

Eritrean-Ethiopian Students Association Constitution

Article I: Name of the Organization

The Organization shall be known as the Eritrean-Ethiopian Students Association, and herein be referred to as EESA. This organization will either use Eritrean-Ethiopian Students Association or EESA in all publicity materials and correspondence.

Article II: Purpose of the Organization

The purpose of this organization is to create an inclusive space for Eritrean and Ethiopian students, regardless of religious or political views. It serves as an open space for anyone from any and all backgrounds regardless of ancestry, who are interested in learning more about the Ethiopian/Eritrean experiences, cultures and events.

Article III: Structure

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

The Executive Committee shall be the Administrative body of the organization and shall be composed of members elected or appointed members by the EESA.

Article IV: Membership

There shall be two levels of membership within the organization.

1. **General Membership:** All new members initially join the club as General Members upon registration. They have the opportunity to participate in all club events and activities, voting and can run for VP positions as part of the club's future processes.
2. **Coordinator Membership:** Coordinators are chosen by the VPs when there's a need for additional assistance. These members adhere to the same rules and privileges, including voting, as General Members but take on a more active role in supporting the VPs and the club's endeavors. Since Coordinators are not elected into their positions, there is no conflict of interest, thereby granting them voting privileges.

Membership in the organization shall be valid from September to August of each academic year.

In the event that a member of the organization violates the organization's Constitution, promotes religious or political views regarding Eritrea or Ethiopia, 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: Executives

All executives must be present at executive committee meetings.

Co-Presidents:

- Co-presidents will closely collaborate to develop long-term strategies and goals for the club's growth.
- Lead the executive team in facilitating and managing all events and activities.
- Maintain consistent communication with CUSA to ensure the club's annual recertification, including overseeing the completion of training courses.
- Ensure accountability and responsibility of EESA.
- Establish effective communication with both executives and members, working towards the resolution of any issues that may arise.
- Create well-structured agendas for upcoming executive committee meetings, ensure that discussions stay organized and take comprehensive minutes.
- Develop relevant club inquiries utilizing tools like Google Forms, for purposes such as member registration and gathering feedback. Analyze survey results to inform club decisions.
- Lead regular executive meetings to discuss ongoing and upcoming projects, fostering collaboration and ensuring alignment among the executive committee.
- Delegate tasks to fellow executive members, providing guidance and oversight to ensure that decisions made within the club are well-coordinated and cohesive.

VP Finance:

- Develop and maintain comprehensive budget plans
- Continuously monitor incoming funds/ transactions and ensure that all payments are promptly met.
- Maintain financial records to ensure accuracy and transparency in financial transactions.
- Collaborate with VP events to create a budget for each event.
- Replies to emails on behalf of EESA.

VP Outreach

- Manage club-related email communications to ensure effective and timely distribution of information.
- Draft email communication with members at large.
- Coordinate all club-related communications pertaining to memberships, events, and activities.

- Ensure consistent and clear communication via social media to keep members informed and engaged.
- Establish effective communication channels to engage with both members and executives, fostering active participation and involvement in all club activities.
- Reach out to other student clubs at Carleton University and University of Ottawa for potential collaboration events via email..
- Replies to emails on behalf of EESA.

VP Social Media:

- Contribute creative advertising ideas to the executive committee that will effectively promote the club's offerings to the student body.
- Reach out to other student clubs at Carleton University and University of Ottawa for potential collaboration events via social media.
- Oversee the creation and curation of engaging and relevant content for social media platforms.
- Ensure consistency in brand voice and messaging across all social media channels.
- Monitor and respond to comments, messages, and mentions in a timely and appropriate manner.
- Regularly post to keep members engaged with reels, tiktoks etc.
- Replies to emails on behalf of EESA.

VP Events:

- Complete the necessary forms and documents prior to the event.
- Responsible for room bookings for executive meetings and events.
- Handle event organization including coming up with concepts, scheduling venues and creating appealing infographics.
- Ensure smooth execution of events by managing logistics, setup, and coordination on the day of.
- Analyze event feedback to evaluate what was successful and identify areas of improvement for the future.
- Replies to emails on behalf of EESA.

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. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. Quorum of the General Membership
 - 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: Leadership Succession

All executive roles will be chosen through elections held at the beginning of the summer term in may. Candidates for Co-President must have at least one year of experience on any CUSA club executive team to be eligible to run.

Returning executive members must reapply as accordingly. Executive roles can be held for 12 months; May-April. To be eligible to run for an executive position, a candidate must:

- Be a student at Carleton University.
- Have knowledge of Eritrean and/or Ethiopian cultures.
- Have been a member for at least one semester.

In the event that an executive member is removed from office, a by-election will be called to fill the vacancy within one month (30 days) of the seat becoming vacant.

Elections

EESA has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. The Club executives will appoint a Succession Officer to run elections for the Club.
 - a. A Succession Officer may be any one (1) of the following individuals:
 - i. A neutral party to all elections being held within the club.
 - ii. A member of the Clubs Oversight Committee.
 - iii. A member of the CUSA Clubs Office.
 - iv. A club member or an external student non-member.

- b. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.
 - c. The Organization will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
 - d. Students-at-large will have the opportunity to join the club before the start of voting.
 - e. Every voter has the right to cast their ballot in private.
 - f. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
 - g. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
 - h. Timeline:
 - i. Day 1 - Announcement of campaign, voting, and results announcement dates
 - ii. Day 7 - Start of campaign
 - iii. Day 10 - last day to buy voting memberships for the club
 - iv. Day 14 - end of campaign
 - v. Day 15 - start of voting
 - vi. Day 16 - end of voting
 - vii. Day 17 - Results announced
2. The Club will run a first past the post-style election to elect the executive positions of VP Finance, VP Outreach, VP Social Media, VP Events.
- a. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
 - b. A final “no-confidence” option will be offered at the bottom of the ballot.
 - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
 - d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

Article VIII: Impeachment

Executive Impeachment

- 1. Grounds for impeachment of a club executive include any violation of the constitution, the governing documents of CUSA, negligence in the role, and/or failure to fulfill executive duties.
 - a. Clubs who believe that an executive member has violated the Carleton Rights or Responsibilities can issue a complaint to the Office of Student Affairs. The Office

of Student Affairs can conduct an investigation and remove a member from participating in a club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Rights and Responsibilities through their own investigation. The Office of Student Affairs is the only campus group that can remove an executive for the violation of the Student Rights and Responsibilities.

- b. Clubs who believe that an executive member has violated the Carleton Sexual Violence Policy can have the survivor submit a complaint to Equity and Inclusive Communities (EIC). The Sexual Violence Review Committee (SVRC) will conduct an investigation and has the ability to remove a member from participating in the club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Sexual Violence Policy through their own investigation. The Sexual Violence Review Committee (SVRC) is the only campus group that can remove an executive for the violation for the Sexual Violence Policy.
2. 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.
3. 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.

Member Impeachment

1. Grounds for impeachment of club members include any violation of the constitution, the governing documents of CUSA.
 - a. Clubs who believe that a member has violated the Carleton Rights or Responsibilities can issue a complaint to the Office of Student Affairs. The Office of Student Affairs can conduct an investigation and remove the member from participating in a club if necessary. The Organization cannot remove the member on the grounds of the violation of the Rights and Responsibilities through their own investigation. The Office of Student Affairs is the only campus group that can remove a member for the violation of the Student Rights and Responsibilities.
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3. 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: Dissolution

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