

## **DHRLife BY-LAWS**

### **Preamble:**

- DHRLife BY-LAWS aims to clarify the functioning of DHRLife in line with the objectives set out in the statutes. The regulations govern meetings that are held quarterly on dates determined by the national office.
- The BY-LAWS shall be provided to all members of the national office as well as to each representative of partner associations.
- The BY-LAWS shall also be made available on the membership portal of each partner association.
- The DHRLife scheme aims to relieve the financial burden on the bereaved families of its deceased members.

### **ARTICLE 1: Name**

The organization is officially registered in the Province of Quebec under the name DIASPORA VIE. DIASPORA LIFE-DIASPORA HOME RETURN is the English translation with the acronym DHR. **The operational name of the organization shall be DHRLife.**

### **ARTICLE 2: Objectives**

- The main objective of DHRLife is to assemble members of the community within partner associations in their respective regions in Canada without distinction of race, tribe, gender, sexual orientation or religion to assist with funeral cost and facilitate the journey of deceased members to their final resting place.
- The scheme also aims to provide a social networking platform through which members can share ideas, assist each other and also buy goods and services at discounted rates.

### **ARTICLE 3: Membership of DHRLife**

#### **3.1 : Membership Conditions**

- Membership to the DHRLife scheme is voluntary.
- Associations, groups and families with at least ten people can register as partner associations.
- Partner associations must pay a one-time registration fee of \$50.
- Partner Associations must be based in Canada and must have a Canadian address.
- Any partner association that adheres to DHRLife, automatically accepts its Statute and BYLAWS and undertakes to respect them scrupulously.
- An individual can only become a member by subscribing under a partner association.
- Members must provide full names and date of birth as they appear on official documents at the time of subscription.
- An individual becomes a member of DHRLife as soon as a registration number is assigned and published.
- No member can have two registration numbers. It is the responsibility of each partner association to ensure that its members do not have double registration.
- A member can transfer his/her membership from one partner association to another at no cost.
- Partner associations are responsible for managing and updating their members list and information in their membership portal.

- The DHRLife will not accept changes (withdrawals) from the lists after the announcement of death of a member. However, additions will be allowed.

### **3.2: Types of Membership**

DHRLife has three types of membership;

#### **3.2.1: Regular member**

- Regular membership is open to people with primary residential address in Canada and Canadian citizens.
- Their principal address must be in Canada and they must belong to a partner association to subscribe to DHRLife.
- Upon registration, regular members will have a 30 days probation period. Their membership status is inactive and they do not make any contributions nor are covered during the probation period.
- Their membership status becomes active and they will begin to make contributions after the probation period.
- When the membership status becomes active, they are covered if they die anywhere in the world.
- Once a regular member opts to become inactive, the probation period kicks in again upon re-activation.

#### **3.2.2: Visitor Member**

- Visitor membership is open to people who are on a temporal stay in Canada and have their primary residential address outside Canada.
- A visitor member status becomes active and they are covered immediately upon registration.
- They will contribute to deaths during the duration of their active status and are only covered if they die within Canada.
- Their membership terminates at the end of their stay in Canada and it is the responsibility of the partner association to change their status to inactive.
- Their membership status can be change to active if they return to Canada and they will make contributions to deaths and be covered if they die in Canada.

#### **3.2.3: Parent Membership**

- Parent membership is open to biological parents of active regular members.
- This membership is only open to biological parents who are based in or visiting Canada and USA.
- Upon registration, parent members will have a three (3) months probation period. Their membership status is inactive and they do not make any contributions nor are covered during the probation period.
- When the membership status becomes active, they will make contributions and are covered if they die in Canada or USA.
- It is the responsibility of the partner association to change their status to inactive once the parent leaves the stipulated geographical region.
- Their membership status must be changed to active upon return to be eligible for benefits.

### **3.3: Termination of Membership**

Membership to the DHRLife scheme can be terminated by:

- The death of a member.
- Any partner association wishing to withdraw voluntarily from DHRLife must do so explicitly through a letter of notification to the Board of directors of DHRLife explaining their intention of withdrawal of membership.
- Partner associations who have benefited from the scheme may not cancel within one year of benefiting. If such an association owes any debt or dues, membership can only be re-instated upon payment of all the arrears of contributions plus 50% penalty.
- DHRLife reserves the right to exclude any member of a partner association whose actions tend to breach any of the article(s) herein.

### **ARTICLE 4: Organization**

The organization will comprise the national office and the general assembly

#### **4.1: National Office:**

The national office is made up of Board of directors and the Executive Committee.

##### **4.1.1: Board of Directors:**

1. Made up of representatives from all represented provinces and Territories in Canada.
2. The Board will be led by the Board Chair, Vice chair, and Secretary General

##### **4.1.2: The Executive Committee:**

The Executive committee shall be made up of.

1. President.
  2. Vice president in charge of communication.
  3. Vice president in charge of Operation.
  4. Vice president in charge of Finance.
  5. Vice president in charge of Membership.
  6. Provincial/territorial liaison officer.
- The members of the board are elected for a term of (5) years renewable once by an absolute majority of 2/3 the general assembly.
  - The Duties of the national office will be defined in the statutes of DHRLife.

#### **4.2: General Assembly**

The General Assembly will be held every year at the invitation of the Chairman of the Board of Directors

- Representatives from all partner associations shall make up the general assembly.
- The location of the meeting will be determined by the BOD on a rotation basis.

- The members of the national office, and the guests (if possible) shall be authorized to participate in the GA meetings.

The meetings shall be convened by the Chairman of the BOD through the following channels:

- Email
- Telephone calls
- Social media correspondence

#### **ARTICLE 5: Extraordinary General Meeting**

In accordance with the statute, the Executive Committee shall concert within 48 hours after the Notification of the death of a member.

An extraordinary executive meeting is called to validate, announce, co-ordinate collection and disbursement of funds.

#### **ARTICLE 6: Fraud**

The following shall be considered fraud:

- Registration of a regular member whose principal address is not in Canada.
- Creation or attempt to create duplicate registration.
- Changing of membership details (Name, date of birth) after registration without approval of Board of directors.
- Falsification of documents of any kind.
- False statements given during registration or afterwards.

DHRLife board of directors will be responsible for investigating any fraudulent activity in accordance with the statutes and bylaws. After investigation, sanctions will be applied accordingly and may result to suspension and/or termination of membership.

#### **ARTICLE 7: Documents to be provided in the event of the Death of a Member**

##### **7.1: In the event of the death of a regular member on Canadian territory**

For a member of DHRLife who dies on Canadian territory, the family/partner association under which the deceased is registered must provide the following supporting documents to the BOD:

- Death certificate and/or any certification of death.
- Photo.
- Proof of registration;

and two of the following

- Proof of Canadian primary address.
- Permanent Resident Card or proof of Canadian citizenship.
- Canadian drivers licence.

##### **7.2: In the event of the death of a Regular Member outside of Canadian territory.**

For a regular member of DHRLife who dies outside of Canadian territory, the partner association in collaboration with the family of the deceased must provide the following supporting documents:

- Death certificate and/or any certification of death.
- Photo.
- Proof of registration.

And two of the following.

- Identities (copy of any of the following driving license, residence card or passport).
  - Social Insurance Number (SIN).
  - Air ticket.
  - Pay stub or Equivalent.
  - Copy Notice of Federal Income Declaration
- P/S one of the documents must show proof of Canadian Residence.

### **7.3: In the event of the death of a Visitor Member on Canadian territory**

- Death certificate and/or any certification of death.
- Photo.
- Proof of registration.
- Relevant Passport Pages.

### **7.4: In the event of the death of a Parent Member**

- Death certificate and/or any certification of death.
- Proof of registration.
- Proof of relationship to DHRLife active regular member.
- Photo.

The board of directors might request additional documents during the death validation process. DHRLife is not responsible for administrative formalities for a deceased member. This task is the responsibility of the family and/or the partner association.

## **ARTICLE 8: Contributions.**

### **8.1: Benefit Amount**

The amount to be paid to the bereaved family by DHRLife in the event of the death of a member is sixteen thousand dollars (\$ 16,000.00). The payment will be made by check directly to the next of kin/family of the deceased member. In case where the payment cannot be made by check, the Board of directors of DHRLife will determine a viable method of payment.

### **8.2: Member individual Quota**

The benefit amount will be divided by the total number of DHRLife members to determine the individual member quota. The contribution of each partner association will depend on their total member count.

- The DHRLife BOD must receive all contributions from partner associations within three (3) days after the official call for contributions. The official death announcement shall be made when the death has been validated by the Board of directors.
- In the event of withdrawal or non-compliance of a partner association, its contribution amount is divided equitably and paid for by the DHRLife members in order to make up the deficit. This action precedes all legal procedures to be undertaken.

### **8.3: Admin Fee**

The individual member contribution will include an admin fee, which will be determined by the Board of directors. The admin fee will serve as the management fee for DHRLife.

NB: Any partner association that does not honour its commitments after the third (3<sup>rd</sup>) working day, which corresponds to the deadline has a late fee of \$50 per day for five days. A partner association that has accumulated \$250 penalty at the end of an unfulfilled contribution, the board meets and decides on the disciplinary measures to be applied.

## **ARTICLE 9: Audit**

### **9.1: Objectives of Audit**

- To oversee the financial reporting disclosure processes.
- To monitor the documentation authenticity so as to facilitate the smooth running of our internal processes.
- To monitor and update the organization's system of internal control and compliance in accordance with the laws and regulations of DHRLife.
- To work with independent external auditor to facilitate disclosure of source documents when required.
- To interact with national office to monitor and propagate ethics and compliance.

### **9.2: Frequency of Audit**

The audit committee will meet every quarter to discuss, improve, facilitate and make proposals and recommendations to the BOD to improve processes and internal controls.

## **ARTICLE 10: Amendment of the Bylaws**

- The BYLAWS are established by the Board of Directors and submitted to the General Assembly for approval.
- The bylaws may be amended when necessary and in accordance with the statute, the General Assembly must approve any amendment to the ByLaws.
- Final resolutions on such amendments shall be decided by a two-thirds majority of the general assembly.