

CONSTITUTION OF SOUTH ASIAN CENTRE OF WINDSOR

ARTICLE 1: NAME

The name of the organization shall be "South Asian Centre (SAC) of Windsor", hereinafter called "**SAC**".

ARTICLE 2: OBJECTIVES

The objectives of SAC shall be:

1. To provide social support to the people of South Asian origin, using established agencies
2. To organize outreach programs to bring people of South Asia into the main-stream Canadian way of life, with emphasis on special segments of the south Asian population e.g. women, elderly, etc.
3. To provide English language instruction to South Asian immigrants in understanding the social and cultural mosaic of Canada
4. To provide a forum and support for persons of special needs to get-together, have cultural and social exchanges to satisfy in the South Asian cultural needs and to adopt to the Canadian cultural mosaic
5. To provide a Centre for information on educational and cultural activities in the South Asian population
6. To organize functions and raise funds for charitable purposes
7. To operate as a secular and non-profit organization
8. To seek financial assistance from the various governments and agencies

ARTICLE 3: FUNCTIONS

1. The SAC functions shall be carried on without the purpose of personal gain for its members. Profits or other accretions to the corporation shall be used solely to carry out the objectives set forth in the ARTICLE 2
2. To work in conjunction with all established agencies and institutions in the community for the realization of the objectives of the SAC as stated in ARTICLE 2.
3. To provide a centre for information, on educational and cultural activities in Canada to South Asians
4. To develop and support programs for, and to encourage interaction among South Asian and Canadian ethno cultural groups

5. To co-ordinate existing programs and to develop new ones for the new South Asians coming to Windsor and Essex county area
6. To teach English language and to provide other information about Canada, which may encourage the people to help new South Asians to integrate in the Canadian way of life and become Canadian Citizens
7. To adopt any other measure to achieve the objectives as stated in ARTICLE 2

ARTICLE 4: MEMBERSHIP

- A** Individuals of South Asian origin (Indian subcontinent), or a non-South Asian who is currently married to a South Asian supportive of the objectives of SAC
- B** Honorary members - recommended by SAC and accepted by the membership
- C** An individual member is entitled to one (1) vote in all membership meetings of SAC

ARTICLE 5: MEMBERSHIP DUES

1. Dues of membership shall be decided from time to time by a majority vote of members present at a properly convened meeting of the membership of SAC. The Notice of such a meeting to include the notification of the intent to change the dues.
2. Dues of membership, for those who are 55 and over of age shall pay 50% of the regular rate.
3. Deadline for membership dues is 31st of March, each year.

ARTICLE 6: BOARD OF DIRECTORS

1. Individual members are eligible to be elected to the Board of Directors of SAC, hereinafter called "The Board"
2. At least four (4) weeks before the Annual General Meeting (AGM) of the members of SAC, all the members of SAC will be informed about the date of the AGM.
3. A notice will be sent to all members in the month of February, requesting submission of nominations for the election of members to the vacant positions on the Board along with the form to be filled for each candidate nominated. The nomination will also require a seconder who is also a member of SAC.
4. The Nominating Committee shall go through the nominations. If the number of nominations is more than the vacancies plus two (2), it will select the number of vacancies plus two (2) nominations and present at the AGM for election. If there are fewer nominations, then, the Nominating Committee will add its own nominees to make the total to be the number of vacancies plus two.
5. The Board shall consist of Seven (7), members.' They shall be:
 - i. President
 - ii. Vice President
 - Immediate Past President
 - iii Treasurer

- iv. Secretary
- v. Director of Projects
- vi. Director of Membership and Fund Raising
- vii. Director of Programs

6. At the AGM, members shall elect for vacant positions to the Board. Then the Board shall appoint the elected persons for individual positions.
7. The term of office for directors shall be two (2) years. No director shall be elected for more than three consecutive terms
8. Vacancies on the Board shall be filled by the Board from the list of runners-up in the annual election, who shall be invited to serve in order of their standing. If there are no such candidates, then, the board shall appoint a person of their choice for each vacant position. If the number of appointed positions and vacant positions on the board reaches 3 and the Annual General Meeting is more than 6 months or more, a special meeting of the general membership shall be called to elect members to all the vacant positions.
9. The Board shall normally meet monthly, except during summer when there shall be one meeting, in July or August.
10. The duties of the Board shall be to develop policies to support the objectives of SAC and to supervise their implementation.
11. The Directors shall serve without remuneration and no director shall directly or indirectly receive any profit from their position. Directors shall be reimbursed for reasonable expenses incurred in the performance of their duties.
12. The Board shall have authority to appoint such staff as deemed necessary for the efficient operation of SAC.

ARTICLE 7: DUTIES OF THE BOARD

1. **The President** shall preside over the general membership and the Board meetings. The President shall exercise such powers as conferred upon him/her by the Board or as necessary to properly conduct the duties of the office.
2. **The Vice-President shall carry out the duties of the President in his/her absence and other duties as assigned by the President.**
3. **The Treasurer** shall be responsible for all financial transactions of SAC, keep records containing all receipts and disbursements, shall provide **financial** statement at each Board **meeting** and shall provide a duly audited financial report at the Annual General Meeting. The Treasurer shall also prepare and present to the Board a budget for the following fiscal year, before the Annual General Meeting. The Treasurer shall also guide and supervise the Office Manager.
4. **The Secretary** shall be responsible for sending the notices of meetings, correspondence on behalf of the Board, keeping the minutes of the meetings and any other responsibilities assigned by the Board.
5. **The Director of Projects shall coordinate and assist the Office Manager in preparing grant proposal**
6. **The Director of Membership and Fund Raising** is responsible to increase the membership and come up with different means of raising funds
7. **The Director of Programs** shall come up with various programs for the following year

ARTICLE 8: SPECIAL COMMITTEES

1. The President may appoint special committees, from time to time, to perform specific tasks, as the need arises. Such committees shall have the approval of the board.
2. All special committees shall have a chairperson who is a member of the Board except the Election Committee, which shall be a one-person committee, the person elected by the general membership at the AGM where the election is going to take place.
3. There will be a standing committee, "The Nominating Committee". This committee shall have two members elected by the SAC members at the AGM and the Immediate Past President. The three members of the committee shall elect the chair-person from one of the elected members. The committee will receive nominations to the Board of Directors from the members and provide the names for election at the AGM for members to elect. The committee will also recommend name(s) to fill the vacant position between the AGMs.

ARTICLE 9: MEETINGS

1. There shall be at least one AGM of SAC each year, for the purpose of receiving reports and if applicable, electing members of the Board
2. A special meeting of the general membership of the SAC may be called at the request of twenty percent (20%) of the membership or eight (8) members, whichever is greater, or at the discretion of the Board.
3. The quorum for the AGM shall be (25%) of the total number of members.
4. A simple majority shall form the quorum for transacting business of the Board.
5. All meetings of the Board, the special committees and the general membership shall be conducted according to Roberts Rules of order (latest revised edition available).

ARTICLE 10: AMENDMENTS TO THE CONSTITUTION

1. Amendments to the constitution can be made at a regular or a special general meeting.
2. Proposed amendments to the constitution shall be distributed to the members along with the notice of the regular or special general meeting where the amendments are to be voted on.
3. Acceptance by two third (2/3) of the members present, following the rule of quorum, at the regular or special general meeting of SAC is required for adoption of any amendment to this constitution.

ARTICLE 11: BY-LAWS AND THEIR AMENDMENTS

1. The Board shall submit to the general membership, for their approval, such by-laws as it may deem necessary.
2. By-Laws may be amended at any general meeting provided that the notice of the proposed amendment is included in the notice of the regular or special general meeting of SAC. A simple majority of the members present, following the rules of quorum, is required for the adoption of any amendment to a By-Law

ARTICLE 12: DISSOLUTION OF THE CENTRE

1. On the first of the month of any year if the number of voting members falls or remains below fifteen (15), the dissolution of SAC shall be discussed in the following Annual General

Meeting. A resolution must be passed in that meeting not to dissolve SAC. Otherwise, SAC shall be deemed dissolved.

2. In the event of dissolution of SAC, the Board shall:

- A Return the unused portions of the grants to the granting agencies
- B Upon the dissolution of the corporation and after the payment of all debts and liabilities, its remaining assets shall be distributed or disposed off to charitable organizations which carry on work solely in Ontario

ARTICLE 13: LAST ARTICLE

This is the last article of this constitution as adopted on the 15th day of the month of September in the year 1987.

The above constitution was completely revised and approved unanimously by the members at an Annual General Membership meeting held on the 14th of October, 2011.

Raj Patil, Interim President

Dana Rasiah, Treasurer