

AFRICAN STUDENT ASSOCIATION OF CONCORDIA CONSTITUTION

Ratified by Membership on 10/03/2023

Article I: Name

- 1.1. African Student Association of Concordia, also referred to hereinafter as the Club.

Article II: Objective

- 2.1. The Club's mandate shall be to *become a haven for international African students and those of the diaspora. We value inclusivity and welcome all students to our community regardless of race, creed, or color. Through a range of cultural shows, conferences, and socials, we aim to uplift and embolden students to be part of an eclectic community that exemplifies its core values of scholarship, empowerment, and unity.*

Code of Conduct

- 2.1.1. The Club shall carry forth its mandate from an intersectional, anti-colonial, and anti-oppressive standpoint.
- 2.1.2. Equal respect shall be given to all members, regardless of position.
- 2.1.3. No member shall make personal profit from the Club.
- 2.1.4. The Club shall be subjected to both the Concordia Student Union Code of Conduct and Concordia's Code of Rights and Responsibilities

Article III: Membership

- 3.1. Membership in the Club is open to all, without restriction on the grounds of race, ethnicity, language, religion, sex, gender, sexual orientation, disability, faculty of study, age, and/or socioeconomic status.
- 3.2. Only currently registered undergraduate students are eligible to hold voting privileges and to be elected as officers.
- 3.3. Associate non-voting membership is open to all others.

Article IV: Officers

- 3.1. *The Executive Committee (EC) shall administer the Club and oversee its events.*
- 3.2. *The EC is composed of the following portfolios*
 - 3.2.1. *President;*
 - 3.2.2. *Executive Vice President;*
 - 3.2.3. *Vice President of Administration;*

- 3.2.4. *Vice President of External Affairs;*
- 3.2.5. *Vice President of Internal Affairs;*
- 3.2.6. *Vice President of Finance;*
- 3.2.7. *Vice President of Communications;*
- 3.2.8. *Vice President of IT and Operations;*
- 3.2.9. *Vice Presidents of Outreach – SGW Campus;*
- 3.2.10. *Vice Presidents of Outreach – Loyola Campus;*
- 3.2.11. *Director of Graphic Design;*
- 3.2.12. *Director of Multimedia Production;*
- 3.2.13. *Director of Research and Analytics.*
- 3.3. *The EC shall meet on a weekly basis during the academic year.*
- 3.4. *Quorum for meetings of the EC shall be 50% + 1.*

Article V: Portfolios

- 5.1. *The President shall:*
 - 5.1.1. *Be the chief executive officer, chief representative, and chief spokesperson of the Club.*
 - 5.1.2. *Oversee all aspects of the Club.*
 - 5.1.3. *Ensure the smooth running of the Club through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the Club mandate.*
 - 5.1.4. *Chair all EC meetings.*
 - 5.1.5. *May cast the deciding vote in the event of an EC deadlock.*
 - 5.1.6. *Co-sign all financial transactions with the Vice President of Finance.*
 - 5.1.7. *Co-sign the booking of spaces with the Vice President of Administration.*
- 5.2. *The Executive Vice President shall:*
 - 5.2.1. *Co-chair all EC meetings with the President.*
 - 5.2.2. *Assume the office of the President should it become vacant. If the EVP refuses to assume the presidency, then they must resign from office.*
 - 5.2.3. *Represent the President in as much as the President has delegated such authority to the EVP.*
 - 5.2.4. *Enforce section 9.2 - Officers who fail to present or uphold their duties will be given up to three official warnings, carried out by the Executive Vice President.*
 - 5.2.5. *Oversee the fairness of the election process along with the President.*
- 5.3. *Vice President of Administration shall:*
 - 5.3.1. *Be responsible for the keeping of all records of the Association (including meetings).*
 - 5.3.2. *Record minutes at all meetings.*
 - 5.3.3. *Ensure that a copy of the Constitution and other regulations are always available during official Executive or General Meetings.*
 - 5.3.4. *Complete ad hoc tasks as delegated by the President or Vice President.*

5.3.5. *Be responsible for booking and arranging meeting rooms, organizing, and obtaining refreshments, and drafting agendas for general meetings.*

5.4. *The Vice President of External Affairs shall:*

5.4.1. *Be the primary liaison between the Association and other bodies outside of the University.*

5.4.2. *Be responsible for initiating, actively seek and contact potential speakers for the Speaker Series, and sponsors for events.*

5.4.3. *Actively seek collaborations with other universities.*

5.4.4. *Seek opportunities for students outside of the University including but not limited to scholarships, events, call for submissions, social movements, internships, etc.*

5.4.5. *Hiring external staff for events (photographers/videographers, catering, etc.)*

5.4.6. *Find external venues to host events.*

5.5. *The Vice President of Internal Affairs shall:*

5.5.1. *Be responsible for communication within the EC and with the CSU.*

5.5.2. *Seek internship, volunteering, competition, and conferences opportunities. In doing so, the VP Internal shall contact faculty members of different departments or Associations and Councils in the University.*

5.6. *The Vice President of Finance shall:*

5.6.1. *Oversee and coordinate funding for the programming of the activities and events of the club.*

5.6.2. *Co-sign all financial transactions with the President.*

5.6.3. *Maintain a balanced budget of expenditures and revenues.*

5.6.4. *Organize fundraisers for the association.*

5.6.5. *Ensure the funding and financial stability of the club.*

5.6.6. *Keep track of the club budget as well as all financial transactions and receipts.*

5.6.7. *Establish external sponsorship relationships.*

5.7. *The Vice President of Communications shall:*

5.7.1. *Lead a team consisting of: Director of Graphic Design, Director of Multimedia Production, and Director of Research and Analytics.*

5.7.2. *Be responsible for all marketing content, including, but not limited to newsletters, posting calendar, updating the ASAC website and the social media content – LinkedIn, Facebook, Instagram, and Twitter.*

5.7.3. *Create a posting schedule for each event including posters, stories, reels, tiktoks, etc.*

5.7.4. *Create all ASAC Events social media postings no longer than 10 business days after the event.*

5.7.5. *Set targeted social media growth objectives and KPIs to keep track of progress. Create new strategies if targets are not met.*

5.8. *The Vice President of IT and Operations shall:*

- 5.8.1. *Plan the logistics of the association's events.*
- 5.8.2. *Oversee and coordinate the programming of activities and events of the club.*
- 5.8.3. *Take charge of each event's technical requirements, including, but not limited to ticketing, technical equipment (sound, lighting, etc.)*

5.9. *The Vice Presidents of Outreach shall:*

- 5.9.1. *Engage with the student body of their respective campuses (Loyola and SGW) to raise awareness of services rendered by ASAC and increase social media following organically.*
- 5.9.2. *Delegate/oversee a team of ambassadors to table at each campus on a consistent basis.*
- 5.9.3. *Spearhead small campus initiatives to gain traction among students.*
- 5.9.4. *Set targeted social media growth objectives and KPIs to keep track of progress.*
- 5.9.5. *Give a bi-weekly progress report to the Vice President to determine whether new strategies are functioning.*

5.10. *Director of Graphic Design:*

- 5.10.1. *Create graphics including illustrations, logos, layouts and photos for all social media outlets.*
- 5.10.2. *Assist with graphic creation for weekly newsletter.*

5.11. *Director of Multimedia Production:*

- 5.11.1. *Create video content including but not limited to: Tiktok, Youtube, Reels.*
- 5.11.2. *Equipment rental for events – videography, photography equipment, lighting, etc.*

5.12. *Director of Research and Analytics:*

- 5.12.1. *Research content for newsletter.*
- 5.12.2. *Gather event statistics from VP IT & Operations for marketing purposes: demographics, number of attendees, trends.*

Article VI: Finances

- 6.1. The Club will not charge a membership fee.
- 6.2. The Executive Committee will appoint two officers who will be the club's signing officers and sign off on all expenses.
- 6.3. The Club will deposit any proceeds into their internal account at the CSU.
- 6.4. The Club will not accrue expenses until the club's annual budget is approved by the Clubs and Space Committee.
 - 6.4.1. Members who do so may have to pay for such expenses out-of-pocket.
- 6.5. All reimbursements for expenses outlined in the club's annual budget will be submitted before May 15th.

Article VII: General & Special Meetings

- 7.1. *Regular Executive and General Meetings shall be held throughout the Fall and Winter terms.*
- 7.2. *The Club's membership must receive notice at least 5 days ahead of a General Meeting.*
- 7.3. *Special Meetings may be called at any time deemed necessary by the Executive Committee.*
- 7.4. *The Club's membership must receive notice at least 1 day ahead of a Special Meeting.*
- 7.5. *A General Meeting must be held in April for the purpose of electing new members to the Executive Committee.*
- 7.6. *50% +1 of the Executive Committee must be present for there to be quorum.*

Article VIII: Elections

For this section, the Executive Committee members shall be segregated into 4 different levels:

President – Level 4, Executive Vice President – Level 3, remaining VPs – Level 2, Directors – Level 1.

- 8.1. *Members must have served on the Executive Committee for at least 1 year to be eligible for the office of President or Executive Vice President.*
- 8.2. *Members of the Executive Committee may not occupy a role for 2 consecutive years except in the following cases:*
 - 8.2.1. *To move up in ranking*
 - 8.2.1.1. *Level 1 executives may only run for VP roles (excluding Executive Vice President).*
 - 8.2.1.2. *Level 2 executives may only run for the office of President or Executive Vice President.*
 - 8.2.1.3. *Level 3 executives may only run for the office of President.*
 - 8.2.1.4. *The President may not run in the following year – unless as specified in section the following section.*
 - 8.2.2. *In the advent that no current Executive Committee member chooses to run for President or Executive Vice President, candidates will be nominated in the following order:*
 - 8.2.2.1. *Executive Committee members who served in the previous 2 years.*
 - 8.2.2.2. *Current registered ambassadors.*
 - 8.2.2.3. *If the previous two options are inconclusive, the current President may reapply.*
 - 8.2.2.4. *If the President does not wish to reapply, a general ASAC member may nominate themselves for that office.*
- 8.3. *Executive Committee members may not run for a level inferior to the one they occupied in the previous year.*
- 8.4. *Upon taking one full gap year from their Executive Committee mandate, former EC members may reapply to any available role through the general election process.*
- 8.5. *Elections are to be held before April 30 during the General Meeting called for this purpose.*
- 8.6. *Elections for the office of President or Executive Vice President must adhere to the following guidelines:*
 - 8.6.1. *Candidates are to submit the application within the allotted deadline.*
 - 8.6.2. *The applications will be reviewed by the current President and Executive Vice President to ensure its completeness and accuracy of information.*

- 8.6.2.1. *Any misinformation or misleading statements in the application may result in the candidate's disqualification at the President and Executive Vice President's mutual accord.*
- 8.6.3. *Candidates will be selected on a point tallying system:*
- 8.6.3.1. *Each executive member's vote counts for one point.*
- 8.6.3.2. *The candidates will present their application at the general election meeting, where general members will vote for their preferred candidate.*
- 8.6.3.3. *The candidate with the majority vote will get an additional three points in their favor.*
- 8.6.3.4. *The candidate with the most point tallied points at the end of the election period will be the next elected President or Executive Vice President.*
- 8.7. *The Election Process for Level 1 positions must adhere to the following guidelines:*
- 8.7.1. *The General Members will be given a window of time to submit their applications and resumes – late/incomplete submissions may be disqualified as per the Executive Committee's discretion.*
- 8.7.2. *Candidates will be selected by the Executive Committee through a merit-based interview process.*
- 8.7.3. *Candidates will be presented as the official new Executive Committee at the General Meeting.*

Article IX: Replacement & Impeachment Procedures

- 9.1. Officers can be impeached from their positions for failing to perform their assigned duties.
- 9.2. Officers may also be impeached for failing to present themselves at more than [3] Regular Meetings or [3] Executive Meetings without proper reason.
- 9.3. Officers who fail to present or uphold their duties will be given up to three official warnings, carried out by the President, or the Executive Vice President.
- 9.4. An Officer who has received three official warnings and continues to fail to perform their assigned duties or to present themselves at meetings of the Club may be brought to an impeachment vote at the following duly convened General Meeting of the Club.

Article XI: Constitutional Amendment Procedure

- 1.1. The Club's constitution can be amended at a General or Special Meeting by majority vote of the membership present at the meeting.
- 1.2. [3] days' notice must be given when a constitutional amendment is to be considered at a Club meeting.
- 1.3. Any amendments to the Club's constitution will be communicated to the CSU Clubs Department and is subject to approval by the CSU Clubs and Space Committee at its next duly convened meeting.

Article XII: Disputes & Appeals

- 12.1. Any disputes and appeals within club members or concerning the club constitution will be referred to the CSU Judicial Board for ruling.

Article XIII: CSU Policies

- 13.1. Where items are not defined in this constitution or there are inconsistencies with the CSU's By-Laws, regulations, and policies, the CSU's By-Laws, regulations, and policies shall take effect.