

Applied Human Sciences Student Association By-Laws

A Member of the Arts and Science Federation of Associations

SECTION 1: DEFINITIONS

“**ASFA**” shall mean Fédération des Associations Étudiantes de la Faculté d’Arts et Science de l’Université Concordia Inc. / Concordia University Arts & Science Federation of Student Associations Inc.

“**ASFA Council**” shall mean the ASFA Board of Directors

“**Association**” shall refer to the Applied Human Sciences Student Association

“**By-election**” shall mean a by-election duly held in accordance with Section 6 hereof and the ASFA Electoral Regulations (Annex A)

“**Campaign Material**” shall refer to any printed matter or electronic media, paid advertisement in any media, emails, or any other object used to promote or oppose, directly or indirectly, the election of a candidate

“**Department**” shall refer to the Applied Human Sciences Department

“**Executives**” shall refer to the Executive Members of the Association, and ‘**Executive**’ shall mean one of them

“**JC**” shall be the abbreviation of “Judicial Committee”, a committee formed and maintained by ASFA

“**Juridical Days**” shall mean any Monday, Tuesday, Wednesday, Thursday or Friday, to the extent that it does not fall on a Non-Juridical Day

“**Members**” shall refer to any student, whether full-time or part-time, registered in a program offered by the Department (may also be referred to as ‘**Membership**’)

“**Polling Period**” shall refer to a period of at least one (2) school Juridical day during which the polls in an election will be open no later than 10h00 and close no earlier than 19h00

“**Public Notice**” shall refer to the placement of posters in prominent view at Loyola Campus, within the VE building

“**Referendum**” shall mean a referendum duly held in accordance with Section 6 of ASFA’s by-laws

“**University**” shall refer to Concordia University

SECTION 2: THE ASSOCIATION

Name

1. The name of the Association hereby established shall be the Applied Human Sciences Student Association, abbreviated as AHSCSA.

Relationship to ASFA

2. The Association shall exist as a Member Association of ASFA and shall be subject to the applicable rules and regulations duly passed of ASFA.

Objectives

3. The purpose of the Association will be:
 - To represent the students of the Department, whether within or outside the University, with integrity and openness
 - To organize social and academic events and create a spirit of community within the Department
 - To provide academic services for the Members
 - To provide a system of organized representation for its Members
 - To act as a liaison between students and faculty, as well as represent its members within Concordia and abroad

SECTION 3: MEMBERS

Membership Requirements

4. Every student enrolled in a specialization, major, minor, masters or certificate program in the Department shall be a full Member of the Association and shall enjoy the rights and benefits thereof (also referred to as Members).

Meetings and Members

5. The general assembly shall be the decision-making body of the Association and shall be held every year in February.

6. Quorum for the general assembly shall consist of two and a half per cent (2.5%) of Members, or thirty (30), whichever is greater.
7. A special general assembly may be called, as the need arises by decision of the Executive, or by a petition of five per cent (5%) of Members, or sixty-five (65), whichever is greater. The Executive must make public notice of the special general assembly ten (10) Juridical Days prior to the special general assembly.

SECTION 4: ADVISORY BOARD

8. In addition to the Executive Team, the Association shall have an Advisory Board whose purpose is to advise the Association and oversee its general activities.
9. The members of the Advisory Board shall be made up of Faculty and alumni of the Association as of the 2018-2019 academic year.
10. The Advisory Board shall meet on a quarterly basis, and the President of the Association shall present a summary report at each meeting.
11. The responsibilities of the Advisory Board shall be the following:
 - It shall be informed about the program(s), its students, curriculum, services, support and activities.
 - It shall provide support and advice to program(s), assist in the development of new programs, and identify best practices.
 - It shall identify and present opportunities for students and/or host students for capstone projects or experiences.
 - It shall serve as an advocate of the program(s) and a communication link between the host institutions and the community
 - It shall assist the Association with business, legal, administrative, and fundraising advice.

SECTION 5: EXECUTIVE TEAM

12. The Association shall have **eight** executives and one Councilor to oversee the day-to-day operations.
13. The Executives shall be elected by the Members during the annual general election.
14. The Executive shall appoint two or up to three of its members as signing officers, primarily reserved for the President and **the VP Career Events.**
15. The Executive shall appoint one of its members as a booking officer, primarily reserved for **VP Career Events.**

Composition of the Executive Team

16. The Executive team shall be composed of:

President
VP Careers
VP Career Events
Co-VP Social (2)
VP External
VP Outreach
VP Academics
One Councilor

17. The President shall have the following responsibilities:

- Act as the official representative of the Association.
- Prepare the budget of the Association and manage its finances.
- Act as the official liaison between the Association and the AHSC Department.
- Chair the Advisory Board.
- Oversee the activities, events, and programs of the Association.
- Ensure inclusion and equal representation among all majors within the Association.
- Ensure the activities and events of the Association are beneficial to its members.
- Provide assistance to the executive team of the Association.

18. The VP Career shall have the following responsibilities:

- Organize career events and activities in collaboration with the VP Career Events.
- Provide members with job postings and relevant information on the website.
- Work on the different career related website blog posts.
- Create and maintain relationships with alumni to link them with current members.
- Work in collaboration with the VP External on career related collaborations.

19. The VP Career Events shall have the following responsibilities:

- Oversee and coordinate all career related events, workshops and activities
- Work closely with the VP Careers to organize career-related events.
- Be the booking officer.

20. The Co-VP Social shall have the following responsibilities:

- Coordinate on campus and off campus events.
- Increase student life engagement.
- Run and coordinate one fundraiser per semester.

21. The VP External shall have the following responsibilities:

- Represent the Association with external parties
- Develop relationships with other student associations.
- Work with other VPs to create events or workshops with other student associations.

21. The VP Outreach shall have the following responsibilities:

- Advertise all events and activities to members.
- Update the website with relevant information.
- Recruit and manage AHSC Ambassadors.
- Be the liaison between executives and ambassadors.

22. The VP Academic shall have the following responsibilities:

- Spokesperson for the Association's academic matters.
- Be the liaison between the Association and the Department.
- Attend curriculum and faculty meetings of the Department and voice the student body's concerns
- Coordinate with the academic advisor of the Department for orientation events
- Represent the Associations during Open House days
- Work in collaboration with all other executives.

23. The Councilor shall be responsible for representing the Association at ASFA Council.

Vacant Executive Positions

24. In the event of one or more vacant positions, the Executive team can vote to appoint a Concordia student in the interim, though this Executive may not be a signing officer.

25. Any vacant or appointed position must be ratified during by-elections.

SECTION 6: PARTIES TO AN ELECTION

Part I – Electors

26. 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.

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

Part II – Election Committees

28. Every person who is an elector is eligible to participate in an Election Committee.

29. Notwithstanding the foregoing, any election officer is ineligible to participate in an Election Committee.

Part III – Member Association Chief Electoral Officers (CEOs)

30. CEOs shall be appointed by the individual Member Associations for a term following the general election period, or until such time as they are no longer a Member or resign, whichever comes first. The verification of student status shall be performed by the Vice President of Internal Affairs and training shall be done by the Administration and Internal Committee, should it be required.

31. The CEO may resign by notifying the VP Internal and the Administration and Internal Committee in writing.

32. CEOs shall be paid in the following way:

- 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.
- The CEO's honorarium shall be paid following services rendered to the Member Association within ten (10) Juridical days.
- 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. The total amount shall be divided equally amongst all Member Associations involved.
- CEOs, polling clerks and other electoral officers shall be paid a total maximum of \$50.00 per by election, referenda, or annual general elections decided by the CEO. All amounts over \$50.00 shall come out of the CEO's honorarium.

33. The CEO is responsible for adhering to these Regulations and fulfilling all duties mandated therein.

34. The CEO shall:

- verify that all parties participating in an election comply with these Regulations;
- issue directives on the fulfillment of these Regulations;
- receive and examine the reports and returns transmitted;
- inquire into the legitimacy of the election expenses;

35. The CEO shall:

- provide any person who requests it, information regarding the specifications

- of these Regulations and the fulfillment of duties there;
- give public access to all information, reports, returns or documents relating to these Regulations.

Part IV – Electoral Officers

36. 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.
37. The following persons are not eligible to hold office as an electoral officer:
- Current members of the ASFA Executive;
 - Current members of the executive body of an ASFA Member Association;
 - Current members of the CSU Council of Representatives;
 - Current members of the CSU executive;
 - A candidate currently running for a position on a Member Association, ASFA Executive, CSU Council of Representatives or CSU executive;
 - An incoming member of the ASFA Executive, CSU executive, CSU Council of Representatives or the executive body of an ASFA Member Association;
 - Member of the Member Association hiring the CEO;
 - The Council Chairperson;
 - The Council Secretary; or
 - Current members of the Judicial Committee.
38. 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.
39. The CEO may act as polling clerk or enlist the help of polling clerks.

SECTION 7: ELECTION PROCEEDINGS

Part I – Election Period

40. 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.
41. The following are not eligible to sit on the Executive Body or as a Councillor for a Member Association:
- Current members of the ASFA Executive;
 - Current Independent Councillors;
 - Current members of the CSU executive;
 - The Council Chairperson;
 - The Council Secretary;
 - The CEO of ASFA;

- Current members of the Judicial Committee.

Part II – Nomination of Candidates

42. If there are vacant seats within the Executive Body or in the absence of a Councillor, a By-election must be held to fill said seats.
43. Candidates can nominate themselves to be in office for one semester.
44. 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.
45. Every eligible person may be nominated as a candidate for one office in an election by filling out a nomination paper from the CEO.
46. A candidate can sit on the executive body of multiple Member Associations so long as there is no conflict of interest.
47. The nomination paper shall, under pain of rejection, contain the required number of signatures no later than the last day of the nomination period.
48. 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.
49. The nomination paper shall include a statement signed by the candidate(s) to the effect that they consent to the nomination.
50. 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.
51. Upon filing the nomination form, the candidate shall be provided with:
 - a receipt for the nomination;
 - a copy of these regulations;
 - the dates, times, and locations of all information sessions as soon as they are organized by the CEO in accordance with these regulations;
 - a form to be used for the return of election expenses provided for by these regulations; and
 - other information the CEO deems appropriate.
52. The CEO shall have the sole authority to verify the validity of the nomination papers.
53. A candidate may withdraw their nomination by transmitting a notice to the CEO in writing to that effect.

Part III – Announcement of Poll

54. At the beginning of the nomination period, the CEO shall issue a Public Notice to announce the holding of a poll.

55. Such announcements shall include, as the case may be:

- the particulars of the offices open for election;
- the place(s) where the nomination forms may be obtained;
- the place(s) and dates fixed for the filling of nomination papers in accordance with these regulations;
- the place(s) and dates fixed for the formation of election committees; and
- the dates on which the polling will take place in accordance with these regulations.

Part IV – Campaigning Period

56. 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.

57. At the beginning of the campaign period, the identity of all candidates will be made public by the CEO.

58. The CEO will notify the ASFA VP Internal of the candidates running in the election at the beginning of the campaign period.

59. 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.

60. Flyers may not be used as campaign material, and are banned in an election.

61. No space or facilities used or maintained by the University and/or ASFA and/or its subsidiaries or its affiliated groups and associations 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

62. 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:

- the designation of each office, for which a poll must be held;
- the names of the candidates for each office;
- the day (s), time(s), and place(s) where the polling station(s) will be open for the poll;
- the particulars relating to the office and the name must correspond to those appearing on the nomination paper.

63. 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 and no longer than three (3) Juridical Days.

64. Quorum is four percent (4%) of regular members or fifteen (15) regular members,

whichever is higher, unless a higher minimum is prescribed by member associations By Laws.

65. The CEO shall create numbered ballots, should they be required.

Part VI – Election Expenses

66. Only a candidate may incur election expenses.

67. 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 associations By Laws

68. 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

69. The CEO shall submit the results of the election, including the ballots, to ASFA's VP Internal within five (5) Juridical Days after the last day of the polling period.

70. 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 Administration and Internal Committee, who shall oversee the hiring of a new CEO, notwithstanding Article 16 of these Regulations.

71. 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.

72. The executive is elected for a term of one year starting on June 1st and ending on May 31st the following year.

73. 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.

74. 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 Administration and Internal Committee within five (5) Juridical Days of its reception.

SECTION 8: REMOVAL FROM OFFICE

75. An elected Executive of the Association may be removed from office based on the following:

- Recurrent, unwarranted behavior deemed hostile and/or a threat to the welfare of students of the Arts and Science Faculty
 - Any violation(s) of the Quebec Charter of Human Rights and Freedoms on Concordia University grounds
 - Misappropriation of fund
 - Dereliction of duties
 - Violation of ASFA by-laws or that of the Association
76. To remove an elected official from office, a petition undersigned by at least five percent (5%) of Members or sixty-five (65) Members, whichever is greater. This petition shall be submitted to ASFA's VP Internal who shall present it to ASFA's JC.
77. The elected official being accused must be given the opportunity to respond to the accusations made against them.

SECTION 9: FINANCIAL RELATIONSHIP TO ASFA

78. The Association shall adhere to all financial policies set forth by ASFA Council, including, but not limited to, those stated in Annex B.
79. When conflicts arise between these by-laws and ASFA's by-laws. ASFA's by-laws and standing regulations shall take precedent.