

ERINDALE PUNJABI ASSOCIATION CONSTITUTION

ARTICLE I: Name

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

ARTICLE II: Mandate

2.1 The EPA's mandate is:

2.1.1 To preserve, increase awareness and promote Punjabi heritage, diversity and culture through social awareness, cultural awareness and community service.

2.1.2 To represent all the Punjabi-speaking students at UTM and the greater community, bringing them together via events, fundraisers and other activities.

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.

ARTICLE III: Membership

3.1 Membership in EPA is open to everyone registered as a full-time or part-time student at the University of Toronto Mississauga (UTM).

3.2 Membership is also open 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 posts, announcements and events.

4.2 The EC is composed of the following portfolios:

4.2.1 President (2)

4.2.1.1 Responsible for the organization's overall direction, promoting the image of EPA.

4.2.1.2 Responsible for developing healthy relations with students, communities and organizations.

4.2.1.3 Establishing and directing the Executive Committee (EC).

4.2.1.4 Calling and conducting general meetings throughout the year.

4.2.1.5 Have signing authority for cheques, banking, and other EPA-related statements.

4.2.1.6 Responsible for all money and funds that come through funding, fundraising, events and reimbursements, and are responsible for the last say.

4.2.1.7 Overseeing all other executive members, to ensure the successful functioning of EPA.

4.2.2 Vice-Presidents (2)

4.2.2.1 Responsible for assisting in the coordination of events, fundraisers and marketing.

4.2.2.2 Delegate tasks to the executive members, acting as leaders and representing the organization when the president(s) are not present.

4.2.2.3 Responsible for booking rooms and keeping an agenda of meetings, updating general members with e-mails about upcoming events, informing the EC of upcoming meetings, and handing out tasks given by the president(s).

4.2.3 Financial Director

4.2.3.1 Responsible for finances of EPA with financial reports and records made for all EPA-related activity.

4.2.3.2 Any financial decisions (Spending, transactions, reimbursements, etc) must be signed off by the president(s).

4.2.3.3 Responsible for all finances pertaining to EPA and its bank account/statements.

4.2.3.4 Responsible for the biannual UTMSU Audit.

4.2.4 VP External

4.2.4.1 Responsible for directing and managing events and fundraisers conducted and hosted by EPA.

4.2.4.2 Represent EPA on campus and in the community. These include outreach and networking events, tabling events, fairs, etc.

4.2.4.3 Responsible for recruitment and outreach including communications with other clubs, organizations and departments.

4.2.4.4 Responsible for managing and aiding events and fundraising coordinators, guiding and helping them with their tasks.

4.2.5 Events Coordinator

4.2.5.1 Responsible for helping in the planning and organization of EPA events.

4.2.5.2 Delegating and coordinating tasks among fellow coordinators, communicating with each other to fulfill all functions for events.

4.2.5.3 Communicate with the VP External and VPs to collectively help, organize and plan events.

4.2.6 Fundraising Coordinator

4.2.6.1 Responsible for coordinating fundraising events for EPA throughout the year.

4.2.6.2 Delegating and coordinating with fellow coordinators to plan, organize and execute fundraisers.

4.2.6.3 Communicate with the VP External and VPs to collectively help, organize and plan fundraisers.

4.2.7 Bhangra Instructor/Coordinator

4.2.7.1 Responsible for the EPA Bhangra and Giddha team.

4.2.7.2 Responsible for organizing tryouts, team practices and forming the Bhangra and Giddha teams.

4.2.7.3 Responsible for constructing and choreographing routines for all performances.

4.2.8 Social Media/Marketing Director

4.2.8.1 Responsible for managing and maintaining the EPA social media presence, on all available platforms.

4.2.8.2 Responsible for posting and promoting all EPA-related updates, including events, fundraisers, collabs, promotions, announcements, etc.

4.2.8.3 Responsible for keeping EPA's social media up to date, and maintaining an active presence to keep EPA members informed of all EPA-related news and announcements.

4.2.8.4 Responsible for managing and aiding social media/marketing coordinators, guiding and helping them with their tasks.

4.3 The Executive Committee (EC) will conduct meetings frequently to ensure all EC members are informed and updated on everything EPA-related. Meeting times and dates will be relative to whatever works best for the EC members and their schedules.

4.4 For a quorum to be met, a minimum of fifty percent of the EC members must be present for an EC meeting to be conducted.

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 EPA.

5.1.2 Oversee all aspects of EPA.

5.1.3 Ensure the smooth running of EPA as a whole through the 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 an EC deadlock.

5.1.6 Co-sign all financial transactions with the Financial Director.

5.1.7 Ensure transparency with all EC members, and perform respective duties and responsibilities with honesty and integrity.

5.2. All Executives shall:

5.2.1 Be made up of a student body from the University of Toronto Mississauga (UTM).

5.2.2 Act as representative of EPA to the community outside of the University.

5.2.3 Responsible for developing healthy relations with students, communities and organizations within UTM.

5.2.4 Responsible for promoting the image of EPA to the community outside.

5.2.5 Responsible for communication within the EC and with other university student organizations.

5.2.6 Responsible for all planning, organizing and executing their respective duties and tasks defined by the EC portfolios.

5.2.7 Responsible for informing and co-signing all financial transactions made by them with the President(s).

5.2.8 Ensure the funding and financial stability of EPA.

5.2.9 Never personally profit from any events set up through EPA or its affiliation of any kind.

5.2.10 Ensure transparency with all EC members, and perform respective duties and responsibilities with honesty and integrity.

ARTICLE VI: Fees

6.1 There shall be no EPA membership fee for students wanting to be a part of EPA.

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 EPA.

7.3 UTMSU allots EPA funding for the year, typically divided into fall and winter funding.

7.4 A budget is estimated according to the costs that will be incurred for all EPA-related events and activities. Revenue is calculated after each event is finished, with the total expenses being deducted from the gross revenue.

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 or emergency meetings shall be called at any time deemed necessary by the EC and/or 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, relinquish them of their duties, and remove them from the executive committee.

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

9.2 The UTMSU has the right to remove any executives or general members in case of a breach of community guidelines.

9.3 In case of a conflict of interest, involving a third party or external affiliate, or any other form of misconduct, the EPA EC has the right to remove that executive member by way of a majority vote.

ARTICLE X: Affiliations

10.1 EPA has an external affiliation with the Ontario Punjabi Association (OPA).

10.1.1 EPA has sister clubs (Other Punjabi associations) all across Ontario. They may also possess an affiliation with OPA.

10.1.2 The nature of the affiliation with OPA is purely to celebrate and promote Punjabi culture through formal events.

10.1.3 OPA as an affiliate must approve the EPA for it to be a part of OPA.

10.2.1 EPA is, however, an independent university organization that is recognized by and under the UTMSU.

10.2.2 UTMSU is the final and sole authority over EPA, superseding any bylaws, policies, and conditions of any external affiliate.

10.2.3 Aside from the authority to end affiliation, the external affiliate, OPA, has no authority over EPA whatsoever.

10.2.4 EPA can decide to sever the affiliation, through a vote by the Executive Committee.

10.2.5 The external affiliate has no authority or authorization to interfere or involve themselves with any EPA internal matters. The affiliation is purely that of celebrating and promoting Punjabi culture through formal events.

10.2.6 The external affiliate has no authorization to access and/or possess EPA property, both physical and any online property (Emails, social media, bank information, etc).

10.2.7 Any conduct by the external affiliate deemed as misconduct by the EPA Executive Committee will be reported to UTMSU.

ARTICLE XI: Constitutional Amendment Procedure

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

11.2 To amend the constitution, a two-thirds majority vote by the Executive Committee must be in favour of the proposed amendment.

ARTICLE XII: Bylaws and Policies

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

12.2 EPA's bylaws shall not contravene the Constitution.

ARTICLE XIII: Elections

13.1 Elections take place when decided by the CRO (Chief Returning Officer), open to all students under UTMSU, registered under the UTMSU.

13.2 Election process involves a nomination period, campaigning period, and voting period. The duration of these periods may change under certain circumstances and will be clearly outlined by the CRO.

13.2.1 During the nomination period, the CRO must approve the nominations of the candidates based on the nomination statements provided by the candidates. The candidates must be deemed to have good merits and at least some connection or experience with EPA, with a minimum requirement of being a general member of EPA.

13.3 All election procedures are supervised by the CRO.

13.4 Voting in the elections is done online, through a Google form, during the voting period.

13.5 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 CRO and UTMSU.