

URBAN PLANNING ASSOCIATION

A member of the Arts and Science Federation of Associations

Constitution

Approved by membership in general assembly on January 16th, 2023

Article 1: Name.

The name of the Association hereby established shall be the Urban Planning Association, abbreviated UPA (hereinafter, "the Association").

Article 2: Relationship to ASFA.

The Association shall exist as a member association of the Arts and Science Federation of Associations, Inc., (hereinafter, "ASFA") and shall be subject to the applicable rules and regulations duly passed by its Board of Governors (hereinafter, "ASFA Council").

Article 3: Objectives.

The purpose of the Association is:

1. To be the official department representative of students in academic programs of the Department of Geography, Planning & Environment (formerly Urban Studies)
2. To provide the various departmental representatives to the department of Geography, Planning & Environment, ASFA Council, and other bodies as further required;
3. To offer recreational and social events.

Article 4: Membership.

4.1 Membership requirements.

Every student enrolled in an honours, specialization, major or minor program in the Urban Studies/Urban Planning (hereinafter, "the

Department") shall be a full Member of the Association and shall enjoy the rights and benefits thereof equally.

4.2 Rights, Privileges and Duties of all members.

1. Members may attend and participate in all general meetings.
2. Members have the right to examine all records of this Association and may request and receive a copy of this constitution and any other official document(s) of this Association.
3. Any member has the right to be a candidate for, and be elected to any office of this Association.
4. Any member is entitled to exercise his/her rights as guaranteed by the Office of the Registrar and Representatives of Concordia University.
5. Each member has the responsibility to abide by this constitution.

Article 5: The Executive.

5.1 Purpose and General Duties of the Executive.

The Association shall have an Executive that shall oversee the day-to-day operations of the Association. All members of the Executive shall be responsible for attending all meetings held by the Association except under extenuating circumstances. All members of the Executive may act as spokespersons for the Association as mandated by the UPA and/or this constitution. It shall be their duty to assure that all members of the Executive fulfill their respective roles and that any negligence of duty on the part of an Executive member be brought to the attention of the entire Executive and if not resolved, the Department. All members of the Executive shall also engage in any duties and shall exercise any additional authority that is granted to them by the Executive and/or Department. Each member of the Executive shall be charged with the upholding of this constitution and any policy or regulation of the Association.

5.2 Composition of the Executive.

The Executive shall be composed of:

- a. The President
- b. The Vice-President of Finance
- c. The Vice-President of Administration
- d. The Vice-President of Student Life
- e. The Vice-President of Academics
- f. The Vice-President of Communications

5.3 Election of the Executive.

Each executive shall be elected at the annual elections of the Association. Each executive office must be filled by a member who has been elected individually.

5.4 Duration of Term.

All Members elected to the Executive will serve a one (1) year term beginning June 1st, and ending May 31st of the subsequent year.

5.5 Resignation.

Any executive who wishes to resign his/her office may do so by sending written notice to the President and the Executive, to be read at the next meeting of the Association.

5.6 President.

The President shall be one (1) of two (2) signing authorities and will co-sign any official documents of the Association with the VP Finance. They will be the main representative of the Association to its

membership and are ultimately responsible for ensuring ongoing activities that engage the membership of the Association, and for ensuring information about events reach the membership. The President will be charged with the duty of acting as chairperson for the Association at all executive meetings and general meetings of the Association, and if at any time they are not available, that they appoint another executive to the position of Chair in that instance. The President will also be charged with managing any sponsorship agreements the Association may enter into. Furthermore, the President is charged with building and maintaining relationships with relevant organizations outside of the University. The President will also manage the social media of the Executive and Association, and dictate the design aesthetic of the Association.

5.7 Vice President of Finance.

The VP Finance shall be the primary spokesperson for all the Association's financial matters and will be responsible for all of the Association's financial negotiations. They will be one (1) of two (2) signing offices of the Association and shall co-sign with the President all the financial documents of the Association. The VP Finance shall be responsible for the keeping in order all the financial books and documents of the Association, and will report to the Association on any use of funds by the Executive.

5.8 Vice President of Administration.

The VP Administration shall be responsible for the maintenance and distribution of all documents pertaining to meetings of the executive and meetings of the Association. They shall update all documents that are modified as a result of decisions taken by the Executive and/or Association, as well as record and maintain all referenda. They shall also act as secretary of the executive and meetings of the Association and shall also be charged with keeping in order all the records of the Association, including, but not limited to, the minutes and agendas of all the meetings of the Association. The VP Administration shall also be charged with upkeep and organization of the office and supplies of the Executive, compiling, editing and distributing the newsletter.

5.9 Vice President of Student Life

The VP Student Life shall be the primary liaison between the Association and other university bodies as mandated by the Association and/or the Executive. They will represent the Association as a councilor on the ASFA Council and maintain effective and clear channels of communication between the ASFA Council and the Association unless the position is delegated to another executive. Their duties shall also see to it that the Association receive any and all information from ASFA that is pertinent to their operation throughout the academic year. The VP Student Life shall also work in conjunction with representatives from GUSS and GeoGrads to maintain operations of the GPE Federation and see to it that the Federation and the Association receive any and all information pertinent to their operation. In addition, they will also hold the responsibility of maintaining close relations with the Urban Planning student body.

5.10 Vice President of Academics.

The VP Academics shall be the primary liaison between the Faculty and Staff of the Department and the Association. They will represent the Association at all monthly Departmental meetings and during all decisions made by the Faculty. They will advocate on the behalf of students on issues such as curriculum changes and concerns regarding faculty. They shall also see to it that the Association receives any and all information concerning the faculty or department that is pertinent to the operation of the Association throughout the academic year. The VP Academic shall also assist the executives in academic event planning.

5.11 Vice President of Communication

The VP Communication shall be responsible for booking and coordinating events, both academic and social, whose themes have been decided by the Executive. If there is alcohol served at the event, they are charged with the responsibility of ensuring that the event continues in an orderly manner. The VP Communications will also

manage the social media of the Executive and Association, and dictate the design aesthetic of the Association. In addition, the position also requires the candidate to facilitate an open line of communication between external body's and the internal operations of the association.

Article 6: Elections.

6.1 Election Procedure.

All elections must be conducted according to Electoral Regulations assigned by ASFA. Per the following: "There must be at least one election per year for each Executive office. No person shall hold more than one executive position at a time. Each office shall be elected independently from one another by secret ballot vote. An Electoral Officer shall be appointed by the General Assembly to monitor the elections. The Electoral Officer shall not be a member of the Executive of the Association."

6.2 Eligibility of Candidates for Executive Office.

All members of the executive committee must be members of the UPA.

6.3 Annual General Elections.

General Elections for the Executive shall be held per ASFAs regulations.

6.4 Quorum.

At least two and a half percent (2.5%) or 15 people, whichever is higher, of the Membership must participate in the Annual General Elections for the results to be binding.

6.5 Uncontested Candidacy.

No candidate for any position in an Annual General Election or by-election shall be elected by acclamation. In the case of an uncontested candidacy, the candidates shall only be declared elected by

obtaining a majority of votes in a ratification poll held during said election.

6.6 Auditing and Contesting.

The Electoral Officer shall report results to the Association. They shall reserve the right to audit and entertain contestations to the legitimacy of the results pursuant to UPA electoral policies.

6.7 Deferred Office.

Should a vacancy occur in any of the Executive offices under any circumstances, the office shall be filled by the candidate receiving the highest number of votes after the elected official in the Annual General Elections that were held for the current term.

Article 7: Removal from Office.

7.1 By Vote of Executive.

All members of the Executive may be removed from the office by two-thirds (2/3) of Executives for misappropriation of funds, dereliction of duties, violation of this constitution and or any of the Regulations adopted hereunder. Seven (7) juridical days notice of the proposed recall must be given to the person subject to the recall indicating the alleged cause(s) for recall, including the specifics of the charge(s), and the date, time and place of the meeting of the Association where the issues will be decided.

7.2 By Petition of the Members.

Any members of the Executive may be removed from office by a petition often percent (10%) of all the Members of the Association for misappropriation of finds, dereliction of duties violation of this constitution or any of the Regulations adopted hereunder. In the event that the removal is for two (2) or more Executives, they shall be recalled to election through a by-election whose polling period ends no later than thirty (30) juridical days upon receipt of the petition by the Executive.

7.3 By Reason of Absence.

In the event that an Executive is absent for three (3) scheduled regular meetings of the Association during a term in office, they are deemed to have resigned. In exceptional circumstances, said Executive may be granted a reprieve by a majority vote of the Executive at a duly convened meeting. The Executive in question may not vote on his/her own request for a reprieve, but if present, is deemed to have abstained.

Article 8: ASFA Councilor.

The Executive shall appoint, before the first regular meeting of ASFA Council of the academic year, the VP Internal/External to be ASFA Councilor for a mandate no longer than the end of the current academic year. This appointment, which shall be attested to by the two signing authorities of the Association, shall be presented in writing to the Secretary of ASFA Council.

Article 9: Meetings.

9.1 General Meetings.

1. A General Meeting is the final governing body of the Urban Planning Association. Reasonable attempts must be made to invite each member to attend. Decisions of a General Meeting are binding to the Urban Planning Association.
2. There must be at least one General meeting per year but never during June, July or August.
3. Proper notice of General Meetings must be given at least six (6) school days in advance and must clearly indicate time, date and place of meeting. Internal Regulations may further instruct where proper notice must be made.
4. Quorum for a General Meeting is a total of five (5) voting members, which at least three (3) are Regular Members.
5. Any officer of the Executive Committee may call a General

Meeting.

6. A Special General Meeting to discuss specific issues may be called by any other officer of the Executive or by three (3) Regular Members.

9.2 Executive Meetings.

The Executive may establish its own guidelines for Executive Meetings subject to Internal Regulations or to decision of a General Meeting.

Article 10: Finances.

The Association shall follow any and all applicable policies approved by the ASFA Council.

Article 11: Application of this Constitution

11.1 Constitution Amendments.

This constitution may be amended by:

1. A two thirds (2/3) vote of members present during a General Meeting; or there must be at least one General meeting per year but never during June, July or August.
2. A simple majority of members present during a Special General Meeting called for this purpose provided by at least ten (10) days proper notice has been given; or
3. A simple majority of members voting in a referendum.

11.2 Disputes Over Interpretation.

If a General Meeting cannot settle a dispute over a constitutional interpretation, then the question must be brought before ASFA.

11.3 Precedence.

In the event of any conflict between this Constitution and the ASFA

by-laws and Constitution, then the ASFA by-laws and Constitution take precedence.