Table of contents

Article		Page
	Preamble	1
	Definition	4
	Mission	4
1.	Name	4
2.	Objectives	5
3.	Membership	5
4.	Officers	7
5.	Duties of Officers	7
6.	Vacancy	9
7.	Policy and committees	9
8.	Meetings	12
9.	Voting	12
10.	Annual General Meeting	13
11.	Publicity	13
12.	Funds	13
13.	Signing Authority	13
14.	Auditor	13
15.	By-Laws	14
16.	Amendments	14
17.	General	14



THE ST. LUCIA OTTAWA ASSOCIATION (SLOA)

OR

MAMMAI SENT LISI EN OTTAWA (MASLOW)

RATIFIED _____

CONSTITUTION
THE ST. LUCIA-OTTAWA ASSOCIATION

Revised 2007

PREAMBLE

"Sons and daughters of Saint Lucia,
Love the land that gave us birth."

These words are from the first stanza of the national anthem of Saint Lucia. Inspired by our natural love for our beautiful island and the words of the anthem which further remind us "where so ever you may roam, Love, oh love your island home" we believe that Saint Lucians living in Ottawa, Canada should form and establish an association to demonstrate our love for our native land and for each other.

We are also aware of the famous words "ask not what your country can do for you but what you can do for your country." By virtue of the opportunities and resources available to Saint Lucians in Ottawa, Canada and which may not be as abundant in Saint Lucia, we believe that an association of Saint Lucians would maximize these resources to enable the educational, social and economic development of our fellow Saint Lucians in Ottawa and in Saint Lucia.

Therefore, we also resolve to do for Saint Lucia what it has not done or been able to do for us. Moreover, this association shall wherever possible also reflect our unique historical and cultural heritage. The association shall whenever or wherever feasible or practicable focus and harness its resources to enable and/or facilitate human development of physical, social, economic, intellectual, professional needs of its members in Ottawa and Saint Lucian citizens in general, especially those living in Saint Lucia.

"May we continue to live united, Strong in soul and strong in arms"

DEFINITION

For purposes of this Article of Association,

Saint Lucian*:* is any person who was born, naturalized, permanent resident, adopted, and obtained honorary citizenship in Saint Lucia as well as the daughter, son, grand-child, wife, husband or one having a common law union with someone who has attained the aforementioned status.

The Association, its executive or general membership shall not interpret or seek clarification on the above definition but shall allow the definition to interpret itself simply on matters of goodwill, conscience and more importantly bona fide Saint Lucian affinity.

Ottawa: Includes the entire region of twenty three (23) wards which were affirmed on October 7, 2005, by the Ontario Municipal Board (OMB) in the City by-law 2005-302. (See Appendix)

Eligibility: Any Saint Lucian who has attained the age of eighteen (18) years and residing, studying or visiting Ottawa on a permanent or temporary basis.

MISSION

To promote, support and assist the goals and objectives of St. Lucians, their descendants and friends of St. Lucia in the National Capital Region.

ARTICLE 1 - NAME

1.1 The name of the Association shall be "The St. Lucia-Ottawa Association" hereinafter referred to as the "Association".

1.2 The Association shall hereinafter be referred to as MASLOW (acronym for Mammai Sent Lisi en Ottawa – Creole meaning Saint Lucians in Ottawa) or interchangeably SLOA- Saint Lucia Ottawa Association.

1.3 All business, correspondence and other obligations to which MASLOW/SLOA is part of directly or indirectly, shall be done under the above name.

1.4 Furthermore, MASLOW/SLOA shall assume no responsibility for any transaction/s conducted on its behalf unless the above name is used with (and) the authorization of the Executive of MASLOW/SLOA.

ARTICLE 2 – OBJECTIVES

2.1 To unite fraternally and to promote the mutual interests of its members.

2.2 To promote and perpetuate the spirit of unity and harmony among all Saint Lucians residing in Ottawa

2.3 To provide a forum for the discussion and resolution of problems peculiar to the members of the MASLOW/SLOA in particular, and the Saint Lucian Community in general and for utilization of resources and the implementation of policies directed to the resolution of these problems.

2.4 To cater for, provide or organize cultural, educational and social activities for the benefit of the members of the Association in particular and the St. Lucian Community in general.

2.5 To provide moral, material and financial support primarily to St. Lucians in Ottawa and to other St.Lucian citizens wherever and whenever required and practical irrespective of their residence or domicile.

2.6 To encourage and wherever possible facilitate St. Lucians to pursue academic and vocational training or courses of study in Canada, St.Lucia and/or wherever such courses are available and affordable.

2.7 To work with other associations, organisations, government departments, agencies and community based groups through dialogue, networking and sharing or securing of resources on matters of cultural, educational, social and economic development either for mutual benefit or to advance the needs of MASLOW/SLOA members and/or the citizens of Saint Lucia.

ARTICLE 3 – MEMBERSHIP

3.1 The Association shall have three categories of membership:

(a) Ordinary members
(b) Honorary members
(c) Registered members

3.2 Ordinary Members

Membership in the Association is open to all persons 18 years and over:

(a) Born in St. Lucia and residing in the Ottawa region.
(b) Born outside of St. Lucia, but of St. Lucian parent (s) and residing in the aforementioned areas.
(c) Who are St. Lucians by naturalization and residing in the aforementioned places.
(d) Who are spouses and children of spouses of any of the "designated St. Lucians"
(e) Has paid his/her annual dues.

ARTICLE 3 – ORDINARY MEMBERSHIP (continued)

(f) Has all the rights and privileges of membership, including the right vote and hold office.

3.3 Honorary Members

(a) Honorary membership may be conferred by the Association on any person who has contributed to the advancement of the St. Lucian Community. Also, honorary membership may be conferred on any person who in the opinion of the Executive Committee will advance the objectives of the Association.

(b) An honorary member is entitled to take part in any of the activities of the Association except to have the right to vote and hold office.

3.4 Registered Members

(a) A registered member is a person who has satisfied the conditions outlined in article 3.2 except items (e) and (f).

3.5. Membership Rights

(a) A member, who has not paid the membership fee and who is in default for six months shall be deemed not to be a member in good standing and shall forfeit all rights and privileges until he/she has paid the fee.

(b) A special general meeting of the Association shall be called for the purpose of addressing issues relating to the conduct of an Executive or Sub-Committee member or members which is prejudicial to the welfare of the Association. Such member or members may be suspended for a stated period of time or expelled from the Association. Either course of action must be approved by a 2/3 majority vote at the said meeting.

(c) No one shall be denied membership within MASLOW/SLOA on the grounds or basis of race, religion, gender, political affiliation, occupation, beliefs or any reason that could be construed as discrimination. However, the minimum age requirement (18) is in keeping with the legal age of making independent decisions and not considered discriminatory with due regard to the fact that dues for instance needs to be paid.

(d) Notwithstanding the above, where it is established that someone's conduct, record, behaviour or association would likely bring MASLOW/SLOA into disrepute by virtue of activities that have or likely to contravene the municipal, provincial, federal laws of Canada and/or Saint Lucia. The Membership Committee in consultation with the executive reserves the right to deny such person membership into MASLOW/SLOA.

(e) However, the Membership Committee and the Executive may in their sole discretion review the application after a period of six (6) months after the date of denial of membership.

ARTICLE 4 - OFFICERS

4.1 The Executive of the Association shall consist of:

(a) The President
(b) Vice-President
(c) Secretary
(d) Treasurer
(e) Public Relations Officer
(f) Past President
(g) One floor member.

4.2 The governance of the Association shall be vested in the Executive Committee**.**

ARTICLE 5 – DUTIES OF OFFICERS

5.1 The President

The duties of the President shall be;

(a) To preside at all meetings of the Executive Committee and the general membership.
(b) To supervise the affairs and operations of the Association.
(c) To represent and articulate the mission statement, objectives and policies of MASLOW/SLOA.
(d) To be a member of the major committees of the association and where this is not possible, he/shall appoint or delegate someone from the executive or general membership to sit on any designated committee established by the executive.
(e) In consultation with the executive, to invite persons and that includes Non-St. Lucians who have the necessary expertise to sit on committees in an advisory capacity, on an as required basis.
(f) To be ultimately responsible for the proper functioning MASLOW/SLO and of all committees.
(g) To organize special or general meetings to conduct the affairs of the Association.

5.2 The Vice-President

The duties of the Vice-President shall be;

(a) To assist the President in the performance of his/her duties.

(b) To assume the duties of the President during his/her absence or in other cases of necessity.

(c) To assume such duties or functions as may be assigned by the President.

(d) To be the chair-person for the Membership Committee or oversee its structure and operation

5.3 **The Treasurer**

The duties of the Treasurer shall be;

(a) To keep complete and accurate records of all receipts and disbursements of the Association and deposit all monies or other valuable effects or securities in the name of and to the credit of the Association in such bank or banks as may from time to time be designated by the Executive Committee.

(b) To render to the members at regular meetings or whenever required, an account of all financial transactions and of the financial position of the Association;

(c) To prepare all financial reports and statements and present them to the Executive Committee at every executive or general meeting for its examination and to the Annual General Meeting for its approval;

(d) To surrender the financial records when called upon to do so by The Executive Committee.

(e) To sign of all cheques, promissory notes, and bills of exchange, with one other officer of the Association on the authorization of the Executive Committee.

(f) To reconcile all cash receipts with the appropriate supporting documents, to account for all missing cheque numbers, bills and any related document which would support the related transaction.

5.4 **The Secretary**

The duties of the Secretary shall be;

(a) To record minutes of all proceedings of the Association in the books kept for that purpose.

(b) To issue notices to members as required. All such notices for meetings shall contain an agenda.

(c) To be custodian of all books, records, correspondence, contracts, and other documents belonging to the Association;

(d) To perform such other duties as shall be determined by the President from time to time.

5.5 **The Public Relations Officer**

The duties of the Public Relations Officer shall be;

(a) To prepare publications of newsletters and press releases in collaboration with the either the President, vice-president, Secretary or the entire executive as the situation demands or the need arises.

(b) Under the guidance and direction of the executive, to liaise and coordinate with other associations with similar objectives and/or mission statements in establishing networking and necessary collaboration.

(c) To be responsible for ensuring public understanding of the role of MASLOW/SLOA.

(d) To be responsible for informing members of the MASLOW/SLOA of matters relevant to the business and conduct of the association.

ARTICLE 6 - VACANCY

6.1 Any vacancy in the Executive Committee shall be filled by a member of the Association appointed by the Executive Committee for the remaining term of office of the Committee.

6.2 The resignation of any member of the Executive must be in writing and must be submitted to the Secretary giving twenty-one days notice

ARTICLE 7 - POLICY AND COMMITTEES

7.1 The Executive Committee shall be responsible for the overall planning and direction of the Association policies, and may appoint various such sub-committees from within or outside the general membership, as it deems necessary from time to time

7.2 Such Sub-Committees may include, but not limited to**:**

1. Membership Committee
2. Planning Committee
3. Fundraising/Entertainment Committee
4. Youth Committee
5. Hospitality Committee

7.3 The primary function of the Committees is to plan, organize, and coordinate various activities of the Association and shall function within the terms of reference specified by the Constitution and/or the Executive but may draft policies, procedures, and proposals for approval by the Executive and the General Membership.

Membership Committee

The membership committee shall consist of at least four members of the Association one of whom shall be the Vice-President who shall be the chairperson or otherwise oversee its operations (see duties of vice-president)

The function of the Membership Committee is to:

(a) Maintain a register of the membership.
(b) Issue Membership Cards.
(c) Review the membership fee structure and recommend changes as appropriate.
(d) Review membership status of members whose conduct is considered to be prejudicial to the reputation and well-being of the Association, and recommend disciplinary measures where necessary.
(e) To work with the treasurer in ensuring that membership dues are paid and delivered and monitor active and inactive status of members.
(f) Recommend to the Executive Committee persons who may be granted honorary membership.

Planning Committee

The function of the Planning Committee is to:

(a) Develop long- range strategic plans to guide the future direction of the organization.
(b) Drafting constitutional amendments and/or By-laws.
(c) Handle all formal relations with the various levels of government.
(e) Evaluate the cost/benefit and risks associated with various proposals and new initiatives.
(f) Review the Association's annual budget and recommend changes as appropriate.
(e) Prepare a calendar of events at the commencement of each year.
(g) Present a report on the activities of the Committee at each Executive or General meeting.

Fundraising/Entertainment Committee

The function of the Membership Committee is to:

(a) Foster a spirit of camaraderie and patriotism among St. Lucians residing in the Ottawa region by organizing special entertainment, and cultural events during the year.
(b) Organize and coordinate all special fundraising events as directed by the Executive.
(c) Prepare a budget for each fundraising or entertainment event and submit to the Executive committee for approval prior to the event.
(d) Present a written report on the activities of each event within 10 working days following the event
(e) Present a written report at each Executive or general meeting.

Youth Committee

The function of the Youth Committee is to:

(a) Organize special entertainment, sports, and cultural activities for children of St. Lucian parentage residing in the Ottawa region.
(b) Develop special educational programs, tours, camps or other group activities as directed by the Executive.
(c) Identify remedial programs or other educational resources for St. Lucian Students residing in the Ottawa region, who may be in need of such assistance.
(d) Act as goodwill ambassadors for St. Lucian students arriving for school in the region
(e) Present a report on the activities of the Committee at each Executive or General Meeting

Hospitality Committee

The function of the Hospitality Committee is to:

(a) Act as goodwill ambassadors with respect to members and their relatives who are either hospitalized, shut in, incarcerated, handicapped, or bereaved through personal visits, post cards, or flowers as directed by the Executive.
(b) Liaise with St.Lucians residing or visiting the National Capital Region who is in dire need of temporary assistance, due to legal or medical emergencies.

(c) Coordinate special humanitarian relief operations during an emergency involving St. Lucians in Canada or St. Lucia.

(d) Keep the Executive and the general membership appraised of all such events described above.

(e) Present a report on the activities of the Committee at each Executive or General Meeting

ARTICLE 8 - MEETINGS

8.1 The supreme authority of the Association shall be vested in members at an Annual General Meeting held in April and on a date fixed by the Executive Committee.

8.2 At least eight regular constituted meetings of the full Executive Committee shall be held in each calendar year and at least four meetings of the general membership shall be held in each calendar year.

8.3 The executive shall meet at least once every month and at other times determined by the President, Vice President or Secretary.

8.4 Meetings shall be held at such time and place as may be decided upon by the President, Vice President, or Secretary upon due notice. Such notice shall designate the purpose of such meeting.

8.5 Special meetings of the General Membership may be called by the President or any 1/3 of the General Membership upon due notice. Such notice shall designate the purpose of such meeting.

8.6 A Quorum for the General or Annual Meeting shall consist of five members of the Executive Committee; and one half of the general membership in good standing. A quorum for Executive meetings shall consist of four members of the Executive Committee Membership.

8.7 Special meetings of the General Membership may be called by the President, Vice President or Secretary.

8.8 The Executive shall in keeping with convention prepare and determine the agenda for every general meeting.

ARTICLE 9 -VOTING

9.1 Voting shall generally be by a show of hands except for the election of the Executive Committee where the use of secret ballot will be exercised and implemented**.**

ARTICLE 10 - ANNUAL GENERAL MEETING

10.1 The election of members of the Executive Committee shall be held at an Annual General Meeting in April**.** The members so elected shall form the governing body of the Association for term of office of two consecutive years.

ARTICLE 11 - PUBLICITY

11.1 Any member or group of members, committee or body, affiliated with the Association, intending to communicate any information or matter in which the name of the Association may be brought to the public attention, or be used for any commercial purpose, shall first submit the same for approval of the Executive Committee and no such information or matter shall be made public or other wise used until authorized by the Executive Committee

ARTICLE 12 - FUNDS

12.1 The funds of the Association shall consist of:

(a) Membership fees;

(b) Monies which may be derived from other sources approved by the Executive Committee.

12.2 Funds which the Association shall possess and which may not be required for immediate current distribution shall be lodged at a Bank recommended by the Executive Committee. Such funds may be invested in the name of the Association in such ways as the Executive Committee may deem fit and as Trustees are allowed to invest or as the Association may approve.

ARTICLE 13 - SIGNING AUTHORITY

13.1 Except as otherwise expressly required, all agreements, documents or instruments in writing requiring execution by the Association must be signed by the President on its behalf

13.2 The signing of all cheques, promissory notes, bills of exchange, and orders for payment of monies by the Association shall be made by two officers of the Association on the authorization of the Executive Committee**.**

ARTICLE 14 - AUDITOR

14.1 The financial year of the Association shall be January 1st to December 31st.
The Association may appoint a qualified person to audit the accounts at such fee as is approved by the Executive Committee.
Copies of the Auditors Report may be obtained from the Treasurer upon request.

ARTICLE 15 - BY-LAWS

15.1 The Executive Committee may pass By-Laws in furtherance of the objects and administration of the MASLOW/SLOA which shall take effect and/or implemented subsequent to ratification/approval by two-thirds majority or consensus at a general meeting of MASLOW/SLOA.

15.2 In case of an emergency determined by the President and/or Vice-President and where it is not practicable to conduct a general meeting, the Executive shall temporarily ratify any such By-law. However, the said By-law shall be presented at the first general meeting subsequent to ratification by the executive.

ARTICLE 16 - AMENDMENTS

16.1 The MASLOW/SLOA by two-thirds majority or by consensus of members present at the Annual General Meeting or a meeting specifically convened for this purpose, may amend, modify and rescind any provision in the constitution and By-Laws of the MASLOW/SLOA.

16.2 Any member or group of members desiring to submit an amendment shall do so in writing, giving at least twenty (21) days notice, to the President, Vice-President or Secretary outlining the proposed amendment and the reason/s for the desired change.

ARTICLE 17 - GENERAL

17.1 The Association shall be politically non-partisan and, non-profitable and charitable. It shall be carried on without the purpose of gain for its members and any profits or other accretions to the Association shall be used in promoting its objects.

17.2 The OFFICERS of the Association shall serve as such without, Remuneration and no officer shall directly or indirectly receive any profit or benefit from his/her position as such; provided that an Officer may be paid reasonable expenses incurred by him/her in the performance of his /her duties.

17.3 MASLOW/SLOA shall operate and conduct its business and activities strictly as a non-profit organisation in compliance with the laws, stipulation, rules and regulations of the municipality (City of Ottawa), province of Ontario and the federal government.

17.4 MASLOW/SLOA shall also observe the laws and regulations of Saint Lucia whenever the association conducts business, executes programmes and implements projects in that country.

ARTICLE 17 – GENERAL (continued)

17.5 Notwithstanding the above, individual members of MASLOW/SLOA, the executive or general membership are free to affiliate or exercise their democratic rights or the rights enshrined in the Charter of rights. However, no member shall use the forum of the association or activities planned, organised, sponsored by MASLOW/SLOA to promote or influence directly or indirectly any other member/s on political issues, ideas or matters partisan in nature or intent.

17.6 However, any member of MASLOW/SLOA desiring to pursue political office at the municipal, provincial or federal level in Canada or in Saint Lucia should tender his/her resignation to the executive, preferably to the secretary, in writing prior to pursuing such office. Failure to do so would be interpreted as forfeiting his/her membership and other attendant privileges or benefits

17.7 Notwithstanding the above, an officer or member shall receive necessary financial compensation or reimbursement whenever or wherever the officer or member represents MASLOW/SLOA at a conference, seminar, workshop, activity or event endorsed by the executive and/or general membership. Such compensation or reimbursement must receive prior approval by at least three (3) members of the executive which must include the treasurer and the President.

17.8 However, the officer entitled for such compensation shall not be one of the three officers endorsing or voting for said financial compensation

17.9 Every officer shall stand for re-election at the annual general meeting of MASLOW/SLOA upon completion of their term of office.

17.10 At a meeting antecedent to the Annual General Meeting, nominations for the various positions on the Executive shall be carried out; the persons nominated need not be physically present. However, all nominees must submit their names to the Secretary 21 days before the Annual General Meeting.

17.11 A majority of the Executive Committee can request that an Executive Meeting be held and such request is valid and binding on the President.

17.12 At the Annual General Meeting the nominees for the positions of President and Vice-President are required to give a platform speech of five minutes maximum duration.

17.13 Under normal circumstances only the President has the power and authority to call an Executive and General Meeting. However, such power and authority can vest in and be delegated to the Vice President when the President is unavailable.

ARTICLE 17 – GENERAL (continued)

17.14 The President after deliberating with the Executive can ask the general membership to divest any elected member of the Executive of his/her office, who in his/her opinion has grossly and/or consistently been delinquent in the discharge of his/her responsibilities to the Association and whose conduct has been prejudicial to the image and well-being of the Association. A motion to dismiss an elected member must be in writing and must be signed by four members of the Executive and the majority of the General Membership in good standing who are present at a meeting at which this matter is being deliberated.

17.15 The outlined procedures will be pursued after the officer has been given the opportunity to voluntarily tender his/her resignation within a time frame agreed by the executive and has failed to comply.

17.16 The President can be impeached and forced to resign for gross dereliction of his/her duties and responsibilities, and for conduct unbecoming an officer of the Association, by a 2/3 vote of the general membership. A motion to impeach the President must be in writing and must be signed by four members of the Executive and majority of the General Membership in good standing who are present at a meeting at which this matter is being deliberated.

17.17 Commencement: This Constitution shall not be in effect until it has been approved and ratified by the Executive and General membership

17.18 Upon coming into effect all former constitutions shall be repealed.

EXECUTIVE SIGNATURES

……..
Noella Charles
President

……..
Larry Peterson
Vice President

……..
Mary Williams
Secretary

……
Madeleine Glasgow
Treasurer

……
Genither Vitalis – Floor Member

……..
Bryan Auguste
Public Relations Officer

…….
Past Presiden