

# **CONSTITUTION OF**

## **CARLETON AFGHAN STUDENTS ASSOCIATION**

### **ARTICLE I**

#### **Name of the Organization**

The organization shall be known as “Carleton Afghan Students Association”, and herein be referred to as “CASA”. No other name shall be used in the advertisement or representation of the club.

### **ARTICLE II**

#### **Purpose of the Organization**

The purpose of Carleton Afghan Students Association (CASA) shall work towards representing Afghanistan. CASA aims to represent Afghan students and actively engage in broader initiatives led by Carleton University Student Association. Our goals include introducing Afghan culture, promoting cultural diversity, advocating for Afghan girls deprived of basic educational rights, and raising awareness about ongoing issues and injustices faced by Afghans. Our mission is to advocate for Afghanistan and engage in efforts that support and raise the voices of Afghan students within the Carleton community. We also seek to help Afghans reconnect with their heritage and provide them a platform to represent themselves freely. Additionally, CASA is dedicated to educating students from all backgrounds about Afghanistan’s rich heritage, and challenging racial stereotypes and stigmas that Afghans encounter in the West.

### **ARTICLE III**

#### **Structure**

1. The General Membership shall be the legislative body of CASA and shall be composed of all members.
2. The Executive shall be the administrative body of CASA and shall be composed of members elected by the General Membership.

### **ARTICLE IV**

#### **General Membership**

1. CASA’s General Membership shall be open to all undergraduate students at Carleton University.
  - a. All General Membership that are undergraduate students shall have the right to vote within club elections.
  - b. Graduate Students and Non-Carleton students are permitted to General membership, however are excluded from participating in club elections.
  - c. Membership in this organization shall be valid from September - August each academic year.
2. CASA’s Executive Membership shall be open to Undergraduate students at Carleton University only.
  - a. Graduate students may only serve a non-voting, advisory capacity.

## **ARTICLE V**

### **Executive Committee**

1. The President shall:
  - a. Act as the primary representative of CASA
  - b. Supervise executives and club members to ensure adherence to CASA's Constitution and CUSA's governing documents.
  - c. Communicate with other clubs and organizations for joint events and partnerships
  - d. Review membership applications
  - e. Coordinate with the Executive team and oversee their duties to ensure smooth operation of the club
2. The VP Internal shall:
  - a. Oversee the internal functions and communications of CASA
  - b. Assist the President in managing the organization's internal affairs and ensure that the President performs their duties efficiently.
  - c. Support the President in maintaining the Organization's structure and governance.
  - d. Schedule and organize club meetings
  - e. Manage internal communications within the club and ensure all members both General and Executive are informed about upcoming events and meetings.
3. The VP Finance shall:
  - a. Manage the finances and assets of CASA
  - b. Prepare a budget for CASA each year, or more frequently as events require, and to keep records of the financial transactions.
  - c. Have signing authority for CASA's club bank account.
  - d. Provide financial insight and advice during meetings.
  - e. Ensure all financial activities comply with the clubs budget and financial regulations.
4. The VP External shall:
  - a. Maintain relationships with external organizations, coordinate joint events, and partnership with external entities.
  - b. Represent CASA at external events and meetings
  - c. Ensure effective communication between CASA and external partnerships
  - d. Work with the VP Events to facilitate event partnerships and collaborations.
  - e. Secure sponsorships from external organizations to support CASA's events.
5. The VP Events Shall:
  - a. Organize and coordinate events run by CASA.
  - b. Pitch event ideas during meetings.
  - c. Communicate with the Executive team to ensure proper account of budgets and upcoming dates.
  - d. Coordinate with VP Marketing to advertise events and promote events efficiently.
  - e. Book locations and manage logistics for events.
6. The VP Marketing Shall
  - a. Represent CASA digitally and promote events through the use of Social Media.
  - b. Manage CASA's social media accounts.
  - c. Promote events and club memberships to the Carleton and Ottawa community
  - d. Ensure the platform is run free of bias, racism, and negativity.

- e. Coordinate with VP Events to advertise and promote events effectively
- 7. VP Administration
  - a. Handle all administrative tasks related to CASA's operations.
  - b. Maintain accurate records of all meetings and discussions.
  - c. Ensure all necessary documentation is up-to-date and accessible.
  - d. Support the Executive team in the planning and execution of events.
  - e. Assist with membership management and maintain a database of all members.
  - f. Coordinate with the President to ensure compliance with all CUSA regulations and procedures.

## **ARTICLE VI**

### **Meetings**

#### **General Membership**

1. Meetings of the General Membership can be called:
  - a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
  - b. At the request of an Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
  - c. At the request of any five members of CASA
2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of Elections
3. Quorum of the General Membership
  - a. The presence of at least five members of the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers.

#### **Executive Committee**

1. Meetings of the Executive Committee shall
  - a. Be held at regular intervals and are for the purpose of running the club and events
  - b. Votes by the Executive Committee on club business shall be declared by simple majority.

## **ARTICLE VII**

### **Leadership Succession**

CASA has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections:

1. Club executives shall appoint a Succession Officer to run for the Club.
  - a. The Succession officer may be the following:
    - i. A neutral party to all elections being held within CASA.
    - ii. A member of the Clubs Oversight Committee.
    - iii. A member of the CUSA clubs office.
    - iv. A club member

- b. Succession Officer will be chosen through a consensus-based vote within the Executive committee. If that is unsuccessful, then a consensus-based vote will take place within the entire club itself.
    - c. The Succession Officer is to set a date of elections, campaign start and end, voting start and voting end.
  2. Ballots will be presented as followed:
    - a. Candidates will be organized within each executive position on the ballot.
    - b. A final option of “no-confidence” option will be offered at the bottom of each Executive section.
    - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
    - d. To ensure validity of vote, it is permissible for club members student numbers to be collected.
    - e. Upon counting of the vote, the candidate with the majority of votes will be considered elected to the position.
  3. Timeline:
    - a. Day 1 - Announcement of elections, description of each executive role, and collection of candidates will begin.
    - b. Day 7 - Announcement of campaigns, and introduction of each candidate within each executive role.
    - c. Day 10 - Campaign begins.
    - d. Day 17 - End of campaign.
    - e. Day 18 - Elections start.
    - f. Day 19 - Elections end.
    - g. Day 20 - Results announced.
  4. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Students Groups Administrator.
  5. Once results are announced and elections run successfully, the Succession Officer shall inform the Clubs Oversight Committee of the new executive committee with proof of election results.
  6. If results are unsuccessful, Succession Officer shall inform Clubs Oversight Committee that the group will either pursue another election or ask permission to have an application and interview process.

### **Eligibility**

1. Only club members have the right to vote. External non-club members will not be permitted to vote.
2. Club members must have attended at least 2 events of CASA to be able to vote for Leadership Succession
3. Members who wish to run for an executive position must be a member of CASA for at least a year and have attended more than 4 events run by CASA.

## **ARTICLE VIII**

### **Impeachment**

1. To remove a member, discussion must first be made:
  - a. Club member in question, must be discussed within the Executive committee through a meeting whether they should be impeached or not.

- b. CASA will then consult the CUSA Clubs Membership Removal Committee (MRC).
  - c. The MRC will then advise the next steps for the club
2. Should the MRC advise that the club proceed with membership removal, the following steps will take place:

#### Impeachment for Removing an Executive Role:

1. Grounds for impeachment include any violation to the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interest of the clubs and its members, and/or failure to fulfill executive duties.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving the request, the executives will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
3. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from the Executive Committee and as a member of CASA.

#### Impeachment for removing a General Membership

1. Grounds for impeachment include any violation to the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interest of the clubs and its members, and/or failure to fulfill executive duties.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving the request, the executives will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
3. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal as a member of CASA.

### **ARTICLE IX**

#### **Amendments**

Any member can propose an amendment to the constitution. The process for making amendments is as follows:

1. A written proposal for an amendment shall be submitted to the Executive Committee for review.
2. The Executive Committee will then determine if proposal is in line with CASA's mission and goal, and if it falls under the governing documents of CUSA.
3. If the proposal is approved by the Executive Committee, it will be presented in a club meeting with general members for vote.
4. The amendment will then be added and sent out to the Clubs Oversight Committee.

## **ARTICLE X**

### **Dissolution**

Upon dissolution of CASA, all assets gained through CUSA shall be returned to CUSA, and all other assets shall be donated to a charity that is voted by the remaining members of CASA.

