



Constitution

PSA-KA

Pakistan Students Association- Karlsruhe

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1. Introduction

Pakistan Students Association, Karlsruhe, Germany - is a self-administered community for Pakistani nationals to connect, integrate multi-cultural network, and collaborate on academic and non-academic projects or events. Open to all Pakistani nationals in Karlsruhe, as well as other individuals interested in Pakistani culture, festivals and academia. We share information on events, job opportunities, scholarships, and encourage members to share their research and experiences. Join us to build a strong and supportive community.

PSA-KA has been un-officially run through personal contacts and yahoo groups but in 2013 few Pakistani students created a Facebook page, named Pakistan Students Association, which helped coordinate and help each other. There was no official members of the association, but only run by some volunteers via this Facebook page. Now, it is the right time to structure the association and make everything documented.

Pakistan Students Association Karlsruhe is managed by Pakistani students of Karlsruher Institute of Technology (KIT) and Hochschule Karlsruhe (HsKA), Germany. The objectives of PSA-KA are:

- To help new students in their admissions and initial settlement and get familiar to the German Culture.
- To promote and increase friendly and cordial relations between Pakistani, German, and other international students at various universities of Karlsruhe.
- To facilitate and guide in communicating the difficulties and problems of Pakistani Students to the different administrative offices in Karlsruhe.
- To arrange events, festivals, seminars and excursions for Pakistani Students.
- To collaborate with other student bodies of KIT or other universities of Karlsruhe and beyond.
- The association will not involve or propagate any political or controversial events.

2. Rules

2.1 Organizations' Name

Name of the organization shall be “PSA-KA: Pakistan Students Association, Karlsruhe”

2.2 Constitution Period Validity

- This constitution is valid for 2 years (from August 2023) and will be revised after expiration of this duration.
- However, changes in current constitution require 2/3 majority of active members.

2.3 Objectives

The objectives of PSA-KA are:

- To help and guide new students in their admissions and initial settlement. The initial settlement includes receiving new students, initial accommodation arrangements, city and other necessary registrations, assistance in enrollment in university, assistance in arranging health insurance and bank account activation.
- PSA-KA will assign one person to each new comer, who will help in picking up, getting residence, insurance, enrollment, and introducing main super-markets and offices in the Karlsruhe.
- To promote and increase friendly and cordial relations between Pakistani, German, and other international students at Karlsruher Institute of Technology (KIT) and University of Applied Sciences (HsKA) Karlsruhe.
- To guide them to interact with different services and office in Karlsruhe or in Germany/EU.
- To arrange events, festivals, seminars and excursions for Pakistani Students/PSA-KA members.
- To help, new job holders or families to karlsruhe, in finding the accommodation and integrating with the culture.
- To collaborate with Muslim Student Group, Karlsruhe (MSV) KA, Indians, Germans, KIT International Buddies etc.

2.4 Membership and Dues

PSA-KA members are classified into two categories i.e.:

2.4.1 Active Members

1. Active membership is limited to all Pakistani students who are enrolled at KIT/HsKA (that have filled the PSA membership form). Foreign students cannot become active members and cannot hold any office.
2. A Non-Pakistani may also be awarded an honorary active membership on the recommendations of other active members and ultimately announced by the PSA.
3. Active members are expected to participate in meetings and activities of PSA-KA and have right to vote and hold offices.
4. At present, volunteer-membership dues are 5-15 Euros per semester. These dues may be revised in future by PSA-Cabinet after taking approval from all active members.
 - Bachelor Students: 5EUR
 - Master Students: 10EUR
 - PhD Students: 15EUR

2.4.2 Non-Active Members

1. Non-active membership shall include students' families, KIT/HSKA faculty and staff.
2. Non-active members are not allowed to vote or hold offices.
3. Non-active members will pay 20 voluntarily, - Euros per year.
4. Foreigners can participate in PSA activities by paying per head cost of each event in which they are participating or as a guests depending on the event's nature. Event dues shall be decided in PSA-KA cabinet meeting.

2.5 Board of Directors (Vorstandes)

- The Board of Directors of the PSA-KA shall include three Spokesperson/Spokeswoman of the Association (Sprecher/Sprecherin der Vereinigung) HauptSprecher (Main Spokesperson), Other Spokespersons (General , and Finance Secretary).
- The tenure of all cabinet members shall be one calendar year.
- For all cabinet members, maximum duration for holding an office is 2 years.
- All cabinet members must be active members of PSA-KA.

2.6 Cabinet Responsibilities

2.6.1 HauptSprecher (Spokesperson)

1. Act as chair at PSA-KA general body meetings.
2. Supervise and co-ordinate activities of the organization.
3. Supervise the expenditure of all funds.
4. Be responsible for holding annual PSA-KA elections, events and excursions.
5. Appoint committee members when necessary.
6. Shall maintain the letter head of PSA-KA in his possession and could delegate it if needed.
7. Responsible for enforcement of PSA-KA constitution.
8. In case of dispute/draw Spokesperson shall have the final decision.
9. To interact with other organizations (like MSV, Asta etc.).
10. Liaison between Karlsruher Institute of Technology Karlsruhe and PSA-KA.
11. Official spokesperson of the association. xii. Coordinate with PSA-KA members.

2.6.2 General Secretary

1. Act as the Spokesperson in absence of Spokesperson or in the interim period of his/her resignation.
2. Note, Compile and Keep minutes of meeting for each PSA-KA meeting.
3. Prepare the agenda and moderate each PSA-KA meeting.
4. Keep PSA-KA records.
5. Keep all the tangible assets of PSA-KA.
6. Responsible for planning and arrangement of activities.
7. Shall maintain active mailing lists of PSA-KA members.
8. Moderator/Administrator of social media pages like Facebook, yahoo groups, LinkedIn, WhatsApp, etc.
9. He shall be responsible for arranging extracurricular activities - trips, events, get-togethers etc.
10. Coordinate the initial settlements of new students throughout the year.
11. Document all the events i.e., resources utilized, event coverage - pictures, videos etc.
12. Maintain the official PSA-KA website, uploading credentials of new students, news, events etc.
13. Responsible to manage all the activities regarding information flow, communication and coordination among the members of PSA-KA.

2.6.3 Finance Secretary

1. Prepare budget for consideration of Cabinet.
2. Be responsible for all funds received and disbursed by the PSA-KA and for accounting of all bills, receipts and vouchers.
3. Collection of active membership dues.
4. Present in the general body meeting all the financial details of the previous year before handing over charge to the newly elected Finance Secretary.
5. Will be responsible for all monetary related interactions with international office in regards to all events.
6. Publish the summary of finance detail on quarterly basis.

2.6.4 Members

1. To cooperate with cabinet members in carrying out different activities.
2. To promote and increase friendly and cordial relations among Pakistani, German and other students in Karlsruhe.
3. To abide by PSA-KA's constitution.

2.7 Elections of Cabinet

- Elections for new term shall hold at the end of every calendar year.
- The date and location for the Elections shall be announced and nominations for the cabinet positions shall be requested by the general secretary at least 2 weeks prior to the elections.
- Any active member of PSA-KA can nominate himself/herself for any cabinet position.
- After the deadline for nominations, the General Secretary will announce the names of the potential candidates for each cabinet position, any candidate could step down from his/her position any time before the commencement of elections for that position.
- The current Spokesperson shall be the presiding officer for the elections.
- The voting process shall be held through secret ballot. The cabinet members shall be elected by a simple majority vote of the members in attendance. In case of a tie, the Spokesperson shall cast the deciding vote.
- The counting of ballots shall be done by the Spokesperson in presence of the respective candidates.
- Each member shall be entitled to one vote only on all matters brought before the general body of the PSA-KA.
- Any member can run for only one cabinet position at any given time.
- Outgoing officers shall transfer power and any PSA-KA related material to newly elected PSA-KA Cabinet within two weeks.

- If a cabinet member resigns from his/her post, bi-elections for remaining period will take place, if there remains more than three months in completion of cabinet's tenure; otherwise, remaining members will distribute his/her responsibilities among themselves.

Exceptions:

1. When the office of the Spokesperson becomes vacant, the General Secretary shall become acting Spokesperson.
2. If the office of the Spokesperson and General Secretary become vacant simultaneously, the Finance Secretary shall become the acting Spokesperson.
3. The acting Spokesperson shall undertake all duties and powers of the Spokesperson until a new Spokesperson is elected.
4. The acting Spokesperson shall call a special or regular general body meeting for election as soon as possible but within one month.
5. When the office of General Secretary/Finance Secretary becomes vacant, the Spokesperson shall call a meeting for the election of new General Secretary/Finance Secretary as soon as possible but within one month.

2.8 Impeachment of Cabinet Members

- Any active PSA-KA member can initiate impeachment proceedings against a cabinet member by presenting the charges in writing to the cabinet.
- The cabinet upon receipt of the charges should initiate a poll for a General Body meeting. A simple majority in the poll would ensure the commencement of the General Body meeting.
- Impeachment may be accomplished by a two-third vote of all active PSA-KA members present at the general body meeting.
- Impeached member will be barred from holding any PSA-KA cabinet position in future.

2.9 Events' advertisement

Event details shall be maintained on PSA website. PSA-KA cabinet will also use social media platform like Facebook, google, linked-in, WhatsApp etc. for this purpose.

2.10 General Meetings

- The Spokesperson will announce the date, time and place of the general meeting by an email or any other means.
- The agenda must be formulated and announced.
- The agenda and announcement of the meeting must be done at least 2 weeks prior to the meeting.
- At least one general body meeting must be held during a semester.
- PSA-KA cabinet will ensure that at 1/3rd of total active members have given their consent to join the general body meeting; otherwise, the meetings will be called off.

2.11 Committees

- A Committee can be formed at any time to meet specific objectives defined by the Cabinet.
- The head of the committee will be appointed by the cabinet.
- The committee head will be presented with concrete objectives to fulfil or undertake.
- The committee head is only responsible for presenting any actions the committee may take and the results of those actions to the Cabinet; whereas the members of the committee would be answerable only to the head of the committee.
- The head of the committee in consultation with the cabinet will ask the PSA members to volunteer for membership in the committee.
- In case there are not enough volunteers for the committee the cabinet can appoint members to fill in positions in the committee.
- A committee shall be in session until its objectives have been completed, or suspended by the cabinet.
- In case of any conflicts head of committee shall approach cabinet.

3. PSA-KA Constitution – version control sheet

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1.0	August 2023	Sajjad Hussain	15.06.2023

