



University of Manitoba
Pakistani Students' Association

Constitution Package

Version I

ARTICLE 1: NAME OF THE ORGANIZATION

1.01: The name of the organization shall be *University of Manitoba Pakistani Students' Association*, acronym as UM-PSA.

ARTICLE 2: OBJECTIVE AND PURPOSE

2.01 : PSA is a non-political, non-religious student organization that shall work to provide resources for Pakistani students on campus.

2.02 : The purpose for which PSA is to be organized shall be consistent with the aims and objectives of University of Manitoba Students' Union. No purpose or objective of the organization shall conflict with the applicable state or federal laws presently in force or hereafter enacted.

2.03 : The specific purposes and objectives with the organization shall be to be organized to pursue includes:

- 1) Settlement resources for Pakistani students at University of Manitoba.
- 2) Representation of Pakistani culture at University of Manitoba.
- 3) Advocate for the rights for Pakistani students at University of Manitoba
- 4) Provide opportunity to showcase talent and appreciate hard working Pakistani students
- 5) Be a bridge between Pakistani students and Pakistani community of Manitoba

2.04: Pakistani Students' Association shall not practice or be part of events/activities which:

- I. Promotes/ practice consumption of alcohol, drugs or any other substances
- II. Remove, damage or destroy property.
- III. Promote, practice racism or targets any individual group of people
- IV. Behaviour that incite violence
- V. Violates any Code of Conduct outlined by University of Manitoba

ARTICLE 3: MEMBERSHIP

3.01 : Membership in the organization shall be open to all undergraduate and graduate students at University of Manitoba and International College of Manitoba, so long as no less than two-thirds of the club is undergraduate students.

3.02 : Any individual desires to acquire the membership of the organization must be a current student at University of Manitoba or International College of Manitoba

3.03 : Any individual desires to acquire the membership of the organization must fill-out the membership form.

3.04 : All members hold equal right and privileges in the electoral process of the organization

3.05 : Pakistani Students Association holds the right to cancel the membership of any individual who:

- I. Is no longer a student at University of Manitoba or International College of Manitoba
- II. Practice any act that is harmful to association or any individual in the association

3.06 : Voluntary Members Withdrawal: Any member of our organization, at any time, can voluntarily withdraw membership from the organization.

ARTICLE 4: EXECUTIVE COUNCIL

4.01 : Executive council of the association shall consist of but not limited to:

1. President
2. Vice President Finance
3. Vice President Operations
4. Vice President Marketing and Media
5. Vice President Student Life

4.02 : The executive council must be elected for a one academic year. The new term shall begin from September 1st and shall end at 31st August of the following year.

4.03 : The President shall execute the following responsibilities:

- I. Be the contact person for UMSU and coordinate when required
- II. Be an official spokesperson of the association
- III. Shall work closely with the Vice President to perform task necessary for the association
- IV. Must file application for the renewal of student group each year.
- V. Must take care of all the external matters of the association.
- VI. Must work closely with Director of Finance in terms financing of the association
- VII. Must be authorized signatory for all the funds of the association.
- VIII. Shall chair the meetings in the absence of Office Co-Ordinator.
- IX. Shall, with the advice of the Executive Council, plan and coordinate the events to be organized by the association.
- X. Must remain fair and impartial in association's decision-making matters

4.04: The Vice President Finance shall execute the following responsibilities:

- I. Shall maintain a current list of donors and sponsors for the association.
- II. Shall work on finding new avenues for sponsors for the association.
- III. Must be authorized signatory for all the funds of the association.
- IV. Attend all meetings of the executive council unless otherwise stated
- V. Must remain fair and impartial in association's decision-making matters
- VI. Perform other duties directed by President and Vice-President

4.05 : The Vice President Operations shall execute the following responsibilities:

- I. Shall work closely with Vice-President and Director of events to plan and execute operations of an event.
- II. Shall book rooms and equipment for meetings and any other activity.
- III. Shall file application for the renewal of office space
- IV. Attend all meetings of the executive council unless otherwise stated
- V. Must remain fair and impartial in association's decision-making matters
- VI. Perform other duties directed by President and Vice-President

4.06: The Vice President Student Life shall execute the following responsibilities:

- I. Shall work closely with Students' Affair coordinator and Community outreach coordinator to effectively execute their roles and responsibilities
- II. Must assist new and current members in accordance to the article 2.03 of the constitution
- III. Attend all meetings of the executive council unless otherwise stated
- IV. Must remain fair and impartial in association's decision-making matters
- V. Perform other duties directed by President and Vice-President
- VI. Hold workshop focusing on the settlement of students across communities
- VII. Seek inclusion and participation of students of national or international descent in events arranged

4.07 : The Vice President Marketing and Media shall execute the following responsibilities:

- I. Shall work closely with media team to prepare promotional material for the association and events
- II. Must record meeting minutes of the executive council meeting.
- III. Attend all meetings of the executive council unless otherwise stated
- IV. Must remain fair and impartial in association's decision-making matters
- V. Perform other duties directed by President and Vice-President

ARTICLE 5: BOARD MEMBERS

5.01 : The Board Members consist of but not limited to:

1. Director of Events
2. Students' Affair Coordinator
3. Community Outreach
4. ICM Rep
5. Office Coordinator
6. Membership Coordinator
7. Media Coordinator

5.02 : The recruitment for the board members shall be done by the procedure outline by the executive council of the association

5.03 The Board of Directors must be selected within 2 weeks of the commencement of the term of the executive council and must end with the term of the executive council.

5.04 : Board of Directors must execute their roles and responsibilities outline by the document “Roles and Responsibilities”

5.05 : All Board of Directors must follow the “code of conduct” at all times.

5.06 : Any Board of Directors shall be removed from his/her position in violation to code of conduct.

ARTICLE 5: COMPLIANCE WITH UMSU AND UMSU CLUBS POLICIES AND PROCEDURES

5.01: UM-PSA will follow all bylaws, policies and procedures of University of Manitoba Students’ Union (UMSU)

5.02: We shall follow all the clubs’ policies and procedures stated by UMSU

ARTICLE 6: VOTING AND ELECTION

6.01 : The election for the executive council must happen in the winter term of the academic year however the new executive council shall not resume office in the beginning of the new academic year.

6.02 : The executive council must appoint a Chief Returning Officer (CRO) 2 weeks prior to the election date. The CRO does not have to be a member of UM-PSA nor can be a person who is running in the election.

6.03 : Any executive member or Board of Directors, who wishes to run for the office again, must step down from his/her position until the electoral process is completed.

6.04 : All members and Board of Directors contain the right to vote and actively participate in the elections.

6.05 : Any Board of Director member, who wishes to be part of a campaign for any slate, must step down from his/her position until the electoral process is completed.

6.06 : All members of the executive council must be elected through a process of secret ballot.

6.07 : The executive council must announce the date of election 1 month prior to the election date.

6.08 : Board of Directors contains the right to vote on any matter as per discretion of the executive council

6.09 : If Board of Directors are involved in any voting process, the following conditions must be met in order to validate the decision making as a result of the voting:

- I. 1/2 of the members (both executive and directors) must be present for voting
- II. President shall chair the voting process hence be the CRO
- III. 2/3 of the vote must be in the favor of an option

6.10: Each member shall have one vote.

6.11: There shall be no proxy voting with respect to any matter

ARTICLE 7: ALUMNI

7.01 : Any member is considered alumni who is graduated from the University of Manitoba.

7.02 : Executive council, upon the discretion, can appoint a board of advisors consisting of alumni members.

7.03 : Board of Advisors shall not have any voting rights.

7.04 : Board of Advisors must oversee any matter as per discretion of the executive council.

7.05: Board of Advisors shall work up to the day of the executive council outlined in article 4.02

ARTICLE 8: MISCELLANEOUS

8.01 : Executive council holds the right to make changes to the constitution.

8.02 : Any changes made to the constitution must be approved by both executive and the Board of Directors.

8.03 : Any changes to the constitution must follow the guidelines in article 6.09.

