



*By-Laws of the*  
**CANADIAN JAPANESE**  
*CULTURAL CENTRE of*  
**HAMILTON**

WORKING COPY

# THE BY-LAWS OF THE CENTRE

## SECTION 1

### Duties of the Officers

- 1.1 The Board of Directors shall work within the Constitution in furtherance of its Mission Statement.
- 1.2 The Board of Directors shall also be responsible to the Centre for all matters therein pertaining to the Finances of the Centre.
- 1.3 Any program can submit a budget request for consideration by the Board of Directors for funds or equipment by July 31<sup>st</sup> of each fiscal year. This budget shall then be submitted to the Board of Directors for approval.
- 1.4 The Board of Directors shall oversee all programs within the Centre and shall be responsible for them; the Board shall allocate spaces within the building and provide appropriate services related to each program.
- 1.5 The President shall perform all the duties pertaining to the Chief Executive on the Board Executive. The President shall be a Board of Directors member with voting power on all programs formed under the sponsorship of the Centre. The President shall represent the Centre on all matters pertaining to its activities and those of the programs.
- 1.6 The Past President shall be an ex-officio member of the Board of Directors and have no voting rights.
- 1.7 The Vice-President shall perform the functions of the President in his or her absence.
- 1.8 The Executive Secretary shall record the minutes of all Executive and Board of Director meetings and keep a record of Centre activities. The Executive Secretary shall be responsible for all correspondence subject to the approval of the President and the Board.
- 1.9 The Executive Treasurer shall prepare an annual Treasurer's report and present the budget.
- 1.10 The Board Executive shall assist the President in the President's duties. It shall create committees from time to time and define the terms of reference for each as deemed necessary.
- 1.11 Executive Board vacancies shall be filled as required by a procedure to be determined by the Board of Directors.

- 1.12 Each member of the Board of Directors shall be on at least one of the Committees found in Article 5 of the Constitution.
- 1.13 Casual vacancies of the Board of Directors shall be filled as required by a procedure to be determined by the Board Executive.
- 1.14 Board of Director members are expected to attend at least 60% of the meetings and shall give their intentions to the Secretary to renewing their term on the Board by July 31<sup>st</sup> for the following year.

## SECTION 2.

### Financial

- 2.1 All Centre activity fees shall be established prior to September 1 and shall be binding for the year ending August 31.
- 2.2 Membership fees shall be reviewed annually by the Board of Directors and may be amended as recommended by the Board.
- 2.3 All expenditures in excess of \$1,000.00 shall be requested by a procedure established by the Board of Directors. All expenditures must be approved by the Executive Board and authorized members of the Board of Directors.
  - 2.3.1 In an emergency, expenditures over \$1,000.00 can be made upon approval by the Board Executive who shall report to the Board of Directors at the next meeting.
- 2.4 Signing authorities for purposes of issuing Charitable Donation receipts shall be the Treasurer of the Centre.
- 2.5 The Board of Directors may, from time to time, authorize the Board Executive to borrow such funds as it deems necessary for the efficient operation of the Centre.
- 2.6 A Reserve Fund shall be established and set aside to be used exclusively for capital costs of the Centre subject to the discretion of the Board of Directors.
- 2.7 The Centre's financial statement shall be audited by two members appointed by the Board of Directors and shall be presented to the general membership at the annual general meeting for approval.

## SECTION 3.

### Internal Policies

Internal policies of the Centre with respect to the operation of the Centre shall be established by the Board Executive and posted.

## SECTION 4

### Outside Groups

Use of the Centre facilities by private or public groups or individuals may be permitted by the Board. Use of the Centre facilities by other than authorized Centre personnel shall be permitted primarily when determined not to be in conflict with the activities of the Centre in a financial or physical sense.

## SECTION 5

### Sponsorship

- 5.1 Application for sponsorship of specific cultural programs shall be made to the Centre and must receive the majority approval of the Board of Directors.
- 5.2 Sponsorship of cultural activities of the Centre may be revoked by a majority agreement of the Board of Directors.

## SECTION 6

### Discipline

Refusal or neglect on the part of any member or program to comply with the Constitution By-laws, or policies of the Board of Directors shall render such member or program liable to suspension or expulsion from the Centre providing such member or program has been afforded the opportunity of a hearing before the Board of Directors.

## SECTION 7

### Membership

- 7.1 All persons participating in the activities of the program of the Centre other than as Instructor or Guest Instructor must be current members of the Centre to receive membership rates.

- 7.2 The Board of Directors has the discretion to grant honorary lifetime membership upon petition by the Special Events Committee.

## SECTION 8

### Meetings

- 8.1 A general meeting of the membership shall be held annually, the timing of which shall be at the discretion of the Board of Directors.
- 8.1.1 Members shall be advised of the annual general meeting at least one month before the date of the meeting together with:
- (a) Date and time of meeting; and,
  - (b) any proposed amendments to the Constitution or By-laws.
- 8.1.2 The quorum of the membership of the Centre shall be constituted by having at least 20 members who have reached the age of majority and are present at the meeting.
- 8.1.3 Board of Director meetings shall be held at the time and discretion of the President, with an expectation of at least 6 meetings per year.
- 8.1.4 A quorum of the Board of Director meetings is the attendance of at least 5 members of the Board of Directors and Executive.
- 8.1.5 All committee meetings shall be called by the Chairperson of the respective committees. Such general meetings shall be conducted by the Chairperson of that committee.
- 8.1.6 To insure the orderly running of meetings of the Centre, the Roberts Rules of Order shall be followed.