



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

CONSTITUTION

of the ACSioN Network-Concordia University Chapter
(Concordia University chapter of the African and Caribbean Students' Network of Canada)

(First edition approved 15th September, 2010)

Fifth edition: revised 21st March, 2013

[DATE OF PROMULGATION: 21 MARCH, 2013]

Approved by:
ACSioN Network National Executive Board 2012-2013
ACSioN Network-Concordia Chapter Executive Board 2012-2013



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

TABLE OF CONTENTS

Pages

Contents	2
Historical Preface and Constitutional Amendment Dates	3
Acknowledgements	3
ACSioN Network-Concordia University Chapter Terms and Definitions	4
Constitution of the ACSioN Network-Concordia University Chapter	5-29
Index of Amendments to Previous Edition of Constitution	App. A
<u>Constitution (proper) of the ACSioN Network-Concordia University Chapter</u>	
Preamble	5
ARTICLE I - Name	5
ARTICLE II – Affiliation and Purpose	5
ARTICLE III - Membership	7
ARTICLE IV – Chapter Administrative Structure - Composition and Functions	9
ARTICLE V – Position Holding, Tenure, and Salaries	13
ARTICLE VI – Finances	14
ARTICLE VII – Meetings	16
ARTICLE VIII – Electoral and Appointment Procedures and Regulations	17
ARTICLE IX – Constitutional Authority, Disputes and Appeals	24
ARTICLE X – Judicial Procedures	25
ARTICLE XI – Amendment of the Constitution and Post-Ratification Regulations	28



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

Chapter's Historical Preface and Constitutional Amendment Dates

Wednesday, September 15th, 2010: 1st official ACSioN Network chapter formally established at Concordia University out of longtime Network member-association Umoja Concordia, now known as the "ACSioN Network-Concordia University chapter." New constitutional structure approved by first 2010-2011 executive team and ratified with the support of the RÉAC-ACSN Canada National Executive Board.

Friday, December 3rd, 2010: ACSioN Network-Concordia University chapter, along with the African Students' Association of Concordia (a founding member-association of the organization now called RÉAC-ACSN Canada), formally moves from temporary office located at room H-545-4 in Concordia University's Hall Building (prior to which both groups had been located at Hall Building room H-1031-7 until May 2010) to new office in room K-201 of Concordia University's K Annex at 2150 Rue Bishop.

Wednesday, December 15th, 2010: 1st edition of the Constitution of the ACSioN Network-Concordia University chapter officially promulgated. Includes list of important chapter historical developments.

Wednesday, March 23rd, 2011: 2nd edition of the Constitution of the ACSioN Network-Concordia University chapter officially promulgated.

Friday, August 5th, 2011: 3rd edition of the Constitution of the ACSioN Network-Concordia University chapter officially promulgated.

Tuesday, August 21st, 2012: 4th edition of the Constitution of the ACSioN Network-Concordia University chapter officially promulgated.

Thursday, March 21st, 2013: 5th edition of the Constitution of the ACSioN Network-Concordia University chapter officially promulgated.

(see www.acsion.org for further information, including the historical development of the entire ACSioN Network)

Acknowledgements for the ACSioN Network-Concordia University Chapter Constitution

Principal Author: Dwight R. BEST



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

Initial Provisions: ACSioN Network-Concordia University Chapter Terms and Definitions

“academic year” = The period spanning May 1st of one calendar year (beginning of the Summer semester sessions) to April 30th of the following calendar year (end of the Winter semester).

“CEB” = Chapter Executive Board.

“(the) Chapter” = The Concordia University chapter of the African and Caribbean Students' Network of Canada.

“Concordia undergraduate” = a person currently registered for at least one course or program at Concordia University at the undergraduate level. Those seeking to serve a full term in a regular CEB position must be Concordia undergraduates for at least one full semester during that term.

“CSU” = Concordia Student Union.

“digitized” = To exist in a digital format which is able to be read, copied, and simply modified (if not read-only) by any common PC or Macintosh computer with readily-available, industry-standard, non-proprietary software.

“NCA” = Network Core Administration, which includes the National Executive Board along with the highest administrative, judicial, and legislative organs of the RÉAC-ACSN Canada.

“NEB” = The National Executive Board of the RÉAC-ACSN Canada (ACSioN Network) within the NCA.

“(the) Network” = The entire African and Caribbean Students' Network of Canada.

“NMA” = Network Member-Association.

“REAC-ACSN Canada Constitution” = National Constitution and Bylaws of the Réseau d'Étudiants Africains et Caraïbéens / African and Caribbean Students' Network du/of Canada.

“rep.” = ACSioN Network Member-Association Council (NMA Council) representative.

“UNP” = Universal Network Program.

(see www.acsion.org for other definitions, including abbreviations of the various member-associations)



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

CONSTITUTION (proper)

Preamble

The Concordia University chapter of the African and Caribbean Students' Network of Canada (called ACSioN Network-Concordia for short) organizes regular awareness and fellowship-building events, and spearheads a wide range of programs which provide all Concordia students hailing from the African diaspora with a united forum that facilitates their development towards academic, economic, and sociocultural excellence.

In addition, ACSioN Network-Concordia unites the student groups at Concordia University whose members have strong genealogical and/or cultural roots in the African continent and are member-associations of the ACSioN Network. These affiliated member-associations are: the African Students' Association of Concordia, the Concordia Caribbean Students' Union, the Concordia chapter of the National Society of Black Engineers, and the Ralliement Étudiant Haïti-Canada. ACSioN Network-Concordia also coordinates the African Heritage Month celebrations at Concordia during the month of February in full collaboration with its affiliates, and works to promote the development of world-class Africana Studies programs at Concordia and other Montreal universities.

ARTICLE I. Name

1.1 Full Name of the Organization

The full name of this organization is "African and Caribbean Students' Network of Canada – Concordia University Chapter". This organization shall hereinafter be referred to as "ACSioN Network-Concordia", "ACSioN Network-Concordia University chapter", or "the Concordia chapter".

ARTICLE II. Affiliation and Purpose

2.1 Affiliation

The ACSioN Network-Concordia University chapter is a fully-accredited chapter of the African and Caribbean Students' Network of Canada, and thus possesses all of the obligations, privileges, and responsibilities which are accorded to and expected of all chapters of the African and Caribbean Students' Network of Canada.

2.2 Mission Statement

As a fully-accredited chapter of the African and Caribbean Students' Network of Canada, ACSioN Network-Concordia shares the national organization's general mission statement:



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)

c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| Concordia University Chapter
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

“To be the greatest, most efficient and self-determined union of students and professionals of African descent, who collaborate to elevate all communities of the African Diaspora beyond the highest standards of academic, economic, and sociocultural excellence.”

2.3 Aims and Objectives

2.3.1 ACSioN Network Structure for Leadership Pipeline Development and Multilateral Cooperation

To provide an inclusive, official channel of the ACSioN Network through which students of the African Diasporan community at Concordia University can:

- a. articulate and propel their personal development as they advance the Network's mission, and
- b. exchange ideas and build better relations with their peers throughout the ACSioN Network, including prospective, current, and alumni Network members within Concordia University and beyond.

2.3.2 Collaborative Community Forum and Resource Centre

To collaborate with all Concordia-based ACSioN NMAs to provide a university-based forum and resource centre for the Black student community of Concordia University, and by extension for the wider Black student community and extra-academic Black communities both locally and nationally by way of the ACSioN Network's respective local and national administrative structures.

2.3.3 Launchpad for Community Development Programs

To act as a fulcrum for the implementation of the ACSioN Network's Universal Network Programs within the Chapter's scope of operation, especially including (but not limited to) those related to:

- a. Academic Excellence,
- b. Community Outreach,
- c. Media Expression, and
- d. Youth & General Member Engagement.

2.3.4 Learning and Dialogue Advancement Centre

To collaborate with all Concordia-based ACSioN NMAs to increase awareness & understanding of issues pertaining to Africa & the African Diaspora through the organization of frequent, regularly-held educative events (especially film screenings and discussions), and to advance the level of dialogue on such issues by promoting an ethos characterized by respectful, balanced, well-informed, and non-violent discussion.

2.3.5 Communications Medium

To inform the membership of developments within the Black community which have a direct or indirect bearing upon their interests at Concordia, in Montreal and in the global community.



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

2.3.6 Advocacy

To act on behalf of Concordia's Black student community in any and all matters which directly or indirectly are in the interests of this community, which includes ACSioN Network-Concordia and its members.

2.3.7 Unified African Heritage Month Celebrations

To create and implement plans for a unified African Heritage (Black History) Month series of events during the traditionally-recognized month (February of each year) with the fully-involved cooperation of all Concordia-based ACSioN Network Member-Associations.

2.4 Dissolution Clause

Dissolution of the ACSioN Network-Concordia University chapter may only be triggered through a two-thirds **absolute majority** vote of all the Chapter's current members, at either a general meeting or a special meeting duly convened for this purpose, and during which an official representative of the RÉAC-ACSN Canada National Executive Board appointed for this task is present as facilitator. The ACSioN Network-Concordia University chapter, upon dissolution of the Chapter, after all debts and encumbrances have been paid, shall return all assets of the Chapter and any assets either containing or making reference to the intellectual property of the RÉAC-ACSN to the National Executive Board of the RÉAC-ACSN Canada NCA, or to a true successor organization of the RÉAC-ACSN Canada which has been designated by the RÉAC-ACSN Canada NCA. **This is an unalterable clause.**

ARTICLE III. Membership

3.1 Membership Eligibility

Full membership in the ACSioN Network-Concordia chapter is open to all Concordia University students with an interest in cultures of African origin, whether registered on a part-time or a full-time basis. The granting, maintenance, and revocation of such membership is subject to the approval of the National Executive Board of the ACSioN NCA. In order to attain or retain their status as members of the ACSioN Network-Concordia chapter, prospective and current members must register each year with the National Executive Board of the ACSioN NCA as **registered student members** of either
A. the Concordia University chapter of the ACSioN Network only; or
B. any current Network Member-Association (NMA) of the ACSioN Network which is based at Concordia University.

3.2 Membership Fees

The membership fee to join the ACSioN Network as a member of an ACSioN Network chapter or ACSioN Network member-association is set by the ACSioN NCA.

3.3 Rights of Full Members



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)

c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| Concordia University Chapter
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

All individual **registered student** members of the ACSioN Network-Concordia chapter may enjoy the same rights and privileges as all registered student members of the Network, as stated in the full RÉAC-ACSN Canada Constitution.

3.3.2 Election Rights of Full Members

All Concordia undergraduate members who have been actively involved in the ACSioN Network-Concordia chapter for one Fall or Winter semester may present themselves as candidates for a Chapter Executive Board position (see Article 4 for details). Honorary members and graduate students are not eligible for office on the Chapter Executive Board, although they may be eligible to hold office in other positions of the Network for which their experience and status qualifies them, as stated in the full RÉAC-ACSN Canada Constitution.

3.3 Member-at-large membership

3.3.1 Definition of Member-at-large membership

In accordance with the REAC-ACSN Canada Constitution, “Member-at-large membership” in the ACSioN Network may be granted to those post-secondary students outside of the Concordia student body who are not already members of an ACSioN Network NMA but who show an interest in furthering the mission of the ACSioN Network. The granting, maintenance, and revocation of any such membership is subject to the approval of the National Executive Board of the ACSioN NCA.

3.3.2 Rights of members-at-large

All ACSioN Network members-at-large may freely participate as members of the ACSioN Network-Concordia chapter – however, they may not vote in the affairs of the Concordia chapter. Any member-at-large wishing to take on an executive role in the affairs of the Concordia chapter should be directed to either:

- A.** join an already-existing ACSioN Network chapter or member-association at their institution of study, or
- B.** contact the National Executive Board of the ACSioN NCA to receive further information on how to form a new ACSioN Network chapter or member-association at their institution of study.

3.4 Alumni membership

In accordance with the REAC-ACSN Canada Constitution, “Alumni membership” may be granted to alumni outside of the Concordia student body who are not already members of an ACSioN Network NMA but who show an interest in furthering the mission of the ACSioN Network. The granting and maintenance of such membership is subject to the approval of the National Executive Board of the ACSioN NCA, and may be revoked at any time.

3.5 Equity Mandate/Objective



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

So long as they further the aforementioned aims of the Network as stated in the previous Article 2, and in any other parts of both this ACSioN Network-Concordia constitution as well as the RÉAC-ACSN Canada Constitution, all registered members at all membership levels of the Network shall have an equal opportunity to participate in the Network, without regard to gender, race, ethnicity, nationality, creed, religious affiliation, or sexual orientation.

ARTICLE IV. Chapter Administrative Structure - Composition and Functions

4.1 Authority of the Chapter Executive Board (CEB)

The CEB manages the day-to-day affairs of the ACSioN Network-Concordia chapter, and ultimately is always held accountable to its chapter members, the Network regional leadership team which manages the Montreal-area ACSioN Network chapter(s) and NMA(s), and the National Executive Board of the RÉAC-ACSN NCA.

4.2 Structure and Composition of the CEB

The CEB shall be composed of the following two types of executive board members:

- A.** Coordinators (senior executive board members)
- B.** Assistant Coordinators (junior executive board members)

4.3 The Concordia CEB – Roles and Functions

4.3.1 Eligibility to be a Coordinator

Eligible Coordinator candidates must be able to fulfil the following criteria:

Criterion A. Candidate has been an active member of the ACSioN Network for at least one Fall or Winter semester prior to candidacy.

Criterion B. Candidate must be a registered undergraduate student of Concordia University for at least one Fall or Winter semester during term. See Article 8 for details on the Chapter Executive Board member electoral process.

Criterion C. Candidate has completed a nomination form corresponding to the position he or she wishes to occupy, which has been endorsed with the signatures of ten (10) current, registered members of ACSioN Network-Concordia. See Article 8 for details on the electoral process for Coordinator members of the Chapter Executive Board.

4.3.2 Eligibility to be an Assistant Coordinator

Assistant Coordinators are normally meant to act as understudies and complements to more experienced executives; first-year students and/or first-time university student organization executives are preferred. Eligible Assistant Coordinator candidates must be able to fulfil the following criteria:



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

Criterion A. Candidate is an active member of the ACSioN Network immediately prior to candidacy.

Criterion B. Candidate must be a registered undergraduate student of Concordia University for at least one Fall or Winter semester during term.

Criterion C. Candidate has completed a nomination form corresponding to the position he or she wishes to occupy, which has been endorsed with the signatures of five (5) current, registered members of ACSioN Network-Concordia. See Article 8 for details on the appointment process for Assistant Coordinator members of the Chapter Executive Board.

4.3.3 Roles and Functions of Coordinators and Assistant Coordinators

A. Central Coordinator (analogous to President)

- i. Ensures and oversees the implementation of the Network's national directives and UNPs at the Chapter level.
- ii. Communicates with the executive boards of all NMAs based at Concordia University.
- iii. Oversees the performance of the Chapter Executive Board.
- iv. With the Outreach Coordinator, shall represent the Chapter Executive Board internally and externally on official occasions.
- v. Shall call and preside over all meetings of the ACSioN Network-Concordia Chapter, both executive and general.
- vi. Shall be responsible for outlining and creating a program of activities for the year in conjunction with the ACSioN Network-Concordia CEB, Network regional leadership team, and ACSioN Network NCA, bearing in mind the aims of ACSioN Network-Concordia, the wishes of the general membership, and the Network's national directives and UNPs.
- vii. Shall sign the minutes of all regular meetings after confirmation by the executive board.
- viii. Shall be the co-signing officer with the Finance Coordinator of any check requisitions or purchase requisitions of ACSioN Network-Concordia.
- ix. Shall be responsible for the presentation of an annual report of ACSioN Network-Concordia's activities at the end of his/her term of office.
- x. Shall be responsible for maintaining continuous contact with the parent and host organizations of ACSioN Network-Concordia, which are the RÉAC-ACSN Canada NCA and the Concordia Student Union.
- xi. Shall, in full concert with the other elected Coordinators, appoint all the new Assistant Coordinators of the CEB, as per Article 8.
- xii. Shall perform such other duties as are inherent in the office of the Central Coordinator.

B. Education Coordinator (analogous to Executive Vice-President & VP Administration)

- i. Shall, at the request of the Central Coordinator, assist the Central Coordinator in any of his/her executive duties.
- ii. In the event that the Central Coordinator resigns from his/her post and/or is incapacitated and



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| Concordia University Chapter
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

unable to carry out his/her duties, the Education Coordinator shall assume the responsibilities of the Central Coordinator by becoming the Acting Central Coordinator for an interim period. See Article 5 for details on the duration of such an interim period.

- iii. Shall record all minutes, proceedings, motions and resolutions of ACSioN Network-Concordia.
- iv. Shall read the minutes of the previous meeting in all regular meetings and having signed them shall present them, after confirmation to the Central Coordinator for his/her signature.
- v. Shall act as custodian to all non-financial records, papers and documents.
- vi. Stays abreast of current affairs pertaining to Africa and the African Diaspora.
- vii. Develops dialogue advancement sessions (film screenings & discussions, etc.).
- viii. Shall be responsible for organizing and coordinating any such academic programs which may be instituted for the benefit of membership.
- ix. Shall be informed of all the activities of ACSioN Network-Concordia and shall be responsible for booking accommodations and providing the facilities necessary for the conduct of the same.
- x. Shall, in full concert with the other elected Coordinators, appoint all the new Assistant Coordinators of the CEB, as per Article 8.
- xi. Shall perform such other duties as are inherent in the office of Education Coordinator.

C. Assistant Education Coordinator (analogous to Junior VP Administration)

- i. Shall, at the request of the Education Coordinator, assist the Education Coordinator in any of his/her executive duties.
- ii. In the event that the Education Coordinator resigns from his/her post and/or is incapacitated and unable to carry out his/her duties, the Assistant Education Coordinator shall assume the responsibilities of the Education Coordinator by becoming the Acting Education Coordinator for an interim period. See Article 5 for details on the duration of such an interim period.

D. Finance Coordinator (analogous to Senior VP Finance)

- i. Oversees the budget of the Chapter, and its expenditures.
- ii. Oversees ACSioN Network fundraising efforts at the Chapter level.
- iii. Shall serve as custodian of all invoices and financial documents of ACSioN Network-Concordia.
- iv. Shall be the co-signing officer with the Central Coordinator of any check requisitions, or purchase requisitions of ACSioN Network-Concordia.
- v. Shall be responsible for all the monies of ACSioN Network-Concordia.
- vi. Shall be responsible for the preparation of budgets in conjunction with the executive.
- vii. Shall be responsible for the maintenance of proper accounting records, and for the issuance of the financial reports for ACSioN Network-Concordia to the ACSioN Network NEB, Concordia Chapter members, the Dean of Students Office, and the CSU upon request.
- viii. Shall be responsible for presenting the financial report of the year's activities at the end of term of office.
- ix. Shall, in full concert with the other elected Coordinators, appoint all the new Assistant



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

Coordinators of the CEB, as per Article 8.

x. Shall perform such other duties as are inherent in the office of Finance Coordinator.

E. Assistant Finance Coordinator (analogous to Junior VP Finance)

i. Shall, at the request of the Finance Coordinator, assist the Finance Coordinator in any of his/her executive duties.

ii. In the event that the Finance Coordinator resigns from his/her post and/or is incapacitated and unable to carry out his/her duties, the Assistant Finance Coordinator shall assume the responsibilities of the Finance Coordinator by becoming the Acting Finance Coordinator for an interim period. See Article 5 for details on the duration of such an interim period.

F. Outreach Coordinator (analogous to Senior VP Public Relations)

i. Facilitates direct contact with potential and current members.

ii. Coordinates ongoing member engagement efforts according to national directives (Awareness program surveys, etc.).

iii. Shall be responsible for the publicizing of all the activities of ACSioN Network-Concordia, including the making of promotional materials.

iv. Shall guide prospective members in the membership application process, and shall be responsible for updating the ACSioN Network-Concordia University Chapter's portion of the ACSioN Network's national member database.

v. Shall deal with the internal and external correspondence in conjunction with both the Central Coordinator and Education Coordinator.

vi. Shall, in full concert with the other elected Coordinators, appoint all the new Assistant Coordinators of the CEB, as per Article 8.

vii. Shall perform such other duties as are inherent in the office of the Outreach Coordinator.

G. Assistant Outreach Coordinator (analogous to Junior VP Public Relations)

i. Shall, at the request of the Outreach Coordinator, assist the Outreach Coordinator in any of his/her executive duties.

ii. In the event that the Outreach Coordinator resigns from his/her post and/or is incapacitated and unable to carry out his/her duties, the Assistant Outreach Coordinator shall assume the responsibilities of the Outreach Coordinator by becoming the Acting Outreach Coordinator for an interim period. See Article 5 for details on the duration of such an interim period.

H. IT Assistant Coordinator (analogous to Junior VP Information Technology)

i. Oversees the maintenance and optimization of the portions of the ACSioN Network's information technology infrastructure which are allocated for the Concordia chapter's use, according to the Network's national IT directives. The Concordia chapter's portion of the Network's information technology infrastructure especially includes (but may not necessarily be limited to) the Concordia



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| Concordia University Chapter
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

chapter section of the Network's website and the Concordia chapter's centralized email account.

- ii. Oversees the addition of new content to the Concordia chapter's section of the website, as well as the proper organization and display of such content.
- iii. Works closely with the Outreach Coordinator(s) to develop high-quality graphical/audiovisual content, especially for use in promotional material for the Concordia chapter.
- iv. Shall perform such other duties as are inherent in the office of Finance Coordinator.

4.4 Chapter Committees

Chapter Committees may be created by any CEB Coordinator (not Assistant Coordinator) to accomplish certain specific tasks, especially those associated with activities which are meant to further the achievement of the Network's and the Chapter's stated aims and objectives, as outlined in Article 2. Each Chapter Committee must be named according to the specific set of tasks the committee was created to accomplish. Each Chapter Committee shall be chaired by the Coordinator or Assistant Coordinator who is best suited to overseeing the activities of that Chapter Committee, to be decided by consensus among the CEB members.

ARTICLE V. Position Holding, Tenure, and Salaries

5.1 Chapter Executive Board (CEB) position tenure length

All positions of the CEB are held for a term of one year. A year's term shall be defined as the period starting from the end of the academic year (April 30th) during which the elections for the next term's CEB members were held to the beginning of the following academic year (May 1st).

5.2 Simultaneous Occupancy of Multiple CEB positions

Simultaneous occupancy of multiple CEB positions is **prohibited** for all Chapter members except in the following exceptional circumstances:

- a. Coordinators or Assistant Coordinators of the CEB may temporarily occupy a Coordinator position in addition to their original position, if constitutionally obliged to do so due to the incapacitation, extended absence, or resignation of an elected CEB member. See Article 5.3 regarding Interim Appointments.

5.3 Interim Appointments

5.3.1 Duration of Interim Appointments to Acting Positions

Interim Appointments to Acting Positions shall end when:

- a. The Coordinator is able to carry out his/her duties again. The Acting Coordinator will then resume his/her normal responsibilities.
- b. Pending the resignation or indefinitely long absence of a Coordinator, the CEB votes (by a vote of



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

the absolute majority of CEB members, whether the absent Coordinator is present or not) to appoint the Acting Coordinator as a Coordinator.

5.4 Position Vacancies

5.4.1 Vacancies of Coordinator positions in the CEB

If any Coordinator position has been found to be vacant due to extended absence, resignation, removal, or certain circumstances extenuating or not, then this particular vacant position shall be temporarily filled by the corresponding Coordinator or Assistant Coordinator as the constitutionally-mandated interim replacement as per Article 4. The interim replacement shall serve until the remainder of the term has expired, or until resignation or removal from office by judicial action, whichever comes first.

5.4.2 Vacancies of Assistant Coordinator positions in the CEB

If any Assistant Coordinator position has been found to be vacant due to extended absence, resignation, removal, or certain circumstances extenuating or not, the same measures and procedures initially used to fill that particular position are required to be upheld, in order to fill the vacant position with an interim replacement. The interim replacement shall serve until the remainder of the term has expired, or until resignation or removal from office by judicial action, whichever comes first.

5.5 Chapter Executive Board (CEB) position salaries

All CEB positions are volunteer positions and, as such, receive a salary of zero dollars per year. This salary amount may not be changed without the official approval of the RÉAC-ACSN NCA. **This is an unalterable section.**

ARTICLE VI. Finances

6.1 Signing Officers

See Article 4 for details on authorized signing officers.

6.2 General Provisions

No funds shall be expended, encumbered, or otherwise disbursed by ACSioN Network-Concordia other than in accordance with the procedure for the authorization of expenditures or investments in this Constitution.

6.3 External Accounts at Banking Institutions

The RÉAC-ACSN Canada maintains external financial accounts at Canadian banking institutions. The National Executive Board, in order to promote the development of the ACSioN Network-Concordia



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)

c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

University chapter may at its discretion designate, one or more of its RÉAC-ACSN Canada-owned financial accounts and/or budget lines, for use by this Concordia chapter. Such external financial accounts are the only ones permitted to be used by the ACSioN Network-Concordia University chapter. All privileges associated with such accounts, are subject to the regular review, approval, and sanction of the NEB, and may be granted or revoked at any time for reasonable purposes which must be clearly stated to the ACSioN Network-Concordia CEB and general members.

6.3.1 Signing Officers for External Accounts at Banking Institutions

The two ACSioN Network-Concordia regular signing officers shall also be the official signing officers of the ACSioN Network-Concordia University chapter regarding any external financial accounts at banking institutions.

6.3.2 Issuing of Cheques

Should ACSioN Network-Concordia be authorized by the National Executive Board to utilize an external financial account, and thus be authorized to issue cheques drawn on an external banking institution, any and all such cheques must be issued and kept by the Finance Coordinator at all times, with the co-signature of the proper co-signing authority. See Article 4 for details on signing authorities.

6.4 Financial Records

Comprehensive financial records for ACSioN Network-Concordia must be kept and maintained by the Finance Coordinator, and must be accessible for review by the National Executive Board at any time, including (but not limited to) periods during which official internal or external auditing processes are running. These records must exist in the digitized format common to all chapter financial records of the ACSioN Network, and in matching paper format as well whenever possible. All financial records of the ACSioN Network-Concordia must also be viewable by any official member of the Chapter upon request.

6.5. Requisitions

When submitting requisitions to the Concordia Student Union or the National Executive Board, each requisition must include all supporting documentation to justify the reimbursement cheque – including all receipts, relevant photographs (if possible), etc.

6.6 Internal Auditing

At the end of each fiscal year, an internal audit must be performed by the Finance Coordinator with the oversight of the National Executive Board, if necessary with the help of a special committee duly convened for this task. Upon completion of the auditing process, all results must be immediately submitted to the NEB for review, and also presented to the ACSioN Network-Concordia membership.



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

ARTICLE VII. Meetings

7.1 Authorized Meeting Locations

Barring any extenuating circumstances or conflicts, all meetings of the ACSioN Network-Concordia University chapter (including elections) shall be held at the Chapter's main office, the office of an official NMA based at Concordia University, or a location on the premises of Concordia University which is normally accessible to all Concordia University students. The location of each meeting should suit the meeting's agenda and the number of expected attendees.

7.2 Meeting Notification Requirements

The Central Coordinator, Education Coordinator and Outreach Coordinators are responsible for notifying all members of the date, time, and location of any meetings which may require their attendance. The National Executive Board must also be provided with the same advance notice information regarding any General Meetings and CEB meetings as that provided to all CEB members and Chapter general members, in a timely fashion.

7.3 Quorum and Decision Requirements

In order to pass any resolutions or decisions made at any meeting, quorum must be observed at the meeting from the start of the meeting until after the final voting on any resolution or decision has been conducted.

7.4 Elections

See Article 8 for regulations on authorized election locations and quorum requirements, etc.

7.5 General Meetings

7.5.1 Frequency of General Meetings

General Meetings must be held at least once each Fall and Winter semester.

7.5.2 General Meeting Attendance

A General Meeting is defined as a meeting of all the Chapter's members. This includes all members of the Chapter Executive Board (CEB), and all registered Network general members (NGMs) based at Concordia University. The quorum for duly convened general meetings shall be 5% of the ACSioN Network-Concordia membership. Any member of the NEB may attend any general meeting at any time. Select members of the public may be invited to attend a General Meeting, at the sole discretion of the CEB.

7.6 Chapter Executive Board (CEB) Meetings



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

7.6.1 Frequency of CEB Meetings

CEB meetings must be held at least once weekly, and more often if necessary to advance the affairs of the Chapter in an orderly manner.

7.6.2 CEB Meeting Attendance

All CEB members must attend CEB meetings. The quorum for duly convened CEB meetings shall be an absolute majority of its members, at least one of whom must be a Coordinator (not merely an Assistant Coordinator). Any member of the NEB may attend any CEB meeting at any time. If needed, members of certain committees may also be required to attend the CEB meetings.

7.7 Chapter Committee Meetings

7.7.1 Frequency of Chapter Committee Meetings

Chapter Committee meetings must be held as often as needed in order to achieve the goals of that particular Chapter Committee.

7.7.2 Chapter Committee Meeting Attendance

Chapter Committee meetings must be attended by all members of that committee. The quorum for duly convened chapter committee meetings shall be 50% of its members, one of whom must be the chairperson of that chapter committee. The chairperson of any chapter committee must be present at all of that chapter committee's meetings. Any member of the NEB may attend any chapter committee meeting at any time.

7.8 Special Chapter Meetings

7.8.1 Frequency of Special Chapter Meetings

A special chapter meeting may be called by the Central Coordinator, by the National Executive Board, or by request in writing signed by at least 10% of the registered membership of ACSioN Network-Concordia. Such a letter must be in the hands of the Education Coordinator no less than two days before the date of the requested meeting, and shall stipulate the purpose for which the meeting is being called.

7.8.2 Special Chapter Meeting Attendance

The quorum for a special chapter meeting shall consist of no less than 25% of the ACSioN Network-Concordia membership, and must include the Central Coordinator or his/her representative. Any member of the NEB may attend any duly convened special chapter meeting at any time.

ARTICLE VIII. Electoral and Appointment Procedures and Regulations



8.1 Electoral Period

Both the period of main presentations by the candidates and the subsequent ballot period must be held on a SINGLE DAY, to be called “Election Day”. This day must fall between March 15th and April 15th of each academic year, and must be scheduled for a time during which most members of ACSioN Network-Concordia can reasonably be expected to attend, having been given proper advance notice.

8.2 Elections Location

Elections location shall be an Authorized Meeting Location according to Article 7.1.

8.3 Electoral Quorum

Quorum to hold elections (Electoral Quorum) shall be 5% of the currently-registered members of ACSioN Network-Concordia. In the event that Electoral Quorum is not met, the elections shall be declared to be flawed and the Electoral Officers shall act according to Article 8.11.2 to hold replacement elections.

8.4 Candidate Eligibility

Only Concordia undergraduates (see definitions list for clarification) are eligible to run for CEB positions. Any prospective candidate for any position must be able to fulfil the specific eligibility criteria, responsibilities and guidelines stated in Article 4 for the position in question.

8.4.1 Election of Individual Candidates to Multiple Positions

A single individual candidate for any position may neither be elected to, nor occupy, more than one elected position of the CEB at any time, except during such exceptional circumstances as described in Article 5.

8.4.2 Nomination Procedures for Eligible Candidates

Any eligible candidate for any position must have submitted the following information on his/her nomination forms:

- a. Full name.
- b. NMA membership(s) retained.
- c. Status of membership in NMA(s).
- d. Duration and years of membership in NMA(s), and at which status level.
- e. Concordia University student number.
- f. Personal e-mail address.
- g. Personal telephone number.
- h. CEB position(s) which candidate would like to run for.
- i. A brief personal statement (one to two paragraphs) describing experiences, skills and talents which enable the candidate to fulfil the specific responsibilities and guidelines stated in Article 4 for the desired position(s), if elected.



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

j. Names and Signatures of the members by whom the candidate is endorsed.

8.4.3 Elected Positions

All Coordinator positions in the CEB are elected positions by default. Under regular circumstances, not including exceptional situations which require either automatic interim appointments as described in Article 5, or NEB-sanctioned interim appointments as described in Article 8.11.2, subsection B, eligible candidates for Coordinator positions in the CEB may only occupy such positions after they have successfully been elected by the ACSioN Network-Concordia members (through the Chapter's electoral process described in this ACSioN Network-Concordia University Chapter Constitution).

8.4.4 Appointed Positions

All Assistant Coordinator positions in the CEB are appointed positions. Any eligible candidate for any Assistant Coordinator position may only occupy such a position after he/she has been interviewed in person by the newly-elected Coordinators and then successfully been appointed according to the unanimous consent of all the Coordinators. Newly-elected Coordinators must immediately set about the task of filling every one of the vacant Assistant Coordinator positions with an eligible candidate through this appointment procedure within a reasonable time frame, as described in Article 8.4.5.

8.4.5 Period of Appointments to Appointed Positions

Between the end of the electoral period and October 31st of the following academic year, newly-elected Coordinators must fill every one of the vacant Assistant Coordinator positions with an eligible candidate using the appointment procedure described in Article 8.4.4. Should the newly-elected Coordinators fail to perform this task within the required period, they shall immediately notify the NEB, which shall delegate a representative to assist with Assistant Coordinator recruitment efforts, which should result in the filling of all remaining vacant Assistant Coordinator positions within 30 days (by November 30th). Should such additional recruitment efforts fail, the newly-elected Coordinators shall act according to the advice of the NEB to increase general interest among members in Chapter leadership.

8.5 Campaign Regulations

8.5.1 Authorized Campaigning Period

Campaigning may start no earlier than two weeks before the election day, and must end at midnight before the start of the election day.

8.5.2 Campaign Statements

All personal statements submitted as part of the nomination form shall be displayed in public view at the Chapter's Office and on the Chapter's section of the ACSioN Network central website, along with the candidates' photographs and any pertinent facts which might further inform voters.



8.6 Electoral Officers

Three (3) current CEB members who are not running for a CEB position in the next academic year must be appointed by the incumbent CEB to return the election results, **no matter what means are to be employed in the ballot process.** If three such CEB members cannot be found, the National Executive Board shall appoint as many general members of the ACSioN Network-Concordia chapter as needed to meet the required number of Electoral Officers (to a maximum of three), who shall themselves be accompanied by an NEB member assigned to oversee this process. These persons responsible for returning the election results shall be called the “Electoral Officers” for the duration of the election and all associated electoral procedures.

8.6.1 Electoral Officers' Roles, Responsibilities and Authority

- a.** Only the Electoral Officers shall be permitted to handle ballots, ballot boxes, voters' registration lists, and any other electoral materials.
- b.** The Electoral Officers shall also serve as electoral timekeepers for the duration of the election and all associated electoral procedures.
- c.** The total number of votes shall be tabulated by the Electoral Officers immediately following the election.
- d.** The Electoral Officers shall be responsible for informing the relevant persons of how much of their allotted speaking time remains.
- e.** The Electoral Officers shall also warn the relevant persons if their comments or speeches have digressed from or have become irrelevant to the subject at hand, and shall direct those persons to return to the subject at hand or risk abbreviation of their allotted speaking time.
- f.** The Electoral Officers shall have the authority to abbreviate all presentations and/or question and answer periods in a uniform fashion in order to keep the electoral process within its allotted time.
- g.** The Electoral Officers shall have the authority to extend all presentations and/or question and answer periods in a uniform fashion for all candidates, time permitting, in order to maximize the amount of enlightening and relevant discussion concerning the candidacy of any individual for any CEB position.

8.7 Electoral Observers

At least one NEB member, or official representative of the NEB appointed for this task, must be present to observe the electoral process at all times. If the Electoral Officers deem it to be necessary to aid in the observance of a democratic electoral process which fully conforms to the Constitution, they may, with the consent of the National Executive Board, appoint additional persons to serve as independent observers of the electoral process. The number of such independent, non-NEB observers shall not exceed three (3) persons.

8.7.1 Eligibility Criteria for Independent Electoral Observers



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

Eligible Independent Electoral Observers must be able to meet the following criteria:

Criterion A. Independent Electoral Observers may not be voting members of the ACSioN Network-Concordia University chapter.

Criterion B. Independent Electoral Observers must be official representatives of an external Black community organization which has a mandate that dovetails with that of the RÉAC-ACSN.

8.7.2 Electoral Observers' Roles, Responsibilities and Authority

- a.** Electoral Observers must be permitted to circulate freely throughout all areas of the Elections Location at all times during the Election Day proceedings in order to acquire a comprehensive and independent view of the entire process.
- b.** Neither the Electoral Officers, nor any other member authorized to administer the electoral process, may permit the Electoral Observers under any circumstances to directly participate in or interfere with the electoral process through active or passive means.
- c.** If the Electoral Observers notice any irregularities in the electoral process, they must immediately notify the Electoral Officers of such irregularities. While the electoral procedures are underway, the Electoral Observers may not speak to any other members of the Network regarding the alleged irregularities.
- d.** Independent Electoral Observers must compile a single report detailing all their assessments of the process. This report must be made available on the Network's website to all Network members at every membership level.

8.8 Registered Voters' List

Only Concordia undergraduates may be permitted to vote in the elections for the ACSioN Network-Concordia University Chapter Executive Board; other ACSioN Network members outside of Concordia University may not vote, although they may be present at the elections. Therefore, the registered voters' list shall entirely consist of all the currently registered ACSioN Network-Concordia University chapter members. The master list is under the authority of the NEB, and shall be made available to the Electoral Officers for printing as a reference tool during the electoral procedures. The registered voters' list shall be frozen at the start of the official campaign period; new members that join ACSioN Network-Concordia after the official campaign period has begun may participate as spectators of the electoral process, but may not vote.

8.9 Ballot and Vote Collection Format

Secret ballots must be cast for each available CEB position using the following system of recording votes:

- A.** Opaque ballot papers upon which individual votes are handwritten, and which are then folded to conceal their markings before insertion into the ballot box(es).
- B.** A single transparent, enclosed container, called a "ballot box", with a single small opening on top to receive the individual folded ballot papers.



8.10 Election Day Procedures

8.10.1 Admission to Elections Location

All registered members of the ACSioN Network must be permitted to be present at the elections. Non-Network members may not be admitted to the elections location. Exceptions to this policy may only be made to accommodate the presence of officially-sanctioned Electoral Observers (see Article 8.8). Network members who are not yet eligible to vote or run for a position may still, however, pose questions to candidates during any Question and Answer session.

8.10.2 Voter Eligibility Determination

Each time a potential voter casts a vote, he/she must prove his/her eligibility to vote by presenting a valid photographic identification card which properly matches both his/her physical features as well as the name printed on the Registered Voters' list. If a potential voter's name does not appear in the registered voters' list, he/she may not vote. Valid photo ID cards are:

- A.** A Concordia University student photo ID card.
- B.** A personal photo ID card issued by a Canadian federal or provincial government, or by the national government (drivers' license, health insurance card, social insurance card, passport) of a country besides Canada.

8.10.3 “RON” Candidates for CEB positions

To allow members to call a new election if all the candidates for a position are unsuitable, all ballots shall carry an extra candidate for each CEB position, called “RON” (Reopen Nominations). The purpose and method of the reopen nominations positions must be clearly explained to voters. Votes for “RON” shall be counted in the same way as votes for all other candidates. If “RON” wins an election for any position, then that position shall be declared vacant, and a new election (for that position only) shall be called by the Electoral Officers.

8.10.4 Dropping Down of a Defeated Candidate to an Unfilled CEB Position

A single candidate may not be elected to more than one CEB position at any time. However, any candidate defeated in a vote for an CEB position shall have the option to run for a second and different position for which he/she fulfils the eligibility criteria if the election for that position has not already taken place. This is called “dropping down”. Dropping down must occur strictly according to the sequence of the voting process. Running for a position which is higher in the sequence, or “dropping up,” is not permitted. A single candidate may “drop down” to run for a second position only once.

8.10.5 Sequential Order and Duration of Candidate Presentations and Q&A periods



The Electoral Officers shall keep track of all time allotted for the periods of candidate presentations and Questions and Answers (Q&A). Such periods shall proceed according to the following sequence, and suggested durations:

A. Chapter Executive Board Member Candidates (Coordinator positions only)

- i. All candidates for Outreach Coordinator. Presentations, 2 minutes each; Q&A period, 3 minutes each.
- ii. All candidates for Finance Coordinator. Presentations, 2 minutes each; Q&A period, 3 minutes each.
- iii. All candidates for Education Coordinator. Presentations, 2 minutes each; Q&A period, 4 minutes each.
- iv. All candidates for Central Coordinator. Presentations, 2 minutes each; Q&A period, 4 minutes each.

8.10.6 Sequential Order of Voting Procedures

Both the voting process, as well as dropping down, shall proceed according to the following sequence:

A. Elected seats on Chapter Executive Board (Coordinator positions only)

- i. All candidates for Central Coordinator.
- ii. All candidates for Education Coordinator.
- iii. All candidates for Finance Coordinator.
- iv. All candidates for Outreach Coordinator.

8.10.7 Tie-breaking procedure

In the case of a tie, the current (outgoing) CEB will function as tie-breaker by collectively assigning a single vote to one candidate by consensus.

8.11 Procedure to follow in case of electoral flaws (including lack of Quorum or electoral fraud)

8.11.1 Procedure to follow in case of general electoral flaws (including electoral fraud)

In the event that any flaws occur in the electoral process, or electoral fraud is suspected, new electoral procedures must be held on another day during the following week. This must be a conclusion reached by the Electoral Officers with the approval of the NEB. All results from the flawed electoral procedures shall be declared invalid and any and all electoral materials bearing marks of use by voters, such as ballot papers, must be properly disposed of immediately. Fresh, unused electoral materials must be prepared for the new electoral procedures. The roster of candidates for all positions shall be reset to its initial state. Between the day of the flawed election and the replacement election day, persons may be neither added nor removed from the initial roster of



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

candidates for any position. Candidates shall neither be permitted to restart nor continue their campaigning beyond the initially-allotted campaigning period.

8.11.2 Procedure to follow in case of failure to achieve Electoral Quorum

In the event that electoral quorum is not achieved, the following step, or series of steps if necessary, must be followed:

A. First electoral quorum failure during a given academic year

The elections shall be declared to be flawed, and the Electoral Officers shall act according to Article 8.11.1 to hold replacement elections.

B. Second consecutive electoral quorum failure during a given academic year

The elections shall be declared to be flawed, and the Electoral Officers shall call upon the incumbent NEB to appoint eligible interim successors from the ACSioN Network-Concordia membership to fill the CEB positions for a period not to exceed one semester, at the end of which the counter for consecutive electoral quorum failures must be reset to zero, and full replacement elections must be held again according to Article 8.11.1.

8.12 Post-Election Procedures

The election results must be presented in written form (both paper and e-mail) to all Network members at all levels of the Network by the Electoral Officers on the day which immediately follows the viable election day. All newly-elected CEB members will officially assume their posts at the start of the following academic year; however their internship and training period commences as soon as they are elected.

ARTICLE IX. Constitutional Authority, Disputes and Appeals

9.1 Authority of parent and host organizations over ACSioN Network-Concordia

As a chapter of a member-run organization which collaborates with and fundamentally relies upon other student-run organizations and university infrastructures in order to fully serve its members and community, the ACSioN Network-Concordia University chapter must operate responsibly within an interlocking framework of regulations. Some of these regulations are administered by the Chapter's parent organization, the Réseau d'Étudiants Africains et Caraïbéens - African and Caribbean Students' Network du/of Canada (RÉAC-ACSN Canada, also called the ACSioN Network), and some are administered by the Chapter's host organization at Concordia University, the Concordia Student Union (CSU).

9.1.1 Authority of the RÉAC-ACSN Canada

Regarding matters related to:



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

- A.** official membership in and leadership of the ACSioN Network or any of its chapters,
- B.** the administrative structure of the ACSioN Network or any of its chapters,
- C.** the relationships between the ACSioN Network NCA and any of its chapters or NMAs, and
- D.** any other issues which are unique to the ACSioN Network,

the Network Core Administration (NCA) of the RÉAC-ACSN Canada and its Judicial Board shall be the final arbiter of all disputes and appeals, and where items regarding such matters are not defined in this constitution or there are inconsistencies with the REAC-ACSN Canada Constitution available to all members, the RÉAC-ACSN Canada Constitution shall take effect.

9.1.2 Authority of the Concordia Student Union

Regarding matters related to:

- A.** any issues which are particular to the operation of the ACSioN Network-Concordia University chapter within the unique environment of Concordia University,

the Concordia Student Union and its Judicial Board shall be the main arbiter of all disputes and appeals, and where items regarding such matters are not defined in this constitution or there are inconsistencies with the publicly-available Constitution and Bylaws of the Concordia Student Union (CSU), the publicly-available Constitution and Bylaws of the Concordia Student Union shall take effect.

ARTICLE X. Judicial Procedures

10.1 Code of Judicial Procedures to be observed by the Chapter Executive Board

10.1.1 Format of rendered decisions

The Chapter Executive Board shall render all its decisions in writing (by electronic mail and if necessary, in print as well), and shall immediately inform the RÉAC-ACSN NCA of each decision-making process which happens, as well as each final decision, once made. In the event that a decision is made to revoke membership, such communication must also be forwarded to the Concordia University Dean of Students Office within seven days.

10.1.2 Core Judicial Procedures

- A.** The CEB must deliberate over all facts and explanations given for a disciplinary action before making an official decision. It shall answer those questions put to it by a plaintiff. In the case of a plaintiff naming a respondent, that respondent must be notified in writing of the case, charges, and all other relevant matters to the case. Respondent(s) means any ACSioN Network-Concordia University Chapter member(s) which is/are the subject(s) of the judicial process.
- B.** It shall not dismiss charges of any plaintiff without having sat in session.



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

- C.** It may invite parties which are members of the Network to attend a judicial session of the CEB, even those not named by a plaintiff or respondent.
- D.** In the event of new evidence forthcoming, any Chapter member may request that such evidence be considered at a new hearing. The CEB shall determine whether new evidence has been presented.
- E.** Every final or appealed decision of the CEB must be presented to the Chapter membership at the meeting following such a decision. Every decision of the CEB shall be considered final and binding. However, the RÉAC-ACSN NCA may, at the request of a party to proceedings, annul any decision of the CEB, at a meeting duly convened for such purpose, should it conclude that the CEB decision was manifestly unreasonable or was motivated by racism, sexism, collusion, bribery, homophobia or conflict of interest.
- F.** The CEB may also decide to adopt its own Code of Judicial Procedures, but such procedures may only come into effect upon ratification by the RÉAC-ACSN NCA.

10.1.3 Decision Confirmation by CEB vote for “grave infractions”

Only a simple majority vote of the Chapter's members (only non-implicated members may vote) is necessary in order to pass a decision of Impeachment with Removal from Office or Revocation of Network Membership in response to a grave infraction.

10.2 Responsibilities of Plaintiff and Respondent

10.2.1 Responsibilities of Plaintiff

The Chapter member(s) who brought the complaint forward (“plaintiff” or “plaintiffs”) is/are required to explain to the CEB why the complaint has been put forth. Complaints shall be in the form of a written resolution electronically signed by the plaintiff and must be received by both the CEB and the RÉAC-ACSN NCA no less than two days before a scheduled general or special meeting.

10.2.2 Responsibilities of Respondent

Any and all Chapter members implicated in the complaint are required to explain to the CEB why they should or should not be held culpable for the infraction stated in the complaint brought against them, and why they do or do not deserve the disciplinary actions which they are faced with, in accordance with the full Constitution and Bylaws of the RÉAC-ACSN. If, after having been served notice to attend, a member facing cancellation of Network membership or impeachment does not attend to present his/her case, or does not have someone present his/her case on his/her behalf, the members shall proceed to vote on the removal of said member. For removal to happen, at least 25% of the Chapter's membership must be present at the meeting, two-thirds of whom must vote to remove him/her.

10.3 Infractions punishable by Disciplinary Action



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

Any and all Network members have the right to lodge a formal written complaint with the CEB in order to draw attention to any violations of the Constitution and/or (in)action(s) detrimental to the Network perpetrated by any Chapter member, including, but not limited to, those infractions listed below:

10.3.2 Infractions committed by Chapter Executive Board members

- A.** Failure to attend required meetings
- B.** Failure to perform required Executive Board member duties as stipulated in ACSioN Network-Concordia University Chapter Constitution

10.3.3 Infractions committed by any members of the Chapter

- A.** Destabilization of the Network and/or any of its programs or activities (grave infraction)

10.4 Actions to be taken when duly-convened Chapter members deem individuals to be culpable of any of the infractions described in Bylaw 10.3

10.4.1 Failure of individual to attend required meetings

- A.** Warning (after first, second, and third infractions)
- B.** Impeachment. Individual shall be removed from position if written resignation is not received by CEB within one week after impeachment announcement (only after an extreme number of infractions, to be determined by the CEB).

10.4.2 Failure of individual to perform Executive Board duties as stipulated in ACSioN Network-Concordia University Chapter Constitution

- A.** Warning. (After first, second, and third infractions)
- B.** Impeachment. (Only after an extreme number of infractions, to be determined by the CEB.) Individual shall be removed from position if written resignation is not received by the CEB within one week after impeachment announcement.

10.4.3 Behaviour of an individual which destabilizes the Network (grave infraction)

Behaviour which destabilizes the Network shall be defined as any particularly grave single infraction or combination of the infractions listed in Bylaw 10.3, and/or active or passive violation or violations of either the ACSioN Network-Concordia Chapter Constitution or the RÉAC-ACSN Canada Constitution, which is/are particularly injurious to the Network, its Administration, the Chapter, and/or any of its programs or activities. The CEB shall carefully deliberate upon all the infractions and violations individually and then assess their overall destabilizing impact within the context of the individual's entrusted role in the Network before pronouncing that the individual has indeed exhibited destabilizing behaviour.



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)
c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| **Concordia University Chapter**
(514) 848-2424, x3530
www.acsion.org
concordia@acsion.org

A. Impeachment with Immediate Removal from position (after first infraction), to be immediately followed by formal recommendation from the CEB to the RÉAC-ACSN Canada NCA for Cancellation of Network Membership of the infringing member.

ARTICLE XI. Amendment of the Constitution and Post-Ratification Regulations

11.1 Time and place to make amendments to the Constitution

Proposed amendments to any part of the ACSioN Network-Concordia University Chapter Constitution may only be tabled and potentially ratified during a duly constituted Chapter general meeting, provided that notice of such proposed amendments has been given to both Chapter members and the RÉAC-ACSN NCA at least one whole month before the meeting. Special chapter meetings may be convened for this purpose. The RÉAC-ACSN NCA reserves the right to oversee all processes related to amendments of the constitution.

11.2 Required Majority for Amendment Ratification

In order to ratify any potential amendment to any part of the ACSioN Network-Concordia University Chapter Constitution, the tabled amendment must first pass the membership by receiving no less than a **two-thirds** simple majority of votes at the duly constituted meeting during which at least 25% of the current Chapter membership is present, unless previously stated otherwise in the section of the document which the amendment refers to and/or seeks to modify (e.g. unalterable clauses or sections, differing numbers of required majority votes, etc.)

11.3 Blocking of Amendments which are yet to be ratified

If, upon review of the proposed amendment, the RÉAC-ACSN NCA concludes that the amendment is unconstitutional according to the national standard of the RÉAC-ACSN Canada Constitution, the RÉAC-ACSN NCA may block the tabling of the proposed amendment, and recommend redrafting of the amendment in order to conform with the national standard of the RÉAC-ACSN Canada Constitution. In addition, the Chapter's Central Coordinator may VETO any new amendment which has not yet been ratified. In the case of such a veto, the amendment is returned to the Chapter membership and also sent to the National Executive Board for deliberation. At this stage, a two-thirds ABSOLUTE majority approval of all the Chapter's members, as well as a two-thirds ABSOLUTE majority approval of the National Executive Board's members is then required in order to ratify the amendment.

11.4 Post-Ratification Procedures

After any constitutional amendment has successfully passed through the Chapter's ratification process, the Chapter Executive Board is required to perform the following tasks related to the Constitution:

11.4.1 Recording of New Constitutional Amendments to Index of Constitutional Amendments

If the amendment is finally ratified, it must be added to the official Index of Amendments to the



RÉAC-ACSN Canada (Réseau ACSioN / ACSioN Network)

c/o Concordia Student Union - 1455 boul. De Maisonneuve Ouest, Suite H-711
Montréal, Québec, Canada H3G 1M8
Office: 2150 Rue Bishop, Room K-201

| Concordia University Chapter

(514) 848-2424, x3530

www.acsion.org

concordia@acsion.org

ACSioN Network-Concordia University Chapter Constitution. This index must be attached as an appendix to each official copy of the ACSioN Network-Concordia University Chapter Constitution issued to Network members, in order to serve as a future reference and to facilitate understanding of the different stages of the Constitution's evolution.

11.4.2 Promulgation and Record-keeping of up-to-date versions of the Constitution

The complete version of the updated Constitution (separate from its appendices) must be uploaded immediately to the ACSioN Network's national website to permit consultation by members. The associated appendices must also be immediately uploaded on the ACSioN Network's national website for viewing by verified Network members. One paper copy of the updated Constitution, including appendices, must be printed and kept on file at the ACSioN Network-Concordia University chapter office for reference by Chapter members. A copy of the updated Constitution (separate from its appendices) must also be made available to the Concordia Student Union in either digital or paper form, for reference by Chapter members, CSU officials, and the Concordia Dean of Students' office.