



Palestinian Students Association Constitution
Carleton University

CONSTITUTION OF THE PALESTINIAN STUDENT ASSOCIATION

Article 1 – Name

The Organization shall be known as the “Palestinian Student Association”. No other name will be used in the advertisement or representation of the club.

Article 2 – Purpose of the Organization

The PSA (Palestinian Student Association) is a non-political, non-religious, cultural, social, democratic, and independent club that aims to:

- (1) Represent Palestinian students and put them together with other groups at Carleton University;
- (2) Revive the Palestinian history, culture, heritage, and folklore among its members and the Carleton university community; and
- (3) Protect the Palestinian history, culture, heritage, and folklore

Article 3 – Structure

- Club members present at the annual general assembly of the club are the highest legislative body of the club with the exception of The Executive Body.
- The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

Article 4 – Membership

Membership in the Palestinian Student Association (PSA) shall be open to all undergraduate students at Carleton University, ensuring broad inclusivity and participation. Membership shall also be extended to graduate students and community members who, while welcomed as members, shall not possess voting rights in club elections or constitutional amendments.

Membership Validity: Membership shall be valid from May 1st to April 30th of the subsequent academic year, aligning with the academic calendar.

Membership Levels:

Executive Members: Undergraduate students elected by the general membership during the Annual General Meeting, responsible for the administration and management of the club as outlined in Article 5.

Club Members: General members including undergraduates and approved non-voting members such as graduate students and community members.

Article 5 –Executive

(1) The executive committee shall consist of the following:

- Advisory:
 - Oversee the entirety of the club including the President;
 - Can have final say in a tie during a vote;
 - Work with the President in administering his/her roles;
 - Will have full authority over full club administration;
 - Must approve of any event, media postings, and any external affairs to take place.
- President;
 - Oversee the other members of the executive team in fulfilling their responsibilities;
 - Chair Meetings; and
 - Have signing authority for the club
 - Assume responsibility for taking lead of running events;
 - Organize Activities, events and programs
 - Reach out to community for sponsorship opportunities
 - Recruit members for the upcoming year
 - Have access to any account(s) that represents the club
- Vice President (Internal / External); {Position may be filled by one or two eligible members)
 - Assist the President in his/her duties;
 - Assume all powers of the President in his/her absence

- President must inform team members of leave
 - Be responsible for recording minutes of all official meetings.
 - Communicate and coordinate with the President
 - Assist in Reaching Out To Community Sponsors Opportunities
 - internal/external affairs
- Events Director;
 - Responsible of maintaining the volunteer maillist up-to-date on upcoming plans and events; and
 - Responsible of coordinating with school administration to discuss material rental during events; and
 - Assist operations with venue, catering, etc...
- Finance Director
 - Be responsible for overseeing all financial dealings of the club
 - Keep complete records of all financial dealings of the club;and,
 - Have signing authority for the club
 - Recruit/approve finance team for next term
 - Be present for any financial meeting with CUSA
 - Have access to any financial account in the name of the club

Article 6 – Meetings

General Membership Meetings:

- Meetings of the General Membership shall be held at least once per academic year, with additional meetings scheduled as deemed necessary by the President or Executive Committee, or upon the request of at least five club members.
- The Annual General Meeting will be held in the spring for the purposes of elections, constitutional amendments, and other club business.
- **Quorum for General Membership Meetings:** The presence of at least 35% of the voting members shall be required to constitute a valid meeting for the exercise of its powers.

Executive Committee Meetings:

- Regular meetings of the Executive Committee shall be held to ensure the smooth operation of the club, with intervals not exceeding one month.
- Decisions in these meetings shall be made by a simple majority vote of the attending executive members.

Article 7 – Elections

Elections for executive positions shall be conducted during the Annual General Assembly within the first week of July each year. Each executive's term will commence on August 1st and conclude on July 31st of the following year. All voting members are eligible to vote, and elections shall be organized by a neutral Succession Officer appointed in accordance with CUSA guidelines.

Procedure: All candidates must submit their nominations at least one week prior to the election. Voting will be confidential and managed by the current year's Vice President, unless otherwise designated to a neutral Succession Officer.

Voting System: The club will employ a first-past-the-post voting system. Each voting member will have one vote per position, with an additional 'no-confidence' option available. In the event of a tie, the President shall cast a deciding vote.

Article 8 –Impeachment

(1) Impeachment for Removing and 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.
 - a. Failure to fulfill executive duties include but are not limited to:
 - i. Missing 20% or more of club meetings per semester.
 1. Attending a meeting more than thirty (30) minutes late without prior notice would equal a missed meeting.

- ii. Failing to adhere to the duties of the executive are listed in Article five (5) of this constitution.
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.

(b) 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 9 – Amendments

Amendments to this constitution can be proposed by any club member and must be presented during a special meeting or the Annual General Assembly. A three-quarter ($\frac{3}{4}$) majority vote of the present and voting Club Members is required to pass any amendment. The executive body's review is not required for amendments to be adopted.

Article 10 – Dissolution of the Organization

1. 100% of the 'Club Members' and 'Executive' body voted in favour of the dissolution of the club for the dissolution motion to pass. In case of the dissolution of the club, all assets

of the club should be fully donated to a Canadian government approved Charitable Organization located in Canada.

2. Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA.