

BY-LAWS OF

(Name of Charitable Organization)

ARTICLE 1 – NAME AND PURPOSE

1.01 Name:

The name of the organization shall be known as _____,
located on the _____ First Nation # _____ in the
Province of Saskatchewan.

1.02 Purpose:

The charitable purpose of the organization shall be _____
_____.

ARTICLE 2 – MEMBERSHIP

2.01 Qualifications:

- a) Membership may be granted to any individual who supports the purpose of the organization, agrees to abide by the by-laws of the organization and accepts the responsibilities of membership.
- b) Membership shall consist of anyone whose written application for admission as a member has received the approval of the Board of Directors of the organization.

2.02 Fees:

There shall be no membership fees unless otherwise directed by the Board of Directors.

2.03 Termination of Membership:

- a) The Board of Directors, by affirmative vote of three-quarters of all members of the Board, may suspend or expel a member of the organization.
- b) Any member of the organization may be required to resign by affirmative vote of three-quarters of the members present at a duly convened meeting of the organization.

2.04 Resignation:

Any member of the organization may resign by filing a written resignation with the Secretary.

ARTICLE 3 – MEETINGS

3.01 Annual Meeting:

At least one meeting of members shall be held in each calendar year at a time and place to be fixed by the Directors of the organization.

3.02 Special Meetings:

The President may call a special meeting of the members at any time by issuing written notice to the membership at least 14 days in advance.

3.03 Voting Procedures:

- a) A minimum of _____ members present at any membership meeting of the organization shall constitute a quorum.
- b) Each member of the organization is entitled to one vote on any question or motion.
- c) A majority of the votes cast by the members present shall determine the questions in meetings except where the vote or consent of a greater number of members is required by these by-laws.

ARTICLE 4 – DIRECTORS

4.01 Positions and Authority:

The Directors of the organization shall consist of a President, Vice-President, Secretary, Treasurer, and _____ other board members who shall manage the activities and affairs of the organization.

4.02 Term:

The term of office for each Director shall be _____ year(s).

4.03 Election:

The Directors shall be elected at the annual meeting by a majority vote of the members present.

4.04 Termination of Office:

- a) A Director may resign by filing a written resignation with the Secretary or President of the organization.
- b) The Board of Directors, by affirmative vote of three-quarters of all members of the Board, may suspend or expel a director of the organization.
- c) A Director may be required to resign by affirmative vote of three-quarters of the members present at a duly convened annual meeting.

4.05 Regular Meetings:

The Board of Directors shall hold at least two regular meetings per calendar year. Meetings shall be at such time and place as the Board shall determine.

4.06 Quorum:

A majority of the Board of Directors must be present at Board meetings in order to constitute a quorum.

4.07 Vacancy:

Where there is a vacancy on the Board of Directors, the remaining Directors may, by majority vote, fill the vacancy with a member of the organization.

ARTICLE 5 – DUTIES OF DIRECTORS

5.01 Authorization of Expenditures:

The Directors shall have the power to authorize expenditures on behalf of the organization in accordance with the charitable purposes and objectives of the organization.

5.02 Borrowing Powers:

The Board of Directors shall be authorized to borrow money from a financial institution, on behalf of the organization, to a maximum of _____ in the furtherance of the organizations, goals, objectives, and purposes.

5.03 Remuneration:

The Directors shall serve in their capacities without remuneration and no Director shall directly or indirectly receive any profit from his/her position.

5.04 Reimbursement of Expenses:

Any expenses incurred by a Director in the performance of his/her duties may be reimbursed with documentation and proper approval.

5.05 Duties of the President:

The President shall preside at all general meetings of the organization, and at all meetings of the Board of Directors. The President shall be the chief executive officer of the organization, and shall be in charge of managing the affairs of the organization, including the performance of any duties as assigned by the Board of Directors.

5.06 Duties of the Vice-President:

The Vice-President shall, in the absence of the President, perform the duties and exercise the authority of the President. In addition, the Vice-President shall perform such other duties as assigned by the President and the Board of Directors.

5.07 Duties of the Secretary:

The Secretary shall record the votes and minutes of all meetings of the organization in books to be kept for that purpose. The Secretary shall also perform such other duties as assigned by the Board of Directors.

5.08 Duties of the Treasurer:

The Treasurer shall have custody of the finances of the organization, and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the organization. The treasurer shall

also report to the Board of Directors at each meeting on the status of the organization's finances.

5.09 Oath of Confidentiality:

Directors of the organization may be required to sign an oath of confidentiality stating that they will not disclose any internal matters of the organization without proper authority.

ARTICLE 6 – FINANCIAL INFORMATION

6.01 Banking:

A separate chequing account in the name of the organization shall be opened at _____, where all
(name of financial institution)
lottery proceeds will be deposited.

6.02 Signing Officers:

Cheque signing officers for the organization shall be any two of the following:

- President
- Vice-President
- Secretary
- Treasurer

6.03 Financial Statements:

- a) The Board of Directors shall approve the annual financial statements and evidence their approval by the signature of one or more Directors.
- b) Financial statements shall not be released or circulated to the members of the organization without the approval of the Board of Directors.
- c) At every annual meeting of the organization, the Treasurer shall present the most recent financial statements, as well as any other relevant financial information.

ARTICLE 7 – GENERAL

7.01 Amendments to By-laws:

- a) The Board of Directors may, by resolution, make, amend, or repeal any by-laws regulating the activities and operations of the organization.
- b) The Board of Directors shall submit all by-law amendments to a duly convened meeting of the members where, by majority vote, the amendment may be approved or rejected.

7.02 Fiscal Year:

The fiscal year end of the organization shall be _____.

7.03 Books and Records:

The Directors of the organization shall ensure that all necessary books and records required by the by-laws of the organization or by any applicable statute or law are regularly and properly kept.

7.04 Indemnification:

The Directors of the organization shall be indemnified and saved harmless from all expenses and liabilities in connection with any legal action or proceeding which they may become involved in due to their role with the organization unless judged to be liable for negligence or misconduct in the performance of their duties.

7.05 Distribution of Assets upon Dissolution:

In the event that the organization is dissolved, the remaining assets shall be disbursed to an eligible charitable or religious organization, as determined by majority vote of the Board of Directors.

Signature

Date