

# Sociology & Anthropology Student Union

Member Association of the Arts and Science Federation of Associations

## By-Laws

[Ratification by Executive Members: 09/02/2022]

### SECTION 1 DEFINITIONS

SASU: Stands for Sociology and Anthropology Student Union

**ASFA Council:** Arts and Science Federation of Associations Council

The association: Refers to the Sociology & Anthropology Student Union;

Campaign Materials: Shall refer to any printed matter, paid advertisement in any media, e-mails, or any other object used to promote or oppose, directly or indirectly, the election of a candidate;

The Department: Shall refer to the Sociology and Anthropology Department;

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 at least two (2) Juridical days during which the polls in an election will be open no later than 10h00 and close no earlier than 18h30;

Public Notice: Shall refer to the placement of posters in prominent view at Sir George Williams and/or Loyola campuses, dependent on the location of the Association;

The University: Shall refer to Concordia University;

### SECTION 2 THE ASSOCIATION

#### **Name**

1. The name of the Association hereby established shall be the Sociology and Anthropology Student Union (abbreviate SASU).

#### **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:

- Represent, appoint and destitute student representatives of the Sociology and Anthropology department to all committees, boards or constituted body of the department at Concordia university in accordance with an Act respecting the accreditation and financing of the member association.
- Represent, appoint and destitute student representatives of the Sociology and Anthropology department to all committees, boards or constituted body of the Arts and Science Students Federation of Associations (ASFA).
- Organize social and recreational activities for the benefit of the members.
- Promote the academic, cultural, recreational, political, and social interests of the members as well as the involvement of the members in the community.
- Work with other associations sharing similar interests.
- Represent its membership as required
- Participate in activities and events appropriate for the association.

## **SECTION 3 MEMBERS**

### **Membership Requirements**

4. Every undergraduate student enrolled in the Sociology, Anthropology department either in an honours, specialization, joint 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.
5. Every undergraduate independent student who is taking a course in the department of Sociology and Anthropology shall be a member for the semester in which they are taking that course.
6. The SASU executive may grant an honorary membership to recognize the accomplishment of an individual or to build ties with somebody to the benefit of the union. 2/3 of board members present at a duly convened meeting must approve the granting of such memberships status. Individuals granted such membership shall have the rights and privileges of members. However, the said honorary member will not have the right to vote or hold an elected office.
7. A member who stops fulfilling the membership requirements outlined in articles 4 and 5 shall continue to be deemed a member if the reasons they cannot fulfill the criteria are beyond their control and caused by unilateral actions of Concordia University.

## Meetings of the Members

8. **Annual General Assembly:** The general assembly shall be the decision-making body of the association and shall be held every year during the winter semester before classes end.
9. The quorum for the general assembly shall be **15 members of the association, or 2% of the association membership, whichever is greater.**
10. **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 SASU executive must make public notice of the Special General Assembly five (5) Juridical days in advance of the special general assembly.

## SECTION 4 THE EXECUTIVE

### Purpose of the Executive

11. The association shall have an executive to oversee its day-to-day operations.
12. The executive shall be elected by the association membership during the annual general election and consist of 1 General Coordinator, 6 Coordinators, 1 Coordinator of Stories from Montreal, 1 Editor in Chief of Stories from Montreal and 1 Stories from Montreal Podcast Producer
13. The executive shall appoint two of the executive members as signing authorities.
14. The executive shall appoint one of its members as a booking officer.

### Composition of the Executive

15. The executive shall be composed of:
  - General Coordinator;
  - Internal Coordinator;
  - External Coordinator;
  - Finance Coordinator;
  - Academic Coordinator;
  - Student Life Coordinator;
  - Communications Coordinator;
  - Coordinator of Stories from Montreal
  - Editor in Chief of Stories from Montreal
  - Stories from Montreal Podcast Producer

16. **General Coordinator:** The General Coordinator shall be one (1) of two (2) signing authorities of the Association. They will act as the Chief Executive Officer, be the official representative and chief spokesperson, delegate responsibility as they see fit and be the primary liaison between SASU and other University bodies. They will not have authority over the other Coordinators and assumes equal power within the Association, however, they maintain the ability of holding all other Coordinators accountable for their performances as stipulated within the SASU by-laws.
17. **Internal Coordinator:** The Internal Coordinator shall be (1) of (2) signing officers. The Internal Coordinator is responsible for the communication and relationship of SASU and other Concordia related bodies. They handle all internal affairs and shall be responsible for taking and keeping all minutes of executive board and general meetings. They shall be responsible for safe keeping all official records of the Union, the list of members. The Internal Coordinator will also serve, if no student at large is appointed, as the SASU representative of the ASFA council.
18. **External Coordinator:** The External Coordinator shall be the liaison officer with other groups and associations outside of Concordia, including but not limited to, the Montreal community and other regional, national, international organizations. They are also responsible for handling all required documents with the government.
19. **Finance Coordinator:** The Finance Coordinator shall be the signing authority and will hold responsibility over the financial matters of the association. The Finance Coordinator is also responsible for administering the budget of the union keeping the financial records of the union, as well as any other duties accidental to their officer or any duties mandated by the board from time to time.
20. **Academic Coordinator:** The Academic Coordinator is the main link with the department. She shall sit on academic departmental committees, assist students who require advocacy with the department and be responsible for keeping up to date a list of bursaries and scholarships available to the members. They shall also be the main link with ASFA and CSU academic coordinators on all academic issues.
21. **Social Coordinator:** The Social Coordinator shall be the primary spokesperson for all the Association's social events and activities. They shall chair and convene all meetings that address the Association's social events and activities. They shall be responsible for organizing events throughout the year that cater to the diversity of Sociology and Anthropology students.
22. **Communications and Media Coordinator:** The Communications Coordinator is the main contact with the association members to keep them informed. They are responsible for keeping the website up to date, compiling and sending the weekly emails, and administering the union's mailing list.

23. **Coordinator of Stories from Montreal:** The coordinator of Stories from Montreal organizes the launch party and the printing and publishing of the journal. They also advertise the launch party of the journal to the student body at large. This coordinator is on the editorial board with editor-in-chief and helps select submissions, they are responsible for honorariums for the editors and manage the journal budget.
24. **Editor in Chief of Stories from Montreal:** The editor-in-chief of Stories from Montreal is responsible for the call out for submissions, managing the editorial board, and selecting editors. They chair the board that selects submissions and oversees the editing process. They provide submission guidelines and develop mechanisms in cooperation with the SfM coordinator to ensure timely publication of accepted submissions.
25. **Stories from Montreal Podcast Producer:** The Stories from Montreal Podcast Producer oversees the production of podcasts. They are responsible for new ideas and concepts for podcast episodes. They shall work on the SfM budget in collaboration with the Stories from Montreal Coordinator. The Stories from Montreal Podcast Producer is, but not limited to finding sound editors and sound producers. They shall search for guests with whom to schedule and book interviews. They are also responsible for recording, editing with the sound editor, and the publication of episodes pertaining to various topics. If wanted or needed, the Stories from Montreal Podcast Producer shall act as the podcast host.

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

### **Electors**

26. Every person who is registered as an undergraduate in the association's respective department by the first day of the polling-period as an elector.
27. Each elector may cast one ballot in an election for each office to open.

### **Election Committees**

28. Every person who is an elector is eligible to participate in an election committee.
29. Notwithstanding the foregoing, any election officer is ineligible to participate in an election committee.

## Chief Electoral Officer (CEO)

30. The CEO shall be appointed by the Arts and Science Federation under ASFA's by-laws and shall be the main point of contact for any election purposes. The CEO is responsible for the oversight of SASU elections.

31. The CEO's tasks are outlined in the ASFA by-laws and shall be respected as such.

32. 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 them;
- inquire into the legitimacy of the election expenses;
- propose regulation reforms to council;
- provide any person who requests it, information regarding the specifications and the carrying out of these regulations;
- give public access to all information, reports, returns or documents relating to these regulations.
- 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.

## Electoral Officers

33. 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. Should there be a need for an electoral officer, they shall be appointed by ASFA and shall adhere to ASFA's by-laws

34. 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 executive;

## SECTION 6 ELECTION PROCEEDINGS

### Election Period

35. General elections will be held annually in accordance to ASFA's calendar.

36. If there are vacant seats, a by-election must be held on an interim basis unless the position is appointed by the Executive and ratified through ratification at a successful General Assembly

### **Nomination of Candidates**

37. The nomination period shall be in accordance with ASFA by-laws and begin ten (10) juridical days before the polling period and will end at midnight the day before the campaigning period is scheduled to take place.

38. Every eligible person may be; nominated as a candidate, for one position in office, in a single election by filling out the prescribed nomination form provided by the CEO.

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

40. The nomination form shall state the name of the candidate as well as their Concordia I.D. number, address, telephone number, e-mail address, and the office for which they are a candidate.

41. The nomination form shall include a statement signed by the candidate(s) to the effect that they consent to the nomination.

42. The nomination form shall include the printed name, signature and Concordia I.D. number of a *minimum of ten (10) eligible electors*.

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

- A receipt for the nomination;
- A copy of annex C of the ASFA by-laws;
- The dates, 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;

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

45. A candidate may withdraw their nomination by transmitting a notice to the CEO in writing to that effect, signed by them.

46. 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**

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:

- The offices open for election;
- The place(s) where the nomination form may be obtained;
- The place(s) and dates fixed for the filling of the nomination papers in accordance with annex C of the ASFA by-laws;
- The place(s) and dates fixed for the formation of election committees;
- And the dates on which the polling will take place in accordance with these regulations;

## **Campaign Period**

49. The campaigning period shall be determined and in accordance with ASFA's by laws and begin five juridical days before the polling period and will end at midnight the day before the polling period is scheduled to take place.

50. At the beginning of the campaign period the identity of all candidates 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. The 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 will have their 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 five (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 a poll must be held;
- The names of the candidates for each office;
- The day(s), time(s), and place(s) where polling station(s) will be open for the poll;



- The particulars relating to the office and the name must correspond to those appearing on the nomination paper;

55. Polling for the annual general elections of a member association shall be held the week following the campaign period and last one juridical day.

56. Quorum is fifteen (15) regular Members, *or two percent (2%), whichever is greater.*

### **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 fifteen (15)\$.

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.

### **Election Results**

61. 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.

62. The executive is elected for a term of one year starting on June 1<sup>st</sup> and May 31<sup>st</sup>.

### **SECTION 7 REFERENDA**

63. Referenda may be called by the Executive, by the Member Association's Annual General Assembly, or by a petition with the signatures of *two (2) percent* of Regular Members, *or 15 Members*, whichever is *greater*.

64. The Member Association's executive shall give public notice of a referendum question ten (10) juridical days before the referendum.

65. 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.

66. Quorum is at least *two (2) percent* of Regular Members, or 15 Members, whichever is *greater*, in order for referenda to be valid.

## **SECTION 8 REMOVAL FROM OFFICE**

67. An elected Executive of the Association may be removed from office based on the following:
- Recurring, unwarranted behavior deemed hostile and or a threat to the welfare of the SASU members;
  - Any violations of the *Quebec Charter of Human Rights and Freedoms* on Concordia University grounds;
  - Misappropriation of funds;
  - Dereliction of duties;
  - Violations of SASU's by-laws or that of the Member Association;
68. To remove an elected official from office, a petition undersigned by 15% of the unions' members or a 2/3 majority of executives stating the grounds for removal as listed in Article 67.
69. If the means of removal is a petition, a special general meeting must be called within the next 21 days following filing the petition. The decision of the special meeting shall be taken by majority vote and be final.
70. If the means of removal is a petition, the person to be removed from office must be given at least one-week's notice prior to the special meeting
71. The elected official being accused must be given the opportunity to respond to the accusations made against them.

## **SECTION 9 APPOINTMENT OF THE ASFA COUNCILOR**

72. Before the first regular meeting of ASFA council, the Executive shall appoint one or more 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 the appointment. It shall be presented to the VP internal of ASFA.
73. The member(s) chosen for ASFA Councillor must let the rest of the association know whether they are able to attend ASFA meetings. If said ASFA Councillor is unavailable, another Councillor who is available will attend the meeting instead.

**SECTION 10  
FINANCIAL RELATIONSHIP TO ASFA**

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

75. 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**

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

**SECTION 12  
SPECIAL MEETING**

77. A  $\frac{2}{3}$  majority of executive members are allowed to call a special meeting

78. A four day notice with the subject matter mentioned must be sent to all executive members prior to the said meeting

79. A special meeting is used only for urgent purposes.

**SECTION 13  
ABSENCE POLICY**

80. Executive members may be deemed to have automatically resigned if they miss more than 3 meetings without excusal during their term in office.

81. If an executive member does not request an excusal, their absence will be considered an unexcused absence and will count towards their 3 absences.

82. All excusals should be sent to the Internal Coordinator within 24 hours before the scheduled meeting.

83. In the case that the Internal Coordinator is absent, or is requesting an absence, the excusal shall be sent to the General Coordinator.

84. Should an executive member demand for an excusal in an excessive manner, a special meeting can be held to discuss the possibility of the member's resignation from their position.

85. A valid reason includes one (or more) of the following:

- Medical note/Doctor's visit
- Death of a loved one
- Personal/family emergency
- Work hours
- Exam to study for/paper to write

86. Violation of this policy may result in removal from office as per Section 8 of these by-laws.