



CONSTITUTION OF PAKISTANI STUDENTS' ASSOCIATION

Ratified by Club's Membership on: _____

Ratified by SSMU Council on: _____

1 Article I: Name

- 1.1 Pakistani Students' Association of McGill, also referred to hereinafter as the club.

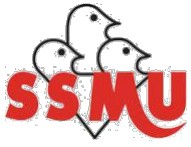
2 Article II: Mandate

- 2.1 The Club's mandate shall be to:

- Project traditional and modern Pakistani values through cultural, social, religious and recreational events;
- Arrange a Mentorship Program to aid new incoming students;
- Create an Alumni Connection Network to help students build connections and allow for Alumni to provide industrial guidance to current students;
- Bring the Pakistani diaspora closer to each other by providing a platform of culture, joy and pride at every event;
- Provide support and services for new students;
- Facilitate multicultural exchanges with other cultural groups within the university to encourage harmony and raise cultural awareness.

2.2 Code of Conduct

- 2.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 2.2.1.1 No member shall make personal profit from the club.
- 2.2.2 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution.
- 2.2.3 The Club is committed to not serving alcohol during any of their events, and any club member under the influence of alcohol at an event shall be asked to leave the venue.
- 2.2.4 The Club will serve only halal food options during club events; the club is also responsible for arranging vegan and vegetarian options for its larger body of audience.
- 2.2.5 The Club is committed to equal gender representation within the club leadership, and in event of non-gender parity on the Executive Committee, the Club will take measures to achieve equal representation in leadership roles, including but not limited to the development of new committees or advisory roles. The Club should ideally maintain a 1:1 male to female ratio, and should that not be achieved during elections, the Executive Committee is responsible to make it up through hiring of reps.



2.3 Student Group Civility

- 2.3.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups. The Executive Committee holds the responsibility of partnering with other organizations, specially on different religious occasions to ensure the Committee caters to all minorities that are part of the club.
- 2.3.2 The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.
- 2.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Clubs and Services and attempt to remedy the problem in a collegial fashion.

2.4 Environment

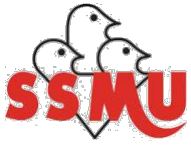
- 2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations, and ensure that a priority be given to venues, caterers, and ticket -sales methods that prioritize environment and have a history of environment-friendly behavior.
 - 2.4.1.1 Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision- making and environmental stewardship. These include but are but are not limited the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators
- 2.4.2 The club must attempt to find sustainable alternatives to the non -recyclable plastic, effective waste management, purchasing clothing which is ethically sourced and environmentally-friendly, fair trade coffee and tea.

3 Article III: Membership

- 3.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.

4 Article IV: Executive Committee

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2 The EC is composed of the following seven portfolios:
 - 1. President (2)
 - 2. Vice President External
 - 3. Vice President Internal
 - 4. Vice President Finance
 - 5. Vice President Events
 - 6. Vice President Administration
 - 7. Vice President Communications



8. Vice President Equity

- 4.3 The EC shall meet once a week unless otherwise determined by EC.
- 4.4 At least five of the eight EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

5 **Article V: Portfolios**

- 5.1 The Presidents (2) shall:
 - 5.1.1 Be the Chief Executive officers, Chief Representatives and Chief Spokespersons of the club;
 - 5.1.2 Manage and lead a motivated and successful executive committee;
 - 5.1.3 Call and chair executive meetings and set the agenda thereof;
 - 5.1.4 Ensure agendas for the weekly meetings are posted at least 48 hrs prior to meetings.
 - 5.1.5 Enforce the constitution and bylaws of the club.
 - 5.1.6 Ensure that every portfolio effectively contributes to the growth of the club.
 - 5.1.7 Monitor progress and ensuring project deliverables are in line with the vision of the Club.
 - 5.1.8 Participate in inter-organizational meetings in the pursuit of enhanced integration and collaboration.
 - 5.1.9 Work on the development of strong channels of communication between the members and the executives and among the executives.
- 5.2 The Vice-President External shall:
 - 5.2.1 Be the public relations representative of the club;
 - 5.2.2 Represent the club to organizations in the greater Montreal community
 - 5.2.3 Prepare the sponsorship package for each major event;
 - 5.2.4 Acquire funding through sponsorships and maintain effective relationships with sponsors
 - 5.2.5 Work with the VP Finance in organizing regular meetings with sponsors and presenting progress updates on the state of funding in relevant meetings;
 - 5.2.6 Maintain coherent records of all sponsor meetings and the database of sponsor contact information and follow up with sponsors following events.
- 5.3 The Vice-President Internal shall:
 - 5.3.1 Represent the Club to other Clubs & Societies within McGill University to forge greater collaboration and cohesion;
 - 5.3.2 Manage relations with the Students Society of McGill University (SSMU) and keep a coherent record of venue bookings for activities and projects;
 - 5.3.3 Lead publicity endeavors for Club events within the McGill Community in collaboration with VP Communications;
 - 5.3.4 Present a write-up of each activity undertaken by the club through the year
 - 5.3.5 Ensure the location/time for the weekly meetings are posted at least 48 hrs prior to meetings;
 - 5.3.6 Maintain an inventory list of all non-financial assets owned by the club and prepare itemized lists prior to events.
 - 5.3.7 Responsible for organizing and supervising reps



- 5.4.1 Upon request of at least 48 hours' prior, exhibit the books and accounts to any member of the club;
 - 5.4.2 Be responsible for the enforcement of the financial policy of the club, including but not limited to ticket pricing, sponsorship targets, and monetary claims from receipts.
 - 5.4.3 Draw up a budget and expenditure record for each event;
 - 5.4.4 Manage the club's financial assets, bank account, and receipt book;
 - 5.4.5 Present an annual written report to the Executive Committee at the end of the academic year on the Club's financial situation;
 - 5.4.6 Be responsible for the completion of the semi-annual SSMU Club audit
- 5.5 The Vice-President Communications shall:
- 5.5.1 Manage the dispatch of the Listserv to all those on the email recipient list;
 - 5.5.2 Check and respond to messages sent to the Club through various communication channels, including email and social media.
 - 5.5.4 Design creative posters and/or tickets for each event for publicity and sponsorship purposes;
 - 5.5.5 Update and maintain the club social media presence and ensure that the content is moderated;
 - 5.5.6 Update and maintain the club website in line with the club's vision and mission.
 - 5.5.7 Be responsible for the up-keep of the PSA website.
 - 5.58 The role of Vice-President Communications shall be selected by the incoming Presidents and Vice-President internal based on technical abilities.
- 5.6 The Vice-President Events shall:
- 5.6.1 Recommend the thematic focus of events bearing in mind the vision and mission of the club;
 - 5.6.2 Prepare a task sheet prior to each event which exhaustively lists all the tasks needing to be accomplished and work with the Presidents to delegate those tasks;
 - 5.6.3 Ensure all event-related purchases are made systematically in advance;
 - 5.6.4 Plan out the club's calendar year (events, activities, services, etc.) and communicate with the VP Internal for bookings, rentals and agenda planning throughout the year;
- 5.7 The Vice-President Administration shall:
- 5.7.1 Facilitate the collection of membership fees.
 - 5.7.2 Maintain the member list master copy and update it regularly.
 - 5.7.3 Create a list of members attending each event, to be kept with PSA to gauge member engagement.
 - 5.7.4 Be responsible for keeping PSA email accounts up to date, and ensure all mails are delivered to the exec directly involved.
 - 5.7.5 Take the meeting minutes at all General meetings held by the EC.
- 5.8 The Vice-President Equity shall:
- 5.8.1 Be responsible for ensuring a 1:1 ratio of males to females at PSA Events



5.8.2 Maintain connections with marginalized members of the PSA

5.8.3 Ensure that all events are inclusive and equitable in terms of accessibility

6 **Article VI: Fees**

6.1 The Club's membership fee shall be \$5.

6.2 Anyone who attends a paid event is automatically considered a member of the Club given that the price paid for the ticket is at least \$ 10. The member will obtain complete voting rights and will be allowed to run for Executive positions as long as the member is also a member of SSMU and/ or PGSS.

7 **Article VII: Finances**

7.1 The Executive Committee or Collective shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester.

7.2 All club bank accounts must be kept at Royal Bank of Canada as subsections of the SSMU account.

7.2.1 Each account must have a minimum of two and maximum of three signing officers.

7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Royal Bank of Canada account

8 **Article VIII: Meetings**

8.1 There shall be a General Meeting held in March or April for the purpose of electing new members to the EC.

8.2 Regular Executive and General meetings shall be held throughout the fall and winter terms.

8.3 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.

9 **Article IX: Electoral and Impeachment Procedures**

9.1 The Vice- President (Clubs & Services) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.

9.2 The general membership of the club must be notified of the date of the general meeting 2 weeks in advance of the date of the General Meeting called for election purposes.

9.3 Elections are to be held before April 10 during the previously mentioned General Meeting.

9.4 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.

9.5 Elections are to be conducted by secret ballot.

9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.

9.7 The Vice-President (Clubs and Services) should be notified immediately in the event of contested electoral results.

9.8 If at any point during the year a member of the Executive Committee resigns, applications shall be opened for a replacement within two weeks of the resignation.



- 9.9 If at any point during the year a member raises concern that an executive member is not fulfilling the duties of their portfolio, the Presidents shall make the subject of the complaint aware of the concerns and notify the executive committee member in question of their responsibility to fulfill their duties as outlined in the constitution. If after one month the executive committee still has concerns about the member in question not fulfilling their duties, that member's expulsion from the EB shall be discussed at: In order to expel an executive committee member, the vote on their expulsion must pass with a two-thirds majority in an executive committee meeting. In the case that the non-compliant EB member in question is one of the Presidents, the Vice President Internal shall be responsible for handling the expulsion procedure.
- 9.10 Any one running for the Presidential position must at least have served a role of Vice-President or higher level at any other club in McGill University prior to running for elections.
- 9.10.1 The club, in which the candidates running for the Presidential position hold the Vice-President or higher level role, must fall under either SSMU, or one of the faculty-affiliated societies (e.g.: MUS, which refers to the Management Undergraduate Society).
- 9.11 Between the two candidates jointly- running for the positions of Co-Presidents, at least one must have served PSA as a rep or a member of the Executive Committee prior to running for elections.
- 9.12 It is the responsibility of the entire Executive Committee of PSA to ensure the election for the next Co-Presidents of PSA does not go uncontested.
- 9.13 PSA Election Committee must consist of the current - most PSA Executive Committee, two members who have previously served PSA at an Executive level (priority must be given to previous Presidents), and two members of PSA who have never held the elected office.
- 9.14 Candidates running for the Vice-President Equity must be female
- 9.15 The position of VP Communications, and any other uncontested positions, will be selected by a panel of the new executive team, consisting of the Co-Presidents and VP Internal
- 9.16 It is the responsibility of the Presidents to ensure a 1:1 ratio of males to females in the PSA executive team (+/- 1 executive). This can be done by adding more reps, and the VP Communications

10 Affiliations

- 10.1 The Club shall have no affiliations.

11 Article XI: Constitutional Amendments

- 11.2 Any member of the club may propose an amendment to the Constitution.
- 11.2 In order to amend the constitution a two-thirds majority vote (excluding abstentions) at a General Meeting must be in favor of the proposed amendment.
- 11.3 All amendments shall be submitted to the Interest Group Coordinator, will be reviewed by the Interest Group Committee and ratified by the SSMU Council before they take effect.

12 Article XII: Bylaws and Policies

- 12.1 The club may create and maintain bylaws that cover the operations of the club

which are not specified in the Constitution.



- 12.3 The club's bylaws must be available to any member of the SSMU when and if requested.

13 Article XIII: SSMU Constitution, By-Laws and Policies

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.