

Constitution of "University of Toronto Portuguese Association (U.T.P.A.)"

Last revised: July 2013

Article 1 - Name

The name of the organization shall be the University of Toronto Portuguese Association, hereafter referred to as the "Association".

Article 2 - Purpose and Objectives

The purpose of the Association is to bring together all those interested in Portuguese culture and language. The Association believes in the importance of pursuing a post secondary education and promotes its importance throughout youth in the Portuguese community. Through outreach presentations at various elementary and high schools the association is determined to help lower the drop out rates in the community and encourage them to pursue a post secondary education especially at the University of Toronto. Within the university community the association looks to encourage the involvement of university students both in the association and in the Portuguese community while promoting social, cultural and educational activities such as fundraising events (bake sales, soccer nights, etc), annual scholarship gala, Portugal day parade etc.

Article 3 - Membership

The membership fee is \$2.

Voting membership is open to all University of Toronto students, staff, faculty, and alumni. Non-voting membership is open to all members outside the University community. Voting members are eligible to become executives or standing committee members, may vote in elections, and may propose and vote on constitutional amendments.

Article 4 - Executive List and Duties

The Executive Committee consists of: a president, vice-president, treasurer, and secretary.

The President shall:

- Oversee the operations and management of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Facilitate transition of office to future executives

The Vice-President shall:

- Assume duties of the President in his/her absence
- Ensure that the activities of the group meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

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The Secretary shall:

- Collect membership and maintain a list of both voting and non-voting members
- Be responsible for all communication to membership
- Ensure that meetings are taken at all meetings and sent out to all members

The Treasurer shall:

- Maintain the association’s account and a record of all financial transactions
- Hold signing officer authority along with the President
- Prepare an annual budget as well as budgets for specific events
- Advise members on the financial position of the group

Standing Committee positions shall be defined by the Executive Committee based upon the needs of the association for that year.

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

The member will be removed from the club’s membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

The Process is as follows:

- (1) The member-in-question (general or executive) is provided a verbal warning regarding their conduct
- (2) The member-in-question is provided a written warning regarding their conduct and future expectations
- (3) The member-in-question is asked to attend an executive meeting and provide a defense of their conduct wherein the executives vote to remove the member
- (4) The member-in-question may appeal the decision of the executive to the voting membership who would cast a final deciding vote, wherein a two-thirds majority vote of the voting members present in favor of the removal is required.

In the event of a vacancy, an executive appointment is permitted, but is only valid once ratified by the voting membership. Alternatively, a bi-election may be held.

Article 5- Elections

At elections, executive members shall be chosen based on the candidate with the most votes.

The date, time and location of the Executive Committee elections shall be announced to the voting membership at least 15 days prior to the proposed date. Nominations for positions on the executive committee shall close 7 days prior to the proposed date. If no nominations are received for a particular position, nominations for it will be open until Election Day.

A voting member may become a candidate only by submitting a nomination form signed by at least 3 other voting members. Candidates must also be voting members of the group for at least one month prior to the nomination period.

It is strongly encouraged that candidates being nominated for the positions of President and Vice-President have one year of experience on council.

Only voting members who have been a member for 30 days prior to the election date(s) are eligible for voting. Voting by proxy is prohibited.

Elections are to be held annually by June.

The terms of office are July 1st to June 30th of the following year.

In the event of a vacancy, the executive committee may appoint a member to fill the role, pending the approval from voting members through a 2/3 majority vote, until a bi-election can be held.

Article 6 - Finances

Funds of the Association shall be deposited in the name of the University of Toronto Portuguese Association, by the Treasurer.

The financial health of the group along with an annual budget shall be presented, by the Treasurer, at the Annual General Meeting.

The contents of the moneybox shall be documented before and after each event by the Treasurer and President and will be presented to the Executive Committee at the following Executive meeting.

All expenses above \$100 shall be authorized by a vote of the executive committee.

Article 7 - Meetings

General Meetings:

General meetings shall be held at least twice a year, one in the Fall and another in the Winter term.

All members shall be notified of general meetings at least 14 days in advance. These meetings are intended to go over the group's annual activity plan, finances and propose or vote on constitutional amendments, if any. Motions will require 50% +1 of the voting members in attendance for a vote to be cast. The motion with the most votes will be passed.

Executive Meetings:

The executives shall meet as often as necessary but at least once per month.

All executive members shall be notified of executive meetings at least 7 days in advance.

Decisions at executive committee meetings shall be taken by a simple majority of the votes cast meeting quorum, whereby quorum is defined by $\frac{3}{4}$ of the executive committee.

Article 8 - Amendments

Amendments to the constitution may be proposed and must be voted on by all voting members.

It shall be presented to the voting membership at the general meeting.

A copy of the proposed amendment(s) shall be made available to the general membership at least 14 days in advance of the general meeting.

Amendments shall be decided by 50% +1 majority. Proposed amendments with the most votes shall be adopted into the constitution and submitted to University partners.

- The revised constitution must be submitted to UTSU and the Office of Student Life in order to achieve official club status on campus.