



GSA General By-Laws

Graduate Students' Association
of
Concordia University

Last Modification:
Ratified on:

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Objectives

(In accordance with the objects from the letters patents and Quebec Companies Act, article 30)

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 in accordance with an Act respecting the accreditation and financing of student's associations;
2. Provide a platform to stimulate interdisciplinary opportunities for all members through 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 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. Create an accessible space for its members that provides adequate resources and conveniences to support these objectives;
6. Facilitate cooperation among students by providing services and organizing events, which supplement the learning experience of its members and develop a sense of community;
7. Provide resources and services to improve the quality of life of its members.
8. Publicize information of interest to its members.

Article I – Name

1. L'Association des étudiants et étudiantes aux cycles supérieurs de l'université Concordia and its English version, Graduate Students' Association of Concordia University, with the initials "GSA" to be designated as the short form, shall be the official name of the Association.

Article II – Membership

1. Every student of Concordia University enrolled in a graduate program, full-time or part-time, and paying the membership fee of the Association shall be considered a Member of the Association;
2. A graduate student who does not fulfill the conditions for membership but who is still registered in a program at a university will be considered an associate member. This will include students who are under suspension, waiting for their graduation or on a leave from their program of studies. Associate members have access to services offered by the student union 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 or serve as the Chief Electoral Officer or on the Electoral Judicial Committee;

3. The Council of Directors, 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. When a student requests the granting of temporary membership, they remain a member until the next regular meeting of the Council of Representatives where their request will be disposed of. Exceptional circumstances are defined to mean that the lack of membership is due to the actions or decisions 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.

Article III – GSA membership fee

(Accreditation article 52)

The GSA membership fee is set at \$57.28 per academic year.

Article IV – General Assembly

(Quebec Companies Act, article 98)

1. In accordance with the Quebec Companies Act, the annual general assembly is set to receive the financial statements from the previous year, receive the year-end report from the directors, appoint auditors, and receive the election report from the Chief Returning Officer about the elections of directors.
2. A Special General Assembly of the membership may be called by:
 - 2.1. The Council of Directors;
 - 2.2. The President in consultation and with the approval of the majority of Executives;
 - 2.3. The President upon receipt of a written petition signed by at least five (5) percent of the GSA members and clearly stating the reason for the assembly on each page of the petition;
 - 2.4. Only items in the notice of meeting can be considered at a Special General Assembly.
3. General Assemblies shall be chaired by the President. The Vice-President Internal shall act as Secretary;
4. Notice of any General Assembly shall be ten (10) days. The notice shall be sent by email to each member, posted at the Association's offices and on the Association's website;

5. The Quorum for the Annual General assembly shall be fifteen (15) members. Quorum for a Special General Assembly shall be 1% of the members;
6. Each member has the right to participate and vote at the General and Special General Assemblies. Voting by proxy is prohibited. General meetings can be held using technological tools as long as every member is given equal access to the technology;
7. Unless otherwise stipulated by law or these By-Laws, a simple majority of the votes cast is needed to carry a motion in a General Assembly;
8. In cases where the General By-Laws or Special By-Laws do not set a procedure, General Assemblies shall follow the procedure laid forth in the latest edition of Robert's Rules of Order.

Article V – Council of Directors

(Quebec Companies Act, article 83 and section 6 letters patents and supplementary letters patents)

1. The Association shall be governed by a Board of Directors who shall be named Council of Directors, or Council;
2. The Council shall, including but not limited to:
 - 2.1. Administer the affairs of the GSA;
 - 2.2. Determine the priorities of the GSA;
 - 2.3. Set policy;
 - 2.4. Approve budgets;
 - 2.5. Appoint student representatives to university wide bodies;
 - 2.6. Oversee the work of the Executives.
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 consist of GSA members elected through the annual GSA elections;
5. The allotted seats shall be a maximum of thirty (30) seats distributed on a basis of proportional representation. Unless the maximum is reached, the Council will be composed of one (1) Director for every 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 current academic year. There shall be a minimum of one (1) Directors per faculty. Directors shall be elected within their respective faculties, namely John Molson School of Business, Arts & Science, Gina Cody School of Engineering, Fine Arts and Interdisciplinary/SIP. Executives and the vice-director for the Interdisciplinary/SIP seat shall be non voting members of the Council;
6. Council meetings can be held in person or online. In the online setting, all council members need to make themselves visible during the attendance check. Council members shall add their real names and function within the GSA body. Council members which are unresponsive more than three-time during the meeting will be informed and removed from the meeting (e.g.

- waiting room). The voting in an online meeting will be done by roll call and each individual vote shall be recorded (in favor, against or abstention);
7. Council meetings shall not be held on statutory holidays, except for urgent meetings;
 8. Prior to every Council meeting:
 - 8.1. All Directors shall be given individual notice by email of at least five (5) days before each Council meeting, unless waived by every Director. All GSA members shall also be informed of the council meetings by email;
 - 8.2. The agenda and related documents of a Council meeting shall be disseminated to all Directors at least five (5) days prior to the meeting, unless waived by every Director;
 - 8.3. All GSA-sub-associations shall be invited to each Council meeting and given at least five (5) days notice by email;
 - 8.4. Announcements of council meetings shall be added at least five (5) days before the meetings on the GSA web page and posted on social media accounts (e.g. Instagram, Facebook).
 9. In the case of an urgent council meeting, a shorter notice within two (2) days can be sent to all Council members, Students, and GSA-sub associations (Exemptions may apply). The President shall give notice of reasoning for an urgent meeting;
 10. Council meetings shall be called at least once per month. 50% of sitting Directors shall constitute a quorum. Tentative meeting dates for each semester shall be established within ten calendar days of the start of every term, save summer, where the new council shall establish summer meeting tentative dates within ten days of assuming office;
 11. Voting procedures:
 - 11.1. The Directors shall each have one (1) vote;
 - 11.2. No proxy votes will be allowed;
 - 11.3. A simple majority vote is needed to carry a Council Motion unless otherwise stipulated in these By-Laws or by-law;
 - 11.4. Council meetings can be held using technological tools as long as every member is given equal access to the technology.
 12. Draft Minutes of the most recent Council meeting shall be prepared and made available to Council members of the GSA no more than five (5) days after the meeting. They shall be made available to the members of the GSA no more than five (5) days after being approved by the Council;
 13. Decisions and resolutions from each council meeting shall be summarized and published on the GSA webpage, as well as be sent to all GSA sub-associations. This information shall be distributed within five (5) days by the VP mobilization;
 14. A written resolution signed by all Directors entitled to vote shall be considered a Council resolution;
 15. The Council shall have the authority to create new committees and delegate unto them the powers and tasks that it chooses to;

16. The President of the GSA shall chair and the VP Internal shall act as minute taker during the first meeting of the Council of Directors. The Council will appoint a permanent chair and minute taker to the council at its first meeting upon taking office;
17. Directors will make themselves available for a thirty (30) minute period prior to regular monthly meetings to answer questions from members;
18. The Council will determine annually the honorarium that the Directors will be entitled to receive per Council meeting attended. This amount must be ratified by GSA members through a General Assembly. Non-attendance, failure to arrive thirty (30) minutes early as required by by-laws, or leaving before the adjournment of the meeting without documentation or a valid reason to the chair shall result in non-payment of the honorarium for the Director(s) in question. There will be no fractional payment.

Article VI – Roles and Responsibilities of the Council Chair

1. Set the agenda and disseminate documents as required;
2. Call the meetings of the Council of Directors;
3. Direct the proceedings of the meetings of the Council of Directors according to the By-Laws of the GSA and the most recent version of Robert's Rules of Order.

Article VII – The Executives

1. The GSA Executives shall oversee the daily functions and services of the GSA and shall be Non Voting members of the Council of Directors;
2. The GSA Executives 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 VIII – Roles and Responsibilities of The Executives

1. The President shall:
 - 1.1. Be the Chair of General Assemblies;
 - 1.2. Be the Chair of the hiring and policy committee;

- 1.3. Be a non-voting member of the budget and funding committee and the academic cabinet;
 - 1.4. Be the official spokesperson for the GSA;
 - 1.5. Oversee the day-to-day management of the GSA;
 - 1.6. Direct the implementation of Council resolutions;
 - 1.7. Be responsible for relations with other student communities, student governments, Concordia University administration, and the general public;
 - 1.8. Prepare monthly reports which shall be made available online to members. These reports will include a report on any Board of Governors activity along with a report on any meeting related to university wide committees and senior administration;
 - 1.9. Publish an annual GSA report summarizing the GSA achievements during his or her (their) term as well as outlining tasks resolved by Council;
 - 1.10. Call at minimum bi-weekly meetings of the Executives;
 - 1.11. Call bi-weekly staff meetings;
 - 1.12. Perform duties as outlined in the GSA By-Laws and Special By-Laws;
 - 1.13. Manage internal communications of the GSA. (Including but not limited to communications between directors, staff, etc.);
 - 1.14. Oversee all managers of the GSA;
 - 1.15. Any other duties assigned by the Council from time to time.
2. The Vice-President Internal shall:
 - 2.1. Assume responsibilities of the 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 member's queries;
 - 2.5. Chair the budget and funding and the sustainability committee;
 - 2.6. Be a non-voting member on the policy committee and student life and sponsorship committees;
 - 2.7. Provide monthly written reports to the Council, including a quarterly expenditure report compared to the approved budget of the GSA;
 - 2.8. Assist the President to oversee internal managerial positions;
 - 2.9. Act as Secretary of the corporation and oversee the minute taker;
 - 2.10. Any other duties assigned by the Council from time to time.
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 non-student organizations;
 - 3.2. Monitor socio-political and economic developments that may affect Graduate Students at Concordia University;

- 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 organizations GSA holds membership within;
 - 3.6. Locate new opportunities, and build on existing relationships with student unions and organizations;
 - 3.7. Chairs the student life and sponsorship committee;
 - 3.8. Be a non-voting member of the hiring and the sustainability committees;
 - 3.9. Identify issues pertinent to GSA members and organize information and action campaigns with a special focus on improving the quality and accessibility of education;
 - 3.10. Locate and oversee collaborative opportunities and initiatives;
 - 3.11. Promote activities that provide opportunities for the intellectual and social benefit of the members;
 - 3.12. Coordinate GSA media relations in consultation with the President;
 - 3.13. Provide monthly written reports to the Council;
 - 3.14. Act as a liaison between the university's Graduate Academic Departments and Faculty, Departmental or Program Associations;
 - 3.15. Assist the President to oversee External Managerial Positions;
 - 3.16. Any other duties assigned by the Council from time to time.
4. The Vice-President Mobilization shall:
- 4.1. Oversee all mobilization work related to the GSA, including but not limited to pestering, flyering, recruiting volunteers, coordinating classroom visits, for all GSA activities and campaigns, including those on Loyola campus;
 - 4.2. Oversee relevant GSA (campaigns, international student, BDS, mobilization, etc.) committees;
 - 4.3. Together with the Vice-President External, oversee the work of the Campaign Advocates and of any hired outreach staff positions;
 - 4.4. Be a non-voting member of the student life and sponsorship committee;
 - 4.5. Produce the Association's monthly newsletter;
 - 4.6. Responsible for reaching out to the Faculty associations and providing the list of faculty associations to the Faculty director twice a year (Spring and Fall);
 - 4.7. Responsible for mobilizing the members of the association to attend the Council meetings and the General Assembly;
 - 4.8. Any other duties assigned by the Council from time to time.
5. The Vice-President Academic and Advocacy shall:
- 5.1. Sit on the University Senate;
 - 5.2. Chair the Appointments Committee and the Academic Cabinet;
 - 5.3. Be a non-voting member of the budget and funding and the sustainability committees;

- 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 representative on The Board of Governors;
- 5.6. Search for feedback from students on academic conditions in departments and faculties and ensure that the 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. Meet and lobby with Concordia University officials to ensure student's rights are upheld on campus;
- 5.10. Oversee Graduate Student Advocacy Initiatives;
- 5.11. Any other duties assigned by the Council from time to time.

Article IX – Standing Committees

1. The Hiring Committee shall:

- 1.1. Oversee all the Internal hiring not covered by the Collective Agreement pertaining to The Graduate Students' Association Employees unless stipulated otherwise;
- 1.2. Be composed of:
 - 1.2.1. The President (chair);
 - 1.2.2. VP External (non-voting member);
 - 1.2.3. Five (5) members of the council, from different faculties, appointed by Council.
- 1.3. Meet at the discretion of The President who will also chair the committee. The chair shall not vote except in case of a tie. Members shall be given individual notice of a meeting at least five (5) calendar days before the meeting takes place unless this stipulation is waived by every member in writing. The chair can remove a committee member who fails to attend two (2) meetings without notice. In such a case, Council shall appoint a replacement from the same faculty at its next regular meeting;
- 1.4. Have a secretary for the Committee drawn from the staff positions of the GSA who will have been an Ex Officio non-Voting member;
- 1.5. Prior to the meeting:
 - 1.5.1. All applicants need to be selected and informed 5 days before the interview;
 - 1.5.2. Interviews can take place in person and online. In the online setting, all GSA members and the applicant need to make

themselves visible at the beginning of the meeting and while conducting an interview;

- 1.5.3. The interview shall be led by the chair. After the interview will be a short Q&A period, where the interviewee and committee members can ask questions.
- 1.6. Have a quorum of a majority of the Sitting voting members;
- 1.7. Require a vote of simple majority to adopt a resolution;
- 1.8. Carry out any additional functions delegated by The Council.

2. The Policy Committee shall:

- 2.1. Oversee all the changes to any regulations and policies pertaining to The Graduate Students' Association including changes to the By-Laws and all other policies in effect unless stipulated otherwise;
- 2.2. Draft new policies as required on request of The Council;
- 2.3. Submit all policies drafted or modified to The Council for ratification;
- 2.4. Be composed of:
 - 2.4.1. The President (chair);
 - 2.4.2. The Vice President – Internal (non-voting member);
 - 2.4.3. The Vice President – Academic/Advocacy (non-voting member);
 - 2.4.4. Five (5) members of the council, from different faculties, appointed by the Council.
- 2.5. Meet at the discretion of The President who will also chair the committee. The chair shall not vote except in case of a tie. Members shall be given individual notice of a meeting at least five (5) calendar days before the meeting takes place unless this stipulation is waived by every member in writing. The chair can remove a committee member who fails to attend two (2) meetings without notice. In such a case, Council shall appoint a replacement from the same faculty at its next regular meeting;
- 2.6. Have a secretary for the Committee drawn from the staff positions of the GSA who will be an Ex Officio Non-Voting member;
- 2.7. Have a quorum of a majority of the sitting voting members;
- 2.8. Require a vote of simple majority to adopt a resolution;
- 2.9. Carry out any additional functions delegated by The Council.

3. The Budget and Funding Committee shall:

- 3.1. Prepare and propose the annual budget of GSA for approval and/or amendment to Council;
- 3.2. Be composed of:
 - 3.2.1. The President (non-voting member);
 - 3.2.2. The Vice President – Internal (chair);
 - 3.2.3. The Vice President – Academic/Advocacy (non-voting member);
 - 3.2.4. Five (5) members of the Council, from different faculties.
- 3.3. Meet at the Discretion of The Vice President – Internal who will also chair the committee. The chair shall not vote except in case of a tie.

Members shall be given individual notice of a meeting at least five (5) calendar days before the meeting takes place unless this stipulation is waived by every member in writing. The chair can remove a committee member who fails to attend two (2) meetings without notice. In such a case, Council shall appoint a replacement from the same faculty at its next regular meeting;

- 3.4. Have a quorum of a majority of the sitting voting members;
- 3.5. Require a vote of simple majority to adopt a resolution;
- 3.6. Have a secretary for the Committee drawn from the staff positions of the GSA who will be an Ex Officio Non-Voting member;
- 3.7. Be Responsible for recommending an External Auditor to the General Assembly;
- 3.8. Grant Preliminary approval for all Funding requests from members, Sub Associations, Clubs registered under GSA;
- 3.9. Submit all preliminarily approved funding requests to The Council for final approval;
- 3.10. Operate based on the guidelines laid out on the Funding Policy of GSA;
- 3.11. Carry out any additional functions delegated by The Council.

4. The Appointments Committee shall:

- 4.1. Interview and consider applicants for various university committees and bodies including the Senate and Board of Governors;
- 4.2. Propose Recommendations to the Council for various appointments to be made to the University for graduate student representatives. In cases where the appointments have to be effective in less than ten (10) days, the committee shall proceed with the appointment. In such cases, the chair shall report to the Council the appointment for ratification;
- 4.3. Be composed of:
 - 4.3.1. The Vice President Academic/Advocacy (chair);
 - 4.3.2. Five (5) members of the council, from different faculties.
- 4.4. Meet at the discretion of The Vice President – Academic/Advocacy who will also chair the committee. The chair shall not vote except in case of a tie. Members shall be given individual notice of a meeting at least five (5) calendar days before the meeting takes place unless this stipulation is waived by every member in writing. The chair can remove a committee member who fails to attend two (2) meetings without notice. In such a case, Council shall appoint a replacement from the same faculty at its next regular meeting;
- 4.5. Prior to the meeting:
 - 4.5.1. All applicants need to be selected and informed five (5) days before the interview;
 - 4.5.2. Interviews can take place in person and online. In the online setting, all GSA members and the applicant need to make themselves visible at the beginning of the meeting;

- 4.5.3. The interview shall be led by the chair. After the interview will be a short Q&A period, where the interviewee and committee members can ask questions.
- 4.6. Have a quorum of a majority of the sitting members;
- 4.7. Require a vote of simple majority to adopt a resolution;
- 4.8. Have a secretary for the Committee drawn from the staff positions of the GSA who will be an Ex Officio Non-Voting member;
- 4.9. Carry out any additional functions delegated by The Council;
- 4.10. Appoint a director from the student body in the case when there is one director in the council from a certain faculty.

5. The Elections Judicial Committee (EJC) shall:

- 5.1. Adjudicate and be the highest and final authority on all issues pertaining to Annual General Elections, and By-Elections of GSA conforming to the General By-Laws, Election Regulations and Referenda Policy of the GSA;
- 5.2. Be appointed by the Council, upon recommendation of the hiring committee, before the appointment of The Chief Returning Officer (CRO) and The Deputy Returning Officer(s) (DRO);
- 5.3. The EJC is composed of:
 - 5.3.1. A Legal Professional (Lawyer or Notary) to chair the committee as a non-voting member, appointed by Council for a three (3) years term;
 - 5.3.2. Five (5) Members of the Association not Elected to any office of GSA or an employee of the GSA, including the Chair and minute taker of Council.
- 5.4. Meet at the discretion of the Chair of the Committee. Members shall be given individual notice of a meeting at least two (2) days before the meeting takes place unless this stipulation is waived by every member in writing;
- 5.5. The members of the committee are remunerated in accordance with a contract established between the committee members and the GSA;
- 5.6. Have a quorum of a majority of the sitting members;
- 5.7. Require a vote of simple majority to adopt a resolution;
- 5.8. The members are appointed until they are no longer members of the association. Should there be a vacancy in the EJC, the Chair of the EJC should request that the seat be filled by the Council. The Council has to fill the vacant seat within twenty (20) days of the notification from the Chair.

6. The Academic Cabinet shall:

- 6.1. Elaborate the positions and priorities of the GSA on academic issues;
- 6.2. Consult with graduate students and campus academic groups on academic issues relevant to graduate students;

- 6.3. When possible, Academic Cabinet members shall operate as a coordinated unit on their respective bodies;
- 6.4. The Academic Cabinet is composed of:
 - 6.4.1. Vice President Academic and Advocacy (Chair);
 - 6.4.2. President (non-voting member);
 - 6.4.3. Graduate student representatives on the Board of Governors, Senate, School of Graduate Studies Council, and the Graduate curriculum committee shall form the voting members.
- 6.5. Meet once a month (except in July and August) at the call of The Vice President – Academic/Advocacy who will also chair the committee. The chair shall not vote except in case of a tie. Members shall be given individual notice of a meeting at least five (5) calendar days before the meeting takes place unless this stipulation is waived by every member in writing;
- 6.6. Have a quorum of a majority of the sitting members;
- 6.7. Require a vote of simple majority to adopt a resolution;
- 6.8. Have a secretary for the Committee drawn from the staff positions of the GSA who will be an Ex Officio Non-Voting member;
- 6.9. Carry out any additional functions delegated by The Council.

7. The Student Life and Sponsorship Committee shall:

- 7.1. Negotiate sponsorship contracts for the GSA, that shall exclude companies whose actions are against students' well-being;
- 7.2. Organize and support events promoting student life and the wellbeing of graduate students;
- 7.3. Be composed of:
 - 7.3.1. Vice President External (chair);
 - 7.3.2. Vice President Internal (non-voting member);
 - 7.3.3. Vice President Mobilization (non-voting member);
 - 7.3.4. Five (5) members of the council, from different faculties.
- 7.4. Meet at the discretion of The Vice President – External who will also chair the committee. The chair shall not vote except in case of a tie. Members shall be given individual notice of a meeting at least five (5) calendar days before the meeting takes place unless this stipulation is waived by every member in writing. The chair can remove a committee member who fails to attend two (2) meetings without notice. In such a case, Council shall appoint a replacement from the same faculty at its next regular meeting;
- 7.5. Have a quorum of a majority of the sitting members;
- 7.6. Require a vote of simple majority to adopt a resolution;
- 7.7. Have a secretary for the Committee drawn from the staff positions of the GSA who will be an Ex Officio Non-Voting member;
- 7.8. Carry out any additional functions delegated by The Council.

8. The Sustainability Committee shall:

- 8.1. Lead sustainability initiatives and support a culture of sustainability for the activities of the GSA and for graduate students;
- 8.2. Recommend to the GSA positions to advocate for an improvement of sustainable practices by the university;
- 8.3. Be composed of:
 - 8.3.1. Vice President Internal (chair);
 - 8.3.2. Vice President Academic and Advocacy (non-voting member);
 - 8.3.3. Vice President External (non-voting member);
 - 8.3.4. Five (5) members of the council, from different faculties.
- 8.4. Meet at the discretion of The Vice President – Internal who will also chair the committee. The chair shall not vote except in case of a tie. Members shall be given individual notice of a meeting at least five (5) calendar days before the meeting takes place unless this stipulation is waived by every member in writing. The chair can remove a committee member who fails to attend two (2) meetings without notice. In such a case, Council shall appoint a replacement from the same faculty at its next regular meeting;
- 8.5. Have a quorum of a majority of the sitting members;
- 8.6. Require a vote of a simple majority to adopt a resolution;
- 8.7. Have a secretary for the Committee drawn from the staff positions of the GSA who will be an Ex Officio Non Voting member;
- 8.8. Carry out any additional functions delegated by The Council.

Article X – Staff Positions

1. Staff positions shall be made available exclusively to members of the GSA at the time of hiring.

Article XI – Finances

1. All cheques drawn against GSA internal (Concordia) and external (accredited Canadian banking institution) accounts shall be signed by two signing officers being the Finance Manager, the President, or The Vice-President Internal;
2. The signing officers shall have expenditure privileges up to and not exceeding \$750 CAD per month within a single budget line;
3. The Budget and Funding Committee shall have the privilege of increasing the amount spent from a single budget line to, but not exceeding, \$1,250 CAD per month;
4. The fiscal year of the GSA shall run from June 1 to May 31;
5. Any budget expenditures above those allocated by the Council approved final budget, require the approval of the Council of Directors;

6. All GSA accounts shall be reviewed by an external auditor annually. The external auditor shall be approved by a General Assembly and recommended by the Budget and Funding 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 the exam period, as defined within the Concordia Graduate Calendar;
2. In the event of any delay in conducting elections, The Executives and the Council will have limited powers restricted to conduct elections and the basic caretaking of the Association. All monthly honoraria and bursaries for the Executives and Council will be set at 25% of the honoraria and bursaries they received monthly during their term of office;
3. In the event of any contradictions between the General By-Laws and the Election Regulations, the General By-Laws takes precedence;
4. 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;
5. The Directors and Executives shall take office on June 1 every year for a period of one fiscal year. Starting at the latest of May 1 or the date of certification of the elections by the EJC Chair, the Executives elect shall train with the outgoing executive until they take office on June 1. During that period, they shall have the right to attend all meetings as non-voting members of the Board of Directors and committee meetings where the current Executive member is sitting;
6. Nominations for each Director candidature shall be signed by a minimum of 10 (ten) GSA members from the same faculty;
7. Nominations for each Executive position shall be signed by a minimum of 15 (fifteen) GSA members from which there shall be at least one (1) GSA member from each faculty, including Special Individualized Program (SIP) students;
8. The election of each position shall be as follows:
 - 8.1. The candidates for an Executive position shall be elected by all GSA members;
 - 8.2. The Special Individualized students (SIP) candidates for Council shall be elected by members of the GSA registered as Special Individualized students (SIP);
 - 8.3. All other candidates for Council shall be elected by GSA members from their respective faculty;
 - 8.4. The INDI Director position (one) is filled with two Directors (Director and Vice-Director). Both the Director and Vice-Director must run together as a slate. The INDI Director will become a voting member of the Council once elected and the Vice-Director will become a non-voting member but with the right to participate on committees. In case that the INDI

Director seat becomes vacant, the Vice-Director shall be deemed appointed as a Director until the end of the unexpired term.

9. In the event that there are 3 vacant Council or Executive positions, or should a Faculty or the Special Individualized students (SIP) end up with no representation, the Council shall call a by-election through ballots, online or a General Assembly to elect members who satisfy the candidacy criteria as outlined in Article V, section 5;
 - 9.1. The council can temporarily appoint a member until the elections;
 - 9.2. Should there be less than 3 vacant positions, a by-election can be called by the Council;
10. When a by-election is required by these By-Laws, a by-election shall be held before the end of the month of November. It can also be conducted by a secret ballot in accordance with Sections 4 and 5 of this article and the Elections Policy, or through a General Assembly, during which a secret ballot can take place if the members present vote for this option;
11. In the event of a vacant executive or council seat, Council shall appoint an Interim Executive for the shorter of when a by-election is held or the end of the original term;
12. 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;
13. Elections shall be administered and supervised by a Chief Returning Officer (CRO), who shall have the authority to enforce the Electoral By-laws and Regulations of the GSA. The CRO and Deputy Returning Officer(s) (DRO) must be appointed, as required, to assist the CRO in her/his tasks by the council;
14. Members of the Executive team, and the Council of Directors will not be eligible for the positions of CRO, DRO, or for the EJC;
15. No external organization or individual/s may campaign or finance a referendum during an election or a by-election.

Article XIII – Impeachments

(Letters patents section 6)

1. The members who have the right to elect a Director or an Executive may, in a Special General Assembly 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 honor or interest of the GSA or its members;
2. A Special General Assembly for Impeachment can be called by a two-thirds (2/3) decision of Council or a petition of at least 5% of the GSA members who have the right to elect the person they wish to impeach. In case of an Executive, at least twenty (20) signatures must be obtained from each of three different faculties;

3. When a Special General Assembly fails to meet quorum in this instance Council shall have the right to suspend an executive for a period not exceeding thirty (30) calendar days before which a General Assembly must be reconvened;
4. Directors and Executives are to be impeached individually.

Article XIV – Resignations

1. An Executive or Director shall give a written notice of resignation to the President and the Chair of Council.

Article XV – Resignation by Absence

1. An executive or a director who is absent from three (3) council meetings shall be deemed to have resigned;
2. An executive or a director who is absent from three (3) council meetings shall be deemed to have resigned. An executive or a director who is absent for a valid reason may provide the Service Manager (or the staff person doing the equivalent duties) a valid reason for his absence, including the relevant documentation. (Work commitments, scheduled course commitments, illness, bereavement, or an emergency are considered valid reasons for an absence);
3. The Service Manager shall indicate to the Council chairperson and the concerned director if the absence is considered for a valid reason. The absence of a valid reason is not counted for the application of this article;
4. If a director disagrees with the Service Manager's decision. The director may ask the Council to excuse their absence for a valid reason. If approved by a simple majority vote, the absence is not counted for the application of this article.

Article XVI – Eligibility for Office

1. A person is eligible to sit on the GSA Council or become an Executive if she or he is a GSA member (as per the criteria laid forth in Article II) for the full duration of her/his term in office. Should the person lose the membership requirement they will be deemed to be resigned from their position as a Director or an Executive;
2. In order to take and hold office, He/She must not have an elected position with CUFA, CUPFA, TRAC, a Concordia graduate student faculty association, a Concordia graduate student departmental associations, or a club registered with GSA;

3. No member is allowed to hold a seat on the executive for more than 2 consecutive terms. For the purpose of this article, a member will not be considered to have served a term should they take office after January 1 of a fiscal year;
4. No Candidate can contest for more than one position in the elections including the Senate and Board of Governors;
5. A person elected to the Council must, prior to take office, sign ANNEX B of these By-Laws.

Article XVII – Referenda

1. A referendum may be called by:
 - 1.1. The Council;
 - 1.2. The President upon receipt of a written request signed by at least five (5) percent of the members and clearly stating the reason for the referendum as well as the question(s) to be answered by members.
2. Notice of at least ten (10) calendar days shall be given to members;
3. The Notice will be communicated through:
 - 3.1. An e-mail to all GSA members to the address currently on file with Concordia University;
 - 3.2. A posting on the home website of GSA;
 - 3.3. A notice of the meeting, placed in the student newspapers;
 - 3.4. Any additional methods of communication the Council approves.
4. Quorum for a referendum shall be one (1%) percent of all GSA members;
5. A simple majority of the vote is required to carry a referendum motion. Subject to the General By-Laws, referenda resolutions shall be binding on the Association;
6. Referendums shall be administered and supervised by a Chief Returning Officer (CRO) as per the stipulations set forth in Article XVII;
7. The CRO shall have the authority to enforce referenda By-Laws.

Article XVIII – Amendments

(Quebec Companies Act, article 91 (3))

1. The Council can adopt changes to the By-Laws or present new by-laws, which will be brought to a Special General Assembly or referenda for ratification. Notice of the Special General Assembly must include the nature of the proposed changes;
2. New by-laws or amendments to the By-Laws must be adopted by a two-thirds (2/3) majority of the Council and ratified by a simple majority of the members of the Association at a Special General Assembly. The General Assembly must be called within twenty (20) days of any changes voted by the Council

unless it is done by referendums in which case it has to be done by the end of the fiscal year. The new By-Laws or amendments come into effect upon ratification by the Special General Assembly or approval by referendums;

3. Publication of the Notice of Motion:

- 3.1. 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.

Article XIX – Special By-Laws

(Quebec Companies Act, article 91 (3) they need to be approved by the membership to be considered By-Laws)

1. All the Regulations and Policies Ratified in The Council or The General Assembly in accordance with the General By-Laws shall be considered as Special By-Laws;
2. The Council shall prepare and approve those Special By-Laws necessary for the implementation of the General By-Laws of the GSA;
3. These Special By-Laws shall not contradict or infringe upon the General By-Laws of the GSA;
4. Amendments to the Special By-Laws shall be approved by Council at a duly convened meeting specifically called to deal with only resolutions dealing with Amending the Special By-Laws;
5. All resolutions to amend require a two-third (2/3) majority vote of Council.

Article XX – Ratification

1. These General By-Laws supersede and negate all previous constitutions of the GSA and come into effect upon the approval by a two-third (2/3) majority vote in a Special General Assembly;
2. All Special By-Laws enacted under previous constitution remain in effect unless they contravene the new ratified version of these By-Laws;
3. All Articles of General By-Laws come into effect upon the approval of the General Assembly.

Article XXI – Limitation of Liability

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

Article XXII – Indemnification

1. The Association shall indemnify a council or executive member of the Association, a former council or executive member of the Association or a person who acts or acted at the Association's request as a council or executive member 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 judgment, 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 council or executive member of such Corporation, Company or body corporate, to the full extent permitted by the Act and by law. The Association is authorized to enter into agreements evidencing its indemnity in favor 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.

Article XXIII – Contractual Matters

1. Contracts, documents or other instruments in writing requiring the execution by the Association are signed by the President and the VP Internal. 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, Council is authorized from time to time, by resolution, to appoint any officer or officers, director or directors, 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.

Article XXIV – Conflict of Interest

(Quebec Civil Code article 324)

1. Any member of Council shall disclose any companies or organizations that he (or a member of his family) has a business interest in that intends to conclude a contract with the Association. When any business with such a company or organization arises, the Council member shall abstain, except to answer questions from Council members, from participating in any discussion, and from voting on the issue;
2. A Council Member must report any situation of conflict or perceived conflict of interest he is facing to Council and such conflict must be noted in the minutes of the meeting following the disclosure. The Council member shall not participate in any discussion or vote on any matters relating to the conflict or perceived conflict of interest;
3. GSA Council members (including non-voting members) are ineligible to apply for any awards and/or subsidies of the GSA, unless the award and/or subsidies are based on objective criteria decided prior to the application period and/or that the applications are evaluated anonymously by the relevant GSA officer and/or deciding body.

Article XXV – Banking and Borrowing Arrangements

(Quebec Companies Act, article 77)

1. The banking business of the Association, if any, 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 Associations and under such agreements, instructions and delegations of powers as the directors determine from time to time;
2. Without limiting the borrowing powers of the Association, the council may from time to time:
 - 2.1. borrow money upon the credit of the Association;
 - 2.2. issue, re-issue, sell or pledge bonds, debentures, notes, or other evidence of indebtedness or guarantee of the Association, whether secured or unsecured;
 - 2.3. mortgage, hypothecate, pledge, or otherwise create an interest in or charge upon all or any property (including the undertaking and rights) of 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.
3. Nothing in this section limits or restricts the borrowing of money by the Association on bills of exchange or promissory notes made, drawn, accepted, or endorsed by or on behalf of the Association.

Article XXVI – Books

(Quebec Companies Act, articles 104 and 107)

1. The Association shall maintain at its head office during normal business hours a book or books containing the following:
 - 1.1. These by-laws, amendments to it and all regulations enacted or repealed;
 - 1.2. The names and addresses of the members;
 - 1.3. The names and addresses of the Council members, and the dates upon which they are inducted and leave the organization;
 - 1.4. Minutes of all the meetings of Council, as approved by Council and signed by the President and the Vice President, Internal.

Article XXVII – Fiscal Year

1. The fiscal year of the Association shall terminate on May 31. The financial statements of the affairs of the Association for the presentation to the members at the Annual General Assembly thereof shall be made up to that date.

Article XXVIII – Head Office

(Quebec Companies Act, article 219)

1. 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 Council members may, from time to time, determine.

Article XXIX – Delegation of Duties

1. Council may, from time to time, entrust to and confer upon any one or more of the Council Members 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 inside or outside Canada such of the powers exercisable by the Council Members 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 Council may deem expedient and may from time to time revoke, withdraw, alter or vary all or any of such powers.

Article XXX – Conflict

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

Article XXXI – Conformity to By-Laws

1. All amendments, regulations, and resolutions, motions or decisions of the Association, including, but not limited to those made by the executive, Council, the General Assembly or Referendums must be made in conformity with these by-laws.

Article XXXII – Gender, Number and Days

1. In these by-laws, the masculine shall include the feminine, singular shall include the plural, and vice-versa, where appropriate;
2. In these by-laws, a day refers to a business day, excluding any week-end and statutory holidays.

Article XXXIII—Interpretation

1. In case of a disagreement over the interpretation of this constitution, the President of the GSA shall seek a legal opinion from the GSA legal counsel. The President, in consultation with the legal counsel, can refuse to request a legal opinion if, in the opinion of the President in consultation with the legal counsel, the request is frivolous, abusive or made in bad faith with the purpose of causing a financial prejudice with the legal costs to the association to seek the legal opinion.

ANNEX A: Honorarium By-Law

(Reproduced for Reference)

1. For directors, the honorarium per council meeting will be 60\$;
2. The honorarium per council meeting for the council chair and minute taker will be \$85 each;
3. In the case that a council meeting does not reach quorum, the people present shall receive 50% of the honorarium, up to a maximum of 3 meetings per fiscal year;
4. The Objective of this policy is to increase the participation of directors on the Council, Governance, and Events of the GSA;
5. There shall be an annual honorarium of a maximum of \$200 per director.
6. The participation committee shall be established to decide the allocation of each director;
 - 6.1. The committee shall be composed of the President, the Council Chair and the Faculty Manager.
7. The committee will decide at the end of the year how much, up to the maximum, shall be allocated to each director who will complete their term of office based on the combination of the following criterias:
 - 7.1. Participation in Council;
 - 7.2. Participation on Committees;
 - 7.3. Participation in GSA Events;
8. A director who is absent from more than 1 council meeting without without prior information of the valid reason to the council chair and the President, as determined by Council, will forfeit their right to the annual honorarium;
9. Each Director must submit a year end report of their own activities one week before the last Council meeting of the mandate to be eligible for the annual honorarium.

ANNEX B: Councillor Responsibilities Contract

As an elected official of the Council of the Graduate Students' Association at Concordia University (GSA), I am aware of and agree to the following:

1. I am responsible for attending GSA council meetings. I agree to arrive 30 minutes prior to the scheduled time of regular council meetings in order to allow students from my faculty to speak to me prior to the council meeting;
 2. As a member of the GSA Council, I am expected to familiarize myself with the GSA Bylaws, read the agenda and related documents prior to council meetings, read council resolutions, council minutes, and General Assembly minutes of the past 3 years;
 3. I am responsible for the general supervision and to hold accountable members of the Executive, for all actions or lack thereof they perform or fail to perform;
 4. In addition to my council responsibilities, I am also expected to contribute to the GSA by aiding in the following:
 - a. Reaching out to Faculty and Departmental associations and familiarizing myself with the issues they are facing;
 - b. Volunteering a portion of my time to support and attend GSA events when possible;
 - c. Contributing as a member on external Committees and Councils (i.e. School of Graduate Studies Council, Faculty Council, Fee Levy Association Boards, etc.) AND/OR Contributing as a member on internal Committees (i.e. Student Life Committee, Finance Committee, Hiring Committee, etc.) ;
 5. For each Council or Committee appointment, it is expected that I produce a report at least once (1) per semester informing the GSA council on the progress being made on said Council or Committee;
 6. If I foresee myself being unable to perform the tasks outlined above, I am responsible for taking the initiative to resign. If I am unable to perform my responsibilities and refuse to resign, I am aware that I can be removed from the council by way of impeachment outlined in the GSA Bylaws.
-
- I have read the GSA Bylaws and am aware of the responsibilities of the Directors, Executives, and the methods of impeachment.
 - I have read and agreed to the Councillor Responsibilities Contract as a member of the Council of Directors

NAME:

SIGNATURE: