

CHALDEAN- ASSYRIAN STUDENT ASSOCIATION CONSTITUTION

ARTICLE I. CHALDEAN-ASSYRIAN STUDENT ASSOCIATION

This organization shall be called the Chaldean-Assyrian Student Association at UC San Diego, but it shall be referred to as CASA.

ARTICLE II. STATEMENT OF PURPOSE

The Chaldean-Assyrian Student Association at UC San Diego is an organization that strives to unite all Chaldeans and Assyrians, as well as promote an understanding of the Chaldean/Assyrian culture, while also raising awareness about the concerning issues back in the motherland, Iraq. Every event or activity that CASA sponsors is in light of maintaining the culture, traditions, history, and the language of our people.

ARTICLE III. NON-PROFIT STATEMENT

The Chaldean-Assyrian Student Association at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

1. The Rights of Members
 - a. CASA membership is open to any person interested in becoming a part of this organization, regardless of their race, national origin, sexual orientation, gender, religion, disability, and their skin color.
 - b. CASA sponsored events, activities, and meetings are open to any members of this organization.
2. Fees and Paid Members
 - a. Members must pay a \$25 membership fee that is due each year they wish to participate in CASA.
 - b. Membership fees and deadlines shall be determined by the executive board of that occurring year.
 - c. You will become an inactive member if you fail to pay your fees. If you cannot pay your fees on time for any reason, talk to the executive board for an extension.
 - d. Only UC San Diego affiliated members who have paid their yearly or quarterly fees may hold a position on the executive board and vote in the elections.
3. To maintain active membership, a member must:
 - a. Pay all fees on time
 - b. CASA application must be fully completed and approved by the executive board.

- c. Be active, engaged, and involved in most events, activities, and meetings sponsored by CASA. Please reach out to the executive board if you have to miss an event or meeting.
- 4. UC San Diego's Non-Affiliate Members
 - a. Students of other colleges or universities in San Diego are able to obtain membership in this organization.
 - b. Non-Affiliate members can obtain membership and have the same privileges, excluding being on the executive board, as affiliated members, if they:
 - i. Pay all fees on time
 - ii. Fully complete the CASA application and have it approved by the executive board
 - iii. Are active, engaged, and involved in most events, activities, and meetings sponsored by CASA

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

- 1. General Body Meetings (GBM)
 - a. There will be at least two or three meetings per quarter, either in person or on zoom
 - b. CASA events and/or activities are NOT considered as GBM
 - c. All meetings are mandatory, therefore all active members are required to join
 - d. Minutes will be recorded by the Secretary.
- 2. Executive Board Meetings (EBM)
 - a. These meetings will either be weekly or bi-weekly and may be in person or on zoom
 - b. All members on the executive board are required to attend these meetings

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

- 1. Timeline
 - a. Elections will be held two weeks prior to the end of Spring Quarter.
 - b.
- 2. Election Rules

- a. Only paid, registered UC San Diego students may hold office in the organization and vote in elections for the selection of the organization's officers.
 - b. Elections will be held by the executive board and the votes will be counted by someone who is not on the executive board, with the supervision of an unbiased witness.
- 3. Executive Positions
 - a. There are eight (8) executive board positions open for individuals.
 - b. The executive board shall consist of the following positions: Co-Presidents (2), Secretary, Treasurer, Community Service/Wellness Chair, Fundraising Chair, Social Chair, and Social Media/Publicity Chair
 - c. All executive board members must attend most meetings and events, unless otherwise discussed with other executive board members.
 - d. The term of the old and new executive board is the Spring Quarter of each year.
- 4. Executive Board and Duties
 - a. The executive board is responsible for the organization and ensuring everything flows together smoothly.
 - b. The duties of each executive board member include, but are not limited to the following:
 - c. Co-President:
 - i. Oversee all CASA events and members
 - ii. Ensure all members and executive board is abiding by the constitution, as well as renewing the constitution at the beginning of every school year
 - iii. Shall have supervision of the funds of the organization
 - iv. Act as the liaison of CASA
 - v. Responsible for organizing every meeting and setting up the agenda/slides
 - vi. One year membership required, in order to run for President
 - d. Secretary:
 - i. Assist the Presidents
 - ii. Take minutes during the meetings of both the General Body and Executive Board meetings
 - iii. Responsible for all documents of the organization
 - iv. Responsible for the CASA email and informing the executive board about the emails received
 - v. Keeps track of all the members and their attendance for meetings and events, as well as member points

- vi. Sending recap emails post-meetings for members who could not attend
- e. Treasurer:
 - i. Responsible for all the financial paperwork, including making payments to authorized expenditures
 - ii. Responsible for all the member's dues for the entire year
 - iii. Responsible for presenting the budget at the executive board meetings
 - iv. Responsible for deposits and withdrawals with the President's oversight
 - v. Responsible for any missing funds and presenting a full report of the CASA account at the end of their term (Spring Quarter)
- f. Community Service Chair:
 - i. In charge of organizing community service events
 - ii. In charge of contacting various programs and charities and organizing dates of activities
- g. Social Chair:
 - i. In charge of CASA merch
 - ii. Responsible for updating sites on a regular basis with information for members and non-members whether it's about events, meetings, or information regarding the motherland
 - iii. Shall create Event Pages for upcoming meetings and events in a timely manner
 - iv. Shall create Flyers for upcoming events and recruitment purposes
 - v. Shall be in charge of all publicity efforts for events
- h. Fundraising Chair:
 - i. Responsible for organizing the fundraisers
 - ii. Shall manage the fundraising spending with the CASA account
 - iii. Responsible for coordinating fundraising dates and locations
 - iv. Collaborate with the Treasurer when it comes to donations
- i. Social Media/Publicity Chair:
 - i. Shall oversee and update all aspects of social media on the CASA Instagram account
 - ii. Responsible for relaying information on the CASA Group Me account
 - iii. Shall publicize events to members and the community of San Diego through flyers on social media or just in general

ARTICLE VII. RISK MANAGEMENT

CASA at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

CASA at UC San Diego understands that the university does not assume legal liability for the actions of the organization.

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

1. CASA at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only).
2. CASA will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

ARTICLE IX. FINANCIAL MANAGEMENT

CASA will finance its activities through membership dues collected from members and fundraising events/donations. These finances will be managed by the Treasurer through the Student Life Business Office.

ARTICLE X. AFFILIATION WITH OTHER GROUPS

CASA will be affiliated with other CASA organizations locally and nationally.