

Constitution

University of Manitoba's Pakistan Student's Association

Article I: Name of Student Group.

The name of Student Group is University of Manitoba's Pakistani Students' Association and henceforth will be referred to as PSA and/or UMPSA.

Article II: Purpose

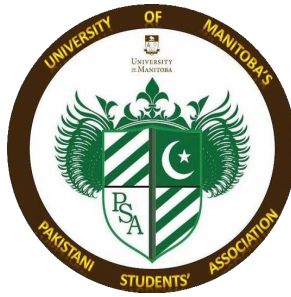
PSA is a non-political, non-profit and non-religious organization with a purpose to promote Pakistani cultural values to our members and to the wider community. The main aim is to provide students with a stable platform to help them adapt to the University Life and to represent the Pakistani community among other ethnical groups. PSA will commit Itself to maintain an open door policy and an inclusive culture. The organization will also be responsible for organizing cultural and social events.

Article III: Membership

The group will be open ended in nature and any student at the University of Manitoba is eligible to be an active member.

Article IV: Compliance with UMSU/SGPAC Policies and Procedures

PSA acknowledges and will abide by the Students' Union By-laws and Policies*. The organization may lose their rights as UMSU-recognized group if it fails to comply with the UMSU's and SGPAC's rules.



Article V: Executive officers and Duties

All executives must be of Pakistani origin with two-thirds of them being University of Manitoba undergraduate students. Each Executive member is required to attend all meetings of the Student group. If not, executive member has to provide reasonable excuse, which is agreed by 1/2 of executive members. In addition, the executives should comply with all association rules and assume their responsibilities in full letter and spirit.

President:

- ❖ The official signing authority on behalf of PSA
- ❖ The official contact person for UMSU and SGPAC
- ❖ Official spokes man to the public on behalf of PSA
- ❖ Official Chair of all PSA meetings
- ❖ Co-Signer on behalf of PSA (if the PSA has any bank account)
- ❖ Supervise and assign duties to all other PSA position holders and members

Vice President:

- ❖ Assumes duties of President whenever necessary and be the official acting President on behalf of the association
- ❖ Supervises the Finance Director to prepare budgets and all updating financial records pertaining to PSA
- ❖ Second signing authority on behalf of PSA
- ❖ Organizes and holds group meetings and activities



Director of Public Relations:

- ❖ Interacts with the public, primarily PSA members on behalf of PSA
- ❖ Receives feedback (suggestions and comments) related to events and programs on behalf of PSA
- ❖ Works along the marketing director to uphold and build the PSA brand image in the public
- ❖ Send emails to external and internal stakeholders on behalf of PSA for association related operations

Director of Events:

- ❖ Develop ideas and supervise events, social programs and campaigns on behalf of PSA
- ❖ Work along side the Director of Marketing and Public Relations for event promotions
- ❖ Responsible for booking and returning all UMSU/audio visual equipment
- ❖ Responsible for venue bookings, catering wavers and all other event related tasks
- ❖ Recruit and register volunteers for different PSA events

Director of Marketing:

- ❖ Responsible for all event promotions advertisement campaigns
- ❖ In charge of all PSA social media accounts
- ❖ Work in close coordination with the Public Relations Director in order to maintain the PSA brand
- ❖ Discuss and approve marketing ideas with the President and Vice President to ensure ethical code is maintained
- ❖ Responsible for maintaining and recording PSA marketing inventory



Director of Logistics and Operations:

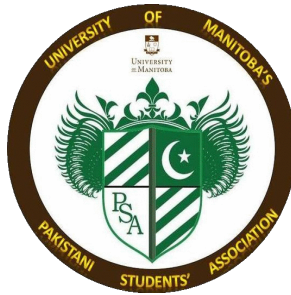
- ❖ Responsible for all internal and external PSA operations
- ❖ Work closely with the Director of Events to plan for logistical needs pertaining to an event
- ❖ Ensure all arrangements are made to rent and transport event related equipment at the misread venue and ensure that everything is safely returned
- ❖ Prepare a list of potential PSA members who can donate their vehicles for PSA event operations and supervise the fleet when needed
- ❖ Discuss with the President and Vice President to increase operational efficiency of PSA

Director of Administration (Appointed)

- ❖ Assist President and Vice President to coordinate organizational activities, membership and required volunteer paperwork.
- ❖ Responsible for taking meeting minutes, agendas and sending out e-mail reminders to committee members.
- ❖ Keeps attendance records for meetings

Director of Finance (Appointed)

- ❖ Liaison to Office of Organization for the purpose of organizational funding.
- ❖ Prepare funding request applications (following UMSU procedures) and sponsorship proposals
- ❖ Maintains current account of the organizational funds (checking and savings bank



accounts), prepare bank reconciliation statements and financial statements on behalf of the organization

- ❖ Prepares budgets and financial records for events in consultation with the President and/or Vice President
- ❖ Approve all petty cash and expenditures requests within the association after getting approval from President and/or Vice President

Article VI: Executive Elections and Terms of Office

The tenure for all executive positions will be two years, which will start 11 November and end on 31 October. All members have the right to vote after getting through the voter registration process set by the then Executive/CRO/DRO. Each of their votes will have equal weights. Decision has to be passed by more than 50% of votes. If it happens to be a tie at the end, the CRO/DRO will have to figure out a way according to the circumstances.

Entry of potential executive candidates has to be passed by at least 2/3 of the existing executive members. Only University of Manitoba students can run for elections with two third being undergraduate students. The elected executive team will appoint two executives and it is up to their discretion if the appointment needs to be done outside of University of Manitoba such as from the International College of Manitoba in order to serve the mandate in a proper manner.

A Transition report will be signed by the existing executive approved by the existing President to ensure a smooth transition from old Executive to new Executive. The transition



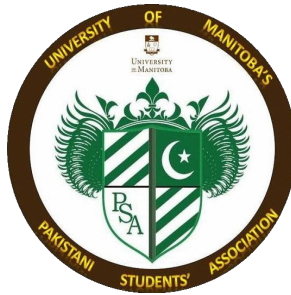
report will include details of all the previous events, financial standing of the association, inventory owned and any obligations need to be met. Prior to the election, the Executive shall appoint a Chief Returning Officer (CRO) for the upcoming election. The CRO must be a person who is not running in the upcoming election. The CRO can vote in the upcoming election. The CRO shall be responsible for all duties associated with the upcoming election and shall provide proper notice to all students group members of the upcoming election.

Article VII: Transition of the Executive

During the period from the 1st of November August until the 11th of November, when the new Executive will assume office, it is the responsibility of the existing Executives to orient the newly elected executive officers to their jobs. This includes teaching the incoming executive about student group and Students' Union policies and procedures, transitioning custodianship of student group records and materials (including office and mailbox keys, locker combinations and all passwords to all student group email accounts), and preparing the new Executive to be effective in their roles for the next year's work.

It is the responsibility of the departing President to ensure that all student requirements to the Students' Union, including submission of a complete annual report and the removal of all student group records and materials from the student group office and locker, have been fulfilled before the incoming Executive assumes office.

It is the responsibility of the existing President and Finance Director to bring all accounts up



to date to the end of the fiscal year, and to prepare any required financial statements of the student group. In addition, the outgoing President and Finance Director must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President's and Finance Director's names. These tasks are to be completed and their outputs delivered to the new Executive no later than one month after they assume office.

It is the responsibility of the incoming Executive to assume custody of all student group records and materials and accountability for all financial activities of the student group (as outlined in Article V) and for all student group requirements

Article VIII: Meetings

A minimum of six meetings should be held each year. The President may call an Executive meeting at any time, but must give the other Executive officers at least 36 hour notice.

There shall be at least one Executive meeting per month during the academic year. Any executive unable to attend the meeting should provide proper reason.

Article IX: Amendments to the Constitution

The constitution can be revised twice a year only. All the executives and the supportive members will have their chance to discuss and decide what needs to be revised for proposal; every member is encouraged to vote to decide whether the constitution should be revised.

The changes are subject to approval of 2/3rd of the group members. It is mandatory for executive members to cast a vote whereas the vote of supportive members is voluntary.

