

***Pukhtoon Canadian Cultural  
Association of Saskatchewan  
(PCCAS)***

***Constitution  
VERSION-002/2026***

## **Article I. General**

### **Section I.01 Name**

- 1 The name of this Association shall be the **Pukhtoon Canadian Cultural Association of Saskatchewan**, hereinafter referred to as the Association or **PCCAS**.

### **Section I.02 Status**

- 1) The Association shall be non-political, non-religious and not for profit.

### **Section I.03 Objectives and Mission statement**

**Mission Statement:** PCCAS aims to cater to the social, cultural, language and educational needs of the Pukhtoon community of Saskatchewan within Canadian values.

#### **Objectives:**

- 1) Promoting and preserving Pukhtoon culture
- 2) Providing assistance and support to the Pukhtoon community in time of need
- 3) Providing settlement services to the newcomers
- 4) Arrangement of cultural programs, seminars, professional networking workshops, and short courses to help the Pukhtoon community integrate into Canadian society.

## **Article II. Membership**

### **Section II.01 Scope of membership**

1. Any adult (male/female) Pukhtoon residing in Saskatchewan Canada
2. Of Pukhtoon origin or a husband or wife of such person, regardless of national origin
3. Agree and conform with the Association's objectives and membership responsibilities
4. Submit a properly completed form of application and pay the membership dues within stipulated time
5. Membership runs from January 1st to December 31st of each calendar year. Members may apply at any time during the year, but membership shall lapse on December 31st and must be renewed annually by January 31st of the following year to maintain Active status.

### **Section II.02 Types of Membership**

6. Regular Membership – Any person of Pukhtoon origin upon fulfilling the qualifications and paying the annual membership fees shall become a Regular member
7. Associate Membership – Any person not of Pukhtoon origin upon fulfilling the qualifications and paying the annual membership fees shall become an Associate member
8. Life Membership – Any person of Pukhtoon origin or otherwise, upon fulfilling the qualifications and paying a one-time membership due equivalent to 25 years of regular membership fee, shall become a Life member

### **Section II.03      *Application Fee***

All the members shall pay the annual membership fee as follows:

- a) Regular Member
  - i. Single:                                 \$ 30.00
  - ii. Family:                                 \$ 50.00
  - iii. Student (Single):                 \$ 15.00
  - iv. Student (Family):                 \$ 30.00
- b) Associate Member:                 \$ 25.00
- c) Life Membership:                     Regular membership due times 25

An application fee can be reviewed and changed by the Board of Directors. This fee shall be due and payable forthwith upon application for membership

### **Section II.04      *Rights of Membership***

- 1. Members shall have full rights to vote on all matters brought forward in a “General Meeting” provided they secured an “Active” membership at least 30 days prior to the “General Meeting”.
- 2. An “Active” member who is of the age of 18 years or above on the day of election, shall be eligible to hold a position on the Board of Directors, provided that he secured his membership at least 30 days prior to such an election.
- 3. Membership of a Regular Member shall be considered to be lapsed if the annual renewal dues are not paid by January 31st of the new membership year. After such time, the member whose membership lapsed shall be eligible to rejoin the Association upon payment of the applicable membership dues.
- 4. All the members, including the Associate members, shall be entitled to receive all the benefits and services provided by the association.
- 5. Associate members may discuss any issue at the meetings but shall not have the right to:
  - a) Propose or second any motion
  - b) Hold any elective office

### **Section II.05      *Resignation and termination from Membership***

Any member may resign from his membership by written communication to the secretary, which will be put for approval to the board of directors. Membership Fees paid to the Association will not be reimbursed.

- 1. A member of the Association shall be suspended by a two-third majority of the Board of Directors for willfully engaging in an activity or conduct which, in the opinion of the Board, is contrary to the objectives of the Association or is detrimental to its vital interests
- 2. Membership obtained by providing false information will be considered “Void” upon the review of the Application Form and approval of termination by a two-third majority of the Board of Directors.

3. Membership in the Association shall automatically terminate if a member (a) passes away; (b) resigns in writing; (c) moves from Saskatchewan; or (d) fails to pay his/her annual membership dues by January 31st of the renewal year.

### ***Section II.06 Reinstatement***

- 1) Termination from the privileges of membership shall only be lifted by the board of directors when the member concerned has given full assurance to the Association in writing that he/she will abide by the Constitution, By-laws and Regulations of the Association, and that he/she will desist from further activities harmful to the Association.

## **Article III. GOVERNING BODIES**

### ***Section III.01 General***

The highest authority for deciding the policies and managing the affairs of the Association is the general assembly of the members of the Association referred as General Body.

### ***Section III.02 The Board of Directors***

- 1) The Board of Directors of the Association shall be as follows: 1. the President, 2. Vice-President, 3. the Secretary, 4. the Treasurer, 5. Director of social and educational affairs (male), 6. Director of social and educational affairs (Female), and 7. Director youth affairs.
- 2) The Board of Directors shall be elected for a term of two years.
- 3) No person shall hold any office for more than two consecutive terms.
- 4) In the event of a vacant position on the board of directors, the Board may select a replacement from the Association Membership until the next Annual General Meeting.
- 5) The meetings of the Board of Directors shall be chaired by the President or, in the absence of the President, by the Vice-President. In the event of both being absent, the Board of Directors shall elect its own chairperson to preside over that meeting.
- 6) The Board of Directors shall hold regular meetings every three months in a year.
- 7) Meetings of the Board of Directors may be called at any time by the President or, in the President's absence, by the Vice-President, provided 48 hours' notice of such meeting is given.
- 8) At least 2/3rd of the Directors shall form a quorum for the Board meeting.
- 9) The Board of Directors shall be responsible for carrying into effect the resolutions of the General Meeting and shall manage the affairs of the Association between Annual General Meetings.

### ***Section III.03 Election of the Board of Directors***

- 10) Any Active Member in good standing shall be eligible for election to the Board of Directors.
- 11) The Board shall select three members in good standing to form an electoral committee. The electoral committee members shall not be current Directors, nor be nominated for an elective office during their term as members of the electoral committee.
- 12) Nominations, in writing, signed by two (2) members in good standing, and accompanied by the written consent of the nominee, shall be submitted to the secretary of the board.
- 13) The official ballot shall have recorded therein the names, in alphabetical order, of their respective candidates for each election to the Board of Directors.
- 14) In case of more than one candidate for an elective office, the election shall be conducted by secret ballot.

15) The election of the Directors shall be by a simple majority.

## **Article IV. DUTIES & FUNCTIONS of the Board of Directors**

### **Section IV.01 President**

- 1) The President shall be responsible for the general management of all the affairs of the Association.
- 2) Chair the General Meetings and meetings of the Board of Directors.
- 3) Present the annual report to the Annual General Meeting.
- 4) Sign all cheques on behalf of the Association in conjunction with the Treasurer or the Vice-President (in case of the absence of the Treasurer).

### **Section IV.02 Vice-President**

- 1) The Vice-President shall perform all duties of the President in the latter's absence or inability to perform simultaneous duties.
- 2) The Vice-President shall assist the President in the performance of his/her duties and shall be a member of the Executive Council.
- 3) Fulfill any duties assigned by the President or the Board of Directors.
- 4) In the event that the President cannot complete the term of the office, the Vice President shall act as President.
- 5) Sign all cheques issued on behalf of the Association in conjunction with the President in the absence of the Treasurer or in conjunction with the treasurer in the absence of the President.

### **Section IV.03 Secretary**

- 1) Issue notices for the meetings of the board of Directors and of the General Meetings at the time and in the manner specified.
- 2) Prepare the agenda for all the meetings.
- 3) Record and maintain the minutes of the meetings of the board of Directors and of the General Meetings.
- 4) Maintain an accurate record of the members of the Association in a register kept for that purpose.
- 5) Maintain an accurate record of the Association and all its affairs in conjunction with the President.

### **Section IV.04 Treasurer**

- 1) Be responsible for the funds of the Association.
- 2) The Treasurer shall be responsible for ensuring that all Association funds are received and deposited in the name of the Association in a Chartered Bank or similar financial institution.
- 3) Sign all cheques on behalf of the Association in conjunction with the President or in case of the absence of the President, with the Vice President.
- 4) The Treasurer shall prepare complete annual financial statements covering income and expenses for the fiscal year and the assets and liabilities of the Association. Such statements shall be certified by an independent auditor if required for presentation at the Annual General Meetings.
- 5) The Treasurer shall be responsible for ensuring the disbursement and investment of funds subject to the policies of the Board of Directors.

**Section IV.05 Director of Social and Educational Affairs (Male)**

1. Shall organize, co-ordinate and supervise the public relations and socio-cultural activities in an effective manner.
2. Shall be responsible for arranging educational and social activities
3. Shall co-ordinate with the President and the Vice Presidents for effectively taking care of the community emergencies

**Section IV.06 Director of Social and Educational Affairs (Female)**

1. Shall be responsible for organizing and co-ordinating activities catering to the specific needs of the female members of the community
2. Further, shall also organize educational and social activities specifically for the female members of the community
3. Shall co-ordinate with the President and the Vice Presidents for effectively taking care of the emergencies related specifically to the female segment of the community

**Section IV.07 DIRECTOR YOUTH AFFAIRS.**

1. Shall co-ordinate with the President and Vice Presidents for effectively taking care of the youth affairs.
2. Shall be responsible for arranging youth events and programs.

**Section IV.08 Violations**

- 1) The following shall constitute specific violations which may be brought
  - a. Misappropriation of funds or other assets of the Association.
  - b. Violating the terms and provisions of this Constitution or By-laws of the Association.
  - c. The making of willful misstatements or the entering of untrue/misleading information on an application for membership in the Association shall be cause for rejection of the application or termination of membership.
  - d. Working against the interest of this association, or accepting membership in, any organization, which the board of representative has listed as harmful organization to the PCCAS.

**Section IV.09 Expulsion from Office**

- 1) Any member in good standing may bring charges against any elected or appointed official for unsatisfactory performance of duty. The said member shall furnish written particulars of the accusation(s) to the board of directors
- 2) If an accusation is justified, the board of directors shall issue the notice of impeachment of the accused and shall establish a hearing by the Board of Directors within thirty (30) calendar days. If, on the other hand, the board of directors feels that the charges are not justified, they shall so advise the accuser, who shall have seven (7) calendar days in which to appeal this decision, and in this event, a hearing shall be held at the next regular meeting of the Board of Directors.
- 3) The accused, if convicted by a two-thirds (2/3) majority vote of the Board of Directors, shall be removed from office.

## **Article V. GENERAL MEETINGS**

### **Section V.01 General Meetings**

- 1) All the “Active” members of the Association shall constitute the “General Meeting”. The meeting shall be presided over by the President or in case of the President’s absence, the Vice-President.
- 2) The Financial year of the Association shall start on July 01 and end on June 30th.
- 3) The Annual General Meeting of the Association shall be held within 60 days of the end of the previous financial year.
- 4) A notice of the Annual General Meeting shall be communicated to the Membership 21 days prior to the date of the meeting, which shall be deemed sufficient notice for the meeting.
- 5) The agenda of the Annual General Meeting along with the Financial Statement shall be sent to the Membership at least 7 days before the meeting.
- 6) Reports of the President, Treasurer, and the Committees shall be presented at the Annual General Meeting.
- 7) Special General Meetings of the Association shall be called if:
  - a) A two-third majority within the Board of Directors requests for it
  - b) A written request bearing the signatures of 40% of the “Active” members or 20 “Active” members, whichever is less, is made with the Secretary
- 8) A notice of the Special General Meeting shall be communicated to the Membership, 14 days prior to the date of the meeting which shall be deemed sufficient notice for the meeting.
- 9) The agenda of the Special General Meeting shall be sent to the Membership at least 7 days before the meeting.
- 10) In the event of exceptional circumstances, a General Meeting shall be called at a 48 hour’s notice. This decision shall be made by at least 2/3rd of the Directors.
- 11) The quorum of any General Meeting shall be at least one-third or 25 of the total “Active” Membership, whichever is less.
- 12) Voting shall be a simple show of hands except where otherwise provided in this Constitution
- 13) The Meeting shall be conducted by Robert’s Rules of Order unless otherwise agreed upon in the Meeting.
- 14) Each voting member of the Association in attendance at a General Meeting (except for the Chair) shall have one vote. No proxy votes shall be allowed. The Chair of the meeting shall cast a vote only to break the tie.

### **ARTICLE V: AFFILIATIONS**

1. The Association, through a two-third majority of the Board of Directors and approval of the General Meeting, may decide to affiliate with other organizations, for the promotion of its objectives.
2. Representatives of the Association shall be chosen by the Board of Directors to represent the Association on the Boards of such organizations.

### **ARTICLE VI: MISCELLANEOUS**

1. The General Meeting shall have the power to amend this constitution by a two-third majority provided a one month’s notice of the Special Resolution is sent to all the members.
2. The Board of Directors may accept any contributions in any form from any source consistent with the objectives of the Association.

6. Contracts, deeds, bills of exchange and other documents on behalf of the Association shall be executed by the Treasurer and where required, by the treasurer and President or the Vice President.