

# **CONSTITUTION**

**For The**

**Egyptian Student's Association at Carleton University**



**As Agreed Upon By The Official**

**Egyptian Students' Association Team 2023-2024**

**Ottawa, Ontario  
Carleton University  
1233 Colonel By Drive**

**June 30th 2023**

<b>Article I Name:</b>	<b>3</b>
<b>Article II Purpose:</b>	<b>3</b>
<b>Article III Membership:</b>	<b>3</b>
Section 1: ESA Executive Member	3
Section 2: ESA Team Member	3
Section 3: Volunteer	4
<b>Article IV Officers/Team Structure &amp; Responsibilities:</b>	<b>4</b>
CO-President(s):	4
Responsibilities:	4
Finance: VP-Finance:	5
Responsibilities:	5
Internal: VP-Internal:	5
Responsibilities:	5
External: VP-External:	5
Responsibilities:	5
External: Sponsorship Director:	6
Responsibilities:	6
Events: CO-VP-Events; Asst. Events:	6
Responsibilities:	6
Marketing: VP-Marketing; Social Media Coordinator; Asst. Marketing:	6
Responsibilities:	6
Creative: Creative Director; Photographer; Videographer:	7
Responsibilities:	7
Volunteering & Recruitment: Volunteer Director :	7
Responsibilities:	7
<b>Article V Meetings:</b>	<b>7</b>
Executive Team Meetings:	7
ESA Team Meetings:	7
<b>Article VI Finances:</b>	<b>8</b>
<b>Article VII Elections:</b>	<b>8</b>
<b>Article VIII Impeachment:</b>	<b>8</b>
<b>Article IX Amendment Procedure:</b>	<b>9</b>
<b>Article X Dissolution of the Organization:</b>	<b>9</b>

## **Article I Name:**

The name of this Club and/or Organization shall be the Egyptian Student's Association at Carleton University, hereafter referred to as the ESA.

## **Article II Purpose:**

The purpose of the ESA shall be as follows: to work towards cultivating an environment enriched with the energy and joy that is Egyptian culture. Through various events and activities we aim to promote engagement between the Egyptian community in order to recreate that feeling of home. Moving away from home is an adventure but also a challenge nevertheless. Our biggest goal is to break that barrier and create a community away from home.

## **Article III Membership:**

There are three forms of membership available in the ESA during allocated recruitment periods, early Fall and Winter Semesters. Membership in the ESA shall be valid from May 2023 to May 2024:

### **Section 1: ESA Executive Member**

ESA Executive Members make up the leadership of the club and are responsible for the decision making and managing the administrative tasks of the club, as well as guiding the various team members and volunteers. Upon the election of the President, former ESA Team Members are able to sign up for one of the Executive Member positions and will be selected based on their qualifications and an interview process if more than one person applies for a position.

### **Section 2: ESA Team Member**

ESA Team Members are responsible for the following: working closely with their respective teams to successfully execute responsibilities, maintain constant communication with Executive Head via WhatsApp group chat(s), attend ESA team meetings and participate in events. The general student population is able to apply to join the club as Team Members through an interview process that aims to match them with the most suitable team according to their qualifications and interests.

In the event that an ESA Team Member violates the organization's Constitution or inadequately completes their role on the team, disciplinary action in

the form of either departure from the team or a CCR credit will not be awarded for the term.

### **Section 3: Volunteer**

Volunteers are responsible for the following: providing additional aid or support when required by the ESA Team in the execution of an event. The ESA Team will be in constant contact with Volunteers via email. The general student population is able to join the club as Volunteers in a non-committed manner based on their availability and will be given a CCR credit once they have fully volunteered for at least half of the events that the club organizes within the Academic year.

### **Article IV Officers/Team Structure & Responsibilities:**

#### **CO-President(s):**

##### **Responsibilities:**

- Always acting with the clubs best interest in mind and caring for the club as it is a fellowship and not an enterprise.
- Communicating with CUSA on behalf of the ESA,
- Communicating with team and setting deadlines for planning and execution,
- Communicating with team on conflicts and ways of conquering challenges,
- Communicating milestones and achievements to the team by the team,
- Maintaining good knowledge of the financial terms of ESA-CU,
- Maintain and update the clear plan of clubs activities throughout the whole year including events, marketing and sponsorships,
- Coordinating with VP-Internal to stay updated on all ESA-CU teams,
- Coordinating with the Creative Director on ESA logo & identity,
- Coordinating with VP-External on sponsorships and deals being made,
- Coordinating with all VP-Positions within the club to ensure proper execution of plans,
- Completing clubs training provided by C&S,
- Providing an ESA briefing before the beginning of the academic year,
- Welcoming new members to the club,
- Mentoring all team members of the different responsibilities of the club and preparing for a prospective year ahead.

## **Finance: VP-Finance:**

### **Responsibilities:**

- Working closely with Co-Presidents & Vice President,
- Communicating with the CO-VP Events budgets and funds available,
- Managing ESA bank accounts & all financial transfers on behalf of the team,
- Performing required C&S Financial Training,
- Training a new member,
- Maintaining an ESA finances spreadsheet on the Google Drive,
- Updating the team monthly on the state of ESA finances.

## **Internal: VP-Internal:**

### **Responsibilities:**

- Working closely with Co-Presidents & Vice President,
- Contacting & booking any on-campus locations/services (tables, rooms, equipment) for events,
- Scheduling ESA Team Meetings,
- Maintaining ESA Calendar with the Secretary,
- Providing updates on all ESA Teams (excluding Finance,)
- Updating the Annual Transition Report,
- Mentoring a team member,
- Addressing/solving any conflicts within and between ESA Team Members.

## **External: VP-External:**

### **Responsibilities:**

- Working closely with Co-Presidents & Vice President,
- Creating Sponsorship packages & contracts,
- Building new relationships while maintaining current relationships,
- Managing all external ESA communication (CUSA, Clubs, etc.)
- Mentoring a team member,
- Contacting & booking any off-campus locations for events.

## **External: Sponsorship Director:**

### **Responsibilities:**

- Working closely with CO-VP Events,
- Creating Sponsorship packages & contracts for business collaborations,
- Building and seeking new relationships with local businesses
- Maintaining an up to date ESA Sponsors List,
- Mentoring a team member,

## **Events: CO-VP-Events; Asst. Events:**

### **Responsibilities:**

- Communicating with the VP Marketing & Creative Director to ensure events are successfully marketed via Social Media,
- Brainstorming ideas for ESA events (online & irl,)
- Organizing and executing events (online & irl,)
- Producing an events outline/calendar for the ESA 2022/2023 year,
- Updating VP Finance on required event funds,
- Mentoring team members of different responsibilities within the team,
- Assistant Events to act as VP-Events in the absence of VP-Events.

## **Marketing: VP-Marketing; Social Media Coordinator; Creative Director Asst. Marketing:**

### **Responsibilities:**

- Maintaining an active Social Media Calendar,
- Sharing content via ESA Social Media to engage audience,
- Collaborating with Creative Director to create promotional content for events,
- Communicating with the CO-VP Events to ensure events are successfully marketed,
- Online: Scheduling/posting content on Social Media,
- Mentoring team members of different responsibilities within the team,
- IRL: Printing & distributing promotional Marketing material.
- Assistant Marketing to act as VP-Marketing in the absence of the VP-Marketing

- Create promotional content for events,
- Communicating with the CO-VP Events to ensure designs are successfully executed,
- Photographing, filming, and editing content for the team,
- Designing multimedia projects on brand with the ESA,
- Mentoring team members of different responsibilities within the team,
- Merch, banner designs.

## **Volunteering & Recruitment: Volunteer Director :**

### **Responsibilities:**

- Creating recruitment forms, Fall and Winter Semesters,
- Communicating with volunteers via email or text (WhatsApp,)
- Maintaining an up to date ESA Volunteer List,
- Informing volunteers with updates on upcoming events, (newsletter)
- Contacting volunteers when their assistance is needed.(sheet tracking contact info)

## **Article V Meetings:**

### **Executive Team Meetings:**

Meetings will be held within the Executive ESA Team at least once a month. An announcement will be made via the WhatsApp Group Chat for either an in person or virtual meeting at an appropriate time for all Executive Team Members. Meeting Minutes will be recorded. In the event that an individual cannot attend the meeting, 24 hr notice must be given if possible.

### **ESA Team Meetings:**

Meetings will be held between the entire ESA Team at least once a month. An announcement will be made via the WhatsApp Group Chat for either an in person or virtual meeting at an appropriate time for all Team Members. Meeting Minutes will be recorded. In the event that an individual cannot attend the meeting, 24 hr notice must be given if possible. Time at the end of each meeting will be allocated to allow for each Team Member to share their thoughts/concerns and opinions (Round Table).

## **Article VI Finances:**

All Financial decisions carried out by the ESA Team must be through the agreement of all ESA Executive Team Members. Following the end of the ESA Term it is the responsibility of the current ESA Team to ensure the following for the future ESA Team: a minimum of \$1000 remains in the ESA bank account, any/all expenses have been settled, and a Financial Ledger of the year is present in the Google Drive.

## **Article VII Elections:**

Following the end of the term, the new Executive Team for the following term is elected through a self-nomination process. Any ESA Team Member regardless of status or position has the right to nominate themselves for any position on the Executive Team. Once the previous term draws to an end, a Google Form is sent out to the team via the previous presidential candidate, who serves as the Succession Officer. Team Members have one week to fill out the form with their desired first and second choice Executive positions. Once all the responses are collected by the Succession Officer, Elections are run by the club.

Elections are run by the club as follows: the dates of the campaigning week are announced, followed by a 24 hour voting period (which can be conducted online or in person depending on the availability of the team). Regardless of in person or online, members are to vote through a ballot in private via a 'First Past The Post' style election. In person, a meeting location is selected where ballots are administered and collected via Succession Officer. Online, either an online meeting/call is organized where ballots are administered through private messaging tools or Google Form. Positions where only one candidate has applied, automatically go to said individual. Individuals who receive the largest amount of votes are automatically elected to the position. Following the voting period, a meeting is scheduled by the Succession Officer to present the new Executive Team. Any remaining vacant positions on the Executive Team shall be offered to the public during ESA Recruitment Periods.

In the event that an alternate method for determining the future ESA Leadership Team is proposed, all club members must be in consensus with the new Electoral Process.



### **Article VIII Impeachment:**

ESA Executive Team Members found to have engaged in poor conduct such as harassment/mistreatment of fellow ESA Team Members or negligence of responsibilities will be offered two official written warnings to allow for the opportunity to rectify behavior and make amends. Following the issue of the second warning, if the aforementioned Team Member is still found to be in violation of ESA policies, then a Vote to Impeach will be held in the presence of all ESA Executive Team Members. A majority will be required for the vote to pass. In the event that a vote between the entire Executive Team is not present, a Petition of Impeachment may be drafted in which the signatures of the majority of the Executive Team is sufficient. The aforementioned individual will be notified if the Impeachment passes through a Letter of Impeachment.

### **Article IX Amendment Procedure:**

In the event that any amendments to the Constitution are necessary, the following procedure must be implemented. Any ESA Executive Team Member may propose an amendment at any point during the year at an Executive Team Meeting. The amendment must be proposed in the presence of the entire Executive Team, followed by a call to vote, to determine whether the amendment will be ratified. A unanimous or majority vote must be reached.

### **Article X Dissolution of the Organization:**

Upon the dissolution of the Organization all assets gained through CUSA shall be returned to CUSA, while remaining assets gained will be awarded to a charity of the ESA Team's choice.