

LOYOLA COMMITTEE BYLAWS
Amended January RCM 2021

SECTION 1
DEFINITIONS

“ASFA”: shall mean Fédération des Association 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;

“Co-Chairs”: shall refer to the two representatives of the committee

“the Committee”: refers to Loyola Committee

“Loyola Campus” refers to the Concordia’s Loyola Campus found on Sherbrooke St. W

“Loyola Committee” refers to the comprising of 9 representatives from

“the Membership”: shall refer to the body of Members of the Association

“Member Association”: shall mean any academic student association which represents a program of study in the Faculty and is recognized by Council;

“Member Association Representative”: shall refer to one representatives from the Member Associations on the Loyola Campus

SECTION 2 THE COMMITTEE

Name

1. The name of the Committee hereby established shall be the Loyola Committee, abbreviated to LC.

Relationship to ASFA

2. The Committee shall exist as a Standing Committee under ASFA and shall be subject to the applicable rules and regulations duly passed by ASFA Council.

Objectives

3. The purpose of the Committee will be:

- To facilitate events that are located on the Loyola Campus and that are catered to the students who find themselves on this campus;
- To engage students in campus life, work with local groups and initiatives, both student and non-academic;
- To foster a community on the Loyola Campus among students, faculty and peers, creating a vibrant and engaging atmosphere.

SECTION 3 MEMBERS

Membership Requirements

4. Every Member Association found on the Loyola Campus and their membership, which includes every student enrolled in a specialization, major, minor or certificate program in each member association, is eligible to participate in any events or activities hosted by the Loyola committee.

5. Each of the 9 Member Associations on the Loyola Campus will appoint one representative from their Executive Team to attend monthly meetings.

6. An ASFA executive, preferably the Student Life Coordinator, will have a seat on the committee.

7. Past Loyola Co-Chairs can hold a seat on the committee, however they will not have voting power.

8. Each Executive from a Loyola Member Association must volunteer/help out with at least one Loyola Committee event.

Meetings of the Members

9. Monthly meetings shall be decided on collectively by the representatives and co-chairs at the end of every meeting.

10. The quorum for the meeting is 5 representatives or more.

SECTION 4 CO-CHAIRS

Appointment of Co-Chairs

11. One chair or two co-chairs of the committee will be appointed during the first Loyola Committee in May.

12. Co-Chairs mandate shall begin after their appointment on June 1st and end on June 1st the following year.

13. Ideally, the Co-Chairs should be one Social or Events Executive and one Finance Executive.

14. Either both or one Co-Chairs must be in attendance at ASFA executive meetings.

Purpose of Co-Chairs

15. Co-Chairs will oversee the administrative details of the Committee such as:

- reply to emails;
- asking for quotes from businesses;
- booking rooms

Co-Chairs Tasks

16. Co-Chairs must call meetings every month, book the location and ensure that an online method of attending the meeting is available.

17. Co-Chairs should have bi-weekly meetings to discuss the progress of events and other pressing issues.

18. Co-Chairs will have access and run Loyola Committee's social media accounts and emails;

- Co-Chairs may attribute the task of running Loyola Committee's social media to a Member Association Representative for events.

19. Co-Chairs are permitted to attend ASFA Executive meetings.

20. Co-Chairs are to liaise with all Loyola Member Associations, as well as the Concordia Student Union's Loyola Coordinator.

21. Co-Chairs should support Member Associations with their individual events, if they require assistance.

22. Co-Chairs must produce a report in September, December, March and May, on the Loyola Committee, to be presented to the ASFA Council.

Co-Chairs Compensation

23. The Loyola Committee chair or each co-chair shall receive an honorarium of \$1500.00, a quarter of which is remitted at every quarter throughout the academic year. Each co-chair may also be reimbursed a maximum of \$50 of their monthly cell phone usage.

Should there be a single chair, the second chair honorarium of \$1500.00 should be divided equally amongst Loyola Committee deputies such that they agree, assume and carry out their respective role(s) and responsibilities.

24. Should there be only one chair, remaining Member Association Representatives may assume the positions of deputies to fulfill the remaining obligations of the second chair.

25. Co-Chairs honorarium will be paid out every quarter.

SECTION 5

MEMBER ASSOCIATION REPRESENTATIVES

26. Each Member Association must provide one representative and an alternate representative.

27. Each Member Association Representative must send a list of their Member Association's events to the Co-Chairs, these events will be added to a google calendar shared by all Loyola Member Associations.

28. Member Association Representatives must volunteer at all Loyola Committee events, unless there is a conflict with their academic schedule or prior engagement.

29. Two or more absences by a Member Association from a Loyola Committee meeting, without a valid reason, will result in the freezing on the Member Association's budget.

SECTION 6 REMOVAL FROM COMMITTEE

30. If a Loyola Member Association would like to be removed from the committee, they must notify the co-chairs before the beginning of the Fall Semester. A Member Association may opt-out of the Loyola Committee by informing the ASFA Internal Coordinator at the beginning of the year before the June RCM.

- In order to opt-out, the executive body of the Member Association in question must hold a formal vote among themselves and must reach the decision by consensus.

SECTION 7 BUDGET

31. Loyola Committee Co-Chairs must prepare a budget that includes:

- academic events;
- social events;
- troop support;
- and any other budget line they see fit.

32. The budget must be submitted to the ASFA Finance Coordinator before the June RCM, for council's approval.

33. Loyola Committee budget lines can only be allocated to Loyola Committee events and bonding exercises

34. Loyola Committee funds can not be given to individual Member Associations for events or other expenses.

SECTION 8 LOYOLA COMMITTEE MANDATE

35. Loyola Committee is mandated to host 1 Fall Orientation event, 1 Winter Orientation event and 1 Academic Event each year.

36. Loyola Committee should look for new and innovative ways to bring Concordia initiatives to the campus.

37. Utilize sustainable projects on Concordia's Campus for events, such as:

- The Dish Project;
- and Waste Not Want Not.

38. Events should take place primarily on the Loyola Campus to provide easy access to students.