



Bhutanese-Nepali Community of Regina Inc.

Regina, Saskatchewan

Constitution and bylaw: 2012

Preamble:

The mission of this community is to preserve the Bhutanese-Nepali culture, language and fundamental social identity of the Bhutanese-Nepali community living in various parts of Regina. Besides this, the community has vision to protect and promote the environmental, economic growth and socio-cultural activities of Regina within the multicultural framework of the Canadian society.

The meeting among the Bhutanese-Nepali community was held on December 25th 2011 in the historical city of Regina. After the massive discussion among the members in the meeting we decided to form an organization named “Bhutanese-Nepali Community of Regina Inc.” which is an independent, non-profit, non-political and non-governmental organization. There is no discrimination on the ground of religion, language, color, gender, political and cultural background to be the member of this community. This community will also help to promote the environment, socio-cultural activities in Regina and strongly support to develop close socio-cultural relationship Bhutan and Canada.

Article 1. Vision:

- 1.1 The vision of the community is mainly to bring cultural unity among the members of the Bhutanese-Nepali Community.
- 1.2 Develop curiosity of the present and future generation in art, culture, education, environment and economic advancement of Regina.

Article 2. Mission

The purpose of the Bhutanese-Nepali of Regina Inc. (B-NCRInc) is to strengthen and preserve Bhutanese-Nepali cultural heritage, language, customs, education and social bonding among the members of the Bhutanese-Nepali community living in Regina. It also provides a strong network of support and collectively work for the welfare of the communities in Regina. The B-NCRInc conducts various social and cultural programs on the special occasion to depict our fundamental socio-cultural identity to the Canadian society. B-NCRInc works towards unity in cultural diversity to contribute in the socio-economic, environmental and cultural development of Regina. To meet the above-mentioned objectives B-NCRInc considers the following activities:

- 2.1 Creating a network of ourselves to keep contact among each other.

- 2.2 Organizing different social and cultural events in Regina.
- 2.3 Promoting and developing the socio-culture, language, and education of the B-NC(Bhutanese-Nepali Community) living in Regina.
- 2.4 Establishing relation with other local social organization within the framework of multiculturalism.
- 2.5 Promoting our fundamental cultural diversity in Regina.
- 2.6 Providing information of fundamental socio-cultural, language, dress of B-NC to the Canadian society of the similar interests in the various occasions.
- 2.7 Managing Nepali language school for the children to preserve our language in the future.
- 2.8 Conducting the activities for the environmental, social and economical development of Regina.
- 2.9 Organizing the activities to protect the environment of Regina.
- 2.10 Establishing other youth forum, women forum, and cultural forum to strengthen the will and needs of the community in the future.

Article 3. Name, logo and preface of the organization:

The official name of the organization shall be “Bhutanese-Nepali Community of Regina Inc.” The flag of Bhutan and Canada is made to keep on besides each other and the maple leaf at the top of the both the flags within the logo. In the middle is the flag of Saskatchewan. However, the name of the organization " Bhutanese-Nepali Community of Regina Inc" is written in curve from the left to the right, surrounding a maple leaf, and all the three flags. Underneath the Saskatchewan flag the organization establishment year 2012 is written. The flags of Bhutan and Canada symbolizes the unity, friendship, peace and harmony between the two nations. The flag of Saskatchewan, just in between the two nations flags reflects that the organization is being established in this province to promote culture and socio-economic development of the Saskatchewan. The below image below is the official logo of the organization and it will be the model of the emblem of the “**Bhutanese-Nepali Community of Regina Inc.**”

Bhutanese-Nepali Community of Regina



Article 4. Vow Related:

I vow truly with dedication and righteousness, that I will humbly follow the rules and regulations made according to this constitution and bylaw. I will never misuse and breach the constitutional rights and occupational secrecy given to me. I convey my commitment by highly admiring the values and the consequences of B-NCRInc.

Article 5. Membership:

5.1 Any Bhutanese-Nepali family accepting the mission of B-NCRInc, living in Regina more than 45 days shall be eligible for the family membership of B-NCRInc.

5.2 The dependent children (less than 18 yrs of age) of the member family shall automatically be the member of B-NCRInc but they will have no voting rights.

5.3 She/he shall be the member of B-NCRInc after registering their family a family membership with the concern executive member authorized as registrar, who will issue the family membership card or inform about the available options to be the member family of B-NCRInc.

5.4 There is no restriction of caste, religion, language, culture, gender and disability to be the member family of this community.

5.5 The family, who is interested to register the family, must contact the office of the secretary who will direct you or issue the family membership card. Some conditions apply regarding the annual family membership. (as mentioned in the article 6. membership fee below)

Article 6. Membership fee:

6.1 There are two options to register the family as a member family of B-NCRInc. They are annual family membership and the lifetime family membership.

6.2 Annual family membership is a family membership which has to be renewed each year. The regular family membership fee for a year is \$10.00. It is issued at the beginning of each calendar year and expires on December 31 of each issued year. The renewal starts from January 1st till 31st after January 31st the late fee of \$5.00 will be charged in addition to the regular family membership fee of \$10.00 for a year. When family membership is renewed, or registered for the first time the authorized executive member will issue a family membership card bearing a name of the head of the family, issue date and expiry date on it. The family membership card is not a legal identity card, it is solely for the B-NCRInc events and activities purpose. So, family membership card should be presented to the receptionist at the door during the community events and activities. If unable to present at the event, the member family will be asked to pay the fee charge to the individual (non-member family) but the amount can be reimbursed within the ten days from the event after showing the valid proof of payment.

6.3 The lifetime family membership fee is \$150.00. The lifetime family membership has no need of renewal or the card is not issued. The name of the head of the lifetime member family will be

kept on the B-NCRInc website. For the community events and activities, the executive members and organizers will issue certain identifying materials which they have to present to the receptionist at the door. The lifetime family membership is only available till June 30th of each calendar year.

6.4 All the family membership fees (annual family membership and lifetime family membership) are non-refundable. The collected family membership fees will be used for the community administration and office related works and legal documentations only.

6.5 In case of lost annual family membership card, the head of the member family can obtain 2nd annual membership card by paying \$5.00 to the B-NCRInc treasurer.

Article 7. Termination of the membership:

7.1 If he/she is below the age of 18 years old and does not belong to the member family.

7.2 If an adult member of the member family is against the ideological will of the community. Only the particular individual adult will not be considered as member of the community.

7.3 If any adult member of the member family shows negative behaviors and distracts in the aim of the community then particular individual will be excluded from his/her member family.

7.4 If any adult member of the member family is found engaged in terrorism and criminal activities i.e. restricted by the law, then particular individual adult will be denied to be member of the community.

7.5 If none of the adult individual of the member family fails to attend the general meeting more than 5 times, the community shall deem non-active/non-contributor and automatically cancel the family membership.

7.6 If the member family fails to renew the annual family membership.

Article 8. Demise clause:

8.1 If any member of a member family demise, it is mandatory to all the member family to support the bereaved member family of the community, morally and financially. It is mandatory for all the member family to donate \$50.00 to the bereaved member family. The amount should be handed over to the B-NCRInc treasurer within the 10 days of the individual demise. It is mandatory for the member family to pay a visit during the final ritual and give a moral support to the bereaved member family.

8.2 In the event of the death of the immediate relatives of the member family of the B-NCRInc, in the other province or the country, all the member family will donate \$25.00 to the bereaved

member family of the community as a financial support and pay a visit to the bereaved member family for moral support during the ritual performing days if ritual is perform in here Regina.

8.3 In case of demise of an individual of non-member family, it is not mandatory for the member family of the community to support the bereaved family, morally or financially. It is unto the member family to give financial or moral support.

Article 9. End of the general membership:

9.1 If community comes to the end by the law of Canada.

9.2 Demise of member.

9.3 If the whole member family is out of contact for more than 365 days due to international migration or internal migration.

9.4 If any individual of the member family disregard or disobeys the rules and regulations of the community.

9.5 If the member family applies for the end of their family membership with a written application to the executive committee addressing to the president and must be approved by the executive body.

Article 10.1. Duties and responsibilities of Executive committee:

10.1.1 Executive committee shall have a right to approve and implement up to one third of the total budget of the B-NCRInc or in figure up to \$1500.00(fifteen hundred dollars only).

10.1.2 Exceeding the above-mentioned percentage or the amount, must be approved by the general assembly of the community. Executive committee must call a general assembly for the same.

10.1.3 Develop policy, proposal, plan and organize community programme and projects.

10.1.4 Develop and organize festival events, cultural programs and social activities and connect with other communities living in Regina.

10.2. Termination of Executive membership:

10.2.1 If the executive member fails to renew or does not pay the annual family membership fee and works against the constitution of the B-NCRInc.

10.2.3 If found mishandling of duties and responsibilities given to the executive member, or financial discrepancy or wrongful acts.

10.2.4 Unable to perform the organizational duties and responsibilities of the executive member due to the severe personal health reason, he/she will be considered a regular family member. He/she can start as an executive member when fully recovered, has to be approved by the executive committee.

10.2.5 If the executive member fails to attend five executive committee meetings without prior information to the President or the Secretary of the B-NCRInc, he/she will lose the status of executive member of the community.

10.2.6 Voluntary resignation by the executive member, when approved by the President after the consultation with the executive committee.

10.2.7 Demise of the executive member.

10.3. Formation of the Executive committee:

The executive committee will be formed in accordance with the majority through the process of election by the general assembly at the near end term of the previously elected executive committee. The executive committee shall be elected for the period of two years and following executive committee members will be elected:

10.3.1 President

10.3.2 Secretary

10.3.3 Treasurer

10.3.4 Assistant Treasurer

10.3.5 Youth Coordinator

10.3.6 Event Coordinator

10.3.7 Outreach Coordinator

All the coordinators have a right to form their own sub-committee as per their need to fulfill their organizational duties and responsibilities. All the coordinators will specifically target certain groups to schedule the events and activities according to the mission and vision of the B-NCRInc. B-NCRInc is a diverse community organization, we represent youth, seniors, women of all faith and different culture and tradition, though we are of same ethnicity and origin. All coordinators keep in touch with all groups and member families to benefit maximum from the community. Some of the groups we represent are heritage language school, Saradha Bhajan samite, Ray of hopes Christian, Buddhist, kirat, and Dragons FC Regina. All the coordinators shall have a right to negotiate and keep in touch with all the above-mentioned groups to

conducts activities and bring peace, harmony in the community through the community participation.

Article 11. Duties and responsibilities of the elected executive members will be as follows:

11.1 President

11.1.1 Represent as a head/chair of the B-NCRInc.

11.1.2 Presides over the meetings and assembly as a chairperson.

11.1.3 Monitors executive committee members and all the member families as and when necessary.

11.1.4 Gives final decisions with valid reasons on discussion on any matters.

11.1.5 In case of inactive executive committee members, president has right to call for an explanation and clarification of non-performance of the duties and responsibilities given to him/her.

11.1.6 Represents B-NCRInc, when other community or the officials invite the community for the event or any other community activities.

11.1.7 Shall correspond with other community or the offices on behalf of the B-NCRInc.

11.1.8 Signs important official documents and proposal for the submission to the appropriate office.

11.2 Secretary

11.2.1 Manages all the documentation and activities of the community.

11.2.2 Calls meetings and relay notices for the meetings and general assembly and keep record.

11.2.3 Maintains and updates the outcome of the executive committee to the member families of the community.

11.2.3 Assists the concern coordinators to write the proposal and prepares annual report and submit to the president for the approval before presenting to the general assembly.

11.2.4 Bridges the gap between the executive committee and the member families.

11.2.5 Represents the community in absence of the president and update the president about the representation.

11.2.6 Researches and network for the sources of funding for the community and report to the President and assists president to prepare the proposal in general.

11.2.7 Calls explanation to the member of the executive committee if found not fulfilling the duties and responsibilities and report the action to the President.

11.2.8 Contacts the other organizations/communities for the support, books hall or other necessary space for the B-NCRInc functions, events, activities, and Community meetings when in need.

11.2.9 Checks the budget estimation presented by the treasurer of the community for the community events, programs and activities then discuss with the executive committee and presents to the President for the final approval.

11.3 Treasurer:

11.3.1 Manages financial accounts of the community.

11.3.2 Keeps up to date records of the financial account, balances and expenditure of the community.

11.3.3 keeps all the personal records safely.

11.3.4 Assists the Secretary to prepare the new financial support proposal for the community and present to the President for the final approval and signing.

11.3.5 Prepares the estimation of the budget for the community events and programs, and presents to the Secretary of the community and then for the final approval, presents it to the President.

11.3.6 Collects the family membership fee and keep the record of income and expenditure of the community.

11.3.7 Allocates the available community budget in appropriate way and in accordance with the constitution of the community.

11.3.8 Assists all the coordinators to raise fund for the community through various fund raising activities and programs.

11.3.9 Writes monthly financial statement of the community and presents to the President for the release of financial updates to the member families of B-NCRInc. (The financial statement should reach to the President not later than every 3rd day of each month).

11.3.10 Assists the Secretary of the community to plan for the fund-raising events as and when necessary.

11.3.11 Prepares annual financial report of the community and presents to the executive committee presided by the President of B-NCRInc, then after approval it will be presented to the general assembly of the B-NCRInc.

11.4 Assistant Treasurer:

11.4.1 In absence of the treasurer, assistant treasurer will take the duties and responsibilities of the treasurer.

11.4.2 Assists the treasurer to manage financial accounts of the community.

11.4.3 Assists the treasurer to keep up to date records of the financial account, balances and expenditure of the community.

11.4.4 Assists the treasurer to keep all the personal records safely.

11.4.5 Assists the treasurer to assist the Secretary to prepare the new financial support proposal for the community and present to the President for the final approval and signing.

11.4.6 Assists the treasurer to prepare the estimation of the budget for the community events and programs, and presents to the Secretary of the community and then for the final approval, presents it to the President.

11.4.7 Assists the treasurer to collect the family membership fee and keep the record of income and expenditure of the community.

11.4.8 Assists the treasurer to allocate the available community budget in appropriate way and in accordance with the constitution of the community.

11.4.9 Assists the treasurer to assist all the coordinators to raise fund for the community through various fund raising activities and programs.

11.4.10 Assists the treasurer to write monthly financial statement of the community and presents to the President for the release of financial updates to the member families of B-NCRInc. (The financial statement should reach to the President not later than every 3rd day of each month).

11.4.11 Assists the treasurer to assist the Secretary of the community to plan for the fund-raising events as and when necessary.

11.4.12 Assist the treasurer to prepare annual financial report of the community and presents to the executive committee presided by the President of B-NCRInc, then after approval it will be presented to the general assembly of the B-NCRInc.

11.5. Youth Coordinator:

11.5.1 Plans events and activities for the youths of the community.

11.5.2 Engages the youths in various community development activities organized by the community.

11.5.3 Plans and organizes the youth leadership seminars, workshop and activities.

11.5.4 Organizes various sports activities for youths physical and mental fitness.

11.5.5 Encourages the youth towards voluntarism and community development activities.

11.5.6 Helps the event coordinator to plan for the youth programs.

11.5.7 Involves youths in fund-raising activities for the community and their own teams.

11.5.8 Prepares budget estimation of the youth activities and present it to the treasurer, so treasurer will present to the Secretary, which will be presented to the President for the final approval and signing.

11.5.9 Motivates the youths to take part in sports and cultural programs and do volunteer work for the community during the events and programs.

11.6 Event Coordinator:

11.6.1 Coordinates with the Secretary of the community to plan for the community events and activities.

11.6.2 Collects all the proposals for the activities from all the coordinators and present it to the executive committee for the approval.

11.6.3 Schedules the events, activities of various importance according to the dates passed by the executive committee members.

11.6.4 Evaluates the outcome of the events and activities by collecting feedbacks from the people present in the events and community activities.

11.6.5 Reports the positive outcomes and downfalls of the events organized to the executive committee for future improvement.

11.6.6 Helps the Secretary of the community to schedule the year-round community events and activities calendar.

11.6.7 Writes an annual report of the community events and activities on the basis of development and the challenges and presents to the executive committee.

11.7 Outreach Coordinator:

11.7.1 Works for the publicity of the events of our community.

11.7.2 Circulates the information of the programs, events, and activities of the community to the member family and the other communities living in Regina.

11.7.3 Updates the member family of the community about the out come of the executive committee meetings and the upcoming events and the community activities.

11.7.4 Connects our community with the other communities and report to the Secretary about the developments.

11.7.5 Frequently collects feedbacks from the member families and reports to the Secretary for future developments.

Article 12. Executive committee meetings:

12.1 All the executive committee members shall meet once a month to update and follow up the events and the activities scheduled in the community calendar.

12.2 All the executive committee members must keep every Sunday open for the community service purpose. It doesn't mean that there will be meeting every Sunday but to monitor and supervise some on the ongoing community activities during the weekends, we need to keep Sunday open.

12.3 The Secretary of the community will keep a record of the attendance of the executive members in the meeting and if found absent consecutively for four times without giving notice to the President then he/she shall be given verbal warning. If repeated three more times consecutively then the particular executive member shall be no more an executive member of the community.

12.4 In case of the vital decision making, the executive members present for the meeting will make a final decision based on the present in the meeting. Only the member present will vote and decide on the majority. The absent executive member will not have any rights to question about the decision made in his/her absence.

Article 13. Resources and properties:

Community will have its own bank account. Once the community receives any contributions whether it in cash or material, will be the property of the community by law. The community may receive the financial support from the other local organizations without any vested interest of that community. The allocation of the finance will be done after the discussion of the executive committee accordance with the constitution and the need presented by the treasurer, it will be implemented after the majority of the executive member's approval.

13.1 The source of the community budget:

13.1.1 Annual family membership. (may include late fees)

13.1.2 Life time family membership. (once only)

13.1.3 Approved Grants and funds.

13.1.4 Voluntary or charity donations from other organizations.

13.1.5 Collections of any income through the social functions, sales of properties or publications.

13.1.6 Amount collected from the fund-raising activities and the programs.

13.2 Banking and transactions:

13.2.1 A bank account will be opened in the name of B-NCRInc.

13.2.2 The account will be managed by the treasurer of the community but the President, Secretary and the treasurer has to sign the documents.

13.2.3 To withdraw the amount for the community minimum of two officials need to sign.

13.2.4 Must be updated with bank, if any changes is made in the executive members especially President, Secretary and treasurer.

13.3 Dissolution of the community:

13.3.1 The property of the community will not be refunded to the contributor at any circumstances.

13.3.2 If any of the material property is to be destroyed for genuine reason, it is to be informed to the concerning contributor.

13.3.3 Moveable property is allocated by the majority decision of the executive committee and endorsed by the general assembly.

13.3.4 Any remaining property after the community dissolution will be transferred to the city of Regina.

Article 14. General assembly:

14.1 Election of Executive members and general assembly functions:

14.1.1 Annual general assembly will take place once a year.

14.1.2 The executive committee shall have a right to call an emergency general assembly at any time of the fiscal year, if requested upon by the two third of the general member families of the community.

14.1.3 All the adults above 18 years of age of a member families of the community shall be eligible to participate in the general assembly.

14.1.4 Minimum of 30 days of prior, notice shall be given for the general assembly through the post on the community website or the community group on Facebook.

14.1.5 The candidate will have to register their name 10 days prior to the general election.

14.1.6 The candidates shall follow the rules and regulations implemented by the election committee.

14.1.7 Formation of the executive committee will be in accordance to the majority vote through the election by the general assembly.

14.1.8 The executive committee shall have a right to extend the general assembly for up to six-month period in case of emergency situations.

14.1.9 The election will be held once in a two-year period. (after the research of the community situation the current executive committee shall have a right to restructure the executive committee and move on towards the community development and good establishment. The notice for the executive committee election will be given to the member families, once the community is fully strengthened and connected to the sources that the community need).

14.1.10 General assembly shall adhere the annual financial report, policy, and rules and regulations drafted by the executive committee. Contribute constructive suggestions and analysis for the development and strengthening of the community.

14.2 Resignation of the executive committee member:

14.2.1 Any member of the executive committee shall submit their resignation letter addressing to the community President and approved by the President after the discussion with the executive committee members.

14.2.2 If the President wants to resign, he/she shall address the resignation letter addressing to the community Secretary, the secretary shall discuss with the executive committee members and need an approval of two-third of the executive committee members.

14.2.3 The executive committee shall have all rights to decide about the resignations by simple majority and shall be endorsed by the general assembly.

Article 15. Nepali language school:

The objective of the Nepali school shall be to promote and preserve Nepali heritage language for the present and the future generations, through teaching the Nepali values and scripts to the children.

15.1 The Nepali language school shall be managed by the principal of the school appointed by the executive committee.

15.2 The principal of the Nepali language school shall report all the activities of the school to the President of the community through the Secretary of the community.

15.3 The principal shall have a right to appoint the required number of the volunteer teacher for managing the Nepali language school.

15.4 The principal shall have a right to form a separate school running committee and shall report the activities of the committee to the President of the community through the Secretary of the community.

15.5 The school running committee shall determine the length of the academic year depending on the severity of the weather and communicate same with the executive committee of the B-NCRInc.

15.6 The Secretary of the community shall timely inspect and monitor the school management and report to the President of the community.

15.7 The principal of the Nepali heritage language school shall report planned academic heritage activities calendar to BNCOR Event coordinator

Article 16. Amendments:

In accordance with the needs, amendment of this constitution shall be done with the two-third majority of the general assembly members after the final discussion in the general assembly. But the proposal of the amendment should be submitted to the executive committee before presenting to the general assembly.

The constitution was first drafted in the year 2011 and adopted by Bhutanese-Nepali Community of Regina Inc on January 01, 2012.

The first constitution drafting committee:

1. Karna B Tamang
2. Dhaka Ram Tiwari
3. Phurba S Tamang
4. Laxman Gurung

The constitution is amended and revised in the year 2017 amendment is effective from Feb 2017:

Amendment committee:

1. Karna B Tamang
2. Dhaka Ram Tiwari
3. Santi Ram Mainali
4. Krishna Monger
5. Ram Bhandari

The constitution is amended and adopted by Bhutanese-Nepali Community of Regina Inc. effective on February 25, 2017. The current President, the Secretary and the treasurer have signed on behalf of the general assembly as a signing authority to implement this constitution.

Name: Karna B Tamang (President)

Address: 75 Walden Crescent, Regina, Sk S4N 1L4

Signature _____ Date: _____

Name: Dhaka Ram Tiwari(Secretary)

Address: 1427 Oxford street, Regina, sk

Signature: _____ Date: _____

Name: Santi Ram Mainali(Treasurer)

Address: 307-87 Cambridge Avenue, Regina, Sk

Signature: _____ Date: _____