



**Revision history**

<b>Date</b>	<b>Issue</b>	<b>Reason for Change</b>
2002-02-12	01	Initial web release
2002-07-01	02	The following sections were updated after a general assembly meeting on 2002-06-01:  2-1 Section 1  3-2 Section 2  6-1 Section 1

**1.0 ARTICLE 1 Main Purpose**

**1.1 Section 1**

The main purpose of the MASHGHARA BENEVOLENT SOCIETY is to provide the opportunity to its members to meet and exchange ideas and opinions other than political and/or religious, and to assist them in case of hardship and general adverse circumstances.

**1.2 Section 2**

Motions and suggestions in connection with laws, etc., shall be passed and carried only by majority vote and in accordance with this constitution.

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**PROPRIETARY INFORMATION**

**The information contained in this document is the property of Mashghara Benevolent Society. The holder of this document shall keep all information contained herein confidential.**

## **2.0 ARTICLE 2 The Executive Committee**

### **2.1 Section 1**

The EXECUTIVE COMMITTEE shall consist of PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, and seven ADVISORY MEMBERS.

### **2.2 Section 2**

All members of the EXECUTIVE COMMITTEE shall be elected as officers by majority vote and they shall decide amongst themselves at the first meeting of the EXECUTIVE COMMITTEE the responsibilities of each officer.

### **2.3 Section 3**

The PRESIDENT shall preside over meetings, maintain order, call special meetings, appoint working committees, present suggestions and motions raised for deliberation and discussion, and see to the execution of passed motions to the best of his abilities.

### **2.4 Section 4**

The VICE-PRESIDENT shall fulfill the responsibilities of the president in cases where the latter is unable to do so himself for whatever reason.

### **2.5 Section 5**

The SECRETARY shall record and keep minutes of all meetings, prepare and keep files of all internal and external correspondence and inform the president of all such correspondence prior to mailing or filing it, and prepare tile members' information files (names, addresses, etc.).

### **2.6 Section 6**

The TREASURER shall collect all membership fees and contributions and provide receipts for it, pay outstanding bills and notes, issue a monthly financial report and inform the members of any financial default, and perform all the Society's financial duties. The President in advance with the consent of the majority shall authorize all financial dealings and transactions.

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### **3.0 Article 3 The Executive Committee Functions**

#### **3.1 Section 1**

The EXECUTIVE COMMITTEE shall convene private meetings when necessary. The Committee has the right to uphold all Articles of this constitution, modify or pass new articles and motions and execute such articles and motions subsequent to majority consent at a General Assembly meeting.

#### **3.2 Section 2**

The EXECUTIVE COMMITTEE shall not spend more than 50% of its annual clear income. This expenditure includes any charitable donation in Canada and Lebanon. The remaining 50% shall stay in the society treasury. Any exception to this should be submitted to the membership body and obtains the majority approval prior to the sponsoring of the project.

#### **3.3 Section 3**

If a vacancy should occur in the EXECUTIVE COMMITTEE, the position will be filled by one of the Advisory members following the majority consent of the EXECUTIVE COMMITTEE members.

#### **3.4 Section 4**

Should a member of the EXECUTIVE COMMITTEE be absent from three (3) consecutive meetings with no just cause or reason, he will be reminded by letter of his responsibilities and obligations, and should he fail to heed, he will be forced to resign and steps will be taken to replace him.

#### **3.5 Section 5**

An EXECUTIVE COMMITTEE meeting with less than 2/3 of the officers present will prove false or void.

#### **3.6 Section 6**

A General Election will take place once annually and no member or officer will be declared elected unless he receives a majority vote.

### **4.0 ARTICLE 4 General Rules**

#### **4.1 Section 1**

The President shall call Emergency or Special meetings in the event that one should be necessary.

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**4.2 Section 2**

All Religious and Political subjects and discussions are not permitted during meetings.

**4.3 Section 3**

All personal offense shall be refrained from.

**4.4 Section 4**

Members shall address the President only and request his permission to address the meeting, and respect his position while presiding over meetings.

**4.5 Section 5**

Applicants for membership to the Society shall be originally from Mashghara, Lebanon, or descendants thereof.

**4.6 Section 6**

Membership privileges shall not be cancelled for any member as long as he meets his financial obligations when due.

**4.7 Section 7**

All members, male and females shall have equal privileges and obligations.

**4.8 Section 8**

The acceptance of all prospective applicants for membership shall be considered only after favorable character references have been established, and their principles and beliefs have been judged to be in the best interests of the Society and its purpose.

**4.9 Section 9**

The Society reserves the right to refuse admittance to applicants whose character and behavior, based on factual findings, are judged to be at variance with the Society's norms and purposes.

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#### **4.10 Section 10**

Full membership privileges with the exception of the right to be elected to the EXECUTIVE COMMITTEE shall be available to applicants that are relatives of or are married to someone from Mashghara or a descendant thereof.

### **5.0 ARTICLE 5 The Members Responsibilities**

#### **5.1 Section 1**

A membership applicant shall be permitted to attend one meeting, at which time he shall be allowed to review the Constitution of the Society, and upon mutual acceptance of his membership (his and the society's) he shall pay the stipulated entrance fee and become a registered member.

#### **5.2 Section 2**

Membership fees shall be \$60.00 (sixty dollars) a year.

#### **5.3 Section 3**

Members shall be permitted a three (3) month interval from the due date to pay their annual membership fees. In case of default beyond this interval, all membership privileges shall be suspended until the obligations have been met.

#### **5.4 Section 4**

Under no circumstances shall any monies paid into the Treasury of the Society be refunded to anyone for any reason.

### **6.0 ARTICLE 6 Charitable Assistance**

#### **6.1 Section 1**

In the event that the necessity of assisting a member in need arises, the Charitable Committee shall decide on the details and execute such assistance without exceeding \$2000 Canadian. Should further assistance be deemed necessary, the Committee shall present the case, with full supporting evidence, to the membership body for review and consent on further action.

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## **7.0 ARTICLE 7 The Society Dissolution**

### **7.1 Section 1**

The Society and its Charter shall remain in force and recognized as long as there are three (3) members remaining to execute the Society's purpose and its benevolent work.

### **7.2 Section 2**

In the event of dissolution of this Society, all monies remaining in the Treasury shall be distributed to the various charitable societies of Mashghara under the supervision of a reliable committee.

## **8.0 ARTICLE 8 The Society Registration**

### **8.1 Section 1**

The Headquarters of the Mashghara Benevolent Society of Ottawa shall be Ottawa, Ontario, Canada.

### **8.2 Section 2**

The Mashghara Benevolent Society of Ottawa shall be a registered Society in the Province of Ontario, Canada.

### **8.3 Section 3**

A General Assembly meeting shall be called on September of each year for the purpose of officer election by nomination from the floor, with 2/3 of the membership present to validate such a meeting.

### **8.4 Section 4**

Notice of General Assembly meetings shall be by mail.

### **8.5 Section 5**

Should the first two calls for a General Assembly meeting fail to produce the required 2/3<sup>rd</sup> membership attendance, the Assembly will be authorized to proceed with the conduct of its business on the third call for meeting, regardless of the number present.

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**9.0 ARTICLE 9 Annual Assembly**

**9.1 Section 1**

Any and all amendments to the Constitution shall be presented at annual General Assembly meetings and become valid only following 2/3rd majority approval.