



Bylaws Revision Project

Graduate Students' Association
Concordia University

Adopted:
Last Modification:

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Definitions

Abstentions: Voting to “abstain” will not be included in the tally for “simple majority” or “two-thirds (2/3) majority” votes. However, abstention votes are included in the tally of members present, if a vote requires “two thirds (2/3) majority of the members present.” If a vote receives a majority of abstentions, the motion will be automatically tabled until a member brings back the motion for a discussion and/or vote.

Days prior: Where notice or documents are required to be sent for a given amount of days before the meeting, the day of the meeting is also included in the calculation.

External Committees: Any councils, committees, subcommittees, working groups, fee levy associations, and other campus-based organizations where GSA is mandated to participate and represent GSA members.

Quorum: The minimum number of members needed at an official meeting of the GSA for any decisions to be binding.

Simple majority: To be adopted, this vote requires the number of votes cast “For” to equal more than half of the votes cast “For” and “Against.” In this case, abstention votes are excluded and the vote is tallied by dividing the number of votes “For” by the total number of votes “For” and “Against.” The vote passes if the result is greater than 50%. This is sometimes called “fifty percent plus one (50% + 1)” or “absolute majority.”

Two-thirds (2/3) majority: To be adopted, this vote requires the number of votes cast “For” to equal more than two-thirds (2/3) of the votes cast “For” and “Against.” In this case, abstention votes are excluded and the vote is tallied by dividing the number of votes “For” by the total number of votes “For” and “Against.” The vote passes if the result is greater than 66.6%. This is sometimes called “super majority.”

Two thirds (2/3) majority of the members present: To be adopted, this vote requires the number of votes cast “For” to equal more than two-thirds (2/3) of total members present. In this case, the tally of members present is of all members voting, including members who vote “For” / “Against” / “Abstain.” The vote passes if the result is greater than 66.6%.

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 in every aspect of their academic and social life. The GSA shall strive to foster cooperation, communication, and a sense of community among members. The Association is, and will remain, a democratic non-profit corporation, having its head office in the City of Montreal, Quebec, Canada.

Section 1. General Provision

1.1 Name

The name of the Association is: *Concordia Graduate Students' Association*.

Its acronym is GSA.

Where the French language is used it can be referred to as *l'Association des Étudiants et Étudiantes aux Cycles Supérieurs de L'Université Concordia*.

1.2 Address

2030 Mackay, Quebec, Canada, H3G 2J1

1.3 Logo

The GSA logo can be used by the GSA General Assembly, the Council, the Executive Committee or any committee created by the GSA. It may not be used by any other group without the permission of the General Assembly, the Council or the Executive.

1.4 Guiding Principles

The GSA strives to promote the following:

- a) Democratic literacy and action;
- b) Participation in university affairs and life;
- c) Empowerment of minority rights and voices;
- d) Accessible quality public education;
- e) Transparency;
- f) Equity;
- g) Social justice;
- h) Environmental, social, and economic sustainability.

1.5 Goals

The goals of the GSA are to:

- a) Represent the collective interests and promote the general welfare of the graduate students of Concordia University;
- b) Provide a platform to stimulate interdisciplinary opportunities for all members in a variety of cultural, intellectual, political, recreational and social activities;

- c) Provide representation for its members to increase members' influence on decision-making bodies and encourage involvement of its members in political processes, both internal and external to the University;
- d) Defend the right to accessible and quality education;
- e) Represent, promote and defend the individual rights of the association's members;
- f) Create an accessible space for all its members that provides adequate resources and services to support these objectives;
- g) Facilitate cooperation among students by providing services and organizing events that supplement the learning experience of its members and develop a sense of community;
- h) Provide resources and services to improve the quality of life of its members;
- i) Publicize information of interest to its members;
- j) Promote opportunities for professional development, training and employment.

1.6 Rules of Order

The rules of order shall govern all meetings and shall be adopted by Council in a Special Bylaw and published on the GSA website. Under no circumstances should undue strictness be allowed to intimidate members or limit full participation.

1.7 Membership

Anyone that fulfils all of the following shall be considered a GSA member unless they stipulate otherwise in accordance with the law:

- a) Is a Concordia University Graduate student;
- b) Is registered in Graduate Studies as defined by the Office of the Registrar;
- c) Has paid the GSA membership fee.

1.7.1 Rights and Responsibilities of the Members

GSA members have the right to:

- a) Run for Executive and Council positions;
- b) Vote in General Assemblies;
- c) Be informed about GSA affairs;
- d) Participate in GSA open committees and activities;
- e) Dissent in accordance with the values of the GSA Bylaws. [**Contentious**]

They have a responsibility to:

- a) Be cognizant of GSA affairs;

- b) Participate in GSA affairs;
- c) Respect and preserve the democratic process within the GSA.

1.8 Membership Fee

The GSA shall have the right to collect a fee from all graduate students upon registration.

1.8.1 Changing the Dues

Any change of these fees shall be:

- a) Announced by a notice of motion of at least ten (10) business days;
- b) Ratified in a referendum or through a General Assembly.

Section 2. The General Assembly

2.1 The General Assembly

The General Assembly (GA) is the supreme body of the association. It is composed of all members of the association.

2.2 Powers of the Assembly

The powers of the General Assembly are:

- a) To determine the general orientation, financial and political, of the GSA;
- b) To consider, adopt, reject or modify motions submitted to it;
- c) To nominate, elect, or impeach any member of the Executive Committee and Directors in accordance with the procedures;
- d) To adopt, amend, suspend or revoke the Bylaws of the Association in accordance with the procedures laid down in this document;
- e) To call another General Assembly;
- f) To call a referendum;
- g) To create Ad Hoc Committees;
- h) To approve or reject the annual budget of the GSA.

2.3 Number of Meetings

The General Assembly is held at least three times per academic year (excluding the summer semesters); this includes the Annual General Assembly, which takes place in the Winter semester, and at least one GA in the fall semester, but excludes Special General Assemblies.

2.4 Quorum

Actual article	Suggestion
The quorum of a General Assembly is 1% of registered members.	The quorum of a General Assembly is 1% of registered members including at least two (2) faculties.

2.5 Calling a General Assembly

A motion from the General Assembly, the Council or the Executive Committee may call for a General Assembly. The GA, and a proposal for the agenda, must be announced by email and on social media, available to Association members, at least seven (7) calendar days in advance.

2.5.1 Calling a General Assembly by Petition

One percent (1%) of the registered members may call a Special General Assembly (SGA) by petition (paper format). The petition must include the signature, full name, and the student ID of the signatories as well as the reason for the meeting and the agenda. The aforementioned details of the meeting must be present on each page. The petition must be addressed to the GSA and delivered to its office. Upon the reception of the petition, the GSA executive must call an SGA within seven (7) days. The SGA must take place within fifteen (15) days, but no sooner than seven (7) days, of the SGA announcement.

2.6 General Assembly Chair and Secretary

Actual article	Suggestion A	Suggestion B	Suggestion C	Suggestion D
The President shall: Be the Chair of the General Assemblies.	The General Assembly Chair shall be external to the association; they must not be a member or a permanent staff member of the GSA. It is preferable that the Secretary is also external to the association but this is not mandatory.	A Council member will initially chair the General Assembly, during which a Chair will be elected from the Directors, Executives or Staff. The GA Chair may be removed by a two-thirds (2/3) majority vote. It is preferable that the Secretary is also external to the association but this is not mandatory.	For each General Assembly, an external party shall be elected to the position of Council Chair. The General Coordinator will act as Chair until the Council Chair is voted in. It is preferable that the Secretary is also external to the association but this is not mandatory.	The General Assembly Chair is a permanent GSA staff person. It is preferable that the Secretary is external to the association but this is not mandatory.

2.7 Vote

Unless otherwise stated, in General Assemblies motions are adopted by a simple majority of the votes cast by the members present. If a vote receives a majority of abstentions, the motion will be automatically tabled until a member brings back the motion for a discussion and/or vote.

2.8 Annual General Assembly

The Annual General Assembly (AGA) of the Association shall be held each year at the end of the Winter semester. At the AGA, the Executive Committee shall present the Financial Report and the End of Year Report.

2.9 Special General Assembly

A Special General Assembly (SGA) may be called by the General Assembly, the Executive Committee or by a petition of members (Article 2.5.1). The agenda of the SGA is closed, which means no item other than those announced by the petition or by the meeting notice can be added during the session.

2.10 Creation of Committees

The General Assembly shall have the authority to create committees and delegate unto them the powers and tasks that it chooses, so long as those powers and tasks do not supercede or conflict with those of the GSA General Assembly or Council.

Section 3. The Council

3.1 The Council

The Council is the second-highest decision-making body of the GSA.

3.2 Term of Office

Actual article	Suggestion A	Suggestion B
The Directors and Executives shall take office on June 1 every year for a period of one fiscal year.	Half of the Directors representing each faculty shall be elected to take office June 1. The other half shall be elected to take office December 1 for the period of one calendar year (12 months).	Half of the Directors representing each faculty shall be elected to take office June 1. The other half shall be elected to take office December 1 for the period of one calendar year (12 months).

3.3 Responsibilities of the Directors

The Directors shall:

- a) Ensure the function of Council;
- b) Execute any mandate given by the General Assembly;
- c) Keep GSA members informed about the association's issues;
- d) Enforce GSA Bylaws;
- e) Support the Executive Committee in the execution of GSA mandates;
- f) Endeavour to improve the general condition of the GSA members and the educational experience of graduate students at Concordia University;
- g) Be available to answer questions from members and hold caucuses with their constituencies, and advocate their interests;
- h) Act to uphold the principles and financial integrity of the GSA;
- i) Make themselves available to participate within the internal committees of the GSA and/or the external committees of Concordia University.

3.4 Power and Mandates

The powers and the mandates of the Council are:

- a) To set policies and special bylaws for issues that are not covered by the GSA Bylaws or other GSA policies;
- b) To approve budgets;
- c) To appoint student representatives to university bodies for positions that do not require an election;
- d) To create Committees necessary for the functioning of the GSA;
- e) To call a General Assembly;
- f) To call a Council meeting.

3.5 Number of Meetings

Council Meetings shall be held at least once a month.

3.6 Quorum

Actual article	If suggestion C for 3.13.1 (see below)
Fifty percent plus one (50%+1) of the sitting Directors shall constitute quorum for Council meetings.	Ten (10) duly registered department associations of the sitting Directors shall constitute quorum for Council meetings.

3.7 Council Chair

Actual article	Suggestion A	Suggestion B	Suggestion C
The elected President of the G.S.A. shall chair of the first meeting of the Council of Directors. The Council will appoint a permanent chair at the first meeting.	A Council member will initially chair the first meeting of Council, during which a Chair will be elected from the Directors, Executives or Staff. The Council Chair may be removed by a two-thirds (2/3) majority vote.	For each Council meeting, an external party shall be elected to the position of Council Chair. The General Coordinator will act as Chair until the Council Chair is voted in.	The Council Chair is a permanent GSA staff person.

3.8 Calling a Council meeting

A motion from the General Assembly, the Council or the Executive Committee may call for a Council Meeting. In the case of the Monthly Council meeting, the Council Chair is in charge of the call.

All Council members shall be given a notice at least seven (7) calendar days before the Council meeting, unless waived by every Council member before the meeting in physical or electronic writing. Waivers shall be made part of the minutes of the meeting.

3.8.1 Calling a Special Council Meeting by Petition

A petition of a minimum of 25 percent (25%) voting Council members representing at least three (3) different faculties may call a Special Council Meeting (SCM). The petition shall include the full name, the student ID and the faculty represented by the signatories as well as the reason for the meeting and the agenda. This information must be present on each page. The petition shall be addressed to the GSA and delivered to its office. Upon the reception of the petition the GSA Executive must call an SCM within three (3) days. The SCM shall take place within seven (7) days of the SCM announcement.

3.8.2 Agenda and Documents

The agenda and related documents of a Council meeting shall be disseminated in written form to all Council members at least five (5) calendar days prior to the meeting, unless waived by every Council member before the meeting in physical or electronic writing. Waivers shall be made part of the minutes of the meeting.

3.8.3 Presence of GSA Members

The members of the GSA are welcome to attend Council meetings. In order to inform members, the notice for Council meetings shall be announced to all GSA members as soon as the call for a meeting is sent to councilors. Council may request to go into closed session for any portion of Council. Closed session shall be defined in the resolution being proposed.

3.9 Voting Procedures

Unless otherwise stated, a simple majority vote is needed to carry a motion. If a vote receives a majority of abstentions, the motion will be automatically tabled until a member brings back the motion for a discussion and/or vote.

3.10 Council Meeting Minutes

Draft minutes of the most recent Council meeting shall be made available for examination to the GSA and its members no more than seven (7) calendar days after the meeting. Minutes will be updated when they are approved at the following Council meeting.

3.11 Conflict of Interest

If a member of Council has a conflict of interest with a decision being made by Council they shall leave the room during the vote and shall not have voting privileges.

3.12 Creation of Committees

The Council shall have the authority to create committees and delegate unto them the powers and tasks that it chooses, so long as those powers do not supercede or conflict with those of the GSA, General Assembly, and/or Council.

3.13 Council Composition

The Council shall consist of voting and non-voting members. All voting members shall be referred to as Directors.

3.13.1 Voting Members

Actual article	Suggested addition - Treasurer	Suggested change	YOUR suggestion for changing Council's structure
The allotted seats shall be distributed on a basis of proportional representation set at one (1)	Councilors shall elect from among the Directors a Treasurer	Each duly registered	

<p>Councilor 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 previous academic year. There shall be a minimum of one (1) Councilor per faculty. Councilors shall be elected within their respective faculties, namely John Molson School of Business, Arts & Science, Engineering & Computer Science, Fine Arts and Interdisciplinary/SIP. This proportional representation shall be set forth in the Special By-Laws for the Regulation of Elections and Referenda.</p>	<p>who may serve as a faculty representative on the Budget Committee and will report regularly to Council on the quarterly financial statements, annual budget, auditor selection, and assist in hosting financial trainings for Council.</p>	<p>department shall elect one representative to be a Director on Council. The department takes full responsibility for term of office for their representative.</p>	
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3.13.2 Non-Voting Members

The Executive Committee members are considered non-voting members of the Council. The Executive Committee may add motions to the Council agenda.

3.14 Types of Council Meetings

There are three (3) types of Council meetings: Monthly Council Meeting (MCM), Additional Council Meeting (ACM) and Special Council Meeting (SCM).

3.14.1 Monthly Council Meeting (MCM)

A Monthly Council Meeting shall be called each month. The agenda must have an item regarding reports from GSA executives, representatives of external bodies (including but not limited to Senate, Board of Governors, Faculty Councils), and staff.

3.14.2 Additional Council Meeting (ACM)

Additional Council Meetings are called when necessary, between Monthly Council Meetings.

3.14.3 Special Council Meeting (SCM)

In the case of a Special Council Meeting, the notice shall be sent five (5) days before the meeting and must include the agenda and the documents necessary for the meeting. The agenda of a Special Council Meeting is closed, which means no items other than those announced by the petition or by the call for the Special Council meeting can be added during the session.

3.15 Honorarium for Councilors

Actual article	Suggested change
The Council will determine annually the honorarium Councilors 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 30 minutes early without documentation shall result in the withholding or non-payment of honoraria for Councilors in question.	STRIKE 3.12 and THE HONORARIUM, but guarantee good food will be present at Council meetings. If childcare or other legitimate costs are incurred, Councilors' billed expenses will be covered by the GSA.

Section 4. Executive Committee

4.1 The Executive Committee

The Executive Committee shall be comprised of GSA members elected during GSA elections. Its main purpose is to ensure the daily operation of the association and execute any mandate given by the General Assembly and Council.

4.2 Term of Office

Executives shall begin training on May 1 and take office on June 1, until May 31 of the following year. Any Executives elected in a by-election shall serve until May 31 of the current term.

4.3 Responsibilities of Executives

Executives shall:

- a) Represent the interests of all GSA members;
- b) Ensure the daily operation of the association;
- c) Execute the mandates given by the General Assembly and Council;
- d) Keep GSA members informed about the association's issues;
- e) Uphold the Bylaws and policies of the GSA;
- f) Aid other Executives in the execution of their assigned duties;
- g) Endeavour to improve the general condition of the GSA members and the educational experience of graduate students at Concordia University;
- h) Act to uphold the principles and financial integrity of the GSA;
- i) Oversee GSA staff;
- j) Train their successors;
- k) Share the responsibility of facilitating and taking Executive Committee meeting minutes;
- l) Be available to answer questions from members and respond to individual members' queries, and/or refer them to the appropriate persons.

4.4 Executive Committee Meetings

Executive Committee Meetings shall be called at least every two weeks.

4.5 Quorum for Executive Committee Meetings

A majority of the sitting Executives shall constitute quorum for Executive Committee Meetings.

4.6 Calling an Executive Committee Meeting

All Executives shall be given individual notice at least five (5) calendar days before each Executive Committee Meeting, unless waived by every Executive before the meeting in physical or electronic writing. Waivers shall be made part of the minutes of the meeting.

The agenda and related documents of an Executive Committee Meeting shall be disseminated to all Executives at least three (3) calendar days prior to the meeting.

4.7 Voting procedures

A simple majority vote of the attending Executives is needed to carry an Executive Committee motion.

4.8 Executive Committee Meeting Minutes

Minutes shall be kept for every Executive Committee Meeting. Draft minutes of the most recent Executive Committee Meeting shall be made available for examination to the GSA and its members no more than seven (7) calendar days after the meeting.

4.9 Conflict of Interest

If an Executive has a conflict of interest with a decision being made by the Executive Committee they shall leave the room during the vote and shall not have voting privileges.

4.10 Creation of Committees

The Executive Committee shall have the authority to create committees and delegate unto them the powers and tasks that it chooses, so long as those powers and tasks do not supercede or conflict with those of the GSA, General Assembly, and/or Council.

4.11 Executive Committee Composition

The Executive Committee shall consist of the following five (5) voting members:

- a) General Coordinator;
- b) Coordinator of Finance and Internal Affairs;
- c) Coordinator of External Affairs;
- d) Coordinator of Mobilization;
- e) Coordinator of Academic and Advocacy Affairs.

4.11.1 General Coordinator

The roles and responsibilities of the General Coordinator are to:

- a) Call the Executive Committee Meetings;
- b) Coordinate the Executive Committee activities in a collegial spirit;
- c) Make official statements on behalf of the GSA;
- d) Coordinate the GSA's media relations in consultation with the Coordinator of External Affairs;
- e) Be responsible for administrative exchanges with governments and/or the Concordia University administration;
- f) Publish annual report of GSA activities and present this report at the Annual General Assembly;
- g) Aid in overseeing staff positions;
- h) Chair the Hiring Committee;
- i) Represent the GSA at the Board of Governors in the absence of an elected member;
- j) Provide a monthly written report about their activities to the Council and respond to questions.

4.11.2 Coordinator of Finance and Internal Affairs

The roles and responsibilities of the Coordinator of Finance and Internal Affairs are to:

- a) Share the responsibility of facilitating and taking Executive Committee Meeting minutes;
- b) Oversee the GSA's communication with its members;
- c) Oversee the affairs of registered GSA associations and clubs;
- d) Oversee the finances of the GSA and the tasks of the Finance Manager [and work with the Treasurer];
- e) Oversee GSA funding for associations and departmental allocations;
- f) Oversee the organization of the GSA's social activities;

- g) Chair the Budget Committee, Student Life Committee, and other committees that fall under Internal Affairs;
- h) Help to oversee GSA staff;
- i) Provide a monthly written report about their activities to the Council and respond to questions.

4.11.3 Coordinator of External Affairs

The roles and responsibilities of the Coordinator of External Affairs are to:

- a) Monitor socio-political and economic developments within Concordia University as well as the national and international context that may affect graduate students at Concordia;
- b) Coordinate the GSA's media relations in consultation with the General Coordinator;
- c) Be responsible for representing the GSA on external bodies, and monitoring the activities of and liaising with:
 - a. student associations external to the GSA,
 - b. student federations,
 - c. student coalitions,
 - d. labour unions,
 - e. any other relevant external organizations;
- d) Provide information to members on issues including student life, education and the student movement;
- e) Liaise with campus-based and community organizations providing services to GSA members;
- f) Co-Chair the Campaigns Committee and any committees pertinent to External Affairs;
- g) Provide a monthly written report about their activities to the Council and respond to questions.

4.11.4 Coordinator of Mobilization

The roles and responsibilities of the Coordinator of Mobilization are to:

- a) Mobilize, educate, and engage members in activities related to GSA campaigns and General Assemblies;
- b) Prepare and execute mobilization strategies;
- c) Organize and participate in GSA campaigns;
- d) Oversee the production of mobilization material;

- e) Oversee the work of the outreach staff and the recruitment of volunteers for mobilization and campaigns activities;
- f) Chair the GA Committee and any other committees pertinent to Mobilization;
- g) Oversee the production of the student handbook in consultation with the Coordinator of Academic and Advocacy Affairs;
- h) Provide a monthly written report about their activities to the Council and respond to questions.

4.11.5 Coordinator of Academic and Advocacy Affairs

The roles and responsibilities of the Coordinator of Academic and Advocacy Affairs are to:

- a) Oversee GSA advocacy services and any advocacy work done by the GSA;
- b) Represent the GSA on the Senate of Concordia University;
- c) Provide information to students on academic resources;
- d) Chair the Appointments Committee and any other committees pertinent to Academic or Advocacy Affairs;
- e) Represent the GSA on university committees in the event of unfilled seats;
- f) Coordinate a Representatives Caucus composed of graduate students who have a seat on academic committees, including the Senate and Board of Governors representatives;
- g) Address academic issues related to Concordia University's graduate programs by collecting feedback from students on academic conditions in departments and faculties and ensuring that questions and concerns are directed to the appropriate university bodies and committees;
- h) Advocate for students' rights on campus;
- i) Provide a monthly written report about their activities to the Council and respond to questions.

4.12 Vacant Seat

If there is an unfilled seat on the Executive Committee, the other Executives will perform duties associated with that position until the seat is filled in a by-election or by Council appointment.

4.13 Quebec Companies Act

For the purposes of fulfilling duties as required under the Quebec Companies Act that are not specified within these Bylaws, the Council will choose from among the Executives a President, Vice-President, and Secretary.

Section 5. GSA Representation

5.1 Purpose of External Representatives

In order to foster the relationship between GSA, Concordia University, and the many groups operating within the Concordia University community, External Representatives shall be appointed or elected to serve on external committees, councils, and working groups.

The purpose of these External Representatives will be to voice the concerns and execute the mandate of GSA members on matters pertaining to the academic and operational conditions of Concordia University and to relay any developments and issues that impact the graduate student experience of the GSA membership as afforded to the GSA under the Act Respecting the Accreditation and Financing of Students' Associations.

5.2 External Representative Responsibilities

External Representatives shall:

- a. Report to Council and the GA;
- b. Collaborate with the Coordinator of Academic and Advocacy Affairs;
- c. Consult with GSA members;
- d. Attend the meetings of the Representatives Caucus.

5.3 External Representative Term of Office

The term of office for all External Representatives shall begin June 1 and end on May 31 of the following year.

Unless otherwise stated, a GSA representative may serve consecutive terms on a given external body provided they are re-elected or re-appointed.

5.4 Appointments Committee

The Appointments Committee is the body responsible for selecting GSA members to be representatives on all External Committees excepting the Senate and Board of Governors.

The Appointments Committee shall meet as needed to suggest representatives for Council to appoint at the Monthly Council Meeting.

5.4.1 Membership of the Appointments Committee

The Appointments Committee shall be created by Council and composed of the following

- a. The Coordinator of Academic and Advocacy Affairs (as Chair);
- b. Four members of Council representing at least three (3) faculties;
- c. One member-at-large elected annually by the General Assembly;
- d. The General Coordinator and Coordinator of External Affairs (as observers, non-voting).

5.4.2 Quorum of the Appointments Committee

Quorum for the meeting of Appointments Committee shall be constituted by a simple majority of sitting members who have voting privilege.

5.5 Representatives Caucus

All available External Representatives shall, at least once per semester excepting the Summer semester, hold a meeting of the Representatives Caucus. The purpose of this body will be to share concerns, information and developments in the respective councils, committees, and working groups with each other, the Coordinator of Academic and Advocacy Affairs, and any interested GSA members.

The Representatives Caucus may suggest motions to the Council and must execute any and all mandates given to the External Representatives by motions of the GA and Council.

5.5.1 Representatives Caucus Participation

The Representatives Caucus includes but is not limited to:

- a. The Coordinator of Academic and Advocacy Affairs (as Chair);
- b. The Board of Governors Representative;
- c. The GSA Senators;
- d. The GSA Senate Committee Appointees;
- e. Faculty of Arts and Science and Faculty of Fine Arts Councils;
- f. The Sustainability Governance Framework Representatives;
- g. GSA members-at-large (as observers).

5.5.2 Representatives Caucus Quorum

Quorum for the Representatives Caucus shall constitute the following:

- a. The Coordinator of Academic and Advocacy affairs (as Chair);

- b. A minimum of one (1) Senator (excluding the Coordinator of Academic and Advocacy Affairs);
- c. A minimum of three (3) External Representatives from other voting participants of the Representatives Caucus.

In the event that the Coordinator of Academic and Advocacy affairs cannot be present, they may delegate this responsibility to another Executive.

5.6 Board of Governors Representative

The Board of Governors Representative is mandated by the GSA membership to represent the GSA on the Concordia University Board of Governors. They shall report to the GA on the affairs of the Board of Governors and make themselves available to the Council as needed or when requested.

5.6.1 Election of the Board of Governors Representative

The Board of Governors Representative shall be elected during the general elections for a term of office beginning on June 1st and ending on May 31 of the following year.

Should this position become vacant for any reason it shall be filled through a by-election.

5.7 Senators

The Senators are mandated by the GSA membership to represent the GSA on the Concordia University Senate. GSA Senators shall submit a semester report to the GA and Council on the affairs of the University addressed in the Senate.

5.7.1 Election of Senators

Senators shall be elected at the general elections for a term of office beginning on June 1st and ending on May 31 of the following year.

Should a senate position become vacant for any reason it shall be filled through a by-election.

Section 6. Staff and Hiring

6.1 Staff Positions

In the Actual by-laws	Voted by Last year Council (Motion CO-20140321-13)
Staff positions shall be made available exclusively to members of the GSA.	The GSA shall prioritize GSA members, where qualified and when appropriate, for any GSA jobs that arise in the future.

6.2 Hiring Committee

The Hiring Committee is in charge of the GSA's hiring process for permanent staff and is formed at the beginning of each academic year by Council.

6.2.1 Hiring Committee Composition

The Hiring Committee shall be composed of:

- a. The Executive Committee;
- b. Five (5) members of Council comprised of at least one (1) member from each faculty;
- c. Representatives of the union as required by the Collective Agreement.

6.2.2 Calling a Hiring Committee Meeting

The Hiring Committee shall be called by Council as needed.

6.2.3 Hiring Committee Quorum

Quorum shall consist of 50% + 1 of the Hiring Committee

6.2.4 Hiring Committee Responsibilities

The Hiring Committee shall

- a. write and distribute job postings;
- b. stike a sub-committee to conduct interviews;
- c. keep minutes;
- d. report to council and suggest candidates to be hired;
- e. prioritize the hiring of staff from marginalized groups disproportionately excluded from full participation in society;
- f. draft and maintain a policy for approval by GSA council.

6.3 Final Hiring Decisions

Council shall make the final decision on the hiring of permanant staff.

6.4 Creation of New Permanent Staff Positions

Council, with the consent of two-thirds (2/3) of the Councilors, may create new permanent staff positions as required.

Section 7. Finance and Records

7.1 Financial Institution

The financial institution where the funds of the association are managed shall be approved by resolution of the Council.

7.2 Fiscal Year

The fiscal year begins June 1 and ends May 31. It coincides with the transfer of power from the old GSA Executive to the new GSA Executive.

7.3 Accounting

The Coordinator of Finance and Internal Affairs is responsible for overseeing the bookkeeping, registration of all sums of money received and spent by the association and the reasons why these amounts were received or spent, assets and liabilities of the association, and any other financial transaction affecting the financial position of the association.

The accounting books are kept by the association. They are the responsibility of the Executive Committee.

The books can be viewed by appointment by members of the association upon written request and within (15) days of that request.

7.4 Financial Reports

The Executive Committee oversees the preparation of the annual financial audit presented at the General Assembly.

As stated within the Collective Agreement, the Finance Manager shall provide monthly, quarterly, and on-demand financial reports to Council and the Executive Committee. The Executive Committee shall provide members with a copy of the most recent financial statement within fifteen (15) days of receiving a request.

7.5 Budget Committee

The GSA Budget Committee addresses issues related to GSA budget and is formed at the beginning of each academic year by Council.

7.5.1 Budget Committee Composition

The Budget Committee shall be composed of:

- a. Three (3) Executives, one of whom shall be the Coordinator of Finance and Internal Affairs;
- b. Four (4) current councilors representing separate faculties and appointed by Council;
- c. The Finance Manager, who shall be secretary of the Budget Committee and shall have ex-officio status (non-voting member) at Budget Committee meetings'
- d. One member-at-large elected annually by the General Assembly.

7.5.2 Budget Committee Responsibilities

The Budget Committee is in charge of preparing the annual budget. During the academic year the Budget Committee is in charge of overseeing the finances of the GSA.

7.5.3 Budget Committee Quorum

The Budget Committee quorum shall be composed of a simple majority of the sitting members.

7.5.4 Calling a Budget Committee Meeting

Members of the Budget Committee shall be given notice at least five (5) calendar days before a meeting takes place, unless waived by every member in physical or electronic writing.

7.6 Final Decision on the Annual Budget

The annual budget is to be approved by Council and ratified by the GA.

7.7 Expenses and Contracts

Any expenses or contracts with a value of \$750 dollars or less are to be approved by a motion from the Executive Committee.

Any expenses or contracts with a value above \$750 and below \$10 000 are to be approved by a motion from the Council.

Any expenses or contracts with a value of \$10 000 or more are to be approved by Council and ratified at the next General Assembly.

Daily expenses under \$10 000 may be undertaken for emergency needs such as office supplies and ratified by the appropriate body at the next meeting.

7.8 Signatories

The signatories of the association shall include the Finance Manager and two (2) members of the Executive, one of whom shall be the Coordinator of Finance and Internal Affairs.

Council shall appoint a substitute signatory in the case of the extended absence of one (1) of the signatories previously defined.

7.9 Banking

Two (2) signatories shall sign cheques or other banking instruments issued by the association, one of whom shall be the Finance Manager.

7.10 Powers to Borrow

The association cannot borrow funds, under any circumstances. The GSA is not liable for any unauthorized decisions or transactions.

7.11 Annual Review

All GSA accounts shall be reviewed by an external auditor annually. The external auditor shall be approved by the General Assembly as per the recommendations of the Budget Committee.

The external auditor prepares the annual audit to be presented at the General Assembly.

7.12 Records

The association shall ensure the production and archiving for a minimum of seven (7) years of records kept on site at the GSA House of the following:

- a) Records of patent letters and bylaws;
- b) Records of current and past Council members: name, address, occupation, date of beginning and end of terms, positions;
- c) Register of members;

- d) Accounting books;
- e) Records of Minutes of General Assembly, Council meetings and Executive meetings;
- f) Records of resolutions.

7.12.1 Consultation of Records

Members of the organization and its creditors can consult the following records by appointment:

- a) Records of letters patent and bylaws;
- b) Records of Council members' names past and present;
- c) Records of members listing first and last names;
- d) Accounting books;
- e) Records of Minutes of General Assembly, Council meetings and Executive meetings;
- f) Records of resolutions.

Section 8. Elections

8.1 Constituency

The Executive Committee members, Board of Governors, and Senate representatives are elected by all GSA members.

The Councilors are elected by their respective Faculty constituencies or, in the case of Interdisciplinary/SIP Councilors, by members registered as the same.

8.2 Election by Simple Majority

A simple majority wins the election.

No acclamations are allowed.-If fifty percent plus one (50%+1) of the total votes for any given position are “abstention” votes, the seat will remain vacant.

For each position, members shall have the option to abstain. If there are two or more candidates running for a position, the election shall be decided by a preferential vote, requiring a simple majority.

8.3 External Organizations

No external organization or individual(s) may campaign or finance an election.

8.4 Annual Elections

The Councilors, Executives, Senators, and the Board of Governors representative 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.

8.4.1 Chief Returning Officer (CRO) and Deputy Returning Officer(s) (DRO)

Elections shall be administered and supervised by a Chief Returning Officer (CRO) recommended by the Hiring Committee and approved by Council six weeks before polling dates. The CRO shall have the authority to enforce the Special Bylaws for elections. Council shall also appoint a Deputy Returning Officer(s) (DRO), as required, to assist the CRO in their tasks.

The CRO and DRO must be external from GSA.

8.4.2 Call for Nominations and Notice of Election

The CRO shall send to all members a call for candidate nominations and a notice of election which contains the election calendar as well as a link to the regulations and any relevant documents at least four weeks before the polling dates.

8.4.3 Nominations

In order to run for GSA election, candidates must fill out a nomination form.

Nominations for each Councilor candidature shall be signed by a minimum of ten (10) GSA members from their faculty.

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.

The nomination period shall end two weeks before polls open. At this time, the CRO shall re-open the call for applications for one additional week for any seat still uncontested.

8.4.4 Candidates Debate and Presentation

The CRO shall ensure at least one event is organized for candidates to present themselves, debate with other candidates, and answer members' questions. This event must be widely advertised by the GSA.

8.4.5 Polling Stations

There must be at least two polling stations per campus for the duration of the election. Polling stations shall be run by individuals external to the GSA.

8.5 Election Offences

Cheating, bribery, and otherwise tampering with an election shall be made punishable offences. Complaints should be made to the CRO who shall follow procedures outlined in the Special Bylaws for elections.

8.6 Vacant Positions and Interim

Council can temporarily appoint a member to Council, the Executive, or a representative to Senate or the Board of Governors until the next General Assembly, during which by-elections must be held. However, if regular elections have been called, by-elections shall not be held during a GA.

8.7 By-elections

By-elections are held at the first General Assembly following the vacancy of a seat, provided that there is enough time for the call out and regular elections have not been called.

Council shall appoint a CRO recommended by the Hiring Committee at least three (3) weeks before the General Assembly.

8.7.1 Notice of By-election

The CRO shall provide members notice of vacant positions at least two weeks before the by-elections.

8.7.2 By-election Nominations

In order to run for GSA by-election, candidates must fill out a nomination form.

Nominations for each Councilor candidature shall be signed by a minimum of ten (10) GSA members from their faculty.

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.

In the case that there are no nominations put forward for a given position before the GA, then the GA can take nominations from the floor. Each nomination must be moved and seconded by members other than the nominee.

8.7.3 Candidates Debate and Presentation During By-elections

The CRO shall ensure a plenary for candidates to present themselves and answer members' questions during the GA.

8.7.4 Conducting By-elections

The CRO shall conduct by-elections by secret ballot unless a unanimous decision of the members present at the GA decides to vote by show of hand.

8.8 Term of Office

All elected representatives shall serve the GSA from June 1 until May 31, with trainings scheduled during the month prior to the start of term of office.

Representatives elected in by-election shall serve until May 31.

Section 9. Impeachment and Resignation

9.1 Impeachment

The GA, in a meeting called for that purpose, shall have the right to dismiss any elected or appointed representative if that person's action or inaction: 1) is detrimental to the interests of the GSA, or 2) results in repeated and intentional violation of GSA bylaws or GA mandate.

Impeachments can be called by a two-thirds (2/3) decision of Council or a petition of at least 1% of the GSA members, of which twenty (20) signatures each must be obtained from three faculties.

When a GA fails to meet quorum in this instance, Council shall have the right to suspend parties for a period not exceeding thirty (30) calendar days.

Elected or appointed representatives are to be impeached individually, not in groups. Voting shall be by secret ballot. An elected or appointed representative shall abstain from voting on their impeachment.

The elected or appointed representatives who are impeached shall cease to hold office immediately.

9.2 Call for Resignation of Councilors and Executives

An Executive may be dismissed by the Council in the event of two (2) unaccounted absences (without notice) from Executive or Council meetings.

A Councilor may be dismissed by the council in the event of two (2) unaccounted absences (without notice) from Council meetings.

Work commitments, scheduled course commitments, illness, bereavement or emergency are valid reasons for absence without notice.

Council may request documentation in cases of repeated absence.

A motion for the dismissal of an Executive or Councilor must appear on the agenda sent by the Chair prior to the council meeting.

A Call for Resignation shall be deemed accepted by a two-thirds (2/3) majority of a vote.

9.3 Resigning

Any elected or appointed representatives may resign by submitting a letter of resignation to Council. The resignation takes effect two weeks after the receipt is acknowledged or 30 days after the letter is received, whichever comes first.

Section 10. Modification of the Bylaws

10.1 Notice of Motion

Any proposed Bylaw change must be either

- a) Submitted to Council by a committee made for that purpose, later to be ratified, if approved by Council, by a meeting of the GA;
- b) Submitted to Council by any GSA member, later to be ratified, if approved by Council, by a meeting of the GA, or;
- c) Submitted to the General Coordinator within a minimum of seven (7) days before the GA by any GSA member, provided the member has collected forty (40) signatures, ten (10) each from at least three faculties. The General Coordinator shall verify the petition and then submit the bylaw change to be added to the GA agenda; if approved by the GA, Council shall subsequently meet to ratify the decision.

10.2 Publication of the Proposed Bylaw Change

Once a proposed bylaw change is verified or adopted by Council or received by the General Coordinator, the proposal must be published on the website and social media. The proposed bylaw change must also be sent to all GSA members along with the agenda of the General Assembly.

10.3 Adoption of Bylaw Change

Any motion to amend the Bylaws must be adopted by a two thirds (2/3) majority of the members present at the GA. Any amendment to the Bylaws shall take effect once both adopted by the GA and ratified by a two thirds (2/3) majority at Council.