

The Constitution of the Azerbaijani Students' Association of Ottawa

Established September 2022

Preamble

The Azerbaijani Students' Association of Ottawa, based at Carleton University, is a club joined by and for the common interest of all Azerbaijani students at Carleton University and those who would support and appreciate the culture and traditions of Azerbaijan. This Association,

Desiring a culturally rich and inclusive social environment for all who would join us;

Consisting one part of the many which make up the diverse community of Carleton University;

Devoted to the representation and unity of Azerbaijan, that is: hospitable, fraternal and filial, respectful, resolute, and loyal always to the common good; and,

Concordant with the Bylaws of the Carleton University Students' Association, the Laws of Ontario, and Canada, and the cultural traditions of this land's Indigenous peoples;

hereby gives full **force and effect** to the adoption and enactment of **this Constitution**:

Article I: Azerbaijani Students' Association of Ottawa

The Organization shall be known as the Carleton University Azerbaijani Students' Association and hereinafter shall be referred to as AzSA or "the Association".

Article II: Purpose of the Association

1. The Association shall work towards:
 - a. The representation of Azerbaijani-Canadian and Azerbaijan-loving students.
 - b. Upholding Azerbaijani culture, tradition, and values to promote diversity on campus.
 - c. Providing an inclusive environment for transitioning first-year students.

- d. Networking with other Carleton clubs and societies, and Azerbaijani cultural groups and organizations, especially the Azerbaijani Students' Association of Canada.
- e. Raising funds for local, national, and international events, charities, organizations, and relief causes.

Article III: Structure

1. The General Membership shall be the legislative body of the organization and shall be composed of all members.
2. The Executive Team shall be the administrative body of the organization and shall be composed of members.
3. The Executive Team shall be composed of (a) President(s), Vice Presidents, and Committee Members.
4. The Constitution and any Bylaws of this Association will be consistent with the Constitution, Bylaws, and Policies of the Carleton University Students' Association (CUSA).
5. All voting members must be current students at Carleton University. Individuals who are not such students are not permitted to make decisions about the leadership of the club.

Article IV: General 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. 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.
5. All events held by AzSA will be open to the Carleton student community, regardless of membership, and some events may be open to the general public.

Article V: Executives and Committees

The AzSA executive team is active year-round. The executive team will consist of the following positions:

1. President(s)

- a. Those vested with the powers and duties of the office of the President will oversee all operations within AzSA including but not limited to: sponsorship, marketing, finance, events, cultural, internal, and external affairs.
- b. The President is responsible for coordinating and presiding over all meetings of the Association and Executive.
- c. The President shall manage and maintain an active list of the General Membership of the Association.
- d. The President shall, from time to time, appoint Committee members, and delegate responsibilities to the Vice Presidents or appropriate committees.
- e. The President shall have responsibility over all matters not otherwise designated for any particular Vice President.
- f. If the outgoing President(s) decide(s) that it would be in AzSA's best interest to have two Co-Presidents, the duties of the president shall fall upon both Co-presidents. If there are two Co-Presidents, the duties of Vice President of Internal Affairs and Vice President of External Affairs shall fall within the duties of the Co-Presidents.
- g. If the outgoing President(s) decide(s) that it would be in AzSA's best interest to have one President, the duties of the Vice President of Internal Affairs and Vice President of External Affairs will be upheld by their respective executive roles.

2. Vice President of Internal Affairs

- a. The Vice President of Internal Affairs is responsible for all executive activities such as meeting coordination, follow-ups with committees, and event planning. The VPI is also in charge of internal outreach within the executive team to ensure chapter growth. In the absence of the President, the VPI is responsible for handling or overseeing all club operations. They will be responsible for consistent team contact and check-ins.
- b. They will be responsible for administrative duties such as group chats for communication, maintaining and organizing the Google Drive, ensuring biweekly updates and the addition of general members to the communication platforms. Keeping meeting minutes organized and distributing summaries to executive members.

3. Vice President of External and Cultural Affairs

- a. The Vice President of External and Cultural Affairs is responsible for maintaining relations with external organizations such as Azerbaijani cultural groups and organizations and other Carleton clubs. The VPEC will be the primary point of contact in all external affairs.
- b. The VPEC will also be responsible for the promotion of the Azerbaijani culture and the accurate implementation of that culture in the actions and events of the Association.
- c. The Vice President of External and Cultural Affairs will serve, when relevant for cultural matters, as a liaison with external Azerbaijani groups and organizations such as the Azerbaijani Diaspora.
- d. The Vice President of External and Cultural Affairs, with the Sponsorship Committee, will be in charge of creating and maintaining a sponsorship package that includes details about AzSA Ottawa's purpose, past events, and future events.
- e. The Vice President of External and Cultural Affairs, with the Sponsorship Committee, will maintain established relationships with sponsors.

4. Vice President of Financial Affairs

- a. The Vice President of Financial Affairs will be the secondary cardholder of the AzSA Ottawa bank account, the President being the primary.
- b. They will keep a detailed record of AzSA Ottawa's funding, outgoing expenses, and anticipated incoming expenses, including records of receipts. The VPE is responsible for submitting these documented finances in a year-end financial report to CUSA at the end of the academic term.
- c. The Vice President of Financial Affairs will also provide detailed budgets and reimbursements for each event as well as ensure that the necessary funding tools such as the square and money box are available and kept track of before, during, and after events.
- d. The Vice President of Financial Affairs, will be responsible for discussing and budgeting event cost logistics with the Vice President of Events and their committee to ensure proper budgeting and payments.

5. Vice President of Marketing

- a. The Vice President of Marketing will chair the Marketing Committee.
- b. The Vice President of Marketing, with the Marketing Committee, will oversee all media content for AzSA. This includes but is not limited to, graphics and posters for social media to promote upcoming events, photos, and videos of events and execs.
- c. The Vice President of Marketing and the Committee are responsible for managing all social media platforms, physical marketing such as posters and merchandise. They will ensure that social media accounts such as Instagram, facebook, Linkedin, etc. are kept active and up-to-date with events and information throughout the term while communicating with the Vice President of Events regarding events and updates.
- d. The Vice President of Marketing will ensure a non-partisan stance of the Association in relation to Federal, Provincial, Municipal and student politics.

6. Vice President of Events

- a. The Vice President of Events will chair the Event Committee.
- b. The Vice President of Events, with the Events Committee, will be responsible for organizing and executing all events whether online or in-person throughout the term.
- c. They, along with their committee, will be responsible for event-related tasks involving planning the event logistics such as venue and catering, contacting speakers and guests, etc. The VPE will be responsible for discussing and budgeting these logistics with the Vice President of Financial Affairs and their committee as well as organizing event marketing with the Vice President of Marketing and their committee.
- d. The Vice President of Events is responsible for delegating all event-related tasks to other committee members.
- e. The Vice President of Events is responsible for ensuring all safety forms (Risk Management) are accurately completed and submitted in advance of the events. They must also ensure that important data from each event (lists, location, attendees, time) are documented and archived.

7. Committee Members

- a. Each Committee of the Association will have a number of Committee members, appointed by the President(s) with the advice and consent of the appropriate Vice President.
- b. Committee members (also referred to as directors) shall attend all meetings of the Committee and take on such responsibilities as they are assigned by the Committee and the Vice President.
- c. The Association shall have the following Committees:
 - i. Marketing;
 - ii. Sponsorship;
 - iii. Events.

Article VI: Meetings

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. 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: Executive Election Process

The Organization has chosen to run a consensus-based procedure for its Leadership Succession. The following are the steps necessary to be taken.

- a. AzSA Ottawa executives will appoint a Succession Officer to run the consensus meeting for the Club.
- b. All club members are to 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
- c. The executives may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
- d. The club membership may work towards consensus across multiple meetings
- e. If successful, the members shall also designate a member to inform and email the Student Groups Administrator with the report and meeting minutes
- f. 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: Impeachment

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.

Article IX: Amendments

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: End of Year Duties for the Executive Team

End-of-year duties should begin no less than sixty days before the last school day of the winter term. These duties include:

1. The consensus-based election of the new executives.
2. Preparing financial statements consisting of: the current balance of the AzSA account, all outgoing expenses for the year, average cost of events, a balance sheet, an income statement, and a report issued to CUSA. There should be no outstanding balances of accounts owed.
3. Transition documents submitted by each VP, outlining specific duties, recaps of major projects, and rough budgets for succession planning
4. A transition meeting of not less than 30 minutes must occur between the outgoing President(s) and the Vice Presidents and their successors
5. Organizing the AzSA drive (Google Drive), sorted by year. Documents may be archived on an external hard drive kept by the President.
6. Surrendering access to the AzSA Drive, AzSA social media accounts, AzSA bank account, and the AzSA email

Article XI: Credentials

1. Access to the following AzSA accounts will be granted to the succeeding Executive Team. This includes:
 - a. Social media (Instagram, Facebook, TikTok, LinkedIn)
 - b. Bank account (President(s) and VP Financial Affairs only)
 - c. Administration (Gmail, Google Drive, and any other planning application used)

2. The passwords to all the above accounts must be changed at the start of the new Executive's term. All previous executives who are no longer serving during the term must be removed from accessing the above accounts as soon as possible.

Article XII: Dissolution of the Organization

Upon dissolution of the organization, all assets gained through the Carleton University Students Association (CUSA) shall be returned to CUSA and all other assets shall be given to the For Azerbaijan charity organization.