

PAKISTANI STUDENT ASSOCIATION CONSTITUTION

ARTICLE I (Name)

Section 1. The name of this organization shall be “Pakistani Student Association.”

ARTICLE II (Purpose)

Section 1. Pakistani Student Association has been organized to represent and promote Pakistani students, culture, traditions, and history at San Jose State University.

ARTICLE III (Affiliation)

Section 1. Pakistani Student Association is an independent organization and is not in affiliation with any other organization(s).

ARTICLE IV (Membership)

Section 1. Pakistani Students Association opens its membership to any San Jose State University student who shows interest in learning more about the Pakistani culture and tradition.

Section 2. All members are required to go through the initial sign-up process by providing their; Name, Tower ID Number, Email/Phone Number, and Current Year.

Section 3. Membership is restricted to currently enrolled San Jose State University students, faculty, and staff. At least eighty percent (80%) of all members of the Pakistani Students Association must be matriculated, currently enrolled students at San José State University.

Section 4. Membership for this student organization will not be denied to anyone based on the basis of race, religion, national origin, ethnicity, color, age, gender, etc.

Section 5. No member of this organization shall engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

Section 6. Pakistani Student Organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

ARTICLE V (Officers)

Section 1. The officers of Pakistani Student Association will be a President, Vice-President, Treasurer, Secretary, Public Relations/Marketing Officer (2), and Event Coordinator (2).

Section 2. Term of office shall be one year. [i.e from spring semester to the next spring semester]

Section 3. The organization shall fill any vacancies that may occur by nominations made by the Executive Committee.

Section 4. All officers of this organization must be matriculated, currently enrolled students at San José State University. The President and Treasurer of this organization must maintain a minimum overall 2.0 grade point average, must be enrolled in at least 6 units, and must be in good standing with San José State University during their term of office.

Section 5. The President, Treasurer, and faculty/staff advisor of this organization are required to complete an Alcohol Education Training offered by Student Involvement.

ARTICLE VI (Duties of Officers)

Section 1. The President shall preside at all meetings (unless noted otherwise), name all special committees, appoint all committee chairs, and look over all other board member activities.

Section 2. The Vice-President shall assume the duties of the President in his/her absence.

Section 3. The Secretary shall record minutes of each meeting, maintain accurate records of all business pertaining to the organization, receive and respond to all official correspondence, and record all information sent out to members.

Section 4. The Treasurer shall collect and disburse funds as directed by the organization, make monthly financial reports to the general memberships, and oversee all financial activities.

Section 5. The Public Relations/Marketing officers shall be responsible for all social media and public advertising. (Website, Facebook, etc.)

Section 6. The Event Coordinators will be responsible for organizing all PSA events, overseeing all event volunteers, and maintaining an efficient event budget.

ARTICLE VII (Nominations and Elections)

Section 1. Nominations shall be made by all members, overseen by the Executive Committee.

Section 2. Elections will take place in the last week of April.

Section 3. Officers shall be elected by majority vote (i.e. 50% + 1)

Section 4. If any officer is unable to comply with their responsibilities, they will be given a warning. If they are unable to redeem themselves, they will be removed from their officer position.

Section 5. Vacancies shall be filled by a voting process made by the Executive Committee.

ARTICLE VIII (Advisors)

Section 1. Pakistani Student Association The organization must have a University advisor. This person must hold at least a bachelor's degree and be employed as a faculty or staff member by San José State University. A Graduate Assistant/Intern may assume the advisor role if approved by the Student Involvement staff.

Section 2. The advisor shall be a non-voting member of Pakistani Students Association.

Section 3. The duties of the advisor shall be to:

- Assist the organization in fulfilling their mission and purpose
- Be knowledgeable of the organization's constitution and bylaws and assist the organization's members in interpreting them
- Be knowledgeable of University policies and procedures regarding student organizations and ensure organizational compliance to the best of their ability
- Be aware of the organization's activities
- Be aware of the organization's financial standing and all financial transactions using the organization's funds
- Attend organization meetings.

ARTICLE IX (Meetings)

Section 1. Regular meetings shall be held once a month at a location on the San Jose State University campus. The exact venue of the meeting shall be subject to availability.

Section 2. The President or Secretary shall notify all members of special meetings by call or email.

Section 3. Quorum will consist of 8 total members and at least 2 members must be from the executive committee.

Section 4. The parliamentary authority of Pakistani Students Association shall be Robert's Rules of Order, Revised.

ARTICLE X (Committees)

Section 1. The Executive Committee shall name all committees and standing committees as and when required.

ARTICLE XI (Dues, Fees)

Section 1. Pakistani Students Association is not requiring any fees for membership.

ARTICLE XII (Amendments)

Section 1. To originate an amendment the Executive Committee shall take suggestions from members and based on a voting system will submit to the general membership the best possible alternative (amendment).

Section 2. Each amendment shall be read at least at one general meeting before being voted upon.

Section 3. At least a 50% + 1 voting majority shall be required to pass a proposed amendment to this constitution.

Section 4. The amendments shall be effective immediately after being passed by the general membership.

*Adopted on _____

(Record the date the constitution/ bylaws were adopted by the membership)