

# Constitution Of the Pakistani Students' Association

## **Article 1 – Organization Name**

The name of the organization shall be the Pakistani Students' Association. The organization may also refer to itself as PSA or PSA@UCF.

## **Article 2 – Mission and Goals**

### **Section 1: Mission**

In order to promote and foster a better understanding of the Pakistani Culture and unite all students who have interest in Islamic Republic of Pakistan, the Pakistani Students' Association is hereby established.

### **Section 2: Goals**

The goals of PSA include:

- To promote and increase friendly and cordial relations between Pakistani, American, and other students at UCF. The association shall establish good communication channel with other PSA organizations around the world.
- To serve as liaison to connect UCF community with the local Pakistani community.
- To create awareness and inter-cultural harmony.
- To make UCF aware of the PSA through intra-collegiate activities.
- To help the members with their adjustment or difficulties at UCF.

### **Section 3: Governing Authority**

The Executive Committee of PSA shall be the governing body of PSA. All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of The Golden Rule will supersede all requirements set forth during the creation and revision of this constitution.

## **Article 3 – Membership & Dues**

### **Section 1: Membership Statement**

Active membership is limited to any student who is currently paying Activity and Service Fees and is enrolled at the University of Central Florida. Active members must also fulfill additional requirements as defined in Article 3 - Section 2 and 3. The affiliated membership shall include students' families, UCF faculty, staff, alumni, and research park employees. No discrimination shall be made on the basis of gender, race, age, creed, religion, disability, sexual preference, national origin, marital status, parental status, or veteran's status. No hazing or discrimination shall be used as a condition of membership in this organization. All groups, except those exempt by law, must have opportunities for male and female memberships.

### **Section 2: Additional Membership Requirements**

Active membership of the PSA shall be maintained by notification of his/her membership to the President or Secretary and payment of membership dues to the

Treasurer. Failure to pay membership dues shall de-activate a member's membership status. The inactive membership may be reinstated by fulfilling the requirements of active membership.

### **Section 3: Recruitment**

Recruitment shall take place throughout the year and membership is open at all times unless stopped by the Executive Committee. The Executive Committee may stop the recruitment and new memberships after the last date of nominations for new officers and before the first day after the elections during the same year. At any time, this period shall not exceed more than two weeks.

### **Section 4: Voting Rights**

Only student members, who are active and in good standing, are eligible to vote. Affiliated members are not allowed to vote or hold office. All members (active and affiliate) have the right to attend meetings and participate in the activities of the PSA.

### **Section 5: Revocation of Membership**

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

## **Article 4 – Officers**

### **Section 1: Eligibility**

All potential officers must be active members of the PSA as defines in Article 3- Section1 and must also fulfill additional requirements as defined in Article4 - Section 2. All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of The Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall be resigned or removed. Additionally, only active student members are eligible for selection to an officer position. Affiliate members may not hold office.

### **Section2: Additional Officer Requirements**

All officers must have been an enrolled student of UCF for at least one semester.

### **Section 3: Titles and Duties**

The officers of this organization shall include (in order of succession) a President, Vice President, Treasurer, and Secretary. No officer will be permitted to hold more than one officer position at a time.

### **The President shall:**

- Act as chair or delegates the chair at the PSA meetings.
- Supervise and co-ordinate the activities of the organization.

- Supervise the expenditure of all funds.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each semester, in conjunction with the Treasurer.
- Coordinate all conferences.
- Ensure all officers are performing their duties as defined in this constitution
- Be responsible (along with the advisor) for holding the annual elections.
- Assign special projects to officers and appoint committee members with the approval of the Executive Committee when necessary.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.

**The Vice President shall:**

- Act as the President in her/his absence.
- Assist the Executive Committee in planning and arrangement of activities.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Be responsible for coordinating a continuing program to promote students' awareness of current planning issues and to provide opportunities for skill development (i.e. speaker series, films, workshops).
- Perform an audit of all financial transactions of the organization twice a year.
- Maintain active web page for the PSA.

**The Treasurer shall**

- Prepare the budget for consideration of the Executive Committee.
- Be responsible for all funds received and disbursed by the PSA and for the accounting of all bills, receipts and vouchers.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be one of three signers on financial documents.
- Prepare regular and year-end financial reports as directed by the Executive Committee.
- Be responsible for providing information to active members on possible sources of funding for the PSA programs.
- Act as the Vice President in her/his absence.
- Provide financial records sufficient to allow the Vice President or Advisor to perform an audit.
- Assist the Executive Committee in planning and arrangement of activities.

**The Secretary shall:**

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate minutes and record of each meeting.
- Prepare the agenda for each PSA meeting.

- Maintain accurate list of members and their contact information.
- Perform a verbal roll call of all members and maintain an attendance record.
- Prepare ballots for elections.
- Keep the PSA records including the Constitution and have them available for members.
- Assist the Executive Committee in planning and arrangement of activities.

**The Honorary Member(s) shall**

- Assist the Executive Committee in planning and arrangement of activities.
- Provide ideas and support for extracurricular activities, elections, member recruitment, etc for the Organization.

**Section 4: Voting Rights**

All officers shall retain voting rights, however, the President shall only vote in the case of a tie.

**Section 5: Term of Office**

The length of term of office shall be no longer than one calendar year.

**Article 5 - Election of Officers**

**Section 1: Nomination process**

The nomination of officers shall occur each academic year at the first membership meeting held in March and no later than end of first week of April. Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article 4 - Sections 1 and 2). A candidate may run for only one office. Absentee/proxy ballots are not permitted in the nomination process.

**Section 2: Election Process**

The election of officers shall occur at the first membership meeting held in April. The President and advisor shall announce the date and location of the elections one week before the election. The current President shall be the presiding officer for the elections. In case, the President is running for any office, the advisor shall appoint an active member, not running for an office, to preside over the elections. The order of elections shall begin with the President and proceed in order of succession. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present will have the opportunity to vote by secret ballot. Absentee ballots and proxy ballots are not permitted in the election process.

The advisor and the presiding officer will tabulate all votes. The presiding officer shall announce the officer with a simple majority of all votes cast by active student members. In the event of a tie, the presiding officer shall cast a vote to break the tie.

After announcing the new officer, the presiding officer shall ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article 5 - Section 3. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The advisor and presiding offices will recount all votes in the presence of the selected representatives.

### **Section 3: Installation of Officers**

Newly elected officers shall take office immediately following the first membership meeting in April and their term will end immediately following the first membership meeting the following April. Current officers should assist in the transition and training of the officers-elect, from elections until installation. Outgoing officers shall transfer any PSA related material to newly elected PSA officers within one week of installation. A change in officer information should be reported to the Office of Student Involvement.

### **Section 4: Re-election**

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V. The President can hold presidency no more than two terms.

## **Article 6 – Officer Vacancies**

### **Section 1: Removal of Officers**

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The removal proceedings against an officer can be initiated by any active PSA member and charges shall be submitted in writing to the advisor and highest-ranking officer not being impeached. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members.

### **Section 2: Resignation**

Officers no longer wishing to serve on the board must submit their resignation to the highest ranking officer and advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

### **Section 3: Filling Vacant Officer Positions**

In the event an officer (besides President) is removed or resigns, the remaining officers, by majority vote, will decide if the position is to be filled. If it is to be filled, the nomination process as stated in Article 5 - Section 1 will take place at the next

membership meeting. The election process will take place as stated in Article 5 - Section 2 at the next membership meeting following nomination. The number of current officers, at any time, must not be less than two.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in April. A change in officer information should be reported to the Office of Student Involvement.

## **Article 7 - Committees**

### **Section 1: The Executive Committee**

The Executive Committee of the PSA shall include a President, Vice-President, Secretary, and Treasurer. The addition of two active honorary members may be proposed by the President and approved by the current Executive Committee by simple majority vote.

### **Section 2: Special or Ad-hoc Committees**

Committees shall be formed to meet specific objectives defined by the Executive Committee. The chairperson of the committee shall attend Executive Committee meetings and shall be responsible for presenting any actions the committee may take and the results of those actions to the Executive Committee. The Executive Committee members (except the President) and the chairperson of the committee, if not a member of Executive Committee, are allowed one vote per motion. A committee shall be in session until its objectives have been completed, or suspended by the President with majority vote of the Executive Committee.

## **Article 8 - Meetings**

### **Section 1: Membership Meetings**

The membership should meet at least once per month during the fall and spring semesters. Meetings are open to those defined in Article 3 - Section 1, and officers (except the President) and active student members are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers and organization's active student members.

### **Section 2: Executive Committee Meetings**

The Executive Committee should meet at least twice per month during the fall and spring semesters. Meetings are open to those defined in Article 3, Section 1, and officers (except the President) are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers.

### **Section 3: Special or Ad-hoc Committee Meetings**

The Special or Ad-hoc Committees should meet whenever needed during the fall and spring semesters. Meetings are open to those defined in Article 3, Section 1 and other members of the committee. The quorum required to conduct business is a majority (more than 50%) of the officers and members of the committee.

#### **Section 4: Calling Meetings**

The President will be in charge of calling meetings and the Secretary will be responsible to notify all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

#### **Section 5: Meeting Procedure**

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

### **Article 9 – Advisor**

#### **Section 1: Selection**

The advisor shall be selected by a majority vote of the officers and must be approved by a majority vote of active student members. To be eligible to serve as the advisor, the person must be a contracted UCF employee (faculty or A&P), as defined by Human Resources.

#### **Section 2: Role and Authority**

The advisor shall serve as a mentor to the organization providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF policy and procedure. Additionally, the advisor will monitor all expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

The advisor shall also chair the PSA Awards Committee and shall ensure that the committee follows all guidelines in Appendix I.

#### **Section 3: Length of Term**

The advisor has no term limit as long as he/she remains a contracted UCF employee.

#### **Section 4: Removal and Replacement of Advisor**

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be reported to the Office of Student Involvement.

### **Article 10 - Appeals or Review of Decisions**

#### **Section 1: Decisions of the Committees**

All decisions made by any committee should represent the majority opinion of the members of the committee (and the organization).

#### **Section 2: Review Process**

Any appeal or request to review any decision made by the committee shall be initiated by any active member of PSA. Any such appeal or request shall be submitted in the form of an e-mail to the President and a member of the Executive Committee within one week of the concerned decision and shall be supported by at-least 50% of the active membership of the organization. The President shall call a membership meeting within one week of the request and a final decision shall be taken on that matter. The committee shall be allowed to address the organization in order to relate to the members any relevant defense prior to the voting on such appeal.

## **Article 11 - Finances**

### **Section 1: Membership Dues**

Membership dues shall be *10* dollars per year or *5* dollars per semester. Membership dues will be collected at the first general body meeting during the fall and spring semesters. No membership dues will be collected during summer terms. All members, including officers and affiliate members, are required to pay membership dues unless waived by the Executive Committee. Executive Committee can only waive membership dues for all members of the organizations. Only the advisor shall be exempt from paying membership dues. Full or partial refunds can only be granted upon a  $2/3$  affirmative vote of the officers.

### **Section 2: Budget Approval**

The Treasurer (in conjunction with the President) shall create a budget for each semester. The Executive Committee must approve the budget within the first month of each semester.

### **Section 3: Financial Authority**

For the protection of the organization and its officers, it is required that two authorized persons sign all monetary transactions. Only the President, Treasurer, and Advisor can be signers on the organization's account. The Executive Committee must approve each expenditure before payment. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

### **Section 4: Officer Transition**

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

### **Section 5: Dissolution of Organization**

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to:

USA Edhi international Foundation,

42-07 National street,  
Corona, New York, 11368 U.S.A.  
Tel: (718)(639-5120)

## **Article 12 – Publications and Advertising**

### **Section 1: Compliance**

All publications of the organization must comply with the Golden Rule “Advertising” and “Misuse or Infringement of University’s Names or Marks” sections, Event Policies, Student Union Guidelines, and the UCF University Marketing Graphic Standards.

### **Section 2: Approval**

The Executive Committee must approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution.

## **Article 13 - Ratification and Empowerment**

### **Section 1: Ratification**

This constitution will become ratified by a 2/3 approval of the officers and active student membership of the organization.

### **Section 2: Empowerment**

This constitution will take effect only after it is approved by the Student Government Association and Office of Student Involvement.

## **Article 14 - Amendments**

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting. The amendment shall not take effect until approved by a 2/3 affirmative vote of active student members of the organization and approval of the Office of Student Involvement.

## **History of Constitution**

Created: April 2003 (Original Draft Constitution)

Revised: Feb 14, 2005

Revised: Dec 04, 2005

Revised: Feb 27, 2006

# Appendix I

## Guidelines for Annual PSA Awards

### **Motivation:**

Since the establishment of PSA at UCF in the spring of 2004, we have made significant progress towards increasing the awareness about Pakistan, its history, and culture among the UCF students, staff and community. To date, the success of several events organized by PSA in pursuing the goals and commitments outlined by the PSA Constitution would not have been possible without the initiative, hard work, and commitment of many of our faculty, students and other community members. Consequently, during the summer of 2005, Executive Council of PSA established the Outstanding Leadership and Volunteer Awards to acknowledge those individuals who continuously work towards achieving goals set forth by PSA at UCF. These awards shall be awarded to selected students for recognition of efforts and services rendered in the enhancement of the image of Pakistan and their work towards creating awareness of Pakistani culture, history, and traditions.

### **The Awards:**

- Two different annual awards:
  - Outstanding Leader of the Year (only for PSA officers)
  - Outstanding Volunteer of the Year (for non-PSA officers)
- Award shall consist of one certificate, a shield and may also have monetary prize from PSA funds.

### **Nomination Process**

- Nominations for awards shall be requested four weeks before the annual elections in spring semester.
- The awards committee shall be chaired by current faculty/staff advisor and must have at-least three members. The members of this committee shall include highest ranking current officer, past advisor and/or highest ranking officer from previous-term and at-most two active members appointed by the chair. All members of the awards committee shall become ineligible for the awards.
- Nomination forms shall be provided (with submission deadline) on PSA website by the Executive Committee and the nominations shall be submitted to the advisor through email or in writing. Each nomination form must have submitted along with list of contributions, resume and at-least one reference letter. A person may nominate himself or any other eligible person.

### **Eligibility:**

- Current PSA elected officers shall only be eligible for Leadership Award. Active members who do not hold elected offices during current term shall be eligible for Volunteer Award only.
- A nominee must not be a recipient of the award in the past and must be an active member of the organization as defined in Article III.
- A nominee for Leadership Award must show that he/she has exhibited excellent leadership skills and has contributed in PSA events. A nominee for Volunteer

Award must show his/her contribution as a volunteer in PSA events and part of any event committee.

**Award Decisions:**

- The awards committee shall decide the award winners based on their role and efforts for PSA during current election year. Individuals most deserving of awards must be selected regardless of their field of study or research. The committee chair shall make sure that all committee members remain impartial for their votes.
- The committee chair shall constitute a point system with equal values for various roles of the nominee such as:
  - (a) Leadership or volunteer position held.
  - (b) Work done in activities
  - (c) Contributions for enhancing awareness for PSA or Pakistan.
  - (d) Others as defined by advisor
- Each member of the committee shall give points to each nominee on a scale from 1-10 based on his/her contributions. The nominee getting highest total number of points for all categories shall be given the award. The chair shall have the final vote in case of a tie.
- The chair of awards committee must ensure that all proceedings of the award committee are kept confidential.
- The awards committee shall have two weeks to decide the winners after nomination deadline expires. Recipient shall be notified in advance in order to participate in award ceremony.