



## **Constitution of Halton Gujarati Seniors Samaj (HGSS)**

### **Article No:**

#### **1. Name:**

The name of this organization is "Halton Gujarati Seniors Samaj".

#### **2. Language:**

Its medium of verbal communication will be either Gujarati or English with parallel Gujarati translation.

#### **3. Office:**

The registered office of the Samaj is within the Province of Ontario.

#### **4. Objectives:**

To promote and improve the quality of life for Gujarati seniors, which includes:

- A.** Provide social, cultural (including language, arts and music) And recreational activities.
- B.** Provide education and support
- C.** Facilitate assimilation in the mainstream of Canadian society
- D.** To volunteer for worthy causes
- E.** To be and remain non-political and a non-profit entity

## **5. Membership:**

- A. Any Gujarati speaking person of the age of 55 years or more can seek membership on payment of the prescribed fee for a full calendar year irrespective of date of commencement of membership.
- B. Rate of membership fee, entrance fee and late payment fees will be decided by the Executive Committee every year two (2) months ahead of fiscal year of the Samaj.
- C. Renewal of membership must be completed within the first three (3) months of the fiscal year. After this date, membership will only be available at the discretion of the President - Secretary - Treasurer and will be subject to a late payment fee.
- D. The President - Secretary - Treasurer May reject a membership application without assigning any reason for the rejection.
- E. The President may allow for an honorary membership, without charge, to any person for a specific period, but not to exceed two (2) years.

**6. Income and Expenses:**

- A. Income of the Samaj will consist of fees, grants, donations, gifts, etc.
- B. Expenses are subject to prior approval of the Executive Committee. The President and Treasurer may jointly approve ad-hoc expenses in the amount up to \$200.00.

**7. Advisory Committee:**

- A. Every two (2) years the members shall elect, through popular vote, three (3) Advisory Committee members for a period of two (2) years.
- B. The members shall nominate at least one (1) member for each of the positions of President, Vice President, Secretary, and Treasurer.
- C. The appointment of the President, Vice President, Secretary, Treasurer and Internal Auditor shall be by unanimous vote of the Advisory Committee.
- D. If the President does not complete his/her term, the membership shall nominate at least one (1) member and the Advisory Committee shall appoint the new President by unanimously. If any other Executive Committee member does not complete his/her term, the President shall appoint a replacement from the membership.

## **8. Executive Committee:**

The Advisory Committee will appoint the following Executive Committee members for a term of two (2) years:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Internal Auditor

## **9. Duties of the Executive Committee:**

### **President:**

- A. To preside over Executive Committee meetings.
- B. To call special meetings as and when required.
- C. To appoint an Executive Committee member to chair a Sub-Committee of the Executive Committee.
- D. To represent the Samaj at external forums.
- E. To use discretionary powers when warranted.

### **Vice President:**

- A. To assume the duties and powers of the President, temporarily, in the latter's absence or according to the directions of the President.
- B. To carry out special assignments with the approval and under the direction of the President.

### **Secretary:**

To call meetings, create meeting agendas, maintain meeting minutes. Take attendance of committee members, entertain correspondence, arrange programs and conduct other similar administrative duties.

### **Treasurer:**

- A** All cheques and withdrawals can be executed by any one (1) of the following three (3) Executives: President, Vice President or Treasurer.
- B.** The Treasurer is responsible for all Samaj finances and will maintain an accurate ledger of all monies received and expended. The Treasurer will show transparency and accountability by presenting monthly financial reports at each Executive Committee meeting and an annual financial report at the Annual General Meeting (**AGM**).
- C.** To plan an annual budget and control expenses according to pre-sanction or approval of the President.

### **Audits:**

**HGSS** should audit their finances annually by a qualified outside entity.

**10. Meetings:**

- A.** The Secretary will declare a calendar of monthly meetings of members in the last month of the year, including the Annual General Meeting, which shall be in the 3rd month of the following calendar year.
- B.** Executive Committee members will meet at least once a month to carry out their duties.
- C.** Advisory Committee members will be invited to attend Executive Committee members as witnesses only.

**11. Quorum:**

2/3rd of the members present will constitute a quorum on every occasion and for every purpose.

**12. Voting:**

Voting, as and when necessary, will be by ballot only.

### **13. General:**

- A. The fiscal year of the Samaj shall be the calendar year, January 1st to December 31st.
- B. Committee members and members will perform their duties and behave ethically in the interest of the Samaj, duly maintaining decorum.
- C. The decision of the President (or in his absence, the Vice President) will prevail in respect of any matter not covered in this Constitution.
- D. The Constitution is subject to the laws of the Province of Ontario in the Country of Canada.
- E. The Constitution takes effect from the date of its approval by the members and can be amended on approval of demand by 2/3rd of the present membership quorum in voting.

### **14. Dissolution:**

All net assets (assets net of liabilities) shall be donated to a charity or charities selected by the membership. The Samaj may be dissolved at the demand of 2/3rd of the present membership quorum in voting.

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