



# CONSTITUTION

## IRANIAN STUDENT ASSOCIATION AT YORK

### ARTICLE 1 – NAME

The name of the organization is IRANIAN STUDENT ASSOCIATION AT YORK UNIVERSITY, here after referred to as ISAYU.

### ARTICLE 2 – PURPOSE

**Section I)** ISAYU is a social and cultural organization committed to promoting the colourful Persian heritage; its rich language, unique art, diverse population and extraordinary history.

**Section II)** ISAYU will attempt to accomplish the subsequent goals by the following means:

- a) Meetings
- b) Cultural Events
- c) Social Activities
- d) Fundraising
- e) Organized Sport Activities
- f) And other activities as may seem appropriate and desirable.

**Section III)** In addition, ISAYU will try to create a sense of unity within York University and the Iranian community.

**Section IV)** ISAYU will try to focus a great deal on the promotion and education of the Iranian culture within the multicultural community of York University.

**Section V)** To help Iranian students with adjustments and adoptions to the new environment.

### ARTICLE 3 – ETHICS

The ethics of this association is to form a non-political organization and to promote the maintenance of the Iranian culture and tradition.

### ARTICLE 4 – MEMBERSHIP CRITERIA

#### A) Ordinary Members:

Ordinary membership shall be open to all students of York University upon payment of the membership fee which will be determined by the executive members at the beginning of each year.

**B) Board Members:**

Board membership will be given to ISAYU volunteers who hold office hours, which will be determined by the executive members at the beginning of each year. They also help out the executives when needed.

**C) Honorary Members:**

The executive members shall reserve the right to award honorary membership to:

- a) York University professors, staff and faculty.
- b) Sponsors or those who dedicate their time to the association on a voluntary basis as seen fit by the executive members.
- c) Others; upon written request subject to approval by the executive members.

**D) Webmaster/Graphic Designer**

- a) Shall hold a relevant experience in design and web administration.
- b) Must assist the association by representing it through its website and interactive materials.
- c) Design any requested form of graphic(s) needed for the club
- d) To attend every, and all meetings of ISAYU.
- e) To hold a set number of office hours as prescribed by the executives as a whole.
- f) Must assist other executive members of the club in the execution of their constitutional duties.

**4 – EXECUTIVE COMITEE ROLES AND DUTIES**

**Section I) ROLES:**

**A) Executive Committee**

- 1. President
- 2. Vice President
- 3. Treasurer
- 4. Director of External Affairs
- 5. Director of Internal Affairs
- 6. Director of Public Relations and Advertising
- 7. Director of Communications
- 8. Director of Academic Affairs
- 9. Director of Community Outreach
- 10. Event Coordinator
- 11. Sports Coordinator

**B) Advisor**

**Section II) DUTIES:**

**a) The President**

- i. Chair all the meetings of the ISAYU in accordance to the Roberts Rules of Order
- ii. Be responsible along with the Vice President and the Treasurer in regards to all financial matters of the club and to hold coincidental signing authority with the Treasurer.
  - In the case of a vacancy of the Treasurer, the Vice President could be the second signing authority.
- iii. To hold a budget meeting with the Vice President and the Treasurer on a monthly basis.
- iv. To attend every, and all meetings of ISAYU.
- v. To maintain a set number of office hours as prescribed by the executives as a whole.
- vi. To be present at every, and all of ISAYU sponsored events.
- vii. Must assist any other executive member of the club in the execution of their constitutional duties.

**b) The Vice President**

- i. To be the acting President in the event of a vacancy in the mentioned position.
- ii. To chair meetings in the absence of the President.
- iii. To set the agenda for each and every meeting of the ISAYU and to make them available to the executive members 24 hours prior to the meetings.
- iv. To be responsible along with the President and Treasurer for all the financial matters of the club and to hold coincidental signing authority with the President in case of a vacancy in the Treasurer position.
- v. To have a budget meeting with the President and the Treasurer on a monthly basis.
- vi. To be in contact with all of the pertinent people within the university and outside of the York University community who can be pertinent to the carrying out of the ISAYU mandates.
- vii. To attend every, and all meetings of ISAYU.
- viii. To maintain a set number of office hours as prescribed by the executives as a whole and to be in charge of the maintenance of the office and attendance of other executive members during meetings and office hours.
- ix. To hold a portfolio meeting with all the other executive members of the club, in each semester.
- x. To be present at every, and all of the ISAYU sponsored events.
- xi. Must assist any other executive members of the club in the execution of their constitutional duties.

**c) The Treasurer**

- i. This position requires a candidate with relevant background knowledge in finance, accounting or alike.
- ii. To be responsible for all the financial matter of the ISAYU along with the President and the Vice President.
- iii. To be responsible for the maintenance of the ISAYU budget.

- iv. To hold and chair a budget meeting on a monthly basis with the President and the Vice President.
- v. To hold coincidental signing authority with the President or Vice President.
- vi. To be responsible for all audits.
- vii. To attend every, and all meetings of ISAYU.
- viii. To hold a set number of office hours as prescribed by the executive as a whole.
- ix. To be present at every, and all of the ISAYU sponsored events.
- x. Must assist any other executive members of the club in the execution of their constitutional duties.

**d) The Director of External Affairs**

- i. To be responsible for the planning and the administration of all the ISAYU external sponsored events.
- ii. To attend every, and all meetings of ISAYU.
- iii. To attend every, and all ISAYU sponsored events.
- iv. To hold a set number of office hours as prescribed by the executives as a whole.
- v. Must assist any other executive members of the club in the execution of their constitutional duties.

**e) The Directors of Internal Affairs**

- i. To be responsible for the planning and the administration of all the ISAYU internal sponsored events.
- ii. To attend every, and all meetings of ISAYU.
- iii. To attend every, and all ISAYU sponsored events.
- iv. To hold a set number of office hours as prescribed by the executives as a whole.
- v. Must assist any other executive members of the club in the execution of their constitutional duties.

**f) Director of Public Relations and Advertising**

- i. Marketing for new members, new ideas, and extending the reach of the association to all the students and their families.
- ii. Responsible for all advertisements for ISAYU events.
- iii. To attend every, and all meetings of ISAYU.
- iv. To attend all the events sponsored by ISAYU.
- v. To hold a set number of office hours as prescribed by the Executives as a whole.
- vi. Must assist other executive members of the club in the execution of their constitutional duties.

**g) Event Co-ordinator**

- i. To co-ordinate and to assist in execution of events planned by the Executives
- ii. Assist Directors of Internal and External Affairs
- iii. To attend every, and all meetings of ISAYU.
- iv. To attend all the events sponsored by ISAYU.

- v. To hold a set number of office hours as prescribed by the Executives as a whole.
- vi. Must assist other executive members of the club in the execution of their constitutional duties.

**h) Sports Coordinator**

- i. To be responsible for the planning and the execution of all ISAYU athletic events.
- ii. To recruit and manage all ISAYU teams.
- iii. To attend every, and all meetings of ISAYU.
- iv. To hold a set number of office hours as prescribed by the executives as a whole.
- v. Must assist other executive members of the club in the execution of their constitutional duties.

**i) Director of Academic Affairs**

- i. To assemble and manage tutorial leaders
- ii. To arrange and manage tutorial sessions
- iii. To attend every, and all meetings of ISAYU.
- iv. To hold a set number of office hours as prescribed by the executives as a whole.
- v. Must assist other executive members of the club in the execution of their constitutional duties.

**j) Director of Community Outreach**

- i. To attract new members
- ii. To develop a relationship with the community through charities and other organizations, as approved by the Executive Committee
- iii. To co-operate with Director of Public Relations and Advertising in promoting ISAYU's mandates, events and ideas
- iv. To attend every, and all meetings of ISAYU.
- v. To hold a set number of office hours as prescribed by the executives as a whole.
- vi. Must assist other executive members of the club in the execution of their constitutional duties.

**k) Advisor:**

An advisor must have held a position as a President or a Vice President in the past and is chosen by the majority vote of the executive board and serves by guiding the newly elected team.

- a) An advisor's term begins on May 1<sup>st</sup> and ends on the following April 30<sup>th</sup>

**ARTICLE 6 – MEETINGS**

**a) General Meetings**

General meetings shall be called upon a date determined by the executive to be announced to all the members no less than 48 hours in advance. The attendance of fifty percent plus one of all board and executive members shall constitute a quorum.

These meetings must occur at least once a year. During these meetings, members must be informed of the financial actual as well as discuss the work of the club.

**b) Board Meetings**

The executive and board members shall meet no less than once a semester. Such meetings shall be called as seen necessary by the executive members. The attendance of eighty percent of the executives and two third of board members shall constitute a quorum.

**c) Executive Meetings**

The executive members shall meet regularly but no less than once in a calendar month. Such meetings shall be called as seen necessary by the executive members. The attendance of Sixty percent of the executives shall constitute a quorum unless special circumstances exist as mandated by the President.

**d) Electoral Meetings**

Electoral meetings shall be held in late March of each year upon a date fixed by the executives. The attendance of fifty percent plus one of all members shall constitute a quorum.

**ARTICLE 7 – ELECTIONS**

**Eligibility for Candidacy:**

Each candidate shall be deemed eligible if and only if they meet the following criteria:

- i. To be eligible for nomination for the positions of Presidency and Vice Presidency, one has to have at least one year of experience as an executive member of ISAYU. On the condition that no such individual is willing to run, only the conditions below must be satisfied.
- ii. Executive Committee nominees must have served as a Board Member for a minimum of one semester prior to the nomination. On the condition that no such individual is willing to run, only the condition below must be satisfied.
- iii. Be a current student at York University and abide by all rules and regulations of both the university and the club.

**Election Procedures:**

**Section I)** No single candidate shall run for nor hold more than one executive position within one term of office. Each term begins on May 1<sup>st</sup> and ends on the following April 30<sup>th</sup>.

**Section II)** To be eligible to vote in the election, the person must be a York University student and to hold an ordinary or board membership status within the association.

- a) No membership can be obtained during the term of election which starts two weeks prior to the day of election.
- b) No proxies are accepted.

**Section III)** All candidates must be present at the elections meeting and they must declare the position for which they are running at the commencement of the meeting.

**Section IV)** The day of election is to be chaired by a Chief Returning Officer (CRO) who is a neutral person appointed by York Federation of Students (YFS).

- a) The person who will be chairing election procedures must be approved by the Executive Committee.
  - i. The onus to prove bias is on the accusing group.
  - ii. The CRO must be chosen and confirmed by the Executive Committee two weeks prior to the Election Day.

**Section V)** At least one weeks' notice shall be given before the election date. The date and time of the election shall not be changed once set, unless a legitimate reason exists as mandated by the CRO.

- a) The new date and time must be decided upon by the vote of the majority of the executive board.

**Section VI)** The deadline for submitting the nominees' applications is seven days prior to the Election Day.

**Section VII)** The campaigning period starts 7 days prior to the elections and goes on until 24 hours before the election is held and no campaigning of any sort is allowed on the day of election.

**Section VIII)** Each voter has one vote and voting shall take place by secret ballot.

**Section IX)** The winning candidate is the candidate with the majority of the votes cast by the voting members as described in Section II of this article.

- b) A person shall be considered acclaimed if s/he runs unopposed during the election.

**Section X)** In case of a bi-election, the above regulations must be followed.

## **ARTICLE 8 – FINANCE**

**Section I)** The Association shall be financed by:

- a) Members' contributions
- b) Fund-raising events
- c) Grant from the university student body and councils in which the association has particular affiliation.
- d) Sponsorships from parties approved by the Executive Committee

**Section II)** The funds of the association shall be deposited in a chartered bank designated by the Board of Directors. Any expenditure shall be handled by cheques signed by the President and the Treasurer.

- c) The Vice President would have signing authority in case of vacancy from the President or the Treasurer.

**Section III)** The financial year of the association must end before an election of each year. The financial report shall be presented by the Treasurer to the Executive Committee at its last meeting.

## **ARTICLE 9 – BY LAWS**

- All the members using the office must help in retaining the office in an orderly fashion and tidy.
- Personal belongings shall not be left in the office for more than two consecutive days unless by explicit permission of the President.

## **ARTICLE 10 – REMOVAL FROM OFFICE**

There are three types of disciplinary actions that can be taken against each member of the executives. They are censure, suspension, and impeachment.

**Censure:** is the written discontentment of the executive or board member with the member who is being censured.

**Suspension:** is the temporary removal of a member’s duties and privileges as an Executive Committee and/or Board member.

**Impeachment:** is the permanent removal of a member from the Executive Committee and/or Board member.

**a)** An Executive and/or Board member shall be considered for a motion of censure/suspension/impeachment if:

1. The member (of Executive Committee) has missed three meetings during their elected term.
2. The member has failed to hold their prescribed office hours.
3. The member has failed to carry out all or any of their constitutional duties.
4. The member has failed to abide by the by laws as mentioned in Article 9 of this constitution.
5. The member has violated any of the rules and regulations as specified by the Student Code of Conduct.

**b)** A motion of censure/suspension/impeachment can be brought against a member by a two thirds majority of the Executive Committee present and voting with a minimum quorum of sixty percent.

**c)** A motion of censure/suspension/impeachment shall be publicized for fourteen days before the hearing.

**d)** At the meeting in which the motion of censure/suspension/impeachment is being considered, the member being censured/suspended/impeached shall have the chance to proclaim their case. They may be questioned at this time. Thereafter the members of the executive shall take a vote.

e) A motion of censure/suspension/impeachment can be voted up or down by a two thirds majority of those present and voting.

f) A passed motion of censure/suspension/impeachment is effective immediately.

g) A suspension shall not last more than fourteen days.

h) Any member who is censured and or suspended more than once can be considered for impeachment.

#### **ARTICLE 10 – AMENDMENTS**

The constitution of the association may be amended during the academic year at board meetings provided that at least two thirds of all board and executive members are in attendance. An amendment can be passed with a fifty + 1 percent of the present members. Upon any change to the constitution all the members must be notified via email.