

BY-LAW

NIGERIAN CANADIAN ASSOCIATION
OF
FORT McMURRAY, ALBERTA

FINAL REVISION

August 24, 2013

NAME OF THE ASSOCIATION

The name of the Association shall be the Nigerian Canadian Association of Fort McMurray (NCAFM). This Association is a non-profit organization.

1. INTERPRETATIONS

The following interpretations shall be a guide to references made in this By-law.

- 1.1. Wherever reference is made to any statute or section thereof, such reference shall be deemed to extend and apply to any amendment to the statute or section as the case may be.
- 1.2. The Association shall mean the Nigerian Canadian Association of Fort McMurray.
- 1.3. The Council shall mean the Executive Council.
- 1.4. The registered address of a member shall mean a postal or electronic mail (e-mail) address as it is recorded in a register kept by the Association.
- 1.5. The definitions contained in this Article and elsewhere shall become effective on the date the By-law is approved.
- 1.6. A member is defined as one who is duly registered with the Association and abides by the rules and regulations of the Association. (See Article 4 and Article 7.2).
- 1.7. The elected members of the Executive Council shall constitute the Officers of the Association.
- 1.8. Residency is defined as having Fort McMurray as a primary place of abode.
- 1.9. Family is defined as a mother and her children (matrilocal); or father and his children; or mother, father and their children (nuclear family).

2. SEAL

The Association shall have a seal, which shall be affixed to the Association's documents and shall be entrusted to the President.

3. STRUCTURE OF THE ASSOCIATION

The Association shall comprise of the general membership and the Executive Council. The Executive Council is the governing body that runs the Association's affairs.

- 3.1. The Executive Council shall consist of:
 - 3.1.1. President
 - 3.1.2. Vice President
 - 3.1.3. Secretary General
 - 3.1.4. Assistant General Secretary
 - 3.1.5. Treasurer
 - 3.1.6. Financial Secretary
 - 3.1.7. Social Director
 - 3.1.8. Public Relations Officer
 - 3.1.9. Youth Coordinator
 - 3.1.10. Ex-Officio member

- 3.2. The Executive Council shall be responsible for enforcing this By-law and any subsequent amendments.
- 3.3. The Executive Council shall take necessary steps to enable the Association receive donations and benefits for the purpose of furthering the objectives of the Association.
- 3.4. The Executive Council may establish any Ad Hoc committee it deems necessary to assist in the efficient and effective management and operation(s) of the Association.

4. MEMBERSHIP

- 4.1 Membership shall be open to Nigerian citizens and their family members and persons who are of Nigerian parentage, aged 18 years and above, who show interest in the objectives of the Association and agree to abide by the provisions of this By-law.
- 4.2 Prospective members shall be residents of Regional Municipality of Wood Buffalo, Fort McMurray, Alberta, Canada.
- 4.3 All prospective members shall complete the Association membership registration form and pay a non-refundable application fee.
- 4.4 Every registered member shall attend a minimum of one (1) general meeting in a fiscal year to maintain their membership status.

5. FUND RAISING

The Association shall carry out fund raising activities to generate funds. Fund raising shall be managed by the fund raising committee as per Section 19 of this By-Law.

6. COMMITMENT

This Association is committed to the well being of its members at all times. The limit of this commitment shall depend, among other things, on the resources of the Association at the time of need.

7. BENEFITS AND OBLIGATION OF MEMBERS

- 7.1. Every registered member of the Association shall be entitled to:
 - 7.1.1. Use any facility provided by the Association for the general use of its members;
 - 7.1.2. Attend Annual General Meetings and Extraordinary General Meetings of the Association;
 - 7.1.3. Attend functions and activities organized by the Association;
 - 7.1.4. Receive assistance and supports within the confine of the Association objectives;
 - 7.1.5. Receive visitation from representative(s) sent by the executive council on behalf of the Association including but not limited to the following; new babies, weddings and bereavement whenever the Association is notified.
- 7.2. All members have an obligation to:
 - 7.2.1. Comply with this By-law and policies and rules of the Association, as amended from time to time.
 - 7.2.2. Project a positive image of the Association.
 - 7.2.3. Attend and contribute actively in all the meetings of the Association.

7.3 No member shall, by reason of membership of the Association, be liable for any debts or obligation of the Association in the absence of an express written promise to accept such liability.

8. MEMBERSHIP AND WITHDRAWAL

- 8.1. A person shall cease to be a member of this Association by delivering a letter of resignation to the Secretary General of the Association.
- 8.2. A person shall cease to be a member of the Association on being expelled.
- 8.3. Membership will be terminated if a member is deceased.
- 8.4. Each Member shall on termination of his/her membership of the Association for whatever reason; forfeit all rights to any claims upon the Association, its property and/or funds. He/she shall return all Association properties and/or funds in his/her possession.

9. DISCIPLINE AND EXPULSION

- 9.1. Any member of the Association may be expelled at any scheduled meeting thereof by the Executive Council for any misconduct or any conduct prejudicial to the Association; including but not limited to the following:
 - 9.1.1 Such member has breached the By-Law of the Association.
 - 9.1.2 Allowing such member to remain as a member would bring discredit to the Association.
- 9.2. No member shall represent the Association without permission from the Executive Council and no member shall give speeches on behalf of the Association without the approval of the Executive Council.
- 9.3. No member shall make any financial commitment on behalf of the Association without prior approval of the Executive Council. Violators are subject to the recommendations of the disciplinary committee and subsequent ratification by the Executive Council.
- 9.4. The Executive Council shall review the recommendation of ad-hoc disciplinary committee, thereafter they shall take final disciplinary decision including but not limited to suspension or expulsion of the member.
- 9.5. Any member expelled by the Executive Council may appeal to the General Assembly via the Executive Council against such decision within 30 days of receiving such notice. The General Assembly shall consider and respond to such appeal within six (6) months of receiving the appeal. The General Assembly's decision shall be final and binding on the member.
- 9.6. A member may be expelled by a special resolution of the members passed at a general meeting or special meeting.
- 9.7. A notice of such special meeting for expulsion shall be sent by registered mail to the member at the most twenty one (21) days prior to the general meeting.

- 9.8. The notice of special meeting for expulsion shall be accompanied by a brief statement of the reason(s) for the expulsion or proposed expulsion.
- 9.9. The person who is the subject of the proposed resolution for the expulsion shall be given an opportunity to be heard at a general meeting before the special resolution is put to vote.

10. GENERAL

Every member of this Association shall uphold this By-law and comply with it.

11. CODE OF CONDUCT

- 11.1. A member shall be courteous, civil and shall act in good faith, with all persons with whom he or she has dealings with in the course of a meeting or in any activities of the Association.
- 11.2. There shall be no formal political debates during a meeting except under a special agenda.
- 11.3. Violators of Articles 11.1 and 11.2 may be subject to sanctions. The nature and duration of the sanction(s) (e.g. discipline, suspension or expulsion) shall be determined by the Executive Council and subject to the requirements of Article 9.4 of the By-law.

12. EXECUTIVE COUNCIL

- 12.1. Each member of the Executive Council shall be nominated by a member and elected by the general membership. A member may also nominate himself/herself for election to the Executive Council.
- 12.2. Each elected member of the Executive Council shall have one vote, and a simple majority shall constitute a quorum in Executive Council meetings.
- 12.3. The members of the Executive Council shall serve without remuneration and no member of the council shall directly or indirectly receive any profit from his/her position; however, a member may be reimbursed for reasonable expenses incurred by him/her in the performance of his/her duties on tendering of verifiable receipt(s).
- 12.4. The Executive Council shall hold office for a two-year term. A member of the Executive Council may be re-elected for a second two-year term. Thereafter, he/she shall not be eligible for election to the same position until two years have elapsed but shall be eligible for election to another position.
- 12.5. Executive Council member who is absent for three consecutive monthly meetings of the council without approval of the council or who is deemed not to be carrying out his or her duties satisfactorily, shall be impeached/removed from office by a simple majority vote of the Executive Council.
- 12.6. The Executive Council may disburse a maximum of two hundred dollars (\$200 CAD) at a given time as petty cash for operating expenses.

13. PROCEEDINGS OF THE EXECUTIVE COUNCIL

- 13.1. The Executive Council may meet at a place it thinks fit for the purpose of conducting the business of the Association.
- 13.2. The Executive Council may delegate some powers to special committees appointed for specific purposes.

13.2.1 Such committees shall conform to the terms of reference given by the Executive Council, and shall present a written report in accordance with the terms of reference to the Executive Council.

13.2.2 The Executive Council shall appoint a chairperson for the special committee. In the absence of the chairperson, those members of the committee in attendance shall choose one member to chair the meeting.

13.3. The Executive shall meet for the Executive Council meeting at least once a month

14. DUTIES OF THE MEMBERS OF THE EXECUTIVE COUNCIL

14.1. THE PRESIDENT: The President shall be the Head of the Association.

14.1.1. The President shall supervise the activities of the Association and shall call general or special meetings.

14.1.2. With the exception of Ad-Hoc Committees, the President shall preside over meetings of the Executive Council, annual general, and other general or special meetings.

14.1.3. The President shall see that all decisions of the Executive Council are carried out effectively.

14.1.4. The President shall have custody of the common seal of the Association.

14.1.5. The President may delegate any of the powers so conferred by this By-Law, provided that such delegation does not in the opinion of the majority of the members of the Association amount to abandonment of duties and responsibilities.

14.1.6. The President shall be a co-signatory of the Association's financial documents such as cheques and securities.

14.2. THE VICE PRESIDENT: The Vice-President shall carry out the duties of the President whenever the President is absent or is otherwise unable to perform his or her duties.

14.2.1. The Vice President shall perform any other duties delegated by the President.

14.2.2. The Vice President shall provide oversight for all financial transaction(s) in the absence of the President.

14.2.3. If both the President and Vice-President are absent or disabled for a brief period, the performance of their duties shall be delegated to another member of the Executive Council.

14.3. THE SECRETARY GENERAL: The Secretary General shall handle all the administrative matters of the Association.

14.3.1. The Secretary General shall issue notice of meetings and shall write and disseminate the agenda and minutes of meetings. Notices of general meetings shall be issued to all the members of the Association not less than 14 days prior to the date of the meeting, provided that the meeting does not qualify as an Emergency General Meeting.

14.3.2. The Secretary General shall have custody of the Association's postal box, as well as the records and documents of the Association excluding the financial records.

14.3.3. The Secretary General shall maintain an accurate register of the members of the Association.

14.3.4. The Secretary General shall be one of the co-signatories of the Association's cheques in the absence of the President.

14.4. **THE ASSISTANT SECRETARY GENERAL:** The Assistant Secretary General shall carry out the duties of the Secretary General whenever the Secretary General is absent or is otherwise unable to perform his or her duties. The Assistant Secretary General shall assist The Secretary General to handle all the administrative matters of the Association.

14.4.1. The Assistant Secretary General shall issue notice of meetings and shall write and disseminate the agenda and minutes of meetings on behalf of the General Secretary. Notices of general meetings shall be issued to all the members of the Association not less than 14 days prior to the date of the meeting, provided that the meeting does not qualify as an Emergency General Meeting.

14.4.2. The Assistant Secretary General shall have custody of the Association's postal box, as well as the records and documents of the Association excluding the financial records in the absence of the General Secretary.

14.4.3. The Assistant Secretary General shall assist the General Secretary to maintain an accurate register of the members of the Association.

14.5. **THE TREASURER:** The Treasurer shall maintain the Association's funds and securities and shall maintain full and accurate accounts of all transactions and receipts

14.5.1. The Treasurer shall collect monies and other securities on behalf of the Association and shall deposit all such monies and other securities in the name and to the credit of the Association at such depositories as may be designated by the Executive Council within five (5) business days.

14.5.2. The Treasurer shall disburse the funds of the Association as approved by the Executive Council, taking proper vouchers for such disbursement, and shall render accounts to the Executive Council, the President or the general membership whenever required.

14.5.3. The Treasurer shall submit a financial brief at each general meeting, excluding an Emergency General Meeting, except when such a (Emergency General) Meeting is called for the purpose of discussing the finances of the Association.

14.5.4. The Treasurer shall be designated as one of the signatories of the Association in any financial transaction(s).

14.5.5. The Treasurer and the President shall be the co-signatories of all cheque(s). The Secretary General shall co-sign in the absence of the President according to Article 14.3.4.

14.5.6. No designated signatory of the Association shall co-sign a cheque made payable to him/her. The President and Secretary General shall be the co-signatories for cheques made payable to the Treasurer.

14.5.7. The Treasurer shall chair the fund-raising committee in the absence of the Financial Secretary as is reflected under Section 19 of this By-law.

- 14.6. **FINANCIAL SECRETARY:** The Financial Secretary shall be responsible for maintaining an accurate financial record of all monies received and/or disbursed by the Association, which includes but is not limited to the reconciliation of all Association accounts.
- 14.6.1. The Financial Secretary is responsible for the internal auditing of the Association's financial records and, along with the Treasurer, keeping a record of all financial activities of the Association.
- 14.6.2. The Financial Secretary shall issue receipts for all payments, mail receipts to members, prepare the Association's income tax returns, and prepare the Association's financial reports for the Executive Council, and general meetings.
- 14.6.3. The Financial Secretary shall maintain an accurate register of contribution(s) made by members of the Association, and the dates of such contribution(s)
- 14.7. **SOCIAL DIRECTOR:** The Social Director is responsible for the designs and implementation of all social and cultural activities of the Association.
- 14.7.1. The Social Director shall act as a liaison between the Association and other organizations on social matters.
- 14.7.2. The Social Director shall, on the advice and direction of the Executive Council, coordinate, plan and execute with the members of the Executive Council and other members so mandated, all social gatherings of the Association.
- 14.7.3. The Social Director shall be responsible for managing all tools required to meet his/her responsibilities, and such tools shall include but shall not be limited to the maintenance of the Association's official web site and discussion forum.
- 14.7.4. The Social Director shall, in consultation with the executive council, be responsible for designing and planning sporting activities.
- 14.8. **PUBLIC RELATIONS OFFICER (PRO):** The PRO shall represent the Association; liaising with and answering enquiries from media, news, individuals and other organizations and also publicizing events of the Association.
- 14.8.1. The PRO shall develop and maintain relationship with other similar social-cultural groups locally, nationally and internationally.
- 14.8.2. The PRO shall be responsible for devising and managing the public relation strategies to enhance the image of the Association.
- 14.8.3. The PRO shall be responsible for the production and distribution of newsletters and shall be the custodian of the Association's communication devices for the office of the PRO.
- 14.8.4. The PRO shall be responsible for communicating all Association's activities, and shall also be the custodian of the Association's banner.

14.8.5. The PRO shall be the Chairman of the Publicity Committee where so formed.

14.8.6. The PRO shall perform other duties as may be assigned to him/her by the Executive Council.

14.9. THE YOUTH COORDINATOR: The Youth Coordinator will facilitate programs that supports the education and personal development of the Nigerian youth while providing opportunities for them to become more involved with the association.

14.9.1. The Youth Coordinator shall serve as the youth contact person, act as a youth representative during meetings.

14.9.2. The Youth Coordinator shall help recruit and retain youth in the organization and provide peer counselling opportunities.

14.9.3. The Youth Coordinator shall work on activities, programs, and special events as needed and arrange and lead youth activities.

14.9.4. The Youth Coordinator shall analyze youth requirements, identify resources, and develop programs to fill in the gaps.

14.9.5. The Youth Coordinator shall coordinate with the various teams and executives in the organization to meet youth requirements and work collaboratively with other community organizations to provide more resources for the youth.

14.9.6. The Youth Coordinator shall focus on tutoring programs, volunteer opportunities, events geared specifically towards the young adults and career planning service/events.

14.10. EX-OFFICIO MEMBER: The Ex-Officio member shall carry out such duties as delegated by the President.

14.10.1. This position shall be occupied by the immediate past President of the Association. If the immediate past President decline the position or is not available, the incoming executive by simple majority of the General Assembly can assign the post to any other member of the outgoing executive.

14.10.2. Ex-Officio member shall assist in the transition between the outgoing and incoming executives.

14.10.3. Ex-Officio member shall maintain continuity and provide advice to the incoming executive on the state of the Association's affairs.

14.10.4. The Ex-Officio member shall perform such other duties as are assigned by the president in conjunction with the Executive Council.

15 RESIGNATIONS AND REMOVAL FROM OFFICE

- 15.1. Any officer of the Association may resign from the office by handing a letter of resignation to the Secretary General or the President of the Association.
- 15.2. The Secretary General or the President shall, on the receipt of a letter of resignation, notify the Executive Council, and if it so approves, a meeting shall be convened to elect or appoint a new member to fill the vacant post.
- 15.3. A member of the Executive Council who is absent from three consecutive monthly meetings without the approval of the Executive Council shall be considered to have withdrawn as an officer of the Association and that position shall be declared vacant.
- 15.4. Where a member has been removed from office, a by-election shall be called to fill the position.
- 15.5. Any officer who has withdrawn from an office in accordance with Article 15.1, or an officer who has been removed from office in accordance with Article 15.3 shall be informed of the decision in writing by the Executive Council within two weeks of the removal.
- 15.6. Notwithstanding Article 15:Section 15.4 and Article 21:Section 21.3, the Executive Council shall have the discretion to appoint another member to fill a vacant position, for the remaining part of the term for that position only if the term of the current executives is less than or equal to six (6) months.

16. NOTICE OF MEETINGS

- 16.1. Notice for general meetings shall be given to a member, either personally, by postal or electronic mail to his/her registered address at least fourteen (14) days prior to the event. **Except for a special meeting where the presence of a member who is the subject of a special resolution is required, notice for a meeting to deal with the special resolution shall be given to the member by registered mail to his/her registered address at least twenty one (21) days prior to the event.**
- 16.2. Notice for executive election shall be given to members, either personally, by postal or electronic mail to his or her registered address at least thirty (30) days prior to the election day.
- 16.3. A notice sent by registered mail or electronic mail shall be deemed to have been given to the member.

17. GENERAL MEETINGS

- 17.1. The quorum for decisions of the Association's business at a general meeting shall be 10 individual members or one-fifth of the general membership; whichever is the greater of the two.
- 17.2. If within thirty (30) minutes from the time scheduled for the general meeting a quorum is not formed, the meeting may be adjourned.
- 17.3. Any resolution must be debated before approval by the majority at that meeting, and voting shall be done by a show of hands, or by secret ballot, depending on the circumstances.
- 17.4. In case of a tie, the President shall cast a deciding vote. If the President is not present at the general meeting, the Vice President shall cast the deciding vote.
- 17.5. The general meeting of the Association shall be held at a time and place determined by the Executive Council.
- 17.6. The Executive Council may convene an emergency general meeting where the need arises.
- 17.7. Notice of a general meeting shall specify the place, day and time of the meeting. In the case of a special meeting, the specific nature or agenda of the meeting shall be specified.
- 17.8. The Annual General Meeting (AGM) of the Association shall be held within two months after the end of the fiscal year.
- 17.9. There shall be a minimum of three (3) general meetings in a fiscal year.
- 17.10. If at a general meeting the President or the Vice-President or an Executive Council member is absent thirty (30) minutes after the scheduled start of the meeting except excused according to Article 17.12, or if the President and all other Executive Council members are unwilling to act as the meeting Chairperson, the members present shall choose one person to chair the meeting. However, a vote of no confidence may be moved against the erring official(s).
- 17.11. Each member of the Executive Council shall be required to be present at all meetings of the Association. Where a member has a good reason for not attending a meeting, the President, the Vice President, or the Secretary General shall be informed in no less than twenty four (24) hours of the inability to attend the meeting.

18. VOTING RIGHTS

- 18.1. The qualifying age for voting and running for office shall be eighteen (18) years.
- 18.2. Only members can vote during a general or special meeting and each member is entitled to one vote.
- 18.3. Voting at election of officers shall be done by show of hands or secret ballot.
- 18.4. Only those who have been members of the Association for at least three (3) months prior to the day of an election shall be eligible to vote at the election of executive officers.
- 18.5. To be eligible for election to the Executive Council, a candidate shall have been a member of the Association for at least six (6) months immediately prior to the notice of the executive election.
- 18.6. Voting by proxy is not permitted.

19. FUND RAISING COMMITTEE

- 19.1. There shall be a Fund Raising Committee consisting of the Financial Secretary, Treasurer and at least three (3) members appointed by the Executive Council to constitute an annual standing committee to organize and conduct fund raising activities for the Association.
- 19.2. The Financial Secretary shall chair this committee and in the absence of the Financial Secretary, the Treasurer shall fill-in as the chair.

20. ELECTORAL COMMITTEE

- 20.1. There shall be an Electoral Committee consisting of at least three (3) members appointed by the Executive Council on an ad-hoc basis to organize and conduct elections into the Association's positions. The Electoral Committee members shall administer the oath of office on any newly elected officer(s).
- 20.2. The Electoral Committee shall set out the guidelines governing the conduct of elections according to the provisions of this By-law.
- 20.3. The Electoral Committee is empowered to disqualify any aspirant to an Executive position if, in its opinion, such an aspirant is not qualified to hold such a position. The person so disqualified has the right to appeal to the Executive Council within seven (7) days of such disqualification.

21. ELECTION OF OFFICERS

- 21.1. Election of officers shall be done once every two (2) years at the general meeting of the Association.
- 21.2. The swearing-in and handover ceremony shall be no later than 8 weeks after the Election of Officers.
- 21.3. Where a vacancy or vacancies exist(s) in the Executive Council as a result of the resignation, removal or death of executive officer(s), per the provision of Articles 9 and 15, the President shall, within 14 days of

the existence of such a vacancy, call an Emergency General Meeting for the purpose of filling the vacancy.

22. ELIGIBILITY FOR ELECTION

- 22.1. Every member shall be eligible to vote and be voted for in any election, provided that such member meets the requirement of Article 4: Section 4.4 before the election day.
- 22.2. For position of the President, in addition to the provisions of Article 7.2, the fulfillment of six (6) consecutive months of residency in Fort McMurray is mandatory.
- 22.3. A member of the Association who has been declared by a court of competent jurisdiction to be legally or mentally incompetent shall not be eligible to nominate any candidate or vote in the Association's election. Such an individual shall not be eligible to hold or contest for an executive position in the Association.

23. PROPERTY OF THE ASSOCIATION

- 23.1 In case of death, resignation, retirement or removal from office of any officer, all books, papers, vouchers, money and other property of whatever kind in the person's possession shall be delivered to the Executive Council, within seven days of the event occurring.

24. AUDITING, BOOKS AND RECORDS

- 24.1. The Signing Officers for all monetary transactions shall be the President or Secretary General and Treasurer of the Association.
- 24.2. The books and records of the Association shall be opened for inspection by the members' at all reasonable times upon reasonable notice being given to the Executive Council.
- 24.3. The books, accounts and records of the Financial Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Association selected for that purpose at the general meeting. A comprehensive audit report for the previous year shall be submitted by such auditors to the Executive Council.

25. EXECUTION OF DOCUMENTS

- 25.1. The Executive Council shall have power from time to time by resolution to appoint an officer or officers on behalf of the Association to sign specific contracts, documents and instruments in writing.
- 25.2. Contracts, documents or any instruments in writing requiring the seal of the Association, shall be signed by any executive officer(s) and all contracts, documents and instruments in writing so signed shall be binding upon the Association without any further authorization.
- 25.3. The seal of the Association when required may be affixed to contracts, documents and instruments in writing signed as aforesaid in Article 25.2 or by any officer or officers appointed by resolution of the Executive Council.

26. CREDIT FACILITY

- 26.1. In accordance with the Canada Corporations Act, it is provided that, when authorized by the By-Law, duly passed by the Executive Council and sanctioned by at least two-thirds of the votes cast at a special general meeting of the members may from time to time;
 - 26.1.1. Obtain financial credit facilities on behalf of the Association and issue an appropriate security for such facilities.
 - 26.1.2. Limit or increase the amount to be obtained.
- 26.2. Nothing herein limits or restricts the borrowing of money by the Association on bills of exchange or promissory notes made, drawn, accepted or endorsed by or on behalf of the Association.

27. INDEMNITIES

- 27.1. Indemnities to all members of the Executive Council and to any member or employee of the Association or other persons who have undertaken or are about to undertake any liability on behalf of the Association, executors, administrators and estate respectively, shall at all times be honored by the Association.
- 27.2. All expenses incurred on behalf of the Association that are duly authorized shall be indemnified.

28. RESOLUTIONS AND AMENDMENTS

- 28.1. A notice to amend any sections of this By-law or to introduce a new one shall be given in writing to the entire members of the Association.
- 28.2. The provisions of this By-law may be revoked, added to or amended by a special resolution passed at any general meeting for which twenty (21) days' notice has been given specifying the intention to propose such revocation, addition or alteration, together with full details thereof.

29. DISSOLUTION

- 29.1. If a special resolution is passed by members entitled to vote at a general meeting to dissolve the Association, the Executive Council shall take immediate steps to convert into money all the properties of the Association.
- 29.2. The proceeds of such conversion shall be applied first in meeting all liabilities of the Association and any balance remaining shall be decided and disposed off by the Executive Council to any charitable/welfare organization.

30. WINDING UP

- 30.1. The income and property of the Association whenever and however derived shall be applied solely towards the promotion of the objectives of the Association. No portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profits or otherwise.

30.2. It is specially provided that in the event of dissolution or winding-up of the Association all its remaining assets after payment of its liabilities shall be distributed to one or more qualified donees as defined under the provisions of the Income Tax Act (or, "registered charitable organizations in Canada").

Date: October 19, 2013

Signature	Address: 152 Silin Forest Rd.	Apartment: N/A
Print Name: Waris (Warisideen) Lawal	City/Town Fort McMurray	Province Alberta Postal Code T9H 3A1

Signature	Address: 136 Walnut Crescent	Apartment: N/A
Print Name: Funke Banjoko	City/Town Fort McMurray	Province Alberta Postal Code T9K 0N4

Signature	Address: 192 Hawthorn Way	Apartment: N/A
Print Name: Bashir Ikharia	City/Town Fort McMurray	Province Alberta Postal Code T9K 0P2

Signature	Address: 152 Wildrose St.	Apartment: N/A
Print Name: Nelson Etaghe	City/Town Fort McMurray	Province Alberta Postal Code T9K 0G7

Signature	Address: 152 Wildrose St	Apartment: N/A
Print Name: Ademola Ibrahim	City/Town Fort McMurray	Province Alberta Postal Code T9K 0G7

Signature	Address: 221 Pintail Place	Apartment: N/A
Print Name: Boluwatife Idowu	City/Town Fort McMurray	Province Alberta Postal Code T9K 0P9

WITNESS

Signature	Address: 108 Burton Place	Apartment: N/A
Print Name: Tunde Yusuf	City/Town Fort McMurray	Province Alberta Postal Code T9K 1W4

Revised By: Waris Lawal, Funke Banjoko, Ademola Ibrahim, Nelson Etaghe, Boluwatife Idowu and Bashir Ikharia.