

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: Carleton University Azerbaijani Students' Association

The Organization shall be known as the Carleton University Azerbaijani Students' Association and hereinafter shall be referred to as CUAzSA 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 at Carleton University.
 - 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 composed of all members.
2. The Executive Team shall be the administrative body of the organization and shall be composed of members elected by the General Membership.
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 paid/voting members must be current Carleton University students. Individuals who are not Carleton students are not permitted to make decisions about the leadership of the club.

Article IV: General Membership

1. Any student at Carleton University can be a member of CUAzSA.
2. The fee for membership shall be set at a level as low as possible to sustain the continued existence of the Association. Any change increasing membership fees must be approved by both the Executive and the General Membership.
3. All events held by CUAzSA 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 CUAzSA 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 CUAzSA including but not limited to: sponsorship, marketing, finance, events, and 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 CUAzSA'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 CUAzSA'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.
- h. In accordance with CUSA's Clubs Leadership Success Procedure, it is the role of the outgoing President(s) to choose how the election for new executives will proceed.
 1. By means of a Conventional Election, in which every member gets a chance to vote. This is the default method, unless the President(s) think it's not possible.
 2. By means of an Application and Interview procedure, subject to Student Groups Administrator approval

3. By means of a Consensus-based Leadership Succession, subject to Student Groups Administrator approval

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.

3. Vice President of External and Cultural Affairs

- a. The Vice President of External 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 Cultural Affairs will serve, when relevant for cultural matters, as a liaison with external Azerbaijani cultural groups and organizations.

4. Vice President of Financial Affairs

- a. The Vice President of Financial Affairs will be the primary cardholder of the CUAzSA bank account.
- b. They will keep a detailed record of CUAzSA's funding, outgoing expenses, and anticipated incoming expenses.
- c. The Vice President of Financial Affairs will also provide detailed budgets and reimbursements for each event.

- d. They will chair the Sponsorship Committee and secure funding and sponsorship for CUAzSA.
- e. The Vice President of Financial Affairs, with the Sponsorship Committee, will be in charge of creating and maintaining a sponsorship package that includes details about CUAzSA's purpose, past events, and future events.
- f. The Vice President of Financial Affairs, with the Sponsorship Committee, will maintain established relationships with sponsors.

5. Marketing Manager

- 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 CUAzSA. 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.
- 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. Events Manager

- 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 one meeting of the general membership in each academic term, and at least one academic event.
- c. Other event-related tasks involve planning the event logistics and contacting speakers and guests.
- d. The Vice President of Events is responsible for delegating all event-related tasks to other committee members.

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 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

1. Meetings of the whole Executive shall occur not less than 3 times per academic year.
2. Quorum for Executive meetings shall be three members.
3. Notice of seven days is required to call an Executive meeting. Twenty-four (24) hour notice is required for meetings of committees.
4. Executive meetings are not open to general members.
5. There shall be a meeting of all General Members no less than twice per academic term.
6. Members of the Executive who fail to attend 3 Executive meetings per academic year without prior and justifiable excuse from the President(s) are ineligible to hold office.

Article VII: Elections

1. The election period would begin on the first Monday of the Winter Semester break and adhere to CUSA's Clubs Leadership Succession Procedure.
 - **Day 1 - Announcement of the campaign, voting, and results announcement dates**
 - **Day 7 - Start of campaign**
 - **Day 10 - last day to buy voting memberships for the club**
 - **Day 14 - end of campaign**
 - **Day 15 - start of voting**
 - **Day 16 - end of voting**
 - **Day 17 - Results announced**
2. The term of the Executive shall be from 1 May to 30 April in the following year.
3. The Chief Electoral Officer shall be a President in good standing who is ineligible to serve an additional term, or, barring this, another Executive Member similarly ineligible. In the case where no Executive members can be found to fulfill these criteria, the Chief Electoral Officer shall be an individual so designated by two-thirds of Council.
4. The Chief Electoral Officer shall:
 - Create the ballot and means for tabulation;
 - Count the ballots;
 - Announce the results of the election which will be decided using a first-past-the-post system, and;
 - Manage any complaints and accusations of electoral impropriety.

Article VIII: Impeachment

1. Impeachment is the removal of an Executive member from office for cause. Impeachment may be justified under any of the following:

- a. Failure to execute the responsibilities of their portfolio after the third offense, or after any one instance of gross misconduct relating to their responsibilities;
 - b. Mishandling of the funds and treasury of the Association;
 - c. Wrongful behavior towards any person, including, but are not limited to:
 - i. Sexual misconduct;
 - ii. Verbal abuse; and,
 - iii. Physical Abuse.
2. The process of impeachment may start with a formal accusation co-signed by three Executive members and presented to the President(s) in addition to the meeting agenda.
 3. The President(s) shall request the resignation of the Executive member after receipt of this accusation. If it is the President(s) that is(are) being impeached, AzSA executives voting for the impeachment shall request the resignation of the President(s).
 4. Should the member refuse to resign, the Executive will schedule time at a meeting to discuss the accusation and consider impeachment with the other executives, and the accused member shall be given a seven-day notice before the consideration of this matter.
 5. The Executive shall fairly and thoroughly consider the evidence, which may permit evidence from non-Executive members.
 6. A vote by simple majority will be required to confirm the impeachment of an Executive member.

Article IX: Amendments

Amendments to the constitution must be carried by a simple majority vote of the current Executive team.

Article X: End of Year Duties for the Executive Team

1. 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 election of the new executives; President(s), Vice President of Marketing, Vice President of Finance, Vice President of Events, Vice President of Sponsorships, and Vice President of Cultural Affairs.
 2. Preparing financial statements consisting of: the current balance of the CUAzSA 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 CUAzSA drive (Google Drive), sorted by year. Documents may be archived on an external hard drive kept by the President.
 6. Surrendering access to the CUAzSA Drive, CUAzSA social media accounts, CUAzSA bank account, and the CUAzSA email

Article XI: Credentials

1. Access to the following CUAzSA 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 a charity of choice, or the Azerbaijani Students' Association of Canada (AzSA Canada) based on a two-thirds majority vote of the last executive team.