

Eritrean-Ethiopian Student Association Constitution

Article I: Name of the Organization

The Organization shall be known as the Eritrean-Ethiopian Student Association, and herein be referred to as EESA. This organization will either use Eritrean-Ethiopian Students Association or EESA in all publicity materials and correspondence.

Article II: Purpose of the Organization

The purpose of this organization is to create an inclusive space for Eritrean and Ethiopian students, regardless of religious or political views. It serves as an open space for anyone from any and all backgrounds regardless of ancestry, who are interested in learning more about the Ethiopian/Eritrean experiences, cultures and events.

Article III: Structure

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

The Executive Committee shall be the Administrative body of the organization and shall be composed of members elected or appointed members by the EESA.

Article IV: Membership

There shall be two levels of membership within the organization.

1. **General Membership:** All new members initially join the club as General Members upon registration. They have the opportunity to participate in all club events and activities, voting and can run for VP positions as part of the club's future processes.
2. **Honorary Membership:** Honorary Members are chosen by the VPs when there's a need for additional assistance. These members adhere to the same rules as General Members but take on a more active role in supporting the VPs and the club's endeavors.

Membership in the organization shall be valid from September to August.

In the event that a member of the organization violates the organization's Constitution, promotes religious or political views regarding Eritrea or Ethiopia, or any of CUSA's governing documents, and disciplinary action is being considered, the Executive shall submit a complaint regarding the matter to the Clubs Oversight Committee per the Clubs Sanctioning Procedure.

Article V: Executives

All executives must be present at executive committee meetings.

President:

- Lead the executive team in facilitating and managing all events and activities.
- Maintain consistent communication with CUSA Clubs to ensure the club's annual recertification, including overseeing the completion of training courses.
- Ensure accountability and responsibility of EESA.
- Establish effective communication with both executives and members, working towards the resolution of any issues that may arise.
- Lead regular executive meetings to discuss ongoing and upcoming projects, fostering collaboration and ensuring alignment among the executive committee.
- Delegate tasks to fellow executive members, providing guidance and oversight to ensure that decisions made within the club are well-coordinated and cohesive.

Vice President:

- Collaborate closely with the President to develop long-term strategies and goals for the club's growth.
- Lead executive meetings and events if the president is unable to do so.
- Manage club-related email communications to ensure effective and timely distribution of information.
- Create well-structured agendas for upcoming executive committee meetings, ensure that discussions stay organized and take comprehensive minutes.
- Develop relevant club inquiries utilizing tools like Google Forms, for purposes such as member registration and gathering feedback. Analyze survey results to inform club decisions.

VP Finance:

- Develop and maintain comprehensive budget plans
- Continuously monitor incoming funds/ transactions and ensure that all payments are promptly met.
- Maintain financial records to ensure accuracy and transparency in financial transactions.
- Collaborate with VP events to create a budget for each event.
- Replies to emails on behalf of EESA.

VP Communications:

- Coordinate all club-related communications pertaining to memberships, events, and activities. Ensure consistent and clear communication via social media to keep members informed and engaged.

- Establish effective communication channels to engage with both members and executives, fostering active participation and involvement in all club activities.
- Contribute creative advertising ideas to the executive committee that will effectively promote the club's offerings to the student body.
- Reach out to other student clubs at Carleton University and University of Ottawa for potential collaboration events.
- Replies to emails on behalf of EESA.

VP Events:

- Complete the necessary forms and documents prior to the event.
- Responsible for room bookings for executive meetings and events.
- Handle event organization including coming up with concepts, scheduling venues and creating appealing infographics.
- Ensure smooth execution of events by managing logistics, setup, and coordination on the day of.
- Analyze event feedback to evaluate what was successful and identify areas of improvement for the future.
- Replies to emails on behalf of EESA.

Article VI: Meetings

Full executive meetings will occur every two weeks, when necessary will be held more frequently, depending on urgency. However, a minimum of one meeting a month is required.

Events will take place regularly, preferably twice a month, and will be attended by at least one representative of the executive committee. The meetings will be advertised via social media at least a week in advance.

Article VII: Leadership Succession

The roles of president and vice president will be chosen via internal election at the end of winter semester. A vote of confidence/ no confidence will be distributed to the members of EESA regarding the internally elected President and Vice President.

Returning executive members must reapply as accordingly.

Members that have at least one year of experience on the executive team are eligible to run for President and Vice President.

Executive roles can be held for 12 months; September-August. One has to satisfy the following requirements to be eligible to run for an executive position:

- Must be a student at Carleton University.
- Must have been a member for at least one semester.
- Must be 18 years of age or older.
- Must be of Eritrean and/or Ethiopian descent.

In the event that an executive member is removed from office, a by-election will be called to fill the vacancy within one month of the seat becoming vacant.

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 general membership 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. 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, and voting day.
 - 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, executives 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 - Voting starts
 - vi. Day 16 - Voting ends
 - vii. Day 17 - Results announced

2. The Club will run a majority wins post-style election to elect the executive positions of VP Finance, VP Communications and VP Events.
 - 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
 - e. The elected VP’s position will be effective the following fall term.

Article VIII: Impeachment

- I. Executive members may resign from their position at any point of the year, under any circumstances, provided that the President is promptly notified.
- II. Executive Members may be removed from office if there is a behaviour that constitutes impeachment such as; an abuse of power, not upholding their responsibilities as stated in article V, or promoting religious and/or political views regarding Eritrea or Ethiopia. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executives will host a meeting with the general membership. At this meeting, the complaint will be reviewed. A vote for impeachment with the general membership will be conducted . A simple majority will be needed to impeach the member.

Article IX: Amendments

Amendments to the Eritrean-Ethiopian Student Association constitution can be proposed by any member of the club. The amendment shall be brought to the executives who will then propose this to the general members. The executive committee will convene a meeting to get a sense of the members' thoughts on the amendment and an overall decision will be made by the executive committee.

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 Ottawa food bank.