

ARAB STUDENTS ASSOCIATION CONSTITUTION

VISION.

To create an interactive forum on Yale campus, and promote its mission on other campuses across the country, where members can explore and share all political, cultural, social, and other aspects of the Arab world.

MISSION.

- *To spread an understanding of the Arab world, its cultures, and current issues that affect the region.*
- *To bridge the various cultural gaps between the Arab world and the United States.*
- *To strive for the breaking down of stereotypes and the growth of a concrete and sincere representation of the Arab world's diverse components.*
- *To create a network and forum where Arab Students Associations across the country can collaborate and share resources.*
- *To be a voice for the Arab population on campus.*
- *To reach out to the greater Yale and New Haven community, making the ASA a campus-wide group and resource for the community.*
- *To empower students on campus and assist them with their professional, academic, extracurricular, and post-Yale endeavors by creating an extensive network through the Arab world.*

I. STRUCTURE OF THE EXECUTIVE BOARD.

1. Co-Presidents.

- 1.1 Assumes all responsibility in the name of the ASA.
- 1.2 The position of president/s can only be filled by a single person twice.
- 1.3 Oversees the work and performance of the Executive Board, delegates tasks and responsibilities to them when necessary and assumes an active role in meeting with Board Members.
- 1.4 Maintains an active role in the quality assurance and supervision of the execution of events.
- 1.5 Takes the initiative in designing and developing new creative projects for the ASA in consultation with other members.
- 1.6 Assigns ASA members the role of contacting prospective freshmen.
- 1.7 Moderates all Board and General ASA Meetings.
- 1.8 Has access to the ASA panlists.
- 1.9 Has the power to break a non-election voting tie.
- 1.10 Maintains the ASA calendar, which specifies the time and location of ASA events.
- 1.11 Is limited to spearheading 3 events a semester.
- 1.12 Sends general membership bi-annual surveys of assessment and suggestions and ensures that all survey findings are properly addressed.
- 1.13 Ensures that there are consistent year-long efforts by the board to involve freshmen by supervising and collaborating with freshman liaisons.
- 1.14 Serve as the point person for the freshmen liaisons, and for any queries posed by the individual chairs, not limited to reaching out to speakers, choosing venues, finding funding sources, establishing student organizations and dealing with administration.

1.15 Responsible for enhancement of relations between ASA and non-undergraduate student groups. This includes, but is not limited to, CMES, the Arabic Department, OISS, AC, OIA, Yale's admission office, and IRIS.

1.16 The specific duties of the Co-Presidents will be divided as they see fit and allocated accordingly.

2. Treasurer.

2.1 Organizes and manages the ASA's finances, which may be used only for the organization's expenditures.

2.1.2 If a bank account does not exist, then the Treasurer must create an ASA bank account within the first month of the new academic year.

2.1.3 If a bank account does exist, then the Treasurer is responsible for ensuring that the account has been updated with the new board's details by the start of the new academic year and that the balance is positive.

2.2 Responsible for attaining all necessary funds through grants, departments and donations while working in direct collaboration, at the discretion of the treasurer, with event organizer.

2.3 Is in charge of acquiring and collecting Yale University funding for ASA sponsored events and functions up to \$50 with a minimum 2 week notice. In the case of events requiring more than \$50, the Treasurer will hold financial responsibility only for event approved by the board.

2.4 Sends the ASA bank account's monthly statement to the president/s only.

2.5 Collaborates with the outreach chair to actively solicit donations and funds for the ASA.

2.6 Responsible for coordinating with board members to ensure that pictures are taken events that receive UOFC special funding, as taking pictures is part of the requirements for obtaining this funding.

3. Social Chair.

3.1 Organizes social events throughout the year including but not limited to study breaks, hangouts, movie nights and parties.

3.2 Organizes Freshmen welcome event at the beginning of every Fall semester.

3.3 Organizes Bulldog Days event every Spring semester.

3.4 Organizes Senior farewell event at the end of Spring semester.

3.5 Is responsible for compiling budget for said events and coordinating with the Treasurer to secure funds.

3.6 Responsible for social media accounts such as Facebook and Instagram.

3.7 Along with the Political Chair, the Communications Chair and the Outreach Chair, responsible for organizing other events throughout the year, including College Teas, dinners with visiting guests, and speaker series.

4. Outreach Chair.

4.1 Ensures that events are documented by chairs responsible for these events, and archiving the information. This can include pictures, an estimation of audience size, a chronological overview of the event and its guests, and audience response. This documentation may be distributed to any board member throughout the year upon his/her request.

4.2 Responsible for enhancement of relations between ASA and non-undergraduate student

groups. This includes, but is not limited to, CMES, the Arabic Department, OISS, AC, OIA, Yale's admission office, and IRIS.

4.3 With respect to the Yale Arab Alumni Association (YAAA), the Outreach Coordinator will serve as the ASA's liaison consistently and thoroughly, this includes, but is not limited to:

4.3.1 Attending all YAAA bi-monthly conference calls. Acting as Executive Board Chair on YAAA board for 3 months specified by YAAA board.

4.3.2 Attend conference call with Assistant Director of Office of International Affairs once a month, as specified by YAAA board.

4.3.3 Updating YAAA with progress of the ASA and vice versa.

4.3.4 Have knowledge of any alumnus permanently or temporarily within proximity of Yale University, and organize at least one Alumnus Tea per year.

4.4 Along with the Social Chair, the Communications Chair and the Political Chair, responsible for organizing other events throughout the year, including College Teas, dinners with visiting guests, and speaker series.

5. Conference Chairs.

5.1 Responsible for selecting a conference team at the beginning of the year.

5.2 Organize the first ever Yale Arab Conference in conjunction with the CMES, requiring:

5.2.3 Selection of a theme for the conference.

5.2.4 Drafting of a list of speakers and guests to invite with the appropriate letters of invitation.

5.2.5 Creation of promotional material for the conference.

5.2.6 Creation of a budget for the conference in coordination with the treasurer who will help them seek out sources of funding.

5.2.7 Acquiring a venue for the conference.

5.2.8 Advertising the conference.

5.2.9 Running the conference.

6. Political Chair.

6.1 Remain up to date with current events in the Middle East and coordinate with the Social Chair to have regular posts on social media about relevant news articles, videos and photos.

6.2 Responsible for running the Arab countries memorial series whereby important dates in Arab countries' histories are commemorated by the ASA.

6.3 Coordinate with other relevant groups such as but not limited to SOS, Students Organized For Syria, YRP, SJP, NLG and MEREAD for events, teach-ins and social media posts related to the political situation in the Middle East.

6.4 Along with the Social Chair, the Communications Chair and the Outreach Chair, responsible for organizing other events throughout the year, including College Teas, dinners with visiting guests, and speaker series.

7. Communications Chair.

7.1 Responsible for managing the ASA's announcement, members and board panlist, and sending a newsletter to the relevant panlists.

7.2 Responsible for keeping the ASA website up to date. Will do this by working with the Social chair, the Outreach Chair and the Political Chair to get relevant information and photos about events or news items.

7.3 Responsible for coordinating weekly meeting times and booking meeting rooms for the board meetings.

7.4 Responsible for collecting contact information for incoming members at the extracurricular bazaar.

7.5 Along with the Social Chair, the Political Chair and the Outreach Chair, responsible for organizing other events throughout the year, including College Teas, dinners with visiting guests, and speaker series.

8. Freshman Liaisons (2 or 3*).

8.1 Responsible for encouraging freshman participation in ASA events

8.2 Freshman liaison should be responsible for putting up fliers and help with publicity.

8.3 Responsible for aiding other board members in completing tasks, and are required to be working on at least one project at any given time.

8.4 Responsible for conveying freshman concerns to the board members.

8.5 Voting on the position of freshman liaison is open to the general ASA membership and will take place in the beginning of every fall semester.

8.6 Responsible for taking minutes at weekly meetings, maintaining the newsletter, and the website. Duties are to be assigned in the beginning of the year.

8.7 Organize and sustain an “Arabic Table” once a week, starting after the third week of the semester up until reading week, where Arabic students may interact with native speakers.

8.8 Each freshman liaison will be organizing one event targeting freshmen per year.

* The decision of whether to elect 2 or 3 freshman liaisons is left to the discretion of the President/s.

II. BYLAWS.

Article 1: At the beginning of each academic year, the board will meet in the ASA room, read the constitution and discuss each member’s duties and responsibilities in order to ensure respect and awareness of the constitution.

Article 2: General membership meetings will be held once a week at a time and place agreed on during the beginning of each semester. Board members should unanimously agree on 3 possible meeting times. The three times should then be put up to a general membership poll. All board members are expected to attend general meetings.

Article 3: The president has the authority to call for an open or closed board meeting when she or he deems necessary.

Article 4: All board members are required to attend board meetings and at least 50% of events sponsored or co-sponsored by the ASA each month. In case of prior knowledge that a board member will not be able to attend, the President/s must be notified.

Article 5: Any board member spearheading an event is in charge of ensuring that pictures are taken and that they are sent to the webmaster and the Communications Chair.

Article 6: The Arab Students Association will not at any time be directly affiliated with any politically slanted entity with a predefined agenda. Consequently, the website of the ASA shall not include pictures, images, or any symbols supporting any such entity, in the exception of a set time period for publicity purposes only.

Article 7: The President/s is/are the sole interpreters of the constitution.

Article 8: In the second semester, the membership will take an annual Family Portrait.

Article 9: A board retreat will take place once a semester.

Article 10: After elections, the new and old board will have a transition retreat/meeting.

Article 11: Meetings will be conducted in English, and present members should be aware and respectful of the language skills of other members.

Article 12: All members that have attended 3 meetings and 3 events in the past academic are eligible to get an ASA room key at the discretion of the President. It is imperative for anyone who uses the room to leave it as clean and tidy as they found it.

Article 13: Each board member will execute one “signature event” relevant to their area of work. Please refer to the appendix for previous signature events held by the ASA.

III. PROTOCOL FOR APPROVAL OF EVENTS.

1. Event organizer must contact President/s for addition of proposed event to the weekly meeting agenda.
2. In meeting, event organizer will speak in support of the event, any opposition will be given to speak against it.
3. Present body will enter period of deliberation
4. Event will only be approved through a majority vote of all present members, not limited to board members

IV. PROTOCOL FOR RESIGNATION, MOTION OF NON-CONFIDENCE, AND GRACE PERIOD.

1. An Executive Board member may be given a grace period by a 2/3 vote of no confidence by all other executive board members at an Executive Board meeting.
2. Once a vote of no confidence has been called the first time then the board member has the right to a two-week grace period in which the board member has the right and the prerogative to reinvigorate their role and show the board their dedication before a final vote of no confidence.
3. All Executive Board members will meet at the end of the two-week period and vote again, a second 2/3 vote of no confidence results in the Executive Board member’s suspension.
4. All Executive Board members wishing to resign shall present a formal letter of resignation to the remaining Executive Board stating their reason(s) for resigning. The letter shall be read publicly at the next Executive Board meeting.
5. Elections will be held one week after announcement of resignation or motion of no confidence.
6. The two-week period following resignation will be regarded as a period of transition.
7. In period of transition, exiting board member must continue carrying out his or her responsibilities and guide the incoming board-member.

V. ELECTION PROTOCOL.

1. Elections for the officer positions for the following academic year are to be held in April.
2. Candidates will be requested to submit their candidacy statement(s) by the deadline set by the Board. Candidacy statements must be sent to the President/s (or a Board member designated by the President/s) by the set deadline. Nominees submitting their statements after the deadline will not be allowed to run under any circumstances.
3. Only self-nominations shall be accepted.
4. Voting takes place in the order that positions are presented in the constitution.

5. Candidates must understand that they are running for positions that are a yearlong commitment. Members should not run unless they are completely sure that they will be capable of fulfilling the duties of their positions as detailed by the constitution.
6. Speeches must be no longer than 3 minutes and candidates will speak in alphabetical order by last name.
7. All candidates will be in the room during speeches.
8. There will be a Question-Answer session after all the candidates have spoken. Questions must be addressed to all candidates.
9. There will be a single ballot for each position.
10. Votes will be counted by two senior members of the ASA board.
11. In the case of a tie, the body will enter a 5-minute deliberation and then a re-vote between the tied candidates. This will repeat until the tie is broken.
12. Candidates have the right to ask for the voting outcome (percentages).
13. Candidates can ask for a recount. This must be done throughout the election session; requests for a recount after the election session will not be entertained.
14. Candidates must submit separate candidacy statements for each position they are nominated and running for.
15. If a person is running uncontested for a particular position, a “Yes/No” vote will still be conducted. A simple majority of “Yes” votes will constitute a vote of confidence. If the uncontested candidate fails to get a vote of confidence or if there is no candidate for the position at the time of the election, by-elections will be held for that position within the next two weeks.
16. A transitional board meeting must take place by the end of reading week.

VI. AMMENDMENTS.

1. The Constitution will be reviewed, voted upon and ratified at a meeting at least one week before the April election meeting.
2. The President/s will serve as the moderator for such amendment meeting.
3. The President/s is responsible for collecting all amendments by email prior to the meeting and distributing them to the membership.
4. Amendments will pass by a 2/3 majority.

APPENDIX.

Past ASA Signature Events.

ASA signature events differ from regular events in that they are more visible on campus and beyond. They also require a considerable amount of planning and funding. Examples of previous signature events include:

- **World Fellows Workshop (political):** A workshop that brings together leaders of top student groups on campus and several world fellows. The 2010 workshop was focused on “Creativity in Activism,” but the topic can vary as long as a mutually beneficial exchange is taking place.
- **ASA Party (social):** A campus-wide party aimed to increase ASA's popularity among students and possibly raise funds for the organization.
- **Graduate/Undergraduate Mixer (social):** An RSVP-only gathering that allows the ASA to make itself more visible and accessible to graduate students and increase the organization's

reach.

- **Annual Arab Community Gala Dinner (cultural):** A formal gala dinner that celebrates Arab culture and achievements and continues building a lasting bridge between Arabs in New Haven and the Yale community in order to foster mutual trust and assistance
- **Arab cultural fair (cultural):** An event that brings students from public schools in New Haven to Yale for a day to learn about the Arab World and get a glimpse of different facets of the region and how diverse it is.
- **ASA conference:** A day-long conference that brings together notable speakers from the Arab World and beyond to shed light upon an important phenomenon or problem shaping the region. Past topics have included: "Entrepreneurship in the Middle East" (2009), "Activism and Transformation: Arab Women as Agents of Change" (2010)

