



**Association Name:**

- The name of the association shall be the Yemeni Student Association - Ottawa
  - Referred to as “YSA - Ottawa”

**Goals:**

- Our goal is to integrate Yemeni culture into Ottawa’s diverse community. By promoting our rich culture and showing the beauty of Yemen, we will be raising money for the humanitarian issue alongside our events.
- We aim to help our members and all students in the academic field, by organizing workshops and mentorships
- We will organize different activities and collaborate with other clubs, aiming to build a good relationship between members, students and our community. We aim to leave the world (our community) better than we found it

**Membership:**

- Any student who appreciates Yemen/ Yemeni culture is eligible for membership of the YSA - Membership is valid for one year from the beginning of the school year until the end + summer events (if a summer event is held)
  - September-August
- Membership fees are determined by vp finance
- Membership cannot be sold one month prior to elections
- Members of the YSA can vote and can run for elections

**Meetings:**

- At least one general meeting each semester
- Members should be invited to the general meeting
- At least one executive meeting bi-weekly, president should determine the date

**The Officers:**

- The officers of YSA Carleton consist of a President, Vice President, VP Finance, Event Coordinator, & Marketing Coordinator who shall be elected by members vote. The officers shall work together to achieve the association goals.

**ROLES:**

**President:**

- To provide leadership for the YSA
- To call and preside over all general meetings and executive meetings- To act as the primary spokesperson for the YSA in dealing with the organizations and clubs
- Prepare the annual budget with the VP of finance.

**Vice President:**

- To assume the duties of the president in the event of absence and to succeed the office in the event of a vacancy
- To assist the president and the officers in contacting and maintaining a good relationship with the members of the club and other students
- Ensure that all tasks are assigned with deadlines

**VP Internal:**

- Maintains execs schedule
- Ensures that the majority come to meetings
- Checks in with volunteers

**VP External:**

- Responsible for club sponsors
- Responsible for collaborating with other clubs and communities in and outside of Carleton
- Responsible for contacting the embassy / sponsors if anything is needed from them
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**VP Finance:**

- Maintains records of all financial transactions of the YSA
- Collects and deposits all funds received on behalf of the YSA under appropriate accounts in banks and financial institutions
- Submits a report at the end of the year

**VP Events:**

- Works alongside VP Marketing
- In charge of all the bookings: meeting rooms, venue, tables, etc.
- Assigns tasks to volunteers
- Writes invitations for the events

### **VP Marketing:**

- Works alongside VP Events
- Responsible for marketing any events, and selling tickets (posting on social media & having flyers / posters made if needed)
- Designs all marketing posters, social media posts, etc

### **Dissolution Procedure:**

- Upon dissolution of the organization, all assets gained through CUSA shall be returned to CUSA and all funds gained will be given to local charities in Yemen.

### **Impeachment:**

*Grounds for impeachment include any violation of the constitution, Carleton's Rights and Responsibilities, and/or failure to fulfill executive duties. Any member can bring forward a request for impeachment to any executive. Within 2 weeks of receiving this request, the executive will host a meeting, the complaint will be reviewed, a vote for impeachment with the general membership will be conducted. A simple majority will be needed to impeach the member.*

- If an executive member offends another member, they will be removed from their role
- If they miss 3 executive meeting in a row (without valid excuse, -ie: no call no show) they will be removed from their role

*Amendments to this constitution may be proposed by the active members and approved by a two-thirds ( $\frac{2}{3}$ ) vote of the active members of the organizations present at the designated meeting. Members should be notified one meeting in advance that an amendment is in question. Amendments cannot significantly change or eliminate items required for continued university recognition*