

CONSTITUTION
OF THE
ASSOCIATION PRETORESE

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Revised Constitution
of the
Association Pretorese Inc.

ARTICLE I

NAME

The name of this association shall be the Association Pretorese Inc.

ARTICLE II

AIMS

- 1) To promote the ideals and philosophy of good Canadian citizenship among the people of the District of Pretoro, Italy, who have settled in Canada.
- 2) To promote and propagate in Canada, the art and culture of the District of the Pretoro, Italy.
- 3) To provide for an exchange of understanding between the people of Canada and the people of the District of Pretoro, Italy.
- 4) To help inculcate in its members a sense of community participation in the cultural, social and educational aspects of Canadian society.
- 5) In relation to the aforesaid objects, to provide for scholarships.

Such objects are to be carried out in more than one Province of Canada.

ARTICLE III

MEMBERSHIP

Section 1: The members of the Association may be classified as
(a) Regular (b) Affiliated (c) Associate (d) Honourary (e) Senior

Section 2: (a) Regular Membership: The following are eligible:

Males/Females of Pretorese origin, 18 years of age and over

(b) Affiliated Membership: The following are eligible:

Males/Females of non Pretorese origin who are married to spouses of Pretorese origin.

(c) Associated Membership: The following are eligible:

Males and females of non Pretorese origin.

(d) An Honourary member is a member of Italian or non-Italian origin who is given an honorary 1 year membership in recognition of meritorious service and outstanding contributions to the association.

The Executive may give these memberships by a major vote at executive meetings.

(e) Senior member: The following are eligible, members who are at least 65 years of age and have been members in good standing of the Association for at least 10 (ten) years.

The Executive reserves the right to refuse or cancel any membership.

ARTICLE IV

REMARKS

Section 1: The Association shall be non political, non religious and independent. Therefore, all activities of the Association shall be carried out in such a manner so as to conform to the non political, non religious and independent policies as set down.

Section 2: The official languages shall be Italian and English.

ARTICLE V

FEES

Section 1: Each member of the Association shall pay a yearly fee of \$20.00. There shall be an entry fee of \$30.00 for all new members entering the Association. This does not include husband and wife, they pay \$30.00 between them.

The yearly fee can be revised by a majority vote of the Executive committee at an Executive meeting.

Section 2: A member shall be automatically suspended if he has not paid up his dues by February 28 of the following year.

Section 3: A suspended member wishing to rejoin the Association must pay the initiation fee to be re-instated as a member of old standing.

Section 4: A re-entry fee of \$30.00 will apply to any member who allows his yearly membership to lapse.

This fee is an addition to the yearly membership fee.

ARTICLE VI

EXECUTIVE

- a) The Officers of this Association shall be:
(a) President (b) Vice-President (c) Secretary (d) Recording Secretary
(e) Treasurer (f) 6 (Six) Directors (g) Immediate Past President
- b) For a member to hold office in the executive as President, Vice President, Secretary, Recording Secretary, or Treasurer he/she must be classified as a regular member, or a Senior member of Pretorese origin.
- c) Of the 6 (six) directors at least 4 (four) must be regular members or Senior members of Pretorese origin and the final 2 (two) can be any combination of regular, affiliated, associate or Senior members.

DUTIES OF OFFICERS

- President:** The duties of the President shall be:
(a) to represent the Association officially.
(b) to direct the Association in all the various activities.
(c) to exercise a general supervision over the various activities, to preside at all meetings of the Directors and at any meetings of the members.
(d) to be able to speak English and Italian.
- Vice-President:** The duties of the Vice-President shall be:
(a) In the event of the absence of the President, the Vice-President shall take over the duties of the President.
(b) he shall assist the President.
(c) he shall assist the other Officers.
- Secretary:** The duties of the Secretary shall be:
(a) to record all minutes in English.
(b) to receive, answer and keep all correspondence.
(c) to record all documents, activities and administration material of the Association.
(d) to be able to speak and write English well.
(e) to assist the Recording Secretary.

Recording Secretary:

The duties of the Recording Secretary shall be:
(a) to record all minutes in Italian.
(b) to record all Association material.
(c) to be able to speak and write Italian well.
(d) to assist the Secretary.

Treasurer:

The duties of the Treasurer shall be:
(a) to collect and deposit in the bank, all fees, money received by the Association. Such deposits shall be made no later than the first banking day following receipt of such money.
(b) to pay all bills approved by the Executive.
(c) to submit a report of expenses and receipts to the Executive at the Executive meeting held before the Assembly meeting.
(d) to submit a report of expenses and receipts to the General Assembly.
(e) to record all financial transactions and statements.

Directors:

The duties of the Directors shall be:
(a) to give direction and advise to the Executive.
(b) to have the right to take part in all executive meetings with the right to vote.
(c) to maintain order during the various activities of the Association.
(d) to receive instructions from the President on the supervision of any specific activity in order to maintain continuity between the various activities and the Executive.

Immediate Past President:

He shall act only in an advisory capacity on the Executive. This position shall have no voting privileges at the Executive meetings.

ARTICLE VII

COMMITTEES

Section 1: At the first meeting after the Annual Meeting, the President with the approval of the Executive, shall appoint the following Standing Committees:

- | | |
|-------------------|--------------------------|
| (a) Entertainment | (d) Public Relations |
| (b) Advertising | (e) Finance |
| (c) Service | (f) Assistance (Welfare) |

Section 2: The Executive shall also appoint such special committees as may from time to time appear necessary.

Section 3: The Committees are free to use their own initiative, but the Executive can ask, at any time, to be informed of the plans and if necessary, approve or disapprove such plans.

They will turn in any money collected by the activity in which they were in charge to the Treasurer no later than the day following such activity.

A financial report must be presented with all necessary statements no later than 5 (five) days after such activity to the Executive.

All Committees will strive to create interest in the task that they are undertaking to improve the standing of the Association Pretorese in the community.

Section 4: The responsibilities of the various committees are to be set by the Executive committee at the first meeting following the general election.

The responsibilities can be modified or altered by the Executive committee as it is deemed necessary.

Welfare

Committee:

- (a) The Welfare Committee shall assist the members, their families and the community with the financial sources at its disposal.
- (b) The Welfare Committee shall follow the following scale in providing assistance to members of the Association.
 - (1) If a member dies, the Welfare Committee shall send a floral wreath not exceeding \$50.00 (forty dollars) or make a donation to a charity requested by the family of the deceased.
 - (2) If an immediate member of a member's family dies, the Welfare Committee shall send a Mass Card not exceeding \$15.00 (fifteen dollars).
- (c) The Welfare Committee must inform the supervisor of any welfare activity.
- (d) For any other form of assistance, the recommendations of the Welfare Committee shall be presented to the Executive.
- (e) The Supervisor of the Welfare Committee shall act as go-between with the Welfare Committee and the Executive without interfering with the Committee. He may give advise for the best performance of assistance.
- (f) The Welfare Committee shall contact as many members of the Association as possible at the decease of a member or immediate member of a member's family so that as many as possible shall attend the funeral.

ARTICLE VIII

MEETINGS

Section 1: The General Assembly shall meet quarterly.

- Section 2: There must be a twenty percent attendance of membership before a meeting may be called to order.
- Section 3: The President may call a special General Assembly meeting whenever necessary.
- Section 4: To constitute a quorum in an Executive meeting, there must be 7 (seven) members present.
- Section 5: The Executive shall meet whenever the President deems it necessary.
- Section 6: Meetings of the Standing Committees shall be held whenever necessary.

ARTICLE IX

CONSTITUTIONAL AMENDMENTS

- Section 1: (a) Any member may propose additions or deletions be made to the constitution provided that the proposal is undersigned by 10 (ten) members of good standing. This type of proposal may be presented only at the October monthly meeting of the General Assembly. At this meeting, such proposal must be presented to the Assembly to enlighten the members on the proposed changes. The proposal then shall be discussed at the next general meeting and voted upon.
- (b) The Executive may propose any change to the Constitution at any time to the General Assembly.
- Section 2: Any motion that does not affect the Constitution may be made at any General Assembly meeting.
- Section 3: The President may set the date and time for discussion on any proposed matters.
- Section 4: The General Assembly has the final say in any matter concerning the Association.

ARTICLE X

AGENDA

1. President opens the meeting.
2. Secretary-General reads the minutes in Italian.
3. Secretary reads the minutes in English.
4. Treasurer's report.

5. Reports of the Chairmen of the various committees.
6. Old business from the last meeting.
7. New business.
8. Speaker.
9. Close of meeting.

ARTICLE XI

ADMINISTRATION

- Section 1: Contracts, documents or any instruments in writing requiring the signature of the corporation, shall be signed by any 3 (three) of the President, Vice-President, Secretary or Treasurer and all contracts, documents and instruments in writing so signed shall be binding upon the corporation without any further authorization or formality. The seal of the corporation when required, may be affixed to contracts, documents and instruments in writing signed as aforesaid, or by any officer or officers appointed by resolution of the members.
- Section 2: All bills must be approved by the Executive before payment of such bills.
- Section 3: No one may spend Association money unless approved by the Executive.
- Section 4: The spending of any Association money must be approved by the General Assembly, the exception being the current expenses incurred in the maintenance and office administration of the Association.
- Section 5: (a) The financial year shall commence on January 1 and end of December 31 of each year.
- (b) All invoices and statements must be handed in to the Executive by December 31.
- (c) All books must be balanced and closed by the end of year. These books must be handed in by the Treasurer to the Executive after being audited by a Chartered Accountant.
- Section 6: The Treasurer is directly responsible for all financial matters of the Association.
- Section 7: The Executive is only authorized to spend money on behalf of the club if used in the day to day operation of the club or if used in the preparation of a fund raising or special event for the members of the club.

Any other expenditures must be approved by the Executive committee if the expenditure is up to and including \$500.00 or by the general membership if the expenditure exceeds \$500.00.

ARTICLE XII

DISCIPLINE

- Section 1: All members must maintain a certain dignity which is a basic principle of this Association.
- Section 2: Any member whose action is detrimental to the Association shall be placed under disciplinary action depending on the extent of his misconduct. Such action may be temporary suspension or definite cancellation of Association Membership.
- Section 3: If disciplinary action is found necessary, the Executive must notify such a member by sealed letter of his temporary suspension until a definite decision is made. The proposed action which the Executive finds necessary, must be approved by a secret ballot of the General Assembly.
- Section 4: An Executive member missing 3 (three) consecutive meetings with no forehand reason, shall be automatically suspended on a majority vote of the Executive and such action be brought to the attention of the General Assembly.

ARTICLE XIII

ELECTIONS

- Section 1: In the election of Officers and in decision of personal matters, voting shall be done by secret ballot unless it is decided at the General Assembly that an open vote be held.
- Section 2: The business of the Association shall be transacted by viva voce vote, or the raising of the hands, whichever the President finds most efficient.
- Section 3: (a) The members of the Executive must be elected annually.
- (b) In the case of a vacancy occurring in the Executive, an election will be held to fill the vacancy for the balance of the term.
- Section 4: A member wishing to run for office in the Executive must have been a member of good standing for a period of 1 (one) year.

- Section 5: The nominations for the various Executive positions shall be made one month before the Annual meeting, unless absolutely impossible.
- Section 6: Nominations for the various positions on the Executive shall be made on a nomination form, signed by two members.
- Section 7: At the Annual meeting (in the month of November provided no difficulty arises) the election of the various officers shall take place.

ARTICLE XIV

- Section 1: The board of directors may prescribe such rules and regulations not inconsistent with these by-laws, relating to the management and operation of the Corporation as they deem expedient, provided that such rules and regulations shall have force and effect only until the next Annual Meeting of the members of the Corporation when they shall be confirmed, and in default of confirmation at such Annual meeting of members shall at and from that time cease to have force and effect.
- Section 2: In these by-laws the singular shall include the plural and the plural the singular; the masculine shall include the feminine.

IN WITNESS WHEREOF we have hereunto set our hands at the City of Ottawa, in the Regional Municipality of Ottawa-Carleton,
this day of