



# THE CONSTITUTION OF THE Mangalorean Association of Canada (MAC)

[www.macsaunsar.com](http://www.macsaunsar.com)

3039 Lavenham Place, Mississauga, ON L5M 6K1

Email: [admin@macsaunsar.com](mailto:admin@macsaunsar.com)

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## **PREAMBLE**

Founded in 2002 by sixteen Mangalorean families (Core members) who migrated to Canada, the Mangalorean Association of Canada (MAC) has evolved into a force instrumental in building a thriving and inclusive community within the Canadian and global ecosystem. MAC was founded on nostalgic principles especially to foster a sense of belonging and identity, to promote and sustain the Konkani language and to coordinate and organize activities and events to unify Mangalorean Catholics in Canada. In 2006, the 16 core members unanimously agreed to accept membership from the Mangalorean Catholic community living in Canada and to retain their life membership status along with the assets of the association, including the bank balance as of January 01, 2007. During the critical transition period from opening to the first election, the Core EC members were fully involved in the operations, functioning and monthly meetings of MAC.

In its 24<sup>th</sup> year, MAC has not swerved from its original vision, purpose and objectives but has built an enviable reputation and trajectory for growth, delivering exceptional value and securing the association's legacy. Each program, event and community outreach activity promote belonging and representation, a platform for networking and leadership strengthening the multicultural Konkani landscape and offering our youth an environment to hone their talents and skills.

The Constitution of the Mangalorean Association of Canada is being revised with several additions and amendments to capture the current and future progressive vision and mandate.

## **1.0 NAME, ADDRESS AND OPERATION**

- 1.1. The name of the association shall be "Mangalorean Association of Canada" hereinafter referred to as "MAC".
- 1.2. The word Mangalorean refers to a person or persons of Mangalorean Catholic origin or ancestry.
- 1.3. Until such time as a permanent location is established for MAC, the residential address of one of the core/Executive Committee members (governing or past), shall represent the address of MAC for communication purposes. For all purposes, the following address of one of the past MAC EC members will be used: 3039 Lavenham Place, Mississauga, Ontario, L5M 6K1. In the event of a life situation change, the address of another core/Executive Member (governing or past) will be used.
- 1.4. The Mangalorean Association of Canada (MAC) operates primarily within the Greater Toronto Area (GTA).

## **2.0 AIMS & OBJECTIVES**

The principal objectives of MAC are:

- 2.1 to interpret, propagate and maintain the diverse inherent ethnic, cultural and artistic values and heritage of Mangaloreans living in Canada through various activities and programs.
- 2.2 to encourage and promote all types of voluntary and community outreach activities, particularly the aid of global organizations involved in supporting humanitarian causes and making meaningful impact locally, nationally and globally.
- 2.3 to create and make accessible platforms for leadership, empowerment, networking, entrepreneurship and representation, especially amongst the youth, through sports, literacy, scholarship.



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- 2.4 to project a common unified image and to incorporate a consistent and professional approach in the conduct of all their activities and programs including three annual events, such as, The Family Social, Summer Picnic and the Traditional Monthi Fest (Nativity Feast) as well as any additional programs agreed and approved by the governing Executive Committee.
  - 2.5 to promote collaboration, representation, and solidarity amongst Mangalorean families and/or associations within Canada on matters of common interest.
  - 2.6 to promote the Konkani language, customs and traditions as well as support Mangalorean clergy by hosting monthly Konkani Mass, programs and functions.
  - 2.7 to aid members facing extreme circumstances beyond their control (subject to current by-laws).
  - 2.8 to recognize, communicate and honor the contributions and achievements of the Mangalorean community member/s or group/s.

## 3.0 STATUS OF THE ASSOCIATION

- 3.1 MAC shall be a non-political, social, cultural and community-oriented organization for the Mangalorean community living in Canada. The Executive Committee members, Management Committee and Auxiliary members are strictly volunteers and therefore, there shall be no expectation nor entitlement for any payment nor remuneration for the work performed during their tenure.

## 4.0 COLOURS, LOGO, MOTTO, THEME SONG & WEBSITE

MAC shall have a logo of “setting sun on the Mangalorean coast with palm tree on a pink Maple leaf” as per the design shown below:



- 4.1 MAC’s official motto will be “Together we make a difference”. MAC’s official website is: [www.macsaunsar.com](http://www.macsaunsar.com). No changes can be made either to the colors, logo, motto or to [www.macsaunsar.com](http://www.macsaunsar.com) as these characteristics represent the Mangalorean Association of Canada to the community – locally, nationally and globally. MAC’s official seal will have the logo and the full name of the Association.
- 4.2 MAC’S official Konkani Theme song is the work of community members celebrating MAC’s longevity and success through perseverance and commitment. The Theme song will be played at all major events.

## 5.0 MEMBERSHIP

### 5.1 Membership Guidelines

- 5.1.1 Membership to MAC shall be subject to the following restrictions and as stated in membership guidelines:
  - a) possessing the ability to work towards the achievement of MAC’s aims and objectives.



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- b) no record of any criminal and anti-social activities which might injure the reputation of MAC.
  - c) it is recommended that a new member be introduced by a member in good standing or a well-known community member. New members will also be vetted by an Executive Member of the governing EC.
- 5.1.2 The elected Executive Committee is vested with the discretion to accept / reject any person from obtaining membership. A Family / Individual who have duly filled and submitted the prescribed membership forms and have paid their membership fee shall be deemed to be members.
- 5.1.3 The Executive Committee, Management Committee and paid members of MAC unanimously voted and ratified at the 2024 Annual General Meeting to remove all annual and 5-year memberships. Only 2 categories will be maintained which are Life Individual Membership and Life Family Membership.

## 5.2 Life Individual Membership

- 5.2.1 A member should be a Catholic of Mangalorean Origin and he or she should be at least 18 years of age.
- 5.2.2 There will be a one-time non-refundable fee of \$25.00 payable by each member.
- 5.2.3 If the individual member marries, the spouse (guidelines for spouse under Family Life Membership) can become a member by paying \$25 for the spouse. Status can change to family. If no payment is made for the spouse, then the spouse is not deemed a member, cannot attend or vote at the AGM nor can the spouse run for elections to the Executive Committee. Any or all other scenarios will be managed on a case by case basis.

## 5.3 Life Family Membership

- 5.3.1 One spouse should be a Catholic of Mangalorean origin, and the other spouse could be a non-Catholic or a non-Mangalorean. The non-Catholic or non-Mangalorean spouse is within rights to be an associate member but is not entitled to a vote nor can he/she stand for elections to a position on the Executive Committee. Both spouses should be at least 18 years of age.
- 5.3.2 There will be a one-time non-refundable fee of \$50 payable as family membership.
- 5.3.3 Family includes all parents and children up to the age of 18, after which the child can become an Individual Life member. In the case of a deceased spouse, membership will be retained as family.
- 5.3.4 Dependent children of members with a minimum of 2 years vested membership are eligible for the MAC Scholarship program.

## 5.4 Dependent Member Right

- 5.4.1 Dependent members have no voting rights.
- 5.4.2 The membership fee may be reviewed by the Executive committee from time to time.
- 5.4.3 Core members will continue their membership with the same status of Life membership.
- 5.4.4 Only active paid members shall be eligible to exercise their voting powers. Proxy voting is not permitted.



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- 5.4.5 Membership fee changes for both individual and family should be proposed by the governing Executive Committee and ratified at the Annual General Meeting.

## 5.5 Communication

- 5.5.1 The preferred means of communication to the member/s is through e-mail sent by MAC's official email [admin@macsaunsar.com](mailto:admin@macsaunsar.com) or through a messaging system such as WhatsApp or through our website [www.macsaunsar.com](http://www.macsaunsar.com). Communication could also be done via Social Media channels.
- 5.5.2 Every effort will be made to inform members through e-mail of all MAC organized events and activities; however, MAC is not responsible for emails not being received due to incorrect email addresses. It is the accountability of each member to update MAC Administrators when there is a change in email addresses or relevant contact information.
- 5.5.3 Membership details shall be kept confidential and will be used only for MAC purposes of communication of events, activities, membership information and annual general meetings.

## 5.6 Termination of Membership:

- 5.6.1 Membership fee once paid will not be refunded.
- 5.6.2 Any member may resign by filing a written declaration of his/her intent to resign with the General Secretary. A member can rejoin, if desired, as a new Life member with the payment of the required fee.
- 5.6.3 Any membership may be terminated upon recommendation of the Executive Committee in the AGM with the majority vote. Termination of membership can be done for the following reasons: criminal or anti social activities, failure to abide by the objectives of MAC, inappropriate representation of MAC on any messaging platform or social media, vilification of MAC, its representatives, and/or members on public platforms and/or damaging MAC's reputation and integrity.

## 6.0 MAC EVENTS AND PROGRAMS

- 6.1 MAC events are supported by donations and contributions from members as well as by Benefactors and Sponsors.
- 6.2 Membership does not guarantee participation in an event without prior reservation.
- 6.3 Participation in any function and/or event shall be on a first come first served basis.
- 6.4 Membership does not guarantee discounts on tickets for events. Discounts for MAC's ticketed events will be at the sole discretion of the Executive Committee.

## 7.0 EXECUTIVE COMMITTEE (EC)

The Association will be governed by an Elected "Executive Committee" (EC) with a tenure of two years. The Executive Committee comprising of paid active members in good standing will be elected by secret ballot, by the "General Body" of members, every two years and will comprise of the following Office Bearers:

### 7.1 The EC of MAC will comprise of the following Office Bearers:

- 1) President
- 2) Vice-President



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- 3) General Secretary
  - 4) Joint Secretary
  - 5) Treasurer
  - 6) Assistant Treasurer
  - 7) Cultural Coordinator
  - 8) Sports Coordinator
  - 9) Digital Communications Coordinator
  - 10) Liturgical Coordinator
  - 11) Webmaster
  - 12) Community Outreach Coordinator (upon fulfillment of 300 active paid members)

7.1.1 The Executive Committee has the prerogative to organize themselves in a manner facilitating effective functioning as per emerging requirements and shall communicate their plan to the General Body at the first available instance. The EC will exercise its power and will perform its duties as referred to or assigned to it by the General Body or by this constitution. The EC, working in their volunteer capacity for MAC will not be remunerated for their services.

7.1.2 An Executive Committee member, except the President, is permitted to hold office for the same position only for two (2) consecutive terms and he/she may be re-elected to the previous position or a new position after a gap of one (1) term or two (2) years. Exceptions shall be made for an Executive member to continue for a third (3) consecutive term in the same position in extenuating circumstances, which will be proposed and approved by a majority of the Executive Committee and ratified by a majority of members at the Annual General Meeting.

7.1.3 The Executive Committee shall meet at least once every calendar month virtually or face to face. Additional meetings can be organized based on need.

7.1.4 The Executive Committee shall be bound by confidentiality and not discuss nor share by any communication methods the financial data, planned events or activities or minutes of meetings.

7.1.5 All Executive committee members shall make every attempt to attend the monthly meetings, decided upon by the President, in consultation with the Vice-President and General Secretary. Members unable to attend the monthly meetings or additional meetings will inform the General Secretary or another member of the Executive Committee in advance as much as possible. Understanding that all positions are voluntary, if an EC member is unable to discharge his/her responsibilities for health reasons, family priorities, move to another country, or any viable reason, it is recommended that the EC member voluntarily step down.

7.1.6 The Executive Committee is authorized to nominate and appoint an Auxiliary member willing to assume the responsibilities of the outgoing EC member and shall obtain ratification at the immediate General Body meeting or propose an interim election for the position, if there are more than 1 contender for that position.



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- 7.1.7 Each Executive Committee member shall execute the duties assigned to him / her, co-operate and facilitate the implementation of the collective decisions of the Executive Committee, even if he or she personally does not approve of the collective decision thereto. Executive members may be required to take on additional duties as required by the Executive Committee during emergency or unusual situations.
- 7.1.8 Any member has the opportunity to place, before the Executive Committee, a request to relieve an Executive Committee member(s) of his/her position and duties, if it is deemed that he/she is causing harm to the reputation or profile of the Association by neglect or deliberate acts or utterances through any social media platforms, messaging platforms such as WhatsApp or any other form of communication or sharing confidential information discussed at Executive Committee meetings.
- 7.1.9 Each Executive Committee member is duty bound to present his / her objections, criticisms, comments and remarks at the monthly meetings so that they can be collectively evaluated and resolved. Comments, objections and criticisms not presented at the Committee meetings shall be deemed to be non-existent. Committee members shall exercise restraint in such matters.
- 7.1.10 The Executive Committee has the powers to:
- appoint legal counsel / Attorney(s)
  - nominate signatories (Members)
  - Creating and utilizing an annual budget
  - lease or buy premises (when the need arises) where Executive Meetings can be held, documents, receipts, fixed assets such as banners, event props can be stored, small events such as Volunteer Appreciation and Spiritual retreats can be held.
- 7.1.11 The Executive Committee is responsible to discuss, propose and assemble the agenda for the Annual General Body (AGM) / Extraordinary General (EGM) meetings and call for General Body meetings, allocate budget and authorize payments of budgeted funds.
- 7.1.12 Sub-committees / Coordinators:
- From time to time and as required, the Executive Committee may appoint sub-committees / coordinators to accomplish special assignments, to investigate specific problems, procedures on matters of interest and to make recommendations and to render assistance in programs undertaken by the association such as: Cultural, Sports, General Services, Fundraising and Membership drive. The Sub-committee shall be headed and represented by the relevant Executive Committee member or as nominated.
  - The terms of such committees shall be terminated at any time at the discretion of the Executive Committee. The Executive Committee may request other members of good standing to be members of the sub-committee.
  - The Executive Committee may invite representatives of sub- committees or coordinators to attend the Executive Committee meetings as and when required.



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- d) The Executive Committee can create temporary social media groups as appropriate e.g. WhatsApp groups to facilitate efficient and consistent communication between Executive Committee members and community participants especially during the 3 main events such as Family Social, Family Picnic, Monthi Fest and other MAC organized events. Temporary social media groups can also be created during MAC's cricket team participation in other local community events such as Mango Friendship Series (MFS) annual cricket tournaments or for communication with the MAC Young Adult forum.

## 7.2 Responsibilities of Executive Committee, Spiritual Director, Auditor, the Management Committee and Auxiliary Committee

### 7.2.1 PRESIDENT

- a) The President shall preside over the meetings and is responsible for the smooth and effective running of the Association in accordance with the Association's Constitution. He/She will make decisions and take measures in the best interest of the Association.
- b) He/She shall approve all previously verified bills of expenditure for payment and shall certify the correctness of accounts.
- c) He/She shall operate the Bank Account jointly with the General Secretary or the Treasurer
- d) He/She shall have the power to sanction all emergency expenditure up to and including \$500.00 or the amounts stated under the current by- laws.
- e) Documents related to Banks, Real Estate, tangible or intangible assets shall be jointly signed along with the Treasurer or General Secretary or any other appointed Executive Committee member.
- f) The President is responsible for resolving differences between conflicting members / parties / persons, in consultation with Office bearers neutral to the issue and implementing a decision in the best interests of the Association.
- g) The President is vested with the powers to sign documents of commercial and organizational nature relevant to the functioning of the Association or deputize any one or more Executive Committee members to act or sign on his/her behalf for specific issues.
- h) The President is duty bound to organize an Executive Committee meeting once every month, conduct an Annual General meeting every year (AGM), an Extraordinary General Meeting (EGM) meeting when required and hold elections to form a new Executive committee once every two years.
- i) The President is allowed to nominate himself/herself or be nominated for re-election after holding the position for 2 consecutive terms, if no member from within EC contests for the position of President for a new term of 2 years. If, however, the President declines to run for a 3rd consecutive term in the absence of any nominations or candidates, the newly elected Vice-President will assume the role of Interim President for a period of 3 months. At the end of 3 months, nominations from the eligible active members will be reviewed and approved for President. If more than one nomination is received, an election will be held based on the requirements in the Constitution.



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- j) A member wishing to contest for the position of the President must be a part of the Executive Committee for a minimum period of 12 months. Exceptions will be considered for a candidate with experience in a similar capacity and organization/associations.

## 7.2.2 VICE PRESIDENT

- a) The Vice President shall assist the President in carrying out his/her duties and will preside over the meetings. He/She shall represent, preside, and assume charge of the Executive Committee and MAC and assume the office of the President during his/her absence, if greater than 6 weeks or more.
- b) The Vice President, after consulting with the Executive Committee, shall assume the role of President in the event the President does not execute his/her duties and responsibilities as per the constitution.
- c) He/She shall assume the role of a “moderator” by default during all meetings; schedule the date, venue for the monthly Executive Committee meetings and co-ordinate with the General Secretary to issue mandatory notices and organize the agenda for the meetings in consultations with the President and General Secretary.
- d) Additionally, He/She shall maintain files and records and jointly sign the correspondence pertaining to and for all charities as per the procedures adopted by the Executive Committee from time to time.

## 7.2.3 GENERAL SECRETARY

- a) The General Secretary shall facilitate and organize the Executive Committee / Annual General Meeting/ Extraordinary General meetings, in consultation with the President and/or Vice President.
- b) He/She shall be responsible to record, present and maintain minutes of the meetings after approval at the respective meetings. The General Secretary will also initiate and issue public notices and advertisements through the media to inform members of the Association's meetings and activities from time to time in consultation with the President / Vice President / PRC. However, for the sake of convenience, any duties can be formally reassigned to the Joint Secretary as decided during the Executive Committee meetings.
- c) The General Secretary will be a joint signatory for bank accounts and maintain the Registers and Records pertaining to the affairs of MAC as agreed by the Executive Committee.

## 7.2.4 JOINT SECRETARY

- a) The Joint Secretary shall perform (and assist in) the duties of the General Secretary during the former's absence or in the event the General Secretary fails to perform his/her duties as expected by the constitution or Executive Committee.
- b) He/She shall record and maintain attendance registers for all meetings and manage the administration of temporary WhatsApp groups created by the EC to facilitate MAC organized and participation events/activities.
- c) He/She shall perform other duties as may be assigned to him/her by the Executive Committee or the General Secretary.



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## 7.2.5 TREASURER

- a) The Treasurer shall be responsible for receiving money and acknowledging receipts on behalf of MAC and for making disbursements in accordance with the decision of the President or the Executive Committee.
- b) The Treasurer shall prepare, consolidate and maintain accounts and financial reports for the current year; prepare Budget for following years and present them to the Executive Committee for discussion / approval and presentation to the General Body, as warranted.
- c) All periodic reports and statements of accounts shall be presented by the Treasurer to the Executive Committee for review and approved by the Auditor before presentation to the AGM / EGM meetings.
- d) He/She shall procure and consolidate account statements and financial reports from the Assistant Treasurer in relation to membership and cultural events.
- e) He/She shall keep track of budget allocations and periodically inform the Executive Committee of Budget Utilization.
- f) He/She shall be one of the joint signatories to the Bank accounts maintained by MAC.
- g) He/She shall maintain a true and correct statement of all financial transactions.
- h) He/She shall be responsible for the monthly recurring expenditure and no bills shall be paid by him/her unless they are verified by the Gen. Secretary and approved by the President.
- i) He/She shall be responsible for the investment of the Association funds after obtaining due approval of the Executive Committee.

## 7.2.6 ASSISTANT TREASURER

- a) The Assistant Treasurer shall maintain lists of all active members, endeavor to collect membership fees and other dues receivable by the association; prepare and maintain reports and present them to the Treasurer for presentation to Executive Committee for approval and presentation to the General Body as warranted.
- b) He/She shall sign and issue receipts for membership fees paid by members and maintain periodic accounts and present the same to the Managing committee as and when called for through the Treasurer.
- c) He/She shall perform (and assist in) the duties of the Treasurer during the former's absence or in the event the Treasurer fails to perform his/her duties as expected by the constitution and/or Executive Committee.
- d) He/She shall maintain petty cash, prepare and maintain all receipts and payments pertaining to individual cultural programs undertaken by the association; issue receipts for revenues pertaining to a specific cultural program as per the mandate provided by the Executive Committee.

## 7.2.7 CULTURAL COORDINATOR

- a) The Cultural Coordinator is responsible for organizing, coordinating and managing all cultural activities or events that MAC may organize, assist and/or participate in.
- b) He/She, individually and/or jointly with any member of the Executive Committee shall establish and maintain contact/communication



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with the individuals/groups to host/sponsor cultural events that MAC organizes.

- c) He/She is responsible for the marketing and media coverage pertaining to the cultural activities related to the event. He/She will do so in collaboration with an Executive Member or Members. He/She is also responsible for presenting a budget for the potential costs that may be incurred for the cultural activity to the Executive Committee for review and approval.

## 7.2.8 SPORTS COORDINATOR

- a) The Sports Coordinator is responsible for organizing the Annual Family Picnic and any other sporting activity/event, presenting a sporting event proposal to the EC with budget required, registration, team selection processes, sponsorships and communication strategy. He/She shall organize, coordinate and manage with the collaboration and approval of the Executive Committee the selection of participating teams for a sporting event under the MAC banner.
- b) He/She is responsible for communicating any concerns, critical issues, conflicts to the Executive Committee for support, resolution and damage control.
- c) He/She shall coordinate and interact with youth in the community to promote culture and development through a range of community initiatives especially sports.

## 7.2.9 DIGITAL COMMUNICATIONS COORDINATOR

- a) The Digital Communications Coordinator shall be responsible to access and use the computer/mobile/internet for day-to-day activities, functions and updates.
- b) He/She shall be responsible for managing content, posts, group invite links on the messaging platform/s as well as managing adherence to the approved MAC WhatsApp/social media guidelines or any communication platforms MAC chooses to use
- c) He/She shall be responsible for communication, coverage, promotion and marketing of events that MAC organizes, assists and/or participates in on social media/MAC and messaging platforms. Sensitive notices or communication, if any, will need to be pre-approved by the governing Executive Committee.
- d) He/She, individually and/or jointly with the President and/or EC member, shall establish and maintain contact with the dignitaries, sponsors, donors, members or any benefactors to support the events that MAC organizes
- e) He/She shall be responsible for ensuring consistent messaging and branding across all communication channels, monitoring media coverage, and mitigating negative publicity or reputation issues with the collaboration of the Executive Committee.
- f) He/She shall be responsible to collect and evaluate under-lying public opinion, formulate and respond to and with the media and in case of emergencies, the Digital Communications Coordinator in consultation with the President and any 3 other executive committee members, may deem fit to issue interim press releases or statements. Such action must be ratified at the following Executive Committee meeting immediately.



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- g) He/She shall collaborate and work closely with the Webmaster for recommending strategies to align website and social media, develop and upgrade the functionality of social media channels as well as the MAC website.

## 7.2.10 LITURGICAL COORDINATOR

- a) The Liturgical Coordinator is responsible for organizing and coordinating the interactions between the Association and the church, the choirmaster, the Spiritual Director and manage the arrangements of the Monthly Konkani Mass, the Lenten Retreats, Monthi Fest or the Nativity Feast and all other religious activities organized by MAC.
- b) He/She will endeavor to procure and provide facilities and services to the church and arrange a venue for meetings on the church premises as well as arrange for requiem services with the choir in coordination with the Spiritual Director
- c) He/She is responsible for the marketing and media coverage pertaining to the religious activities related to the event. He/She will do so in collaboration with an Executive Member or Members. He/She is also responsible for presenting a budget for the potential costs that may be incurred for the religious activity to the Executive Committee for review and approval.

## 7.2.11 WEBMASTER

- a) The Webmaster is responsible for developing, maintaining and promoting the website of the Mangalorean Association of Canada ([www.macsaunsar.com](http://www.macsaunsar.com)). He/She is responsible for adding and uploading photographs of events, new content, communication on events and updates.
- b) He/She will manage the contracts/renewals with providers for the purpose of registration of Domain Name, Web Hosting, Website security and periodically review the contracts to ensure fair and accurate pricing.
- c) He/She will lead content creation, address errors and approve site design and functionality with the collaboration and approval of the Executive Committee.

## 7.2.12 NEW POSITION – COMMUNITY OUTREACH COORDINATOR

- a) The Community Outreach Coordinator will come into effect once MAC attains an active paid 300-member count. He/She will act as a liaison between the association and the community facilitating and building connections, promoting and advocating the association's mission, projects and initiatives.
- b) He/She will develop fundraising initiatives and strategies to raise awareness of the charity programs and raise donations for program support
- c) He/She will track and maintain an outreach database which details contacts, partnerships and outreach activities
- d) He/She will encourage, promote and manage membership drives at events and programs and maintain a database with accurate member details



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## 8.0 CHAPLAIN

- 8.1 The governing Executive Committee will propose 3 names of Mangalorean Konkani speaking priests to the Cardinal with the consent of the Auxiliary Bishop for the Chaplaincy. The term of the Chaplain will align with the 2-year term of the governing Executive Committee. Once the 2-year term is completed, it can be renewed in agreement with the incoming governing EC and the Chaplain's willingness and interest to continue.
- 8.2 The Chaplain shall endeavor to ensure the pursuance of the Association's prime motto, unity and continuity of existing solidarity within the Mangalorean community of Canada. To do so, he will provide his spiritual guidance and mentorship at the disposal of the association.
- 8.3 The Chaplain can assume the role of moderator for contentious or disciplinary issues during a meeting and be a neutral observer during the Election process. He will enjoy the privilege to call for a recounting when referred by the Election Commission.
- 8.4 The Chaplain will not have decision-making privileges for the day-to-day management of the association, nor vote in an election and or be responsible for running and implementation of any event or activity.

## 9.0 AUDITOR

- 9.1 All books of accounts of MAC should be audited by an external Auditor and appointed by the Executive Committee members and he/she may be eligible for remuneration/compensation for his/her services.
- 9.2 An Auditor shall hold office for a two-year (term) and is required to submit his intention to continue his/her services to the new Executive Committee. The EC is required to review his/her request to continue and re-appoint the Auditor, if approved.
- 9.3 He/She shall examine the books of accounts every year prior to the AGB to present his/her report during the meeting.
- 9.4 He/She shall certify as to the correctness of the accounts of MAC and shall report thereon to the members present at the Annual General Body Meeting.
- 9.5 He/She has a right of access to the accounts, books, records, vouchers, any content uploaded to [www.macsaunsar.com](http://www.macsaunsar.com) and documents of MAC. He/She will have the right to access and provide feedback on the MAC processes, oversee the functioning of events, have governance and control over the processes, oversee the transition of executive committees after new elections and be responsible for the validation of MAC documents.
- 9.6 He/She may require from the members of the Executive Committee such information and explanation as may be necessary for the performance of his/her duties as an Auditor.



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- 9.7 He/She may, in relation to the accounts of MAC, discuss and consult any member of the Executive Committee.
- 9.8 He/She has a right to attend any Executive Committee meeting/s.
- 9.9 The role of an Auditor is integral to the management and functioning of the Executive Committee and to have a thorough understanding of the decisions undertaken by the Executive Committee, it is highly recommended that the Auditor attend the monthly EC meetings. He/She will not have the decision-making privileges for the day-to-day running and implementation of any event or activity.

## **10.0 MANAGEMENT COMMITTEE (MC)**

- 10.1 The elected Executive Committee (EC) will select 3 or more experienced past EC members within one month of their election. Term of the MC will be the same as the EC (2 years).
- 10.2 Invitation to the regular monthly EC meetings is not mandatory. However, the minutes are required to be sent to the MC without fail.
- 10.3 EC, at their own discretion, may invite MC for any meetings, if the need arises, especially during events or crucial circumstances.
- 10.4 Management Committee members will have the right to call for an Extra General Meeting with 15 days' notice only in extreme circumstances (if any) as described below:
- Measures proposed by the EC that are deemed unsuitable for the association or unconstitutional attempts to close the association.
  - Detrimental actions that may harm the association's reputation.

## **11.0 AUXILIARY COMMITTEE (AC)**

- 11.1 The purpose of Auxiliary Committee members is to prepare, develop and build a pool of community members who have demonstrated the knowledge, skills, abilities, potential and interest to be part of the succession planning strategy and process (including building the competencies and skills for current and future organizational needs) of MAC. Auxiliary Committee Members can be called on to assist as and when necessary, with events, activities or any other organizational needs and on the recommendation and approval of all the members of the governing Executive Committee. Auxiliary Committee members will not be selected at the AGM. The candidates being recommended can be past experienced Executive or Management Committee members, committee member spouses, governing Executive Committee member spouses, Young Adults, Youth or leaders within the requirements.
- 11.2 Auxiliary Committee Members will be by invitation only based on the community who support MAC with sponsorships, volunteer work or mentors. The number of appointed Auxiliary Committee Members should not exceed 8 during the term of the governing committee, i.e. 2 years of Executive Committee term.
- 11.3 Auxiliary Committee Members will not be bound by a term, nor will they be invited to participate in or attend meetings of the governing Executive Committee unless



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expressly requested to and at the discretion of the governing EC. Auxiliary Committee Members will not receive any meeting minutes. Auxiliary Committee Membership can be terminated for the following reasons: criminal or anti social activities, failure to abide by the objectives of MAC, inappropriate representation of MAC on any messaging platform or social media, vilification of MAC, its representatives, and/or members on public platforms and/or damaging MAC's reputation and integrity.

- 11.4 At least 2 Executive Members will be responsible for managing, assessing, and investing in the development of the Auxiliary Committee Members as well as ensuring the desired outcomes are achieved when collaborating and working together for MAC events, activities and goals.
- 11.5 The governing Executive Committee will also be responsible for giving opportunities to Auxiliary Committee Members for observational learning or job responsibilities shadowing Executive Members. This will serve the purpose of gaining hands-on experience, instilling a sense of belonging, acquiring a better understanding of how the association works, and obtaining new ideas and fresh perspectives.
- 11.6 If an Auxiliary Committee Member runs for election and is elected as an Executive Member, he/she will cease to be an Auxiliary Committee Member. If an Auxiliary Committee Member is invited and selected to be a Management Committee Member, he/she will cease to be an Auxiliary Committee Member.

## 12.0 RIGHTS AND PRIVILEGES

### 12.1 Member

- 12.1.1 Every member who has paid his membership fee shall have the right to vote at the AGM / EGM and is eligible for any privileges decided by the Executive Committee.
- 12.1.2 A member has the privilege to request the Association for personal assistance in times of need, which the Executive Committee is bound to evaluate and extend support as per the current by-laws, if approved.
- 12.1.3 A member intending to nominate himself / herself for election to any post within the Executive Committee must be enrolled as a member for a minimum period of 12 months and should be in good standing. Exceptions will be considered for a candidate with experience in a similar capacity and organization/associations. A member, during the meeting of AGM / EGM has the privilege to place suggestions and/or to propose any project, subject or issue of common community interest.
- 12.1.4 A member, during the meeting of AGM / EGM has the privilege to place suggestions and/or to propose any project, subject or issue of common community interest.
- 12.1.5 Any two members of the Executive Committee have the right to request such suggestions, proposals and demands to the agenda of immediately following the Executive Committee meeting for evaluation. Evaluations, suggestions /



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proposals or non-feasibility of proposals will be placed before the following AGM / EGM.

12.1.6 The Executive Committee may or may not request the person(s) proposing the issue to attend the immediately following Executive Committee meeting, to provide clarifications and information required for the evaluation.

## 12.2 Election of Executive Committee

12.2.1 To prevent conflict of interest and unfair influence, Candidates submitting nominations for Executive Committee positions shall not hold any executive positions within an association or associations in Canada with similar ethnicity, culture and objectives.

12.2.2 Voting shall be by any acceptable method but in person. Proxy voting shall not be allowed under any circumstance/s. In the case of a contest, the candidate receiving the maximum number of votes shall be deemed to have been elected.

12.2.3 The Executive Committee will make decisions by majority votes.

12.2.4 At no time, the EC shall consist of less than four (4) office bearers, failing which new elections shall be held to fill the vacancies.

12.2.5 The EC will make necessary arrangements as and when necessary to fill any vacant position/s or add new positions based on need, exponential increase in membership and expansion of programs, events and community outreach initiatives. These positions will be filled in per the Constitution requirements and processes. The governing Executive Committee will collectively detail and approve the responsibilities & duties, communicate the open position via email and follow the process of filling in the position as per the Constitution. The new positions will then be ratified at the upcoming AGM. Any or all members of the EC can be warned or expelled from their Executive positions in case of violation of the constitution or failure to perform duties as referred or assigned by the general Body.

12.2.6 A no-confidence motion against office bearers of the EC may be passed by a majority decision of the members of the General Body. In such an event, a new election for the office bearers or the Executive Committee shall be held and Ad Hoc committees selected by the General Body will facilitate the day-to-day activities till the election of the new Executive Committee takes place.

12.2.7 Once the election is completed and a new Executive Committee (EC) is elected, the outgoing Executive Committee will provide ongoing support to the newly elected EC for a period of 6 months. This will be called the "Transition Period" wherein all documents and processes, knowledge and information sharing will be done one on one or via email and WhatsApp messages. This transition period support is deemed critical for the smooth and efficient functioning of the association by the newly formed Executive Committee.



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## 13.0 GENERAL PROVISIONS

Conduct and agenda for the General Meeting / Extraordinary General Meeting:

13.1 AGM / EGM Meeting shall be held 30 days after notifying Members through registered e-mails and on our website and should be held during the 3rd weekend of November every year. A 14-day notice period is required for EGM. Members are requested to respond to the invitation with RSVP.

13.2 Only issues placed on the Agenda by the Executive Committee will be discussed.

13.3 Any decisions required to be adopted on the issues presented outside the agenda shall be taken only at the following Executive Committee or AGM/EGM as is appropriate.

13.4 Those issues raised by members during the AGM/EGM under “any other items” shall be placed on the agenda of the following “Executive Committee meeting” and discussed and voted on in the following AGM/EGM.

### 13.5 Voting

Voting by “Head Count” shall generally be adopted in case of lack of consensus and shall be decided by simple majority. Secret ballot shall be adopted only if the AGM / EGM meeting decides so.

### 13.6 Quorum for AGM Meetings

13.6.1 50% of active members shall constitute a quorum for AGM meetings. If the quorum is not met at the scheduled time, the meeting shall commence 15 minutes after the scheduled time and the members present shall form the quorum. Any decision taken will be taken with a simple majority.

13.6.2 Two Third of the Executive Committee members shall constitute a quorum for Executive Committee meeting. If the quorum is not met, another meeting shall be called within 2 weeks. No quorum is necessary to conduct the meeting called for the second time.

## 14.0 FINANCE

14.1 The Executive Committee shall be responsible for the finances of MAC.

14.2 A Bank account in the name of MAC shall be opened at any of the recognized Banks in Ontario, Canada, with 3 signatories (PRESIDENT, TREASURER AND GENERAL SECRETARY) and operated jointly by any 2(TWO) signatories.

14.3 The Executive Committee shall be responsible for and be required to report on all financial transactions conducted during the preceding year at the Annual General Body Meeting of MAC.

14.4 The Executive Committee is responsible for maintaining 3 reserve funds:

14.4.1 Scholarship Fund/Reserve– 3 scholarships totalling CAD 3500 will be awarded annually. Funding for the scholarship is attained:



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- a) Ticketed event, i.e. Annual Family Social Gross revenue (Cash only) will be considered by allocating 2.5 % as Scholarship reserve.
  - b) Ticketed event, i.e. Monthi Fest – Scholarship sponsorship – 100% will be allocated to the Scholarship reserve. In the event of a shortfall, scholarship funds will be drawn from the bank account or current year revenue.

#### 14.4.2 Charity Fund/Reserve

- a) Ticketed event, i.e. Annual Family Social Gross revenue (Cash only) will be considered by allocating 5 % as Charity reserve.
- b) Ticketed event, i.e. Monthi Fest – Gross revenue (Cash only) will be considered by allocating 5 % as Charity Reserve.

#### 14.4.3 Religious Services Fund/Reserve

- a) Fully funded by Monthly Konkani Mass sponsorships. The funds are used to defray the costs of organizing the Mass, supporting the clergy and providing snacks for fellowship after Mass. At the end of each calendar year, any excess revenue received over, and above expenses of the calendar year will be held as a reserve fund for future religious service expenses

14.5 The governing Executive Committee reserves the right to increase or decrease the % or amounts required for reserve funds depending on the economic landscape or financial strength of the association. Any such decisions approved by the Executive Committee will require to be ratified at the next AGM or an EGM.

14.6 When new elections take place, the outgoing committee shall handover all the accounts, check books and related bank account papers to the new committee.

#### 14.7 Financial Year

The financial year for MAC will be January to December (calendar year). On a day agreed by outgoing and incoming EC not later than the new committee being inducted into the office on the 1st of January after the election, i.e. 3rd weekend of November of the election year. The new Executive Committee shall formally advise the bank of the new office bearers immediately after satisfying that all the bank accounts are in order.

## 15.0 CONFLICT OF INTEREST

15.1 Governing Executive Committee members and Management Committee should not hold office in any multi-cultural associations except Religious and/or Professional organizations during their tenure of 2 years.

15.2 While an Executive Committee member cannot be the main organizer or co-organizer for a cultural event or program organized by other multicultural organizations/associations, an Executive Committee member/s can be a participant and/or assist the organization of an event or program by other multi-cultural associations



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## 16.0 BY-LAWS

Such By-laws as may be deemed necessary for the proper operation of the Association may be adopted or amended by an affirmative vote of a 2/3 majority at the Executive Committee meeting and required to be ratified in the next AGM/EGM

## 17.0 AMENDMENTS

### 17.1 Amendments / Updates to the Constitution

All constitution amendments and updates shall be proposed to the Annual General Body or Extra Ordinary General Body meeting through a formal pre-arranged Agenda by the Executive Committee. Such amendments shall be placed in writing before the house, discussed and appropriately documented.

### 17.2 Adoption of Amendments

The amendments must then be adopted in a duly called for subsequent meeting by the Annual General Body with a quorum consisting of not less than 1/4<sup>th</sup> of total active members and by a 2/3<sup>rd</sup> majority of the house present, whichever is higher.

## 18.0 DISSOLUTION

MAC may be dissolved with the following conditions:

### 18.1 Decision of Dissolution

The decision of Dissolution will be reviewed, discussed and approved by all of the Executive Members and Management Committee members.

### 18.2 Decision of Dissolution Approval of Dissolution

The decision of Dissolution shall be approved in the Annual General Meeting with half of total active members and by 3/4<sup>th</sup> majority of the house present.

### 18.3 Disbursement of Funds in the Case of Dissolution

In the case of dissolution, the liquidated net proceeds of all fixed and current assets, after the settlement of all liabilities (if any), shall be donated to a minimum of 3 charitable organization/s within Canada as determined first by the Executive Committee and then presented at the General Body Meeting. The disbursement of funds can be done semi-annually or annually over a period of 2 years.



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**Signatures of Authorized Executive Members**

**Name: Everest Vijay Dante,  
President**

**Date:** MARCH 09, 2025

**Name: Janet D'Souza  
Vice-President**

**Date:** MARCH 09, 2025

**Name: Reginald Fernandes  
Treasurer**

**Date:** MARCH 09, 2025