

Arts and Science Federation of Associations Standing Regulations



Adopted by Council on March 4th, 2020
Amended by Council on May 24th, 2020

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Definitions

“By- Laws” : refers to the ASFA By- Laws;

“Campaign Materials” : refers to any printed matter, paid advertisement in any media, emails, or any other object used to promote, oppose, directory or indirectly, the election of a candidate;

“Cash”: Cash refers to any money in bill or coin form. Within ASFA, cash can represent Member Association revenue, ASFA revenue, or returning the balance of an Advanced Funding Request.

“Council” : refers to ASFA Council;

“Deposit Slip”: The ASFA Deposit Slip is used by ASFA when preparing bank deposits. It indicates the amount being deposited, the quality and type of bills/coins, and the individuals who have counted the money. The ASFA Deposit Slip is brought to the bank when depositing money and stamped by bank as proof of deposit and then kept by ASFA as an internal record. An example of this form is included in this policy as Appendix 1.

“Deposit Log”: The ASFA Deposit Log is a physical sign-out log used by ASFA to indicate when deposits are being brought to the bank, and by who they are being brought.

“Discrimination”: Refers to the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, gender, age, or sex;

“Drop Safe”: The Drop Safe refers to the safe kept in the reception office of ASFA. This specific safe allows for money and deposits to be put into the safe through a drop slip, without opening the safe.

“Election Committee” : refers to a group of students organized by the Chief Electoral Officer for the purpose of coordinating electoral proceedings;

“Environmental justice”: Refers to the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies;

“Equity”: Refers to fairness and impartiality toward all concerned, based on the principles of even handed dealing. Equity implies giving as much advantage, consideration, or latitude to one party as it is given to another. Along with economy, effectiveness, and efficiency, equity is essential for ensuring that extent and costs of funds, goods and services are fairly divided among recipients;

“Equitable treatment”: Refers to acknowledging diversity, recognizing and celebrating our differences, and eliminating the barriers that prevent full participation of all individuals;

“Financial solvency”: Refers to the ability of a corporation to meet its long-term fixed expenses and to accomplish long-term expansion and growth;

“Forced labor”: Refers to any work or services which individuals are forced to partake in against their will;

“Local”: Within the province of Quebec. If adequate measures have been taken and illustrate that no other options are viable, then purchases made within Canada may also be defined as local;

“Main Safe”: The Main Safe refers to the safe kept in the office of the Finance Coordinator. This safe is a combination + key entry safe, that is fireproof.

“Member Association Revenue Form”: Used by Member Associations when declaring and remitting money or revenue to ASFA. Kept by ASFA as an internal record. An example of this form is included in this policy as Appendix 2.

“Member Association Revenue Log”: Used by ASFA to indicate all revenue that is collected from member associations. Revenue that is recorded on this sheet will be credited to member association budgets daily/as needed.

“Polling Period” : refers to a period of three (3) consecutive school days during which the polls in an election will be open no later than 10h00 and close no earlier than 20h00;

“Public Notice” : refers to the placement of posters in prominent view at both Sir George Williams and Loyola campuses, as well as an electronic notice sent by ASFA;

“School Day” : refers to a day in which the University is open for normal operation;

“Silver Certification”: Refers to purchases made by the ASFA, or Member Associations that are able to be used at least three (3) times.

“Sustainability”: refers to the process and outcome of achieving social activism, economic equality, and environmental health by reducing our ecological footprint and empowering communities to meet their present needs, and then, their future aspirations;

“Reproductive rights”: Refers to legal rights and freedoms relating to reproduction and reproductive health.

“These regulations” : refers to the current standing regulations;

Chapter 1 - Financial Regulations

SECTION 1: BUDGETARY CONSIDERATIONS

Part I – Preparation of the Budget

1. It shall be the duty of the Finance Coordinator of ASFA to prepare the Association's annual budget.
2. This budget must be approved by ASFA Council at the June Regular Council Meeting. Any revisions to the budget are also subject to the approval of ASFA Council upon the recommendation of the Finance Committee.
3. 50% of any excess funds of over \$100,000 not put aside for orientation (as outlined in Article 4 of these regulations) will be allocated to the contingency fund

Part II – Orientation

4. To ensure that the Association can reimburse all payments made in the following year, an amount of \$100,000.00 must be in the Association's bank account at the end of each fiscal year. It will be the Finance Coordinator's responsibility to ensure that these funds are present.
5. A maximum average subsidy of \$150.00 will be allowed per student attending ASFA's fall frosh orientation.

Part III – ASFA Contingency Fund

6. ASFA will put aside an initial \$30,000 for a contingency fund for emergency measures in the 2020-21 mandate
7. The Contingency fund may only be used in emergency circumstances, and spending from the fund must be brought to Council for approval
8. The Contingency fund is to be added to every year in the amount of 2% of ASFA's total annual budget from each year starting in the 2021-22 mandate

9. The Executive Coordinator, Finance Coordinator, and ASFA General Manager will be designated to oversee this fund with a certified financial advisor. This group will be known as the contingency committee. Contingency funds can only be invested in short term investments (1 to 6 months) to ensure that funds are available in times of emergency.
10. The Contingency Committee will prepare and present an annual report each year at the ASFA Annual General Meeting
11. The contingency fund policy can only be modified once a year by 3/4 majority vote at council and a 3/4 majority vote at the ASFA AGM

Part IV – ASFA Investment Fund

12. Two percent of ASFA's total budget will be allocated and added to the ASFA investment fund every year starting in the 2021-22 mandate.
13. ASFA will put aside an initial \$25,000 for an investment fund for financial security and growth in the 2020-21 mandate
14. ASFA will not withdraw any of its investment funds for a period of 20 years. Once this twenty year period has elapsed, the investment committee can withdraw a maximum of 3% from the fund each year with unanimous approval from the Investments committee along with a 2/3 majority approval at a duly convened regular council meeting.
15. The Executive Coordinator, Finance Coordinator, ASFA General Manager, and one councillor member of the finance committee will be designated to oversee this fund with a certified financial advisor. This group will be known as the investments committee.
16. The Investment Committee will prepare and present an annual report each year at the ASFA Annual General Meeting
17. The investment fund policy can only be modified once a year by 3/4 majority vote at council and a 3/4 majority vote at the AGM

Part V – ASFA Operating Costs

18. The Judicial Committee of ASFA shall receive a budget of \$750.
19. The Investigative Committee of ASFA shall include operating expenses for the legal/human rights consultant, at their hourly rate, for a minimum of 50 hours per annum.
20. The Investigative Committee of ASFA shall include operating expenses for any training fees incurred for councillors on the investigative committee annually.

21. The Task-Force to Eliminate Racial and Sexual Harassment shall include operating expenses for the legal/human rights consultant, at their hourly rate, for a maximum of 40 hours per year.
22. Items greater than \$500 that are not contained in the ASFA budget require the approval of the Finance Committee.

Part VI – Honorariums

23. ASFA undertakes to provide honorariums and salaries equivalent to a living wage where possible.
24. Each member of the Executive Body shall receive an honorarium of \$5000.00, a quarter of which is remitted at every quarter throughout the academic year.
25. An executive who is not physically present in the city for more than one month forfeits their honorarium for the months they are away.” Not being present for the summer would result in forfeiting the first quarter of the honorarium
26. Each Executive may also receive a bonus of up to \$2000.00, decided by a Simple Majority vote of Council at the May Regular Council Meeting.
27. An executive who has been removed from office forfeits their bonus.
28. An executive who has resigned will forfeit their bonus unless otherwise determined by council.
29. The Loyola Committee Chair or Co-Chairs shall receive an honorarium of \$1500.00, a quarter of which is remitted at every quarter throughout the academic year. Should there be only one chair, the honorarium of the second chair may be divided equally amongst deputies in the Loyola Committee such that they agree, assume, and carry out their respective role(s) and responsibilities.
30. Each Loyola Chair may also receive a bonus of up to \$750.00, decided by a Simple Majority vote of Council at the May Regular Council Meeting. Should there be only one chair, the bonus of the second chair may be divided equally amongst deputies in the Loyola Committee such that they agree, assume, and carry out their respective role(s) and responsibilities decided by a Simple Majority vote of Council at the May Regular Council Meeting.
31. The Council chairperson shall receive an honorarium of \$225.00 per month, assuming 15 hours of work spent at council and any preparation or correspondence required.

32. ASFA shall further compensate the ASFA Chairperson with an honorarium in the amount of \$15/hour for work that exceeds the regular duties of the ASFA chair in excess of 15 hours per month.
33. The Council chairperson may also receive a bonus of up to \$200.00, decided by a Simple Majority vote of Council at the May Regular Council Meeting.
34. An interim chairperson, who is not a voting or ex- officio member of ASFA Council, shall receive an honorarium of the amount that is equivalent to 15\$/hour for work that they complete.
35. The Council minute keeper shall receive an honorarium of \$120 per month, assuming 8 hours of work spent at council and in preparation of minutes.
36. ASFA shall further compensate the ASFA minute keeper an honorarium in the amount of \$15/hour for work that exceeds the regular duties of the ASFA minute keeper in excess of 8 hours per month.
37. The Council minute keeper may also receive a bonus of up to \$150.00 decided by a Simple Majority vote of Council at the May Regular Council Meeting.
38. An interim minute keeper, shall receive an honorarium of the amount that is equivalent to 15\$/hour for work that they complete;
39. Any interim executives and interim chairs of standing committees will receive the base honorarium in which they are actively in their position with the approval of council
40. Any interim executives can be eligible for a bonus of up to \$1,500.00, decided by Simple Majority vote of Council at the May Regular Council meeting.
41. Members of the investigative committee shall receive an honorarium of \$75 monthly for a total of \$675 including fall and winter semester, and \$225 during the summer (June, July, and August) for an annual total of up to \$900 for each member of the investigative committee. Such members to receive this honorarium are as follows:
 - a. The two councillor members
 - b. The two members at large
 - c. The ASFA Task force co-chair whom is not the mobilization coordinator
42. The two alternate members of the investigative committee will receive an honorarium only when they are active and participating in the investigative committee's work. They will assume their duties on a monthly basis and be compensated with the honorarium of the regular member of the committee in which they are replacing as need be given the circumstances. The active alternate member will receive a \$75 honorarium for each month in which they are active in their duties and serve as a regular member of the

investigative committee.

43. Council may, by a two thirds (2/3) majority vote, annul or modify honorariums to
 - a. Executive Body members, the Council chairperson or the Council minute keeper for:
 - b. Recurring, unwarranted behaviour deemed hostile and or a threat to the welfare of ASFA Members;
 - c. Any violations of the Quebec Charter of Human Rights and Freedoms on Concordia University grounds;
 - d. Misappropriation of funds;
 - e. Dereliction of duties;
 - f. Violation of the ASFA By- Laws or Regulations.
44. Each Executive and Loyola Chair or Co-chairs may be reimbursed a maximum of \$50 of their monthly cell phone usage.

Part VII – Awards

45. The following awards will be given out to Arts and Science students in April of each year:
 - a. Award for Outstanding Contribution to the Concordia Community
 - i. This award is given to a student who has created a sense of community at Concordia by contributing to student life and has demonstrated that their efforts have had a positive impact on the Concordia community. The minimum required GPA for this award is 3.0. The winner of this award will receive \$300. Four (4) awards are given out annually.
 - b. Award for Academic Achievement
 - i. This award is designed to recognize an arts and science student who has excelled in their academic career at Concordia. The minimum required GPA for this award is 3.8. The winner of this award shall receive \$300. Four (4) awards are given out annually.
 - c. Damon Hartung Award
 - i. This award was created to honour the life of Damon Hartung who contributed to ASFA for three years and showed a dedication to his community by creating new projects. Applicants interested should have contributed to the Arts and Science community by bringing novel additions to student life and/or academics while remaining in strong

academic standing. The minimum required GPA for this award is 3.0. The winner shall receive \$600. One (1) award is given out annually.

d. Meghna Atwal Award

- i. This award was created to honour the life of Meghna Atwal who contributed to ASFA for three years and showed a dedication to her community by creating new projects. Applicants interested should have contributed to the Arts and Science community by bringing novel additions to student life and/or academics. Applicants must also be registered in a double major, honours or specialization. There is no minimum requirement GPA for this award. The winner shall receive \$400. One (1) award is given out annually .

Part VIII – Budgetary Transparency

46. Receipts will only be accepted for reimbursement if they are original receipts that contain date, time, list and quantity of materials and services purchased and seller name and address. The Finance Coordinator has the authority to approve or deny insufficient receipts.
47. Expenses shall be refused, if not filed within thirty (30) days of the date on the receipt or no later than May 31st whichever comes first.
48. Contestations of refused cheques must be filed with the Finance Coordinator within fourteen (14) days of the refusal.
49. ASFA's Finance Coordinator shall provide a written summary of expenditures and revenues to ASFA Council quarterly.
50. At the end of each fiscal year, ASFA will submit to an external audit by an auditor appointed in accordance with Article 127 of the ASFA By- Laws.

SECTION 2: THE MEMBER ASSOCIATIONS

Part I – Funding Application Requirements

51. The following sections of policy shall apply to those ASFA Member Associations that are recognized as official Member Associations by the Council of Representatives.
52. No ASFA Member Association may receive an annual budget unless they are recognized as official Member Associations by the Council of Representatives at the June Regular Council Meeting. All Member Associations recognized thereafter shall receive funding through the Member Association Special Projects Fund for that fiscal year.

Part II – Budgetary Allocation of Member Associations

53. Member Associations budgets shall be allocated to the Member Associations at the Finance Committee's discretion.
54. All Member Associations will submit a yearly budget no later than five (5) Juridical Day after the June Regular Council Meeting.
55. Budgets that are submitted later than five (5) Juridical Days after the June meeting will receive secondary consideration.
56. Approved budgets will be returned to Member Associations no later than July 15th.
57. Any MA that does not submit a budget proposal may or may not receive a budget at Finance Committee's discretion;
58. All printing must be done at the ASFA Office. Any external printing must be done with the approval of ASFA's Finance Coordinator.
59. Member Associations budgets shall consist of three budget lines. These budget lines shall be Administration, Social Initiatives, Academic Initiatives.
60. Member Associations may transfer funds within the same budget line at their own discretion, but must seek the approval from the Finance Committee to transfer funds from one budget line to another.
61. Each Member Association shall receive an amount of \$200.00 for troop support in order to support MA Executives. Member Associations may not transfer additional funds into troop support.

Part III – Reimbursement

62. ASFA's office manager or general manager and finance coordinator shall serve as financial comptrollers for all of the Member Associations.
63. Member Association must fill out a cheque requisition form or advanced funding form for any and all disbursements.
64. Upon presentation of original receipts, the financial comptroller shall prepare a cheque to reimburse the expenses and submit this cheque to the Association's signing authorities.

65. Cheques for Member Associations will be written, signed and made available in the ASFA office no later than fourteen (14) Juridical Days after ASFA receives a cheque requisition submitted in conformity with expected record keeping policies.
66. Member Associations may request advanced funding for budget items in excess of \$300.00 provided these expenses were not included in their approved budget. Member Associations seeking an advance payment must fill out an Advance Payment Requisition Form.
67. Advance payment cheques shall be written only to signing officers for their Member Associations.
68. Advance payment cheques shall be written, signed and made available in the ASFA office no later than seven (7) Juridical Days after the advance payment request.
69. Member Associations must present original receipts to justify expenses made with advance payment funds within seven (7) Juridical Days of the receipt of the advanced funds. Failure to do so will result in freezing of their budget by the Finance Coordinator.
70. The Finance Coordinator may refuse to reimburse or provide advance payment for items not included in their approved budget or deemed inappropriate or unnecessary for the success of their event.
71. Any freezing or reimbursement refusal of the budget of a member association, must be justified by the finance coordinator and finance committee. The said member association may contest the finance coordinator and finance committee's decision, granted they do so within 5 juridical days of their notice being given to them.

Part IV – Member Association Audits

72. Internal audits by the Finance Coordinator will be performed on a bi-annual basis.
73. Each Member Association must provide the Finance Coordinator of ASFA its updated accounting records and all other relevant documents needed for the Finance Coordinator to perform a financial audit of each Member Association.

Part V – Member Associations Special Projects Fund

74. The Association must allocate a minimum amount of \$15,000 for the Member Association Special Projects Fund.
75. Funding may be granted at the discretion of the Finance Committee so long as it directly benefits Arts & Science undergraduate students.

76. Priority will be given to projects that take place on campus.
77. All Special Project Funding Applications must be financially completed and accounted for before May 31st of each year.
78. It is the duty of the Finance Committee to review all applications for special project funding received from Member Associations within fourteen (14) Juridical Days after being received.
79. The Finance Committee shall be granted the authority to investigate any suspicious usage of special projects funding allocations and shall be required to submit a report to Council upon completion of the investigation.

Part VI – Member Association Budget Suspension and Council Responsibility

80. For Member Association budgets being frozen due to Council absences, spending unallocated funds or spending inappropriately within a said budget line or due to non-compliance with the ASFA Harassment, Discrimination, and Violence Policy , the Finance Committee must decide upon a financial penalty depending on the nature of the offense which will affect the remainder of the annual budget of said Member Association. It will be up to the Finance Committee to decide where this money is taken from within the said budget.
81. Budgets will only be unfrozen upon a two-thirds (2/3) vote of the Finance Committee. The Finance Committee is obligated to meet within ten (10) Juridical Days of a budget being frozen, and must reach a decision in regards to a penalty within that time.
82. Member Associations who do not submit an audit within the allotted time will have their accounts frozen by the Finance Coordinator, the finance coordinator will notify the finance committee within two juridical days of this decision, until the audit takes place.
83. If the Finance Committee suspects that fraudulent activity is taking place within a Member Association, the Finance Committee reserves the right to freeze their account to conduct a financial investigation, for up to a two (2) week period, unless definitive proof is found that fraudulent activity has taken place. The Finance committee may request to extend their investigation(s) to the council in closed session.
84. The Finance Committee has the authority to freeze a Member Association's budget for non-compliance with ASFA's financial regulations or obligations.

85. The Finance Coordinator shall notify Council of any freezing of accounts due to mismanagement of funds or fraudulent activity.

Part VII – Member Association Fiscal Management

86. Only accredited Member Associations are permitted to hold external bank accounts.

87. All ASFA Member Association related finances must be handled in accordance with the ASFA Financial Regulations.

88. All Member Association related finances must be transmitted through an ASFA associated bank account under the supervision of the ASFA Executive signing officers.

SECTION 3: THE STANDING COMMITTEES

89. The Standing Committees shall receive funding for Executive and ASFA Initiatives.

90. An amount at the discretion of the Finance Committee shall be allocated to a Special Projects Fund for non-Member Associations. This amount shall be allocated under the Finance Committee Expenses.

SECTION 4: CONTROL OF CASH FLOW

Part I – Purpose

91. The regulations on the control of cash flow aim to ensure control and safekeeping of ASFA's cash assets.

Part II – Safe Access

92. Drop Safe: The drop safe shall require a two key entry system. The Office Manager and the Finance Coordinator shall each hold one key.

93. Main Safe: The main safe shall require a combination and key entry system. The Finance Coordinator and Internal Coordinator will keep the combination, and the Office Manager and the President shall each hold one key.

Part III – Remittance of Cash to ASFA

94. All cash generated by MA initiatives or events must be declared and remitted to ASFA within 5 business days of the termination of event or initiative.

- a. 75.1. Loyola Member Associations must make contact with the Finance Coordinator within 5 days of the termination of event or initiative if one of their signing officers cannot physically make it to the ASFA office within the prescribed 5 days.
 - b. 75.2. The Finance Coordinator and the Loyola Member Association can then establish a deadline by which cash must be remitted to ASFA by the Member Association, with the utmost expediency in mind.
95. Member Association cash can only be remitted to ASFA during operating hours.
96. Member Association cash and revenue shall only be remitted to ASFA by a signing officer of the Member Association.
97. In order to remit cash to ASFA, a Member Association signing officer will present themselves at the ASFA office and count the cash with an employee of ASFA (Office Manager, Office clerks) or the Finance Coordinator.
98. Upon counting any cash, the Member Association signing officer and the ASFA Employee or Finance Coordinator will fill out the Member Association Revenue Form together. They will also both sign the form.
99. A photocopy of the completed Member Association Revenue Form will be made for the internal records of the Member Association.
100. The cash or revenue and the original Member Association Revenue Form will be inserted into an envelope and the envelope will be sealed. Both the Member Association signing officer and the ASFA Employee or Finance Coordinator will initial the seal of the envelope.

Part IV – ASFA Internal Cash Handling

101. 82. All ticket sales conducted through cash payment for ASFA events or initiatives shall be recorded in a ticket sales log. ASFA shall provide receipts upon request.
102. Merchandise sales and drink ticket sales for ASFA events conducted through cash payment for ASFA events or initiatives shall be recorded at point of sale.
103. Cash revenue generated through merchandise sales or events shall never be used for direct payment, under any circumstances.
104. Frosh specific procedure

- a. The Finance Coordinator and an accompanying signing officer shall count all cash funds at the end of each day of frosh.
- b. The Finance Coordinator and an accompanying signing officer shall verify that the cash amounts present represent the transactions of the day.
- c. After counting all cash from the day, the Finance Coordinator and additional signing officer will prepare the ASFA Deposit Slip, the bank deposit envelope, and place the fully prepared deposit in the Main Safe.
- d. No later than 3 business days after the last frosh event, all deposits containing cash revenue from frosh shall be signed out through the ASFA deposit log and deposited with the bank.

Part V – Bank Deposits

105. Deposits with the bank shall always be counted and prepared by the Office Manager and the Finance Coordinator.
 - a. Exception: Frosh.
106. At the beginning of each semester, the Office Manager and the Finance Coordinator shall select a weekly meeting time in order to deposit any in-office cash with the bank.
107. On the designated deposit day, the Office Manager and the Finance Coordinator will open the Drop Safe and count all cash funds. They shall verify that the amounts within the deposit safe correspond to the amounts indicated to have been deposited by the Member Association Revenue Forms.
108. After counting money in the Drop Safe and preparing the physical deposit, the Office Manager and the Finance Coordinator will prepare the ASFA Deposit Slip, the bank deposit envelope, and create an entry for the deposit in the ASFA Deposit Log.
109. Once the deposit has been signed out in the ASFA Deposit Log, either the Finance Coordinator or the Office Manager may bring it to the bank to be deposited. They must get the ASFA Deposit Slip stamped by the bank and return it to ASFA for internal records.

Part VI – Vacant Positions

110. In the event that the Finance Coordinator or Office Manager positions are vacant, the roles outlined to them in this section shall be temporarily fulfilled by either or both of the two remaining signing officers.

111. In the event that the Office Manager or Finance Coordinator is on vacation for a period of more than one week, the roles outlined to them in this section shall be temporarily delegated to either or both of the remaining two signing officers.

Part VII – Accessibility

112. As the ASFA Office is not an accessible space, a Member Association may propose an alternate space to the finance coordinator where they may remit cash as per this section.

113. In this case, the Finance Coordinator and the Member Association will together agree upon an accessible and secure location where money can be remitted.

Part VIII – ASFA Bank and Credit Cards

114. The ASFA credit card can only be used by Finance Coordinator to provide down payments and pay for larger expenses related to ASFA's operations that are included in the annual budget.

SECTION 5: FEE-LEVY

115. These financial regulations will be revised by the Finance Committee and the Policy Review Committee, and ratified by ASFA Council at the first Regular Council Meeting immediately following any changes to ASFA's fee levy, such as an increase as a result of a Referendum.

Chapter 2 - Regulations governing the relationship between ASFA and its Member Associations

SECTION 1: PARTIES TO AN ELECTION

Part I – Electors

116. Every Regular Member, as defined in Article 21 of ASFA's By-Laws, who is registered by the first day of the polling period is an elector.

117. Each elector may cast one ballot in an election for each office open for election.

Part II – Election Committees

118. Every MA CEO is a part of their own Election Committee along with the ASFA CEO, and elections coordinator.
119. Should any election officer be ineligible to participate in an Election Committee, internal committee will step in to be a substitute for an election committee

Part III – Member Association Chief Electoral Officers (CEOs)

120. CEOs shall be appointed by the ASFA CEO and the elections coordinator. The verification of student status shall be performed by the Internal Coordinator shall be done by the ASFA CEO, elections coordinator, and internal coordinator, should it be required.
121. The CEO may resign by notifying the Internal Coordinator and the Internal Affairs Committee in writing.
122. CEOs shall be paid in the following way:
- a. CEOs will be paid an honorarium of \$200.00 per Member Association by-election, referendums, or annual general elections, up to a maximum of \$400.00 for the academic year.
 - b. The CEO's honorarium shall be paid following services rendered to the Member Association within ten (10) Juridical days.
 - c. CEOs in charge of multiple Member Association elections shall receive the full amount for their first election, and half of the full amount for all other obligations on the same campus.
 - d. Polling clerks shall be paid a living wage if possible, considering ASFA's budget, for hours worked.
123. The CEO is responsible for adhering to these Regulations and fulfilling all duties mandated therein.
124. The CEO shall:
- a. verify that all parties participating in an election comply with these Regulations;
 - b. issue directives on the fulfillment of these Regulations;
 - c. receive and examine the reports and returns transmitted;

- d. inquire into the legitimacy of the election expenses;
125. The CEO shall:
- a. provide any person who requests it, information regarding the specifications of these Regulations and the fulfillment of duties there;
 - b. give public access to all information, reports, returns or documents relating to these Regulations.

Part IV – Electoral Officers

126. The electoral officers include the CEO and, as the case may be, any assistant, DEO, polling clerks, and any other person whose services are temporarily required by the CEO for the purpose of administering the election.
127. The following persons are not eligible to hold office as an electoral officer:
- a. Current members of the ASFA Executive;
 - b. Current members of the executive body of an ASFA Member Association;
 - c. Current members of the CSU Council of Representatives;
 - d. Current members of the CSU executive;
 - e. A candidate currently running for a position on a Member Association, ASFA Executive, CSU Council of Representatives or CSU executive;
 - f. An incoming member of the ASFA Executive, CSU executive, CSU Council of Representatives or the executive body of an ASFA Member Association;
 - g. Member of the Member Association hiring the CEO;
 - h. The Council Chairperson;
 - i. The Council Minute Keeper ; or
 - j. Current members of the Judicial Committee.
128. The CEO shall ensure that the election is properly conducted, and, for that purpose, shall see to the training of the electoral officers and direct their work.

129. The CEO shall ensure that the election is properly conducted, and, for that purpose, shall see to the training of the electoral officers and direct their work.

130. The CEO will act as polling clerk or enlist the help of polling clerks

SECTION 2: ELECTION PROCEEDINGS

Part I – Election Period

131. Member Association elections for their Executive Body and Councillor must be held annually in the winter semester by March 31st. By-elections, should they be required, must be held in the fall semester by November 30th.

132. The following are not eligible to sit on the Executive Body or as a Councillor for a Member Association:

- a. Current members of the ASFA Executive;
- b. Current Independent Councillors;
- c. Current members of the CSU executive;
- d. The Council Chairperson;
- e. The Council Minute Keeper;
- f. The CEO of ASFA;
- g. Current members of the Judicial Committee.

133. If there are vacant seats within the Executive Body or in the absence of a Councillor, a by-election or a general or special general assembly must be held to fill seats within the Executive Body, as for the Councillor it can be filled temporarily by a current executive.

Part II – Nomination of Candidates

134. The nomination period shall begin ten (10) Juridical Days before the polling period and will end at midnight the day before the campaigning period is scheduled to take place.

135. Every eligible person may be nominated as a candidate for one office in an election by filling out a nomination paper from the CEO. Should a student be eligible to run for the executive body of multiple Member associations they should do so with a clear understanding of the time commitment and responsibilities, condition on there being no conflict of interest.
136. The nomination paper shall contain the required number of signatures no later than the last day of the nomination period.
137. The nomination paper shall state the name of the candidate as well as their Concordial.D. number, address, telephone number, e-mail address, and the office for which they are a candidate
138. The nomination paper shall include a statement signed by the candidate(s) to the effect that they consent to the nomination.
139. The nomination paper shall include the printed name, signature, and Concordia I.D. number of no less than ten (10) electors or as prescribed by the associations' By-Laws, who are eligible to vote for the office for which the candidate is being nominated.
140. Upon filing the nomination form, the candidate shall be provided with:
 - a. a receipt for the nomination;
 - b. a copy of these regulations;
 - c. the dates, times, and locations of all information sessions as soon as they are organized by the CEO in accordance with these regulations;
 - d. a form to be used for the return of election expenses provided for by these regulations; and
 - e. other information the CEO deems appropriate.
141. The CEO shall have the authority to verify the validity of the nomination papers, in conjunction with the internal coordinator, elections coordinator and ASFA CEO
142. A candidate may withdraw their nomination by transmitting a notice to the CEO in writing to that effect.

Part III – Announcement of Poll

143. At the beginning of the nomination period, the CEO shall issue a Public Notice to announce the holding of a poll.
144. Such announcements shall include, as the case may be:
- a. the particulars of the offices open for election;
 - b. the place(s) where the nomination forms may be obtained;
 - c. the place(s) and dates fixed for the filling of nomination papers in accordance with these regulations;
 - d. the place(s) and dates fixed for the formation of election committees; and
 - e. the dates on which the polling will take place in accordance with these regulations.

Part IV – Campaigning Period

145. The campaigning period shall begin at least five (5) Juridical Days before the polling period and will end at midnight the day before the polling period is scheduled to take place.
146. At the beginning of the campaign period, the identity of all candidates will be made public by the CEO.
147. The CEO will notify the ASFA Internal Coordinator of the candidates running in the election at the beginning of the campaign period.
148. Campaign material may be distributed, posted, published, broadcast, or otherwise disseminated only during the campaigning period. If the candidate fails to respect this regulation, they will be disqualified from the election by the CEO and have their name immediately removed from the ballots.
149. Flyers may not be used as campaign material, and are banned in an election.
150. No private space or facilities may be used for campaign purposes by any candidate unless it is equally available to all other candidates for the same office.

Part V – Poll

151. No later than five (5) Juridical Days before the polling period, the CEO shall give a Public Notice setting forth the following particulars, as the case may be:

- a. the designation of each office, for which a poll must be held;
 - b. the names of the candidates for each office;
 - c. the day(s), time(s), and place(s) where the polling station(s) will be open for the poll, if polling is being held by paper ballot;
 - d. the day(s) and time(s) of online polling, if polling is being held online,
 - e. the particulars relating to the office and the name must correspond to those appearing on the nomination paper.
152. Polling for the annual general elections of a member association shall be held the first Juridical Day following the campaign period and last no fewer than two (2) Juridical Days. Should quorum not be reached, the CEO may extend polling until quorum is reached, and may do past the March 31st deadline.
153. Quorum is four percent (4%) of regular members or fifteen (15) regular members, whichever is higher, unless a higher minimum is prescribed by member association's By-Laws.

Part VI – Election Expenses

154. Only a candidate may incur election expenses.
155. The maximum amount of election expenses that may be spent by a candidate for a particular office is fifteen dollars (\$15) unless a lower amount is prescribed by the association's By-Laws.
156. Every payment of an election expense must be justified by an invoice showing the name and address of the supplier, listed goods or services supplied, the date the goods or services were supplied, and the amount of the expense.

Part VII – Election Results

157. The CEO shall submit the results of the election, including the ballots, to ASFA's Internal Coordinator within five (5) Juridical Days after the last day of the polling period.
158. In case a Member Association cannot provide legitimate election results including, but not limited to, electoral fraud, lack of quorum, or absence of elections to the Chief Electoral Officer by the given deadline, the Member Association shall be placed under the trusteeship of ASFA's Internal Affairs Committee, who shall oversee the hiring of a new CEO, notwithstanding article 131 of these Regulations.

159. In the event of a tie for a position within an MA, it shall be determined by another day of polling with canvassing after five (5) Juridical Days but within ten (10) Juridical Days, should neither candidate withdraw from the election. All eligible voters are allowed to vote again. In the event of a tie, the polling period may extend past the March 31st deadline.
160. The executive is elected for a term of one year starting on June 1st and ending on May 31st the following year.
161. Any contestation of Member Association electoral results shall be made no later than five(5) Juridical Days after the election results have been publicly announced.
162. Any contestation of Member Association electoral results shall be submitted to the respective CEO who shall issue a preliminary ruling within 72 hours of its reception. Said ruling shall be ratified by ASFA's Internal Affairs Committee within five (5) Juridical Days of its reception.

SECTION 3 : REFERENDUMS

163. Referendums may be called by the Executive Body, by the Member Association's annual general meeting (AGM) or by a petition with the signatures of two percent (2%) of the association's Members or fifteen (15) association Members, whichever is higher, unless a higher minimum is prescribed by the member association's By-Laws.
164. The Member Association's CEO shall give public notice of a referendum question at least ten (10) Juridical Days prior to the referendum.
165. The Member Association's executive shall submit the referendum questions to ASFA's Internal Coordinator at least ten (10) Juridical Days prior to the referendum.
166. Quorum is four percent (4%) of regular members or fifteen (15) regular members, whichever is higher, unless a higher minimum is prescribed by member association's By-Laws.

SECTION 4: MEMBER ASSOCIATIONS' BY-LAWS

Part I – Requirements for Member Associations' By-Laws

167. Member associations must provide their By-Laws as a prerequisite for registration with both ASFA and the Dean of Students.
168. Member Associations' By-Laws must contain the following provisions:

- a. Association name and acronym;
- b. Objectives of the Member Association;
- c. Membership requirements in accordance with those set forth by ASFA's By-Laws;
- d. Executive Body: Composition and functions of executive positions;
- e. The date of any amendments or updates to their bylaws

Part II – Relationship to ASFA

169. The association shall exist as a Member Association of ASFA and shall be subject to the applicable Policies and Regulations duly passed by ASFA Council.
170. The purpose of the association will be:
- a. To represent their membership;
 - b. To organize social events and create a spirit of community within their Membership;
 - c. To provide academic services for their membership
 - d. To follow any and all objectives of the association prescribed in their by-laws.
 - e. To follow any active ASFA policies which include the bylaws, standing regulations, Policy against Harassment, Discrimination and Violence, and the sustainability and ethical purchasing policy.
171. A Councillor shall also be elected during the by-elections or annual elections. Councillors may also be officially appointed through a general assembly. The Councillor must be a member of the association holding the election. This position is separate from that of the Executive and, as such, an individual running for an Executive position may also simultaneously run for that of Councillor.
172. Should a Councillor not be elected, an interim Councillor shall be appointed by the Executive Body of the Member Association from within their constituency. The interim Councillor shall hold office until the by-elections or annual general elections, or their ratification through a general or special general assembly of the Member Association.

Part III – Meetings of the Members

173. The annual general assembly shall be the decision-making body of the Association and must be held every year.
174. Quorum shall be two percent (2%) or fifteen (15) members of the Member Association, whichever is higher.
175. A Special General Assembly may be called, as the need arises, by decision of the Executive Body, or by a petition of two percent (2%) or fifteen 15 members of the Member Association, whichever is higher. The Executive body must make public notice of the special general assembly five (5) Juridical Days in advance of the special general assembly. The Public notice must include the location, date, time and agenda for the special general assembly.

Part IV – Financial Relationship to ASFA

176. The Member Association shall adhere to all of the financial policies set forth in Chapter 1 of these Regulations.
177. The Member Association shall adhere to any and all additional financial policies approved by a duly convened meeting of ASFA council.

Part V – Legal Relationship to ASFA

178. When conflicts between Member Association by-laws and ASFA's By-Laws arise, ASFA's By-Laws and Regulations shall take precedent.

Part VI – Composition of the Member Association's Executive

179. All Member Association executives must be elected in an annual general election or by-election by the association membership or in accordance with these Regulations.
180. Associations must consist of two (2) executives who shall be the signing authorities for the association. This may be any two executives unless otherwise specified within the Member Association's By-Laws. One (1) executive shall be responsible for the finances of the Association.
181. Associations must also elect one (1) executive whose responsibilities shall include booking space for the association. This may be any executives unless specified in their respective By-Laws.

182. Associations that represent programs or departments based on the Loyola Campus of Concordia must select a representative from among the executive to sit on Loyola Committee as per Chapter 4, Section 2, Part V of these Regulations.

183. In the event of a vacancy in the Executive Body, an interim Executive may be appointed by the current Executive Body. The appointee cannot be a signing authority or booking authority. The interim Executive will hold office until the by-elections, annual general elections, or a general or a special general assembly of the Member Association.

Part VII – Removal from Office

184. An elected executive of a Member Association may be removed from office based on the Following:

- a. Recurring, unwarranted behaviour deemed hostile and or a threat to the welfare of Concordia students and/or faculty;
- b. Any violations of the Quebec Charter of Human Rights and Freedoms on Concordia University grounds;
- c. Misappropriation of funds;
- d. Dereliction of duties;
- e. Violations of ASFA's By-Laws or that of the Member Association. In addition to these standing regulations, and ASFA's policy against discrimination, harassment and violence.

185. To remove an elected Executive from office, a petition undersigned by five percent (5%) of Regular Members or thirty-eight (38) members of their association to which they are representing, whichever is higher; a two thirds (2/3) majority vote from the Council of representatives; or a two thirds (2/3) majority vote from the Executive in question to then be ratified by the Council of representatives. Should one of these occur it shall be submitted to the Internal Coordinator of ASFA who shall then present it to ASFA's Judicial Committee (JC).

186. The person to be removed must be given at least one-weeks' notice of the meeting of the Council of Representatives to ratify, or vote upon their removal.

187. The person to be removed must be given at least one-weeks' notice of the meeting of JC that shall consider their removal.

188. The person to be removed must be given the opportunity to respond to the accusations made against them, in accordance with the procedures listed in The Judicial Committee Rules of Procedure.

189. A removal resolution requires a two-thirds (2/3) majority vote of JC.

SECTION 5 : AMENDMENTS TO THE MEMBER ASSOCIATION'S BY-LAWS

190. The executive can present proposed changes to the By-Laws, which will be brought to a General or Special General Assembly of the membership. Public notice of the Assembly must be given at least five (5) Juridical Days prior, along with the nature of the proposed changes.

191. Regular members of the association can propose changes to the By-Laws by submitting a petition of two percent (2%) or fifteen (15) Members of the association whichever is higher, which will be presented in a Special General Assembly of the membership. The Executive committee has five (5) Juridical Days to accept the petition and give public notice for the event.

192. Amendments to the By-Laws must be ratified by a two-thirds (2/3) majority.

193. Amendments to the By-Laws may also be done by referendum, as outlined in Section 4 of Chapter 2 of these Regulations.

Chapter 3 - ASFA Electoral Regulations

SECTION 1: PARTIES TO AN ELECTION

Part I – Electors

194. Every person who is a Regular Member of the Association by the first day of the polling period is an elector.

195. Each elector may cast one (1) ballot in an election for each office open to election.

Part II – Referendum Committees

196. Every person who is an elector is eligible to participate in a Referendum Committee.

197. Notwithstanding the foregoing, any election officer is ineligible to participate in a Referendum Committee.

Part III – Election Committees

198. The Election Committee shall be comprised of the Chief Electoral Officer (CEO), the elections coordinator as well as up to two (2) deputy electoral officers (DEOs).
199. The CEO shall be the chairperson of the Election Committee and shall meet no less than once a week during any ASFA Electoral period or more frequently if the CEO deems it necessary.
200. Notwithstanding the foregoing, the following are ineligible to be a member of the Election Committee:
- a. Current members of the Concordia Student Union Judicial Board;
 - b. Current members of the ASFA Judicial Committee;
 - c. Current and former members of the Concordia Student Union Council of Representatives or Executive;
 - d. Current and former Chairpersons of the Concordia Student Union;
 - e. Current and former members of the ASFA Executive;
 - f. Current and former executives of any ASFA Member Association;
 - g. Current and former Independent Councillors;
 - h. Current and former Chairpersons of ASFA;
 - i. The Minute Keeper of Council;
 - j. Candidates in the current ASFA Annual General Elections or By-Elections.

Part IV – Chief Electoral Officer (CEO)

201. The CEO shall be appointed by the internal committee and confirmed by Council. Their term will begin from the date they sign their contract until May 31st of the academic year. The CEO may return for another term if agreed upon by both ASFA and themselves, the approval of this contract renewal shall be ratified at the June regular council meeting.
202. The CEO may resign by notifying the Council chairperson and Internal Affairs Committee in writing.

203. The CEO shall be responsible for being present at ASFA council when the dates of by-elections and general elections are presented.
204. It will be the task of the Internal Coordinator to verify that all CEO applicants and Election Committee members are eligible.
205. Council shall fill a vacancy in the office of the CEO within thirty (30) days of such a vacancy.
206. The CEO shall be appointed by Council
207. The CEO is responsible for carrying out these regulations.
208. The CEO shall:
- a. Avoid real conflicts of interest and act independently to ensure a fair, democratic election which upholds the principles of secret ballots.
 - b. Read, understand, implement, and enforce ASFA's by-laws and standing regulations.
 - c. Update any additional campaigning rules or directives prior to the nomination period as deemed necessary, provided that they do not contradict the by-laws or standing regulations.
 - d. Organize and act as the chair of the election committee, which shall meet no less than once per week during the electoral period, or more frequently as the Employee deems necessary.
 - e. In coordination with the ASFA Finance Coordinator, develop a budget for the election period(s).
 - f. In coordination with the ASFA President, obtain the Arts & Science student list to determine eligible voters in the election.
 - g. Distribute and make accessible any and all election-related forms, such as nomination forms, the candidate information package, and election expense form.
 - h. Promote the elections to the student population, including the nomination period, campaign period, and voting period. Methods shall include but not be limited to posters, social media, email newsletters, and in-person outreach.
 - i. Ensuring that posters promoting the election are put up across all Concordia campuses in a timely manner.
 - j. Organize an information session for all candidates and referendum committees which shall take place no more than 48 hours after the close of the nominations period.
 - k. Receive, review, and process nomination forms from prospective candidates and referendum committees.
 - l. Respond to inquiries from candidates, referendum committees, and other individuals.
 - m. Receive, review, and take appropriate action on complaints received during the election in a fair and equitable manner, including issuing sanctions for violations of electoral regulations.
 - n. Ensure that election candidates are treated equally and fairly, and that there is a level playing field in the election.
 - o. Administering and posting content to all ASFA Elections-related social media platforms.
 - p. Monitoring online activity from candidates to ensure compliance with electoral regulations.

- q. Update the ASFA elections website with information on how to vote, campaign rules and documents, and the list of candidates.
 - r. Post the election results publicly at the end of the voting period when a final count is determined.
 - s. Ensure that all candidates and referendum committees submit their completed campaign expense forms on time, and review and approve each one to ensure compliance with ASFA electoral by-laws and regulations.
 - t. Respond to any complaints following the end of the voting period, including appeals or contestations at the ASFA Judicial Committee.
 - u. Produce and present a detailed written report to the ASFA Council following an election period which must include but is not limited to:
 - i. 1) the dates of the nomination, campaign, and voting period;
 - ii. 2) All available positions in the election, the complete list of candidates, and the wording of all referendum questions;
 - iii. 3) the number of eligible electors, the total number of votes cast for every position and referendum question, the voter turnout percentage; and a declaration of all winning candidates and referendum question results;
 - iv. 4) the names of all members of the elections committee;
 - v. 5) A debriefing on the various stages of the election process and actions undertaken during it;
 - vi. 6) recommendations for ASFA and for future ASFA CEOs to improve in the next election;
 - vii. 7) Details of all election expenditures-to-date;
 - viii. 8) A list of the complaints reported to the CEO and any actions or sanctions imposed by the CEO/elections committee.
 - v. Submit the CEO's report to the ASFA Annual General Assembly.
 - w. Recommend any bonus pay for Deputy Electoral officers to the ASFA finance committee as deemed appropriate, in accordance with the ASFA by-laws and regulations.
209. The CEO or internal coordinator must present the dates of the annual general election, the proposed document prepared by the CEO outlining electoral offences and appropriate sanctions for said offences, and the nomination form for candidates to Council at the January regularly scheduled meeting for ratification
210. The Internal Committee Affairs of ASFA must prepare a contract for the CEO outlining the duties, to be signed within seven (7) Juridical Days of the CEO appointment at council.
211. The CEO shall receive an honorarium of \$800.00 for the entire year or \$400.00 per election, by-election and/or Referendum that they oversee.
212. The CEO may also receive a bonus of up to \$350.00, decided by a simple majority vote of Council at the May regular Council meeting.
213. Each DEO may receive an honorarium of up to \$250.00 per election, decided by the CEO and ratified by the Finance Committee. This amount shall come out of the election budget.

214. The CEO must comply with all directives and regulations set out in ASFA's By-Laws, Regulations, and Policies.
215. The CEO shall be responsible to hold an information session to be attended by the candidates within forty-eight (48) hours of the end of the nomination period.

Part V - Elections Coordinator

216. The Elections Coordinator shall be appointed by the internal committee and confirmed by Council. Their term will begin from the date they sign their contract until May 31st of the academic year. The elections coordinator may return for another term if agreed upon by both ASFA and themselves, the approval of this contract renewal shall be ratified at the June regular council meeting.
217. The CEO may resign by notifying the Council chairperson and Internal Affairs Committee in writing.
218. It will be the task of the Internal Coordinator to verify that all Elections coordinator applicants and Election Committee members are eligible.
219. Council shall fill a vacancy in the office of the elections coordinator within thirty (30) days of such a vacancy.
220. The Elections Coordinator is responsible for carrying out these regulations.
221. The Elections coordinator shall:
- a. Avoid real conflicts of interest and act independently to ensure a fair, democratic election which upholds the principles of secret ballots.
 - b. Read, understand, implement, and enforce ASFA's by-laws and standing regulations.
 - c. Coordinating between the ASFA CEO and MA CEO's to ensure the proper functioning of the elections
 - d. Assisting MAs, their CEOs, and ASFA's CEO concerning their understanding of electoral procedures.
 - e. Update any additional campaigning rules or directives prior to the nomination period as deemed necessary, provided that they do not contradict the by-laws or standing regulations.
 - f. Attend meetings of the election committee.
 - g. Managing the hiring process for all electoral officers for ASFA's and its Member Association's elections, including Chief Electoral Officers for MA's, Deputy Electoral Officers for ASFA, and Poll Clerks for ASFA and MA elections.
 - h. Managing election staff and logistics wherever necessary.
 - i. In coordination with the ASFA Finance Coordinator, develop a budget for the election.

- j. Ensuring that all information as to electoral candidates, electors, and other parties to the election are maintained in our online elections platform, SimplyVoting.
- k. In coordination with the ASFA President, obtain the Arts & Science student list to determine eligible voters in the ASFA and MA elections.
- l. Compile, update, and/or create needed election-related forms, such as nomination forms, the candidate information package, and election expense form, ensure that they are accessible to the public, and ensure their distribution to all candidates and prospective candidates.
- m. In collaboration with the Chief Electoral Officers, promote the elections to the student population, including the nomination period, campaign period, and voting period. Methods shall include but not be limited to posters, social media, email newsletters, and in-person outreach.
- n. In collaboration with the Chief Electoral Officers, ensuring that posters promoting the election are put up across all Concordia campuses in a timely manner.
- o. Administering and posting content to all ASFA Elections-related social media platforms.
- p. Monitoring online activity from candidates to ensure compliance with electoral regulations.
- q. Place bookings so that candidates may do outreach at tables on campus, as well as for polling booths during the voting period.
- r. Update the ASFA elections website with information on how to vote, campaign rules and documents, and the list of candidates.
- s. Post the election results publicly at the end of the voting period when a final count is determined.
- t. Collect and review election reports from all the CEOs for ASFA and Member Association elections and ensure that proper processes were followed.
- u. Respond to any complaints following the end of the voting period, including appeals or contestations at the ASFA Judicial Committee.
- v. Produce and present a detailed written report to the ASFA Council following an election period which must include but is not limited to: 1) the dates of the nomination, campaign, and voting period; 2) All available positions in the election, the complete list of candidates, and the wording of all referendum questions; 3) the number of eligible electors, the total number of votes cast for every position and referendum question, the voter turnout percentage; and a declaration of all winning candidates and referendum question results; 4) the names of all members of the elections committee; 5) A debriefing on the various stages of the election process and actions undertaken during it; 6) recommendations for ASFA and for future ASFA CEOs to improve in the next election; 7) Details of all election expenditures-to-date; 8) A list of the complaints reported to the CEO and any actions or sanctions imposed by the CEO/elections committee.
- w. The Elections Coordinator shall train the Chief Electoral Officers of Member Associations
- x. The Elections Coordinator shall be considered an electoral officer, per the standing regulations. (204)
- y. The Elections Coordinator shall verify fee levy questions

222. The Internal Committee Affairs of ASFA must prepare a contract for the Elections Coordinator outlining the duties, to be signed within seven (7) Juridical Days of the CEO appointment at council.
223. The Elections Coordinator shall receive an honorarium of \$1000.00 for the entire year or \$500.00 per election, by-election and/or Referendum that they oversee.
224. The Elections Coordinator may also receive a bonus of up to \$350.00, decided by a simple majority vote of Council at the May regular Council meeting.
225. The Elections Coordinator must comply with all directives and regulations set out in ASFA's By-Laws, Regulations, and Policies.

Part VI – Electoral Officers

226. The electoral officers include the ASFA CEO, elections coordinator and, as the case may be, any assistant, DEO, polling clerk, and any other person whose services are temporarily required by the CEO for the purpose of administering the election.
227. The following persons are not eligible to hold office as an electoral officer:
- a. Current and former members of the ASFA Executive;
 - b. Current and former Councillors;
 - c. The executive body of any ASFA Member Association;
 - d. Any ASFA member who holds an elected or appointed position within ASFA or one of its Member Associations;
 - e. Current and former members of the CSU Council of Representatives;
 - f. Current and former members of the CSU executive;
 - g. Members of the CSU electoral staff.
228. The ASFA CEO and elections coordinator shall ensure that the election is properly conducted, and, for that purpose, shall see to the mandatory training of the electoral officers and direct their work. A training session for all polling clerks must be organized by the CEO at least five (5) Juridical Days before polling begins.

229. The CEO must issue a public notice a minimum of ten (10) Juridical Days before the beginning of the campaigning period to hire all electoral staff.

Part VII – Timing of ASFA Elections

230. ASFA General Elections shall be held in the Winter semester and before February 28th, and ASFA by-elections shall be held in the Fall semester and before October 31st.

SECTION 2: ELECTION PROCEEDINGS

Part I – Nomination of Candidates

231. Every eligible person may be nominated as a candidate for one office in an election by filling out the prescribed nomination paper with the CEO. This nomination form shall act as a contract between the candidate and the CEO.

232. Any individual seeking office whom is currently involved in a legal case involving financial misappropriation or any related legal matter regarding finances within the Association may not submit a nomination to be one of ASFA's signing authorities. It will be the CEO's responsibility to verify this information.

233. The nomination paper shall,, be filled no later than the last day of the nomination period.

234. Notwithstanding the foregoing, the CEO shall have the authority to extend the nomination period for three days Juridical Days for positions which are uncontested or have no candidates running.

235. The nomination paper shall state the name of the candidate as well as their Concordia I.D. number, address, telephone number, e-mail address, and the office for which they are a candidate.

236. The nomination paper shall include a statement signed by the candidate to the effect that they consent to the nomination.

237. The nomination paper shall include the printed name, signature, and Concordia I.D. number of at least twenty-five (25) electors who are eligible to vote for the office for which the candidate is being nominated.

238. Upon filing the nomination form, the candidate shall be provided with:

- a. a copy of the submitted nomination form;

- b. a copy of ASFA's By-Laws, Standing Regulations, and the Judicial Committee Rules of Procedure;
 - c. the date, time, and location of the candidates information session;
 - d. a document prepared by the CEO outlining electoral offenses and appropriate sanctions for said offenses;
 - e. a form to be used for the return of election expenses provided for by these regulations;
 - f. any other information the CEO deems appropriate.
239. The CEO shall have the sole authority to verify the validity of the nomination papers.
240. A candidate may withdraw their nomination by transmitting a notice to the CEO in writing to that effect signed by them.

Part II – Announcement of Poll

241. No later than ten (10) Juridical Days before the campaigning period, the CEO shall issue a Public Notice to announce the holdings of a poll.
242. Such announcements shall include, as the case may be:
- a. the particulars of the offices open for election;
 - b. the place(s) where the nomination forms may be obtained;
 - c. the place(s) and dates fixed for the filling of nomination papers in accordance with these regulations;
 - d. the place(s) and dates fixed for the formation of Referendum Committees; and
 - e. the dates on which the polling will take place in accordance with these regulations.
243. The Communications Coordinator may assist the CEO in the creation of the public announcements for: the notices of poll, call for nominations, Referendum questions and any others posters needed during an election.
244. Should the ASFA Website be used for the promotion of the ASFA Elections, the Communications Coordinator shall be in constant communication with the CEO to administer the ASFA Website.

Part III – Campaigning Period

245. The campaigning period shall begin at least seven (7) Juridical Days before the polling period and will end at midnight the day before the polling period is scheduled to take place.
246. The CEO must approve all physical and electronic campaign materials before they are made public within twenty-four (24) hours of their receipt
247. Campaign material may not be distributed, posted, published, broadcast, or otherwise disseminated prior to the beginning of the campaign period.
248. Campaign material must be limited to promotional items and not include any edible goods that diverge from the aforementioned.
249. Flyers may not be used as campaign material, and are banned in an election.
250. All candidate election posters must be printed at a pre-approved common location determined by the CEO in order to ensure fairness between all candidates. The CEO will set the price charged to candidates for posters a minimum of ten (10) Juridical Days before the nomination period begins.
251. No private space or facilities may be used for campaign purposes by any candidate unless it is equally available to all other candidates. Examples of such facilities include, but are not limited to, Member Association Offices, exclusive postering space, the ASFA Office, and the Concordia Student Union Offices.
252. Candidates in an ongoing election or by-election may not use their current positions to alter, influence or change the state of said election.
253. No candidate may in any way use the resources available, including but not limited to, office space or mailing lists, through any elected position within the university to benefit their candidacy during the elections. Candidates who do not respect this provision will face disqualification from the election.
254. During both the campaigning and the polling periods, candidates may openly reference their past or current experience.
255. All candidates may make use of any forms of online and digital campaigning in order to benefit their candidacy provided such campaigning is consistent with these regulations. Any online or digital campaigning must be both pre-approved by, and accessible to, the CEO.
256. Candidates can run on an individual basis or may choose to affiliate with other candidates in the form of a slate.

Part IV – Poll

257. No later than seven (7) Juridical Days before the polling period, the CEO shall give a Public Notice setting forth the following particulars, as the case may be:
- a. the designation of each office, for which a poll must be held;
 - b. the names of the candidates for each office;
 - c. the day, time, and place(s) where the polling stations will be open for the poll;
258. The particulars relating to the office and their name must correspond to that appearing on the nomination paper.
259. Should a candidate be running unopposed, the ballot shall display the following:
- a. The Candidate's Name and the Relevant Office for Election.
 - b. The option for an elector to select Yes, No, or Abstain.
260. Should a candidate be running opposed, the ballot shall display the following:
- a. The Candidate's Name and the Relevant Office for Election.
 - b. The option for an elector to select Yes or Abstain.

Part V – Procedures at the Polling Station

261. An abstention or a spoiled ballot will count towards quorum but will not count as a yes or no vote.
262. Each candidate will be required to submit a 150-word candidate platform available at each polling station that has been pre-approved by the CEO. The candidate platform must be submitted to the CEO no later than seven (7) Juridical Days before the polling period begins.

Part VI – Election Proceedings

263. No later than twenty-four (24) hours following the review of the ballots, the CEO shall issue an announcement which shall include, as the case may be:

- a. a list of the candidates for each office with the number of votes each candidate has received;
 - b. a list of candidates who have been elected.
264. The CEO shall have twenty-four (24) hours after the closing of the polls to review the ballots.
265. A candidate shall be considered elected if they receive the most number of valid votes cast in the election.
266. Should a candidate be running uncontested, they shall only be considered elected if they have more votes in favour of their candidacy than opposed to it. In the event that the candidate receives more votes opposed, the position shall remain vacant.

SECTION 3: CONTESTATION OF ELECTIONS AND REFERENDUMS

267. Every elector may contest an election, or part thereof, on the grounds that: a) a corrupt electoral process was used which caused the election to be null;
- a. there has been a gross violation of these regulations;
 - b. that the proper formalities were not observed;
 - c. a person elected was ineligible;
 - d. a person declared elected did not obtain the greatest number of valid votes, as applicable.
268. All contestations must first be ruled upon by the CEO, and then must be submitted by the CEO to the JC. The CEO may pass a contestation straight to the JC if the CEO is unable to come to a timely and fair decision. The JC shall notify ASFA Council of all decisions rendered at its next duly convened meeting.
269. All contestations filed during the election period must be submitted in writing to the CEO. The CEO must respond in writing with a preliminary decision within a thirty-six (36) hour period from the time the contestation was submitted.
270. The JC must meet to rule to either uphold the CEO's decision on the contestation or rule to change the decision. The JC must meet within three (3) Juridical Days of receiving the contestation from the CEO. The JC may rule upon multiple contestations in a single session.

271. A contestation of an election after results have been announced must be filed in writing to the CEO, no later than five (5) Juridical Days following the announcement of the results by the CEO. The CEO shall issue a written decision on the matter within three (3) Juridical Days of receiving a contestation. This decision will be sent to the JC in conformity with Article 258 of these Regulations.
272. The CEO or the JC may rule to impose a sanction to any candidate filing multiple contestations that are deemed to be illegitimate or excessive in the opinion of the CEO and/or the JC. Candidates should be made aware of this on their nomination forms.

SECTION 4: REPORT OF THE CEO and the Elections Coordinator

273. The CEO and Elections Coordinator shall submit a written report to ASFA Council, provided the next Council meeting is no earlier than ten (10) Juridical Days after the announcement of the results by the CEO.
274. The CEO's report shall contain the following:
- a. a list of the candidates for each office with the number of votes each candidate has received;
 - b. a list of the candidates who have been declared elected;
 - c. a summary of the actual costs incurred;
 - d. a general report on the proceedings of the election and any recommendations they may have to improve future elections;
 - e. any other information that the CEO or elections coordinator deems important and/or relevant.

SECTION 5: ELECTION EXPENSES

275. The cost of any goods or services used during the election period to promote or oppose, directly or indirectly, the election of a candidate is an election expense.
276. Only a candidate may incur election expenses.
277. The maximum amount of election expenses that may be spent by a candidate for a particular office is fifty dollars (\$50.00).
278. All election expenses must be submitted to the CEO or to the ASFA office by the last day of polling in the annual general election. The CEO will verify the time of all submissions.

279. The ASFA Finance Coordinator shall, within fifteen (15) Juridical Days of the close of the poll, reimburse, out of the election budget, up to fifty dollars (\$50.00) per candidate, upon reception of the candidate's expense report.

280. Every payment of an election expense must be justified by an invoice showing the name and address of the supplier, listed goods or services supplied, the date the goods or services were supplied, and the amount of the expense.

SECTION 6: DISQUALIFICATIONS AND SANCTIONS

281. A person holding office is disqualified from holding or taking office if they:

- a. were elected while ineligible;
- b. have violated, in any part, these regulations.

282. In the event that a candidate who has been declared elected is disqualified from holding or taking office, the office is deemed to be vacant and shall be filled according to the ASFA By-Laws.

SECTION 7: ADMISSIBLE TIME PERIOD FOR AMENDMENTS

283. Amendments to Chapter 3 of these Regulations are prohibited within a twenty (20) Juridical Day time period before the first day of the nomination period for the Annual General Elections, By-Elections or Referendums.

Chapter 4 - Regulations regarding ASFA Standing Committee

SECTION 1: STANDING COMMITTEES

284. The Standing Committees shall be:

- a. Academic Committee;
- b. Internal Affairs Committee;
- c. Communications Committee;
- d. Finance Committee;
- e. Loyola Committee
- f. Policy Committee.
- g. Student Life Committee;
- h. Mobilization Committee
- i. Investigative Committee

285. The following Persons may not hold an office within the Standing Committees:

- a. Current members of the CSU Executive;
 - b. Current or former Chief electoral officers of the Concordia Student Union;
 - c. Current members of the Judicial Board of the Concordia Student Union;
 - d. Current or former Chairpersons of the Concordia Student Union Council of Representatives;
 - e. Current Chief electoral officers of the Association;
 - f. Current members of the Judicial Committee of the Association; or
 - g. Current or former Chairpersons of Council.
286. The Standing Committees shall be the principal committees that coordinate the activities of ASFA. They shall implement the decisions of Council, aid in the day-to-day operation of the Association and shall have the authority to exercise the powers of Council between meetings of the latter, limited only by ASFA By-Laws, policy, regulation or resolution passed by the Council, and by the results affirmative or negative, of duly conducted Referendums or general Meetings which met quorum. Any exercise of the powers of the Council by the Standing Committees shall be reported to the next meeting of Council.
287. The By-Laws and any policy, regulation or resolution passed by the Council, and by the results affirmative or negative, of duly conducted Referendums which met quorum are binding on the Standing Committees and its members. The Standing Committees do not have the authority to remove from office any member of the Council.
288. All members of the Standing Committees shall be responsible for attending their individual Standing Committee meetings except under extenuating circumstances. Should a Member miss two duly convened meetings, they are deemed to have resigned. Council must ratify the removal of said Members and shall fill these vacant positions at the next regularly scheduled Council meeting. All members of the Standing Committees may act as spokespersons for the Association as mandated by Council. It shall also be their duty to assure that all members of their individual committees fulfill their respective roles and that any negligence of duty on the part of a Standing Committee member be brought to the attention of the Committee and then, if not resolved, Council. All members of the Standing Committees shall also engage in any duties and shall exercise any additional authority that is granted to them by Council. Each member of the Standing Committees shall be charged with the upholding of the By-Laws and any policy or regulation of the Association. The Chair of each committee shall also submit an annual summary of all their activities to Council at the regularly scheduled May meeting. Quorum for Standing Committee meetings shall be half of all members, consisting of at least one Executive and one other member.
289. Members at large on standing committees must sign a waiver of confidentiality as well as the ASFA's anti harassment policy acknowledgement in order to be an official

member of their respective committee

- a. Any members at large in the Investigative Committee must undergo mandatory sensitivity training, power dynamics training, and consent training in order to be properly equipped to handle the committee's information and work

SECTION 2: COMMITTEE COMPOSITION AND DUTIES

Part I – Academic Committee

290. The Academic Committee shall be composed of:
 - a. The Academic Coordinator;
 - b. All student representatives on Faculty Council;
 - c. All student representatives on Faculty Council Steering Committee;
 - d. All student representatives on the Curriculum Committee.
 - e. All student representatives on the Student Request committee
 - f. All student representatives on the Honors committee
291. The purpose of the Academic Committee shall be to coordinate student academic advocacy within the Faculty of Arts and Science. The committee shall hear reports from the Federation's representatives sitting on academic bodies, and shall ensure that student concerns are effectively raised at the pertinent level of governance.
292. The chairperson will be the Academic Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
293. Meetings of the Academic Committee shall be open and communicated to all Member Association executives who attend their respective department meetings.
294. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.
295. As per article 5.5 of the By-Laws of the Federation, the Federation will appoint student representatives at the Arts and Science Faculty Council (ASFC).
296. Faculty Council: Shall be composed of eight undergraduate students, nominated by ASFA (or the Concordia Student Union in such years where ASFA is not active) and ratified by Council. Every effort should be made to ensure that the students chosen reflect the diverse constituency of Arts and Science.
297. The composition of the eight (8) members are defined as follows:

- a. Two (2) members of the Executive; the Academic Coordinator and another Coordinator to be determined by a consensus of the Executive;
 - b. Four (4) Internal Members (Councillors or Executives), of whom no more than one (1) may be an Executive;
 - c. Two (2) Members-at-Large; one engaged in a program of study based at each of the campuses of the University.
298. Both ASFA Coordinators sitting on ASFC must provide a report from each ASFC meeting at the following ASFA RCM.
299. Faculty Council Steering Committee: Shall be composed of two undergraduate students, appointed by ASFA and ratified by Council
300. Faculty Curriculum Committee: shall be composed of two undergraduate students, nominated by ASFA, for a one-year term
301. Honours Committee: Shall be composed of one undergraduate student, nominated by ASFA, for a one-year term
302. Student Request Committee: Shall be composed of one student to serve as a regular member, nominated by ASFA and appointed by the Faculty Council, for a one-year term, and one student to serve as an alternate member, nominated by ASFA and appointed by the Faculty Council, for a one-year term

Part II – Internal Affairs Committee

303. The Internal Affairs Committee shall be composed of:
- a. The Internal Affairs Coordinator;
 - b. The President;
 - c. Three (3) Councillors;
 - d. One (1) Member-At-Large.
304. The purpose of the Internal Affairs Committee is to coordinate all matters pertaining to the Member Associations. The Internal Affairs Committee shall also serve as an available screening option for Member Association events to ensure that they adhere to financial restrictions, University Policies and Sustainability Policies.

305. The Internal Affairs Committee shall have the power to veto any action of any individual or Member Association which would violate or seek to violate these By-Laws, or regulations and policy of the Association. Such a veto must be ratified by the Council following the enactment of said veto. If said veto is not ratified at this time, it is null and void.
306. The Chairperson will be the Internal Affairs Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
307. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

Part III – Communications Committee

308. The Communications Committee shall be composed of:
- a. The Communications Coordinator;
 - b. The Street-Team Coordinator;
 - c. Three (3) Councillors;
 - d. One (1) Member-At-Large.
309. The purpose of the Communications Committee shall be to develop ASFA's communications strategy and to oversee its implementation. In addition it shall work to maintain ASFA's stature within the Concordia University community and beyond, and to foster beneficial relationships with external organizations.
310. The chairperson will be the Communications Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
311. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

Part IV – Finance Committee

312. The Finance Committee shall be composed of:

- a. The three (3) executive signing authorities of ASFA;
 - b. Three (3) members of ASFA Council who represent a Member Association;
 - c. One (1) of the five (5) Independent Councillors.
313. The purpose of the Finance Committee will be to examine and make recommendations to the ASFA Council about budgetary matters. This committee will oversee all budgetary matters regarding ASFA including, but not limited to, setting and approving Member Association budgets and special project funding requests..
314. The chairperson will be the Finance Coordinator. It will be their responsibility to call at least two (2) meetings per month over their mandate, not including June and May, wherein at least one meeting must take place.
315. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

Part V – Loyola Committee

316. The Loyola Committee shall be composed of:
- a. One representative from the Applied Human Sciences Student Association;
 - b. One representative from the Biology Student Association;
 - c. One representative from the Communication Studies Student Association;
 - d. One representative from the Concordia Undergraduate Biochemistry, Chemistry & Physics Society;
 - e. One representative from the Concordia Undergraduate Psychology Association;
 - f. One representative from the Health, Kinesiology, and Applied Physiology Student Association;
 - g. One representative from the Loyola College Student Association;
 - h. One representative from the Science College Student Association;
 - i. One representative from the Journalism Student Association;
 - j. One member at large from a Loyola based member association
317. The purpose of the Loyola Committee shall be to plan initiatives and organize events throughout the year that cater to students studying on the Loyola Campus.
318. The Loyola Committee shall receive a committee budget from the ASFA Operational Budget for their events and initiatives.

319. Each Loyola Member Association shall designate a representative and an alternate for the Loyola Committee at the beginning of their mandate year.
320. Two co-chairs shall be appointed from among the committee members at the beginning of the mandate year.
321. Priority shall be given to co-chair candidates representing MAs whose representatives were not co-chairs the year prior.
322. Co-chairs are responsible for calling monthly meetings, ensuring equal representation of the Member Associations in the committee, and for acting as a link between the committee and ASFA.
323. One of the co-chairs must attend meetings of the ASFA executives in order to share the activity of the committee, and to be informed of the activity of ASFA.
324. The co-chairs shall write a monthly report to be submitted for ASFA Council. They shall also present their reports at the September RCM, the January RCM, and the May RCM.
325. The Loyola Committee shall keep minutes of all meetings. All minutes shall be submitted for ASFA Council.
326. A Member Association may opt-out of Loyola Committee by informing the ASFA Internal Coordinator at the beginning of the year before the June RCM.
 - a. In order to opt-out, the executive body of the Member Association in question must hold a formal vote among themselves and must reach the decision by consensus.
327. The Loyola Committee shall follow its own bylaws, as well as the ASFA bylaws and standing regulations. Under any circumstance, ASFA's policies will supercede those of the Loyola Committee

Part VI – Policy Committee

328. The Policy Committee shall be composed of:
 - a. The General Coordinator;
 - b. The Internal Coordinator;
 - c. Three (3) Councillors;
 - d. One (1) Member-at-Large

329. The purpose of the Policy Committee is to review the By-Laws, Regulations, and Policies governing ASFA and propose changes or amendments. The Policy Committee shall send all proposed changes to the Council for approval, as per the By-Laws. In addition, the Policy Committee shall also be responsible for drafting and maintaining any additional policy implemented within the Association.
330. The chairperson shall be the President. It shall be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
331. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

Part VII – Student Life Committee

332. The Student Life Committee shall be composed of:
- a. The Student Life Coordinator;
 - b. Three (3) Councillors;
 - c. One (1) Member-At-Large;
 - d. The Frosh Coordinator, for the period between May/June until mid-September.
333. The purpose of the Student Life Committee shall be to organize events throughout the year that cater to the diversity of all Arts and Science students.
334. The chairperson will be the Student Life Coordinator. It will be their responsibility to call at least (1) one meeting per month over their mandate. It is highly encouraged to meet as much as necessary for the planning, and development of FROSH.
335. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

Part VIII – Mobilization Committee

336. The Mobilization Committee shall be composed of:
- a. The Mobilization Coordinator;
 - b. Two (2) Councillors;
 - c. Two (2) Members-At-Large
337. The purpose of the Mobilization Committee shall be to allocate financial and logistical resources to advocacy initiatives within the Concordia community that are deemed by

the committee or by ASFA Council to be in the best interests of Arts and Science Students.

338. Further, the Mobilization Committee shall have the power to strike ad-hoc committees on particular advocacy issues. Ad-hoc committees of the mobilization committee shall be chaired by a member of the mobilization committee, and shall otherwise be composed of ASFA members-at-large who wish to devote themselves towards mobilizing Arts and Science students around the designated cause.

339. The Chairperson will be the Mobilization Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.

340. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

Part IX - Investigative Committee

341. The Investigative Committee shall be composed of:

- a. The Mobilization Coordinator
- b. Two Councillors who are known to have knowledge about sexual and racial violence and human rights
- c. The Chair or Co-chairs of the ASFA Task Force
- d. Two members at large preferably with knowledge about sexual and racial violence and human rights
- e. A legal consultant
- f. Two alternate backup members

342. The purpose of the Investigative Committee shall be to uphold ASFA's policy against harassment, discrimination, and violence, to represent the best interests of arts and science students, and to ensure fair and impartial investigations, and decisions on complaints brought forward by arts and science students. The committee will conduct its work with integrity, confidentiality, respect, and in a timely manner for all students who come forward with their case.

343. The investigative committee shall maintain appropriate filing and records of its reports. It will follow up with cases, and will provide recommendations and amendments to ASFA's policy against harassment, discrimination, and violence.

344. All members of the Investigative Committee shall have mandatory sensitivity training specific to anti-harassment, discrimination and violence. Budget shall be set aside for more extensive training for the Investigative Committee.

345. The Co-Chairs shall be the legal consultant and mobilization coordinator, and it will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
346. The investigative committee is required to send any decisions on cases to council for approval. The legal consultant will email the ASFA chair any pertinent information regarding decisions on cases by the committee.
347. The investigative committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.
348. Should there ever be a conflict interest for any member of the investigative committee, they shall remove themselves from the case, and the alternate member(s) of the committee will step in for the duration of case until its end. This includes any conflicts of interest for the mobilization coordinator as well, hence the legal consultant will act as sole chair for the duration of the particular case or cases in which the mobilization coordinator must remove themselves.

Section 3: Appointment of Members

349. The appointment of Members at Large to the Standing Committees shall proceed in accordance with the procedure set out in Chapter 5 of these Regulations.
350. The appointment of Councillors to Standing Committees shall occur at the first RCM of the Academic Year. To be appointed, a simple majority vote is required. Those Members shall be responsible for attending all ASFA Council meetings as well as their respective Standing Committee meetings, except under extenuating circumstances.

Section 4: Non-Standing Committees

351. Non Standing committees are additional committees that aid in the operations of ASFA, that may be active when needed. Nonetheless, non-standing committees may report to council for transparency and good practice.
352. The non-standing committees shall be:
1. The Elections Committee
 2. The Hiring Committee
 3. The Referendum Committee

Part I: The Elections Committee

- A. The elections committee shall be tasked with making decisions regarding the execution of ASFA's by-elections, general elections, and MA elections.
- B. The elections committee shall be composed of the ASFA CEO, elections coordinator, the two DEOs, and polling clerks.
- C. The elections committee shall be chaired by the ASFA CEO and shall meet no less than once a week during any ASFA Electoral period or more frequently if the CEO deems it necessary.
- D. Quorum shall be three people, and should include the ASFA CEO and the elections coordinator
- E. Refer to Chapter 3, Section 1, and Part III of these regulations

Part II: The Hiring Committee

- A. The hiring committee is responsible for hiring ASFA's employees which may include, but are not limited to the office manager, the office clerk, and the social media clerk.
- B. The hiring committee shall be composed of the President, internal coordinator and the office manager or general manager
 - a. Should the President or internal coordinator resign, the remaining ASFA executive will appoint among itself to fill the vacancy or vacancies.
- C. When hiring the social media clerk, the communications coordinator and student life coordinator should participate in this hiring process as they will work closely with the social media clerk to fulfill their mandates
- D. The hiring process should include a callout, review of applicants, selection of top candidates, interviews of these candidates, and a final selection of a candidate to the position
- E. The hiring process should be in compliance with the appointments regulations in Chapter 5, section 1 of these regulations

Part III: The Referendum Committee

- A. The referendum committee is responsible for organizing a specific referendum, informing the student body, and campaigning for a certain cause
- B. Referendum committees may be formed whenever, but usually should be formed in advance to polling of a by-election or general election and also in compliance with the referendum process outlined in these regulations and the bylaws
- C. Examples of a referendum may include a proposed update of the ASFA bylaws and standing regulations, a fee levy increase, etc.

Section 5: Other unique bodies

Part I: The ASFA Task Force

- 353. The ASFA Task Force's purpose is to implement concrete steps to prevent and sanction racism, sexism, and other forms of prohibited Discrimination, Harassment or Violence within the ASFA Community.

354. The ASFA Task Force shall be composed of:
 - a. The mobilization coordinator
 - b. One ASFA member at large or councillor who will act as co-chair of the task force
 - c. Two Councillors
355. All members of the ASFA Task Force shall be approved at the June RCM and any additional members at future Council meetings
356. The ASFA Task Force will meet at least once a month (excluding June, July, and August). All meetings are open to all Concordia University students.

Part II: The ASFA Street Team

357. The ASFA Street team is responsible for communicating with the student body and helping to advertise ASFA related events. Such events may include ASFA events, and member association events.
358. The ASFA Street Team shall be composed of:
 - a. The Street Team Coordinator
 - b. Two councillors or MA executives
 - c. Members at large
 - i. Members at large can act as volunteers on and off
359. All members of the ASFA Street Team shall be approved at the June RCM and any additional members at future Council meetings.

Chapter 5 - Regulations Regarding Appointments

SECTION 1: GENERAL PROVISIONS

360. Unless otherwise indicated, all terms are defined in accordance with the Definitions provided in the By-Laws of the Federation, where such Definitions exist.
361. In its appointments proceedings, the Federation shall strive to counteract and eliminate discriminatory bias based on race, gender or gender expression, class, nationality, religion, sexuality, or any other identifying criteria which do not bear upon a candidate's suitability for a role.
362. To this end, whenever possible, the Federation shall strive for gender parity in its appointments and shall reasonably seek to provide opportunities to women, gender non-conforming individuals and people of colour.

SECTION 2: APPOINTMENT OF COUNCILORS AND EXECUTIVES

363. Appointments of councillors and executives shall include:
- a. Standing Committees,
 - b. Any ad hoc Committees formed,
 - c. External committees or councils of any academic external bodies to which the Federation is afforded the right of appointing its members
364. These bodies include all of the academic committees. Appointments shall be conducted by a resolution in Council requiring a simple majority in favour of an appointment.
365. Should there be more candidates than available seats on a given body, councillors shall be permitted to vote for as many candidates as there are seats available, with the candidates with the most votes being awarded the appointment(s).

SECTION 3: APPOINTMENT OF MEMBERS AT LARGE

Part I – General Appointment Procedures

366. The appointments procedures for Members at Large, outlined below, shall in all cases include a call-out issued via the Federation newsletter no less than two (2) weeks prior to the application deadline. The Federation may additionally use any public channels of promotion and advertisement it deems appropriate or necessary.
367. The following shall apply to the appointments of Members at Large to the Judicial Committee, the roles of Chair, Minute Keeper, CEO of the Federation and any Executive positions, and to any external bodies to which the Federation has the right of appointment.
368. Applications shall be addressed to the Internal Affairs Coordinator.
369. The Internal Affairs Committee shall review the applications, and may choose to invite candidates to interview. The Internal Affairs Committee shall present its recommendations to Council at the Regular Meeting following the application deadline.
- a. The Internal committee will send their chosen candidates to the ASFA Chair a minimum of five (5) juridical days ahead of the duly convened council meeting. Unless the application deadline falls less than five (5) juridical days prior to the upcoming regular council meeting, candidates will be interviewed at the following regular council meeting
370. Where there are less than three (3) applications, all candidates shall be invited to be interviewed by Council at the Regular Meeting during which the appointment is to be confirmed.

371. Where there are more than three (3) applications, the Internal Affairs Committee may, at its discretion, select no less than three (3) candidates to invite to an interview by council.
372. If candidates are brought to council for an interview, it is recommended this period should not last more than thirty (30) minutes.
373. The appointment of the Chair, Minute Keeper, CEO and any Executive Officer shall be confirmed only upon a two-thirds (2/3) majority vote of Council.
374. All other appointments shall be confirmed upon a Simple Majority vote of council.

Part II – Committee Appointments

375. The following shall apply to the appointments of Members at Large to the Standing Committees and any ad hoc Committees duly constituted.
376. Applications shall be addressed to the Internal Affairs Coordinator and the Chair of the Committee for which the candidate is applying.
377. The Internal Affairs Committee shall review the applications, and may choose to invite the candidate(s) to interview. The Internal Affairs Committee shall recommend candidates to the Chair of the Committee to which the candidates are applying no less than one (1) week following the application deadline.
378. Candidates shall be invited to interview with the Committee for which they are applying on the recommendation of the Internal Affairs Committee.
379. The Committee to which the candidate is applying shall confirm their appointment by a Simple Majority vote.
380. All proceedings of the Internal Affairs Committee and the Committee which has appointed a new member shall be included in the Consent Agenda of the following Regular Meeting, unless the appointment is confirmed less than five (5) juridical days prior to the following Regular Meeting.
381. The appointment of all Members at Large to the Standing Committees or ad hoc Committees of the Federation are subject to ratification in Council, understood here as adoption of the consent agenda in which their appointment is announced.

Chapter 6 - FROSH Coordinator

382. Frosh Coordinator Duties and Responsibilities:

- A. Avoid conflicts of interest.
 - B. Read, understand, implement, and enforce ASFA's by-laws and standing regulations.
 - C. Work and coordinate with the VP Social to ensure the proper planning and execution of FROSH
 - D. Attend meetings of the social committee.
 - E. Managing the hiring process for all FROSH leaders.
 - F. In coordination with the ASFA VP Finance, and VP Social to develop a budget for FROSH.
 - G. Ensuring that all information about FROSH is communicated to arts and science students.
 - H. Compile, update, and/or create needed FROSH-related forms, such as registration forms, and the FROSH information package.
 - I. In collaboration with the ASFA Executive, promote FROSH to the student population, through methods which shall include but not be limited to posters, social media, email newsletters, and in-person outreach.
 - J. Monitoring online activity from FROSH attendees and answering their inquiries.
 - K. Place bookings for FROSH venues.
 - L. Collect and review registration forms and payment from FROSH attendees
 - M. Receive and respond to any complaints from FROSH leaders or attendees but with the consultation of the ASFA executive
 - N. Produce and present a detailed written report to the ASFA Council following FROSH which must include but is not limited to:
 - 1) the dates of FROSH ;
 - 2) The complete list of FROSH leaders;
 - 3) The total number of attendees;
 - 4); A debriefing on the various stages of the FROSH planning process and actions undertaken during it;
 - 5) Recommendations for ASFA and for future ASFA FROSH coordinators' to improve in the next FROSH;
 - 6) Details of all FROSH expenditures-to-date;
383. The FROSH Coordinator may be removed from their position:
- a. Recurring, unwarranted behaviour deemed hostile and or a threat to the welfare of Concordia students and/or faculty;
 - b. Any violations of the Quebec Charter of Human Rights and Freedoms on Concordia University grounds;
 - c. Misappropriation of funds;
 - d. Dereliction of duties;

- e. Violations of ASFA's By-Laws or that of the Member Association. In addition to these standing regulations, and ASFA's policy against discrimination, harassment and violence.

Chapter 7 - Regulations Regarding Sustainability

SECTION 1: ENVIRONMENTAL SUSTAINABILITY

- 384. The objective of environmental justice is to alleviate unequal burdens caused by climate change and ecological degradation.
- 385. The ASFA will act in meaningful solidarity by maintaining relationships with directly affected communities, with a particular emphasis on indigenous peoples. To this aim, the Federation will follow the leadership that indigenous communities have shown via opposing extractive projects on their territories.
- 386. The ASFA will support initiatives that educate and mobilize the membership on issues relating to environmental justice, and will strive to be as materially sustainable as possible.
- 387. The ASFA will strive to eliminate its contribution to:
 - a. The progressive buildup of substances extracted from the Earth's crust (i.e. heavy metals, fossil fuels, greenhouse gas emissions);
 - b. The progressive buildup of chemicals and compounds produced by society (i.e. dioxins, PCBs, DDT);
 - c. The progressive physical degradation and destruction of nature and natural processes (i.e. over harvesting forests and paying over critical wildlife habitat).

SECTION 2: SOCIAL SUSTAINABILITY

- 388. The ASFA will promote a strong, safe, and empowering community by seeking to minimize systemic power imbalances within society and fostering a culture of anti-oppression, as well as encouraging a culture of self-care.
- 389. Every year, the Federation, the ASFA executive, and its employees will disseminate materials regarding mental health education to Member Associations.
- 390. The Mobilization Committee will ensure that all ASFA Executives, Councillors, and Member Association executives take part in mandatory consent and sensitivity workshops on a yearly basis.

SECTION 3: ECONOMIC SUSTAINABILITY

391. This policy requires the Federation to, whenever possible, support local businesses that meet global labor standards and proactively seek new partnerships.
392. This policy encourages the Federation to purchase products from local businesses that provide fair wages to employees, do not inflict unnecessary suffering upon the environment (including, but not limited to the direct suffering of flora and fauna), and make use of environmentally sustainable practices.
393. Where alternatives exist in the industry, the Federation will avoid unsustainable requests for corporate sponsorship. In the event that an unsustainable corporation seeks sponsorship of the ASFA, or its member associations, said corporation must be made aware of the ASFA Sustainability Policy.
394. This policy requires for the Federation to act in accordance with its position on divestment of fossil fuels, and advocate for responsible and diversified investment portfolios within and outside of university campuses.
395. The ASFA will be responsible in its long-term planning of finances to ensure year-to-year financial stability and flexibility as major expenses arise.
396. The ASFA will prioritize funding initiatives that will lead to:
 - a. Cost-savings for the Federation in a reasonable timeframe;
 - b. Considerable social and/or environmental benefit.

SECTION 4: IMPLEMENTING SUSTAINABILITY

397. As part of the Arts and Science Faculty Council, representatives of the ASFA shall be responsible to improve integration of waste-management, sustainability, and indigenous affairs in the university's curriculum.
398. When sponsoring the travel of ASFA members to events in other cities, the ASFA shall encourage the use of train and bus transportation, whenever possible. The Federation will equally promote collective transportation, or ride-sharing to meetings and assemblies.
399. The ASFA executive will be responsible for distributing the Sustainable Event Guide, by Sustainable Concordia, to Member Associations at the beginning of their mandate. To this aim, the ASFA shall encourage sustainable choices that Member Associations

intend to make through financial means when allocating budgets and Special Project Funding.

400. When organizing events, especially during Orientation Week, the ASFA should use the Sustainable Event Guide, by Sustainable Concordia, as a blueprint to reducing the events' impact.
401. All events should achieve a minimum of silver certification (20 actions) with emphasis on eliminating single use items such as non-reusable plastic water bottles, plastic cutlery and dishes, paper napkins, and individually packaged condiments.
402. The ASFA shall make extensive use of online resources and social media for promotion and event registration rather than printed promotions and tickets.
403. The ASFA will support and promote events whenever possible that showcase communities directly affected by the impacts of climate change.
404. The Federation will ensure that the head office is as sustainable as possible by utilizing energy efficient appliances and electronics, as well as purchasing supplies with minimal environmental impact such as recycled paper and non-hazardous cleaning supplies.
405. The Federation will ensure that at least one third of all food served at assemblies and meetings is vegetarian and will prioritize food that is locally grown or from a local business, while being organic when possible. The Allergy Food Fund serves the purpose of accommodating any other dietary restrictions including gluten intolerance, or vegan options.
406. The Federation will provide workshops on sustainability to all ASFA and Member Association executives.
407. ASFA will encourage Member Associations going forward to hold referenda to add a sustainability mandate to the composition of their association.
408. Policy and internal committees must draft a sustainability checklist form for all MAs that must be filled and submitted with cheque requisitions after an MA event. Cheque requisitions will be reviewed to ensure they meet ASFA's sustainability policies. This may include a sustainability checklist, Chapter 6 of these regulations, and ASFA's ethical purchasing policy.