

The Constitution of the Carleton University Nigerian Students' Association(CUNSA):

The aforementioned members of the Carleton University Nigerian Students Association do hereby set forth the CUNSA Constitution.

Section 1: - The Association

1. The Association shall be known as the “Carleton University Nigerian Students’ Association” herein referred to as “CUNSA”, and shall act as a representative of the Nigerian student population attending Carleton University.

Section 2: - Aims of the Association

2.1 Mission

The Carleton University Nigerian Students Association is strongly committed to building a network of Nigerians both at Carleton and beyond. Through this network, it will seek to promote awareness of Nigerian issues. Furthermore, the Association, in collaboration with the larger African community, will work to promote social activism among Nigerians.

2.2 Objectives

- (1) To promote closer ties, unity and understanding among Nigerian students and Non-Nigerian students interested in the Nigerian culture across national boundaries.
- (2) To safeguard the interests of Nigerian students within the University environment and in the larger Canadian community.
- (3) To provide a forum for the healthy exchange of ideas and for social interaction among Nigerian students and Non-Nigerians interested in issues pertinent to Nigeria and Africa at large.
- (4) To exhibit the wealth imbedded in the cultural heritage of the African sub-region to the Carleton University community.

Section 3: - Non-Discrimination Policy

3. Membership shall not be denied to any student on the basis of race, colour, national origin, religion, sex, sexual orientation, age, marital status, disability, disabled veteran or Vietnam era veteran status.

Section 4: - Membership and Registration

4.1 All Members shall have equal rights and privileges with respect to matters concerning the association (the election of the executives of the Association)

4.2 Membership in the association shall be based on the completion of a registration form which will be made available to the public.

4.3 Membership will be retained during the vacations and recesses of the University.

4.4 Any member may resign at any time by filing a written resignation with the Secretary.

4.5 Membership shall also be allowed to include those students of graduate and professional schools of the University.

4.6 Membership in the association will only be available to current Carleton students.

4.7 Membership in the association is valid from May to April each academic year.

Section 5: - Executives

5.1 The executives of the association shall consist of two Co-Presidents, a General Secretary, a Finance Director, two Event Coordinators, two Media Directors who shall constitute the Executive Committee of the association.

5.2 No non-Carleton undergraduate student shall be eligible to be an executive of the association.

5.3 Any Carleton University undergraduate who has demonstrated a strong interest, experience and wealth of knowledge about the Nigerian community or is of Nigerian descent, and is a member of the association, is eligible to be an executive of the association. They shall also not be permitted to hold more than one executive position in the association at any one time.

5.4 The executives of the association shall be selected by application and interview process as stipulated in section 7.2

5.5 CUNSA shall be directed by the following elected officers. All officers shall be distinct persons. A member can only hold one position at a given time.

5.5(a) Co-Presidents

- o Shall be an official representative and spokesperson for CUNSA to any other organization and to Carleton University.
- o Shall be the co-signatory for the CUNSA's Internal Carleton bank account provisions
- o Shall assign projects to the other executive committee officers
- o Shall also reside over committee officers as well as preside over all meetings.
- o Shall act as the chairperson during every meeting.

- o Shall be responsible for determining when meetings are.

5.5(b) General Secretary

- o Shall maintain records, documents, and minutes of all meetings.
- o Shall give notice of all CUNSA meetings.
- o Shall keep an updated phone and email list.
- o Shall keep a historic documentation of CUNSA.
- o Shall maintain a database of the projects done or that members suggest.
- o Shall Draft Letters to on/off-campus organizations requesting support.
- o Shall record all votes of the Membership or Executive Committee.
- o Will be responsible for the writing and distribution of a newsletter or other forms of announcements, and furthermore shall at all times maintain an accurate and complete list of the Membership of the association.

5.5(c) Finance Director

- o Shall keep account of all CUNSA's financial transactions.
- o Shall be the co-signatory for CUNSA's Internal Carleton bank account
- o Shall keep track of funds available to CUNSA
- o Shall keep and present a quarterly budget
- o With the President, prepare and present any budget requests to CUSA. The executives shall ensure that all funds are properly kept within the University's accounting system. No outside accounts are permitted.

5.5(d) Media Directors

- o Shall be responsible for creation of all promotional material
- o Shall manage CUNSA's social media accounts (Instagram, facebook, twitter etc.)
- o Shall preside over the publicity of CUNSA
- o Shall post messages on webpage-"Notices"
- o Shall ensure that CUNSA's social media is updated regularly
- o Work in conjunction with Event Coordinators to publicize events and initiatives

5.5(e) Events Coordinators

- o With the president, be in charge of all events organized by the association.
- o Shall work alongside the finance director to create events in the budget proposal.

- o Shall be in charge of publicizing CUNSA events on and off-campus
- o Shall be in charge of communication between volunteers and club
- o Work in conjunction with the Media directors.

Section 6: - Meetings

Meetings of the General Membership

6.1 Meetings of the General Membership can be called:

- (a) At the request of the Co-presidents, for a meeting of the association to be held not less than a week from the date of the publication of the notice.
- (b) At the request of the Executive committee, 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 the Organization.

6.2 A minimum of one meeting per semester of the General Membership must occur at such time and place to be determined by the Co-Presidents & Executive committee.

6.3 Notice of regular and special meetings shall be communicated to all members of the association by the secretary at least one week before such Meetings.

6.4 No Meeting shall be called with the intent to exclude any one Member or any portion of the Membership.

6.5 Quorum of the General Membership

- (a) The presence of at least seven members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers.
- (b) All members shall have one vote with respect to any resolutions put forward during a meeting. Members may vote by written proxy if necessary.

Meetings of the Executive Committee

6.6 The Executive Committee of the Organization shall meet at least once before any General meeting at such time and place to be determined by the Co-presidents.

6.7 The Executive shall meet weekly (subject to change) for the purpose of running the club.

6.8 A simple majority of the executive committee shall constitute a quorum.

6.9 Both Co-Presidents shall chair all meetings. In the absence of one Co-president, the second Co-president shall chair and vice versa.

Section 7 - Leadership Succession

7.1 All club members would be informed more than a week in advance of a meeting to attempt to decide the future leadership of the club in a consensus fashion and of a meeting location, with virtual options available for those unable to attend in person

7.2 Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process

7.3 The club membership may work towards consensus across multiple meetings

7.4 a. If successful, the members shall also designate a member to inform and email the Student Groups Administrator with the report and meeting minutes

b. If unsuccessful, the outgoing club president shall inform the Student Groups Administrator that the group will either pursue an election or ask for permission to have an application and interview process.

Section 8: - Removal of officers

8.1 To remove a member, CUNSA will first consult the CUSA Clubs Membership Removal Committee (MRC).

8.2 The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club

8.3 Should the CUSA Clubs Membership Removal Committee(MRC) advise that the club proceed with membership removal, the following steps will take place:

Executive Impeachment

8.4 Grounds for impeachment of a club executive include any violation of the constitution, the governing documents of CUSA, Carleton's Rights and Responsibilities, negligence in the role, and/or failure to fulfill executive duties.

8.5 Any member can bring forward a request for impeachment to any executive. Within 14 days of receiving this request, the executive 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.

8.6 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 office and as a member of the club.

Member Impeachment

8.7 Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, Carleton's Rights and Responsibilities, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.

8.8 Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.

8.9 A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Section 9: - Amendments

9.1 The Co-Presidents in consultation with the executive committee may make changes to this document together at the beginning or end of each academic year in order to accommodate new circumstances and needs for the student body. The President may also amend this Constitution at certain crucial times (i.e. for the completion of Club Certification for CUSA).

9.2 Any member can propose an amendment to the constitution. Proposals shall be filed in writing with the Secretary prior to the annual general meeting. This amendment will be presented at the annual general meeting and a vote will take place with the general membership to adopt the new amendment.

9.3 A simple majority will be required to adopt the new amendment.

9.4 This constitution may be amended by a majority vote of the group. Amendments may be voted on at regular or special meetings.

Section 10: - Jurisdiction

10. The Association is subject, as a recognized/registered student organization, to the rules, regulations, and policies of Carleton University and the laws of the City of Ottawa. The rules, regulations, and policies of Carleton University shall hold precedence over any and all rules, regulations, and policies applying to the association, including those of national organizations with which the organization is associated.

Section 11: - Dissolution Clause

11. This Association will be dissolved by a two-thirds majority of quorum votes to do so, or when the Association fails to complete the University required recognition process for two consecutive semesters. In the event of the Student Association's dissolution, all assets gained through CUSA shall be returned to CUSA and shall be added to allocations designated for other recognized student organizations. All other additional assets shall be given to Project Impacting Lives.