

CONSTITUTION



Date of Adoption: March 5th, 2004

ARTICLE I

The organization is a student organization at the University of Arizona.
The name of the organization is: Kuwaiti Student Association (KSA)

ARTICLE II

The objectives of the organization are:

- To provide fellowship among students, faculty and the University of Arizona's community in a broad sense.
- To promote interest in cultural, specifically the Kuwaiti and Arabic culture, and recreational and intellectual activities.
- To the benefit of and give back to the University of Arizona's community and the community of Tucson in a broad sense.
- To represent a proportion of student needs and wants, and to provide assistance to Kuwaiti and international students as they adapt socially to the University of Arizona's community.
- To provide and promote flow of information among the University community and the international arena.

ARTICLE III (Membership)

The Kuwaiti Student Association is a campus based and student controlled group. Any student at the University of Arizona is eligible to be an active member and may hold office. Non-students may act as associate members but may not vote or hold office.

ARTICLE IV (Officers)

Part 1: Election of officers

- The officers of this organization are president, vice president/spokes person, secretary/records officer/ treasurer, and activities coordinator.
- Officers will be elected by written ballot, with each active member casting a single vote. A majority of votes will constitute a victory.
- Nominations for officers will begin by the first day of classes of the fall semester and will continue until the day of election. Election of the officers will take place during the 4th week of the fall semester.
- Officers will assume office for the period of one year, until the next elections are over.

Part 2: Recall of officers

- Officers are subject to recall at any time for malfeasance in office.
- Recall procedures will be initiated at the written request of at least three active members, to be presented to the current secretary in office.
- A hearing will be conducted at the next regular meeting for the presentation of evidence from all concerned parties.
- A majority of those active members voting in a recall at the end of the hearing is necessary to remove any officer.
- In case of a recall a replacement officer shall be elected (as specified in article 4, part 1) not later than in four weeks time and the vice president will handle the current officer's duties until position is filled.
- Any officer who does not hold office for more than four consecutive weeks will be considered as resigned and a replacement officer shall be elected for his/her position as outlined elsewhere in this constitution.

ARTICLE V

(Voting and amendment of the Constitution)

This constitution and by-laws may be amended by a 2/3 majority vote of those voting, a quorum being present.

The process of amendment and revision of current activities and policies will be initiated at the written request of at least six active members. Voting on amendments must be conducted after a minimum notice of two weeks to all current active members.

ARTICLE VI

The Kuwaiti Student Association is a not-for-profit organization.

ARTICLE VII

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, Vietnam Era veteran status. This policy will include, but is not limited to recruiting, membership, organization activities or opportunities to hold office.

ARTICLE VIII

(Financial Obligations)

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member (active, associate and those participating in organized events) at the beginning of each semester and at least two weeks prior to such events.

The president and the treasurer (solely and in party) shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE IX

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or

disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE X

This organization shall comply with all University of Arizona and campus policies and regulations and local, state, and federal laws.

ARTICLE XI

The Kuwaiti Student Association will follow university rules and regulations governing the use of funds. All debts, incurred on or off campus, will be paid. Debts to the University will result in responsible parties, specified in article 8 of this constitution, being encumbered.

ARTICLE XII

The Kuwaiti Student Association shall not attend to assume functions of established student or faculty government.

ARTICLE XIII

The Kuwaiti Student Association shall not substantially interfere with the normal operation of the university.

ARTICLE XIV

The Kuwaiti Student Association, in the conduct of its activity, shall not purport to represent the institution without prior university consent.

ARTICLE XV

The Kuwaiti Student Association shall cooperate with the university in building and maintaining positive relationship with the citizens of Arizona.

BY-LAWS

Article A: THE CABINET

Part 1: President

The privileges and the responsibilities of the elected president in this organization shall be;

- Monitoring and implementing the adherence of all members to the constitution and by-laws of this organization and to all current University policies and directives, as well as to all local, state and federal laws.
- Liaison to University community.
- Coordinating all activities of the organization including those of the other members of the cabinet.

- Monitoring the membership status of the members and the academic eligibility requirements of the officers.
- Official representation of the organization in all forums.
- Calling for regular and special meetings when necessary.
- Presiding at all meetings except at annual and petitionary assemblies.
- Preparing the agenda for all meetings he/she presides.
- Sharing financial obligations and governing the use of funds with the accountant.
- Present a written resume of all activities accomplished and all significant events that have occurred during his/her presidency (including any personal suggestions and/or information concerning on-going or anticipated activities that may be of interest for the next academic year) at the last regular meeting of the spring semester.

Part 2: Vice-president/Spokes Person

The privileges and the responsibilities of the elected Vice-president/ Spokes person in this organization shall be;

- Assuming the duties of the President up to four consecutive weeks whenever necessary.
- Assisting the President in his/her coordinative and monitory tasks.
- Maintaining the information flow between the organization and the third parties.
- Assisting- or representing the President as an official representative of the organization against third parties.

Part 3: Secretary/ Records Officer

The privileges and the responsibilities of the elected Secretary/ Records Officer in this organization shall be;

- Maintaining accurate and current information of the organization and membership. (Including an up-to-date members list with addresses.)
- Keeping accurate minutes of each meeting and forwarding copies of these documents to the president and to all other officers concerned not later than within six days following the meeting.
- Keeping attendance records for meetings and forwarding copies of these documents to the President monthly.
- Making necessary arrangements and announcements for all meetings and organizational events appropriately.
- Acting as the contact person for all members and maintaining the information flow within the organization as well as between the organization and the university.

Part 4: Treasurer (Accountant)

The privileges and the responsibilities of the elected Treasurer in this organization shall be;

- Liaison to Department of Student Programs for the purpose of organizational funding.
- Maintaining accurate and current account of all organizational funds and reporting the current financial status monthly to the President and the Activities Coordinator.
- Dispensing funds in accordance with the goals and programs established by the organization. He/she will co-sign with the President for this.
- Sharing financial obligations with the President.
- Presenting a written annual financial report at the last regular meeting of the spring semester.

Part 5: Activities Coordinator

The privileges and the responsibilities of the elected Activities Coordinator in this organization shall be;

- Coordinating and monitoring year round activities of the individual activity groups.
- Presenting monthly reports on all current activities to the President.
- Acting as the contact person between the activity groups and the cabinet.
- Advising activity groups on financial issues.
- Organizing and coordinating campus based fund raising activities when necessary.

Article B: MEETINGS AND ASSEMBLIES

Part 1:

Meetings will be open to all organization active and associate members, faculty and department of Student Programs representatives. The organization shall hold regular (scheduled) meetings every other consecutive week during the Fall and Spring semesters. Yet, in case of a need for unscheduled meetings, a notice of at least one week will be issued prior to such events.

The meetings will be organized and controlled by the officers and the active members of the organization only.

Attendance to the meetings will be mandatory to maintain a position in the cabinet and will be highly recommended for all voting members of the organization.

Part 2:

The organization shall hold an annual assembly during the fourth week of each fall semester, during which, the current officers of the cabinet will represent their annual reports and elections for a new cabinet will take place.

A notice of at least 10 days (including the agenda for the current event) will be given to all active members of the organization prior to all assemblies whether annual or petitionary.

Assemblies will be presided by a committee of three active members (other than those who are currently holding office), elected by open public voting, for that particular event only.

The members of the assembly committee and their privileges and responsibilities shall be;

- **Chairman:** presiding the assembly and monitoring the event in terms of coverage of all the issues present in the current agenda, as well as adherence to all rules and regulations set forward elsewhere in the Constitution and the By-laws of the organization.
- **Records Officer:** Keeping accurate minutes of the assembly, the attendance record and the voting data as they emerge.
- **Co-chairman:** Coordinating and monitoring the voting process and assisting the Chairman and the Records Officer to accomplish their tasks.
- The assembly committees will present a written resume of the assembly they have presided, no later than 10 days, to the current secretary/ records officer of the organization.

Article C: GOALS AND POLICIES

- The goals of the organization are limited only to those set forward in the constitution (Article 2). Therefore, this organization shall not engage in any religious or political activities what so ever.
- All organizational activities are subject to approval by open public voting of all active members participating the meeting that the voting is held.
- All active members (including those holding office) may propose activities, organize activity groups or participate in any of the current activity groups as they wish.
- All activities shall be conducted by individual activity groups established on voluntary basis and these activity groups will remain active until the next annual assembly or until all aspects of the activity Proposed has been accomplished.
- The structure and function of each activity group shall be independent provided that, each group elects a representative who will maintain proper contact with the Activities Coordinator and provide him/her with a written progress report at every regular meeting.
- The activity groups will present a written report to the organization at the next regular meeting following accomplishment of the activity or at the final regular meeting of the organization during the spring semester (irrespective of the status of the activity) which ever occurs first.
- A written proposal for activities and establishment of activity groups may be presented to the Activities Coordinator at any time during the period following the annual assembly until two weeks prior to the final regular (scheduled) meeting at the spring semester.
- Activity groups that fail to Progress as scheduled, fail to provide their reports on due or engage in activities other than those stated in their written (and approved) proposal will be subject to disapproval by the cabinet.
- Membership dues for the fall semester shall be determined at the first regular meeting following the annual assembly and at the first regular meeting of the spring semester by open public voting of all active members participating the event.
- All dues and fees shall be paid in full to the current Treasurer no later than four weeks following the date of voting for that particular debt.