

AFRICAN STUDENTS ASSOCIATION OF CONCORDIA

CONSTITUTION



The hereby Constitution read and respected, shall be the governing law/guideline of the Association; notwithstanding the Concordia Students Union bylaws/Constitution and the laws and regulations of the Concordia Institution for which both override the laws put forth by this constitution.

CHAPTER 1 DEFINE THE ASSOCIATION

ARTICLE 1.I - THE ASSOCIATION

This Association is hereby known as the African Students' Association of Concordia acronym: ASAC. "CSU": shall mean Concordia Students Union "The Association": refers to the African Students' Association of Concordia; "Campaign materials": shall refer to any printed matter, paid advertisement in any media, emails, or any other object used to promote or oppose, directly or indirectly, the election of a candidate; "Election Committee": shall refer to a group of students organized by the Chief Electoral Officer for the purpose of coordinating electoral proceedings; "Polling Period": shall refer to a period of at least one (1) school day during which the polls in an election will be open later than 10h00 and close no earlier than 17h00; "Public Notice": shall refer to the placement of posters in prominent view at Sir George Williams and/or Loyola campuses, as well as to emails sent to students within the association; "The University": shall refer to Concordia University; For the duration of this document it will be referred to as "the Association" or "ASAC".

ARTICLE 1.II - AIMS AND OBJECTIVES

1. Name

The name of the Association hereby established shall be the African Students' Association of Concordia

2. Relationship to CSU

The Association shall exist as a club under the CSU and shall be subject to the applicable rules and regulations duly passed by CSU Council.

ASAC is a student association which represents the students of African descent at Concordia University. Functioning as a microcosm of the African continent, the association promotes African culture and awareness by doing the following.

- I. Facilitating the social networking of African students in Montréal, Québec Canada.
- II. Raising issues of concern pertaining to Africa among its members and the greater Montreal community.
- III. Collaborating with local and national organizations for the advancement of Africans and African issues as well as the people.
- IV. Participating fully as an affiliated member of Umoja, Concordia Student Union and REAC-ACSN (ACSioN Network.) under the Concordia University Institution.

CHAPTER 2 MEMBERSHIP

ARTICLE 2.I - REGULAR MEMBER

1. Must be a registered student at Concordia University.
2. Applies to become a member by fulfilling the required application process as predetermined by the Association.
3. Membership to ASAC must be renewed annually and/or by the attendance of not less than two events organized by the Association.
4. The order comes into force therein by level of importance and shall be regarded as a numerical order of importance.

ARTICLE 2.II - ASSOCIATE MEMBER

One may apply for Associate Membership if he/she does not meet the criteria for Regular Membership (ART. 2.I) but fulfills the following:

1. An individual who agrees to promote the aims and objectives as outlined in ART 1.II.
2. An individual who is willing to assume responsibility in accordance with ART. 2.VI.
3. For the purpose of this section, the executive body reserves the full authority to strike down this special status for the intention of good administration of the Association.

ARTICLE 2.III - HONORARY MEMBER

1. By a majority vote (2/3) of members present during a General Assembly (not an Executive meeting) the Association may confer Honorary Membership upon any person (including a person who is neither a regular nor an associate member) who the Association feels has contributed to the fulfillment of the aims and objectives of the ASAC.
2. A motion to confer Honorary Membership may be tabled by a Regular Member and supported by an Executive Member. The motion may be deemed to have carried or may be sustained by a simple 2/3 majority of ayes in a General Assembly Session. Separate motions may be tabled for other such Honorary Status; two or more names may not be included in the same motion for the conferment of Honorary Membership.
3. An Honorary Member maintains this status at the pleasure of the Association. Status may be revoked at any General Meeting if the Association finds sufficient justification to withdraw such privilege. Such motion to revoke Honorary Membership may be tabled by a Regular Member and sustained if seconded by an Executive Member.

ARTICLE 2.IV - APPLICATION FOR MEMBERSHIP

A. MEMBERSHIP ADMINISTRATION

1. The Executive may choose to use a simple application form requiring Name, Postal Address, Email Address, Telephone Number, Concordia Students I.D. Number and Signature. All other methods are at the unanimous discretion of the Executive team.
2. At the discretion of the Executive, such application forms also may include a clause that states: "I, the applicant, agree to abide by the Constitution of this Association."
3. Also, at the discretion of the Executive, such application forms also may include optional questions as to areas of interest and academic field of concentration or program of study. These optional questions need not be answered by the applicant.

B. PROCESSING MEMBERSHIP APPLICATIONS

Upon receipt of Applications for Membership the Executive (or their representatives) may follow the following procedures:

1. Verify that all criteria' for membership have been met (in accordance with ART 2.II and/or ART. 2.III).
2. If all criteria are properly met, Regular Membership or Associate Membership (whichever is applicable) may be issued to the new member.
3. Membership may not be refused to student applicants who satisfy membership requirements.
4. Subject to subsection 2.IV: B(3); a member cannot be refused to vote in any issue pertaining to the Association this part applying to members referred to in Article 2.I.

C. APPEAL BY UNSUCCESSFUL APPLICANT

1. A student whose application for membership has been rejected may appeal first to the Executive.
2. In the event that an unsuccessful applicant loses his appeal to the Executive, such student may carry his/her appeal to a General Meeting. A more than 50% majority vote of regular members during a General Meeting may reverse the decision of the Executive. If the student is still unsatisfied he/she may bring the appeal before the CSU council and who can also reverse the decision of the Executive.

ARTICLE 2.V - MEMBERSHIP FEES

No membership fees shall apply in order for one to become a member of the Association unless fee levy are no longer paid by all registered students to the Concordia Student Union.

- Therein referring to the Association's members

ARTICLE 2.VI - RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF MEMBERS

A. REGULAR MEMBERS AND EXECUTIVE BODY

Unless otherwise stated in the Association's Regulations, each Regular Member shall:

1. Have the right to move, second and support any motion, nomination or amendment and to vote on all issues during any General Meeting and in all referenda.
2. Be entitled to all rights and privileges that do not conflict with this constitution or other rules and regulations set by this Association or the Concordia Students Union.
3. Be entitled to request, an up-to-date, and to make copies of this Constitution, Meeting Minutes and any other official rules and regulations enacted by this association.
4. Be entitled to be a candidate for office of this Association.
5. Have the right to seek redress on any issue from the Executive, General Meeting or the CSU Council.
6. Have the responsibility of abiding by this Constitution.
7. Have the duty to vote in the Executive Elections of this Association. 8. Participate in all Association activities.
8. Have the right to examine all records and books of this Association.

B. ASSOCIATE MEMBERS

1. While Associate Members do not hold voting rights, nor may move nor second motions, nominations, nor amendments, they are entitled to all other rights and privileges of membership.
2. Each Associate Member may attend any General Meeting during which she/he may exercise full speaking rights.
3. While an Associate Member may not hold office on the Executive she/he may serve in any auxiliary capacity or on sub-committees in which he/she is not required to vote. An Associate Member is permitted and welcomed to accept any responsibilities offered by the Executive to organize, assist in organizing and/or participate in various functions or programs of the Association.
4. Each Associate Member is entitled to request and to make copies of this Constitution, Minutes and any other official rules and regulations passed by the Association.
5. An Associate Member has to present a grievance first to the Executive and then to a General Meeting with the Concordia Students Union being the last resort of arbitration.
6. An Associate Member shall have the responsibility of abiding by this Constitution as well as policies of Concordia University and the CSU

C. HONORARY AND GRADUATE MEMBERS

1. Honorary Members are esteemed guests of the Association and are to be regarded as such.
-In regards to the immediate above section, active members of the Association from another educational institution are to be incorporated in this section.
2. Honorary Members may not vote on any issue nor speak on such. However, a meeting in session may grant the privilege of speech to an Honorary Member if it so desires or if such member wishes to speak.
3. Honorary Members may not hold Executive office in the Association, nor any positions that are the preserve of Regular or Associate Members.
4. Participation by Honorary Members may be governed by the Executive subject to this Constitution.
5. Honorary Members are expected to respect this Constitution, as well as the policies of the ASAC, Concordia University and CSU wherever applicable.
6. At the discretion of the Executive team, these members shall/could give relevant advice in good spirit of reminding the current Executive body of the customs of the Association.

CHAPTER 3 ORGANIZATION AND STRUCTURE

ARTICLE 3.I - AUTHORITY

- i. The Association shall have an Executive to oversee its day-to-day operations.
- ii. The Executive is the governing body of this Association in between annual Elections.
- iii. The Executive shall be elected by the Association membership during the annual general election.
- iv. The signing authorities shall be the President and VP Finance. In the event that there is no VP Finance, another executive may assume this role.
- v. The Executive shall appoint one of its Members as a booking officer.
- vi. The Executive is the governing body of this Association in between annual Elections.
- vii. The Executive may never act against the decisions of General Meetings.
- viii. The authority of the Executive is to implement the decisions of the General Meetings.
- ix. The Executive is headed by the President but is responsible to the General Meetings (see ART. 3.II)

ARTICLE 3.II - GENERAL MEETINGS

- A. A General Assembly is a general meeting of all members of the Association.
- B. A General Meeting is the final authority within this Association (notwithstanding the Constitution which is the bylaws governing the Association).
- C. There must be at least two (2) General Meetings per year with at least ten (10) regular members present and voting.
- D. A General Meeting may reverse any decision made by the Executive or by any Executive Officer.
- E. Any General Meeting has the authority to overrule any decision of the Executive.
- F. General Meetings are not permitted during the months of-May, June, July or August as most students are not available outside the normal academic year from September to April.
- G. Proper notice of a General Meeting must be given at least ten (10) days prior to the date of such a General Meeting. Notice of such must appear on the bulletin boards of the ASAC premises and all online accounts. Such notice must clearly include time, date and place.
- H. This Constitution may be amended by a two-thirds (2/3) majority of Regular Members present at a General Meeting.
- I. A General Meeting may also adopt Standing Orders by a simple majority (50+1) vote of Regular Members present at a General Meeting.
- J. A minimum of ten (10) members constitutes a quorum for a General Meeting.
- K. A General Meeting may be called by the President or by a majority of the Executive or by any ten Regular Members with a written petition and signed members being obliged to be present at the General Members.

ARTICLE 3.III - COMPOSITION OF THE EXECUTIVE

The Executive shall be composed of:

- The President;
- The Vice-President;
- The Vice President Administration
- The Vice-President of Internal Affairs;
- The Vice-President of External Affairs;
- The Vice-President of Finance;
- The Vice-President of Communications;
- The Vice-President of IT & Logistics;
- The Co-Vice-Presidents of Outreach.

The Executive shall consist of a mandatory 4 elected members:

1. The mandatory positions to be filled in the Executive body are: President, Executive Vice-President, VP Finance and the VP Administration.
2. Temporary or Permanent Assistants to Executive Members may be appointed by the elected Executives. Such appointments are to be announced at a General Assembly.

CHAPTER 4 QUALIFICATIONS AND DUTIES OF EXECUTIVE OFFICERS

ARTICLE 4.I - QUALIFICATIONS OF EXECUTIVE OFFICERS

1. All members of the Executive must be Regular Members willing to put forth the Association's interests first during their mandate and should sign a waiver recognizing this.
 2. All members of the Executive must be undergraduates.
 3. The Executives cannot hold a position subsequent to having served a first mandate, in spirit of giving an opportunity to new members.
- The above section can be overturned by a clear majority vote at any of the two General Assemblies held throughout the year.

ARTICLE 4.II - DUTIES OF THE EXECUTIVE OFFICERS

1. All the Executive Officers are responsible for upholding this Constitution.
2. The Executive are responsible for organizing social, educational and cultural activities.
3. The Executive is responsible for presenting to the members programs and events traditional to the ASAC as well as new activities requested by the General Membership that are within the competence of the members and the Association's budget.
4. Each Executive member shall be held accountable for the actions of his/her assistant.
5. The Executive as a collective can appoint auxiliary officers.
6. Each Executive is encouraged to form sub committees to help facilitate them in their roles in accordance with this Constitution.
7. The Executives' term of office is normally one year or until the next election, whichever comes earlier.

ARTICLE 4.III - DUTIES OF THE PRESIDENT

- A. The President shall be considered the Chief Executive Officer of the Association.
- B. He/she shall be a signing authority and will be the main representative of the Association to its Membership.

- C. The President may, from time to time, appoint people among the Executive body to represent the Association.
- D. He/she is responsible for the conduct of all meetings. The President shall either preside over such meetings or appoint another member to do so on his/her behalf.
- E. The president may delegate any Executive Officer to oversee the responsibilities of one or more functions charged to another or other members.
- F. The President's term of office is normally one year from the date of his/her election or until he/she resigns or is replaced by a new President in accordance with this Constitution. The President's term of office may extend beyond twelve (12) months but only to meet the content and spirit of this constitution, with an unanimous secret vote of the existing Executive body.

ARTICLE 4.IV - DUTIES OF THE EXECUTIVE VICE PRESIDENT

- A. It is the duty of the EVP to automatically assume the office of the President in the event that the office of the President becomes vacant. In such a case, if the EVP refuses to assume the presidency, then that EVP must resign from the Executive.
- B. The EVP represents the President and acts in the name of the President in as much as the President has delegated such authority to the EVP.
- C. The EVP shall be responsible for ensuring that ART. 2.II, 2.III, 2.IV, 2.V and 2.VI of this Constitution are applied fairly and justly.
- D. The EVP is entrusted with the responsibility of applying Chapter Two of this Constitution in such a way that membership policies are strictly followed.
- E. The EVP must keep an up-to-date list of all members, clearly indicating whether each member is Regular, Associate or Honorary.
- F. Considering ART. 2.IV in the event that a membership application seems dubious or some qualifications seem uncertain the EVP is authorized to consult the Executive or a General Meeting before making his/her decision.
- G. If the application for membership clearly does not meet the appropriate criteria according to ART. 2.I, 2.II and to ART. 2.IV, then the EVP may refuse membership in accordance with this Constitution.
- H. It is the duty of the EVP to direct each unsuccessful applicant to Section C of ART 2.IV, explaining how an unsuccessful applicant may appeal membership rejection if desired. I. The EVP's term of office is normally one year or until the next election or resignation, whichever comes first.

ARTICLE 4.V - DUTIES OF THE EXECUTIVE SECRETARY/ADMINISTRATION

- 1. The Executive Secretary shall be responsible for the keeping of all records of the Association (including meetings).
- 2. The VP Internal Relations is responsible for all printing & publications on behalf of the Association.
- 3. The Executive Secretary is responsible for the recording of minutes at all meetings. The Executive Secretary may do the recording him/herself or appoint another member as Recorder at any meeting. This Recorder would represent the Executive Secretary during his/her absence.
- 4. The Executive Secretary is expected to assist the President in maintaining order during meetings and is responsible for assuring that a copy of the Constitution and other regulations are always available during official Executive or General Meetings.
- 5. The Executive Secretary may be given other responsibilities by the President or by a General Meeting as may be deemed necessary.
- 6. The normal term for the Executive Secretary is one year or until the next election, or their resignation, whichever comes earlier.

ARTICLE 4.VI - DUTIES OF THE VP - INTERNAL AFFAIRS

The VP Internal shall be the primary liaison between the Association as well as other Concordia associations and clubs notwithstanding different academic Departments. In order to fulfil the duties prescribed by this constitution, the VP Internal shall perform the following tasks regularly when required throughout her/his mandate.

- A. The VP Internal shall actively seek collaborations with other Concordia Association and Clubs throughout the academic year. When a potential collaboration arises, the VP Internal shall present a detailed plan of collaboration, including (but not limited to) a financial account (amounted with the help of the Vice President Finance) and distribution for the proposed collaboration, a statement of work distribution between the entities part of the collaboration, a detailed plan of action including required deadlines, etc.
- B. The VP Internal shall provide the herein referred documentation to the ASAC Executive for discussion and final decision over the proposed collaboration project.
- C. The VP Internal shall actively seek opportunities for ASAC members from different Departments of the University, in areas such as internship opportunities, volunteering opportunities, competition opportunities, conferences opportunities, etc. In doing so, the VP Internal shall contact faculty members of different departments or Associations and Councils in the University.
- D. The VP Internal shall present a detailed list of opportunities with references to the Association Executives during the soonest Association regular meeting.
- E. The VP Internal Affairs is responsible for improving the ASAC's image within the Concordia Community.
- F. The VP Internal Affairs Is responsible for the representation of the Association and ensuring that it is represented in its umbrella associations and similar society.
- G. If the application for membership clearly does not meet the appropriate criteria according to the whole of Article 2.IV, then the VP Internal may refuse membership in accordance with this Constitution.
- H. It is the VP Internal Affairs duty to direct unsuccessful applicant to be a member of the Association, explaining how an unsuccessful applicant may appeal membership rejection if desired.
- I. The normal term for the VP Internal Affairs is one year or until the next election, or their resignation, whichever comes earlier.

ARTICLE 4.VII - DUTIES OF THE VP FINANCE

The VP Finance shall perform the following tasks regularly when required throughout her/his mandate.

- A. The VP Finance shall be a signing authority and will hold responsibility over the financial matters of the Association.
- B. The VP Finance will also be in charge of spearheading fundraising for ASAC, drafting and submitting the yearly budget and facilitating the financial obligations and logistics of the Association.
- C. The VP Finance shall create the Annual Budget Proposal no later than August 31st for review by the executive body in the meeting following the herementioned date.
- D. The VP Finance, as a signing authority, shall be available on campus at least once a week between 10:00 am and 4:30 pm so as to sign formal documents submitted by the Association to CSU.
- E. The VP Finance shall actively seek throughout his/her mandate sponsorships so as to increase the Association's budget as high as possible.
- F. The VP Finance shall create sponsorship packages to be negotiated with private firms and enterprises, promote the financing of academic activities to the university and to the four Faculties of the University, apply for special project funding (SPF) to ASFA, CSU, the Dean of Students, etc.
- G. The VP Finance shall keep record of all financial activity of the Association.
- H. The VP Finance shall be in charge of keeping all receipts related to the Association spending.
- I. The VP Finance shall maintain a balanced budget of expenditures and revenues.
- J. The VP Finance, as the main responsible over the Association's finances, shall maintain high security over all incomes, and shall produce a revenue report to CSU or the General Meeting when required.
- K. The VP Finance shall be in charge, assisted by the VP Internal Affairs of organizing all fundraisers of the Association, would it be for an external cause or for the Association itself.

- L. The VP Finance with the approval of the President shall be responsible for all financial transactions of the Association.
- M. The VP Finance is responsible for keeping appropriate financial records on behalf of the Association and providing financial reports to all members at General Meetings.
- N. The VP Finance is responsible for the Association's compliance with CSU regulations on financial matters.
- O. The VP Finance is responsible for representing the Association on CSU committees which relate to finance or in others that fall within the functions of the VP Finance.
- P. The normal term of office for the VP Finance is one year or until the next election, or resignation, whichever comes earlier.
- Q. The VP Finance is directly responsible to the President with the responsibility of being answerable to the General Assemble/Meeting at any time during the duration of his/her term.

ARTICLE 4.VIII - DUTIES OF THE VP EXTERNAL AFFAIRS

The VP External shall perform the following tasks regularly when required throughout her/his mandate.

- A. The VP External shall be the primary liaison between the Association and other bodies outside of the University.
- B. The VP External will also be responsible for initiating, actively seek and contact potential speakers for the Speaker Series
- C. The VP External shall actively seek collaborations with other universities.
- D. The VP External shall seek opportunities for students outside of the University including but not limited to scholarships, events, call for submissions, social movements, etc.
- E. The VP External shall communicate these opportunities to the Association VP Communications no longer than 2 business days after she/he has been aware of the opportunity.

ARTICLE 4.IX - DUTIES OF THE VP COMMUNICATION

In order to fulfill the duties prescribed the VP Communications shall perform the following tasks regularly when required throughout her/his mandate.

- A. The VP Communications shall be responsible for the distribution of information to the Membership including but not limited to mailing lists, newsletters, updating the ASAC website and the creation of the posters.
- B. VP Communications shall publish on the transparency page of the ASAC website if asked by any member the minutes of the Executive body's regular meetings.
- C. The VP Communications shall update regularly the mailing list when new email are submitted.
- D. The VP Communications shall create all ASAC Events posters no longer than 10 business days after the event and its specifications are approved at the ASAC Executive body.
- E. The VP Communications shall make public all ASAC Events and opportunities through the ASAC Facebook page and the ASAC Website no longer than 10 business days after the event and its specifications are approved at the ASAC Executive body.
- F. The VP Communications shall regularly send a newsletter to the Membership so as to keep them informed enough in advance of all upcoming events and opportunities.

ARTICLE 4.X - DUTIES OF THE CO-VP OUTREACH

In order to fulfill the duties prescribed the VP Outreach shall perform the following tasks regularly when required throughout her/his mandate.

- A. The VP Outreach must engage with the student body of their respective campuses (Loyola and SGW) with the goal of raising awareness of services rendered by ASAC.

- B. The VP Outreach must delegate/oversee a team of ambassadors to represent ASAC on each campus on a consistent basis.
- C. The VP Outreach must work in conjunction with the VP Communication to increase ASAC's social media following.
- D. The VP Outreach must work in conjunction with VP the Communication to come up with new initiatives.
- E. The VP Outreach must set targeted social media growth objectives and KPIs & keep track of progress.
- F. The VP Outreach must give a bi-weekly progress report to the Vice President to determine whether new strategies should be adopted.

ARTICLE 4.X - DUTIES OF THE VP IT & Logistics

In order to fulfill the duties prescribed the VP IT & Logistics shall perform the following tasks regularly when required throughout her/his mandate.

- A. The VP IT & Logistics shall be responsible for managing and updating ASAC's website, planning the logistics of the association's events and managing the association's email, which includes replying to correspondence addressed to it.

CHAPTER 5 - ELECTIONS, FILING VACANCIES AND IMPEACHMENTS

ARTICLE 5.I - ARTICLE XIX - EXECUTIVE ELECTIONS

1. ELECTION PROCEEDINGS

i. Election Period

- 1. General Elections will be held annually in the month of March or April. If there are vacant seats, a by-election must be held in the fall semester to fill said seats.

ii. Nomination of Candidates

- B. The nomination period shall begin 10 juridical days before the polling period and will end at midnight the day before the campaigning period is scheduled to take place.
 - C. Every eligible person may be nominated as a candidate for one office in an election by filling out the prescribed nomination paper from the Executive body specifically the Executive Vice-President.
 - D. The nomination paper shall, under pain of rejection, be filled no later than 6:00 p.m. on the last day of the nomination period.
 - E. The nomination paper shall state the name of the candidate as well as his or her Concordia I.D. number, address, telephone number, e-mail address, and the office for which he or she is a candidate.
 - F. The nomination paper shall include a statement signed by the candidate(s) to the effect that he or she consents to the nomination.
 - G. The nomination paper shall include the printed name, signature and Concordia I.D. number of 5 eligible Electors.
 - H. The nomination paper shall likewise include no more than 150 words on the political platform of the candidate to be referenced by the voters at the polls for further information on the candidates.
- The Executive body shall have the sole authority to verify the validity of the nomination papers.
 - A candidate may withdraw his or her nomination by transmitting a notice to the Executive body in writing to that effect, signed by him or her, prior to the beginning of the campaign period.

iii. Announcement of Poll

Such announcements shall include, as the case may be:

- The title of the offices open for election;
- The place(s) where the nomination forms may be obtained;
- The place(s) and dates fixed for the filling of nomination papers
- The place(s) and dates fixed for the formation of election committees;
- The dates on which the polling will take place in accordance with these regulations.

iv. Campaign Period

- The campaigning period shall begin five (5) days before the polling period and will end at midnight the day before the polling period is scheduled to take place.
- At the beginning of the campaign period the identity of all candidates will be made public by the Executive body.
- Campaign material may be distributed, posted, published, broadcast, or otherwise disseminated only during the campaigning period.

v. Poll

No later than five (5) days before the polling period, the Executive body shall give a public notice setting forth the following particulars, as the case may be:

- The designation of each office, for which a poll must be held;
- The names of the candidates for each office including a small picture;
- The day(s), time(s), and place(s) where the polling station(s) will be open for the poll;
- The particulars relating to the office and the name must correspond to those appearing on the nomination paper;
- Poster describing the candidate's brief political platforms so as to better inform the members.
- Polling for the annual general elections of a Member Association shall be held the week following the campaign period and last 1 or 2 days at the discretion of the Executive body.
- Quorum for the elections is of 2.5% of the regular members.
- If it is decided to hold Executive Elections during a Special General Meeting then notice of meeting must clearly indicate that Executive Elections will be held and such notice must be given at least twenty (20) days prior to the date of the Special General Meeting.
- Candidates for Executive Offices must qualify according, to Article 2.I.

2. ELECTION PROCEDURES

1. Only Regular Members, notwithstanding graduate members, may nominate and/or second the nomination of a candidate. No one person may nominate and second the same nomination.
2. If there is more than one candidate for one office at the close of nominations, then a secret ballot election will take place. Otherwise a sole candidate will be declared elected by acclamation but will have to give a speech on why they deserve the position.
3. A candidate may be voted into office through the preferential voting where voting requires that the voter number (sequentially) the candidates on the ballot paper, and that a system of counting and recounting based on elimination occurs until one candidate secures a simple majority of votes and is duly elected
4. This procedure will be conducted for each office being contested.
5. If after the nominations for a particular office are declared closed and there is no qualified candidate nominated, then that particular office will be declared vacant.
6. Vacancies shall be filled in accordance with Art 5. 1 (i).

A. FILLING VACANCIES

I. VACANCY OF PRESIDENT

In accordance with ART 4.IV, the EVP automatically fills a presidential vacancy. If the EVP refuses to become

President by resigning from the Executive then the Executive Secretary may accept the provisional office of Acting President. If the Executive Secretary refuses the office of Acting President then the Executive or a General Meeting may choose another member as Acting President, to be done in a period no longer than thirty (30) days. In any case an Acting President serves until a regular President is elected. However, an Acting President may not appoint auxiliary officers, delegates and committees.

II. VACANCY OF EXECUTIVE OFFICES OTHER THAN PRESIDENT

In the event that such an office becomes vacant before the normal term of office has expired then the Executive may call an election in or request a replacement from a General Meeting.

B. IMPEACHMENTS

1. Impeachment procedures may be brought against any member for violation of the Constitution or delinquency of duties.
2. Impeachment procedures against a member may be initiated by a petition of Impeachment clearly stating the charges and must be signed by at least ten (10) Regular Members and presented to the President. The document: "Petition of Impeachment" must be either typed, printed or in readable form. Members' signatures must clearly be accompanied alongside by the typed or printed names in readable form.
3. Such petition of Impeachment must state whether the member's membership requested to be revoked and/or the petition is call for a removal of office. If removal of office is requested, then that office must be correctly stated.
4. Upon receipt of a petition of Impeachment, the president shall call a special General Meeting in accordance with ART 3.II.
5. Prior to the Special Meeting of Impeachment, the President shall determine the equal length of time to be allowed each to the charged member and to his accuser.
6. During a Special Meeting of Impeachment, after both accused and accuser have completed their presentations, the President shall then invite the members present to discuss the merits of the case. Each member who wishes, must be given the opportunity to address the issue in accordance with ART 2.VI.
7. When discussion is completed, the president shall then call the members to vote on the question. Only a two-thirds (2/3) vote of Regular Members present, constitute an 'affirmative vote for impeachment. Failure to obtain a two-thirds (2/3) vote causes the Petition of Impeachment to be lost.
8. If the vote for impeachment is affirmative, then the President shall declare that the member in question is impeached.
9. Such declaration of impeachment shall state whether the member's impeachment removes the member from office or from membership or from both in accordance with the Petition of Impeachment. If a member is removed from office by impeachment then that office is considered vacant.
10. The president has sole power to impeach an Executive in the case that a General Meeting cannot be held.
11. Impeachment of the President
 - a. In the event that impeachment procedures are initiated against the President, then the EVP shall perform the presidential duties of impeachment procedures outlined in this constitution.
 - b. If the vote for impeachment against the President is affirmative, the EVP shall announce that the Petition for Impeachment is affirmative and the Affirmed Petition for Impeachment against the President will be submitted to the CSU Council for ratification. If the CSU Council ratifies the Affirmed Petition for Impeachment, then the President is impeached and the office of President is then vacant.
 - c. If CSU rejects the Affirmed Petition for Impeachment against the President then the President remains in office. However the Association has the right to appeal the decision of the Council through the EVP or the Executive Body.
12. A member may be impeached from membership in accordance with this constitution. Copies of all and any documents must be filed by the Executive Secretary and copies sent to the CSU Council.

C. CREATION OF NEW POSITIONS

1. In the event a new position is being considered, it must pass through a vote involving all existing executive members in which two-thirds (2/3) of members vote in favor of the creation of the new position.
2. If the motion to create a new position is ratified, a member may be elected from the previous pool of candidates in the most recent election.
3. This candidate may be chosen by existing executive members through a democratic vote in which two-thirds (2/3) of members vote in favor of the candidate.
4. If said candidates are unwilling to fill the new post, a new election period will be held for the new position, refer to Chapter 5.1 and 5.2.
5. New position mandates will be in effect for one (1) academic year as a trial period
 - a. At year's end, executive members will propose a motion to either abolish, or keep the position in effect.
 - b. The presiding decision must be reached through a democratic vote in which two-thirds (2/3) of members vote in favor of either abolishing or concretizing the position.

CHAPTER 6- ADMINISTRATION

A. FINANCE, BUDGET, AND SIGNING OFFICERS

1. In consultation with the Executive, the VP Finance shall draw up an Annual Budget Request and present such to a General Meeting for approval. After such approval the VP Finance shall present the Annual Budget Request to the CSU.
2. The Executive shall determine the composition of signing officers. Only members of the Executive shall be signing officers.
3. Regular Members have the right to request and secure all financial information of the Association.

B. DOCUMENTS

All documents must be typed, printed or written in a form which can be easily read by the members.

C. CONSTITUTIONAL AMENDMENTS AND OTHER REGULATIONS

A. UNJUST DISCRIMINATION

1. This Association nor any of its members may not unjustly discriminate against a member according to race, national or ethnic origin, color, religion, age, sex, marital status, language, creed, political orientation, sexual-orientation, conviction of criminal offense, physical disability, social condition and/or that which this Constitution has forgot to mention.
2. This Association is mandated to protect its members against unjust discrimination according to the Canadian Human Rights Act.

B. ROBERTS RULES OF ORDER

In the event of questions concerning any matter relating to the Association, its procedures and operations of any form" the rules contained in Roberts Rules of Order shall govern this Association in all cases to which they are applicable and to which they are not inconsistent with this Constitution or other regulations of this Association or of the CSU.

C. STANDING ORDERS

1. This Association may adopt Standing Orders, to be numbered consecutively, to govern areas not otherwise covered by this Constitution or to further clarify any part of this Constitution. However, all Standing Orders are subject to this Constitution.
2. Standing Orders may be adopted by a simple majority at any General Meeting.
3. Standing Orders may not be inconsistent with the Constitution nor violate that of Concordia University.

D. CONSTITUTIONAL AMENDMENTS

This constitution may be amended by a two-thirds (2/3) vote of Regular Members present during a special General Meeting called for the specific purpose of amending the constitution. Never, in any circumstance may this constitution be amended in any way by only the Executive. All amendments are subject to approval by the CSU.

E. INTERPRETING THE CONSTITUTION

1. In the event of questions concerning constitutional interpretations or conflicts thereof, the matter should be first brought to a General Meeting which should try to answer the question or solve the conflict.
2. If a General Meeting fails to answer such questions or solve such conflict, or if a member is unsatisfied with the result of a General Meeting's attempt to interpret the Constitution in part or in whole, then the matter must be referred to the CSU.
3. In the event that there is any conflict between this Constitution and the By-Laws of the CSU, then the CSU By-Laws shall take precedence.

F. DISSOLUTION

1. In the event that members decide to dissolve this Association, a thirty (30) day notice must be given announcing a special General Meeting to specifically consider dissolution of the Association. For a vote of dissolution to carry, it must win at least three fourth (75%) vote.
2. Should the dissolution be affirmative, the CSU shall be notified in writing. Notice of the dissolution must appear on the bulletin boards of the University and ASAC premises and also must include a notice in at least one of the University publications (e.g. The Link, The Concordian).

It is hereby recognized that this Constitution however binding to the Association, any of its sections can be struck down if challenged by the CSU bylaws, the Concordia University rules and Regulations; moreover by the Constitution of Canada, The Charter of Rights and Freedoms and any Laws of the Québec Province and the City of Montréal.

WRITTEN BY
HELDEN BYUMVUHORE
VICE PRESIDENT FINANCE 2014-2015