

Carleton University Pakistani Students Association (CU PSA) 2024-2025

Article I

Name of the Organization

The Organization shall be known as the Carleton Pakistani Students Association, and herein after shall be referred to as the Organization.

Article II

Purpose of the Organization

The Organization shall work towards the following goals:

- Creating a society and environment for students whose ethnic origins originate from the country of Pakistan or those who are interested in learning about the country.
- Creating a number of activities that will engage the Organization's members in a way that educates the general public about the country of Pakistan.
- Working alongside other clubs to ensure that international students feel comfortable and settle into the culture of Canada as well as university appropriately.
- Engage the public with regular updates about the country, events, occasions, and such characteristics that define the country of Pakistan.

Article III

Structure

The general membership shall be the legislative body of the organization and shall be composed of all members.

The Executive shall be the administrative body of the organization and shall be composed of members elected by general members.

Article IV

Membership

This section outlines the eligibility and rules for members in the organization.

1. The Organization's General Membership shall be open to all undergraduate students at Carleton University. The club's membership cannot be exclusive towards any group of students at Carleton University.
2. The Organization may grant graduate students at Carleton University and others in the

community membership in the Organization, however they must not have voting rights in elections and must have a membership classification in Article III - Structure.

3. Membership in the organization shall be valid from May to April each academic year. 4.

Only undergraduate students enrolled at Carleton University may serve on the Executive.

Graduate students may only serve a non-voting, advisory capacity.

Article V

Executive

The Executive body is comprised of the following roles:

- Co-Presidents/President
- Treasurer
- Personal Relations (PR) Head (s)
- Student Liaison(s)
- Event Coordinator
- Marketing Director
- Marketing Manager
- Web Manager

The Co-Presidents/President overlook the functions of every Executive and are required to be present when creating additional Executive Team positions within the Organization. They are responsible for providing updates to Executive members and General members about the state of the club and recommend to their consideration such measures they shall judge necessary and expedient. They shall represent the Organization in dealings with other organizations, including, but not limited to, other clubs, Carleton University, and the Carleton University Students' Association.

The Treasurer is in charge of the Organization's budget, income forecasts, expense reports, invoicing, sponsorship, and any monetary planning. Activities that cost the Organization a monetary value should be consulted with the Treasurer before moving on.

The PR Head(s) handle any incoming requests from bodies outside the student body of Carleton University. Any organization outside of Carleton university seeking to work alongside or communicate with the Organization should do so through the PR Head(s).

The Student Liaison(s) manages any concerns that students or members may present at any time during the functional and operational duration of the Organization. They may also reach out to students to increase engagement, acquire feedback, and assist other Executive Team members to ensure that the target demographic of students at Carleton University are having positive experiences with the Organization and its operations.

The Event Coordinator creates, manages, and hosts any events or public activities on behalf of the Organization. Such activities are done to achieve the goals outlined in Article II. They also ensure that the guidelines issued by CUSA are being respected and followed in any and all activities.

The Marketing Manager takes lead on managing the Organization's social media platforms with special focus on creating posts, updating members on events, and engaging online followers accordingly.

The Marketing Director assists the Marketing Manager with their tasks. They also create a plan to manage occasions, events, and overall timings of the social media content being put out.

The Web Manager creates and manages the Organization's webpage. While one does not currently exist, the person in this role will design and create a page to showcase the Organization's media, events, Executive members, and any other vital information to the Organization's operation.

Article VI

Meetings

Meetings of the General Membership

1. Meetings of the General Membership can be called:
 - a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
 - b. At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
 - c. At the request of any five members of the Organization.
2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. Quorum of the General Membership
 - o The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers

Meetings of the Executive Committee

1. Meetings of the Executive Committee shall
 - a. Be held at regular intervals and are for the purpose of running the club.
 - b. Votes by the Executive Committee on club business shall be declared by a simple majority.

Article VII

Election of Executives of Organization

All Executives are elected by Organization members at large and are to hold their titles for a full year beginning in September and ending in August of the following year. The PSA Executive Team may elect or appoint a Succession Officer to administer the elections process. Ideally, the selection of a Succession Officer will be made in a consensus manner by Executive Team members. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer. This Succession Officer must be a club member or external student non – member of the PSA and must remain a neutral party to all elections matters.

The Executives will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end. The campaign period will run between 3 – 5 days based on Executive Team consensus. Club members will be notified of the upcoming

campaign period a minimum of 14 days beforehand and must submit an official notice of campaigning to the Succession Officer a minimum of 7 days before the start of the campaign period.

During the campaign period, the Succession Officer will monitor election campaign materials to ensure that they remain appropriate and in – line with CUSA guidelines. All campaign material deemed inappropriate, offensive, or contrary to the spirit of the Organization will result in the removal of the Presidential candidate from electoral consideration. Appeals to this removal may be submitted to the Succession Officer in writing before the end of the campaign period.

The voting period will run between 3 – 5 days subject to Organization Executive Team consensus. Eligible voters will be those members registered with the Organization prior to the end of the campaign period. No students may join the club during the voting period. Voting for the new Executives will occur through the completion of a voting form sent out at the end of the campaigning period to all registered members. Every voter has the right to cast their ballot in private. These votes will be tallied and the candidates with the most votes will be deemed the Executive for the position for which they had applied.

Appeals, complaints, or conflicts may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.

Article VIII

Impeachment

Impeachment refers to the formal process of removing a club member or executive. In an impeachment procedure, the grounds and process for impeachment must be outlined.

Impeachment

1. To remove a member, the Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
3. Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:
4. Impeachment for Removing an Executive Role:
 - a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
 - b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
 - c. A vote for impeachment with the general membership will be conducted. The accused

executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

5. Membership Impeachment:

- a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
- b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
- c. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Article XI

Amendments

This section details the formal process to update your constitution.

1. Any member can propose an amendment to the constitution. This amendment will be presented at the annual general meeting and a vote will take place with the general membership to adopt the new amendment.
2. A simple majority will be required to adopt the new amendment.

Article X

Dissolution of the Organization

Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the World Food Programme (WFP) as a donation to assist projects in Pakistan.