

# **CONSTITUTION**

**For The**

**Egyptian Student's Association at Carleton University**



**As Agreed Upon By The Official**

**Egyptian Students' Association Team 2024-2025**

**Ottawa, Ontario  
Carleton University  
1233 Colonel By Drive**

**June 14th 2024**

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## **Article I Name:**

The name of this Club and/or Organization shall be the Egyptian Student's Association at Carleton University, hereafter referred to as the ESA.

## **Article II Purpose:**

The purpose of the ESA shall be as follows: to work towards cultivating an environment enriched with the energy and joy that is Egyptian culture. Through various events and activities we aim to promote engagement between the Egyptian community in order to recreate that feeling of home. Moving away from home is an adventure but also a challenge nevertheless. Our biggest goal is to break that barrier and create a community away from home.

## **Article III Membership:**

There are two forms of membership available in the ESA during allocated recruitment periods, early Fall and Winter Semesters. Membership in the ESA shall be valid from May to May every academic year:

### **Section 1: ESA Executive Member**

ESA Executive Members make up the leadership of the club and are responsible for the decision making and managing the administrative tasks of the club, as well as guiding the various team members and volunteers. Upon the end of the previous term, the Successions Officer sends out applications for positions on the Executive Team of the upcoming year. Elections will be held as outlined in Article VII. Any and all former ESA Team Members are able to apply for any of the Executive Member positions.

### **Section 2: ESA Team Members**

ESA Team Members are responsible for the following: working closely with their respective teams to successfully execute responsibilities, maintain constant communication with Executive Head via WhatsApp group chat(s), attend ESA team meetings and participate in events. The general student population is able to apply to join the club as Team Members through an interview process that aims to match them with the most suitable team according to their qualifications and interests.

## **Article IV Officers/Team Structure & Responsibilities:**

### **CO-President(s):**

### **Responsibilities:**

- Always acting with the clubs best interest in mind and caring for the club as it is a fellowship and not an enterprise.
- Communicating with CUSA on behalf of the ESA,
- Communicating with team and setting deadlines for planning and execution,
- Communicating with team on conflicts and ways of conquering challenges,
- Communicating milestones and achievements to the team by the team,
- Maintaining good knowledge of the financial terms of ESA-CU,
- Maintain and update the clear plan of clubs activities throughout the whole year including events, marketing and sponsorships,
- Coordinating with VP-Internal to stay updated on all ESA-CU teams,
- Coordinating with the Creative Director on ESA logo & identity,
- Coordinating with VP-External on sponsorships and deals being made,
- Coordinating with all VP-Positions within the club to ensure proper execution of plans,
- Completing clubs training provided by C&S,
- Providing an ESA briefing before the beginning of the academic year,
- Welcoming new members to the club,
- Mentoring all team members of the different responsibilities of the club and preparing for a prospective year ahead.

### **Finance: VP-Finance:**

#### **Responsibilities:**

- Working closely with Co-Presidents,
- Communicating with the CO-VP Events budgets and funds available,
- Managing ESA bank accounts & all financial transfers on behalf of the team,
- Performing required C&S Financial Training,
- Training a new member,
- Maintaining an ESA finances spreadsheet on the Google Drive,
- Updating the team monthly on the state of ESA finances.

### **Internal: VP-Internal:**

### **Responsibilities:**

- Working closely with Co-Presidents,
- Contacting & booking any on-campus locations/services (tables, rooms, equipment) for events,
- Scheduling ESA Team Meetings,
- Maintaining ESA Calendar with the Secretary,
- Providing updates on all ESA Teams (excluding Finance,)
- Updating the Annual Transition Report,
- Mentoring a team member,
- Addressing/solving any conflicts within and between ESA Team Members.

### **External: VP-External:**

#### **Responsibilities:**

- Working closely with Co-Presidents,
- Creating Sponsorship packages & contracts,
- Building new relationships while maintaining current relationships,
- Managing all external ESA communication (CUSA, Clubs, etc.)
- Mentoring a team member,
- Contacting & booking any off-campus locations for events.

### **External: Sponsorship Director:**

#### **Responsibilities:**

- Working closely with CO-VP Events,
- Creating Sponsorship packages & contracts for business collaborations,
- Building and seeking new relationships with local businesses
- Maintaining an up to date ESA Sponsors List,
- Mentoring a team member,

### **Events: CO-VP-Events; Asst. Events:**

#### **Responsibilities:**

- Communicating with the VP Marketing & Creative Director to ensure events are successfully marketed via Social Media,

- Brainstorming ideas for ESA events (online & irl,)
- Organizing and executing events (online & irl,)
- Producing an events outline/calendar for the ESA 2024/2025 year,
- Updating VP Finance on required event funds,
- Mentoring team members of different responsibilities within the team,
- Assistant Events to act as VP-Events in the absence of VP-Events.

## **Marketing: VP-Marketing; Social Media Coordinator; Creative Director Asst. Marketing:**

### **Responsibilities:**

- Maintaining an active Social Media Calendar,
- Sharing content via ESA Social Media to engage audience,
- Collaborating with Creative Director to create promotional content for events,
- Communicating with the CO-VP Events to ensure events are successfully marketed,
- Online: Scheduling/posting content on Social Media,
- Mentoring team members of different responsibilities within the team,
- IRL: Printing & distributing promotional Marketing material.
- Assistant Marketing to act as VP-Marketing in the absence of the VP-Marketing
- Create promotional content for events,
- Communicating with the CO-VP Events to ensure designs are successfully executed,
- Photographing, filming, and editing content for the team,
- Designing multimedia projects on brand with the ESA,
- Mentoring team members of different responsibilities within the team,
- Merch, banner designs.

## **Volunteering & Recruitment: Volunteer Director:**

### **Responsibilities:**

- Creating recruitment forms, Fall and Winter Semesters,
- Communicating with volunteers via email or text (WhatsApp,)
- Maintaining an up to date ESA Volunteer List,
- Informing volunteers with updates on upcoming events, (newsletter)

- Contacting volunteers when their assistance is needed.(sheet tracking contact info)

## **Article V Meetings:**

### **Executive Team Meetings:**

Meetings will be held within the Executive ESA Team at least once a month. An announcement will be made via the WhatsApp Group Chat for either an in person or virtual meeting at an appropriate time for all Executive Team Members. Meeting Minutes will be recorded. In the event that an individual cannot attend the meeting, 24 hr notice must be given if possible.

### **ESA Team Meetings:**

Meetings will be held between the entire ESA Team at least once a month. An announcement will be made via the WhatsApp Group Chat for either an in person or virtual meeting at an appropriate time for all Team Members. Meeting Minutes will be recorded. In the event that an individual cannot attend the meeting, 24 hr notice must be given if possible. Time at the end of each meeting will be allocated to allow for each Team Member to share their thoughts/concerns and opinions (Round Table).

## **Article VI Finances:**

All Financial decisions carried out by the ESA Team must be through the agreement of all ESA Executive Team Members. Following the end of the ESA Term it is the responsibility of the current ESA Team to ensure the following for the future ESA Team: a minimum of \$1000 remains in the ESA bank account, any/all expenses have been settled, and a Financial Ledger of the year is present in the Google Drive.

## **Article VII Leadership Succession:**

Following the end of the term, the new Executive Team for the following term is elected through a self-nomination process. Any ESA Team Member regardless of status or position has the right to nominate themselves for any position on the Executive Team. Once the previous term draws to an end, a Google Form is sent out to the team via the previous presidential candidate, who serves as the Succession Officer. Team Members have one week to fill out the form with

their desired first and second choice Executive positions. Once all the responses are collected by the Succession Officer, Elections are run by the club.

## **Elections**

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

1. The ESA executives will appoint a Succession Officer to run elections for the Club.
  - a. A Succession Officer may be any one (1) of the following individuals:
    - i. A neutral party to all elections being held within the club.
    - ii. A member of the Clubs Oversight Committee.
    - iii. A member of the CUSA Clubs Office.
    - iv. A club member or an external student non-member.
  - b. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.
  - c. The Organization will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
  - d. Students-at-large will have the opportunity to join the club before the start of voting.
  - e. Every voter has the right to cast their ballot in private.
  - f. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
  - g. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
  - h. Timeline:
    - i. Day 1 - Announcement of campaign, voting, and results announcement dates
    - ii. Day 7 - Start of campaign
    - iii. Day 10 - last day to buy voting memberships for the club
    - iv. Day 14 - end of campaign
    - v. Day 15 - start of voting
    - vi. Day 16 - end of voting



- vii. Day 17 - Results announced
2. The Club will run a first past the post-style election to elect the executive positions of Co-Presidents, VP Internal, VP External, VP Finance, VP Events, VP Marketing, Creative Director, and Volunteer Coordinator
  - a. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
  - b. A final “no-confidence” option will be offered at the bottom of the ballot.
  - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
  - d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

### **Article VIII Impeachment:**

1. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
3. Should the CUSA Clubs Membership Removal Committee (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 of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests 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 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.
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 office and as a member of the club.

#### Membership Impeachment:

1. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
2. 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.
3. 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.

#### **Article IX Amendment Procedure:**

In the event that any amendments to the Constitution are necessary, the following procedure must be implemented. ESA Team Members may propose an amendment at any point during the year at a Team Meeting. Once an amendment has been proposed, the entire team must be informed of the proposal and a subsequent meeting will be scheduled to discuss and vote to determine whether the amendment will be ratified. A simple majority vote must be reached to ratify the amendment.

#### **Article X Dissolution of the Organization:**

Upon the dissolution of the Organization all assets gained through CUSA shall be returned to CUSA, while remaining assets gained will be awarded to Abu Al Rish Hospital, Resala, or Heart Foundation of Magdy Yacoub.