

Carleton University Tamil Student Association

Incentive:

Carleton University Tamil Student Association targets Tamil Carleton students who want to be a part of a group that aims to grow, preserve, and respect the Tamil culture. We aim to raise awareness of the Tamil culture and bring unity between the students and the culture through cultural understanding. Our purpose is to raise awareness of Tamil culture among the other cultures at Carleton University and provide support and assistance to other Tamil students across the world.

In this group, we intend to create a comfortable platform to discuss important issues specific to the Tamil community and relevant to current times in this society. We will cover different social and political topics that have become a prevalent matter for many individuals. Our objective is to create an accepting environment for the Tamil community and openly touch on topics that should be part of the culture but are not accepted by various individuals.

Potential Events

- Important dates, ex. Maveerar Naal
- Fundraisers (earn money and donate to orphanages, or schools in Sri Lanka)
- Bring educators for specific topics such as the mental health stigma, or the LGBTQ community
- Movie Nights
- Game Nights
- Cooking Nights

Roles of the Executive Team

President

- The president should be well informed of all organization activities
- Be forward thinking and committed to meeting the overall goals of this group
- Be able to work collaboratively with other members
- Ensure meetings are run efficiently and effectively
- All potential strategies and other plans run by the president
- Oversees the activities of the executive committee and board of directors;
- Establishes short- and long-range objectives and goals in conjunction with the board of directors
- Structures the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored
- Represents Carleton University Tamil Student Union by planning programs and publicity campaigns that support the Carleton and build pride among alumni

Finance Director

- Oversees club finances, collects dues, and receives other monies, e.g. proceeds from tickets
- Assists the board of directors in preparing event budgets
- Maintains and supervises club bank accounts
- Ensures that adequate budget and financial controls are maintained
- Prepares and submits financial statements to the executive committee and board of directors on a regular basis, i.e. all board meetings or at minimum quarterly
- Pays all club bills on time

Communications Coordinator

- Publicizes club activities through email, social media and the club website
- Finds ways to use technology to improve the organization's operations (e.g., communications and outreach)
- Develops and maintains club website and social media sites
- In charge of photography aspect of the club as well as the social media aspect
- In charge of all social media accounts of CUTSA

Executive Members

- Assists communications coordinator by publicizing club activities through social media
- Assists the board of directors in preparing for future events
- Attend all general meetings

CARLETON TAMIL STUDENT ASSOCIATION

CONSTITUTION



Constitution

Article I | Name of the Organization

The Organization shall be known as the Carleton University Tamil Student Association, and shall also be referred to as the CUTSA.

Article II | Purpose of the Organization

CUTSA shall create a comfortable platform to discuss important issues specific to the Tamil community and relevant to current times in this society. CUTSA will cover different social and political topics that have become a prevalent matter for many individuals. The mission is to create an accepting environment for individuals of the Tamil community and openly touch on topics that should be part of the culture but are not accepted by various individuals.

Article III | Structure

The General Membership shall be the legislative body of CUTSA and shall be composed of all members. The Executive shall be the administrative body of CUTSA and shall be composed of members who wish to run for positions.

Article IV | Membership

There shall be only one level of membership within CUTSA: general membership. The general membership shall define CUTSA and can be issued to anyone. They will be able to be involved with and better CUTSA in multiple ways. In the event that a member of CUTSA violates the CUTSA's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.

Article V | Executive

President

- The president should be well informed of all organization activities
- Be forward thinking and committed to meeting the overall goals of this group
- Be able to work collaboratively with other members
- Ensure meetings are run efficiently and effectively
- All potential strategies and other plans run by the president
- Oversees the activities of the executive committee and board of directors;
- Establishes short- and long-range objectives and goals in conjunction with the board of directors

- Structures the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored
- Represents CUTSA by planning programs and publicity campaigns that support Carleton and build pride among alumni

Vice - President Finance

- Oversees club finances, and collects dues
- Assists the board of directors in preparing event budgets
- Maintains and supervises club bank accounts
- Ensures that adequate budget and financial controls are maintained
- Prepares and submits financial statements to the executive committee and board of directors on a regular basis, i.e. all board meetings or at minimum quarterly
- Pays all club bills on time

Marketing & Graphics Team

- Prepare a plan to help market all CUTSA events
- Create Graphics and put together social media post for every even to help market it
- Edit and create marketing videos for CUTSA

Communications Team

- Publicizes club activities through email, social media and the club website
- Finds ways to use technology to improve the organization's operations (e.g., communications and outreach)
- Develops and maintains club website and social media sites
- In charge of photography aspect of the club as well as the social media aspect

Social Media Team

- Publicizes club activities through email, social media and the club website
- Finds ways to use technology to improve CUTSA's operations (e.g., communications and outreach);
- Develops and maintains CUTSA website and social media sites;
- In charge of photography aspect of CUTSA as well as the social media aspect
- In charge of all social media accounts of CUTSA

Secretary

- Ensuring meetings are effectively organized
- Take all meeting minutes and distribute them to the entire team
- Maintaining effective records and administration
- Ensure meetings adhere to procedures of the club constitution

- Managing club membership, registration and team affiliation
- Maintain appropriate records of membership and communication and club documents such as the club constitution

Executive Members

- Assists communications coordinator by publicizing club activities through social media
- Assists the president in preparing for future events
- Attend all general meetings

Article VI | Meetings

Meetings are to be scheduled weekly under the guidance of the President. A meeting will take place if there are a minimum of 10 members present. The meetings will be advertised through the role of the secretary. The meetings are open to the students of Carleton and the general public who wish to be a part of CUTSA.

Article VII | Elections

Succession Officer;

The election must be a smooth, and fair election.

The club will select a Succession Officer for elections to be run. They could be

- A member of the oversight committee
- A member of the CUSA Club office

Candidate Campaigning

Once nominations are finalized, candidates typically embark on a campaign to share their vision with the club's members. This phase is essential for members to understand the candidates' platforms and make informed choices. Key aspects of campaigning include:

Candidate Statements: Candidates often provide statements or speeches that are distributed to the members. These statements should explain their goals, qualifications, and plans for the club

Candidate Forums or Debates: Clubs may host forums where candidates can discuss their platforms and answer questions from the members. These events promote transparency and help members make informed decisions.

Past-the-post and Ranked Ballots:

Everyone must make a vote to appoint a Succession Officer, if that is not possible, then a vote in the first past the post majority will win the vote to be appointed as Succession Officer.

Students are welcome to join the club before the election and before the club application deadline.

Article VIII | Impeachment

An Executive member can be removed from their position if the President believes the member is conducting unethical behavior that can harm CUTSA in any way.

The President can be impeached if the entire executive believes that they are conducting unethical behavior that can harm CUTSA in any way.

Article IX | Amendments

An Executive member can be removed from their position if the President believes the member is conducting unethical behavior that can harm CUTSA in any way.

The President can be impeached if the entire executive believes that they are conducting unethical behavior that can harm CUTSA in any way.

Through a majority decision, the Executive Board will assess whether misconduct has taken place. In the event that misconduct is confirmed, the Executive Board will compile a report for the members, outlining their findings and suggesting appropriate actions. These actions may range from expulsion, suspension, or other less severe measures such as a reprimand, removal from a position, imposition of a fine, or the implementation of collective remedies.

The club can vote out a person for misconduct or breaking the constitution. The person will receive the outcome as the majority of the people vote for removing them out of the club.

Article X | Dissolution of the Organization

Upon dissolution of CUTSA, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to their respective parties from which assets were obtained from.