

# GENERAL BY-LAWS OF

## Concordia University Journalism Student Association

The Concordia University Journalism Student Association acknowledges that Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtiá:ke/Montreal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

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### SECTION 1: GENERAL PROVISIONS

1. Contractual Nature. These general By-Laws create relations of a contractual nature between the Membership, the Association, and ASFA.

1. Definitions in the By-Laws:

**“ASFA”** shall mean Fédération des associations étudiantes de la faculté d’Arts et Sciences 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”** shall refer to the Journalism Student Association;

**“the Executive”** shall refer to the Executive Committee of the 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 Department of Journalism;

**“Departmental Committee”** shall refer to any committee established by the Department, and not by the Association;

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

**“the Membership”** shall refer to any registered Concordia student enrolled in an undergraduate, major, or minor program in the Journalism Department;

**“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**

Part I: Name

1. The name of the Association hereby established shall be the Journalism Student Association, abbreviated JSA.

#### Part II: 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.

#### Part III: Objectives of the Association

3. The purpose of the Association will be:

- 3.1. To represent the students of the Department of Journalism;
- 3.2. To facilitate communication between students and faculty within the Department of Journalism;
- 3.3. To support and promote equal opportunities for the Journalism student body and ensure inclusivity among all gender, sexuality, location, class, race and ability;
- 3.4. To relay communications pertaining to the changes in the Journalism program.
- 3.5. To relay communications pertaining to financial resources aimed towards the Journalism student body.
- 3.7. To organize events and workshops for the Membership and foster a spirit of community in the Journalism program.

#### Part IV: Books and Registers

4. The following documents are to be kept:

- 4.1. The by-laws of the Association and any amendments thereto;
- 4.2. The minutes of the meetings of the Executive;
- 4.3. A register of the persons who have formerly been Executives of the Association indicating the name, contact information, and period of their terms in office;
- 4.4. The budget, expense report, books and records of the Association.

5. The register is to be kept for viewing purposes only to the Association.

6. Examination of books and records. Subject to the Act, the Members may examine the books and registers during normal business hours of the Association.

### **SECTION 3: MEMBERSHIP**

#### Part I: Membership Requirements

1. Every student currently enrolled in an undergraduate, major, or minor, program in the Journalism Department shall be a full Member of the Association and shall enjoy the rights and benefits thereof.

#### Part II: Meetings of the Members

2.1. **Annual General Assembly.** The general assembly shall be the decision-making body of the Association and shall be held every year before the 30th of September.

2.1.1. The quorum for the general assembly shall consist of 4% of regular Members or 15 regular Members, whichever is higher.

2.2. **Special General Assembly.** A Special General Assembly may be called, as the need arises, by decision of the Executive, or by a petition of 2.5% of regular Members or 15 regular Members, whichever is higher.

2.2.1. The Executive must make public notice of the Special General Assembly one (1) week in advance of the special general assembly. The public notice must include the location, date, time and agenda for the Special General Assembly.

#### Part III: Rights of the Members

3.1. **Members are permitted to attend and participate in any general meetings of the Association in an open session.**

3.2. **Members have the right to examine all of the Association's records and documents, as defined in Section 2, Part IV.**

3.3. **Members have the right to request and receive a copy of this constitution.**

3.4. **The Membership has the responsibility to abide by this constitution.**

### SECTION 4: THE EXECUTIVE

#### Part I: Purpose of the Executive

4.1. The Association shall have an Executive to oversee its day-to-day operations.

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

#### Part II: Composition of the Executive

- 4.3. The Executive shall be composed of a minimum of three (3) Association Members.
- 4.4. The Executive shall appoint two (2) of its Members -- if no Executive of Internal Affairs or Executive of Finance is elected -- as a signing officer.
- 4.4. The Executive shall appoint one (1) of its Members -- if no Executive of Events is elected -- as a booking officer.
- 4.5. The Executive shall be composed of:
  - 4.5.1. Executive of Internal Affairs;
  - 4.5.2. Executive of External Affairs;
  - 4.5.3. Executive of Finance;
  - 4.5.4. Executive of Communications;
  - 4.5.5. Executive of Events;
  - 4.5.6. Executive of Design;

**14. Executive of Internal Affairs.**

**14.7.** Shall serve as a signing officer.

14.1. Act as the primary liaison between the Association and the Department, as well as other Concordia Member Associations, clubs, departments and any other Concordia University bodies.

14.3. Shall be responsible for taking Executive meeting minutes.

14.4. Shall be responsible for upkeeping the register.

14.5 Shall be responsible for the proper application of the Association's by-laws.

14.6 Shall be responsible for modifications of the Association's by-laws.

**15. Executive of External Affairs.**

**15.1. Act as** primary liaison between the Association and associations, organizations, or bodies outside of the University.

15.2. Shall be responsible for initiating contact with potential speakers, sponsors, partners for the events.

**16. Executive of Finance.**

**16.1.** Shall serve as a signing officer.

16.2 Shall be responsible for the financial matters of the Association.

16.3. Shall be responsible for the upkeep of books, budget, and expense report.

16.4. Shall prepare the Association's budget proposal and submit it to the ASFA Finance Committee by the required deadline;

16.5. Shall control, approve, and record all of the Association's financial transactions.

**17. Executive of Communications.**

17.1. Shall work closely with the Executive of Design

17.2. Shall be responsible for the distribution of information to the Membership.

17.3. Shall be responsible for updating the Association's Social Media and website.

17.3. Act as admin and moderator of the Association's Social Media.

**18. Executive of Events.**

18.1 Shall be responsible for coordinating all social and academic events organized for the Members.

18.2. Shall be responsible for booking space and securing resources required for events provided to the Members.

18.3. Shall act as the primary liaison with ASFA's Student Life Coordinator.

14.7. Shall serve as a booking officer.

**19. Executive of Design.**

19.1. Shall work closely with the Executive of Communications.

19.2. Shall prepare and design the Association's promotional material which includes design templates and event promotions for Social Media, banners, flyers, presentation materials, and all other designs deemed necessary by the Executive.

## SECTION 5: EXECUTIVE APPOINTMENTS

### Part I: APPOINTMENT OF THE CHAIR

22. The Chair shall be responsible for chairing meetings and providing leadership in the management of executive responsibilities.

22.1. Shall prepare the Executive's meeting agendas.

### PART II: APPOINTMENT OF ASFA COUNCILLOR

25. Before the first regular meeting of ASFA Council, the Executive shall appoint one of the Members of the Executive to be ASFA Councillor.

25.1. ASFA Councillor mandate shall be no longer than the end of the current academic year.

25.2. The two signing officers of the Association shall attest to this appointment.

25.3. It shall be presented to the Vice President of Internal Affairs of ASFA.

## SECTION 5: ELECTION PROCEEDINGS

REFER TO THE ARTS AND SCIENCE FACULTY OF ARTS ANNEX C **SECTION 8**

### REMOVAL FROM OFFICE

73. An elected Executive of the Association or the CEO 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 bylaws or that of the Member Association;
74. To remove an elected official or the CEO from office, a petition undersigned by 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).
75. The person to be removed from office must be given at least one weeks' notice of the meeting of the JC that shall consider the removal.
76. The elected official or the CEO being accused must be given the opportunity to respond to the accusations made against them.

### **SECTION 9: APPOINTMENT OF ASFA COUNCILLOR**

77. Before the first regular meeting of ASFA Council, the Executive shall appoint one of the Members of the Association to be ASFA Councillor.
- 7.1. The mandate shall be no longer than the end of the current academic year.
  - 7.2. The two signing authorities of the Association shall attest to this appointment.
  - 7.3. It shall be presented to the VP Internal of ASFA.

### **SECTION 10: FINANCIAL RELATIONSHIP TO ASFA**

78. The Association shall adhere to all of the financial policies set forth in Annex B of the ASFA bylaws.
79. 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 BYLAWS**

#### Part I: Authority of By-Laws

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

### **SECTION 12: SELECTION OF COMMITTEE REPRESENTATIVES**



81. The following shall apply for any Departmental Committee that includes the involvement of student representatives, as defined by the Department.
82. In the case of only one student representative position on a given Departmental Committee, an Association Executive shall be appointed as representative by the Association Executive.
83. In the case of two or more student representatives, there shall be a minimum of one representative from the Association Executive and one representative from regular Members of the Association.
84. All Departmental Committee student representative positions will be posted for 10 juridical days within the first calendar month of the Fall term.
85. Interested students shall submit by email, to the Association mailbox located in the Department, their name as well as their Concordia I.D. number, address, telephone number, email address, and the Departmental Committee for which they are interested to the Association Executive by midnight of the last day of the posting period.
86. Appointments shall be made from amongst those names submitted, by method of a blind draw, drawing the names of one Association Executive and one regular Member of the Association.
87. Representatives shall be appointed for the period of the academic year, as defined by the University.
88. Association Executives as well as regular Members may be appointed to no more than one Departmental Committee per academic year, unless no other submissions of interested students have been received.
89. In the event that no regular Member submits their name, remaining representatives shall be chosen from within the Association Executive.