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Date: 24 May 2013
Document No: C1-2013

Persian Students' Association (PSA) Constitution

ARTICLE I: Name, Objectives and Non-discrimination Policy

Section 1: Name

The name of the association will be **Persian Students' Association at the University Of Saskatchewan (PSA)**.

Section 2: Purposes/ objectives of the association

1. To provide a common platform for all Iranian students at the University of Saskatchewan.
2. To represent Iranian culture and heritage at the U of S and Saskatchewan.
3. To assist Iranian students to achieve financial aid, and other services offered by the U of S.
4. To facilitate the new students with necessary help upon their arrival at the University and assist them to settle in the new place.
5. To organize different social events throughout the year for improving the bonding among the Iranian students and community.

Section 3: Non-Discrimination Policy

This association and its members shall not promote any discrimination between individuals and groups based on race, color, creed, religion, political attitude/activities, sexual orientation, sex, and age or handicap status.

ARTICLE II: Membership Policy

Section 1: General Membership

1. All Iranian Graduate and Undergraduate students of the U of S will be eligible to become the general member of the association.
2. At all times, PSA will have at least 75% (seventy five percent) graduate student members (including full-time and part-time).

Privileges:

1. The general members will have the right to elect and be elected as the members of the executive committee.
2. The executive position of any member of the Executive Committee may be terminated if there exists a valid reason in favor of the termination decided by the Executive Committee.
3. If a general member complains against an Executive Committee Member with the signatures of 51% of the members of the Association, the complaint will be forwarded to the Advisory Committee for its assessment.
4. If the majority of the Executive Committee Members complaint against one of the Executive Committee members, the complaint will be forwarded to the Advisory Committee for its assessment.

The Advisory Committee will place the issue along with its assessment in a General Meeting. The termination will be effective if it is approved by at least 2/3 (two third) of the general members in the General Meeting.

1. Any general member can propose changes in the Constitution with the signatures of 51% of the members. The Executive Committee with the support of the majority of its members may also propose changes in the Constitution. Such proposals will be placed in a special/annual General Meeting. To approve any changes in the constitution it requires the support of at least 2/3 (two-third) of the general members present in the General Meeting.

Section 2: Associate Membership

1. All Iranian faculties, staffs, research associates of the U of S will be eligible to become the associate members of the association.

Privileges:

1. An associate member will have the privilege to be selected as a member of the Advisory Committee and Election Committee.

Section 3: Membership Requirements

1. All members must abide by the constitution of the association.
2. A membership fee of \$15 (fifteen dollars) will be charged to all the General members and \$30(thirty dollars) will be charged to all the associate members per functional year (August to July). The association will also accept donations from all members and any person or groups in favor of the association's objectives.

Section 4: Validity of the membership:

The validity of the membership will be acknowledged for one functional year (August to July). For the next functional year each member will have to renew their membership upon paying the membership fee. This renewal of the membership can be done any time during the functional year for the remaining time period of the functional year.

ARTICLE III: Executive Committee (EC)

Section 1: Titles

1. President
2. Vice President – Administration
3. Vice President – Finance
4. Vice President – Event

Section 2: Terms of the Executive committee

1. The members of the Executive Committee shall maintain a co-operative relationship with each other and work for the welfare of the student community.
2. Under normal circumstances any member of the Executive Committee shall hold his/her position for one functional year (From August to July).
3. Any member of the Executive Committee cannot hold any position in the EC for more than two consecutive years.
4. In case of vacancy in the office of the President, the Vice President (Administration) shall hold the office of the President until a new President gets elected by the general members in a General Meeting. The Meeting should be held within one month of the vacancy. In absence of the Vice President-Administration, the office of the President shall be run by one of the following persons in the given order: VP-Finance, VP-Events.
5. In case of vacancy in the office of other members in the Executive Committee, Executive Committee shall have the authority to fill up the vacancy by selecting members from the present executive committee or from the general members of the Association. In this procedure a majority of the Executive Committee members have to be agreed.

Section 3: Functions and eligibility of the Executive Committee members

A. The President

Eligibility

Any general member, who has been a member of the association for at least one year prior to the Election Day, is eligible for election to this office.

Responsibilities

1. The President shall be the presiding officer of the Executive Committee.
2. To represent PSA to other association or organization president will select a member from the executive committee or general members of the association upon the consensus of the Executive Committee.
3. The president shall take care of the responsibilities related to the new students with the help of the executive committee members and the general members of the association.
4. The President shall decide in a meeting with the Executive Committee members and prepare or assign preferably the VP Admin or another member of the EC to prepare an annual general report on the activities of the association. The report should be available to the general member at the end of the functional year.

B. The Vice President-Administration:

Eligibility

Any general member of the association is eligible for election to this office.

Responsibilities

1. The VP Administration shall be responsible for all records and the property of the Association.
2. The VP Administration shall be responsible for including new members in the association and all correspondences with the general members.
3. The VP Administration shall assist the President in the implementation of policies and activities adopted by the EC.
4. The VP Administration shall call meetings of the Assembly and the EC on the instruction of the President
5. The VP Administration shall act as the President in event that the President is absent.

C. The Vice President-Finance

Eligibility

Any general member of the association is eligible for election to this office.

Responsibilities

1. The VP Finance shall present financial statements of income and expenditures of the Association in the Executive Committee Meetings.
2. The VP Finance shall report all revenues and expenditures of his tenure at the last assembly meeting and arrange smooth transition of any remaining funds to the next executive committee.

3. The VP Finance 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 Executive Committee.

D. The Vice President-Events

Eligibility

Any general member of the association is eligible for election to this office.

Responsibilities

1. The VP Events shall organize indoor/outdoor events and activities.
2. The VP Events shall provide support (e.g., logistics) for organizing any Cultural, Sports or social event.

ARTICLE IV: Advisory Committee (AC)

Section 1: Terms of the Advisory Committee

1. The Executive Committee will select five associate members to serve on the Advisory Committee.
2. The membership of the Advisory Committee will be valid for one functional year.

Section 2: Eligibility

1. Any associate member of the association will be eligible to be nominated and/or elected as the member of the committee.
2. The members of this committee must reside in Saskatoon.

Section 3: Responsibilities

1. The Advisors shall mentor the Executive Committee and the association.
2. The Advisors shall help the members of the association to network with professionals and employers in their respective fields.

ARTICLE V: Election

Section 1: Election committee

1. The Executive Committee shall form an "Election Committee" consisting of three members to supervise the election upon discussion with the advisory committee.
2. The Election Committee shall be formed at the beginning of the last month of the functional year for governing the Executive Committee for the next functional year. The Election Committee must complete their job before the start of the next functional year.

Section 2: Eligibility of the Election Committee member

1. The Election Committee members have to be an associate member of the association.

Section 3: Election Procedure

1. The election shall be held on a date selected by the Executive Committee in a general meeting.
2. The election shall be held at the last month of the functional year (July).
3. The election shall be conducted by secret ballot.
4. A simple majority shall determine election to an office.
5. Any General Member can nominate himself/herself or recommend any other member for any of the offices of the Executive Committee.
6. One person cannot contest in more than one position in the election.
7. The nomination(s) shall not be valid if the nominee(s) refuse to run for that office.
8. A member must vote in person at the voting center during the hours set by the election committee.

ARTICLE VI: Management and Use of funds

1. Among, the President, VP administration and VP Finance, two of them should maintain an account in the name of PSA. For all monetary transactions, the signatures of the one of the two persons mentioned above will be required.
2. No parts of the funds, assets or income of the association shall be used for private benefit of any member or donor of the association and any other person or organization.
3. The Executive Committee should present an annual financial report to the General Members before handing over the Office to the new elected committee.

ARTICLE VII: Transfer of the Executive Committee

The office will be handed over to the new elected members of the Executive Committee within the 1st week of the Functional Year (1st of August). The past committee is solely responsible to hand over all necessary documents to the newly elected Executive Committee members; those were inherited and maintained by them.

ARTICLE VIII: Constitutional Amendments

1. A meeting especially arranged for making any amendments to the constitution should be called and circulated among the general members at least two weeks before the meeting.
2. Any amendments to the constitution requires the support of at least two third of the members present in the meeting.

ARTICLE IX: Privacy Act.

The PSA is committed to protecting the privacy of its members. The personal information collected by PSA will be maintained in a confidential and secure manner and will only be utilized for which they were collected. The list of all PSA members' and their contact information will be maintained by the PSA Executive only for the purposes of managing the Association's affairs and for communicating with the members regarding Association issues, events, newsletters, publications, etc. The information will not be provided to any other third party.