

The Constitution of Gujarati Samaj of Saskatchewan Incorporated

Preamble:

We, the members of the Gujarati speaking community living in the province of Saskatchewan, Canada, being desirous to maintain and promote Gujarati Culture as a part of Indian culture, and to organize activities for the said purpose, and having decided to form an organization to organize the said activities, do hereby, on the 23rd day of February, in the year 1974, adopt the following as the constitution of the organization.

Article 1. Name

The name of the organization shall be Gujarati Samaj of Saskatchewan Incorporated, hereinafter referred to as "Gujarati Samaj of Saskatchewan Inc." or "GSSK"

Article 2. Address

The address of the GSSK shall be P.O. Box 4153, Regina, Sask., Canada. S4P 3W5

Article 3. Aims

- 1) The GSSK shall strive to promote social, cultural and educational understanding between the members of the Gujarati Samaj and such other residents of Canada as are interested in the Gujarati culture.
- 2) The GSSK shall make necessary arrangements to teach Gujarati language to the children of the members and to other persons who are interested.
- 3) The GSSK shall make necessary arrangements to observe/practice/celebrate religious festivals as they are observed/practiced/celebrated by the people living in the State of Gujarat, in India, and whose mother tongue is Gujarati.
- 4) The GSSK shall make necessary arrangements to acquaint the children of members with Gujarati culture and thus pass on the heritage.

Article 4. Activities

Towards the aims, the GSSK shall:

- 1) Restrict solely to the activities of furthering the promotion of the Gujarati language, culture, history, religious, festivals and cultural festivals through the education and association of its membership and those interested in the Gujarati language, culture,

history, religious festivals cultural festivals and to assist new immigrants to settle in Saskatchewan.

- 2) Become a vehicle of expression and representation for the members of the GSSK in regard to their legitimate interests in a non-political way.
- 3) Organize activities to promote goodwill, understanding, cultural exchange and co-operation between the members of the GSSK and other cultural and/or ethnic organizations.
- 4) Accept affiliation with government sponsored or non-governmental multi-cultural organization(s).

Article 5. Membership

Eligibility:

- 1) Membership shall be open to any Gujarati speaking person or to a person interested in the Gujarati culture.
- 2) Eighteen years of age or older and a resident of Saskatchewan, Canada as defined in the Income Tax Act
- 3) Member must be residing in Regina or within 100km surrounding are of Regina.
- 4) To remain in good standing, member shall pay their membership before **May 31st** of each year.

Types of Membership:

- 1) **Charter Members:** The thirty-four founding members who have signed the constitution are the charter members.
- 2) **Regular Members:** This shall be granted to an applicant who can fulfill any of the following criteria:
 - a) A person whose mother tongue is Gujarati,
 - b) A person by virtue of his/her marriage to a person whose mother tongue is Gujarati,
 - c) A person who's either parent is Gujarati.

Regular membership can be an Individual membership or family membership.

Family membership includes the following:

- a) Applicant Member
- b) Applicant's Spouse
- c) Applicant's Children who are under the age of 18 years

- d) Member's dependent blood brother(s), sister(s) who are under the age of 18 years.

In Family membership, only applicant and his/her Spouse will have voting rights

- 3) **Student Members:** This membership will be granted to a full-time student applicant who fulfills the criteria of regular member.
Student member will have a voting right.
- 4) **Life Members:** A member in good standing, for a minimum period of 15 years, who has reached the age of 60 years, may apply to the Management Committee for Life membership. On approval of the application he/she shall become a life member on payment of an amount equal to 5 (five) times the regular single annual membership dues for that year. A person who has become a life member will be exempt from any further membership dues.
- 5) **Parent categories:** Each parent of family member will be eligible to become as part of a family Membership by paying his/her individual membership as determined by AGM with a right to vote.
- 6) **Person with Disability:** Person age 18 and over with disability and completely dependable on either parents or siblings may eligible to get the free membership by applying directly to GSSK President. President will review the case and may grant the membership without a right to vote.

Article 6. Membership Due

- 1) The amount of membership dues for the following year shall be decided at the Annual General Meeting of the GSSK, to be held between October and December of each year.
- 2) Membership dues are payable by each member (except Life members).
- 3) **Membership Portal would be Open from February 1st to October 31st of each year.**
- 4) To remain in good standing, membership dues are payable by **May 31st** of each year. If dues are not paid before the May 31st, there will be a 20% penalty of membership dues.
- 5) A member who is not in good standing shall lose his/her rights, privileges, benefits as a members and are not entitled to vote at election not nominate in to election.

Article 7. Finance

- 1) **Sources of the revenue:** The financial sources of the Samaj shall be as follows
 - a) Membership dues
 - b) Donation/Sponsorship from individuals and organizations
 - c) Grants
 - d) Fund raising activities
 - e) Income received from investments
 - f) Other means as approved by Executive

2) Financial Year:

The financial year shall be from the January 1st to December 31st of each year.

3) Financial Plan:

It shall be the responsibility of the **Management Committee** to prepare and present a financial plan of the surplus fund, if any, for the current year at the Annual General Meeting, to be held between April and June for approval.

4) Management Committee Shall

- a) Ensure that the GSSK funds are utilized to the full extent for carrying out GSSK activities to promote Gujarati culture, language, social values and heritage in Saskatchewan and in a manner, which serves the Gujarati community while contributing to multi-culturalism in Canada.
- b) Prepare a tentative budget for the following year and shall present it at the Annual General Meeting, to be held between October and December, for approval.
- c) A budget shall be prepared and approved by the Management Committee for any activity sponsored by the GSSK in which the expenditure will be in excess of \$500.00
- d) Donation(s) to any person(s)/organization(s) for any cause(s), Gifts to any person(s) or organization(s) for any occasion(s) or purpose(s), or financial assistance to any destitute family/families shall be approved by two-thirds majority of all members of the Management Committee irrespective of their attendance. The combined total of such donation(s) and gift(s) and financial assistance shall not exceed, in one financial year, \$500.00 (five hundred dollars). (management committee preset in the meeting)

Article 8. General Assembly

- 1) **Annual General Meeting:** President shall call Annual General Assembly Meeting of members called between October 1st and December 31st of each year to review its working, establish policies, and elect a new members of the Management Committee.
- 2) **Semi Annual General Meeting:** President shall call Semi Annual general assembly meeting of the members called between April 01st to June 30th of the each year to discuss and approve the audited statement(s) of the previous financial year and presentation of the financial plan of the surplus funds, if any, by the Board of Trustees
- 3) **Special General Meeting:** Special General Meeting may be called at any time by the President, or Majority of the board of Directors, or by the general membership (50% of Full Members eligible to vote make a written request to management committee in favor of calling a Special Meeting.
- 4) **Board Meeting:** The board shall hold regular meetings as necessary for carrying on the business of the GSSK. Board Meeting shall be called by president or majority of the

board members with 15 days' notice. Notice can be waived by unanimous consent of the members.

- 5) **Notice of Meeting:** All meetings of the GSSK shall be called by the President, who shall preside over such meetings. 15 days' notice of all meetings shall be given to members of the GSSK. Notice can be waived by unanimous consent of the members.
- 6) All members of the GSSK (except Affiliate members, and children under 18 years of age) shall be members of the General Assembly with the right to vote.
- 7) Any member (except Affiliate members and children under 18 years of age) shall have a right to seek election as a member of management committee if he/she meets the qualifications required under clause (4) (5) (6) and (7) of Article 13.
- 8) The General Assembly shall decide by a simple majority, the issue(s) over which there may be difference in opinion among the members of the management committee which are not resolved by the Board of Trustees.

Article 9. Management Committee (Officer of GSSK)

1) The Management Committee of the Samaj shall consist of the following:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Digital Media Coordinator / Web Master
6. Public Relations Officer
7. Past President
8. Youth President
9. Ten Member at Large
10. One Members at-large from Life time members
11. One School Coordinator
12. One Senior Wing Coordinator

- 2) The members of the management committee of the GSSK shall assume office on the 1st of January following the Annual General Assembly Meeting held between Octobers to December at which they were elected.
- 3) The members of the management committee shall hold office for one year.
- 4) All members of the management committee are eligible for re-election
- 5) The Members shall not allowed to run more than two consecutive term as president.
- 6) **The Members shall not allowed to run more than 5 consecutive year in GSSK committee.**
- 7) The president shall automatically become a member of the management committee, as Immediate Past President and an Ex-officio member of the Board of Trustees by virtue of having held the office of the President in the immediate previous year if.
 - **President doesn't willing to run on president post nor elected as president in next term**

- President completed two consecutive term on president term.

Article 10. Board of Trustees

1) The Board of Trustees shall be composed of 5 members in good standing as follows:

- a) Immediate Past President as an Ex-officio member
- b) Four members of the board of trustee shall appoint as follow
 1. One member from the Life members. If this position remains vacant, then it shall be filled from the general membership as described in the next clause.
 2. Three members from the general membership who have been office bearers of the GSSK in the past.

2) Term of Office

- a) The term of office of the Immediate Past President shall be for one year
- b) The term of office for other members shall be two years, except for the first time, the term of office for members appointed from general membership shall be for one year.
- c) All members of the Board of Trustees are eligible for re-appointment.

3) Duties of Board of Trustees

- a) The Board of Trustees shall act in an advisory capacity to the management committee and/or to the GSSK
- b) The Board of Trustees shall intervene for any irreconcilable differences among the members of the management committee when presented by the President or by the majority of the members of the management committee. Their decision may be appealed to the General Assembly.
- c) The Board of Trustees shall prepare a financial plan for the surplus funds, upon receipt of the audited financial report from the Treasurer, and present it to the General Assembly, to be held between April 1st and June 30th of that year, for its approval
- d) The Board of Trustees may call a special meeting of the General Assembly, at any time, to deal with any matter of emergency.

Article 11. Duties of the Management Committee

1) President: The President shall be the Chief Executive Officer of the GSSK and shall have such duties such as:

- a) Carry out the policies of the GSSK and enforce due observance of the Articles and Bylaws.

- b) Act as chief spokesperson of the GSSK.
- c) Preside at all meeting of the GSSK and of the Executive Committee.
- d) Call General Assembly Meetings
- e) Call Special meeting of any of the committees when he deems it necessary to do so.
- f) Call a special meeting of the GSSK when deemed necessary by him, or when instructed to do so by the majority of the Board.
- g) Act as a chairperson at all meeting of the management committee and general Assembly
- h) Present at the regular meeting of the GSSK a report of the activities of the Association during his term of office.
- i) With consultation of the management committee, president can replace member/s of the Management Committee who misses three consecutive committee meetings

2) Immediate Past President: shall advice and counsel the President

3) Vice-President:

- a) Vice President shall assist the President and shall assume the duties of the President, when the President is unable to fulfill the functions or duties delegated to him/her.
- b) Vice-President shall be the Ex-officio chairperson of all sub-committees of the GSSK.
- c) Assume such other duties as the Board or the President may assign from time to time.

4) Secretary: Secretary is in charge of the general management of the affairs of the GSSK.

- a) The Secretary shall be responsible to the General Assembly during his / her tenure of office.
- b) The Secretary may call a meeting of the Management Committee with the consent of the President, provided a proper notice has been given to the members.
- c) Shall maintain all membership records, documents, correspondence of the GSSK, an inventory of all articles, equipment and other items belonging to the Samaj.
- d) Shall record and maintain the minutes of all regular and special meetings of the Management Committee and all regular and special General Assembly meetings.
- e) Shall responsible to present minutes of the meetings to the board within a week.
- f) The Secretary shall file the annual Management Committee members information with the Information Services Corporation, Saskatchewan before due date.
- g) Shall responsible to hand over all records, documents, an inventory of articles, equipment and other items belonging to GSSK to next board.

- b) Shall provide guidance, direction and advice as necessary for the smooth operation of the Youth Wing.
- c) Shall be responsible to plan and organize sports activity for the youth of GSSK community.
- d) Shall be responsible to make necessary arrangements for the youth programs
- e) Assume such other duties as the Board or the President may assign from time to time.

8) Digital Web Coordinator:

- a) Shall develop, design and maintain of the GSSK website time to time.
- b) Shall be responsible to keep website updated to new version all the time.
- c) Shall be responsible to maintain hosting and domain of the website.
- d) Shall be responsible to create back up of the GSSK website data and protect it.
- e) Shall be responsible to create video blogs of the GSSK events and post it on GSSK website with approval of the committee.
- f) Shall be responsible to hand over all website data, login credential of website and all social media pages board of trustee.
- g) Assume such other duties as the Board or the President may assign from time to time.

9) Senior Wing Coordinator:

- a) Shall act as a liaison person between the Senior wing and the GSSK
- b) Shall provide guidance, direction and advice as necessary for the smooth operation of the Senior Wing.
- c) Shall be responsible to plan and organize activity for the Seniors of GSSK community.
- d) Assume such other duties as the Board or the President may assign from time to time.

10) School Coordinator

- a) Shall Prepare Gujarati subject material for presentation to students according to an approved curriculum
- b) Shall be responsible to Assign and correct homework.
- c) Shall responsible to prepare, administer and correct exams
- d) Shall Evaluate progress, determine individual needs of students and discuss results with parents and GSSK officials
- e) May teach and evaluate students through distance or online courses
- f) Assume such other duties as the Board or the President may assign from time to time

11) Members-at- large:

- a) Shall assist and counsel the Management Committee in furthering the aims of the Samaj.
- b) Assume such other duties as the Board or the President may assign from time to time.

Article 12.Election of members of the management committee

- 1) Members of the Management Committee of the GSSK shall be elected by a simple majority of the members present at the General Assembly held between October and December of each year.
- 2) Only those members of the GSSK who are in good standing with the Gujarati Samaj for the last 3 consecutive years, may become members of the Management Committee.
- 3) Only those members of the GSSK who are in good standing with Gujarati Samaj for the last 3 year consecutive year and 2 year experience of GSSK management within last 5 may apply for President post
- 4) If some reason management committee decide to close membership portal early/open late or carry forward in to next year, in that case it will be up to majority of the management committee to decide to waive it (article 12.2) or not)
- 5) Member eighteen years of age or older and a resident of Regina, Saskatchewan as defined in the Income Tax Act.
- 6) Only **ONE** Person can hold a position in the management committee from the family
- 7) Any member of the Management Committee must be a member of GSSK with good standing
- 8) GSSK Management Committee member position shall be ceased if she/he elected to hold office in City, Province or Federal Government.
- 9) Vacancies arising on the Management Committee during the year may be filled by the President, on the recommendation of the Management Committee.
- 10) Voting to elect the Management Committee shall be by show of the hands unless under special circumstances when the President shall decide to have the vote by secret ballot.
- 11) Any irregularities in the election procedure shall be dealt with, in accordance to general election procedures.
- 12) Member must be residing in Regina or within 100km surrounding are of Regina.

Article 14.Quorum

- 1) A quorum at any General Assembly meeting shall consist of at least 10% of the members in good standing.
- 2) A Quorum for any meeting of the board members shall be not less than 51% of the board Members of the GSSK.

- 3) The proxy will count as quorum for the general assembly meeting but will not have right to vote

Article 15. No Confidence Motion

A motion of non-confidence against any member(s) of the Management Committee shall be passed if voted on favorably by at least three-quarters of the members present at the General Assembly Meeting, provided that the President has received the said motion and the Secretary has circulated the motion to the members at least thirty days before the General Assembly Meeting at which the motion is to be voted on, and provided that such a motion is signed by at least one-third of the members of the Samaj, in good standing.

Article 16. Amendment of the constitution

The Constitution of the GSSK is the supreme authority of the GSSK. The Constitution may be amended as follows:

- 1) The process to review and/or amend the Constitution can be initiated by
 - a) A motion of the members at the General Assembly meeting or a motion of members of the Management Committee
 - b) A member in good standing shall submit his/her proposal(s) to the Secretary of the GSSK in proper form, duly proposed and seconded by a member in good standing.
- 2) Upon receiving the motion, the President shall appoint a Constitution Review Committee constituting of three to five members in good standing, who shall submit their report to the Management Committee not later than six months from the date of their receiving written notification from the President.
- 3) If the review is as a result of a motion of the members at the General Assembly meeting, then the Management Committee shall not make any changes to the report without the consent of the Constitution Review Committee.
- 4) The Secretary, upon receipt of the report of the Constitution Review Committee or proposal(s) from a member in good standing, shall circulate the proposed amendment(s) to the members, at least 30 days in advance, of the General Assembly meeting, at which time, the proposed amendment(s) are to be voted on.
- 5) The President shall call a meeting of the General Assembly by giving at least thirty-day notice of the meeting.
- 6) Quorum for a meeting of the General Assembly to amend the Constitution shall be one third of the members of the GSSK in good standing.
- 7) The Constitution shall be amended by two thirds majority of the members in good standing present at the General Assembly meeting.
- 8) In the event the meeting to amend the Constitution cannot be held due to lack of quorum, the President shall schedule another General Assembly meeting, not earlier

than ten days but not later than thirty days of the first meeting, and shall notify the members of the GSSK accordingly.

- 9) At this second meeting the quorum shall consist of at least one-fifth members in good standing of the Samaj. The Constitution shall than be amended by the four-fifth majority of the members' present in good standing present.

Article 17. Dissolution

- 1) The GSSK is a permanent organization. However, it may be dissolved at any time by a three-fourth majority vote of the General Assembly Meeting of the members of the GSSK, at least thirty days in advance and that motion has been signed by at least one-third members in good standing of the GSSK.
- 2) The Secretary shall receive such a motion of dissolution from member(s) and within thirty days of this receipt, shall make necessary arrangements to circulate a copy of such a motion, to each member of the GSSK.
- 3) In the event of its dissolution, or winding of the organization, all its remaining assets, after payment of liabilities, shall be distributed to one or more recognized charitable or non-profit organization in Saskatchewan or to a Canadian municipality, in conformity with the wishes of the General Assembly.
- 4) The GSSK shall be a non-profit organization and shall be carried on without purpose of gain for its members and any profits or other accretion to the organization shall be used in promoting its objective(s).

Article 18. Nomination Procedure for the Election Committee

- 1) President shall appoint election chairperson to conduct the fair election, who is not holding any position in the GSSK management committee nor willing to run in election for the GSSK Management committee.
- 2) Nomination Chair Person & Election Officers must be supported by a majority of the Management Committee members.
- 3) He/she is not a member of an organization that engages in anti-constitutional and anti-social activities.
- 4) He/she must have residence in Regina and be a member of GSSK in good standing.
- 5) The Election committee Chair Person may select other members to help in conduct the election process, who are in good standing with GSSK and who are not in conflict of interest for the election
- 6) Election Committee Must Follow the Election Policy set by GSSK to conduct the fair election

Article 19. Constitutional Amendment dates

- 1) The above Amendments to the Constitution are adopted at the Annual General Meeting at Regina, Saskatchewan, Canada on the Twenty-Fifth day of October in the year One Thousand Nine Hundred and Ninety-Two. (October 25, 1992)
- 2) The above Amendments to the Constitution are adopted at the Annual General Meeting at Regina, Saskatchewan, Canada on the Twelfth day of January in the year Two Thousand and Twenty (January 12, 2020)
- 3) The above Amendments to the Constitution are adopted at the Annual General Meeting at Regina, Saskatchewan, Canada on the Seventh day of July in the year Two Thousand and Twenty Two (July 7, 2022)