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# **Constitution**

## **Article I**

### **Name of the Organization**

The Organization shall be known as the Caribbean Student Association, and herein be referred to as “The Organization”

## **Article II**

### **Purpose of the Organization**

The organization shall work towards creating a welcoming and inclusive community for Caribbean students and their allies at Carleton University, while also promoting awareness and appreciation of Caribbean culture and heritage. The Caribbean Student Association will foster a sense of belonging and support for Caribbean students, as well as those interested in Caribbean culture, by providing a space for networking, mentorship, and social activities.

The main objective is to foster a sense of belonging and support for Caribbean students, as well as those interested in Caribbean culture, by providing a space for networking, mentorship, and social activities.

## **Article III**

### **Structure**

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

The Executive shall be the Administrative body of the organization and shall be composed of members Selected through an application and interview process

## **Article IV**

### **Membership**

There shall be 3 levels of membership within the organization. General membership, participating membership, and Executive membership

General Membership:

General membership is the basic level of membership within the organization. It is open to anyone who meets the eligibility criteria (Caribbean Ally and Carleton Student) and wants to join the organization. General members often have access to basic benefits,

such as attending general meetings, participating in organization-wide events, and receiving regular updates and communications. This membership level is designed to engage a wide range of individuals and provide them with a foundational level of involvement in the organization.

Membership in the organization shall be valid from September to August.

In the event that a member of the organization violates the organization's Constitution or any of CUSA's governing documents, and disciplinary action is being considered, the Executive shall submit a complaint regarding the matter to the Clubs Oversight Committee per the Clubs Sanctioning Procedure.

## **Article V**

### **Executive**

#### **President**

The Caribbean Student Association President is responsible for providing overall leadership to the Caribbean Student Association (CSA). The President serves as the primary representative of the organization and works collaboratively with other officers and members to achieve the goals and objectives of the CSA.

#### **Key Responsibilities:**

- Leading the organization by establishing goals, priorities, and objectives, and working collaboratively with other officers and members to achieve them.
- Developing and implementing strategies to increase membership and engage members in the organization's activities.
- Ensuring that the organization is in compliance with all university policies and regulations, and working closely with the university administration to maintain a positive relationship.
- Facilitating regular meetings and ensuring that all members are informed of the organization's plans and activities.
- Overseeing the planning and execution of events and activities, including cultural events, community service projects, and fundraisers.
- Ensuring that the organization's financial resources are managed responsibly and transparently, and that all financial records are accurate and up-to-date.
- Representing the organization at university meetings, events, and functions, and advocating for the needs and interests of the membership.

- Developing and maintaining relationships with other campus organizations, university departments, and community partners.
- Serving as a mentor and role model to other members of the organization, and fostering a positive and inclusive environment that promotes personal and professional growth.

### **Qualifications:**

- Must be a Carleton student.
- Demonstrated leadership experience and ability to work effectively in a team environment.
- Excellent communication and interpersonal skills, with the ability to represent the organization to external stakeholders.
- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Understanding of the culture and issues relevant to Caribbean students and a commitment to supporting their success.
- Knowledge of event planning and promotion strategies.
- Ability to maintain confidentiality and exercise discretion.
- Familiarity with relevant technology platforms, including social media, email marketing, and other communications tools.

### **Vice-President**

The Caribbean Student Association Vice-President is responsible for providing support and leadership to the Caribbean Student Association (CSA). The Vice-President works in close collaboration with the President, other officers, and members to achieve the goals and objectives of the organization.

### **Key Responsibilities:**

- Assisting the President in all organizational matters, including planning and executing events and activities.
- Supporting the recruitment and retention of members by assisting with outreach efforts and organizing activities to promote engagement.
- Leading the organization in the absence of the President and assuming the responsibilities of the President when necessary.
- Developing and maintaining relationships with other campus organizations, university departments, and community partners.

- Collaborating with other officers to create and implement initiatives that support the organization's mission and goals.
- Maintaining accurate and up-to-date records of all CSA activities and events, including attendance, financial records, and other pertinent information.
- Serving as a liaison between the CSA and the university administration, representing the organization at meetings, and advocating for the needs and interests of the membership.
- Contributing to the development and execution of a comprehensive communications plan, including social media, newsletters, and other forms of outreach.

**Qualifications:**

- Must be a Carleton student.
- Demonstrated leadership experience and ability to work effectively in a team environment.
- Excellent communication and interpersonal skills, with the ability to represent the organization to external stakeholders.
- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Understanding of the culture and issues relevant to Caribbean students and a commitment to supporting their success.
- Knowledge of event planning and promotion strategies.
- Ability to maintain confidentiality and exercise discretion.
- Familiarity with relevant technology platforms, including social media, email marketing, and other communications tools.

**VP Internal**

The Caribbean Student Association Vice President of Internal Affairs is responsible for managing the internal operations of the organization and ensuring that the needs of the membership are being met. The VP of Internal Affairs works collaboratively with other officers and members to achieve the goals and objectives of the organization.

**Key Responsibilities:**

- Overseeing the recruitment and retention of members by assisting with outreach efforts and organizing activities to promote engagement.

- Managing the organization's internal communications, including email lists, newsletters, and social media.
- Coordinating regular meetings and ensuring that all members are informed of the organization's plans and activities.
- Ensuring that the organization is in compliance with all university policies and regulations, and working closely with the university administration to maintain a positive relationship.
- Supporting the planning and execution of events and activities, including cultural events, community service projects, and fundraisers.
- Managing the organization's budget and ensuring that all financial records are accurate and up-to-date.
- Developing and maintaining relationships with other campus organizations, university departments, and community partners.
- Collaborating with other officers to create and implement initiatives that support the organization's mission and goals.
- Serving as a resource and mentor to other members of the organization, and fostering a positive and inclusive environment that promotes personal and professional growth.

#### **Qualifications:**

- Must be a Carleton student.
- Demonstrated leadership experience and ability to work effectively in a team environment.
- Excellent communication and interpersonal skills, with the ability to represent the organization to external stakeholders.
- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Understanding of the culture and issues relevant to Caribbean students and a commitment to supporting their success.
- Knowledge of event planning and promotion strategies.
- Ability to maintain confidentiality and exercise discretion.
- Familiarity with relevant technology platforms, including social media, email marketing, and other communications tools.

#### **VP Communications**

The Caribbean Student Association Vice President of Communications is responsible for managing the organization's external communications and promoting the

organization's events, initiatives, and goals. The VP of Communications works collaboratively with other officers and members to ensure that the organization's message is clear, consistent, and reaches a wide audience.

### **Key Responsibilities:**

- Developing and implementing a communications strategy that promotes the organization's events, initiatives, and goals.
- Creating and managing the organization's website, social media platforms, and email marketing campaigns.
- Creating and distributing promotional materials, including flyers, posters, and brochures.
- Collaborating with other officers and members to ensure that all communications are aligned with the organization's mission and goals.
- Ensuring that all communications are accurate, consistent, and professional.
- Developing and maintaining relationships with other campus organizations, university departments, and community partners.
- Collaborating with other officers to create and implement initiatives that support the organization's mission and goals.
- Serving as a resource and mentor to other members of the organization, and fostering a positive and inclusive environment that promotes personal and professional growth.

### **Qualifications:**

- Must be a Carleton student.
- Demonstrated experience in communications or marketing, with a strong understanding of digital marketing tools and strategies.
- Excellent communication and interpersonal skills, with the ability to represent the organization to external stakeholders.
- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Understanding of the culture and issues relevant to Caribbean students and a commitment to supporting their success.
- Knowledge of event planning and promotion strategies.
- Ability to maintain confidentiality and exercise discretion.
- Familiarity with relevant technology platforms, including social media, email marketing, and other communications tools.

## **VP Community Outreach**

The Caribbean Student Association Vice President of Community Outreach is responsible for building and maintaining relationships with the local community and promoting the organization's initiatives and events to a wider audience. The VP of Community Outreach works collaboratively with other officers and members to ensure that the organization is making a positive impact in the community.

### **Key Responsibilities:**

- Developing and implementing a community outreach strategy that promotes the organization's initiatives and events.
- Building and maintaining relationships with community organizations, businesses, and other stakeholders.
- Coordinating community service projects and volunteer opportunities for members of the organization.
- Developing and managing partnerships with local schools, community centers, and other organizations to promote cultural exchange and education.
- Coordinating cultural events and initiatives that promote understanding and appreciation of Caribbean culture.
- Ensuring that all community outreach initiatives are aligned with the organization's mission and goals.
- Collaborating with other officers and members to create and implement initiatives that support the organization's mission and goals.
- Serving as a resource and mentor to other members of the organization, and fostering a positive and inclusive environment that promotes personal and professional growth.

### **Qualifications:**

- Must be a Carleton student.
- Demonstrated experience in community outreach, with a strong understanding of community engagement strategies.
- Excellent communication and interpersonal skills, with the ability to represent the organization to external stakeholders.
- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Understanding of the culture and issues relevant to Caribbean students and a commitment to supporting their success.
- Knowledge of event planning and promotion strategies.



- Ability to maintain confidentiality and exercise discretion.
- Familiarity with relevant technology platforms, including social media, email marketing, and other communications tools.

## **VP Finance**

The Caribbean Student Association Vice President of Finance is responsible for managing the organization's finances and ensuring that all financial activities are aligned with the organization's goals and objectives. The VP of Finance works collaboratively with other officers and members to ensure the financial sustainability of the organization.

### **Key Responsibilities:**

- Developing and managing the organization's budget, ensuring that all expenditures are within budgetary guidelines.
- Managing the organization's financial accounts, including bank accounts and credit cards.
- Ensuring that all financial transactions are accurately recorded and documented.
- Coordinating fundraising initiatives and grant applications to support the organization's activities.
- Collaborating with other officers and members to create and implement initiatives that support the organization's mission and goals.
- Ensuring that all financial activities comply with relevant policies and regulations.
- Coordinating the collection of membership fees and dues.
- Serving as a resource and mentor to other members of the organization, and fostering a positive and inclusive environment that promotes personal and professional growth.

### **Qualifications:**

- Must be a Carleton student.
- Demonstrated experience in financial management, with a strong understanding of budgeting and accounting principles.
- Excellent communication and interpersonal skills, with the ability to represent the organization to external stakeholders.
- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.

- Understanding of the culture and issues relevant to Caribbean students and a commitment to supporting their success.
- Knowledge of fundraising and grant application strategies.
- Ability to maintain confidentiality and exercise discretion.
- Familiarity with relevant technology platforms, including accounting software and financial management tools.

### **VP Student Engagement**

The Caribbean Student Association Vice President of Student Engagement is responsible for developing and implementing initiatives to promote student engagement and foster a sense of community among members of the organization. The VP of Student Engagement works collaboratively with other officers and members to create a welcoming and inclusive environment that promotes personal and professional growth.

#### **Key Responsibilities:**

- Developing and implementing initiatives to promote student engagement and participation in the organization.
- Coordinating social events and activities that promote networking and relationship building among members of the organization.
- Developing and implementing mentorship and leadership programs for members of the organization.
- Coordinating workshops and training sessions on relevant topics, such as leadership development, career planning, and personal growth.
- Ensuring that all initiatives are aligned with the organization's mission and goals.
- Collaborating with other officers and members to create and implement initiatives that support the organization's mission and goals.
- Serving as a resource and mentor to other members of the organization, and fostering a positive and inclusive environment that promotes personal and professional growth.

#### **Qualifications:**

- Must be a Carleton student.
- Demonstrated experience in student engagement, with a strong understanding of engagement strategies and tactics.
- Excellent communication and interpersonal skills, with the ability to represent the organization to external stakeholders.

- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Understanding of the culture and issues relevant to Caribbean students and a commitment to supporting their success.
- Knowledge of event planning and promotion strategies.
- Ability to maintain confidentiality and exercise discretion.
- Familiarity with relevant technology platforms, including social media, email marketing, and other communications tools.

### **VP Special Events**

The Caribbean Student Association Vice President of Special Events is responsible for conceptualizing, planning, and executing events that promote the organization's mission and enhance the cultural experience of its members. The VP of Special Events works collaboratively with other officers and members to create memorable and impactful events that showcase Caribbean culture and heritage.

### **Key Responsibilities:**

- Developing and implementing a calendar of events that aligns with the organization's mission and goals.
- Coordinating logistics for events, including venue selection, vendor management, and contract negotiation.
- Developing and managing event budgets, ensuring that all expenditures are within budgetary guidelines.
- Collaborating with other officers and members to create and implement initiatives that support the organization's mission and goals.
- Ensuring that all events are aligned with the organization's mission and goals.
- Serving as a resource and mentor to other members of the organization, and fostering a positive and inclusive environment that promotes personal and professional growth.

### **Qualifications:**

- Must be a Carleton student.
- Demonstrated experience in event planning and management, with a strong understanding of event logistics and execution.
- Excellent communication and interpersonal skills, with the ability to represent the organization to external stakeholders.

- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Understanding of the culture and issues relevant to Caribbean students and a commitment to supporting their success.
- Knowledge of event planning and promotion strategies.
- Ability to maintain confidentiality and exercise discretion.
- Familiarity with relevant technology platforms, including social media, email marketing, and other communications tools.

### **Year Reps (1,2,3,4)**

The Caribbean Student Association Year Representative is responsible for serving as a liaison between the organization's officers and members, and the students in their specific year. They are responsible for ensuring that the voices and concerns of their year are heard and addressed within the organization.

#### **Key Responsibilities:**

- Representing the interests and concerns of their year to the organization's officers and members.
- Facilitating communication between their year and the organization's officers and members.
- Encouraging participation and engagement among students in their year.
- Coordinating initiatives and activities that are specific to their year.
- Collaborating with other Year Representatives to create and implement initiatives that support the organization's mission and goals.
- Serving as a resource and mentor to other members of their year, and fostering a positive and inclusive environment that promotes personal and professional growth.

#### **Qualifications:**

- Must be a Carleton student.
- Demonstrated leadership experience, with a strong understanding of communication and relationship building.
- Excellent communication and interpersonal skills, with the ability to represent the organization to external stakeholders.
- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.

- Understanding of the culture and issues relevant to Caribbean students and a commitment to supporting their success.
- Ability to maintain confidentiality and exercise discretion.
- Familiarity with relevant technology platforms, including social media, email marketing, and other communications tools.

## **Article VI**

### **Meetings**

General meetings are called by the President and Vice-President, a meeting can be called within 10 days of public notice. Meetings should be advertised on all active club social media pages, and are open to all general members and Carleton students.

Club meetings are called by the President and Vice-President, a meeting can be called within 10 days of public notice. Meetings should be advertised on all active club social media pages, and are open to all general members.

## **Article VII**

### **Leadership Succession**

Executive positions are held from September to August, positions are open to all Carleton students. Presidencies are held for 1 year, unless resigned.

If an executive position becomes vacant in the midst of a term, an application will be opened to fill it, that position will be held for the remainder of the term and an additional term. If a presidency is resigned, the Vice-President becomes president and an application for vice-presidency will be opened.

### **Application & Interview**

The Organization has chosen to run an Application & Interview process for its Leadership Succession. The following are the steps necessary to facilitate an Application & Interview process.

1. The Club President shall request the right to run an Application and Interview selection process for vacant positions from the Student Groups Administrator or designate
2. The vacant positions will be posted to the CUSA Clubs or CUSA website to solicit applications
3. The posting will be up for at least two weeks
4. At the conclusion of two weeks, the Student Groups Administrator or designate, at the request of the Club President, will collect applications and ensure they are

saved into similar formats in a Google Drive, and will facilitate a meeting with the outgoing club leadership who is not applying to the position to shortlist the candidates.

5. An Interview Panel will be convened to interview the shortlisted candidates, and the panel should include at least one neutral member of the club, the outgoing executive officer for the position being interviewed, and a member of the Clubs Oversight Committee.
6. Questions should be topical and situational where possible and taken from a question bank available from the Student Groups Administrator.
7. The Interview Panel should try to arrive at consensus around which candidate deserves to be granted the position.
8. If consensus cannot be reached, a majority vote is to be taken, the results of which are reported to the Clubs Oversight Committee
9. Once a candidate has been selected, the Interview Panel will designate a member to inform the Student Groups Administrator of the decision, and the Student Groups Administrator will e-mail the successful and unsuccessful candidates to inform them of the decision by the Interview Panel

## **Article VIII**

### **Impeachment**

Examples of behavior that may warrant impeachment include:

- Misuse or misappropriation of organization funds or resources
- Failure to fulfill the duties and responsibilities of their position
- Discriminatory behavior towards members or other individuals within the organization or community
- Breach of confidentiality or ethical standards
- Conduct that brings disrepute or harm to the organization or its members
- Abuse of power or authority within the organization
- Failure to adhere to the organization's values and principles
- Criminal activity or conviction of a felony

Impeachment requires 10 days notice and must be voted on by all active executive members with a majority vote.

## **Article IX**

### **Amendments**

All amendments to the organization's constitution must be brought in front of the executive committee in writing and achieve a majority vote.

## **Article X**

### **Dissolution**

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to CUSA