

CONSTITUTION
Punjabi Students' Association (5SA)
University of Manitoba

Article I: Name of Student Group

The name of the student group is University of Manitoba's Punjabi Students' Association, and will be referred to as 5SA and/or UM5SA.

Article II: Purpose

The Punjabi Students Association is a volunteer-based group organized by the University of Manitoba's East Indian students from the state of Punjab. 5SA aspires aims to showcase our heritage, and help International students integrate into Canadian society while still feeling at home. Moreover, we aim to bring not just Punjabi students, but Indian students together through fundraisers and social events to celebrate our home country. 5SA will commit itself to maintain an open-door policy and an inclusive culture.

Article II: Membership

Membership shall be open to all students willing to represent the office and Punjab, and does not require fees.

Article IV: Association Positions

President (Executive)
Vice President (Executive)
Director of Events (Executive)
Director of Finance (Executive)
Public Relations Coordinator (Appointed)
Events Coordinator (Appointed) x 2
Volunteer Coordinator (Appointed)
Marketing Coordinator (Appointed) x 2

Article V: Executive Officers and Member Duties

Executives may be of any ethnic background with two-thirds of them being University of Manitoba undergraduate students.

President:

- ❖ The official signing authority on behalf of 5SA
- ❖ The official contact person for UMSU and SGPAC
- ❖ The official chair of all 5SA meetings
- ❖ Initiates and decides with the advice of the executive committee in all matters concerning the association

Vice President:

- ❖ Acts as the president in case of absence
- ❖ Second signing authority on behalf of 5SA
- ❖ Supervises Director of Finance to prepare budgets
- ❖ Performs other functions delegated by the president

Director of Events:

- ❖ Develop ideas and supervise events, social programs, and campaigns
- ❖ Work along side Public Relations coordinator and Marketing coordinator for event promotions
- ❖ Responsible for venue bookings, catering wavers, and all other related event tasks
- ❖ Responsible for booking and returning all UMSU/External audio and visual equipment
- ❖ Work along Event coordinator and volunteer coordinator for events

Director of Finance:

- ❖ Collect the dues of the Association
- ❖ Keep a record of the association funds, and maintains current account (checking and savings bank accounts)
- ❖ Create budgets for social events and programs alongside Director of Events

Public Relations Coordinator:

- ❖ Interacts with the public on behalf of 5SA
- ❖ Receives feedback (suggestions/comments) related to events and programs on behalf of 5SA
- ❖ In charge of 5SA social media accounts
- ❖ Works along with the marketing director to uphold 5SA's brand image

- ❖ Send emails on behalf of 5SA for association related operations

Events Coordinator:

- ❖ Maintains any withstanding duties given by the Director of Events
- ❖ Promote the Indian culture among International and local students at the UofM (which includes managing tabling for advertising)

Volunteer Coordinator:

- ❖ Recruit volunteers for 5SA events and direct and assist in various areas of planning and executing events

Marketing Coordinator:

- ❖ Responsible for all event promotions advertisement campaigns
- ❖ In charge of all 5SA social media accounts
- ❖ Works closely with Public Relations Director to maintain 5SA image
- ❖ Responsible for maintaining and recording any 5SA marketing inventory

Article VI: Executive Elections and Terms of Office

- ❖ Elections will be conducted by the Elections Committee comprising of One Chief Returning Officer (CRO) and the Deputy Returning Officer, who are active members of 5SA.
- ❖ Only University of Manitoba students of Punjabi descent may run for elections with two third being undergraduate students.
- ❖ Students may run individually, or with a full slate consisting of 4 people.
- ❖ Elections shall take place in September of the new school year.
- ❖ The elections of the executives shall be conducted by secret ballot
- ❖ If it happens to be a tie, the CRO/DRO will have a way to figure out a non-bias way according to the circumstances.

Article VII: Rules for Removal of Executives and Committee Members

- ❖ Any member of 5SA, may not miss more than 3 general meetings without a valid excuse approved by the President/Vice President or they shall be terminated from their position immediately.
- ❖ Any executive's failure to fulfill duties and maintain the integrity of the office, constitution, and Punjab may be called by an affirmation letter and have signatures from 2/3 of 5SA members.

- ❖ In the event an executive member withdraws from his/her position, a replacement shall be elected as per Article VI or elected from committee members based off the President's decision.

Article VIII: Use of the 5SA Name

- ❖ Third parties may not use the name, rights, or resources of the Punjabi Students' Association for personal benefit.
- ❖ For a third party not associated with the University of Manitoba, a consensus within 5SA will be taken in regards to the collaboration.

Article IX: Amendments to the Constitution

- ❖ The constitution can be revised twice a year only.
- ❖ Amendments to the constitution can be made by the executive committee after it has been presented and approved by the general body of 5SA.
- ❖ Every member is encouraged to vote and decide whether the constitution should be revised.
- ❖ The changes are subject to approval by 2/3rd of 5SA members.
- ❖ Failure to follow the clauses of this constitution, will result in a ban from 5SA for one term.