

## Constitution of the Pakistan Student Association at Iowa State University

**Pakistan Student Association will abide by Iowa State University rules and regulations, state and federal laws.**

### **Preamble**

Iowa State University holds a significant body of Pakistani students whose number is tending to grow each year. Coming from an entirely different society, these students face tremendous difficulties in settlement and adjustment to American society. These students need an organization that can lend them a helping hand and provide them an occasional family atmosphere to satiate their needs for belonging and association. The proposed association seeks to address these needs and additionally will hold functions that will familiarize the general student body at Iowa State University with the rich and varied cultural themes in the Pakistani society.

### **Article 1: Name:**

The name of this association will be “Pakistan Student Association at Iowa State University”, which will also be called “PSA”

### **Article 2: Purpose:**

The purpose of Pakistan Student Association will be:

1. To liaise with Pakistani students who intend to come to Iowa State and to provide them necessary information and clarification whenever required.
2. To assist arriving Pakistani students in initial settlement and to familiarize them with Iowa State.
3. To hold functions and get-togethers, on a regular basis, to develop a well-knit Pakistani student community and to provide the students a flavor of home.
4. To represent Pakistan in functions with international orientation.
5. To keep Pakistani students, current with affairs at home.
6. To hold events to display the Pakistani art and culture to other Iowa State students and faculty members.

### **Article 3: Statement of Compliance:**

PSA abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. PSA agrees to annually complete President’s and Treasurer’s Training.

### **Article 4: Non-Discrimination Statement:**

Iowa State University and PSA do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

### **Article 5: Members**

1. Membership shall be open to all registered students in good standing at Iowa State University. Besides Pakistanis, students of all other nationalities, who desire to interact

with the Pakistani students or learn about Pakistan and its culture, will be welcomed to join the organization.

2. Members will be expected to attend and participate in monthly meetings, functions and other recreational events organized by PSA.
3. PSA will not collect membership dues.

## **Article 6: Officers**

### **Section 1: Requirements to become an officer**

1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
2. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

### **Section 2: Duties of Officers**

The officers will have the following duties:

#### **A. President**

1. Act as the official spokesperson for the association.
2. Represent the association and its interests at different platforms of Iowa State University.
3. Preside over all the meetings and functions conducted by the association.
4. Be responsible for the smooth functioning of the association.
5. Coordinate the activities of the officers of the association.
6. Set goals for the association and be responsible for their attainment.
7. Liaise with the Student Government Body and the Student Activities Office and further the interests of the association.
8. Ensure that the association is compliant with the rules set by Iowa State University.

#### **B. Vice President**

1. Assist the President in conduct of his or her duties.
2. Assume the duties of the President in his or her absence.
3. Be responsible for the detail planning of the functions and events.
4. Supervise the reception of the fresh arrivals at Iowa State from Pakistan and organize their settlement and systematic orientation.
5. Provide necessary assistance and advice to the members of the association who wish to participate in various events.
6. Carry out any other tasks assigned by the President.

#### **C. Secretary**

1. Organize all the secretarial and bookkeeping of the association.
2. Prepare the agenda for the official meetings and communicate it to all concerned within a reasonable time period.
3. Prepare and maintain minutes of the official meetings and share them with all concerned.

4. Present the minutes of previous official meeting for the approval to all concerned at the beginning of next official meeting.
5. Keep a record of all official correspondence of the association.
6. Keep an updated list of all the members.
7. Reserve an appropriate space for official meetings.
8. Carry out any other tasks assigned by the President.

**D. Treasurer**

1. Maintain accounts of the association.
2. Keep check on the expenditure of funds and see that these are not misused.
3. Ensure that all dues are paid on time.
4. Keep the accounts ready for any ordered or scheduled audit and explain discrepancies, if any.
5. Compile and manage the budget with the Student Government and Student Activities Center of Iowa State University.
6. Help raise funds for the association by applying to multiple funding sources.
7. Keep members informed of the financial state of the association.
8. Carry out any other tasks assigned by the President.

**E. Event Coordinator**

1. Coordinate and organize all the events by the association.
2. Organize participation of the association in the ISU sponsored cultural and social events.
3. Follow procedures and guidelines related to serving 'food' in the events.
4. Act as official "Risk Manager" of the association. The role of the risk management officer is to help minimize potential risks for association' activities, recommend risk management policies or procedures to the association, to submit documentation to ISU's Risk Management Office to ensure that Iowa State University policies are followed at all of the organization's events to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)
5. Carry out any other tasks assigned by the President.

**F. New Student Coordinator**

1. Facilitate new students coming from Pakistan in their initial settlement in Ames.
2. Engage with prospective students and help resolve any queries/issues.
3. Coordinate with the Admission Office and International Student Office to obtain a list of new Pakistani students coming to Iowa State University, with the objective of facilitating them in their initial settlement.
4. Earmark and arrange places for initial settlement of the new arrivals.
5. Establish a system to facilitate new students on regular basis.
6. Carry out any other tasks assigned by the President.

**G. Public Relations Officer**

1. Organize media coverage of all the events organized by the association.
2. Advertise events organized by the association to relevant audiences.
3. Keep members informed of all the association' activities.
4. Prepare a calendar of events at the beginning of each semester and update it regularly on website.
5. Prepare publicity materials such as flyers, banners etc. to advertise events or activities of the association.
6. Keep members informed of the news and issues from Pakistan.
7. Present and share cultural values of Pakistan on regular basis.

8. Update the website and social media on regular basis.
9. Carry out any other tasks assigned by the President

### **Section 3: Election of Officers**

1. Elections will be held for the positions of President and Vice President only. Once elected, President and Vice President will select rest of the officers.
2. Before elections, an election commission will be formed which will consist of three student members who will be responsible for the conduct of election. All PSA student members will be given an opportunity to serve in election commission. If there are more than three members interested in serving in the election commission, the three members will be elected by the majority vote of members. The decisions of the election commission will be final and non-challengeable.
3. To run for an elected position, a member must meet the requirements set out in Section 1 of this article. Additionally, members who join one month or less before elections will be ineligible to run for the elected positions.
4. All eligible members can write-in to run for the elected positions.
5. An eligible member can run for any number of elected positions but will obviously keep one. New ballot will be cast for the forsaken positions.
6. Elected positions will be elected for tenure of one year unless they are reelected.
7. Voting for the elected positions will be done in person as a secret ballot on the final meeting of Fall semester each year. Plurality system of voting will be used to determine the winner. Plurality voting is an electoral system in which each voter can vote for only one candidate, and the candidate who polls the most among their counterparts (a plurality) is elected.
8. In case of a tie, ballots will be recast between the top tied pairs after removing the runner ups.
9. Only student members will be eligible to vote. One vote per member will be allowed.
10. Members whose membership requests are received one month before elections will not be eligible to vote.
11. There will be no absentee ballot. Nobody will be allowed to vote on behalf of another person. Nobody will be allowed to vote through email, mail or phone.
12. Any member may choose not to vote anybody during the election process.
13. Any objection to election results should be submitted to Election Commission within 7 days of the official announcement of Election results.

### **Section 4: Selection of Officers**

1. Selection of officers will be done by the elected officers.
2. Each selected officer must be approved by the general members body with two third majority in the monthly meeting.

### **Section 5: Removal from Office**

1. A written request to remove an officer must be signed by at least three members and submitted to the secretary.
2. The secretary will call a general body meeting within two weeks during the semester and within two weeks of the start of the semester in case the motion is received during semester break.
3. Members must receive an advance notification of at least one week for the no-confidence motion.
4. A two-thirds majority will be required to remove an officer from office.
5. An officer can also resign his/her office by sending a written request to the President.

6. An officer can be also removed from office if he/she is unable to fulfill the responsibilities of the office held. For this purpose, two-thirds of the officers must vote in favor of the removal. In that case, a vote of the general body of members will not be required.
7. If an officer is removed the replacement procedure is same as described in Article 4: Section 3.
8. Removable offenses for any officer and the adviser include but are not limited to: corruption, harassment, vote of less confidence, and bribery.

### **Section 6: Replacement of officers**

Removed officers will be replaced by the elected officials in case the removed officer held one of the non-elected positions in accordance with Section 4 of this article. In case of removal of elected position official, a by-election would be called, and the election will be done in accordance to Section 3 of this article.

## **Article 7: Adviser**

### **Section 1: Adviser Duties:**

1. Maintain communication and meet with officer(s) regularly.
2. Awareness and approval of financial expenditures.
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
4. To replace the old advisor, a new one must be appointed by the committee with two thirds committee members voting in favor of the nomination.

### **Section 2: Method of Selection**

Adviser will be selected by officers according to Section 4 of Article 6.

### **Section 3: Terms of Service**

The adviser will remain in position at their own leisure or unless they are impeached.

### **Section 4: Impeachment/Removal**

Adviser will be removed/impeached according to Section 5 of Article 6.

The process to impeach the advisor will follow the same procedure as Section 4 of this constitution. A written request must be submitted to the secretary, who will then call a general members meeting. Two thirds of the general members present at the meeting must vote the adviser out. The adviser will be allowed to speak at the meeting. The adviser may also send in a resignation to the President.

## **Article 8: Finance**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

## **Article 9: Amendments**

1. Any amendment in the constitution must be approved by at least two thirds cabinet members.
2. The proposed amendments will have to be sent to the secretary in writing.

3. The secretary will compile these proposals and a written notification to all members will be made by email.
4. In the next general meeting, the proposed change will be discussed and a vote will be taken.
5. A quorum of one-fifth of the total number of members will be required at the general meeting voting on a constitutional amendment.
6. A proposed amendment will be accepted if it draws two-thirds of the votes of the present members.
7. Amendments are subject to the approval of the Student Government and the Student Activities Committee of the Faculty Senate.