

Bylaws

of the

Liberal Arts Society

Adopted by Referendum on October 31, 2019

## Table of Contents

- [Preamble](#)
- [Definitions](#)
- [Section I: Interpretation](#)
- [Section II: Name](#)
- [Section III: Objects](#)
- [Section IV: Members](#)
- [Section V: Executive](#)
- [Section VI: General Assemblies](#)
- [Section VII: Referenda](#)
- [Section VIII: Position Book](#)
- [Section IX: Elections](#)
  - [SubSection 1: Election Oversight](#)
  - [SubSection 2: Nomination Period](#)
  - [SubSection 3: Campaigning Period](#)
  - [SubSection 4: Polling Period Section](#)
- [X: Dispute Resolution](#)
- [Section XI: Removal from Office](#)
- [Section XII: Arts and Science Federation of Associations](#)
- [Section XIII: Financial Provisions](#)
- [Section XIV: Transparency](#)
- [Section XV: Nondiscrimination clause](#)
- [Section XVI: Amendment of Bylaws](#)
- [Section XVII: Dissolution](#)

**Preamble**

The Liberal Arts Society is the accredited student association representative of the undergraduate students of the Liberal Arts College at Concordia University, Montréal, Québec. Its mission, outlined below, is to provide services to its members, and to represent them to the Faculty of the Liberal Arts College and the Concordia administration, the Arts and Science Federation of Associations, and at the provincial level at the Association pour une Solidarité Syndicale Étudiante.

The Bylaws of the Liberal Arts Society are the constitution of the Association. They are the binding guide of procedures that the Association shall follow in its proceedings.

The Liberal Arts Society acknowledges that Concordia University is on the traditional territory of the Kanien'kehá:ka (Ganiyengéhaaga), a place that has long served as a site of meeting and exchange amongst nations. The Liberal Arts Society recognizes, and respects the Kanien'kehá:ka as the traditional custodians of the lands and waters on which we work and meet.

## Definitions

**“Academic Year”**: shall mean the period ranging from June 1st to May 31st of the subsequent year;

**“Act” or “Companies Act”**: shall mean the *Companies Act, R.S.Q., chapter C38*, and any amendment thereto, either past or future, and shall include, in particular, and act or statute which may replace it, in whole or in part. In the event of such replacement, any reference to a provision of the Act shall be interpreted as being a reference to the provision which replaced it; **“Accreditation Act”**: shall mean the *Act respecting the accreditation and financing of students' associations, chapter A-3.01* (Loi sur l'accréditation et le financement des associations d'élèves ou d'étudiants, L.R.Q., chapitre A3.01), and any amendment thereto, either past or future, and shall include, in particular, and act or statute which may replace it, in whole or in part. In the event of such replacement, any reference to a provision of the Act shall be interpreted as being a reference to the provision which replaced it;

**“ASFA”**: shall mean Fédération des Associations Étudiantes de la Faculté des Arts et Science de l'Université Concordia / Concordia University Arts & Science Federation of Student Associations;

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

**“ASSÉ”**: shall mean Association pour une Solidarité Syndicale Étudiante;

**“ASSÉ delegate”**: shall refer to the delegate sent to represent the Association at the ASSÉ Congress, as defined by ASSÉ's bylaws.

**“the Association”**: refers to the Liberal Arts Society;

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

**“Consensus minus one vote”**: shall mean that a question requires that no more than one opposition be expressed in order to pass. Abstentions do not count as opposition.

**“Coordinators, or the Executive”**: shall refer to the the Academic Coordinator, the External Coordinator, the Finance Coordinator, the General Coordinator, the Internal and Sustainability Coordinator, and the Social Coordinator of the Association, unless otherwise specified.

**“the Department”**: shall refer to the Liberal Arts College;

**“Juridical Day”**: shall mean any Monday, Tuesday, Wednesday, Thursday, or Friday, of the Fall and Winter semester, notwithstanding the exam periods, to the extent that it does not fall on a Non-Juridical Day as defined in the Quebec Code of Civil Procedure or which is a University holiday;

**“LACTS”**: shall mean the Liberal Arts College Theatre Society;

**“Member”**: shall mean a member of the Association, as defined in Section IV, unless otherwise specified;

**“Member Association”**: shall mean a Member Association of ASFA, as defined by ASFA’s bylaws.

**“Policy”**: shall refer to a binding mandate resultant from a resolution at a duly convened meeting of the members.

**Polling Period**”: shall refer to a period of at least two (2) consecutive school day during which the polls in an election will be open no later than 10h00 and close no earlier than 17h00;

**“Position”**: shall refer to a position adopted in the position book resultant from a resolution at a duly convened meeting of the members.

**“Public Notice”**: shall refer to the placement of posters in prominent view at Sir George Williams and/or Loyola campuses, as well as to emails sent to students within the association;

**“Simple Majority”**: shall mean 50% +1 of the votes cast by members, excluding blanks and abstentions, at a regular or duly called meeting, election, or referendum, at which a quorum is present;

**“Super Majority”**: shall mean 66% +1 of the votes cast by members, excluding blanks and abstentions, at a regular or duly called meeting, election or referendum, at which a quorum is present;

**“the University”**: shall refer to Concordia University in Montreal, Quebec.

## **Section I: Interpretation**

1. **Rules of Interpretation.** Terms and expressions used only in the singular shall include the plural and vice versa, and those only importing the feminine gender shall include the masculine and the neutral genders and vice versa.
2. **Headings.** The headings used in the Bylaws shall serve merely as references and they shall not be considered in the interpretation of the terms, of the expressions or of the provisions contained therein.
3. **Precedence.** In the event of a contradiction between the Act and these Bylaws, the former shall have precedence.

## **Section II: Name**

4. The name of the Association shall be, in English, the “Liberal Arts Society”. Where the French language is used it shall be “Société des Arts Libéraux”. Its abbreviation shall be “LAS”.

## **Section III: Objects**

5. The Objects of the Association shall be:
  - a. to form a representative student union to promote the educational, political, social, recreational and cultural interests of its members; to represent the positions of its membership; to obtain gains and prevent losses for its membership;
  - b. to cooperate with other organizations having similar interests in promoting student activities and interests;
  - c. to consider and support activities which enhance the quality of life for students of the Liberal Arts College in particular and of Concordia University in general;
  - d. to be the representative of the undergraduate students of the Liberal Arts College pursuant to the accreditation granted to the Association pursuant to the Accreditation Act.
  - e. to provide for student representation on various boards, councils, and committees of the Liberal Arts College and of the Arts and Science Federation of Associations.
  - f. to engage in such other activities and undertakings as may seem appropriate to the Association;

## **Section IV: Members**

6. Any undergraduate student enrolled in an honours, major or minor program in Western Society and Culture at Concordia University shall be a Member of the Association. Membership entails the right to vote in all elections, byelections, meetings, and referenda; to hold office in the Association; and to enjoy the rights and privileges provided for in the Bylaws.

## **Section V: Executive**

7. **Purpose of the Executive.** The Association shall have an Executive Body of six (6) Coordinators to oversee its daytoday operations. The Coordinators shall be elected by the Association membership during the annual General Election, or at the ByElection should a vacancy arise during the term.

8. It is understood that the Executive shall act as a team. Every Coordinator has specific duties outlined in these Bylaws, however, every Coordinator is expected to assist their colleagues in their task to the best of their abilities.
9. The Executive shall appoint three (3) of its Coordinators as signing authorities, and one (1) of its Coordinators as a booking officer.
10. **Coordinators.** The Coordinators of the Association shall be:
  - a. the Academic Coordinator;
  - b. the External Coordinator;
  - c. the Finance Coordinator;
  - d. the General Coordinator;
  - e. the Internal and Sustainability Coordinator;
  - f. the Social Coordinator;
  - g. ASFA Councillor
  - h. and the LAC Curator
11. The descriptions of the following executive positions are guidelines for the responsibilities of each member. It is up to the discretion of the executive team in any given year to interpret and potentially alter these responsibilities to fit the strengths and dynamic of that team. Although each member is ultimately responsible to fulfill the duties of their role, it is the duty of the whole LAS team to collaborate with each other within these positions, occasionally overlapping in roles and responsibilities.
12. Members of the elected executives shall attend meetings with the agreed upon frequency. A pattern of unjustified non-attendance will be considered possible grounds of impeachment, to be determined by the current LAS executive team.
13. **Academic Coordinator.** The Academic Coordinator shall be the primary liaison between the Association and the Faculty of the Liberal Arts College, the ASFA Academic Caucus, and the Undergraduate Academic Caucus. It shall be their responsibility to coordinate all academic services and events provided for the members. The Academic Coordinator shall be responsible for organizing a curriculum review, and may create a committee for this purpose. They shall be responsible for the organization of the Liberal Arts College Student Academic Conference (LACSAC). They shall be responsible for organizing the first meeting of the Liberal Arts College Theatre Society (LACTS) in the fall semester. They shall be de jure a senior editor of the CORPUS student journal.
14. **External Coordinator.** The External Coordinator shall be the primary liaison with the Association and external bodies, including, but not limited to, ASFA, the CSU, and ASSÉ. In the event that no other Coordinator volunteers to any of the following positions, it is understood that the External Coordinator shall act as the ASFA Councillor and as an ASSÉ delegate. It shall be their responsibility to know ASSÉ's bylaws, to stay informed of ASSÉ's activities, in particular its Congress, and to create the delegations for the said Congress.
15. **Finance Coordinator.** The Finance Coordinator shall oversee the financial operations of the Association. Their responsibilities shall be to prepare the budget in collaboration with the General Coordinator; to keep the financial book of the Association updated and to prepare reports as outlined in Section XIII: Transparency; to fulfil the financial obligation of the Association as outlined in the Company Act, including, but not limited to, filing taxes and paying the annual necessary fee. The Finance Coordinator shall be a signing authority.

The Financial Coordinator shall keep detailed records of all transactions and give these records to the next year's Financial Coordinator in order to help plan for the next year's budget and events. When possible, the Financial Coordinator shall ask for advance funding to help alleviate out-of-pocket costs for events and paying the annual necessary fee. The Finance Coordinator shall be a signing authority.

16. **General Coordinator.** The General Coordinator shall be the primary representative of the Association. They shall be responsible to coordinate the work of the Executive, to chair its meetings, and to chair the meetings of the membership in the event that no other person volunteers. They shall be responsible for the due application of the Association Bylaws, policies, and positions, for the review of the Association's Bylaws, and may create a committee for the purpose of the latter. They shall be responsible for keeping all the records of the Association in order, including, but not limited to, the minutes of the meetings of the Members. They shall be a signing authority.
17. **Internal and Sustainability Coordinator.** Internal and Sustainability Coordinator shall be responsible for developing and enforcing sustainable practices for the Association's academic and social events, and for the daily use of the Liberal Arts College facilities. They shall develop and revise policies such as, but not limited to, ethical and sustainable purchasing, waste management, and sustainable events organizing. Sustainability is here understood to include social initiatives, such as to create an inclusive and non-threatening environment for all LAS members. They shall also assist the other Coordinators in their duties.
18. **Social Coordinator.** The Social Coordinator shall be responsible for the organizing and coordination of the social events of the Association. They shall be responsible for the booking, planning, preparation of the materials, and advertisement of the social events. They may create a committee to assist them.
19. **ASFA Councillor.** The ASFA Councillor shall be the main representative of the Association to its Membership, and to the ASFA Executive. Their main responsibility shall be attending ASFA Councils and to advise their MA's on amendments that are passed during the council. The ASFA councillor shall be a signing officer, as they are responsible of signing ASFA related documents. If the position is not run for independently then the position is assumed under the obligations of the External Coordinator. If the ASFA Councillor is unable to attend a council, it is strongly suggested to advise their MA's in advance. This way, proper paper work can be arranged for a substitute, in order to secure a voting right and eligibility to participate in close session at the council.
20. **LAC Curator.** Responsible for curating and coordinating events through the LAC in and outside of the lounge, that focus on bringing projects and exhibits into the LAC from other Concordia departments, Montreal societies, educational foundations, etc. The curator will be a liaison between the closely knit LAC community and broader university communities, as well as the city at large.
21. **Qualifications.** The Coordinators shall be familiar with the Bylaws, the Position Book, and the policies of the Associations.
22. **Duties.** The Coordinators shall perform the duties provided in this Section and such as are prescribed for the office in these Bylaws. The Coordinators shall be subject to the decisions of the General Assemblies and Referendums.

23. **Accountability.** The Coordinators shall report to and be held accountable by the membership through the General Assemblies. No action by the Coordinators in their quality of Coordinator shall conflict with decisions taken by the Members at a General Assembly and Referendum.
24. **Appointed Positions.** In the event that one or more executive positions are vacant, the elected Coordinators shall have the authority of appointing a Member to fill this position. An appointed Coordinator shall enjoy the same prerogatives and duties, and shall be held accountable to the membership in the same fashion as an elected Coordinator.
25. The Executive shall announce the vacant positions by public notice five (5) juridical days before appointing a Coordinator.
26. **Office Holding Terms Limitations.** No member shall hold more than one Executive Coordinator position at a time.
27. **Decisionmaking procedure.** The Coordinators shall operate in a nonhierarchical fashion. Decisions shall be taken by consensus minus one.
28. **Term of office.** The elected Coordinators' term of office shall be from June 1st of the year of their election to May 31st of the following year. The appointed Coordinators' term of office shall be:
- a. from the date of their appointment until the next ByElection if they are appointed prior to the ByElection;
  - b. from the date of their appointment until May 31<sup>st</sup> of the current academic year if they are appointed after the ByElection.
29. **Executive Meetings.** All Executive Meetings are open to the members, who will have no voting rights but will have speaking rights, unless the Executive Meeting enters into closed session, at which point the attendance at the meeting shall be at the discretion of the Executive.
30. **Discretion.** Where the Bylaws confer a discretionary power on the Coordinators, they shall exercise such power as they see fit, and shall act prudently, diligently, honestly and faithfully in the best interests of the Association. The Coordinators may also decide not to exercise such power.
31. **Conflicts of Interest.** Coordinators shall avoid placing themselves in a position of conflict of interest between their personal interest and that of the Association. In the case where a conflict of interest does arise, the Coordinator shall declare their situation, and remove themselves from any deliberation or vote on the matter.
- 28. Resignation.** Coordinators shall inform the Association by writing were they to resign.
- 29.** The General Coordinator and the Finance Coordinator positions must be filled at all times. Should either of these positions be vacant, the Executive shall appoint a Member to the vacant position within ten (10) juridical days according to the procedure outlined above. Should there be no volunteer, the Executive shall appoint one of its own to fill the vacant position.



30. **Committees of the Assembly.** A vote by majority of the executives shall create committees, standing or ad hoc, as it deems necessary. The creation of the committee shall be announced publicly. There will be a window of ten (10) days where members of the LAS can sign up to be part of the committee. A committee shall be deemed created only if at least three (3) members signed up. The committee members shall elect a Chairperson at their own discretion. Committee members and chairpersons shall serve until the end of the academic year, or until they are dismissed or replaced. The committees shall have specified objects, and shall report to the General Assembly, and to the executive members. The committee members shall have an official co-curricular record on their transcript.
31. **Neckwear.** Whereas the LAC and the LAC Student body are currently trying to put forth a more professional image, whereas the LAS exec has the role of representative of the role of the LAC student body, members of the LAS executive are required to leave neckwear during coffee hour should they choose to show their face.

## **Section VI: General Assemblies**

32. **Meetings of the Members.** The Association shall be governed by the members through the meetings of members, called General Assemblies. These deliberative assemblies are the highest decision making body of the Association, at the exception of the following actions that shall be voted upon by the mean of a referendum only:
- a. Creation of a new feelevy;
  - b. Modification or suppression of an existing feelevy;
  - c. Dissolution of the Association
33. **Regular General Assembly.** The Association shall have one (1) Regular General Assembly per term. Public notice of the location, time and agenda of the General Assembly shall be distributed to members no less than ten (10) juridical days in advance.
34. **Annual General Assembly.** The General Assembly held in the winter term shall be considered the Annual General Assembly. It shall be for the presentation of reports, audit, and any other business that may arise.
35. **Special General Assembly.** A Special General Assembly may be called by the Coordinators, by a motion passed at the occasion of an Assembly, and by a petition of fifteen (15) Members. Public notice of the location, time and agenda of the General Assembly shall be distributed to members no less than five (5) juridical days in advance. The purpose of a Special General Assembly is to discuss a specific matter, thus the agenda may not be modified after the notice is given.
36. **Quorum.** The quorum for General Assemblies shall consist of 15 percent (15%) of the membership, or twenty (20) members, whichever is lower.
37. **Disruption of academic activities.** Notwithstanding the former article, a motion which has for object the disruption of regular academic activities shall require in order to be entertained a quorum of twentyfive percent (25%) of the membership, or thirty (30) members, whichever is lower.

## Section VII: Referenda

37. Referenda are with the General Assemblies the highest decisionmaking authority of the Association. The creation of a new feelevy, or the modification or suppression of an existing feelevy shall be voted upon by the exclusive mean of a referendum.
38. **Creation.** Referenda shall be called by the Coordinators, General Assemblies, or by a petition of fifteen (15) members. The proposed question shall be a part of the petition. Referenda shall only take place at the occasion of the ByElection and General Election, unless specifically called for another date by a General Assembly.
39. **Deadline.** A referendum question shall be announced no later than five (5) juridical days before the first day of polling.
40. **Clarity.** Referenda questions shall be clear, concise, and may be subject to change by the Chief Electoral Officer for the purposes of clarity. Any change shall be minor and not alter the intended purpose of the petitioner.
41. **Notice.** Public notice of the location, time, and question if already submitted, of the Referendum shall be distributed to members no less than ten (10) juridical days in advance.
42. **Quorum.** The quorum for Referenda, unless otherwise stated, shall consist of twentyfive (25%) of the membership.

## Section VIII: Position Book

43. The Association shall maintain a Position Book that contains all of the positions adopted by the Association, organized thematically and then by date within each theme. Each position listed shall refer to the minutes of the General Assembly, or Referendum, at the occasion of which it was adopted.
44. **Positions.** Positions serve as the basis for the political representation engaged in by Coordinators of the Association and establish the Association's political discourse and longterm goals. A position should not be confused with a resolution mandating the execution of a specific task or action in a timelimited fashion; they provide the Association with a position on a topic in a general way that establishes the political culture, goals, and stances of the Association on social, political, and academic issues.
45. Positions cannot supersede, and are limited by, these Bylaws.
46. Every Coordinator of the Association is expected to be familiar with the content of the Position Book, and to conform to its content in the political representation they engage in on behalf of the Association.
47. Members and Coordinators of the Association have the clear right to question and challenge any or all positions adopted, and to seek their amendment or removal through formal channels. However, while a position remains in force, Coordinators must conform to them in the political representation that they engage in on behalf of the Association.

## Section IX: Elections

48. **General Elections.** General Elections shall be held annually in the month of March for all Executive positions.
49. **ByElections.** Byelection shall be held in the month of November if at least one of the following conditions are met:
- a. At least one Coordinator position is vacant;
  - b. At least one of the Coordinators is an appointed Coordinator. In this case the position shall be considered open for the elections;
  - c. A referendum question has been duly submitted.
- The procedure for a ByElection is identical to the procedure for a General Election.
50. **Electors.** Every person who is a member of the Association by the first day of the polling period is an elector.
51. Each Elector may cast one ballot in an election for each office open to election and each referendum question.
52. **Election Period.** An Election shall be composed of three periods: the Nomination Period, the Campaigning Period, and the Polling Period.

### **SubSection 1: Election Oversight**

53. **Chief Electoral Officer (CEO).** The Chief Electoral Officer shall be appointed by the Executive. The Chief Electoral Officer shall:
- a. verify the validity of nomination papers and that all candidates comply with the bylaws;
  - b. provide the candidates with the relevant documentation;
  - c. ensure that the election is properly conducted;
  - d. receive and examine the reports and returns transmitted to him or her;
  - e. ensure that referenda questions are worded in a neutral manner;
  - f. inquire into the legitimacy of the election and its expenses;
  - g. ensure that the elections are advertised properly;
  - h. announce the results.
54. **Deputy Electoral Officers (DEO).** The Chief Electoral Officer may appoint at their discretion Deputy Electoral Officers to assist them.
55. **Eligibility.** The eligibility requirements for the offices of Chief Electoral Officer and of Deputy Electoral Officer are outlined in ASFA's bylaws.
56. **Honorarium.** The Chief Electoral Officer shall be paid at minimum the honorarium prescribed by ASFA's bylaws.

## **SubSection 2: Nomination Period**

57. The nomination period shall last for five (5) juridical days and end before the campaigning period is scheduled to take place. It is during this period that prospective candidates shall give their nomination papers to the Chief Electoral Officer. The nomination paper shall, under pain of rejection, be filed no later than the last day of the nomination period.
58. **Candidate requirements.** Every candidate shall take the engagement to inform themselves of the basic procedures of the Robert's Rules of Order, of the Association's Bylaws and of the functioning mode of student associations such as defined by the Quebec law. These documents shall be provided to them by the Chief Electoral Officer upon their nomination, and be available at their request prior to it.
59. **Candidate Eligibility.** Every member desiring to run for office shall be nominated as a candidate for one office in an election by filling out the prescribed nomination paper with the Chief Electoral Officer.
60. **Nomination Forms.** The nomination paper shall state the name of the candidate as well as their Concordia I.D. number, address, telephone number, email address, and the office for which they are a candidate. The nomination paper shall include the printed name, signature and Concordia I.D. number of 10 eligible electors.
61. The CEO shall have the sole authority to verify the validity of the nomination paper.
62. **Election Announcement.** Prior to the nomination period, the Chief Electoral Officer shall issue a public notice to announce the holdings of a General Election or ByElection. Such announcements shall include:
- a. the title of the offices open for election;
  - b. the place(s) where the nomination forms may be obtained;
  - c. the dates fixed for the filling of nomination papers;
  - d. the dates fixed for campaigning;
  - e. and the dates on which the polling will take place in accordance with these regulations.
63. The Chief Electoral Officer will notify the ASFA Internal Officer of the nomination, campaign and polling dates at the beginning of the nomination period.
64. Upon filing the nomination form, the candidate shall be provided by the Chief Electoral Officer with:
- a. a receipt for the nomination;
  - b. an electronic copy of annex C of the ASFA Bylaws;
  - c. an electronic copy of the Association Bylaws;
  - d. the dates, times, and locations of all information sessions as soon as they are organized by the Chief Electoral Officers in accordance with these regulations;
  - e. a form to be used for the return of election expenses provided for by these regulations;
  - f. other information the Chief Electoral Officer deems appropriate.

### **SubSection 3: Campaigning Period**

65. The campaigning period shall last for five (5) juridical days and end before the polling period is scheduled to take place.
66. Every candidate shall present to the Chief Electoral Officer before the beginning of the campaigning period a text in which they present themselves. The Chief Electoral Officer shall ensure that these texts are available to Members for consultation during the campaigning period.
67. During the campaigning period, a session when the candidates will be present to answer questions shall be organized. The presence and participation of the candidates to this session shall not be mandatory, but strongly encouraged.
68. At the beginning of the campaign period, the identity of all candidates will be made public by the Chief Electoral Officer
69. The Chief Electoral Officer will notify the ASFA Internal Officer of the candidates running in the election at the beginning of the campaign period.
70. **Campaign Materials and Placing.** Campaign materials may be distributed, posted, published, broadcast, or otherwise disseminated only during the campaigning period. Candidates may face penalties if they fail to respect election regulations and Chief Electoral Officer directives. The said penalties are at the discretion of the Chief Electoral Officer, and include but are not limited to:
  - a. Campaigning ban, for a specific media or several, for a given amount of time; b.
  - Disqualification.
71. **Limitations on Campaigning.** 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.
72. **Candidate Expenses.** Only a candidate, recognized by the Chief Electoral Officer, may incur election expenses. Election expenses are defined as the cost of any goods or services used during the election period to promote or oppose, directly or indirectly, the election of a candidate. The maximum amount of election expenses that may be spent by a candidate for a particular office is fifteen dollars (\$15). The candidate shall file their claim with receipts to the Chief Electoral Officer, to be reimbursed for their expenses. Every payment of an election expense must be justified by a receipt.

### **SubSection 4: Polling Period**

73. The polling period shall last for at least two consecutive (2) juridical days, from no later than 10am and no sooner than 5pm.
74. At the beginning of the polling period, the Chief Electoral Officer 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 referendum question(s);

- d. The day(s), time(s), and place(s) where 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
75. **Election Quorum.** The quorum for Elections, unless otherwise stated, shall consist of twentyfive percent (25%) of the membership.
76. **Candidate running unopposed.** In the event of a candidate running unopposed for a position, the ballot shall have for options “yes”, “no”, and “abstention”. The candidate shall be elected according to simple majority.
77. **Polling Results.** The Chief Electoral Officer shall announce the results of the election no later than two (2) juridical days after the close of the polling period. The Chief Electoral Officer shall submit the results of the election, including the ballots, to ASFA Internal Officer within five (5) juridical days after the close of the polling period.
78. In the event that the Association cannot provide legitimate election results, including, but not limited to electoral fraud, lack of quorum, or absence of elections by the given deadline, a Special General Assembly shall be called by the Executive, with sole purpose to appoint new Coordinators. Coordinators appointed in this fashion shall be considered as appointed Coordinator, not elected Coordinator, and shall therefore have their term terminated at the occasion of the next ByElection. This article does not apply to the ByElection.
79. **Tie.** In the event of a tie for a position, it shall be determined by at least another two (2) days of polling, with canvassing after five (5) juridical days but within ten (10) juridical days, should neither candidate withdraw from the election. The Chief Electoral Officer shall determine a five (5) juridical days campaigning period before the polling period. All eligible voters are allowed to vote again. In the event of a tie, the polling period may extend past the March 31st deadline.

## **Section X: Dispute Resolution**

80. **Adjudication.** All disputes and appeals arising between Coordinators of the Association concerning the breach, application, or the interpretation of the Bylaws, shall be referred to the Judicial Board of the Arts and Science Federation of Associations for ruling. Its decisions shall be binding and final.
81. **Confidentiality.** During their term, Coordinators shall not make statements deemed defamatory or harmful regarding the members, the Association and the Coordinators. Coordinators shall not comment on the participants of any ongoing dispute resolution process.

## **Section XI: Removal from Office**

82. An elected or appointed Coordinator of the Association may be removed from office based on the following:
- a. unwarranted behaviour deemed hostile and or a threat;

- b. any violations of the Quebec Charter of Human Rights and Freedoms;
  - c. misappropriation of funds;
  - d. dereliction of duties or failure to represent the membership as specified in the Association's Bylaws, policies and Position Book;
  - e. violations of the Association's Bylaws;
  - f. violation of the LAS nondiscrimination clause.
83. To remove a Coordinator from office, a petition undersigned by ten percent (10%) of the Association's members or a super majority vote from the Executive is necessary. The Executive shall then convene a Special General Assembly within fifteen (15) juridical days to address the matter.
84. The person to be removed must be given at least a ten (10) juridical days notice of the Special General Assembly that shall consider their removal.
85. The person to be removed must be given the opportunity to respond to the accusations made against them.
86. A removal resolution requires a simple majority.
87. A person removed from office shall not be eligible to be appointed to the position of Coordinator for the duration of the academic year, unless decided otherwise by a duly convened General Assembly.

## **Section XII: Arts and Science Federation of Associations**

88. The Association shall be a Member Association of the Arts and Science Federation of Associations (ASFA).
89. **ASFA Councillor.** The ASFA councillor shall represent the Association on the ASFA Council. As such they are bound in their decisions by the Position Book and the decisions of their membership. In the event that the membership does not have a position on a particular issue, the Councillor shall be bound by the decisions of the Executive taken by consensus minus one.
90. The ASFA Councillor shall be responsible to forward all ASFA open session documents and to provide reports on the decisions of the ASFA Council to the rest of the Executive.
91. Before the first regular meeting of ASFA Council, the Executive elect shall appoint one of its Coordinator to be ASFA Councillor. The appointment of the Councillor shall be done by a consensus minus one vote. Two signing authorities of the Association shall attest this appointment. It shall be presented to the ASFA Internal Officer. It shall be understood that the External Coordinator of the Association will be appointed automatically to the position of Councillor in the event that:
- a. no other Coordinator volunteers;
  - b. the current Councillor resigns, and no other Coordinator volunteers.
92. It is understood that the ASFA Councillor is a fluid position, and their mandate is to represent the Association. As such, any Coordinator of the Association can at any moment fill the position of ASFA councillor if the Executive agrees unanimously.
93. **Impeachment.** The ASFA councillor can be impeached by either a simple majority vote of the Executive, in which they shall not vote, or by a simple majority vote of the membership

in a duly convened meeting. Impeachment from the position of Councillor shall not entail impeachment from the position of Coordinator. If the impeachment originates from the membership, the Coordinator shall not be eligible to the position of Councillor until the impeachment is lifted by the membership.

94. In the event that the appointed Councillor misses two (2) ASFA Regular Council Meetings without valid excuses, they shall be stripped of their position of Councillor, under the same conditions as an impeachment coming from the membership.

### **Section XIII: Financial Provisions**

95. **Financial Oversight.** The Association shall adhere to all of the financial policies set forth in Annex B of the ASFA's Bylaws. The Association shall adhere to any and all additional financial policies approved by a duly convened meeting of ASFA Council.
96. Notwithstanding the former article, the Association shall manage any funds it levies on its own, or receives from any other source at the exception of ASFA, at its own discretion.
97. **Signing Officers.** The Association shall have three (3) signing officers.
98. **Personal Inurement.** No part of the budget of the Association shall inure to the benefit of, or be distributable to its Members, Coordinators, or other private persons, except that the Association shall be authorized and empowered to pay reasonable expenses for services rendered and to make payments and distributions in furtherance of the objects of the Association.

### **Section XIV: Transparency**

99. The Executive shall publish the minutes of any General Assembly within ten (10) juridical days.
100. The Executive shall publish three (3) updated budget statements per year:
- a. by October 15th for the June to September (inclusive) period;
  - b. by February 15th for the October to January (inclusive) period;
  - c. by June 15th for the February to May (inclusive) period
101. The Finance Coordinator shall be able to produce an updated budget statement upon request within fifteen (15) Juridical Days
102. The Executive shall present the following during the Fall General Assembly:
- a. the previous year's income statement;
  - b. the projected budget for the coming academic year
103. The Executive shall publish an end of year report outlining the following by May 31st:
- a. academic and social events;
  - b. decisions taken by the Association;
  - c. other relevant information

Each member of the Executive Body shall add to this report an annual summary of all their activities as an executive.



## **Section XV: Nondiscrimination clause**

104. All members of the Association are to be treated as equals and not be discriminated against due to gender, ethnicity, creed, religion, sexual identity, gender identity, mental ability, physical ability, health status, socioeconomic background, cultural or geographic background, political views, language, philosophical views and appearance. If a member of the Association is found to discriminate fellow members based on the stipulations above the department principal shall be notified.

## **Section XVI: Amendment of Bylaws**

105. **Submission.** An amendment of the Bylaws can be presented to a referendum by the Executive, by petition, or by a General Assembly, according to the procedures prescribed by these Bylaws. The proposal of the amendment shall include the details of the proposed changes and the question, and shall be announced by public notice no later than five (5) juridical days prior to the General Assembly or the first day of polling where it shall be voted upon in order to be considered.
106. **Adoption.** An amendment to the Bylaws shall be adopted when approved by:
- a. a two thirds ( $\frac{2}{3}$ ) vote at the occasion of a General Assembly;
  - b. a simple majority at the occasion of a Referendum.

The General Coordinator shall notify the Arts and Science Federation of Associations of Bylaws amendments within ten (10) days of adoption.

## **Section XVII: Dissolution**

107. The Association shall be dissolved by referendum, if a simple majority of the entire membership votes "yes" for an explicitly stated question that defines the dissolution of the Association. In the wake of dissolution, ownership of all documents, funds and assets will be transferred to the Arts and Science Federation of Associations.