

Canadians at Penn
Constitution
Effective as of April 1st, 2010

Article I: Name

The name of this organization shall be Canadians at Penn (or CAP for short).

Article II: Purposes

The purposes of this organization, in no particular order, shall be: i) to provide a social network for current Canadian students; ii) to orient new Canadian students to Penn; iii) to organize activities of Canadian interest to students, regardless of their national background; iv) to promote Penn in Canada and Canada at Penn; v) to offer a mentorship program in conjunction with Penn-Wharton Club of Toronto.

Article III: Membership

Section I

There shall be one class of membership: regular members. However, in order to vote on issues pertinent to the club's functioning and thereby be considered a "voting" member, a regular member must attend three or more meetings of the membership and attend at least three club events in a given school year.

Section II

All students and faculty of the University of Pennsylvania who are either citizens or permanent residents of Canada and state their interest in joining CAP shall automatically be considered regular members. All other students may be considered regular members if they so desire. Membership shall be continuous.

Section III

Members shall be entitled to all privileges including organizing and participating in events. Voting members will have the added privilege of casting votes on issues relating to the well-being and everyday functioning of the Club.

Section IV

There shall be no dues, membership or initiation fees. CAP will work to minimize expenses without compromising its goals, and approach SAC for funding. However, there may be events that require attendees to contribute a nominal fee.

Article IV: The Cabinet

Section I

The Cabinet shall act as the governing body of CAP, fulfilling all duties detailed herein. The members of the Cabinet shall determine the official activities of the Club and who shall coordinate them.

Section II

The Cabinet shall meet once every two weeks or as often as necessary.

Section III

The Cabinet shall be composed of these officers: Prime Minister, Minister(s) of Public Works and Government Services, Minister of Finance/SAC Representative, Secretary, Minister of Citizenship, Immigration, and Multiculturalism, Minister of Veteran Affairs, Minister of Internal Affairs, Minister of Foreign Affairs, and Minister of Web Resources.

a) Prime Minister

1. Shall preside, regulate, debate, and conduct votes during all meetings of the Cabinet and of CAP as a whole
2. Has the official final responsibility for the actions of the Club
3. Shall be the official liaison to the Admissions Office, the Office of International Programs, and the University community as a whole
4. Shall be the liaison to the Office of Student Life and Facilities
5. Shall be charged with constitutional questions and reforms
6. Shall run/organize elections for the Cabinet every February

b) Minister(s) of Public Works and Government Services

1. Shall assist the Prime Minister in the performance of his/her duties, and shall assume the duties and powers of the Prime Minister in the latter's absence
2. Shall also be responsible for fulfilling any Cabinet vacancy by personally assuming such duties or appointing another to do so until the position can be filled by an election
3. Shall inform Canadian students on information about tax forms, visas, and job opportunities in Canada
4. Shall assist in the organization and brainstorming of events for Club participants with the help of appropriate Cabinet members (ie. poster-making, flyering, emailing list-serv, budgeting advice and funding, emailing the rest of the Penn Community, and making important decisions)

c) Minister of Finance/SAC Representative

1. Shall be empowered to receive all monies due to CAP, and shall disburse them in strict accordance with the disposition made by resolution of the Cabinet

2. Shall establish the CAP budget as often as necessary, and shall keep a detailed and accurate set of accounts showing all receipts and expenditures. Following any event in which CAP funds have been spent, it is the Minister of Finance's responsibility to email the Prime Minister with an updated record of the Club's funds/spending
 3. Shall resolve all issues concerning the Club's budget
 4. Shall contribute to fundraising ideas
 5. Shall make sure that CAP is financially sustainable
 6. Shall attend all necessary SAC Meetings (including SAC's General Body Meetings) on behalf of CAP, unless otherwise noted. If the treasurer is not able to attend a SAC General Body Meeting, it is his/her responsibility to notify the Prime Minister at least a week in advance of his/her unavailability AND must find a substitute within a week of the impending meeting
- d) Secretary
1. Shall keep an accurate record of the proceedings of CAP Cabinet meetings and Meetings of the Membership as well as maintain an attendance sheet for all meetings
 2. Shall email minutes from exec board meetings to Cabinet members immediately after the meeting is drawn to a close
- e) Minister of Citizenship, Immigration, and Multiculturalism
1. Shall increase CAP's membership and diversity
 2. Shall manage the CAP list-serv, updating and organizing it as appropriate
 3. Shall reach out to CAP members notifying the list-serv via email of upcoming events, related events on campus, and other important notices, reminders, etc.
 4. Shall address any concerns and questions from members of CAP
 5. Shall represent CAP via emails and possibly via an electronic newsletter
- f) Minister of Veteran Affairs
1. Shall be the primary liaison between the Club and the Penn-Wharton Toronto Club
 2. Shall maintain the Canadians at Penn Alumni database
 3. Shall overlook and answer questions pertaining to the mentoring program which is run in conjunction with Penn-Wharton Toronto Club
 4. Shall assist with event planning and execution of events
- g) Minister of Internal Affairs
1. Shall help connect with school administration and other international organizations at the university
 2. Shall collaborate with other organizations on campus in hosting events
 3. Shall assist in CAP Meetings and events
- h) Minister of Foreign Affairs
1. Shall be responsible for promoting the Club to the student body

2. Shall be responsible for organizing the promotion of and advertising for CAP events
- i) Minister of Web Resources
1. Shall design and maintain the CAP website as needed
 2. Shall make CAP activities known by posting pictures on the CAP photostream, sending messages, and creating events on Facebook
 3. Shall advertise CAP events through appropriate Internet mediums

Section IV

The term of a member of the Cabinet shall not exceed one school year without re-election of the office.

Section V

Each officer, including the Prime Minister, holds one vote in the Cabinet.

Section VI

Under the most extreme circumstances, the Cabinet maintains the ability to override the Prime Minister's actions by a majority vote. Voting members reserve the right to petition and thus override the cabinet's decision on a particularly controversial decision, if the majority of them vote on it.

Section VII

A member of the Cabinet may resign at any time by delivering a signed letter of intent, explaining his/her reason for doing so, to the Prime Minister. Such resignation shall be effective upon receipt, unless another effective date is specified. If a member of the Cabinet is looking for a leave of absence be it personal/family issues, study abroad etc, verbal consent is adequate.

Section VIII

A member of the Cabinet shall be considered removed from office after non-performance of duties and/or if the officer intentionally misses two or more Cabinet meetings without prior consent (excluding unforeseen medical circumstances, personal/family issues, etc) and if such an action is agreed to by a majority vote of the Cabinet members present at any meeting of the membership for which advance notice of at least one week has been given.

Article V: Election of Officers

Section I

The Cabinet shall be elected annually at the end of February at a meeting of the membership for which advance notice has been given of at least one week. The Prime Minister will be elected at

a meeting of membership one week prior to the Cabinet's election. Elected officers shall assume office immediately after election. It is the incumbent officer's duty to guide the incoming officer and answer any questions he/she may have about his/her job for at least the first month the newly elected officer is in his/her position.

Section II

All candidates for office must fulfill the following requirement: be undergraduates who are not graduating prior to the end of their term of office. The Prime Minister must be a citizen or permanent resident of Canada. The Cabinet has the right to modify these qualifications for candidacy at its discretion.

Section III

A person wishing to establish candidacy for any Cabinet position must notify the Prime Minister and the Cabinet prior to the time of the vote.

Section IV

The order of the election shall be Prime Minister, Minister(s) of Public Works and Government Services, Minister of Finance/SAC Representative, Secretary, Minister of Citizenship, Immigration, and Multiculturalism, Minister of Veteran Affairs, Minister of Internal Affairs, Minister of Foreign Affairs, Minister of Web Resources.

Section V

Each candidate must prepare a brief oral presentation to be delivered before the membership at the election meeting. Speeches shall not exceed two minutes in duration, or such limit as the Cabinet may set forth, and may be followed by questions from the membership. A running candidate MUST attend at least three Meetings of the Membership AND at least three club events in order to stand for election.

Section VI

A candidate must receive a majority of the votes cast by voting members to be elected. In the case of three or more candidates AND in the case where no one person has the majority of votes, the Cabinet shall decide the criteria for a run-off election.

Section VII

An affirmative majority vote is one in which 50% plus one (1) of the members present and not abstaining vote in favour of a motion of election vote. An affirmative $\frac{3}{4}$ vote is defined as one in which at least 75% plus one (1) of the members present and not abstaining vote in favour of the motion or election vote.

Section VIII

In the case of the resignation of a Cabinet member, the vacancy shall be filled at the next available meeting of the membership, as long as at least two week's notice has been given of the vote at that meeting.

Article VI: Continuance

These following sections will outline methods of maintaining the continuance of the Club

Section I

The Prime Minister must ensure that the election meeting is run at the end of February each school year.

Section II

In the case of a shortage of candidates for the Cabinet, the Prime Minister is responsible for actively soliciting candidates from the general body of the Club on a one-on-one basis. There are over 100 Canadian undergraduates at any given time, so there should not be a problem in finding people who are interested in running this Club.

Section III

The Cabinet should ideally, but not necessarily, have a mix of upper and lowerclassmen. The Prime Minister must be especially vigilant for the need of securing a new Cabinet if the current Cabinet is comprised of all seniors.

Section IV

The Prime Minister shall remind the Minister of Finance of upcoming SAC meetings at least a week before the meeting.

Section V

If no events have been organized within a month, the exec board members shall come together to organize an event. The Club shall organize at least one event per month.

Article VII: Meeting

Section I

Meetings of the membership shall be called by the Prime Minister no less than twice during each of the Fall and Spring semesters, and at other times as the Cabinet decides. Meetings of the membership may be requested by a petition, submitted to the Prime Minister, of 1/2 of the members of the Club.

Section II

Meetings of the CAP membership must be announced in advance via electronic mail or through all other means possible at least one week in advance.

Article VIII: Amendments

This Constitution shall not be altered except by a $\frac{3}{4}$ of the Cabinet present and all members shall be notified of any changes and any member shall have the right to call a general referendum of the proposed change. No proposed amendment to this Constitution shall be adopted at any session of the membership unless it has been read in full and given sufficient time for discussion prior to the vote.