



Arab Students League

2024-2025 Constitution of the Arab Students League

Article I - Name of the Organization

The Organization shall be known as the *Arab Students League*, and herein after shall be referred to as the Organization.

Article II - Mission Statement

Our mission is to advance Arab culture sensibilities from a non-partisan viewpoint and to extend networking opportunities to our members in the National Capital Region.

Article III - Structure

Members

1. The President shall be the leader of the organization and shall be appointed through an election and votes casted by the General Membership
2. The Executives shall be the administrative body of the organization and shall be determined by consensus-based appointment by the General Membership. Under executive roles, there will be team members that will typically consist of 2-3 individuals who will work closely with their executive
3. The General Membership shall be the legislative body of the organization and shall be composed of all members. Volunteers are welcome to get involved with event planning, marketing, event setups, etc. all year round and shall be composed of all members.

Article IV - Membership

1. The Organization's General Membership shall be open to all undergraduate students at Carleton University. The club's membership cannot be exclusive towards any group of students at Carleton University.
2. Executive positions, excluding the president position, will undergo a consensus-based leadership succession every year. If they decide to leave or a position becomes vacant, a general consensus meeting will take place to determine who the position will go towards.
3. The president's position will undergo an election-based succession every year. If they decide to leave and the position becomes vacant, an election will take place to determine the next president.
4. 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.
5. Membership in the organization shall be valid from May to April each academic year.
6. Only undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Article V - The Executive

President(s)

- Oversees the general operations of the association by committing time on a daily basis to ensure good work flow and goal-oriented outcomes
- Ensures a productive work environment by equally delegating tasks to every member of the association and maintaining a sense of democracy when making crucial decisions
- Executes and plans different cultural events, off-campus trips and professional workshops for the student body in Ottawa to ensure inclusivity and self-improvement opportunities
- Provides networking, volunteering and career opportunities to the student body through community outreach via different connections and companies
- Guarantees proper implementation of the ASL constitution by all members

VP Marketing

- Handles the duty of promoting all sorts of content in relations to the organization (announcements, information, events. etc.) via different social media platforms
- Responsible for constantly updating Facebook, Instagram, and TikTok accounts of the organization
- Works closely with VP Design to create engaging text, image and video content
- Develops an optimal posting schedule, considering web traffic and customer engagement metrics
- Suggests new ways to attract prospective customers, like promotions and competitions
- Is constantly engaged and active on ASL's online platforms on an almost everyday basis
- Leads the social media team (if available) in order to ensure that everybody has active tasks to commit to
- Writing captions

Social Media Team

- Work closely with VP Marketing to perform the same tasks that their VP performs, given that these tasks are allocated by the VP themselves

VP External & Planning

- Handles the communication between the Arab Students League and organizations on and off campus in relation to sponsorship, events, and other relevant duties
- Manages the External Team and delegates tasks accordingly
- Manages the booking of venues, catering, supplies, and other necessary steps for events
- Acts as the liaison between the Arab Students League and businesses in the Greater Ottawa Area
- Responsible for the coming up, planning, and hosting of ASL events
- Manages the event-day tasks, including decoration, food purchases, and other tasks
- Holds meetings to brain-storm future event ideas

External & Planning Team

- Performs tasks delegated by the VP External
- Runs ASL's LinkedIn page and constantly repost job opportunities
- Stays in touch with student body to better understand their career needs
- Reaches out to organizations in regard to event planning, sponsorships, etc.
- Is a part of the event planning process
- Participates in ASL events
- Perform the event-day tasks, including decoration, food purchases, and other tasks
- Attend meetings to brain-storm future event ideas

VP Design

- Is responsible for making the club graphics, such as the logo
- Designs social media posts and posters in partnership with VP Social Media and the Social Media Team
- Assists in the creation of other marketing material in partnership with VP Marketing

Design Team

- Performs tasks delegated by the VP Design
- Responsible for contributing to poster design ideas by drafting multiple versions of posters

- Attends team meetings

VP Finance

- Manages the club's funds
- Has access to Arab Students League bank account and debit card
- Makes and manages the club budget every fiscal season and presents it to CUSA
- Acts as a financial advisor for the club
- Assists the president in applying for additional funding if necessary
- Seeks financial grants from external organizations and applies to them

Volunteer Coordinator

- Is the primary person involved in the recruitment of Arab Students League volunteers
- Manages the volunteer groups, including WhatsApp, Facebook, and other groups that may emerge
- Is the main person posting on any of the volunteer groups regarding events, recruitment, etc.
- Is responsible for constantly reaching out to different Facebook groups (e.g. Carleton Class of 2024) in order to expand ASL's network

Article VI - Meetings

- Meetings must be attended by all members of the team
- Volunteers are invited to attend all open meetings
- Should a member of the executive miss three meetings without notification*, they will be subjected to a penalty meeting with VP Internal, were they receive a written warning.
- Should a member of the executive miss five meetings without notification*, they must face impeachment as outlined in Article X.
- If the absent member is VP Internal, than VP Internal is no longer an executive, and an election will need to be held.

*Proper notification must be made in a timely fashion and must be rationalized by a legitimate excuse

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
 - a. 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
4. Meetings must be attended by all members of the team
5. Volunteers are invited to attend all open meetings

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.
2. Should a member of the executive miss three meetings without notification*, they will be subjected to a penalty meeting with VP Internal
3. Should a member of the executive miss five meetings without notification*, they must leave their position as a member of the executive
4. If the absent member is VP Internal, then the President will assume their position

Article VII – Leadership Succession

The Organization has chosen to run elections for its President 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.
 - i. A Succession Officer may be any one (1) of the following individuals:
 - ii. A neutral party to all elections being held within the club.
 - iii. A member of the Clubs Oversight Committee.
 - iv. A member of the CUSA Clubs Office.
 - v. 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 position of club president
- 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.

The organization will follow a consensus-based succession for the other executive members.

- 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
- Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
- The club membership may work towards consensus across multiple meetings
- If successful, the members shall also designate a member to inform and email the Student Groups Administrator with the report and meeting minutes
- 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.

Article VIII – Organization’s Dissolution

- In case the board of members votes on the dissolution of the organization, all assets gained through CUSA shall be returned to CUSA.

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 - 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) advises that the club proceed with membership removal, the following steps will take place
4. Impeachment for Removing an Executive Role:
 - a. 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.

- b. 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.
- c. 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.

5. Membership Impeachment:

- a. 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.
- b. 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.
- c. 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.