

Constitution of the UOFT St.George Punjabi Student Association (SGPA)

Article One – Name and Purpose

- 1.1 The official name of the recognized student group is the “St.George Punjabi Student Association.”
- 1.2. The official acronym of the group is “SGPA”.
- 1.3. The purpose of SGPA is to celebrate and promote Punjabi culture, heritage, and language within the University of Toronto community. SGPA aims to create a welcoming space for students of all backgrounds to explore and appreciate Punjabi traditions through cultural events, social gatherings, and educational initiatives.

Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. 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.
- 2.5. The membership fee will be determined annually by the Executive Committee.

Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article Four – Executive Committee

4.1. The Executive Committee shall consist of the following voting members: President (Co-), Finance Directors, Events Directors, Marketing Directors, Graphic Design Directors, and Student Year Representatives.

4.2. All Executive Committee members must be registered students of the University of Toronto.

4.3. Non-voting positions may be appointed by the Executive Committee but will not hold decision-making authority.

4.4. The term for all positions on the Executive Committee shall be from May 1st to April 30th.

Article Five – Duties of the Executive Committee

5.1. **President (Co-):** Oversee the operations of SGPA, oversee compliance with university policies, serve as the spokesperson, and hold financial authority with the Treasurer.

5.2. **Finance Directors:** Manage finances, maintain a budget, and hold financial authority with the President.

5.3. **Events Directors:** Lead outreach efforts, assist in planning events, and brainstorm and develop new event ideas.

5.3. **Marketing Directors:** Maintain membership lists, manage communications and social media engagement.

5.4. **Graphic Design Directors:** Design and produce visual materials for SGPA initiatives and events, record meeting notes, and planning/coordinating innovative visual content

5.6. **Year Representatives:** Represent interest of upper or first year students within SGPA, facilitate connections between SGPA and students, and provide feedback on how to better serve the students.

Article Six – Elections

6.1. All voting positions on the Executive Committee shall be filled through an annual election.

6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

6.3. All non-voting group members shall be eligible to seek nomination only for nonvoting positions on the Executive Committee.

6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.

6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

6.7. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a byelection and vote of simple majority (50% + 1)

Article Seven – Finances

7.1. The Finance Team shall keep an active record of income and expenses.

7.2. The Executive Committee must approve all expenditures over \$100.00 through a majority vote.

7.3. SGPA will not engage in activities that are primarily commercial in nature and will not provide services or goods at a profit for purposes outside the group.

Article Eight – Meetings

8.1. The Executive Committee will meet at least once a month, with additional meetings scheduled as needed. General member debriefings will occur at least twice a year, with members notified two weeks in advance

Article Nine – Termination of Membership

9.1. The Executive Committee may revoke membership for actions negatively affecting the group.

9.2. A two-thirds majority of the Executive Committee is required to approve any membership termination.

9.3. Members facing removal have the right to appeal to the general membership.

Article Ten – Amendments

10.1. Amendments to this constitution require a two-thirds majority vote at a general meeting.

10.2. Amendments shall take effect only once approved by the Division of Student Life at the University of Toronto.