

**Constitution
of
Pakistani American Students' Association
at
The Ohio State University**

**CONSTITUTION
OF
PAKISTANI AMERICAN STUDENTS' ASSOCIATION
AT
THE OHIO STATE UNIVERSITY**

Article I - Name, Purpose, and Non-Discrimination Policy

Section 1 - Name

1. The name of this organization shall be PAKISTANI AMERICAN STUDENTS' ASSOCIATION AT THE OHIO STATE UNIVERSITY.

Section 2 - Purpose

1. To promote Pakistani culture and heritage at OSU as well as within Columbus, Ohio.

2. To act as an interconnecting system for students to network amongst themselves, with alumni, and with industry leaders, thereby creating an environment that will help in enriching their professional experience.

3. To get involved with the community by volunteering our time and services toward non-profit organizations and causes.

Section 3 - Non-Discrimination Policy

1. In accordance with university policies, this organization and its members are prohibited from discriminating against anyone on the basis of their age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis.

Article II - Membership

Section 1 - Definition

1. General Membership: All students, staff, alumni, and trainees enrolled in Ohio State University, or residing in the immediate Columbus community, or attached to any organization training group of OSU regardless of country of citizenship shall be eligible to be a general/associate member of the association.
2. All others who accept the constitution of the association and the aims and the objectives for which it stands shall be eligible to be an Associate Member of the association.
3. An Executive Member is one who is part of the Executive Board, described below. A General Member is a paid member. Anyone who attends a PASA event, without having a valid membership for that year, will be considered an Associate Member.

Section 2 – Requirements

1. All members (General, Associate, and Executive) shall accept the constitution of the Pakistani American Student's Association.

Section 3 - Membership Fees

1. A due of \$10.00 (Ten US dollars) shall be charged to all members. The association will also accept donations from all members and any person or group in favor of the association's objectives. Membership is not required by the associate members but is required by the general members. Associate members don't necessarily receive all membership privileges.
2. Associate members are the non-paid members and may be subject to additional fees for events / t-shirt costs.

Section 4 - Functions

1. The General Members shall have the right to be elected as officers of the association.
2. Associate and General Members are eligible to be a member of a special committee formed by the Executive Board.

Section 5 – Removal

1. The General Members and Associate Members can be removed, by the Executive Board, for any reason, including conduct contrary to the OSU Student Conduct, conduct contrary to state and federal law, and conduct that hurts the image and brand of the organization. (See Article VI, Section 3 for removal process).

Article III - Officers of the Board

Section 1 - Titles

1. The Board of the Association shall consist of the following officers:
 - a. The President of the Association.
 - b. The Vice-President of the Association.
 - c. The Secretary of the Association
 - d. The Treasurer of the Association
 - e. The Public Relations Chair
 - f. The Events Chairs (up to 2)
 - g. The Marketing Chairs (up to 2)
 - h. The Media Chair

2. The positions that are being run for by current Executive Board members shall be elected by a majority of affirmative votes of the remaining current Executive Board.

3. The remaining positions will be elected by an Executive Panel, consisting of the outgoing President, incoming President, outgoing Vice-President, incoming Vice-President. If the outgoing President and incoming President are the same person, then the incoming Vice-President will take the outgoing President's position.

Section 2 - Terms of Office

1. Under normal circumstances any member of the board shall be able to hold the same office for more than one term if voted to do so.

2. A term begins on the last day of classes of spring semester to the last day of classes of spring semester the following year.

3. Elections shall be held in spring semester and completed prior to finals of spring semester.

Section 3 - Quorum and Voting

1. Five members of the board shall constitute a quorum, provided that either the President or the Vice-President is present.

2. Each member of the board shall have one vote and decisions shall be reached by a simple majority.

Section 4 - Powers

1. The executive power of the association is vested in the board, to be implemented by the President.

Section 5 - Vacancies

1. In case of vacancy in the office of the President, The Vice-President shall hold the office of the President for the duration of the term.
2. In case of a vacancy in the office of the Vice-President, the Secretary shall hold the office of the Vice-President until a vote can be held to fill the vacancy.
3. In case of a vacancy in the office of the Secretary, the Treasurer shall hold the office of the Secretary until a vote can be held to fill the vacancy.
4. In case of a vacancy in the office of the Treasurer, the Secretary shall hold the office of the Treasurer until a vote can be held to fill the vacancy.
5. In the case of a vacancy in any other position of the board, a vote may be held to fill the vacancy.
6. A vacancy may result in the event that a board member is unable to complete their term for any reason.

Article IV - Functions and Qualifications of the Officers

Section 1 - The President

1. Qualifications
 - a. Any general member, who has been a member of the association for at least one year and was a part of the board, is eligible for election to this office.
 - b. No candidate shall be elected for more than two consecutive terms unless the general membership, by an affirmative vote of two-thirds, waive this restriction.
2. Duties
 - a. The President shall be the presiding officer of the board.
 - b. The President shall represent the association in correspondence or through personal contacts with individuals and groups outside the membership of the organization.
 - c. In case of his/her inability to do so, the President shall appoint any member(s) to represent the association.
 - d. The President is responsible for outlining the responsibilities of other board positions not defined in this constitution.

Section 2 - The Vice-President

1. Qualifications
 - a. Any general member, who has been a member of the association for at least one year and has been involved in the association prior to the election day, is eligible for election to this office.

2. Duties

- a. The Vice-President shall assist the President in the performance of his/her duties.
- b. The Vice-President shall prepare or assign someone to prepare an annual general report on the activities of the association for presentation to all members.

Section 3 – The Secretary

1. Qualifications

- a. Any general member, who has been a member of the association, and has been involved in the association prior to the election day, is eligible for election to this office.

2. Duties

- a. The secretary shall be responsible for written records of board meetings and the property of the association.
- b. The secretary shall be responsible for booking rooms for meetings and events of the association.
- c. He or she shall assist the President in the implementation of policies and activities adopted by the board.

Section 4 - The Treasurer

1. Qualifications

- a. Any general member, who has been a member of the Association and has been involved in the association prior to the election day, is eligible for election to this office.

2. Duties

- a. The Treasurer shall present to the board's semesterly financial statements of income and expenditures of the association.
- b. The Treasurer shall administer the finances of the association and have the power to receive and disburse the money in the name of the association, within the limit provided by the board.

Article V - Special Committee

Section 1 - Definition

1. Special Committee(s) shall be formed by the board if it is necessary to successfully accomplish any major task(s).
2. The chair of the Special Committee must be an Executive Board member.
3. General and Associate Members are encouraged to be a member of the Special Committee.

Section 2 - Terms and Powers

1. The Special Committee shall retire at the conclusion of the event/task.
2. The Special Committee shall report to the board about the progress of the event in a timely manner.
3. The Special Committee shall make decisions related to that particular event but must obtain approval from the board.

Article VI - Assembly

Section 1 - Composition

1. The Assembly shall consist of all available General Members of the association.

Section 2 - Meetings

1. The Assembly shall meet at least once a semester to discuss the activities of the association.
2. The Assembly may also meet occasionally to conduct any business deemed necessary.

Section 3-Officer/Member Removal

1. Officers and members of the organization should at all times conduct themselves in a manner that represents the organization in a respectful way.
2. In the event that an officer/member of the organization does not meet the above requirement, they may be eligible for removal from either their board position or their general membership.
3. Discussion of removal of a member (general member or a board officer) will be conducted by the advisor, with members of the executive board voting and coming to an overall consensus (two-thirds majority). Advisor input is imperative to this overall decision, and the advisor must approve of the final verdict, in regard to discussion of removal of a board officer.
4. Members must inform the President or Vice President about their absence for a given executive meeting. A “3 strike policy” for both Autumn and Spring Semester will document any excused, as well as unexcused, absences. In the event a member receives 3 strikes in a given academic semester, they may be subject to removal from the executive board.
5. Excused absences include, but are not limited to, academic obligations, family obligations, sicknesses, and appointments.

Section 3 - Notice

1. The President shall call for any such meeting.
2. All members must be informed about the meeting at least one week in advance unless special circumstances dictate.

Article VII - Elections

Section 1 - Time and Method of Election

1. The election shall be held in Spring semester
2. The positions that are being run for by current Executive Board members shall be elected by a majority of affirmative votes of the remaining current Executive Board.
3. All General Members are able to submit an application for all vacant positions and be invited for an interview with the current Executive Board
4. Decisions regarding vacant positions will be determined by the Election Board Panel, consisting of the current President, current Vice-President, outgoing President, and outgoing Vice President.
5. Any General Member can nominate himself/herself for any of the offices of the board.
6. All members taking part in the elections, must have paid regular dues for membership by the first day of Spring Break.

Article VIII- Use of Funds

Section 1 - Utilization

1. No parts of the funds, assets, or income of the association shall be used for the private benefit of any member, donor, director, or officer of the association.
2. All forms of payment must be approved by the board.
3. All pre-approved funds of reimbursement must be accompanied by a receipt.

Article IX - Transfer of Office

Section 1 - Method

1. The office shall be handed over to the new officers in the last week of spring semester, and the newly elected officers will work together with the outgoing board for a better transition of the office.

Article X - Constitutional Amendments

Section 1 - Procedure

1. Amendments of the Constitution shall be made at the meeting of the Board called for the purpose of amending the Constitution. An affirmative vote of two-thirds majority of members present and voting is necessary.
2. All amendments of the constitution can be made at any time throughout the school year.

END

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