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THE BY-LAWS OF THE FEDERATION OF CANADIAN TURK ASSOCIATIONS

INTERPRETATION

In this by-law:

- Federation:** means The Federation of Canadian Turkish Associations.
- Association:** means an organization, free of commercial aims, having a set of by-laws, governed by an Executive Committee and formed according to Federal or Provincial Laws of Canada.

ARTICLE 1: NAME AND FUNCTION

- 1.1** The name of the Federation is THE FEDERATION OF CANADIAN TURKISH ASSOCIATIONS.
- 1.2** The Federation functions as a co-coordinating umbrella organization over Associations, which possess the qualities and the aims described in this by-law and are active within Canada.
- 1.3** The Head Office of the Federation will be in Canada, at a location determined by a resolution of the General Assembly.
- 1.4** The Federation shall have a Corporation Seal, which shall be kept at its head office. The Secretary shall be custodian of the seal of the corporation, which he shall deliver only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution.
- 1.5** The Federation is a secular organization, and shall have no political affiliations.
- 1.6** For the furtherance of the purposes enumerated herein, the Federation may obtain funding by means of solicitation of donations, holding of fund raising events, membership fees, grants and other funding from Municipal, Provincial and Federal Governments.
- 1.7** The Federation is a non-profit organization and shall be carried on without pecuniary gain to its members and officers. Any profits or accretions to the Federation shall be used solely for promoting its objectives. Directors and Officers of the Federation shall not receive remuneration for their services.
- 1.8** The Federation may acquire, hold and dispose of real property to carry out its objectives. The title to such property shall be held by the Federation.

ARTICLE 2: PURPOSE

The purposes of the Federation are as follows:

- 2.1** To facilitate the functioning of Associations which possess the qualities described in this by-law, under the umbrella of the Federation. Its aim is to ensure the functioning of all existing and future Associations in Canada, in co-operation and in co-ordination with unity and according to the principles and legacies of Ataturk, namely that all Turks are partners in indivisible unity in destiny in joy and in grief; and that, they believe in and support a democratic, secular society with social justice where the rights of the individuals are respected,
- 2.2** To support and encourage activities of member Associations aimed at making Turkish Culture and Turks better known,
- 2.3** To encourage, establish and promote closer relations with Canadians and with members of other ethnic communities in Canada, and in this regard, to represent the Turkish community in the best possible manner,
- 2.4** To carry out the efforts it deems appropriate on important cultural, economic, educational, historical, social and religious issues, which closely relate to Turks, and to the Turkish community in Canada. In addition, to represent and to make the appropriate representations on behalf of its members and the Turkish community in Canada, in Canada and elsewhere,
- 2.5** To achieve the aims given in this by-law, to prepare short and long term plans and, in the execution of these plans, to arrange the co-ordination and co-operation of its members,
- 2.6** To act as a mediator in resolving any disputes that may arise amongst its members,
- 2.7** To monitor and to assist its members in continuation of their organization in a form to enable them to function according to the aims outlined in this by law,
- 2.8** When appropriate, to co-operate with other organizations and associations, within and outside of Canada, which have similar aim

ARTICLE 3: MEMBERSHIP

3.1 Definition:

A member of the Federation is an Association which has adopted the aims of this Federation; who possesses the authorities and the responsibilities described in this by-law; whose membership dues are paid up; who fulfills all the conditions set out in Article 3 and who takes part in the direction of the Federation.

3.2 Entry to Membership:

The Associations, who meet the definition and qualities of membership described in this article, may become members, when a written application submitted by the Executive Committee of the Association is approved by the Executive Committee of the Federation.

The written application to the Executive Committee of the Federation for membership must be accompanied with the following documents and information:

- a) A copy of current by-laws of the Association,
- b) A summary of the current paid-up membership and a list, as complete as possible, of names, addresses and telephone numbers of persons residing in their area, who may wish to have their name placed on the Federation's mailing list, with an indication of those who are paid-up members.
- c) Evidence that the Association is registered with the authorities of the jurisdiction in which it is active,
- d) Minutes of the most recent General Meeting of the Association, including the report on activities, treasurer's report and the report of the audit committee,
- e) List of the Association Executive Committee members, showing their names, addresses, occupation and the office each hold,
- f) A copy of the Executive Committee resolution for application for membership to the Federation, carrying the signatures of the members of the Executive Committee.
- g) Within three months after the receipt of a duly submitted written application, the Federation Executive Committee must decide on the application. The decision of the Federation Executive Committee must be communicated to the applying Association in writing.

3.3 Qualities of Members:

All members of the Federation, as well as all applicants for membership must have and continue to have the following qualities:

- a) The Association must be registered according to either the Federal or Provincial laws,
- b) Must be free of any profit making purpose,
- c) Must be free of aims and purposes contrary to the principles given in Article 2, and in its activities and its deportment must be free of characteristics in conflict with the principles given in Article 2,
- d) Must have as its aim, service to Turks, to the Turkish culture, to the Turkish community in Canada, to Canada, and to Turkey; and must have demonstrated this aim through its activities,
- e) Must carry out its activities according to the principles and rules set out in this by-law.

3.4 Responsibilities of Members:

Each member of the Federation is responsible:

- a) To take part in the direction of the Federation according to the provisions of this by-law,
- b) To monitor to ensure that the Federation is administered according to the aims and procedures set out in this by-law,
- c) When called upon, to carry out its duties as prescribed in the activity plans of the Federation Executive Committee and, to inform its members of these activities,
- d) To take all necessary measures to maintain the membership qualities listed in Article 3.3,
- e) To pay the assessed membership dues,
- f) To inform the Federation Executive Committee about all matters that may come up in their area that concern Turks and the Turkish community,
- g) To respect those rights and responsibilities which are according to this by-law assigned to the Federation and override the rights and responsibilities of the Associations,
- h) When necessary and when requested, to obtain the resources necessary to carry out the activities of the Federation,
- i) Unless authorized in writing, not to make written or oral representations in the name of the Federation or its Executive Committee,
- k) In its relations with other members, to act with goodwill and with a sense of togetherness and contribute to the maintenance of these principles amongst all members,

3.5 Rights of Members:

Each member of the Federation has the following rights:

- a) To take part in the Federation General Meetings, to vote, to nominate, and to elect,
- b) If it observes that the Federation Executive Committee's actions are contrary to the founding aims, to caution the Executive Committee. If the caution is not being heeded, to take the necessary steps for convening a Special General Meeting, as provided for in this by-law,
- c) In the relationship of the members, if it observes activities contrary to the principles of goodwill and the sense of togetherness, to request help from the Federation and to bring forward proposals to alleviate the situation.

3.6 Resignation from Membership:

3.6.1 Resignation from Membership:

Each member Association may resign from the Federation membership, following the decision to that effect, of its Executive Committee, or its General Assembly, as prescribed in its by-laws; by transmitting the resignation decision in writing to the Federation Executive Committee.

3.6.2 Expulsion from Membership:

Any member Association, whose activities and department are determined to be contrary to the purposes and the necessary qualities of members of the Federation, may be expelled from the Federation. This determination is to be made by the Honor Council of the Federation, upon the request for such a determination by a member or the Executive Committee of the Federation, according to the provisions of Article 8.3. To take effect, an expulsion decision of the Honor Council must be concurred to by two-thirds of the members of the Federation.

An expelled member Association may apply for re-admission to the Federation. Such application for re-admission must be submitted according to the requirements of Article 3.2 and require the approval with two-third majority by the Federation General Assembly.

ARTICLE 4: ADMINISTRATION

The following are the administrative bodies of the Federation:

- a)** General Assembly,
- b)** Executive Committee,
- c)** Audit Committee,
- d)** Honor Council,
- e)** External Relations Council,
- f)** Community Relations Council.

ARTICLE 5: GENERAL ASSEMBLY

5.1 Definition:

The General Assembly is composed of those member Associations in good standing. It convenes according to the procedures set out in this by-law. The General Assembly is the supreme organ of the Federation.

5.2 Representation and Voting:

Each member Association may be represented in the General Assembly with representatives that do not exceed five in number. Although individual representatives of the Member Associations as well as the members of the Executive Committee may take part in the deliberations of the General Assembly as well as in moving motions, however, voting is carried out on the basis of only the member Associations having the right to vote and each member Association possessing one vote.

5.2.1 Voting by Proxy:

Associations which are unable to attend the General Assembly Meeting may vote by Proxy. The Proxy may be given in writing to another Association or to a member of the Executive Committee of the Federation. No Association shall have more than one proxy. Not more than two members the Executive Committee may possess Proxies in any General Assembly Meeting.

5.3 Meetings;

The General Assembly has the following two types of General meetings:

- a)** Regular meetings,
- b)** Special meetings.

5.3.1 Regular Meetings:

- a)** Regular meetings take place at least once in every calendar year and not more than fifteen months after the holding of the last preceding Annual meeting. Date and place of the Annual meeting shall be fixed by the Executive Committee.
- b)** Notice of meeting shall be given by the Committee to member Associations, in writing, and at least thirty days in advance,
- c)** Notice of meeting sent by the Executive Committee to the members shall include the following:
 - i.** Date, time and place of meeting,
 - ii.** Agenda,
 - iii.** All of the documentation relevant to items on the agenda,
- d)** Quorum for the meeting are those members present at the meeting,
- e)** Meeting is convened by the President of the Federation. As first item of business, a Chairman and two secretaries are elected by a show of hands for the purpose of conducting the meeting,
- f)** Meeting is conducted by the elected Chairman, according to the circulated agenda. Secretaries are responsible for the preparation of the minutes of the meeting. Minutes of the meeting are to be signed by the meeting Chairman and the two secretaries. Upon closing of the meeting, minutes and all documents

are transmitted to the Executive Committee,

- g)** Except where it is provided for otherwise in this by-law the meetings shall be conducted according to Bourinot's Rules of Order (Third Edition),
- h)** Items for which prior notice of at least two weeks have been given may be added to the Agenda, with the support of majority of those members present at the meeting. Any additions to the Agenda for which no prior notice have been given, must be items deemed to be of exceptional urgency by a unanimous vote of those members present and its addition to the Agenda also require the unanimous consent of members present.
- i)** At each Regular meeting, in addition to any other business, the following will be on the agenda of the meeting and will be considered:
 - 1.** Report of the Executive Committee
 - 2.** Treasurer's financial report
 - 3.** Auditor's report
 - 4.** Appointing new auditors for the next year
 - 5.** Fixing the Auditor's pay.

5.3.2 Special Meetings:

The General Assembly may be called to a special meeting at the request of the Executive Committee or the Audit Committee or by written request, with reasons, of one third of the members of the Federation. The Special General Assembly meeting may only consider items included in the call for meeting. The call for special meeting and the conduct of such meeting shall be according to the provisions of Article 5.3.1 a) to g) inclusive.

5.3.3 Duties and Powers:

The following are the duties and powers of the General Assembly:

- a)** To elect the members of the Federation organs as prescribed in this by-law,
- b)** To enact, amend or revoke the Federation by-laws as necessary, according to the provisions of Article 11,
- c)** To consider the reports of the Executive Committee, the Audit Committee and the Councils,
- d)** To review and approve the activities of the Executive Committee,
- e)** To delegate authority to the Executive Committee, with two-thirds of the members present voting in the affirmative, on acquisition or disposal of Federation property and assets, as well as to authorize borrowing including the setting of limits of borrowing.
- f)** To delegate authority to the Executive Committee on participation of the Federation in International activities; as well as on becoming a member or resignation from organizations outside Canada,
- g)** To decide on dissolution of the Federation, according to the provisions of Article 12,
- h)** To discharge the duties assigned to the General Assembly according to the Federation's by-laws,
- i)** To establish the entry fees to be paid by the Associations becoming members.

ARTICLE 6: EXECUTIVE COMMITTEE

6.1 Descriptions:

The Executive Committee is the Executive organ of the Federation. It consists of 7 full and 3 reserve members, all elected by the general assembly plus one ex-officio member who is the immediate past president.

6.2 Election:

- a)** The Executive Committee is elected by the General Assembly, with secret ballot, every two years,
- b)** Any vacancy in full membership of the Executive Committee, during its term of office, will be filled by the reserve member who had obtained the highest number of votes in the General Assembly,
- c)** If reserve members are unable to respond to the request to fill the vacancy, the Executive Committee may fill the vacancy by appointment from among the members of the member Associations,
- d)** The number of appointments to the Executive Committee by the Executive Committee under Article 6.2.(c) may not exceed two,
- e)** If the number of full members of the Executive Committee drops below five, within two months, a meeting of the General Assembly for the purpose of electing additional Executive Committee members, shall be called by the Executive Committee,
- f)** 7 full and 3 reserve members of the Executive Committee are elected by the General Assembly, from amongst the candidates nominated by the member Associations. The maximum number of candidates that can be nominated by any one member Associations is three,
- g)** The quorum for the Executive Committee is three.
- h)** Reserved
- i)** More than one individual from the same family can not run in the elections for a position in the Executive Committee of the Federation.
- j)** Reserved
- k)** Any individual, who has received a derogatory recommendation or reprimand from the Honor Council of the Federation of Canadian Turkish Associations, will not be eligible to run for a position in the Executive Committee of the Federation of Canadian Turkish Associations.

6.3 Officers of the Federation and their Duties:

- a)** Seven full members who were elected by the General Assembly, shall elect, by secret ballot, the following officers of the Federation amongst themselves:
 - 1 President
 - 1 Vice-President (External Relations)
 - 1 Vice-President (Community Relations)
 - 1 Secretary
 - 1 Treasurer.
- b)** The following are the duties of the Officers:
 - President:** The President Is the Chief Officer at the Federation, chairs the Executive Committee meetings and represents the Federation. From time to time, he may assign all or part of his duties to one of the other two Vice-Presidents.
 - Vice-President (External Relations):** The Vice-president (External Relations) chairs External Relations Council and acts on behalf of the President when authorized to do so by the President.

- Vice-President: (Community Relations)** The Vice-president (Community Relations) chairs Community Relations Council and acts on behalf of the President when authorized to do so by the President.
- Secretary:** The Secretary maintains all non-fiscal records of the Federation.
- Treasurer:** The Treasurer maintains all fiscal records of the Federation and is responsible for the proper handling of Federation funds

6.4 Powers of the Executive Committee:

During the period between the General Assembly meetings held for the purpose of electing the Executive Committee, the Executive Committee is the Federation's highest executive organ.

In the name of the Federation, the Executive Committee:

- a) May open and close bank accounts,
- b) Ensures that press and media relations, relations with the Governments and other organizations as well as the relations within the community are carried out in a manner that serves the Federation's aims,
- c) May ask from the Executive Committee of the Associations, activity reports deemed necessary for the Federation,
- d) Under the authority delegated to it by the General Assembly, may buy or sell property and assets,
- e) May deposit and withdraw funds from the bank, and may receive funds from and make payments to third parties. In this regard, the signatures of any two of the President, or Treasurer, or Secretary are sufficient,
- f) Sets the annual dues to be paid by members,
- g) May undertake all necessary steps to fulfill the aims described in this by-law.

6.5 Responsibilities:

The following are the responsibilities of the Executive Committee:

- a) To govern the Federation according to the provisions of this by-law,
- b) To prepare the annual activity reports for the General Assembly,
- c) At the end of the term of office, to prepare the general activity reports and to call the General Assembly to session,
- d) To monitor the activities of the External Relations Council and the Community Relations Council,
- e) To maintain the following records:
 1. Membership Registration
 2. Income and expenditure account books
 3. Minutes of deliberations and resolutions of all organs of the Federation
 4. Inventory books,
 5. Correspondence and activity report files of all organs of the Federation.
 6. Any other documentation required by Laws of Canada.

6.6 Liabilities:

Members of the Executive Committee shall not incur any liability for acting as such, or for the acts of Individuals and members in the Federation.

6.7 Removal of Members from the Executive Committee:

A member of the Executive Committee may be removed from office for cause. The procedure prescribed in Article 3.6.2 for the expulsion from membership is the procedure to be followed in the removal from office of a member of the Executive Committee.

6.8 Execution of Documents:

Contracts, documents or any instruments in writing requiring the signature of the corporation, shall be signed by any two officers and all contracts, documents and instruments in writing so signed shall be binding upon the corporation without any further authorization or formality. The directors shall have power from time to time by resolution to appoint an officer or officers on behalf of the corporation to sign specific contracts, documents and instruments in writing. The directors may give the corporation's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities of the corporation. The seal of the corporation when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the board of directors.

ARTICLE 7: AUDIT COMMITTEE

7.1 Responsibilities:

The Audit Committee is responsible to monitor the financial records of the Federation.

7.2 Duties:

The following are the duties of the Audit Committee:

- a)** To monitor the financial records of the Federation and submit an "Audit Report" to the regular meeting of the General Assembly
- b)** Outside the period of regular General Assembly meetings, if it deems it necessary, to inspect the financial records of the Federation. Before such an inspection, a notice of four weeks is to be given to the Executive Committee,
- c)** If it deems necessary, to make recommendations to the Executive Committee for the establishment of financial record keeping procedures,
- d)** If it establishes the existence of deficiencies, to warn the Executive Committee for the correction of these deficiencies and to monitor that they are corrected,
- e)** If it establishes that, in its opinion, there are deficiencies and errors in financial matters that they may endanger the financial integrity of the Federation, and after warnings to the Executive Committee, if it is of the opinion that appropriate corrective action is not being taken, to call a special meeting of the General Assembly according to Article 5 of this by-law.

7.3 Election:

The Audit Committee is composed of a Chairman and two members, all elected by the General Assembly with a secret ballot. The term of office of the Audit Committee is two years.

7.4 Procedures:

The Audit Committee, after the General Assembly meeting, at which it is elected, will meet and establish its own procedures, and advise the Executive Committee of these procedures.

ARTICLE 8: HONOR COUNCIL

8.1 Definition:

The Honor Council is the body that examines and makes recommendations to the Executive Committee and the General Assembly, on complaints about the membership qualifications of any member. In addition, if requested, it may act as the mediator in disputes involving members.

8.2 Election:

The Honor Council is made up of a Chairman and two members, all elected by the General Assembly with a secret ballot. The term of office of the Honor Council is two years.

8.3 Procedures:

8.3.1 Examination of complaints about Federation members:

- a)** If it receives a complaint under Article 3.6.2, it will examine the matter and arrive at a decision according to the procedures outlined in this article.
- b)** It will collect the evidence relating to the complaint and gather the views of the parties involved regarding the complaint,
- c)** It will examine the evidence in the light of this by-law, and will convey its decision, with reasons, to the Executive Committee of the Federation and the parties involved,
- d)** If the decision of the Honor Council calls for the expulsion of a member Association, the Federation Executive Committee will circulate the recommendation to the member Associations within four weeks. The Federation Executive Committee, through written responses from the member Associations, will establish whether the recommendation to expel a member is approved or not, as prescribed in Article 3.6.2 of this by-law, which is an approval from the two-thirds of the members.

ARTICLE 9: EXTERNAL RELATIONS COUNCIL

9.1 Description:

The External Relations Council is charged with carrying out the Federation's relations with the Government of Canada and the Provinces, other ethnic organizations and with the media. It is chaired by the Vice- President (External Relations). It reports to the General Assembly through the Executive Committee for its actions.

9.2 Membership:

The members of the External Relations Council are appointed by the Executive Committee upon the recommendations of the Vice-President (External Relations).

9.3 Committees:

Subject to the approval of the Executive Committee, the External Relations Council may establish committees and name its members in various cities of Canada.

9.4 Budget:

The External Relations Council may have the financial powers assigned to it by the Executive Committee. The budget of the External Relations Council is reviewed and approved by the Executive Committee.

9.5 Terms of Office:

The term of office of the members of the Council are two years and in any event are identical to the term of office of ,the Vice-President (External Relations).

9.6 Procedures:

The External Relations Council will establish its own procedures and advise the Executive Committee of these procedures.

ARTICLE 10: COMMUNITY RELATIONS COUNCIL

10.1 Description:

The Community Relations Council is charged with carrying out the tasks and responsibilities assigned to it by the Executive Committee of the Federation, involving the Turkish Community in Canada. The Council is chaired by the Vice-President (Community Relations). It reports to the General Assembly through the Executive Committee of the Federation for its actions.

10.2 Membership:

Members of the Community Relations Council are appointed by the Executive Committee upon the recommendations of the Vice-President (Community Relations).

10.3 Committees:

Subject to the approval of the Executive Committee, the Community Relations Council may establish committees and name its members in various cities in Canada.

10.4 Budget:

The Community Relations Council may have the financial powers assigned to it by the Executive Committee. The budget of the Community Relations Council is reviewed and approved by the Executive Committee.

10.5 Terms of Office:

The term of office of the members of the Council are two years and are identical to the term of office of the Vice-President (Community Relations).

10.6 Procedures:

The Community Relations Council will establish its own procedures and advise the Executive Committee of the Federation of these procedures.

ARTICLE 11: ENACTING, REVOKING OR AMENDING OF BY-LAWS

Enacting, revoking or amending of by-laws may be made only at a regular meeting of the General Assembly, with two-thirds of the members present, voting in the affirmative. To be considered, the proposed by-law amendments must be included with the notice of meeting prescribed in Article 5.3.1 (b). Amendment and revoking of by-laws not embodied in the letters patent shall not be enforced or acted upon until the approval of the Minister of Consumer and Corporate Affairs has been obtained.

ARTICLE 12: DESOLATION OF THE FEDERATION

The decision to dissolve the Federation may be taken only at a Special Meeting of the General Assembly, called by the Executive Committee of the Federation in accordance with this by-law, specifically to consider the resolution for the dissolution of the Federation. The resolution for dissolution must be included with the notice of meeting and must be circulated to the members at least 30 days in advance of the meeting.

For its adoption, the motion to dissolve the Federation requires the affirmative vote of three-quarters of the Member Associations of the Federation. In the event of dissolution or winding up of the Federation, all its remaining assets after payment of its liabilities shall be distributed to one or more recognized charitable organizations in Canada. >