



By-Laws

Graduate Students'
Association,
Concordia University

Table of Content

Preamble.....	3
Objectives.....	3
Article I – Name	3
Article II – Purpose and Structure	3
Article III – Membership.....	4
Article IV – Fees	4
Article V – Council of Directors	4
Article VI – Roles and Responsibilities of the Council of Directors	6
Article VII - Judicial Board.....	6
Article VII – Roles and Responsibilities of the Council Chair	7
Article VIII – Executive.....	7
Article IX – Roles and Responsibilities of the Executive.....	7
Article X – Staff Positions	9
Article XI – Finances	10
Article XII – Elections.....	10
Article XIII – Impeachments.....	11
Article XIV – Resignations.....	11
Article XV – Call for Resignation	11
Article XVI – Eligibility for Office	12
Article XVII – General Meetings	12
Article XVII – Referenda	13
Article XVIII – Amendments.....	13
Article XIX – Special By-Laws	14
Article XX – Ratification.....	14
Article XXI – GSA Internal Committees.....	14
Article XXII - GSA Transition of Authority	17

Preamble

In recognition of the fact that Graduate Students at Concordia University have different needs and interests from other student and administrative organizations on campus, the Graduate Students' Association (GSA) seeks to protect, stimulate and enrich the academic and social interests of its constituency. As the central governing body of graduate students, the GSA is guided by the principle that all members are entitled to equitable treatment at all levels of their academic and social life. The GSA shall strive to foster a sense of community, cooperation, and communication among members. The Association is, and will remain a democratic non-profit corporation.

Objectives

The GSA, under the parameters set forth within these General By-Laws, shall:

1. Represent the collective interests and promote the general welfare of the graduate students of Concordia University.
2. Provide a platform to stimulate interdisciplinary opportunities for all members in a variety of cultural, intellectual, political, recreational and social activities.
3. Provide representation for its members to increase graduate students' influence on decision-making bodies and encourage the involvement of its members in political processes, both internal and external to the University.
4. Work to improve the quality and accessibility of graduate education at Concordia.
5. Represent, promote and defend the individual rights of the association's members.
6. Create an accessible space for its members that provides adequate resources and conveniences to support these objectives.
7. Facilitate cooperation among students by providing services and organizing events, which supplement the learning experience of its members and develop a sense of community.
8. Provide resources and services to improve the quality of life of its members.
9. Publicize information of interest to association members.

Article I – Name

1. The Graduate Students' Association of Concordia University, with the initials "GSA" to be designated the short form, shall be the official name of the Association. Either form shall be legally acceptable.
2. The GSA head office is located and operates in Montreal QC, Canada.

Article II – Purpose and Structure

1. The GSA is an association of graduate students founded in 1970 to represent the graduate students in University activities and to coordinate activities amongst graduate students.
2. Faculty, Departmental, Program Associations, and Clubs:
 - 2.1. The graduate students of every academic faculty, department or program shall have the right to form a society consisting of all graduate students registered in such a faculty, department or program. Such societies will be called Faculty, Departmental or Program Associations.

- 2.2. In order to be registered with the GSA Faculty, Departmental or Program Associations shall be governed internally by an Executive Council, in accordance with a constitution established by such Faculty, Departmental or Program Association and approved by the GSA Council. Said constitution shall not contradict or infringe upon the general By-Laws of the GSA
- 2.3. Faculty, Departmental or Program Associations shall be eligible to obtain annual funding from the GSA upon the annual submission of their constitution, budgets, names of executives and financial statements from previous years.
- 2.4. Any group of ten (10) or more members may be eligible to form a nonprofit club upon presenting a list of their members and a constitution to the Council of Directors. The allocation of funds to those clubs will be decided by the GSA Council of Directors on a case-by-case basis.
3. The General Assembly shall be the highest decision-making body of the GSA

Article III – Membership

1. A GSA member shall be considered anyone that fulfills all of the following:
 - 1.1. Is a Concordia University Graduate student.
 - 1.2. Is registered in Graduate Studies as defined by the Office of the Registrar.
 - 1.3. Has paid GSA membership fees as per Article IV.

Article IV – Fees

1. The GSA shall have the right to collect a fee from all graduate students upon registration.
2. Any change of these fees shall be:
 - 2.1. Instituted by the Council of Directors.
 - 2.2. Ratified in a referendum or through a General Assembly.

Article V – Council of Directors

1. The second highest governing and decision-making body of the GSA after the General Assembly shall be the Council of Directors, hereinafter designated as the Council.
2. The Council shall:
 - 2.1. Sets policy.
 - 2.2. Approves budgets.
 - 2.3. Appoints student representatives to university bodies.
3. The Council members shall consist of Voting and Non-Voting members. All Voting members shall be referred to as Directors.
4. The Council of Directors shall be comprised of GSA members elected in the annual GSA elections.
5. The allotted seats shall be distributed on a basis of proportional representation set at one (1) Director for every three-hundred (300) students whereby the ratio shall be rounded down. This ratio will be determined by the total enrolment number in the Winter term of the previous academic year. There shall be a minimum of one (1) Director per faculty. Directors shall be elected within their respective faculties, namely John Molson School of Business, Arts & Science, Engineering & Computer Science, Fine Arts, and INDI. This proportional representation shall be set forth in the By-Laws for the

Regulation of Elections and Referenda.

6. Prior to every Council meeting:
 - 6.1. All Directors shall be given individual notice at least seven (7) calendar days before each Council meeting, unless waived by every Director. All G.S.A Members shall also be informed of council meetings through the website, and through the newsletter at least three (3) calendar days in advance.
 - 6.2. The agenda and related documents of a Council meeting shall be disseminated in written form to all Directors at least five (5) calendar days prior to the meeting, unless waived by every Director through the procedures outlined in these By-Laws.
7. Council meetings shall be called at least once per month. One-half (1/2) of sitting Directors rounded up, shall constitute a quorum. Meeting dates for each semester will be established within ten (10) days of the of the start of the semester, except for the summer semester, when the new Council will establish summer meeting dates one (1) month after assuming office.
8. Voting procedures:
 - 8.1. The Directors shall each have one (1) vote.
 - 8.2. No proxy votes will be allowed.
 - 8.3. A simple majority vote (50%+1) of the Directors present is needed to carry a Council Motion unless the motion pertains to Constitutional Amendments, Annual Budgets, Impeachment or as otherwise stipulated in the General By-Laws. In these cases, a two-third (2/3) majority vote is needed to carry a Council Motion.
 - 8.4. Abstentions and blank or spoiled ballots shall not be considered as a "Yes" or "No" vote and they will be excluded from the final tally in all voting scenarios.
9. If a Director belongs to a group petitioning the Council for funding, they shall leave the room during the vote and will thus not have voting privileges.
10. All closed session minutes shall be kept by the person assigned for taking the minutes for the duration of the academic year. Upon the approval of Council, the minutes shall be made available to individual Council members, who do not have conflicts of interest with the content of the minutes. Confidentiality from Councilor(s) is still expected.
11. Outside of Council meetings, a written proposition that has received the asserting signatures of all Directors entitled to vote shall be considered a Council resolution.
12. The Council shall have the authority to create committees and delegate unto them the powers and tasks that it chooses to, so long as those powers do not supersede or conflict with those of the G.S.A General Assembly, and/or Council.
13. The elected President of the GSA shall chair of the first meeting of the Council of Directors. The Council will appoint a permanent chair at the first meeting.
14. Directors will make themselves available for a thirty-minute period prior to regular monthly meetings to answer questions from members.
15. For a Director to be removed from their position please see Article XIII – Impeachments.
16. The Council will determine annually the honorarium Directors will be entitled to receive per meeting attended. This amount must be ratified by GSA members through a General Assembly: Non-attendance or failure to arrive thirty (30) minutes early as required by By-Laws without documentation shall result

in the withholding or non-payment of honorarium for the Directors in question.

Article VI – Roles and Responsibilities of the Council of Directors

1. The Directors shall:
 - 1.1. Uphold and enforce the General By-Laws and Special By-Laws of the GSA
 - 1.2. Aid and ensure that the executives uphold their mandates and their assigned duties.
 - 1.3. Improve the general condition of the GSA and of Graduate Students at Concordia University.

Article VII - Judicial Board

1. Composition
 - 1.1. The Judicial Board shall be composed of no less than three (3) and no more than nine (9) members of the GSA. The Council of Directors may, by a two-thirds (2/3) majority vote, fill a vacancy on the Judicial Board. Members of the Judicial Board shall be appointed for as long as they are members and cannot have had, or currently have, any association with the GSA beyond having been a member and exercising their voting rights.
 - 1.2. The Judicial Board shall have a quorum of three (3).
 - 1.3. The Council of Representative, by a two-thirds (2/3) majority vote shall name a legal adviser to the Judicial Board. The legal adviser shall be a member of the Quebec Bar and shall be responsible for providing training to members of the Judicial Board on an annual basis related to the procedure and the rules of natural justice. The legal adviser shall also serve as a non-voting chair to hear appeals to the Judicial Board related to Annual General Elections and direct the procedure for such appeals. The adviser shall be appointed for a three (3) years mandate. The legal adviser cannot have held any offices in the GSA, or in an organization the GSA is a member of.
2. The Judicial Board of the GSA shall, upon the written request of any member or member association, convene to:
 - 2.1. Interpret these By-Laws and the validity of regulations and resolutions enacted by the Council of Directors.
 - 2.2. Declare invalid any act of any member who through their action derogates from these By-Laws.
 - 2.3. Settle disputes on matters concerning the GSA between its members, officials and/or constituted bodies.
 - 2.4. It is the duty of the Judicial Board to act upon any violation to By-Laws and Constitutions that comes to light stemming from an ongoing investigation; even if such violations are not directly related to the original complaint.
 - 2.5. The Judicial Board may issue provisional decisions to safeguard the rights of the parties in the course of proceedings. Provisional decisions are issued when they are urgent and necessary to avoid an irreparable prejudice which the final decision could not effectively remedy. Such provisional decisions require a two-thirds (2/3) majority vote of the Judicial Board. Provisional decisions remain in effect until the final decision is rendered, save earlier

- revocation by the Judicial Board.
- 2.6. Every final decision of the Judicial Board must be presented in writing to the Council of Directors at the meeting following such decision.
 - 2.7. Decisions of the Judicial Board shall be considered final and binding. However, the Council of Directors at the request of a party to proceedings, annul a decision of Judicial Board, by a four-fifths (4/5) majority vote at a special meeting duly convened for such purpose, should it conclude that the Judicial Board decision was manifestly unreasonable or was motivated by racism, sexism, collusion, bribery, homophobia or conflict of interest.
 - 2.8. The Judicial Board shall keep for a period of twelve (12) months copies of all recordings, transcripts, and exhibits related to a decision in case remedy is sought in a court of law or otherwise subpoena.

Article VII – Roles and Responsibilities of the Council Chair

1. Set agenda and disseminate documents as required.
2. Call the meetings of the Council of Directors.
3. Mediate the meetings of the Council of Directors according to the most recent version of Robert's Rules of Order except when such Rules contravene these By-Laws.
4. Convene Annual General Assembly.

Article VIII – Executive

1. The GSA Executive shall oversee the daily functions and services of the GSA and shall be a Non-Voting member of the Council of Directors.
2. The GSA Executive shall be comprised of:
 - 2.1. The President.
 - 2.2. The Vice-President Internal.
 - 2.3. The Vice-President External.
 - 2.4. The Vice-President Mobilization.
 - 2.5. The Vice-President Academic\Advocacy.

Article IX – Roles and Responsibilities of the Executive

1. **The President shall:**
 - 1.1. Be the Chair of General Assemblies.
 - 1.2. Be the official spokesperson for the GSA
 - 1.3. Oversee the day-to-day management of the GSA
 - 1.4. Direct the implementation of Council resolutions.
 - 1.5. Be responsible for relations with other student communities, student governments, the university administration, and the general public.
 - 1.6. Prepare monthly reports which shall be made available online to members, these reports will include a report on any Board of Governor's activity along with a report on any meeting related to university-wide committees and senior administration.

- 1.7. Publish an annual G.S.A report summarizing the GSA achievements during their term as well as outlining tasks resolved by Council.
- 1.8. Call at minimum bi-weekly Executive Committee meetings.
- 1.9. Call bi-weekly staff meetings.
- 1.10. Produce monthly newsletter.
- 1.11. Perform duties as outlined in the GSA By-Laws and Special By-Laws.
- 1.12. Manage internal communications of the GSA
- 1.13. Oversee all managers.

2. The Vice-President Internal shall:

- 2.1. Assume responsibilities of President in the absence of the President.
- 2.2. Oversee and supervise the work and tasks of the Finance Manager.
- 2.3. Oversee the production of the student handbook.
- 2.4. Oversee responses to individual members' queries.
- 2.5. Carry out any other duties pertinent to Vice-President Internal.
- 2.6. Perform duties as outlined in the GSA By-Laws and Special By-Laws.
- 2.7. Provide monthly written reports to the Council and discuss the reports at the monthly meeting.
- 2.8. Help to oversee internal managerial positions.

3. The Vice-President External shall:

- 3.1. Be responsible for representing the GSA, through regular attendance at meetings, on external bodies, including both student and nonstudent organizations.
- 3.2. Monitor socio-political and economic developments that may affect Graduate Students at Concordia.
- 3.3. Monitor the activities of non-Concordia student associations and universities.
- 3.4. Liaise with external service providers to GSA membership.
- 3.5. Provide monthly reports on activities of external organization GSA holds membership within.
- 3.6. Locate new opportunities, and build on existing relationships, with student unions and organizations.
- 3.7. Identify issues pertinent to GSA members and organize information and action campaigns with a special focus on improving the quality and accessibility of education.
- 3.8. Locate and oversee collaborative opportunities and initiatives.
- 3.9. Promote activities that provide opportunities for the intellectual and social benefit of the members.
- 3.10. Coordinate GSA media relations in consultation with the President.
- 3.11. Carry out any other duty pertinent to the External Affairs function.
- 3.12. Provide monthly written reports to the Council and discuss the reports at the monthly meeting.
- 3.13. Perform duties as outlined in the GSA By-Laws and Special By-Laws.

3.14. Act as liaison with the university's Graduate Academic Departments, Programs and Faculty, Departmental or Program Associations.

4. The Vice-President Mobilization shall:

- 4.1. Oversee all mobilization work related to the GSA, including but not limited to General Assembly, postering, flyering, recruiting volunteers, coordinating classroom visits, for all G.S.A activities and campaigns, and including Loyola campus.
- 4.2. Oversee relevant GSA (campaigns, international student, BDS, mobilization, etc.) committees.
- 4.3. Carry out any other duties pertinent to Vice-President Mobilization.
- 4.4. Perform duties as outlined in the GSA By-Laws and Special By-Laws.

5. The Vice-President Academic/Advocacy shall:

- 5.1. Sit on the University Senate.
- 5.2. Chair, and be a voting member on, an Appointments Committee of councilors who interview and consider applicants for university bodies, excluding the Senate and Board of Governors, and present recommendations for approval by Council. Council will appoint four councilors, one per faculty, to the Appointments Committee, at the beginning of their term.
- 5.3. Recruit, interview, and recommend to the Council the candidates for Graduate Student Representation on the University's academic and administrative organs.
- 5.4. Represent the GSA at university meetings and committees if seats cannot be filled by graduate students.
- 5.5. Coordinate an academic graduate caucus composed of graduate students who have a seat on academic committees, including the Board of Governor's representative.
- 5.6. Search for feedback from students on academic conditions in departments and faculties and ensure that feedback is communicated to the appropriate university bodies and committees.
- 5.7. Address academic issues related to Concordia's graduate programs and inform students about academic resources.
- 5.8. Oversee Graduate Student Advocacy Initiatives and the advocacy manager position.
- 5.9. Perform duties as outlined in the GSA By-Laws and Special By-Laws.
- 5.10. Meet with and lobby university officials to ensure students' rights are upheld on campus.
- 5.11. Help to oversee External Managerial Positions.

Article X – Staff Positions

1. Staff positions shall be made available exclusively to members of the GSA
2. The Council of Directors shall create a Hiring Committee to:
 - 2.1. Provide recommendations to council for any possible hires except temporary hires, who are contracted for less than two (2) months.
3. The Hiring Committee composition is as per Article XXI, Section b.
4. The collective agreement must be approved by two-thirds of the council.

Article XI – Finances

1. All cheques were drawn against GSA internal (Concordia) and external (accredited Canadian banking institution) accounts shall be signed by the Finance Manager and either the President or VP Internal.
2. The Executive Committee shall have expenditure privileges up to and not exceeding \$750 CAD per month within a single budget line.
3. The Budget Committee shall have the privilege of increasing the amount spent on a single budget line to, but not exceeding, \$1,250 CAD per month.
4. The Budget Committee will not adjust any individual or group salary\honoraria related budget expenditures. All individual or group salary\honoraria expenditures must be approved by the council.
5. The fiscal year of the GSA shall run from June 1 to May 31.
6. The Budget Committee will be responsible for the creation of Quarterly Financial Statements to be presented to Council in the months of September, January, March, and May. The Quarterly Financial Statements shall also be made available to all members of the GSA
7. No Faculty, Departmental or Program Associations shall have the right to incur any debt or liability on behalf of the GSA The GSA will not be responsible for any such indebtedness.
8. Any budget expenditures above those allocated by the Council in the approved final budget, requires the approval of the Council of Directors.
9. All GSA accounts shall be reviewed by an external auditor annually. The external auditor shall be approved by a General Assembly as per the recommendations of the Budget Committee.

Article XII – Elections

1. The Directors and Executives shall be elected annually through an election to be held no later than the last week of classes in the Winter semester, excluding exam period, as defined within the Graduate Calendar.
2. The composition of the Council of Directors shall be established in accordance with Article V, Section 5 no later than February 15 of each year.
3. The Directors and Executives shall take office on June 1 every year for a period of one (1) fiscal year.
4. Nominations for each Director candidature shall be signed by a minimum of ten (10) GSA members in good standing.
5. Nominations for each Executive position shall be signed by a minimum of fifteen (15) GSA members in good standing from which there shall be at least one (1) GSA member from each faculty.
6. The election of each position shall be as follows:
 - 6.1. The Presidential and Vice-Presidential candidates shall be elected by all members of the GSA
 - 6.2. All candidates for Council shall be elected by GSA members from their respective faculty.
7. In the event of an unfilled or vacant Council or Executive position, the Council shall within forty-five (45) calendar days call a by-election through ballots in a general assembly to elect members who satisfy the candidacy criteria as outlined in Article XII, section 6. Members shall be provided notice of the vacant positions at least ten (10) days before the elections.

8. By-elections can be conducted by secret ballot in accordance with Sections 4 and 5 of this article and the Electoral By-Laws of the GSA, or through a General Assembly, during which a secret ballot can take place if the members present vote for this option.
9. In the event of a vacated executive or councilor seat, Council shall appoint an Interim Executive or councilor until the next General Assembly, within which a by-election shall be held.
10. Directors and Executives elected in a by-election or appointed shall serve the remainder of the fiscal year in which they were elected or appointed.
11. Elections shall be administered and supervised by a Chief Returning Officer (C.R.O.) appointed by Council. The C.R.O. shall have the authority to enforce the Electoral By-Laws of the GSA. The C.R.O. shall also appoint Deputy Returning Officer(s) (D.R.O), as required, to assist in their tasks.
12. Members who have been part of the Executive, and the Council of Directors throughout the GSA term, are not eligible for the positions of C.R.O. and D.R.O.
13. No external organization or individual/s may campaign or finance referenda or election without the express consent of a two-thirds (2/3) majority of Council in a special vote specifically for this purpose.

Article XIII – Impeachments

1. The General Assembly in a meeting called for that purpose shall have the right to dismiss any Director or Executive if that person's action or inaction is detrimental to the honour or interest of the GSA
2. Impeachments can be called by a two-thirds (2/3) decision of Council or a petition of at least 5% of the GSA members, of which twenty (20) signatures must be obtained from three faculties.
3. When a General Assembly fails to meet quorum in this instance Council shall have the right to suspend parties for a period not exceeding thirty (30) calendar days.
4. Directors and Executives are to be impeached individually, not in groups. Voting will be by secret ballot. The Director or Executive shall abstain from voting on their impeachment.

Article XIV – Resignations

1. An Executive or Director shall give a written notice of resignation to Council at least one (1) month prior to their resignation.
2. Once a resignation has been submitted to the council, the councilor no longer counts for quorum.

Article XV – Call for Resignation

1. An executive may be dismissed by the council in the event of two (2) unaccounted absences from executive or council meetings.
2. A director may be dismissed by the council in the event of two (2) unaccounted absences from council meetings.
3. Work commitments, scheduled course commitments, illness, bereavement or emergency are valid reasons for the absence, but the council may request documentation in all cases.
4. A motion for the dismissal of an executive or director must appear on the agenda sent by the Chair prior to the council meeting.

5. A Call for Resignation shall be deemed accepted by a two-thirds ($\frac{2}{3}$) majority of a vote.

Article XVI – Eligibility for Office

1. A person is eligible to sit on the GSA Council or become a member of the Executive if they are GSA members in good standing, as per the criteria laid forth in Article III, for the full duration of their term in office.

Article XVII – General Meetings

1. A General Assembly of the membership may be called by:
 - 1.1. The Council.
 - 1.2. The Executive Committee.
 - 1.3. The President upon receipt of a written petition signed by at least two percent (2%) of the GSA members and clearly stating the reason for the assembly on each page of the petition.
2. General Assemblies shall be chaired by the President. The secretary shall be chosen from Staff Positions.
 - 2.1. With consent or by direction of Council, the President can appoint another GSA member to take on the role of Chairperson.
3. The Agenda for the General Assembly:
 - 3.1. Shall be drafted by a General Assembly Committee.
 - 3.2. Is subject to ratification by Council and requires two-thirds ($\frac{2}{3}$) assent of the voting councilors present. Except when called for by petition, in such case, the reason for the petition creates the agenda.
 - 3.3. Will be ratified and made available to the GSA members at least five (5) calendar days prior to the General Assembly.
 - 3.3.1 In printed form in the GSA reception area.
 - 3.3.2. In electronic format on the GSA website.
 - 3.4. Shall include:
 - 3.4.1. The President's Report.
 - 3.4.2. A financial statement.
4. The Notice of General Assembly shall be made at least ten (10) calendar days in advance.
5. The Notice shall consist of:
 - 5.1. An e-mail to all GSA members to the address currently on file with Concordia University.
 - 5.2. A posting on the home website of GSA
 - 5.3. Any additional methods of communication the Council approves.
6. The quorum for all General Assemblies of the GSA shall be one percent (1%) of the members.
7. Only current GSA members shall be admitted to a General Assembly. Council by a two-third ($\frac{2}{3}$) majority may admit non-members.
8. Unless otherwise stipulated by Council or the Chair, fifty percent plus one (50%+1) of the votes cast is needed to carry a motion in a General Assembly.
9. Subject to the General By-Laws, General Assembly resolutions are binding on the Association.

10. At least one (1) General Assembly per semester – excluding summer – shall be called.
11. All General Assemblies shall be conducted according to the General By-Laws and the Special By-Laws.
12. In cases where the General By-Laws, Special By-Laws, or pending Council resolutions do not address an issue, the General Assembly shall adhere to the provisions laid forth in the latest edition of Robert's Rules of Order.

Article XVII – Referenda

1. A referendum may be called by:
 - 1.1. The Council.
 - 1.2. The Executive Committee.
 - 1.3. The President upon receipt of a written request signed by at least two percent (2%) of the members and clearly stating the reason for the referendum as well as the question(s) to be answered by members.
 - 1.4. A General Assembly by a majority vote.
2. Notice of at least ten (10) calendar days shall be given to members. Notice will consist of:
 - 2.1. An e-mail to all GSA members to the address currently on file with Concordia University.
 - 2.2. A posting on the home website of GSA
 - 2.3. Any additional methods of communication the Council approves.
3. The quorum for a referendum shall be one (1%) percent of all GSA members.
4. Fifty plus one percent (50%+1) of the vote is required to carry a referendum motion.
5. Referenda shall be administered and supervised by a Chief Returning Officer (C.R.O.) as per the stipulations set forth in Article XII, Section 11.
6. The C.R.O. shall have the authority to enforce referenda By-Laws.

Article XVIII – Amendments

1. Notice of Motion

- 1.1. Any proposed By-Law change must be either:
 - 1.1.1. Submitted to Council by a committee made for that purpose, later to be ratified, if approved by Council, by a meeting of the General Assembly.
 - 1.1.2. Submitted to Council by any GSA member, later to be ratified, if approved by Council, by a meeting of the General Assembly, or submitted to Council within a minimum of seven (7) days before the General Assembly by any GSA member, provided the member has collected forty (40) signatures, ten (10) from each faculty. Council shall verify the petition and then submit the By-Law change to the GA for debate; if approved by the GA, Council shall subsequently meet to ratify the decision.

2. Publication of the Notice of Motion

Upon its reception, the Association must publish on its website and social media at its disposal the Notice of Motion. The Notice of Motion must also be sent to the members along with the agenda of the General Assembly.

3. Adoption of Motion

Any Motion to amend the By-Laws must be adopted by a two-third (2/3) majority of the members voting at the Assembly. Any amendment to the By-Laws shall take effect once adopted by the General Assembly of members.

Article XIX – Special By-Laws

1. The Council shall prepare and approve those Special By-Laws necessary for the implementation of the General By-Laws of the GSA
2. These Special By-Laws shall not contradict or infringe upon the General By-Laws of the GSA
3. Amendments to the Special By-Laws shall be approved by Council at a duly convened meeting specifically called to deal with resolutions concerning Amending the Special By-Laws. All resolutions to amend require a two-thirds (2/3) majority vote of Councilors present.

Article XX – Ratification

1. These General By-Laws supersede and negate all previous constitutions of the G.S.A and come into effect upon the approval by a fifty percent plus one (50%+1) vote in a General Assembly.
2. All Special By-Laws enacted under previous constitutions remain in effect unless they contravene the newly ratified version of these By-Laws.
3. All Articles of General By-Laws come into effect upon the approval of General Assembly, save Articles V, VII, VIII, IX, X, XI, XII which will come into effect June 1, 2010.

Article XXI – GSA Internal Committees

1. The GSA council of directors will create committees, assign members to those committees and delegate tasks onto them as it sees fit, provided they do not contradict with the By-Laws.
2. The following committees will be decided during the first two months of assuming office; Executive Committee, Hiring Committee, Budget Finance Committee, Policy Committee, Appointments Committee, Academic Caucus, Funding Committee, Sustainability Committee, and GA Committee.
3. When a committee is formed, a Chair must be chosen as well, unless they are already defined in this section. The Chair is responsible for calling the meetings, and reporting to the council of directors.
4. The committees are:

a. Executive Committee

1. The Executive Committee shall consist of the following members:
 - a. The President who shall be Chair of the Executive Committee.
 - b. The Vice-President Internal.
 - c. The Vice-President External.
 - d. The Vice-President Mobilization.
 - e. The Vice-President Academic and Advocacy.

2. A meeting of the Executive Committee shall be called at least twice a month by the President. Its members shall be given individual notice of a meeting at least seven (7) calendar days before the meeting takes place, unless this stipulation is waived by every member.
 - a. The quorum shall consist of three (3) members of the Executive Committee.
3. The Executive Committee shall act to uphold the principles and financial integrity of the GSA
4. Outside of Executive Committee meetings, a written proposition that has received the written assent of all Executive Committee members shall be considered an Executive Committee Resolution.
5. The secretary to the Executive Committee shall be drawn from the Staff Positions. The secretary will have ex-officio status (non-voting member) at Executive Committee meetings.
6. Minutes of Executive Committee shall be digitally available to Council within seven (7) calendar days.
7. Upon request, all members have the right to obtain approved minutes from Executive Committee meetings within seven (7) calendar days.

b. Hiring Committee

1. The Hiring Committee shall be composed of:
 - a. Two (2) relevant executive members, to be chosen by the executive committee.
 - b. Three (3) members of Council from separate faculties.
 - c. The quorum shall consist of three (3) members.
 - d. The hiring committee shall be a closed committee, and all the information discussed in its meetings is kept confidential from the public.
2. The hiring committee shall:
 - a. Provide recommendations to council for any possible hires except temporary hires, who are contracted for less than two (2) months hire three (3) Managers to assist the Executive Committee in the execution of their daily tasks.
 - b. Temporary hires are hired by the executive committee.

c. Budget Committee

1. The annual GSA budget shall be prepared for approval and/or amendment by a Budget Committee.
2. The Budget Committee shall be composed of:
 - 2.1. The President – who will be chair.
 - 2.2. The Vice-President Internal.
 - 2.3. The Vice-President External.
 - 2.4. One member at large as a non-voting member.
 - 2.5. At least four (4) current council directors representing separate faculties and appointed by Council.
3. Quorum shall be composed of four (4) voting members.
4. Members of the budget committee shall be given notice of at least five (5) calendar days before a meeting takes place unless waived by every member.
5. The Budget Committee shall be responsible for selecting and recommending an external auditor to the General Assembly.

d. Policy Committee

1. The GSA Policy Committee is responsible for the maintenance of the By-Laws, Special By-Laws, and policies of the GSA. It shall make reports and recommendations to Council regarding any proposed amendments to the By-Laws and policies, as well as recommend new policies.
2. Suggest amendments to policies and resolutions to the council of directors so that the GSA will conform to any policy or resolution passed in a duly convened Special General Meeting, and to the results, affirmative or negative, of duly conducted referendums which met quorum.
3. The Policy Committee shall be composed of:
 - a. Two (2) executive members.
 - b. At least four (4) council members.
 - c. One member at large as a non-voting member.
4. The quorum shall consist of three (3) voting members.

e. Appointments Committee

1. The Appointments Committee shall be composed of:
 - a. The Vice-president Academic- who will be chair.
 - b. At least three (3) council members from separate faculties (right now it's four one from each faculty).
2. The appointments committee shall interview applicants for university bodies, including Sub-senate committees but excluding the Senate and Board of Governors, and provide recommendations to council.
3. A call-out for any open position must be done within ten (10) calendar days of its vacancy. No appointments can be made if no call-out was done beforehand.

f. Funding Committee

1. The Funding Committee shall be composed of:
 - a. Vice-President Internal- who is the chair.
 - b. Vice-President Academic.
 - c. Four (4) council members.
2. Quorum is three (3) members.
3. The Funding Committee is responsible for implementing the Departmental Allocation Policy, and the Special Projects Policy.
4. The chair is responsible for sending call-outs for funding applications.

g. Student Life Committee

1. The Student Life Committee shall be composed of:
 - a. At least two (2) executive members.
 - b. At least four (4) council members representing different faculties.
 - c. Two (2) members at large.
2. The Student Life Committee is an open committee whose meetings are announced to the GSA members at least five (5) calendar days in advance.

3. The committee should assist the GSA in organizing the Fall and Winter orientations, as well as other events throughout the year.
4. Produce a summary report to council after the end of the Fall and Winter orientation.

h. General Assembly Committee

1. The GA (General Assembly) Committee shall be composed of:
 - a. The executive committee.
 - b. At least four (4) council members from separate faculties.
2. The roles and responsibilities of the General Assembly Committee are:
 - a. To draft an agenda for the General Assembly. The agenda recommendation for both Fall and winter GAs should be sent to Council in the council meeting before the GA.
 - b. To assist the GSA executives and staff in the mobilization and logistics of the GA.

Article XXII - GSA Transition of Authority

1. After the yearly elections and the selection of a new executive team, the former executive team shall work side by side with the new executive team until the end of their mandate. The former team will still get paid until the end of their bursaries and the new team will not get paid until day one of their mandate. This period, typically one month, is considered a hands-on training period.
2. Yet, during this period, the former executive team is not allowed to take any decisions or perform any actions that might affect the new team's mandate without the consent and signature of the responsible member(s) of the new executive team.
3. If the team about to end takes any decisions without the written consent of the new team, these decisions can be canceled in council and the former team will be held responsible for any legal or financial outcomes arising from breaking the bylaws by this manner.