

ERINDALE PUNJABI ASSOCIATION CONSTITUTION

ARTICLE I: Name

1.1 The club's official name will be "Erindale Punjabi Association" also referred to hereinafter as the EPA.

ARTICLE II: Mandate

2.1 The EPA's mandate is:

2.1.1 To preserve and increase awareness of Punjabi heritage and Diversity through the ideal of social awareness, cultural awareness and community service.

2.1.2 To represent all the Punjabi speaking students at UTM and the greater community, while bringing them together.

2.1.3 To provide support and services for new students.

2.1.4 To promote active participation of all members in the general activities of EPA.

2.1.5 To serve as an alliance between the respective Punjabi Associations (PA) those are a part of the Ontario Punjabi Association also referred to hereinafter as the OPA.

ARTICLE III: Membership

3.1 Membership at Erindale is open to everyone that is registered as either a full-time or part-time student.

3.2 Membership is also opened to all staff, faculty and alumni; however, they do not have voting rights and cannot run for office.

ARTICLE IV: Executive Committee

4.1 The Executive Committee (EC) shall administer EPA and oversee its events.

4.2 The EC is composed of the following portfolios:

4.2.1 President(s)

4.2.1.1 Responsible for the overall direction of the organization, be responsible for developing healthy relations with student and community organizations, promoting the image of EPA, establishing EC meetings and general meetings throughout the year.

4.2.1.2 Have signing authority for cheques and banking.

4.2.1.3 Responsible for money that comes through the event and responsible for the last say.

4.2.2 Vice-Presidents(s)

4.2.2.1 Responsible for assisting co-ordination with events. Delegate tasks between teams (if and when executive council is split up for events) acting as leaders and to represent the organization when the presidents are not present.

4.2.2.2 Booking of rooms and keeping an agenda of meetings, keeping general members updated with e-mails of upcoming events and also informing the EC of upcoming meetings and handing out tasks referred by the president(s)

4.2.3 Financial Director

4.2.3.1 Responsible for finances of the club with reports made up for each event held, also before any finances are approved for the event it must be signed by one of the presidents, and is responsible for any money that comes through the event

4.2.3.2 Responsible for the biannual UTMSU Audit

4.2.4 VP External

4.2.4.1 Represent EPA at clubs and volunteer fairs both on campus and in the community

4.2.4.2 Utilize a variety of platforms for recruitment including communications with clubs, social media, communications with departments/professors and email correspondence

4.2.5 Events Co-Ordinator

4.2.5.1 To help with the major aspects in organizing any event with safety forms, event approval from UTMSU, delegating tasks among executive members and anything else that may come up during the events

4.2.6 Bhangra Instructor/Coordinator

4.2.6.1 Responsible for the bhangra (dance) team. This includes the organizing of tryouts, team practices and co-ordinations for NACS team with other UofT campuses

4.2.6.2 Construct routines for all performances

4.2.7 Marketing Director/Social Media Representative

4.2.7.1 Responsible for maintaining the website and keeping it updated with events and information for general members as well as assisting with e-mailing our general members and keeping a professional attitude when updating the site with information for members

4.2.7.2 Keeping social media up to date with events, fundraisers, raising awareness of events. Responsible for public outreach and using all social media outlets to appeal to future members/dancers and event attendees

4.2.8 Fundraising Coordinator

4.2.8.1 Coordinate various large and small-scale fundraising events for EPA throughout the year. Coordinate with event coordinators and other members of the club to assist/volunteer with events

4.2.8.2 Work with Graphic Designer and members to prepare flyers and posters for fundraising events

4.2.9 Creative Director/Graphic Designer

4.2.9.1 Responsible for the graphics and designs for the club such as prop set-up, flyer designs, banner designs, clothing designs, and other club merchandise

4.3 Meetings: The EC shall meet as frequently as it deems fit.

4.4 Quorum: Over fifty percent of the EC members must be present at an EC meeting in order for quorum to be met.

4.5 Decisions that affect EPA shall be made by majority vote

ARTICLE V: Portfolios

5.1 The President(s) shall:

5.1.1 Be the chief executive officer, chief representative, and chief spokesperson of the Club.

5.1.2 Oversee all aspects of the club.

5.1.3 Ensure the smooth running of the EPA as a whole through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the EPA mandate.

5.1.4 Chair all EC meetings.

5.1.5 May cast the deciding vote in the event of a EC deadlock

5.1.6 Co-sign all financial transactions with the Treasurer.

- 5.1.7 Co-sign all minutes along with the Secretary for the minutes at that specific meeting.
- 5.2. The Executives shall:
- 5.2.1 The Executives of EPA shall be made up of a student body from UTM (UFT @ Mississauga)
- 5.2.2 Act as representative of EPA to the community outside of the University.
- 5.2.3 Be responsible for developing healthy relations with student and community organizations within UTM
- 5.2.4 Be responsible for promoting the image of EPA to the community outside.
- 5.2.5 Be responsible for communication within the EC, with other university student organizations, and with each university's head student organization.
- 5.2.6 Maintain the membership list of EPA.
- 5.2.7 Oversee and coordinate the programming activities and events of the club.
- 5.2.8 Co-sign all financial transactions with the President.
- 5.2.9 Ensure the funding and financial stability of the club.
- 5.2.10 Take minutes at EC and general meetings and ensure proper distribution of all minutes.
- 5.2.11 Co-sign all minutes with the President.
- 5.2.12 Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
- 5.2.13 Never to personally profit from any events set up through EPA's or its affiliation of any kind.

ARTICLE VI: Fees

6.1 There shall be no EPA membership fee for students wanting to benefit from the organization. Members are able to own an EPA T-shirt along with membership for \$10.

ARTICLE VII: Finances

- 7.1 The EC shall examine the financial records at the end of each semester.
- 7.2 The president(s) and financial director shall oversee the finances of the club.
- 7.3 Funding is received by UTMSU for the year. A budget is estimated according to the costs that will be incurred for each event. Revenue is calculated after each event is finished and the expenses are matched to it.

ARTICLE VIII: Meetings

- 8.1 There shall be a general meeting held in July/August for the purpose of electing new positions for previous executive members.
- 8.2 Regular Executive and General Meetings shall be held throughout the fall and winter terms.
- 8.3 Special Meetings shall be called at any time deemed necessary by the EC and/President(s)

ARTICLE IX: Disciplinary Procedures

- 9.1 The EPA EC has the right to remove any member of the EC by way of a majority vote.
- 9.1.1 The EPA EC has the right to remove any executive member of their executive title from executive council

9.1.2 The UTMSU has the right to remove any executives in case of breach in community guidelines.

9.2 The EPA EC has the right to remove any student body from the EPA for behavior misconduct causing EPA's reputation to be tarnished, or any violations of the EPA Constitution.

ARTICLE X: Affiliations

10.1 The Ontario Punjabi Association is:

10.1.1 Formally affiliated with the Punjabi Associations from McMaster, Erindale, Guelph-Humber, Wilfred Laurier, Waterloo, Western, St. George, and York.

10.1.2 Informally affiliated with the other student groups at the respective universities.

10.1.4 In order for a University to become part of OPA, it must be approved by a majority vote by the OPA EC.

ARTICLE XI: Constitutional Amendment Procedure

11.1 Any executive member of the EPA may propose an amendment to the Constitution.

11.2 In order to amend the constitution a two-thirds majority vote at the General Assembly must be in favor of the proposed amendment

ARTICLE XII: Bylaws and Policies:

12.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution

12.2 The club's bylaws shall not contravene the Constitution.

ARTICLE XIII: Elections

13.1 Elections take place by the end of February and are open to all UTMSU registered members.

13.2 Candidates are given an opportunity to advertise their campaign for a period of two weeks and the week after, elections are held in a designated location chosen by the Executive Committee.

13.3 All election's procedures are supervised by an approved CRO (Chief Returning Officer)

13.4 A Nomination period following the advertising period should be set for a period of at least one week

13.5 A campaign week will be held in the week following nomination's close

13.6 Elections are to take place at a location designated for this purpose by the clubs' executive in the week following campaigning, consisting of a period of two or three days. In the case of a by-elections, clubs must still follow the above regulations

13.7 If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. This candidate must be subsequently approved by the VP Campus Life.