

CONSTITUTION (Bylaws)
The Iranian Students' Association of the University of Alberta
(ISAUA)

Updated: Nov 21, 2008

Contents:

- Part 1- Purpose
- Part 2- Membership
- Part 3- Council
- Part 4- Executive Committee
- Part 5- Group Representatives
- Part 6- Meetings
- Part 7- Election of Executives
- Part 8- Appointment of the Representatives
- Part 9- Office
- Part 10- Logo
- Part 11- Amendments to the Bylaw

Part 1- Purpose

1. Iranian Students' Association of the University of Alberta, hereinafter referred to "ISAUA" in short, is a non-profitable, non-political student group.
2. The main purpose of ISAUA is to gather together all Iranian students who enjoy sharing the Iranian culture and heritage. Non-Iranians are welcome, too.
3. This group is formed to provide a base where Iranian students can meet, socialize, and do cultural activities together in a peaceful, relaxed atmosphere.
4. Every practice that, to the discretion of the board of executives, brings segregation and disunity should be avoided.

Part 2- Membership

5. Any person, whether Iranian or not, who is interested in the purpose and activities of ISAUA is eligible for membership, provided that (a) the membership fee is paid, and (b) ISAUA's as well as the Students' Union's regulations are met.
6. The non-refundable annual membership fee is \$5.00, which should be paid by the end of the first half of the association year. This fee can be waived in special cases if the board decides so. This may apply, for instance, to those who have recently arrived from Iran.
7. "2/3 of all members must be students at the University of Alberta".
8. Membership period is only one year, and the members are required to renew their memberships every year.

Part 3- Council

9. The Council of ISAUA consists of the ISAUA Executives and the group representatives (Reps).
10. **The Council** shall:
 - 10.1. Help in operating the general affairs of ISAUA.
 - 10.2. Attend all Council meetings and the General meeting.
 - 10.3. Volunteer for the office hours.
11. The task descriptions of the Executives and Reps are found in Part 4 and Part 5 of this constitution, respectively.

Part 4- Executive Committee

12. The Executives are elected by the ISAUA members in an annual meeting, and the Executive Committee is formed of five members, namely President, VP External, VP Internal/Programming, VP Operations, and VP Finance.
13. All the Executives possess equal rights and voting power.
14. Every person, eligible for membership, can be nominated for the Executive Committee including the President position provided that at least two members of ISAUA approve/nominate him or her.
15. All Executives should:

- 15.1. Attend all meetings of ISAUA, such as Executive, Council, and General meetings.
- 15.2. Operate the general affairs of ISAUA.
- 15.3. Volunteer for the office hours.
- 15.4. Help arrange and run the events held by ISAUA.

16. President shall:

- 16.1. Coordinate and supervise the Executive Committee in achieving ISAUA's goals.
- 16.2. Call and chair Executive meetings and prepare agendas for such meetings.
- 16.3. Promote and represent ISAUA and act as an ISAUA liaison to the SU in coordination with the VP External.
- 16.4. Co-sign all ISAUA cheques.
- 16.5. Retain the ability to delegate responsibilities to other Executive members within reasonable limits.
- 16.6. Be responsible for any duty not specifically assigned to another Executive member.

17. VP External shall:

- 17.1. Promote and represent ISAUA and act as an ISAUA liaison to the SU in coordination with the President.
- 17.2. Promote and represent ISAUA and act as an ISAUA liaison to outside organizations, associations, clubs, and groups, except for those specifically named as the responsibilities of other Executive members.
- 17.3. Takes over the responsibilities of the President in the absence of the President.
- 17.4. Obtain permits, licenses, insurance, and any other required documentation and approval for ISAUA functions.
- 17.5. Be responsible for dealing with all legal matters regarding ISAUA registration, sponsored events, and office.
- 17.6. Be responsible for all sub-committee programming and supervising.

18. VP Internal/Programming shall:

- 18.1. Be responsible for organization and coordination of volunteers for all ISAUA events and activities.
- 18.2. Prepare signs and notices for ISAUA events and otherwise ensure that a reasonable effort is taken to notify all ISAUA members of any upcoming events in a timely fashion.
- 18.3. Call and chair Council meetings and prepare agendas for such meetings in a timely fashion.
- 18.4. Notify the Council and any guests of all Council meetings in a timely fashion.
- 18.5. Oversee distribution of signs, notices, and other materials.
- 18.6. Be responsible for keeping in contact with all the members by e-mail, mail, etc.
- 18.7. Organize and run ISAUA public events, such as the one during the Week of Welcome in September of each year.

19. VP Operations shall:

- 19.1. Act as the ISAUA website manager or appoint an ISAUA website manager as approved by the Executive.
- 19.2. Ensure all ISAUA supplies are sufficiently stocked to maintain regular operations and purchase new supplies as required.
- 19.3. Oversee proper maintenance of the ISAUA office and its equipment.
- 19.4. Be responsible for organizing ISAUA office hours and assigning office hour shifts in a fair and timely fashion.
- 19.5. Train and oversee ISAUA volunteers and Council with the exception of special events.
- 19.6. Record, prepare, and distribute or post all Executive and Council meeting minutes.
- 19.7. Maintain an acceptable filing system of all ISAUA documents.
- 19.8. Be responsible for and take care of all membership process.
- 19.9. Be responsible for the ISAUA mailbox and locker, if applicable.
- 19.10. Book places for all meetings and events.
- 19.11. Create flyers, posters, signs, etc. if needed.

20. VP Finance shall:

- 20.1. Prepare and monitor the ISAUA budget.
- 20.2. Be responsible for, take care of, and keep a good record of all financial works and transactions, including but not restricted to payments, reimbursements, tax reports, and banking.
- 20.3. Be responsible for ISAUA revenue and expenditures and maintaining detailed records of all such transactions.
- 20.4. Co-sign all ISAUA cheques.
- 20.5. Notify the Executive committee of budget progress through monthly financial statements accompanied by receipts.
- 20.6. Submit a financial report at the ISAUA Annual General Meeting.
- 20.7. Apply for any Student Groups grants as required by ISAUA.
- 20.8. Prepare floats for all ISAUA events and for the office hours.
- 20.9. Reconcile the ISAUA chequebook with all withdrawals and deposits and with bank statements.
- 20.10. Be present at all ISAUA events that involve money and take care of the transactions there.

Part 5- Group Representatives (Reps)

21. Any group can be formed providing:

- 21.1. There is a need for it.
- 21.2. The formation of the group is proposed to and approved by the Executive committee.
- 21.3. A representative (Rep) is nominated and elected for the group.

22. Some of these positions could be:

- 22.1. Movie Rep

- 22.2. BBQ/Party Rep
- 22.3. Sport Rep
- 22.4. Music Rep
- 22.5. Intercultural Rep
- 23. The Reps should:
 - 23.1. Organize and run all the activities of their groups.
 - 23.2. Publicize their events/activities and keep a good connection with their members.
 - 23.3. Give a report of their activities at least once a month in the Council meetings.
 - 23.4. Propose their programs in a timely fashion to the Council for approval.
 - 23.5. Work in coordination with the VP Internal for programming and announcements, VP Operations for bookings, and VP Finance for budgeting and transactions.

Part 6- Meetings

- 24. There will be four different types of meetings: Executive, Council, Annual General, and Special meetings.
- 25. Executive meeting:
 - 25.1. As often as required but at least once a month.
 - 25.2. All Executives should attend.
 - 25.3. The meetings are called and chaired by the President.
 - 25.4. This is only open to the Executive members and those whom the Executive committee deems required.
- 26. Council meeting:
 - 26.1. As often as required but at least once a month.
 - 26.2. All the Council members should attend.
 - 26.3. The meetings are called and chaired by the VP Internal.
 - 26.4. This is only open to the Council members and those whom the Council deems required.
- 27. Annual General Meeting (AGM):
 - 27.1. Must be held in April of each year prior to the election.
 - 27.2. All the Council members should attend.
 - 27.3. The meeting is called and chaired by the President.
 - 27.4. This is open to all ISAUA members and those whom the ISAUA deems required.
- 28. Special meeting:
 - 28.1. Can be held when a minimum of 2 Executives or 10 members of ISAUA ask for it.
 - 28.2. All the Executive members should attend.
 - 28.3. The President or the one he/she appoints chairs the meeting.
 - 28.4. This is open only to those whom the Executive committee deems required.

Part 7- Election of Executives

29. The election of the Executives should be held “prior to April 15 of each year in order to ensure a smooth internal transition of officers, as well as allowing time to register new officers with the Office of Students’ Groups”. The exact date to be determined by the outgoing Executive.
30. Council shall elect a Returning Officer no less than one (1) month before the election is to be held. The Returning Officer must be a member of ISAUA, and must not be running for an Executive position.
31. All elections and referenda shall be the responsibility of the Returning Officer.
32. All ISAUA members must be provided with notice of an election no less than fifteen (15) days before the election date.
33. Nominations for an election office must be received by the Returning Officer no less than seven (7) days before the election.
34. All candidates must be members of ISAUA. Should any candidate or current Executive member lose membership in ISAUA, he or she must withdraw from the election or resign from the Executive Committee.
35. All candidates shall be introduced at the Annual General Meeting preceding the election and each shall retain the right to speak on his or her behalf at the AGM.
36. Election must be conducted by secret ballot and counted according to the Single Member - Single Vote system.
37. The Returning Officer shall cast a vote in a sealed, separate envelope for each position prior to general voting.
38. In the event of a tie between two or more candidates vying for an Executive position, or a candidate receiving equal number of Yes and No votes (uncontested positions), Returning Officer’s vote for that position should be opened.
39. If any of the Executive positions are vacant following the first election, a by-election is to take place before the following September and positions will be open to all current and incoming ISAUA members. The exact time for by-election will be determined by the Council.
40. All ballot papers from the election and/or referendum must be kept by the Returning Officer for forty-eight (48) hours. If no challenge for recount is made to the Returning Officer in that time, the ballot papers must be disposed of.
41. The newly elected Executive Committee shall have a transitional training period under the supervision of the current Executive until the end of April following the election.
42. The Executive Committee shall serve a term of one (1) year, starting May 1st and ending April 30th.
43. Twenty members of the Association may call a Vote of No Confidence and force the Executive Committee to resign. Upon receipt of request of twenty members of the Association, the Executive Committee shall introduce an Election Officer and hold a General Meeting in two weeks to address the questions of the opposing twenty members. At the end of the meeting, an election will be held under supervision of the Election Officer, and if the Committee did not receive the majority of vote (i.e., fifty percent plus one), the Committee will have to resign.

44. Members shall call for Vote of No Confidence for no more than twice in each office term (i.e., period of one year, May to April).
45. Upon resignation, the Committee shall hold a By-election in two weeks.
46. The removed Executives may nominate themselves for the By-election.
47. The rules of annual Executive Committee Elections govern By-elections.

Part 8- Appointment of the Representatives

48. All Representatives (Reps) will be selected by the Executive Committee.
49. All ISAUA members must be provided with notice of vacant Rep positions preferably fifteen (15) days, but no less than seven (7) days, before the selection process.
50. Applications or nominations for Rep positions must be returned by the VP Operation no less than one (1) day before the selection process.
51. In case an interview with an applicant is required, the applicant must be notified of the date and time of the interview appropriately.
52. All applicants must be members of ISAUA. Should any applicant or current Council member lose membership in ISAUA, he or she must withdraw the application or resign from the Council.

Part 9- Office

53. ISAUA shall maintain an office in the Student Union Building (SUB). Its purpose is to provide the ISAUA Council with office space, and all ISAUA members with a place to go to meet the council, obtain information, submit membership forms, make payments, purchase tickets for the events, sign out movies, etc.
54. Application for office space should be made every year with the Students' Union.
55. The office shall be open to all ISAUA members on a regular basis, with specific hours of operation as determined by the ISAUA Council.
56. The VP-Operations shall be responsible for proper maintenance of the office and the equipments within.
57. The VP-Operations, or whoever is given this responsibility, shall coordinate ISAUA office hours, to be staffed by members of the Council (i.e., the Execs and the Reps), and other volunteers (if required).
58. The three keys to the office should be kept as follows: the President is responsible for and keeps one key, the VP-Operations is responsible for and keeps one key, and the last key is kept within the access of other members of the Council in a suitable way.

Part 10- Logo

59. The logo is to be used on the ISAUA web site, newsletters, official correspondences, tickets, flyers and all other items that represent our association.
60. The ISAUA logo is:

Part 11- Amendments to the Constitution

61. This constitution can be amended and altered by a special resolution passed by the majority of the not less than two thirds of the council.
62. This Constitution was prepared based on the needs of ISAUA. However, Constitutions of the Students' Association of North Garneau and the Iranian Heritage Society of Edmonton were used as initial references.

The End.