

Economic Student Society

A Member of the Arts and Science Federation of Associations

By-Laws

Passed by Membership on March 25th, 2020

DEFINITIONS

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

“**Association**” 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.;

“**Associate Members**” shall mean all natural Persons satisfying the conditions of Article 21, and “**Associate Member**” shall mean one of them;

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

“**Council**”: refers to ASFA Council.

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

“**ESS**”: shall refer to the Economics Student Society;

“**Executives**” shall mean all members of the Executive Committee, and “**Executive**” shall mean any one of them;

“**Faculty**” shall mean the Faculty of Arts & Science at Concordia University;

“**Financial Regulations**” shall mean the Financial Regulations of the Association as adopted or modified by Council from time to time annexed hereto for reference as Annex B;

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

“**Members**” shall mean all Regular members and Associate members, and “**Member**” shall mean any one of them;

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

“**Regular Members**” shall mean all natural persons satisfying the conditions of Article 20, and “**Regular Member**” shall mean any one of them;

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

“**These regulations**”: refers to the current election regulations;

“**University**” shall mean Concordia University in Montreal, Quebec;

1. The Association

1.1. Name

1.1.1. The name of the Association hereby established shall be the *Economics Student Society* abbreviated *ESS*.

1.2. Relationship to ASFA

1.2.1. 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.

1.3. Objectives

1.3.1. The purpose of the Association includes:

1.3.1.1. To represent the students of the economics department;

1.3.1.2. To organize social events and create a spirit of community in the economics department;

1.3.1.3. To provide academic services for the students of the economics department.

2. MEMBERS

2.1. Membership Requirements

2.1.1. Every undergraduate student enrolled in the Economics department either in an Honors, Specialization, Major or Minor program shall be a full Member of the Association and shall enjoy the rights and benefits thereof. Students who are members in the winter semester are deemed to be members in the following summer semester.

2.1.2. In case of an ambiguity there shall be a presumption of membership in the union.

2.1.3. A member who stops fulfilling the membership requirements outline in 2.1.1. shall continue to be deemed a member under the conditions that there are reasons they cannot fulfill the criteria which are beyond their control and caused by the unilateral actions of Concordia university.

2.2. Meetings of the Members

2.2.1. **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 October and/or March before classes end.

2.2.2. The quorum for the general assembly shall consist of 25 members or 2% of the association membership, whichever is higher.

2.2.3. **Special General Assembly.** A Special General Assembly may be called, as the need arises, by decision of the Executive, or by a petition of 30 Members. The Executive must make public notice of the special general assembly 3 weeks in advance of the special general assembly.

3. THE EXECUTIVE

3.1. Purpose of the Executive

3.1.1. The Association shall have the Executive to oversee its day-to-day operations.

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

3.1.3. The Executive shall appoint two of its Members as signing authorities.

3.1.4. The Executive shall appoint one of its Members as a booking officer.

3.2. Function of the Executive

3.2.1. The Executive shall meet a minimum of once per month during the Fall and Winter Concordia semesters

3.2.2. Formal decisions of the Association shall be made with quorum of 4 Executives present or 50% of the Executive, whichever is higher

3.3. Composition of the Executive

3.3.1. The Executive shall be composed of:

3.3.1.1. The President

3.3.1.1.1. The President shall be a signing authority and will be the main representative of the Association to its Membership, to the ASFA Executive. The president, from time to time may appoint people to represent the Association.

3.3.1.2. The Vice-President of Internal Affairs

3.3.1.2.1. The VP Internal shall be the primary liaison between the Association and the Department. They will act as the booking officer for the association.

3.3.1.3. The Vice-President of External Affairs

3.3.1.3.1. The VP External shall be the primary liaison between the Association and other bodies outside of the University.

3.3.1.4. The Vice-President of Finance

3.3.1.4.1. The VP Finance shall be a signing authority and will hold responsibility over the financial matters of the Association. The VP Finance is also responsible for administering the budget of the association and keeping the financial records of the association.

3.3.1.5. The Vice-President of Communications

3.3.1.5.1. The VP Communications shall be responsible for the promotion of events and functions, as well as the distribution of all Association information to the Membership.

3.3.1.6. The Vice-President of Academics

3.3.1.6.1. The VP Academic shall be the main representative of the Association on all matters relating to curriculum within the Department. The VP Academic shall also be responsible for coordinating all academic services and events provided for the Members.

3.3.1.7. The Vice-President of Administration

3.3.1.7.1. The VP Administration shall be responsible for keeping the meeting minutes of the Executive, as well as aid in the general running of the association.

3.3.1.8. The ASFA Councillor

3.3.1.8.1. The ASFA Councillor shall be responsible for representing the Economic Student Society and its Member's interests on the ASFA Council of Representatives. The ASFA Councillor is responsible for regularly meeting with the Executive to discuss the interest of the Members and to ensure an efficient transfer of information.

3.3.1.9. The Executive Emeritus

3.3.1.9.1. The Executive Emeritus shall be responsible for providing institutional knowledge to the Executive and assisting the Executive during their mandate. This position is only available to a Member who has held an Executive position in the past.

4. PARTIES TO AN ELECTION

4.1. Electors

4.1.1. 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.

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

4.2. Election Committees

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

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

4.3. Chief Electoral Officer (CEO)

4.3.1. The CEO shall be appointed by ASFA's CEO and elections coordinator for the duration of one election cycle (a by-election or a general election).

4.3.2. The CEO may resign by notifying the association, the elections coordinator, and the internal coordinator in writing.

4.3.3. The CEO is responsible for carrying out these regulations.

4.3.4. The CEO shall:

4.3.4.1. Verify that all parties participating in the election must comply with these regulations;

4.3.4.2. Issue directives on the carrying out of these regulations;

4.3.4.3. Receive and examine the reports and returns transmitted to him or her;

4.3.4.4. Inquire into the legitimacy of the election expenses;

4.3.4.5. Propose regulation reforms to Council.

4.3.4.6. Provide any person who requests it, information regarding the specifications and the carrying out of these regulations;

4.3.4.7. Give public access to all information, reports, returns or documents relating to these regulations.

4.3.4.8. Be appointed by the Association, or the ASFA for an unlimited term, or until such time as they are no longer a student, or resigns; whichever comes first.

4.4. Electoral Officer

4.4.1. The Electoral officers include the CEO and poll clerk, and any other person whose services are temporarily required by the CEO for the purpose of administering the election.

4.4.2. The following persons are not eligible to hold office as an electoral officer:

4.4.2.1. Members of the ASFA Executive;

4.4.2.2. The executive body of the ASFA member-association having the election;

4.4.2.3. Members of the CSU Council of Representatives;

4.4.2.4. Members of the CSU executive;

4.4.3. 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.

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

4.5. Election Period

4.5.1. General elections will be held annually in the month of March

4.5.2. The 8 Executive Positions and ASFA Councillor shall be elected in the annual general elections or by-elections. The candidate running for an Executive position may also run for the ASFA Councillor position.

4.5.3. In the event of a vacancy in the Executive Body, an interim Executive may be appointed by the current Executive Body. The appointee cannot be a signing authority or booking authority. The interim Executive will hold office and will be officially appointed into their position during the by-elections, annual general elections, or through a general or special general assembly of the Member Association.

4.5.4. ESS will follow the guidelines provided in the ASFA bylaws and standing regulations

4.6. Election Expenses

4.6.1. 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.

4.6.2. Only a candidate may incur election expenses.

4.6.3. The maximum amount of election expenses that may be spent by a candidate for a particular office is 25 dollars.

4.6.4. 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.

4.7. Election Results

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

4.7.2. In case a member association cannot provide legitimate election results including, but not limited to electoral fraud, lack of quorum, or absence of elections to the Chief Electoral Officer by the given deadline, the member association shall be placed under the ASFA reformation policy. .

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

5. REFERENDA

5.1. Procedure

5.1.1. Referenda may be called by the executive, by the member association's annual general assembly or by a petition by the members of the Association, in accordance with the process established in the ASFA Standing Regulations.

6. REMOVAL FROM OFFICE

6.1. Reasoning

6.1.1. An executive of the Member Association may be removed from office based on the following:

6.1.1.1. Recurring, unwarranted behaviour deemed hostile and or a threat to an individual or individuals;

6.1.1.2. Any violations of the Quebec *Charter of Human Rights and Freedoms* on Concordia University grounds;

6.1.1.3. Misappropriation of funds;

6.1.1.4. Dereliction of duties;

6.1.1.5. Violations of these by-laws, the ASFA by-laws, and/or the ASFA Standing Regulations; as well as ASFA's policy against harassment, discrimination, and violence.

6.2. Procedure

6.2.1. Impeachment proceedings for an executive member may be initiated by any of the following means:

6.2.1.1. A petition signed by 5% of the members of the association or 38 members, whichever is higher

6.2.1.2. A 2/3 majority vote of the executive committee

6.2.1.3. A 2/3 majority vote of the ASFA council of representatives

6.2.2. The executive to be removed shall be given advance notice of the meeting of at least seven (7) days.

6.2.2.1. The executive to be removed shall be given a chance to respond to the accusations made against them.

6.2.3. The signed petition and/or minutes of the approved motion to impeach at an executive meeting shall be given to the Internal Coordinator of ASFA, or their designate who shall then present it to ASFA's Judicial Committee (JC).

6.2.4. The person to be removed must be given at least one-weeks' notice of the meeting of the JC that shall consider their removal

6.2.5. 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 The Judicial Committee Rules of Procedure.

6.2.5.1. A removal resolution requires a two-thirds (2/3) majority vote of JC.

7. FINANCIAL RELATIONSHIP TO ASFA

7.1. The Association shall adhere to all of the financial policies set forth in Chapter 1 of the ASFA standing regulations. .

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

8. LEGAL APPLICATION OF THESE BY-LAWS

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