



### **Part One**

1. The name of the organization shall be “The Assyrian Chaldean Syriac Student Union of Canada”, and hereinafter shall also be referred to as “ACSSU”.
2. ACSSU shall remain independent of political and/or religious affiliation.

### **Mission**

3. As an independent student organization, the mission of ACSSU is to foster a viable and prosperous Assyrian community within Canada. We believe this is possible by empowering youth through education and actively instilling pride of our rich heritage.

### **Objective**

4. The objectives of ACSSU shall be:
  - a. To provide a medium through which Assyrian, also known as Chaldean and Syriac students can interact socially and intellectually;
  - b. To actively participate in providing solutions to student related problems encountered by Assyrian students with regards to, but not limited to, academic related issues;
  - c. To promote and encourage education among Assyrian students;
  - d. To maintain a permanent Assyrian Scholarship fund;
  - e. To Promote grassroots or community-based resolutions to problems that Assyrian students may encounter in order to alleviate some of the burdens placed upon them by the Canadian educational system; especially with regards to new immigrants;
  - f. To promote awareness of Assyrian culture and social/political issues pertaining to Assyrian people among members of the community and the wider society
  - g. To preserve and foster national values such as language, culture, heritage, and customs
  - h. To encourage healthy relations among other ethnicities living in Canada through education and respect.

### **Interpretation**

5. ACSSU shall make all determinations and interpretations with due regard to accepted rules of procedure. The President of the meeting is generally, subject to an appeal from the meeting members, regarded as the primary source of interpretation of the constitution.

### **Membership**

6. There are three types of membership in ACSSU

**a. Active members:**

Assyrian students that have successfully completed and submitted registration forms to ACSSU, that are residing in Canada and are currently enrolled in secondary or post-secondary institutions. Members of ACSSU's subsidiary committees within the aforementioned educational institutions are automatically active members of ACSSU Canada without completion of registration forms. Automatic membership to ACSSU Canada can be declined by said members through notifying the executive committees at their schools.

**b. Alumni members:**

Assyrian student alumni that have successfully completed and submitted registration forms to ACSSU and that are currently residing in Canada or abroad. Alumni members have no voting power unless they are voted into the Executive Board of ACSSU. Alumni students can attain a position on the Executive Board through either self-nomination or nomination by other ACSSU members. The Executive Board can hold a maximum of 30% of Alumni members at any given time.

**c. Honorary members:**

Assyrian persons that are highly respected in the community and that have dedicated a substantial amount of time specifically towards education. The Executive Committee will dedicate an Honorary Membership to such an individual.

### **Termination of Membership**

7. An ACSSU Membership will terminate under the following conditions:

- a. Voluntary resignation.
- b. Upon expulsion of a member.

### **Conduct of Members**

8. The Executive Committee, either upon its own initiative or through formal written complaint by an ACSSU member, may deem it necessary to investigate any alleged infraction or misconduct of the By-Laws committed by a member in question.
- a. Such investigation shall be made at a special meeting of the Executive Committee. Notice of such meeting together with reasonable particulars of the nature of the filed complaint and the name of the member who made such complaint, if any, shall be sent to the member or members concerned by e-mail at least seven days before the time appointed for such meeting. The committee shall take all reasonable measures to accommodate all concerned members' schedules in setting up the special meeting.

- b. The Executive committee shall hear all members concerned in the aforementioned investigations and witnesses that may be called by it, by the members concerned, or their representatives.
- c. If the Executive Committee, upon hearing such witnesses that are called before it, concludes that a member properly brought before it in accordance with this section has violated any provision of the By-laws, or if such member fails to attend the meeting of the Executive Committee called for the purpose of investigating his/her conduct, the committee may:
  - i. Reprimand such member, or
  - ii. Suspend such member for any period, or
  - iii. Expel such member, or in the alternative or in addition of the forgoing,
  - iv. Assess such member for any damage they may have caused.
- d. Any decision of the Executive Committee made under Section 5.d. may be reversed or amended by 3/4 absolute majority of the Executive Committee or by a 2/3 majority at a General Body Meeting upon receipt by the Secretary of an appeal in writing from the member or members involved.

## **Part Two Management of ACSSU**

### **The Board of Directors**

- 9. ACSSU shall be managed by the Board of Directors.
- 10. The Board of Directors will consist of members to be named annually as follows:
  - a. A minimum of 6 members shall be the ACSSU Board of Directors
  - b. Four members shall be elected by Active members at the Annual General Meeting and shall serve as the Executive Committee of ACSSU.
  - c. Directors shall also be elected by Active members at the Annual General Meeting.
  - d. Chairs of ACSSU's Student Committees cannot run for the following three positions: chair, vice-chair, and treasurer; all other positions may be held only if the position is vacant or remains unfilled after elections.
- 11.a. The officers of the Executive Committee shall be named as follows: The Chair shall be the president of ACSSU.
  - The Vice-Chair shall be the Vice-President of ACSSU.
  - The Treasurer shall be the Treasurer of ACSSU.
  - The Secretary shall be the Secretary and Alumni Representative of ACSSU

- b. The Board of Directors can recommend that the Vice-Chair overtake another position as well.
  - c. Chairs of ACSSU's student Committees, will also be members in the Board of Directors.
  - d. Directors will also be needed to oversee the following positions:
    - i. Social Media Coordinator
    - ii. Events Coordinator
    - iii. External Affairs Coordinator
  - e. The duties for the aforementioned positions are as follows:
    - i. **Social Media Coordinator**
      - To maintain and update the ACSSU website and social media platforms on a weekly basis.
    - ii. **Events Coordinator**
      - To coordinate and plan social and educational events for ACSSU.
    - iii. **External Affairs Coordinator**
      - To collaborate with other organization in Canada and abroad to reach more youth.
12. a. A vacancy on the Board of Directors occurring among the Directors named under the provision of paragraph 7a. may be filled by the General body of members at any time.
- b. The person chosen to fill the vacancy will be placed on probation for one month. This period may be extended for an additional month if no events are planned during the first month.
13. a. A member elected or appointed to the Board of Directors under the provisions of paragraph 7b. and 9b. may be removed from office by a 3/4 majority vote of the Board of Directors, notice being sent by e-mail to each Director at least two weeks prior to the meeting at which the vote is to take place
- b. Notwithstanding paragraph 10a., a Director may be removed from the Board of Directors for non-attendance at meetings. Non-attendance can be defined as missing three consecutive regular Board of Directors Meetings without giving prior notification.
14. No Director shall be compensated for his or her position on the Board of Directors.
15. The Board of Directors shall meet bi-weekly. The Board of Directors shall also meet at any time on the call of the Chair or upon a request to the Chair by at least two members of the Board of Directors.
16. A quorum of the Board of Directors shall be five if the Chair or the Vice-Chair is in attendance and seven if the Chair or the Vice-Chair is not in attendance.
17. Voting by proxy shall not be permitted on the Board of Directors.
18. The ACSSU academic year will be from September 1<sup>st</sup> to August 31<sup>st</sup>. Special provisions will be made for events such as Genocide commemoration day.

### Meetings

19. The Annual General Meeting of ACSSU shall be held between October 1<sup>st</sup> and October 7<sup>th</sup>. The ACSSU Board shall regularly report on the activities of ACSSU to the ACSSU General Body Meetings.
20. A special General Body Meeting of ACSSU may be called by the Board of Directors at any time. It must be called in writing four weeks prior to the receipt of a request by the Executive Committee. This request must be brought forward by at least thirty percent of ACSSU members or on the passing of a motion to hold such a meeting by the General Council of ACSSU.
21. Notice of the time and place of all General Body Meetings shall be placed on the ACSSU website and emailed to all ACSSU members at least two weeks prior to the meeting.
22. Amendments to the agenda must be delivered in writing to the Secretary at least one week prior to a General Meeting or be approved by a 2/3 vote at such meeting.
23. At the annual General Body Meeting, the Chair shall submit for approval a report on the past year's proceedings of the Board of Directors.
24. At least seven days before the annual General Body Meeting, the Chair of any of ACSSU's provisional committees shall deliver to the Chair a written report on the previous year's proceedings and the following year's agenda of his/her committee and, at the Annual General Meeting, shall submit such a report for approval.
25. At all General Body Meetings, unless otherwise herein provided, a majority vote shall prevail.
26. a. At all General Body Meetings 30 percent of members must be present, not including members from the Board of Directors.  
  
b. Members of the Board of Directors are required to make all efforts to attend all duly constituted meetings.
27. a. Amendments shall be presented in writing to the Chair of ACSSU at least six weeks prior to the Annual General Meeting. Notice of ACSSU amendments and the wording shall be sent to all members and shall be displayed on the ACSSU web page at least three weeks prior to the meeting.  
  
b. Any amendments, alterations or suspension for any length of time of any By-Law of ACSSU shall be made only at an annual or Special General Body Meeting and shall be specified in the notice of such annual or Special General Body Meeting.  
  
c. Notwithstanding 23.a. and 23.b, during the summer term and by unanimous decision of the Board of Directors, any suspension or alteration of ACSSU By-Laws shall be allowed. These are subject to the review and authorization of a special General Body Meeting of ACSSU to be held within 12 weeks of the Board Meeting where such alteration or suspension has been approved, but no later than the next regularly scheduled ACSSU council meeting.  
  
d. Such amendments, alterations or suspension shall be made only on the affirmative vote by

written ballot of two-thirds of the members present and voting at the time the vote is called for and shall come into effect immediately unless some other effective date is provided. Notwithstanding the preceding sub-paragraph, the written ballot may be dispensed by unanimous vote of the members present.

28. Voting by proxy at General Body Meetings shall not be permitted.

### **Committees of ACSSU**

29. There shall be a standing **Finance Committee** of ACSSU whose chair shall be the *Treasurer*.

30. The duties and responsibilities of the Finance Committee are as follows:

- a. Responsibility for the overall financial management of ACSSU.
- b. A presentation, at least once every three months, to the Board of Directors of a financial statement indicating ACSSU's position, and recommendation, if required, as to changes that should be made.

31. There shall be a standing **Events Committee**.

- a. This committee will coordinate and plan ACSSU of Canada's social and educational events.
- b. The executives of this committee will be elected at ACSSU's annual General Body Meeting.
- c. There will be two executive positions: social and educational representative respectively.
- d. This committee shall consist of no more than five members at any given time.
- e. The duties of the social and educational representatives are as follows:
- f. To provide a detailed report on the particulars of upcoming events to the Board of Directors at least two weeks prior to said event.
- g. To submit a budget for said event and coordinate finances with the treasurer.
- h. Only one executive representative of this committee is required to attend an ACSSU meeting at any given time.

32. Additional committees may be established by the Board of Directors of ACSSU from time to time as it sees fit.

- a. The chair of any such committee, excluding school committees, shall be elected by the Board of Directors from among its numbers
- b. The Chair of the Board of Directors is an ex-officio member of any committee of ACSSU.

33. The Chair of all committees and any other committee appointed by the Board of Directors will report to every meeting of the Board of Directors.

### **Auditor**

34. The annual General Body Meeting of ACSSU shall appoint an auditor; it shall be his/her duty to audit the books and accounts of ACSSU and prepare an annual financial statement, showing the operations of ACSSU for presentation at the Annual General Meeting. The Board of Directors shall present financial estimates to the Annual General Meeting.

### **Officers**

35. The Chair shall preside at all meetings of ACSSU and the Board of Directors but at his or her option may delegate this responsibility to any member of ACSSU in good standing. The Chair shall generally supervise the affairs of ACSSU and shall be ex-officio a member of all committees.
36. In the absence of the Chair, his or her duties shall devolve upon the other officers of ACSSU in the following order: The Vice-Chair, Treasurer, and Secretary.
37. The Treasurer shall oversee:
- a. Collecting and receiving all moneys due and payable to ACSSU and thus pay the same moneys into ACSSU's bank accounts.
  - b. Keep full and accurate account of all sums of money received by or expended on behalf of ACSSU.
  - c. The safe custody of all books of account and financial records of ACSSU.
38. The Secretary shall:
- a. Call all meetings of ACSSU and the Board of Directors on the authority of the Chair.
  - b. Except where otherwise herein provided, conduct all correspondence of ACSSU.
  - c. Record full and accurate minutes of all meetings of the Board of Directors and ACSSU and make them available to members upon request.
  - d. Give adequate notice of all meetings of the Board of Directors and of ACSSU and all business to be conducted thereafter.

### **Conflict of Interest**

39. ACSSU shall define *Conflict of Interest* as a person or organization involved in ACSSU without maintaining the interests of its members.
40. Associate members must remain neutral and unbiased and must remain separate from the executive.

### **Funding and Borrowing**

41. The financial period shall end on July 31<sup>st</sup> of every fiscal year.
42. The Board of Directors shall appoint one or more chartered banks, trust companies, or credit unions to be bankers for the accounts of ACSSU. A petty cash of 100 dollars will be established and placed in the care of the treasurer. All cheques must be signed by the Treasurer and co-signed by the Chair. All expenditures over two hundred (\$200) must be approved by the Board of Directors. Cheques shall be made payable to "ACSSU". All receipts, whether cash or cheque, must be deposited to the accounts of ACSSU.
43. For the purposes of conducting the affairs of ACSSU, the Board of Directors shall be authorized to borrow such sums as it sees fit but at no time shall total indebtedness to all creditors exceed the sum of \$5,000.00 unless authorized by a General Meeting.
44. In the case that ACSSU becomes inactive, all remaining funds will be donated to the Assyrian Society of Canada with the intention of further supporting the Assyrian people in our community.

**Execution of Documents**

45. Contracts and documents requiring execution by ACSSU (except contracts and documents requiring signature in the ordinary course of the operation of ACSSU) shall be signed by any two of the Chair, Vice-Chair, Treasurer, or Secretary or by such persons as may be designated by the Directors.

**Fundraising**

46. Atra Fundraising
- a. To hold an annual fundraiser for Assyrian students living in Iraq, Turkey, Syria, and Iran in coordination with students in the region.

**ACSSU Advisory Committee**

47. This committee shall aid ACSSU with career night, money donations, internship opportunities for ACSSU members with new professionals, ACSSU international recognition, and serve as an advisory committee for issues that are difficult to resolve as the executive board sees fit. These members would be voted on and once they are chosen at election time each year, they will be asked to serve on this committee by letter. Upon their acceptance, they will receive an ACSSU update every 6 months for their pending feedback and suggestions.
- b. The requirements for this committee are as follows:
    1. Must hold a minimum Bachelor Degree or Diploma
    2. Must have served on the executive board of ACSSU of Canada for at least 2 years
    3. Must contain up to five members

Edited September 2020

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Eamama Daniyal  
President

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Berta Kaisr  
Vice President