



# BYLAWS

March 2023

Supersedes Bylaws Adopted April 2021

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## Part A: General Provisions

### A.1. **Contractual Nature**

These general Bylaws create relations of a contractual nature between the Association, its Members, and its Member Associations.

### A.2. **Name**

The name of the company shall be Concordia Engineering and Computer Science Student Association in English and Association Étudiante de Génie et Informatique de Concordia in French (the “ECA”).

### A.3. **Definitions in the Bylaws**

- **AEO:** Assistant Elections Officer.
- **Association** or **ECA:** Concordia Engineering and Computer Science Student Association.
- **BOD:** Board of Directors.
- **CEO:** Chief Elections Officer.
- **Day:** A business day which excludes Saturdays, Sundays, Good Friday, Easter Monday, third Monday of the month of May, Quebec’s National Holiday, Canada Day (or July 2nd if July 1st falls on a Sunday), Labour day, Thanksgivings day, Concordia University Holidays where the University is closed and any days starting December 20th until January 5th inclusively. These days shall not be calculated in calculating any delays under the Bylaws or policies of the ECA.
- **Electoral Officer:** AEO, CEO and any other elections staff.
- **GCS:** Gina Cody School of Engineering & Computer Science
- **Faculty:** the Faculty of Engineering and Computer Science at Concordia University.
- **MA:** Member Associations.
- **Member:** Regular and Associate Members
- **QCA:** Quebec Companies Act., RSQ, c. C-38
- **University:** Concordia University.
- **VP:** Vice-President.
- **Executive of a Member Association:** Any person registered with the Dean of Students as an executive of a Member Association.

### A.4. **Membership**

Every undergraduate student registered in a program at the GCS in a credit course or its equivalent and subject to the ECA fee levy at Concordia University shall be a Regular Member of the ECA. Membership entails the right to vote in all elections, General Meetings, and to run and hold an elected office in the ECA. Membership starts on the first day of the semester in which the student is

registered in a credit course or its equivalent and subject to the ECA fee levy, as defined in the University's academic calendar.

Membership in the ECA will expire the day following Concordia University's DNE drop deadline the semester following the last semester they were registered in a credit course or its equivalent and subject to the ECA fee levy, or the fall semester if the last semester the Regular Member was registered in a credit course or its equivalent and subject to the ECA fee levy was the winter semester. For greater clarity, a Regular Member who registers for the following winter and does not register for the fall semester will be an Associate Member for the duration of the fall semester.

An undergraduate student registered in a program at the GCS or from another faculty who is registered in a minor, double major, credit course or its equivalent in a program at the GCS who does not fulfill the conditions for membership is an Associate Member. This will also 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 ECA but do not have the right to vote in all elections, General Meetings, and to run or hold an elected office in the ECA.

#### A.5. **Objectives**

The ECA is the official representative of undergraduate students in the GCS in accordance with an Act respecting the accreditation and financing of student's association, R.S.Q., c. A-3.01.

The goal of the ECA is to solicit, represent, organize and exchange views, information and activities pertinent to the goals of its Members as to ensure their moral, intellectual, cultural, academic, social and economic well-being. The means by which this will be done include, but are not limited to:

- Organizing and hosting conferences, meetings, congresses, assemblies, exhibitions, and competitions related to this end;
- Printing, editing and distributing all publications related to this end and in conformity with Canadian laws;
- Affiliating itself with any organization pursuing these same goals;
- Acquiring, via purchase, rent or otherwise, possessing and operating the assets, movables and real estate necessary for the accomplishment of the above-mentioned goals;
- Providing to its Members services of all kinds related to the above-mentioned goals; and
- Promoting the public image of Engineering and Computer Science students at Concordia University.

## Part B: Structure of the Association

The association shall act through its board of directors.

## ***Section 1 - Board of Directors***

### **B.1.1. Authority (QCA, art. 83)**

ECA shall be administered by the Board of Directors. Its authority shall supersede all other ECA representative bodies, save for the powers given to meetings of the Members and Referenda, provided by law or these By-Laws.

### **B.1.2. Composition (Letters patents)**

The BOD shall be composed of the following:

- 2.1. The Executive Officers;
- 2.2. The Departmental Representatives;
- 2.3. Two (2) Independent Representatives;
- 2.4. Two (2) Advisory Representatives.

### **B.1.3. Meetings**

The BOD shall be scheduled to meet once every month throughout the year, excluding December and April. The President or three (3) Directors can call meetings of the BOD. Quorum shall be fifty (50) percent of Directors currently holding office.

### **B.1.4. Chairperson and Secretary.**

The Chairperson of the Association shall be the chair of the BOD meetings, and the Secretary of the Association shall be the secretary of the BOD meetings.

### **B.1.5. Absences.**

Should any member of the Board of Directors fail to attend two (2) Board of Directors meetings per Academic semester without a justified reason, they shall be issued a written warning from the Chairperson of the Association. Should they fail to attend a third Board of Directors meeting without a justified reason they will be deemed to have resigned.

### **B.1.6. Notice Requirements.**

- 6.1. A notice stating the date and time of a Regular BOD Meeting shall be sent at least five (5) days before such meeting takes place.
- 6.2. A notice stating the date and time of a Special BOD Meeting shall be sent at least three (3) days before such meeting takes place; only the items specified in the notice of meeting may be considered at a Special BOD Meeting.

### **B.1.7. Tasks and Powers.**

The duties of the BOD are:

- 7.1. At the August Regular Meeting, the BOD shall approve the list of officially recognized Member Associations the list shall not include any Member Association who fails to abide by an policy of the Association or is otherwise in bad standing;
- 7.2. Approve the annual budgets for the Association and its Member Associations;
- 7.3. Enact, amend, or repeal Policies, which shall be binding on the Association, its Member Associations, Executives, employees, and all others under its authority, by a two-thirds (2/3) majority vote of the BOD;

- 7.4. Appoint members to committees of the ECA and Faculty decision-making bodies, unless an appointment is to be made differently according to these Bylaws;
- 7.5. Consider all resolutions passed at the Advisory Council meetings at the next Regular BOD Meeting; and
- 7.6. Such other acts allowed by law which do not contravene these Bylaws.

## ***Section 2 - Advisory Council***

### **B.2.1. Authority.**

The Advisory Council is an advisory body for the BOD and Executive Officers and holds no legal authority in the ECA, although it may act as a representative of all Member Associations within the ECA.

### **B.2.2. Composition.**

The Advisory Council shall be composed of the following:

- 2.1. Each Member Association officially recognized by the BOD, who shall nominate one Councilor to represent them; and
- 2.2. All members of the BOD, who shall be ex-officio non-voting members of the Advisory Council.

### **B.2.3. Meetings.**

The Advisory Council shall be scheduled to meet once every month from September until April, excluding December. The President or three (3) Councillors can call meetings of the Advisory Council. Quorum shall be fifty (50) percent of Councilors currently holding office.

### **B.2.4. Chairperson and Secretary.**

The Chairperson of the Association shall be the chair of the Advisory Council meetings, and the Secretary of the Association shall be the secretary of the Advisory Council meetings.

### **B.2.5. Notice Requirements.**

- 5.1. The date of each Advisory Council meeting will be announced a minimum of seven (7) days in advance.
- 5.2. The agenda shall be sent to the Advisory Council members three (3) days before each meeting is to take place.
- 5.3. A notice stating the date and time of a Special Advisory Council Meeting shall be sent at least three (3) days before such meeting takes place; only the items specified in the notice of meeting may be considered at a Special Advisory Council Meeting.

### **B.2.6. Absences.**

Should any member of the Advisory Council fail to attend two (2) Advisory Council meetings per Academic semester, they shall be issued a written warning. Should they fail to attend a third Advisory Council meeting, they will be deemed to have resigned.

### **B.2.7. Tasks and Powers.**

The Advisory Council may request reports from the BOD, to be presented at the next Regular

Advisory Council Meeting, and may make recommendations related to the mandate and activities of the ECA to be considered at the next Regular BOD Meeting for approval.

### ***Section 3 - Committees***

**B.3.1. Authority.**

The committees shall have authority over the mandate described in the Book of Policies, unless the BOD issues a resolution overriding their mandate.

**B.3.2. Reports.**

The chairpersons of each standing committee shall submit a report to the Chairperson of the Association, due two (2) weeks after the end of every Academic semester.

### ***Section 4 - Directors***

**B.4.1. Election.**

Each Director shall be elected at the Annual General Elections of the Association, in accordance with Part E.

**B.4.2. Vacancy.**

Should a Director seat be vacant, the BOD may fill the vacancy for the remainder of the original term through a by-election or through an appointment, as the BOD sees fit.

**B.4.3. Appointment.**

Any vacancy following the Annual General Elections shall be filled by a two-thirds (2/3) majority vote of the BOD or via By-Elections as per article E.7.

**B.4.4. Duration of the Term.**

Directors shall be in office for one (1) year, starting May 1st and ending April 30th. They shall stay present for a one (1) month transition period following the end of their mandate, during which they shall give training to the incoming Directors, draft the end-of-year report, and have the right to be present at closed sessions of the BOD.

**B.4.5. Resignation.**

Should any Director wish to resign from their office, they may do so by sending written notice to both the Chairperson of the Association and the President, to be read at the next meeting of the BOD and Advisory Council by the Chairperson.

**B.4.6. Report.**

All Directors must submit an end-of-year report within five (5) days of the end of their mandate, detailing their work as a Director of the ECA, to the Chairperson of the Association.

**B.4.7. Remuneration.**

Directors shall be remunerated in accordance with any policy adopted by the ECA, or, should no such policies exist, by a resolution passed by a two-thirds (2/3) majority vote of the BOD. Such remuneration

shall only be distributed at the end of the transition period, and upon a two-thirds (2/3) majority vote in favour of adopting a Director's end-of-year report.

**B.4.8. Eligibility.**

The following are not eligible to be Directors:

- 8.1. Current Executives of a Member Association;
- 8.2. Current CEO of the Association;
- 8.3. Current AEO of the Association;
- 8.4. Current Secretary of the Association; and
- 8.5. Current Chairperson of the Association.

Should a Director no longer be eligible, they are deemed to have resigned.

**B.4.9. Duties.**

- 9.1. They shall make decisions in the best interests of the ECA; and
- 9.2. They shall support policies and resolutions once they are adopted by the BOD, although they may register their dissent and request that it be recorded in the Minutes.

**B.4.10. Removal from Office.**

A director may be removed from office by a two-thirds (2/3) majority vote in a Special General Meeting called for that purpose by the members who had the right to vote for that director.

### *Section 4.1 – Executive Officers*

Executive Officers sit as Directors, as defined in Section 4, in addition to the tasks described in the current section of the Bylaws.

**B.4.1.1. Positions.**

The Executive Officers of the Association are:

- B.4.1.1.1. The President;
- B.4.1.1.2. The Vice-President of Internal Affairs;
- B.4.1.1.3. The Vice-President of Finance;
- B.4.1.1.4. The Vice-President of External Affairs;
- B.4.1.1.5. The Vice-President of Competitions;
- B.4.1.1.6. The Vice-President of Marketing and Communications;
- B.4.1.1.7. The Vice-President of Academic Affairs; and
- B.4.1.1.8. The Vice-President of Social Affairs.

**B.4.1.2. Duties.**

The Executive Officers shall govern all day-to-day affairs of the Association and report to the BOD. They shall also inform the Advisory Council about their activities.

**B.4.1.3. Eligibility for Financial Signing Officers**

Current executives of another society, MA, other Concordia student associations or fee-levy groups that

have financial affiliations with ECA, excluding all ECA appointed committees, shall not be eligible to be the President or Vice-President of Finance of the Association.

**B.4.1.4. Eligibility for President**

To be eligible as President of the Association, the individual must have previously held an executive officer position in the ECA and completed their mandate.

**B.4.1.5. Mandate**

**B.4.1.5.1. President**

- 5.1.1. The President shall be a signing officer of the Association.
- 5.1.2. The President shall act as the official representative of the Association, chief spokesperson, and primary liaison between the ECA and other University bodies.
- 5.1.3. The President shall oversee the Mission Statement of the Association and progress on Strategic Plan implementation.
- 5.1.4. The President shall submit the ECA's end-of-year report by five (5) days after the end of their mandate on behalf of the Executive Officers.
- 5.1.5. The President shall act as the general supervisor of ECA affairs.
- 5.1.6. The President shall be responsible for the human resources of the ECA.
- 5.1.7. They shall help with recruitment of vacant positions.
- 5.1.8. They shall liaison with legal counsel & organize the annual training of the Directors of the Association.
- 5.1.9. They shall research methodologies to improve operations and policies as well as the creation of legacy.
- 5.1.10. They shall be a voting member of the GCS Faculty Council and Executive Committee.
- 5.1.11. Any other duties that can be assigned by the Board of Directors from time to time

**B.4.1.5.2. Vice-President of Finance**

- 5.2.1. The VP Finance shall be a financial signing officer of the Association.
- 5.2.2. The VP Finance shall be responsible for all of the ECA's financial matters, including, but not limited to, financial negotiations and the financial books and documents of the Association.
- 5.2.3. The VP Finance shall be the Treasurer of the ECA.
- 5.2.4. The VP Finance shall, in cooperation with the Executive Team, prepare the annual budget of the ECA, and present it to the Board of Directors for approval before June 15th.
- 5.2.5. The VP Finance must coordinate with the auditors to ensure the completion of the mandatory annual financial statements and the annual filing of the required corporate taxes.
- 5.2.6. They shall liaise with Concordia financial services and administrative bodies regarding internal and external transfers of ECA funds.
- 5.2.7. They shall assist and advise MA financial signing officers in the completion of their



duties.

5.2.8. Any other duties that can be assigned by the Board of Directors from time to time

**B.4.1.5.3. Vice-President of Internal Affairs**

5.3.1. The VP Internal shall be the primary liaison between the ECA and its Member Associations.

5.3.2. They shall assist the MAs' needs, ensure their official registration, and ensure their compliance with the ECA's policies.

5.3.3. They shall ensure efficient communication between the ECA and its internal bodies, as well as the reception of pertinent information to their operations throughout the year.

5.3.4. The VP Internal shall be the booking officer of the Association.

5.3.5. They shall oversee ECA-managed space and its employees.

5.3.6. Should the office of the President be vacant or should the President be unable to act, the VP Internal will act as interim President.

5.3.7. They shall ensure the online documentation infrastructure of the organization is kept up to date.

5.3.8. Any other duties that can be assigned by the Board of Directors from time to time.

**B.4.1.5.4. Vice-President of External Affairs**

5.4.1. The VP External shall be the primary liaison between the Association and bodies outside the University.

5.4.2. They shall be responsible for seeking and acquiring grants and sponsorship, internal and external of Concordia University, for all major ECA events and establishing fundraising activities.

5.4.3. They shall be responsible for establishing and maintaining corporate relationships.

5.4.4. They shall gather delegates to represent Concordia at external engineering and computer science related conferences.

5.4.5. They shall be the designated voting member of the Association at provincial and national engineering student federations and ensure their voting obligations are fulfilled.

5.4.6. Any other duties that can be assigned by the Board of Directors from time to time.

**B.4.1.5.5. Vice-President of Sports & Competitions**

5.5.1. The VP Competitions shall be the primary liaison between the ECA and its Competitive Teams.

5.5.2. They shall be responsible for overseeing and enforcing any policy related to Competitive Teams.

5.5.3. They shall be responsible for organizing and hosting events that encourage sport, technical and academic competitions in a social setting.

5.5.4. They shall organize and host ENGLYMPICS and ENGWEEK Competitions by finding judges, writing competition documents, and recruiting participants.

- 5.5.5. They shall accompany Concordia Competitive teams to competitions including the Quebec Engineering Competition and Canadian Engineering Competition.
- 5.5.6. Any other duties that can be assigned by the Board of Directors from time to time.

**B.4.1.5.6. Vice-President of Academic Affairs**

- 5.6.1. The VP Academic shall be the primary liaison with students for all academic matters.
- 5.6.2. They shall be a voting member of the GCS Faculty Council, Executive Committee, and Engineering and Computer Science Undergraduate Studies Committee (ECSUSC).
- 5.6.3. They shall voice student concerns and facilitate communication with members of the GCS Faculty.
- 5.6.4. They shall carry out endeavours to advocate for the improvement of academics pertaining to curriculum and CEAB accreditation.
- 5.6.5. They shall lead and advise Departmental Representatives to create academic success resources available to all GCS undergrads.
- 5.6.6. The VP Academic shall organize the Iron Ring Ceremonies at the end of each Fall and Winter semester.
- 5.6.7. They shall host crash course tutorials at the end of each semester to aid students in preparing for final examinations.
- 5.6.8. Any other duties that can be assigned by the Board of Directors from time to time.

**B.4.1.5.7. Vice-President of Social Affairs**

- 5.7.1. The VP Social Affairs shall be primarily responsible for all social events and activities of the Association that caters to the diversity of all Members.
- 5.7.2. They shall organize and host Fall and Winter Orientation activities.
- 5.7.3. They shall correspond with other student associations or groups both internal or external to create events for the membership.
- 5.7.4. They shall coordinate social events with the Member Associations.
- 5.7.5. They shall organize logistics of the ECA's annual training retreat for its MAs.
- 5.7.6. They shall arrange team bonding activities of the Association.
- 5.7.7. Any other duties that can be assigned by the Board of Directors from time to time

**B.4.1.5.8. Vice-President of Marketing & Communications**

- 5.8.1. The VP Marketing & Communications shall be responsible for all communications with the Membership.
- 5.8.2. They shall be responsible for compiling and disseminating all marketing materials distributed to the Members through physical and online publications.
- 5.8.3. They shall ensure the promotion of all the ECA's activities as well as assist in the advertisement of MA affairs.
- 5.8.4. They shall ensure the information on the website is kept up to date, including but not limited to: Bylaws, Book of Policies, BOD and Advisory Council Minutes signed by the Secretary, Financial Statements.

5.8.5. Any other duties that can be assigned by the Board of Directors from time to time

### *Section 4.2 — Departmental Representatives*

Departmental Representatives sit as Directors, as defined in Section 4, in addition to the following provisions.

**B.4.2.1. Positions.**

There shall be one Departmental Representative for each Department with an undergraduate program within the Faculty. The Departmental Representatives are:

- B.4.2.1.1. The Department of Building, Civil, and Environmental Engineering Representative;
- B.4.2.1.2. The Department of Mechanical and Industrial Engineering Representative;
- B.4.2.1.3. The Department of Computer Science and Software Engineering Representative; and
- B.4.2.1.4. The Department of Electrical and Computer Engineering Representative.

**B.4.2.2. Duties.**

The Departmental Representatives shall act as the point of contact for students for all academic matters within their department and report to the BOD and Advisory Council thereon.

They are responsible for promoting student engagement within their department, by, for example, organizing social and academic initiatives among the students of their department. They can be involved participants in the day-to-day executive activities of the ECA.

**B.4.2.3. Mandate.**

The Departmental Representatives shall be a voting member on their respective Department Councils and be a voting member, as well as a representative of GCS Students, on the GCS Faculty Council.

### *Section 4.3 — Independent Representatives*

Independent Representatives sit as Directors, as defined in Section 4, in addition to the following provisions.

**B.4.3.1. Positions.**

There shall be two (2) Independent Representatives, that represent the ECA Student Body.

**B.4.3.2. Duties.**

The Independent Representatives shall act as the point of contact for students for student life matters within the faculty and report to the BOD and Advisory Council thereon.

They are responsible for promoting student engagement by organizing social initiatives and providing representation among the students not active in student life. They can be involved participants in the day-to-day executive activities of the ECA.

**B.4.3.3. Mandate.**

The Independent Representatives shall serve as liaison between the Societies of the ECA and the BOD in addition to their responsibilities of representing the views of the engineering student body at-large.

### *Section 4.4 Advisory representatives*

There shall be two advisory representatives. The advisory representatives must have previously held an executive officer position in the ECA and completed their mandate.

#### **B.4.4.1. Duties.**

The Advisory representatives shall:

- B.4.4.1.1. Build continuity within the ECA
- B.4.4.1.2. Bridge the gap between ECA and other governing bodies within Concordia (Dean of students office, Faculty of Engineering etc.), and student associations (CSU, CASA JMSB, ASFA, FASA etc.)
- B.4.4.1.3. Guide and help the association with any matters in each executive position's mandate
- B.4.4.1.4. Transfer of knowledge to the executive team
- B.4.4.1.5. Find strategic ways to improve and grow the association, based on their experience within the ECA
- B.4.4.1.6. Advise the executive on sensitive issues

#### **B.4.4.2. Appointment.**

Advisory Representatives shall be appointed by a 2/3 majority vote of the BOD

#### **B.4.4.3. Resignation.**

Should one of the Advisory Representatives wish to resign their office, they may do so by sending written notice to the Chairperson.

### *Section 5 — Chairperson of the Association*

#### **B.5.1. Appointment.**

The Chairperson of the Association shall be appointed by a two-thirds (2/3) majority vote of the BOD.

#### **B.5.2. Vacancy.**

Should the position of Chairperson be vacant, the President shall send a notice to the membership two (2) weeks before the next meeting of the BOD, at which the applicants shall be considered.

#### **B.5.3. Acting Chairperson.**

The President shall be the acting Chairperson of the Association should the position of Chairperson be vacant.

#### **B.5.4. Duration of the Term.**

The Chairperson shall be in office for one (1) year, starting May 1st and ending April 30th.

#### **B.5.5. Resignation.**

Should the Chairperson wish to resign from their office, they may do so by sending written notice to the President.

#### **B.5.6. Remuneration.**

The Chairperson shall be remunerated in accordance with any policy adopted by the ECA or by a resolution passed by a two-thirds (2/3) majority vote of the BOD.

**B.5.7. Eligibility.**

Members shall be eligible to run for the position of Chairperson. The following are not eligible to run for the position of Chairperson:

- B.5.7.1. Current Executives of a Member Association;
- B.5.7.2. Current Secretary of the Association; and
- B.5.7.3. Current Directors of the Association.

Should the Chairperson no-longer be eligible, they are deemed to have resigned.

**B.5.8. Duties.**

The Chairperson shall be the Chairperson of the Corporation.

- B.5.8.1. They shall preside over all meetings of the Members, BOD, and Advisory Council;
- B.5.8.2. They shall be responsible for forming and distributing the agenda in a timely manner for the aforementioned meetings; and
- B.5.8.3. They shall uphold and ensure that the Association's Bylaws and policies are adhered to.

**B.5.9. Removal from Office.**

The Chairperson may be removed by a two-thirds (2/3) majority vote of the BOD.

## ***Section 6 – Secretary of the Association***

**B.6.1. Appointment.**

The Secretary of the Association shall be appointed by a two-thirds (2/3) majority vote of the BOD.

**B.6.2. Vacancy.**

Should the position of Secretary be vacant, the President shall send a notice to the membership two (2) weeks before the next meeting of the BOD, at which time the applicants shall be considered.

**B.6.3. Acting Secretary.**

The Vice-President of Internal Affairs shall be the acting Secretary of the Association should the position of Secretary be vacant.

**B.6.4. Duration of the Term.**

The Secretary shall be in office for one (1) year, starting June 1st and ending May 31st.

**B.6.5. Resignation.**

Should the Secretary wish to resign from their office, they may do so by sending written notice to the Chairperson.

**B.6.6. Remuneration.**

The Secretary shall be remunerated in accordance with any policy adopted by the ECA or by a resolution passed by a two-thirds (2/3) majority vote of the BOD.

**B.6.7. Eligibility.**

Members of the Concordia Student Union shall be eligible to run for the position of Secretary. The following are not eligible to run for the position of Secretary:

- B.6.7.1. Current Executives of a Member Association;
- B.6.7.2. Current Chairperson of the Association; and

B.6.7.3. Current Directors of the Association.

Should the Secretary no longer be eligible, they are deemed to have resigned.

B.6.8. **Duties.**

The Secretary shall be the Secretary of the Corporation.

B.6.8.1. They shall record the minutes of all meetings of the Members, BOD, and Advisory Council; and;

B.6.8.2. They shall be responsible for submitting a final version of the minutes ten (10) days after the aforementioned meeting.

B.6.9. **Removal from Office.**

The Secretary may be removed by a two-thirds (2/3) majority vote of the BOD.

### ***Section 7 – Councilors***

B.7.1. **Appointment.**

Each Councilor shall be appointed by their Member Association. The appointment shall be officially recognized by the Chairperson receiving a written notice from the President of the Member Association, a minimum of two (2) days before the next meeting of the Advisory Council. Should no Councilor be appointed, the President of the Member Association shall be the acting Councilor.

B.7.2. **Voting rights.**

Only Councilors recognized, in accordance with Article B.2.2.1, shall be voting members at the Advisory Council meetings.

B.7.3. **Eligibility.**

Regular Members shall be eligible to run for the position of Councilor.

B.7.3.1. A Councilor may hold no more than one (1) seat on the Advisory Council at any given time.

B.7.3.2. A Member Association may hold no more than one (1) seat on the Advisory Council at any given time.

B.7.4. **Duties.**

B.7.4.1. They shall make decisions in the best interests of the ECA;

B.7.4.2. They shall support policies and resolutions once they are adopted by the Advisory Council, although they may register their dissent and insist that it be recorded in the Minutes; and

B.7.4.3. They shall report to the Member Association's executive and act as liaisons with the Advisory Council.

### ***Section 8 – Associate Directors***

B.8.1. **Role.**

The role of Associate Director exists to assist the Executive Officers in the execution of their roles and mandates.

**B.8.2. Positions.**

Each Executive Officer may, at their discretion, nominate up to two (2) Regular Members of the association to be their Associate Director(s).

**B.8.3. Appointment.**

The Executive Officer must present their nominee(s) to the BOD, along with a description of how the nominee(s) will assist the officer in the execution of their role(s). The BOD will render a decision on the appointment of the nominee(s) based on their presentation, as well as the proposed role(s)/duties for the nominee(s).

**B.8.4. Duties & Powers.**

B.8.4.1. The Associate Directors shall report directly their associated Executive Officers

B.8.4.2. The Associate Directors shall assist their associated Executive Officer in the capacity as presented to the BOD at the time of their Appointment.

B.8.4.3. The Associate Directors may not make decisions on behalf of the Association

B.8.4.4. The Associate Directors may not assume the majority of the functions of their associated Executive Officer.

**B.8.5. Term.**

The Associate Director's term shall start from the day on which they are appointed, and conclude at the end of their associated Executive Officer's term.

**B.8.6. Resignation.**

Should any Associate Director wish to resign from their office, they may do so by sending written notice to the Chairperson of the Association, the President, and their associated Executive Officer, to be read at the next meeting of the BOD by the Chairperson.

**B.8.7. Removal from Office.**

An Associate Director may be removed by a majority vote of the BOD.

## PART C: RECORDS AND TRANSPARENCY

**C.1. Physical records.**

The ECA shall maintain the following in its corporate records:

C.1.1. The letters patents and any supplementary letters patents;

C.1.2. These Bylaws, and any amendments made since the ECA's incorporation;

C.1.3. The Book of Policies, and any amendments made since its enactment;

C.1.4. The names and addresses of all current and past Directors;

C.1.5. Minutes from all meetings of the BOD, as approved by the BOD and signed by the Secretary;

C.1.6. Minutes from all meetings of the Advisory Council, as approved by the Advisory Council and signed by the Secretary;

C.1.7. All audited Financial Statements adopted by the membership;

C.1.8. All contracts currently in effect for which the ECA is a party;

C.1.9. All Member Association constitutions currently in force; and

C.1.10. Details as to the receipts and disbursements of the ECA.

The corporate records of the ECA shall be available for viewing by any Member during the ECA Office's opening hours. Confidential information will be redacted out of the documents.

C.2. **Online records.**

The ECA shall publish on its website, in a text-selectable format, the following:

C.2.1. The Bylaws currently in force, along with any temporary modifications yet to be adopted by the Members in accordance with Article 117;

C.2.2. The Book of Policies currently in force;

C.2.3. Minutes from all meetings of the BOD, as approved by the BOD and signed by the Secretary;

C.2.4. Minutes from all meetings of the Advisory Council, as approved by the Advisory Council and signed by the Secretary;

C.2.5. All Financial Statements adopted by the BOD.

## PART D: MEMBER ASSOCIATIONS

### *Section 1 - Governance*

D.1.1. **Constitution.**

Member Associations must have a constitution which defines at a minimum:

D.1.1.1. Its objects;

D.1.1.2. Its membership; and

D.1.1.3. Its electoral process.

D.1.1.4. The constitution of Member Associations must not conflict with any ECA Bylaws and policies.

D.1.2. **Mandate.**

Member Associations must have a mandate that furthers the objectives of the ECA.

D.1.3. **Eligibility.**

Executives of Member Associations must be Regular Members at all times during their term of office.

Should an Executive no longer be eligible, they are deemed to have resigned.

D.1.4. **Membership.**

Membership for a Member Association must consist of at least two-thirds (2/3) ECA Members.

D.1.5. Member Associations must comply, at all times and through all activities, with all ECA Bylaws, policies, and resolutions of the BOD.

D.1.6. A Member Association shall, upon request of the BOD, the President, or the VP Internal, immediately provide access to the minutes of its meetings.

D.1.7. A Member Association shall, upon request of the BOD, the President, or the VP Internal, immediately provide a list of all assets and inventories currently being administered by the Member Association.

D.1.8. All spaces occupied by a Member Association are the property of the ECA.



## ***Section 2 - Recognition***

- D.2.1. Associations or organizations registered under another umbrella are not eligible for recognition under the ECA.
- D.2.2. Member Associations shall register as a student group with the Dean of Students in the month following their recognition by the ECA.
- D.2.3. Organizational units of incorporated entities, as designated in those entities' Bylaws, shall be recognized by the ECA as Affiliated Chapters. All other associations shall be recognized as Societies of the ECA.

## ***Section 3 - ECA Societies***

- D.3.1. A Society shall inform the BOD of any change to its constitution upon its approval.
- D.3.2. A Society shall, upon request of the BOD, amend their constitution to reflect the BOD's request. Failure to amend their constitution within thirty (30) days will be ground for losing its status within the ECA.
- D.3.3. Societies must not open bank accounts or enter into contracts in the Society's or ECA's name.
- D.3.4. All funds received by a Society shall be the property of the ECA, and remitted to the ECA in a timely fashion.
- D.3.5. All assets purchased, or otherwise acquired, for the use of a Society shall be property of the ECA but administered by that Society.
- D.3.6. Activities of a Society must be carried out with the explicit consent of the ECA. Activities which are carried out by a Society without the explicit consent of the ECA shall be liable upon the members of the Society, as defined in its Bylaws, even if such activities are carried out on ECA's premises.

## ***Section 4 - Affiliated Chapters***

- D.4.1. Affiliated Chapters may conduct any such business afforded to it by law independently of the ECA.
- D.4.2. Activities which are carried out by an Affiliated Chapter without the explicit consent of the ECA shall be liable upon the Affiliated Chapter's organization, even if such activities are carried out on ECA's premises.
- D.4.3. All assets purchased, or otherwise acquired, by the ECA for the use of an Affiliated Chapter shall be the property of the ECA but administered by that Affiliated Chapter.
- D.4.4. Affiliated Chapters must inform the ECA of any assets or inventory maintained on ECA's premises which were purchased by an organization other than ECA. For the purposes of this article, items which are purchased through Concordia in the name of the ECA shall be considered a purchase of the ECA.

## ***Section 5 - Other Provisions***

- D.5.1. Violation of these Bylaws constitutes grounds for the BOD to remove the status of a Member Association by resolution.

## PART E: ELECTIONS AND REFERENDA

### ***Section 1 – Procedures***

- E.1.1. The Annual General Elections shall be executed in accordance with any policy adopted by the ECA, and governed by these by-laws.
- E.1.2. The Annual General Elections of the ECA must be held every year during the winter academic semester, before examination period.
- E.1.3. The Annual General Elections shall follow a timeline such that candidates have ample time for campaigning and a polling period lasting for 3 consecutive days.
- E.1.4. Quorum for the elections shall be five (5) percent of Regular Members.
- E.1.5. No candidate shall be elected by acclamation. In the case of an uncontested candidacy, the candidate shall only be declared elected upon obtaining a majority of votes in a ratification poll.

### ***Section 2 — Electors***

- E.2.1. Regular Members by the first day of the polling period are qualified electors.
- E.2.2. **Ballots.**
  - Every elector may cast one (1) ballot for the following:
    - E.2.2.1. each referendum question;
    - E.2.2.2. each of the Executive Officer positions;
    - E.2.2.3. each of the Independent Representative positions;
    - E.2.2.4. the position of the Departmental Representative for the Department under which their program is accredited.

### ***Section 3 — Candidate***

- E.3.1. Any Regular Member in good academic standing shall be eligible for all positions provided they meet the eligibility requirements of that position, where applicable, with the exception of the Advisory Representatives which shall be governed solely by its eligibility requirements.
- E.3.2. Notwithstanding the above, all current Elections Officers and all Polling Clerks shall not be eligible for any office within the ECA.
- E.3.3. Candidates shall be elected individually, and shall appear on the ballots as such.
- E.3.4. Any current Director of the association who presents themselves as a Candidate in any election of the association shall forfeit their speaking rights and abstain from voting on any matter concerning those elections of the association.

## ***Section 4 — Election Committee***

### **E.4.1. Composition.**

The Election Committee shall be composed of the following:

- E.4.1.1. the Chief Elections Officer (CEO);
- E.4.1.2. the Assistant Elections Officer (AEO); and
- E.4.1.3. the polling clerks.

### **E.4.2. Eligibility.**

Members of the Concordia Student Union shall be eligible to sit on the Election Committee. The following are not eligible to run for the Election Committee:

- E.4.2.1. Current Directors of the Association;
- E.4.2.2. Current executives of any ECA Member Association; and
- E.4.2.3. Candidates for the current ECA election.

## ***Section 5 — Electoral Officers***

E.5.1. The BOD shall appoint the CEO for each election

E.5.2. The CEO shall appoint their AEO and their appointment must be ratified by the BOD.

### **E.5.3. Election Officers**

The CEO, the AEO, persons required by the CEO, and poll clerks are all election officers.

### **E.5.4. Disqualification**

The following persons are not qualified to be election officers:

- E.5.4.1. Current Directors of the Association;
- E.5.4.2. The chairperson and secretary of the board;
- E.5.4.3. Current executives of member associations;

### **E.5.5. Resignation.**

Should the CEO or AEO wish to resign, they may do so by sending a written notice to both the Chairperson of the Association and the President.

### **E.5.6. Vacancy.**

Should the office of CEO become unexpectedly vacant, all duties of the CEO shall then be designated to the AEO.

### **E.5.7. Remuneration.**

The Electoral Officers shall be remunerated in accordance with a contract, signed upon their respective appointments, between the BOD and each Electoral Officer.

### **E.5.8. Duties.**

The CEO, with the AEO, shall see to the effective carrying out of elections and ensuring candidates' compliance with the ECA's Bylaws and policies, including, but not limited to:

- E.5.8.1. Receiving complaints of electoral matters;
- E.5.8.2. Receiving and examining requisitions of election expenses;

E.5.8.3. Holding an information session before the start of the campaign period for all candidates and referendum committees; and

E.5.8.4. Drafting an election report.

**E.5.9. Final Authority**

The CEO will be the final authority on all matters not clearly defined by these bylaws and any policy adopted to govern the General Elections to the elections and referenda, barring any complaints submitted in accordance with any official complaint resolution policy of the association.

### ***Section 6 – Referenda***

E.6.1. The BOD may, by resolution, put any question before the membership.

E.6.2. A petition signed by five (5) percent of the Membership shall be sufficient to put any question before the membership without approval by the BOD. Such a petition shall be submitted to the CEO, who shall place it on the ballot.

E.6.3. Referendums may only occur synchronously with the Annual General Elections or the By-Elections, if any.

### ***Section 7 – By-Elections***

E.7.1. By-Elections shall be held in October for any vacant position of the BOD if more than one third of the Director positions are vacant.

## **PART F: GENERAL MEETINGS**

F.1. In accordance with the Quebec Companies Act, the Annual General Meeting is set to receive the financial statements from the previous year and the interim statements from the current year, receive the end-of-year report from the Directors, appoint auditors, and receive the report of the CEO electing the Directors.

F.2. The Annual General Meeting shall be held annually during the month of April.

F.3. Notice of any General Meeting shall be fourteen (14) days. The notice shall be sent by email to each Member.

F.4. Quorum at any General Meeting shall be forty (40) Members.

F.5. Regular Members have the right to participate and vote at General Meetings.

F.6. Associate Members have the right to participate in but cannot vote at General Meetings.

F.7. General Meetings shall be governed by the latest edition of Robert's rules of order. Should there be a conflict between Robert's rules and the ECA Bylaws or policies, the latter takes precedence.

F.8. Special General Meetings can be called by the BOD or upon the request of five (5) percent of the Members. The request must contain the items of business to be included on the agenda of the Special

General Meeting. Only the items contained in the notice of meetings can be discussed at a Special General Meetings.

- F.9. The agenda for the Annual General Meeting shall be determined and approved by the BOD with minimum items being outlined in F.1. Only items present on the official agenda of the Annual General Meeting shall be discussed. Items can be submitted by the request of five (5) percent of the members via a signed petition submitted to the chairperson of the association a minimum of 3 days prior to the Annual General Meeting.

## PART G: MEMBERSHIP FEE

- G.1. All Members shall pay the membership fees duly assessed by the ECA.
- G.2. Fees shall be collected by the University and remitted to the ECA in accordance with any agreements in place between the ECA and the University.
- G.3. Membership fees shall only come into effect at the date set in the referendum question after the change to the Bylaws is confirmed by the Members in a referendum
- G.4. The General Operations fee of the ECA shall be assessed at \$2 per credit.
- G.5. The Equipment Fund fee shall be assessed as follows:
- G.5.1. for students taking 12 or more credits per year: \$60
  - G.5.2. for students taking less than 12 credits per year: \$30
- G.6. Fees shall be refunded to Members in accordance with University policies on tuition refunds.
- G.7. The Design Team fee shall be assessed at \$0.50 per credit.
- G.8. The Competitions fee shall be assessed at \$0.10 per credit.

## PART H: GENERAL PROVISIONS

### H.1. **Authority of these Bylaws.**

All amendments, regulations, resolutions, motions or decisions of the ECA, including, but not limited to, those made by its Board of Directors and Membership, must be made in conformity with these Bylaws.

### H.2. **Amendments to these Bylaws.**

Additions, deletions, or amendments to these Bylaws and the adoption of any new Bylaw must be approved by a two-thirds (2/3) majority vote resolution of the BOD. Unless otherwise specified in the resolution, the resolution shall take immediate effect.

All such resolutions shall be placed on the ballot of the following Annual General Elections. Should any resolution not be confirmed, or should quorum not be reached for the Election, those resolutions shall cease to have effect at that time.

Any resolutions confirmed by the Members shall be added to the Bylaws, and a printed copy, signed by the Secretary, shall be added to the ECA's corporate record.

H.3. **Book of Policies.**

Further specifications to these Bylaws shall be codified in the ECA's Book of Policies.

H.4. **BOD Resolutions.**

Resolutions adopted by the BOD shall only be binding during the term in which they were adopted unless it is specified in the said resolution that it shall be included within the ECA's Book of Policies.

H.5. **Head Office.**

The Head Office of the ECA shall be located in the city of Montreal within the Province of Quebec.

H.6. **Fiscal Year.**

The Fiscal Year shall end on the 30th of April.

H.7. **Conflict of interest.**

Any Director shall disclose any company that he, or a member of his immediate family, has a business interest in that intends to contract with the ECA. When any business with such a company arises, the Director shall abstain, except to answer questions from BOD members, from participating in any discussion and vote on the issue.

A Director must report any situation of conflict of interest he is facing to the BOD and such conflict must be noted in the minutes of the meeting following the disclosure.

H.8. **Limitation of Liability.**

No director, officer or employee shall be liable for the acts, receipts, neglects or defaults of any other director, officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the ECA through the insufficiency or deficiency of title to any property acquired for or on behalf of the ECA, or for the insufficiency or deficiency of any security in or upon which any of the money of the ECA 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 money, securities or effects of the ECA 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 money, securities or effects of the ECA 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 is 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.

H.9. **Indemnification.**

The ECA shall indemnify a director or officer of the ECA, a former director or officer of the ECA or a person who acts or acted at the ECA's request as a director or officer of a body corporate of which the ECA 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 director or officer of such Corporation, Company or body corporate, to the full extent permitted

by the Act and by law. The ECA is authorized to enter into agreements evidencing its indemnity in favour of the foregoing persons to the full extent permitted by law and may purchase and maintain insurance against the risk of its liability to indemnify pursuant to this provision.

H.10. **Contractual Matters.**

Contracts, documents or other instruments in writing requiring the execution by the ECA are signed by the President. All contracts, documents or other instruments in writing so signed shall be binding upon the ECA without any further authorization or formality. Notwithstanding this provision, the BOD 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 ECA either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

H.11. **Banking and borrowing arrangements.**

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

H.12. **Delegation of Duties.**

The BOD may, from time to time, entrust to and confer upon any one or more of the Directors or any standing or special committee of the ECA for the time being or any corporation or person or attorney or agent or trustee, either within or without Canada such of the powers exercisable by the Directors 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 BOD as the BOD may deem expedient and may from time to time revoke, withdraw, alter or vary all or any of such powers.

H.13. **Conflict.**

In the event of any conflict between these Bylaws and any policy of the ECA, these Bylaws shall take precedence.

H.14. **Conformity to Bylaws.**

All amendments, regulations, and resolutions, motions or decisions of the ECA, including, but not limited to those made by the Executive Officers, the BOD, General Meetings or Referendums must be made in conformity with these Bylaws.

H.15. **Gender and Number**

In these Bylaws the masculine shall include the feminine, the singular shall include the plural, and vice-versa, where appropriate.