

## BYLAWS

Incorporated: September 20, 1989  
No. 50409101

Revised: October 2, 1999

### 1. OBJECTIVES

- a. To provide for the recreation of the members and to promote and afford opportunity for friendly and social activities.
- b. To assist in the settlement of new residents.
- c. To promote through cultural events, understanding between our society and the community at large.
- d. To provide a resource centre for use by our members and any interested parties.

### 2. MEMBERSHIP

- a. Membership fee, if any, in the society shall be determined, from time to time, by the members at a general meeting. Any person residing in Alberta, and being of the full age of 18 years, may become a member after submitting an APPLICATION FOR MEMBERSHIP form with full payment of the required membership fee, providing acceptance by the membership co-ordinator and/or the executive committee.
- b. Family Membership
  1. Related persons living within a single dwelling.
- c. Single Membership
  1. Individual that is a minimum of 18 years of age.
  2. Single parent (including dependant children).
- d. Any member wishing to withdraw from membership may do so upon a notice in writing to the Executive Committee through it's Secretary. If any member is in arrears for fees or assessments for any year, such members shall automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a two-thirds vote of all members of the executive committee may be expelled from membership for any cause which the society may deem reasonable.

### 3. BOARD OF DIRECTORS

- a. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the society.
- b. The Board shall, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President. A special meeting may be called on the instructions of any two members thereof provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by ten days' notice in writing mailed to each member or by three days' notice by telegram or telephone. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided, however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.

## EXECUTIVE COMMITTEE

- c. President
  - 1. The President shall be ex-officio, a member of all Committees. The President shall, when present, preside at all meetings of the society and of the Board. In the President's absence the Vice-President shall preside at any such meetings, and in the absence of both, a chairperson may be elected by the meeting to preside thereat.
  - 2. Position Requirements
    - 1. Must be a member in good standing.  
*and either*
    - 2. Born in Malaysia, Singapore or Brunei.  
*or have*
    - 3. Family heritage from Malaysia, Singapore or Brunei.
- d. Vice-Presidents (Malaysia, Singapore, Brunei)
  - 1. The Vice-President(s) shall assist the President in execution of the society's business. In the President's absence a Vice-President shall preside at all meetings of the society and of the Board. The Vice-President's, where appropriate, will provide foreign government documents for the benefit of the members.
  - 2. Position Requirements
    - 1. Must be a member in good standing.  
*and either*
    - 2. Born in the country represented.  
*or have*
    - 3. Family heritage from the country represented.
- e. Secretary
  - 1. It shall be the duty of the secretary to attend all meetings of the Society and of the Board, and to keep accurate minutes of the same. The Secretary shall have charge of the Seal of the society which seal whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, the Secretary's duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.
  - 2. The Secretary shall also keep a record of all the members of the society and their addresses, send all notices of the various meetings as required, and shall collect and receive the annual dues or assessments levied by the society, such monies to be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as hereinafter required.
  - 3. Position Requirements
    - 1. Must be a member in good standing.  
*and either*
    - 2. Born in Malaysia, Singapore or Brunei.  
*or have*
    - 3. Family heritage or spouse from Malaysia, Singapore or Brunei.

f. Treasurer

1. The Treasurer shall receive all monies paid to the society and shall be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. The Treasurer shall properly account for the funds of the society and keep such books as may be directed. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting a statement duly audited as hereinafter set forth of the financial position of the society and submit a copy of same to the Secretary for the records of the society. The office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.
2. Position Requirements
  1. Must be a member in good standing.  
*and either*
  2. Born in Malaysia, Singapore or Brunei.  
*or have*
  3. Family heritage or spouse from Malaysia, Singapore or Brunei.

4. **COMMITTEE**

- a. Position Requirements
  1. Must be a member in good standing.

5. **AUDITING**

- a. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such audit at the Annual Meeting of the society. The fiscal year of the society in each year shall be August 31<sup>st</sup>.
- b. The books and records of the society may be inspected by any member of the society at the annual meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

6. **MEETINGS**

- a. This society shall hold an annual meeting on or before the last week of October in each year, of which due notice shall be given to all members. At this meeting there shall be elected a President, three Vice-Presidents, Secretary, Treasurer, (or Secretary-Treasurer), and additional Committee Members as deemed necessary. The officers and executive committee members so elected shall form a Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the society as laid out in "4. Executive Committee".
- b. Meetings of the society may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to the last known address of each member, delivered in the mail eight days previous to the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt by that person of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of each member, delivered in the mail eight days previous to the meeting.
- c. One-third members in good standing shall constitute a quorum at the Annual General Meeting.

## 7. **VOTING**

- a. Any member who has not withdrawn from membership nor has been suspended nor expelled as herein provided shall have the right to vote at any meeting of the society. Such votes must be made in person and not by proxy or otherwise.
- b. Family Membership
  - 1. Two adult votes per membership (minimum 18 years old).
- c. Single Membership
  - 1. One adult vote per membership (minimum 18 years old).

## 8. **REMUNERATION**

- a. Unless authorised at any meeting and after notice of same shall have been given, no officer or member of the association shall receive any remuneration for his services.

## 9. **BY-LAWS**

- a. The By-Laws may be rescinded, altered or added to by a “Special Resolution”.