

Article 1: Name and Objectives

Section A: Name

The official name of this organization is the Kurdish Cultural Association at York (KCA-Y).

Section B: Objectives

KCA-Y exists to:

1. Celebrate and promote Kurdish culture, heritage, and identity at York University.
2. Provide a welcoming space for Kurdish and non-Kurdish students to gather, learn, and engage.
3. Organize cultural, educational, and social events such as panels, film screenings, music nights, and Newroz celebrations.
4. Build community connections with Kurdish organizations in Toronto and beyond.
5. Foster cross-cultural understanding and collaboration with other York student clubs.
6. Represent the interests and voices of Kurdish students on campus.
7. Uphold York University values, regulations, and the Ontario Human Rights Code.

Article 2: Membership

1. Membership is open to all York University students, regardless of background.
2. KCA-Y does not charge any membership fees.
3. Membership is free for all York University students.
4. A York University student becomes a General Member by joining the club through one of the following official methods:

Joining through YUConnect, OR

Signing in at a KCA-Y event or meeting, OR

Submitting a membership request through an official club communication channel (email, Instagram, or WhatsApp broadcast list)

5. General members may attend events, participate in activities, and volunteer with the club.
6. Only current York students may run for executive positions and vote in elections.
7. York alumni, staff, faculty, and community members may join as non-voting associate members.
8. Members are expected to uphold the values of inclusivity, respect, and community.

Article 3: Meetings

1. Executive meetings must have at least 24 hours notice, including the time, place, and date.

Notice of Meeting:

- Notice must be delivered at least 24 hours in advance through one or more of the following official channels:
 - Email
 - WhatsApp (Executive Team group chat)
 - Microsoft Teams
 - Any other written digital method approved by the Executive Committee
2. A meeting agenda must be shared with the Executive Team before each meeting.
 3. Meeting minutes must be recorded and shared with the Executive Team within 48 hours after the meeting ends.

4. A simple majority vote decides all decisions made during Executive meetings.
5. Missing more than three Executive meetings without valid reasons may result in a vote by the Executive Team on whether the member remains in their position.

Article 4: Events

1. The Association will organize events throughout the academic year based on interest, capacity, and available resources.
2. Events may include cultural, social, academic, or collaborative activities.
3. All events must follow York University policies and be approved by the Executive Team.

Article 5: Executive Team Roles and Responsibilities

President

1. Represents the Association in all official matters.
2. Leads the Executive Team and ensures responsibilities are fulfilled.
3. Chairs meetings and coordinates major decisions.
4. Oversees communication with York University, student groups, and community partners.
5. Holds signing authority with the vice president

Vice President

1. Assists the President with internal operations.
2. Helps coordinate meetings, volunteers, and general communication.
3. Supports the management of team workflows and administrative tasks.
4. Acts as Chair if the President is absent.
5. Shares signing authority with president

Treasurer

1. Manages all financial records and transactions.
2. Prepares simple budgets for events and keeps receipts.
3. Ensures spending follows York University financial policies.
4. The Treasurer may serve as a third signing authority, to be activated only if required for specific transactions or in the absence of the President or Vice President.

Secretary

1. Manages official communication, emails, and documentation.
2. Records and stores meeting minutes.
3. Maintains updated versions of the Constitution and club records.
4. Assists with coordination and communication across the team.

Events Coordinator

1. Plans, organizes, and supports the execution of events.
2. Works with volunteers and other executives to deliver events smoothly.
3. Collaborates with the Treasurer to prepare event budgets.

4. Coordinates logistics such as space booking, setup, and outreach.

Media Management

1. Manages the Association's social media pages and online presence.
2. Designs promotional materials for events and announcements.
3. Documents events through photos or videos.
4. Helps with communication and public engagement.

Article 6: Executive Code of Conduct

1. All executives must act respectfully and professionally when representing the Association.
2. Executives are expected to communicate clearly, attend meetings, participate in events, and complete assigned tasks on time.
3. Executives must treat all members and community partners with respect, regardless of background, identity, or political views.
4. Harassment, discrimination, or disruptive behaviour will not be tolerated and may result in removal from the Executive Team after review.
5. Executives must not misuse club resources, funds, or access to confidential information.
6. Executive members are expected to keep internal discussions private unless the team agrees otherwise.
7. If an executive repeatedly misses meetings or fails to complete their responsibilities, the Executive Team may vote to remove them by simple majority.
8. All executives must help maintain a positive, inclusive, and culturally respectful environment in line with York University policies.

Article 7: Elections

1. Elections for the Executive Team will be held once per academic year, usually in March or April.
2. All voting members of the Association may run for a position and may vote unless otherwise stated by York University.
3. The President will appoint a neutral member to act as the Chief Returning Officer to run the election. The CRO cannot be a candidate.
4. Nominations must be open for at least seven days before voting begins.
5. Voting will take place electronically or in person, depending on what is easiest and accessible for members.
6. Each voting member may cast one vote per position.
7. The candidate with the most votes wins the position. In the event of a tie, a run-off vote will be held.
8. If a position has no candidates, it may be filled through appointment by the Executive Team until a proper election can be held.

Article 8: Conflict of Interest

1. Executive members and volunteers must avoid situations where their personal interests could influence their decisions in the Association.
2. Anyone who has a conflict of interest on a specific decision must tell the Executive Team and not vote on or influence that decision.

3. Conflicts may include financial interests, close personal relationships, or any situation that affects a member's ability to be impartial.
4. Failure to disclose a conflict of interest may result in a warning or removal from a position, depending on the seriousness of the situation.

Article 9: Vacancies

1. If an executive resigns, is removed, or becomes unable to continue, the position will be declared vacant.
2. The President will temporarily assign the duties to another executive until the role is filled.
3. A new executive must be appointed or elected within 30 days.
The Executive Team may decide whether to hold a vote among members or select someone directly if the club is still new.
4. If the vacancy is the President's position, the Vice President automatically becomes Acting President until a replacement is chosen.

Article 10: Terms of Office

1. Each executive serves for one academic year, from May 1 to April 30 of the following year.
 - Note: This is aligned with York University's academic-year cycle, not the calendar year.
2. Executives may serve a maximum of two consecutive terms in the same position.
3. Anyone who wants to continue for another year must go through the same appointment or election process used by the club at that time.

Article 11: Complaints Process

1. Any member may submit a complaint about the club's activities, conduct, or decisions.
2. Complaints must be submitted in writing to the President or Vice President.
3. If the complaint concerns the President, it must be submitted to the Treasurer.
4. The Executive Committee must acknowledge receipt of the complaint within five (5) days.
5. The Executive Committee shall review the complaint and may gather information or speak with involved parties.
6. A decision or resolution must be issued within fourteen (14) days of receiving the complaint, unless additional time is reasonably required.
7. Possible outcomes include clarification, mediation, adjustments to procedures, or a written warning.
8. Complaints must be handled respectfully, fairly, confidentially, and without retaliation.
9. Any Executive Officer involved in the complaint must recuse themselves from the review.

Article 12: Financial Responsibility

1. The President and Vice President are the primary signing officers for all financial transactions.
2. The Treasurer may serve as a third signing authority, to be activated only if required for specific transactions or in the absence of the President or Vice President.
3. All club expenses must be discussed and approved by the Executive Committee before money is spent.

4. The Treasurer must keep clear records of all income, expenses, and receipts and update the Executive Committee regularly.
5. Financial records must be available to any executive member upon request.
6. Any misuse of club funds will result in immediate review and possible removal from the executive team.

Article 13: Quorum

1. Quorum for an Executive Meeting is fifty percent plus one of the current Executive Committee.
2. Quorum for a General Meeting is at least fifteen general members or ten percent of the total membership, whichever number is greater.
3. Decisions made without quorum are not considered valid.

Article 14: Amendments

1. Any proposed amendment to this Constitution must be submitted in writing to the Executive Committee.
2. The Executive Committee must review the proposed amendment and share it with the general membership before a vote.
3. Amendments require a two thirds majority vote of the Executive Committee to pass.
4. All amendments must remain consistent with York University policies and regulations.
5. Amended versions of the Constitution must be shared publicly with members.

Article 15: Accessibility of Documentation

1. The Constitution, meeting minutes, financial records, and official club documents must be made available to any member upon request.
2. All documents shall be stored electronically in a secure and accessible format.
3. The Executive Committee must provide requested documents within seven (7) days unless circumstances reasonably require more time.
4. Sensitive information may be redacted where required by York University policy or privacy considerations.

Article 16: Allegations of Wrongdoing

1. Allegations of misconduct, harassment, discrimination, misuse of funds, or abuse of power may be submitted by any member.
2. Allegations must be submitted in writing to the President or Vice President.
3. If the allegation concerns the President, it must be submitted to the Treasurer.
4. The Executive Committee must acknowledge receipt of the allegation within five (5) days.
5. A review must begin within seven (7) days and may include gathering statements, reviewing evidence, or consulting SCLD if needed.
6. A written decision must be issued within fourteen (14) days unless additional time is reasonably required.
7. Individuals named in the allegation must recuse themselves from the review process.
8. Retaliation against a complainant is strictly prohibited.

Article 17: Disciplinary Action

1. If misconduct is found, the Executive Committee may implement appropriate disciplinary measures.
2. Possible actions include:
 - a. A written warning
 - b. Temporary suspension from duties or activities
 - c. Removal from an Executive position
 - d. Referral to SCLD for further action
3. Removal from an Executive position requires:
4. a. A two-thirds vote of the Executive Committee, excluding the member under review
5. b. Written justification provided to the member within three (3) days
6. The member has the right to respond in writing within five (5) days.
7. Disciplinary records must be stored confidentially and only accessible to the President, Vice President, and Secretary unless SCLD requires disclosure.