organized and operated exclusively for the purposes specified in the relevant Section of the Canada Revenue Agency provision for non-profit corporations.

ARTICLE 18: PROVISION FOR AMENDMENT

- 18.1. Provision for Amendment of this By-Law can be carried-out as follows:
 - a. This By-Law can be amended by two-third members present at the meeting where a decision is taken.
 - b. Notice of Amendment should be sent out to members prior to the meeting for amendment.

SCHEDULE “A”

DECLARATION

WE THE UNDERSIGNED, HEREBY DECLARE THAT WE DESIRE TO AMEND OUR OBJECTIVES UNDER THE SOCIETIES ACT AND THAT THE MISSION OF OUR ASSOCIATION IS TO PROVIDE ITS MEMBERS AND OTHER GROUPS OR PEOPLE WITH AN ORGANIZATIONAL BASE WHICH WILL ALLOW THEM TO EXPRESS THEIR VARYING NEEDS AND SPECIAL INTERESTS IN SUCH A WAY THAT THE MEMBERS MAY COLLECTIVELY ESTABLISH COMMON GOALS FOR THE ONGOING OPERATIONS OF THEIR ASSOCIATION. FURTHERMORE, THE ASSOCIATION SHALL PROVIDE FOR WHATEVER LAWFUL PROCEDURES MAY BE REQUIRED TO FULFILL THE GOALS OF THE ASSOCIATION FOR THE PURPOSE OF MAINTAINING A VIABLE AND UNITED COMMUNITY.

APPROVED BY MEMBERS AT A DULY CONVENED GENERAL MEETING HELD

ONLINE BY ZOOM ON DECEMBER 3, 2022

SCHEDULE “B”:

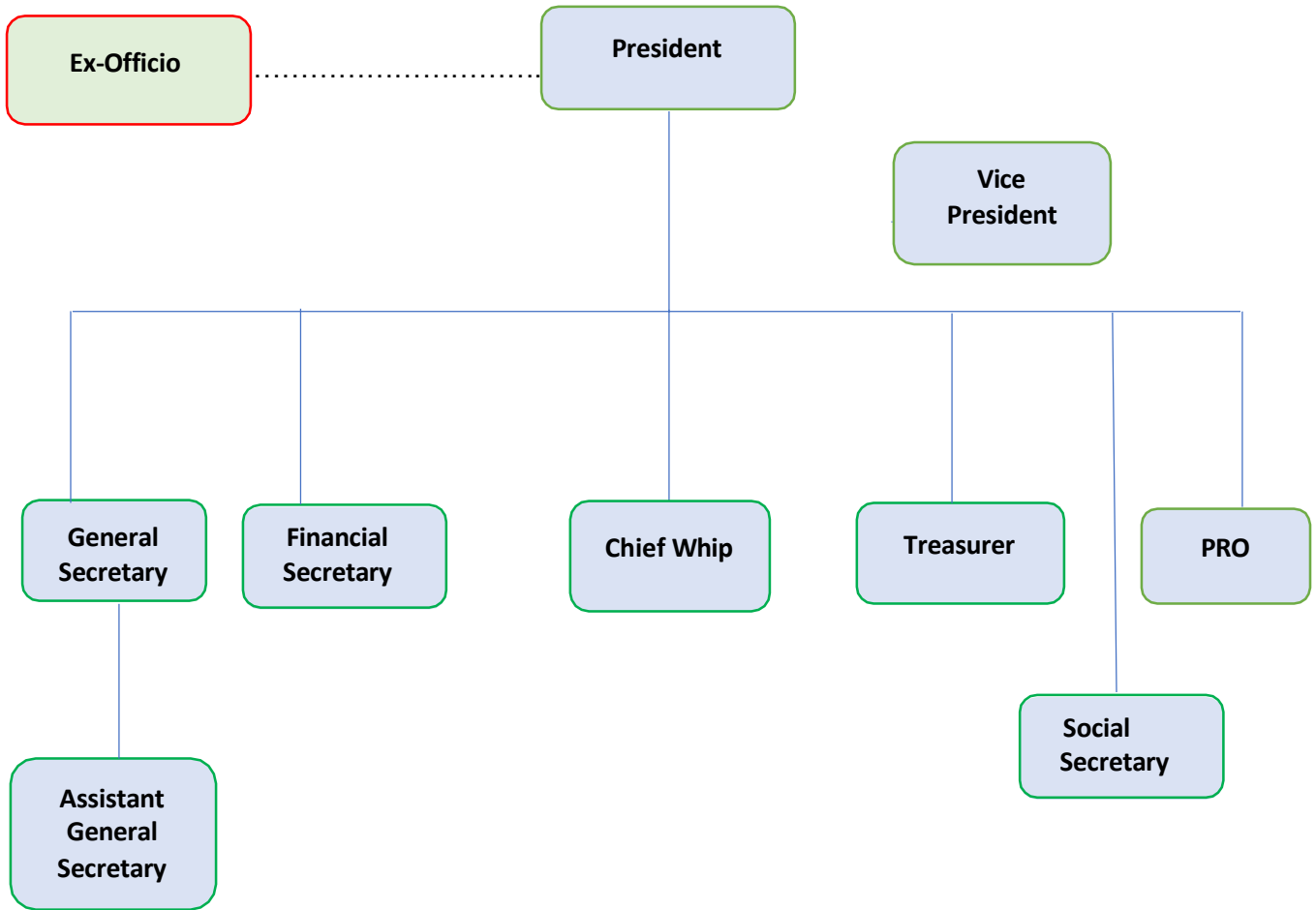
THE ASSOCIATION’S OATH OF OFFICE

I,-----, [SAY YOUR FULL NAMES] DO SOLEMNLY SWEAR [OR AFFIRM FOR PERSONS WHO DO NOT WANT TO USE THE WORD “SWEAR”] THAT I WILL FAITHFULLY PERFORM AND CARRY OUT THE DUTIES AND RESPONSIBILITIES OF THE OFFICE OF -----[SAY POSITION ELECTED INTO] OF THE YORUBA CULTURAL ASSOCIATION, EDMONTON (YCAE) AND, AT ALL TIMES, I WILL TO THE BEST OF MY ABILITY PRESERVE, PROTECT, DEFEND AND UPHOLD THE BY-LAWS OF THE YORUBA CULTURAL ASSOCIATION OF EDMONTON AND ALSO SERVE THE ASSOCIATION’S MEMBERS WITH FAIRNESS, HONESTY AND INTEGRITY, AND CONDUCT THE AFFAIRS AND BUSINESS OF THE ASSOCIATION IN AN EFFICIENT AND ETHICAL MANNER.

SO, HELP ME GOD. AMEN

SCHEDULE "C"

ORGANOGRAM OF YCAE STRUCTURE



SCHEDULE “D”

“LETTER OF INTENT” FOR MEMBERSHIP OF THE YORUBA CULTURAL ASSOCIATION, EDMONTON (YCAE)

TO: THE EXECUTIVE MEMBERS & CHAIRMAN MEMBERSHIP COMMITTEE

LETTER OF INTENT

I, of the City of hereby apply to be considered for membership of the Yoruba Cultural Association of Edmonton effective from

A. My Particulars and Contact Information are as follows:

Name:
Address:
Phone: Email:
Occupation:
Day & Month of Birth (Optional) (For Birthday Felicitations Purpose Only)

B. Have you ever been a member of this Association in the past:

C. Have you ever been a member of any Yoruba Association elsewhere:
If the answer to C the above is yes, where?.....

D. Are you involved in other Associations in the City or elsewhere?
If the answer to D above is yes, where?

E. Briefly describe your proposed areas of contribution to the Association, if you were to be considered for membership:

SIGNATURE

DATE

OFFICIAL COMMENT

Membership Consideration Approved.....
Membership Consideration Declined (please provide reason)
Member Consideration suspended to be decided later (state duration)

SCHEDULE "E"

MEMBERSHIP PLEDGE OF THE YORUBA CULTURAL ASSOCIATION OF EDMONTON (YCAE)

MEMBERSHIP PLEDGE

I.....having reviewed the By-Law of the Association and having been found worthy to be considered for membership of the Yoruba Cultural Association of Edmonton hereby pledge to do my best to contribute positively to the growth and development of the Association and to avoid engaging in any act or omission that may bring the name of the Association into disrepute.

So, help me God

or

I so affirm

Signature

Date

SCHEDULE "F"

ROLL CALL OF MEMBERS IN ATTENDANCE AT THE ADOPTION OF THE BY-LAW ON DECEMBER 3, 2022

Executive Members in Attendance:

S/N	NAME	POSITION	E-MAIL ADDRESS
1.	Thomas Bankole	President	tbankole2001@aol.com
2.	Olawumi Awujoola	Vice President/Gen. Secretary	olawumidiran@gmail.com
3.	Akin Ojekunle	Treasurer	Ojedestiny@yahoo.com
4.	Helison Aniyi	Publicity Secretary	Helisons@yahoo.com
5.	Ajibola Ogunlade	Asst. Gen. Secretary	quvajibola1@yahoo.ca

Members in Attendance:

S/N	NAME	E-MAIL ADDRESS
1.	Susan Ojekunle	jerande2000@yahoo.com
2.	Moyo Fagbemigun	link2moyo@yahoo.com
3.	Martins Dada	adesinamarc@gmail.com
4.	Seun Opaleye	seunslyvester@yahoo.com
5.	Tope Akindele	tope2098@yahoo.ca
6.	Bola Adeneye	boladeneye@outlook.com
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		