



The
Political Science Students Association
of Concordia University
By-Laws

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DEFINITIONS

Accreditation Act. The Act Respecting The Accreditation And Financing of Students' Association A-3.01.

Companies Act (QCA). Legal Persons or Associations Having No Share Capital, Constituted or Continued by Letters Patent. C-38

Business Corporations Act. S-31.1

Elections. Process of electing the Executive Team. There are two types of Elections: By-Elections and General Elections.

Executive. A team of ten (10) elected officers of the organization charged with the day-to-day operations of the PSSA. Includes the: General Coordinator, Internal Coordinator, External Coordinator, Finance Coordinator, Academic Coordinator, Student Life Coordinator, and Marketing Coordinator, First Year Coordinator, ASFA Councillor.

Member. Individuals who satisfy conditions of Article 3.

General Assembly. Meetings of the membership of the PSSA where all members are eligible to vote. The highest decision-making body of the PSSA. There are three two types of General Assemblies: the Annual General Assembly, and Special General Assemblies.

Officer. All encompassing term which refers to members of the Executive.

ASFA. The Arts & Science Federation of Associations, of which the PSSA is a member association of, beholden to ASFA's By-Laws and Policies, and on the governing board of which PSSA holds a voting seat via the Councillor Executive position.

Book of Policies. Separate document that compliments the Constitution. Outlines the policies, procedures and regulations of the PSSA.

Subsidiary. Subsidiaries are sub-associations of the PSSA. Subsidiaries with Official Status receive funding from the PSSA. There are two types of subsidiaries: Societies and Committees.

Quorum. The minimum amount of members required to be in attendance to make official decisions.

Referendum. The process by which a question to the membership is put on the ballot during an Election , the results of which have authority similar to that of a General Assembly vote.

Simple Majority. A vote which is passed with 50% + 1 of those in attendance. All motions

may pass by simple-majority vote, unless otherwise specified.

Super or qualified majority. A vote which is passed with 2/3rds of those in attendance, rounded up if necessary.

Juridical Day. Any day excluding Saturdays, Sundays, statutory holidays in the Province of Québec, and other holidays during which the University is closed.

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”.

2. PURPOSE (letters patents section 5)

The purpose of the Association shall be to represent the students of the Department of Political Science of Concordia University, Québec. The role of the Association is to represent the students rights and interests to the department, to use allocated funds to organize accessible events around Montréal and provide students with opportunities for social networking, academic & 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 manner 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 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, nor to run for or hold an elected office in the Association.
- 3.3. The Executive Team, 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 officers of the Association, attend, propose and second motions, and vote during all General Meetings, and run for positions on the Executive Team in accordance with the Association’s rules and procedures.

4. GENERAL ASSEMBLY (QCA article 98)

- 4.1. The Annual General Assembly shall be convened by the General Coordinator before the end of April, each year.
- 4.2. A **Regular General Assembly** shall be called with a minimum notice of **five (5) juridical days**.
- 4.3. A **Special General Assembly** shall be called with a minimum notice of **three (3) juridical days**. Special General Assemblies are called by the Executive Team by resolution, or upon the petition request of 50 members of the Association. The request shall include the student ID, name, signature, and program of each signatory.
- 4.4. Quorum for any General Assembly 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 Assembly 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.
- 4.5. Motions at any General Assembly shall be carried by a majority vote of members at the meeting, unless a different majority is required by these By-Laws or other regulations.
- 4.6. Members may attend and vote during any General Assembly either remotely or in-person.
- 4.7. Votes by proxy shall not be permitted.

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

- 5.1. The Executive Team shall consist of ten (10) seats. The Executive Team administers the affairs of the Association, is charged with the day-to-day operations of the Association, and consist of the following members:
 - The General Coordinator
 - The Finance Coordinator
 - The Internal Coordinator
 - The External Coordinator
 - The Academic Coordinator
 - The Student Life Coordinator
 - The Marketing Coordinator
 - The First Year Coordinator
 - The ASFA Councillor
 - The Senior Advisor (non-voting member appointed by the Executive Team)
- 5.2. Executive Team members must be members of the Association in accordance

with section 3.1 of this constitution.

- 5.3. Executive Team positions shall be for a one (1) year term, in accordance with the Arts and Science Federation of Associations', hereinafter 'ASFA', Standing Regulations.
- 5.4. Election of the Executive Team, with the exception of the First Year Councillor, shall take place during the ASFA annual general election.
- 5.5. Election of the First Year Coordinator shall take place during the ASFA fall by-elections and be for a one (1) year term, until the following ASFA by-elections, in accordance with the ASFA Standing Regulations.
- 5.6. Any vacant or interim positions may be elected during any ASFA by-election.
- 5.7. Vacant positions may be filled by a member of the Association, appointed by the Executive Team on an interim basis until the ASFA By-Elections, or for the remainder of the term of office, whichever comes first. The appointee's position shall be ratified by a vote at a General Assembly.
- 5.8. A member cannot hold more than one position on the Executive Team. An appointee may not vote at Executive Team meetings until their appointment is ratified at a General Assembly.
- 5.9. A member of the Executive Team may be removed from office during a Special General Meeting by a two thirds ($\frac{2}{3}$) majority vote of the Association members present, with the same group of members having the right to elect a new Executive member to fill the vacancy.
- 5.10. A member of the Executive Team may be removed from office during a Special General Meeting by a two-thirds ($\frac{2}{3}$) majority vote of the Association members present, with the same group of members having the right to elect a new Executive Team member to fill the vacancy.
- 5.11. The Council may, at its discretion, contract a Chairperson on an as-needed basis, with the assistance of ASFA or CSU, as required for the effective conduct of all its assemblies and meetings. . The Chairperson may not be a member of the Association, and may not hold office in the Concordia Student Union or ASFA. The individual contracted to this role may not vote in any Association meeting or assembly.

6. EXECUTIVE TEAM MEETINGS

- 6.1. Meetings of the Executive Team shall be chaired by the General Coordinator or Senior Advisor.
- 6.2. In any meeting chaired by the Senior Advisor, the Senior Advisor shall refrain from voicing their opinion

- 6.3. Members of the Executive Team 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.
- 6.4. Executive Team meetings shall be convened by the General Coordinator or Senior Advisor twice a month. The Executive Team may convene more frequently at the General Coordinator or Senior Advisor's discretion. An Executive Team meeting may also be convened by the General Coordinator or Senior Advisor upon the written request of four (4) members.
- 6.5. At least a five (5) juridical days written notice shall be given to members of the Executive Team prior to an Executive Team 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.
- 6.6. Quorum for any Executive Team meeting shall be a simple majority of its members currently holding office.
- 6.7. Motions at an Executive Team meeting shall be carried by a simple majority vote of members at the meeting. All members of the Executive Team, with the exception of the General Coordinator and Senior Advisor, shall have one (1) vote. In case of an equality of votes, the General Coordinator shall have a casting vote.
- 6.8. Executive Team 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.
- 6.9. The Internal Coordinator shall act as Minute Keeper for each meeting. The minutes are confidential until they are approved at the following Executive Team meeting.

7. EXECUTIVE TEAM ROLE DESCRIPTION

- 7.1. The General Coordinator shall;
 - Manage the Executive Team,
 - Ensure effective project management,
 - Resolve team conflicts,
 - Be responsible for administrative duties,
 - Be a signing officer for the Association,
 - Manage the Association office,
 - Review all monthly reports,
 - Be the official spokesperson for the Association,
 - Convene the Annual General Meeting prior to April,
 - Any other duties mandated by the Executive Team from time to time.
- 7.2. The Finance Coordinator shall;

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

7.3. The Internal Coordinator shall;

- Manage the Association's subsidiary associations, including assistance with space and food booking,
- Ensure effective management of subsidiary projects and events,
- Manage the Association and Subsidiary events calendar,
- Act as space booking officer with Concordia,
- Act as the Secretary of the PSSA, which includes the role of Minute Keeper,
- Any other duties mandated by the Executive Team from time to time.

7.4. The External 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 Executive Team from time to time.

7.5. 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 complaints pertaining to their rights, academic matters, and University policies,
- Organise academic events for members,
- Any other duties mandated by the Executive Team from time to time.

7.6. The Student Life Coordinator shall:

- Organise and manage the Association's social events,
- Manage venue arrangements, catering, and other event services off Concordia University campus,
- Any other duties mandated by the Executive Team from time to time.

7.7. 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 Executive Team from time to time.

7.8. The First Year Coordinator shall:

- Be elected in the Fall By-Election and remain in office until the following By-Election,
- Address and be the spokesperson for issues specific to students enrolled in their first year of studies at Concordia University,
- Be a student enrolled in their first year of study at Concordia University at the time of their election.

7.9. The ASFA Councillor shall:

- Act as the Association and Political Science students' representative on the ASFA Council,
- Ensure coordination and alignment with ASFA's Standing Regulations, policies, and guidelines.

7.10. The Senior Advisor shall:

- Provide strategic guidance, institutional knowledge, and policy recommendations to support the Executive Team and ensure continuity and best practices.
- Needs to previously have completed one (1) full term in an Executive Team role within the Association.

8. SUBSIDIARIES

- 8.1. The Association administers several subsidiary associations, hereinafter 'Subsidiaries', to which the Association provides financial and administrative assistance.
- 8.2. The executive committees of the Subsidiaries shall be elected during the Association's Annual General Meeting.
- 8.3. No individual may hold more than one Subsidiary office concurrently.
- 8.4. Executives may not sit on a Subsidiary's executive committee.
- 8.5. 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.
- 8.6. The member shall then present the request to the Executive Team at a regular Executive Team Meeting. The Executive will then vote to grant the Subsidiary probationary status.
- 8.7. Probationary status has a duration of one (1) year from the date it is granted. Subsidiaries with probationary status shall not receive Association funds.
- 8.8. Subsidiaries shall send one (1) representative to all General Meetings and provide monthly reports to the Executive Team.

- 8.9. 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.
- 8.10. If a Subsidiary has not acted in accordance with its By-Laws or with the By-Laws and policies of the Association, or if it has been inactive for one full academic year, the Executive Team 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.

9. MEMBERSHIP FEE

The membership fee is \$ 1.60 per credit.

10. FINANCIAL STATEMENTS

- 10.1. An auditor shall be appointed at the Annual General Meeting upon recommendation of the Executive Team.
- 10.2. The fiscal year of the Association shall end on May 31st. 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.

11. CONFLICT OF INTEREST (Civil Code article 324)

- 11.1. Any member of the Executive Team shall disclose any organisations that they (or a member of their 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 Executive Team, from participating in any discussion and vote on the issue.
- 11.2. An Executive must report any situation of conflict of interest they are facing to the Executive Team and such conflict must be noted in the minutes of the meeting following the disclosure.

12. LIMITATION OF LIABILITY

No Executive, officer or employee shall be liable for the acts, receipts, neglects or defaults of any other Executive, 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 Executive, officer or employee from the duty to act in accordance with the Act or from liability for any breach thereof.

13. INDEMNIFICATION

The Association shall indemnify a Executive or officer of the Association, a former Executive 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.

14. 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 Executive Team is authorised from time to time, by resolution, to appoint any officer or officers, Executive or Executives, 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.

15. 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 Executives determine from time to time. Without limiting the borrowing powers of the Association, the Executive Team 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.

16. 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:

- This constitution, amendments to it and all regulations enacted or repealed,
- The names and addresses of the members,
- The names and addresses of the Executives, and the dates upon which they become and cease to be such,
- Minutes of all the meetings of the Executive Team, as approved by the Executive Team and signed by the Chairperson and the Secretary.

17. 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 Executives may, from time to time, determine.

18. DELEGATION OF DUTIES

The Executive Team may, from time to time, entrust to and confer upon any one or more of the Executives 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 Canada such of the powers exercisable by the Executives 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 Executive Team as the Executive may deem expedient and may from time to time revoke, withdraw, alter or vary all or any of such powers.

19. CONFLICT

In the event of any conflict between these By-Laws and any regulations of the Association, these By-Laws shall take precedence.

20. CONFORMITY TO THE BY-LAWS

All amendments, regulations, and resolutions, motions or decisions of the Association, including, but not limited to those made by the officers, the Executive Team, Annual or Special General Meetings must be made in conformity with these By-Laws.

21. MODIFICATIONS TO THESE BY-LAWS(QCA article 91)

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

22. SUSTAINABILITY

The PSSA endeavours to follow ASFA's ethical purchasing guidelines and any other regulations regarding sustainability.

23. EQUITY, DIVERSITY & INCLUSION

23.1. *Purpose*

The purpose of this policy is to establish a framework that ensures the Association fosters an inclusive, respectful, and accessible environment for all members. This policy outlines our commitment to equity, diversity, and inclusion (EDI), and provides guidelines to support student participation regardless of gender, race, ethnicity, dis/ability, sexual orientation, or religion, otherwise referred to as the Six Areas of Discrimination as defined by the Equity Office of Concordia University. The Association is committed to continuously improve our practices based on evolving needs.

23.2. *Principles*

This policy is in place to support the PSSA community in upholding the principles of equity, diversity, and inclusion and reflecting them back in our daily interactions and decisions. The PSSA believes that equity, diversity, inclusion, and a sense of belonging strengthen the community and enhance our mission to represent, respect, and include our students.

23.3. *Definitions*

- Equity: The fair treatment of all individuals by simultaneously recognizing different needs and removing barriers to participation.
- Equality: Providing each member with the same or similar opportunities and ensuring fairness in processes and outcomes so that each member has an equal opportunity to reach their potential.
- Diversity: The range of human differences, including talents, perspectives, backgrounds, worldviews, and ways of knowing, skills, and abilities.

- Inclusion: Ensuring that all members feel welcomed, respected, and able to contribute to academic matters and student life.
- Members: As defined by the most recent version of PSSA By-Laws.

23.4. **Scope**

This policy applies to all activities, events, communications, and decision-making processes undertaken by the PSSA. It shall also ensure coordination and alignment with ASFA's policies, by-laws, standing regulations, and governance frameworks.

23.5. **Policy**

23.5.1. *Student Representation & Engagement*

- The association will establish open forums through its General Assemblies, office hours, and designated electronic mail address for members to provide feedback.
- An anonymous feedback system will be maintained for members to report concerns or experiences related to inclusivity.

23.5.2. *Event and Space Accessibility*

- Events should, where possible, provide gender-neutral and accessible washrooms.
- Physical and digital accessibility must be considered for all students, including, when possible, remote participation options.
- The PSSA shall endeavour to organize accessible events wherever possible.

23.5.3. *Training & Education*

- Executive members will be obligated to participate in the Arts and Science Federation of Association, hereinafter "ASFA," anti-oppression workshop, Members Association Skill Conference (MASC), and other relevant training.

23.5.4. *Accountability and Reporting*

- The PSSA commits to acknowledging and addressing reports of discrimination or exclusion in a prompt manner, reporting or referring to University or ASFA resources, when appropriate.
- This policy shall be reviewed every year prior to the Annual General Assembly to ensure a reflection of PSSA's evolving needs and members' input.

23.5.5. *Compliance*

- The executive team is responsible for implementing and upholding this policy.
- Non-compliance with this policy may result in corrective actions determined by ASFA, such as mandatory training, procedural review, or mediation.
- This policy and any modifications will be communicated to members through electronic mail and the PSSA website.