

NATIONAL NEWCOMERS' COUNCIL OF CANADA

CONSTITUTION AND BY-LAWS

ARTICLE I – NAME

The organization shall be known as **THE NATIONAL NEWCOMERS' COUNCIL OF CANADA** (hereinafter referred to as "**THE COUNCIL**").

ARTICLE II – MISSION AND VISION

National Newcomers' Council of Canada Vision Statement

The National Newcomers' Council of Canada will be Canada's leader in assisting member Newcomers' Clubs across Canada in their goal as social non-profit groups, helping newcomers connect with each other and their new homes.

National Newcomers' Council of Canada Mission Statement

The mission of the National Newcomers' Council of Canada, a not-for-profit, trans-provincial organization, is to:

1. provide advice and non-binding guidance to its member clubs and others seeking information;
2. connect member clubs to each other through as many mechanisms as possible including, but not limited to:
 - a. a register of clubs across Canada;
 - b. the Council website and related blogs;
 - c. the Council newsletter, "The Link"; and
 - d. the Annual General Meeting.
3. assist in the establishment of new clubs, and the evolution of existing clubs.

Through National Newcomers' Council of Canada, member Newcomer Clubs and their alumni (where in existence) will find continuity and support in their efforts, goals and initiatives.

ARTICLE III – RELATIONSHIP WITH INDIVIDUAL NEWCOMERS' CLUBS

I **THE COUNCIL IS NOT A GOVERNING BODY.** Individual Newcomers' Clubs shall be self-administered, with their own by-laws, and the Council shall not interfere with the running of these clubs. The Council shall supply information or guidelines as and when requested by interested individuals or clubs.

II SEEKING ADVICE

Should a club be unable to resolve a difficult problem, it may seek advice from Council. It is recommended that the President be consulted first. However, whichever Council member is approached, it is strongly suggested that it is **NOT** someone who lives in the same community. It must be stressed that the Council's suggestions are purely advisory, and not binding in any way. In addition, these views are personal and may not reflect the views of the Council as a whole.

ARTICLE IV – QUALIFICATIONS OF MEMBERS AND DUES

- I Those clubs eligible for active membership in the Council shall be:
- (a) Any Newcomers' Club.
 - (b) Any alumni or grad group of a Newcomers' Club.
- II Those individuals eligible to become associate members of the Council shall be:
- (a) Any person whose term with a Newcomers' Club has expired, but for whom there is no alumni group.
 - (b) Any person who was formerly a member in good standing of a Newcomers' Club or alumni Club, and who moves to a place where there is no Newcomers' Club.
- III **DUES**
Council membership dues are to be paid annually. Dues are to be established annually by the Council executive, and are not refundable.
- IV Upon payment of dues, **each member club shall be entitled to:**
- appear in and receive the Council's register;
 - receive a copy of the Council's constitution and by-laws (this document);
 - receive copies of helpful information distributed by the Council;
 - receive each newsletter published by the Council;
 - send delegates to attend the Annual Meeting (upon payment of registration fees);
 - **receive ONE vote at the Annual Meeting.**
- V Upon payment of dues, **each associate member shall be entitled to:**
- receive a copy of the Council's constitution and by-laws (this document);
 - receive a copy of the Council's register of clubs;
 - receive copies of helpful information distributed by the Council;
 - receive each newsletter published by the Council;
 - attend the Annual Meeting (upon payment of registration fees);
 - receive **NO** vote at the Annual Meeting.

ARTICLE V – EXECUTIVE OFFICERS

The executive officers of the Council and their duties are:

PRESIDENT

- Council chair: organizes executive meetings
- Coordinates and supports initiatives of Council executives
- Answers correspondence from member clubs
- Ensures that the Council stays within the purview and bylaws mandated

REGISTRAR/TREASURER

- Manages the finances of the NNCC, including bank accounts and arranges for an annual review
- Provides financial updates to the newsletter, Council and the AGM as required
- Solicits memberships and follows up with tardy clubs on an annual basis

- Assists with Member Club general liability insurance and directors and officers insurance as per the instructions of the Co-Operators Insurance Company.
 - Provides names and email addresses of member clubs to the newsletter editor, president, liaisons and website editor
- Compiles and distributes an annual register of clubs for member clubs
- Compiles registrant list for the AGM for the Past President and the host club
- **Is the incumbent for president the year following her appointment as Registrar/Treasurer**

SECRETARY/PUBLICITY

- Records and reports the minutes for executive meetings and the AGM
- Assumes full management of any areas of publicity approved by Council
- Publishes and distributes the brochures

NEWSLETTER EDITOR

- Is appointed for a one term
- Collects information from Member Clubs to produce and electronically distribute 3-4 issues of "The Link".
- Uses "The Link" to further the work of the Council. Forwards "The Link" to individual member clubs for distribution among their membership
- Publishes updates of member clubs in "The Link"
- Trains and ensures a smooth transition to her successor

ALUMNI REPRESENTATIVE

- Contacts both the President and Newsletter editor of each Alumni club once a month with an e-mail message which they can print in their newsletter and read at their meetings
- Deals with correspondence regarding Alumni Clubs
- Provides assistance to Newcomers' Clubs who would like to start an Alumni group
- Presents a report on the Alumni Clubs at the Executive meetings
- Writes a report on the Alumni Clubs for each issue of "The Link"
- Must be a member of an Alumni Club

LIAISON OFFICERS

- Liaison Officers will be responsible for contacting the President and Newsletter editor of each club in their respective area once a month with an e-mail message which they can print in their newsletter and read at their meetings
- Present a report on their respective area Clubs at the Executive meeting
- Write a report on their respective area Clubs for each issue of "The Link"

- WESTERN LIAISON OFFICER

- Resides in Western Canada (British Columbia; Alberta; Saskatchewan and Manitoba.
- Maintains liaison between Council and the member clubs in Western Canada
- Provides assistance to any group or individual who would like to start a Newcomers' Club in their area

- CENTRAL LIAISON OFFICER

- Resides in Central Canada (Ontario and Quebec)

- Maintains liaison between Council and the member clubs in Central Canada
- Provides assistance to any group or individual who would like to start a Newcomers' Club in their area

- EASTERN LIAISON OFFICER

- Resides in Atlantic Canada (Nova Scotia; New Brunswick; Prince Edward Island; or Newfoundland and Labrador)
- Maintains liaison between Council and the member clubs in Atlantic Canada
- Provides assistance to any group or individual who would like to start a Newcomers' Club in their area

MEMBER-AT-LARGE

- Assists with, or assumes responsibility for any duties deemed necessary by the Council executive, i.e. assists a council member or assumes responsibility for an executive position in the absence of that member
- Is responsible for selling the Friendship Pins
- Is responsible for checking the general email account for the Council and redirecting correspondence as necessary to the appropriate executive member

PAST PRESIDENT

- Is not an elected position, but one assumed by the previous year's President
- Past President provides continuity, historical advice and support for the current executive
- Chairs Presidents' Meeting at the AGM

WEBSITE EDITOR

- Maintains and keeps current, the National Newcomers' Council of Canada's website, working closely with the executive and the newsletter editor.

ARTICLE VI – TERM OF OFFICE

- I The term of office for Elected Council Executive members shall be 1 (one) year in any position, with a two year maximum in any one position. The second year is not an automatic extension; election is required for all positions at each AGM. Executive wishing to stay on the council beyond their one or two year term will need to consider serving in another position.
- II Executive members shall take office no later than October 30th following the Annual Meeting.
- III The members of the Executive shall continue in office until their respective successors duly elected, appointed or otherwise designated, take office.

ARTICLE VII – VACANCY IN OFFICE

In the event of the resignation of a member of the Council's executive, the President shall, at her discretion, appoint a successor. Should an executive member be unable or unwilling to fulfill her responsibilities, the executive shall, by a majority vote, and after notifying said member, appoint a suitable replacement.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

In order to stand for elected office, one must be:

- (a) a member in good standing of a club that is a member of the Council; or
- (b) a paid-up associate member of the Council.

Nominations shall be made either in advance to any member of the executive, or by any executive member or delegate at the Annual Meeting. Nominees for any position are not required to be present at the Annual Meeting.

Elections shall take place at the Annual Meeting and **all nominations must come from the floor**. No name for any position will be presented from the podium by the Meeting Chair. Two positions do not require election: President and Past-President. **The previous year's Registrar-Treasurer is automatically acclaimed President, as stipulated in these bylaws.** Past President is by definition the previous year's President.

Each Executive Member is elected for a 1 (one) year term, and while each Executive Member may stay in the same position for 2 years (excluding the Registrar/Treasurer, President and Past-President, whose positions are strictly 1 year terms with no re-election), they need to be re-elected at the Annual Meeting. Standing Executive members may be challenged in their re-election bid by nominations from the floor. In the case where more than one person seeks the same position, a secret ballot vote is taken.

Nominations shall be accepted for one position at a time, in the order given in the Constitution, and shall be voted upon before nominations for further positions are received.

Any voting shall be by secret ballot.

Each club represented at the meeting is entitled to ONE vote, and each executive member is entitled to ONE vote.

Should a position not be filled at the Annual Meeting, the President shall seek to appoint a suitable person to said position.

ARTICLE IX – ANNUAL FINANCIAL REVIEW

The closing date of the books shall be November 30th each year and a financial review is to be made before the books are handed over. Books and records of the Council may be inspected by any member club at any time upon giving reasonable notice and arranging a time satisfactory to the Registrar/Treasurer.

ARTICLE X – MEETINGS

I ANNUAL

The Annual Meeting shall be held no later than October 30th of each year. Each club may send representatives to the Annual Meeting. Individual clubs may decide who will represent them. However, the Council recommends that the delegates include one member who attended the previous Annual Meeting, and a representative of the existing or incoming executive. There is no strict limit on the number of delegates a club may send, but if the maximum number for the

facilities is going to be exceeded, larger clubs may be limited to allow representation from a greater number of clubs. The fee to be charged for the Annual Meeting shall cover the costs of the meeting, allowing for a reasonable attendance. The fee is not refundable. Executive Council members are not required to pay the Annual Meeting fee.

II EXECUTIVE

Executive meetings shall be held approximately 4 times a year. When possible, an executive meeting is called immediately after the Annual Meeting. Future meetings are called by the President. Fifty percent (50%) of the executive must be present to form a quorum. Executive meetings are held by teleconference except for the one held at the Annual Meeting.

ARTICLE XI – EXECUTIVE COSTS

Executive members may submit claims for the following costs:

- postage, long distance telephone calls, stationery, photocopying and mileage costs;
- mileage costs to be established at a maximum amount set by each executive, proportional to the Registrar/Treasurer's report.

ARTICLE XII – AMENDMENTS

Suggested amendments to these by-laws may be put to the Executive at any time, but in any case, no later than May 31st for the inclusion in the newsletter before the Annual Meeting. Such proposals would be discussed and voted on at the Annual Meeting. Amendments may be adopted by a majority of not less than two-thirds of such persons entitled to vote as are present at the Annual Meeting.

September 1989

Revised October 1994

Revised October 2001

Revised February 2003

Revised November 2004

Revised August 2006

Revised October 2009

Revised October 2010