



Constitution

of the

Political Science Students Association

of Concordia University

1. NAME (letters patents)

The name of the Association shall be “Political Science Students Association of Concordia University / Association des étudiants et étudiantes de science politique de l'Université Concordia”, hereinafter “the Association,” and may also be designated as “PSSA / AÉSP”.

2. PURPOSE (letters patents section 5)

The purpose of the Association shall be to represent the students of Political Science and Human Rights at Concordia University, Quebec. The role of the Association is to represent the students academically to the department, to use allocated funds to organize accessible events around Montreal and provide students with opportunities for social networking, academic skills development, and professional skills development. These events are organized with the intent of developing a community among the Political Science and Human Rights students at Concordia University, and to do so in a fashion that is transparent, equitable, and representative of student needs.

3. MEMBERSHIP

3.1 Membership in the Association shall consist of undergraduate Concordia University students currently enrolled in a Specialization, Major, or Minor in Political Science, or pursuing a Minor in Human Rights.

3.2 An undergraduate student who does not fulfill the conditions for membership but who is still enrolled in a Specialization, Major, or Minor in Political Science, or pursuing a Minor in Human Rights will be considered an associate member. This will include students who are under a suspension, waiting for their graduation or on a leave from their program,. Associate members have access to services offered by the PSSA but do not have the right to vote in all elections, by-elections, general meetings and to run or hold an elected office in the Association.

3.3 The Council, by a two-thirds majority vote at a meeting duly convened for that purpose, may, in exceptional circumstances, grant temporary membership to an individual who is not a member, with full rights and privileges, for a period ending not later than the last day of registration of the succeeding Fall term of Concordia University. Exceptional circumstances are defined to mean that the lack of membership is due to the actions or decision of a third party outside of the power and ability of the member to remedy including but not limited to a contested suspension or expulsion, late registration not processed by the university, visa problems unresolved because of the government bureaucracy or other equivalent circumstances..

3.4 Members shall have the right to elect the Councillors of the Association, attend and vote at all General Meetings of the Association, move and second motions at these meetings, and run for Council.

4. GENERAL MEETINGS (QCA article 98)

4.1 The Annual General Meeting shall be convened by the General Coordinator before the end of April, each year. Special General Meetings are called by the Council by resolution or upon the request of 50 members of the Association. The request shall include the student ID, name, signature, and program of each signatory.

4.2 At least ten (10) days written notice shall be given by e-mail to members prior to a General Meeting, and shall include the meeting time, location, and proposed agenda.

4.3 Quorum for any General Meeting shall be twenty (20) or one and a half percent (1.5%) of members, whichever is greater. Should quorum not be met, a second general meeting shall be convened within twenty (20) days, at which the quorum shall be the greater of fifteen (15) or one percent (1%) of the members..

4.4 Motions at a General Meeting shall be carried by a majority vote of members at the meeting, unless a different majority is required by this Constitution or by law..

4.5 Members may attend and vote during the General Meeting either remotely or in-person.

4.6 Votes by proxy shall not be permitted.

5. THE COUNCIL (QCA articles 83, 91) (letters patents section 6)

5.1 The Council shall consist of fourteen (13) seats. The Council administers the affairs of the Association and consist of the following members:

- The members of the Coordinators Committee
- First Year Councillor
- Diversity and Inclusivity Councillor
- ASFA Councillor
- Equity Councillor
- Sustainability Councillor
- Student Rights Councillor

- Senior Advisor (non-voting member appointed by the Council)

5.2 Council members must be members of the Association in accordance with section 3.1 of this constitution.

5.3 Council positions shall be for a one (1) year term, from May 1st to April 30th. (QCA article 88)

5.4 Election of the Council, with the exception of the First Year Councillor, shall take place during the General Elections, held before the end of March each year, or in

conjunction with the Arts & Science Federation of Associations, hereinafter the 'ASFA', annual general election.

5.5 Election of the First Year Councillor as well as any vacant or interim positions shall take place during the By-Elections, held before the end of November each year, or in conjunction with the ASFA by-election.

5.6 Vacant positions shall be filled by a member of the Association appointed by the Council until the By-Elections, or for the remainder of the term of office, whichever comes first. A member cannot hold more than one position on the Council. An appointee may not vote at Council meetings.

5.7 A member of Council may be removed from office during a Special General Meeting by a two thirds ($\frac{2}{3}$) majority vote of Association members present with the right to elect that Council member.

5.8 The Council shall appoint a Chairperson at their first meeting for a term until April 30 of the following year for all Council and General Meetings. The Chairperson may not be a member of the Association and may not hold office in the Concordia Student Union or ASFA. The Chairperson may not vote in any Association meeting. Should the Chairperson position be vacant, the General Coordinator shall be the acting Chairperson.

6. COUNCIL MEETINGS

6.1 Council meetings shall be convened by the Chairperson on a monthly basis. The Council may convene more frequently at the Chairperson's discretion. A Council meeting may also be convened by the Chairperson upon the written request of five (5) Council members. If the Chairperson does not notify the Association membership of the Council meeting within five (5) days of the request, five (5) Council members may themselves proceed to call the meeting.

6.2 At least a five (5) days written notice shall be given to members of the Association prior to a Council meeting, and shall include the meeting time, location, and proposed agenda. In case of an emergency, the notice may be reduced to two (2) days.

6.3 Quorum for any Council meeting shall be five (5) or a majority of its sitting members, whichever is higher.

6.4 Members of the Council can participate in a meeting with the use of technology as long as the technology is available equally to all members who cannot be physically present. (QCA article 89.2)

6.5 Motions at a Council meeting shall be carried by a simple majority vote of members at the meeting, unless required by this Constitution or by law. All members of the Council shall have one vote. In case of an equality of votes the General Coordinator shall have a casting vote. The Chairperson may not vote.

7. THE COORDINATORS COMMITTEE

7.1 The Coordinators Committee shall be charged with the day-to-day operations of the Association and consist of the following elected officers of the Association:

- The General Coordinator
- The Finance Coordinator
- The Clubs Coordinator
- The External Affairs Coordinator
- The Academic Coordinator
- The Student Life Coordinator
- The Marketing Coordinator

7.2 Meetings of the Coordinators Committee shall be chaired by the General Coordinator Chairperson. In the absence of the Chairperson, the Coordinators Committee shall appoint one of its members to act as Chair.

7.3 Members of the Coordinators Committee can participate in a meeting with the use of technology as long as the technology is available equally to all members who cannot be physically present.

7.4 Coordinators Committee meetings shall be convened by the General Coordinator twice a month. The Committee may convene more frequently at the Chairperson's discretion. A Committee meeting may also be convened by the Chairperson upon the written request of four (4) Coordinators. If the General Coordinator does not notify the Association membership of the Council meeting within five (5) days of the request, four (4) Coordinators may themselves proceed to call the meeting.

7.5 At least a five (5) university day written notice shall be given to members of the Committee prior to a Coordinators Committee meeting, and shall include the meeting time, location, and proposed agenda. In case of an emergency, the notice may be reduced to twenty-four (24) hours.

7.6 Quorum for any Coordinators Committee meeting shall be a majority of its members currently holding office.

7.7 Motions at a Coordinators meeting shall be carried by a simple majority vote of members at the meeting. All members of the Council shall have one vote. In case of an equality of votes, the General Coordinator shall have a casting vote.

7.8 Coordinators Committee meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order. In the event of conflicting rules, the Concordia Equity Office guidelines shall have precedence.

7.9 The Coordinators Committee shall appoint a Minute Keeper at the start of each meeting. The minutes are confidential until they are approved at the following Coordinators Committee meeting.

8. COORDINATOR AND COUNCILLORS ROLES

8.1 The General Coordinator shall:

- Manage the Coordinators,
- Ensure effective project management,
- Resolve team conflicts,
- Be responsible for administrative duties,
- Be a signing officer for the Association,
- Manage the Association office.
- Any other duties mandated by the Council from time to time

8.2 The Finance Coordinator shall:

- Draft and manage the Association budget,
- Serve as the primary representative with banking and financial or other institutions relative to the finances of the Association.
- Distributes payments on behalf of the Association,
- Be a signing officer for the Association,
- Any other duties mandated by the Council from time to time

8.3 The Clubs Coordinator shall:

- Managing the Association's subsidiary associations, including assistance with space and food booking,
- Ensure effective management of subsidiary projects and events,
- Manage of the Association and Subsidiary events calendar,
- Act as space booking officer.
- Act as the Secretary of the PSSA
- Any other duties mandated by the Council from time to time

8.4 The External Affairs Coordinator shall:

- Secure external sponsorships, project funding, and grants for the Association,
- Serve as the primary representative of the Association with organisations outside of Concordia University.
- Any other duties mandated by the Council from time to time

8.5 The Academic Coordinator shall:

- Participate and vote at Political Science Department Meetings,
- Participate and vote at the Political Science Undergraduate Curriculum Committee,
- Serve as the primary representative of the Association with students regarding academic complaints,
- Organise academic events for members.
- Any other duties mandated by the Council from time to time

8.6 The Student Life Coordinator shall:

- Organise and manage the Association's social events,
- Liaise with venues, catering, and other event services off Concordia University campus.
- Any other duties mandated by the Council from time to time

8.7 The Marketing Coordinator shall:

- Manage all of the Association's social media accounts,
- Create promotional and marketing material for events and initiatives,
- Manage the Association's merchandise.
- Any other duties mandated by the Council from time to time

8.8 The First Year Councillor shall:

- Be elected in the Fall By-Election and remain in office until April 30 following their election.

-Address and be the spokesperson for issues specific to first year students.

8.9 : ASFA Councillor: Sit as the political science students representatives on the ASFA Council

- 8.10: Diversity, Inclusivity and Equity Councillors: Supports the PSSA and the Coordinating Committee on issues relating to Diversity, Equity, and Inclusivity
- 8.11 Sustainability Councillor: Supports the PSSA and the Coordinating Committee on issues relating to Sustainability
- 8.12 Student Rights Councillor: Supports the PSSA and the Coordinating Committee on issues relating to Student Rights and university policies.

9. SUBSIDIARIES

9.1 The Association administers several subsidiary associations, hereinafter 'Subsidiaries', to which the Association provides annual financial and administrative assistance.

9.2 The executive committees of the Subsidiaries shall be elected during the Association's Annual General Meeting.

9.3 No individual may hold more than one Subsidiary office concurrently.

9.4 Councillors may not sit on a Subsidiary's executive committee.

9.5 A member of the Association may submit a written request to create a new Subsidiary. The request must include the objective and executive structure of the Subsidiary, and indicate whether it is a society or a committee.

9.6 The member shall then present the request to the Council at a regular Council Meeting. The Council will then vote to grant the Subsidiary probationary status.

9.7 Probationary status has a duration of one (1) year from the date it is granted. Subsidiaries with probationary status shall not receive Association funds.

9.8 Subsidiaries shall send one (1) representative to all General Meetings and provide monthly reports to the Council.

9.9 A Subsidiary that has been on probationary status for one year and fulfilled the requirements, the membership shall vote to grant the Subsidiary official status at the next General Meeting.

9.10 If a Subsidiary has not acted in accordance with its constitution or with the constitution and policies of the Association, or if it has been inactive for one full academic year, the Council may bring revocation of official status to the next General Assembly or schedule a Special General Assembly. Should official status be revoked,

the Subsidiary shall be given probationary status for one (1) year from the date official status was revoked.

10. MEMBERSHIP FEE

10.1 The membership fee is \$ 1.60 per credit

11. FINANCIAL STATEMENTS

11.1 An auditor shall be appointed at the Annual General Meeting upon recommendation of the Council.

11.2 The fiscal year of the Association shall end on April 30th. The financial statements of the affairs of the Association for the presentation to the members at the annual general meeting thereof shall be made up to that date.

12. CONFLICT OF INTEREST (Civil Code article 324)

12.1 Any member of the Council shall disclose any organisations that he (or a member of his immediate family) has a business interest in that intends to contract with the Association. When any business with such organisation arises, the Councillor shall abstain, except to answer questions from the Council, from participating in any discussion and vote on the issue.

12.2 A Councillor must report any situation of conflict of interest he is facing to the Council and such conflict must be noted in the minutes of the meeting following the disclosure.

13. LIMITATION OF LIABILITY

No Councillor, officer or employee shall be liable for the acts, receipts, neglects or defaults of any other Councillor, officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired for or on behalf of the Association, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Association shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the moneys, securities or effects of the Association shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the moneys, securities or effects of the Association shall be deposited, or for any loss occasioned by any error in judgment or oversight on such person's part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his or her office or employment or in relation thereto, unless the same are occasioned by such

person's own negligence or willful default; provided that nothing herein shall relieve any Councillor, officer or employee from the duty to act in accordance with the Act or from liability for any breach thereof.

14. INDEMNIFICATION

The Association shall indemnify a Councillor or officer of the Association, a former Councillor or officer of the Association or a person who acts or acted at the Association's request as a director or officer of a body corporate of which the Association is or was a shareholder (or other type of equity holder) or creditor, and such person's heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgement, reasonably incurred by such person in respect of any civil, criminal or administrative action or proceeding to which such person is made a party by reason of being or having been a director or officer of such Corporation, Company or body corporate, to the full extent permitted by the Act and by law. The Association is authorised to enter into agreements evidencing its indemnity in favour of the foregoing persons to the full extent permitted by law and may purchase and maintain insurance against the risk of its liability to indemnify pursuant to this provision.

15. CONTRACTUAL MATTERS

Contracts, documents or other instruments in writing requiring the execution by the Association are signed by the General Coordinator and the Finance Coordinator. All contracts, documents or other instruments in writing so signed shall be binding upon the Association without any further authorization or formality.

Notwithstanding this provision, the Councillors are authorised from time to time, by resolution, to appoint any officer or officers, Councillor or Councillors, or any other person or persons on behalf of the Association either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

16. BANKING AND BORROWING ARRANGEMENTS (QCA article 77 and letters patents section 6)

The banking business of the Association including, without limitation, the borrowing of money and the giving of security therefore, shall be transacted with such banks, trust companies or other bodies corporate or organisations and under such agreements, instructions and delegations of powers as the directors determine from time to time Without limiting the borrowing powers of the Association, the Council may from time to time: (a) borrow money upon the credit of the Association; (b) issue, re-issue, sell or pledge bonds, debentures, notes, or other evidence of indebtedness or guarantee of the the Association, whether secured or unsecured; and (c) mortgage, hypothecate, pledge, or otherwise create an interest in or charge

upon all or any property (including the undertaking and rights) of the the Association, owned or subsequently acquired, by way of mortgage, hypothec, pledge or otherwise, to secure payment of any such evidence of indebtedness or guarantee of the Association. Nothing in this section limits or restricts the borrowing of money by the Union on bills of exchange or promissory notes made, drawn, accepted, or endorsed by or on behalf of the Association.

17. BOOKS (QCA articles 104 and 107)

The Association shall maintain at its head office during normal business hours a book or books containing the following:

- A) This constitution, amendments to it and all regulations enacted or repealed,
- B) The names and addresses of the members,
- C) The names and addresses of the Councillors, and the dates upon which they became and cease to be such,
- D) Minutes of all the meetings of the Council, as approved by the Council and signed by the Chairperson and the Secretary.

18. HEAD OFFICE (letters patents)

The Head Office of the Association will be in the city of Montreal, Province of Quebec. The Association may, in addition to the foregoing, establish other offices elsewhere as the Councillors may, from time to time, determine.

19. DELEGATION OF DUTIES

The Council may, from time to time, entrust to and confer upon any one or more of the Councillors or any standing or special committee or any officer or officers of the Association for the time being or any corporation or person or attorney or agent or trustee, either within or without Canada such of the powers exercisable by the Councillors as they think fit, including the powers to sub-delegate, for such time and to be exercised for such objects and purposes, and upon such terms and conditions and with such restrictions as determined by law or the Council as the Council may deem expedient and may from time to time revoke, withdraw, alter or vary all or any of such powers.

20. CONFLICT

In the event of any conflict between this constitution and any regulations of the Association, this constitution shall take precedence.

21. CONFORMITY TO THE CONSTITUTION

All amendments, regulations, and resolutions, motions or decisions of the Association, including, but not limited to those made by the officers, the Council, Annual or Special General Meetings must be made in conformity with this constitution.

22. MODIFICATIONS TO THE CONSTITUTION (QCA article 91)

Amendments to this constitution and the adoption of any new by-law must be approved by two thirds ($\frac{2}{3}$) majority of the Council, and ratified by a majority of the members at a General meeting or in a referendum. If the changes to the constitution are rejected or not ratified by the Annual General Meeting following their adoption they cease, as of that date, to have effect.

23. GENERAL DISPOSITIONS

23.1: In this constitution, the masculine shall include the feminine, singular shall include the plural, and vice-versa, where appropriate.

23.2: In this constitution, a day is defined as a calendar day, excluding week-ends, statutory holidays, or days when the university is closed.