

Carleton University Somali Student Association (CUSSA)



Constitution

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Article I

Name of the Organization

The Organization shall be known as the ***Carleton University Somali Student Association***, and herein be referred to as the **CUSSA**.

Article II

Purpose of the Organization

The Carleton University Somali Student Association is dedicated to fostering a vibrant and inclusive community that celebrates Somali culture, heritage, and identity. Our mission is to connect, educate, and empower students who share an interest in Somali culture while promoting cultural understanding and global awareness.

Core Values:

1. **Cultural Celebration:** We believe in celebrating the rich and diverse cultural heritage of Somalia. We aim to share the beauty of Somali traditions, art, language, and history with the broader campus community.
2. **Inclusivity:** Our association is open to all students, irrespective of their background, who are interested in learning and appreciating Somali culture. We value diversity and actively promote inclusion.
3. **Community Engagement:** We are committed to engaging with our local and global communities through outreach, service, and cultural events. We seek to make a positive impact on our campus and beyond.
4. **Education:** We are dedicated to educating our members and the campus community about Somali culture and history, addressing stereotypes, and fostering intercultural dialogue.
5. **Empowerment:** We empower our members to be leaders, advocates, and change-makers. We provide a platform for personal growth, leadership development, and a sense of belonging.

Purpose of the Club: The purpose of the Carleton University Somali Student Association is to:

- Create a safe and welcoming space where students can connect, build friendships, and share their experiences related to Somali culture.
- Organize cultural events, workshops, and educational programs that promote a deeper understanding of Somali culture and history.

- Engage in community service and outreach initiatives that benefit both the Somali community and the broader campus community.
 - Advocate for inclusivity, diversity, and respect for all cultures, ensuring that our campus is a place where everyone feels valued and heard.
 - Collaborate with other student organizations, faculty, and staff to create a more culturally enriched and inclusive campus environment.
 - Empower our members to become leaders and ambassadors who are capable of making a positive impact in our multicultural world.
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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 elected by the General Membership.

Article IV Membership

- There shall be 1 level of membership within the organization:
 - General membership
- Membership in *CUSSA* shall be open to all, irrespective of sex, age, ethnicity or program.
- Members who joined throughout the 2023-24 academic year will be required to reapply yearly throughout their studies at Carleton.
- A membership shall be valid from the date of submission of the application form to the end of the respective academic year.
- Any and all levels of membership in *CUSSA* shall be open to those registered as Carleton University students (graduate or undergraduate).
- 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.
- *Timely notification of all Special Events & Meetings; receive all monthly newsletter; receive predetermined number of CCR stamp(s) for their attendance at events and meetings and discounts provided to members by CUSSA Sponsors.*

Section 1

General Members

Every undergraduate student who registers with their CMAIL and CU-ID through our membership form provided on our website and social media platforms, is a Member of the *CUSSA*

- Members have the right:
 - To speak on all matters pertaining to the organization;
 - To vote in all elections;
 - To seek nomination for any executive position;
 - To partake in any events of the organization (*2 minimum* to be on CCR)
 - Be informed of all general meetings, events, and the elections of the organization.

Executive Members:

- Composed of members of the elected SSA Executive Committee.
 - Entitled to members rights
- The Executive shall administer the executive affairs of the *CUSSA*.
 - Serve as the representative of Carleton Universities Somali Students.
 - Every Member of the Executive shall, in addition to the duties enumerated in this constitution, be responsible for such other duties as may be assigned by the Executive or included in the Regulations.
 - Every Member of the Executive shall include (CC) the provided *CUSSA* email account for all relevant communications and shall maintain an organized inbox for the *CUSSA* account to be passed on to future Executives.
 - The Executive may create volunteer positions through which General Members may aid in the duties of the *CUSSA*.
 - The Executive team has a duty to attend Executive meetings when scheduled, and notify the president or vice-president as soon as possible. Failure to do so, two or more times consecutively, may result in termination of position.
 - Every Member of the Executive shall be mindful of existing and potential conflicts of interest, shall disclose such conflicts and shall strive to avoid any resulting harmful impacts.

Article V Executive Positions

Role	Description
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President	<p>The President of the Carleton University Somali Student Association is the primary executive leader, responsible for guiding and representing the SSA. The President sets the overall vision and direction of the association and ensures that it operates effectively and in alignment with its mission and values. The President's role may involve a significant time commitment, especially during event planning and important decision-making periods. The President should be available to represent the SSA at various campus and community events. The President's role is central to the success of your SSA, as they provide the direction and leadership needed to realize the association's mission and values. They play a key part in fostering a strong, inclusive, and engaging community that celebrates Somali culture.</p>
Vice President	<p>The Vice President of the Carleton University Somali Student Association is the second-in-command and provides vital support to the President. This role assists in various aspects of leadership, organization, and decision-making within the SSA. The Vice President's role may involve a significant time commitment, particularly when taking on specific responsibilities or assisting with major events and initiatives. It's essential to be available to support the President and the organization as needed. The Vice President's role is instrumental in ensuring that the SSA operates effectively and that the President is well-supported in their leadership role. This position contributes to the overall success and cohesiveness of the association, helping to advance its mission and values.</p>
Finance/Treasurer	<p>The Finance/Treasurer of the Carleton University Somali Student Association is responsible for overseeing and managing the financial affairs of the SSA. This role is essential for ensuring that the association's activities and initiatives are adequately funded and that financial transparency is maintained. The Finance/Treasurer's role may require consistent time commitment to maintain financial records, budget, and provide regular financial reports. The workload may vary depending on the SSA's financial activities. The Finance/Treasurer plays a pivotal role in ensuring that the SSA</p>

	<p>operates within its financial means and can effectively fund its activities and initiatives. This role contributes to the association's stability and sustainability, ensuring that it can achieve its mission and values.</p>
<p>Co-Events Coordinator</p>	<p>The Event Coordinator of the Carleton University Somali Student Association is responsible for planning, managing, and executing events and activities that engage members, promote cultural understanding, and advance the goals of the SSA. The Event Coordinator's role may involve a significant time commitment, especially in the lead-up to and during event planning and execution. It's crucial to be flexible and available during event-related activities. The Event Coordinator is essential to the SSA's success in organizing engaging and culturally enriching events and activities. This role contributes to creating a vibrant and inclusive community that celebrates Somali culture and fosters unity and understanding among members and the broader campus community.</p>
<p>Public Relations/Marketing</p>	<p>The Public Relations/Marketing Executive of the Carleton University Somali Student Association is responsible for managing the association's public image, raising awareness about its mission and values, and promoting its events and activities to the campus and the community. The Public Relations/Marketing role may involve a consistent time commitment to maintain the SSA's online presence and manage marketing campaigns. The workload may vary depending on the SSA's marketing activities. The Public Relations/Marketing Executive is instrumental in raising awareness of the SSA's mission and activities, promoting cultural understanding, and fostering a strong sense of community both within the SSA and among the broader campus and local community. This role plays a key part in creating a positive image and attracting a diverse and engaged membership.</p>
<p>Membership Coordinator</p>	<p>The Membership Coordinator of the Carleton University Somali Student Association is responsible for building, maintaining, and engaging the SSA's membership, ensuring that it reflects the diversity</p>

	<p>and inclusivity of the organization's values. The Membership Coordinator's role may involve a consistent time commitment, especially during recruitment and orientation sessions, as well as regular communication with members. The Membership Coordinator plays a crucial role in maintaining a vibrant and inclusive SSA community that welcomes and engages students from all backgrounds. This role contributes to the success of the association by ensuring a diverse and active membership that aligns with the SSA's mission and values.</p>
<p>Community Outreach and Service Coordinator</p>	<p>The Community Outreach and Service Coordinator of the Carleton University Somali Student Association is responsible for planning, organizing, and overseeing community service and outreach initiatives. This role plays a crucial part in ensuring the SSA makes a positive impact on both the Somali community and the broader campus community. The Community Outreach and Service Coordinator's role may vary in terms of time commitment, depending on the scope and frequency of service projects and outreach initiatives. This role may require more time during event planning and execution. The Community Outreach and Service Coordinator's role is pivotal in ensuring that your SSA actively contributes to the local community and aligns with its values of community engagement, social responsibility, and advocacy for positive change. It plays a key part in creating a positive impact on both campus and local communities.</p>
<p>Social Media Manager</p>	<p>The Social Media Manager of the Carleton University Somali Student Association is responsible for the strategic planning, execution, and management of the SSA's online presence across various social media platforms. This role plays a critical part in raising awareness, connecting with members and the community, and promoting the association's values and activities. The Social Media Manager's role may require a significant time commitment, especially during event promotion and campaigns. Regular posting and engagement are essential to maintaining a strong online presence. The Social Media Manager's role is essential in ensuring that your SSA effectively communicates its values, activities, and mission to a broader</p>

	audience. It plays a key part in building a positive brand and fostering community engagement.
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Article VI Meetings

General Meetings shall:

- Be open to all members of the Organization;
- Occur at least once per semester;
- Be advertised to the Membership and will be given sufficient notice (7 days)
- Be called by the Executive;
- Follow a loose social environment where members will be able to discuss and hear reports from the Executive about upcoming plans and events.

Executive Meetings shall:

- Bi-weekly (subject to change)
 - Bi-Weekly update email (weeks with no meetings)
 - Open to Executives Only
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Article VII Elections

Nomination and Election Procedures

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 dates of the election period.
 - d. All members registered with CUSSA are considered “voting members”. All voting members shall be eligible to stand for election and to sign nomination forms for others seeking election.
 - i. Presidential candidates need to be a valid registered member for at least six months prior to nomination
 - e. Students-at-large will have the opportunity to join the club before the start of voting.
 - f. Every voter has the right to cast their ballot in private.
 - g. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
 - h. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
 - i. Timeline: Starts on August 1st
 - i. Day 1 - Announcement of campaign, voting, and results announcement dates
 - ii. Day 7- 14 Campaigning Period
 - iii. Day 15-16: Voting Period
 - iv. Day 17: End of elections
 - v. Day 18: Results announced
2. The Club will run a first past the post-style election to elect the executive positions listed Article V Executive Positions.
- 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.

Campaign Policies

- a. The designated campaign period is to last for no longer than a single week period, to which the designated one-week period slated for only campaigning will be established beforehand.
- b. Individuals campaigning for a position within CUSSA are to refrain from any form of slander, specifically any spoken words or gestures about other(s) campaigning for CUSSA.
- c. Individuals campaigning for a position within CUSSA are to refrain from any form of libel, specifically any written, printed words, pictures or any form other than spoken words or gestures about other(s) campaigning for CUSSA.

- d. It is a requirement that individuals campaigning for a position within CUSSA must refrain from spending any monetary amounts on a campaign that includes but is not limited to; posters, video production or other merchandise related to a campaign.

Elections

- a. All candidates must fill a nomination form by CUSSA.
 - i. Nomination Form: Written document outlining their goals for the position and any past experience that would aid them with the role.
 - ii. This Form also collects: First and Last Name, Carleton Email, Students Number, Program and Year.
- b. All candidates must email their requested speech, information and a photo, this information may be posted on CUSSA socials and emailed to members.
- c. Voting for the Executive positions shall be by secret ballot which will be sent to the CUSSA members.

Members: Warnings and Vacancies

A request for removal of an Executive Member must be submitted in writing to the president; this request can be submitted by any active member of the organization – this includes Executive Members

- If a member/officer is requesting to remove the president, the request for removal letter may be submitted to the president and vice president.
- Members will be asked to leave if they have had three strikes.
 - Grounds for a Strike:
 - Missing three or more executive meetings, without communication to the President or Vice President.
 - Missing three or more deadlines consecutively, without communication to the President or Vice President.
 - Exhibiting behavior that does not represent CUSSA as a CUSA Club (ie. disrespectful, discriminatory, etc.).
 - Issuing a Strike:
 - The President and Vice President will be responsible for communicating a strike.
 - The President or Vice President will hold a meeting with the individual following each strike.
 - Any member of the Executive or General Team may communicate grounds for a strike to the President or Vice President.

- The member (President or Vice President) receiving the removal request will then contact the Executive in question for removal and explain the situation to them within 14 days of the removal request being received.
- The member requesting removal will remain confidential throughout this process
 - Within two weeks after submission of removal request, a vote must be held unless voting is put off due to school events such as seasonal breaks and holidays.
 - The vote will be brought to order by the removal request's receiving members (Co-President) and members will take a secret ballot. This ballot will be tallied by the society's Co-presidents, Majority vote is needed to both Impeach Executive member and/or remove General ones. All members can vote including the member who submitted the removal request.

Disputes Between CUSSA members

11.1 Any dispute that arises between any two or more members of CUSSA shall:

- (a) Make an honest attempt at resolving the issue privately so that it will no longer affect the unity of the society
- (b) Be reported to the Presidents for a second private meeting to see if the issue can be resolved with a third party mediator.
- (c) If the issue is not resolved the members will be asked to leave CUSSA.

Article VIII Impeachment

Impeachment Proceedings

Executive Impeachment

1. Grounds for impeachment of a club executive include any violation of the constitution, the governing documents of CUSA, Carleton's Rights and Responsibilities, negligence in the role, and/or failure to fulfill executive duties.
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 a club member include any violation of the constitution, the governing documents of CUSA, Carleton's Rights and Responsibilities, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
 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. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
 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.
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Article IX Amendments

Amending the Constitution

- CUSSA Constitution shall not be amended except at an Executive Meeting and shall be by way of a vote on a show of hands in unanimous result.
 - The newly amended CUSSA Carleton Constitution shall take effect upon adjournment of said meeting.
 - Proposed amendments to CUSSA Carleton's Constitution must be approved for consideration by the Executive Team and shall be made available to all CUSSA Carleton members.
 - Any proposed amendment violating CUSSA and/or CUSA and/or Carleton University rules, policies, By-Laws or Constitutions will be dismissed from consideration.
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Article X Dissolution

Dissolution of CUSSA

1. CUSSA shall be dissolved:
 - a. by way of receipt of a written petition requesting the dissolution of CUSSA; such a petition must clearly outline all evidence and reasoning resulting in the request for dissolution and must also be signed by three-quarters of all voting CUSSA members;
 - b. by way of written order from CUSA outlining reasons for this request for dissolution.
2. Upon dissolution, the President shall direct that the financial assets of said Society be delivered forthwith to the CUSA Finance Commissioner; and that all records of CUSSA should be sent to the founding members for safe-keeping, and until such time as CUSSA should re-constitute.

END OF DOCUMENT