



The Constitution of Students of Caribbean & African Ancestry (SOCA)

I Club Name

1. The official name of the club shall be “**SFU Students of Caribbean & African Ancestry**” No other name shall be used in the advertising or representation of the club.

II Purposes and Aims

The objectives of the club are:

- To initiate and maintain fellowship between students of African and Caribbean descent and students interested in the varied African and Caribbean cultures;
- To promote and raise awareness of the relevant social and political issues significant to people of African and Caribbean Descent on campus and abroad;
- To support and advocate primarily on behalf of members, providing services and promoting African and Caribbean intellectual and cultural experiences through open and interactive exchange of ideas among members of the university community;
- To provide the SFU community with relevant academic and human resources on African and the Caribbean and other Afro-Descendant communities
- To promote the relevance of the African-Caribbean community to other student associations, as well as national and international organizations.
- To serve as an umbrella organization for Affiliate Sub-Associations such as nationality-based African and Caribbean clubs on campus.

III Membership

1. Membership shall be open to all SFU students in good standing with the Simon Fraser Student Society.
2. Membership can also be open to non-student individuals such as staff, faculty, alumni or community members. If any restrictions are to be placed on these associate members they must be noted, and are subject to approval. “Associate Members” may not run for club executive positions.
3. A member may be expelled from the club by a vote of at least 2/3 of quorum. The duration of the penalty must be determined before the expulsion vote is conducted. An expelled member has the right to appeal, and may rejoin the club if 2/3 of quorum vote to permit this.



IV Executive

1. The Executive shall include at least a President, a Secretary and a Treasurer.
2. All members of the Executive must be student members of the club.
3. All members of the Executive shall be voted into their positions via an election or by-election. For single nomination positions, a yes/no vote shall be held. If a vacancy should occur on the Executive, the Executive may appoint an interim officer until the next meeting of the membership when an officer may be elected by the membership.
4. Responsibilities of the Executive members are as follows:
 - 4.1 **President:** shall conduct all executive or general meetings; shall provide strategic focus for the objectives of the organization; represent the club to Simon Fraser Student Society and the University administrative body and other committees that require a representative of the Association; shall co-ordinate all club activities; is ex-officio member of all committees within the club; is responsible for promoting the club to the campus community; In the event that the executive wishes to elect multiple presidents, the title will reflect that of Co-President; *write an annual on all activities done in the club for the past year and a continuity report for the next executive member who will fill this position.*
 - 4.2 **Vice President:** With the president, shall provide strategic focus for the objectives of the organization; shall assist the president in all duties; shall be a temporary replacement for a member of the Executive, if/when the member is unable to complete his/her duties or term; shall oversee access to Association's assets and resources, particularly the Association office and all Association resources maintained therein; shall work closely with the President to create comprehensive recruitment strategies for the augmentation of an enthusiastic membership.
 - 4.3 **External Relations Officer:** shall represent Association objectives to independent organizations and associations; shall co-ordinate correspondence between the Association and external sponsors, organizations and associations; shall liaise with Internal Relations Officer concerning communiqués of relevance to general membership; shall liaise with Information Technology Officer to ensure relevant information is posted on the official Association website; shall be in charge of the external distribution of promotional materials prior to official Association events.



- 4.4 **Internal Relations Officer:** shall represent Association objectives to on-campus organizations and associations; shall co-ordinate correspondence between the Association and internal sponsors, organizations and associations; shall liaise with External Relations Officer concerning communiqués of relevance to general membership; shall liaise with Information Technology Officer to ensure relevant information is posted on the official Association website; shall oversee the internal distribution of promotional materials prior to official Association events.
- 4.5 **Secretary:** shall record and maintain the records of Executive and General meetings; shall maintain a membership list and records of membership presence at all meetings; shall maintain the association's poster boards in accordance with the directions of the Executive; shall prepare and present regular reports of club activities to the general membership and oversees all general communiqués within the Association.
- 4.6 **Treasurer:** shall maintain a record of the allocation of Association funds for the duration of his/her tenure, specifically an account of funds received and spent; shall maintain a detailed record of the Association's assets and liabilities, including all materials either purchased by or on loan to the Association; shall prepare a draft budget ahead of the next semester based on proposed functions and events to be undertaken by the Association.
- 4.7 **Information Technology Officer:** shall oversee the operation and development of the Association website; shall formulate and oversee technological initiatives which effectively support the Association objectives; shall assist the Executive Committee on all supplementary aspects which require the intricate knowledge of Information Technology systems.
- 4.8 **Events Coordinator:** shall be responsible for the planning and organizing of the association's events; shall liaise with External & Internal Relations Officer concerning upcoming and potential sponsorships for proposed events; shall liaise with the executive body concerning upcoming & potential events; shall be the primary contact person for all events.
- 4.9 **Exec-at-Large:** Shall take on responsibilities that fit within his or her capabilities and time constraints; It is not mandatory that the Exec-at-large have a specific portfolio; In the event that the Exec-At-Large has a specific portfolio, the name of the position may be renamed to be in



accordance to the roles of the portfolio, for example, a First Year Representative; The Exec-at-large must work as a member of the executive towards achieving the goals and vision of the club; The Exec-at-large is a voting member of the executive, except in the case where s/he is a new member of the club, and in that case, must be in the position of Exec-at-large for a minimum probationary period of one semester. Appointment as a voting member of the executive may only be approved at the end of the probationary semester by a unanimous vote of the voting executive members.

5. **Executive Participation:** Executive members are expected to participate in the business of the association and the Executive Committee, including attending Executive meetings. Executive members are expected to give advanced notice of absence from meetings.

When an (Executive member is absent without notice from two consecutive meetings (Executive or general), or does not otherwise actively participate in the business of the Executive and the association for a period of two months, it is appropriate for the President to approach the Executive member to confirm his/her desire to resign in recognition of his/her inability to fulfill an Executive function, or may choose to reconfirm his/her intent to continue in office by attending meetings and participating in the business of the Executive and the association.

An **inactive** Executive member who has verbally confirmed his/her intent to continue in office, but who does not undertake or resume attendance at meetings or participation in Executive business within one month, may be removed from office by a majority vote of the Executive Committee and will be notified of removal via email.

6. **Affiliate Sub-Associations:** SOCA serves as an umbrella group for all Affiliate Sub-Associations; Affiliate Sub-Associations are clubs or associations formed as a sub-club of SOCA where all membership is shared with SOCA via automatic or manual enrolment; Affiliate Sub-Associations may refer to but not limited to Nation-based Student Associations from the Various African and Caribbean countries; Affiliate Sub-Associations should be set up in the club database at the SFSS; SOCA advocates for the interests of all affiliate sub-associations; Sub-Associations may raise issues relating to the associations to the SOCA Executive; Members of Sub-Associations may be on any committee of SOCA; A list of all Sub-Associations must be in the records of SOCA and maintained by the Secretary; A representative from the Executive of each Affiliate Sub-Association may serve on the SOCA Executive as an Executive or as an Exec-At-Large as the representative to that Affiliate Sub-Association.



7. **Conflict of Interest:** A member of the SOCA Executive shall not hold a position on the executive of another club for which there may be a conflict of interest. In the event that this happens, the member will be asked to resign from his/her position on the SOCA Executive. The current executive must unanimously agree on what is designated as a conflict of interest.

V Meetings

1. Clubs must decide on a quorum, i.e. the minimum number of executives and members necessary to conduct official club business.
2. The Students of Caribbean & African Ancestry club quorum is 2 Executive members + 30% of signed members.
3. At least one official meeting must be called per semester. If assembling members is difficult, club business can be conducted over electronic mail.
4. Club meetings should be well posted in advance using electronic mail, website, posters, etc.
5. Minutes shall be recorded for all meetings.

VI Elections and by-elections

1. Club Executives of the Club must be elected from and by the membership with a majority vote. An election must be held at least once per year.
2. The club's elections will take place in March of each academic year.
3. Call for nominations shall be made prior to any election – nominations will be vetted for suitability by a Nominating Committee who will determine the candidate's level of commitment to the club's overall goals.
3. The results of any election are recorded in the SFSS Club Registration sheet.
4. Executive positions can be held by any student member of the club.
5. Votes may be cast by secret ballot or a simple show of hands. Majority vote wins. In case of a tie, the chair casts the deciding vote, or the member with the least votes drops out and votes are recast.
6. If for any reason an executive position becomes vacant, a by-election for that position will be held. This is not required if less than one month is left before the next scheduled election; instead, a member may be appointed to the position by the Executive. The SFSS General Office must be notified of Executive changes.
7. An Exec-at-large position might be appointed at any time by the President or Vice President in consultation with the Executive.



VII Amendments

1. Notice of the proposed amendments to the constitution shall be presented via email to the active club membership in advance, prior to the meeting in which the amendments will be discussed and voted upon.
2. Amendments to this constitution require a 2/3-majority vote of quorum.
3. Upon receiving 2/3 affirmative votes in favor of amendment/revision, an executive member shall submit the new constitution to the SFSS General Office for approval.

VIII Dissolution

1. This club will be dissolved if the quorum unanimously votes to do so, or if club attendance falls below SFSS standards.
2. In the event of the club's dissolution, all club assets become property of the SFSS.

IX Agency

1. The Club is not an agent of the SFSS and the club's views and actions do not necessarily represent the voice of the SFSS.

X Special Club Policies (if you have any additional policies, please write them here)

1. The Executive body of the Association must have a fair representation of both indigenous and diasporic Africans and Caribbeans in the Association.
2. The Executive Committee should be comprised of members who have a serious interest in providing a well-organized and knowledgeable focal point as leaders of the organization.
3. Regular attendance of meetings and Association functions is expected, with exception to extenuating circumstances.
4. The President **MUST** be a descendant of one of the varied African or Caribbean races or ethnicities.
5. The holders and signees of the association's bank account must be the **President**, the **Vice-President**, and the **Treasurer/ Financial Officer**. Transactions will need to be authorized/signed by any 2 of the indicated signees.



SPECIAL COMMITTEES.

1. A Special Committee may be appointed by the Executive to perform a task of unusual significance to the Association.
2. A member of the Executive Committee shall be appointed by the President to be liaison for or oversee the Special Committee. His/Her duties in this regard are to delegate tasks and report with progress or other relevant information to the Executive Committee.

This constitution has been adopted by: "*The Students of Caribbean & African Ancestry (SOCA):*"

On: _____ of: _____.

President: _____, _____
Signature Date

Club Executive Member: _____, _____
Signature Date