

Article I

Name of the Organization

The Organization shall be known as the Ottawa Ismaili Students Association and herein be referred to as “The Organization”

Article II

Purpose of the Organization

The organization shall work towards nurturing resiliency within our youth to develop strong, confident and capable young adults able to confront any challenge they may face. This includes the ability to form relationships (social competence), to problem solve (metacognition), to develop a sense of identity (autonomy), and to plan and hope (a sense of purpose and future).

Our objectives are as follows:

- All Ismaili youth will be physically, mentally and emotional healthy
- All Ismaili youth will have a strong sense of identity, be able to articulate the values of and be ambassadors of Shia Ismaili Islam.
- All Ismaili Youth will feel a sense of belonging within the Ismaili community ● All Ismaili youth will have the skills to be leaders in their discipline, within and outside the Ismaili community
- The Canadian Jamat will be healthy and active through their participation in organized/life sports and physical activity

Article III

Structure

The General Membership shall be the legislative body of the organization and shall be composed of all members.

The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership

Article IV

Membership

1. The Organization's General Membership shall be open to all undergraduate students at Carleton University.
2. The Organization may grant graduate students at Carleton University and others in the community membership in the Organization, however they must not have voting rights in elections and must have a membership classification in Article III - Structure.
3. Membership in the organization shall be valid from May to April each academic year.
4. Only undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Article V

Executive

ISAs should have the following mandatory positions:

- President
- Vice-President
- Treasurer/Finance Member
- Communications and Administration Representative
- Sports, Health and Lifestyle Representative
- Frosh Representative

Roles & Responsibilities

This section outlines the minimum rights and responsibilities of each Executive position.

ISA President:

It is mandatory that the Chairperson be a post-secondary student at the University/College.

Students that are deemed by their respective University/College to be full time students but are on a school sponsored work experience program (i.e. a co-op program) are eligible. Part time students and/or students participating in distance learning programs and/or part time students in continuing education programs are not eligible to hold the President position.

- It is highly recommended that this position be filled by an ISA member who has at least one year of ISA executive experience prior to election.
- It is also required that the individual who fills this position be in the individuals be a member of ISA for one year before they are permitted to be an executive
- Although meetings are run by consensus, the President has the right to call for a vote on any issue. All decisions will be made with the consensus of the Executive. The President has the following roles and responsibilities:
 - Facilitate the planning of a minimum of two comprehensive planning meetings during the year:
 - Meeting 1 objectives – build team unity; align the team towards the ISA mandate; plan key goals and objectives and programming for the Fall Semester and looking towards the full year.
 - Meeting 2 objectives – same objectives as for Meeting 1; evaluate team progress, issues and successes from Fall Semester.
 - Act as the primary liaison between the ISA Advisor and the ISA Executive and ensure that all required documents are submitted and discussed with the ISA Advisor within the specified time frame;
 - Plan and facilitate ISA Meetings;
 - Register an ISA bank account in collaboration with the Treasurer;
 - Sign for, or be aware of, all transactions made through the ISA account; ○ Keep in frequent contact with all Executive members to ensure that the Executive understands the needs and desires of the constituency and is evaluated on its performance (portfolio updates, suggestions, comments etc); ○ Enforce the Accountability Policy;

- Keep highly visible and accessible to the Ismaili community; Represent the ISA at all on-and off-campus functions;
- Attend post-secondary Institution students' union meetings as appropriate and act as a liaison between the post-secondary students' union and ISA Executive/members;
- Attend the ISA Executive meetings including, but not limited to, the beginning year orientation, Regional full session meeting, and Mid-Year Orientation.

ISA Vice President

It is mandatory that the Vice-President be a post-secondary student at the University/College. It is also required that the individual who fills this position be in the individuals be a member of ISA for one year before they are permitted to be an executive

The Vice-President position has three primary responsibilities:

- assisting the President in his/her duties,
- external communications with the university and community,
- Supporting other Executives in their roles.

The Vice-President has the following roles and responsibilities:

- Carry out the duties of the President in the absence of the President;
- Assist the President with all aspects of his/her role;
- Register the ISA with the Post-Secondary institution students' union; ● With the assistance of ISA Executives and members, identify members that excel in academic, sports, etc. for award nominations and serve as a resource for other students;
- Communicate regularly with and provides support to Executive Members; ● Attend the ISA Executive meetings including, but not limited to, the beginning year orientation, Regional full session meeting, and Mid-Year Orientation.

Treasurer/Finance Member

The Treasurer is responsible for:

- Managing funds used and received by the ISA,

- Budgeting and ensuring that events planned and implemented are within the financial means of the club.

The Treasurer has the following roles and responsibilities:

- Register an ISA bank account with the President
- Monitor all ISA funds;
- Collect ISA membership fees;
- Maintain and update a list of paid Members and provide this list to Executive Members when necessary;
- Check membership at events (i.e., elections and other events where membership merits reduced price/ preferential treatment);
- Consult with purchase orders (POs) to ensure activities are within budget; ●

Ensures that any cheques issued by the ISA are signed by two of the following:

President , Vice-President, and/or Treasurer;

- Sign-off on the budget for each Program Plan submission to the ISA Advisor; ●
- Reimburse any members for expenses incurred during the planning and organization of an event; Request reimbursement from the students' union where applicable; ● Responsible for any ISA fundraising, cash management and cash disbursements; ● Responsible to submit the Financial Tracker to the Executive and Post- Secondary Member;
- Compile an annual budget report, including a statement of actual expenditures and revenues, at the end of the term of office.
- Attend the ISA Executive meetings including, but not limited to, the Regional full session meeting.

Communications & Administrative Representative

The Communications & Administrative representative is responsible to:

- Create, maintain, and use multimedia tools to enhance communication between the Executive and its members, ISA and the university community, as well as other ISAs across the region;

- Create, distribute, collect, and enter data for the annual survey;
- Create and maintain the ISA Database and provide members with contact information of MKs, Executive and all registered members;
- Create and maintain ISA email distribution lists;
- Responsible for the creation and maintenance of optional ISA website and social media (Facebook, Twitter, Instagram, Snapchat accounts) presence;
- Take minutes at all Executive meetings;
- Market events (e.g., creation of emails, announcements, posters etc.); ● Keep a record of evaluations, minutes, agendas, event planning documents, database, email account etc. to ensure effective organization, planning, reporting and succession; ● Attend the ISA Executive meetings including, but not limited to, the Regional full session meeting.

Sports, Health And Lifestyle Representative

The role of the Sports, Health and Lifestyle representative is to promote the physical well-being of its members through physical fitness events and educating its members on healthy lifestyle choices. Individual ISAs can determine if this position will be filled by a single representative or by 1 male and 1 female representative.

The Sports, Health and Lifestyle Representative has the following roles and responsibilities:

- Organize intramural activities for ISA members;
- Organize participation in inter-university sport events (such as Post-Secondary Games) and designate team captains;
- Create awareness among membership of on-campus sports facilities and recreational activities;
- Attend the ISA Executive meetings including, but not limited to, the Regional full session meeting;
- Work with the Frosh representative to assist in transition of new students into Post-Secondary institutions.

ISA Frosh Representative

The Frosh Representative represents the first year students on the Executive and is Responsible for integrating the frosh into ISA activities.

The Frosh Representative has the following roles and responsibilities:

- Represent the first year students on the ISA Executive;

- Work with all ISA Executive members to deliver programming, services and resources to first year students. (E.g. Assist Education rep with Big Siblings Program)
- Keep Executive aware of frosh schedules especially with respect to midterms, final exams, and campus frosh events (e.g. residence formals, faculty events etc.);

- Engage with first year members to understand their thoughts and ideas, needs etc. and report back to Executive on frosh's feedback;
- Ensure that at least one frosh event happens each term;
- Attend the ISA Executive meetings including, but not limited to, the Regional full session meeting.

Article VI

Meetings

Meetings of the General Membership, sometimes known as Annual General Meetings (AGMs), are necessary to accomplish important club business including elections and constitutional amendments. Meetings of the Executive Committee are necessary for day-to-day operations and to accomplish the objectives/goals of the club.

Meetings of the 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 the 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 the Organization.
- 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
 - o The presence of at least five 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

Meetings of the Executive Committee

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

Article VII

Leadership Succession

Elections

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

- 1. The Club 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 all Executive Positions
- 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

- To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
- The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps

for the club

- 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

Amendments

This section details the formal process to update your constitution.

1. Any member can propose an amendment to the constitution. 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.
2. A simple majority will be required to adopt the new amendment.

. Article X

Dissolution

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Aga Khan Youth and Sports Board of Ottawa.