



INTERNAL RULES

EDITION OF JUNE 2024





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The Internal Rules (IR) serve as a supplementary document to the Bylaws, detailing the internal operational rules of the Association. The IR addresses areas such as membership procedures, the rights and duties of members, the organization of general assemblies, procedures for solidarity assistance, and financial management.

The Internal Rules must not contain any provisions that contradict the Bylaws, as their purpose is to clarify and facilitate the implementation of the Bylaws.

In the event of a conflict between the Internal Rules and the Bylaws, the Bylaws shall prevail.

Article 1 : Purpose

The purpose of these Internal Rules is to supplement the Bylaws of the "EKANG BĚSĚ ALBERTA SOCIETY" and to clarify specific operational rules.

Article 2 : Membership

2.01 Members of the Association

- a) In accordance with Article 6 of the Bylaws:
- A **regular member** is any individual, aged 18 or older, whose registration form has been received by the General Assembly, regardless of whether they are of Ekang descent, and who has paid the annual fees (Membership and Solidarity Fund contributions). Regular members have the right to vote in deliberations. In this document, the term "member" refers exclusively to a "regular member."
- An **honorary member** is an individual or legal entity appointed with the approval of the General Assembly. This type of membership serves as recognition for individuals who have made significant contributions, possess special expertise or status, or have provided valuable support to the association. While honorary members do not have voting rights, they are welcome to participate in the association's discussions and offer their input. They are also exempt from the usual obligations, such as paying Membership fee.
- A **supporting member** is any individual who expresses interest in the activities of the Association, regardless of whether they are of Ekang descent. Supporting members are only required to pay the Membership fee. While they do not have the right to vote, they may participate in the Association's deliberations and share their opinions if they choose. Supporting members are not eligible for any form of financial assistance from the Association, such as relief funds or contributions.
- b) Any member may terminate their membership at any time by submitting written notice to the President of the Association, who will forward it to the General Assembly, or by addressing it directly to the General Assembly.
- c) Members may, by special resolution at an Extraordinary General Meeting convened for this purpose, expel a member for any reason deemed valid. The decision of the Assembly shall be final.
- d) Every member has the right to receive notice of meetings, attend, and participate in the Association's deliberations. However, only regular members have the right to vote or serve on the Executive Board . Each regular member is entitled to one vote per consultation, except when holding a proxy, with a maximum of two proxies allowed per consultation.
- e) Members have the right to inspect the minutes, accounting records, and financial statements of the Association.
- f) The rights and privileges of membership are non-transferable and are forfeited when a member ceases to be a member, whether by resignation or otherwise. (See Article 2.05)

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2.02 Conditions of Membership

Any individual wishing to become a regular member of the "EKANG BĚSĚ ALBERTA SOCIETY" must :

- Complete the Registration Form.
- Pay the Membership fee
- Pay the Solidarity Fund fee
- Commit to adhering to the Bylaws and the Internal Rules
- Validate the Probationary Period

2.03 Probation Period

A **probationary period** of sixty (60) days from the receipt of the registration form must be strictly observed to validate membership. This period allows the prospective member to meet their financial obligations (membership and Solidarity Fund dues) without undue financial pressure. It also safeguards the Association's interests in cases where enrollments are made solely to benefit from the privileges outlined in the regulations. During this probationary period, the prospective member is not eligible for any social assistance.

2.04 Cessation of Membership

Membership ends in the following cases :

- a) Non-renewal by the deadline of February 28 of the following year
- b) Resignation or voluntary withdrawal
 - A member may withdraw from the "EKANG BĚSĚ ALBERTA SOCIETY" at any time by providing notice—in writing, by phone, via email, or through other means—to the Executive Board through its Secretary, or directly to the General Assembly. Upon receipt of this notice, the member's name will be removed from the membership list.
 - Any unused funds in a member's account will not be refunded. If a member owes money to the Association, the outstanding amount will be equally divided among the remaining members, who must pay their share within thirty (30).days.
- c) Dissolution of the Association
 - Membership ends upon the dissolution of the "EKANG BĚSĚ ALBERTA SOCIETY." In accordance with Article 20 of the Bylaws, the Association's assets will be liquidated, and no refund will be issued to members.
- d) Removal or Expulsion
 - The "EKANG BĚSĚ ALBERTA SOCIETY" may, by special resolution at an Extraordinary General Meeting convened for this purpose, expel any member for reasons deemed sufficiently contrary to the interests of the Association. Once the special resolution is adopted, the member loses their membership status. The grounds for removal include:
 - Serious violation of statutory provisions and/or the Internal Rules.
 - Financial misconduct likely to jeopardize the Association.
 - Refusal to comply with the directives of the General Assembly, the sole sovereign body.
 - Intimidation, threats, or inappropriate behavior toward a member
 - Non-payment of dues or fines owed to the Association.
 - Violence and disruption during meetings
 - Repeated, successive, and unjustified absences (See Articles 3.02 and 10.01)
 - Any unused funds in a member's account will not be refunded. If a member owes money to the Association, the outstanding amount will be equally divided among the remaining members, who must pay their share within thirty (30).days.



The removal of a member can only occur during an Extraordinary General Meeting convened for this purpose.

e) Death

- In the event of the death of a member of the "EKANG BĚSĚ ALBERTA SOCIETY," their membership status is automatically terminated. The procedures for supporting their beneficiaries are outlined in Article 12.02.

Article 3 : Rights and Duties of Members

3.01 The Rights

Members who are up to date with their dues and financial contributions have the right to:

- Participate in General and Extraordinary meetings.
- Vote during General and Extraordinary meetings
- Run for positions of responsibility within the Association.

3.02 Duties and Obligations

To maintain their membership status, members are obligated to:

- Fulfill their financial obligations within the given deadlines.
- Adhere to the Bylaws and Internal Rules
- Contribute to the proper functioning and spirit of the Association.
- Participate in the activities and meetings of the Association and inform the Board in case of absence.

Article 4 : Financial Obligations

Members of the "EKANG BĚSĚ ALBERTA SOCIETY" must renew their membership annually by no later than February 28 of the current year.

Newly registered members who join the Association after the above deadline have 60 (sixty) days from the receipt of their registration form to pay the required fees.

4.01 Membership fee

The enrollment fees to the Association are:

- \$25.00 per person annually.

This amount is fixed and payable each year by both returning and new members.

4.02 Solidarity Fund fee

The Solidarity Fund fee to be paid are:

- \$125.00 per person.

This amount represents the contribution each member must make. For renewals, any remaining balance from the previous year is carried over to the new year, and the member is only required to pay the difference.

The Solidarity Fund fee is used to support members of the "EKANG BĚSĚ ALBERTA SOCIETY" during joyful or unfortunate events. The terms of use for these funds are outlined in Article 12.02.



Article 5 : Meeting of Members

5.01 Notice of Meeting

Any General Assembly must be convened in advance. Notice must be sent to all members in writing (via registered letter, email, phone messaging, social media, etc.) at least five (5) days prior to the meeting. The notice must be accompanied by two (2) documents:

- The agenda (indicating the date, location, and time of the meeting, and the points to be discussed)
- The report from the last meeting

To support ecological efforts and help save the planet, links to these documents could be shared instead of distributing physical copies or sending attachments.

Meetings are typically held in person; however, they may also be conducted online using video conferencing platforms. Regardless of the format, both in-person and virtual meetings are equally valid and are subject to the same conditions, rules, and principles of the "EKANG BĚSĚ ALBERTA SOCIETY."

5.02 The Ordinary General Meeting

It is held once a month, typically on the last Saturday of each month, unless otherwise determined by the General Assembly upon a member's proposal for various reasons. During the meeting, the General Assembly must:

- Elect a session Chairperson.
- Approve the proposed agenda and make additions or amendments if necessary.
- Approve the minutes from the previous session.
- Discuss the items on the agenda.
- Proceed with voting if necessary.

5.03 The Annual General Meeting

It is held once a year, no later than the last Saturday of April, to review the state of affairs and close the fiscal year. During the Annual General Assembly, members must:

- Elect a session Chairperson.
- Receive the activity report of the Association presented by the President.
- Receive the financial audit report presented by the Auditor.
- Approve the Association's budget, if applicable.
- Discuss the strategic directions of the Association.

5.04 The Extraordinary General Meeting

This is governed by Article 14 of the Bylaws and is called to make decisions in two cases:

- a) Quorum: Decisions within the Association are made by a simple majority when at least half of the voting members are present, including those present physically or virtually, as well as those represented by proxy. However, for important decisions—such as the expulsion of a member or the approval of an expense—if the quorum is not met, Article 14 of the Bylaws allows for 2/3 of the members present to dissolve the current Ordinary General Meeting and immediately convene an Extraordinary General Meeting exclusively for voting. In this special procedure, only physically present members count toward the quorum. The decision is made by a simple majority of the votes from those present and any proxy votes. This provision aims to:
 - Recognize the involvement of members who attend meetings.
 - Address urgent issues and avoid administrative backlogs.
 - Protect the democratic principle.



- b) Urgency: External circumstances may necessitate the urgent convening of an Extraordinary General Assembly. In such cases, it can only be called by the President and requires approval from 2/3 of the members to address:
 - A case of indiscipline or any other act that could lead to expulsion.
 - The dissolution of the Association
 - Any other necessary matter (amendment of the Internal Rules or the Bylaws, etc.)
- c) Only the issues outlined in the notice of the Extraordinary General Meeting may be included in the agenda and discussed during the meeting.

5.05 Adjournement

The President or session Chairperson may, with the consent of the General Assembly, adjourn any General or Extraordinary Assembly and reschedule it to another date and location.

5.06 Voting and Quorum

Voting is generally conducted by a show of hands to expedite the meeting process. However, in certain circumstances, alternative voting methods may be introduced:

- a) Electronic: Time constraints and the need for efficiency may prompt the Executive Board to use electronic voting. This method can be especially useful when the conditions for convening an Extraordinary General Meeting are not met, but an urgent decision is required while members are unavailable for a physical or virtual meeting. In such cases, the Executive Board may issue a "Memo" inviting members to vote electronically (via Google Forms, Doodle, etc.) within the specified time frame.
- b) Virtual Voting: If the Executive Board is unable to gather members physically for an Extraordinary General Meeting but has sufficient time to hold the meeting virtually (via Zoom, Microsoft Teams, etc.), voting can take place through these platforms. This allows for further clarification of the issues. Members in attendance can express their votes either in writing or verbally.

The quorum is the required number of members present or represented for the General Assembly to validly deliberate. The quorum for the Association is:

- 2/3 (two-thirds) of the members for an Ordinary General Assembly
 - 2/3 (two-thirds) of the members for an Annual General Assembly
 - 100% of the members present for an Extraordinary General Assembly
 - 100% of members during a virtual or electronic voting
- c) A member has the right to vote by proxy by appointing another regular member present at the General Assembly. This is referred to as a Mandate or Proxy.
 - d) Each resolution is adopted by a majority vote of the members present and those holding proxies.
 - e) A declaration by the President or session chairperson that a resolution has been adopted or rejected by a show of hands concludes the voting process. A statement regarding the number or proportion of votes in favor of or against the resolution will be provided.

Article 6 : Governance of the Association

6.01 Administration and remuneration

The daily affairs of the "EKANG BĚSĚ ALBERTA SOCIETY" are administered and managed by the Executive Board, which reports its management to the General Assembly made up of all members. Members of the Executive Board are not remunerated.



6.02 Powers and Responsibilities of the Executive Board

While considering the provisions of the law and its regulations, the Executive Board exercises all the powers of the Association. Notwithstanding the above, its powers and responsibilities include the following:

- a) Act in a way that facilitates and promotes the objectives of the Association.
- b) Act to ensure that the decisions of the Association respect its vision, values, and mission.
- c) Present recommendations to the General Assembly.
- d) Prepare the Association's action plan and present it for approval by the General Assembly.
- e) Monitor the revenues and operational and administrative expenses incurred.
- f) Submit funding requests, manage the financing of the Association's activities, and ensure payments are made in accordance with decisions taken by the General Assembly.
- g) Establish policies concerning the administration and management of the Association's projects.

6.03 Election of the Executive Board

The Executive Board is composed of 4 (four) members who are full members of the Association. They must maintain this status throughout their 3 (three) year term. The term runs from January to December.

- a) Members of the Executive Board are elected by majority vote of the Association's members during an extraordinary elective General Assembly.
- b) The election of the Executive Board takes place on the last Saturday of October of the final month of the current board's term. The results are announced immediately.
- c) The newly elected Executive Board has 2 (two) months to familiarize themselves with the files to ensure a smooth transition. This ensures there is no vacancy period, and administrative continuity is maintained.
- d) The outgoing Executive Board's term ends at the General Assembly in January, which is 2 (two) months after the election. This also marks the start of the new Board's term.
- e) A member can only be re-elected to the same position on the Executive Board 2 (two) consecutive times. However, they can be re-elected as many times as the General Assembly deems fit, provided they do not occupy the same position more than 2 (two) consecutive times.

6.04 Resignation or Dismissal of an Executive Board Member

- a) An Executive Board member may resign by giving written notice to the General Assembly stating their intent to resign. This resignation becomes effective upon receipt or on the date specified in the notice.
- b) Loss of membership in the Association by an Executive Board member also results in the loss of their position on the Board.
- c) Any Executive Board member can be dismissed from the Board by majority vote of the voting members during an Extraordinary General Meeting called for that purpose. In such cases, the Assembly appoints someone to replace the dismissed member to complete their term.

6.05 Operation of the Executive Board

The Executive Board meets periodically to carry out its activities.

- a) The Executive Board members meet at least 1 (one) time per year.
- b) Executive Board meetings are called by the President or at the request of half of the members, provided they submit a written request to the President and indicate the topics to be discussed at the meeting.
- c) Executive Board meetings are called by notice given to each member at least 10 (ten) days in advance by the President.
- d) The members of the Executive Board present at the meeting constitute a quorum for any meeting.



- e) Executive Board meetings are open to all members of the General Assembly, who may speak, but only Executive Board members may vote. If a majority of the Executive Board members present request, any non-Board member may be excluded.
- f) Executive Board meetings may be held physically, by phone, by video conference, or by a combination of these methods, depending on availability. A member participating in the meeting by any means is considered present.
- g) Decisions made during Executive Board meetings are made by a simple majority of the members present. Proxy voting is not permitted during Executive Board meetings.
- h) All decisions made at an Executive Board meeting bind all Board members under the principle of "Solidarity of the body." If a member wishes to distance themselves from group resolutions, they must notify the General Assembly in writing, presenting their resignation. The General Assembly, in its absolute sovereignty, may then decide:
 - To accept the resignation and proceed with the appointment of a new member.
 - To reject the resignation and possibly request the dismissal of the other members if it is determined that the resigning member was acting in the best interests of the Association.

Article 7 : Roles and Duties of Executive Board Members

7.01 The President

The President represents the Association, presides over meetings as necessary, and ensures the execution of decisions made. They play a key role in the management and smooth running of the Association. The President:

- a) Represents the Association in all acts of civil life.
- b) Chairs general assemblies and board meetings.
- c) Sets the agenda, leads discussions, and ensures the proper conduct of deliberations.
- d) Supervises the administrative management of the Association.
- e) Ensures the implementation of decisions made by the Association's governing bodies.
- f) Coordinates the Association's activities and projects, ensuring they align with the defined objectives.
- g) Maintains relationships with external partners (local authorities, sponsors, other associations).
- h) Ensures effective internal communication and a positive atmosphere among the Association's members.
- i) Ensures that the accounts are properly maintained, and that the Association meets its financial obligations.
- j) Participates in fundraising and securing grants.
- k) Plays a key role in defining the Association's strategic direction.
- l) Engages members in the projects.
- m) Proposes the auditor responsible for reviewing the Association's accounts to the General Assembly.

7.02 The Vice-President

The Vice-President plays a crucial role in ensuring the smooth operation and continuity of the Association's activities. They:

- a) Support the President in daily tasks and can replace them in their absence.
- b) Oversee various committees or working groups within the Association, ensuring their activities align with the Association's objectives.
- c) Participate in developing and implementing the Association's strategy, alongside the President and other Board members.
- d) Ensure that the Association complies with its Bylaws, Internal Rules, and current laws, and may be involved in resolving internal conflicts.
- e) Assist the President in communication and promotion activities.

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7.03 The Secretary

The Secretary ensures the administrative and organizational functioning of the Association. They:

- a) Write and keep the minutes of meetings (general assemblies, etc.)
- b) Keep the official records of the Association up to date, including member and adherent lists.
- c) Plan and organize the Association's meetings.
- d) Prepare the agenda, has it approved by the President, and attaches it to the meeting invitations sent to members.
- e) Draft the minutes of the meetings, makes them available to members, and archives them.
- f) Ensure the follow-up on decisions made during meetings and monitors their implementation.
- g) Manage the Association's correspondence (receiving, drafting, sending letters and emails)
- h) Archive the Association's important documents (Bylaws, Regulations, reports, etc.)
- i) Act as the point of reference for regulatory and administrative matters.
- j) Participates in external communication, particularly through writing newsletters, managing the website or social media, if applicable.

7.04 The Treasurer

The Treasurer is responsible for the sound and transparent financial management of the Association. They:

- a) Keep the Association's accounts and record all financial transactions (expenses, income, etc.).
- b) Participate in drafting and monitoring the Association's annual budget in collaboration with other members of the executive board.
- c) Ensure that expenses comply with the General Assembly's decisions.
- d) Manage the Association's bank accounts and reconcile them with bank statements.
- e) Prepare regular financial reports outlining the Association's financial situation.
- f) Draft the annual financial statement to be presented at the annual General Assembly.
- g) Ensure financial transparency and provide all necessary financial information to the Association's members.

Article 8 : Roles and Duties of the Auditor

8.01 The role

The Auditor is tasked with reviewing the accuracy of the accounts and producing a certification report to be presented at the annual General Assembly. They:

- a) Ensure the Association's annual accounts are accurate, sincere, and provide a true representation of the Association's financial state.
- b) Deliver a report on the annual accounts they have audited based on the financial records provided by the Treasurer.

8.02 Appointment

The Auditor responsible for reviewing the accounts is proposed by the President to the General Assembly no later than one month and no earlier than three months before the annual General Assembly. The General Assembly may:

- a) Approve the President's choice and grant the Auditor the mandate to work.
- b) Reject the choice and mandate the President to recommend another Auditor. The General Assembly may not reject more than two of the President's proposals.

The Auditor can be a natural or legal person and does not necessarily need to be part of the Association "EKANG BĚSĚ ALBERTA SOCIETY". The Auditor's mandate ends once they present their audit report at the Annual General Meeting, and it is approved by a simple majority of the voting members present.



Article 9 : Special Committees

There are several types of committees that handle either regularly recurring activities or one-off activities that may not happen again.

9.01 Formation and composition

- a) People wishing to join a committee are proposed by a third party or can nominate themselves. This choice is then validated or not by the General Assembly.
- b) Each committee is chaired by a person chosen by the General Assembly and designated as the Committee.
- c) The committee must include at least one person.
- d) Committee members are not necessarily members of "EKANG BĚSĚ ALBERTA SOCIETY."

9.02 Financial Responsibility and Scope of Application

- a) The scope of a committee's competencies is limited to the roadmap and objectives assigned to it by the General Assembly.
- b) Although a committee has some autonomy in its actions, it does not have any financial autonomy. It is accountable to its overseer, the General Assembly.
- c) The committee must notify the General Assembly if any difficulties prevent it from completing its tasks within the allotted time.
- d) The committee must submit its financial needs and budget to the General Assembly for approval. No expense should be incurred without the express consent of the overseer.

9.03 Duration and Functioning

Committees are established for a period not exceeding five months. If the project is not completed within this timeframe, the committee is dissolved and a new committee with different members is formed.

- a) Each member of the committee, including the President, has voting rights.
- b) In the event of a tie, the committee president cannot cast the deciding vote, and the resolution is defeated.
- c) The committee must provide updates on its progress at each Ordinary General Assembly.
- d) The committee is accountable and answerable to its overseer, the General Assembly.
- e) Upon completion of its activities, the committee must submit its final report to the General Assembly. This provision applies only if the project or activity is completed.
- f) The committee's mandate ends when:
 - The activity it was responsible for is completed and it presents its final report.
 - The General Assembly decides to dissolve the committee by simple resolution.
 - All members of the committee resign.
 - The five-month deadline expires.

9.04 Permanent Committees

The most common committees the Association will regularly use are:

- a) The Election Committee: responsible for organizing elections and announcing the results of the Executive Board's renewal. The committee is renewed for each election as per Article 9.01(a).
 - In agreement with the General Assembly and following Articles 6.03(a) and 6.03(b), it sets the date of the Extraordinary Electoral General Assembly.
 - It is established no later than 100 days before the current Executive Board's mandate expires.
 - It collects candidacies and establishes the voters' list.
 - It creates a setting within the Association to allow candidates to present their projects and/or ideas equitably.



- b) The End-of-Year Committee: Members recognize the importance of family gatherings at the end of the year and agree to use this occasion to celebrate their children. To facilitate this, a committee is established each October to organize the ceremony. This committee is responsible, among other tasks, for:
- Setting the ceremony date in agreement with the General Assembly.
 - Setting the level of parental contributions in agreement with the General Assembly.
 - Procuring gifts for the children once the collected amount has been made available to it.
 - Organizing and coordinating activities and workshops to be held during the celebration.

Although termed “permanent committees,” these two bodies are not exempt from submitting their final report, as stipulated in Article 9.03(e).

9.05 Other Committees

Their scope is more event-specific, as they manage activities that are not intended to be cyclical, though they may occur frequently. Examples include park excursions or charity galas organized by the Association.

Article 10 : Discipline

Aware of the importance of fostering a healthy, harmonious, and productive work environment, the members of the "EKANG BĚSĚ ALBERTA SOCIETY" recognize that implementing disciplinary rules ensures:

- Cohesion and harmony.
- Efficiency and productivity.
- Respect and trust.
- Responsibility and professionalism.
- Achievement of goals.

10.01 Absences and tardiness

Members unable to attend a General Assembly or any event announced more than 10 days in advance must notify and provide a valid justification to the President or the General Assembly **at least one (1) day prior** to the event. Exceptions will be granted for family emergencies, illness, or professional obligations. In cases of unforeseen circumstances, preventing prior notification, the member must inform and justify their absence as soon as possible.

- a) If a member is absent from more than 2 (two) consecutive events of the Association, which have been notified well in advance (visit to a member for illness or other reasons, celebration within the Association, group outing), the General Assembly must assess the reasons for these absences and adopt a resolution to:
 - Impose a fine of \$5.00 if the reasons provided are not deemed convincing.
 - Not impose a fine if the reasons provided are deemed valid and convincing.
- b) If a member is absent from more than 3 (three) consecutive General Assemblies, the General Assembly must assess the reasons for these absences and adopt a resolution to:
 - Impose a fine of \$5.00 if the reasons provided are not deemed convincing.
 - Not impose a fine if the reasons provided are deemed valid and convincing.
- c) If a member is absent from more than 6 (six) General Assemblies during the year, the General Assembly must assess the reasons for these absences and adopt a resolution to:
 - Impose a fine of \$5.00 if the member agrees to make efforts.
 - Not impose a fine if the reasons provided are deemed valid and convincing.
 - Consider the expulsion of the member.
- d) If a member regularly attends General Assemblies but is repeatedly late, the General Assembly must assess the reasons for this behavior and adopt a resolution to:



- Impose a fine of \$5.00 if the member agrees to make efforts.
- Not impose a fine if the reasons provided are deemed valid and convincing.

It should be noted that fines are cumulative, and if they are not paid within 2 (two) months from the date they were imposed, the member is subject to expulsion under Article 2.04(d).

10.02 Attitude and behavior

The members of the “EKANG BĚSĚ ALBERTA SOCIETY” reiterate their desire to work in a healthy and conducive environment for exchanges. No acts of violence, threats, harassment, or intimidation will be tolerated.

- a) If a member is found guilty of an act listed under Article 2.04(d), they are simply subject to immediate expulsion.
- e) Si If a member is repeatedly called out during the same General Assembly for disruptive behavior, General Assembly must assess the reasons for this attitude and adopt a resolution to:
 - Impose a fine of \$1.00 if the member agrees to change their behavior.
 - Impose a fine of \$5.00 if the member persists in their attitude.
 - Consider the provisions of Article 2.04(d).

Article 11 : Financial Management

11.01 Finances and Auditing

- a) The fiscal year of the Association ends on January 31st of each year.
- b) The books, accounts, and records of the Association must be audited at least once a year in accordance with the laws and practices governing non-profit organizations.
- c) At each General Assembly, the Executive Board submits the Treasurer's report.

11.02 Association checks and contracts

- a) All checks issued in the name of the Association must be signed by 2 (two) members of the Executive Board. The signatures of all Board members must be registered with the bank.
- b) All contracts of the Association are signed by the President, a member of the Executive Board , or any other person authorized to do so by resolution of the Executive Board .

11.03 Maintenance and inspection of the Association's books and records

- a) Any member wishing to inspect the financial books or records of the Association must give written notice of their intentions within a reasonable timeframe to the President or Secretary of the Association.
- b) The Executive Board ensures that all financial books and records required for the application of regulations or by any other applicable statute or law are kept up to date.

11.04 Authorization of Expenses

- a) The Executive Board is solely responsible for the Association's expenses. It may delegate responsibility to third parties in case of emergency or inability. It will subsequently reimburse the expenses incurred by these individuals upon presentation of receipts.
- b) Any expense exceeding \$500 (five hundred dollars) must be approved by the General Assembly.
- c) The Executive Board, through the Treasurer or President, reports the expenses to the General Assembly and keeps a detailed account of them.



Article 12 : The Solidarity Fund

The Association's Solidarity Fund supports members. However, it cannot replace life or health insurance. Members are strongly encouraged to obtain such insurance and, if necessary, also register with "repatriation insurance" organizations already well-established in the community.

12.01 Operation of the Solidarity Fund

- a) Each member is required to pay a contribution of \$125.00 to the Fund, according to the terms and deadlines outlined in Article 4.02. This amount constitutes the fund for the Solidarity Fund.
- b) The amount disbursed for each case is divided equally among the members according to the allocation key set at the time of the incident.
- c) If the available funds are insufficient to provide assistance, each member is required to contribute proportionally, based on their individual account balances (recognizing that newer members may have lower balances compared to longer-standing members).
- d) Only those who have made the initial payment of \$125.00 and whose balance is not negative will be eligible for assistance.
- e) The Solidarity Fund operates on an individual account basis, with each member holding a non-transferable share. As a result, members of a couple are each eligible for financial assistance independently, provided their personal accounts are in good standing.
- f) At the end of the year, each member's fund balance is carried over to the new year, and members must simply replenish it to \$125.00 by February 28.

12.02 Types of assistance and benefit levels

- a) Death of a parent, spouse, or child: the sum of \$500 will be given to the member who loses their father, mother, spouse, or child.
- b) Death of the member: the sum of \$1,000 will be given to the designated representative of the deceased member.
- c) Happy event: the sum of \$300 will be given to the member who gets married or welcomes a newborn (in the case of a couple, each will benefit individually).
- d) Child encouragement: the sum of \$150 will be given to any child of a member who completes their secondary or higher education, provided that the child has made it a habit to attend meetings with their parents.

Article 13 : Other types of Assistance

Besides the solidarity fund, the Association has other means to provide assistance to its members.

13.01 Hospital Visit

- a) When a member informs the executive office of a hospitalization lasting more than 2 (two) days in a clinic or hospital, the Association is required to pay them a courtesy visit. The Executive Committee is responsible, in agreement with the member, for setting the date, location, and time. A delegation will bring a "fruit basket," which refers to an envelope containing \$50.00.
- b) Members of the General Assembly are responsible for forming this envelope, with the amount divided equally among the members.

13.02 Voluntary Contributions

Certain events not covered by the Internal Rules may generate excitement or call for congratulations or encouragement. For this, contributions are not fixed, and each member, depending on their situation, may judge the amount of financial assistance to provide. No amount is required, and even if a fund amount is communicated, the Association will not hold it against any member who cannot contribute.



Article 14 : Interpretation and Definitions

14.01 Definitions

In these regulations, the following terms will be defined as outlined below:

- a) "General Meeting" refers to an ordinary general meeting as described in Article 5.02.
- b) "Extraordinary Meeting" refers to a special meeting as described in Article 5.03.
- c) "Association" refers to the "EKANG BĚSĚ ALBERTA SOCIETY."
- d) "Notice" refers to any notice sent by letter, email, or any other means of communication.
- e) "Board Member" refers to an elected member of the Association's Executive Board.
- f) "Regular member" refers to a voting member of the Association who is up to date with their contributions.
- g) "President" refers to the person elected to preside over the Association.
- h) "Regulations" refer to the present Internal Rules and regulations as amended over time.

14.02 Interpretation

- a) Words denoting a singular number also include the plural and vice versa.

Article 15 : Amendments to the Bylaws and Regulations

The amendment of the Internal Rules can only take place in cases of absolute necessity or in response to a significant change related to public order. However, to maintain stability, no amendments can be made within 2 (two) years of the last modification or amendment.

2/3 (two-thirds) of the members must approve the need for a revision; a committee is then formed to work on it according to the provisions of Articles 16 of the Bylaws and 9.03 of the Internal Rules.

The Committee must have sent a copy of the new Bylaws to be adopted at least 15 (fifteen) days before the scheduled vote.

The amendment of the Internal Rules can only be ratified by the General Assembly during an Extraordinary General Meeting convened specifically for this purpose, in accordance with Article 14 of the Bylaws and 5.04 of the Internal Rules above. However, the modifications must be adopted by "Special Resolution," meaning 2/3 of the members present or represented.

- a) The objectives or regulations of the Association may be modified, added to, or amended by special resolution.
- b) All situations not provided for in these Internal Rules will be settled by the General Assembly in accordance with the Association's Bylaws and applicable legislation.

Article 16 : Entry Into Force


These Internal Rules, along with any amendments, come into force upon their adoption by the General Assembly.

The Internal Rules and their amendments were read and adopted by the General Assembly on June 29, 2024, held in Edmonton, Alberta, Canada





Signatures

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Record of amendments

STEPS AND DETAILS	DATES	EDITORIAL COMMITTEE
1st Edition : <ul style="list-style-type: none"> - Internal Rules - Initial edition - Drafted and terms approved. 	Edmonton, June 29 2024	Raymond Kampoer
1st Revision :		
2nd Revision :		

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