

Constitution of “PSA UTM”

Article I: Campus Group Name

The official name of this recognized campus group is “Pakistan Student Association UTM”

The acronym or abbreviation of this group is: PSA UTM

Article II: Purpose

The purpose, objectives, mission and/or mandate of organization is outlined here:

The purpose of the PSA UTM is to promote the cultural heritage, traditions, and values of Pakistan within the University of Toronto Mississauga (UTM) community. Our goal is to foster unity among Pakistani students, promote intercultural exchange, and contribute to a better understanding of Pakistan's cultural diversity through events, seminars, and advocacy. We will achieve these goals through seminars, social gatherings and cultural events.

Article III: Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni). UTMSU members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address. The membership fee will be \$0 per year.

The election process is not open to all UTMSU students and members need to be registered with the group in order to Vote.

Article IV: Executives

The executive committee shall be comprised of eleven (11) elected officers. These include a President, Vice President Internal, Vice President External, Finance Executive, Marketing Executive & Events Executive.

The President (1) shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Finance Executive for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

The Vice-President External (1) shall:

- Assume duties of the President in his/her absence
- Oversee and manage the various events
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate event management

The Vice President Internal (1) shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization
- Manage interviews and associate duties & recruitment.

The Finance Executive (1) shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Complete Audit reports as needed.

The Events Directors (4) shall:

- Plans and manages all events, including cultural, academic, and social activities.
- Coordinates with other executives to ensure successful execution of events.

The Marketing Directors (3) shall:

- Manages social media, advertising, and promotion of all events.
- Designs promotional material and ensures the visibility of the PSA UTM within the campus community.
- Update the PSA UTM website.

Article V: Meetings

a) Annual General Meetings (AGMs):

The group shall hold general meetings at least (2) four times per year, i.e. twice per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

Article VI: Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must open to all interested candidates who are UTMSU registered members of the group.
- In case of a Tie, the current presidential team (3 people) will vote for the final candidate.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group

- **Nomination Period:** All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- **All Candidates Meeting:** A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- **Campaign Period:** During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- **Voting Period:** Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

Article VII: Removal from office

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

General Member Removal Process:

A general member will be Removed after 1 written warning issued to the individual or after missing 2 consecutive meetings without proper warning and communication or after member fails to perform their duties consistently

- **Notice of removal:** A 2 day notice will be given to the general member before their removal
- **Voting process:** In case that the general member fails to perform their duties consistently, the executive team will vote and removal of the member will require a 2/3 majority.

- Appeal Process: An executive meeting will be held upon which the member will appeal their case after which the executives will vote on the removal of the general member.
- Final voting process: A CRO will be appointed to collect and count the votes of all executive members during the meeting and will inform of the results at the end of the executive meeting. If 2/3 majority votes to remove the member, the team will then give a 2 day notice to the member of their removal.

Executive Member Removal Process:

An executive member will be Removed after 2 written warning issued to the individual or after missing 2 consecutive meetings without proper warning and communication or after executive member fails to perform their duties highlighted in the constitution.

- Notice of removal: A week notice will be given to the executive member before their removal
- Voting process: In case that the executive member fails to perform their duties consistently, the executive team will vote and removal of the member will require a 2/3 majority.
- Appeal Process: An executive meeting will be held upon which the member will appeal their case after which the executives will vote on the removal of the member (the executive member themselves cannot vote).
- Final voting process: A CRO will be appointed to collect and count the votes of all executive members during the meeting and will inform of the results at the end of the executive meeting. If 2/3 majority votes to remove the member, the team will then give a week notice to the member of their removal.

In case of a campus executive member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under “Elections Procedures”.

Article VIII: Amendments to the Constitution

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.

All amendments must be approved by the groups membership via their General Meetings.

All amendments must be approved by UTMSU before they are formalized.