



Constitution of Halton Gujarati Seniors Samaj

Established since June 14th, 2014 in Milton, ON

Name:

The name of this organization is "Halton Gujarati Seniors Samaj" also referred as "HGSS"

Language:

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

Office:

The registered office of the Samaj is in Milton, within the Province of Ontario.

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 to mitigate effects of isolation, loneliness and boredom and to promote togetherness
- 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

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. The new member application must be endorsed by an existing HGSS member in good standing.
- 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 may allow for an honorary membership, without charge, to any person for a specific period, but not to exceed two (2) years. Such members will not be eligible to vote on any matters.

Income and Expenses:

A. Income of the Samaj will consist of fees, grants, donations, gifts, etc.

B. All major expenses are subject to preapproval of the Executive Committee.

C. The President and Treasurer may jointly approve ad-hoc expenses up to a maximum of \$200.00. Such approvals must be ratified at the next executive meeting.

Advisory Committee:

A. Every two (2) years the general membership shall elect, through popular vote, three (3) Advisory Committee members for a period of two (2) Years.

B. The advisory board members shall elect a chairperson from amongst the 3 advisory members.

Duties of the Advisory Board:

A. The members elected for Advisory board must be past executives of HGSS

B. At least 2 members of the Advisory board must attend the monthly Executive meetings

C. They will observe the proceedings of the executive meetings. They may not interfere in the day-to-day operations of the executive committee proceedings but be available to assist the executive committee if they request their intervention. Any member may request their council regarding any HGSS related matters.

D. Advisory member/s must intervene if they notice any issues that contravene the democratic principles, or issues that are not in accordance with the HGSS constitution or a threat to the existence of HGSS.

E. A decision by the majority of Advisory board members will prevail for any issue/s brought before them.

F. Advisory board are empowered to conduct all elections held at HGSS.

Executive Committee:

General membership elects qualified Gujarati speaking members and gives them the charge to act on their behalf to run the day-to-day organization of Samaj activities to fulfill the objectives. A qualified member must be a permanent resident of Canada residing in Ontario.

To contest for an executive position, a qualified member may express his or her desire to serve the Samaj at the AGM. A candidate must have been a member in good standing for 12 consecutive months of HGSS to run for the election.

The positions for executive and Advisory committees will be for a maximum 2 years. 2/3rd members will be for 2 years whereas the remaining 1/3rd number of members will be for 1 year.

From within the elected executive committee members of HGSS at the AGM, at their first meeting, there will be an election for the following positions:

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

The results will be announced immediately to the general membership.

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 Subcommittee of the Executive Committee.
- D. To represent the Samaj at external forums.
- E. Executive Committee will be responsible to maintain the HGSS Constitution.

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:

- A. To call meetings, create meeting agendas, maintain meeting minutes.
- B. Take attendance of committee members, entertain correspondence, and conduct other similar administrative duties.
- C. To ensure there is a quorum at and maintain a decorum at each meeting.

Treasurer:

- A All cheques and withdrawals can be executed by anyone (2) of the

following three (3) Executives: President, Treasurer and Secretary

B. All expenses must be preapproved at the executive meetings before any disbursements.

C. All receipts must be approved by the President for disbursement.

D. All ad hoc expenditures under \$200 must be ratified at the next executive meeting.

E. The Treasurer is responsible for all Samaj finances and will maintain an accurate ledger of all monies received and expended.

G. The Treasurer will also be the custodian of all assets – Cash and physical.

H. 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**).

I. The Treasurer will plan an annual budget and control expenses according to presanction or approval by the President.

Internal Auditor Responsibilities:

Perform and control the full audit cycle including risk management and control management over operations effectiveness, financial reliability and compliance with all applicable directives and regulations.

Obtain, analyze and evaluate accounting documentation, previous reports, data flow charts etc.

Prepare and present reports to Executive committee that reflects audit results and document process.

Identify loopholes and recommend risk aversion measures and cost savings.

External Audits:

HGSS must audit their finances annually by a qualified outside entity.

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 within the first 4 months of the following calendar year.

B. Executive Committee members will meet at least once a month to carry out their duties and discuss any new business.

C. Advisory Committee members must be invited to attend Executive Committee meetings.

Quorum:

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

Voting:

A. Voting, as and when necessary, will be by ballot or show of hands for majority.

General:

A. The fiscal year of the Samaj shall be the calendar year, January 1st to December 31st.

B. Executive Committee members and Advisory Board members will perform their duties and behave ethically in the interest of the Samaj, duly maintaining decorum and in accordance of the rules and regulations of HGSS Constitution.

C. All decisions at the meetings will be governed by democratic rule of the majority votes.

D. The Constitution is subject to the laws of the Province of Ontario in the Country of Canada.

E. The Constitution takes effect after its final draft is reviewed by the Advisory Board members and on the date, it is approved by 2/3rds of the total general membership at the AGM.

F. Constitution can be amended on approval on demand by 2/3rds of the present general membership quorum at the AGM.

G. HGSS executives or Advisory board may not endorse any political parties on behalf of HGSS during any public elections.

I. Elections for the Executive and Advisory Board will be held at the yearly AGM.

J. An Executive or Advisory board member may be appointed by their respective committees to complete the term if a vacancy occurs during the year.

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.

Updated on: December 3rd, 2022

Update sequence #: 02

Approved by Executive Board of HGSS: Date: December 3rd, 2022

Reviewed by the Advisory Board of HGSS: Date: _____

Approved by General membership of HGSS: Date _____

Effective date: _____