

# ISAW

# Constitution

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انجمن دانشجویان ایرانی دانشگاه واترلو

Iranian Student Association  
of Waterloo



## Table of Contents

<b>SECTION 0: LAND ACKNOWLEDGEMENT</b>	<b>3</b>
<b>SECTION 1: PURPOSE</b>	<b>3</b>
<b>SECTION 2: MISSION STATEMENT</b>	<b>3</b>
<b>SECTION 3: ISAW OBJECTIVE</b>	<b>4</b>
<b>SECTION 4: GOVERNANCE</b>	<b>4</b>
A. MEMBERS	4
B. MANAGEMENT	5
C. GENERAL MEETINGS	6
<b>SECTION 5: POSITIONS AND RESPONSIBILITIES</b>	<b>6</b>
A. PRESIDENT	6
B. VICE PRESIDENTS (VPS)	7
C. SECRETARY	8
D. TREASURER	9
E. PUBLIC RELATIONS OFFICER	9
F. GRAPHIC DESIGNER	9
G. SOCIAL MEDIA DIRECTOR	10
<b>SECTION 6: ELECTIONS AND APPOINTMENTS</b>	<b>10</b>
A. GENERAL RULES	10
B. ELECTION VOTING PROCESS	10
C. NOMINATION PROCEDURE FOR ELECTED MEMBERS	11
<b>SECTION 7: FINANCES</b>	<b>11</b>
A. GENERAL	11
B. ISAW MEMBERS APPRECIATION	11
C. CLUB MEMBERSHIP	12
<b>SECTION 8: CONSTITUTIONAL AMENDMENTS AND REFORMS</b>	<b>12</b>
A. AMENDMENTS	12
B. REFORMS	12
<b>SECTION 9: IMPEACHMENT, RESIGNATION AND WITHDRAWAL</b>	<b>12</b>
A. EXPRESSING COMPLAINTS	12
B. FORMAL HEARING	13
C. IMPEACHMENT	13
D. APPEAL	14
<b>SECTION 10: CONFLICT OF INTEREST</b>	<b>15</b>
<b>SECTION 11: AFFILIATIONS</b>	<b>15</b>

## Section 0: Land Acknowledgement

"The Waterloo, Kitchener, and Cambridge campuses of the University of Waterloo are situated on the Haldimand Tract, land that was promised to the Haudenosaunee of the Six Nations of the Grand River, and are within the territory of the Neutral, Anishinaabe, and Haudenosaunee peoples." ISAW acknowledges our responsibility to the First Nations, Inuit, and Métis peoples.

## Section 1: Purpose

The name of the club will be the Iranian Students' Association of Waterloo, hereon forth abbreviated to ISAW. We are not an agent or representative of the Waterloo Undergraduate Student Association (WUSA), and our views and actions in no way represent the WUSA. The purpose of the club is to gather University of Waterloo students, staff, faculty, and members of the UW community at large to promote Iranian culture. ISAW strives to support and unite Iranian students and the local Waterloo community. ISAW is a non-profit, non-political, non-religious, volunteer-based organization. ISAW will operate all 3 school terms as listed on the University of Waterloo academic calendar.

## Section 2: Mission Statement

Iranian Students' Association of Waterloo's mission is to unite the Iranian students at the University of Waterloo and other universities through cultural events and gatherings. ISAW provides a non-political environment where all members support one another and share ideas to improve society to its full potential. ISAW respects and supports people from all nationalities, backgrounds, identities, and origins; as well as welcoming everyone to visit any of the year-long events to becoming familiar with the Persian culture and background.

### Section 3: ISAW Objective

ISAW strives to:

- Cater to the needs of Iranians and non-Iranians in both Canada and Iran. ISAW's main priority is to support Iranians in Waterloo but strives to help every individual as listed in the Mission Statement (Section 2).
- Provide a safe social network to unite members on campus and in the surrounding community and will provide information and consultation. ISAW will help new students in adjusting to life in the Waterloo region, but especially at the University of Waterloo.
- Provide information to Iranians residing outside of Canada who express interest in regard to studies at the University of Waterloo.
- Host and participate in social, educational, and cultural events to help Iranians and Canadians become acquainted with Iran's historic cultures and languages.

### Section 4: Governance

The club will uphold the values, mission, and mandate of both the University of Waterloo and WUSA through following the directives outlined in the WUSA Clubs Manual, all WUSA By-Laws, Policies, and Procedures, as well as all policies and procedures outlined by the UW Secretariat. Furthermore, the club will abide by all laws of the Region of Waterloo, Province of Ontario, and Government of Canada. All club matters will ultimately be governed by the WUSA Internal Administration Committee (IAC), by virtue of the office of the WUSA Vice President Student Life, via the Clubs Manager and Clubs Manager Delegate.

#### a. Members

- **General Members:** Undergraduate and Graduate (part-time and full-time), Post-doc, and Co-op students, Faculty, Alumni, Staff or Community Members who have expressed interest in ISAW and have subscribed to the mailing list. New membership is welcome and accepted at any time

during a club's active term. At least two thirds of ISAW's membership must be current UW students (graduate or undergraduate).

- **Registered Members:** Active students at the University of Waterloo, (Undergraduate, Graduate, Post-doc, Part-Time, Full-Time and Co-op students) who have registered with ISAW by providing their full name and valid WatCard number.
- **Executive Members:** Registered Members elected (as per Section 6) to be on the Executive Council.

**b. Management**

- **Executive Council:**
  - Consists of the President, Vice President Undergraduate, Vice President Graduate, Treasurer, Secretary, all of whom are elected for their respective roles.
  - At least half of the Executive Council must be Undergraduate students.
  - Will have an active period that commences at the end of the election and terminates on the last day of classes of a given term. All event planning must occur in the active period.
  - Will also have a passive period, formally defined from the last day of classes until the following term's elections. The Executive Council will have the ability to communicate and execute previously planned events during the passive period.
- **Support Council**
  - Consists of the Public Relations Office and Event Directors, Graphic Designer and Social Media Director.
  - Members do not hold an executive role. Rather assist in achieving an executive's specified duty or an overall club purpose.
- **Volunteers**
  - Assist Event Directors in organizing and executing the events of that term and must be General or Registered members.

- **Meetings**

- Will be held at least one meeting a week, consisting of the Executive and Supportive Councils. Furthermore, Executive Council members must attend 80% of all meetings including the General Meetings. Executive meetings must have at least 50%+1 of the Executive Council members present.
- Should not constitute as the primary method of communication. The primary method of informing members about meeting dates and times should be via email though secondary methods could be listed as well.
- The President and Vice-Presidents may call emergency meetings, where a 24-hour notice is still required.

- c. **General Meetings**

- Must be held at least once a term. Quorum for General Meetings will be either 10 members or 20% of voting membership (whichever is more).
- For the first meeting of the new term will be organized by the outgoing Executive Council.
- Must be held for elections, constitutional amendments and any situations where the votes of the ISAW Registered members are required.
- Require that all members be notified at least two weeks prior to the event. In case of an emergency, a General Meeting can be called by either the President or Vice Presidents, where a 48-hour notice is still required.

## Section 5: Positions and Responsibilities

- a. **President**

- Must be a current University of Waterloo undergraduate student.
- Must delegate tasks to the Vice Presidents.
- May co-sign cheques alongside the Treasurer.

- Must ensure that the club operates according to the guidelines of the constitution, and some agreed upon guidelines for running a meeting such as Robert's Rules of Order as advised by the Public Relations office (Section 5e)
- Must organize and chair general and Executive Council meetings.
- Schedule key events and all tasks required to be completed prior to the events.
- Should coordinate the ISAW Member Appreciation for the Executive Council, Event Directors, and volunteers, as listed in Section 7C.
- Assist informally mediating issues between executive members.
- Has access to all of ISAW's emails and electronic database and is responsible for answering emails.
- Must finalize and archive reports on all events, achievements, and progressive ideas that were discussed during the term and uploading them to ISAW's electronic database.
- Must commence and terminate all communication with other student associations both internal and external to the University of Waterloo.
- Shall inform all members of the incoming Executive Council, and any unfilled positions after an election is held.
- Has administrative rights to Social Media accounts.
- Must ensure the next elected President is trained.

**b. Vice Presidents (VPs)**

- Shall enforce task deadlines as delegated by the President.
- Coordinate Event Directors and supervise their respective events, while the other acts as the Event Director for the main event of the term (Yalda Night in the Fall and Nowruz in the Winter term).
- Shall be in charge of running the election (as per Section 6, VP Undergraduate)
- Must coordinate with all sponsorship opportunities for ISAW and collaborate with internal and external clubs.

- Present weekly updates regarding events to the Executive Council.
- Write and submit event summary reports to the president for archiving.
- Mediate issues between the Event Directors and volunteers.
- Remind the Executive Council of the general timeline placed at the beginning of the term.
- Coordinate with WUSA (VP Undergraduate).
- Act as the link between undergraduate members (VP Undergrad), and furthermore between graduate members (VP Graduate).
- Oversees club affairs during the transition period including organizing and facilitating club events (VP Graduate).
- Will take care of the duties of the President in their absence.
- Has access to all of ISAW's emails and electronic database.
- May co-sign cheques alongside the Treasurer if the President is unavailable (VP Undergraduate).
- Must ensure the next Vice Presidents are trained.

**c. Secretary**

- Shall take meeting minutes at all meetings and distribute the meeting minutes to Executive Council members after the meeting. Will record what ISAW has done and ensure it is maintained and accessible.
- Update minutes and all other documents onto ISAW's electronic database.
- Ensures that club correspondence is monitored and brought to the attention of the appropriate persons(s).
- Will book rooms for meetings through WUSA.
- Must keep track of member information including a list of Registered members, volunteers, and the contact information for the Executive Council and Event Directors.
- Must ensure the next Secretary is trained.



#### **d. Treasurer**

- Must keep track of ISAW's cash-flow, receipts, expenses, revenues, and all other financial affairs. Ensures ISAW'S WUSA bank account and all financial transactions for the club are monitored and verified.
- May co-sign cheques with the President and VP Undergraduate (as defined in Section 5a and 5b).
- Must collect all club revenue, and ensure it is deposited into the club's WUSA bank account and reconciled correctly in a timely manner.
- Present a financial analysis after each event, and a final one at the end of the term to the Executive Council.
- Will forward all financial analyses to the Secretary.
- Must ensure the next Treasurer is trained.

#### **e. Public Relations Officer**

- Must create an advertisement plan for all events and designing and implementing all advertisements.
- Responsible for all constitutional modifications and updates and will serve as the editor for the Constitution Reform Committee (Section 8b).
- Must email VIP guests attendees and send event invites.
- Release statements regarding ISAW's stance on any social justice issues, or Iranian-related news. Furthermore, will work on all legal matters related to ISAW.
- Must review and revise any announcements and event descriptions for all ISAW events.

#### **f. Graphic Designer**

- Must coordinate with the rest of the team to address the design needs.
- Shall create promotional material, sponsorship packages, and social media posts that follow design guidelines and branding for ISAW. The Graphic Designer should work with the VPs on any sponsorship packages (Section 5b).

- Will assist in creating design guidelines for material along with Public Relations.

**g. Social Media Director**

- Manage social media accounts and website and posting regularly. Furthermore, will coordinate with the Graphic Designer.
- Will be the first point of contact on all ISAW Social Media.
- Will work to engage large audiences through online platforms (Facebook, Telegram, Discord and Instagram).
- Responsible for domain and host purchases and renewals, layout design, uploading and updating content and resolving otherwise minor technical issues.
- Must ensure approval on any social media updates and posts from the Executive Council.

## **Section 6: Elections and Appointments**

**a. General Rules**

- All executive positions must be elected during a General Meeting. In case of there being one candidate for the position of President, or either of the Vice Presidents, a confidence vote is required.
- The fulfillment of 5 of the 15 Executive Council positions is mandatory, otherwise, the club will go into suspension. Any unfilled positions must be appointed through an application process by the Executive Council.
- Members of the Executive Council shall not hold more than one executive position, unless there are no other candidates possible.

**b. Election Voting Process**

- A confidence vote is defined as a vote of greater than 50%+1.
- The vote will be open to all voting members of ISAW.

- All voting regarding executive positions, must be completed in person, unless in exceptional circumstances where it is not possible.
- Required nominees must present a short speech not exceeding five minutes.
- In order to revoke a decision, a vote of greater than 50%+1 in favour will be required. This includes constitutional amendments.

#### **c. Nomination Procedure for Elected Members**

- The nominee must be a Registered Member of ISAW (as defined in Section 4a).
- For the President and VP executive positions, one prior term of experience in ISAW's Executive Council is required.
- A person cannot hold one executive position for longer than four consecutive terms, unless no one else is running for the position.
- If there is only one application to become a nominee for the position of the President, in which the nominee does not meet the above criteria, a confidence vote (as defined in Section 6b) can approve their Presidency.

### **Section 7: Finances**

#### **a. General**

- All finances should be handled via the WUSA account and should be tracked and available to the proceeding Executive Council.
- Cheques for expenses must be co-signed by the President and the Treasurer (as listed in Section 5a). In case of the absence of the President, it can be co-signed by the VP Undergraduate and Treasurer (as listed in Section 5b). Hence, exactly 3 Executive Council will be signing authorities for the club.

#### **b. ISAW Members Appreciation**

- The Executive Council must be thanked towards the end of the term.

- In case of a monetary or gift appreciation, the value must not exceed \$20 per member of the Executive Council.
- Event Directors and their volunteers must be thanked during their respective events.
- Executive Council members will receive free admission for all ticketed events.
- The Event Director for any event and the respective volunteers will be given a discount of 50% for ticketed events.

**c. Club Membership**

- Club membership is free.

## **Section 8: Constitutional Amendments and Reforms**

**a. Amendments**

- The Executive Council is responsible for discussing any concerns or suggestions regarding the constitution.
- Should a modification of the constitution be required, the Executive Council must put forth their amendments for a general vote at the following General Meeting.

**b. Reforms**

- Reforms may occur a maximum of once every three terms.
- A separate committee, independent of the Executive Council, must be formed to process these reforms.
- Any Registered member may join the Constitution Reform Committee.

## **Section 9: Impeachment, Resignation and Withdrawal**

**a. Expressing Complaints**

- Any person may voice a complaint regarding ISAW via a formal email to the Executive Council.

- Complaints regarding specific executive members will be reviewed by the President. If the complaint is regarding the President, it will be reviewed by the VP Undergraduate.
- Multiple complaints defined as three or more complaints from different people, or three or more complaints from the same person regarding the different circumstances will be analyzed differently. It will be required that there is either a formal hearing for the accused Executive Council member or a resignation, if deemed necessary by the rest of the council.

#### **b. Formal Hearing**

- Formal Hearing is open to ISAW's registered members and Executive Council as well as those who have filed the complaint(s).
- Complaints will be reviewed and discussed, and the aforementioned member will be allowed to defend their actions and decisions.
- At the end of the hearing, the registered members will vote on the resignation of the defendant. 50%+1 of the vote must be in favour of impeachment. The President must be contacted any time a motion for impeachment has been made within the club.
- In case of a resignation or impeachment, an election must occur within one week. Meanwhile, the responsibilities will be divided between the Executive Council members.

#### **c. Impeachment**

- A movement to impeach an Executive Council member may be made by any Executive Council member or by petition of at least five voting members. When the motion is made the Clubs Manager will be informed. An emergency general meeting will be called as soon as is reasonably possible.

- If the initiators of the movement feel a general meeting to be an inappropriate avenue for the impeachment meeting, then a motion can be to IAC via the Clubs Manager to request the impeachment meeting be changed to an executive meeting.
- No club funds will be spent until the issue is resolved.
- At the impeachment meeting, the individual(s) who initiated the process will state their case. Afterwards, the officer(s) under impeachment will have an opportunity to defend their position(s) on the matter.
- There will then be a question-and-answer period followed by the selection process for a Chief Returning Officer (CRO) who will oversee the voting process to ensure the decision is fair and democratic. Any Executive Council member who is neither the initiator nor subject of the impeachment may volunteer as CRO. If there is no such officer, then any voting member of the club present at the meeting may volunteer. If there are multiple volunteers, then the CRO will be selected based on a simple majority vote cast by secret ballot and tallied publicly by the chairperson of the meeting. If there is no such volunteer for CRO, then the meeting will be at a standstill until either an eligible Executive Council member or voting member volunteers.
- The vote will be by a "YES/NO" secret ballot, tallied publicly by the CRO. If at least two thirds of the votes are for impeachment, then said Executive Council member will immediately be stripped of their position. The remaining executive may choose to call an immediate by-election to replace the newly vacant Executive Council member position.

#### d. Appeal

- The defendant may make a formal appeal to the WUSA club director. Any further negotiations will happen through the WUSA club director.

## Section 10: Conflict of Interest

A claim against any Executive Council or club member regarding a potential conflict of interest can be made by any Executive Council member or by petition of at least five voting members.

If such a claim arises, then said individual(s) under suspicion have the opportunity to remove them self (or themselves) from said potential conflict without acknowledging intention of wrongdoing. In the event the claim is contested, then the Clubs Manager will be informed, and an emergency Executive Meeting will be called to determine the validity of the claim. Executive Council members who have a claim against them cannot vote to determine the validity of said claim. If executive quorum is not possible due to the removal of said vote(s), then an emergency general meeting will be called, and the same proceedings described for impeachment will be used to determine the validity of the claim.

If the claim is validated and there is suspicion of intentional wrongdoing, an immediate impeachment proceeding may be called by any Executive Council member or by petition of at least five voting members, of whom are not named in the claim. If it is determined that a club member is involved in intentional wrongdoing, the impeachment proceeding will be called to determine said member's club status.

## Section 11: Affiliations

No organization(s) is/are currently affiliated with this club. Any additional affiliations will be added via the amendment process, pending final IAC approval. If approved, the new affiliation will be added to the Affiliation section and a letter confirming the affiliation from the affiliate will be included following the Affiliation section.