

ISAW

Constitution

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انجمن دانشجویان ایرانی دانشگاه واترلو

Iranian Student Association
of Waterloo



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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 this group is the Iranian Students' Association of Waterloo, hereon forth abbreviated to ISAW. ISAW intends to promote Iranian culture and 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 (UW) 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 people from all nationalities and origins. ISAW welcomes everyone to visit any of the term events to become familiar with the Persian culture and background. ISAW is proud to be a safe space for students of all backgrounds and identities and will proudly support all its members.

Section 3: ISAW Objective

ISAW will strive 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 will strive to help everyone as possible 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 adjust to life at the University of Waterloo and the local area.

- Provide information to those Iranians residing outside of Canada who express interest with 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 culture, while promoting Persian.

Section 4: Administration

a. Members

- **General Members:** Undergraduate, Graduate, Post-doc, Part-Time, Full-Time and Co-op students, Faculty, Alumni, Staff or Community Members who have expressed interest in ISAW and have subscribed to the mailing list.
- **Registered Members:** 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, and Public Relations Officers.
 - At least half of the Executive Council must be undergraduate students.
 - Will hold at least one meeting a week. Furthermore, Executive Council members must attend 80% of all meetings including the General Meetings. Executive meetings must have at least 50% of the Executive Council present.
 - Make decisions regarding ISAW's participation and organization in all events.
 - 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.
 - **Event Directors**
 - Will be chosen by the Executive Council based on an application process.
 - Must attend meetings to which they are called in order to deliver updates with the assistance of the Vice Presidents.
 - **Volunteers**
 - Assist Event Directors in organizing and executing the events of that term and are General or Registered members.
- c. General Meetings**
- Must have at least seven people to vote at a General Meeting.
 - 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 organize and chair general and Executive Council meetings.
- Schedule key events and all tasks required to be completed prior to the events.
- Must delegate tasks to the Vice Presidents.
- 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.
- May co-sign cheques alongside the Treasurer.
- Has administrative rights to Social Media Pages.

b. Vice Presidents (VPs)

- Must chair meetings in absence of the President.
- 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)
- Is in charge of club affairs during the transition period including organizing and facilitating club events (VP Graduate)
- 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).

c. Secretary

- Shall take meeting minutes at all meetings and distribute the meeting minutes to Executive Council members after the meeting.

- Update minutes and all other documents onto ISAW's electronic database.
- 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.

d. Treasurer

- Must keep track of ISAW's cash-flow, receipts, expenses, revenues, and all other financial affairs.
- May co-sign cheques with the President and VP Undergraduate (as defined in Section 5a and 5b).
- 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.

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.

f. Graphic Designer

- Must coordinate with the rest of the team in order to address the design needs.
- Will create design guidelines for promotional material and sponsorship packages.
- 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 ensure 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 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

- A General Meeting must be held during the first two weeks in the beginning of each term, where elections will take place.
- 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.
- 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%.
- All voting regarding executive positions, must be completed in person, unless in exceptional circumstances where it is not possible.
- Requires nominees must present a short speech not exceeding five minutes.
- In order to revoke a decision, a vote of greater than 60% 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).
- The President must be an Undergraduate student.

- For the VP and President 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.

d. Nomination Procedure for Event Directors

- A letter of intent outlining past experience in relation to the desired position should be sent to the Executive Council.
- The Executive Council will then make a decision based on an application process.

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).

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.

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. Voicing of 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 situations 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 Executive 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. 60% of the vote must be in favour of impeachment.

- 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. Appeal

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