

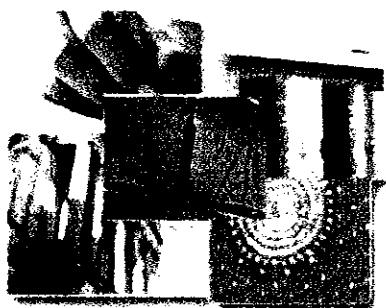
# SALCO

SOUTH ASIAN LEGAL CLINIC OF ONTARIO

## Annual General Meeting 2008

**Wednesday, October 29, 2008**  
**6:00 p.m.**

**Friends House**  
60 Lowther Avenue  
Toronto, Ontario, Canada M5R 1C7  
(416) 921-8002 (office)



LEGAL AID ONTARIO  
AIDE JURIDIQUE ONTARIO



# SALCO

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## SOUTH ASIAN LEGAL CLINIC OF ONTARIO

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### 2007 Annual General Meeting Minutes

October 25, 2007

Lula Lounge, 1585 Dundas Street West

2007 AGM called to order at 7:15pm

1. Approval of Agenda for 2007 AGM
  - ▶ Motion to approve agenda for 2006 AGM Agenda by Arif Virani, seconded by Ira Parghi – Motion Carried.
2. Approval of Minutes of 2006 AGM
  - ▶ Motion to approve by Vinay Jain, seconded by Prakash David – Motion Carried.
3. Chair's Report included in AGM package, announced that SALCO has received core funding, thanked LAO, discussed SALCO's mandate, summarized some of the highs and lows of the year.
4. Joint Staff Report included in AGM package, discussed how SALCO was perilously close to shutting its doors before it received permanent office. Talked about the future of SALCO.
5. Treasurer's Report included in AGM package.
  - ▶ 350,000 revenue and 350,000 in expenses - surplus of \$12,000. Item called deferred revenue – income that we got this year, that we will be spending next year because our fiscal years don't align with our funders.
  - ▶ Motion to approve financial statements by Prakash, seconded by Arif. Motion to approve Brian Metcalfe to audit financial statements by Shalini, seconded by Prakash – Motion Carried.
6. Nomination and Election of Board members – slate of nominees in the AGM Package
  - ▶ Arif Virani spoke for the nomination committee and advised that the committee made an effort to get members with financial skills, community skills, etc... The committee vetted all of the applications and came to a consensus on a slate of five nominees, included two student board members.
  - ▶ Motion to approve slate of candidates Nina Gandhi, seconded Mustafa Ali Khan – Motion Carried
7. Adjournment
  - ▶ Motion to Adjourn by Raj and seconded by Ira Parghi – Motion Carried.

# SALCO

SOUTH ASIAN LEGAL CLINIC OF ONTARIO

## CHAIR'S REPORT

Dear Members:

Welcome to the Annual General Meeting of the South Asian Legal Clinic of Ontario (SALCO).

In 2007 we achieved our dream of becoming a core-funded clinic of Legal Aid Ontario, ensuring our ability to provide service to low income South Asians into the future. This created many challenges for the Board and Staff of SALCO in the 2008 year to create the conditions and infrastructure to enable us to provide the best possible service to the community, and to implement the strategic vision for SALCO's future.

The Board and Staff have worked hard over the past year on the 'nuts and bolts', including hiring the full complement of staff, engaging in a search for a permanent home for the clinic, creating and implementing the core policies of the clinic, establishing a governance structure for the Board, reviewing and improving the management of people and resources, and of course the work of the clinic to educate and advocate on behalf of, and assist low income South Asians in the Greater Toronto Area.

A warm welcome to our new staff, Executive Director Shalini Konanur, Community Legal Worker Deepa Mattoo, Office Administrator Vanathy Wimalaswarans, and Staff Lawyer Karin Baqi, all of whom joined our talented staff of Anita Balakrishna (Staff Lawyer), and Atulya Sharman (Community Legal Worker), in the past year.

SALCO also thanks May El-Abdallah for her efforts in completing the Forced Marriage Project with overwhelming success.

Looking to the future, I am very pleased with the direction of SALCO. Under Shalini's effective leadership, I am encouraged that SALCO will be doing greater things for the community in the short and long terms. Thank you to our staff, volunteers, and board members for their hard work and dedication to SALCO this past year. And finally, thank you to our membership and our stakeholders for your continued support and encouragement, and commitment to helping us serve the community in our vital work.

Prakash David  
Chair, Board of Directors  
SALCO

# SALCO

SOUTH ASIAN LEGAL CLINIC OF ONTARIO

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## JOINT STAFF REPORT- 2008

### INTRODUCTION:

With the announcement of permanent funding from Legal Aid Ontario in September 2007, SALCO's work for 2008 was immense. That work included setting up a permanent legal clinic (hiring staff, searching for a permanent home, setting policies and procedures on how the clinic would function, and creating a new website). Beyond those day to day challenges, SALCO also remained dedicated to its mandate, to provide access to justice for low-income South Asians through legal advice and/or representation, through public legal education, through community development, and through law reform initiatives.

Our Board of Directors worked tirelessly this year to create personnel policies, update the by-laws, and to develop policies for the actual poverty law work that SALCO engages in. As always, the SALCO staff committed their time not only to working with clients and the community, but also to develop the internal structures of the new permanent clinic.

### HIGHLIGHTS:

**The Provincial Hate Crimes Advisory Board:** SALCO has been actively involved in the Hate Crimes Community Working Group that produced a report in 2007 with recommendations to the provincial government on hate crimes. In 2008 SALCO sat on a provincial advisory committee that is working on developing Community Witness Impact Statements to be used at sentencing in hate crimes cases. Those community statements are meant to reflect the impact of hate crime not only on individuals but on the targeted community as well.

**The Colour of Poverty Campaign:** SALCO has been involved with the Color of Poverty campaign since its inception in 2007. In 2008, SALCO continued to play an integral role at the Campaigns meetings and strategic planning sessions. SALCO also had the opportunity to actively speak at various forums on behalf of the Campaign. A Provincial Forum was organized by the campaign on April 28-29, 2008. It was a great success with over 200 people in attendance from various stakeholders such as government officials, community agencies, individuals etc. The forum outlined priorities that government should take into consideration while formulating its Province-wide Poverty Reduction Strategy.

**Steering Committee on Bill 103:** One of the major policy and law reform activities that SALCO engaged in was to Chair of the Steering Committee for a community summit on Bill 103, An Act to establish an Independent Police Review

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Director and create a new public complaints process by amending the Police Services Act. The Summit took place from September 24-26th in Toronto and was represented well by community members, police, and government ministries such as Ontario's Attorney General's office. A number of recommendations from the summit will be presented to the new Independent Police Review Director's office and to the Attorney General's office in the coming months.

**CLEO 6-languages Project:** SALCO is an active working group member at the CLEO 6-languages Project. SALCO participated in the project to develop legal information material in various areas of law in 6 different languages (including 3 South Asian languages). In conjunction with the project, SALCO checked for the legal accuracy of immigration law material, and assisted in the recording of and Urdu Public Service Announcements (PSAs), to be aired through Community Radio Stations about the 6-languages project. SALCO also conducted training sessions with Canada 211 Staff on how to get basic information about various areas of law and to make appropriate referrals. T

**Law Society Licensing and Accreditation Task Force:** SALCO submitted a Joint Submission (with the South Asian Bar Association) to the Law Society of Upper Canada's Licensing and Accreditation Task Force in response to their consultation report. The submissions focused on issues facing racialized law students, articling students and foreign trained lawyers. Some of these recommendations were ultimately followed by the task force.

**Standing Committee on Citizenship and Immigration:** In 2008, SALCO was given the opportunity to make submissions to the Standing Committee on Citizenship and Immigration in regards to the better regulation of immigration consultants and was able to provide a strong voice for diverse South Asian communities. SALCO provided a submission on the need for a stronger and more effective role for the Canadian Society of Immigration Consultants. However, SALCO also warned against the desire to paint all immigration consultants with the same brush, confirming that there are many South Asian consultants with good practices.

**The Pro Bono Law Project:** The Pro Bono Project at SALCO funded by Law Foundation of Ontario completed its last term after 5 years. The pro-bono project has been able work very closely with the Legal Aid arm at SALCO to provide holistic legal services to the clients. In its last year the project helped to create long-term relationships with Pro-bono lawyers to serve the needs of the clients more effectively, particularly in the area of linking clients to family law resources. The project also made many partnerships with the settlement agencies, community health centers and religious institutions for extensive public legal education workshops and seminars.

The highlight of project this year has been successful assistance in many cases including inter-jurisdiction cases, participation at 10th National Metropolis conference held at Halifax regarding the 'Model of service delivery of the pro-bono project',

advocacy against Bill - C50, Seminars and workshops on the issues of Forced Marriages, Active participation in organizing of first of its kind International Symposium on Forced Marriages, and Family law training for Peer Leaders among South Asian Community.

The project's successful existence for 5 years has given SALCO unique and sustainable resources as well as expertise to continue with above mentioned services efficiently under permanently funded clinic structure.

**Forced Marriage Project:** SALCO received a one-year grant from the Trillium Foundation for our Forced Marriages Project. The Project has Advisory Committee made up of twenty community partners and agencies. It has generated support and interest from the U.K. and Pakistan. As part of the Forced Marriages Project, an international symposium exploring the legal, social, and policy aspects of forced marriage happened in June, 2008. It was very well received by the community, government departments at both federal and provincial level, clients and media.

The speakers of the Symposium included Survivors of forced marriages, Writers, Academicians, Lawyers and Judges from all over the world including UK, Bangladesh, France, India, and USA. It was very well attended with over 150 delegates from foreign countries as well as all parts of Canada.

In addition, to the Symposium SALCO has embarked on a number of public education and legal trainings related to forced marriages, including a theatre piece on this issue at Toronto's Masala!Mehndi!Masti! Festival, and an extensive training for frontline settlement workers at the Ontario Coalition of Agencies Serving Immigrants' 2008 Professional Development Conference. SALCO intends to continue the Forced Marriages Project by creating public legal education materials and training resources for all interested stakeholders.

**OUR NEW WEBSITE:** With hard work and determination SALCO has updated its website with new information, resource links, a Notice Board, and updated staff and board information. The new website can be accessed at: [www.salco.ca](http://www.salco.ca). SALCO will work in the upcoming year on translation of the website and on providing regular updates on what is happening at SALCO!

## **CONCLUSION:**

In addition to the highlights listed above, SALCO continues to do active casework and public legal education in a number of areas including Immigration, Human rights, Ontario Works, Ontario Disability Support Program appeals, Canada Pension Plan, Employment Insurance, and Criminal Injuries Compensation Board matters.

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SOUTH ASIAN LEGAL CLINIC (ONTARIO)

FINANCIAL STATEMENTS

DECEMBER 31, 2007



**SOUTH ASIAN LEGAL CLINIC (ONTARIO)**

**DECEMBER 31, 2007**

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**Brian Metcalfe**

Chartered Accountant

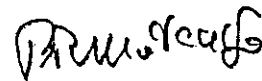
**AUDITOR'S REPORT**

**To the Directors of the South Asian Legal Clinic (Ontario):**

I have examined the balance sheet of the South Asian Legal Clinic (Ontario) as at December 31, 2007 and the statements of operations, changes in net assets and change in financial position for the year then ended. These financial statements are the responsibility of the organization's management. My responsibility is to express an opinion on these financial statements based on evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating overall financial statement presentation.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and conduct an audit to obtain reasonable assurance as to whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

In my opinion, these financial statements present fairly the financial position of the organization as at December 31, 2007 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.



**CHARTERED ACCOUNTANT**

**Toronto, Canada  
September 22, 2008**

**PO Box 704  
Tel.: (416) 486 -7333**

**Station Q  
Fax: (416) 486 -6100**

**Toronto, Ontario M4T 2N5  
E-Mail: [bmca@rogers.com](mailto:bmca@rogers.com)**

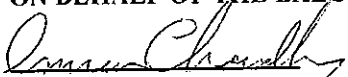
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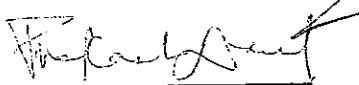
BALANCE SHEET

AS AT DECEMBER 31, 2007

	2007 \$	2006 \$
<b>ASSETS</b>		
<b>Current</b>		
Cash & short-term investments	128,612	115,903
Grants receivable	32,066	28,386
Accounts receivable	3,298	2,043
Prepaid expense	2,750	3,049
	166,726	149,381
<b>LIABILITIES</b>		
<b>Current</b>		
Accounts payable	17,063	12,004
Deferred revenue (Note 4)	138,718	125,205
	155,781	137,209
<b>ACCUMULATED SURPLUS</b>		
Accumulated surplus	10,945	12,172
	166,726	149,381
	166,726	149,381

ON BEHALF OF THE EXECUTIVE COMMITTEE:

 Position Treasurer

 Position Chair

SOUTH ASIAN LEGAL CLINIC (ONTARIO)

STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 2007

	2007 \$	2006 \$
<b>REVENUE</b>		
Grants	407,318	343,882
Interest income	1,791	1,733
Fundraising & donations	825	300
Other income	1,075	2,881
	411,009	348,796
<b>EXPENSES</b>		
Program expenses	356,168	307,946
Administrative expenses	56,068	40,710
	412,236	348,656
Excess (deficit) revenue over expenses	(1,227)	140
Accumulated surplus, beginning of the year	12,172	12,032
Accumulated surplus, end of the year	10,945	12,172

SOUTH ASIAN LEGAL CLINIC (ONTARIO)

EXPENSE SCHEDULES

FOR THE YEAR ENDED DECEMBER 31, 2007

	2007 \$	2006 \$
<b>PROGRAM EXPENSES</b>		
Salaries & benefits	307,178	248,134
Rent	26,850	24,800
Promotion	-	4,564
Other program expenses	22,140	30,448
	<u>356,168</u>	<u>307,946</u>

**ADMINISTRATIVE EXPENSES**

Board & governance	18,002	6,348
Bookkeeping	9,494	12,075
Audit & legal	1,270	3,396
Office supplies and services	27,302	18,891
	<u>56,068</u>	<u>40,710</u>

SOUTH ASIAN LEGAL CLINIC (ONTARIO)

STATEMENT OF CASH FLOWS

DECEMBER 31, 2007

	2007 \$	2006 \$
<b>Sources of funds</b>		
<b>Operations</b>		
Excess, revenue over expense	(1,227)	140
Increase (decrease) in current liabilities & deferred revenue	18,572	40,357
Decrease (increase) in current assets	(4,636)	(9,897)
<b>Cash flow from operations</b>	<b>12,709</b>	<b>30,600</b>
Net change in cash position	12,709	30,600
Cash position, start of period	115,903	85,303
<b>Cash position, end of period</b>	<b>128,612</b>	<b>115,903</b>

The cash position consists of:

Cash & short term investments	128,612	115,903
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DECEMBER 31, 2007

**Note 1: Nature of the organization**

The South Asian Legal Clinic of Ontario (The Clinic) was incorporated in Ontario on February 6, 2001 as a not-for-profit corporation without share capital.

The Clinic was established to increase access to the justice system for low-income South Asians in a culturally and linguistically sensitive manner.

**Note 2: Accounting Policies**

The corporation follows generally accepted accounting principles in its accounting and financial statement preparation

Revenue recognition: Restricted grants are recognized in revenue in the year in which the related expenses are incurred. Grants not recognized in revenue in the year received are shown on the balance sheet as deferred revenue. Unrestricted grants are recognized as revenue when received or when they become receivable.

Donated services: The Clinic derives significant benefit from the voluntary services of many members and others. Since these services are donated, not purchased, they are not recognized in these financial statements because of the difficulty of determining their fair market value.

**Note 3: Cash and short-term investments**

	<u>2007</u>	<u>2006</u>
Cash	\$	
Guaranteed Investment Certificates	126,408	113,858
	<u>2,204</u>	<u>2,045</u>
	<u>128,612</u>	<u>115,903</u>

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2007

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**Note 4: Grants and deferred grants**

Deferred revenue is grants received by the end of the fiscal year to fund project expenses that will occur in a future fiscal year.

	Grants in income	Deferred grants
Legal Aid Ontario	206,598	82,268
Trillium Foundation	18,550	56,450

**Note 5: Lease commitments**

The organization leases has no long term lease commitments.

**Note 6: Financial instruments**

There is no material difference between the book value and fair market value of the cash, term deposits, accounts receivable and accounts payable given their short-term maturities.



SOUTH ASIAN LEGAL CLINIC (ONTARIO)

FINANCIAL STATEMENTS

MARCH 31, 2008

**SOUTH ASIAN LEGAL CLINIC (ONTARIO)**

**MARCH 31, 2008**

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**Brian Metcalfe**

Chartered Accountant

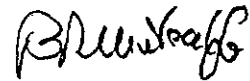
**AUDITOR'S REPORT**

To the Directors of the South Asian Legal Clinic (Ontario):

I have examined the balance sheet of the South Asian Legal Clinic (Ontario) as at March 31, 2008 and the statements of operations, changes in net assets and change in financial position for the three months then ended. These financial statements are the responsibility of the organization's management. My responsibility is to express an opinion on these financial statements based on evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating overall financial statement presentation.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and conduct an audit to obtain reasonable assurance as to whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

In my opinion, these financial statements present fairly the financial position of the organization as at March 31, 2008 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.



CHARTERED ACCOUNTANT

Toronto, Canada  
October 2, 2008

PO Box 704  
Tel.: (416) 486-7333

Station Q  
Fax: (416) 486-6100

Toronto, Ontario M4T 2N5  
E-Mail: [bmca@rogers.com](mailto:bmca@rogers.com)


SOUTH ASIAN LEGAL CLINIC (ONTARIO)

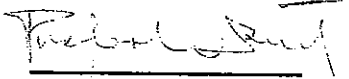
BALANCE SHEET

AS AT DECEMBER 31, 2008

	2008 \$	2007 \$
<b>ASSETS</b>		
<b>Current</b>		
Cash & short-term investments (Note 3)	176,128	128,612
Grants receivable	32,066	32,066
Accounts receivable	3,856	3,298
Prepaid expense	3,345	2,750
	215,395	166,726
<b>LIABILITIES</b>		
<b>Current</b>		
Accounts payable	13,665	17,063
Deferred revenue (Note 4)	58,733	138,718
	72,398	155,781
<b>ACCUMULATED SURPLUS</b>		
Accumulated surplus	142,997	10,945
	215,395	166,726
	215,395	166,726

ON BEHALF OF THE EXECUTIVE COMMITTEE:

 Position Treasurer

 Position Chair

## SOUTH ASIAN LEGAL CLINIC (ONTARIO)

## STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

FOR THE THREE MONTHS ENDED MARCH 31, 2008

	2008 Three months \$	2007 Twelve months \$
<b>REVENUE</b>		
Grants	219,786	407,318
Interest income	1,958	1,791
Fundraising & donations	-	825
Other income	-	1,075
	221,744	411,009
<b>EXPENSES</b>		
Program expenses	79,115	356,168
Administrative expenses	10,577	56,068
	89,692	412,236
Excess (deficit) revenue over expenses	132,052	(1,227)
Accumulated surplus, beginning of the year	10,945	12,172
Accumulated surplus, end of the year	142,997	10,945

SOUTH ASIAN LEGAL CLINIC (ONTARIO)

EXPENSE SCHEDULES

FOR THE THREE MONTHS ENDED MARCH 31, 2008

	2008 Three months \$	2007 Twelve months \$
<b>PROGRAM EXPENSES</b>		
Salaries & benefits	67,618	307,178
Rent	6,600	26,850
Other program expenses	4,897	22,140
	79,115	356,168
 <b>ADMINISTRATIVE EXPENSES</b>		
Board & governance	1,800	18,002
Bookkeeping	2,626	9,494
Audit & legal	650	1,270
Office supplies and services	5,501	27,302
	10,577	56,068

SOUTH ASIAN LEGAL CLINIC (ONTARIO)

STATEMENT OF CASH FLOWS

MARCH 31, 2008

	2008 Three months \$	2007 Twelve months \$
<b>Sources of funds</b>		
<b>Operations</b>		
Excess, revenue over expense	132,052	(1,227)
Increase (decrease) in current liabilities & deferred revenue	(83,383)	18,572
Decrease (increase) in current assets	(1,153)	(4,636)
<b>Cash flow from operations</b>	<b>47,516</b>	<b>12,709</b>
Net change in cash position	47,516	12,709
Cash position, start of period	128,612	115,903
<b>Cash position, end of period</b>	<b>176,128</b>	<b>128,612</b>
The cash position consists of:		
Cash & short term investments	176,128	128,612

SOUTH ASIAN LEGAL CLINIC (ONTARIO)

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2008

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**Note 1: Nature of the organization**

The South Asian Legal Clinic of Ontario (The Clinic) was incorporated in Ontario on February 6, 2001 as a not-for-profit corporation without share capital.

The Clinic was established to increase access to the justice system for low-income South Asians in a culturally and linguistically sensitive manner.

**Note 2: Accounting Policies**

The corporation follows generally accepted accounting principles in its accounting and financial statement preparation

Revenue recognition: Restricted grants are recognized in revenue in the year in which the related expenses are incurred. Grants not recognized in revenue in the year received are shown on the balance sheet as deferred revenue. Unrestricted grants are recognized as revenue when received or when they become receivable.

Donated services: The Clinic derives significant benefit from the voluntary services of many members and others. Since these services are donated, not purchased, they are not recognized in these financial statements because of the difficulty of determining their fair market value.

**Note 3: Cash and short-term investments**

	<u>2008</u>	<u>2007</u>
	\$	
Cash	173,909	126,408
Guaranteed Investment Certificates	<u>2,219</u>	<u>2,204</u>
	<u>176,128</u>	<u>128,612</u>



MARCH 31, 2008

**Note 4: Grants and deferred grants**

Deferred revenue is grants received by the end of the fiscal year to fund project expenses that will occur in a future fiscal year.

	Grants in income	Deferred grants
Trillium Foundation	7,717	58,733

**Note 5: Lease commitments**

The organization leases has no long term lease commitments.

**Note 6: Change of year end**

The organization has changed its fiscal year end from December 31 to March 31. As a result of this change, these financial statements cover a three month period, from January 1 to March 31, 2008. The comparative figures for 2007 cover the full year ending December 31, 2007. Readers of these financial statements must be aware of this difference when interpreting comparative balances.

**Note 6: Financial instruments**

There is no material difference between the book value and fair market value of the cash, term deposits, accounts receivable and accounts payable given their short-term maturities.

**SOUTH ASIAN LEGAL CLINIC OF ONTARIO  
BY-LAW AMENDMENT – 2**

**TWO ADDITIONS TO SECTION 2 – DEFINITIONS AND  
INTERPRETATION**

**2 DEFINITIONS AND INTERPRETATION**

**“Community member”** means any individual who is not a member of the Law Society of Upper Canada, and who works with, has an interest in, or is from the South Asian community.

**“Greater Toronto Area”** means the City of Toronto, York Region, Peel Region, Halton Region, Durham Region, and the City of Hamilton.

**SOUTH ASIAN LEGAL CLINIC OF ONTARIO  
BY-LAW AMENDMENT – 6(b)**

**OLD BY-LAW**

6 BOARD OF DIRECTORS

(a) The business of SALCO shall be managed and administered by the Board, elected by majority vote of the Members at SALCO's Annual General Meeting, or otherwise appointed in accordance with the terms of this by-law.

(b) COMPOSITION AND TERM: The Board shall consist of twelve (12) Directors.

- i) At least three (3) Directors must be members of the Law Society of Upper Canada, in good standing, and shall be elected for a term of 2 years;
- ii) Two (2) Directors shall be full-time law students, in good standing, at different law schools in Ontario and shall be elected for a term of one (1) year; and
- iii) All other Directors shall be elected for a term of two (2) years.

**PROPOSED AMENDMENT**

6 BOARD OF DIRECTORS

(a) The business of SALCO shall be managed and administered by the Board, elected by majority vote of the Members at SALCO's Annual General Meeting, or otherwise appointed in accordance with the terms of this by-law.

(b) COMPOSITION AND TERM: The Board shall consist of twelve (12) Directors.

- i) At least two (2) Directors must be members of the Law Society of Upper Canada, in good standing, and shall be elected for a term of 2 years;
- ii) At least two (2) Directors must be community members who work with, have an interest in, or are from the South Asian community in the Greater Toronto Area, and shall be elected for a term of 2 years;
- iii) At least one (1) Director shall be a full-time post-secondary student in Ontario, and shall be elected for a term of one (1) year; and
- iv) All other Directors shall be elected for a term of two (2) years.

## BY-LAW AMENDMENT – 8(b)

### OLD BY-LAW

#### 8 OFFICERS

- (b) **DUTIES OF CHAIR:** The duties of the Chair are those of the "President" as set out in the *Corporations Act*. In addition, the Chair shall:
- (i) When present, preside at all Board and Members' meetings. The Chair shall be charged with the general management and supervision of the affairs and operations of SALCO. The Chair and at least one (1) other Officer shall sign all by-laws;
  - (ii) Be the official spokesperson for releasing to the public such information as is authorized by the Board from time to time as the official policy or position of SALCO, unless otherwise designated by the Board.

### PROPOSED AMENDMENT

#### 8 OFFICERS

- (b) **DUTIES OF CHAIR:** The duties of the Chair are those of the "President" as set out in the *Corporations Act*. In addition, the Chair shall:
- (i) When present, preside at all Board and Members' meetings;
  - (ii) Oversee the management of the affairs and operations of SALCO;
  - (iii) Together with at least one (1) other Officer, sign all by-laws;
  - (iv) In the event that there is no Executive Director on staff, or as otherwise designated by the Board, be the official spokesperson for SALCO; and
  - (v) Perform any other duties requested by the Board.

## BY-LAW AMENDMENT – 8(c)

### OLD BY-LAW

#### 8 OFFICERS

- c) **DUTIES OF SECRETARY:** The duties of the Secretary are those as set out in the *Corporations Act*. In addition, the Secretary shall
- (i) Be responsible for the maintenance of the current and historical membership lists, as described in section 5(f) of this by-law;
  - (ii) Be responsible generally for the drafting of all corporate correspondence and literature at the direction of the Board;
  - (iii) Provide notification of meetings to Board Members;
  - (iv) Present all relevant correspondence addressed to SALCO and received by the Secretary at the next meeting of the Board;
  - (v) Be responsible for minutes of each Board and Members' meeting and for presenting them at the following Board or Members' meeting for approval; and
  - (vi) Be responsible for the maintenance and safe custody of all corporate books, minute books, and records at the Head Office and release no information from these books and records except as authorized by the Board or as required by law.

### PROPOSED AMENDMENT

#### 8 OFFICERS

- c) **DUTIES OF SECRETARY:** The duties of the Secretary are those as set out in the *Corporations Act*. In addition, the Secretary shall
- (i) Oversee the maintenance of the current and historical membership lists, as described in section 5(f) of this by-law;
  - (ii) Be responsible for recording minutes of each Board and Members' meeting and for presenting them at the following Board or Members' meeting for approval;
  - (iii) Oversee the maintenance and safe custody of all corporate books, minute books, and records at the Head Office and release no information from these books and records except as authorized by the Board or as required by law;
  - (iv) Oversee the maintenance and safe custody of all other relevant documents presented by Board Members; and
  - (v) Perform any other duties as requested by the Board.

**BY-LAW AMENDMENT – 8(d)**

**OLD BY-LAW**

8 **OFFICERS**

d) **DUTIES OF TREASURER:** The Treasurer shall:

- (i) Be responsible for all general financial accounting of SALCO, including the maintenance and safe custody of accurate book of records of all accounts and receivables of SALCO, including its bank records;
- (ii) Be responsible for depositing all moneys or other valuable effects to the credit of SALCO in such bank as designated by the Board;
- (iii) Be responsible for making timely payments, from SALCO’s available funds, of all accounts, salaries, disbursements, professional dues, all municipal, provincial and federal payments and remittances required by law, and any such other payment as directed by the Board;
- (iv) Prepare financial estimates for inclusion in any submission by SALCO for funding;
- (v) Coordinate the preparation of reports to the Board on the status of SALCO’s finances, annual auditor’s reports, and any other reports required by SALCO’s funding agencies, partners, or sponsors; and
- (vi) Inform, disclose, and report to the Board, concerning all financial matters in a timely and transparent manner.

**PROPOSED AMENDMENT**

8 **OFFICERS**

d) **DUTIES OF TREASURER:** The Treasurer shall:

- (i) Carry out the responsibilities of a member of the Board of Directors;
- (ii) Assist in the preparation of the budget;
- (iii) Monitor the budget;
- (iv) Ensure the Board's financial policies are being followed;
- (v) Inform, disclose, and report to the Board, concerning all financial matters in a timely and transparent manner;
- (vi) Prepare any required financial reporting forms;
- (vii) Maintain all bank accounts;
- (viii) Oversee all financial transactions; and
- (ix) Perform any other duties as requested by the Board.

**BY-LAW AMENDMENT – 12(h)**

**OLD BY-LAW**

12 ANNUAL AND GENERAL MEETINGS OF MEMBERS

(h) QUORUM AT MEMBERS' MEETING: A quorum for a Members' meeting, and for the transaction of any business at such meeting, shall be at least three (3) Directors and ten percent (10%) of the Members present at the meeting.

**PROPOSED AMENDMENT**

12 ANNUAL AND GENERAL MEETINGS OF MEMBERS

(h) QUORUM AT MEMBERS' MEETING: A quorum for a Members' meeting, and for the transaction of any business at such meeting, shall be at least three (3) Directors and 5 members who are not staff or directors of the corporation.

## NOMINATIONS SLATE 2008

This year's slate of nominees includes individuals who are replacing Board Members who left in the middle of their terms and board members who have completed their terms on the SALCO Board.

**Raj Dhir (re-election for 2008-2010 term):** Raj Dhir has been a supporter of SALCO since its early days as a project-based initiative, where he recognized the growing need for access to justice and legal assistance for low income South Asians. Raj has a strong background in human rights in Ontario and has worked as counsel at the Ontario Human Rights Commission. Raj has also served on the SALCO board with enthusiasm and dedication, and was involved in the push for permanent funding for SALCO with Legal Aid Ontario.

**Vijay Agnew (new - election for the 2008-2010 term):** Vijay Agnew is a well known academic who writes on immigrant women, particularly on how race, gender, and class intersects in their lives and oppresses them. In 1975, Vijay became active in immigrant lives by joining the work, which was then at a fledgling stage of the "Indian Immigrant Aid Service." Since then her activism has taken two forms: (a) research and writing, and (b) volunteer work with community based organizations. Vijay has volunteered with a number of organizations including South Asian Family Support Services, North York Women's Shelter, and Working Skills Center. She brings a strong desire and interest in helping low-income South Asian women throughout Ontario.

**Harmolk Brar (new - election for the 2008-2010 term):** Harmolk Brar was born and raised in Canada by South Asian immigrant parents and has a strong desire to give back to the South Asian community. Harmolk graduated with a major in both Accounting and International Business. One of the responsibilities of the SALCO Board of Directors is overseeing the financial management of the organization. From a professional perspective, Harmolk's background in Commerce and his professional experiences thus far will assist the Board with that objective.

**Farrah Khan (new – election for the 2007-2009 term – replacing board member who left in middle of term):** Farrah Kahn is a South Asian social worker (M.S.W.), and is passionate about access to justice for marginalized communities such as low income South Asians in Toronto. As a social worker for over six years, Farrah has worked with South Asians who have needed access to legal services concerning immigration, domestic violence, human rights and police complaints/hate crimes. Farrah was also actively involved in SALCO's Forced Marriage symposium that took place in June 2008 as a volunteer workshop presenter. Most recently, Farrah used her skills to coordinate a Muslim young women's organization, Our Collective Dreams.



**Jacqueline Batista (new – election for the 2007-2009 term – replacing board member who left in middle of term):** Jacqueline Batista holds a Masters in Social Work from the University of Toronto. Jacqueline is currently employed as a social worker at Bridgepoint Hospital, where she works with marginalized people as they navigate through the health care system. Through this work Jacqueline has had exposure to low income South Asians and the problems that they face. After many years of working directly with the general public in the health care system, Jacqueline has developed a keen interest in policy, organizational management and program evaluation, particularly for the low income community.

**Neil Puddicombe (new – election for the 2007-2009 term – replacing board member who left in middle of term):** Neil Puddicombe is a first generation immigrant of South Asian descent. Neil's family arrived in Parkdale nearly forty years ago with no support services to help them deal with the myriad of legal, economic and cultural challenges that come with living in a new country. With an interest in ensuring that newcomer South Asians have more support services to settle in Toronto, Neil has involved himself in doing legal aid work, including working at a legal aid clinic. Neil believes that access to justice is critical for low-income South Asians.

**Phil Pothen (new student member – election for the 2008-2009 term):** Phil Pothen is law student at Osgoode Hall Law School. As the child of immigrant South Asian parents, Phil has a visceral understanding of the legal challenges faced by South Asian Canadians. During his time as a law student Phil volunteered at Parkdale Community Legal Services, a student-based legal aid clinic. At Parkdale, Phil participated in various poverty law initiatives including the Tibetan Working Group where he worked collaboratively to create a new "Mini-clinic" serving the neighborhood's significant Tibetan community. Phil has also volunteered his time generously to other organizations including a position as governing Councilor of the Ontario Association of Landscape Architects.

**Neha Chugh (new student member – election for the 2008-2009 term):** Neha Chugh is a social worker turned law student, who is currently studying at Osgoode Hall Law School. Neha is passionate about social and community issues. Neha's background includes community outreach in Ottawa, Ontario and the collection of community data for municipalities in Ottawa. Neha is also the current Program Coordinator for Pro Bono Students Canada, which links post-secondary students with pro bono opportunities throughout the Greater Toronto Area.