English Department: Concordia Association of Students in English

A Member of the Arts and Science Federation of Associations

By-Laws

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 Concordia Association of Students in English;

"Campaign materials": shall refer to any printed matter, paid advertisement in any media, emails, or any other object used to promote or oppose, directory or indirectly, the election of a candidate;

"the Department": shall refer to the Department of English;

"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 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 Sir George Williams and/or Loyola campuses, dependant 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 Concordia Association of Students in English abbreviated Case.

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:

    - To represent the students of the department in question;
    - To organize social events and create a spirit of community in the department in question;
    - To provide approved publications for the students of the department in question.

SECTION 3
MEMBERS

Membership Requirements

4. Every student enrolled in a minimum of one course in the department shall be a full Member of the Association and shall enjoy the rights and benefits thereof.

Meetings of the Members

5. **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.

6. The quorum for the general assembly shall consist of 25 Members.

7. **Special General Assembly.** A Special General Assembly may be called, as the need arises, by decision of the Executive, or by a petition of 25 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:

- the President;
- the Vice-President of Internal Affairs;
- the Vice-President of External Affairs;
- the Vice-President of Finance;
- the Vice-President of Communications;
- the Vice-President of Academic Affairs;
- the Vice-President of Social Affairs;
- the Vice-President of Publication
- the Creative-Writing Member at Large
- the Literature Member at Large

13. **The President.** 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 may, from time to time, appoint people to represent the Association.

14. **The Vice-President of Internal Affairs.** The VP Internal shall be the primary liaison between the Association and the Department.

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.

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.

17. **The Vice-President of Communications.** The VP Communications shall be responsible for the distribution of information to the Membership.

18. **The Vice-President of Academic Affairs.** 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.

19. **The Vice-President of Social Affairs.** The VP Social shall be responsible for coordinating all social events organized for the Members. The VP Social shall also be responsible for booking space and materials required for events and services provided to the Members.

20. **The Vice President of Publication:** The VP of Publication will oversee publication and editing of Soliloquies and other approved publications. The VP of Publication will also act a liason between any approved publication (supported by the Association) and the Association. The VP of Publication should have limited voting power on supported publications board.

21. **The Creative Writing Member at Large:** The C.W. Member at Large is responsible for ensuring a relationship between creative writing students/faculty and the Concordia Association of Students in English. The C.W. Member at Large will be required to open up dialogue between the Association and the students/faculty as well as visiting creative writing classes during class to make announcements about the Association.

22. **The Literature Member at Large:** The Lit. Member at Large is responsible for ensuring a relationship between English Literature students/faculty and the Concordia Association of Students in English. The Lit. Member at Large will be required to open up dialogue between the Association and the students/faculty as well as visiting English literature classes during class to make announcements about the Association.

SECTION 5
PARTIES TO AN ELECTION

Electors

23. 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.

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

Election Committees

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

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

Chief Electoral Officer (CEO)

27. 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.

28. The CEO may resign by notifying the Association in writing.

29. The CEO is responsible for the carrying out of these regulations.

30. 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 him or her;
    - 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.

Electoral Officers

31. 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.

32. 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 Council of Representatives;
    - Members of the CSU Executive;

33. 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.

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

SECTION 6
ELECTION PROCCEEDINGS

Election Period

35. General Elections will be held annually in the month of March.

36. If there are vacant seats, a by-election must be held in the fall semester to fill said seats.

Nomination of Candidates

37. The nomination period shall begin 14 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 office in an election by filling out the prescribed nomination paper with the CEO.

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

40. 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.

41. The nomination paper shall include a statement signed by the candidate(s) to the effect that he or she consents to the nomination.

42. The nomination paper shall include the printed name, signature and Concordia I.D. number of 10.

43. Upon filing 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 loacations 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 his or her nomination by transmitting a notice to the CEO in writing to that effect, signed by him or her.

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 of the offices open for election;
    - the place(s) where the nomination forms may be obtained;
    - the place(s) and dates fixed for the filling of 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 begin 14 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. 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 5 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 1 day.

56. Quorum is minimum of 2.5% of regular Members or 15 regular Members, whichever is higher.

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 $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 1st and ending on May 31st.

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 X number of regular Members (must be at least 5% of regular Members or 30 regular Members, whichever is higher).

64. The Member Association's Executive shall give public notice of a referendum question X number of juridical days (must be at least ten juridical days) prior to 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 must be at least 2.5% or regular Members or 15 regular Members, whichever is higher in order for the 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 behaviour deemed hostile and or a threat to the welfare of students of the Arts and Science Faculty;
    - any violations of the Quebec *Charter of Human Rights and Freedoms* on Concordia University grounds;
    - misappropriation of funds;
    - dereliction of duties;
    - violations of ASFA's by-laws or that of the Member Association;

68. To remove an elected official from office, a petition undersigned by X amount of the assciation's regular Membership (must be at least 10% of regular Members or sixty (60) regular Members, whichever is higher) shall be submitted to the VP Internal of ASFA who shall then present it to ASFA's Judicial Committee (JC).

69. 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.

70. 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

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

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

73. 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

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