

CONSTITUTION AND BY-LAWS OF

EARLY CHILDHOOD AND ELEMENTARY EDUCATION STUDENT ASSOCIATION A

Member of the Arts and Science Federation of Associations

FEBRUARY 2020

## CONSTITUTION

### ARTICLE I – NAME

“EARLY CHILDHOOD AND ELEMENTARY EDUCATION STUDENT ASSOCIATION”

Shall be the name of the Association.

### ARTICLE II – PURPOSES

The By-Laws represent a contract between the Executive members of the Association.

The purposes of the Association:

- a) To represent the student body of the ECEE program and of the department itself to the Concordia University Community;
- b) To organize academic and social events throughout the academic year that relates to students’ interests and needs within the ECEE program;
- c) To advocate for the interests of the student body by attending different committee and department meetings, and working with different student associations;
- d) To encourage a sense of community in the ECEE program; and
- e) To encourage students’ professional development as student teachers by informing students about events within and outside of the University and by providing them with resources.

### ARTICLE III – RELATIONSHIP TO ASFA

The Association shall exist as a Member Association of ASFA and shall be subject to ASFA’s By-Laws, Annexes, and ASFA council regulations.

## **ECEESA BY-LAWS**

### **SECTION I - DEFINITIONS**

“ASFA” shall mean Fédération des Association Étudiantes de la Faculté d’Arts et Science de l’Université Concordia Inc. / Concordia University Arts and Science Federation of Student Associations Inc.;

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

“The Association” shall refer to the Early Childhood and Elementary Education Student Association;

“Members” shall mean the voting body of ECEESA;

“The Department” shall refer to the Department of Education;

No election committee

“The Executive” shall refer to the governing body of ECEESA;

“Polling Period” shall refer to the period during which the polls of an election will open no later than 10h00 and ending no earlier than 17h00;

“Public Notice” shall refer to the placement of posters at the Sir George Williams campus;

“The University” shall refer to Concordia University;

“MA” shall refer to Member Association.

## **SECTION II - MEMBERSHIP**

- a) Members of the Association are students enrolled in the B. ED. ECEE at the University;
- b) Members of the Association benefit from the rights and advantages thereof;
- c) Members of the Association have the right to vote at every election and every referendum that concerns matters in the ECEESA;
- d) Every member of the Association must uphold the Constitution and respect the By-Laws.

### **SECTION III - THE EXECUTIVE**

The Executive shall oversee the day-to-day operations of the Association.

The Executive shall be elected by the Members during an annual general election by the rules set forth in these By-Laws.

The Executive shall have three signing authorities: the President(s), the Vice-President of Finance, unless otherwise determined by a simple majority vote of the executive body.

The Executive shall have one person who will book rooms: the Vice-President of Social Affairs.

The Executive shall have at least one person who will be an ASFA councilor representing ECEESA.

The Executive shall meet a minimum once a month to plan and run the Association. Online meetings will be accepted (via Skype).

## **SECTION IV - EXECUTIVE COMMITTEE**

### COMPOSITION OF THE EXECUTIVE BODY

The Executive Body will be composed of:

The President or Co-Presidents;

The Vice-President of Financial Affairs;

The Vice-President of Internal/Academic Affairs

The Vice-President of Social Affairs;

The Vice-President of Communications/External Affairs;

The Councillor or Co-Councillors

## OFFICERS - ROLES AND DUTIES

The President or Co-Presidents:

The President(s) shall be the main representative of the Association and the members. They will be the record keeper for all the Executive association meetings. The President(s) must make sure that all members are on task. The President(s) will also be in charge of any communications with other Associations. The President(s) shall make any changes to the By-Laws if needed. The President(s) will be one/two (1/2) of three (3) signing authorities of the Association.

The Vice-President of Financial Affairs:

The VP Finance shall be responsible for financial matters of the Association. This person shall be in charge of the budget and of any changes that need to be brought to it. The VP Finance shall inform the ASFA Finance and Communications Committee of any changes in the budget. These changes shall be sent to the ASFA VP Finance. The Executive shall be consulted at the beginning of the term before the budget is finalized. The VP Finance must plan for any additional funding needed. This person shall update all records and files for MA Cheque Requisition as soon as possible. The VP will be one (1) of three (3) signing authorities of the Association.

The Vice-President of Internal and Academic Affairs:

The Vice-President of Internal Affairs shall be the main point contact between the ECEESA and ASFA. This position shall be combined with the Vice-President of Academic Affairs. They will be in charge of attending Department meetings or any meeting that is closely linked to the decision-making authority that impacts the student body. The VP Academic shall organize events related to academics or inform the Members of any events happening on campus. The VP Academic shall be in contact with the Department via email and shall keep track of all emails sent to the Association.

The Vice-President of Social Affairs:

The VP Social shall organize all social events that will help build a sense of community among the Members. This includes planning all non-academic events either inside or outside of the University. This person shall be in charge of booking spaces for the Association. The CSU office must be informed of any spaces that shall be booked on campus.

The Vice-President of Communications and External Affairs:

The VP Communications shall be the person in charge of posting information and announcements on the Facebook group and all social media. The VP shall create pamphlets, handouts, or posters for all events of the Association. The VP shall also be in charge of creating a handout to inform members about the Facebook group. The VP Communications shall coordinate with the VP Social and VP academic for the advertisement of events. The VP must forward these emails to whom it may concern. This position shall be combined with the Vice-President of External Affairs who will be responsible for communicating between the ECEESA and the student body. The VP External shall communicate with the student body through Email, Facebook, the ECEESA website, and other social media platforms. The VP External shall receive any questions or concerns from the student body and shall present them to the VP Academic to share with the department.

The Councillor or Co-Councillor:

The Councillor(s) shall attend all ASFA meetings as an ASFA Councilor to represent ECEESA and the Members. This person/these people will be in charge of communication with ASFA Executives. The Councillor(s) shall also be in charge of any communications with other MAs. The Councillor may or may hold another position within the association.

All Executives shall work together in a manner that will not impede any positions' responsibility.

## **Section V - Electoral Practices**

For all Electoral Practices, refer to Annex C of the Arts and Science Faculty of Associations' practices.

## **Section VI -Referenda**

Public notice along with the agenda must be shared with the student body at least 10 days prior to the referendum.

The Executive must notify the ASFA's VP Internal at least 10 days prior to the referendum.

Referendum may be petitioned for by the student body, in which case 2.5% of regular Members or 10 regular members (whichever is higher) must have signed.

The quorum for a general assembly shall consist of 2.5% of regular Members or 10 regular Members (whichever is higher).

## **Section VII - Removal From Office**

A member may be removed from office if they:

- Continuously perform unwanted behaviors by the student body
- Continuously reject duties of their role
- Are dishonest about the use of funds from ASFA.
- Violate ASFA's bylaws of the member association's bylaws.

To be removed from office, a petition must be signed by 2.5% of the student body or by 10 members (whichever is higher).

The member must be notified at least 2 weeks prior to the meeting to consider the removal.