

# **Carleton University Pakistani Students Association (CU PSA) 2022-2023**

## ***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 Executive Team shall be the Administrative and Legislative body of the Organization.

## ***Article IV***

### **Membership**

Any student at Carleton University may become a member of the Organization by joining the appropriate social media platforms and providing the necessary information (name, student ID, year, and program).

The Executive Team manages the events and overlooks the social media platforms to ensure members are respectful of the rules laid out beforehand. As such, the Executive body maintains the right to remove membership of a member should they become disruptive to other members or the community.

## *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 is responsible for the actions of every Executive Team member, including their own. They overlook the functions of every Executive and are required to be present when creating additional Executive Team positions within the Organization.

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 engages 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 are regularly held by all available Executive Team members at least once a month. This is done to keep Executive members updated on the overall operation of the Organization and discuss any major instances. All information discussed within the meeting should be kept to those members who are present in the meeting itself, unless they are Executive Team members who are unable to attend for legitimate reasons.

Members may call meetings with the Executive Team members but must have the Co-Presidents/President present for its duration.

## ***Article VII***

### **Election of President/Co – President of Organization**

The President/Co - President 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. 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.

Clubs 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 President/Co – Presidents 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 President/Co – President.

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

### **Election of Vice President**

At the discretion of the President/Co – Presidents, a Vice President position may be designed to assist the chief leadership of the Organization. This decision must be made in consultation with the Executive Team

at large, and if a Vice President is deemed appropriate, the elections process observed for the Presidency/Co – Presidency must be applied to the Vice President position.

Prior to the election, the Organization must clearly outline the roles and responsibilities of this officer, and the specific competencies necessary to fulfill this position. These guidelines should be made clear to potential candidates prior to the campaigning process.

### **Applications – Executive Team Members**

Executive Team members are to hold their titles for a full year beginning in September and ending in August of the following year and are to be selected through an applications process. Upon the election of a President/Co – Presidents, the Organization will create an ad for all positions that need to be filled.

If the Student Groups Administrator approves a club request to have an application & interview process rather than an election, the Student Groups Administrator will post the relevant positions on the CUSA Clubs or CUSA website to solicit applications, and have the posting up for at least two weeks.

At the conclusion of two weeks, the Student Groups Administrator will collect the applications and ensure they are saved into similar formats in a Google Drive, and will facilitate a meeting with President/Co - Presidents to shortlist the candidates.

An Interview Panel will be convened to interview the shortlisted candidates, and the panel should include the current President/Co - Presidents of the club, the outgoing executive officer for the position being interviewed, and a member of the Clubs Oversight Committee.

The Interview Panel should try to arrive at consensus around which candidate deserves to be granted the position. If consensus cannot be reached, a majority vote is to be taken, the results of which are reported to the Clubs Oversight Committee.

Once a candidate has been selected, the Interview Panel will designate a member to inform the Student Groups Administrator of the decision, and the Student Groups Administrator will e-mail the successful and unsuccessful candidates to inform them of the decision by the Interview Panel.

## ***Article VIII***

### **Impeachment**

Should any Executive Team member of the Organization dishonor their agreement to Carleton University or the Organization, they would be eligible to incur grounds for impeachment. Behavior that causes impeachment includes, but is not limited to:

- Harassment of members or other Executive Team members of the Organization or other parties,
- Willingly neglecting their duties without just cause,
- Conducting or taking part in actions that damage the reputation of the Organization,

If an Executive Team member does anything that crosses such boundaries, they would receive a notice from the Co-Presidents/President and receive a warning. Should this behavior repeat itself, they would be impeached immediately and must not be affiliated with the Organization in the foreseeable future.

A President/Co-President can be impeached for any of the grounds applicable to executive team members. Impeachment for a President/Co-President requires a meeting reviewing the behaviour in question,

followed by a vote. A two-thirds vote by the executive team is required to impeach the President/Co-Presidents.

### *Article XI*

#### **Amendments**

Should any change be made to the Constitution for the Organization, all Executive Team members must unanimously agree to have certain items added, removed, or completely amended. Meetings can be called in order to do so and need not be subject to Article VI of being done on a “regular meeting”.

### *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.