

Constitution of the

Carleton University

Filipino Students' Association

(CUFSA)

Club No. 69

THE CONSTITUTION OF THE CARLETON UNIVERSITY FILIPINO STUDENTS' ASSOCIATION (2023)

PREAMBLE

The Carleton University Filipino Students' Association is a Club joined by and for the common interest of all Filipino students at Carleton University and those who would support and appreciate the culture and traditions of the Philippines. This Association desires a culturally rich and inclusive social environment for all who would join us; consists one part of the many which make up the diverse community of Carleton University; devoted to the promotion of the Filipino spirit, that is: hospitable, fraternal and filial, respectful, resolute, and loyal always to the common good; and, concordant with the Bylaws of the Carleton University Students' Association, the Laws of Ontario, and Canada, and the cultural traditions of this land's Indigenous peoples; hereby gives full force and effect to the adoption and enactment of this Constitution.

Article I

the Carleton University Filipino Students' Association

SECTION 1.

The Organization shall be known as the Carleton University Filipino Students' Association and hereinafter shall be referred to as CUFSA or "the Association."

Article II

History of the Association by Jacob Reyes

SECTION 1.

The idea of the Carleton University's Filipino Student's Association (CUFSA) first arose in the 1980s as a movement to fight against social justice issues present in the Philippines. Although the idea never gained enough traction to form an Association within the school at the time; that idea of a Filipino Association on campus gave birth to CUFSA's very first iteration in 1994, born as a way to connect the Filipino community across campus. Unfortunately, as time passed, the organisation began to die down as the founding members would soon go on to graduate from the university, up until its revival in 1999.

In 2018, CUFSA was once again revived in its 3rd and current iteration, built as a strong representation of not only Filipino students, but Filipino culture as well. Today, CUFSA serves as one of the fastest-growing Filipino Students' Associations throughout all Canadian Universities, establishing a strong sense of Filipino identity on campus, along with providing a safe space filled with inclusivity for all those interested in Filipino culture, no matter their ethnic background.

Article III

Purpose of the Association by Robert Jorge and Jacob Reyes

SECTION 1. OUR MISSION

The Carleton University Filipino Students Association aspires to be the central hub for all activities and knowledge that showcases Filipino values and culture at Carleton University. We aim to become a home away from home that welcomes all to come, relax, learn, and give back to the community while building lasting friendships in a safe and inclusive environment. Our members shall discover new relationships here and continue to grow those bonds well beyond their university years.

SECTION 2. OUR VISION

Built on a foundation that expresses great pride in the roots of Filipino culture; Carleton University's Filipino Students' Association (CUFSA) looks to build an environment that far supersedes that of an organisation here at Carleton. We look to establish a strong Filipino identity here, in Ottawa, and inspire those to take pride in their Filipino heritage, and its roots. And above all, as a community, CUFSA exists as an opportunity to build lifelong friendships, and networks that extend far beyond our campus' borders.

Article IV

Structure and Governance

SECTION 1. The General Membership shall be composed of all members.

SECTION 2. The Executive Team shall be referred to as "the Cabinet".

SECTION 3. The Cabinet shall be the executive and administrative body of the organisation and shall be composed of the President, Vice President, Chief Cultural Officer, Chief Financial Officer, and Secretaries of Community Engagement, Digital Marketing, and Public Relations.

SECTION 4. The President, Vice President, Chief Cultural Officer, and Chief Financial Officer shall be elected by the General Membership in accordance with CUSA Policy and the Clubs Leadership Succession Procedure.

SECTION 5. The Advisory Council shall serve as an external advisory body of CUFSA, guiding the Cabinet throughout the year and guaranteeing the Association's longevity.

SECTION 6. The Secretaries of Community Engagement, Digital Marketing, and Public Relations shall be chosen by the Advisory Council following interviews in accordance with CUSA's Clubs Leadership Succession Procedure.

SECTION 7. Below and responsible to the Cabinet, the Association shall have the following Committees:

- (a) Community Engagement;
- (b) Digital Marketing;
- (c) Public Relations; and,
- (d) Any such *ad hoc* Committee as struck by the Cabinet.

SECTION 8. The Constitution and any Bylaws of this Association shall be consistent with the Constitution, Bylaws, and Policies of the Carleton University Students' Association (CUSA).

Article V

Tagline, Branding Kit and Sponsorship Booklet

SECTION 1. The Association shall keep and maintain a Tagline, Branding Kit and Sponsorship Booklet.

SECTION 2. The Association should use the tagline “#ItsBetterWithCUFSA” on all CUFSA ads, posters, and digital posts.

SECTION 3. The Cabinet shall update the Branding Kit every summer to be consistent with the present administration.

SECTION 4. The Secretary of Public Relations, alongside the Funding Relations Coordinator, shall update the Sponsorship Booklet during the Fall Term and it must be approved by the President, Vice President, and Chief Cultural Officer.

Article VI

General Membership

SECTION 1. Any student at Carleton University can be a member of CUFSA.

SECTION 2. The fee for membership shall be set at a level as low as possible to sustain the continued existence of the Association. Any change increasing membership fees must be approved by both the Executive and the General Membership.

SECTION 3. All events held by CUFSA shall be open to the Carleton student community, regardless of membership, and some events may be open to the general public.

Article VII

the Cabinet and their Duties

SECTION 1. The Cabinet shall be active from May to April of the following year.

SECTION 2. All of the principles in this constitution should be familiar to the Cabinet.

SECTION 3. The Cabinet shall guarantee that the Association maintains a non-partisan stance in federal, provincial, municipal, foreign, and student politics as the Cabinet Members see appropriate.

SECTION 4. Except for the presidency, a current cabinet member cannot be re-elected to the same office the following year.

SECTION 6. — The President

(1) The President is the head of the Cabinet

(2) Those vested with the powers and duties of the office of the President shall oversee all operations within CUFSA including but not limited to: finance, cultural affairs, community engagement,

- (3) The President is responsible for presiding over all meetings of the Association and Executive.
- (4) The President shall manage and maintain an active list of the General Membership of the Association.
- (5) The President shall delegate responsibilities to the Secretaries or appropriate committees.
- (6) The President is bestowed any residual powers not otherwise granted to any particular secretaries.
- (7) The President is responsible for making a communication channel for:
 - (a) the Cabinet; and,
 - (b) for each committee.
- (8) The President is responsible for maintaining relations with external organisations such as Filipino cultural groups and other Carleton clubs.

SECTION 7. — The Vice President

- (1) The Vice President shall act as the Executive Secretary whose duties include but are not limited to:
 - (a) Sending out meeting availability to the Cabinet Members
 - (b) Making an agenda for the Cabinet meeting using the Agenda Template supplied in the Transition Package
 - (c) Taking the minutes of the Cabinet Meetings
 - (d) Checking the Association email daily
- (2) The Vice President is also in charge of internal outreach within the executive team to ensure chapter growth. In the absence of the President, the VP is responsible for handling or overseeing all club operations.
- (3) The Vice President shall always support the President's ideas, activities, and relationships, unless the Vice President believes that the President's actions are inconsistent with the CUFSA's Constitution and Values.

SECTION 8. — The Chief Cultural Officer (CCO)

- (1) The Chief Cultural Officer is responsible for the promotion of Filipino culture and the accurate implementation of that culture in the actions and events of the Association.
- (2) The Chief Cultural Officer shall serve, when relevant for cultural matters, as a liaison with external Filipino cultural groups and organisations.
- (3) The Chief Cultural Officer shall also serve on all committees, ensuring that the Association's actions are culturally appropriate.

SECTION 9. — The Chief Financial Officer (CFO)

- (1) The Chief Financial Officer shall be the primary cardholder of the CUFSA bank account.
- (2) The Chief Financial Officer shall remain on top of the CUSA club financing application and must submit it within two weeks or less when it opens.

- (3) The Chief Financial Officer shall keep a detailed record of CUFSA's funding, outgoing expenses, and anticipated incoming expenses.
- (4) The Chief Financial Officer shall also provide detailed budgets and reimbursements for each event.
- (5) The Chief Financial Officer shall also serve on all committees, verifying all transactions and ensuring everything stays on the budget.

SECTION 10. — The Secretary of Community Engagement (SCE)

- (1) The Secretary of Community Engagement shall chair the Community Engagement Committee or CEC.
- (2) The Secretary of Community Engagement, with the Community Engagement Committee or CEC, shall be responsible for organising and executing one meeting of the general membership in each academic term, and at least one academic event.
- (3) Other event-related tasks involve planning the event logistics and contacting speakers and guests.
- (4) The Secretary of Community Engagement is responsible for delegating all event-related tasks to other committee members.

SECTION 11. — The Secretary of Digital Marketing (SDM)

- (1) The Secretary of Digital Marketing shall chair the Digital Marketing Committee or DGC.
- (2) The Secretary of Digital Marketing, with the Digital Marketing Committee or DGC, shall be responsible for all media content for CUFSA. This includes but is not limited to, graphics and posters for social media to promote upcoming events, photos, and videos of events and execs.
- (3) The Secretary of Digital Marketing and the Committee are responsible for managing all social media platforms and creating captions for all digital posts.

SECTION 11. — The Secretary of Public Relations (SPR)

- (1) The Secretary of Public Relations shall chair the Public Relations Committee or PRC.
- (2) The Secretary of Public Relations shall maintain a working relationship with the University, Local Community, Sponsors, Donors, and other External Organizations that align with CUFSA's Mission and Vision.
- (3) The Secretary of Public Relations, with the Public Relations Committee or PRC, shall secure funding and sponsorship for CUFSA.
- (4) The Secretary of Public Relations, with the Public Relations Committee or PRC, shall be in charge of creating and maintaining a sponsorship package that includes details about CUFSA's purpose, past events, and future events.
- (5) The Secretary of Public Relations, with the Public Relations Committee or PRC, shall maintain established relationships with sponsors

Article VIII

Committee Members

SECTION 1. Each Committee of the Association shall have a number of Committee members, appointed by the President with the advice and consent of the appropriate Secretary.

SECTION 2. Committee members shall attend all meetings of the Committee and take on such responsibilities as they are assigned by the Committee and the Secretaries.

SECTION 3. Committee Members shall be appointed through a registration form or appointed by the Cabinet.

SECTION 4. The chosen Committee Members must also adhere to this constitution, and any rejections might result in their dismissal.

Article IX

Community Engagement Committee (CEC)

SECTION 1.

- (a) the Secretary of Community Engagement;
- (b) the Vice President;
- (c) the Chief Financial Officer;
- (d) the Chief Cultural Officer;
- (e) the President;
- (f) three, or otherwise not less than two Events Coordinators, who shall;
 - (i) be responsible for all CUFSA event planning, logistics, and hosting with the assistance of the Secretary of Community Engagement.
- (g) two, or otherwise not less than one Workshop Coordinators, who shall;
 - (i) with the Secretary of Community Engagement, be responsible for all the planning, logistics, and hosting of the CUFSA's academic and cultural workshops.

Article X

Digital Marketing Committee (DMC)

SECTION 1. The Digital Marketing Committee or DMC shall compose of:

- (a) the Secretary of Digital Marketing;
- (b) the Vice President;
- (c) the Chief Financial Officer;
- (d) the Chief Cultural Officer;
- (e) the President;
- (f) the Photographer, who shall;
 - (i) photograph all events, workshops, and activities that include CUFSA.
- (g) the Social Media Coordinator, who shall;
 - (i) manage all CUFSA Social Media.
- (h) the Graphic Designer, who shall;
 - (i) make posters and digital posts using CANVA or any graphic design software for CUFSA.
- (i) the Content Creator, who shall;

(i) make digital content for CUFSA through but not limited to Instagram Reels, TikTok, Youtube and other social media platforms.

(k) Merchandise Coordinator, who shall;

(i) make merchandise for CUFSA.

SECTION 2. In the event that there are insufficient members to fill the committee, the Secretary of Digital Marketing shall strive for at least three (3) individuals and combine the positions as follows:

(a) the Social Media Coordinator;

(b) the Photographer and Content Creator;

(c) the Graphic Designer and Merchandise Coordinator; and

(d) any other position combinations deemed appropriate by the Secretary of Digital Marketing.

ARTICLE XI

Public Relations Committee (PRC)

SECTION 1. The Public Relations Committee or PRC shall compose of:

(a) the Secretary of Public Relations;

(b) the Vice President;

(c) the Chief Financial Officer;

(d) the Chief Cultural Officer;

(e) the President;

(f) the University Relations Coordinator, who shall;

(i) with the Secretary of Public Relations, maintain a professional relationship with CUSA, CUSA Clubs, and the Alumni,

(ii) be familiar with the operations and current events and initiatives of the Carleton University Student Association (CUSA), and

(iii) create a list of CUSA Clubs and CUFSA Alumni on Google Drive.

(g) the Community Relations Coordinator, who shall;

(i) with the Secretary of Public Relations, maintain a professional relationship with External FSAs, the Embassy, and External Filipino Organizations, and

(ii) create a list of External Filipino Student Associations, the Embassy, and External Filipino Organizations.

(h) the Funding Relations Coordinator, who shall;

(i) with the Secretary of Public Relations, maintain a professional relationship with Corporations, Ottawa Businesses and Donors,

(ii) with the Secretary of Public Relations, the Funding Relations Coordinator is in charge of making the sponsorship booklet for the current year, and

(iii) create a list of Corporates, Ottawa Businesses and Donors on Google Drive.

- (i) the Donors Relations Coordinator, who shall;
 - (i) with the Secretary of Public Relations, look for alternative sources of funding that are supplied by external organisations such as non-profit organisations, charitable organisations, or any prominent individuals, and
 - (ii) create a list of potential non-profit organisations, charitable organisations, and any prominent individuals that aligns with CUFSA's interest.

SECTION 2. In the event that there are insufficient members to fill the committee, the Secretary of Public Relations shall strive for at least two (2) individuals and combine the positions as follows:

- (a) the University Relations Coordinator and Funding Relations Officer;
- (b) the Community Relations Coordinator and Donors Relations Officer; and
- (c) any other position combinations deemed appropriate by the Secretary of Public Relations.

Article XII

The Advisory Council and Powers Thereof

SECTION 1. The Advisory Council shall consist of the following:

- (a) the Chair of the Advisory Council, who shall be the previous year's president unless the former president rejects this position or runs for re-election, whereby the most senior alumni member shall be Chair; and
- (b) three, or otherwise not less than one Committee Members of the Advisory Council, whether alumni or not, who have themselves been former Cabinet members.

SECTION 2. The Advisory Council shall not meddle with the day-to-day function of CUFSA.

SECTION 3. (1) The Advisory Council shall meet a maximum of three (3) times per year.

- (a) once during the Summer Semester;
- (b) once during the Fall Semester;
- (c) once during the Winter Semester; and
- (d) at the discretion of the President who shall, from time to time, convene an emergency meeting if a decision that could influence the Association's longevity is being made.

SECTION 4. The Advisory Council Chair should constantly have the Association's longevity interest in mind and keep up with the Association's latest events and initiatives.

SECTION 5. If any member of the Advisory Council notices a downward trend or inactivity in the Association, it is the obligation of the Advisory Council to schedule a meeting with the Cabinet to check on the Association and identify the issue.

Article XIII

Cabinet Meetings and Committee Meetings

SECTION 1. Cabinet Meetings shall be held on the first week of each month during the Fall and Winter semesters, and at least twice during the Summer semester.

SECTION 2. Quorum for the Cabinet meetings shall be four members.

SECTION 3. Notice of seven days is required to call a Cabinet meeting. Twenty-four (24) hour notice is required for meetings of committees.

SECTION 4. Cabinet meetings are not open to general members.

SECTION 5. The current Secretary of that office shall select the frequency of the Committee Meetings.

SECTION 6. There shall be a meeting of all General Members once per academic term.

SECTION 7. Members of the Cabinet who fail to attend 2 Cabinet meetings per academic term without prior and justifiable excuse from the President shall be removed from office.

Article XIV

Election for the President, Vice President, CCO, CFO and Secretaries

SECTION 1. The election period shall begin on the after the last of the Winter Classes and adhere to CUSA's Clubs Leadership Succession Procedure.

- Day 1 - Announcement of the campaign, voting, and results announcement dates
- Day 7 - Start of campaign
- Day 10 - last day to buy voting memberships for the club
- Day 14 - end of campaign
- Day 15 - start of voting
- Day 16 - end of voting
- Day 17 - Results announced

SECTION 2. The term of the Executive shall be from 1 May to 30 April in the following year.

SECTION 3. The Chief Electoral Officer shall be a President in good standing who is ineligible to serve an additional term, or, barring this, another Executive Member similarly ineligible. In the case where no Executive members can be found to fulfill these criteria, the Chief Electoral Officer shall be an individual so designated by two-thirds of Council.

SECTION 4. The Chief Electoral Officer shall:

- Create the ballot and means for tabulation;
- Count the ballots;
- Announce the results of the election, and;
- Manage any complaints and accusations of electoral impropriety.

Article XV

Impeachment and Vacancies

SECTION 1. Impeachment is the removal of a Cabinet member from office for cause. Impeachment may be justified under any of the following:

- (a) failure to execute the responsibilities of their portfolio after the third offence, or after any one instance of gross misconduct relating to their responsibilities;
- (b) mishandling of the funds and treasury of the Association;
- (c) wrongful behaviour towards any person, including, but are not limited to:
 - (i) sexual misconduct;
 - (ii) verbal abuse; and,
 - (iii) physical abuse.

SECTION 2. An offence could be classified, at the discretion of the Cabinet, as:

- (a) a violation of this Constitution;
- (b) inactivity such as not responding for at least three days;
- (c) empty promises such as agreeing to fulfil a task but failing to produce results; and
- (d) clear disregard of their primary duties.

SECTION 3. Three Cabinet Members may initiate an Impeachment Trial at any time.

SECTION 4. If a Cabinet member other than the President raises an issue against other Cabinet members or committee members, the President has the option of seeing it as an offence or engaging in a private dialogue with the defendant.

SECTION 5. If the issue is the President, any Cabinet member should contact the Advisory Council, and the Chair of the Advisory Council should take the situation seriously, listen to every detail, and recommend a course of action that is consistent with the Constitution to the Cabinet.

SECTION 6. If the matter is a Committee Member against the President, any committee member must bring it to the attention of their respective Secretary and then the Secretary should inform the Advisory Council that the Cabinet shall meet without the President to discuss the issue and if need be start an impeachment trial after the meeting.

SECTION 7. If the issue involves a Committee Member against a Cabinet Member other than the President, the Committee Member must inform the President and the President should then notify the Advisory Council that the Cabinet shall meet without the accused Cabinet Member to discuss the issue and, if necessary, begin an impeachment trial following the meeting.

SECTION 8. The impeachment trial must proceed as follows:

- (a) the impeachment trial must be conducted with discretion and involve just the Cabinet and the defendant, if they are a committee member;
- (b) the President should clearly and loudly read the issue. In the event that the President is on trial, the Vice President should serve in their stead;
- (c) the defendant would have a maximum of five (5) minutes to explain their situation and justify their actions;
- (d) the Cabinet is then permitted one question and a maximum of two (2) minutes per member to address the defendant, if necessary;

- (e) the President would next request that the defendant leave the chamber for ten minutes;
- (f) the first five minutes would be devoted to a discussion of whether or not the defendant's actions were justified;
- (g) the remaining five minutes would be spent voting in a secret ballot that only the President could view on whether or not to impeach the defendant. To impeach someone, the Cabinet must vote with a simple majority;
- (h) after ten minutes, the President would then request that the defendant return to the chamber to proclaim the verdict.

SECTION 9. If the result is for Impeachment, the defendant's office shall be vacated and they shall be removed from all CUFSA communication channels and logged out of all CUFSA accounts.

SECTION 10. If the defendant refuses to do so, refer to Article VII Section 3 and Article VII Section 4.

SECTION 11. If a vacancy arises in any office, the Cabinet shall appoint a temporary replacement to take office immediately, and give information to the Clubs Oversight Commission that such a vacancy exists. A permanent replacement shall be elected by consensus at the next Annual General Meeting of the Association. If consensus cannot be reached there, the Cabinet shall appoint a temporary replacement.

Article XVI

Amendments

SECTION 1. This Constitution shall be amended by a simple majority vote of the Cabinet.

SECTION 2. Such amendments shall be promulgated and entered into force at a time so resolved by the Cabinet.

Article XVII

End-of-Year Duties for the Executive Team

SECTION 1.

(1) End-of-year duties should begin no less than sixty days before the last school day of the winter term. These duties include:

(2) The election of the new executives; President, Vice President, Secretary of Digital Marketing, Chief Financial Officer, Secretary of Community Engagement, Secretary of Public Relations, and Chief Cultural Officer.

(3) Preparing financial statements consisting of: the current balance of the CUFSA account, all outgoing expenses for the year, average cost of events, a balance sheet, income statement, and a report issued to CUSA. There should be no outstanding balances of accounts owed.

(4) Transition documents submitted by each Cabinet post, outlining specific duties, recaps of major projects, and rough budgets for succession planning.

- (5) A transition meeting of not less than 30 minutes must occur between the outgoing Cabinet.
- (6) Organising the CUFSA Google Drive, sorted by year.
- (7) Surrendering access to the CUFSA Drive, CUFSA social media accounts, CUFSA bank account, and the CUFSA email

Article XVIII

Credentials

SECTION 1. Access to the following CUFSA accounts shall be granted to the succeeding Cabinet. This includes:

- (a) social media (Instagram, Facebook, TikTok, LinkedIn);
- (b) bank account (President, and Chief Financial Officer only); and
- (c) administration (Gmail, Doodle, LinkTree, Mailchimp)

SECTION 2. The passwords to all of the above accounts must be changed at the start of the new Cabinet's term. All previous executives who are no longer serving during the term must be removed from accessing the above accounts as soon as possible.

Article XIX

Dissolution of the Association

SECTION 1. The Association shall be dissolved on a unanimous vote of the Cabinet, concurrent with a majority vote of the General Membership.

SECTION 2. Upon dissolution of the Association, all assets gained through the Carleton University Students Association (CUSA) shall be returned to CUSA and all other assets shall be given to a charity of choice that focuses on the needs of Filipino/a/x-Canadian youth based on a two-thirds majority vote of the last executive team.

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