

Constitution for the the Pakistani Student Association (A Georgia Tech Student Organization)

Created 1989
Revised 05/2018

Preamble

Georgia Institute of Technology holds a significant body of Pakistani Students whose number grows each year as more students join Georgia Tech for higher studies. For some students it may be difficult to settle and adjust in the United States of America because of the different social and cultural context from Pakistan. These students therefore, need an organization which can help them adjust to the new social context as well as provide them with an atmosphere where they can feel a sense of familiarity and belonging. The proposed association seeks to address these needs and will additionally hold events to introduce the general student body at Georgia Tech with the rich and diverse cultural themes in the Pakistani Society.

Article I – Name

The name of this organization will be “Pakistani Students Association (A Georgia Tech Student Organization)” hereafter referred to as PSA.

Article II – Purpose

The purpose of PSA is:

- A. To liaise with Pakistani Students who intend to join Georgia Tech and to provide them with necessary information and clarification whenever required.
- B. To assist incoming Pakistani Students with initial settlement and to familiarize them with Georgia Tech and Atlanta.
- C. To hold events and mixers, on a regular basis, to develop a well-knit Pakistani Student Community and to provide students with a familiar context to Pakistan.
- D. To represent Pakistan at international events.
- E. To keep Pakistani Students updated with affairs at home.
- F. To hold events to introduce the Pakistani art, culture and diversity to other members of the Georgia Tech community including students and faculty members.

Article III – Membership

- A. Members of PSA will be Georgia Tech students who meet eligibility requirements for participation in extra-curricular activities as stated in the GT Catalog and SGA policies. Only Georgia Tech students can vote or hold office.
- B. Associate members may be GT faculty, staff, or alumni, their spouses or domestic partners, and spouses or domestic partners of student members. Associate members may not hold office.
- C. There will be no maximum number of members.
- D. Membership will take effect when an interested party pays all dues set for the semester.
- E. All Members of PSA, in good standing, will be eligible to vote. One vote per member will be allowed.

Article IV – Officers

Section 1. According to the GT Catalog, students can only run for, and hold office if they are in good standing with the Institute (academically and non-academically).

Section 2. An Executive Board comprised of Officers will govern the activities of the organization, and the specific duties of the Officers will be as follows:

- A. **President:** The President will be the executive officer of the Executive Board and will have general supervision of the affairs of PSA and will preside at meetings. The President will represent the organization at conferences, conventions and faculty or alumni meetings. The President will coordinate the activities of the officers, set goals for the association and be responsible for their attainment. The President will be responsible for the smooth functioning of the association. The President will liaise with the Student Government and the Student Activities Committee and other organizations to further the interest of the association.
- B. **Vice-President - Graduate:** The Vice-President will be the junior executive officer and will act on the behalf of the President in the event of his/her absence. The Vice-President will assist the President in his/her duties. The Vice-President will be responsible for the detailed planning/ work delegation of the events. The Vice-President will supervise the reception of incoming students at Georgia Tech from Pakistan and will organize their settlement and systematic orientation in collaboration with OIE. He/She will also provide necessary assistance and advice to the members of the association who wish to participate in various events.

- C. **Vice-President- Undergraduate:** The Undergraduate Vice-president will also be a junior executive officer. He/She will serve as the liaison between the undergraduate and graduate students of PSA by promoting events, collaboration and communication between the two bodies. The Vice-President will also assist the General Secretary in registration and renewal process of PSA membership.
- D. **General Secretary:** The General Secretary will record the proceedings of each meeting, distribute the minutes to the members, and maintain the membership roster. He/She will organize all the secretarial book-keeping pertaining to the organization. The General Secretary will send invitations and other letters pertaining to events and functions. The General Secretary will also carry out all other tasks assigned to them by the President and the Vice-President (Graduate) or the Vice-President (Undergraduate).
- E. **Treasurer:** The Treasurer will maintain records of all revenue and expenditures and ensure that generally accepted accounting practices and monetary controls are in place. The Treasurer will collect dues. He/She must keep the accounts updated and ready for any requested or scheduled audit and explain discrepancies, if any. The Treasurer must budget and allocate funds to PSA events organized throughout the year with consultation from the President and the Vice-President (Graduate) or Vice-President (Undergraduate).
- F. **Media Chair:** The Media Chair will maintain the PSA social media accounts including but not limited to Facebook, Twitter and Instagram in order to promote PSA and the events organized by the association. He/She will also advertise PSA events across different schools. The Media Chair will also be responsible for PSA event coverage.
- G. **Design and Décor Chair:** The Design and Décor Chair is responsible for all marketing materials including but not limited to Posters, Brochures and Facebook Profile Images. The Design and Décor Chair is also responsible for venue decoration and design.
- H. **Director External Relations:** The Director External Relations will coordinate and actively engage with Georgia Tech organizations such as Student Government Association, Student Alumni Association, Muslim Student Association, as well as relevant organizations at other universities in Georgia. The Direct External Relations will also coordinate and secure PSA representation in events held by external organizations including but not limited to Open-Atlanta, PACE and PAC. He/She will also seek external funding for PSA events and reach out to dignitaries for PSA events.
- I. **Director Events and Planning:** The Director Events and Planning will coordinate with Vice-President (Graduate) for PSA events. He/She will also maintain the Events Calendar with the General Secretary. The Director Events and Planning will obtain appropriate facilities for PSA events and activities including but not limited to rooms, audio and video equipment. The Director Events and Planning will also conduct meetings to plan forthcoming PSA events and delegate responsibilities to the volunteers for these events.

Article V– Officer Elections

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than one month before finals.
- B. Election timeline and nomination processes must be announced to members at least two weeks prior to the elections meeting.
- C. Any student member may campaign or be nominated for any position on the Executive Board. The candidate names will be distributed to organization members at least 24 hours prior to the election meeting. All PSA members in good standing are eligible to vote.
- D. The candidate for each office receiving a majority vote of members at the elections meeting will be considered the victor. If no candidate receives a majority vote, then there will be a run-off between the two candidates with the most votes. The candidate who receives the most votes will be the victor. If there is a tie, the highest ranking outgoing officer not involved in the run-off will make the final decision. No member can be elected to more than one position on the Executive Board at one time.
- E. New officers take office at the last meeting of the Spring semester and remain in office until the next election.
- F. If a position remains unfilled after the elections process the President will appoint a member to the position or re-assign duties to another officer.
- G. No officer will be elected more than twice to the Executive Board.

Article VI- Officer Removal

- A. If an officer fails to maintain Institute requirements as stated in the GT Catalog and Article IV Section 1, they shall resign immediately.
- B. If it is believed that an officer is not fulfilling their constitutional duties, then they may be removed by a two-third cabinet vote in favor of the removal. In such case a vote by other members of PSA outside the cabinet will not be required.
- C. A written request to remove an officer must be signed by at least three members and submitted to the general secretary. The general 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.

- D. Members must receive an advance notification of at least one week for the no-confidence motion.
- E. A two-third majority vote of the PSA members or Executive Body will be required to remove an officer.
- F. If the President is removed or resigns, the Vice-President (Graduate) will take their place in the interim until the next election cycle. All other officers will be nominated by the membership and voted on in accordance with Article V at the next meeting. In this case, the victor will take office immediately following election and will fulfill the term of the officer that they are replacing.

Article VII- Committees

- A. Committees may be created as necessary by the President for specific events and projects not to last longer than the current officer term.
- B. Each committee will have a chair, as appointed by the President.
- C. Any member or officer may be selected as a committee chair.
- D. Any number of members may be on a committee.

Article VIII – Advisor

- A. A full-time salaried GT faculty or staff member will serve as Advisor to the organization.
- B. Nominations for Advisor will take place within the Executive Board. An Advisor will be chosen within two weeks of a vacancy. The Executive Board will choose the Advisor by a majority vote and invite them to serve as Advisor for the next academic year.
- C. During officer elections, the organization will vote on whether to continue the Advisor appointment or not. The vote must be a majority of those voting in order to retain the Advisor for the next academic year.
- D. The duties of Advisor include: meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and Georgia Tech policy.

- E. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed.
- F. If an Advisor steps down, is removed, or is not re-appointed, the Executive Board will follow the process stated in Article VIII, B.

Article IX – Dues

Dues will be determined at the beginning of the year by a majority vote of the Executive Board but will not be less than the required amount designated by the Student Government Association Joint Finance Committee Policy. Dues are to be paid by the third week of the semester or by the second week of membership end date, whichever is later.

Article X – Parliamentary Procedure

Robert’s Rules of Order will be used in instances not covered in this constitution.

Article XI – Constitutional Amendments

- A. Amendments to the constitution must be proposed by at least three members.
- B. The proposed amendments will have to be sent to the secretary in writing. The secretary will then review and compile these proposals.
- C. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any vote on changes in the constitution. The secretary will be responsible for dispersing the notification.
- D. In the next general meeting, the proposed change will be discussed, and a vote will be taken.
- E. A quorum is established by one-fifth of the total number of membership at the general meeting voting on the amendment.
- F. A two-thirds vote of members present will be required for adoption.
- G. Amendments are subject to the approval of the Student Government Association and the Student Activities Committee.