

THE UNIVERSITY OF WATERLOO AFRICAN STUDENTS ASSOCIATION

Article I: Name

The name of this organization shall be the University of Waterloo African Students' Association - hereafter called UWASA.

Statement of Independence

This club is not an agent or representative of the Federation of students and its views and actions in no way represent the Federation of students.

Article II: Purpose

The purpose of this association is as follows:

1. Building community:
To foster an environment for people to belong.
To build African awareness and pride in people as global citizens.
2. Creating responsibility:
To inspire our immediate community with African culture and values.
To inspire members to make a difference.

Mission

EDUCATE

our community on the potential and hope that our great continent holds.

EMPOWER

individuals to assume responsibility in their community to bring about positive change.

ENTERTAIN

with the beautiful and vibrant African culture.

Article III: Affiliation

This association will be affiliated with the Laurier African Students Association (LASA) and the University of Waterloo Somali Students Association.

Article IV: Membership

1. Each term, the dues (\$5/term, \$7/two terms, \$10/3 terms) will be collected at the term's Clubs and Societies Days and at the first General Body Meeting. Afterwards, students must either arrange with an Executive to pay their membership or pay at a UWASA event.
2. Each member will be given a membership card for the purpose of identification and qualification for discounts at club events.
3. Executive majority will be undergraduates. Only undergraduates and graduate students will be allowed to vote and be voted for.

Membership in the association will fall into three levels.

Section 4.1.

1. Full Active Member

- A. Full Active member shall be any student of the University of Waterloo in school or on co-op during the term.
- B. Full Active member shall punctually pay membership dues and thereafter be added to the list of Paid Members on the UWASA Website
- C. Full Active member may be elected into the UWASA executive committee.
- D. Full Active member may participate in any voting procedures.

2. Full Inactive member

- A. Full Inactive member shall be any student of Wilfrid Laurier University .
- B. A Full Inactive Member shall punctually pay membership dues and thereafter be added to the list of Paid Members on the UWASA Website
- C. Full Inactive Members are eligible for all membership rights as listed in constitution excluding the rights to vote during any election or impeachment process and be voted for to be apart of the Executive Team.

Article V: Executive Committee

The executive committee shall be the governing body of the association.

It will consist of the following positions:

1. President
2. Vice President Internal

3. Vice President External
4. Administrative Director
5. Finance Director
6. Creative Director
7. Events Coordinator
8. Secretary
9. Marketing Director
10. Technical Director
11. First Year Representative
12. Traces Representative
13. UW Somali Students Association

Section 5.1. Executives

1. An officer may not serve in the same capacity for more than two consecutive terms of office (The term of office will be one academic year and the officer must be re-elected in order to serve again).
2. Each officer must pay their entire membership dues at the beginning of their term in office.
3. Each officer must attend all UWASA meetings in person unless on a co-op term outside of the Kitchener-Waterloo region or have extenuating circumstances that will be approved by the President to allow them to miss a meeting
4. Each officer must attend UWASA events unless on a co-op term outside of the Kitchener-Waterloo region or have extenuating circumstances that will be approved by the President to allow them to miss a meeting

Section 5.2. Executive duties

1. **President**
 - A. To be the official representative of the association;
 - B. To convene and preside over all general and executive meetings;
 - C. To delegate work within the executive body where necessary;
 - D. To appoint an interim officer in the case of a vacancy created due to an officer's inability to complete term of office, until the general assembly fills the post;
 - E. Overseeing all activities of the club;
 - F. Ensuring all executives fulfil their responsibilities;
 - G. Maintaining the friendly atmosphere among the executives and club members through conflict resolution;
 - H. Fill out club packages;

- I. In charge of presenting to the executive team potential senior advisors to be deliberated on;
- J. To be a co-signatory on the association's bank account;
- K. Create Agendas for next meeting to be discussed
- L. Must have experience as a UWASA executive for at least one term

2. Vice-Presidents Internal

- A. To assume all of the President's duties without election due to absence or vacancy of the president's post;
- B. To assist the President in carrying out his/her duties;
- C. To be a co-signatory on the association's bank account;
- D. Represent UWASA in UW Somali Student Association (UWSSA) Executive meetings or appoint a UWASA Full Active Member to do so if agreed upon by the UWASA Executive body
- E. Manages the Secretary, Administrative, Finance Directors and the SSA Representative

3. Vice- President External

- A. To assume all the President's duties without election due to absence or vacancy of the president's post;
- B. To assist the President in carrying out his/her duties;
- C. Manages the Marketing, Technical, Creative, and Events directors

4. Administrative Director

- A. Maintain club's connection to FEDS; and
- B. To oversee the administration of the club and inform the executive on the right procedures to undertake e.g. running events, sponsorship letters, contracts etc.

5. Financial Director

- A. To maintain all financial records and transactions of UWASA and make all required payments;
- B. To collect dues from members and encourage members to submit dues each term;
- C. To be a co-signatory on the association's bank account;
- D. To be fully accountable to the executive committee and general assembly for all the association's funds;
- E. To present a financial report at the last general assembly

meeting of the year;

- F. To brainstorm, plan and supervise the implementation of club fundraising events, and
- G. Maintain a documentation for all members (Membership List).

6. Events Coordinator

- A. Implements ideas presented by the Creative Director as well as members of the club;
- B. In charge of planning and execution of events
- C. Weighs the pros and cons of events and activities and advices on how to go about them;
- D. Connecting with people (within and outside the club) to acquire resources needed for smooth running of plausible events; and
- E. To make sure all organized events are a balanced mix of UWASA's mission to Educate, Entertain and Empower.

7. Creative Director

- A. To come up with social and cultural events;
- B. Works directly with VP External/Events Coordinator;
- C. In charge of planning and execution of events (affordability, creativity etc.) along with the Events Coordinator;
- D. Expected to present lots of ideas, and solicit ideas from members as well, to create a vibrant atmosphere in the Club; and
- E. To make sure all organized events are a balanced mix of UWASA's mission to Educate, Entertain and Empower.

8. Secretary

- A. To keep a record of all proceedings at the association's executive meetings and general assembly;
- B. To communicate all upcoming events to the association through email to members and announcements at the general assembly;
- C. To prepare the official documents of the association;
- D. Responsible for supervision of the use of the UWASA email address;
- E. Next in charge when the President and VP's are not present; and
- F. Read over the Agenda for each meeting beforehand and add any missing information needed to be discussed.

9. Marketing Director

- A. To provide communication, advice and feedback between the executives and external bodies;
- B. To inform the public of the association's events;
- C. To keep a constant and engaging online presence on behalf of the association;
- D. Responsible for maintaining the association's Facebook, Twitter, Instagram, Snapchat and other social media accounts

10. Technical Director

- A. Responsible for maintaining the association's Website including uploading pictures and other files relating to the association;
- B. Acts as a webmaster for the UWASA website. He/she may appoint a webmaster if necessary; and
- C. Responsible for creating posters and other advertisements relating to the association and its events. He/she may appoint a graphic designer to help/take over this job if necessary

11. First year representative

- A. Clubs connection to all first years in both the African and Non-African community;
- B. Bridging the gap between the first years and the seniors in terms of academics, mentorship etc; and
- C. Expected to host at least 2 events every term (Fall and Winter) catered to first year students to help integrate them into the association and the the post-secondary school life

12. Traces Representative

- A. Must have previous experience with Traces (either as a Cast or Committee Member or a previous UWASA Executive)
- B. Represent the Traces Committee (TC) in UWASA Executive meetings;
- C. Expected to attend at least one FEDS Exec Training meeting during their term;
- D. This officer will be elected during the UWASA elections
- E. This individual will be in charge of the entire Traces Committee and oversee all operations concerning TC
- F. Expected to keep track of all four committees (Creativity, Public Relations, Finance and Logistics) by being the main line of communication between all four committees

- G. Must get weekly updates from each Committee
- H. Is responsible for making sure tasks are assigned and completed by each TC member
- I. Must fill in for any absent TC heads at meetings or find a permanent replacement if need be
- J. Must hold at least two Traces Committee meetings each term whereas the majority of members are present

13. University of Waterloo Somali Students Association

- K. Represent UWSSA in UWASA Executive meetings and update UWASA Executives on UWSSA plans/meeting discussions;
- L. Responsible for attending all UWASA and UWSSA Executive meetings;
- M. Expected to attend at least one Exec Training meeting during their term;
- N. To be a co-signatory on UWSSA's bank account;
- O. This officer will be elected/appointed during the SSA elections but must be picked by the end of the UWASA Voting period.

Article VI: Meetings

1. General body meetings will convene at least once every term on a date set by the executive team.
2. The quorum for each general body meeting is 20% of club members.
3. Executive meetings will take place on a weekly basis or at the discretion of the executive team.

Article VII: Elections

1. Each executive tenure lasts from April to March the following year with the elections for the new executive team happening at the end of this tenure.
2. One may be nominated by fellow members of the association or present themselves and express interest for one of the executive positions and explain why.
3. All club members must be notified at least one week in advance of the meeting where executive elections will take place via the club mailing list and club social media.
4. In the case of a tie, an immediate re-vote will occur.
5. In the case of a tie that happens twice for a position other than First Year Rep, the current Executive body will vote to break the tie. If the tie occurs during the yearly elections at the end of March when leadership

positions are changing, both the outgoing and incoming Executives will vote to break the tie.

6. If a tie occurs for the First Year Rep election twice in a row, the current Executive body will vote to break the tie.
7. In the case of a vacancy after first voting period, it will be up to the Current Executive Team to host the another voting period by announcing it via social media and a mass email sent to members OR to host another General Body Meeting whereas those running for the role will express their interest in the role, a Question and Answer period will be held, followed by the re-opening of the online voting polls.
8. Nominees who run unopposed have to get majority votes to be placed in office.
9. Valid votes will be defined as votes casted by a Full Active Member during the voting period. Any votes casted after the announced voting period time has ended or votes casted by anyone who is not a Full Active Member will be counted as “spoilt” and invalid.
10. Nominees should make themselves present at least 10 mins before electoral process, and provide notice of absence via email to the executive team if unable to be present.
11. The outgoing president will announce new executive team members within 24 hours after the voting polls have closed via an email to the members and through the association’s social media.
12. Those running for executive positions must pay their membership dues before running for a post.
13. Only Full Active Members are allowed to vote.

Article VIII: Signing Officers

The three signing officers for the club will be:

1. President
2. Vice President Internal
3. Financial Director

They will have sole signing authority over the club. In the absence of the executive officers above, executives who are present have the signing authority over the club.

Article IX: Senior Advisor

1. The association is entitled to a senior advisor who will offer advice to

the association, run elections and assist in organizing some events. The Executive body will appoint this individual if interest is shown and there is an agreed need for one.

2. The senior advisor may be a University of Waterloo faculty member, graduate student or a member of the alumni.
3. Must be present for at least one general meeting in a school term.
4. The senior advisor must be an active participating member and dedicated to the cause of the association.
5. In case of an impeachment, the senior advisor will receive the secret votes at the end of the question period.
6. In the absence of a senior advisor, the executive team takes over the duties of the senior advisor.
7. If the Senior advisor is a faculty member, he/she can not vote or be voted for any executive position.

Article X: Impeachments and Disciplinary procedures

1. A movement to impeach an executive officer may be made by any executive officer or by petition of at least five Full Active Members on the grounds of negligence and club misrepresentation.
2. When the motion is made, the Clubs Manager will be informed. A general meeting will be called as soon as is reasonably possible. No club funds will be spent and no events will hold until the issue is resolved.
3. At the impeachment meeting, the person or persons that initiated the process will state their case. Afterwards, the officer under impeachment will have the opportunity to reply.
4. There will be a question period after which the senior advisor (and in the absence of this position the President or another Executive member) or a designated member who is neither the initiator nor the subject of the impeachment will take a vote.
5. The vote will be by yes/no secret ballot ('YES' meaning the voter supports the impeachment, 'NO' meaning the voter does not support the impeachment).
6. Only those who are Full Active Members will be allowed to attend the impeachment meeting and allowed to vote.
7. If at least two thirds of the votes are for the impeachment, the officer will immediately be stripped of his or her position. The remaining Executive body may choose to call an immediate by-election to replace that officer.

Article XI: Amendments

1. Any Active Participating Member (including Executives) can submit a proposal for an amendment to the constitution **via email**.
2. The proposed amendment shall be read at the following Executive Meeting whereas all members are present (whether in person or on-line).
3. A decision about the amendment will be made by the end of the Executive meeting and added to the constitution.
4. The President will be responsible for the necessary changes that need to be made to the constitution and will send the amended constitution to IAC.
5. Once the amended constitution is approved by IAC, it must be uploaded to the association's Website, publicized on the association's social media accounts and members must be notified of it at the following association's event.

Article XII: University of Waterloo Somali Students Association

1. The name of this organization shall be the University of Waterloo Somali Students Association - hereafter called UWSSA.
2. **Statement of Independence:** This association is a sub-club underneath the University of Waterloo African Student' Association and is therefore an affiliate.
3. This sub-club is not an agent or representative of the Federation of students and its views and actions in no way represent the Federation of Students.
4. SSA will run as it's own club underneath UWASA, with it's own Executive body elected via the terms outlined in the SSA constitution
5. SSA is entitled to host its own events, books rooms and Student Life Centre Market Place booth days and engage in any other entitlements clubs under the University of Waterloo Federation of Students are subjected to.
6. **Election:** SSA must appoint or vote in a SSA representative to be on the UWASA Executive Body. This individual must be selected by the end of each UWASA Executive election period each year.
7. **Accounting:** SSA is entitled to three signing officers who are SSA Executives but one of the signing authorities must be the SSA

representative on the UWASA Executive team.

8. All SSA cheque request forms must be approved via initials of one of the three UWASA signing authorities.
9. **Membership:** UWASA Full Active Members (FAM) will also be SSA members by default, however, SSA members (including Executives) will not be UWASA FAM unless they fulfill all the requirements of a UWASA FAM.
10. **Impeachment and Disciplinary:** In the event that a movement to impeach the SSA representative, the situation will be handled by the UWSSA according to their Constitution and notify UWASA Executives when a decision has been made.
11. **Amendments:** UWSSA should notify UWASA Executives via email of any amendments made to their constitution.