

STATUTX7

BY - LAWS
FOR
POLISH CANADIAN ASSOCIATION, of CALGARY
BY
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CHAPTER 1

The name of the society is
POLISH CANADIAN ASSOCIATION of CALGARY.

ARTICLE 1.0 The Polish Canadian Cultural Center situated at 3015 15 Str. N. E., Calgary, T2E 7L8 is the present seat of the organization and is the sole property of the said organization. (Hereinafter referred to as the "Polish Hall")

1.1 The Polish Canadian Association by the provisions of Societies Act, Chapter 347 has adopted its present name from Polish Alliance, Calgary in 28 May 1971, (hereinafter referred to as "the Association") is entitled to become the registered owner of the lands legally described as:

*Plan South Airways Industrial Park Calgary 7911468,
Block Two (2), Lot Six (6), Containing 1.12 Hectares (2.77 Acres) More or less
Excepting there out all Mines and Minerals*

1.2 By virtue of an agreement in writing dated the 1st day of August, AD 1980 made between the City of Calgary and the Association.

ARTICLE 1.2 As the organization which is entitled to become the lawful owner of the Polish Hall and, accordingly, the organization which bears the full and lawful responsibility for the payment of all moneys and obligations arising from the use of the Polish Hall, the Association shall be entitled to manage and operate the Polish Hall in the manner set out.

Notwithstanding, the above the Association agrees to the following:

- 2.1 not to sell, transfer, convey, mortgage, hypothecate or pledge its interest in the Polish Hall in any manner whatsoever unless :
- 2.1.1 all of the net proceeds of the sale are applied towards the construction of a new Polish Hall and the Association has obtained, in advance, the consent of the Advisory Council, as hereinafter established, by a majority vote of a duly convened meeting of the Association.
 - 2.1.2 the sale, transfer of all or any part of its interest to a Polish organization, as hereinafter defined, wishing to accept the lawful obligations of the Polish Hall and further wishing to purchase an interest in the Polish Hall from the Association on such terms and conditions as the Association deems advisable provided that the Association and such other Polish organizations shall continue to be bound by the terms as stated in this proposal. Notwithstanding anything contained herein, the Association and any other Polish Organization wishing to acquire an interest in the Polish Hall may amend the number of directors which constitute the Board of Directors without being deemed to have contravened the provisions of this proposal; or

- 2.1.3 such refinancing has received prior approval of the Advisory Council by a majority vote of a duly convened meeting of the Advisory Council and that such proceeds be applied for such purposes as the Advisory Council may direct as evidenced by a majority vote of a duly convened meeting of the Council.

ARTICLE 3.0 The objectives of the Association are:

- 3.1 To foster Polish tradition, culture and customs and to pass these on to the younger generation.
- 3.2 To encourage education, by conducting educational and occupational courses - to maintain a permanent library and reading rooms - to provide lectures, reference material, - to form discussion groups.
- 3.3 To propagate culture, by arranging theatrical, recreational, musical, dancing and vocal appearances, etc. To hold picnics, excursions, etc.
- 3.4 To create a healthy social atmosphere, assisting in raising the standard of Canadian citizenship.
- 3.5 Charitable assistance - to render aid in emergency cases as in floods, fires, epidemics, etc. This requires the approval of the members in each and every individual case. In extreme cases this aid may be given by the executive to a needy member who is supporting a family, without having recourse to approval of the members at large - to an amount not greater than that approved by the members of such emergency cases.
- 3.6 To keep in close touch with new Polish arrivals - to provide them assistance in the form of advice on job searching, schooling, (to explain the role of the Catholic and Public school system in Canada), finding suitable living quarters, and direction to organizations which aid immigrants. To provide them with information on all aspects of Polish life in Calgary - starting with the Polish parish, school, scouts, etc.
- 3.7 Notwithstanding the above to promote also the co-operation with other ethnic organizations in Alberta
- 3.8 The Association, affirms that the Polish Hall is to be used for purposes which contribute to the positive and lawful development of Polish culture within the City of Calgary, in the Province of Alberta.

ARTICLE 4.0 The activities of the Association shall extend to include the Calgary area in the Province of Alberta

CHAPTER 2

MEMBERSHIP

ARTICLE 1.0 Qualification for Membership. (Herein referred to either gender as a "Member".)

- 1.1 Any person of Polish nationality or descent, of the age of 16 years or over, born in Canada or of landed immigrant status, of good and reputable moral character, may become a member.
- 1.2 Although this organization is a non political one, it will not accept members who are members of Communist, KKK, Neo-Nazi or any other similar reactionary beliefs parties, contrary to the accepted standards of the Polish Community in Alberta.
- 1.3 An applicant for membership must hand in a petition made out on an application form, answering all questions thereon. These forms must be signed by the applicant. (These application forms may be acquired in the Association office from the executive officers.)
- 1.4 In cases where the Executive shall entertain any doubt whatever as to the applicant's character or qualifications, the Executive has the indisputable right to question and receive further answers and explanations, over and above those prescribed on the regular application forms. These petitions for admission must be dealt with before the next nearest meeting. The members shall decide on the admissibility of a new applicant at which assembly the new applicant must be present personally. Newly admitted applicants must pay within the month the annual fee as set forth for that calendar year. Membership fees bind for the calendar year only.
- 1.5 A new member may vote three months after officially joining Association, but cannot run for office executive until has completed six months as a paid member.

ARTICLE 2.0 Classifications of Members:

- A) Ordinary
- B) Supporting
- C) Corporate or organizational
- D) Honorary

2.1 Rights and Obligation of Ordinary Members:

- 2.1.1 An ordinary member is a person who has fulfilled the conditions as set in Chapter 2, Art. 1.
- 2.1.2 An ordinary member has an active privilege of casting a vote in the election of officers. He/She shall have the benefit of reduced entrance fee as set by the officers for the calendar year, to dance impressions, gatherings, parties arranged by the Association.
- 2.1.3 A member may vote three months after officially joining the Association, but cannot run for executive office until he/she has completed six months as a paid member.

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- 2.1.4 A member assumes an active role in the work and life of the Association by paying dues regularly at the beginning of the calendar year - by frequenting the meetings of the Association. By his or her actions and behavior, a member shall endeavor to encourage morally and materially the expansion of the Association, also thereby encouraging new members to join.
- 2.1.5 The members shall take all due precautions to maintain law and order when obtaining the use of the Polish Hall for themselves or for the members at large, guarding against any damage, willful or otherwise, detrimental to the Association or the Polish Hall.
- 2.1.6 A member of the Board will not be paid or entitled to any material recompense for any work invested for the good of the Association.
- 2.1.7 A Board member or ordinary member is entitled to a refund of all expenses incurred on behalf of the Association, i.e. acting as a delegate to another organization, etc. to an amount equal to that set out by the monthly assembly for each individual case. Every member benefits from any privileges handed or set by the members at large at any ordinary meeting.
- 2.1.8 Voting rights are confined to members who have paid their annual Association membership fee.
- 2.1.9 A prospective member must be present and introduce himself at a meeting of the Association, in order to join the said Association.
- 2.1.10 If an unemployed member cannot pay his annual Association fee, he/she will be allowed to pay it in three installments.
- 2.1.11 Should a member of the Association hear another criticizing or defaming the Association or any of its members, he should advise the President of same. His failure to do so or deliberate spreading of same among other members or non members shall be brought before the Arbitrary Court.
- 2.1.12 Every member should be thoroughly acquainted with the contents of the By - Laws and abide by it.
- 2.1.13 Motions at meetings should be made by members in turn, singly, and with the member in a standing position.
- 2.1.14 Members shall ask the Chairman for the floor before making any motions.
- 2.1.15 Normal rules of etiquette must be followed at meetings. The Chairman allows only one person to speak at one time.
- 2.1.16 Any unreconcilable dispute or personal insult may be brought, by the members involved, to the Arbitrary Court, of the Association.
2. 1. 17 Members shall refrain from referring disputes of a personal nature (but arising from Association Matters) to a Court of law, before first submitting their grievances to the Arbitrary Court of the Association.

2.2 Withdrawal from the Association.

2.2.1 A member can withdraw at any time and cease to be member of the Association, but shall under no condition be entitled to a refund of any dues paid.

2.3 Suspension or expulsion of a member.

2.3.1 A member shall automatically be suspended from the Association and its' privileges when a full six months has elapsed of the calendar year, for non-payment of membership dues. Suspension of a member cannot last more than three months. If within that time, the suspended membership has failed to pay member dues, his/her name will be stricken from the Association's members' list.

2.3.2 A member shall be expelled when by conduct or an act has knowingly and willingly blemished the image of Polish Canadians, the Association and fellow members.

2.3.3 A member shall be expelled, when a sentence has been passed in a Canadian Court of Law on a member for an act performed which is shameful and disgraceful.

2.3.4 A general assembly has the sole right to expel a member, acting upon a petition received from the officers of the Association or officers of a Commission called for that particular case. The decision of the general assembly in the matter of expulsion of a member shall be final, allowing for no appeal therefrom. The member must be represented by a person of his/her choice on the Commission.

2.3.5 A member shall be notified, provided that his address is available to the executive, that this decision has been reached.

ARTICLE 3.0 Supporting Member.

3.1 A supporting member can be a person, 18 years of age or over, who, for any reason does not wish or cannot be an ordinary member of the Association, and any person living too far away from Calgary but who, nevertheless, wishes to support the Association financially or by other such means

3.2 A supporting Member cannot run for any office in the Association and does not have the right to vote.

3.3 A supporting member can avail him/herself of all ordinary privileges of membership, except reduction in entrance fees, to Polish Hall functions.

3.4 The rights and privileges of a supporting member can be forfeited for the same reasons as in the case of an ordinary member.

ARTICLE 4.0 Honorary Member.

4.1 An honorary member can be a person who has, in an exceptional manner, rendered service to the Association or Community. The title of Honorary Member can be bestowed only by either the general assembly acting upon a petition received from the officers of the Association, or by a Commission chosen and called to act on this particular matter. The honorary title is bestowed for life - and dispenses with all annual fees.

- 4.2 The rights and privileges of an honorary member are similar to those of an ordinary member. This title and privileges can be forfeited for the same reasons as in the case of an ordinary member.

**CHAPTER 3.
MEETINGS**

ARTICLE 1.0 General Meetings.

- 1.0 The Members will be notified of general meetings by telephone and Parish Bulletin, 14 days prior to meeting
- 1.1 A general meeting shall be held annually on the second Sunday of January. In exceptionally serious matters, the officers of the Association may call an extraordinary general meeting of the members to be held at a stated and reasonable time.
- 1.2 Each member must be notified concerning this extraordinary general meeting by the officers, stating therein the order of the day.
- 1.3 A general assembly or meeting is the highest authority of the Association.
- 1.4 **Obligations of a general assembly are:**
- 1.4.1 To nominate and elect an executive, i.e. officers of Association, Audit Committee and and Arbitrary Court for the term of one year.
- 1.4.2 To nominate and elect an Advisory Council for the term of one year.
- 1.4.3 To change an executive or parts thereof by giving a vote of non-confidence.
- 1.4.4 To demand from the retiring executive at the end of their term a balance sheet and to pass judgment as to whether it should or should not be accepted.
- 1.4.5 To change the statute or parts thereof if such changes are found to be necessary.
- 1.4.6 To set rules and regulations for the auditors.
- 1.4.7 To render decisions in the estate of the Association with the exception of liquidation or the transferring of the estate in whole, refer: Chap. 11, Article 1.0, par.1.1, 1.2, 1.3
- 1.4.8 To render a decision in the event of undertaking a loan for the purpose of the Association.
- 1.4.9 To set and adjust membership fees.

ARTICLE 2.0 Quorum in any meeting shall mean three-quarter of the ordinary members.

- 2.1 If a required quorum is not present at the appointed hour, the chairman shall adjourn the meeting for one half hour, after which time he shall call the meeting to order regardless of the number present. The decisions rendered at that meeting shall become binding as if the required quorum were present with exception - Chapter 3, Article 1, Paragraph 1.4 items 1.4.5, 1.4.6, and 1.4.7 pertaining to the obligation of general assembly. To act on 1.4.5, 1.4.6, and 1.4.7, an extraordinary meeting must be called not sooner than 30 days. If at the expiry of 30 days there is not present the required quorum at the extraordinary meeting, the chairman shall adjourn the meeting one half hour, after which he shall call the meeting to order and proceed, providing one half of the ordinary members are present. The decision under those condition shall be binding.

- 2.2 Notice to members regarding the extraordinary meeting shall be made one month previous to the date set for the extraordinary meeting - and this notice made one month previously shall be presumed sufficient in every case. The manner of notifying shall mean individual notice by letter, and also a notice in the official press of the Association.

ARTICLE 3.0 Monthly Meetings

- 3.0 The Members will be notified of monthly meetings by telephone and Parish Bulletin, 14 days prior to meeting
- 3.1 The purpose of these is to aid the executive with carrying out their duties by having recourse of the opinions of the members at large, likewise aiding the members at large by giving them a voice in the affairs of their Association. Decisions at the monthly meeting shall not encroach upon matters reserved for the general assembly. The quorum for these monthly meetings shall mean half of the ordinary members of the Association. If, at the appointed time of the meeting there are not sufficient members present, the chairman shall adjourn the meeting for 15 minutes, after which he shall call the meeting to order regardless of the number present. However, a minimum quarter of the members, or fifteen whichever is greater will be required to perform any voting. Decisions shall be binding. The monthly meeting shall take place on the second Sunday of every month (unless otherwise directed) with the exception of the summer months of July, August and September. In the event of important matters requiring immediate decisions during the summer months, the executive shall notify the members of same and call meeting.
- 3.2 Only Members present can vote and every member present has only one vote. This is applicable to all meetings.

ARTICLE 4.0 Nomination Meeting

- 4.0 The Members will be notified of nominating meetings by telephone and Parish Bulletin, 14 days prior to meeting
- 4.1 The purpose of this meeting is to allow the Nominating Committee to present the candidates for the new members of the Board and the three committees which shall take place on the first Sunday in December.
- 4.2 Beside candidates presented at the meeting by the Nominating Committee, ordinary members have right to submit their own candidates at this meeting.
- 4.3 Nomination of additional new candidates at the General Meeting will be accepted only, when the submitted candidate is supported by at least five members

ARTICLE 5.0 Special or Extraordinary Meetings

- 5.0 The Members will be notified of a special or extraordinary meeting by letter to home address, and by Parish Bulletin announcement, at least two weeks prior to meeting.
- 5.1 These meetings shall be called whenever necessary.
- 5.1.1 By the Board of Directors
- 5.1.2 By demand to the Board of Directors, by means of signed petition of 25 % of ordinary members.

CHAPTER 4.
DUTIES OF THE BOARD

ARTICLE 1.0 Obligations of the Members of the Board

- 1.1 The officers of the Association are the administrators of the organization, and shall carry out their obligations in the light of the statutes and the decisions of the general extraordinary and monthly assemblies of the Association. Their efforts shall be directed towards realizing and

disposing of obligations and aims of the Association. They shall work out plans and projects in reference to:

- 1.1.1 Regulations in regards to rent of the Center.
- 1.1.2 Matériel management of the Association for their term of office.
- 1.1.3 Arrangement of observing in becoming manner the solemnities of national feast days and recreational events.
- 1.1.4 Expansion of matériel welfare of the Association.
- 1.1.5 Preparation of statement for the general meeting.
- 1.1.6 Entering any changes to the statutes, should these become necessary.

ARTICLE 2.0 Should it become necessary to outlay large amounts of money for new buildings, or repairs to buildings, or to borrow money to the amount of 5,000 thousand or over, the Board is obliged to consult the members for approval at one of the monthly or general meetings.

ARTICLE 3.0 The Board is held responsible for their actions to the general assembly.

ARTICLE 4.0 Term of office shall be for one year at the end of which time there is nothing to bar an officer to seek re-election for another term to maximum four consecutive terms in the same Board position.

ARTICLE 5.0 No Board Member can hold two posts unless so authorized by Annual or Special meeting of the members at large.

ARTICLE 6.0 The Board has the right to ask general assembly to elect a new member w/o portfolio, should there be a vacancy.

ARTICLE 7.0 Board Meetings

- 7.1 Board and/or Executive meetings will take place once a month or more often as required, and will follow order of business as in Article 8.
- 7.2 It shall be duty of every officer of the Association to be present at all regular and special meetings of the Association.
- 7.3 Should any of the officers find it impossible to attend a meeting he/she shall notify the Executive of same so that the meeting will not be delayed owing to his/her absence.
- 7.4 Should an officer be absent from a three consecutive meetings without a justifiable cause, he/she shall be expelled from the Board.
- 7.5 Members of Audit Committee, and or Arbitrary Court Committee have the right to be present at Board Meetings as observers, but have no voting rights.

ARTICLE 8.0 Order of Business - Applicable to all meetings.

- 8.1 Opening of the member's meeting by the President or Vice-President, the form of opening is contained in the addition to the By - Laws.

- 8.2 Reading of the minutes of the previous meeting by the Secretary.
- 8.3 Vote for the acceptance of the minutes with or without corrections.
- 8.4 Reading of the income and disbursements of the Association by the Treasurer.
- 8.5 Vote for acceptance of the account of the Financial Treasurer.
- 8.6 Unfinished business
- 8.7 New business and discussion in the interest of the Association
- 8.8 Discussion of payment of fees both monthly and special.
- 8.9 Adjournment. Form of adjournment in the Addendum to the By - Laws.

CHAPTER 5.
DUTIES OF INDIVIDUAL BOARD MEMBERS AND COMMITTEES

ARTICLE 1.0 The Board shall be composite of nine elected Members:

- 1.1 (a).President
(b) 1-st Vice-President
(c).2-nd Vice-President
(d).Secretary
(e).Treasurer
(f).Four Officers without portfolios
- 1.2 The members (a) to (e) shall constitute the Executive Council which shall be responsible for all activities of the Association.
- 1.3 The past president, should he/she wish, is an ex-officio member without portfolio of the Board.

ARTICLE 2.0 The Management of Polish Hall. These positions are remunerated. Selected by Advisory Council and approved by the Executive Board. Management personnel will report to Advisory Council and on demand to Audit Committee.

ARTICLE 3.0 The President:

- 3.1 The president shall direct the work and life of the Association.
- 3.2 He/She shall preside over meetings and assemblies during his term of office.
- 3.3 He/She shall be the official representative of the organization.
- 3.4 He/She shall be informed of all incoming and out-going correspondence.
- 3.5 A maximum of two months leave of absence shall be allowed.
- 3.6 In the event of a vote ended in a tie, the President has the deciding vote
- 3.7 At the end of his/her term of office he/she shall place all books in the archives of the Association, after they have been checked and closed by the auditors.

ARTICLE 4.0 First Vice-President:

- 4.1 The first vice-president has all the privileges of the president when he/she officially takes the place of the president.
- 4.2 He/She shall take President's place in the latter absence and perform his/her duties.
- 4.3 In the event the president cannot perform his/her duties to the end of his/her term for whatever reason, there shall be a nomination of a new president within the Board, providing the remainder of the term is more than two months.
- 4.4 The first vice-president is responsible for and takes over the archives of the Association and likewise assumes duties which shall be assigned to him/her.
- 4.5 The first Vice-President is responsible for the Association's membership drive.
- 4.6 At the end of his/her term of office he/she shall place all books in the archives of the Association, after they have been checked and closed by the auditors.

ARTICLE 5.0 Second Vice-President:

- 5.1 The second vice president with the Advisory Council shall have the custody of the fixed assets, building furnishings, building business and inventory of the organization and shall overlook management of the Polish Hall.
- 5.2 He/She shall serve as liaison between the Board Members, Advisory Council and the Management Personnel.
- 5.3 He/She shall be a part-time member of the Advisory Council only in matters related to the management of the Polish Hall
- 5.4 Together with the Advisory Council he/she shall be responsible for marketing, advertising, and other activities relating to promotion of the Polish Hall.
- 5.5 He/She shall propose to the executive and arrange for any repair work and purchase of furnishings.
- 5.6 He/She shall be solicitous of the appearance and cleanliness of the Polish Hall. To this end he/she shall hire help in accordance with the rules as set out for him/her, and approved by the Executive.
- 5.7 At the end of his/her term of office he/she shall place all books in the archives of the Association, after they have been checked and closed by the auditors.

ARTICLE 6.0 Secretary

- 6.1 The Recording Secretary shall be responsible for the records and books with the exception of books and receipts i respect to money and material assets.
- 6.2 He/She shall edit and prepare all correspondence for the president's signature.
- 6.3 He/She shall keep a record of all incoming and outgoing correspondence in an orderly fashion.

- 6.4 He/She shall make and keep the minutes of all meetings, making sure that they are accurate.
- 6.5 He/She shall have a list of active members, verified by the treasurer, together with their current addresses and a record of membership dues paid.
- 6.6 At the end of his/her term of office he/she shall place all books in the archives of the Association, after they have been checked and closed by the auditors.

ARTICLE 7.0 Treasurer

- 7.1 He/She shall accept initiation, monthly and other fees and keep a clear accounting of same.
- 7.2 He/She shall cash money orders and checks of the Association certified by the President, 1st Vice-President, and Treasurer.
- 7.3 All his/her payments and cash receipts shall be presented to the President and Secretary or 1st Vice-President at each meeting for their confirmation.
- 7.4 He/She shall present the books to the President and to the Auditing Committee at the Presidents request.
- 7.5 All receipts, checks and money orders must be signed by the President, 1st Vice-President and Treasurer; in the absence of one of the above, the Secretary may sign.
- 7.6 The funds of the Association must be deposited by the Treasurer to the Bank selected by the Association. He/She may withhold a set sum of money for ordinary necessary expenses.
- 7.7 The manner of accounting to the assembly of expenses and receipts (read or written) shall be in accordance with accepted accounting practice, approved by the general assembly of members.
- 7.8 He/She shall be responsible for the issue of Membership Cards
- 7.9 His/Her books shall be opened to the auditors at all reasonable times, at their request.
- 7.10 At the end of his/her term of office he/she shall place all books in the archives of the Association, after they have been checked and closed by the auditors.

ARTICLE 8.0 Members without portfolio.

- 8.1 They shall remain at the disposal and will of the president to give aid to any or either of the above mentioned posts as the need may arise, or they shall be assigned to specialized work which may arise from time to time during the term of office.
- 8.2 They may be assigned to take over any office (except that of the president) during that executives' departure or non presence or sickness.

ARTICLE 9.0 Duties of the Audit Committee
See Chapter 8, Articles 1.0 and 2.0

ARTICLE 10.0 Duties of Arbitration Court

- 10.1 It shall be its' duty to give judgment in a given case justly, according to the By - Laws of the Association.
- 10.2 Record the minutes of such cases on books set aside for that purpose.

- 10.3 Read the written petition of any one of nine members who has a complaint against the Executive.
- 10.4 It shall give judgment in such cases as are brought to it by the petitioner.
- 10.5 This Court if dealing with a case of importance to the good name of the Association, has a right to call upon the general assembly of members for a final decision.
- 10.6 This Court in the event that it does not act in compliance with the above, can be judged and replaced by members of the Association, who shall be assembled for that purpose by the Advisory Council.

ARTICLE 11.0 Duties of Advisory Council

- 11.1 To give legal and management advice on matters affecting the Polish Hall.
- 11.2 To select an appropriate and responsible group of people that will form the Nominating Committee at least six weeks prior to the Nomination Meeting.
- 11.3 To provide a smooth transition between old and new Board Members, the Advisory Council should encourage the Nominating Committee to select at least 40% of old members for re-election.
- 11.4 Other duties are as per Chapter 5, Article 5.0, clauses 5.1, 5.2, 5.3, and 5.4.
- 11.5 Advisory Council is an advisory body only; it does not render decisions.

ARTICLE 12.0 The Board at its first meeting will nominate one of the officers as the delegate to the Polish Canadian Congress.

ARTICLE 13.0 Duties and Responsibilities of the Management Team of the Polish Hall:

- 13.1 As established by the Advisory Council for business activities.

ARTICLE 14.0 Duties of Nominating Committee

- 14.1 The Committee prepares a list of qualified individuals to fill Board and Committees positions.
- 14.2 In case the Nominating Committee is unable to assemble the required candidates from the ordinary members as volunteers to fill various positions to satisfy laid rules in CHAPTER 3. ARTICLE 4.0 Par. 4.1. general meeting will decide on further action to be taken .
- 14.3 If there are no volunteers from the floor of the general meeting to satisfy laid rules, new Nominating Committee will be elected and the meeting postponed one month.
- 14.4 It is advisable the committee shall start selecting members at least six (6) weeks before the December Meeting.
- 14.5 It is advisable that in their selection, they will try to include at least 40% of the existing Board members and committée members.

HAPTER 6
ELECTION AND VOTING PROCEDURE

ARTICLE 1.0 Nominating Committee

- 1.1 Prepares a list of qualified members to fill Board position's
 - 1.1.1 They shall ensure that the members, if elected, fully understand their duties and responsibilities. As stipulated in the Association's By - Laws.
- 1.2 The Nominating Committee must verify qualifications of candidates for all Board positions, and obtain assent of the Candidates selected.
- 1.3 The candidates who have agreed to stand for office are presented to all members, at the monthly meeting in December and then announcing them again at the general annual meeting in January.

ARTICLE 2.0 Election of Officers

- 2.1 This shall take place at a general annual meeting of ordinary, honorary, and corporate-organizational members.
- 2.2 The ground work and all necessary details are to be completed by the Nominating Committee.
- 2.3 Voting for the Executive is to be held by secret ballot.
- 2.4 All the newly elected officers shall be sworn in, promising to work for the good of the Association.

ARTICLE 3.0 Voting shall be fourfold.

- 3.1 First for the president
- 3.2 Secondly, for first and second vice-presidents.
- 3.3 Thirdly, for the remaining members of the executive
- 3.4 Finally for the four Board members without portfolio.
- 3.5 Lastly, voting takes place by majority vote for the following three committees.
 - 3.5.1 Three members of Audit Committee
 - 3.5.2 Three members of Arbitration Court
 - 3.5.3 Three members of Advisory Council Committee
- 3.6 In voting 3.1 above the person obtaining the most votes shall become President.
- 3.7 In voting 3.2 the person obtaining the most votes becomes first Vice-President, the next highest becoming the second Vice-President provided there is no objection from the floor. If an objection is raised, there must be an individual vote for these positions.

- 3.8 Voting for the remaining two members of the Executive Council and four members without portfolio shall be by majority vote.
- 3.9 In the event of a tie where there is a question of filling one vacancy only, an other vote shall be taken.
- 3.10 The assigning of duties to officers without portfolios shall be made between the newly elected members themselves at the first meeting of the executive held after the elections.
- 3.11 One of the four members without portfolio can be the Past President, if he/she chooses so; his/her election will not require voting, unless there is a motion against him or her.
- 3.12 The duties assigned or undertaken by each member shall be made known to the members at large at the next monthly meeting.
- 3.13 NO MEMBER shall be elected to the executive without having fulfilled six full months previously as a member in good standing of the Association.

ARTICLE 4.0 The Voting procedure is as follows:

- 4.1 The Nominating Committee shall prepare a sufficient number of voting ballots each stamped with the seal of the Association;
- 4.2 The leader of the Nominating Committee shall choose three scrutineers to hand out, gather, and count the voting slips and announce the results of the election to members at large.
- 4.3 The voting members shall write down the name or names, as the case may be, on the ballot slips, and in turn they shall hand these back to the scrutineers.
- 4.4 In the event of a member or members of the executive resigning his/her post before the expiration of his/her term, an election shall be called to fill the respective vacancies according to the rules laid down (see voting and election of officers).

CHAPTER 7.

ARTICLE 1.0 Vote on Non confidence

- 1.1 Any member of the Board can be removed from office before the expiry of his/her term by a vote of non confidence in the following cases only.
 - 1.1.1 When it can be proven and ascertained that a Board Member is not fulfilling his/her duties and as a result the Association is liable to a material, moral, or ideological loss.
 - 1.1.2 When a Board Member oversteps his/her power as laid down in the statutes of the Association. A vote of non confidence can be rendered only by an extraordinary general assembly by the usual majority vote.
- 1.2 A motion of an intention to express a vote of non confidence must receive the normal majority approval of the members at a monthly meeting.

ARTICLE 2.0 Removal of Individual Members from the Executive

- 2.1 This can be accomplished either through a motion placed to this effect by the Executive or by the ordinary members, and voting on the motion at an ordinary meeting held for this purpose.
- 2.2 In the event that a motion to remove a member of the executive arouses the slightest doubt as to the reasonableness of the motion, the assembly at a monthly meeting shall suspend the member of the executive in question from taking any active part in administration of the Association. The assembly shall choose a special commission to delve into the case, which shall hand down its findings to the members at an extraordinary meeting of the members.

CHAPTER 8.

ARTICLE 1.0 Supervision of Books and Management

- 1.1 The general annual assembly shall choose three persons from the members at large to act as Audit Committee. They shall be chosen by a majority vote for a term of one year.
- 1.2 They shall hold no other function in the organization.
- 1.3 They shall audit the books of the Association at least four times a year, and the books of the Management of Polish Hall on a monthly basis.

ARTICLE 2.0 Duties of Auditors

- 2.1 They shall control all financial statements, books and ledgers (shall verify expense and income receipts, the manner of bookkeeping and the balances as shown by the respective books), also they shall audit the inventory, which verification should take place at least twice a year.
- 2.2 The auditors shall vouch for the veracity of all entrances in these books by their own signatures in the books and material involved.
- 2.3 They shall render a full account of their findings at the next nearest monthly meeting.
- 2.4 They shall prepare for the annual general meeting an accurate account on paper, of the general financial affairs and inventory, signed by each member of the auditing committee.
- 2.5 This annual statement shall show a clear picture to the members of the state of affairs of the Association, together with all observations and recommendations which will aid the Association in overcoming any future errors.
- 2.6 At the time of the annual report of the Auditors' Committee, the Committee shall table a motion to the effect of acceptance or non acceptance of a clean bill or "absolutorium" to the retiring executive.
- 2.7 In case of necessity, the auditors may avail themselves of the services of a professional accountant who shall be recompensed by the Association. The hiring of such an accountant will be approved by the Executive.
- 2.8 Removal of auditors shall be made according to norms as set out for removal of executive members.

- 2.9 The Audit Committee shall have exclusive right to suspend the Executive, and is responsible to the General Assembly. The Committee shall use their resources to call immediately, i.e. within two weeks, an extraordinary meeting, to review reasons for the suspension.

CHAPTER 9

ARTICLE 1.0 Seal Custody

- (a) The president shall have custody of the seal of the Association; in the event of his death or grave illness, the first Vice-President shall have custody of same until such time as a new president is elected.
- (b) The right to use the Association's seal shall be vested with the President, unless in the event of death, grave illness or non presence, the privilege is handed down to the first Vice-President.

CHAPTER 10.

ARTICLE 1.0 The Estate

- 1.1 Should there arise a need and a desire to amalgamate the Polish Canadian Association and other Polish interests in Calgary or an extraordinary assembly can render a binding decision to the effect that the total assets movable and stable be assigned to this purpose according to the rules at that time adapted, and thereafter called part II to this By - Laws.
- 1.2 To make this a binding decision it is compulsory to have present at this session 80% of ordinary members, and honorary members - Three - quarter vote of those present shall make that decision binding.
- 1.3 When dealing with the disposal or otherwise of the estate, and if sufficient number of members above mentioned are not present at the appointed time, the meeting shall be adjourned for one month - at the expiry of one month the presence of 50% plus one of voting members shall be sufficient, at which time three-quarter vote of those present shall be binding.
- 1.4 Members will be notified by mail, and confirmed by telephone. Also, notices will appear in the "Polish Bulletin" and also the "Polish Parish Bulletin"

ARTICLE 2.0 Dismemberment

- 2.1 In the event of dismemberment of the Association, the assets, movable and stable, can be transferred to any existing Polish organization in Alberta, providing their purpose and principles are not opposed to those of the Association.

CHAPTER 11.

ARTICLE 1.0 Decisions

- (a) All decisions rendered at a monthly, general or extraordinary sessions are binding until specifically revoked.
- (b) Revoking of a decision must be made by equal or greater number of votes.

ARTICLE 2.0 Finances

- a) All financial books and minutes of the meetings are closed as of December 31st. of each year.

CHAPTER 13
AWARDS AND RECOGNITION OF SERVICE

ARTICLE 1.0 Awards and words of appreciation when warranted, words of appreciation will be placed in the Polish Bulletin

ARTICLE 2.0 Recognition of Service

For long time or extraordinary service to the Association a special plaque will be presented to the recipient.

CHAPTER 13
Additions to the By - Laws.

ARTICLE 1.0 Banner of Polish Canadian Association

- 1.1 A board Member without portfolio will have the honor to be responsible for the banners' appearance at various National and Patriotic celebrations

ARTICLE 2.0 Polish Canadian Congress

- 2.1 The Polish Canadian Association is an active member of the Polish Canadian Congress (P.C.C.) and is required to pay their dues when possible, and send delegates to the regional and national meetings and conventions. Cost for such trips should be covered by the Association.
- 2.2 In the event of the appointment by the Polish Canadian Congress executive of Edmonton of a special committee, the Association shall not form another committee with similar aims, but will endeavour to work within the mandate of the Polish Canadian Congress

ARTICLE 3.0 Form of opening the meeting by President or Vice-president.

- 3.1 A single knock by the President as a sign for rising. When all rise the President says: *In the name of Polish Canadian Association I open this meeting. I greet all present and request unity and concord in discussions and order during this meeting. I express a wish that the meeting may be of advantage to the Association.*
After the greeting the members are seated and the President begins the discussions as in CHAPTER 4 Article 8.

ARTICLE 4.0 Form of adjournment.

- 4.1 A double knock by the President as a sign for rising. The President says: *In the name of the Polish Canadian Association I adjourn the meeting and thank you for the quiet and unity maintained during the meeting.*
- 4.2 After the farewell greeting by the President the members leave the meeting place.

ARTICLE 5.0 Oaths of the Polish Canadian Association.

5.1 The oath of the in-coming President.

5.1.1 The Past President knocks as a sign for rising.

5.1.2 The in-coming President holding his right hand on the By - Laws and reads:
I (...full name...) elected as President by majority vote of the members of the Polish Canadian Association accept this honor and make oath by virtue of this By - Laws with all present as witnesses that I shall perform my duties in the interests of the Association and shall conduct my office as President according to the By-Laws of Association. (...raising his right hand he says:...) So help me God.

5.1.3 After the end of the oath the members sit down.

5.1.4 The Past President after the swearing in of the new President says: *In the name of the Polish Canadian Association I summon you to carry out your duties in accordance with the By-Laws and in the best interest of the Association. I summon all those present to respect and honor the new President and the other officers. In your presence I hand over my authority to my successor and hope that during his term of office you reap the greatest amount of pleasure and satisfaction. I thank you for the good-will, unity and support during my term of office, ending with the old Polish greeting God Bless You.*

5.1.5 The new President may add a few words of thanks and greeting and urge the other officers for hearty support.

ARTICLE 6.0 Oath of the other Officers.

6.1 The President knocks as a sign for rising. The officers to be sworn in, place their right hand on the By - Laws and repeat after the President:
We the officers of the Association elected by a majority of votes of this Association accept our positions and swear by this By - Laws with you as witnesses that we shall perform our duty in accordance to the By - Laws. So Help Us God. .

6.2 After the oath members sit down.

ARTICLE 7.0 Oath of Newly Accepted Members.

7.1 The President knocks as a sign for rising. The newly accepted Members, place their right hand on the By - Laws and repeat after the President:

7.2 *I (...full name...) as a new member of the Polish Canadian Association swear by this By - Laws that I will fulfill all the obligations of membership, and defend the ideals of the Association. So Help me God.*

7.3 The form of the above oath should be made analogous to the preceding oaths.

7.4 After the oath members sit down.

ARTICLE 8.0 Changes to By - Laws

8.0 These By - Laws can only be changed by a special resolution of the Members at a special meeting of the Polish Canadian Association of Calgary.

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