

## **Preamble**

The organization shall be known as the Azrieli Architecture Students' Association, and hereinafter will be referred to as AASA. In this document, general AASA membership shall be referred to simply as "Students" and the Azrieli School of Architecture and Urbanism will simply be referred to as "the School".

## **Article 1 - Mission Statement**

The purpose of the association is to adequately represent the Undergraduate and Graduate students enrolled in the Azrieli School of Architecture and Urbanism. AASA is a democratically elected and non-partisan body that believes in the importance of neutrality, strengthening student unity, and providing open forums for the purpose of publicly expressing and discussing ideas. With governance by open council, the student association emphasizes the precedence of granting every individual of the student body the ability to listen and be heard.

AASA operates with funding from a levy, paid annually by all Students enrolled in the School. As such, these funds are used to improve the student experience through the provision of services, programs, and events that are accessible and pertinent to these students. In managing these funds, AASA operates as a Non-Profit Organization.

## **Article 2 - Purpose**

### **2.1 General**

While Council members govern meetings and oversee the association's operations, all students enrolled in the Azrieli School of Architecture are automatically members of AASA, granting them access to open council meetings where they can listen and give feedback in accordance with meeting protocol. Should an issue occur requiring the entirety of the student body, an open forum will be announced and held. AASA will only intervene in academic issues at the behest of students and in dialogue with faculty members.

### **2.2 Financial**

The Treasurer and President, as signing officers, hold the right to manage the financial accounts of AASA. The financial account shall never be dissolved into the Azrieli School of Architecture or the Carleton University Students' Association (CUSA). It will solely be dissolved into an organization mandated to improvement student life in the B.Arch and M.Arch programs, in accordance with Article 9. All funds are to be recorded and used solely for the purpose of the students enrolled in the program. Any transfer or deposit of funds will require the approval of the Treasurer before any action is taken.

## **Article 3 - Membership**

There shall be three levels of membership: General membership (students), Council members (elected and appointed), and the Executive.

### **3.1 General**

All students enrolled in the Azrieli School of Architecture, both graduate and undergraduate, maintain general membership and may run for Elected Council positions or apply for Appointed Council positions. All students who pay the levy are eligible to participate in events, take part in programs, and use services provided by AASA. Students are able to attend the meetings of AASA and speak to the entirety of the Council. For major issues affecting all students, an open forum can be held at the request of students and the support of a majority of Elected council members.

General membership shall be valid from the date of enrollment up until the date of graduation.

### **3.2 Council**

Council membership shall be valid from May 1st, until April 30th of the following year. The passing of membership from the preceding position holder to the next may be deferred for 4 months upon the consent of both parties.

In the event that a council member violates the AASA constitution, the member will be subject to questioning by the Executive followed by a decision on disciplinary action by the Executive, within their rights. Should the offending person(s) be member(s) of the Executive, questioning will be open to the entirety of the Council, wherein disciplinary action will be decided by unanimous vote of the remaining members of the Elected membership or by the vote of an open council of general members at the discretion of the Elected Council, pending the severity of the violation.

#### **3.2.1 Elected Council Members**

Elected membership shall consist of the following positions: President, Vice President, Treasurer, First Year Undergraduate Representative, Second Year Undergraduate Representative, Third Year Undergraduate Representative, Fourth Year Undergraduate Representative, Conservation and Sustainability Undergraduate Representative, Urbanism Undergraduate Representative, Graduate Studies Representative, Media Representative(s), and two New University Government Representatives (one Undergraduate and one Graduate).

#### **3.2.2 Executive Council Members**

Executive membership shall consist of the President, Vice-President, and Treasurer. The Executive oversees all AASA operations and represents the association in all external communications. This includes formal communications with faculty, staff, other clubs or organizations, and general inquiries directed to students in the School of Architecture. The Executive is primarily responsible for delegating tasks to Council members and organising committees. To facilitate operations, the Executive has ultimate authority on all AASA matters that arise outside of council meetings, while remaining accountable to the AASA membership.

#### **3.2.3 Appointed Council Members**

Appointed membership shall consist of the following positions: Secretary, Electoral Officer, Store Manager(s), and CASA Representative. While Appointed members share an equal voice at meetings and

equal responsibility for completing their duties, those holding these positions are not voting members due to potential conflict of interest.

#### **Article 4 - Organization**

##### **I. President**

- a. Voting member elected by the student body
- b. Shall serve as the official representative and spokesperson of the student body and facilitate the student association
- c. Responsible for the day-to-day operations of AASA, including the AASA office and the delegation of tasks to other members of the association, in accordance to the guidelines listed in this Constitution
- d. Shall convene weekly meetings with all members of AASA
- e. Official contact between the student body and the Azrieli School of Architecture and its representatives
- f. Responsible for monitoring all events funded by the association
- g. Signing officer of the financial account
- h. Shall appoint non-elected members to support AASA in its activities, with the majority support of the Elected Council
- i. As Co-Curricular Record validator for all student activities in the School of Architecture, including those outside of AASA, the President must coordinate with the Secretary to ensure all validations are received and processed on time
- j. Shall complete a continuity report by April 23rd for the next elected member(s) that will fill the presidential position
- k. Shall document their activities and submit monthly reports to the Secretary throughout the year in preparation of the continuity report
- l. Shall attend all meetings in accordance with Article 5.2
- m. These responsibilities can be shared by a team of two representatives, known as Co-Presidents

##### **II. Vice President**

- a. Voting member elected by the student body
- b. Shall serve to assist the President in all their duties
- c. Granted succession of the Presidential position in the case of impeachment or resignation
- d. Will attend meetings alongside the President with administrators when necessary
- e. Shall coordinate volunteers for the events funded by the student association
- f. Will assume the duties of the President in the event that President is unable to carry them out
- g. Shall complete a continuity report by April 23rd for the next elected member that will fill this position
- h. Shall document their activities and submit monthly reports to the Secretary throughout the year in preparation of the continuity report
- i. Shall attend all meetings in accordance with Article 5.2
- j. Responsible for recording minutes for the weekly meetings in absence of the Secretary

##### **III. Treasurer**

- a. Voting member elected by the student body
- b. Maintainer of the financial account of the student association

- c. Shall write a budget in the first month of each term outlining allocation of funding to AASA events, programs, and services, pending review by the President and Vice-President and a majority vote of the Elected council
- d. Shall write monthly financial reports for the association
- e. Will attend meetings alongside the President with administrators when necessary
- f. Responsible for storing and transferring funds
- g. Signing officer of the financial account
- h. Shall document their activities and submit monthly reports to the Secretary throughout the year in preparation of the continuity report
- i. Shall complete a continuity report by April 23rd for the next elected member that will fill this position
- j. Shall attend all meetings in accordance with Article 5.2

#### Azrieli Architecture Student Association

#### IV. Media Representative(s)

- a. Voting member elected by the student body
- b. Responsible for promoting events funded by the student association
- c. Shall design posters, tickets or any other visual components to help promote AASA events
- d. Shall manage all social media accounts, including Facebook groups, Instagram, and Twitter, in order to promote all AASA events
- e. Shall be responsible for photographing all events planned by AASA
- f. Shall complete a continuity report by April 23rd for the next elected member that will fill this position
- g. Shall document their activities and submit monthly reports to the Secretary throughout the year in preparation of the continuity report
- h. Shall attend all meetings in accordance with Article 5.2
- i. These responsibilities can be shared by a team, known as Joint Media Representative(s)

#### V. Year Representative

- a. Voting member elected by the student body
- b. Responsible for day-to-day operations of AASA and its resources
- c. Ensure that issues pertaining to the association and the program are well represented and explained to the student body
- d. Shall complete a continuity report by April 23rd for the next elected member that will fill this position
- e. Shall document their activities and submit monthly reports to the Secretary throughout the year in preparation of the continuity report
- f. Shall attend all meetings in accordance with Article 5.2

#### VI. Conservation and Sustainability Undergraduate Representative

- a. Voting member elected by the student body
- b. Responsible for day-to-day operations of AASA and to resources

- c. Ensure that issues pertaining to the association and the program are well represented and explained to the student body
- d. Shall complete a continuity report by April 23rd for the next elected member that will fill this position
- e. Shall document their activities and submit monthly reports to the Secretary throughout the year in preparation of the continuity report
- f. Shall attend all meetings in accordance with Article 5.2

#### VII. Urbanism Undergraduate Representative

- a. Voting member elected by the student body
- b. Responsible for day-to-day operations of AASA and to resources
- c. Ensure that issues pertaining to the association and the program are well represented and explained to the student body
- d. Shall complete a continuity report by April 23rd for the next elected member that will fill this position
- e. Shall document their activities and submit monthly reports to the Secretary throughout the year in preparation of the continuity report
- f. Shall attend all meetings in accordance with Article 5.2

#### VIII. Graduate studies Representative

- a. Voting member elected by the student body
- b. Responsible for day-to-day operations of AASA and to resources
- c. Ensure that issues pertaining to the association and the program are well represented and explained to the student body
- d. Shall complete a continuity report by April 23rd for the next elected member that will fill this position
- e. Shall document their activities and submit monthly reports to the Secretary throughout the year in preparation of the continuity report
- f. Shall attend all meetings in accordance with Article 5.2

#### IX. New University Government Representative

- a. Shall attend all open sessions of the monthly School of Architecture Faculty Meetings convened by the Director of the Azrieli School of Architecture
- b. There shall be two representatives: one from the Undergraduate program, and the other in the Graduate Program
- c. Responsible for recording faculty meetings and disclosing the information to the Elected Members, while also respecting the confidentiality of the Faculty Members
- d. If one or both positions are not filled during elections, the representative(s) shall be appointed by the President within the first month of Fall term, subject to a majority vote by Elected members
- e. Shall act as Architecture Councilor on the Carleton Academic Student Government and attend monthly CASG meetings in coordination with the Faculty of Engineering and Design Coordinator
- f. Shall attend all CSES Annual General Meetings

- g. Shall complete a continuity report by April 23rd for the next elected member that will fill this position
- h. Shall document their activities and submit monthly reports to the Secretary throughout the year in preparation of the continuity report
- i. Must attend the AASA Council meeting immediately succeeding each of the meetings outlined above to share updates with the Council, with exemption from Article 5.2

#### X. CASA Representative

- a. Responsible for coordinating with the Canadian Alliance of Student Associations to further communication between Canadian students and to advocate on behalf of architecture students enrolled in the School
- b. Ensure that issues pertaining to the association and the program are well represented and explained to CASA general assembly
- c. Shall document their activities and submit monthly reports to the Secretary throughout the year in preparation of the continuity report
- d. Shall complete a continuity report by April 23rd for the next elected member that will fill this position

#### XI. Elections Officer

- a. Responsible for organizing and facilitating AASA elections in accordance to this constitution
- b. Receive nominations for members of the student body running for a position
- c. Shall not run for any of the positions that the election is officiating, in order to remain free from conflict of interest
- d. Present results of the election after voting is concluded
- e. Position is held from the time they are elected until the conclusion of the elections they have been asked to officiate
- f. Shall complete a continuity report by April 23rd for the next elected member that will fill this position
- g. Appointed by the President following a majority vote by Elected members

#### XII. Secretary

- a. Shall attend all meetings convened by the President or Vice-President
- b. Shall collect council member's timetables to establish a weekly meeting time
- c. Responsible for recording minutes of all AASA meetings, making them available to the public
- d. Compile council membership lists and attendance at meetings
- e. Maintain records of AASA, including but not limited to the minutes archive, continuity reports, event summaries, association procedures, and association history
- f. Able to provide guidance on the regulations and procedures of AASA
- g. Shall complete a continuity report by April 23rd for the next elected member that will fill this position
- h. Shall assist the President with CCR validations
- i. Appointed by the President following a majority vote by Elected members

### XIII. Store Manager(s)

- a. Shall attend all meetings convened by the President or Vice-President
- b. Shall be available during weekly store hours
- c. Shall recruit, train, and manage volunteer staff
- d. Shall coordinate store scheduling, including staff shifts
- e. Shall keep stock of inventory and ensure the store remains tidy and organized
- f. Shall oversee financial transactions and maintain financial records in coordination with the Treasurer
- g. Appointed by the President following a majority vote by Elected members
- h. These responsibilities can be shared by a team of two representatives, know as Joint Store Manager(s)

### Addendum

Kosmic team elections will be facilitated by the Elected Council, but Kosmic will otherwise not be governed by AASA, nor will AASA be responsible for anything related to the Kosmic team's operations and events unless agreed upon by both parties during the first officially held meeting of the new Elected Council. If necessary, AASA will provide a grant of up to \$1,000 to the Kosmic team for that school year.

## **Article 5 - Meetings**

### **5.1 Frequency**

General meetings for Council members are to be held once a week at the same time, dictated by consensus of the Elected membership during the beginning the school semester, or whenever necessary dictated by a majority vote of the Elected membership. The Secretary will collect timetables at the beginning of each term and propose a weekly meeting time to be voted on. Weekly meetings primarily focus on discussion between all Council members and delegation of tasks to all members. The President, Vice President and Treasurer shall meet additionally as necessary to ensure efficiency and efficacy within the association.

All General Meetings are held publicly within the Azrieli School of Architecture, and all students are permitted to attend. The time and locations of meetings must be publicly advertised. For transparency, all meetings will be recorded and made available by transcript for those that cannot attend.

### **5.2 Procedure**

It is recommended that meetings follow Robert's Rules of Order Newly Revised. At a minimum, each member is expected to:

1. Be on time and come prepared
2. Be mentally present and not on electronic devices
3. Contribute to discussion and the meeting's goals
4. Let everyone participate and listen attentively to others
5. Raise hands and follow speaking order
6. Stay on point, on time, and not talk over others

7. Confirm what tasks have been assigned to them
8. Close decisions and follow up

Meeting procedure will be discussed and established at the first meeting of the year. The President and Vice-President will enforce procedure with support of the Secretary.

### **5.3 Participation**

Both elected and appointed members of the council are strongly encouraged to attend weekly meetings. If a Council member is unable to attend a meeting, they must provide advance notice to the President. Three consecutive unexcused absences, or more than 6 absences in a term by a council member will result in a review by the Executive. If the offending party fails to improve their attendance record, the Executive may invoke Article 7.

All Elected council members are obligated to attend meetings deemed urgent by the Executive, who must provide one week of advance notice. Attendance is obligatory in the event of a voting session, such as for constitutional amendments, or if a time-sensitive issue affecting students or AASA operations is being addressed, including votes on impeachment. Elected council members cannot vote in absentia.

A Co-Curricular Record (CCR) credit is awarded to members as recognition of the time and effort they have volunteered to the association. This credit will not be awarded to those who insufficiently complete the documentation and continuity reports required of their positions. For students who vacate their AASA position before March 1st, the Executive will determine on a case-by-case basis whether or not to award the credit.

### **Article 6 - Elections**

Elections will be announced a month prior to the first voting day, with the voting period lasting no longer than two weeks. Nominees for voting will be finalized at the midnight before the first voting day. The final day of voting must not be past the final day of Elected membership (April 30th). All students enrolled in the school of architecture for the full year in question are allowed to run for Elected membership in the council. Candidates running in pairs for the position of President or Media accept the full duties of those positions. No other positions may be shared.

Elections for the First Year Representatives shall be announced within the first two weeks of the Fall semester, with the voting period lasting the duration of one week on the last week of September. The elected representatives will be announced on the last day of the month.

No partisan campaigns will be held by candidates, including but not limited to the formation of parties or slates that share a common platform. Students are limited to running for a single position, with nomination requiring the signatures of 10 other architecture students during the two-week nomination period. Nominated council members may choose to remove their nomination at any time. When only one candidate is nominated, upon confirmation that they wish to take on the position, they will count as having won by default.



In the event of outstanding circumstances that result in an inability to gather signatures or ordinary nomination procedures, the system may be reorganized to digital formatting; or alternative formatting upon the discretion of the council.

Should a vacancy exist, the prior holder (or appointed member) of the position may either choose to retake the position for the coming year. If not, a by-election of the position in question will be called.

Should an elected member resign, a by-election may be called by the AASA Council members to replace the missing position prior to March 1.

Should the President be impeached, the position will be taken over by the Vice-president and a by-election will be called to fill the position. Should a vacancy of any of the other Elected positions appear due to impeachment, a re-election will be called immediately. If a vacancy in any positions appears after March 1st, the position will remain vacant until the following election.

All candidates must be available for the full Fall and Winter semesters of the year in which they plan to be on council. Partial availability due to co-op, exchange, travel, or work commitments disqualifies the candidate from running. Failure to disclose will count as a violation of the constitution.

#### **Article 7 - Impeachment**

Impeachment is only possible by a majority vote of the Elected membership, excluding the vote of the position called into question. One week of notice will be given to all Elected positions prior to the impeachment vote. Positions held by a pair will still only count as one vote, should the pair be unable to reach a consensus, their vote will be not be counted.

#### **Article 8 - Amendments**

Amendments to the constitution can only be requested by the President with the unanimous vote of all Elected members. The amendments must then be agreed upon by the majority of the elected council in order to be instated.

#### **Article 9 - Dissolution**

Should AASA ever be dissolved, all assets owned by AASA are to be transferred to a new governing body

established by a majority of the student body with the accounts held and controlled by the Accounts Administrator of the School in interim. These funds exist solely for the sake of helping develop the student

community and establish a student council among the Azrieli School of Architecture. Should no consensus

be met for a new governing body for the Azrieli School of Architecture, all funds are to be left untouched until a new governing body exists. Should these funds remain untouched for a period of time greater than 18 months, the funds will be donated to Habitat for Humanity.