

BCMSA – By – LAWS (Amendments Nov 22, 2020)

- Clause 4.4 – Notice of AGM – 21 days and not 30 days.
- Clause 6.4 – Office Bearers and Directors. Increase Positions of Vice Presidents to 3 and Directors to 7 from 4
- Number of Directors elected to increase to 7 from 4.
- Clause 7 – Life Members: life Members appointment not to exceed 9.
- Clause 8.9 - Meetings – to amend to read, “Meetings of Directors, Council or AGM may be held via teleconference, Google Zoom or through any other form of modern technology available at the time such as “Virtual” .
- Clause 11.3 – Fanca Committee
- Appointment of Coach: Fanca Coach for main team appointment is to be done in a transparent manner and must adhere to strict code of conduct. He must be duly qualified and must not hold any other positions in the association such as being an Executive member, Director or Manager.
- Article – 12 - Nomination Forms.
- Change to read, “To make available nomination forms one month prior to AGM and Elections. “remove 3 months. Special emphasis on Clause 6.8. “No one to hold multiple positions in the association”



INCORPORATION APPLICATION

BC Society • Societies Act

CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

CAROL PREST

NAME OF SOCIETY: BC MUSLIM SPORTS ASSOCIATION

Incorporation Number: S0066504
Business Number: 73897 4492 BC0001
Filed Date and Time: December 9, 2016 12:25 PM Pacific Time
Date Society was incorporated or otherwise formed: December 9, 2016 12:25 PM Pacific Time

NAME RESERVATION NUMBER

NR 1797153 BC MUSLIM SPORTS ASSOCIATION

APPLICANT INFORMATION

Last Name, First Name Middle Name:

PATEL, BASHIR AHAMED

Mailing Address:

14695 72 AVE
SURREY BC V3S 2E8

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

14695 72 AVE
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Mailing Address:

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DIRECTOR INFORMATION

Last Name, First Name Middle Name:

ISMAIL, MUSA

Delivery Address:

10862 155 ST
SURREY BC V3R 6J1

Last Name, First Name Middle Name:

KHAN, SIKANDAR

Delivery Address:

7653 140A ST
SURREY BC V3W 6L1



INCORPORATION APPLICATION

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Last Name, First Name Middle Name:

PATEL, BASHIR

Delivery Address:

14695 72 AVE
SURREY BC V3S 2E8



CONSTITUTION

NAME OF SOCIETY

BC MUSLIM SPORTS ASSOCIATION

SOCIETY'S PURPOSES

THE BC MUSLIM SPORTS ASSOCIATION

SOCIETY ACT
CONSTITUTION

1. The name of the association is:
THE BC MUSLIM SPORTS ASSOCIATION
2. The purposes of the association are:
 - I. To develop, promote, extend and foster Sports among Muslim, residents in the Province of British Columbia.
 - II. To create social and cultural togetherness within the Muslim Communities in British Columbia and Canadian resident at large.
 - III. To safeguard the interests of the member, Club Members and group affiliated with the Association.
 - IV. To co-operate with or assist any club members, or group in any way which the association deems proper, and if necessary enter into or formulate any arrangement or agreements with such Members or Group
 - V. To acquire, layout, improve, hold, use or turn to account in any way, sports grounds with all such pavilions, buildings, erections and encasements, and with all necessary fittings and accessories, as the association may deem advisable.
 - VI. To do all things necessary and incidental to achieve the purpose of the Association.
 - VII. To follow the guidelines as set out from time to time by The BC Muslim Association (BCMA) on matters of Islamic Laws and jurisprudence.
3. In the event of the dissolution of the association, the funds and assets of the Association remaining after the satisfaction of all of its debts and liabilities shall be distributed amongst the entire mosque in the Province of British Columbia at the time of dissolution. The formula for such distribution shall be evenly to the entire mosque in the Province of British Columbia.
4. Shahaadah: The words of the Shahadaah or declaration of faith is as follows:
Ash-hadu, an laa ilaaha illa Allah was ash-hadu anna Muhammad Rasool Allah – I testify

INCORPORATION APPLICATION

BC Society • Societies Act

that there is no God but Allah and I testify that Muhammad is God's messenger (p.b.u.h.). I further believe in the absolute and unqualified finality of the prophethood of Muhammad (p.b.u.h.).

This Article is unalterable.



CERTIFICATION

I, patel bashir, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.





THE BC MUSLIM SPORTS ASSOCIATION

BY LAWS

PART 1 INTRODUCTION

ARTICLE 1 –

1.1 Definitions

In these bylaws, unless the context otherwise requires the following definitions apply:

a) “Association” The BC MUSLIM SPORTS ASSOCIATION

b) Executive

“Life Members” Means Trustees of the BC Muslim Sports Association

“Board of Directors” includes the Directors and Officers of the association with Life Members.

“Member” means: a Club member, Associate member, Individual member.

“Council” means: Life Members, Officers, Directors and 2 representatives of each of the clubs, 1 representative of each of Mosque which are Associate Members of the association

“Policy” means: a policy document approved by a resolution of the Council or the members and filed in the association’s record book.

“Simple Majority” means 51% of the members present.

“Society Act” means: the *Society Act* of the Province of British Columbia from time to time in force with all amendments to it.

1.2 Headings

Headings are inserted for the convenience of locating information only and are not to be used for the interpretation of these by laws.

PART 2 MEMBERSHIP

ARTICLE 2 – MEMBERSHIP

2.1 MEMBERS

- a) Any Muslim Sports Club may apply by filing a New Member Application Form of the association for membership with the association. It's imperative for this club to partake in BC Muslim Soccer League.
- b) Any individual who is a who is a Sunni Muslim may apply by filing a New Member Application Form of the association for membership with the association.
- c) All the Mosque in the Province of British Columbia will be admitted as associate member upon approval of council/ Board of Directors.
- d) All current life members of the association are automatically members and shall enjoy voting rights in all meetings of the Association inclusive all board & council meetings.

2.2 APPLICATION FOR MEMBERSHIP

- a) A Muslim sports Club who are members of the soccer league of those desirous of obtaining membership shall make an application for membership on the prescribed form and submit the same together with the prescribed fee to the Board of Directors and/or Secretary.
- b) All applications, whether for Club Membership or Individual Membership and Associate Membership, shall be subject to the approval of the Board of Directors.
- c) Upon approval of a Member's application for membership he shall have all rights and privileges of the association, including the right to vote at General Meetings.
- d) Upon approval of an Associate Member's for membership, that Associate Member shall be entitled to appoint one (1) of its members to be its representatives to the association with voting rights in all its council meetings with full voting rights.

2.3 MEMBERSHIP FEE

- (a) The Prescribed fee for a new Member and any renewal thereof shall be \$10.00 per annum must to be paid prior to the AGM.
- (b) They shall be no prescribed fee for Associate Member.

2.4 METHOD OF APPOINTMENT

Each Sports Club and mosque, shall upon becoming a member or Associate Member of the association, determine its own method of appointing members to the association.

2.5 TERM OF MEMBERSHIP ON COUNCIL

Each Club members shall set the term of its' representative on the Council, provided however, that no individual's term shall exceed two years in length upon renewal of membership.

2.6 REAPPOINTMENT TO COUNCIL

Members of Council shall be eligible for reappointment by members upon renewal of membership.

2.7 NOTICE OF APPOINTMENT TO COUNCIL

Each club members and Associate Member shall provide notice of appointment of members to the association. No such appointment shall be effective until notice of such appointment has been delivered to the association at its registered office, reviewed and approved by the Board and entered in the Register of Members.

2.8 MEMBERSHIP IN GOOD STANDING

- a) Annual membership fees are due and payable on the first day of January and or before AGM for the current fiscal year. A reminder for the renewal fees shall be mailed or forwarded to all members within 3 months of becoming overdue. All renewal fees are payable in full for the fiscal year January 1st to December 31st.
- b) Any Member in arrears of membership fees for a period of six months shall cease to be a member in good standing. The association shall forthwith notify the member of the change in status.
- c) Any member, associate member, director's, executive officers or council members shall not be in arrears of any monetary amount to the association and should not engage in any official activity in the association.

2.9 TERMINATION OF MEMBERSHIP

A membership shall end in the following situations:

a) NOTICE BY MEMBER/ASSOCIATE MEMBER

If a Member/Associate Member delivers written notice to the association at its registered office stating that a person has ceased to be the appointee of the Member/Associate Member to the association, then that person shall cease to be a member of the association, Board of Directors and the Council.

b) WITHDRAWAL OF MEMBER/ASSOCIATE MEMBER

If a Member/Associate Member gives notice of withdrawal of its name from the list of Member/Associate Members, all members and Associate Members appointed by that Associate Member shall cease to be members of the association, Board of Directors and Council.

c) DELETIONS

If A Member or an Associate Member has been deleted from the list of Members, all persons appointed to membership in the association, Board of Directors and Council by that Associate Member shall cease to be a member of the association, Board of Directors and Council.

d) RESIGNATIONS

A member who submits his resignation in writing shall cease to be a member of the association.

e) DEATH

When any Individual Member or appointee of an Associate Member of the association dies, the person ceases to be a member of the association.

Any member or Associate Member who ceases to be a member of the association shall forfeit all rights, claims and interest arising from or associated with membership in the association and shall cease to be a member in good standing.

2.10 SUSPENSION OF MEMBERSHIP

- a) If a member or Associate Member has been suspended because of non-payment of fees, the individual member appointed to membership in the association, Board of Directors and Council by that Associate Member, shall not be entitled to participation at any meetings of the association, including General, Director's and Council meetings.
- b) Any member or associate member shall be suspended due to owing money which is not paid by a subscribed time or to do anything against the wishes of the association.
- c) A member who is suspended due to nonpayment of any amount owing to the association shall be deemed to have forfeited all his rights in the association

2.11 EMPLOYMENT OF MEMBERS

No member of the association may be an employee of the association.

2.12 COPIES OF CONSTITUTION AND BYLAWS

The association shall furnish a member or Associate Member, upon request, with a copy of the constitution and by-laws of the association on payment of \$10.00.

ARTICLE 3 –ASSOCIATE MEMBERS

3.1 ADDITION TO THE LIST OF ASSOCIATE MEMBERS

Any club, association or group, may apply by letter to the association for Associate Membership in the association. The Board of Directors may, by simple majority, admit Associate Members to the list of Associate Members.

3.2 WITHDRAWALS FROM THE LIST OF ASSOCIATE MEMBERS

Any Associate Member may give notice of the withdrawal of its name from the list of Associate Members. Upon receipt of the notice by the registered office of the association, that Associate Member shall cease to be an Associate Member.

3.3 DELETIONS

The Board of Directors may, by 66% majority delete the name of members and Associate Member from the list of member and Associate Members, if that member /Associate Member is opposed to or has acted in a way detrimental or un-Islamic manner to the purposes of the association, or has ceased to be active as a member of the association.

3.4 APPEAL OF DELETION OR ASSOCIATION

Any member or Associate Member may appeal a decision of the Board of Directors to add an organization to the list of Associate Members. Any expelled Associate Member may appeal the Directors decision to delete its name from the list of Associate Members. The members at the next special general meeting shall hear the appeal.

3.5 AUTOMATIC SUSPENSION

Any Member/Associate Member shall automatically be suspended from participation in the affairs of the association if it is sixty, (60) days in arrears in the payment of fees, and shall remain suspended until all arrears are brought up to date.

3.6 FEES

The Council may, from time to time, establish or revise the scale of fees. Fees shall be payable at such times as the Council may, by policy, establish.

ARTICLE 4 – ANNUAL GENERAL MEETING

4.1 MEETING DATE

The Annual General Meeting shall be held once every calendar year, within 90 days of January 1, during that year.

4.2 AGENDA

The agenda of the Annual General Meeting shall be as follows:

- a) Minutes of the last A.G.M.
- b) A report from the President of the association.
- c) A report from the Secretary of the association
- d) Audited Treasurer's report
- e) An Auditor may be appointed or reappointed,
- f) Election of Officers and Directors to offices for which terms expire during that meeting,
- g) Motions if any.(Special Resolution)

4.3 REPORTS FILING WITH CONSUMER AND CORPORATE DEPARTMENT (SOCIETY ACT)

Within thirty days of the Annual General Meeting, the Secretary shall file the Annual Report approved at the general meeting with the Registrar of Companies in the form as required by the *Society Act*.

4.4 NOTICE OF ANNUAL GENERAL MEETING

Notice to all general meeting shall be given be 30 days ahead.

4.5 OTHER PROVISIONS

Appropriate bylaws affecting special general meetings of the association shall apply to Annual General Meetings.

4.6 CONSTITUTION REVIEW

Any Constitution Review has to be approved in the AGM by 66% of the Membership in form of Voting. All Constitution Review will be done by the Life members with submission from Membership and to be approved in the next AGM.

ARTICLE 5 – GENERAL MEETING

5.1 GENERAL MEETING

The Board of Directors may call a special general meeting of the association, if fifty percent (50%) or more, of the members petition has been received in writing, as set out in the *Society Act*.

5.2 DATE AND LOCATION

The Board of Directors may determine the date and location of all meetings of the association. All general meetings shall be held in the province of British Columbia. If the members requisition a special general meeting, that special general meeting shall be convened within 90 days of the date when the requisition is delivered to the registered office of the association.

5.3 NOTICE OF MEETING

The Board of Directors shall give at least one month notice of the time and place of all general meetings to all members and any Auditor in either writing, posters in local mosque or by advertising in the local Muslim newspaper, Members may waive or reduce the period of notice required for a particular meeting by unanimous consent in writing.

5.4 QUORUM

Members representing fifty percent (50%) of the Membership shall constitute a quorum. If a quorum is not present within 60 minutes of the time set for a meeting, the meeting shall be adjourned for 30 minutes to wait for quorum, if there is no quorum then the meeting shall be adjourned by the members present to another day and time, no less than 14 days after the original time of meeting and those members present at the continued meeting shall constitute a quorum. A quorum shall never consist of less than 20% members.

5.5 CHAIRPERSON

The President or if the President is absent, the Vice- President Secretary/Treasurer or a Trustee shall preside at every meeting of the association and if there is no such Chairperson present within thirty minutes after the time appointed for holding a meeting the members shall, if they comprise a quorum, choose a Chairperson from among their number.

5.6 VOTING

All Members in good standing with the association, present at a meeting shall have one vote. The President shall excise his vote only in the event of the tie. All Life members enjoy voting in all meetings.

5.7 PROXY VOTING

Proxy voting shall not be permitted.

5.8 METHOD OF VOTING

Voting shall be by show of hands unless a members present request for a secret ballot.

5.9 RULE OF ORDER

In case of a dispute over procedure at a general meeting, all matters of procedure shall be decided in accordance with the most recent edition of Robert's Rules of Order.

PART 3 BOARD OF DIRECTORS

ARTICLE 6 – MEMBERSHIP ON THE BOARD OF DIRECTORS

6.1 COMPOSITION

The original Board of Directors shall be the applicants for incorporation. After the first general meeting the Board of Directors shall be composed of Life Members and Thirteen (13) Directorships together with the Seven (7) Officers of the association, all of whom are designated as being Directors of the association. The Directors may increase or decrease the number of Directorships by policy, provided that the association shall never have less than seven Directors (including Officers).

6.2 ELECTION OF DIRECTORS AND OFFICERS

The subsequent of all officers and directors shall be elected at the AGM. The elected term for all office shall be 2 years.

6.3 ELIGIBILITY OF OFFICER OR DIRECTORS

A member must be current and in good standing to run for office or for a Directorship.

President – In order to be eligible for the office of President, a member must have served on the Board of Directors for two (2) consecutive years, immediately proceeding the election year. If no

one is available who meets this requirement, then nominations shall be considered from any member in good standing or Life Member.

Secretary – In order to be eligible for the office of Secretary, a member must have served on the Board of Directors for one year. If no one is available who meets these requirements then nominations shall be considered from any member in good standing or nomination shall be entertained from the floor.

Treasurer – In order to be eligible for the office of Treasurer, a member must have served on the Board of Directors for one year. If no one is available who meets this requirement, then nominations shall be considered from any member in good standing or nomination shall be entertained from the floor.

6.4 OFFICERS AND DIRECTORS

The Officers of the association shall be:

One President
Two Vice - Presidents
One Secretary
One Assistant Secretary
One Treasurer
One Assistant Treasurer

There shall be: a minimum of four Directors

- I. There shall be a Patron and a Vice patron appointed.
 - a. The head of BCMA shall be appointed Patron and the head of another Muslim Association shall be appointed Vice patron which will be on a rotational basis with no voting powers.
- II. There shall be 2 Vice Presidents for the following portfolios:
 - i. Senior V.P. – act as President in his absence.
 - ii. V.P – League and Tournament Operations

6.5 TERM OF COUNCIL MEMBERS

The first Council members shall be appointed at the first general meeting and thereafter the Council members shall be appointed (or appointed by mosque) for a 2-year term at the Annual General Meeting.

6.6 TERM OF OFFICERS

The first Officers shall be the applicants for incorporation the first general meeting and thereafter the Officers shall be elected for a 2-year term at the Annual General Meeting.

6.7 MEMBERSHIP ON COUNCIL

Council members will consist of Life Members, elected Officers and Directors, and 2 representatives from each Club and 1 representative from each mosque.

6.8 MULTIPLE POSITIONS FORBIDDEN

No person shall hold more than one position in the Association.

6.9 QUALIFICATION FOR COUNCIL MEMBERSHIP

No person shall be elected as a Council member nor remain a Council member unless that person is a member of the association.

6.10 TERM OF BOARD OF DIRECTORS

The first Board of Directors shall be elected at the first general meeting and thereafter the Board of Directors shall be elected for a 2-year term at the Annual General Meeting.

6.11 QUALIFICATION FOR BOARD OF DIRECTORS

No person shall be elected as a Board Director nor remain a Director unless that person is a member of the association.

6.12 DUTIES OF DIRECTORS

A director shall act honestly and in good faith and in the best interest of the association, and shall exercise the care, diligence and skill of a reasonably prudent person when exercising the powers and performing the functions of a director. Any evidence of any breach of the above rules shall result in the removal of the director in question by a 66% majority of the Board of Directors.

6.13 CONFLICT OF INTEREST

Directors who are directly or indirectly interested in a proposed resolution shall disclose fully and promptly the nature and the extent of their interest and shall not vote on the approval of the proposed contract, transaction or motion, but shall be counted in the quorum at the Directors meeting at which the proposed contract or transaction is considered.

6.14 REMOVAL OF DIRECTORS

- a) A director may be removed from the office by special resolution of the members, and/or may be removed from the office by 66% majority of the elected Board of Directors. The director removed from the office shall have the right to appeal which shall be handled by the life member. No director may participate as a member of the Council while the status of the director is under appeal.

- b) Any director or officers misses three (3) consecutive meeting or total of five (5) meeting in a calendar year of the associations meeting, including apology will be removed, except on a leave of absence due associations duties or determined by the directors at the meeting.
- c) Any director is found to bring disrupt to the organization or acted in a un Islamic manner may be removed from the office by simple majority decision.

ARTICLE 7 – LIFE MEMBERS & TRUSTEE

The Life Members are appointed in AGM. A Life member is to be nominated and approved at AGM provided the person nominated should have distinctly served the board 15 consecutive years.

All life members shall act as Trustees of the Association.

Any Decision made by the Trustees is binding and final for the betterment of the Association.

7.1 – DISPUTE SETTLEMENT RESOLUTION

In case of a dispute between Executive Members and or among Board Officials on matters of paramount importance for the general well being of the Association, it shall be referred to current life members for settlement and resolution. The decision of life members shall be binding and final.

7.2 – DYSFUNCTIONAL BOARD OR EXECUTIVES

In the event of a dysfunctional Board of Directors and or Executives, the current life members shall be empowered to take appropriate actions which may include the dissolution of the Executive or the Board.

ARTICLE 8 – DIRECTOR’S AND/OR COUNCIL MEETINGS

8.1 DATES AND LOCATIONS

The Board of Directors or the Council as the case may be, shall determine the date and location of their respective meetings. The Officers of the association, however, may set a date for an emergency Council or Board of Directors meeting by telephone consultation.

8.2 NOTICE OF MEETINGS

At least 1 Week notice of the time and place of all Board of Directors or Council meetings shall be given to all Board of Directors or Council members as the case may be, by telephone. Board of Directors or Council members may waive or reduce the period of notice required for a meeting by unanimous consent.

8.3 QUORUM

50% Board of the elected Directors shall constitute a quorum.

8.4 CHAIR

The President or in the absence of the President, Vice President, or Trustee shall chair a Board of Directors or The Chairperson of the trustee shall be the chairman of the Council meeting. If neither is present the members present at a meeting may select a Chairperson, if they comprise a quorum.

8.5 ADJOURNMENT DUE TO LACK OF QUORUM

When a Board of Directors or Council meeting cannot be held due to lack of a quorum, such meeting shall be deemed to be adjourned to a future date, which may be determined by those members present at the meeting. Sufficient time shall be given to allow at least one-day notice of the adjournment to be given to members prior to the resumption of the meeting. The quorum requirement of these meeting is those directors or councilors present at the original meeting as long as they not less than 7 members.

8.6 VOTING

All Board of Directors present at a meeting shall have one vote. The President shall excise his vote only in the event of the tie.

8.7 METHOD OF VOTING

Voting shall be a show of hands unless a Board of Director present request for a secret ballot.

8.8 RULES OF ORDER

In case of a dispute over procedure, all matters of procedure at Board of Directors or Council meetings shall be decided in accordance with the rules as stipulated by an exemplary demonstration of Sunnah principles as reported in an Authentic Hadis and/or lastly a reference be made to the most recent edition of Robert's Rules of Order.

8.9 NO MEETING BY TELEPHONE AND E - MAIL

No Board of Directors or Council meeting may be held by telephone conference call or by email.

ARTICLE 9 – AUTHORITY AND RESPONSIBILITY OF THE COUNCIL

9.1 GENERAL AUTHORITY

The Council shall be responsible for overseeing the business, but not the management, of the association, including but not limited to performing the following functions:

- a) Determine the goals and objectives of the association, the activities of the association should engage in and the activities it should not engage in,
- b) Approve procedures for the efficient administration of the association,
- c) Determine staffing needs to ensure that the goals and objectives of the association are carried out, and approve job description for all staff,
- d) Approve all budget proposals, operating budgets expenditures and funding contracts,
- e) Establish salary levels for employees
- f) Hire staff and ensure that staff are trained to perform functions as set out in job descriptions,
- g) Determine if the staff are performing their function adequately,
- h) Evaluate and determine whether or not the association is accomplishing its goals, and establish new policies to improve the association's capacity to accomplish its goals.
- i) Determine the liabilities and responsibilities of the association and plan to meet these liabilities responsibly,
- j) Inform the public of the role and performance of the association and seek advice and guidance from the public as necessary.
- k) Determine the honoraria, if any, to be paid to the Directors and Officers, and the Council, subject to policies previously established by the members. The Council may, by policy, delegate authority and responsibility to a Committee, officer or employee of the association, who shall report to the Council regularly on the discharge of those responsibilities.
- l) Levy fines or bonds to clubs or affiliates.

9.2 BORROWING OF MONEY AND INVESTMENT OF FUNDS

They shall be no borrowing of money unless approved by a special resolution in a special general meeting.

9.3 USE OF SEAL

The seal shall be used only on authority of a resolution of the Board of Directors. The Board of Directors may delegate authority to an Executive Committee to affix the seal to documents or classes of documents, in which case the Executive Committee shall review the document and approve the document by resolution before affixing the seal. The President and Secretary shall sign all documents executed under seal.

9.4 BONDING

Any Director, Officer or employee of the association may be required to give security by way of bond, which the Board of Directors may in its' sole discretion, consider necessary.

9.5 MANAGEMENT OF THE ASSOCIATION

The Board of Directors shall be responsible for the management of the association as per the directions set by the Council.

ARTICLE 10 – DUTIES OF OFFICERS

10.1 DUTIES OF THE PRESIDENT

The President shall have the following authority and responsibilities. The President shall:

- a) Chair meetings of members and directors,
- b) Sit as an official member of all Committees,
- c) Represent the Board of Directors and the association at various meetings,
- d) Report to the Council on implementation of decisions made by the Director's
- e) Deliver the report of the Council to the members.
- f) Always be the head of nation to represent BCMSA in FANCA Federation.

10.2 DUTIES OF SECRETARY

The Secretary shall assume the following duties, or ensure that responsibilities for performing the following duties are assigned to an employee of the association:

- a) Be responsible for all correspondence to and from the association and to provide for its safe custody,
- b) Record all facts and minutes of members, Directors and Council meetings and to provide for their safe custody.
- c) Give all notices required to be given,
- d) Have custody of all records and documents of the association,
- e) Have custody of the common seal of the association,

- f) Maintain and update the League's record book with policies approved by the Board of Directors, or the members, recording the dates when each policy document was adopted by the Board of Directors or members,
- g) Keep proper registers of Associate Members, members and Directors at the registered office, and shall in all other respects ensure that the association complies with the *Society Act*
- h) The Secretary shall enter the following details in the register of Associate Members:
 - I Name of the Associate Member,
 - II The date when the Associate Member became affiliated with the association and
 - III The date when the Associate Member ceased to be affiliated with the association.

The Secretary shall enter the names of the applicants for incorporation and the name of every other person admitted as a member in the register of members, together with the following details:

- I Full name and address of the member,
- II Any change of address received from the member,
- III The date on which each person is admitted as a member

The register of Directors shall contain the following details:

- I Name and resident address of each Director,
 - II The office held and region represented by the Board member,
 - III The date on which each person was appointed a Board member, and
 - IV The date on which each person ceased to be a Board member
- i) The Secretary shall file notices of change of Directors and change of registered office with the Registrar of Companies and shall file the annual report together with the Financial Statements with the Registrar of Companies within thirty days of the previous Annual General Meeting.
 - j) If the association acquires ownership of property subject to a mortgage, the Secretary shall keep and maintain a register of indebtedness and debenture holders. The Secretary shall ensure that any mortgages or debentures are filled with the Registrar of Companies.

10.3 DUTIES OF THE TREASURER

The Treasurer shall be responsible for ensuring that the association maintains an account with a chartered bank, trust company or credit union, for keeping proper accounting records and for reporting to the members on the financial position of the association or ensuring that the

responsibility for financial record keeping and reporting on the financial position of the association is assigned to an employee of the association. Financial records include records of

- a) All money received and disbursed by the association and the matter in respect of which receipt and disbursement took place,
- b) Every asset and liability of the association, and
- c) Every other transaction affecting the financial position of the association.

10.4 SIGNING OFFICERS AND DEPOSITS

The signing Officers of the association for banking purposes shall consist of the Treasurer and/or Presidents and/or Secretary, and any one of the Board of Directors may make deposits in the accounts of the League. The Board of Director may, by policy, delegate signing authority at the association's Bank, to additional Directors and employees.

PART 4 FIJI MUSLIM (FANCA) SPORTS FEDERATION

ARTICLE 11 THE TEAM FANCA CANADA COMMITTEE

11.1 CREATION OF FANCA COMMITTEE

The Association shall represent team FANCA Canada at the Bi Annual FANCA Tournament. They shall be a committee appointed to look after the logistical needs of team FANCA Canada.

11.2 COMPOSITION

The head of the committee shall be the president, who shall also be the head of nation and members to be appointed as follows

- 1) Secretary
- 2) Treasurer
- 3) Technical official

And other members as the committee may feel necessary.

11.3 TECHNICAL TEAM

Appointing a team of technical official such as –

- 1) Coach
- 2) Assistant Coach
- 3) Manager
- 4) Assistant Manager

11.4 DUTIES

To open a bank account at a chartered Bank

To meet the financial expenses and it needs to look into travelling and accommodation arrangements.

11.5 MINUTES OF MEETINGS

The FANCA Committee shall keep minutes of decisions made at FANCA Committee meetings and shall distribute these minutes to all members of the Board of Directors.

11.6 LOCATION AND TIME OF MEETINGS

The FANCA Committee in an meeting shall determine the location and time of FANCA Committee meetings.

11.7 QUORUM

A quorum of the FANCA Committee shall be 50% of the members of the Committee.

ARTICLE 12 NOMINATING COMMITTEE

The Board of Trustee will be nominating Committee to ensure the availability of people to stand for office at the Annual General Meeting. The nominating Committee shall send out or make available nomination forms 3 months prior to AGM. They will scrutinize received applicant nominations and conduct elections.

PART 5 - FINANCIAL STATEMENTS AND AUDITS

ARTICLE 13 - FINANCIAL STATEMENTS

13.1 FISCAL YEAR

The fiscal year of the association shall begin January 1st each year and end December 31st of the following year.

13.2 APPROVAL OF FINANCIAL STATEMENTS

The association shall not issue or circulate Financial Statements other than to employees, Directors, and Officers unless the Financial Statements have been approved by the Directors, signed by the President and Secretary and have the Audit report prepared in respect of the statement, if any, attached to it.

13.3 CORRECTIONS

When an error in Financial Statements requiring a material adjustment has been detected, the Board of Directors shall notify the Auditor who prepared an Audit report on the statement and shall amend the statement without delay. The Auditor shall, if necessary, amend the Audit report. An amended Audit report and amended statements shall be circulated to all members together with a statement explaining the effect of the amendments on the financial position and operations of the association.

ARTICLE 14 AUDITS

14.1 APPOINTMENT OF AUDITORS

An accredited accountant, who regularly practices in the Audit field, shall, if necessary, audit the accounts of the association. If the association is a reporting Society, it shall have an Auditor. The members shall appoint the Auditor if such be required, or renew the Auditor's term at an Annual General Meeting. No director may be appointed Auditor.

14.2 TERM OF AUDITOR

If an Auditor is required, his or her term shall expire at each Annual General Meeting when a successor shall be appointed.

14.3 VACANCIES

The Directors shall fill a vacancy, which occurs during the term of office of an Auditor.

14.4 NOTICE OF APPOINTMENT

An Auditor shall receive notice of appointment promptly.

14.5 REMUNERATION

The Board of Directors shall determine audit fees.

14.6 ATTENDANCE AT THE ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETINGS

A member may require the Auditor to attend any meeting at which Financial Statements of the association are to be considered; or the Auditor is to be appointed or removed, at the expense of the association, by delivering written notice of the requirement to the registered office of the association no less than five days before the meeting. An Auditor may attend any general meeting and is entitled to receive notice of all general meetings. If present at a meeting, the Auditor shall answer any questions concerning the Audit report.

PART 6 - GENERAL PROVISIONS

ARTICLE 15 - NOTICE

15.1 DELIVERY

A notice, statement or report may be delivered to any person entitled to receive the same, by delivering the item personally or mailing the item in the regular mail to the person's last known address. A notice to be mailed shall be mailed at least one day before delivery is required, Saturdays and holidays excluded.

15.2 ADDRESSES

Notices shall be mailed to members or others entitled to receive notice at the member's or other person's address listed in the register as at the date when notices are mailed. Only members or people listed in the registers on the date notices are mailed shall be entitled to receive notice.

15.3 DATE OF RECEIPT

Notices shall be deemed to be received the day after the notices are mailed. Saturdays and holidays excluded.

15.4 CERTIFICATE OF MAILING

The Secretary may certify the date of mailing of any notice via email and website

15.5 ACCIDENTAL FAILURE TO GIVE NOTICE

The accidental failure to give notice of a meeting to a member entitled to receive notice or the non-receipt of a notice of meeting by a member entitled to receive notice does not invalidate proceedings at that meeting.

ARTICLE 16 - ACQUISITION AND DISPOSAL OF PROPERTY

Subject to the approval of the council, the association may acquire and take by purchase, donation, devise or otherwise, lands and personal property and may sell, exchange, mortgage, lease, let, improve, and develop them, and may erect and maintain any necessary buildings.

ARTICLE 17 - ACCESS TO INFORMATION

Members shall have access to the minutes of Directors meetings and to Financial Statements, and shall be entitled to receive copies of these documents and items referred to in these documents and kept on file at the registered office of the association upon payment of copying costs not to exceed 50 cents per page. Accounting records of the association shall be open to the inspection of a director or member on reasonable notice to the association.