

CONSTITUTION

Article I: Campus Group Name

Full Name: Sikh Students' Association

Abbreviation: SSA UTM

Article II: Purpose

The purpose of the Sikh Students' Association is to promote and raise awareness about Sikhi; represent Sikh students at UTM to create a sense of community on campus. This is achieved through educational discussion groups, religious and language classes, fitness challenges, kirtans, and Q/A sessions with guest speakers.

SSA strives to raise the spiritual and political awareness of the Sikh faith among students at UTM. We provide a medium for Sikh and non-Sikh students to share and discuss about religion and spirituality.

Article III: Membership

Membership is open to all students at the University of Toronto. Community members and alumni may also join as general members.

There is no fee to be a member of SSA UTM.

Article IV: Executives and Responsibilities

Co-President(s): The Co-Presidents are responsible for directing the team and organizing events throughout the year, as well as acquiring knowledge of other campus clubs and opportunities for collaboration. They are the primary contacts for the club.

VP External(s): The VP External is responsible for external communications with other clubs/academic societies and off-campus organizations.

VP Internal(s): The VP Internal is responsible for internal communications with the group members and UTMSU, and attending to internal emails.

Events Director(s): The Events Director is responsible for planning and executing events by ideating, connecting with organizations, and booking rooms.

Recruitment Director(s): The Recruitment Director is responsible for reaching out to members and the general student population to inform about getting involved with the events and other opportunities.

Marketing Director(s): The Marketing Director is responsible for designing posters and promoting events; handling the social media accounts, and distributing promotional material for all events of the club.

Finance Director: The Finance Director is responsible for handling financial resources and cash flow, keep records of receipts, finances and spending. The financial director is responsible for submitting the bi-annual audit report to UTMSU.

Article V: Meetings

Executive meetings will be conducted on a monthly basis (at minimum) to discuss goals, accomplishments, and budgets for the events planned.

General meetings with both executives and general members will be conducted at the beginning of each term - Fall and Winter.

Article VI: Elections

SSA will follow the UTMSU Election Procedures, including the procedure of nomination, majority vote and eligibility of vote to appoint executives.

The procedure of nomination entails filling out a written application that is created and evaluated by the Chief Returning Officer (CRO) or Senior Elections Officer (SEO) in April, after which the candidate will receive a nomination package and attend a mandatory all candidates meeting prior to the Campaign period.

The 'majority vote' is bestowed to the candidate that garners the greatest percentage of votes out of all the candidates running for a given position. For those positions that require two individuals, the position is awarded to the two candidates who have garnered the most votes out of all the candidates running for that position. Thus, the 'majority vote' may or may not be greater than 50% of the votes.

All registered University of Toronto Mississauga (UTM) students are eligible to vote.

The CRO/SEO is responsible for the entire elections process, namely:

- a) ensuring membership is aware of the elections and voting days, etc.
- b) explaining the election process to candidates
- c) hosting an all candidates' meeting
- d) setting up voting platforms
- e) keeping track of all election material to ensure it is accessible
- f) monitoring all campaigns to ensure they do not breach community guidelines

The elected executives may also create additional positions over the summer and in September in an effort to encourage first-year student involvement. These positions will require applicants to fill out a written application which will be evaluated by the President(s).

Article VII: Removal from Office

Removal from office can occur after the President(s) ha(s/ve) issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them.

Offences that may constitute issuing such a warning may include, but are not limited to:

Failure to attend two (2) meetings in a row, without prior notice and/or proper reason.
Failure to complete two (2) assigned tasks by the agreed-upon deadline, without prior notice and/or proper reason.
Failure to uphold a proper code of conduct, which may translate into disrespecting fellow members of the group, using vulgar or hateful language, etc.

After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The results of the vote should be two-thirds of the executives in favour of removal.

Article VIII: Finances

Group funds and fees are restricted to the purposes of SSA UTM's events, fundraisers, other projects, and affiliates. The President(s) and/or Finance Director oversee all financial matters of the group and make final decisions regarding its spending.

The Finance Director is responsible for tracking budgets, maintaining the group bank account (e.g., monitoring spending, making reimbursements, etc.), and submitting financial reports and audits.

Article VIII: Amendments to the Constitution

The constitution of a club must be subject to an amendment procedure that prevents arbitrary alterations to it. Amendments may be made through a vote held within the executive team. The results of the vote should be two-thirds of the executives in favour of the given amendment.