

CONSTITUTION

ARTICLE I: **NAME, AIMS & OBJECTIVES.**

Section 1.01 *Name:*

The name of the organisation will be National Union of Pakistani Students and Alumni (NUPSA) referred to in this Constitution as The Union. This Union will be governed and will obey the rules and regulations, ethics and values and codes and discipline set out in this Constitution and in line with its Aims and Objectives.

Section 1.02 *Aims and Objectives:*

- 1) Student Unity
- 2) Student Support and Welfare
- 3) Provision of Funds to Charities in the interest of Pakistan and Pakistanis
- 4) Provision of a united voice for Pakistani Students to any relevant body.
- 5) Serve and protect the interests of Pakistani students in the UK.
- 6) To Build Bridges between current students and Alumni and to provide Alumni with opportunities to network with other Alumni.

ARTICLE II: **GOVERNANCE**

Section 2.01 *The Union will be governed and run by a Council of the Union (hereinafter referred to as 'Council').*

- (a) The Council will be the supreme legislative and governing body of The Union.
- (b) (i) The Council will comprise of 2 Members each from the Committee of 'affiliated Pakistani Students' Society' and representative bodies of

Pakistanis in companies and (institutions (hereinafter referred to as “Affiliates”). Such members of the Union will be called ‘Officers of the Union’, (hereinafter referred to as “Officers”).

(ii) At least 1 of the 2 Officers, who will represent their respective Pakistani Societies at the Union, must be elected by the respective Affiliate body. The other may be appointed by the President.

a. (i) The elected NUPSA representative will serve as the main liaison between the society and NUPSA.

(ii) The society shall be responsible for notifying Council of any changes relating to NUPSA representatives.

(iii) The 2 Officers, who will represent their respective Pakistani Societies at the Union, will be elected/selected by their own respective Committees of Pakistani Societies.

(iv) The council may include a maximum of 3 representatives from external students. External students may be referred to individuals who are not part of their Pakistan Society or do not have a such a body or whose Pakistan Society is not an Affiliate.

(d) The council may include a maximum of 3 representative external alumni. External alumni may be referred to alumni who are not part of their Pakistan Society or do not have a such a body or whose Pakistan Society is not an Affiliate.

(e) The Council will be the guardian of the Union.

(f) The responsibility to ensure the harmony and sanctity of the Union is of the Council.

(g) The Council shall be empowered to censure Officers, or remove them from office by two-thirds majority vote.

(h) The Council shall be empowered to make and enact Policy.

(i) Council Meetings:

(i) The Council will meet at least twice/thrice every calendar year in two separate terms of the academic year.

(ii) The first meeting of the Council will be in the month of January. The Council will meet again in the month of February and will meet for its final meeting in the month of October.

(iii) The final Council meeting will be an Annual General Meeting (AGM) at which Chairs of Committees (Executive Committee and any other Committee created under this Constitution) will present a report on their respective Committees in the form of an Annual Report.

(iv) The Union may meet for an Emergency General Meeting (EGM) which may be called by an Officer. The Officer will require 67% of the vote of the Council to call the meeting. Such a vote may be cast online. Notice of an EGM will be at least seven days.

(v) Quorum:

The following levels of attendance will be required at the Meetings for them to hold validity. It is the responsibility of the Chair of the Council to ensure that level of attendance is measured at the start of a Meeting.

1) Quorum for a Council Meeting will be 52% of the strength of the Council being in attendance.

2) Quorum for an EGM will be 67% of the strength of the Council being in attendance.

3) Members may make use of official NUPSA fora to consult all NUPSA representatives and members regarding urgent issues, which may require immediate attention such as those requiring mobilisation of a united nationwide response.

4) Quorum for an AGM will be 52% require 67% of the Members of the Union being in attendance.

a) At least 52% of the Council must be present physically at the AGM. Postal ballots are acceptable if this condition is met.

b) Members may also employ electronic means such as those facilitating conference calls to meet the quorum requirements.

Section 2.02 *Policies*

(a) The Council will be governed by the Policies of the Union.

- (b) A policy will place responsibility of action on the Council or specific instruments of the Union.
- (c) A policy will identify the need for such an action.
- (d) A policy will explicitly state the purpose and aim of the policy.
- (e) A policy will require a majority vote of the Council to be implemented.
- (f) A policy will be structured into the following parts:
 - (i) This Union observes
 - (ii) This Union notes
 - (iii) This Union resolves
- (g) A Member of the Council cannot take action on part of the Union unless required to do so by an implemented Policy.
- (h) A record of all policies of the Union will be maintained by the Secretary.
- (i) A Policy will lapse after 3 years at which time all implemented policies of the Union will be circulated to all of its Affiliates and will require ratification by the Council to remain policies of the Union.

ARTICLE III: ARTICLES OF ASSOCIATION

Section 3.01 *Affiliates*

- (a) A Pakistani society (hereinafter referred to as ‘Society’) from an institute awarded the status of University either by a Royal Charter or an act of the Parliament of the UK (hereinafter referred to as ‘University’) is eligible for membership to the Union.
- (b) Such a Society on membership shall become an Affiliate.
- (c) Membership of the Union is free of cost for the Societies.
- (d) To become an Affiliate a Society must submit a written request to the Council of the Union.

- (e) The Council shall vote in person or electronically whether to award affiliation.

Section 3.02 *Members*

- (a) (i) A member of an Affiliate is a Member of the Union (hereinafter referred to as a 'Member').

(ii) The Council will maintain a register of Members under the Data Protection Act 1998.

(iii) A member will have access to the bodies of the Union to whom he/she may refer at any time during the course of their membership.

(iv) A member will receive communication about the activities of Union and/or the activities of Affiliates of the Union wherever this may be possible.

Section 3.03 *Associate*

- (a) An individual not a member of an Affiliate may join the Union upon payment of an amount set by the Council as an Associate Member of the Union (hereinafter referred to as an Associate).
- (b) An Associate member shall not be entitled to vote.
- (c) An associate will have an entitlement similar to that of a Member in terms of the level of service received from the Union.

Section 3.04 *Honorary Membership*

- (a) The council may confer the title of an Honorary Member of the Union (hereinafter referred to as 'Honorary') upon an individual in recognition of his/her services to the Union.
- (b) Honoraries will be lifetime members of the Union and will have no financial liability to the Union.
- (c) An Honorary will have access to the services of the Union wherever this may be reasonably possible.
- (d) The Council may consult with an Honorary on procedural or policy matters as they see fit.

ARTICLE IV: ELECTIONS

- (a) Elections of the Union shall be held in line with true principles of democracy.
- (b) Voting shall take place at an AGM.
- (c) Voting shall be by secret ballot, and/or postal ballot, and/or proxy.
- (d) Nominations for positions on the Executive Committee must be submitted to the Union Secretary.
- (e) A NUPSA President can only be re-elected once.
- (f) Unless deemed unfit for the job by the Council, President and Vice President Candidates are required to have experience from a previous NUPSA executive council
- (g) Elections to be supervised and conducted by at least three senior members of a previous executive committee.
 - a. Senior members of the outgoing committee will be eligible to stand.
 - b. Honorary members or advisers to the committee will not have any legislative authority or voting rights.

ARTICLE V: COMMITTEES

Section 5.01 *The Executive Committee*

- (a) The Executive Committee is a Constitutional Committee which Committee, which shall exist till the existence of this Union and its Constitution. It will have five members. The roles and functions set in this constitution are not exhaustive but serve as a guideline for the Committee.
- (b) Members of the Executive Committee (hereinafter referred to as Executives) and their roles will be:

- (i) **President:** Media contact, managing executives, meeting agendas, managing the welfare and organisation of the entire committee, ensuring that the aims and objectives of NUPSA are met.
 - (ii) **Vice President:** Fill in the role of president when required; liaise with pres and secretary, event organisation.
 - (iii) **Secretary:** minutes, emails to mailing list, editing mailing list, letters to people, organisation of AGM, calling meetings (dates to be decided by pres/VP), other administration work such as changing signatories for accounts.
 - (iv) **Treasurer:** Sponsorships, budgets, maintaining clean accounts.
 - (v) **Web/publicity:** website maintenance, designing posters, facebook groups.
 - (vi) **Two Union Liaison Officers:** To liaise with and communicate the wishes of regional members to the central committee.
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- (c) Members of the Executive Committee will be elected by the Council.
 - (d) Each Executive will have one vote in the Council, with the same e voting rights as all other members of the Council.
 - (e) Two Executives cannot be from the same Affiliate at any given time.
 - (f) Elected members of the executive committee can, with the consent of the President, appoint individuals for technical roles on an ad-hoc basis. Such individuals will not have any voting rights but may attend meetings as observers depending on the nature of the assignment.
 - (g) Executives are liable to adhere to Union policies as set out by the Council such as a strict no alcohol tolerance at all NUPSA events. Religious sensitivities of NUPSA members must be given due consideration at all levels of decision-making.

Section 5.02 *Committees Creation*

- (a) A Committee may be created on a need basis by the Council.
- (b) The need for such a Committee will have to be justified to the Council in the form of a document to be presented at the Council Meeting or sent via email to the Council Members. This document will highlight the need, function, role and description of the Committee.
- (c) The Council will vote to create a new Committee, . members of which must be students or alumni and can be external to the NUPSA Council. The chair will report to the Council on the working of his/her committee.
- (d) The Committee will elect a Chair from within the NUPSA Council or the advisory body of the Committee amongst themselves who will facilitate the running of the Committee. The chair will report to the Council on the working of his/her committee.

ARTICLE VI: **EXPANSION: INTERNATIONAL CHAPTERS**

- (a) Each new international chapter must have an executive committee and a General Council.
- (b) The structure of the General Council will be identical to NUPSA UK including the elections of executive committee members from the General Council but will maintain NUPSA UK President as the highest executive.
- (c) All new chapters will be required to maintain communication channels with NUPSA UK which may act as ‘NUPSA International’ in the interim period.

ARTICLE VII: **AMENDMENT TO CONSTITUTION**

Section 7.01:

Any Amendments to this Constitution will require a simple majority vote of the Council. Voting can be done via electronic mail.

Section 7.02:

In case of urgency the Executive Committee may amend this Constitution as deemed necessary, but any change made by the Executive Committee without being voted upon by the Council must be ratified as soon as reasonably possible by the Council.

Section 7.03:

Any amendments made shall be announced to the Union Members via emails and/or website and/or facebook/other common means of web communication.

Section 7.04

This Constitution shall be updated / reviewed by the Council every 6 months for the next 2 years, and after that as and when deemed necessary.