



# Canadian Pakistani Pakhtoon Community Association

November 26, 2023

## General Operating By-Laws Applicable to membership of Canadian Pakistani Pakhtoon Community Association (CPPCA) and Emergency Support Fund (ESF)

Approved by CPPCA Board of Directors on  
(October 02, 2023)

### **SECTION 1 INTERPRETATION**

#### **Definition**

In this by-law and all other by-laws of the CPPCA, unless the content otherwise requires:

- (a) "ESF" means Emergency Support Fund
- (b) "Family Member" means a family member residing in Canada (husband, wife, and unmarried children)
- (c) "Single Member" means an individual member over 18 years.
- (d) "Program" means an activity of the ESF, where financial support is extended to its members.
- (e) "CPPCA" means Canadian Pakistani Pakhtoon Community Association, a registered nonprofit organization in Ontario.
- (f) "Act" means the Corporation Act (Ontario), R.S.O. 1990. Ch., C.38, including any regulation made pursuant thereto, and any statute or regulations substituted therefor, as amended from time to time.
- (g) "Board" means the Board of Directors of CPPCA.
- (h) "By-Laws" means this by-law and all other by-laws of the Corporation as amended and which are, from time to time, in force and effect.
- (i) "Corporation" means the legal entity incorporated as a corporation in Ontario and named as "Canadian Pakistani Pakhtoon Community Association."
- (j) "Director" means a member of the Board.
- (k) "Executive Council" means the President, Vice President, General Secretary, Finance Secretary and Event Coordinator of the Corporation
- (l) "Special Circumstances" means unforeseeable circumstances and in the context of these by-laws refers to death of a family member or a member of CPPCA.

## **SECTION 2 OBJECTIVE AND PURPOSE**

### **Objective**

ESF is instituted to provide help and support to grieving families of members of CPPCA, who have encountered a member's death in Canada or while travelling abroad with or without family, who by virtue of its nature is the member of ESF.

### **Purpose**

The by-law covers the objective and purpose, general operating procedure, membership benefit and entitlements, administration and bank account governing its members and administrators of ESF.

### SECTION 3 CLAUSES OF MEMBERSHIP AND QUALIFICATION REQUIREMENTS

**Note: The following two paragraphs stand amended because of overarching changes to the clauses of membership that is being addressed through amendment of constitution of CPPCA that is currently underway.**

- I. An application to become a Member of CPPCA shall be signed and submitted for approval to the Executive Council of CPPCA. If the Executive Council is satisfied that the application satisfies all of the qualification requirements, the Executive Council may, in its sole discretion, admit the applicant to be a member of CPPCA.
- II. CPPCA members will adhere to payment of fees as set forth in para III below which may be amended by the BOD from time to time as the needs arise.
- III. A. The CPPCA family members will pay an **annual family** membership fee of \$120 or will sign for \$10.00 monthly auto bank account withdrawal fee where \$4.00 will be allocated to the CPPCA General account, \$2.00 for the ESF account, \$4.00 for the Community Centre Reserved Funds account.  
B. The CPPCA Individual member will pay an **annual individual** membership fee of \$60 or will sign for \$5.00 monthly auto bank account withdrawal fee where \$2.00 will be allocated to the CPPCA General account, \$1.00 for the ESF Funds account, \$2.00 for the Community Centre Reserved Funds account.
- IV. ESF Membership is open only to CPPCA Members. All members of CPPCA (by virtue of their membership in CPPCA) will automatically become members of ESF.
- V. Maintaining current membership in the CPPCA is a pre-requisite when it comes to disbursement of ESF membership's benefits.
- VI. The by-laws and fee structure outlined in Section III (the current section) will come into force as of January 1<sup>st</sup>, 2024.

### SECTION 4 DISBURSEMENT AND SPECIAL CIRCUMSTANCES

- I. The ESF amount/ benefits will be entitled **ONLY** for members in good standing. if the CPPCA annual membership dues have not been paid by the ESF member before or on February 28<sup>th</sup> of each year; then the member(s) will not be entitled to receive the benefits of the ESF.
- II. Under special circumstances the BOD will have a full authority to decide in a force majeure situation, which means an unforeseeable circumstances, if a member is unable to pay his membership fee BOD is **authorized to wave annual fee of general membership of the CPPCA** for the said period.
- III. In case of any unforeseeable situation, the Board of Directors (BOD) is fully authorized to make decisions that meet best the needs of its members.

**SECTION  
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MEMBERSHIP BENEFIT & ENTITLEMENT**

- I. In case of a Principal Member's death in the family, the family will be paid \$ 5000 from the fund of ESF.
- II. In case of a Dependent Person's death in the Family, the family will be paid \$ 4000 from the fund of the ESF.
- III. Upon request of deceased families, the ESF Committee may provide all possible services in lieu of the full or partial amount as mentioned above in Para I & II.
- IV. In case of a death of more than three, the maximum benefits paid to a ESF member, or a family will be \$ 15000 subject to availability of fund in the ESF account. In such situations, the BOD will formulate strategies to support ESF's members financially to the best of their ability.
- V. Member(s) of ESF death in Canada or while travelling abroad is fully covered under full benefit coverage as outlined in section 5 (sub section I, II & IV above), if the member(s) meet the criteria as described in section 4
- vi. A member of the CPPCA has the right to receive updates of the ESF activities and give suggestions/ feedback as and when require

## SECTION 6 ADMINISTRATION & BANK ACCOUNT

- I. The Executive Council and the Board of Directors of CPPCA *have* the full authority to operate by itself the ESF bank account or constitute an administrative committee (AC) of minimum three to maximum ten people either from the members of the Board or general members of CPPCA or combined Members, but at least one member will be from CPPCA Executive Council who also fulfilled the criteria as set out in section 4 and all such by-laws enacted by the CPPCA
- II. All Board of Directors of the association *MUST* be a paying Member in good standing of the CPPCA.
- III. The ESF Administrative Committee will work on a volunteer basis and will not be paid for their services.
- IV. The ESF Administrative Committee will maintain all the records pertaining to the fund and will be accountable to the BOD and its Members.
- V. *The* Executive Council of the CPPCA has full authority to dismantle or dissolve anytime the ESF Administrative Committee or make changes in the members of the ESF Administrative Committee
- VI. In case of force majeure: the ESF committee nor CPPCA Executive Council and/ nor the Board of Directors are liable to any court proceeding or in any form of civil litigation for any failure to payment to ESF member or delay in payment, or delay may be due to:
  - a) Beyond the reasonable control of the ESF Committee
  - b) No fund available due to non-payment/ or contribution of its members
  - c) Non-functional of ESF due to any reason(s)
  - d) Any circumstance that affects the performance of ESF Committee inability to keep continue of its obligations under this agreement.
  - e) Any other reason(s) that may cause inability to perform payment or continue to operate the ESF that could not reasonably have been foreseen.

**Acknowledgement:**

*The efforts of members of ESF committee, members of Paralegal committee, the CPPCA Board of Directors as well as all those individual members who gave their feedback from time to time to make this document a reality are greatly acknowledged.*

*The FSF bylaws were prepared by £SF (Emergency Support Fund) Committee with feedback from the community.*

*Reviewed by Executive Committee and Reviewed and approved by CPPCA Board of Director.*

Signed and published in the City of Mississauga on November 26, 2023.

General Secretary CPPCA:  Israr Ahmad  
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