



# **SPACE CONCORDIA CONSTITUTION**

Ratified by popular vote at General Meeting: December 5th, 2020

# Article 1: Mandate

## 1.1 Name

The official name of the Association shall be, in English, “Space Concordia” and, in French, “Club Spatial de Concordia”, herein referred to as Space Concordia or SC.

## 1.2 Mission

Space Concordia is a student-run space association. We strive to produce new and technically innovative space-related projects, and bring what we learn back to the community. Our work is rooted in the idea that there is a place in space for everyone; in order to function, a space association must do work in many fields. We hope to provide an environment where anyone might be inspired to think beyond our home planet, and to provide the resources necessary to solidify and realize those goals here at Concordia University.

In collaboration with the students from all faculties, the university faculty & staff, and outside partners, our activities can provide workshops, tutorials, projects, and mentorship, as well as the indirect benefits of being a space-faring university.

1.2.1 Space Concordia shall maintain short, medium, and long term goals in a vision document, primarily maintained by the President and updated yearly.

## 1.3 Values

Space Concordia adopts the following values in all of its activities:

- A safe working environment: meaning one in which respectful voicing of concerns is encouraged
- Technical excellence & innovation
- Accessible learning
- Community mentorship
- Constant growth & ambition (be it in number of members, project scopes, ideas, outreach, etc)
- Inclusivity
- Friendly competition with integrity
- Responsiveness to change

1.3.1 Space Concordia's motto is "ad astra per doctinum", or "to the stars through learning"

## 1.4 Fiscal & Executive Periods

1.4.1 The fiscal year for Space Concordia shall be the same as that of the ECA, as noted in ECA Bylaws part H, item 121.

1.4.2 The Executive Council's mandate is renewed yearly in spring, with the closing of the academic year.

# Article 2: Membership

## 2.1 Conditions of admission

To be admitted as a Space Concordia member, a student must:

2.1.1 Be a student enrolled at Concordia University

2.1.2 Have completed and been given receipt of a membership application, as specified by the Council (ie. most commonly: given an SC email)

2.1.3 Have successfully completed a probationary period as specified by the relevant Council member to show commitment to the association. During this probationary period, the student is not considered a member.

*Example: A technical member on the spacecraft electrical team successfully designs an arduino hat for a specific purpose as overseen by their Division Lead, before they can be considered a member.*

*Example: A marketing team member designs one poster for an event as overseen by the VP Marketing, before they can be considered a member*

2.1.4 The term of membership shall be until the academic year end, whereupon membership may be renewed pursuant to all other conditions of membership.

2.1.5 Membership does not require a fee.

2.1.6 Members do not receive any remuneration as such for the services they render as part of their duties. However, members may be reimbursed for expenses incurred in the performance of their duties. These expenses must be approved by the association's financial

signing officers. Members can, however, receive other incentives like training, funding for retreats, and conference expenses.

## 2.2 Rights of members

All members shall have the right to:

2.2.1 receive notice of and hold one (1) vote in elections and general meetings of Space Concordia

2.2.2 run for a representative position (Executive or Division lead)

2.2.3 participate in Space Concordia activities

2.2.4 the premises, equipment, tools, materials of Space Concordia within working hours, limited to the purpose of pursuing Space Concordia activities, and only after relevant safety training has been completed as prescribed by the VP Safety & Facilities.

*Example: a member can come in and work on their project at any time during work hours, but they shall not touch a bottle of epoxy until they know the dangers and correct handling procedures for that epoxy. They shall not touch the drill if it isn't relevant to their project.*

2.2.5 inspect all Space Concordia documents in exception to those for which confidentiality has been specified.

2.2.6 offer their opinions and suggestions to the Space Concordia Council, as well as participate in a non-voting capacity at Space Concordia Council meetings.

2.2.7 a Space Concordia Google Apps account.

2.2.8 a membership package issued by their leading member (division lead or executive) that may include:

- copy of this constitution
- non-disclosure agreement
- membership contract
- door access code
- Division-specific documents

## 2.3 Responsibilities of members

All members are responsible for

2.3.1 participating in at least one of the two Regular General Meetings per year

2.3.2 upholding the mission and values at Space Concordia

2.3.3 continuous involvement with one or more Space Concordia activity at any time

2.3.4 keeping all facilities in clean and orderly condition

2.3.5 upholding SC facilities, equipment, and safety regulations as prescribed by the VP Safety & Facilities

2.3.6 the safety or wellbeing of their person, their peers, SC property, and SC itself

2.3.4 Members who fail in one or more of the above responsibilities may have a complaint issued against them in accordance with Articles 10 & 11

## 2.4 Dismissal of Members

Dismissing a member should always be done in good faith, while upholding the values of Space Concordia. It is a natural process for a portion of members to leave the team by extended absence or by choice. Amicable resignation should always be sought before turning to arbitration procedures.

2.4.1 A member may be dismissed if they fail to uphold the values and standards of Space Concordia and in the case that arbitration procedures (Articles 10 & 11) result in recommendation for dismissal. Under said circumstances, a member may be dismissed by Council ruling.

2.4.2 In the case of a member's continuous absence or resignation, the arbitration procedures may be accelerated or bypassed by Council ruling. Resignation should always be encouraged politely before formal arbitration procedures are commenced.

## Article 3: Membership Meetings

### 3.1 Regular General Meetings (RGMs)

3.1.1 Space Concordia shall hold an Regular General Meeting (RGM) twice each year; once in winter, and once in spring.

3.1.2 The RGM shall be called by the President who shall set the time and date.

3.1.3 Quorum is set at thirty (30) Space Concordia members or  $\frac{1}{4}$  of the Membership Body (whichever is lowest), including at least  $\frac{2}{3}$  of the Council of Representatives.

3.1.4 The RGM shall be announced and publicized for at least two (2) weeks before its date.

3.1.5 The RGM may include:

- Overall Society updates
- Division & project updates
- Voting on issues and/or constitutional amendments
- Council elections (only once per year)

3.1.6 Any motion to be voted on at the RGM shall be decided by simple majority vote of members present.

## 3.2 Special General Meetings (SGM)

3.2.1 Space Concordia may hold a Special General Meeting (SGM) in the case of an urgent matter that needs special attention and that falls outside of the timeframe of an RGM.

3.2.2 An SGM may be called by Council Ruling or by petition of one-hundred (100) SC members or 50% of the membership body (whichever is greater).

3.2.3 Quorum and voting procedures at an SGM shall be the same as at an RGM

3.2.4 The SGM shall be publicized at least two (2) weeks before its date

## Article 4: Council of Representatives

The Space Concordia Council of Representatives (or simply “the Council”) is a body of elected members who oversee and drive the operations of Space Concordia.

### 4.1 Council Composition

4.1.1 The Space Concordia Council of Representatives shall be composed of Executive Members as outlined below, in addition to one Representative Member per division.

4.1.2 Space Concordia Executive positions may be created, redefined or removed (if not currently occupied) only via amendment to the constitution.

4.1.3 If an Executive member does not fulfill their responsibilities as laid out in the following sections, they may be dismissed by council ruling of supermajority ( $\frac{2}{3}$  majority of remaining council members). Any member may call for the consideration of an Executive’s removal.

4.1.4 If a council member is absent for 3 regularly scheduled council meetings in one year without sending a member in their stead, without adequate explanation, said member has automatically resigned from council

4.1.4.1 The position must be filled by council ruling as soon as possible.

4.1.5 In the case of a vacancy, the council may distribute the vacant position's responsibilities amongst themselves or to trusted general SC members until that position is filled. This does not apply to voting power at council meetings, which disappears in the case of vacancy. The President assumes vacant responsibilities by default.

## 4.2 Roles & Responsibilities

The Council must:

- A. Ensure the mandate of the association is being followed as stipulated in the Constitution & Vision Document
- B. Ensure financial viability, transparency, and legal and fiscal integrity of the association
- C. Facilitate proper human resources functioning as needed
- D. Propose changes to the association's policies, procedures, and constitution as it considers advisable for the continued operation of Space Concordia
- E. Tie together all aspects and divisions of Space Concordia in a harmonious way.
- F. Represent the membership body faithfully and respectfully
- G. Attend meetings in accordance with 4.1.4.
- H. In the event of a meeting absence, nominate a Space Concordia member to attend in their stead, who would retain the council member's voting privilege for the duration of the meeting provided that the council member affirms each vote following day.
- I. Delegate at least one executive to be on the CIADI student committee

Furthermore, all Executives must:

- A. Be held accountable to fulfill their duties and commitments for the duration of their mandate. In the event that an Executive fails to meet their duties and commitments, they shall be considered for removal as per 4.1.3
- B. Be forbidden from holding an additional Executive position without a  $\frac{2}{3}$  majority vote from the acting council.

## 4.3 Executive Positions

4.3.1 Executive positions or "Executive Representatives" are elected annually at general elections (held at the spring RGM) in accordance with the following eligibility requirements:

4.3.1.1 All Space Concordia Executives must be eligible for executive status as per ECA regulations.

4.3.1.2 All Space Concordia Executives must be Space Concordia members.

4.3.2.3 A candidate running for the position of President must have been a member of Space Concordia for at least a year prior to submitting their candidacy, unless there are no other candidates for President.

4.3.2 The President shall:

- A. Be responsible and accountable for all of Space Concordia's major decisions not enacted through democratic procedure
- B. Ensure the Space Concordia constitution is observed
- C. Ensure that resolutions made at general and council meetings are carried out
- D. Represent the association to the university, faculty, and general student body
- E. Represent the association at all ECA Council meetings. Should the President be unable to attend, they should ask the VP Internal to attend. In the event where the VP Internal cannot attend, a replacement from Council must be sent.
- F. Act as a signing officer for the association
- G. Organize general, council, and board of advisors meetings.
- H. Act as the ex-officio Chairperson for general, council, and board of advisors meetings, or may appoint another member as permanent Chair in their stead.
- I. Be responsible for implementing the strategic plans and policies of the Association.
- J. Shall, with the assistance of the VP Finance, submit the yearly budget to the Council.
- K. Ensure that all Executive positions & responsibilities are accounted for. In the event of a vacant position, the President assumes those duties by default.
- L. Maintain and update documentation detailing the finer points of the President's duties as well as the resources required for the President to properly execute their duties.
- M. Have authority to resolve a motion presented by council if a vote results in a tie.

4.3.3 The Vice-President of Finance shall:

- A. Oversee the financial operations of the Association
- B. Act as financial signing officer for the Association
- C. Produce regular budget and expenses reports on behalf of the Association
- D. Coordinate and oversee the reimbursement process in their capacity as the signing officer for the Association.
- E. Approve budgets submitted by Executives and Divisions



- F. Oversee the management of Division finances through each division's Finance Officer if appointed; otherwise they shall manage division finances directly
- G. propose a distribution plan to the council for any money acquired by the VP Sponsorship on behalf of the entire society. The distribution plan shall be adopted with a two-thirds majority vote.
- H. Coordinate with the ECA and Concordia to ensure adequate insurance for SC's projects

4.3.4 The Vice-President for Internal Affairs shall:

- A. Oversee the membership of the Association
- B. Welcome, introduce, and process new and potential members
- C. Produce and maintain a comprehensive membership list and alumni list
- D. Represent the President in their absence during internal functions where the President is expected to attend (ex. ECA council meetings)

4.3.5 The Vice-President for External Affairs shall:

- A. Oversee Space Concordia's outreach campaign, including its participation in open houses, school visits, competition mentoring and other outreach activities.
- B. Continuously seek public engagement opportunities
- C. Organize outreach volunteers & the outreach team of directors
- D. Oversee the management of Division public engagement through each division's community officer if appointed
- E. In conjunction with the VP Social, oversee Space Concordia Academic events
- F. Maintain a database of outreach events that SC participates in
- G. In conjunction with VP Special Projects, keep SC apprised of possible external competitions, events and opportunities related to aerospace and astronautics whenever they arise.

4.3.6 The Vice-President for Special Projects shall:

- A. Be responsible for the identification of new projects pursuant to the purpose of the Association that do not fall under the scope of existing Divisions
- B. Create, define and develop internal projects if no external opportunities are suitable.
- C. Propose these projects to Council, oversee their delivery, and report on the progress of said projects throughout their lifespan.

4.3.7 The Vice-President for Social Affairs shall

- A. Oversee Space Concordia social events, including ECA-mandated lizard lounges (1 per semester), networking events (1 per year), and frosh events
- B. In conjunction with the VP External, oversee Space Concordia Academic events
- C. Act as booking officer
- D. Prepare an event budget for the upcoming fiscal year in conjunction with the VP Finance
- E. Appoints or fills the role representative to the Montreal Student Space Associations (MSSA). The responsibilities of which are the following:
  - a. Aids in the planning and running of the Montreal Space Symposium and other MSSA events
  - b. Acting as point of contact to the MSSA on behalf of the society president.

#### 4.3.8 The Vice-President for Safety & Facilities shall

- A. Oversee Space Concordia equipment, lab spaces, software, and safety regulations
- B. Create and maintain an inventory of SC equipment
- C. Ensure maintenance & proper care of SC equipment
- D. Enforce cleanliness of SC facilities (ex. Calling cleaning days, creating cleaning guides, NOT picking up after everyone)
- E. Represent SC to Concordia Environmental Health & Safety
- F. Create & enforce lab safety regulations & procedures
- G. Inform members of lab safety regulations & procedures
- H. Ensure proper handling of restricted goods
- I. In conjunction with the VP Finance, create a facilities budget
- J. Organize any safety trainings not covered by Divisions

#### 4.3.9 The Vice-President for Marketing shall

- A. Oversee the marketing & identity of the Association and its divisions
- B. Create and maintain the SC style guide
- C. Oversee the direction and coordination of the active public image of the Association, including the comprehensive social media presence of the Association.
- D. Indirectly oversee the management of Division communications through each division's marketing officers if appointed
- E. Lead the Marketing team
- F. Fulfill graphic creation requests within a reasonable time period (standard: 2 weeks)
- G. Manage video productions
- H. Manage the SC website design

- I. In conjunction with the VP Sponsorship, create and maintain one or more Sponsorship Packages
- J. Create a marketing budget in conjunction with the VP Finance

#### 4.3.10 The Vice-President for Sponsorship shall

- A. Oversee corporate outreach operations, acting as a point-of-contact and promoting Space Concordia within the private sector.
- B. In conjunction with the VP Marketing, create and update the sponsorship package before the beginning of the fiscal year.
- C. Track and enforce commitments made to sponsors by SC teams
- D. Oversee the Sponsorship Committee
  - a. The sponsorship Committee is responsible for deciding the allocation of funds generated through sponsorship activity that has not been given to a specific division.
  - b. Voting members of this committee will consist of the Division Leads, VP Special Projects, and VP Sponsorship. VP Finance or President will take on an Advisory Role in this committee.
  - c. Funds will be allocated to specific divisions or projects when the committee has agreed through a majority vote.

4.3.11 Each filled executive position and each division is allocated one (1) vote in the case of Council ruling

4.3.12 Each filled executive position may appoint one or more directors to assist in their duties. A collection of directors is considered the creation of a team (eg. the Marketing Team, the Outreach Team, etc)

## 4.4 Division Representative Positions

4.4.1 Each division is entitled to and must provide representation on the Council of Representatives at a minimum of one (1) and a maximum of three (3) persons.

4.4.2 In the case that the lead is unavailable to represent the division at council, the division must provide a replacement representative immediately

4.4.3 Non-lead division representatives are appointed based on internal process depending on the division (potentially on volunteer basis)

4.4.4 Each division present at the time of council ruling is allocated one (1) vote, regardless of any additional representatives.

## 4.5 Meetings

4.5.1 Council meetings are called on a regular basis, and chaired by the President and/or VP Internal

4.5.2 Council meetings should be called at minimum once every two (2) weeks to ensure clear communication between Executives and the Divisions

4.5.3 voting members in the council meeting shall include all Executives. Additionally, Council shall include any Directors, who shall sit as non voting members.

4.5.4 A typical council meeting consists of:

- Discussion of urgent issues
- Division updates & issues faced
- Executive updates & issues faced
- Updates from the BoA (if any)
- Collaborative problem solving
- Announcements
- Voting (as needed)

4.5.5 Quorum for a council meeting is  $\frac{2}{3}$  (rounding down) of the total appointed voting members

4.5.6 Council decisions (not council rulings) are made on consensus basis

4.5.7 The council ruling is made by vote to:

- A. Appoint a new Executive Representative to a vacant position between elections
- B. Dissolve membership of an individual in the case that arbitration procedures (Articles 10 & 11) result in recommendation for said member's dismissal
- C. Propose amendments of the constitution for ratification at the following GM or SGM (includes founding/disbanding a division)
- D. Resolve an issue that cannot be resolved on consensus basis

4.5.8 Regardless of whether a council ruling is called for, the council shall always take into consideration any recommendations from the BoA

4.5.9 Council meetings shall be held in open session for all points that are not considered confidential

## Article 5: Divisions

A Space Concordia Division represents a deeply-rooted and continuously iterating project, with the exception of the Special Projects Division which is a fluid incubator for multiple new projects at once and is exempt from sections 5.1 through 5.3 and 5.6 below as the council sees fit.

Divisions are working groups within the association whose mandate is to carry out end-to-end, well-defined, projects aligned with the association's mandate. Once the division's project is finished, the next iteration must be immediately initiated for the division to remain as such.

The current division roster is:

- Spacecraft Division
- Rocketry Division
- Robotics Division
- Space Health Division
- Special Projects Division

### 5.1 Division Reviews

5.1.1 Each division shall host one or more review (ie. design review, requirements review, project plan review, or other depending on the project) per year in accordance with their project schedules

5.1.2 Reviews shall provide a forum in which questions can be answered, assumptions clarified and advice sought around the projects

5.1.3 All SC members, BoA members, and relevant alumni, faculty members, and industry partners should be invited. If the team so wishes, they may also invite members of other societies or their competitors.

5.1.4 As members are encouraged to attend the reviews of all divisions, no division may schedule a review concurrent with another

### 5.2 Division Leads

5.2.1 Each division shall have a minimum of one (1) and a maximum of two (2) Division Leads that fulfill the following roles & responsibilities as relevant to the project. The names of these roles may vary by project, but the responsibilities should remain intact:

### 5.2.2 The Division leadership must

- A. Take primary responsibility for the design and implementation of the project.
- B. Oversee the requirements of the project and ensure adherence to the project management timeline
- C. Organize the Division members into subdivisions and enforce deadlines where applicable, according to the scope and requirements of the project
- D. Assume responsibility for unfilled subdivision positions
- E. Be accountable for activities of the division and major decisions not enacted by democratic procedure
- F. Be the liaison between the Executive body and the Division members, and shall by default represent the Division among the Executives unless unable (see 4.4)
- G. Guide the division in accordance with Space Concordia's mandate
- H. Coordinate and oversee the division officers (5.3)
- I. Coordinate and oversee the division's review(s) (5.1)
- J. With support from Council, fulfill specific marketing, human relations, outreach, finance, sponsorship, and facilities roles in conjunction with relevant executives in the absence of appointed officers.
- K. Be responsible for the success of the division. (Note: Success is measured first by the knowledge learnt, and then by competition success)

5.2.4 Division leads are appointed by the division members in an internal process of their choosing (consensus, voting, volunteer).

## 5.3 Division Officers

5.3.1 A Division Officer oversees one aspect of the Division's management, and is appointed by the Division Management Lead.

5.3.2 Division Officers are overseen by the management lead in relation to the project, and are guided by their relevant executive counterpart (see 4.3) in relation to the overall association.

An example setup may look like the following:

- A. The Division Marketing Officer, if appointed, shall be responsible for the communications and marketing specific to the Division.
- B. The Division Sponsorship Officer if appointed, shall be responsible for the sponsorship and fundraising efforts of the Division.
- C. The Division Finance Officer if appointed, shall be responsible for the budgetary and financial affairs of the Division

- D. The Division Safety Officer if appointed, shall be responsible for the facilities & training of Division Members. The Division Safety Officer is not be legally liable for harm that may befall a Division Member.

5.3.4 Divisions may act largely independently, and with variance according to their project. Accountability, however, always comes back to SC as a whole.

## 5.4 Finances and Assets

5.4.1 All finances and assets accrued by a Division shall be managed and maintained by said Division until such point as the Division is disbanded, as per Section 3.6, except in cases outline in the Space Concordia Sponsorship Policy

5.4.2 All money accrued by a Division shall be held in SC accounts

5.4.3 All financial transactions relating to a Division's budget shall be approved by the Division Management Lead or Finance Officer.

5.4.5 The Division's Financial Report shall be made available to the VP Finance of the Association for consultation upon request.

5.4.6 While financial and asset sharing between a Division and the Society and between a Division and another Division is strongly encouraged, finances or assets that constitute property of another Division or the Society is not to be used without written permission by an appropriate agent. Appropriate agents include the VP Finance for Society funds, the VP Facilities for Society assets, the Financial Officer for a Division's funds, and the Facilities Officer for a Division's assets.

## 5.5 Formation of a Division

5.5.1 The VP for Projects may submit a formal request for the formation of a Division to be recognized by the Council

- 5.5.1.1 The proposed Division shall have been a group active within the Association for at least a year

5.5.2 At the Council meeting following item 5.5.1, the project lead(s) of the proposed division project, shall present a proposal. Should this not be possible, a written proposal may be submitted. Such a proposal must clearly outline how the Division's mandate would be in accordance with that of the association.

5.5.3 The Council must produce a supermajority ( $\frac{2}{3}$  majority) to invoke the formation of the new division

5.5.4 Should the new division pass, the constitution must be amended to add it to the roster in the header of article 5. Such amendments (like all amendments) must be ratified at the next GM by simple majority vote.

## 5.6 Disbanding of a Division

5.6.1 By council ruling, the council may vote to disband a division it feels is no longer active, or has come into conflict with the association's mandate.

5.6.2 A division's disbanding shall not be put into effect until decision is ratified by majority vote at a GM, and the division removed from the roster in section 5 of this constitution.

6.6.3 Any assets obtained by a disbanded Division will remain property of the Society, unless otherwise mandated by the Council or any legal or contractual obligations.

6.6.4 Upon disbanding of the Division, all Representatives and Division Leads positions for this Division shall be terminated.

## Article 6: Board of Advisors (BoA)

In order to steer Space Concordia in its long-term visions, a Board of Advisors (BoA) may be maintained.

*Historically, SC has had a single faculty advisor. This section allows for the potential future expansion of that role into multiple people of different backgrounds and for different project focuses.*

### 6.1 Composition

6.1.1. The Board of Advisors may contain one or more of the following, appointed on a rolling basis:

- Faculty member who has a background relevant to the activities of Space Concordia
- Concordia Staff member (non-faculty)
- Space Concordia Alumnus
- Member of industry or mentorship organization
- Member of relevant outreach organization

6.1.2 The relevance of a BoA member may be determined by the Council of Representatives

6.1.3 Space Concordia shall avail advisors of any and all information possessed by Space Concordia upon request; including, but not limited to, financial reports, project documentation, literature, knowledge sources, inventory reports and membership structure.



Notwithstanding, private information of members, including phone numbers and personal email addresses, shall never be disclosed.

## 6.2 Roles & Responsibilities

The Board of Advisors shall:

- A. Advise Space Concordia as a collection of unique and varied viewpoints
- B. Have the interests of the association at heart
- C. Maintain communication with Space Concordia through semi-regular meetings
- D. From time to time be invited to participate in Space Concordia affairs (such as a general meeting, division review)

## Article 7: Capstone Teams

7.1. Capstone teams executing work for a Space Concordia Division may be funded by Space Concordia's general revenues.

7.2. Capstone Teams shall provide Space Concordia with all reports, documentation and other data created and acquired over the course of their project.

7.3. Should a Capstone Team be funded by Space Concordia, its work shall remain the property of Space Concordia.

7.4. Capstone Teams shall submit to the relevant Division a list of the aspects of their project to be completed solely by the Capstone Team before the beginning of the Fall semester.

## Article 8: Election Procedures

8.1 Elections of Executive Representative members shall take place yearly at the spring general meeting

8.2 All elected officials shall be selected by secret ballot with exception to positions for which only one member is running, where open ballot may be used as designated by the elections officer

8.3. An impartial Elections Officer must be found and appointed.

8.3.2 The elections officer must vow to uphold the impartiality and integrity of the election

8.4 Each Space Concordia member shall hold one (1) vote for each electible position

8.5. Eligible candidates (members who wish to run for an executive position) must submit their candidacy to the elections officer prior to the elections

8.6 A candidate may run for more than one position however shall be appointed to the first of which they win in the order that the positions are voted for as decided by the elections officer.

8.7 Executive Representatives shall be decided by rule of simple majority

8.9 In the case of a vacant position see Article 4

8.10 The Elections officer is responsible for counting the votes

8.11 Each candidate shall have time allotted by the elections officer to make a case for their candidacy

8.12 In the unlikely event of a tie, a second vote with only the tied candidates may be held at the discretion of the Elections officer.

## **Article 9: Amendments to the Constitution**

### **9.1. Proposal by Regular Member**

9.1.1. Any member of Space Concordia may propose amendments to the constitution. These must be proposed during a open council meeting and noted in writing. Proposed amendments made in this fashion can be considered at the same open council meeting at which the change is proposed, and will be submitted for ratification pending a council ruling.

### **9.2 By Resolution of the Council**

9.2.1. The Council may, by a 2/3 majority vote, amend the constitution. Such a decision must be ratified by the Membership at the next General Meeting following the resolution.

### **9.3. Ratification**

9.3.1. Amendments to this constitution must be ratified by the majority of Space Concordia Members at the next General Meeting.

## Article 10: Internal Mediation and Arbitration Procedure

It is rare that serious conflict arises within Space Concordia, and even rarer that the usual method of discussion and mutual agreement cannot solve the issue. In that unlikely event, the following arbitration procedure may be invoked.

10.1 In the event of a dispute within the association, a complainant may make a formal request for mediation or arbitration to the VP Internal (or another Council member if the VP Internal is involved in the dispute).

10.2 At the council meeting immediately following the request for mediation or arbitration, the council will form an Arbitration Committee which is to consist of the seated members of the council (excluding any council members named in the complaint) and preferably at least one (1) member of the Board of Advisors. The arbitration committee must consist of at least three (3) individuals, and it is permissible to appoint informed external persons to the role if necessary.

10.3 The arbitration committee will first attempt to mediate the dispute and find a common solution. All parties involved must be satisfied with the mediated solution for it to be implemented.

10.3.1 The complainant has the choice whether to engage in mediation or move directly to arbitration phase

10.4 In the event that mediation fails, the arbitration committee will evaluate the dispute and present their findings to a neutral arbiter. The arbiter may be selected from a group on campus that can be neutral in the situation and must be agreed upon by all parties involved in the dispute.

10.4.1 the complainant should not be pressed or asked to repeat their accounts more than necessary for the implementation of this policy

10.5 Both disputed parties will have two weeks after bringing the complaint to the neutral arbiter to reach an agreement. If an agreement is not reached, another neutral arbiter will be engaged by the arbitration committee

10.6 If a solution cannot be reached, all findings on the matter will be presented to the Board of Advisors at the earliest convenient time for formal recommendation. The BoA's recommendation will be considered in a Council ruling to resolve the issue.

10.7 The council is required to make the internal arbitration procedure available, along with current contact information for the VP Internal, online.

## **Article 11: External Arbitration Procedure**

In the event of a conflict of dispute requiring arbitration between SC members and an external body, the following procedure shall be undertaken towards resolution

### **11.1 Arbitration Committee**

The arbitration will be conducted by an arbitration committee agreed upon by both the SC Council and the external person or group, and made up of at least one (1) member of each party. It is recommended but not necessary that at least one (1) representative from the Board of Advisors sit on the arbitration committee so long as they have no conflict of interest in the matter. The arbitration committee will evaluate the dispute and present their findings to an arbiter. The arbiter may be selected from a group on campus that can be neutral in the situation and must be agreed upon by all parties involved in the dispute.

### **11.2 Arbitration outcome**

Both disputed parties will have two weeks after bringing the complaint to the neutral arbiter to reach an agreement. If an agreement is not reached, another neutral arbiter will be engaged by the arbitration committee

## **Article 12: Conflict of Interest**

Any member of Space Concordia who has a personal or financial interest in a matter being discussed is obligated to declare such conflict of interest and is obligated to abstain from voting and/or decision making on the matter.

## **Article 13: Separability of Articles**

In case any of the provisions contained in this Constitution or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not, in any way, be affected.