

COMS GUILD

COMMUNICATION STUDIES UNDERGRADUATE STUDENT ASSOCIATION

A MEMBER OF THE ARTS AND SCIENCE FEDERATION OF
ASSOCIATIONS

Last Amended in March 2019

BYLAWS

ARTICLE 1

Definitions

Section 1. **“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.;

Section 2. **“ASFA Council”**: shall mean the ASFA Board of Directors;

Section 3. **“the Coms Guild”**: refers to the Communication Studies Undergraduate Student Association;

Section 4. **“Campaign materials”**: shall refer to any printed materials, paid advertisement in any media, email, or any other object used to promote or oppose, directly or indirectly, the election of a candidate;

Section 5. **“the Department”**: shall refer to the Department of Communication Studies;

Section 6. **“Election Committee”**: shall refer to a group of students organized by the Chief Electoral Officer for the purpose of coordinating electoral proceedings;

Section 7. **“Polling Period”**: shall refer to a period of at least one (1) school day during which the polls in an election will be open no later than 10h00 and close no earlier than 17h00;

Section 8. **“Public Notice”**: shall refer to the placement of posters in prominent view at Sir George Williams and/or Loyola campuses, dependant on the location of the Association;

Section 9. **“the University”**: shall refer to Concordia University.

ARTICLE II

The Association

Section 1. Name

The name of the Association hereby established shall be the Communication Studies Undergraduate Student Association, abbreviated to Coms Guild.

Section 2. Relationship to ASFA

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

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Section 3. Objectives

1. The purpose of the Association will be:
 - Purpose within the Guild:
 - i. To foster community amongst students and faculty within the Communication Studies Department;
 - ii. To encourage and promote student initiatives which are of benefit to the department whenever possible;
 - iii. To distribute funds allotted by ASFA responsibly to best suit student needs;
 - Purpose within the Department:
 - i. To represent officially the students of the department on the various departmental committees (including BA committee, faculty meeting);
 - ii. To act as a liaison between the students of the department and the faculty and/or administration and to act on behalf of students when requested.
 - Purpose outside the Department:
 - i. To conduct public relations with other campus groups;
 - ii. To carry on relations with outside groups whose aid would be valuable later for careers, etc. (media people, open house).

ARTICLE III Members

Section 1. Membership Requirements

1. Every student enrolled in specialization or major in the department shall be a full Member of the Association and shall enjoy the rights and benefits thereof.

Section 2. Meetings of the Members

2. **Annual General Assembly.** The general assembly shall be the decision-making body of the Association and shall be held every year in February.
3. The quorum for the general assembly shall consist of 20 members.
4. **Special General Assembly.** A Special General Assembly may be called, as the need arises, by decision of the Executive, or by a petition of 5 Members. The Executive must make public notice of the special general assembly at least 2 days in advance of the special general assembly.

ARTICLE IV The Executive

Section 1. Purpose of the Executive

1. The Association shall have an Executive to oversee its day-to-day operations.
2. The Executive shall be elected by the Association's membership during the annual general election.
3. The Executive shall appoint three of its Members as signing authorities.
4. The Executive shall appoint one of its Members as a booking officer.

Section 2. Composition of the Executive

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5. The Executive shall be composed of:
 - a. the President;
 - b. the Vice-President of Finances;
 - c. the Vice-President of Internal Affairs;
 - d. the Vice-President of Social Affairs;
 - e. the Vice-President of Communications;
 - f. the Vice-President of Academic Affairs;
 - g. the Vice-President of Outreach;
 - h. First Year Representatives (2)
6. **The President.** The President shall be a signing authority and will be the main representative and primary spokesperson of the Association. They shall ensure that meetings of the Executive are held on a regular basis. They shall oversee all projects within the Association and provide assistance if necessary.
7. **The Vice-President of Finance.** The VP Finance shall be a signing authority and will hold responsibility over the financial matters of the Association. They shall be responsible for submitting the budget to ASFA at the start of their mandate, and for managing the budget over the course of the year.. They shall be responsible for all fundraisers and for ensuring that collected funds are handled appropriately and in accordance with ASFA policy. They shall be responsible for ensuring that all financial affairs within the Association are conducted in accordance with ASFA financial policies for Member Associations.
8. **The Vice-President of Internal Affairs.** The VP Internal shall be a signing officer and the booking officer for the Association, and they shall be the primary liaison between the Association and ASFA. They shall be the Association's representative at ASFA council, and they shall report on ASFA council meetings to the Executive at meetings. They shall assure that events planned by members of the Executive are held in accordance with ASFA regulations. They shall ensure that the Associations elections are held regularly, and they shall be responsible for submitting any proposed changes to these bylaws to the CEO in advance of elections.
9. **The Vice-President of Communications.** The VP Communications shall ensure that members of the Association are aware of all goings on of the Association. To this end they shall ensure that the Associations' social media is kept current, and they shall coordinate with the Department and/or ASFA for any communications from the Association that are to be sent to members by email. Should the Association choose to operate a website, the VP Communications shall be responsible for administering it.
10. **The Vice-President of Social Affairs.** The VP Social shall be responsible for organizing social events for Communications students. They shall be responsible for booking spaces in the CJ building, and for coordinating with the VP Internal for bookings that need to be made elsewhere within Concordia. They shall ensure that all promotional materials for social events are provided to the VP Communications in a timely manner.
11. **The Vice-President of Academic Affairs.** The VP Academic Affairs shall be responsible for coordinating the creation of the academic and creative journals for Communications undergraduates. They shall ensure that student's academic interests are represented with the Department, and they shall advocate on behalf of Communications undergraduates' academic interests.
12. **The Vice-President of Outreach.** The VP Outreach shall be responsible for organizing events and workshops that are relevant to the academic and professional interests of Communications undergraduates. They shall coordinate with the Department to maintain alumni relations. They

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shall be responsible for reaching out to relevant third parties, including alumni, for the purposes of said events and workshops.

13. **The First year Representatives.** Represent and voice first year's concerns at meetings of the Executive, help with the planning and implementation of social and academic events, and assist in the creation of new events to encourage first year involvement. A by-election will be held in the fall of every year to fill these positions, and one representative will be chosen from each of the two first year sections.

ARTICLE V

Appointment of Department Representatives

1. Before the first meeting of the Communications Department, the Executive shall appoint two (2) members of the Executive to serve as the Association's Department Representatives, who shall attend all meetings of the Department. The President shall communicate these appointments to the Department.

ARTICLE VI

Appointment of ASFA Councillor

2. The VP Internal shall serve as the Association's appointed councillor at all ASFA Council meetings. The President and VP Finance, as the other signing authorities of the Association, shall attest to this appointment. The appointment shall be presented to the Internal Coordinator of ASFA.
3. Should the VP Internal position be vacant at any time, the Executive shall appoint one (1) member of the Executive to serve as ASFA councillor until the VP Internal position is filled. If the appointment of a new councillor cannot be made before the next ASFA Council meeting the President shall assume the role of councillor in the interim.

ARTICLE VII

Parties to an Election

Section 1. **Electors**

1. Every person who is registered as an undergraduate in the Association's respective department by the first day of the polling period is an Elector.
2. Each Elector may cast one ballot in an election for each office open to election.

Section 2. **Elections Committees**

3. Every person who is an Elector is eligible to participate in an Election Committee.
4. Notwithstanding the foregoing, any election officer is ineligible to participate in an Election Committee.

Section 3. **Chief Electoral Office (CEO)**

5. The CEO shall be appointed by the Association for an unlimited term or until such time as he or she is no longer a Member or resigns; whichever comes first.
6. The CEO may resign by notifying the Association in writing.
7. The CEO is responsible for the carrying out of these regulations.

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8. The CEO shall:
 - a. Verify that all parties participating in the election must comply with these regulations;
 - b. Issue directives on the carrying out of these regulations;
 - c. Receive and examine the reports and returns transmitted to him or her;
 - d. Inquire into the legitimacy of the election expenses;
 - e. Propose regulation reforms to Council;
 - f. Provide any person who requests it, information regarding the specifications and the carrying out of these regulations;
 - g. Give public access to all information, reports, returns or documents relating to these regulations.

Section 4. **Electoral Officers**

9. The Electoral officers include the CEO and, as the case may be, any assistant, deputy officer, poll clerk, and any other person whose services are temporarily required by the CEO for the purpose of administering the election.
10. The following persons are not eligible to be Electoral officers ;
 - a. Members to the ASFA Executive;
 - b. The EXECUTIVE body of the Association;
 - c. Members of the CSU Council of Representatives;
 - d. Members of the CSU Executives
11. 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.
12. The CEO may act as a polling clerk or enlist the help of polling clerks.

ARTICLE VIII Election Proceedings

Section 1. **Election Period**

1. General Elections will be held annually in the month of March.
2. If there are vacant seats, a by-election must be held in the fall semester to fill said seats.

Section 2. **Nomination of Candidates**

3. The nomination period shall begin 15 days before the polling period and will end at midnight the day before the campaigning period is scheduled to take place.
4. 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.
5. The nomination paper shall, under pain of rejection, be filled no later than the last day of the nomination period.
6. The nomination paper shall state the name of the candidate as well as his or her Concordia I.D. number, address, telephone number, e-mail address, and the office for which he or she is a candidate.
7. The nomination paper shall include a statement signed by the candidate(s) to the effect that he or she consents to the nomination.
8. The nomination paper shall include the printed name, signature and Concordia I.D. number of 6 eligible Electors.
9. Upon filling the nomination form, the candidate shall be provided with:
 - a. A receipt for the nomination;
 - b. A copy of annex C of the ASFA bylaws
 - c. The dates, times, and locations of all information sessions as soon as they are organized;

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- d. A form to be used for the return of election expenses provided for by annex C of the ASFA bylaws;
 - e. Any other information the CEO deems appropriate.
10. The CEO shall have the sole authority to verify the validity of the nomination papers.
11. A candidate may withdraw his or her nomination by transmitting a notice to the CEO in writing to that effect, signed by him or her.
12. The CEO will notify the ASFA VP Internal of the nomination, campaign and polling dates at the beginning of the nomination period.

Section 3. **Announcement Poll**

13. At the beginning of the nomination period, the CEO shall issue a Public Notice to announce the holdings of a poll.
14. Such announcements shall include, as the case may be:
- a. Offices open for election;
 - b. Place(s) where the nomination forms may be obtained;
 - c. Place(s) and dates fixed for the filling of nomination papers in accordance with annex C of the ASFA by laws;
 - d. Place(s) and dates fixed for the formation of election committees;
 - e. Dates on which the polling will take place in accordance with these regulations.

Section 4. **Campaign Period**

15. The campaigning period shall begin 7 judicial days before the polling period and will end at midnight the day before the polling period is scheduled to take place.
16. At the beginning of the campaign period the identity of all candidates will be made public by the CEO.
17. The CEO will notify the ASFA VP Internal of the candidates at the beginning of the campaign period.
18. Campaign material may be distributed, posted, published, broadcast or otherwise disseminated only during the campaigning period. If the candidate fails to respect this regulation, he or she will be disqualified from the election by the CEO and will have his or her name immediately removed from the ballots. Campaign materials distributed, posted, published, broadcast or otherwise disseminated during the campaign period do not need to be removed or destroyed before or during the polling period.
19. No space or facilities 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.

Section 5. **Poll**

20. No later than seven (7) number or 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 candidates for each office;
 - c. The day(s), time(s), and place(s) where polling station(s) will be open for the poll;
 - d. The particulars relating to the office and the name must correspond to those appearing on the nomination paper.
21. Polling for the annual general elections of a Member Association shall be held the week following the campaign period and last two (2) judicial days.

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22. Quorum is 2.5% of regular Members.

Section 6. Election Expenses

23. 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.
24. Only a candidate may incur election expenses.
25. The maximum amount of election expenses that may be spent by a candidate for a particular office is ten (10) dollars.
26. Every payment of an election expense must be justified by an invoice showing the name and address of the supplier, the date the goods or services were supplied, and the amount of the expense.
27. The CEO shall submit the results of the election, including the ballots, to ASFA's VP Internal within seven (7) juridical days after the last day of the polling period.
28. The Executive is elected for a term of one year starting on June 1st and ending on May 31st.

ARTICLE IX

Referenda

1. Referenda may be called by the Executive, by the Member Association's annual general assembly or by a petition with the signatures of five (5)% of regular Members.
2. The Member Association's Executive shall give public notice of a referendum question ten (10) days prior to the referendum.
3. The Member Association's Executive shall submit the referendum questions to ASFA's VP Internal at least ten (10) juridical days prior to the referendum.
4. Quorum is at least 2.5% of regular Members in order for the referenda to be valid.

ARTICLE X

Removal from Office

1. An elected Executive of the Association may be removed from office based on the following:
 - a. Recurring, unwarranted behavior deemed hostile and or a threat to the welfare of students of the Arts and Science 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 bylaws or that of the Member Association
2. To remove an elected official from office, a petition undersigned by sixty (60) regular Members shall be submitted to the VP Internal of ASFA who shall then present it to ASFA's Judicial Committee (JC).
3. The person to be removed from office must be given at least one week's notice of the meeting of the JC that shall consider the removal.
4. The elected official being accused must be given the opportunity to respond to the accusations made against him or her.

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5. In the event of the vacancy of the position of President, the Vice-President of Internal Affairs will assume the interim until a new President is appointed.

ARTICLE XI

Financial Relationship to ASFA

4. The Association shall adhere to all the financial policies set forth in Annex B of the ASFA bylaws.
5. The Association shall adhere to any and all additional financial policies approved by a duly convened meeting of ASFA council.

ARTICLE XII

Legal Application of these Bylaws

1. When conflicts between these bylaws and ASFA's bylaws arise, ASFA's bylaws and standing regulations shall take precedent.