

Pakistani Students' Association Lakehead University Constitution



Part 1: Society

Article 1: Name and acknowledgement

- 1.1.1. The name of this organization shall be “Pakistani Students’ Association Lakehead University”, herein after referred as the PSA.
- 1.1.2. The governing body of the PSA shall be hereinafter referred to as the Executive.

Article 2: Land Acknowledgement

- 1.2.1. The PSA respectfully acknowledges that it operates on the traditional lands of Indigenous peoples. Lakehead Thunder Bay is located on the traditional lands of the Fort William First Nation, Signatory to the Robinson-Superior Treaty of 1850. Lakehead Orillia is located on the traditional territory of the Anishinaabeg. The PSA acknowledges the history that many nations hold in the areas around our campus and is committed to a relationship with all First Nations.

Article 3: Equal Treatment

- 1.3.1. The PSA in all its affairs shall strive to ensure equal treatment of all individuals and groups without discrimination, bias or prejudice.
- 1.3.2. The PSA shall also strive to promote awareness of Pakistani culture, the integration of international students into University Culture, and awareness of all cultures.

Article 4: Constitution

- 1.4.1. This “Pakistani Students’ Association Lakehead University Constitution” hereinafter constitution is the governing document for the PSA
- 1.4.2. The constitution of the PSA may be repealed or amended by unanimous agreement of the alterations by the Executive. The proposed constitution must be signed by all executive officers and submitted to the chair. Upon unanimous agreement and signing of the new constitution by the board of directors. Upon unanimous

agreement and signing of the new constitution by the Executive, the constitution is ratified.

- 1.4.3. A newly ratified constitution shall not take effect or be acted upon until a copy has been submitted to LUSU, the Faculty Advisor, posted on the PSA website and kept in the PSA One Drive.
- 1.4.4. The Constitution shall be re-evaluated at least every four (4) years. Should the Executive choose to not change the Constitution they are to sign and date the Constitution.
- 1.4.5. The PSALU and its Executive shall abide by the policies of the Lakehead University Student Union (LUSU) in all areas. This PSA constitution shall always precede the LUSU Constitution and PSA policies shall precede LUSU policies.

Article 5: Regulations

- 1.5.1. The Executive may prescribe such rules and regulations not inconsistent with this Constitution relating to the management and operation of the PSALU as they deem expedient, provided that such rules and regulations shall have force and effect only until the next General Meeting (GM) when they shall be confirmed.
 - a. Any rule or regulation failing such confirmation at a GM shall from that time cease to have any force and effect.

Part 2: Membership

Article 1: Classes of Membership

- 2.1.1. Active – Active members of LUSU
- 2.1.2. Alumni – Previous members of LUSU
- 2.1.3. Honorary – Honorary members selected by the executive.

Article 2: Membership Fee

- 2.2.1. Active members of the PSA do not need to pay an annual membership fee.

Article 3: Terms of Membership

- 2.3.1. Alumni membership in the PSALU shall commence when the active member has graduated from their undergraduate degree and ceases to be a student registered at Lakehead University.
- 2.3.2. A member may request to withdraw their PSALU membership without compensation by submitting a written or electronic copy of resignation to the VP Internal at any PSALU Executive or General Meeting.
- 2.3.3. The Executive may, by resolution of supermajority vote at a Board of Directors meeting duly called for the purpose, suspend a member for the remainder of the society year.
 - a. A member may be suspended for failing to comply with a Constitutional Article, rule, regulation or policy of the PSA; or whose conduct or activities are deemed detrimental to the functioning of the PSA and its members. Such as

but not limited to conduct at:

- a. Conferences
 - b. PSA Events
 - c. PSA Meetings
 - d. Community
 - e. Lakehead University Events, and
 - f. Social Media
- b. The Executive must provide written and electronic mail notice to the member in question at least one (1) week before the meeting called for the purpose of suspension. The member in question shall be given the opportunity to present submissions and be heard during the debate of suspension
 - c. The member in question may request a mediator (such as the ombudsperson) to be present at said meeting who will be given the opportunity to present submission and be heard during the debate of suspension.
 - d. Once the Board of Directors has adopted the resolution, the suspension will not be subject to appeal.
 - e. The member ceases to be in good standing once suspended.

2.3.4. Membership in the PSA terminates.

- a. At the completion of the term of membership
- b. Upon withdrawal from the Lakehead University
- c. Upon Expulsion from the Lakehead University, or
- d. Upon withdrawal of their PSA membership as per 2.3.2.

Article 4: Rights of Membership

2.4.1.

- a. Attend General Meetings and participate in any debates thereat,
- b. Move or second motions at **General Meetings**,
- c. Vote on any and all motions arising at **General Meetings**,
- d. Vote in elections for elected positions and referendums which the member is eligible to vote, and
- e. Stand for election to any position within the PSA Executive for which the member is eligible.

2.4.2. The rights and privileges of all members, or class of members, in good standing may include other rights and privileges as the Executive may confer upon them so long as the rights or privileges are not inconsistent with the Constitution. Provided that no right or privilege of honorary or alumni members exceed those of Active members.

Part 3: Duties of the Executive

Article 1: Composition

- 3.1.1. The property and business of the PSA shall be managed by a council, comprised of the Three elected. Executive officers:
- a. President
 - b. Vice President
 - c. Treasure

Article 2: Provisions

- 3.2.1. Executives must:
- a. Be active members in good standing of the PSA
 - b. Be at least eighteen (18) years of age with the power to contract under law, and
 - c. Not be entering a co-op term lasting more than four (4) months
 - d. Not hold a LUSU Executive Position or be a member of the LUSU Board of Directors
 - e. Must not have been previously removed from an PSALU executive office.

Article 3: Removal and terms of service

- 3.3.1. In the case of an Executive elected in a by-election their term shall commence immediately following the ratification of the results at an Executive or General meeting.
- 3.3.2. An Executive not performing their duties as per the Constitution may be removed from office following a Board of Directors Meeting duly called for that purpose by resolution of supermajority vote, (2/3) majority.
- 3.3.3. The Executive member in question shall be given written and electronic mail notification not less than one (1) week prior to the meeting duly called for removal from office.
- 3.3.4. A director not performing their duties may be removed from their position by supermajority (2/3) vote of the officers. The Director in question shall immediately relinquish all PSALU property and accounts.

Article 4: Remuneration

- 3.4.1. The Executives shall serve without remuneration and no Executive shall directly or indirectly receive any material gains from the position, provided that an Executive may be reimbursed expenses incurred in the performance of their duties.

Part 4: Duties of the Executive

Article 1: Executive Duties

- 4.1.1. Each executive shall exercise any power and perform all duties in accordance with the policies adopted by the Executive.
- 4.1.2. Each executive shall:
- a. Perform all duties prescribed and inherent to their office,

- b. Have such other powers and duties as may be required by the Executive,
- c. Execute any mandate imparted upon the Executive by the members at a General Meeting, unless the mandate is later revoked by the members,
- d. Perform all duties and responsibilities as directed by the PSALU Policy and Standard Operating Procedures, and
- e. Perform additional duties as required by the President or the Executive.

Article 2: Duties of the President

4.2.1. The President Shall:

- a. Be the chief executive officer of the PSALU,
- b. Provide supportive leadership, plan strategy and set club goals,
- c. Supervise and manage all affairs of the club
- d. Appoint chair and board member roles
- e. Establish cohesive environment within the club structure

Article 3: Duties of the Vice-President

4.3.1. The Vice President Shall:

- a. Monitor clubs progress towards goal accomplishment and the activities appointed to board members
- b. Recruit and retain while maintaining active group involvement
- c. Develop a safe environment for all active group members Watch over day-to-day operations

Article 4: Duties of The Treasurer

4.4.1. The Treasurer Shall:

- a. Create a budget and manage club finances
- b. Ensuring accurate and up to date records of all club income and expenditure
- c. Attend board meetings and present the annual budget

Article 5: Duties of the Chair

4.5.1. The Chair Shall:

- a. Ensure that board matters are handled properly
- b. Setting board meeting agenda
- c. Chair board meetings

Article 6: Roles and Duties of the Board of Directors

4.6.1. Roles and Duties of the five board of directors will be decided by the Executive every term.

4.6.2. For the 2023 term the Roles will be as following:

- a. Director Media and Marketing
- b. Director Event Planning
- c. Director of finance planning
- d. Community Director

Part 5: Election Procedures

Article 1: Scheduling and Voting

- 5.1.1. A general election shall be held every year in the Winter semester before the end of February.
- 5.1.2. Voting shall be done online and/or at the polling station to be set up by the Chief Returning Officer (CRO).

Article 2: Chief Returning Officer

- 5.2.1. A CRO shall be appointed at a meeting of the Executive.
 - a. The CRO shall be impartial and have the unanimous support of all Executives.
 - b. Must be returning for one fiscal year
 - c. Must be elected by the executive
 - d. May be an officer from the executive

Article 3: Nomination

- 5.3.1. Each executive nomination shall be accompanied by at least ten (5) signatures from active PSA members in good standing and verified by the CRO.
- 5.3.2. A nominee may not be a candidate for more than one (1) Executive position
- 5.3.3. Each nominee shall meet all Eligibility requirements as previously stated in this Constitution
- 5.3.4. Nominees may change or withdraw their candidacy for any executive position at any time until polls open, subject to the CRO's approval.

Article 4: Election Rules

- 5.4.1. The Executive by resolution passed by super majority, two-thirds (2/3) vote, may prescribe further election rules not inconsistent with this Part, which shall come into effect at the next posting of a writ of election.
- 5.4.2. No election rule prescribed by the Executive shall restrict the eligibility of a Member for any office beyond the restrictions and regulation outlined in this Constitution
- 5.4.3. The Chair will read the voting results

Article 5: Executive-Elect Responsibilities

- 5.5.1. All Executive elects must attend PSALU meetings for which they receive an invitation.
- 5.5.2. Should any Executive-elect fail to attend any meeting prior to the start of their term, with no proxy, suitable regret, or excused absence; that Executive-elect shall forfeit their position.

Part 6: Meetings of Members

Article 1: Meeting & Notice

- 6.1.1. Unless other rules are adopted by the Executive, the rules contained in the most current edition of "Robert's Rules of Order" shall be used at all meetings insofar as they are not inconsistent with this constitution
- 6.1.2. Any person entitled to meeting notice may, at any time, waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken at said meeting.
- 6.1.3. Unless otherwise stated, all notice of meetings shall be given in-person or electronic mail
- 6.1.4. Should no meeting minutes be taken, any and all proceedings at said meeting shall be deemed void.

Article 2: Scheduling and Location

- 6.2.1. All meetings of the Members shall be held in a room located at Lakehead University Thunder Bay Campus as prescribed by the Executive
- 6.2.2. The time and date of each meeting shall be determined by the Executive.
- 6.2.3. Every meeting must be held on a weekday that is also a school day.

Article 3: General Meetings

- 6.3.1. There shall be at least two (2) general meetings held each year as follows:
 - a. The Fall General Meeting, held during the month of November, and
 - b. The Winter General Meeting held during the month of March.
- 6.3.2. At every General Meeting, in addition to any other business that may be transacted, the following business shall be conducted:
 - a. The financial statements shall be presented, and
 - b. The activities of the PSALU since the last General Meeting shall be reviewed.
- 6.3.3. Notice of any General Meeting shall be given to the Members and the Executives of the PSA.
- 6.3.4. Notice of a General Meeting shall be given:
 - a. By electronic mail or other communication facility and shall be decided by the Executives no later than (3) days prior
 - b. In addition to the above, notice may also be given in person, or in any official medium of the PSA.
- 6.3.5. At any General Meeting, one-twentieth (1/10) of the active membership shall constitute a quorum.
- 6.3.6. Each active member in good standing shall be entitled to exercise one (1) vote in person at every General Meeting.

Article 4: Board of Director Meetings

- 6.4.1. Board of Director (BoD) meetings shall be called by a majority of BoD members at least twice during the fall and winter semesters.

- 6.4.2. All BoD members shall have a vote in a BoD Meeting
- 6.4.3. At any BoD meeting, a super-majority of BoD members shall constitute a quorum
- 6.4.4. All BoD members and their executives and all PSA Executives shall have speaking rights at a BoD meeting.
- 6.4.5. The Chairperson will be In Charge of conducting the board meetings and sending the agenda to all board members before the meeting

Part 7: Financial Policy

Article 1: Fiscal Year

- 7.1.1. The PSALU is financially responsible for its actions in previous years
- 7.1.2. The PSALU fiscal year shall start on September 1st and end on August 31st the following year.
- 7.1.3. The PSA must make available its annual financial statements to the members at a General Meeting.

Article 2: Banking

- 7.2.1. The banking of the PSALU must be transacted with LUSU in conjunction with LUSU VP Finance on behalf of the PSALU by the Treasurer.
- 7.2.2. The PSALU account shall require dual signing authority, it is mandatory for the Treasurer to remain as the primary signing authority.
- 7.2.3. The PSALU shall have three (3) signing authorities:
 - a. President
 - b. Vice President
 - c. Treasurer

Article 3: Budget

- 7.3.1. The budget shall be reviewed by the Executive and Board of Directors and prior to implementation and shall be approved by the Executive and Board of Directors at the Board of Directors Meeting in the form presented or with such changes as the Executive and Board of Directors may resolve.
- 7.3.2. Upon any budget being approved, the Executive shall be entitled to carry out the actions contemplated by the budget and in compliance therewith without further authorization by the Members.
- 7.3.3. The Executive may, prior to or during the Fiscal Year to which a particular budget relates, may make amendments to the budget upon resolution passed by unanimous consent of the Executive.