

ARAB STUDENTS ASSOCIATION CONSTITUTION

VISION.

To create an interactive forum on Yale's campus, and promote its mission on other campuses across the country, where members can explore and share all political, cultural, social 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 begin the process of creating a Middle East and North Africa (MENA) Cultural House. We strongly believe that there should be a delineated space on campus that serves the Arab and Arab-American community, as well as all those who have an interest in the MENA region.*
- *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. President.

- 1.1 Assumes all responsibility in the name of the ASA.
- 1.2 The position of president 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 Oversees the bank account and all the finances.
- 1.5 Maintains an active role in the quality assurance and supervision of the execution of events.
- 1.6 Takes the initiative in designing and developing new creative projects for the ASA in consultation with other members.
- 1.7 Assigns ASA members the role of contacting prospective first-years.
- 1.8 Moderates all Board and General ASA Meetings.
- 1.9 Has access to the ASA panlists.
- 1.10 Has the power to break a non-election voting tie.
- 1.11 Maintains the ASA calendar, which specifies the time and location of ASA events.
- 1.12 Ensures that there are consistent year-long efforts by the board to involve freshmen by supervising and collaborating with freshman liaisons.

1.13 Serve as the point person for the first-year 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.

1.14 Responsible for enhancement of relations between ASA and non-undergraduate student groups. This includes, but is not limited to, YAAA, CMES, NELC, OISS, OIA, Yale's admission office, and IRIS.

1.15 Responsible for hanging up physical copies of fliers and posters across campus, according to the allocation of billboards, colleges and shops stipulated by the meeting notes.

2. Vice-President.

2.1 Assists the President in the planning and implementation of projects.

2.2 Responsible for booking on campus venues.

2.3 Together with the President, 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.

2.4 Takes on the President's role when the President is absent or unable to work.

2.5 Fulfills secretarial duties until election of terms' first-year liaisons.

2.6 Has access to the ASA panlists.

2.7 Responsible for ensuring that the ASA chairs (including but not limited to political, cultural and social) organize regular events each semester.

2.8 Responsible for sending out emails to members delegating tasks.

2.9 Ensures that board photos are taken within the first three weeks of the fall semester and coordinates with the social chair to update the photo on the ASA website and in the record at the cultural houses.

2.10 Responsible for hanging up physical copies of fliers and posters across campus, according to the allocation of billboards, colleges and shops stipulated by the meeting notes.

3. Treasurer.

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

3.1.2 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.

3.1.3 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.

3.1.4 Works closely with the President to ensure a healthy financial standing (ensures there is sufficient funds collected for events and that monthly maintenance fees for the bank account are avoided when possible).

3.2 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.

3.2.1 Keeps an updated record of all UOFC submissions in the ASA Google Drive as well as uploading all receipts to the relevant event folder.

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

3.4 Responsible for hanging up physical copies of fliers and posters across campus, according to the allocation of billboards, colleges and shops stipulated by the meeting notes.

4. Social Chair.

- 4.1 Organizes social events throughout the year including but not limited to study breaks, hangouts, movie nights and parties.
- 4.2 Responsible for maintain an up-to-date website with pictures and posters from events.
- 4.3 Organizes the ASA stall at the extra-curricular bazaar with the President and Vice President. Ensures that a schedule is put together for members delegating slots for them to attend.
- 4.4 Organizes First-year welcome event at the beginning of every Fall semester.
- 4.5 Organizes Bulldog Days event every Spring semester.
- 4.6 Organizes Senior send-off event at the end of Spring semester.
- 4.7 Is responsible for compiling budget for said events and coordinating with the Treasurer to secure funds.
- 4.8 Responsible for social media accounts such as Facebook, Instagram and Twitter.
- 4.9 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.
- 4.10 Responsible for hanging up physical copies of fliers and posters across campus, according to the allocation of billboards, colleges and shops stipulated by the meeting notes.

5. Outreach Chair.

- 5.1 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.
- 5.2 Responsible for enhancement of relations between ASA and non-undergraduate student groups. This includes, but is not limited to, CMES, NELC, OISS, OIA, Yale's admission office, and IRIS.
- 5.3 Coordinates with the Harvard Society for Arab Students (SAS) for the annual Yale-Harvard football game.
 - 5.3.1 If the game is hosted at Yale that year, this will mean creating a Google Form to find out which ASA members will be hosting Harvard SAS students, organizing a social mixer event and pairing incoming Harvard SAS students with Yale ASA students.
 - 5.3.2 If the game is hosted at Harvard that year, this will mean creating a Google Form to find out which ASA members will require accommodation at Harvard and sending this list to the Harvard SAS.
- 5.4 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:
 - 5.4.1 Attending all YAAA bi-monthly conference calls. Acting as Executive Board Chair on YAAA board for 3 months specified by YAAA board.
 - 5.4.2 Attend conference call with Assistant Director of Office of International Affairs once a month, as specified by YAAA board.
 - 5.4.3 Updating YAAA with progress of the ASA and vice versa.
 - 5.4.4 Have knowledge of any alumnus permanently or temporarily within proximity of Yale University, and organize at least one Alumnus Tea per year.
- 5.5 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.

5.6 Responsible for attending all check-ins and mandatory events for the Asian American Cultural Center (AACC) and the African-American Cultural House (Af-Am House).

5.7 Earns support from other student organizations to rally for the creation of a MENA house.

5.7.1 Attends meetings with the President and Vice President that take place with the Yale administration.

5.7.2 Reach out to media sources on campus (Yale Daily News, Yale News, The Politic and other publications) to raise awareness and have coverage over this campaign.

5.8 Responsible for hanging up physical copies of fliers and posters across campus, according to the allocation of billboards, colleges and shops stipulated by the meeting notes.

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 (this includes content creation and posting the series at the beginning of each month on the ASA website and ASA social media accounts).

6.3 Coordinate with other relevant groups such as but not limited to RISE, 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.

6.5 Responsible for hanging up physical copies of fliers and posters across campus, according to the allocation of billboards, colleges and shops stipulated by the meeting notes.

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 Coordinates with the Harvard Society for Arab Students (SAS) for the annual Yale-Harvard football game.

7.5.1 If the game is hosted at Yale that year, this will mean creating a Google Form to find out which ASA members will be hosting Harvard SAS students, organizing a social mixer event and pairing incoming Harvard SAS students with Yale ASA students.

7.5.2 If the game is hosted at Harvard that year, this will mean creating a Google Form to find out which ASA members will require accommodation at Harvard and sending this list to the Harvard SAS.

7.6 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.

7.7 Maintains constant contact with the Arabic Department professors individually to collaborate on potential events and to support their classes by gathering a list of volunteers.

7.8 Responsible for hanging up physical copies of fliers and posters across campus, according to the allocation of billboards, colleges and shops stipulated by the meeting notes.

8. First-year Liaisons (2 or 3*).

8.1 Responsible for encouraging first-year participation in ASA events.

8.2 First-year 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 first-year concerns to the board members.

8.5 Voting on the position of first-year 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 Responsible for hanging up physical copies of fliers and posters across campus, according to the allocation of billboards, colleges and shops stipulated by the meeting notes.

* The decision of whether to elect 2 or 3 first-year liaisons is left to the discretion of the Board.

9. Graduate Student Representatives (2 or 3* - open to graduate students in all schools).

9.1 Acts as a link between the ASA board and other graduate students and is expected to keep them engaged in the Arab community at Yale.

9.2 Keeps a record of incoming Arab graduate students and works with CMES and OISS to share and grow this list. This list should be constantly shared with the communications chair to be added to the panlist.

9.3 Organizes an Arab graduate student advising panel once a year to connect undergraduates with graduates.

9.4 Shares ASA announcements across graduate schools.

9.5 Organizes events specifically appealing to graduate students to include them into the ASA community.

9.6 At least one representative to attend all negotiations regarding the establishment of a MENA house, representing the graduate student voice.

9.7 Responsible for hanging up physical copies of fliers and posters across the graduate schools.

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 all events sponsored or co-sponsored by the ASA. In case of prior knowledge that a board member will not be able to attend, the President 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 is the sole interpreter of the constitution.

Article 8: In the first three weeks of the fall semester, the membership will take an annual Family Portrait.

Article 9: Meetings will be conducted in English, and present members should be aware and respectful of the language skills of other members.

III. PROTOCOL FOR APPROVAL OF EVENTS.

1. Event organizer must contact President for addition of proposed event to the weekly meeting agenda.
2. In the 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 (or a Board member designated by the President) 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 the President.

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 will serve as the moderator for such amendment meeting.

3. The President 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.