The Constitution of the University of Pennsylvania
Arab Student Society

**Article I - Name and Affiliation**
The name of this organization shall be the University of Pennsylvania Arab Student Society (PASS).

**Article II - Purpose**
Section 1: To provide Penn with an organization geared towards exploring Arab heritage and culture. It will also be an opportunity for Arab students and all interested in Arab culture to meet in an informal social setting to discuss issues relevant to the Arab World and the Arab communities in the United States.
Section 2: To raise awareness throughout Penn’s campus concerning issues that are pertinent to the Arab World.
Section 3: To give the members of PASS the opportunity to explore the Arab Identity and rediscover the commonalities of the Arab Nation as a people with common causes and concerns. Furthermore, PASS will work to bridge the gap between the Arabs in the Arab World and the generations of Arabs raised in the U.S.

**Article III - Membership**
Section 1: All University of Pennsylvania students are eligible for membership.
Section 2: A PASS member is expected to attend meetings and participate in PASS related activities. A member is also expected to pay the dues levied by the executive board.
Section 3: Only full members, those paying dues, have voting privileges and the option to run for office.

**Article IV - Officers**
Section 1: PASS shall be administered by an executive board. All executive board members shall be voting members. Non-voting members are invited to the board meetings, but their attendance is not obligatory. In case of a tie in a voting procedure, the board will seek the advice of PASS’s faculty advisor.

Section 2:
The executive board structure shall be as outlined in the following chart.
**The President/Co-Presidents should:**

- Preside over meetings of the society and the executive board.
- Act as general coordinator.
- Supervise the board's formulation of the budget.
- Handle communications with PASS members and the Penn community.
- Deliver presidential “State of the Society” Address at the first General Body Meeting of his/her tenure, detailing the organizational goals of his/her term as president.
- Specifically address whether or not the goals detailed in this address were met at the final General Body Meeting of his/her tenure.
- Ensure continuity within the board by sharing all relevant information with the Vice Presidents.
- Organize and execute the executive board recruitment process during the last month of his/her tenure.

**Vice President for Internal Affairs should:**

- Assume the President’s position in his / her absence or in case of resignation;
- Communicate regularly with the President and implement the goals set by the President in his/her “State of the Society” address;
- Assist and monitor the Secretary, Treasurer and Media Chair’s activities to ensure that they are fulfilling their responsibilities;
- Organizing meetings and dinners for the Executive Board by drafting the invitation to the meeting and reserving the meeting location.
- Serve as the official PASS representative at the Student Activities Council in the absence of the treasurer.

**Vice President for External Affairs should:**

- Communicate regularly with the President and implement the goals set by the President in his/her “State of the Society” address;
- Assist and monitor the activities of the Social Chair, Marketing Chair, Cultural Chair and Outreach Chair to ensure that they are fulfilling their responsibilities.

**The Treasurer should:**

- Collect dues and maintain a list of paid members.
- Handle monetary exchanges, and keep an accurate account of all funds and transactions.
- Be aware of all funding options (and involved stipulations) possible.
- Serve as the official PASS representative to the Student Activities Council.
• Communicate with other board members’ whose responsibilities include planning and executing events.

The Secretary should:

• Maintain accounts of each general and executive PASS meeting in a consistent format, clearly detailing the specific tasks of members for the week.
• A version of executive board minutes without the attendance record shall be sent weekly to the executive board in a timely fashion. Maintain an accurate list of all PASS members and affiliated organizations
• Organize the monthly General Body Meeting by:
  o Drafting the invitation to the meeting
  o Reserving the meeting location
• Manage official PASS email correspondences

The Cultural Awareness Committee Chair should:

• Initiate and preside over events that will create Arab cultural awareness.
• Act as a liaison between guest speakers and PASS.
• Work in direct coordination with the vice-president in locating and inviting speakers to speak to PASS and preparing all the necessary arrangements for that activity.
• Help arrange for documentaries and films to complement activities and raise awareness.

The Social Committee Chair should:

• Be in charge of activities and events that foster a sense of community like cultural and religious celebrations and social events and activities.
• Work in direct coordination with the vice-president in locating and inviting speakers to speak to PASS and preparing all the necessary arrangements for that activity.
• Coordinate with other campus groups in Penn and outside of Penn to create joint social activities for special relevant occasions.

Outreach Chair should:

• Serve as the PASS representative to all Umbrella organizations (example: United Minorities Council);
• Maintain positive and collaborate relations with other groups on campus;
• Serve as a liaison between PASS and the Arab Alumni;
• Taking charge of all external communications unless under other board members’ responsibilities (i.e. speakers for events).
• Create advertisements for PASS events
• Coordinate flyering / advertisement initiatives.

*Marketing Chair should:*

• Communicate with the Social and Cultural Chairs to advertise all PASS Events. This includes:
• Designing and printing flyers;
• Setting up Facebook event and marketing the event;
• Communicating with other clubs/organizations to enhance attendance;
• Drafting Email to all members advertising events
• Ensure satisfying attendance in all PASS events.

*Media Chair should:*

• Maintain an up-to-date website, detailing all current / pending PASS events;
• Maintain up-to-date social media pages (Facebook, Instagram) by posting articles, documentaries and films to complement activities and raise awareness;
• Maintain an electronic record of all past PASS events and associated advertisements, which includes taking picture during events.

**Section 3:** Committee members shall fill vacancies occurring among the officers. This shall be done by appointment by the President and the Vice Presidents. In absence of committee members, the President can invite general members to apply for the vacant position. If vacancy occurs in the office of the Presidents or Vice Presidents, board members shall fill this vacancy. This shall be done by appointment by the remaining President and Vice President(s).

**Section 4:** Any officer may be unseated for failure to properly perform his/her duties in good faith. Board members are expected to fulfill their responsibilities, attend regular board meetings and participate in events. The President, in coordination with the Vice Presidents, may unseat an officer.

**Article V – Executive Board Selection**

• **Section 1:** Selection of executive board members shall be done through an application process. Notice of the application deadline shall be given at least 2 weeks in advance.
• **Section 2:** The applications will be reviewed by the president and vice presidents
• **Section 3:** Applicants may be invited to an interview with the president and vice presidents
• **Section 4:** Executive board members must be approved by at least 2 of the 3 members of the review board
• **Section 5:** Officers shall serve a one year term period beginning immediately when the new executive board is announced
• **Section 6:** Candidates for president and vice-president must have served on the board for at least one year
• **Section 7:** If a president or vice-president is applying for a position, he/she is not permitted to vote on his/her own application.
• **Section 8:** If, in following with Section 7, there is only one person permitted to decide on an application, the applicants will be brought to the general body for a vote.

**Article VII - Committees**

**Section 1:** The Cultural Awareness Committee is the committee responsible for activities that will create Arab cultural awareness. The events should be directed towards the members of PASS, the Penn community and the outside community as well. The committee will create, under the supervision of the head, the cultural events and work for their success. Cultural events include outside speakers, cultural films and documentaries and bringing the cultural activities that happen in the outside community, and are related to PASS, to members' attention.

**Section 2:** The Social Committee is the responsible for planning social activities for PASS members. These events should foster the sense of community between PASS members. The committee should stay in touch with the outside Arab community for any social activities that could interest PASS members and which members can participate in. Social events include Mentor program, fairs, cultural shows, parties, religious celebrations and other social events.

**Article VIII - Amendments and By-Laws**

**Section 1:** Amendments to this constitution may be adopted upon an affirmative vote by two-thirds of those full members present at a general PASS meeting

**Section 2:** By-laws may be adopted upon an affirmative vote of a majority of full members present at a general PASS meeting

**Section 3:** This constitution and by-laws are subject to interpretation of the president. The decision of the president may be overruled by a majority vote of those full members present at a general PASS meeting or a majority vote of the executive board at an executive board meeting.