

Constitution

Name: The organization shall be known as the African Studies Course Union, otherwise known as, and henceforth referred to as the ASCU.

Mission Statement: The ASCU is a student run organization whose purpose is to represent the student body of African Studies students and African Studies related courses at the University of Toronto. We seek to engage with all facets of African Studies both within the context of the University of Toronto and in broader communities.

Membership: Voting members are all full-time undergraduate students based on the St. George Campus who are enrolled in a minor, major or specialist in African studies or are students enrolled in at least one (1) course during the academic year which counts towards an African Studies subject POST. Alumni, part-time students, graduate students, students based out of UTSC and/or UTM campus and all other interested members of the University of Toronto community are considered *Associate Members* who are welcome to participate in ASCU activities but do not have voting rights and cannot have positions on the Board.

Organization: Executive
Positions:

President: coordinates executive members, organizes leads meetings (general and executive), main liaison with university administrations, supervises planning events, signing officer on ASCU bank account, deals with members' academic concerns, coordinates with ASSU. Incoming presidents must have held an executive position the year prior to their presidential election.

Vice-President Internal: coordinates communication within ASCU, manages email accounts and internal financial and non-financial records, handles financial responsibilities including being a signing officer on union bank accounts, keeping track of union spending and activities, applying for funding, and making budgets.

Vice President External: coordinates and is main liaison with other clubs, course unions, campus organizations, and off-campus and community organizations,

manages listservs and sends out newsletters, manages ASCU website and social media profiles, drafts public statements. Steps in for the President in their absence.

Outreach Director: focuses on maintaining and increasing engagement between ASCU and both African Studies students and instructors, oversees promotion of ASCU and recruitment of new members and volunteers into the union and program, organizes class visits, supports VP-External in their role in event promotion. Takes minutes.

Editorial Director: puts out the call for submissions, coordinates recruitment of the editorial team, oversees finances of the journal and ensures successful publication, archival, launch, and distribution of the journal, main liaison between ASCU, the editorial team, and the program.

Photographer: photographs, edits, and distributes photos of events, supports event leads and organizers at events with tasks as needed to ensure everything runs smoothly, creates posters and graphics for ASCU.

Non-Executive Positions:

Elections Chair: upholds election procedures as required by the ASSU, assumes responsibilities for safekeeping the ballots, counts ballots and makes known the results. The Elections Chair shall be appointed by the Vice-President, will not be allowed to vote and must be a student registered at the University of Toronto.

Meetings: Executive meetings shall take place at least once every two weeks; general member meetings to be held at least once per semester. The first meeting must take place within six (6) weeks of the start of the academic school year. Minimum two weeks' notice will be given for general meetings; agendas for general meetings shall be provided beforehand and minutes afterwards. All meetings are to be presided over by the President.

Elections: executive must be elected within the last two months, and no later than the last general meeting, of the academic year for the following academic year. Any non-filled position(s) will be elected at the first general meeting of the school year. Elections will be run and overseen by the Elections Chair. Candidates will, at the meetings, have the opportunity to present their case for being elected. Election by ballot will happen at the same meeting. An individual needs a simple majority to be elected. All procedures will be in accordance with ASSU regulations and constitution. The first ever elections will take place at the beginning of the academic year for all positions.

Finances: Sources of income will be in compliance with the ASSU constitution and regulations. All income must be approved by the Treasurer who keeps records of income and expenditure. Financial records shall be available upon request.

Policy Making: Motions will be presented and voted on at executive meetings. General members can submit motions for consideration in writing to the ASCU email, and must be considered, debated, and voted on by the next executive meeting, with the results made public. Motions need a simple majority to pass. Voting will usually occur by show of hands. If two or more voting members request an anonymous ballot, such will be the voting procedures. The ballots will be counted at the meeting by the President in a manner that all presents can verify the result.

Amendments: Amendments to this constitution must be voted on at a general meeting called at least two weeks in advance for which people are informed that amendments are to be voted on. Each proposed amendment shall be voted on separately unless those present vote unanimously to treat them as one motion. Amendments must pass by a $2/3$ majority vote by the voting members present at the meeting.