



BYLAWS

February 2006

§1 Name and Mandate

1.1 Name

The name of the association is the "Engineering and Computer Science Association (ECA)". Hereinafter referred to as the "Association".

1.2 Mandate

The Association's mandate is to represent and serve its members, the students of the Faculty of Engineering and Computer Science of Concordia University (hereinafter referred to as the "University"). It does this by:

- a) ensuring that the members' academic interests are protected;
- b) developing and maintaining the professional interests of its members;
- c) building school spirit to improve the quality of student life at the University.

In following this mandate, the Association adheres to the principles of natural justice and equality of opportunity for all.

§2 Membership

2.1 Membership

All undergraduate students (including visiting and mature students) registered in the faculty of Engineering and Computer Science of the University are members of the Association.

2.2 Membership Fee

Upon registration in the faculty every member pays to the Association or its agent a fee per credit. The amount of the fee is set by the members in a referendum.

The Regulations may provide for the refund of the fee upon such terms and conditions as deemed fit by the ECA Council.

2.3 Rights of the Members

In addition to the rights afforded to them by law or otherwise in these by-laws and for greater certainty every member of the Association has the right to:

- a) attend, speak at, and vote in the General Meetings of the Association;
- b) attend and speak at Council Meetings of the Association except for closed sessions;
- c) hold one (1) elected office in the Association and any of its Member Associations at any one time;
- d) present their nomination for an appointed position;
- e) consult the annual financial statements or the Regulations of the Association at any time.

2.4 Responsibilities of the Members

Members in their words and actions must:

- a) respect all individuals without regard to race, colour, sex, religion, creed, civil status, political opinions, language, social status, sexual orientation, ethnic or national identity, disability or age;
- b) embody respect for truth, integrity, fairness, free inquiry and the opinions of others;
- c) follow the letter and spirit of the Canadian Charter of Human Rights and Freedoms as well as the Quebec Charter of Human Rights.

§3 Structure of the Association

The Association is governed by two bodies: the ECA Council and the Administrative Council.

3.1 ECA Council

The full governing authority of the Association is vested in the ECA Council. Its mandate includes setting policies for the Association, and adopting Regulations for the Association.

The ECA Council is composed of the Administrative Council and the Departmental Representatives.

As well, each recognized society receives one vote. It is preferred that the individual who is selected from the society as their representative to this council remain the same for the entire year.

All members of this Council have equal voting rights. All decisions made by this council involving money must be presented as suggestions to the Administrative Council.

The ECA Council will appoint a chairperson from the membership. In the event that no chairperson can be appointed, the President shall chair the ECA Council.

Further directives regarding this council can be found in the Regulations.

3.2 Administrative Council

This Council controls the financial affairs of the Association. This Council can either call a closed session or be held with the ECA Council, taking action when money is involved. The composition and guidelines governing the Administrative Council can be found in the Regulations.

§4 Officers of the Association

4.1 Executive

The executive of the Association are individuals elected by the members to govern the affairs of the Association. The composition of the executive can be found in the Regulations. A complete description of the responsibilities of each of the members of the Executive can be found in the Regulations.

4.2 Directors

The Directors of the Association are individuals appointed by the ECA Council to administer a specific portfolio. Directors may be appointed at the discretion of the Administrative Council, subject to ratification by the ECA Council pursuant to the articles governing appointments in the Regulations. Directors do not receive voting rights.

4.3 Department Representatives

One Department Representative for each department in the Faculty of Engineering and Computer Science is elected by the students of that department. A complete description of the responsibilities of the Department Representatives can be found in the Regulations.

Department representatives have voting rights in the Councils that they are member of.

4.5 Year Representatives

Year Representatives serve as liaisons between classmates in their year and the ECA Council. In the General Elections, a representative for Year 2 (U2), Year 3 (U3), and Year 4 (U4) is elected. Year 1 (U1) representative is appointed by the ECA Council in the fall.

4.4 Term of Office

All officers of the Association serve until the 30th of April.

4.5 Removal from Office

Elected Officers of the Association may be removed from office by an absolute two-thirds (2/3) vote of the sitting members of the ECA Council for misappropriation of funds, delinquency of duties, violation of these by-laws or of the Regulations adopted hereunder. One week's written notice of the proposed removal from office must be given to the person subject to removal and the ECA Council indicating the alleged cause for removal and the date, time and place of the meeting of the ECA Council where the issue will be decided. Appointed officers of the Association may be removed from office by a two-thirds (2/3) vote of the council that had appointed that officer.

All Officers of the Association may be removed from office in a referendum held no later than thirty (30) days after the receipt by the ECA Council of a petition of five-hundred (500) Members of the Association.

§5 Meetings of the Associations

5.1 Council Meetings

Council Meetings may be called by the President or one-third of the members of that Council.

Council Meetings must be announced at least forty-eight (48) hours in advance.

Council Meetings are open to the public unless a closed session is announced at least forty-eight (48) hours in advance. Only members of the Council and invited guests may attend a closed session.

Quorum for Council Meetings is one half plus one of the members of that Council (i.e. All members/officers that have voting rights at ECA Council).

Council Meetings follow the procedures described in the most recent version of Robert's Rules of Order provided that these rules do not conflict with these by-laws or the Regulations.

5.2 General Meetings



General Meetings may be called by the President of the Association, the ECA Council or by petition of one hundred (100) members.

General Meetings must be announced at least seven (7) and no more than twenty-one (21) days in advance. Such an announcement must at least be placed on the more visible bulletin boards of the faculty and in the ECA office and must include the agenda of the meetings.

Quorum for the General Meetings is two (2) percent of the members.

General Meetings follow the procedures described in the most recent version of Robert's Rules of Order provided that these rules do not conflict with these by-laws or the Regulations.

§6 Elections and Referenda

6.1 Annual General Election and By-elections

The officers of the Association are elected in the Annual General Election that is called by the Elections Committee. The election will be held in accordance with the Regulations.

6.2 Referenda

The ECA Council may choose to call a referendum on amendments to these by-laws or on questions of importance to the Association, by a 2/3 majority vote. A petition of at least three hundred (300) members presented to the ECA Council will compel the Council to hold a referendum within a period of twenty-five (25) school days not including exam periods. Quorum for such a referendum is two (2) percent of the members of the association.

§7 Member Associations

The Association may grant "Member Association" status to unincorporated associations and clubs. The complete list of such Member Associations is found in the Association's Regulations.

7.1 Rights of Member Associations

Member Associations are given a budget in the account of the Association for which the officers of that Member Association are personally accountable.

Member Associations have the right to have the Association negotiate on their behalf with the University.

7.2 Responsibilities of Member Associations

Member Associations must deposit an up-to-date version of their constitution and by-laws with the ECA Council. These documents are subject to approval by the ECA Administrative Council. In the event of a conflict between these by-laws or Regulations hereunder and the by-laws and regulations of the Member Association the former take precedence.

Member Associations must submit a copy of their financial records with the ECA Council at the end of every fiscal year. Such records are open to scrutiny by any member of the Association upon request.

Further responsibilities may be outlined by the Administrative Council, subject to ratification by the ECA council. These responsibilities can be found in the Regulations.

Failure to comply with the above articles and responsibilities may result in probationary standing of a member association by the ECA Council. The ECA Council reserves the right to revoke a member associations' status by a 2/3 majority of ECA Council provided just cause exists.

§8 Financial and Legal Concerns

8.1 Head Office

The Association's head office is located at 1455 de Maisonneuve Ouest suite H-838, Montreal, Quebec, Canada, H3G 1M8.

8.2 Fiscal Year

The Association's fiscal year ends on the 30th of April.

8.3 Bookkeeping

The Association's financial records are audited by certified general accountants no later than six (6) months after the end of the fiscal year.

§9 Regulations

Further to these by-laws, the activities, rights and duties of the Association are described in its Regulations. Items must be passed by the ECA Council in order to be incorporated into the Regulations.

§10 Amendments to these by-laws

These by-laws can be amended by referendum in accordance with the Regulations