



CONSTITUTION OF 'THE PUNJABI STUDENTS ASSOCIATION'

1. Article One: Name and purpose

1. The name of the student group is 'The Punjabi Students Association'.
2. The acronym or abbreviation of the group is 'TPSA'.
3. The purpose, objective, mission and/or mandate of the organisation is to promote the Punjabi culture and the Punjabi language and create awareness about the shared traditions cutting across geographical boundaries.

2. Article Two: Membership and Membership Fee

1. The group shall maintain a list of group members.
2. Voting membership is open only to registered students of the University of Toronto.
3. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
4. The membership fees shall be determined by the outgoing and incoming senior executive team of the year which consists of advisor/s, president/s and vice president/s.

3. Article Three: Rights and Duties of Members

1. The members have the right:
 1. To participate in exclusive events catered towards members and in events catered towards all the University of Toronto students, staff, faculty and alumni.
 2. Communicate, discuss and explore ideas while respecting, acknowledging and considering the objective/aim/mission/mandate of the organisation.

3. The right to distribute/circulate the material published by the organisation, in a responsible way.
4. Every member has the right to request for a refund of their membership fees within one month of the membership.

4. Article Four: The Executive Committee

1. Composition

1. The Executive Committee must consist of an Advisor, a President, a Vice President, three Directors and two associates.
2. The executive positions collectively will form the Executive Team that acts as the primary steward of the organisation.

2. The President

1. The president is the sole official spokesperson of the organisation
2. Is responsible for providing directions to the executive committee in accordance with the constitution and the purpose, objective, mission and/or mandate of TPSA.
3. Hold signing and financial authority along with the Treasurer.
4. Preside over meetings of the Executive Committee and/or members.
5. Recruit incoming executive committee and ensure a transition of office from one year to the next
6. Be eligible to cast votes at meetings of the Executive Committee.
7. The tenure of a President is May 1 to April 30 of the next year.

3. The Vice President

1. Is responsible for planning and organising workshops, events and boothing for TPSA along with the President
2. Assume duties of the President in their absence.
3. Ensure activities of the club comply with policies of the University of Toronto.
4. Coordinate organisational recruitment efforts.
5. The tenure of the Vice President is May 1 to April 30 of the next year.

4. The Directors

1. Be eligible to cast votes at meetings of the Executive Committee.
2. Maintain a list of group members.
3. Maintain the group website and member contact list.
4. Record notes and motions for meetings.
5. Notify all members of general meetings.

6. Assist in organising events, workshops and boothing of TPSA as guided by the President and the Vice President.
 7. The tenure of the Directors is May 1 to April 30 of the next year.
5. The Associates
1. Be eligible to cast votes at meetings of the Executive Committee.
 2. Work closely with the assigned directors to learn and understand the working of TPSA
 3. The tenure of the Associates is January 1 to April 30 of the same year.
6. Selection
1. Only a person who is passionate or has knowledge about the Punjabi language and the culture and has served as an executive member in TPSA in one academic year can be a President.
 2. The president, Vice President, Directors shall not be on a co-op work term with an exception of one (1) academic semester.
 3. The process of selection for the next president shall begin in the third week of January every year and the incoming president must be finalised by the third week of February by the outgoing President and the Advisor.
 4. The process of selection of Vice President shall precede in the third week of February when the incoming President is known, by the outgoing President, outgoing Vice President, outgoing Advisor and the incoming President.
 5. The selection of the incoming directors shall be made by the incoming and outgoing vice President in the second week of March.
 6. The selection of the incoming associates shall be made by the current Directors starting in the last week of October.
7. Executive Team Meetings
1. The President shall host at least one executive meeting every month.
 2. The president is responsible for formulating the agenda and moderating the meeting.
 3. The vice President shall take the charge of following up with the directors and associates after the meeting if the meeting calls for an action.

5. Article Five: Finances

1. The budget should be prepared by the President and the Vice President under the guidance of the Advisor.
2. The record of finances shall be maintained by the Vice President.
3. The fiscal year shall be from May 1 to April 30 of the next calendar year
4. For a cheque to be considered valid and signed by TPSA it must have the signatures of the President and the Vice president

6. Article Six: Transition

1. The outgoing senior executive committee is responsible to hold a meeting with the incoming senior executive committee and share every information/document which may help them in managing the operations of the organisation.
2. The outgoing president shall assume the role of advisor for the incoming committee succeeding his term.

7. Article Seven: Emergency Power

1. Emergency powers may only be practised in extenuating circumstances
2. Extenuating circumstances are described as instances which hamper the regular/immediate working of the organisation including circumstances but not limited to unexpected cancellations, executive vacancies and/or lack of response from members/executives.
3. Emergency powers include the right of the executives to act without the direction of the Senior Executive Committee members only during extenuating circumstances.

8. Article Eight: Removal of Executives and Members

1. The process for removing a member or executive may be initiated when the Senior Executive Committee investigate a complaint that determines:
 1. A member or executive has engaged in unlawful actions or activities.
 2. A member or executive has violated the constitution.
 3. A member or executive has violated University of Toronto policies, procedures, or guidelines.
 4. A member or executive has violated the rights of a fellow member.
 5. A member or executive has not fulfilled their organisational responsibilities exceeding three anomalies in a continuous pattern.

6. Other criteria deemed to be appropriate by the Senior Executive Committee in consultation with and approved by a majority of the Executive Team.
2. Removal can also proceed in circumstances of:
 1. A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive and is approved by $\frac{2}{3}$ members of the Senior Executive Committee.
3. Removal will occur in the following stages:
 1. STAGE 1: If any member/executive's behaviour constitutes grounds for removal from the organisation as mentioned in section 8.1 and 8.2, a verbal and written warning is provided to the member/executive by the President or by the member delegated by the president for the purpose. Time period to reply to the written notice is 5 business days
 2. STAGE 2: If the warned executive/member does not show signs of improvement, repeat the activities mentioned in section 8.1 and 8.2, then the member/executive will be informed in writing clearly stating the reasons leading for removal.

9. Article Nine: Precedence of University Policies

1. TPSA will abide by all University of Toronto policies, procedures, and guidelines.
2. In case of conflict between the University's policies, procedures, and guidelines with those of TPSA, the University's policies, procedures, and guidelines will take precedence.

10. Article Ten: Amendments

1. The constitution can not be amended without the approval of $\frac{2}{3}$ majority of the Senior Executive Committee.
2. Amendments to the constitution shall take effect only once the revised constitution has been approved by the Division of Student Life at the University of Toronto.