

**Member Association By-Laws  
Of  
FIRST PEOPLES STUDIES MEMBER ASSOCIATION (FPSTMA)**

Created on November 5<sup>th</sup> 2015  
Amended by Membership on June 21st, 2021  
Updated to be approved by students, March 11, 2019

**SECTION 1 – DEFINITIONS**

**1. Definitions.**

Unless there exists an express contrary provision or unless the context clearly indicates otherwise, in the Annex C of ASFA the term or expression.

**“Academic Year”**: refers to June 1st until May 31st of the following year;

**“ASFA”**: refers to the Arts and Science Federation of Associations, the umbrella association for the faculty of Arts and Science at Concordia University; Montreal, Quebec

**“The Association”**: refers to the First Peoples Studies Member Association;

**“These By-Laws”**: refers to these By-Laws;

**“Election Expense”**: Refers to the cost of any goods or services used during the election period to promote or oppose, directly or indirectly, the election of a candidate.

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

**“ASFA Council”**: refers to ASFA Council of Representatives;

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

**“Member Association”**: refers to any departmental association under ASFA;

**“Polling Period”**: refers to a period of at least two (2) School Days during which the polls in an election will be open no later than 10h00 and close no earlier than 18h00;

**“Public Notice”**: refers to the placement of posters in prominent view at Sir George Williams and/or Loyola campuses, dependent on the location of the association;

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

**“University”**: shall mean Concordia University in Montreal, Quebec.

**SECTION 2 – THE ASSOCIATION**

**2. Name**

The association created under these By-Laws shall be known as the First Peoples Studies Student Association, abbreviated as FPSTMA.

### **3. Relationship to ASFA:**

The Association shall exist as a Member Association of ASFA and shall be subject to the applicable Policies and Regulations duly passed by ASFA Council. The elected Councillor or appointed interim Councillor will represent the interests of FPSTMA at the ASFA Council.

### **4. Objectives**

The purpose of the association shall be:

- a. To represent and defend the interests of FPST students within the Department and to ASFA and within the Concordia community.
- b. To organize social events and create a spirit community and respect within their membership
- c. To provide academic services for their membership.
- d. To provide any and all objectives of the association prescribed in the by-laws;
- e. To provide advocacy and support for the students of First Peoples Studies (FPST).
- f. To collaborate with other organizations sharing similar interests and objectives such as Indigenous/First Peoples groups or organizations in support of Indigenous engagement and community building at Concordia University.
- g. To facilitate a mutually beneficial relationship with the School of Community and Public Affairs faculty, staff and students (including SCPASA) that promotes harmony, support and respect in shared spaces.
- h. To respect First Peoples communities, languages and cultures which are the foundation of First Peoples Studies.
- i. The First Peoples Studies Member Association will begin each of its membership with the following statement: *“We would like to begin by acknowledging that Concordia University is located on unceded Indigenous lands. The Kanien’kehá:ka Nation are recognized as the custodians of the lands and waters on which we gather today. Tiohtiá:ke/Montreal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.”*

## **SECTION 3 – MEMBERSHIP**

### **5. Regular Members:**

Every undergraduate student, either enrolled in the Major or Minor, honors or specialization within the First Peoples Studies program of Concordia University shall be considered a Member of the Association.

### **6. Honorary Members:**

The following members shall be honorary members of the Association.

- FPST Graduate Students
- FPST Staff
- FPST Faculty
- FPST Fellows and Associate Fellows
- FPST Alumni
- Elders/Advisors

## **SECTION 4 - MEETING OF THE MEMBERS**

### **7. General Assembly**

- j. The general assembly shall be the decision-making body of the Association, it shall be called by the Executive with a minimum of five (5) school days’ notice to the members and shall be held annually before the end of the academic year.

- k. Quorum shall be fifteen(15) Members or four percent (4%) of total members, whichever is higher.
- l. A Special General Assembly may be called, as the need arises, by decision of the Executive, or by a petition of twenty (20) Members or 5.0% of total members, whichever is higher. The Executive must make public notice of the special general assembly fourteen (14) days in advance of the special general assembly. The Public notice must include the location, date, time, and agenda for the special general assembly.
- m. If quorum is not reached at the general assembly yet all Executives present are in favor as well as members present are in consensus or majority agreement, all proposals including but not limited to motions, by-laws, or changes, will be adopted by FPSTMA Executive on an honorary basis until quorum is reached and/or ratified at a subsequent general assembly. *Note: According to ASFA by-laws, this will be a provisional pass. If quorum fails twice, the motion cannot be adopted, or ratified.*
- n. FPSTMA will strive to the best of its ability to achieve and maintain consensus within the Executive and student body on all decisions and matters.
- o. Proposals, motions, requests, or questions may be posed to the Executive or general assembly of the membership in various formats: simple written requests, standard proposal/motion structure, or verbally/oral tradition in support of First Peoples cultures and members of the Association. General assemblies and Executive meetings shall be conducted/chaired in a flexible fashion to accommodate such members as much as possible (Roberts Rules suspended).

## **SECTION 5 – RIGHTS OF MEMBERS & VOLUNTEER COMMITTEE**

### **8. Rights of Regular Members:**

Regular members have the right to vote at all convened meetings of the Association. They are also eligible to be candidates for election of the Executives. Regular members make up the body of electors for the Association. Regular members also have the right to participate in the FPST Student and Community Volunteer Organizing Committee.

### **9. Rights of Honorary Members:**

Honorary members have the right to speak at all convened meetings of the Association, unless the general assembly decides otherwise. Honorary members also have the right to participate in the FPST Student and Community Volunteer Organizing Committee.

Any ‘Elder in residence’ at Concordia University is considered an honorary member of the association. Honorary Members may be appointed (by the Executive team) ‘Elders/Advisors’ to the association and may act as ambassadors for the association and/or assist with recruiting members of the Executive (when vacancies exist) and volunteers to ensure the success and longevity of the association and the First Peoples Studies Program.

### **10. FPST Student and Community Volunteer Organizing Committee**

- a. This committee will be made up of FPST regular members and honorary members.
- b. This committee will host monthly meetings that are open to the public, a minimum of three meetings per academic year: September, December, and April.
- c. Mandate: To organize events (i.e. FPST student orientations in September) and campaigns (i.e. a petition, outreach, promotion) in collaboration with the Executive, FPST staff and students, in proportion with the time, energy and ambitions of the committee's volunteer participants. To actively build links with community outside the university who share an interest in First Peoples studies, cultures, histories, etc.
- d. The VP Social Affairs will represent the Executive on the Committee and act as the representative of the committee to the Executive. The VP Social is responsible to ensure that the Committee is

aware of and respects FPSTMA by-laws, ASFA Council regulations, and Concordia University policies and procedures at all meetings, events, and/or activities.

- e. The VP Internal/External will liaise with the Committee on outreach initiatives.
- f. The Volunteer Committee may create and amend a mandate to be ratified at the general assembly. The mandate of the Committee, its members or representatives cannot supersede FPSTMA Executive or by-laws. In the event of a discrepancy, FPSTMA by-laws take precedence.

## **SECTION 6 – THE EXECUTIVE**

### **11. Purpose of the Executive**

- a. The Executive shall be elected by the Association's membership during the annual general election, as per section 6 of these By-Laws
- b. In the event of the absence of a General Coordinator and Finance Coordinator the Executive body shall appoint two signing authorities within the Executive Body.
- c. The Executive body shall appoint one of its executives as a booking officer in the absence of an . Events Coordinator.
- d. Written resolutions. All resolutions passed by the Executive must be recorded within the minutes of each meeting.
- e. Transparency. Unless otherwise decided by the Executive, all regularly scheduled meetings of the Executive are public. The minutes of Executive meetings must be made available to the membership upon request.
- f. Any Executive or delegate who wishes to resign from office may do so by submitting in writing a letter of resignation to the Regular Members.

### **12. Composition of the Executive - The Executive shall be composed of:**

- a. The General Coordinator;
- b. The Finance Coordinator;
- c. The Academic Affairs coordinator;
- d. The Events Coordinator;
- e. The Communications Coordinator;
- f. The Councillor;
- g. The Advocacy Coordinator;

#### **a. The General Coordinator**

The General Coordinator shall be responsible for overseeing the Association. The general coordinator shall be a signing authority and will be the main representative of the Association to its Membership and to the University administration. The general coordinator will also be responsible for the scheduling and chairing Executive meetings. The general coordinator may, from time to time, appoint no more than three members or honorary members as the Association ambassadors. They shall be responsible for the review and the upkeep of the Association's by-laws. They shall be the main liaison between the Association and ASFA's Administration and Internal Committee. The general coordinator (and finance coordinator) will act as the primary liaison between the association and any other departments or organizations.

#### **b. The Finance Coordinator.**

The Finance Coordinator shall be the primary spokesperson for all matters related to the Association's finances. The Finance Coordinator shall be a signing authority and will hold responsibility over the financial matters of the Association. The Finance Coordinator will also be in charge of spearheading fundraising and seeking sponsorship for the FPSTMA. They shall be responsible for the creation of a budget at the beginning of the Academic Year as per ASFA's By-Laws. They shall also be responsible for the regular upkeep of the budget and ensuring that the Association

has sufficient funds for their events. They shall also be the main liaison between the Association and ASFA's Finance Committee. The Finance Coordinator will also assist the General Coordinator with the internal affairs of the association, acting as a liaison between the association and any departments or organizations, and act as a representative of the association in the General Coordinators absence. In the event of the removal or resignation of the General Coordinator, the Finance Coordinator will assume the duties of the General Coordinator of the Association until the Executive team appoints an Interim General Coordinator or until the next election or by-election.

**c. The Academic Affairs Coordinator:**

The Academic Affairs Coordinator shall be the primary spokesperson for the Association's academic matters. The Academic Affairs Coordinator shall be responsible for coordinating all academic services and events for the Members. They shall be the main liaison between the (department or programs) and shall ensure that the academic interests of the students have been met.

**d. The Communications Coordinator:**

The VP Communications, shall be responsible for the conception and distribution of promotional material to the Membership, including but not limited to: mailing lists, newsletters, surveys, updating the Association's social media accounts, and the creation of promotional posters. They shall act as the secretary and bookkeeper of the Association. They shall be responsible for taking minutes of the Association's executive meetings, general assemblies, and other meetings. They shall also be responsible for relation between the Association and their membership.

**e. The Events Coordinator:**

The Events Coordinator shall be responsible for coordinating all social and academic events organized for the Members (including assisting with First Voices and any speaker's series). They shall be the main liaison between the department or programs and the membership and shall ensure that the academic interests of the students have been met. They will also be responsible to coordinate outreach initiatives, information sessions, and other such events (with assistance from the Executive body members and Volunteer Committee).

They shall host a minimum of one event per semester. The Events Coordinator shall be the association's appointed university space booking officer. The Events Coordinator shall represent the Executive on the Volunteer Committee and make every effort to attend Committee meetings or dispatch a replacement from within the Executive; accordingly the Events Coordinator will represent the Volunteer Committee requests or interests to the Executive and report to the Committee decisions of the Executives, facilitating regular communication.

**f. Councillor:**

The councillor shall represent the association at ASFA's council meetings, which are convened for one (1) Regular Meeting on the second Thursday of each month of the Academic Year except for September which will be held on the third Thursday of the month. In the case that the Councillor cannot attend a regular meeting of ASFA Council, they must find a replacement from within the membership. If they do not, the Councillor is subject to all absence policies as prescribed in the ASFA By-Laws. Should a Councillor not be elected, an interim Councillor shall be appointed by the Executive Body of the association from within their constituency. The interim Councillor shall hold office until the by-elections or annual general elections of the Association.

- a. A member who wishes to run for an executive position may simultaneously run for the position of Councillor.
- b. The Councillor's tasks shall include, but are not limited to:
  - Regular communication with the Association;

- Attend the executive meetings;
- Knowledge of the Association's By-Laws;
- Knowledge of ASFA's By-Laws and Annexes;
- Attending regular and special Council meetings of ASFA;
- Representing the membership's interests at ASFA Council;
- All other tasks as prescribed in ASFA's By-Laws and Annexes.

**g. Advocacy Coordinator:**

The Advocacy Coordinator is responsible for organizing and liaising initiatives that support anti-colonial goals. They shall collaborate with other organizations sharing similar interests and objectives such as Indigenous/First Peoples groups or organizations in support of Indigenous engagement and community building at Concordia University and beyond.

## **SECTION 7 - ELECTIONS & REFERENDA**

### **Subsection A: Parties to an Election**

**Part I – Electors**

13. Every member, as defined in Section 3 of these By-Laws, who is registered by the first day of the polling period is an elector.
14. Each elector may cast one ballot in an election for each office open for election.

**Part II – Election Committees**

15. Every person who is an elector is eligible to participate in an Election Committee.
16. Notwithstanding the foregoing, any election officer is ineligible to participate in an Election Committee.

**Part III – Member Association Chief Electoral Officers (CEOs)**

17. CEOs shall be appointed by the Association or the ASFA for an unlimited term, or until such time as he or she is no longer a student, or resigns; whichever comes first for a term following the general election period, or until such time as they are no longer a *Member Defined in the ASFA By-Laws* or resign, whichever comes first. Notice of appointment must be sent to the ASFA VP Internal, who shall verify the student status of the appointed CEO. If required, ASFA's Administration and Internal Committee may train the CEO.
18. The CEO may resign by notifying the ASFA VP Internal and the ASFA Administration and Internal Committee in writing.
19. CEOs shall be paid in the following way:
  - a. CEOs will be paid an honorarium of \$200.00 per by-election, referenda, or annual general elections, up to a maximum \$1000.00. A CEO can partake in a total of 5 elections within a school year with a maximum of 3 per semester. The CEO's honorarium shall be paid following services rendered to the Association within three weeks
  - b. 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.
  - c. Polling clerks 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.
  - d. The Electoral officers include the CEO, and as the case may be any polling clerk whose services are temporarily required by the CEO for the purpose of administering the election. The CEO may

act as a polling clerk, or enlist the help of polling clerks, but the CEO cannot be paid 50\$ per day if the CEO chooses to poll. It remains at the MA's discretion whether they wish to recommend for the CEO to receive a bonus to be reviewed by the Internal and Administration Committee, or not.

20. The CEO is responsible for adhering to these By-Laws and fulfilling all duties mandated therein.
21. The CEO shall:
  - a. verify that all parties participating in an election comply with these By-Laws;
  - b. issue directives on the fulfillment of these By-Laws;
  - c. receive and examine the reports and returns transmitted;
  - d. inquire into the legitimacy of the election expenses;
22. The CEO shall:
  - a. provide any person who requests it, information regarding the specifications of these By-Laws and the fulfillment of duties there;
  - b. give public access to all information, reports, returns or documents relating to these By-Laws.

#### **Part IV – Electoral Officers**

23. 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.
24. The following persons are not eligible to hold office as an electoral officer:
  - a. Members of the ASFA Executive;
  - b. The executive body of an ASFA Member Association;
  - c. Members of the CSU executive;
  - d. A candidate currently running for a position on a Member Association;
  - e. Member of the Member Association hiring the CEO;
  - f. The Council Chairperson;
  - g. Members of the Judicial Committee.
25. 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.
26. The CEO may act as polling clerk or enlist the help of polling clerks.

#### **Subsection B: Election Proceedings**

##### **Part I – Election Period**

27. Elections for the 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. Elections and/or by-elections may be held after the March 31st or November 30th deadline with permission from the ASFA VP Internal or official representative of the ASFA Executive.

##### **Part II – Nomination of Candidates**

28. The nomination period shall begin ten (10) school days before the polling period and will end at midnight the day before the campaigning period is scheduled to take place.
29. Every eligible person may be nominated as a candidate for one office in an election by filling out a nomination paper from the CEO. The position of ASFA Councillor is an exception, a candidate nominated for one position on the Executive may additionally run for position of Councillor.
30. Co-Positions: Two Candidates may be nominated for one position provided that they each collect the required number of signatures and meet nomination requirements. Both names must appear together on the ballot as one selection at the election polls as a “co-position”. Should one candidate resign as a nominee, the remaining candidate may still be elected/hold the position individually.
31. A candidate who is an elected executive of another Member Association can run and sit on the executive body of the Association so long as there is no conflict of interest. This excludes the CSU and ASFA Executive Council or associated committees.
32. The nomination paper shall, under pain of rejection, contain the required number of signatures no later than the last day of the nomination period.
33. The nomination paper shall state the name of the candidate(s) as well as their Concordia I.D. number, address, telephone number, e-mail address, and the office for which they are a candidate.
34. The nomination paper shall include a statement signed by the candidate(s) to the effect that they consent to the nomination.
35. 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.
36. Upon filing the nomination form, the candidate shall be provided with:
  - a. a receipt for the nomination;
  - b. a copy of these By-Laws;
  - c. the dates, times, and locations of all information sessions as soon as they are organized by the CEO in accordance with these By-Laws;
  - d. a form to be used for the return of election expenses provided for by these By-
  - e. Laws; and
  - f. other information the CEO deems appropriate.
37. The CEO shall have the sole authority to verify the validity of the nomination papers.
38. A candidate may withdraw their nomination by transmitting a notice to the CEO in writing to that effect.

### **Part III – Announcement of Poll**

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



#### **Part IV – Campaigning Period**

41. The campaigning period shall begin at least five (5) school days before the polling period and will end at midnight the day before the polling period is scheduled to take place.
42. At the beginning of the campaign period, the identity of all candidates will be made public by the CEO.
43. The CEO will notify the ASFA VP Internal of the candidates running in the election at the beginning of the campaign period.
44. 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.
45. No space or facilities used or maintained by the University and/or ASFA and/or its
46. Member Associations 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**

47. No later than five (5) school days before the polling period, the CEO shall give a Public Notice setting forth the following particulars, as the case may be:
  - a. the designation of each office, for which a poll must be held;
  - b. the names of the candidates for each office;
  - c. the day(s), time(s), and place(s) where the polling station(s) will be open for the poll;
  - d. the particulars relating to the office and the name must correspond to those appearing on the nomination paper.
48. Polling for the annual general elections of a member association shall be held the week following the campaign period and last no fewer than two (2) school day and no longer than three (3) school days.
49. Quorum is four percent (4%) of regular members or fifteen (15) regular members [minimum], whichever is higher, unless a higher minimum is prescribed by member association's By-Laws.
50. The CEO shall create numbered ballots, should they be required.

#### **Part VI – Election Expenses**

51. Only a candidate may incur election expenses.
52. The maximum amount of election expenses that may be spent by a candidate for a particular office can total \$15.
53. 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**

54. The CEO shall submit the results of the election, including the ballots, to ASFA's VP Internal within five (5) school days after the last day of the polling period.
55. In case the 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 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 31 (reference) of these By-Laws.
- 56.
57. In the event of a tie for a position, it shall be determined by another day of polling with canvassing after five (5) school days but within ten (10) school 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 or November 30th deadline.
58. The executive is elected for a term of at most one year starting earliest on June 1st and ending latest on May 31st the following year.

#### **Subsection C: Referenda**

59. Referenda may be called by the Executive Body, by the Association's annual general meeting (AGM) or by a petition with the signatures of four percent (4%) of the members or fifteen (15) members [minimum], whichever is higher.
60. The Association's CEO shall give public notice of a referendum question at least ten (10) school days prior to the referendum.
61. The Association's executive shall submit the referendum questions to ASFA's VP Internal at least ten (10) school days prior to the referendum.
62. *Note: As per ASFA by-laws, Quorum is four percent (4%) of regular members or fifteen (15) regular members, whichever is higher [minimum].*

#### **Subsection D: Interim Replacements and Interim Co-Positions in the Executive Body**

63. **Interim Replacements:** Any vacant position on the Executive may be filled by the elected executive body of FPSTMA by appointing an interim candidate until by-elections are held to fill said position. Interim replacements cannot hold office for more than one semester before a by-election is held.

Interim representatives may be appointed to **co-position** with existing elected representatives until an election or by-election after which they may be reappointed at the discretion of the Executive.

#### **SECTION 8: REMOVAL FROM OFFICE**

64. An elected executive may be removed from office based on the following:
  - e. Recurring, unwarranted behaviour deemed hostile and or a threat to the welfare of Concordia students and/or faculty;
  - f. Any violations of the Quebec *Charter of Human Rights and Freedoms* on
  - g. Concordia University grounds;
  - h. Misappropriation of funds;
  - i. Dereliction of duties;
  - j. Violations of ASFA's By-Laws or that of the Member Association.

65. To remove an elected Executive from office, a petition undersigned by ten percent (10%) of members or thirty-eight (38) members [minimum], whichever is higher; or a two thirds (2/3) majority vote from the Council of representatives; or a two thirds (2/3) majority vote from the Executive in question to then be ratified by the Council of representatives. Should one of these occur it shall be submitted to the VP Internal of ASFA who shall then present it to ASFA's Judicial Committee (JC).
66. The person to be removed must be given at least one-week notice of the meeting of the Council of Representatives to ratify or vote upon their removal.
67. The person to be removed must be given at least one-week notice of the meeting of JC that shall consider their removal.
68. The person to be removed must be given the opportunity to respond to the accusations made against them, in accordance with the procedures listed in Annex E.
69. A removal resolution requires a two-thirds (2/3) majority vote of JC.

#### **SECTION 9: AMENDMENTS TO THESE BY-LAWS**

70. The executive can present proposed changes to the By-Laws, which will be brought to a General Assembly of the membership. Public notice of the Assembly must be given at least five (5) school days prior, along with the nature of the proposed changes. \*See Section 4, subsection D.
71. Regular members of the association can propose changes to the By-Laws by submitting a petition of four percent (4%) or fifteen (15) members [minimum], whichever is higher to the Executive Body, which will be presented in a Special General Assembly of the membership. The Executive Body has five (5) school days to accept the petition and give public notice for the event.
72. Amendments to the By-Laws must be ratified by a two-thirds (2/3) majority. Amendments to the By-Laws may also be done by referendum, as outlined in Section 6, Subsection C.