ASIAN CANADIANS ASSOCIATION CARLETON CONSTITUTION

Updated January 20, 2025

We, the members of Asian Canadians Association Carleton, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our club. We recognize and acknowledge that our club operates on unceded and unsurrendered Algonquin Anishinaabe territory.

Article I - Name of the Organization

1.1 The Organization shall be named the Asian Canadians Association Carleton, hereafter referred to as ACAC. This organization will use either Asian Canadians Association Carleton or ACAC in all publicity materials and correspondence.

Article II - Purpose of the Organization

2.1 The organization shall work towards creating a social community on campus dedicated towards creating inclusive and unique events both on and off campus to engage students.

2.2 The organization will encourage awareness and discussion surrounding Asian Canadian experiences and issues. Asian Canadian experiences and issues may be experiences that are unique or disproportionately affect individuals of Asian ancestry living on Turtle Island ("North America"). These experiences and issues may be in regard to media, the workplace, in leisure, and society at large. Individuals of Asian ancestry explicitly includes individuals whose ancestors originated from the continent of Asia, and includes Indigenous, multi-racial, and Black Asian individuals.

2.3 The organization shall host both educational, social, and cultural events both on and off campus which center Asian Canadian experiences. These events may include documentary showings, guest speakers, restaurant outings, potlucks and galas.

2.4 The organization welcomes students and individuals from all backgrounds, regardless of ancestry, who are interested in learning more about Asian Canadian experiences and culture(s) to its events.

Article III Structure

3.1 ACAC shall have a general membership and an Executive team.
3.2 The General Membership shall be the legislative body of the organization and shall be composed of members.

3.3 The Executive team shall be the Administrative body of the organization and shall be composed of those elected or appointed members of ACAC.

Article IV Membership

4.1 Membership is granted to all individuals registered as students at Carleton University who meet one of the following criteria:
- They have registered and attended at least one ACAC event during the school year, or
- They have purchased a membership card.

4.2 Membership in the organization shall be valid for the current school year.

4.3 All students registered at Carleton University are eligible for membership, regardless of ethnicity or ancestral background.

Article V - Executive

5.1 The executive team shall have 1 President.

5.2 The President shall:
- Lead the executive team in facilitating and managing all events and activities.
- Support executive members in their individual responsibilities.
- Work to create new goals for the club.
- Improve club's membership and reach.
- Lead and direct meetings.
- Act as the face of the club – attend club events, promote the club.
- Ensure accountability and responsibility of ACAC.
- Hold final authority on all decisions related to the club.
- Serve as a Signing Authority along with the VP Finance.

5.3 The VP Internal shall:
- Assume the responsibilities of the President in the event that the President is unable to fulfill their duties.
- Handle executive affairs and book rooms for meetings and events.
- Maintain and organize the club's cloud storage.
- Relay information between departments and the President.
- Review and update the club constitution.
- Attend executive meetings, VP meetings, events, and other necessary meetings.

5.4 The VP Finance shall:
- Draft and regulate the annual budget.
- Keep a log of all transactions throughout the year on a Google or Excel sheet.
- Handle all funds raised by the club.
- Complete Fall, Winter and Summer funding forms.
- Act as the bank account Signing Authority.

- Act as ACAC's debit card holder.
- Communicate with the bank shall there be any discrepancies or problems. 5.5.8 Reimburse executives who make purchases for club matters.
- Keep in constant communication with the President.
- Collaborate with VP Events to create a budget for each event.

5.5 The VP Events shall:
- Lead the Events team.
- Schedule, plan, and lead Events team meetings as needed.
- Complete the necessary forms and documents prior to the event (eg. Risk Management and Safety).
- Create event feedback forms.
- Plan event logistics (Eg. Activities, presentations, itineraries…).
- Keep in communication with the President.
- Collaborate with VP External for potential collaboration events with other student clubs.
- Collaborate with VP Finance to ensure event costs stay within the allocated budget. Collaborate with VP Marketing to ensure that events are effectively promoted.

5.6 The VP External shall:
- Contact local businesses to be potential partners/sponsors.
- Develop sponsorship packages for memberships.
- Communicate with partnered organizations.
- Reach out to other student clubs at Carleton University and the University of Ottawa for potential collaboration events.
- Keep in constant communication with the President.
- Collaborate with VP Marketing to ensure that partners/sponsors get marketed on ACAC social media accounts.

5.8 The VP Marketing shall:
- Lead the Marketing team.
- Manage the club's social media accounts: Discord, Instagram, TikTok. Respond to DM inquiries on Instagram.
- Approve all publications and content prior to publishing.
- Create captions for every piece of content published.
- Keep up with Asian news and events to repost to the ACAC Instagram. Responsible for Instagram story reposts.
- Keep in constant communication with the President.
- Collaborate with the VP Events to ensure events are well promoted.
- Collaborate with the VP External to ensure partners/sponsors are marketed on social media accounts.

<u>Article VI - Executive Meetings</u>

Meetings of the General Membership

6.1 Meetings of the General Membership can be called:

6.1.1 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;

6.1.2 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

6.1.3 At the request of any five members of ACAC.

6.2 A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.

6.3 Quorum of the General Membership

6.3.1 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

6.4 Full team meetings and VP meetings shall be held at the discretion of the President.

6.4.1 At least 3 executive members must be present to constitute an executive quorum.

6.4.2 The frequency of meetings may vary depending on need; however, a minimum of one meeting a month is required.

6.5 Departmental team meetings (External, Events, Marketing team) will occur when necessary, at the discretion of the President and/or the VPs.

6.6 All executive members are expected to attend every executive team meeting. The President and all VPs are expected to attend every VP meeting.

6.6.1 If an executive member cannot attend a mandatory meeting, they must notify the VP Internal at least 24 hours beforehand.

Article VII - Executive Elections and Appointment

7.1 Executive Elections

7.1.1 All executive positions in ACAC will be chosen via an election at the end of the winter semester.

7.1.2 Only members having served at least one year on the executive team within a two-year timeframe from the date of succession are eligible to run for the positions of President.

7.1.3 Presidential elections shall be conducted through CUSA's Simply Voting platform. Voting will be conducted through a first-past-the-post majority.

7.1.4 The ACAC Executive members will appoint a Succession Officer to run elections for the Club. The Succession Officer will be appointed on a consensus basis by the Executive team. When that is not possible, a recorded vote in a first past the

post majority or plurality vote winner will be appointed as the Succession Officer.

7.1.5 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.

7.2 Voter Eligibility

7.2.1 Registered members who have attended at least 1 event during the same academic year are eligible to vote in the elections.

7.2.2 Membership cardholders of the same academic year are also eligible to vote in the elections.

Article VIII – Resignation and Impeachment

8.1 Executive members may resign from their position throughout the year due to extenuating circumstances, provided that the ACAC President is promptly notified.

8.2 Impeachment Procedure

8.2.1 To remove a member, ACAC will first consult the CUSA Clubs Membership Removal Committee. The CUSA Clubs Membership Removal Committee will advise on the next steps for the club. Should the CUSA Membership Removal Committee advises that the club proceed with membership removal, the following steps will take place:

Executive Impeachment

8.2.2 Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interest of the clubs and its members, and/or failure to fulfill executive duties.

8.2.3 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.

8.2.4 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.

Membership Impeachment:

8.2.5 Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.

8.2.6 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 person accused shall be given time to speak.

8.2.7 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

9.1 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.

9.2 A simple majority will be required to adopt the new amendment.

Article X Dissolution

10.1 Upon dissolution of ACAC all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to Asian Canadians Together (ACT) to end Racism.