**Constitution and By-Laws of**

**African Caribbean Student Association (A.F.C.A.S.A)**

**Article I**

1. The name of the Club shall be African Caribbean Student Association (hereinafter “Club” or “A.F.C.A.S.A”).
2. The Club shall conduct its operations under the constitution and by-laws of the Lakehead University Student Union (LUSU).
3. The purpose of the Club shall be the following, and all activities of the Club shall be conducted in the furtherance of this purpose:

The purpose of this group is to promote diversity and help others become more aware of other cultures other their own.

**By-Law I — Membership**

1. At least one-half of the members of the Club shall be Lakehead University students.
2. All Club members shall have the right to bring forward motions and cast a vote at the Club’s Annual General Meeting.
3. The membership of the Club shall be limited to the following:

There shall be no limitation on who may be a member.

**By-Law II — Meetings of the Members**

1. The Club shall hold an Annual General Meeting at least once per academic year between the months of January and April, inclusively.
2. The date, time, and location of the Annual General Meeting shall be set by the President in consultation with the other Officers and announced to the Club members at least two (2) weeks before the meeting is to take place.
3. At an Annual General Meeting, at least ten (10) Club members (or at least five (5) if this Club is based in Orillia) or ten percent (10%) of Club members, whichever is more, must be present in order for the meeting to be able to proceed. If this minimum is not achieved (“quorum”), no vote taken will be considered valid. The Officers shall call a new General Meeting for the purposes of electing their replacements as soon as possible if quorum is not met.  
   1. If, after a second attempt at calling a General Meeting, the meeting is not able to achieve quorum, the Officers shall appoint their replacements for the next term.
4. The Annual General Meeting shall be chaired by the President.
5. During the Annual General Meeting, the Club members shall appoint the Officers of the Club, who shall begin their terms on May 1.
6. The Club members may consider and vote upon any other item during the Annual General Meeting. Any motion decided in this way is valid and binding upon the Club and the Officers.
7. At any time, a petition of ten percent (10%) of Club members, or ten (10) Club members (or at least five (5) if this Club is based in Orillia), whichever is more, can call a Special General Meeting, during which the Club members may make any decision affecting the operation of the Club, including replacing any or all of the existing Officers or amending this Constitution. The petition must be served to the Officers at least five (5) days in advance of when the Special General Meeting is to take place, and must include the exact date, time, and location of the meeting. The Officers must then e-mail all of the Club members and notify them of the Special General Meeting at least four (4) days in advance of the scheduled meeting date.

**By-Law III — Club Officers**

1. **President**: The President is the chief executive of the Club and in that capacity is able to make decisions affecting the Club and its operations. So long as those decisions are made in furtherance of the Club's purpose and do not violate this Constitution or the LUSU Governing Documents, they shall be considered valid and enforceable. Regardless of that, the President cannot make any decisions that are reserved for the Club members (such as amending this Constitution or electing Officers), nor may the President make decisions about items that are reserved for other Officers in this Constitution, unless the President has made good efforts to get in touch with those Officer(s) and has been unable to.
2. **Vice President**: The Vice President serves as the primary support to the President, helping ensure smooth operations within AFCASA. This role includes acting as a key decision-maker alongside the President and stepping into the role if the President is unavailable. The Vice President assists in planning and executing AFCASA’s goals, projects, and events, facilitates communication within the executive team, and oversees the development of new initiatives, providing additional support to other coordinators as needed.
3. **Treasurer**. The Treasurer is the Officer in charge of the Club's finances, and in that capacity, along with the President, is allowed to deposit and withdraw funds from the Club's accounts. The Treasurer shall prepare a report to the Club's members about the state of the Club's finances at for presentation at the Annual General Meeting.
4. **Secretary**. The Secretary is the Officer in charge of keeping the minutes of the Club's meetings, including the Annual General Meeting. The Secretary must record the result of all votes taken and pass them on to his/her successor and must make them available to LUSU on demand by any LUSU Executive.
5. **Media Coordinator:** The Media Coordinator manages AFCASA’s online presence and ensures effective communication with members by maintaining and updating social media accounts with event information, updates, and community highlights. This role includes designing and scheduling engaging posts, working closely with the Social Coordinator to promote events, and actively interacting with followers on social media to increase AFCASA’s visibility and impact.
6. Social Coordinator: The Social Coordinator is responsible for planning and executing social events and gatherings that foster community within AFCASA. This role includes organizing events such as cultural nights, game nights, and holiday parties, managing all event logistics from venue booking to setup, and collaborating with the Media Coordinator to promote the events. The Social Coordinator also develops new activities that encourage networking, cultural exchange, and member engagement.
7. **Partnership Coordinator:** The Partnership Coordinator is responsible for building and maintaining relationships between AFCASA and other organizations, both within and outside of Lakehead University. This role includes identifying potential collaborators, reaching out to establish partnerships, and coordinating joint events or initiatives that align with AFCASA’s mission. The Partnership Coordinator seeks to enhance AFCASA’s network and resources by fostering meaningful connections that benefit its members.
8. **Room Coordinator**: The **Room Coordinator** manages the AFCASA meeting space, ensuring it is organized, accessible, and welcoming for members. Responsibilities include overseeing room bookings, maintaining the cleanliness and functionality of the space, and managing any equipment or supplies needed for AFCASA meetings or events. The Room Coordinator ensures the space remains a supportive and comfortable environment for all AFCASA activities.
9. The following positions are **required** for the operation of AFCASA and must be filled through election at the Annual General Meeting: **President, Vice President, Treasurer, Secretary, Social Coordinator, and Media Coordinator**. The following positions are **not required** but may be filled if candidates are available: **Partnership Coordinator** and **Room Coordinator**.

1. All Club Officers must be currently registered students at Lakehead University.
2. Unless otherwise allowed for within this document, the Officers shall be elected at the Club’s Annual General Meeting by the Club’s members and they shall hold office from the end of their predecessors’ terms until April 30 or until their successors are elected.
3. Any Officer is allowed to resign their position within the Club. The resigning Officer must notify LUSU and the remaining Officers of their decision before the resignation becomes valid. Resigning does not absolve the Officer of their responsibilities to LUSU or their Club members if there remain unpaid debts of the Club.

**By-Law IV — Amendments**

1. This document may be amended by the Club’s members at any General Meeting that has met quorum (this includes the Annual General Meeting or any Special General Meeting). A motion to amend this document must be passed by two-thirds (2/3) of members present.
2. Any amendments take effect immediately after the General Meeting is over.

**By-Law V — Club Election Procedures**

1. Unless otherwise allowed for in this document, Club Officers shall be elected at the Club’s Annual General Meeting by the Club members present.
2. Members who are interested in becoming an Officers shall declare their candidacy at the General Meeting and the Club members present shall vote for one (1) candidate for each position. The vote shall be counted by a showing of hands, unless any Club member requests that it be done by secret ballot, in which case the ballots shall be collected and recorded by the Secretary and another Club member who will verify the vote’s fairness.

**By-Law VI — AFCASA Bursary Program**

The **AFCASA Bursary** is established to support students of African or Caribbean descent who demonstrate financial need, leadership, and a commitment to community service. This bursary aims to recognize individuals actively involved in initiatives that benefit African or Caribbean communities. The bursary will be administered through the Lakehead University MyAwards system, with selection managed by MyAwards administrators, ensuring fair and impartial assessment.

**Eligibility Criteria:**

1. Applicants must be enrolled full-time in any undergraduate or graduate program at Lakehead University.
2. Applicants must be of African or Caribbean descent or heritage.
3. Demonstrated leadership and community involvement impacting African or Caribbean communities are required.

**Executive Eligibility:**

AFCASA Executive members are eligible to apply for the bursary if they meet all other selection criteria.

**Application Requirements:**

Applicants must submit a statement of up to 300 words detailing their contributions to community initiatives, specifically those that impact African or Caribbean communities.

**Bursary Details:**

* **Award Amount**: $1,000 CAD per recipient\*.
* **Number of Recipients**: 2 (one international and one domestic student).
* **Funding**: Initial funding includes a $5,000 contribution from AFCASA, with an additional $2,000 added annually at the end of each school year if funds allow.
* The bursary will be endowed and administered through LUSU, ensuring sustainability and consistency in its distribution.

\*The awarded amount is subject to change once the bursary is endowed.

**Operational Policy I — Statement of Accountability**

1. All Club Officers shall abide by this document as well as the LUSU Governing Documents and the Lakehead University Student Code of Conduct. Officers shall make a good-faith effort to ensure that all their decisions are made in furtherance of the Club’s purpose and in the best interest of the Club’s members.
2. All Club Officers shall be responsible for all of their collective acts and deeds as well as the conduct of the Club members.
3. All Club Officers shall honour all agreements to which they or their predecessors agreed to, and shall endeavour to fulfill every obligation owed under those agreements.

**Operational Policy II — Membership Dues**

1. As a condition of Club membership, all prospective members shall make payment to the Club of the following:

There shall be no dues charged to any member.