

# Arts and Science Federation of Associations Standing Regulations



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**Definitions**

**“By- Laws”** : refers to the ASFA By- Laws;

**“Cash”**: Cash refers to any money in bill or coin form. Within ASFA, cash can represent Member Association revenue, ASFA revenue, or returning the balance of an Advanced Funding Request.

**“Council”** : refers to ASFA Council;

**“Deposit Slip”**: The ASFA Deposit Slip is used by ASFA when preparing bank deposits. It indicates the amount being deposited, the quality and type of bills/coins, and the individuals who have counted the money. The ASFA Deposit Slip is brought to the bank when depositing money and stamped by bank as proof of deposit and then kept by ASFA as an internal record. An example of this form is included in this policy as Appendix 1.

**“Deposit Log”**: The ASFA Deposit Log is a physical sign-out log used by ASFA to indicate when deposits are being brought to the bank, and by who they are being brought.

**“Discrimination”**: Refers to the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, gender, age, or sex;

**“Drop Safe”**: The Drop Safe refers to the safe kept in the reception office of ASFA. This specific safe allows for money and deposits to be put into the safe through a drop slip, without opening the safe.

**“Environmental justice”**: Refers to the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies;

**“Equity”**: Refers to fairness and impartiality toward all concerned, based on the principles of even handed dealing. Equity implies giving as much advantage, consideration, or latitude to one party as it is given to another. Along with economy, effectiveness, and efficiency, equity is essential for ensuring that extent and costs of funds, goods and services are fairly divided among recipients;

**“Equitable treatment”**: Refers to acknowledging diversity, recognizing and celebrating our differences, and eliminating the barriers that prevent full participation of all individuals;

**“Financial solvency”**: Refers to the ability of a corporation to meet its long-term fixed expenses and to accomplish long-term expansion and growth;

**“Forced labor”**: Refers to any work or services which individuals are forced to partake in against their will;

**“Local”**: Within the province of Quebec. If adequate measures have been taken and illustrate that no other options are viable, then purchases made within Canada may also be defined as local;

**“Main Safe”**: The Main Safe refers to the safe kept in the office of the Finance Coordinator. This safe is a combination + key entry safe, that is fireproof.

**“Member Association Revenue Form”**: Used by Member Associations when declaring and remitting money or revenue to ASFA. Kept by as an internal record. An example of this form is included in this policy as Appendix 2.

**“Member Association Revenue Log”**: Used by ASFA to indicate all revenue that is collected from member associations. Revenue that is recorded on this sheet will be credited to member association budgets daily/as needed.

**“Public Notice”** : refers to the placement of posters in prominent view at both Sir George Williams and Loyola campuses, as well as an electronic notice sent by ASFA;

**“School Day”** : refers to a day in which the University is open for normal operation;

**“Silver Certification”**: Refers to purchases made by the ASFA, or Member Associations that are able to be used at least three (3) times.

**“Sustainability”**: refers to the process and outcome of achieving social activism, economic equality, and environmental health by reducing our ecological footprint and empowering communities to meet their present needs, and then, their future aspirations;

**“Reproductive rights”**: Refers to legal rights and freedoms relating to reproduction and reproductive health.

**“These regulations”** : refers to the current standing regulations;

## **Chapter 1 - Financial Regulations**

### **SECTION 1: BUDGETARY CONSIDERATIONS**

#### **Part I – Preparation of the Budget**

1. It shall be the duty of the Finance Coordinator of ASFA to prepare the Association’s annual budget.
2. This budget must be approved by ASFA Council at the June Regular Council Meeting. Any revisions to the budget are also subject to the approval of ASFA Council upon the recommendation of the Finance Committee.
3. 50% of any excess funds of over \$100,000 not put aside for orientation (as outlined in Article 4 of these regulations) will be allocated to the contingency fund

#### **Part II – Orientation**

4. To ensure that the Association can reimburse all payments made in the following year,

an amount of \$100,000.00 must be in the Association's bank account at the end of each fiscal year. It will be the Finance Coordinator's responsibility to ensure that these funds are present.

5. A maximum average subsidy of \$150.00 will be allowed per student attending ASFA's fall frosh orientation.

### Part III – ASFA Contingency Fund

6. ASFA will put aside an initial \$30,000 for a contingency fund for emergency measures in the 2020-21 mandate
7. The Contingency fund may only be used in emergency circumstances, and spending from the fund must be brought to Council for approval
8. The Contingency fund is to be added to every year in the amount of 2% of ASFA's total annual budget from each year starting in the 2021-22 mandate
9. The Executive Coordinator, Finance Coordinator, and ASFA General Manager will be designated to oversee this fund with a certified financial advisor. This group will be known as the contingency committee. Contingency funds can only be invested in short term investments (1 to 6 months) to ensure that funds are available in times of emergency.
10. The Contingency Committee will prepare and present an annual report each year at the ASFA Annual General Meeting
11. The contingency fund policy can only be modified once a year by 3/4 majority vote at council and a 3/4 majority vote at the ASFA AGM

### Part IV – ASFA Investment Fund

12. Two percent of ASFA's total budget will be allocated and added to the ASFA investment fund every year starting in the 2021-22 mandate.
13. ASFA will put aside an initial \$25,000 for an investment fund for financial security and growth in the 2020-21 mandate
14. ASFA will not withdraw any of its investment funds for a period of 20 years. Once this twenty year period has elapsed, the investment committee can withdraw a maximum of 3% from the fund each year with unanimous approval from the Investments committee along with a 2/3 majority approval at a duly convened regular council meeting.
15. The Executive Coordinator, Finance Coordinator, ASFA General Manager, and one councillor member of the finance committee will be designated to oversee this fund with a certified financial advisor. This group will be known as the investments committee.
16. The Investment Committee will prepare and present an annual report each year at the ASFA Annual General Meeting

17. The investment fund policy can only be modified once a year by 3/4 majority vote at council and a 3/4 majority vote at the AGM

#### Part V – ASFA Operating Costs

18. The Judicial Committee of ASFA shall receive a budget of \$750.
19. The Investigative Committee of ASFA shall include operating expenses for the External Consultant, at their hourly rate, for a minimum of 50 hours per annum.
20. The Investigative Committee of ASFA shall include operating expenses for any training fees incurred for councillors on the investigative committee annually.
21. The Task-Force to Eliminate Racial and Sexual Harassment shall include operating expenses for the External Consultant, at their hourly rate, for a maximum of 40 hours per year.
22. Items greater than \$500 that are not contained in the ASFA budget require the approval of the Finance Committee.

#### Part VI – Honorariums

23. ASFA undertakes to provide honorariums and salaries equivalent to a living wage where possible.
24. The processing of payments, at the election of the receiver, may include a formal payroll system and if necessary be interpreted as minimum base rates.
25. Each member of the Executive Body shall receive an honorarium of \$750 to paid by the 1st of each month.
26. An executive who is not physically present in the city for more than one month forfeits their honorarium for the months they are away.” Not being present for the summer would result in forfeiting the first quarter of the honorarium
27. Each Executive may also receive an honorarium bonus of up to \$1000 decided by a Simple Majority vote of Council at the May Regular Council Meeting .
28. An executive who has been removed from office forfeits their bonus.

29. An executive who has resigned shall be evaluated based on work performed for ASFA and will receive a modified bonus determined by Council.
30. The Consul shall receive an honorarium of \$300 to be paid by the 1st of each month
31. The Loyola Committee Chair or Co-Chairs shall receive an honorarium of \$1500.00, a quarter of which is remitted at every quarter throughout the academic year. Should there be only one chair, the honorarium of the second chair may be divided equally amongst deputies in the Loyola Committee such that they agree, assume, and carry out their respective role(s) and responsibilities.
32. Each Loyola Chair may also receive a bonus of up to \$750.00, decided by a Simple Majority vote of Council at the May Regular Council Meeting. Should there be only one chair, the bonus of the second chair may be divided equally amongst deputies in the Loyola Committee such that they agree, assume, and carry out their respective role(s) and responsibilities decided by a Simple Majority vote of Council at the May Regular Council Meeting.
33. The Council chairperson shall receive an honorarium of \$300 per meeting. Meetings that extend beyond 4hrs are billed as an additional meeting. In the event of any meeting surpassing 8 hours in total duration, the chair shall be paid \$100 for each subsequent hour
34. ASFA shall further compensate the ASFA Chairperson with an honorarium in the amount of \$30/hour for work that exceeds the regular duties of the ASFA chair in excess of 15 hours per month.
35. The Council chairperson may also receive a bonus of up to \$500.00, decided by a Simple Majority vote of Council at the May Regular Council Meeting.
36. An interim chairperson, who is not a voting or ex- officio member of ASFA Council, shall receive an honorarium of the amount that is equivalent to 15\$/hour for work that they complete.
37. The Council minutekeeper shall receive an honorarium of \$135 per meeting, assuming 8 hours of work spent at council and in preparation of minutes. Meetings that extend beyond 4hrs are billed as an additional meeting at \$150. In the event of any meeting surpassing 8 hours in total duration, the minutekeeper shall be paid \$30 for each subsequent hour
38. BIRT the Council minute keeper shall receive an honorarium of 100\$ in the case of quorum not being met



39. ASFA shall further compensate the ASFA minute keeper an honorarium in the amount of \$15/hour for work that exceeds the regular duties of the ASFA minute keeper in excess of 8 hours per month.
40. The Council minute keeper may also receive a bonus of up to \$250.00 decided by a Simple Majority vote of Council at the May Regular Council Meeting.
41. An interim minute keeper, shall receive an honorarium of the amount that is equivalent to 15\$/hour for work that they complete;
42. Any interim executives and interim chairs of standing committees will receive the base honorarium in which they are actively in their position with the approval of council
43. Any interim executives can be eligible for a bonus of up to \$1,500.00, decided by Simple Majority vote of Council at the May Regular Council meeting.
44. Members of the investigative committee shall receive an honorarium of \$75 monthly for a total of \$675 including fall and winter semester, and \$225 during the summer (June, July, and August) for an annual total of up to \$900 for each member of the investigative committee. Such members to receive this honorarium are as follows:
  - a. The two councillor members
  - b. The two members at large
  - c. The ASFA Task force co-chair whom is not the mobilization coordinator
45. The two alternate members of the investigative committee will receive an honorarium only when they are active and participating in the investigative committee's work. They will assume their duties on a monthly basis and be compensated with the honorarium of the regular member of the committee in which they are replacing as need be given the circumstances. The active alternate member will receive a \$75 honorarium for each month in which they are active in their duties and serve as a regular member of the investigative committee.
46. Council may by a 2/3 majority vote to annul or modify honorariums to the Executive Body members, the Council Chairperson, Loyola Chair(s), or the Council Minute Keeper for:
  1. Violating of the Policy on Harassment Discriminaiton and Violence;
  2. The misappropriation of funds;
  3. Failure or refusal to perform essential duties as outlined in their mandate;
  4. Violation of the ASFA By-Laws or Regulations;
  5. Incomplete or partial completion on mandate;
  6. Recurring performance of additional responsibilities deemed essential to the functions of ASFA, such as responding to emergencies and ensuring the completion of duties of vacant executive positions.

47. Each Executive and Loyola Chair or Co-chairs may be reimbursed a maximum of \$50 of their monthly cell phone usage.
48. Honorariums for speakers, facilitators and Chairs for any ASFA or MA workshops, events, meetings and presentations will be a standard minimum of \$250 unless otherwise negotiated with the contractor
49. All honorarium positions will be reviewed annually by the HR Committee who will propose amendments before the May RCM. Honorariums will increase annually at the rate of inflation or 2.5%, whichever is higher

#### Part VII – Awards

50. The following awards will be given out to Arts and Science students in April of each year:
  - a. Award for Outstanding Contribution to the Concordia Community
    - i. This award is given to a student who has created a sense of community at Concordia by contributing to student life and has demonstrated that their efforts have had a positive impact on the Concordia community. The minimum required GPA for this award is 3.0. The winner of this award will receive \$300. Four (4) awards are given out annually.
  - b. Award for Academic Achievement
    - i. This award is designed to recognize an arts and science student who has excelled in their academic career at Concordia. The minimum required GPA for this award is 3.8. The winner of this award shall receive \$300. Four (4) awards are given out annually.
  - c. Damon Hartung Award
    - i. This award was created to honour the life of Damon Hartung who contributed to ASFA for three years and showed a dedication to his community by creating new projects. Applicants interested should have contributed to the Arts and Science community by bringing novel additions to student life and/or academics while remaining in strong academic standing. The minimum required GPA for this award is 3.0. The winner shall receive \$600. One (1) award is given out annually.
  - d. Meghna Atwal Award
    - i. This award was created to honour the life of Meghna Atwal who contributed to ASFA for three years and showed a dedication to her community by creating new projects. Applicants interested should have contributed to the Arts and Science community by bringing novel additions to student life and/or academics. Applicants must also be registered in a double major, honours or specialization. There is no minimum requirement GPA for this award. The winner shall receive \$400. One (1) award is given out annually .

## Part VIII – Budgetary Transparency

51. Receipts will only be accepted for reimbursement if they are original receipts that contain date, time, list and quantity of materials and services purchased and seller name and address. The Finance Coordinator has the authority to approve or deny insufficient receipts.
52. Expenses shall be refused, if not filed within thirty (30) days of the date on the receipt or no later than May 31st whichever comes first.
53. Contestations of refused cheques must be filed with the Finance Coordinator within fourteen (14) days of the refusal.
54. ASFA's Finance Coordinator shall provide a written summary of expenditures and revenues to ASFA Council quarterly.
55. At the end of each fiscal year, ASFA will submit to an external audit by an auditor appointed in accordance with Article 127 of the ASFA By- Laws.

## **SECTION 2: THE MEMBER ASSOCIATIONS**

### Part I – Funding Application Requirements

56. The following sections of policy shall apply to those ASFA Member Associations that are recognized as official Member Associations by the Council of Representatives.
57. No ASFA Member Association may receive an annual budget unless they are recognized as official Member Associations by the Council of Representatives at the June Regular Council Meeting. All Member Associations recognized thereafter shall receive funding through the Member Association Special Projects Fund for that fiscal year.

### Part II – Budgetary Allocation of Member Associations

58. Member Associations budgets shall be allocated to the Member Associations at the Finance Committee's discretion.
59. All Member Associations will submit a yearly budget no later than five (5) Juridical Day after the June Regular Council Meeting.
60. Budgets that are submitted later than five (5) Juridical Days after the June meeting will receive secondary consideration.
61. Approved budgets will be returned to Member Associations no later than July 15th.

62. Any MA that does not submit a budget proposal may or may not receive a budget at Finance Committee's discretion;
63. All printing must be done at the ASFA Office. Any external printing must be done with the approval of ASFA's Finance Coordinator.
64. Member Associations budgets shall consist of three budget lines. These budget lines shall be Administration, Social Initiatives, Academic Initiatives.
65. Member Associations may transfer funds within the same budget line at their own discretion, but must seek the approval from the Finance Committee to transfer funds from one budget line to another.
66. Each Member Association shall receive an amount of \$200.00 for troop support in order to support MA Executives. Member Associations may not transfer additional funds into troop support.

### Part III – Reimbursement

67. ASFA's office manager or general manager and finance coordinator shall serve as financial comptrollers for all of the Member Associations.
68. Member Association must fill out a cheque requisition form or advanced funding form for any and all disbursements.
69. Upon presentation of original receipts, the financial comptroller shall prepare a cheque to reimburse the expenses and submit this cheque to the Association's signing authorities.
70. Cheques for Member Associations will be written, signed and made available in the ASFA office no later than fourteen (14) Juridical Days after ASFA receives a cheque requisition submitted in conformity with expected record keeping policies.
71. Member Associations may request advanced funding for budget items in excess of \$300.00 provided these expenses were not included in their approved budget. Member Associations seeking an advance payment must fill out an Advance Payment Requisition Form.
72. Advance payment cheques shall be written only to signing officers for their Member Associations.
73. Advance payment cheques shall be written, signed and made available in the ASFA office no later than seven (7) Juridical Days after the advance payment request.

74. Member Associations must present original receipts to justify expenses made with advance payment funds within seven (7) Juridical Days of the receipt of the advanced funds. Failure to do so will result in freezing of their budget by the Finance Coordinator.
75. The Finance Coordinator may refuse to reimburse or provide advance payment for items not included in their approved budget or deemed inappropriate or unnecessary for the success of their event.
76. Any freezing or reimbursement refusal of the budget of a member association, must be justified by the finance coordinator and finance committee. The said member association may contest the finance coordinator and finance committee's decision, granted they do so within 5 juridical days of their notice being given to them.

#### Part IV – Member Association Audits

77. Internal audits by the Finance Coordinator will be performed on a bi-annual basis.
78. Each Member Association must provide the Finance Coordinator of ASFA its updated accounting records and all other relevant documents needed for the Finance Coordinator to perform a financial audit of each Member Association.

#### Part V – Member Associations Special Projects Fund

79. The Association must allocate a minimum amount of \$15,000 for the Member Association Special Projects Fund.
80. Funding may be granted at the discretion of the Finance Committee so long as it directly benefits Arts & Science undergraduate students.
81. Priority will be given to projects that take place on campus.
82. All Special Project Funding Applications must be financially completed and accounted for before May 31st of each year.
83. It is the duty of the Finance Committee to review all applications for special project funding received from Member Associations within fourteen (14) Juridical Days after being received.
84. The Finance Committee shall be granted the authority to investigate any suspicious usage of special projects funding allocations and shall be required to submit a report to Council upon completion of the investigation.

#### Part VI – Member Association Budget Suspension and Council Responsibility

85. For Member Association budgets being frozen due to Council absences, spending unallocated funds or spending inappropriately within a said budget line or due to non-compliance with the ASFA Harassment, Discrimination, and Violence Policy , the Finance Committee must decide upon a financial penalty depending on the nature of the offense which will affect the remainder of the annual budget of said Member Association. It will be up to the Finance Committee to decide where this money is taken from within the said budget.
86. Budgets will only be unfrozen upon a two-thirds (2/3) vote of the Finance Committee. The Finance Committee is obligated to meet within ten (10) Juridical Days of a budget being frozen, and must reach a decision in regards to a penalty within that time.
87. Member Associations who do not submit an audit within the allotted time will have their accounts frozen by the Finance Coordinator, the finance coordinator will notify the finance committee within two juridical days of this decision, until the audit takes place.
88. If the Finance Committee suspects that fraudulent activity is taking place within a Member Association, the Finance Committee reserves the right to freeze their account to conduct a financial investigation, for up to a two (2) week period, unless definitive proof is found that fraudulent activity has taken place. The Finance committee may request to extend their investigation(s) to the council in closed session.
89. The Finance Committee has the authority to freeze a Member Association's budget for non-compliance with ASFA's financial regulations or obligations.
90. The Finance Coordinator shall notify Council of any freezing of accounts due to mismanagement of funds or fraudulent activity.

#### Part VII – Member Association Fiscal Management

91. Only accredited Member Associations are permitted to hold external bank accounts.
92. All ASFA Member Association related finances must be handled in accordance with the ASFA Financial Regulations.
93. All Member Association related finances must be transmitted through an ASFA associated bank account under the supervision of the ASFA Executive signing officers.

#### **SECTION 3: THE STANDING COMMITTEES**

94. The Standing Committees shall receive funding for Executive and ASFA Initiatives.

95. An amount at the discretion of the Finance Committee shall be allocated to a Special Projects Fund for non-Member Associations. This amount shall be allocated under the Finance Committee Expenses.

#### **SECTION 4: CONTROL OF CASH FLOW**

##### Part I – Purpose

96. The regulations on the control of cash flow aim to ensure control and safekeeping of ASFA's cash assets.

##### Part II – Safe Access

97. Drop Safe: The drop safe shall require a two key entry system. The Office Manager and the Finance Coordinator shall each hold one key.

98. Main Safe: The main safe shall require a combination and key entry system. The Finance Coordinator and Internal Coordinator will keep the combination, and the Office Manager and the President shall each hold one key.

##### Part III – Remittance of Cash to ASFA

99. All cash generated by MA initiatives or events must be declared and remitted to ASFA within 5 business days of the termination of event or initiative.

- a. 75.1. Loyola Member Associations must make contact with the Finance Coordinator within 5 days of the termination of event or initiative if one of their signing officers cannot physically make it to the ASFA office within the prescribed 5 days.
  - b. 75.2. The Finance Coordinator and the Loyola Member Association can then establish a deadline by which cash must be remitted to ASFA by the Member Association, with the utmost expediency in mind.
100. Member Association cash can only be remitted to ASFA during operating hours.
101. Member Association cash and revenue shall only be remitted to ASFA by a signing officer of the Member Association.
102. In order to remit cash to ASFA, a Member Association signing officer will present themselves at the ASFA office and count the cash with an employee of ASFA (Office Manager, Office clerks) or the Finance Coordinator.

103. Upon counting any cash, the Member Association signing officer and the ASFA Employee or Finance Coordinator will fill out the Member Association Revenue Form together. They will also both sign the form.
104. A photocopy of the completed Member Association Revenue Form will be made for the internal records of the Member Association.
105. The cash or revenue and the original Member Association Revenue Form will be inserted into an envelope and the envelope will be sealed. Both the Member Association signing officer and the ASFA Employee or Finance Coordinator will initial the seal of the envelope.

#### Part IV – ASFA Internal Cash Handling

106. 82. All ticket sales conducted through cash payment for ASFA events or initiatives shall be recorded in a ticket sales log. ASFA shall provide receipts upon request.
107. Merchandise sales and drink ticket sales for ASFA events conducted through cash payment for ASFA events or initiatives shall be recorded at point of sale.
108. Cash revenue generated through merchandise sales or events shall never be used for direct payment, under any circumstances.
109. Frosh specific procedure
  - a. The Finance Coordinator and an accompanying signing officer shall count all cash funds at the end of each day of frosh.
  - b. The Finance Coordinator and an accompanying signing officer shall verify that the cash amounts present represent the transactions of the day.
  - c. After counting all cash from the day, the Finance Coordinator and additional signing officer will prepare the ASFA Deposit Slip, the bank deposit envelope, and place the fully prepared deposit in the Main Safe.
  - d. No later than 3 business days after the last frosh event, all deposits containing cash revenue from frosh shall be signed out through the ASFA deposit log and deposited with the bank.

#### Part V – Bank Deposits

110. Deposits with the bank shall always be counted and prepared by the Office Manager and the Finance Coordinator.
  - a. Exception: Frosh.



111. At the beginning of each semester, the Office Manager and the Finance Coordinator shall select a weekly meeting time in order to deposit any in-office cash with the bank.
112. On the designated deposit day, the Office Manager and the Finance Coordinator will open the Drop Safe and count all cash funds. They shall verify that the amounts within the deposit safe correspond to the amounts indicated to have been deposited by the Member Association Revenue Forms.
113. After counting money in the Drop Safe and preparing the physical deposit, the Office Manager and the Finance Coordinator will prepare the ASFA Deposit Slip, the bank deposit envelope, and create an entry for the deposit in the ASFA Deposit Log.
114. Once the deposit has been signed out in the ASFA Deposit Log, either the Finance Coordinator or the Office Manager may bring it to the bank to be deposited. They must get the ASFA Deposit Slip stamped by the bank and return it to ASFA for internal records.

#### Part VI – Vacant Positions

115. In the event that the Finance Coordinator or Office Manager positions are vacant, the roles outlined to them in this section shall be temporarily fulfilled by either or both of the two remaining signing officers.
116. In the event that the Office Manager or Finance Coordinator is on vacation for a period of more than one week, the roles outlined to them in this section shall be temporarily delegated to either or both of the remaining two signing officers.

#### Part VII – Accessibility

117. As the ASFA Office is not an accessible space, a Member Association may propose an alternate space to the finance coordinator where they may remit cash as per this section.
118. In this case, the Finance Coordinator and the Member Association will together agree upon an accessible and secure location where money can be remitted.

#### Part VIII – ASFA Bank and Credit Cards

119. The ASFA credit card can only be used by Finance Coordinator to provide down

payments and pay for larger expenses related to ASFA's operations that are included in the annual budget.

## **SECTION 5: FEE-LEVY**

120. These financial regulations will be revised by the Finance Committee and the Policy Review Committee, and ratified by ASFA Council at the first Regular Council Meeting immediately following any changes to ASFA's fee levy, such as an increase as a result of a Referendum.

## **Chapter 2 - Regulations governing the relationship between ASFA and its Member Associations**

### **SECTION 1: MEMBER ASSOCIATIONS' BY-LAWS**

#### **Part I – Requirements for Member Associations' By-Laws**

121. Member associations must provide their By-Laws as a prerequisite for registration with both ASFA and the Dean of Students.
122. Member Associations' By-Laws must contain the following provisions:
- a. Association name and acronym;
  - b. Objectives of the Member Association;
  - c. Membership requirements in accordance with those set forth by ASFA's By-Laws;
  - d. Executive Body: Composition and functions of executive positions;
  - e. The date of any amendments or updates to their bylaws

#### **Part II – Relationship to ASFA**

123. The association shall exist as a Member Association of ASFA and shall be subject to the applicable Policies and Regulations duly passed by ASFA Council.
124. The purpose of the association will be:

- a. To represent their membership;
  - b. To organize social events and create a spirit of community within their Membership;
  - c. To provide academic services for their membership
  - d. To follow any and all objectives of the association prescribed in their by-laws.
  - e. To follow any active ASFA policies which include the bylaws, standing regulations, Policy against Harassment, Discrimination and Violence, and the sustainability and ethical purchasing policy.
125. A Councillor shall also be elected during the by-elections or annual elections. Councillors may also be officially appointed through a general assembly. The Councillor must be a member of the association holding the election. This position is separate from that of the Executive and, as such, an individual running for an Executive position may also simultaneously run for that of Councillor.
126. Should a Councillor not be elected, an interim Councillor shall be appointed by the Executive Body of the Member Association from within their constituency. The interim Councillor shall hold office until the by-elections or annual general elections, or their ratification through a general or special general assembly of the Member Association.

### **Part III – Meetings of the Members**

127. The annual general assembly shall be the decision-making body of the Association and must be held every year.
128. Quorum shall be two percent (2%) or fifteen (15) members of the Member Association, whichever is higher.
129. A Special General Assembly may be called, as the need arises, by decision of the Executive Body, or by a petition of two percent (2%) or fifteen 15 members of the Member Association, whichever is higher. The Executive body must make public notice of the special general assembly five (5) Juridical Days in advance of the special general assembly. The Public notice must include the location, date, time and agenda for the special general assembly.

### **Part IV – Financial Relationship to ASFA**

130. The Member Association shall adhere to all of the financial policies set forth in Chapter 1 of these Regulations.

131. The Member Association shall adhere to any and all additional financial policies approved by a duly convened meeting of ASFA council.

#### **Part V – Legal Relationship to ASFA**

132. When conflicts between Member Association by-laws and ASFA's By-Laws arise, ASFA's By-Laws and Regulations shall take precedent.

#### **Part VI – Composition of the Member Association's Executive**

133. All Member Association executives must be elected in an annual general election or by-election by the association membership or in accordance with these Regulations.
134. Associations must consist of two (2) executives who shall be the signing authorities for the association. This may be any two executives unless otherwise specified within the Member Association's By-Laws. One (1) executive shall be responsible for the finances of the Association.
135. Associations must also elect one (1) executive whose responsibilities shall include booking space for the association. This may be any executives unless specified in their respective By-Laws.
136. Associations that represent programs or departments based on the Loyola Campus of Concordia must select a representative from among the executive to sit on Loyola Committee as per Chapter 4, Section 2, Part V of these Regulations.
137. In the event of a vacancy in the Executive Body, an interim Executive may be appointed by the current Executive Body. The appointee cannot be a signing authority or booking authority. The interim Executive will hold office until the by-elections, annual general elections, or a general or a special general assembly of the Member Association.

#### **Part VII – Removal from Office**

138. An elected executive of a Member Association may be removed from office based on the Following:
- a. Recurring, unwarranted behaviour deemed hostile and or a threat to the welfare of Concordia students and/or faculty;
  - b. Any violations of the Quebec Charter of Human Rights and Freedoms on Concordia University grounds;

- c. Misappropriation of funds;
  - d. Dereliction of duties;
  - e. Violations of ASFA's By-Laws or that of the Member Association. In addition to these standing regulations, and ASFA's policy against discrimination, harassment and violence.
139. To remove an elected Executive from office, a petition undersigned by five percent (5%) of Regular Members or thirty-eight (38) members of their association to which they are representing, whichever is higher; a two thirds (2/3) majority vote from the Council of representatives; or a two thirds (2/3) majority vote from the Executive in question to then be ratified by the Council of representatives. Should one of these occur it shall be submitted to the Internal Coordinator of ASFA who shall then present it to ASFA's Judicial Committee (JC).
140. The person to be removed must be given at least one-weeks' notice of the meeting of the Council of Representatives to ratify, or vote upon their removal.
141. The person to be removed must be given at least one-weeks' notice of the meeting of JC that shall consider their removal.
142. The person to be removed must be given the opportunity to respond to the accusations made against them, in accordance with the procedures listed in The Judicial Committee Rules of Procedure.
143. A removal resolution requires a two-thirds (2/3) majority vote of JC.

## **SECTION 2: AMENDMENTS TO THE MEMBER ASSOCIATION'S BY-LAWS**

144. The executive can present proposed changes to the By-Laws, which will be brought to a General or Special General Assembly of the membership. Public notice of the Assembly must be given at least five (5) Juridical Days prior, along with the nature of the proposed changes.
145. Regular members of the association can propose changes to the By-Laws by submitting a petition of two percent (2%) or fifteen (15) Members of the association whichever is higher, which will be presented in a Special General Assembly of the membership. The Executive committee has five (5) Juridical Days to accept the petition and give public notice for the event.
146. Amendments to the By-Laws must be ratified by a two-thirds (2/3) majority.

147. Amendments to the By-Laws may also be done by referendum, as outlined in Section 4 of Chapter 2 of these Regulations.

### **Chapter 3 - Regulations regarding ASFA Standing Committee**

#### **SECTION 1: STANDING COMMITTEES**

148. The Standing Committees shall be:
- a. Academic Committee;
  - b. Internal Affairs Committee;
  - c. Communications Committee;
  - d. Finance Committee;
  - e. Loyola Committee
  - f. Policy Committee.
  - g. Student Life Committee;
  - h. Mobilization Committee
  - i. Investigative Committee
  - j. HR and Labour Standards Committee
  - k. Mental Health Committee
149. The following Persons may not hold an office within the Standing Committees:
- a. Current members of the CSU Executive;
  - b. Current or former Chief electoral officers of the Concordia Student Union;
  - c. Current members of the Judicial Board of the Concordia Student Union;
  - d. Current or former Chairpersons of the Concordia Student Union Council of Representatives;
  - e. Current Chief electoral officers of the Association;
  - f. Current members of the Judicial Committee of the Association; or
  - g. Current or former Chairpersons of Council.
150. The Standing Committees shall be the principal committees that coordinate the activities of ASFA. They shall implement the decisions of Council, aid in the day-to-day operation of the Association and shall have the authority to exercise the powers of Council between meetings of the latter, limited only by ASFA By-Laws, policy, regulation or resolution passed by the Council, and by the results affirmative or negative, of duly conducted Referendums or general Meetings which met quorum. Any exercise of the powers of the Council by the Standing Committees shall be reported to the next meeting of Council.
151. The By-Laws and any policy, regulation or resolution passed by the Council, and by the results affirmative or negative, of duly conducted Referendums which met quorum

are binding on the Standing Committees and its members. The Standing Committees do not have the authority to remove from office any member of the Council.

152. All members of the Standing Committees shall be responsible for attending their individual Standing Committee meetings except under extenuating circumstances. Should a Member miss two duly convened meetings, they are deemed to have resigned. Council must ratify the removal of said Members and shall fill these vacant positions at the next regularly scheduled Council meeting. All members of the Standing Committees may act as spokespersons for the Association as mandated by Council. It shall also be their duty to assure that all members of their individual committees fulfill their respective roles and that any negligence of duty on the part of a Standing Committee member be brought to the attention of the Committee and then, if not resolved, Council. All members of the Standing Committees shall also engage in any duties and shall exercise any additional authority that is granted to them by Council. Each member of the Standing Committees shall be charged with the upholding of the By-Laws and any policy or regulation of the Association. The Chair of each committee shall also submit an annual summary of all their activities to Council at the regularly scheduled May meeting. Quorum for Standing Committee meetings shall be half of all members, consisting of at least one Executive and one other member.

153. Members at large on standing committees must sign a waiver of confidentiality as well as the ASFA's anti harassment policy acknowledgement in order to be an official member of their respective committee

- a. Any members at large in the Investigative Committee must undergo mandatory sensitivity training, power dynamics training, and consent training in order to be properly equipped to handle the committee's information and work

## **SECTION 2: COMMITTEE COMPOSITION AND DUTIES**

### **Part I – Academic Committee**

154. The Academic Committee shall be composed of:

- a. The Academic Coordinator;
- b. All student representatives on Faculty Council;
- c. All student representatives on Faculty Council Steering Committee;
- d. All student representatives on the Curriculum Committee.
- e. All student representatives on the Student Request committee
- f. All student representatives on the Honors committee

155. The purpose of the Academic Committee shall be to coordinate student academic advocacy within the Faculty of Arts and Science. The committee shall hear reports from the Federation's representatives sitting on academic bodies, and shall ensure that student concerns are effectively raised at the pertinent level of governance.

156. The chairperson will be the Academic Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
157. Meetings of the Academic Committee shall be open and communicated to all Member Association executives who attend their respective department meetings.
158. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.
159. As per article 5.5 of the By-Laws of the Federation, the Federation will appoint student representatives at the Arts and Science Faculty Council (ASFC).
160. Faculty Council: Shall be composed of eight undergraduate students, nominated by ASFA (or the Concordia Student Union in such years where ASFA is not active) and ratified by Council. Every effort should be made to ensure that the students chosen reflect the diverse constituency of Arts and Science.
161. The composition of the eight (8) members are defined as follows:
  - a. Two (2) members of the Executive; the Academic Coordinator and another Coordinator to be determined by a consensus of the Executive;
  - b. Four (4) Internal Members (Councilors or Executives), of whom no more than one (1) may be an Executive;
  - c. Two (2) Members-at-Large; one engaged in a program of study based at each of the campuses of the University.
162. Both ASFA Coordinators sitting on ASFC must provide a report from each ASFC meeting at the following ASFA RCM.
163. Faculty Council Steering Committee: Shall be composed of two undergraduate students, appointed by ASFA and ratified by Council
164. Faculty Curriculum Committee: shall be composed of two undergraduate students, nominated by ASFA, for a one-year term
165. Honours Committee: Shall be composed of one undergraduate student, nominated by ASFA, for a one-year term
166. Student Request Committee: Shall be composed of one student to serve as a regular member, nominated by ASFA and appointed by the Faculty Council, for a one-



year term, and one student to serve as an alternate member, nominated by ASFA and appointed by the Faculty Council, for a one-year term

## **Part II – Internal Affairs Committee**

167. The Internal Affairs Committee shall be composed of:
- a. The Internal Affairs Coordinator;
  - b. The President;
  - c. Three (3) Councillors;
  - d. One (1) Member-At-Large.
168. The purpose of the Internal Affairs Committee is to coordinate all matters pertaining to the Member Associations. The Internal Affairs Committee shall also serve as an available screening option for Member Association events to ensure that they adhere to financial restrictions, University Policies and Sustainability Policies.
169. The Internal Affairs Committee shall have the power to veto any action of any individual or Member Association which would violate or seek to violate these By-Laws, or regulations and policy of the Association. Such a veto must be ratified by the Council following the enactment of said veto. If said veto is not ratified at this time, it is null and void.
170. The Chairperson will be the Internal Affairs Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
171. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

## **Part III – Communications Committee**

172. The Communications Committee shall be composed of:
- a. The Communications Coordinator;
  - b. The Street-Team Coordinator;
  - c. Three (3) Councillors;
  - d. One (1) Member-At-Large.

173. The purpose of the Communications Committee shall be to develop ASFA's communications strategy and to oversee its implementation. In addition it shall work to maintain ASFA's stature within the Concordia University community and beyond, and to foster beneficial relationships with external organizations.
174. The chairperson will be the Communications Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
175. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

#### **Part IV – Finance Committee**

176. The Finance Committee shall be composed of:
- a. The three (3) executive signing authorities of ASFA;
  - b. Three (3) members of ASFA Council who represent a Member Association;
  - c. One (1) of the five (5) Independent Councillors.
177. The purpose of the Finance Committee will be to examine and make recommendations to the ASFA Council about budgetary matters. This committee will oversee all budgetary matters regarding ASFA including, but not limited to, setting and approving Member Association budgets and special project funding requests..
178. The chairperson will be the Finance Coordinator. It will be their responsibility to call at least two (2) meetings per month over their mandate, not including June and May, wherein at least one meeting must take place.
179. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

#### **Part V – Loyola Committee**

180. The Loyola Committee shall be composed of:
- a. One representative from the Applied Human Sciences Student Association;
  - b. One representative from the Biology Student Association;
  - c. One representative from the Communication Studies Student Association;

- d. One representative from the Concordia Undergraduate Biochemistry, Chemistry & Physics Society;
  - e. One representative from the Concordia Undergraduate Psychology Association;
  - f. One representative from the Health, Kinesiology, and Applied Physiology Student Association;
  - g. One representative from the Loyola College Student Association;
  - h. One representative from the Science College Student Association;
  - i. One representative from the Journalism Student Association;
  - j. One member at large from a Loyola based member association
181. The purpose of the Loyola Committee shall be to plan initiatives and organize events throughout the year that cater to students studying on the Loyola Campus.
182. The Loyola Committee shall receive a committee budget from the ASFA Operational Budget for their events and initiatives.
183. Each Loyola Member Association shall designate a representative and an alternate for the Loyola Committee at the beginning of their mandate year.
184. Two co-chairs shall be appointed from among the committee members at the beginning of the mandate year.
185. Priority shall be given to co-chair candidates representing MAs whose representatives were not co-chairs the year prior.
186. Co-chairs are responsible for calling monthly meetings, ensuring equal representation of the Member Associations in the committee, and for acting as a link between the committee and ASFA.
187. One of the co-chairs must attend meetings of the ASFA executives in order to share the activity of the committee, and to be informed of the activity of ASFA.
188. The co-chairs shall write a monthly report to be submitted for ASFA Council. They shall also present their reports at the September RCM, the January RCM, and the May RCM.
189. The Loyola Committee shall keep minutes of all meetings. All minutes shall be submitted for ASFA Council.
190. A Member Association may opt-out of Loyola Committee by informing the ASFA Internal Coordinator at the beginning of the year before the June RCM.
- a. 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.

191. The Loyola Committee shall follow its own bylaws, as well as the ASFA bylaws and standing regulations. Under any circumstance, ASFA's policies will supercede those of the Loyola Committee

#### **Part VI – Policy Committee**

192. The Policy Committee shall be composed of:
- a. The General Coordinator;
  - b. The Internal Coordinator;
  - c. Three (3) Councillors;
  - d. One (1) Member-at-Large
193. The purpose of the Policy Committee is to review the By-Laws, Regulations, and Policies governing ASFA and propose changes or amendments. The Policy Committee shall send all proposed changes to the Council for approval, as per the By-Laws. In addition, the Policy Committee shall also be responsible for drafting and maintaining any additional policy implemented within the Association.
194. The chairperson shall be the President. It shall be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
195. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

#### **Part VII – Student Life Committee**

196. The Student Life Committee shall be composed of:
- a. The Student Life Coordinator;
  - b. Three (3) Councillors;
  - c. One (1) Member-At-Large;
  - d. The Frosh Coordinator, for the period between May/June until mid-September.
197. The purpose of the Student Life Committee shall be to organize events throughout the year that cater to the diversity of all Arts and Science students.

198. The chairperson will be the Student Life Coordinator. It will be their responsibility to call at least (1) one meeting per month over their mandate. It is highly encouraged to meet as much as necessary for the planning, and development of FROSH.
199. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

### **Part VIII – Mobilization Committee**

200. The Mobilization Committee shall be composed of:
- a. The Mobilization Coordinator;
  - b. Two (2) Councillors;
  - c. Two (2) Members-At-Large
201. The purpose of the Mobilization Committee shall be to allocate financial and logistical resources to advocacy initiatives within the Concordia community that are deemed by the committee or by ASFA Council to be in the best interests of Arts and Science Students.
202. Further, the Mobilization Committee shall have the power to strike ad-hoc committees on particular advocacy issues. Ad-hoc committees of the mobilization committee shall be chaired by a member of the mobilization committee, and shall otherwise be composed of ASFA members-at-large who wish to devote themselves towards mobilizing Arts and Science students around the designated cause.
203. The Chairperson will be the Mobilization Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
204. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

### **Part IX - Investigative Committee**

205. The Investigative Committee shall be composed of:
- a. The Mobilization Coordinator
  - b. Two Councillors who are known to have knowledge about sexual and racial violence and human rights
  - c. The Chair or Co-chairs of the ASFA Task Force
  - d. Two members at large preferably with knowledge about sexual and racial violence and human rights

- e. An External Consultant
  - f. Two alternate backup members
206. The purpose of the Investigative Committee shall be to uphold ASFA's policy against harassment, discrimination, and violence, to represent the best interests of arts and science students, and to ensure fair and impartial investigations, and decisions on complaints brought forward by arts and science students. The committee will conduct its work with integrity, confidentiality, respect, and in a timely manner for all students who come forward with their case.
207. The investigative committee shall maintain appropriate filing and records of its reports. It will follow up with cases, and will provide recommendations and amendments to ASFA's policy against harassment, discrimination, and violence.
208. All members of the Investigative Committee shall have mandatory sensitivity training specific to anti-harassment, discrimination and violence. Budget shall be set aside for more extensive training for the Investigative Committee.
209. The Co-Chairs shall be the External Consultant and mobilization coordinator, and it will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
210. The investigative committee is required to send any decisions on cases to council for ratification. The External Consultant will email the ASFA chair any pertinent information regarding decisions on cases by the committee.
211. The investigative committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.
212. Should there ever be a conflict interest for any member of the investigative committee, they shall remove themselves from the case, and the alternate member(s) of the committee will step in for the duration of case until its end. This includes any conflicts of interest for the mobilization coordinator as well, hence the External Consultant will act as sole chair for the duration of the particular case or cases in which the mobilization coordinator must remove themselves.

### **Part X – HR and Labour Standards Committee**

213. The HR and Labour Standards Committee shall be composed of
- a. HR Manager as Chair. If position is vacant, then a member of the committee may be appointed on an interim basis;
  - b. One representative from Policy Committee;
  - c. One representative from Finance Committee
  - d. One representative from Internal Committee

- e. One OR two Councillors;
- 214. The purpose of the HR and Labour Standards shall be to examine ASFA's labor standards, including but not limited to in payment, history of resigning and burnout as well as contracts negotiation. It shall also make recommendations to ASFA's policies related to its mandate
- 215. Current ASFA Executives are not eligible to be a voting member. Persons planning on running for an ASFA Executive position must resign to avoid a conflict of interest.
- 216. It will be the responsibility of the Chair to call at least (1) one meeting per month, including summer months.
- 217. The General Manager shall be a non-voting, consulting member of this committee

### **Part XI – Mental Health Committee**

- 218. The Mental Health Committee shall be composed of
  - a. The Student Life Coordinator
  - b. Two (2) or 'more Members-At-Large
- 219. The purpose of the Mental Health Committee is to provide workshops and resources to ASFA members in order to support mental health advocacy and awareness within the wider Concordia community. The Mental Health Committee will work in collaboration with the Student Life Coordinator to execute campaigns, workshops and other events related to mental health advocacy, awareness and support for ASFA members
- 220. The Chairperson will be appointed by the Committee and it will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

### **Section 3: Appointment of Members**

- 221. The appointment of Members at Large to the Standing Committees shall proceed in accordance with the procedure set out in Chapter 5 of these Regulations.
- 222. The appointment of Councillors to Standing Committees shall occur at the first RCM of the Academic Year. To be appointed, a simple majority vote is required. Those Members shall be responsible for attending all ASFA Council meetings as well as their respective Standing Committee meetings, except under extenuating circumstances.

#### **Section 4: Non-Standing Committees**

223. Non Standing committees are additional committees that aid in the operations of ASFA, that may be active when needed. Nonetheless, non-standing committees may report to council for transparency and good practice.
224. The non-standing committees shall be:
1. The Hiring Committee

##### **Part I: The Hiring Committee**

- A. The hiring committee is responsible for hiring ASFA's employees which may include, but are not limited to the office manager, the office clerk, and the social media clerk.
- B. The hiring committee shall be composed of the President, internal coordinator and the office manager or general manager
  - a. Should the President or internal coordinator resign, the remaining ASFA executive will appoint among itself to fill the vacancy or vacancies.
- C. When hiring the social media clerk, the communications coordinator and student life coordinator should participate in this hiring process as they will work closely with the social media clerk to fulfill their mandates
- D. The hiring process should include a callout, review of applicants, selection of top candidates, interviews of these candidates, and a final selection of a candidate to the position
- E. The hiring process should be in compliance with the appointments regulations in Chapter 5, section 1 of these regulations

#### **Section 5: Other unique bodies**

##### **Part I: The ASFA Task Force**

225. The Task-Force is responsible for addressing systemic issues which prevent ASFA from providing a safe environment for all ASFA Members to participate in its functions.
226. Task Force will address the issues related to sexual violence and racial discrimination, within student associations and will determine and implement concrete steps to prevent racism, sexism, and other prohibited forms of discrimination as outlined in the Policy on Harassment, Discrimination and Violence
227. In order to better achieve these goals, the Task Force will:
- a. Educate and raise awareness on the issues of racial and sexual discrimination, as well as: ableism, classism, homophobia, racism, sexism, transphobia, etc. through the development and implementation of workshops on informed consent, which examines structural inequalities that lead to unbalanced power dynamics.



- These workshops will be delivered to ASFA and Member Association Executives as well as ensure future students who participate in Freshmen Orientation Week.
- b. Task Force is encouraged to work with other student and administrative bodies to deliver relevant workshops to strengthen the student understanding of how oppression manifests in the Concordia Community;
  - c. Make concrete suggestions to address structural oppression within ASFA and its Member Associations
  - d. Create recruitment strategies and address barriers to entry for student parents, caretakers, historically disenfranchised race, colour, gender identity, sexual orientation, immigration status, religion, language, age, ethnic or national origin, class, or ability
228. The ASFA Task Force shall be Chaired by the HR Coordinator, who will be responsible for planning workshops and pushing the mandate of the committee forward. If there is no HR Coordinator, Task Force will be Chaired by the Mobilization Coordinator.
229. The ASFA Task Force shall be composed of:
- a. The HR Coordinator
  - b. The Mobilization Coordinator, or alternatively another executive.
  - c. Two members of council or MA Executives
  - d. Two ASFA members at large
230. All members of the ASFA Task Force shall be approved at the June RCM and any additional members at future Council meetings
231. The ASFA Task Force will meet at least once a month (excluding June, July, and August). All meetings are open to all Concordia University students.
232. Task Force will meet a minimum of once per month, all members of the ASFA Task Force except the Mobilization Coordinator and the HR Coordinator will be entitled to a monthly honorarium of \$300. Members shall be appointed by the Mobilization Coordinator and the HR Coordinator via application, priority will be given to returning members. If the position of HR Coordinator is unfilled, Task Force will be appointed by the Mobilization Committee
233. Task Force Members will receive comprehensive training in anti-oppression workshop facilitation and design. Members will be scheduled as needed to deliver relevant training to ASFA and MA Executives, Staff and Members at Large and will be compensated at a rate of \$250 per workshop.

## Part II: The ASFA Street Team

234. The ASFA Street team is responsible for communicating with the student body and helping to advertise ASFA related events. Such events may include ASFA events, and member association events.

235. The ASFA Street Team shall be composed of:
- a. The Street Team Coordinator
  - b. Two councillors or MA executives
  - c. Members at large
    - i. Members at large can act as volunteers on and off
236. All members of the ASFA Street Team shall be approved at the June RCM and any additional members at future Council meetings.

## **Chapter 4 - Regulations Regarding Appointments**

### **SECTION 1: GENERAL PROVISIONS**

237. Unless otherwise indicated, all terms are defined in accordance with the Definitions provided in the By-Laws of the Federation, where such Definitions exist.
238. In its appointments proceedings, the Federation shall strive to counteract and eliminate discriminatory bias based on race, gender or gender expression, class, nationality, religion, sexuality, or any other identifying criteria which do not bear upon a candidate's suitability for a role.
239. To this end, whenever possible, the Federation shall strive for gender parity in its appointments and shall reasonably seek to provide opportunities to women, gender non-conforming individuals and people of colour.

### **SECTION 2: APPOINTMENT OF COUNCILORS AND EXECUTIVES**

240. Appointments of councillors and executives shall include:
- a. Standing Committees,
  - b. Any ad hoc Committees formed,
  - c. External committees or councils of any academic external bodies to which the Federation is afforded the right of appointing its members
241. These bodies include all of the academic committees. Appointments shall be conducted by a resolution in Council requiring a simple majority in favour of an appointment.
242. Should there be more candidates than available seats on a given body, councillors shall be permitted to vote for as many candidates as there are seats available, with the candidates with the most votes being awarded the appointment(s).

### **SECTION 3: APPOINTMENT OF MEMBERS AT LARGE**

#### **Part I – General Appointment Procedures**

243. The appointments procedures for Members at Large, outlined below, shall in all cases include a call-out issued via the Federation newsletter no less than two (2) weeks prior to the application deadline. The Federation may additionally use any public channels of promotion and advertisement it deems appropriate or necessary.
244. The following shall apply to the appointments of Members at Large to the Judicial Committee, the roles of Chair, Minute Keeper, Election Officers of the Federation and any Executive positions, and to any external bodies to which the Federation has the right of appointment.
245. Applications shall be addressed to the Internal Affairs Coordinator.
246. The Internal Affairs Committee shall review the applications, and may choose to invite candidates to interview. The Internal Affairs Committee shall present its recommendations to Council at the Regular Meeting following the application deadline.
- a. The Internal committee will send their chosen candidates to the ASFA Chair a minimum of five (5) juridical days ahead of the duly convened council meeting. Unless the application deadline falls less than five (5) juridical days prior to the upcoming regular council meeting, candidates will be interviewed at the following regular council meeting
247. Where there are less than three (3) applications, all candidates shall be invited to be interviewed by Council at the Regular Meeting during which the appointment is to be confirmed.
248. Where there are more than three (3) applications, the Internal Affairs Committee may, at its discretion, select no less than three (3) candidates to invite to an interview by council.
249. If candidates are brought to council for an interview, it is recommended this period should not last more than thirty (30) minutes.
250. The appointment of the Chair, Minute Keeper, Chief Returning Officer, Election Coordinator, and any Executive Officer shall be confirmed only upon a two-thirds (2/3) majority vote of Council.
251. All other appointments shall be confirmed upon a Simple Majority vote of council.

## **Part II – Committee Appointments**

252. The following shall apply to the appointments of Members at Large to the Standing Committees and any ad hoc Committees duly constituted.

253. Applications shall be addressed to the Internal Affairs Coordinator and the Chair of the Committee for which the candidate is applying.
254. The Internal Affairs Committee shall review the applications, and may choose to invite the candidate(s) to interview. The Internal Affairs Committee shall recommend candidates to the Chair of the Committee to which the candidates are applying no less than one (1) week following the application deadline.
255. Candidates shall be invited to interview with the Committee for which they are applying on the recommendation of the Internal Affairs Committee.
256. The Committee to which the candidate is applying shall confirm their appointment by a Simple Majority vote.
257. All proceedings of the Internal Affairs Committee and the Committee which has appointed a new member shall be included in the Consent Agenda of the following Regular Meeting, unless the appointment is confirmed less than five (5) juridical days prior to the following Regular Meeting.
258. The appointment of all Members at Large to the Standing Committees or ad hoc Committees of the Federation are subject to ratification in Council, understood here as adoption of the consent agenda in which their appointment is announced.

#### **Chapter 5 - FROSH Coordinator**

259. Frosh Coordinator Duties and Responsibilities:
- A. Avoid conflicts of interest.
  - B. Read, understand, implement, and enforce ASFA's by-laws and standing regulations.
  - C. Work and coordinate with the VP Social to ensure the proper planning and execution of FROSH
  - D. Attend meetings of the social committee.
  - E. Managing the hiring process for all FROSH leaders.
  - F. In coordination with the ASFA VP Finance, and VP Social to develop a budget for FROSH.
  - G. Ensuring that all information about FROSH is communicated to arts and science students.
  - H. Compile, update, and/or create needed FROSH-related forms, such as registration forms, and the FROSH information package.
  - I. In collaboration with the ASFA Executive, promote FROSH to the student population, through methods which shall include but not be limited to posters, social media, email newsletters, and in-person outreach.
  - J. Monitoring online activity from FROSH attendees and answering their inquiries.
  - K. Place bookings for FROSH venues.
  - L. Collect and review registration forms and payment from FROSH attendees

- M. Receive and respond to any complaints from FROSH leaders or attendees but with the consultation of the ASFA executive
  - N. Produce and present a detailed written report to the ASFA Council following FROSH which must include but is not limited to:
    - 1) the dates of FROSH ;
    - 2) The complete list of FROSH leaders;
    - 3) The total number of attendees;
    - 4); A debriefing on the various stages of the FROSH planning process and actions undertaken during it;
    - 5) Recommendations for ASFA and for future ASFA FROSH coordinators' to improve in the next FROSH;
    - 6) Details of all FROSH expenditures-to-date;
260. The FROSH Coordinator may be removed from their position:
- a. Recurring, unwarranted behaviour deemed hostile and or a threat to the welfare of Concordia students and/or faculty;
  - b. Any violations of the Quebec Charter of Human Rights and Freedoms on Concordia University grounds;
  - c. Misappropriation of funds;
  - d. Dereliction of duties;
  - e. Violations of ASFA's By-Laws or that of the Member Association. In addition to these standing regulations, and ASFA's policy against discrimination, harassment and violence.

## **Chapter 6 - Regulations Regarding Sustainability**

### **SECTION 1: ENVIRONMENTAL SUSTAINABILITY**

261. The objective of environmental justice is to alleviate unequal burdens caused by climate change and ecological degradation.
262. The ASFA will act in meaningful solidarity by maintaining relationships with directly affected communities, with a particular emphasis on indigenous peoples. To this aim, the Federation will follow the leadership that indigenous communities have shown via opposing extractive projects on their territories.
263. The ASFA will support initiatives that educate and mobilize the membership on issues relating to environmental justice, and will strive to be as materially sustainable as possible.
264. The ASFA will strive to eliminate its contribution to:

- a. The progressive buildup of substances extracted from the Earth's crust (i.e. heavy metals, fossil fuels, greenhouse gas emissions);
- b. The progressive buildup of chemicals and compounds produced by society (i.e. dioxins, PCBs, DDT);
- c. The progressive physical degradation and destruction of nature and natural processes (i.e. over harvesting forests and paying over critical wildlife habitat).

## **SECTION 2: SOCIAL SUSTAINABILITY**

265. The ASFA will promote a strong, safe, and empowering community by seeking to minimize systemic power imbalances within society and fostering a culture of anti-oppression, as well as encouraging a culture of self-care.
266. Every year, the Federation, the ASFA executive, and its employees will disseminate materials regarding mental health education to Member Associations.
267. The Mobilization Committee will ensure that all ASFA Executives, Councillors, and Member Association executives take part in mandatory consent and sensitivity workshops on a yearly basis.

## **SECTION 3: ECONOMIC SUSTAINABILITY**

268. This policy requires the Federation to, whenever possible, support local businesses that meet global labor standards and proactively seek new partnerships.
269. This policy encourages the Federation to purchase products from local businesses that provide fair wages to employees, do not inflict unnecessary suffering upon the environment (including, but not limited to the direct suffering of flora and fauna), and make use of environmentally sustainable practices.
270. Where alternatives exist in the industry, the Federation will avoid unsustainable requests for corporate sponsorship. In the event that an unsustainable corporation seeks sponsorship of the ASFA, or its member associations, said corporation must be made aware of the ASFA Sustainability Policy.
271. This policy requires for the Federation to act in accordance with its position on divestment of fossil fuels, and advocate for responsible and diversified investment portfolios within and outside of university campuses.
272. The ASFA will be responsible in its long-term planning of finances to ensure year-to-year financial stability and flexibility as major expenses arise.

273. The ASFA will prioritize funding initiatives that will lead to:

- a. Cost-savings for the Federation in a reasonable timeframe;
- b. Considerable social and/or environmental benefit.

#### **SECTION 4: IMPLEMENTING SUSTAINABILITY**

274. As part of the Arts and Science Faculty Council, representatives of the ASFA shall be responsible to improve integration of waste-management, sustainability, and indigenous affairs in the university's curriculum.

275. When sponsoring the travel of ASFA members to events in other cities, the ASFA shall encourage the use of train and bus transportation, whenever possible. The Federation will equally promote collective transportation, or ride-sharing to meetings and assemblies.

276. The ASFA executive will be responsible for distributing the Sustainable Event Guide, by Sustainable Concordia, to Member Associations at the beginning of their mandate. To this aim, the ASFA shall encourage sustainable choices that Member Associations intend to make through financial means when allocating budgets and Special Project Funding.

277. When organizing events, especially during Orientation Week, the ASFA should use the Sustainable Event Guide, by Sustainable Concordia, as a blueprint to reducing the events' impact.

278. All events should achieve a minimum of silver certification (20 actions) with emphasis on eliminating single use items such as non-reusable plastic water bottles, plastic cutlery and dishes, paper napkins, and individually packaged condiments.

279. The ASFA shall make extensive use of online resources and social media for promotion and event registration rather than printed promotions and tickets.

280. The ASFA will support and promote events whenever possible that showcase communities directly affected by the impacts of climate change.

281. The Federation will ensure that the head office is as sustainable as possible by utilizing energy efficient appliances and electronics, as well as purchasing supplies with minimal environmental impact such as recycled paper and non-hazardous cleaning supplies.

282. The Federation will ensure that at least one third of all food served at assemblies and meetings is vegetarian and will prioritize food that is locally grown or from a local

business, while being organic when possible. The Allergy Food Fund serves the purpose of accommodating any other dietary restrictions including gluten intolerance, or vegan options.

283. The Federation will provide workshops on sustainability to all ASFA and Member Association executives.
284. ASFA will encourage Member Associations going forward to hold referenda to add a sustainability mandate to the composition of their association.
285. Policy and internal committees must draft a sustainability checklist form for all MAs that must be filled and submitted with cheque requisitions after an MA event. Cheque requisitions will be reviewed to ensure they meet ASFA's sustainability policies. This may include a sustainability checklist, Chapter 6 of these regulations, and ASFA's ethical purchasing policy.