

ACSA CONSTITUTION



CONSTITUTION OF “AFRICAN AND CARIBBEAN STUDENTS’ ASSOCIATION” (ACSA), 1993 AS AMENDED TO 2021

WORLD MARITIME UNIVERSITY
(MALMÖ, SWEDEN)

ADOPTED ON 12TH OCTOBER 2021

PART I

SECTION I PREAMBLE

Article 1

We, the African and Caribbean Students of the World Maritime University, recognizing the need to maintain our identity for our general good and welfare, do hereby establish the AFRICAN AND CARIBBEAN STUDENTS' ASSOCIATION (hereinafter called ACSA) as a body to foster unity, understanding and growth among African and Caribbean students and also to promote cultural exchange between the African and Caribbean student community and other student groups and communities.

SECTION II DEFINITIONS AND CITATIONS

Article 2

To secure the strength and success of the Association we hereby resolve to be bound by the provisions of this Constitution, herein referred to as the African and Caribbean Students' Association (ACSA) Constitution 1993, as amended to 2021.

Article 3

For the purpose of this Constitution, unless expressly provided otherwise, or referred to:

- i. "ACSA" means African and Caribbean Students' Association at the World Maritime University.
- ii. "WMU" means World Maritime University - MALMO, SWEDEN.
- iii. "AFRICA AND CARIBBEAN HOUSE" means the assembly of ACSA members.
- iv. "SUBSCRIPTION" means annual monetary payment of ACSA members to ACSA.
- v. "LEVIES" means any monetary obligations apart from the subscription to be met by ACSA members.

SECTION III AIMS AND OBJECTIVES

Article 4

The aims and objectives of ACSA shall be, but not limited to the following:

- a. The protection of the interests of members of ACSA.
- b. The promotion of togetherness among ACSA members through varied programmes and activities.
- c. To participate in the achievement of the good of the World Maritime University.
- d. To co-operate with various other bodies and associations within the University, including the Student's Council.

SECTION IV MEMBERSHIP

Article 5

All enrolled students of the WMU of African and Caribbean origin shall be entitled to be members of the ACSA upon registration with the ACSA Secretary.

SECTION V MEETINGS

Article 6

There shall be at least three (3) meetings of the Africa and Caribbean House every WMU academic year in addition to other meetings and emergency meetings convened by the ACSA Executive as provided for in this Constitution.

Article 7

All members of ACSA shall have the right to request for and be granted a meeting of the Africa and Caribbean House under the following conditions:

- a. The request shall require a $\frac{1}{3}$ signatures of the ACSA members before being presented to the ACSA Executive.
- b. The ACSA Executive shall review the subject matter and deem the meeting necessary.

PART II

SECTION I STRUCTURE OF ACSA

Article 8

The structure of ACSA shall be made up of the following organs:

- a. Africa and Caribbean House
- b. ACSA Executive
- c. ACSA Committees

Subsection I AFRICA AND CARIBBEAN HOUSE

Article 9

The Africa and Caribbean House shall be charged with the following responsibilities:

- a. To elect the principal officers of the ACSA Executive as at when elections are called for and held as provided for in this Constitution.
- b. To debate and approve amendments to the ACSA Constitution as provided for in this Constitution.
- c. To debate and approve the annual programme of events and the annual financial report presented by the ACSA Executive.
- d. To carry out any other functions and decisions that may be necessary within the provisions of this Constitution.

Article 10

Any number of ACSA members present at a meeting shall constitute a quorum for the purpose of considering the agenda at hand. A simple majority of such a quorum shall be required for taking decisions and passing resolutions on issues being considered by the Africa and Caribbean House.

Article 11

ACSA Secretary shall keep minutes of the meeting of the Africa and Caribbean House. Such minutes of a preceding meeting shall be read by the ACSA Secretary or his/her designate, corrected and adopted by the Africa and Caribbean House before deliberating on the agenda of that day's meeting.

Subsection II ACSA EXECUTIVE

Article 12

ACSA Executive shall consist of the following elected officers:

- a. ACSA President
- b. ACSA Vice-president
- c. ACSA Secretary
- d. ACSA Treasurer
- e. ACSA Organising Secretary
- f. ACSA Judicial Officer
- g. ACSA Auditor

Article 13

The functions and powers of ACSA organs shall be as provided for in this Constitution.

Article 14

ACSA Executive shall be charged with the following responsibilities:

- a. To administer and direct the affairs of ACSA and implement the decisions and resolutions reached and passed respectively by the Africa and Caribbean House in accordance with the provisions of this Constitution.
- b. To prepare and present to the Africa and Caribbean House for debate and approval:
 - i) Annual programme of events for ACSA at the beginning of every WMU academic year.
 - ii) Annual financial report of ACSA, at the beginning and end of every WMU Academic year.
- c. To perform all such lawful and constitutional duties that may be required and deemed essential, in accordance with the provisions of this Constitution, for the achievement of the goals and objectives of ACSA.

Article 15

A meeting of ACSA Executive shall be convened at least thrice in a WMU academic year, at the instance of the ACSA President and such other times as may be deemed necessary by a simple majority of all officers of ACSA Executive. ACSA President or his/her designate shall preside over meetings of the ACSA Executive as provided for in this Constitution.

Article 16

A quorum of ACSA Executive shall be formed with two thirds ($\frac{2}{3}$) of ACSA Executive officers for any meeting. All decisions of ACSA Executive shall be by a simple majority of the officers present and voting at such a meeting of ACSA Executive.

Article 17

ACSA Secretary shall be responsible for serving notice of ACSA Executive meetings at the instance of ACSA President or ACSA Executive. Such notice shall be given either verbally or in writing to officers of ACSA Executive, four (4) days prior to the day of the meeting. Such notice shall also include date, time, venue, and agenda of meeting.

SECTION II FUNCTIONS AND POWERS OF ACSA ORGANS

Subsection I ACSA PRESIDENT

Article 18

ACSA President shall be the Chief Executive Officer of ACSA and shall be charged with the following responsibilities:

- a. To ensure that ACSA actively pursues its stated Aims and Objectives.
- b. To preside over all meetings of ACSA Executive and the Africa and Caribbean House.
- c. To ensure the proper execution and enforcement of the provisions of this Constitution.
- d. To ensure the efficient and effective administration and management of ACSA as provided for in this Constitution.
- e. To carry out such other duties as may be assigned to him/her by ACSA Executive or the Africa and Caribbean House.

Subsection II ACSA VICE-PRESIDENT

Article 19

ACSA Vice-President shall be the Deputy Chief Executive Officer of the ACSA and shall be charged with the following responsibilities:

- a. Assisting the ACSA President in the performance of his/her duties as laid down in the provisions of this Constitution.

- b. To act as ACSA President pending the return from absence or election of a new ACSA President in the event of absence or inability or resignation of ACSA President from office.
- c. To perform such other duties as may be assigned to him/her by the ACSA Executive or Africa and Caribbean House.

Subsection III ACSA SECRETARY

Article 20

ACSA Secretary shall be the Chief Administrative Officer of ACSA and shall be charged with the following responsibilities:

- a. To serve notice of meetings of the Africa and Caribbean House and ACSA Executive respectively on ACSA members and ACSA Executive Officers, as provided for in this Constitution.
- b. To ensure orderly conduct of members at any meeting or gatherings of ACSA members or during any deliberation of the Africa and Caribbean House.
- c. To record, keep and read minutes of the meetings of ACSA Executive and Africa and Caribbean house.
- d. To keep complete and up to date record and accurate files on ACSA activities.
- e. To issue official copies of ACSA documents and publications as directed by the ACSA Executive or Africa and Caribbean House.
- f. To act as ACSA Vice-President pending the return from absence or election of a new ACSA Vice-President in the event of absence, inability or resignation of ACSA Vice-President from office.
- g. To perform such other duties as may be assigned to him/her by the ACSA President, ACSA Executive or Africa and Caribbean House.

Subsection IV ACSA ORGANISING SECRETARY

Article 21

ACSA Organising Secretary shall be the Chief Organising Officer of ACSA and shall be charged with the following responsibilities:

- a. To liaise with appropriate ACSA Committees in organising all ACSA activities as determined by ACSA Executive and/or Africa and Caribbean House.
- b. To draw up in conjunction with the ACSA Committees and present to the ACSA Executive an annual programme of events for ACSA at the beginning of every WMU academic year.
- c. To act as ACSA Secretary pending the return from absence or election of a new ACSA Secretary in the event of absence or inability or resignation of ACSA Secretary from office.

- d. To perform such other duties as may be assigned to him/her by the ACSA President, ACSA Executive or Africa and Caribbean House.

Subsection V ACSA TREASURER

Article 22

ACSA Treasurer shall be the Chief Accounting Officer and Purser of ACSA and shall be charged with the following responsibilities:

- a. To collect, issue receipts and deposit in an ACSA current bank account all ACSA members subscription, levies, funds and donations.
- b. To maintain full and accurate accounts of all such subscriptions, levies, funds donations, assets and liabilities.
- c. To prepare and submit to ACSA Executive an annual financial report of ACSA at the beginning and end of every WMU academic semester, and at such other times as may be required by the ACSA Executive or Africa and Caribbean House.
- d. To keep the ACSA President informed of all financial statements of ACSA as at when the ACSA President demands.
- e. To perform such other duties as may be assigned to him/her by the ACSA President, ACSA Executive or Africa and Caribbean House.

Subsection VI ACSA JUDICIAL OFFICER

Article 23

ACSA Judicial Officer shall be the Chief Judicial Functionary of ACSA and shall be charged with the following responsibilities:

- a. To liaise with the appropriate ACSA Committees in facilitating, presiding over, arbitrating and giving counsel in regards to the application of the ACSA Constitution.
- b. To liaise with the appropriate ACSA Committees in the hearing of cases pertaining to the interpretation of this Constitution, and the imposition of sanctions for violation of the exercise of rights, duties, and powers under this Constitution.
- c. To liaise with the appropriate ACSA Committees in the drafting of proposed revisions or amendments to this Constitution for approval of the Africa and Caribbean House in accordance with the procedures hereto set forth.
- d. To liaise with the appropriate ACSA Committees in the drafting of proposed revisions or amendments to the detailed individual council member Roles and Responsibilities for approval by the Executive.
- e. To liaise with the appropriate ACSA Committees in the conduct of elections of new officers, within the first two (2) months of the WMU academic year.

f. To perform such other duties as may be assigned to him/her by the ACSA President, ACSA Executive or Africa and Caribbean House.

Subsection VII ACSA AUDITOR

Article 24

ACSA Auditor shall be the executive member authorized to review and verify the accuracy of ACSA's financial records. The Auditor's responsibility is:

- a. To examine and to report on the accuracy and completeness of all accounting reports, particularly the annual financial report; and
- b. To check on the legality and propriety of all disbursements of funds of ACSA.

SECTION III ACSA COMMITTEES

Article 25

There shall be two (2) standing and (1) ad-hoc committee of ACSA.

Article 26

The standing committees shall consist of:

- a. ACSA Social Committee
- b. ACSA Electoral and Constitutional Committee

Article 27

The ad-hoc committee shall be referred to as ACSA AD-HOC COMMITTEE.

Article 28

Each standing committee shall consist of three (3) members including a chairman. Members and chairman of each committee shall be appointed by the ACSA Executive no later than three (3) days from when ACSA Executive body is fully established after elections.

Article 29

The standing committees shall carry out those duties assigned to them in this Constitution and other duties as may be assigned by the ACSA Executive and the Africa and Caribbean House.

Article 30

ACSA Ad-Hoc Committee shall consist of five (5) members including a chairman. The chairman and members of the ACSA Ad-Hoc Committee shall be non-Executive members of the Africa and Caribbean House appointed by the ACSA Executive, and shall be charged with those responsibilities passed by a resolution of the Africa and Caribbean House or as deemed necessary by the ACSA Executive.

Subsection I ACSA SOCIAL COMMITTEE

Article 31

ACSA Social Committee shall be responsible for organising all social, extracurricular, sporting and recreational activities of ACSA. These activities shall include but are not limited to:

- a. ACSA Welcome Party at the beginning of every WMU academic year.
- b. ACSA Farewell Party at the end of every WMU academic year.
- c. ACSA Cultural Day once each WMU academic year.
- d. ACSA Sports Day at least once each WMU academic year.

Article 32

ACSA Social Committee shall be responsible for presenting to ACSA Executives and the Africa and Caribbean House through the ACSA Organising Secretary, an annual programme of events for inclusion in the ACSA annual programme of events.

Article 33

ACSA Social Committee shall also perform such other duties as may be assigned to it by ACSA Executive or Africa and Caribbean House.

Subsection II ACSA ELECTORAL AND CONSTITUTIONAL COMMITTEE

Article 34

ACSA Electoral and Constitutional Committee shall be responsible for organizing and conducting elections and by-elections to fill all vacant offices of ACSA Executive as provided for in this Constitution.

Article 35

ACSA Electoral and Constitutional Committee shall interpret any section or part of this Constitution that may be referred to it by the ACSA Executive or Africa and Caribbean House and shall provide or make available to the ACSA Executive or Africa and Caribbean House its submissions on such matters through the ACSA Judicial Officer.

Article 36

ACSA Electoral and Constitutional Committee shall be responsible for hearing cases pertaining to the interpretation of this Constitution, and providing recommendations for the imposition of sanctions for violation of the exercise of rights, duties, and powers under this Constitution.

Article 37

ACSA Electoral and Constitutional Committee shall carry out such other duties that may be assigned to it by the ACSA Executive or Africa and Caribbean House without prejudice to the Committee's roles and functions.

Part III**ELECTION AND DISSOLUTION OF ACSA ORGANS****SECTION I ELECTION****Article 38**

All ACSA members shall be eligible to hold elective office in ACSA Executive.

Article 39

All members of ACSA have the right to vote in any ACSA elections.

Article 40

ACSA annual elections shall be held any day before the third month of the WMU academic year, as decided by ACSA Electoral and Constitutional Committee.

Article 41

A simple majority of the total votes cast shall be required to declare a winner of any ACSA election.

Article 42

ACSA Electoral and Constitutional Committee shall establish election rules consistent with the provisions of this Constitution and ensuring free and fair elections.

Article 43

ACSA Electoral and Constitutional Committee shall publish the results of any election not later than two (2) hours after the close of balloting.

SECTION II DISSOLUTION**Article 44**

Africa and Caribbean House shall have the power to dissolve the ACSA Executive by a resolution carried by a four-fifth ($\frac{4}{5}$) majority vote of all members present and voting.

Article 45

Upon the dissolution of the ACSA Executive, the ACSA Electoral and Constitutional Committee shall call a by-election within five (5) days of such dissolution, to elect a new ACSA Executive.

Article 46

Notwithstanding anything contained in this section, ACSA Executive and ACSA Committees shall stand dissolved upon the election of new officers for ACSA Executive, within the first two (2) months of the WMU academic year.

Article 47

Upon the dissolution of ACSA Executive, ACSA Electoral and Constitutional Committee shall take over the duties and responsibilities of ACSA Executive until the election of a new ACSA Executive as provided for in this Constitution.

Article 48

Upon the dissolution of the ACSA Executive and Electoral and Constitutional Committee for reasons pertaining to any violations of the provisions of this Constitution or any act deemed prejudicial to the peace and progress of ACSA by a resolution of the Africa and Caribbean House, the ACSA Ad-Hoc Committee shall temporarily take up the responsibilities of the Electoral and Constitutional Committee until the election of a new ACSA Executive as provided for in this Constitution.

**PART IV
SANCTIONS****Article 49**

It shall be within the powers of the Africa and Caribbean House to impose any sanctions such as censure, suspension or removal from office on any ACSA member, any officer of ACSA Executive or ACSA Committees (accordingly) for any misappropriation of ACSA funds, any violation of the provisions of this Constitution or any act deemed prejudicial to the peace and progress of ACSA by a resolution of the Africa and Caribbean House.

Article 50

The imposition of any of these sanctions in Article 49 shall require a motion of the Africa and Caribbean House passed by a simple majority of ACSA members present at such a meeting.

PART V FINANCES

SECTION I SUBSCRIPTIONS

Article 51

Members of ACSA shall pay a subscription of one hundred Swedish Kronos (SEK 100) per year, per member.

SECTION II LEVIES

Article 52

Other financial obligations, when necessary shall be levied, on ACSA members on approval of the Africa and Caribbean House.

SECTION III BANK ACCOUNT

Article 53

ACSA shall open a current bank account. The account shall be operated by the President, the Treasurer and the Organizing Secretary as signatories, and any two (2) of these signatories shall be sufficient to undertake any bank transaction.

Article 54

In the unlikely event that opening an ACSA current bank account is rendered impossible due to banking laws and restrictions, funds shall be held in cash or in the personal account of either the Treasurer, President or Organising Secretary until otherwise. A formal signed letter by any two (2) of these parties shall be sufficient to undertake any bank transaction.

PART VI AMENDMENTS AND REPEALS

Article 55

This Constitution or any part of it may be amended, altered or repealed at any meeting of the Africa and Caribbean House.

Article 56

Such amendments, alterations or repeals shall be tabled as a motion by any ACSA member and it shall require two (2) seconders.

Article 57

Such amendments, alterations or repeals shall require a three-fourths ($\frac{3}{4}$) majority of members present at that meeting before being effected.

PART VII
ADOPTION AND ENTRY INTO FORCE

Article 58

This Constitution shall take effect immediately upon approval thereof by a two-thirds ($\frac{2}{3}$) majority of ACSA members present and voting at meeting of the Africa and Caribbean House.

Article 59

A two-thirds ($\frac{2}{3}$) majority of ACSA members present at a meeting of the Africa and Caribbean House shall be required for the adoption of this Constitution.

Article 60

This Constitution shall enter into force immediately after adoption.

MALMÖ, 12TH OCTOBER 2021