

## **Club Name: African Francophone Students Association**

### **Article I: Name and Purpose**

1. The name of this organization shall be the African Francophone Student Association(AFSA).
2. The purpose of the AFSC is to promote and celebrate the cultures, languages, and traditions of African Francophone countries. The club aims to provide a platform for cultural exchange, learning, and connection among students interested in Francophone Africa.

### **Article II: Membership**

1. Membership is open to all students, faculty, and staff members of Carleton University. Only current Carleton students are voting members of the organization.
2. Members are expected to respect and uphold the objectives and values of the club.
3. Membership shall not be denied based on race, color, religion, national origin, gender, sexual orientation, or other protected characteristics.

### **Article III: Club Officers**

1. The AFSC shall have the following officers:

- **Co-Presidents:**

*Leadership:* Providing overall leadership to the club and setting a positive and inspiring example for other members.

*Planning and Organization:* Collaborating with other club officers and members to plan and organize club activities, events, and meetings.

*Communication:* Ensuring effective communication among club members, officers, and advisors. Co-presidents often act as the main point of contact for external stakeholders as well.

*Decision Making:* Making decisions on behalf of the club, often in consultation with other officers and members, to advance the club's mission and objectives.

*Delegation:* Assigning tasks and responsibilities to other club members and officers to ensure the efficient functioning of the club.

*Problem Solving:* Addressing any challenges or conflicts that may arise within the club and working to find solutions that benefit the group as a whole.

*Collaboration:* Fostering a sense of teamwork and collaboration among club members, encouraging active participation, and promoting inclusivity.

*Goal Setting:* Setting clear and achievable goals for the club and working towards their accomplishment.

- **Financial Officer:**

*Budgeting:* Creating and maintaining a budget for the club's activities and events. This involves estimating income, setting financial goals, and allocating funds to different projects and initiatives.

*Record Keeping:* Keeping detailed records of all financial transactions, including income, expenses, and donations. This may involve using accounting software or spreadsheets to track financial data.

*Expense Management:* Ensuring that all club expenses are within the budget and approved by the club's leadership. The financial officer may be responsible for reviewing and approving expense claims from other club members.

*Fundraising:* Collaborating with other club members to organize fundraising events and activities to generate funds for the club's operations and projects.

*Financial Reporting:* Preparing regular financial reports for the club's leadership and members, providing an overview of the club's financial status and highlighting any areas that may need attention.

- **Social Media Coordinator:**

*Content Creation:* Creating engaging and relevant content for the club's social media channels, including posts, graphics, videos, and other multimedia content.

*Social Media Strategy:* Developing a social media strategy that aligns with the club's goals and objectives. This includes defining target audiences, determining key messages, and planning the frequency and timing of posts.

*Platform Management:* Managing the club's presence on various social media platforms such as Facebook, Instagram, Twitter, LinkedIn, and others.

*Engagement and Interaction:* Interacting with followers, responding to comments and messages, and fostering meaningful conversations on social media.

*Promotion and Publicity:* Promoting club events, activities, and achievements through social media channels to reach a wider audience.

*Monitoring and Analytics:* Monitoring social media analytics to track the performance of posts, measure engagement, and identify areas for improvement.

*Brand Consistency:* Ensuring that the club's social media content aligns with the club's brand identity and values.

*Collaboration with Other Committees:* Working closely with other club committees to promote their activities and events through social media.

*Community Building:* Building an online community around the club's social media channels and encouraging member participation.

- **Event Planner:**

*Event Conceptualization:* Working with the club's leadership and members to conceptualize and plan events that align with the club's goals and interests.

*Budgeting:* Creating and managing event budgets, ensuring that expenses are within allocated funds and seeking sponsorship or funding when needed.

*Event Promotion:* Developing marketing strategies to promote events and increase attendance. This includes creating promotional materials, utilizing social media, and collaborating with the social media coordinator.

*Logistics Management:* Coordinating event logistics such as setting up registration, organizing seating, audio-visual equipment, and ensuring that all necessary resources are available.

*Vendor Coordination:* Working with vendors and suppliers for catering, decorations, and other event-related services.

*Timeline and Schedule:* Creating detailed event timelines and schedules to ensure that each aspect of the event is well-timed and executed.

*Event Staffing:* Recruiting and coordinating volunteers or staff to assist with event setup, registration, and other tasks.

*On-Site Coordination:* Overseeing the execution of events on the day of the event, ensuring that everything runs smoothly and handling any unforeseen issues that may arise.

*Post-Event Evaluation:* Collecting feedback from participants, evaluating the success of the event, and identifying areas for improvement.

*Theme and Decoration:* Developing event themes and coordinating decorations to create a cohesive and inviting atmosphere.

*Collaboration:* Collaborating with other club committees or external partners for joint events and initiatives.

*Compliance and Permits:* Ensuring that events comply with any necessary permits, regulations, and safety standards.

*Sustainability:* Incorporating sustainable practices into event planning and execution to minimize environmental impact.

2. Officer positions are open to all club members who are in good standing and meet any additional eligibility requirements set by the club.

#### **Article IV: Leadership Succession**

##### **Application & Interview with the Club Executives and Members**

- If the Student Groups Administrator approves a club request to have an application & interview process with its executives and membership, the Student Groups Administrator will post the link to the relevant positions on the CUSA Clubs or CUSA website to solicit applications, and have the posting up for at least two weeks
- Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
- An Interview Panel will be convened to interview the shortlisted candidates, and the panel should include at least 60% members-at-large and 40% of executives
- Questions should be topical and situational where possible, taken from a question bank established by the hiring panel

- Upon reviewing all applications, the whole committee will select at least one (1) and no more than four (4) nominees to present at a general club meeting. The Interview Panel should try to arrive at consensus around which candidate deserves to be granted the position. If consensus cannot be reached, a majority vote is to be taken
- The Hiring Panel will provide a detailed recommendation for each candidate for the general membership to review. This detailed recommendation should outline specific skill-sets, experience, and education that qualify the recommended candidates
- All club members would be informed more than a week in advance of a meeting to attempt to decide the future leadership of the club, and of a meeting location, with virtual options available for those unable to attend in person
- When there is only one nominee, they should face a vote of confidence
- Where there are two (2) to four (4) nominees, voting should be conducted in a first-past-the-post fashion unless otherwise stipulated in the club constitution.
- Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
- During the meeting, the candidates will have an opportunity to speak to the general membership and answer any questions from the general membership
- At the conclusion of this meeting, the voting members of the membership will elect the next executive roles

#### **Article V: Meetings**

1. Regular club meetings shall be held every two weeks during the academic year. Additional meetings may be scheduled as needed.
2. All members shall be notified by email of the meeting schedule, agenda, and any changes or cancellations.
3. A quorum, defined as a majority of the officers and members present, must be met for official club business and decision-making.

#### **Article VI: Finances**

1. The AFSC shall maintain a transparent and accountable financial system.
2. Club funds shall be managed by the Financial officer and co-presidents in accordance with the policies and guidelines of Carleton University.
3. Fundraising activities may be organized to support the club's activities and initiatives, subject to the policies and procedures set by Carleton University.

#### **Article VII: Amendments**

1. This constitution may be amended by a two-thirds (2/3) majority vote of the members present at a meeting.
2. Proposed amendments must be submitted in writing at least two weeks prior to the meeting where the vote will take place.
3. Amendments shall take effect immediately upon approval unless otherwise specified.
4. Any member can bring forward a request for impeachment to any executive. A meeting will take place within 10 days of receiving the request for impeachment. At this meeting, a vote will take place and a simple majority will determine if the individual will be impeached.

## **Article VIII: Impeachment and Removal Process**

### **Section 1: Grounds for Impeachment**

The grounds for impeaching a member of the African Francophone Student Association (hereinafter referred to as the "Association") shall be limited to the following:

a. **Violation of Club Constitution:** Any member found to be in violation of the provisions and principles outlined in this constitution shall be subject to impeachment.

b. **Misconduct:** Any member engaging in actions that bring disrepute to the Club, disrupt its activities, or compromise its objectives shall be subject to impeachment.

c. **Failure to Fulfill Duties:** Failure of an elected or appointed officer to fulfill their responsibilities and duties as outlined in this constitution and any subsequent bylaws.

d. **Gross Misconduct or Unethical Behavior:** Engaging in acts of gross misconduct or unethical behavior that is deemed detrimental to the reputation and integrity of the Club. Defamation, discrimination, violence, and abuse are all valid reasons for impeachment and removal.

## Section 2: Impeachment Process

Any member of the Club in good standing may initiate the impeachment process by submitting a written petition to the Executive Board. The petition shall include detailed information outlining the alleged grounds for impeachment.

Upon receipt of the petition, the Executive Board shall convene a special meeting to review the allegations and assess their merit. The member facing impeachment shall be given a reasonable opportunity to present their defense.

The impeachment process shall require a [two-thirds] majority vote of the entire Executive Board. If the individual facing impeachment is a member of the Executive Board, they shall not participate in the voting process related to their own impeachment.

If the Executive Board votes in favor of impeachment, the matter shall be brought before the general membership for consideration. A special general meeting shall be convened within [15] days of the Executive Board's decision.

At the special general meeting, the allegations against the member shall be presented, and the member shall be afforded the opportunity to present their defense. The general membership shall then vote on whether to proceed with the impeachment.

Impeachment shall require a [two-thirds] majority vote of the general membership present at the special general meeting. The members facing impeachment shall not be entitled to vote on their own impeachment.

If the impeachment vote is successful, the member shall be removed from their position or membership in the Club, as applicable, effective immediately.

In the case of the impeachment of an officer, the Club shall follow the procedure outlined in this constitution for filling vacancies in elected positions.

The decision of the general membership regarding impeachment shall be final and not subject to further appeal within the Club.

## Section 3: Removal from Other Positions

Members holding appointed or elected positions within the Club may also be removed from their positions by following the impeachment process outlined in this article.

Removal from a position shall not necessarily result in expulsion from the Club unless such removal is accompanied by the impeachment process and decision.

**Article IX: Dissolution**

1. In the event of the dissolution of the AFSC, all remaining assets, and funds shall be transferred to CUSA as determined by a majority vote of the members.
2. All assets belonging to CUSA will be returned to CUSA..

**Article X: Ratification**

1. This constitution shall be ratified upon approval by a two-thirds (3/4) majority vote of the members present at a meeting.