



Canadian-Arab Center for Intercultural Dialogue (CAID)
المركز الكندي - العربي لحوار الثقافات
Centre Canado-Arabe pour le Dialogue Interculturel (CADI)

Statutes of Association Rules of Procedure

Chapter One The General Assembly

Article One: The General Assembly is composed of all associate members who have paid annual membership fees, including the founders, members of the Board of Directors, and members of the administrative body, and honorary members are not considered among them.

Article Two: The General Assembly meets once every three years at the invitation of the Board of Directors.

Article Three: The Board of Directors appoints four members of the general assembly to join the administrative body, in addition to the three founding members of the body.

Chapter Two

The Administrative Body

Article Four: The Administrative Board is the body consisting of seven members, the three founders and four members of the General Assembly who have paid annual membership fees.

Article Five: The Administrative Board consists of the President - Vice President - Secretary - Treasurer - Responsible for Relations with Official Authorities and Public Relations - Responsible for External Relations - Consultant.

Article Six: The members of the Administrative Board shall manage the association's affairs, and propose and coordinate all its activities, for a period of three years.

Chapter Three

Powers and Duties of the Administrative Board Members

First: The president of the association

Article Seven: He represents the association in all fields and events and is its official spokesman.

Article Eight: He calls for meetings of the Administrative Board whenever the need arises, and he presides over its meetings, and his vote is considered preponderant in the event of a vote on any of its decisions.

Article Nine: He addresses and corresponds with all parties on behalf of the association, and he is the one who signs all its transactions and non-financial decisions issued by its administrative board. He also certifies by signing the minutes of the administrative board's meetings with the secretary of the board.

Article Ten: He signs with the treasurer on documents and financial transactions.

Second: The Vice President

Article Eleven: He takes the place of the president in his absence in all his powers.

Third: The Secretary

Article Twelve: The Secretary shall undertake the following duties:

Opens the association's records and saves all its files.

- Prepares administrative correspondence, calls for meetings, and informs the official authorities of the projects and activities implemented successively.

He records the minutes of the meetings in a special register and follows up on the signature of the members of the Commission on them. He reads the minutes of the previous meeting before opening the meeting session.

- Responsible for receiving correspondence, fixing the date of its receipt in a special register, and notifying them to their owners.

Organizes the files of the members of the association and their documents.

- Sign the cards of the associate members along with the signature of the president.

Fourth: The Treasurer

Article Thirteen: The treasurer shall undertake the following tasks:

Preparing financial records for incoming and outgoing funds in the name of the association

Receives all monetary and non-cash amounts received in the name of the association.

He prepares the receipts related to the incoming and outgoing amounts (receipt and disbursement) and signs them with the president.

Deposit funds and receipt documents in banks

He signs with the president on all exchange documents.

Prepares the financial data required for tax declaration to the federal and Quebec income tax departments, and to organize the annual financial audit report by the entity charged with its audit, and to present it to and approve the General Board of Directors.

Preparing the annual budget for the following fiscal year for presentation to and approval by the General Board of Directors.

The permitted monetary amount shall be kept in the association's fund as stipulated in the articles of association.

Fifth: Public and Official Relations Officer

Article Fourteen: Performs the following duties:
Supervising the proper implementation of the official obligations required by the official authorities.
Proposing and organizing projects to strengthen the association's public relations with parties and entities within Canada.

Sixth: External Relations Officer

Article Fifteen: He proposes projects to strengthen the association's relations with international and foreign cultural and university bodies.

Seventh: The Counselor

Article Sixteen: Provides assistance and opinions to members of the Board of Directors and the Administrative Board.

Chapter Four
Membership

Article Seventeen: Membership in the association is ordinary and honorary.

Article Eighteen: Honorary members are selected exclusively by the Board of Directors.

Article Nineteen: Those who wish to join the membership of the association must meet the following conditions:

He must not be less than eighteen years old.

- To be interested in the goals and objectives of the association
 - To be in agreement with all the items stipulated in the articles of association and by-laws of the association.
 - To be ready to participate in the activities and events of the association.
 - To apply for affiliation with the required documents and papers attached.
- To pay the prescribed annual membership fee.

Article Twenty:

- The Board of Directors has the right to reject any application for affiliation without giving reasons.

- The Board of Directors makes decisions to accept or refuse members, or to revoke those who do not respect the conditions of membership

Article Twenty-One: Membership is revoked for any member in the following cases:

- He is considered to have resigned if he issued something that contradicts the principles and objectives of the association and its regulations.
- If he fails to pay the annual membership fee, two months later to the due date.
- If any criminal judgment was issued against him by the official authorities.
- In the event of death or resignation.

Chapter Five

Offices and Branches

Article Twenty-Two: Based on the fifth clause of Article Two of the Statute of the Center, no person or entity has the right to use the association's name or logo, or to establish any branch or office in its name, inside or outside the Canadian country, except after the written approval of the constituent body on the request that.

Article Twenty-Three: The constituent body shall exclusively determine and decide the administrative and financial conditions for opening any branch or office in the name of the association inside and outside Canada.

Chapter Six

Committees

Article Twenty-Four: In order to ensure the proper functioning of work and the distribution of tasks, the Board of Directors shall form the following committees:

Projects Committee

Media Committee

Technologies Committee

Other committees as needed.