Science College Student Association

A Member of the Arts and Science Federation of Associations

**By-Laws**

**Amended March 2nd, 2020**

**SECTION 1**

**DEFINITIONS**

“**ASFA**”**:** shall mean Fédération des Association 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;

“**the Association**”**:** refers to the Science College Student Association’

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

“**the Department**”**:** shall refer to the Science College;

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

“**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;

“**Public Notice**”: shall refer to the placement of posters in prominent view at Sir George William and/or Loyola campuses, dependant on the location of the Association or on social media platforms;

“The University”: shall refer to Concordia University;

**SECTION 2**

**THE ASSOCIATION**

**Name**

1. The name of the Association hereby established shall be the Science College Student Association, abbreviated to SCSA.

**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 by ASFA Council.

**Objectives**

3. The purpose of the Association will be:

·      To represent the students of the Science College;

To organize social events and create a spirit of community in the Science College

To provide academic services for the students of the Science College.

**SECTION 3**

**MEMBERS**

**Membership Requirements**

4. Every student enrolled in a minor program in the department shall be a full member of the Association and shall enjoy the rights and benefits thereof.

**Meetings of the Member**

5. Annual General Assembly. the general assembly shall be the decision-making body of the Association and shall be held every year in the month of February or March.

6. The quorum for the general assembly shall consist of 10 Members.

7. Special General Assembly. A Special General Assembly may be called, as the need arises, by the decision of the Executive, or by a petition of 10 members. The Executive must make public notice of the special general assembly 2 weeks in advance of the special general assembly.

**SECTION 4**

**THE EXECUTIVE**

**Purpose of the Executive**

8. The Association shall have an Executive to oversee its day-to-day operations.

9. The Executive shall be elected by the Association membership during the annual general election.

10. The Executive shall appoint three of its Members as signing authorities

11. The Executive shall appoint one of its Members as the booking officer

**Purpose of the Executive**

12. The Executive shall be composed of:

* + Two (2) Cooperative Presidents
	+ Treasurer (VP Finance)
	+ Activities Coordinator (VP Social)
	+ Communications Coordinator (VP Communication)

13. Cooperative Presidents. The presidents shall be the signing authority and will be the main representatives of the Association to its Membership, to the ASFA Executive. The presidents may, from time to time, appoint people to represent the association.

14. Treasurer. The Treasurer shall be the signing authority and will hold responsibility over the financial matters of the Association.

15. Activities Coordinator. The Activities coordinator shall be responsible for coordinating all the social and academic events organized for it’s the Members. The Activities coordinator shall be responsible for booking space and materials required for events and services provided to the Members and liaise with the Department on events.

* The activities coordinator may appoint an assistant (AVP Social) to aid them in completing their mandate. This individual may aid in organizing large scale events where the department is involved such as BOLD Conference, Public Lectures or Research Day.

16. Communications Coordinator. The communications coordinator shall be responsible for all communication between the Association and its Members. This includes managing the email communication, the social media platforms, graphic designs and promotion of events.

**SECTION 5**

**PARTIES TO AN ELECTION**

**Electors**

17. Every person who is registered as an undergraduate in the Association’s department by the first day of the polling period is an Elector.

18. Each Elector may cast one ballot in an election for each office open to election.

**Election Committees**

19. Every person who is an Elector is eligible to participate in an Election Committee.

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

**Chief Electoral Officer (CEO)**

21. The CEO shall be appointed by the Association or an unlimited term or until such time as he or she is no longer a Member or resigns; whichever comes first.

22. The CEO may resign by notifying the Association in writing.

23. The CEO is responsible for carrying out these regulations

24.  The CEO shall:

* + Verify that all parties participating in the election must comply with these regulations;
	+ Issue directives on the carrying out of these regulations
	+ Receive and examine the reports and returns transmitted to him or her;
	+ Inquire into the legitimacy of the election expenses;
	+ Propose regulation reforms to Council.
	+ Provide any person who requests it, information regarding the specifications of carrying out these regulations;
	+ Give public access to all information, reports, returns or documents relating to these regulations.

**Electoral Officers**

25. 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.

26. The following persons are not eligible to be Electoral officers:

* + Members of the ASFA Executive;
	+ The Executive body of the Association;
	+ Members of the CSU Council of Representatives;
	+ Members of the CSU Executive;

27. 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.

28. The CEO may act as polling clerk or enlist the help of polling clerks.

**SECTION 6**

**ELECTION PROCEEDINGS**

Election Period

29. General Elections will be held annually in the month of March

30. If there are vacant seats, a by-election must be held in the fall semester to fill said seats.

**Nomination of Candidates**

31. The nomination period shall begin 10 juridical days before the polling period and will end at midnight the day before the campaigning period is scheduled to take place.

32. 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.

33. The nomination paper shall, under pain of rejection, be filled no later than the last day of the nomination period.

34. The nomination paper shall state the name of the candidate as well as her Concordia I.D. number, address, telephone number, e-mail address and the office for which he/she is a candidate.

35. The nomination paper shall include a statement signed by the candidate (s) to the effect that he or she consents to the nomination.

36. The nomination paper shall include the printed name, signature and Concordia I.D. number of 5 eligible electors.

37. Upon filling the nomination form, the candidate shall be provided with:

* + A receipt of the nomination;
	+ A copy of annex C of the ASFA by-laws;
	+ The date, times and locations of all information sessions as soon as they are organized;
	+ A form to be used for the return of election expenses provided for by annex C of the ASFA by-laws;
	+ And any other information the CEO deems appropriate;

38. The CEO shall have the sole authority to verify the validity of the nomination papers.

39. 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.

40. The CEO will notify the ASFA VP Internal of the nomination, campaign and polling dates at the beginning of the nomination period.

**Announcement of Poll**

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

42. Such an announcement shall include, as the case may be:

* + 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 of annex C of the ASFA by-laws;
	+ The place(s) and dates fixed for the formation of election committees;
	+ And the dates on which polling will take place in accordance with these regulations;

**Campaign Period**

43. The campaigning period shall begin 5 juridical days before the polling period and will end at midnight the day before the polling period is scheduled to take place.

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

45. The CEO will notify the ASFA VP Internal of the candidates at the beginning of the campaign period.

46. 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.

47. 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.

**Poll**

48. No later than 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 the poll must be held;
	+ The names of the candidates for each office;
	+ The day(s), time(s), and place(s) where the polling stations(s) will be open for the poll;
	+ The particular relating to the office and the name must correspond to those appearing on the nomination paper;

49. Polling for the annual general elections of a Member Association shall be held the week following the campaign period and last 1 juridical day.

50. Quorum is 15 Regular Members.

**Election Expenses**

51. The cost of any goods or services used during the election period promote or oppose, directly or indirectly the election of a candidate is an election expense.

52. Only a candidate may incur election expenses.

53. The maximum amount of election expenses that may be spent by a candidate for a particular office is $10.00.

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

**Election Results**

55. 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.

56. The Executive is elected for the term of one year starting on June 1st and ending on May 31st.

**SECTION 7**

**REFERENDA**

57. Referenda may be called by the Executive, by the Member Association’s annual general assembly or by petition with the signature of 30 regular members.

58. The Member association’s Executive shall give public notice of a referendum question 10 days prior to the referendum.

59. 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.

60. Quorum is at least 15 regular members in order for the referenda to be valid.

**SECTION 8**

**REMOVAL FROM OFFICE**

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

* + Recurring, unwarranted behavior hostile and or threat to welfare of students of the Arts and Science Faculty;
	+ Any violations of the Quebec Charter of Human Rights and Freedoms on Concordia University grounds;
	+ Misappropriation of funds;
	+ Dereligation of duties;
	+ Violations of ASFA’s by-laws or that of the Member Association;

62. To remove an elected official from office, a petition undersigned by 40 regular members shall be submitted to the VP Internal of ASFA who shall then present it to ASFA’s Judicial Committee (JC).

63. The person to be removed from office must be given at least one-weeks’ notice of the meeting of the JC that shall consider removal.

64. The elected official being accused must be given the opportunity to respond to the accusations made against him or her.

**SECTION 9**

**APPOINTMENT OF ASFA COUNCILLOR**

65. Before the regular meeting of ASFA council, the Executive shall appoint one of the co-presidents to be the ASFA Councillor for a mandate no longer than the end of the current academic year. If he/she cannot complete this task a regular Members of the Association can by appointed as the ASFA Councillor for a mandate no longer than the end of the current academic year. The two signing authorities of the Association shall attest to this appointment. It shall be presented to the VP Internal of ASFA.

**SECTION 10**

**FINANCIAL RELATIONSHIP TO ASFA**

66. The Association shall adhere to all of the financial policies set forth in Annex B of the ASFA by-laws.

67. The Association shall adhere to any and all additional financial policies approved by a duly convened meeting of ASFA Council.

**SECTION 11**

**LEGAL APPLICATION OF THESE BY-LAWS**

68. When conflicts between these by-laws and ASFA’s by-laws arise, ASFA’s by-laws and standing regulations shall take precedent.