

CONSTITUTION

OF



XPRT CHARITY

Uniting Compassion • Transforming Lives

2024

Laval, QC



Article I: Character of the organization

1.1 XPRT Charity is an independent organization based in Laval, QC.

Article II: Legal Personality

2.1 XPRT Charity acts under its own constitution with all the rights and obligation of a corporate body with legal personality.

Article III: Head Quarters

3.1 Unless otherwise decided by the board of directors, XPRT Charity's head quarters is in Laval, Quebec, Canada

Article IV: General Objective

4.1 The general objective of XPRT Charity is to inspire, encourage, facilitate and promote at all kinds of humanitarian help activities with a view of preventing and reducing human suffering.

4.2 XPRT Charity will help disadvantaged member of society stand on their feet by teaching & training them to grow in society to help them to stand on their feet.

4.3 XPRT Charity has the goal to bring relief by all available means to all resident of society for food security.

4.4 Elevate those who are in desperate need in terms of giving them consultation services to help them find financial security.

4.5 Encourage volunteerism to help empower the society in their difficult times.

Article V: Compliance

5.1 XPRT Charity will comply with local and national law & regulation and must conduct all its activity within its limitation of the law.

Article VI: Administration

6.1 The governing board shall be composed by the following.

- Chairman
- Director of Finance
- Director of Marketing
- Director of Programs
- Director of IT

6.2 The governing body will be meeting once a month to discuss the programs and direction of the organization.



XPRT CHARITY

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6.3 The quorum to have in the board of director meeting shall be 50% and more, if this quorum is not met, another meeting shall be rescheduled immediately.

6.4 Board of Directors should not miss more than 3 consecutive meetings without valid reason. In the case of a board member being absent more than 3 consecutive times in the meetings without valid reason. The member shall be requested to resign from his position or it will be taken away.

Article VII: Media

7.1 All directors shall be allowed to represent XPRT Charity in any media outlet.

7.2 All official communications sent to media agency must be approved by the president or communication director in writing.

Article VIII: Genders Equality

8.1 All genders have equal chance and opportunity at XPRT Charity

8.2 All genders have equal right and responsibility toward the success of the objective of XPRT Charity

8.3 All genders have equal voting power in XPRT Charity

Article IX: Harassment, Discrimination & Racism

9.1 All types of harassments are subject to immediate dismissal from any position in XPRT Charity

9.2 XPRT Charity has the right and responsibility to report all harassment to the legal authority if applicable.

9.3 XPRT Charity shall treat all its board, volunteers equally. No preference will be tolerated based on race, color, ethnic, social, gender and any other demographical background.

Article X: Right & Responsibility of XPRT Charity toward the public

10.1 XPRT Charity has the right to refuse providing help if minimum requirements are not met by the client depending on different programs.

10.2 XPRT Charity has the right to refuse providing help if the client has misrepresented in the application.

10.3 All requirements of all programs is subject to public information and must be accessible to everyone.

10.4 XPRT Charity has the responsibility to be respectful to its clients.

10.5 XPRT Charity has no right to provide help depending on race, religion, ethnicity or any demographical, social, gender background.



XPRT CHARITY

Uniting Compassion • Transforming Lives

10.6 XPRT Charity shall not assist any political movement.

Article XI: Right & Responsibility of XPRT Charity client

11.1 It is the client responsibility to provide all accurate information to XPRT Charity depending on the requirement of the program that they are applying.

11.2 All clients must be respectful towards XPRT Charity staff & volunteer. Verbal & physical abuse will not be tolerated.

11.3 Clients has the right to complain & report any problem directly to the President of XPRT Charity

Article XII: Confidentiality

12.1 All meeting of the governing body should be subject to confidentiality. The president and all directors are not allowed to discuss the content and discussion of the meeting in public or anyone other than the president and other directors.

12.2 All data and information of staff, volunteer and client must be kept confidential, and access of this information must be authorized by concerned staff and volunteer of XPRT Charity by the written approval of the president.

12.3 The president, directors' staff and volunteer shall sign the confidentiality agreement before joining the XPRT Charity team.

Article XIII: Right & Responsibility of XPRT Charity towards the public & donor

13.1 All activity of XPRT Charity must be done in transparency.

13.2 XPRT Charity has the responsibility to make their financial situation to the public and donor.

13.3 XPRT Charity has the responsibility to respect the donation of each donor in the respective programs that they have donated and provide regular updates on the expenditure of each program. If XPRT Charity is in need to use the donation in another program, XPRT Charity should seek written permission of donor to switch the donation to another program.

13.4 XPRT Charity has the responsibility to provide clean objective of each program to the public and donors.

Article XIV: Payroll

14.1 XPRT Charity governing body shall not be subject to any payroll at any given moment.

14.2 XPRT Charity governing body shall not be applicable to any paid position within 1 year after they have either left or being dismissed from the governing body.

Article XV: Expenses

15.1 The expenses should be made available to the public on quarterly bases.



15.2 XPRT Chairty shall receive minimum 3 quotes and the board would decide on which option to pick.

15.3 Before doing an expense over \$1000 a process should be followed:

1. The board must identify the need and importance.
2. XPRT Charity should make sure to collect 3 quotes from the vendors.
3. XPRT Charity should make sure that it is within the budget
4. The board meet and discuss on the quotations received and decide which vendor to select.

15.4 Once the process mentioned in **Article XV: 15.3**. XPRT Charity should make the expense and submitted to the Finance Director

15.5 There shall be no advance for any expense, except with the written consent of the President and Finance Director.