

**SUSTAINABILITY AND DIVERSITY STUDENTS' ASSOCIATION**

A Member of the Arts and Science Federation of Associations

**By-Laws**

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### **SECTION 1** **DEFINITIONS**

“**ASFA**”: 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.;

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

“**the Association**”: refers to the Sustainability and Diversity Students’ Association;

**“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;

**“the Department”**: shall refer to the Loyola College for Diversity and Sustainability Department; abbreviated as LCDS;

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

**“the Executive”**: shall refer to the president and his or her chosen vice presidents (VPs).

**“the Minors”**: shall refer to the ‘Diversity and the Contemporary World’ and ‘Sustainability Studies’ minor programs offered by Loyola College for Diversity and Sustainability;

**“the Elective Groups”**: shall refer to the ‘Diversity and the Contemporary World’ and ‘Sustainability Studies’ elective group programs offered by Loyola College for Diversity and Sustainability;

**“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 Loyola campus;

**“the University”**: shall refer to Concordia University;

**“VP”**: shall refer to either the Vice-President of Internal Affairs, the Vice-President of External Affairs, the Vice-President of Finance, the Vice-President of Communications, or the Vice-President of Social Affairs.

## **SECTION 2**

### **THE ASSOCIATION**

#### **Name**

1. The name of the Association hereby established shall be the Sustainability and Diversity Students’ Association, abbreviated SDSA.

#### **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:

1. To represent the students of the Loyola College for Diversity and Sustainability Department;
2. To organize social events and create a spirit of community in the Loyola College for Diversity and Sustainability Department;
3. To engage students in community life, as well as in political and international affairs;
4. To provide a network for students to interact with the administration and professors

### **SECTION 3**

#### **MEMBERS**

##### Membership Requirements

4. Every student enrolled in the Minor, elective groups and/or registered in at least 3 credits in LCDS shall be a full Member of the Association and shall enjoy the rights and benefits thereof.

##### Meetings of the Members

1. Annual General Assembly. The general assembly shall be the decision-making body of the Association and shall be held every year in February/March.
2. The quorum for the general assembly shall consist of 15 Members.
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 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 two of its Members as signing authorities.

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

#### Composition of the Executive

12. The Executive shall be composed of:

1. the President;
2. the Vice-President of Internal Affairs, abbreviated as VP Internal;
3. the Vice-President of External Affairs, abbreviated as VP External;
4. the Vice-President of Finance, abbreviated as VP Finance;
5. the Vice-President of Communications, abbreviated as VP Communications;
6. the Vice-President of Academic Affairs, abbreviated as VP Academic;
7. the Vice-President of Social Affairs, abbreviated as VP Social;

13. **The President.** The president shall be a signing authority and will be the main representative of the Association to its Membership and to the ASFA Executive. The president may, from time to time, appoint people to represent the Association. The President shall select the Vice- President of Internal Affairs, the Vice-President of External Affairs, the Vice-President of Finance, the Vice-President of Communications, and the Vice-President of Social Affairs.

14. **The Vice-President of Internal Affairs.** The VP Internal shall be the primary liaison between the Association and the Department as well as other Concordia associations and clubs.

15. **The Vice-President of External Affairs.** The VP External shall be the primary liaison between the Association and other bodies outside of the University. The VP External will also be responsible for initiating contact with potential speakers for the Speaker Series.

16. **The Vice-President of Finance.** The VP Finance shall be a signing authority and will hold responsibility over the financial matters of the Association. The VP Finance will also be in charge of spearheading fundraising for SDSA, drafting and submitting the yearly budget and facilitating the financial obligations and logistics of SDSA.

17. **The Vice-President of Communications.** The VP Communications shall be responsible for the distribution of information to the Membership including but not limited to mailing lists, newsletters, updating the SDSA website and the creation of the posters.

18. **The Vice-President of Academic Affairs.** The VP Academic shall be responsible for coordinating all academic events organized for the Members, including but not limited to initiating contact with Professors and suggesting potential courses to be introduced into the LCDS program. The VP Academic will also be responsible for booking space and materials required for events and services provided to the Members as well as publicity for said events.

19. **The Vice-President of Social Affairs.** The VP Social shall help ensure that the LCDS community, as well as the events hosted by LCDS, operates in a sustainable manner. In addition, the VP Sustainability shall make sure that LCDS students are educated about sustainability.

**SECTION 5**  
**PARTIES TO AN ELECTION**

**Electors**

20. Every person who is registered in the Minor, Elective Group and/ or has taken at least 3 credits in LCDS by the first day of the polling period is an Elector.
21. Each Elector may cast one vote per office post available in the election.

**Election Committees**

22. Every person who is an Elector is eligible to participate in an Election Committee.
23. Notwithstanding the foregoing, any election officer is ineligible to participate in an Election Committee.

**Chief Electoral Officer (CEO)**

24. The CEO shall be appointed by the Association for an unlimited term or until such time as he or she is no longer a Member or resigns; whichever comes first.
25. The CEO may resign by notifying the Association in writing.
26. The CEO is responsible for the carrying out of the regulations specified in article 27.
27. The CEO shall:
  1. Verify that all parties participating in the election must comply with these regulations;
  2. Issue directives on the carrying out of these regulations;
  3. Receive and examine the reports and returns transmitted to him or her;
  4. Inquire into the legitimacy of the election expenses;
  5. Propose regulation reforms to Council.
  6. Provide any person who requests it, information regarding the specifications and the carrying out of these regulations;
  7. Give public access to all information, reports, returns or documents relating to these regulations.

**Electoral Officers**

28. 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.
29. The following persons are not eligible to be Electoral officers:
  1. Members of the ASFA Executive;
  2. The Executive body of the Association;
  3. Members of the CSU Council of Representatives;
  4. Members of the CSU Executive;
  5. Candidates for an office post in the Association;
30. 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.
31. The CEO may act as polling clerk or enlist the help of polling clerks.

**SECTION 6**  
**ELECTION PROCEEDINGS**

**Election Period**

32. General Elections will be held annually in the month of March, between the first and the fifteenth juridical week.
33. If there are vacant seats, a by-election must be held in the fall semester to fill aforementioned seats.

**Nomination of Candidates**

34. 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.
35. Every eligible person may be nominated as a candidate for one office by filling out the prescribed nomination paper, and submitting the aforementioned documentation to the CEO.
36. The nomination paper shall, under pain of rejection, be filled no later than the last day of the nomination period.
37. The nomination paper shall state the name of the candidate as well as his or her Concordia I.D. number, address, telephone number, e-mail address, and the office for which he or she is a candidate.
38. The nomination paper shall include a statement signed by the candidate(s) to the effect that he or she consents to the nomination.
39. The nomination paper shall include the printed name, signature and Concordia I.D. number of 10 eligible Electors.
40. The nomination paper shall include no more than 50-100 words on the political platform of the candidate to be referenced by the voters at the polls for further information on the candidates.
41. The nomination paper shall likewise include the president's selection of his or her vice presidents -their printed names, signatures and Concordia I.D. numbers- by no later than midnight on the fifth juridical day.
42. Upon filing the nomination form, the candidate shall be provided with:
  1. a receipt for the nomination;
  2. a copy of annex C of the ASFA by-laws;
  3. the dates, times, and locations of all information sessions as soon as they are organized;
  4. a form to be used for the return of election expenses provided for by annex C of the ASFA by-laws;
  5. and any other information the CEO deems appropriate;

43. The CEO shall have the sole authority to verify the validity of the nomination papers.
44. 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.
45. The CEO will notify the ASFA VP Internal of the nomination, campaign and polling dates at the beginning of the nomination period.
46. The CEO will also be responsible for publicity of the elections (and by-elections) which includes but is not limited to, at least one classroom visit from each of the LIC courses given at the respective semester.

### **Announcement of Poll**

47. At the beginning of the nomination period, the CEO shall issue a Public Notice to announce the holdings of a poll.
48. Such announcements shall include, as the case may be:
  1. the title of the presidency open for election;
  2. the place(s) where the nomination forms may be obtained;
  3. the place(s) and dates fixed for the filling of nomination papers in accordance with  
annex C of the ASFA by-laws;
  4. the place(s) and dates fixed for the formation of election committees;
  5. 5. and the dates on which the polling will take place in accordance with these regulations;

### **Campaign Period**

49. The campaigning period shall be held annually in the month of March, between the sixth and the tenth juridical day before the polling period takes place.
50. At the beginning of the campaign period the identity of all candidates, including their selection of VPs will be made public by the CEO.
51. The CEO will notify the ASFA VP Internal of the candidates at the beginning of the campaign period.
52. 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.
53. 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**

54. No later than at least 5 juridical days before the polling period, the CEO shall give a Public Notice setting forth the following particulars, as the case may be:
  1. The designation of each office, for which a poll must be held;
  2. The names of the candidates for each office including a small picture;
  3. The day(s), time(s), and place(s) where polling station(s) will be open for the poll;



4. The particulars relating to the office and the name must correspond to those appearing on the nomination paper;
  5. Posters describing the candidates' brief political platforms so as to better inform the electors.
55. Polling for the annual general elections of a Member Association shall be held the week following the campaign period between the eleventh and the fifteenth juridical day.
56. Quorum is 10 Members.

### **Election Expenses**

57. 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.
58. Only a candidate may incur election expenses.
59. The maximum amount of election expenses that may be spent by a candidate for a particular office is \$10 dollars and must be spent exclusively on posters.
60. 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.
61. If a candidate would like to be reimbursed for his/her poster expenses they must bring the receipt to the SDSA VP Finance and CEO.

### **Election Results**

62. 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.
63. The Executive is elected for a term of one year starting on June 1st and ending on May 31st.

## **SECTION 7**

### **REFERENDA**

64. Referenda may be called by the Executive, by the Member Association's annual general assembly or by a petition with the signatures of 15 regular Members.
65. The Member Association's Executive shall give public notice of a referendum question ten juridical days prior to the referendum.
66. 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.
67. Quorum is at least fifteen (15) in order for the referenda to be valid.

**SECTION 8**  
**REMOVAL FROM OFFICE**

68. Any member of the SDSA Executive elected Executive of the Association may be removed from office based on the following:
1. recurring, unwarranted behavior deemed hostile and or a threat to the welfare of students of the Arts and Science Faculty;
  2. any violations of the Quebec Charter of Human Rights and Freedoms on Concordia University grounds;
  3. misappropriation of funds;
  4. dereliction of duties;
  5. violations of ASFA's by-laws or that of the Member Association;
69. To remove a SDSA VP from office, a petition undersigned by 18 shall be submitted to the VP Internal of ASFA who shall then present it to ASFA's Juridical Committee (JC).
70. The person to be removed from office must be given at least one-week's notice of the meeting of the JC that shall consider the removal.
71. 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**

72. Before the first regular meeting of ASFA Council, the Executive shall appoint one of the regular Members of the Association to be 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**

73. The Association shall adhere to all of the financial policies set forth in Annex B of the ASFA by-laws.
74. 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**

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

**SECTION 12**  
**AMENDMENTS TO THESE BY-LAWS**

76. In order for any given change put in place in these by-laws to come into effect, the following process and requirements must be met beforehand:
1. The amendment to the By-Laws, or the additions to it, must be presented in writing to the President.
  2. The aforementioned amendment will then be discussed by the entire Executive.
  3. The amendment will then be voted on, and in order for it to be approved by the president, it must receive the unanimous vote of all the Executives.
  4. Once the amendment has been approved, the Executive must inform the LCDS Administration about it, in writing.
  5. After the LCDS Administration is aware of the change, the SDSA Executive may now inform ASFA through its VP Internal about the amendment.