

ASIAN CANADIANS ASSOCIATION CARLETON CONSTITUTION

Updated July 24, 2023

We, the members of Asian Canadians Association Carleton, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our club. We recognize and acknowledge that our club operates on unceded and unsundered Algonquin Anishinaabe territory.

Article I Name of the Organization

The Organization shall be named the Asian Canadians Association Carleton, hereafter referred to as ACAC. This organization will use either Asian Canadians Association Carleton or ACAC in all publicity materials and correspondence.

Article II Purpose of the Organization

The organization shall work towards creating a social community on campus dedicated towards creating inclusive and unique events both on and off campus to engage students.

The organization will encourage awareness and discussion surrounding Asian Canadian experiences and issues. Asian Canadian experiences and issues may be experiences that are unique or disproportionately affect individuals of Asian ancestry living on Turtle Island (“North America”). These experiences and issues may be in regard to media, the workplace, in leisure, and society at large. Individuals of Asian ancestry explicitly includes individuals whose ancestors originated from the continent of Asia, and includes Indigenous, multi-racial, and Black Asian individuals.

The organization shall host both educational, social, and cultural events both on and off campus which center Asian Canadian experiences. These events may include documentary showings, guest speakers, restaurant outings, potlucks and galas.

The organization welcomes students and individuals from all backgrounds, regardless of ancestry, who are interested in learning more about Asian Canadian experiences and culture(s) to its events.

Article III Structure

ACAC shall have a general membership and an Executive team.

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

The Executive team shall be the Administrative body of the organization and shall be composed of those elected or appointed members of ACAC.

Article IV Membership

Membership shall be granted to all individuals registered as students at Carleton University who have purchased a membership card or who have attended at least 1 event.

Membership in the organization shall be valid for the current school year.

All students registered at Carleton University are eligible for membership, regardless of ethnicity or ancestral background.

In the event that a member of the organization violates ACAC's Constitution, CUSA's Constitution, or in the event of occupying an Executive position, the Executive Member Contract, disciplinary action may be considered. The President may seek guidance with the Clubs and Societies Commissioners or may speak to the individual internally and proceed according to relevant constitution(s).

Alternatively, the Executives of ACAC may meet up with the individual and issue warnings or dismiss the member based on the level of action. This may result in the revoking of club membership and of executive position.

Article V Executive

The executive team shall have either 1 President and 1 Vice President or 2 Co-Presidents. This is subject to change each year.

V.I President/Co-President

1. Lead the executive team in facilitating and managing all events and activities
2. Support executive members in their individual responsibilities
3. Work to create new goals for the club
4. Improve club's membership and reach
5. Lead and direct meetings
6. Act as the face of the club – attend on campus events, promote the club
7. Ensure accountability and responsibility of ACAC
8. Responsible as bank Signing Authority along with VP Finance

V.II Vice President

1. Support and assist the President in their duties
2. Lead executive meetings and events if the President is unable to do so
3. Ensure club's goals are being met
4. Work in close communication with the President and other VPs
5. Regularly check in on each department and their progress

V.III VP Events

1. Lead the Events team
2. Schedule, plan, and lead Events Committee meetings as needed
3. Complete the necessary forms and documents prior to the event (Eg. Risk Management and Safety)
4. Create event feedback forms
5. Plan event logistics (Eg. Activities, presentations, itineraries...)
6. Keep in constant communication with the President and Vice President
7. Collaborate with VP External for potential collaboration events with other student clubs
8. Collaborate with VP Finance to ensure event costs stay within the allocated budget
9. Collaborate with VP Internal to ensure that event spaces are promptly booked
10. Collaborate with VP Social Media to ensure that events are well promoted

V.IV VP External

1. Contact local businesses to be potential partners/sponsors
2. Develop sponsorship packages for memberships
3. Communicate with partnered organizations
4. Reach out to other student clubs at Carleton University and the University of Ottawa for potential collaboration events
5. Keep in constant communication with the President and Vice President
6. Collaborate with VP Social Media to ensure that partners/sponsors get marketed on ACAC social media accounts

V.V VP Finance

1. Draft and regulate the annual budget
2. Keep a log of all transactions throughout the year on a Google or Excel sheet
3. Handle all funds raised by the club
4. Complete Fall, Winter and Summer funding forms
5. Act as the bank account Signing Authority
6. Act as ACAC's debit card holder
7. Communicate with the bank shall there be any discrepancies or problems
8. Reimburse executives who make purchases for club matters
9. Keep in constant communication with the President and Vice President
10. Collaborate with VP Events to create a budget for each event

V.VI VP Internal

1. Complete administrative tasks for the club
2. Responsible for meeting minutes
3. Responsible for room bookings for executive meetings and events
4. Communicate with each department within the club to relay information to the President and Vice President

5. Respond to all emails on behalf of ACAC
6. Registers/checks in all members and attendees at the start of each event

V.VII VP Social Media

1. Lead the Social Media team
2. Manage the club's social media accounts: Discord, Instagram, TikTok
3. Respond to DM inquiries on Instagram
4. Approve all publications and content prior to publishing
5. Create captions for every piece of content published
6. Keep up with Asian news and events to repost to the ACAC Instagram
7. Responsible for Instagram story reposts
8. Keep in constant communication with the President and Vice President
9. Collaborate with the VP Events to ensure events are well promoted
10. Collaborate with the VP External to ensure partners/sponsors are marketed on social media accounts

V.VIII Content Creator

1. Part of the Social Media team
2. Produce content on a weekly basis to market the club and bring interest to members via social media (TikTok, Instagram Reels, YouTube Shorts)
3. Come up with video/short ideas based on trends
4. Shoot and edit content to be approved by VP Social Media
5. Interact with viewer base via comment replies

V.IX Event Coordinator

1. Part of the Events team
2. Assist VP Events in their duties
3. Prepare event proposals including event details and itinerary for discussion with VP Events
4. Work with Events team to solidify logistics for events
5. Responsible for leading the events as an Emcee/Host
6. Designate funds given from VP Finance towards event items: decorations, food, props, etc.

V. X Graphic Designer

1. Part of the Social Media team
2. Produce graphics for social media accounts
3. Work with VP Social Media to ensure content is appropriate to be published

V. XI Photographer

1. Attend all events to take photos to upload to the drive

2. Edit photos before uploading and making them available to the public
3. Event photos are to be uploaded a maximum of 3 days after the event has concluded

V. XII First-Year Representatives (2)

1. Assist all departments and executives in their duties (eg. Event planning, content creation, graphic design)
2. Promote the club to increase the clubs member base

Article VI Meetings

Full executive team meetings shall be held bi-weekly with at least 3 executive members present. The frequency of meetings may vary depending on need; however, a minimum of one meeting a month is required. Departmental meetings will occur when necessary.

Article VII Executive Appointment

The President and Vice President or Co-Presidents will be chosen via election at the end of the winter semester. Returning executive members must reapply and will be chosen via Application & Interview with the Club Executives and Members.

Members having served at least one year on the executive team within a two-year timeframe from the date of succession are eligible to run for President and Vice President or Co-Presidents. All members of ACAC may apply to be part of the executive team.

Presidential elections shall be conducted through an anonymous ballot administered by the Succession Officer who shall remain unbiased.

The Succession Officer will be a member of the Clubs Oversight Committee and if not possible, will be assumed by an unbiased club member. Voting will be conducted through a first-past-the-post majority.

Individuals who are eligible to vote are those who are paying members of ACAC; membership cards are available for purchase throughout the school year and are in effect from September to April of the current school year. They will be given a two week notice prior to the voting start date.

Article VIII Impeachment

(1) Executive members may resign from their position throughout the year due to extenuating circumstances, provided that the organization President is promptly notified.

(2) Any Executive members will be removed if they have not attended 2 or more meetings without notice and/or sufficient reason; exhibit poor behavior or action whilst acting as a club representative or towards other Executive members; breach Executive contract; or fail to fulfill their responsibilities outlined in their position. Notice of absenteeism must be provided 48 hours before the meeting. A warning shall be issued by the President to the Executive member if an Executive member is at risk of impeachment. If impeachment is deemed necessary, executive members who are not at risk of impeachment shall vote on the decision. 2/3 of the majority is required to pass the motion. All executive members must be present at the vote.

Article IX Amendments

In order to make constitutional amendments, a motion shall be brought to the executive. 2/3 of the majority is required for any amendments to be passed.

Article X Dissolution

Upon dissolution of ACAC all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to Stop AAPI Hate.