

Trust By-Laws

1. The fiscal year of the Canada-Mathare Education Trust (CMETrust) shall be January 1st to December 31st
2. Board of Trustees has a minimum of 4 and a maximum of 15 members
3. The Board of Trustees is governed by an executive committee, made up of a President, Treasurer and Secretary. These positions are to be elected upon by the Board of Trustees annually, majority rules. The general roles and responsibilities of each of these positions are as follows:

President:

- Provide leadership within the organization
- Call meetings
- Primary responsibility for executing CMETrust's annual program of work
- Assist the Treasurer in filing CMETrust's annual Income Tax return with Canada Revenue Agency, within 6 months of fiscal period end
- Secondary signing authority over CMETrust's bank account
- Maintain CMETrust's records and archives

Treasurer

- Primary signing authority over CMETrust's bank account
- Manage CMETrust's books and accounting
- With assistance from the President, file CMETrust's annual Information Return with Canada Revenue Agency, within 6 months of fiscal period end

Secretary

- Send out meeting notices at least one week before meeting date and a reminder the day before
- Record and distribute meeting minutes within one week of the meeting date
- Support the President with organizational governance
- Support the Treasurer in organization and management of books

4. The Board of Trustees shall meet at least once annually, with a required quorum of 50% of Trustees in attendance. Meetings are chaired by the President, or in absence of the President, the Secretary or Treasurer.
5. The position of Trustee is a voluntary one. No trustees shall accept monetary or other compensation for Trust activities.
6. Length of office is for one year (from date of signing), and Trustees must be re-elected to the Board at CMETrust's Annual General Meeting each spring (before July 1st).

7. Trustees' activities, associations, employment, and membership in other organizations, political parties, etc., is undertaken and carried out entirely separately from their affiliation with CMETrust.

8. Amendments to trust deed or by-laws are acceptable with 50% approval by the Board of Trustees.

9. Effective date of these by-laws: September 1, 2006; amended April 26, 2008; amended May 30, 2009; amended May 1, 2010; May 7, 2011.

10. Trustee 1: Date:

11. Trustee 2: Date

12. Trustee 3: Date:

13. Trustee 4: Date:

14. Trustee 5: Date:

15. Trustee 6: Date:

16. Trustee 7: Date:

17. Trustee 8: Date:

18. Trustee 9: Date:

19. Trustee 10: Date:

20. Trustee 11: Date:

21. Trustee 12: Date:

22. Trustee 13: Date: