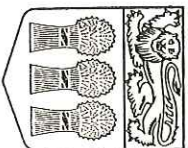


Fee: \$10.00
No. 12156



No. 2650

Certificate

The Societies Act

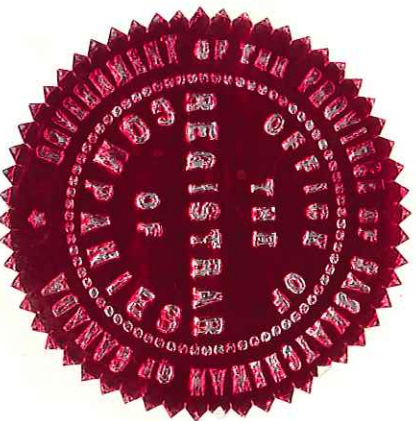
Canada
Province of Saskatchewan }

I Hereby Certify that

THE REGINA OPEN DOOR SOCIETY

is this day incorporated under the provisions of
The Societies Act.

Given under my hand and Seal at Regina this SEVENTEENTH
day of NOVEMBER one thousand nine hundred and SEVENTY-SIX.



Grant
Registrar of Companies

CONSTITUTION OF THE OPEN DOOR SOCIETY

REGISTRAR OF
COMPANIES

ARTICLE 1 - Name

The name of the Society shall be ^{Régina} ~~The~~ Open Door Society.

ARTICLE 2 - Objectives

- (a) The purpose of the Society is to assist immigrants and promote their early adjustment to and participation in their community.
- (b) The Society will undertake to promote and extend community services to immigrants by providing information and/or referrals. It would launch an orientation program, facilitate translation services and special classes (e.g. citizenship classes, language classes etc.), foster greater awareness and understanding between the immigrant and the community, and seek to establish facilities for intercultural, educational and social activities.
- (c) The Society shall raise funds for the purposes of advancing its objectives.

ARTICLE 3 - Place of Activities

The activities of the Society are to be carried on in the Province of Saskatchewan, but initially its focus will be in and around the city of Regina.

ARTICLE 4 - Organization

A. The Advisory Board

- (1) Membership in this body shall be open to representatives of all registered ethnic organizations, Government Departments, Service Agencies and interested persons.
- (2) Duties of the Advisory Board would consist of
 - (a) the election of an executive;
 - (b) advise the executive on matters of policy and programming.

B. The Executive

- (1) This body shall be composed of six (6) elected members (from the advisory board), and shall have the power to co-opt such other members as deemed necessary.
- (2) Duties of the Executive:
 - The executive shall be the management body of the Society and will thus be responsible for
 - (a) the hiring of employees and enlistment of volunteers.
 - (b) the establishment and overall operation of the Centre.

C. Staff

- (1) Staff will be hired and volunteers recruited as necessary to carry out the aims and objectives of the Society.

ARTICLE 5 - Officials

- A. The Officers of the Society, shall be elected at the Annual General Meeting of the Society in September of each year and shall be (1) Chairperson, (2) Vice-Chairperson, (3) Secretary, (4) Correspondence Secretary, (5) Treasurer, (6) Public Relations Officer.
- B. Election of Officers shall be by a show of hands (vote).

- C. (1) The term of office for officials shall be one year.
- (2) A retiring officer shall be eligible for re-election.
- (3) In the event that an officer retires before the expiration of his term, another shall be co-opted to complete this term.

D. Duties of Officials:

- (1) The Chairperson shall
 - (a) Preside at all meetings of the Society unless special provisions are made to remove him/her from the chair.
 - (b) Be an ex officio member of all committees.
 - (c) Be an ex officio official for one year immediately following the term of office as Chairperson.
 - (d) Be a signing officer of the Society.
- (2) The Vice-Chairperson shall
 - (a) Assist the Chairperson in the performance of duties.
 - (b) Carry on the Chairperson's office if the Chairperson is temporarily absent or resigns.
 - (c) Be the general co-ordinator of all activities.
 - (d) Be a signing officer of the Society.
- (3) The Secretary shall
 - (a) Record and maintain minutes of all general meetings of the Society and executive meetings.
- (4) The Correspondence Secretary shall
 - (a) Be responsible for conducting the correspondence of the Society.
 - (b) Maintain the mailing list of the members and associates of the Society.
- (5) The Treasurer shall
 - (a) Keep careful account of, and be responsible for all monies received and disbursed by the Society.
 - (b) Give prior approval for any expenditure exceeding seventy-five dollars by the staff of the Society.
 - (c) With the Chairperson and/or Vice-Chairperson be a signing officer of the Society.
- (6) The Public Relations Officer shall
 - (a) Be responsible for any advertising on behalf of the Society.
 - (b) Work in close co-operation with other officials of the Society regarding liaison with other organizations and publicity for the Society.

ARTICLE 6 - Meetings of the Society

- (a) The Society shall hold general meetings quarterly.
 - (b) The Annual General Meeting of the Society shall be held in September of each year or at the closest possible date thereafter.
 - (c) Extra ordinary meetings may be held at such times as the officials may direct.
 - (d) A minimum of one week's notice must be given prior to convening any meeting of the Society.
 - (e) All meetings shall be conducted in accordance with the rules governing Parliamentary Practice.
 - (f) No business shall be transacted at a general meeting unless a quorum of at least one-third (1/3) the members of the Advisory Board, including two-thirds (2/3) of the officials of the Society is present.
 - (g) Meetings may be called by the Chairperson or upon a written request by any ten members of the Society to the Secretary, that a meeting be held within thirty days of delivery of such notice.
 - (h) At all general meetings of the Society each individual member in good standing who is personally present shall be entitled to one vote.
- ARTICLE 7 - Meetings of the Executive
- (a) Such meetings will be held monthly. However, the Chairperson or two-thirds of the officers may request extra ordinary meetings be called as necessary.
 - (b) No business may be transacted at a meeting of the Executive unless a quorum of two-thirds of the members of this body is present.

ARTICLE 8 - Finances

- (a) The Society shall have the right to solicit funds for the purposes of advancing its objectives.
- (b) The Treasurer shall be responsible for managing the funds of the Society.
- (c) The Treasurer along with the Chairperson and Vice-Chairperson shall be the signing officers of the Society.
- (d) The signature of the Treasurer and that of one of either the Chairperson or Vice-Chairperson of the Society will appear on all authorized cheques written in the name of the Society.

ARTICLE 9 - Audit

- (a) The Treasurer shall ensure that the accounts of the Society are examined and their correctness shall be ascertained and certified by one or more auditors who shall be appointed by the Society for a term of one year.
- (b) The Treasurer shall undertake to have the Society's books audited at any time during the operating year upon the written request of the Chairperson, or upon the written request of one-half of the voting members of the Society.

ARTICLE 10 - Amendments

- (a) The constitution or by-laws of the Society may be amended by a majority vote of three quarters (3/4) of the voting members present at a general meeting.
- (b) Any proposed amendment to the constitution or by-laws shall be set out in writing and delivered to all members, together with a notice of the meeting at which such amendment is to be considered, not less than ten days prior to the date of such meeting.
- (c) Any alteration or addition to these by-laws shall have no force or effect until two copies of the alteration or addition have been forwarded to the Registrar of Societies, and one copy has been returned bearing an endorsement by the Registrar to the effect that it has been registered.
- (d) Copies of any alteration or addition to the constitution or by-laws of the Society shall be certified in the following manner:

"Certified to be a true copy of an amendment approved by special resolution passed at a general meeting of members held on the _____ day of _____, 19 ____."

Seal

Signature of official of Society

ARTICLE 11 - Winding Up

Subject to Section 47 of the Societies Act, on dissolution of this Society, its property and assets shall, after payment of liabilities, be donated for such charitable, benevolent, or educational purposes as may be decided by the Society in a general meeting.