

CONSTITUTION AND BYLAWS OF
CONCORDIA UNIVERSITY INTERNATIONAL
ETHNIC ASSOCIATIONS COUNCIL

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CONSTITUTION AND BY-LAWS OF CONCORDIA UNIVERSITY INTERNATIONAL/ETHNIC ASSOCIATION COUNCIL

ARTICLE 1: NAME

The name of the association shall be “International/Ethnic Associations Council” of Concordia University. The official abbreviation will be I/EAC.

ARTICLE 2: OBJECTIVES

2.1 To form a representative council to promote and coordinate cultural and educational activities of the International/Ethnic Associations;

2.2 To represent the cultural interests of students in the university bodies and committees where the issues related to students of member associations;

2.3 To cooperate with other student organizations within or outside Concordia University;

2.4 To help the university and students create a better environment for and good relationship between university students from all cultural backgrounds.

ARTICLE 3: MEMBERSHIP

3.1 The I/EAC is the sole representative of the I/EAC Member Associations in both campuses and is composed of:

1. Concordia Armenian Students' Union,
2. Bangladeshi Students' Association,
3. Concordia Caribbean Student Union,
4. Concordia Chinese Student Association,
5. Iranian Students' Association of Concordia University,
6. Latin American Student Organization,
7. Concordia Ukrainian Students' Association,
8. Moroccan Students' Association of Concordia.
9. Hellenic Student Association of Concordia.
10. Tunisian Association for Concordia Students

3.2 Membership Rules and Eligibility

- a. Membership in an association is open to all, without restriction on the grounds of national origin, ethnicity, race, religion, skin colour, sex, sexual orientation, disability, or faculty of study;
- b. Only currently registered undergraduate students are eligible to hold voting privileges and to be elected as officers;
- c. Only members are eligible to run for office;
- d. All sub-associations executives must sign I/EAC's confidentiality document (see Appendix 4). Signing the confidentiality form is a prerequisite to have the sub-associations' registration forms approved by I/EAC. .
- e. All executives must attend a conflict workshop offered by Concordia University.
- f. Equal respect shall be given to all members, regardless of executive position, if any;
- g. No member shall make personal profit from the association;
- h. An association may not charge a membership fee.

ARTICLE 4: EXECUTIVES

4.1 The Executive Committee shall consist of 7 elected members:

- a. The Chairperson,
- b. Vice President Internal and Administration,
- c. Vice President Finance,
- d. Vice President Judicial,
- e. Vice President Marketing,
- f. Vice President Events Coordinator.

4.2 The Executive Committee shall:

- a. Promote the I/EAC and its association within the university and the community at large;
- b. Be the sole legitimate representative of the I/EAC;
- c. Meet once a week during the fall and winter semesters and once during the summer terms
- d. Inform all associations of any matters regarding them;
- e. Be responsible for holding one General Assembly of member associations at least once during the fall and once during winter terms;
- f. Be responsible for organizing an I/EAC culture day which includes each association's required participation;
- g. As a whole, be granted one vote on issues of budget allocations and I/EAC sponsored events. In any other case, the vote can only be used to break a tie;
- h. Be responsible for preparing the financial guidelines for the Council
- i. Evaluate Association's standing, as well as determining the yearly I/EAC awards. These awards are:
 - Most Improved Association,
 - Most Active Association,
 - Most Disciplined Association,
 - Most Dedicated Association.
- i. Incorporate events to raise funds for the IEAC;
- j. Use necessary means to promote and market the council.

4.3 The Chairperson shall:

- a. Chair all meetings. In the event of the Chairperson being absent, the Chairperson can appoint another executive member, if not VP Internal and Administration, to chair a meeting;
- b. Sign all official letters of the I/EAC;
- c. Be the official spokesperson and representative of the Executive Committee and the I/EAC;
- d. Implement the by-laws and the decisions of the Council and be responsible for the Executive Committee;
- e. Call weekly I/EAC meetings in coordination with the VP Internal and Administration;
- f. Prepare meeting agendas, and, if necessary, coordinate with VP Internal and Administration;
- g. Communicate any relevant information, announcements, or communications, to the member associations and I/EAC Council, along with the VP Internal and Administration;
- h. Work with the B.O.D., if necessary and required, to settle disputes arising in I/EAC or to settle ambiguities within assigning and implementing rules and regulations of the council and member associations;
- i. Be a secondary signing officer for all financial transactions approved by the Executive;
- j. If not the VP Internal and Administration, a tertiary person, appointed by the Chairperson with the consensus of the Executive, may assume the responsibilities of the Chairperson in his/her absence.

4.4 The Vice President Internal and Administration shall:

- a. Organize all meetings in coordination with the Chairperson;
- b. If necessary, coordinate with the Chairperson to assign agenda meetings;
- c. Be responsible for keeping minutes of all meetings and general assemblies, and rendering them available to the council;
- d. Communicate any relevant information, announcements or communications, to the member associations;
- e. Coordinate and correspond with different on-campus organization;
- f. Manage internal relations and coordinate (if necessary) with the judicial/Ethics board;
- g. Manage student spaces, bookings, and internal interactions within council and administration, based on communication with other executive officers;
- h. Alongside the VP Judicial and B.O.D, be responsible for ensuring that the associations and executives are aware of the I/EAC regulations;
- i. Ensure bylaws and binders are up to date, alongside VP Judicial.
- j. VP Internal and Administration, along with the Electoral Committee, shall oversee that all elections in the Council are "Regular and Fair"; (See article 5.3)
- k. Assume the responsibility of the Chairperson in his/her absence (Secondary-responsibility).

4.5 The Vice President Finance shall:

- a. Be the primary signing officer of all financial transactions approved by the Executive;
- b. Be responsible for maintaining complete records of the financial transactions for all associations and the Executive, including internal and external expenses;
- c. Be responsible for coordinating the budget review process outlined in the supplemental;
- d. Oversee the financial activities of the member associations and communicate them to the Chairperson for announcement;

- e. Be responsible for the Financial Committee according to the supplemental.

4.6 The Vice President Judicial shall:

- a. Alongside the Chairperson and B.O.D., be responsible for ensuring that the associations and executives are aware of the I/EAC regulations;
- b. Be responsible for coordinating a judicial review of the I/EAC and member associations Constitutions every two (2) years to ensure compliance with I/EAC regulations and consistency between associations;
- c. Be responsible for the Judicial Board according to the supplemental;
- d. Be informed about and attend B.O.D. meetings;
- e. Work with the B.O.D. if necessary and required to settle disputes arising in I/EAC;
- f. Keep the executive body informed and up to date on any projects and developments regarding the council;
- g. Ensure bylaws and binders are up to date, alongside VP Internal;
- h. Shall handle all voting procedures along with the Electoral Committee;
- i. Coordinate the electoral committee in issues related to communications and promotion of elections;
- j. Shall oversee all external Contracts of Member Associations.

4.7 The Vice President Events Coordinator shall:

- a. Be responsible for planning, organizing, and coordinating any I/EAC event;
- b. Be informed and up-to-date about the events of the member associations and communicate them to the VP Communications for announcement;
- c. Manage any external relation with associations or organizations located in different universities or around Concordia University's campus;
- d. Ensure that at least two (2) of the following traditional events are run throughout the academic year: Culture Fair, Food Fair, Cultural Expression/Talent Show, Award Night;
- e. Be responsible for finding sponsors of I/EAC events;in collaboration with VP Marketing;
- f. Manage, alongside VP Marketing any external relation with associations or organizations located in different universities or around Concordia University's campus;
- g. Be the primary booking officer of all bookings within the University.

4.8 The Vice President Marketing shall:

- a. Be responsible for promoting of any I/EAC events;
- b. Oversee the promotion of the activities of the member associations and, if necessary, communicate them to the VP Events for announcement;
- c. Be responsible of any marketing activities including branding, advertising, website and poster design;
- d. Be responsible for finding sponsors of I/EAC events;in collaboration with VP Events;
- e. Be responsible for any social media maintenance of I/EAC;
- f. Manage, alongside VP Events, any external relation with associations or organizations located in different universities or around Concordia University's campus;
- g. Provide guidance to member associations about effective marketing strategies, and advertise member association events on I/EAC website and social media platforms, if necessary.

ARTICLE 5: I/EAC COMMITTEES

5.1 Finance Committee:

- a. The Finance Committee shall consist of five (5) elected members:
 - i. The I/EAC Chair and VP Finance,
 - ii. Three (3) members from the Board of Directors (B.O.D.)
- b. The three (3) members will be elected by the member associations during the month April/May;
- c. The finance committee shall abide by the finance committee supplemental;
- d. Study the proposed budgets of each association and finalize the budgets;
- e. Prepare financial statements for each association when requested;
- f. Meet once a month.

5.2 Judicial Board:

- a. The Judicial Board shall consist to five (5) members:
 - i. The I/EAC Chair and VP Judicial,
 - ii. A maximum of three (3) members from the B.O.D.
- b. The three (3) members will be elected by the member associations during the month April/May;
- c. The Judicial Board shall abide by the Judicial Board supplemental attached;
- d. The Judicial Board shall meet once a month.

5.3 Electoral Committee:

- a. The Electoral Committee shall consist of four (4) members:
 - i. The VP Internal and Administration,
 - ii. The Chief Electoral Officer (CEO),
 - iii. Two Deputy Electoral Officers (DEO).
- b. The CEO and DEOs will be elected by the member associations by the month of April/May;
- c. The Electoral Committee shall abide by the Electoral Committee supplemental attached.

5.4 Advisor and Counselor Committee:

- a. The I/EAC Advisor and Counselor Committee shall consist of no more than two (2) members
- b. One may hold the position of both Advisor and Counselor of the I/EAC Committee
- c. The Advisor and Counselor shall:
 - i. Be responsible for providing guidance and assistance for I/EAC Committee
 - ii. Be a previous member of the Executives Committee
 - iii. Be appointed by chair-elected by June
- d. The Advisor and Counselor cannot:
 - i. Simultaneously hold an executive position in an Executives Committee
 - ii. Hold a vote for any decisions made within the I/EAC Executives Committee.

ARTICLE 6: POWERS OF THE COUNCIL

6.1 The Council is the sole and legitimate decision-making body of the I/EAC;

6.2 All votes in Council will be by show of hands, unless any member requests a secret ballot;

6.3 The Council shall verify the status of all member associations, approve new associations or terminate the existence of non-active associations;

6.4 The Council shall amend the I/EAC constitution by a 2/3-majority vote of associations present;

6.5 All other decisions will be accepted by simple majority (50% plus 1) of associations present;

6.6 Quorum for an I/EAC meeting shall be 50% plus 1 of Council.

ARTICLE 7: GENERAL ASSEMBLY

7.1 Procedures

- a. Associations should be represented in the General Assembly (GA) by a minimum of two (2) Executives:
 - i. The primary representative will be the President of each association;
 - ii. The Secondary representative will be announced, in writing by the President, at the first General Assembly of the academic year. Or a chosen Executive VP to represent the club at the GA;
- b. All General Assemblies of member associations must be called with at least seven (7) days prior to the assembly;
- c. General assembly shall be held at least once a semester;
- d. A special General Assembly may be called by the Chairperson for the purpose of considering specific resolutions proposed by the Chairperson;
- e. If a tie should occur on an issue, the Council members shall return to their respective associations for further discussion. They shall then return on a specific time and date set by the Chairperson and cast their vote again.;
- f. Any matter to be discussed at an I/EAC General Assembly must be submitted to the VP Judicial at least three (3) days before the date of the meeting, to be included on the agenda;
- g. The Quorum for Council to revise a constitution is 2/3 of association representatives.

7.2 Member Associations' General Assembly:

- a. Will be held once during the fall semester and one during the winter semester;
- b. Should present the following to Concordia University students;
 - i. Mandate of each executive member of the association,
 - ii. Information related to future elections,
 - iii. Constitutional amendments.
- c. Should inform their members as well as Concordia University students at least 2 weeks prior to their elections or Constitutional amendments;
 - i. General Assemblies are required to be made public and proof shall be presented to the Judicial Board;
 - ii. Information related to the General Assemblies should be accessible to Concordia University students.
- d. Quorum for General Assemblies requires the presence of at least two (2) Concordia University students in addition to the quorum established by the Constitution of each member association;
 - i. Students must not be members of the association.
- e. The Vice President Internal must communicate the results of the General Assembly of the Member Association to the Chairperson, the Vice President Judicial (in case of irregularities) and the Board of Directors.

7.3 Attendance

- a. Any association, which misses 2 General Assemblies during an academic year, may be subject to penalties imposed by VP Judicial according to the Judicial Board Supplement;
- b. Every association is required to promote and participate in at least three (3) official events from the I/EAC in order to ensure equal participation of each Member Association and foster inter-club relations.

7.4 Voting

- A. All associations present at an I/EAC General Assembly have the right to one (1) vote on all issues brought to vote.
- b. No association may vote on behalf of another association unless it has been issued in writing by the President of the absent association;
- c. All voting procedures shall be handled by the Electoral Committee and VP Judicial.

7.5 Proxy

- a. A proxy shall be accepted by the Executive if and only if:
 - i. The VP Internal is notified in writing prior to the General Assembly;
 - ii. Submit in writing the following:

"On behalf of the (NAME OF THE ASSOCIATION) I, (NAME OF PRESIDENT) am allowing (NAME OF PROXY HOLDER) from the (NAME OF ASSOCIATION) as an executive to vote on behalf of our association the (NAME OF ASSOCIATION)."

- b. An Association shall have the right to hold only 1 proxy per General Assembly.
- c. In the event of a quorum not being attained by the associations present, then a maximum of two (2) proxies may be counted towards quorum;
- d. A proxy may not be used to vote on any issue that was not outlined on the original agenda for the General Assembly. If quorum fails because of this, then the issue must be tabled until the next meeting;
- e. Any association which submits 3 proxies during an academic year will be deemed to have missed 3 General Assemblies and will be treated according to the Judicial Board Supplement.

ARTICLE 8: ELECTIONS

8.1 The Executive shall be elected annually by Council during March/April and take office by June 1st.

8.2 In order to be eligible to run for an Executive position, a candidate must:

- a. Not be the President of the executive committee of any member association;
- b. Be a member in good standing of and nominated by a member association;
- c. Not have held that same position on the Executive for the last two consecutive years.
- d. Be in good academic standing;
- e. Be an enrolled undergraduate Concordia Student.

- h. Unless they graduate in the Fall semester and attain a unanimous vote, by their executives, to remain in their position.

8.3 Executive Election Procedures:

- a. All I/EAC elections must be held annually in April/May;
- b. A list of nominees must be submitted to the CEO ten (5) working days before the election;
- c. Each association has the right to submit one nominee for the I/EAC Executive, unless there are no nominees for a given position. There will, therefore, be two deadlines for nominations. The initial deadline will be five (5) days prior to the elections. On election day if any positions remain vacant, then any member association present may nominate one of its members for that position
- d. Executive Positions on the Council are nevertheless open to any Concordia students who complies with the requirements and qualifications stipulated by the board.
- e. Notice of elections must be given one (1) month before the election date;
- f. Voting shall be conducted by secret ballot (for the Executive 1 vote/association, for the associations 1 vote/member) ;
- g. Elected executives shall take office June 1st of every year.

8.4 Association Elections:

- a. Will be held during the month of April/May of each year;
- b. The executive of each association shall be elected according to their constitution, whilst abiding by I/EAC's constitution and by-laws;
- c. All member associations are required to announce or have a General Assembly to inform their members of the upcoming elections of new executive officers at least three (3) weeks prior to the election polling period;
- d. Elections shall be made public and proof shall be presented to the Electoral Committee;
- e. All Associations are required to have a General Assembly to inform their members at least two (2) weeks prior to their elections;
- f. Will be supervised by the Electoral Committee;
- g. The list of candidates must be submitted to the Electoral Committee two (2) days prior to the elections;
- h. The list of executives elected must be submitted to the Electoral Committee no later than one week after the elections;
- i. Member association shall make their constitution available for the Concordia students by publishing an updated copy on their website and social media platforms;
- j. A member association is not allowed to discriminate against any Concordia student by enforcing a permanent ban on their membership or executives, unless voted on by the I/EAC Council.
- k. Running for office:
 - i. Running for office in an association is open to all, without restriction on the grounds of national origin, ethnicity, race, religion, skin colour, sex, sexual orientation, disability, or faculty of study;
 - ii. Only currently registered undergraduate students are eligible to hold voting privileges and to be elected as officers;
 - iii. Only members are eligible to run for office;
 - iv. Equal respect shall be given to all candidates and executives, regardless of position;
 - v. No executive shall make personal profit from the association;
 - vi. A member association may not charge a membership fee or assign an executive salary.

- l. The Election Calendar must consist of:
 - i. Nomination Period
 - ii. Campaign Period
 - iii. Polling Period
- m. Procedure and Steps in each electoral period:
 1. Nomination Period:
 - a. Must be of two (2) weeks in duration;
 - b. Must be public to any interested and qualified party;
 - c. The setting details of nomination, campaign and polling periods, such as dates, time and locations, should be relayed and made public on at least the association's website and social media platforms;
 - d. In this period, nomination forms must be made public by the member associations and available to everyone throughout the entire nomination period;
 - e. The nomination period must end 24 hrs – 48 hrs before the campaign period.
 2. Campaign Period:
 - a. Shall be one (1) to seven days in duration;
 - b. Shall commence no longer than 24 hrs – 48 hrs after the end of the nomination period
 - c. Shall end at least 24 hours prior to the start of the polling period;
 - d. Each qualified candidate will have the right to campaign for their election no longer than seven (7) days;
 - e. Any expenses incurred by the candidate during the campaign period is non-reimbursable;
 - f. Intentionally distorting campaign materials of another candidate will result in immediate disqualification of the candidate;
 - g. Campaigning during the polling period will result in immediate disqualification of the candidate;
 3. Polling Period/General Assembly for Annual Elections:
 - a. Shall be no longer than two (2) business days;
 - b. Shall commence no longer than 48 hrs after the end of the campaign period;
 - c. I/EAC VP Judicial or B.O.D must be present during the polling period.
 4. Polling Period/General Assembly for Annual Elections:
 - a. Shall be no longer than two (2) business days;
 - b. Shall commence no longer than 48 hrs after the end of the campaign period;
 - c. I/EAC VP Judicial or B.O.D must be present during the polling period.

8.5 Vacancies:

- a. Any position vacant on the I/EAC Executive must be made known to the Council;
 - b. Any position vacated will be filled in interim at the next I/EAC General Assembly; until such time as the position is elected, the responsibility of the position will be taken on by another executive. Please refer to Table 1, which indicates how each position must be filled;
- In the event of the vacancy of an elected member of the executive council (other than the Chairperson) the Chairperson may appoint a temporary member until a by-election is held;
- A by-election must be held at the first General Assembly following the vacating of the member.

ARTICLE 9: CO-CURRICULAR RECORD (CCR)

9.1 Definition:

“The Co-Curricular Record (CCR) is an official Concordia University document that recognizes your involvement beyond the classroom and highlights your complete university experience.”

9.2 CCR Request:

- a. Each executive who wishes to add their existing position to their CCR can do so by selecting their corresponding position via their MyConcordia portal;
- b. Each club shall make sure they are enlisted in the category of Clubs and Associations, affiliated with I/EAC, of the academic year it served;
- c. Adding a new position to a club’s existing positions and be done via MyConcordia portal;
- d. Each person will be asked to input their hourly commitments, start and end date of their mandate, as well as their learning outcomes to their request in adding their position of the current academic year they served;
- e. A B.O.D. member must be assigned as the validator for each I/EAC member association position added;
- f. In order for B.O.D. to validate your activity, the corresponding club is required to submit all relevant documents that include logged-in working hours as a for of commitment to the club;
- g. An example of a document can be an online shareable excel sheet, google doc, with logged-in hours for each position, such as office hours carried out at different dates and durations of executive meetings held;
- h. Hours logged-in as evidence for validation shall be as detailed as possible, with adequate information outlining the work committed by each position and the time taken to accomplish each task;
- i. Absences or late arrivals to any club-related commitment such as office hours, events and executive meetings shall be recorded;
- j. The amount of work completed by each executive throughout their mandate must be stated in detail for a more accurate validation and to transpire transparency;
- k. The Board of Directors is required to submit all relevant documents that include logged-in working hours as a form of commitment to the club;
- l. The amount of work completed by the B.O.D. throughout their mandate must be stated in detail for a more accurate validation and to transpire transparency;
- m. I/EAC’s General Manager is assigned to validate the work done by the B.O.D. on a bi-weekly basis.
- n. Additional details, such as deadlines and guidelines, or specific inquiries about CCR can be found on the Concordia website or by contacting the Dean of Students Office Team.

9.3 I/EAC Council Working Hours:

- a. Minimum hours of office hours assigned to an executive shall be three (3) hours per week, if completed regularly;
- b. Minimum hours of weekly executive meetings assigned to each executive shall be two (2) hours per week, if completed regularly;

- c. Any other commitment to the club, excluding office hours and weekly meetings, shall be evaluated on an individual executive position basis, and must be tracked weekly.

9.4 B.O.D. Working Hours:

- a. Minimum hours of meetings assigned to each executive shall be two (2) hours per month, if completed regularly;
- b. Any other commitment to the club, excluding office hours and weekly meetings, shall be evaluated on a member by member basis, and must be tracked weekly;
- c. B.O.D. working hours shall be revised by the I/EAC Chairperson;
- d. The I/EAC Chairperson shall be the assigned CCR validator for members of the B.O.D.

9.5 Member Associations Working Hours

- a. Minimum hours of office hours assigned to an executive shall be one and a half (1.5) hours per week, if completed regularly;
- b. Minimum hours of executive meetings assigned to each executive shall be one (1) hour per week, if completed regularly;
- c. Any other commitment to the club, excluding office hours and weekly meetings, shall be evaluated on an individual executive position basis, and must be tracked weekly.

ARTICLE 10: IMPEACHMENT

10.1 Impeachment:

- a. In the event that any member fails to fulfill their duties or to follow the Constitution, the evidence must be presented to the B.O.D. and the Judicial Board;
- b. The B.O.D. in collaboration with the Judicial Board must take the decision whether an impeachment is adequate;
- c. A Special General Assembly must be called in order to impeach the Executive member;
- d. The member being impeached will be given the opportunity to plead their case in front of the Assembly;
- e. The impeachment must pass by 2/3 vote of the Council.
- f. Executive members can be impeached from their positions for failing to perform their assigned duties;
- g. Executive member(s) are also subject to expulsion and/or impeachment, depending on the accusation(s) or complaint(s) about the individual(s);
- h. Executive members may also be impeached for failing to present themselves at their office hours more than three (3) times or if they fail to present themselves at three (3) regular meetings without proper reason;
- i. Executive members who fail to present or uphold their duties will be given up to three official warnings, carried out by B.O.D or the General Manager;
- j. An executive member who has received three official warnings and continues to fail to perform their assigned duties or to present themselves at meetings of the association may be brought to an impeachment vote at the following general assembly meeting;
- k. Any member committing any offences such as intimidation, harassment, threats, sexual harassment will be immediately impeached.

10.2 Impeachment of I/EAC members

- a. In the event that any member fails to fulfill their duties or to follow the Constitution, the evidence must be presented to the B.O.D. and the Judicial Board;
- b. The B.O.D. in collaboration with the Judicial Board must take the decision whether an impeachment is adequate;
- c. A Special General Assembly must be called in order to impeach the Executive member;
- d. The member being impeached will be given the opportunity to plead their case in front of the Assembly;
- e. The impeachment must pass by 2/3 vote of the Council;

10.3 Impeachment of association's members:

- a. May occur based on the same circumstances indicated in Article 10.2, and if serious complaints are brought forth by more than one club member with substantial evidence. ;
- b. The B.O.D. in collaboration with the Judicial Board must take the decision whether an impeachment is adequate;
- c. A Special General Assembly must be called in order to impeach the member;
- d. The member being impeached will be given the opportunity to plead their case in front of the Assembly;
- e. The impeachment must pass by 2/3 vote of the member associations.

ARTICLE 11: OFFICIAL DATES

Each association is required to submit its "official dates" and main events to the I/EAC Council at the beginning of each academic semester in the Fall (September) and Winter (January), deadlines will be set for the second week post University start.

ARTICLE 12: I/EAC CONSTITUTION

12.1 The constitution shall be read by all its members upon their entry into the I/EAC as Executive members of the Council or club members and Club executives.

12.2 Constitution Amendments

- a. The constitution will be reviewed by its executive at the end of their term, alongside the newly elected executives and can be modified and adjusted with necessary by-laws. It will thus be enforced through a vote of 2/3 majority to pass;
- b. A day should be set and dedicated for that matter and all Executives have to be present;
- c. The Chairperson guides the meeting, VP Judicial proposes the amendments, VP Communications writes the amendments, modifications and changes and VP Internal takes the vote-count.;
- d. Any changes and modifications will be highlighted in Article 16, in the following manner: "This constitution was revised and amended on (MONTH) (DAY), (YEAR)"

ARTICLE 13: I/EAC CONSTITUTION SUPPLEMENTS:

13.1 The I/EAC Constitution will be considered to include the Constitution and the three (3) supplements (finance committee, judicial board, and electoral committee).

13.2 Finance Committee Supplement

a. Composition

- i. The Finance Committee of I/EAC shall be composed of 5 members, which include I/EAC Chair and VP Finance 3 members from the B.O.D.;
- ii. These members will be recognized as the Finance Committee of the I/EAC;
- iii. All members will have one vote on all issues pertaining to the Committee, except for those votes relating to their association. In those cases, the decisions will be made based on the votes of the other.

b. Duties

- i. The duties of the Financial Committee are the following:
- ii. Study and allocate budgets of each association according to the I/EAC guidelines;
- iii. When necessary finalize, in consultation, the budget of an association;
- iv. Prepare the financial statements for each associations when required;
- v. Control associations' spending within the limitations as set in the financial policy;
- vi. Meet at least three times during the academic year: one in September to determine the budgets, one in December/January for a review and one and one in April/May to inspect all financial data of the past year and propose any recommendations and improvements that it deems necessary.
- vii. Work tightly with the B.O.D.

13.3 Judicial Board Supplement

a. Composition

The Judicial Board of the I/EAC shall be composed of five (5) members: The I/EAC Chairperson and VP Judicial and 3 members from the B.O.D.

b. Power and Tasks

- i. Interpret these by-laws and the constitutionality of regulations and resolutions enacted by the I/EAC whenever a request for such an interpretation is made in writing by any member;
- ii. Declare invalid any activities of any association that show their actions derogatory to the I/EAC bylaws;
- iii. Settle disputes on matters concerning the associations between its officials and constituted body.
- iv. Authorize constitutions of member associations and amendments all in accordance with the I/EAC bylaws;
- v. Authorize punitive actions against associations that do not abide by the bylaws;
- vi. including suspension of their membership, financial penalties, or any actions deemed relevant.

c. Procedures

The Judicial Board shall:

- i. Render its decision in writing to the I/EAC and the associations concerned;
- ii. Not dismiss any case without having sat in session;
- iii. The decisions shall be made by simple majority (50% plus 1) of the Judicial Board;

- iv. Every final and/or appealed decision of the Judicial Board must be presented to the I/EAC at the meeting following the decision.
- d. Evaluations
 - The Judicial Board shall hold at least two evaluations an academic year:
 - i. Mid Year Evaluations: The I/EAC Judicial Board shall hold mid year evaluations in the first week of Winter Session. The associations are required to have missed no more than two General Assembly. Should an association not fulfill any of the criteria, they will immediately be put on probation for the remainder of the Winter Session. It must use all information available, including budget allocations, activity and expense reports, in order to render a decision;
 - ii. End of year Evaluations: The I/EAC Judicial Board shall hold end-year evaluations two weeks before the end of Winter semester. The associations are required to have held a minimum of five cultural events and missed no more than two (2) I/EAC General Assemblies. Should an association not fill any of these criteria, they may be put on probation for the following year, thereby affecting the association's budget for the next year;
 - iii. A cultural event being evaluated is an event, which clearly depicts the culture of the association and shall be held on-campus;
 - iv. Examples of such are:
 - i. I/EAC Cultural Day
 - ii. Multicultural Day
 - iii. Association's Cultural Day
 - iv. 'Wine & Cheese': culture oriented get-togethers organized by each association
 - v. Association's movies or lectures
 - vi. Remaining events do not need to be held on campus.

13.4. Electoral Supplement

- a. Composition
 - The Electoral Committee of the I/EAC shall be composed of four (4) members: The I/EAC VP Internal and Administration, the Chief Electoral Officer (CEO), and two (2) Deputy Electoral Officers (DEO).
- b. The CEO and DEOs will be elected by Council in March/April.
- c. Powers and Procedures
 - i. The Electoral Committee will be responsible for running the elections of the I/EAC;
 - ii. Executive, as well as oversee any election falls within the I/EAC preview;
 - iii. The CEO and the DEOs will be responsible for running the elections of the Executive Committee and oversee the elections of the member associations, while the VP Internal and Administration is responsible for providing the logistical support to the CEO and DEOs, but does not have a vote on any decisions pertaining to the elections.

ARTICLE 14: EXPENSES AND BUDGET

14.1 Expense Procedures

- a. Internal Expenses (i.e. A.V., Security, Bookstore):
 - i. Approval from the Chairperson and VP Finance
 - ii. Submit the request 3 working days in advance to the VP Finance.

- b. General Expenses:
 - i. Any expense incurred in the budget that has been approved by the I/EAC and the Financial Committee will require the following process for reimburse:
 - 1. An expense report must be submitted within 10 working days of an event with an activity report, outlining costs, participants and profits,
 - 2. The expense report must then be signed by the Chair and VP Finance and submitted for processing within 5 working days;
 - 3. Failure to abide by the deadline for submission does not guarantee full reimbursement or speed of processing.
 - 4. Any association, which requires more than \$499.99 to hold an event, will have the budget of that event reviewed by the Finance Committee and recommendation made to the I/EAC Executive;
 - ii. Any association that wishes to hold any type of event not budgeted must first seek approval from the Financial Committee. If the event is approved the following conditions must be met:
 - 1. If a loan is requested, it must be done 15 working days prior to the event and the process to be followed is the same as the cash advance (article 3.3 see below)
 - 2. If the association cannot show revenue equal or higher than the amount of the loan requested, the Finance Committee may refuse to approve the loan;
 - 3. If the association makes a profit, the loan is to be repaid in full and the profit deposited in the association's account;
 - 4. If the association suffers a loss after the event, it is responsible for the amount it was loaned and the Finance Committee will deduct any outstanding balance from the budget of that year;
 - 5. The association may also request that the Finance Committee grant them funding from the Cultural Projects fund of the I/EAC budget, upon approval of the Finance Committee and the Executive. Any funds granted from Cultural Projects are considered a sponsorship and need not be repaid (for more details see Cultural Projects Fund);
 - iii. Any association, which makes a profit from an event, must deposit the profits in their account. The profits can't then be used at the discretion of the association's executives and members, without being reinstated into the general I/EAC budget at the end of the year.
- c. Cash Advances:
 - i. Can only be requested on special occasions, based on invoices and a formal application;
 - ii. Cash advance requests must be submitted 15 working days prior to an event with activity reports, listed expenses and expected revenues;
 - iii. Expense reports must be submitted 5 working days after the event;
 - iv. All cash advances must be approved by the VP Finance and Chairperson.

14.2 The I/EAC Executive Budget of every year should not exceed 22% of the overall I/EAC budget.

14.3 Consequences and Penalties

- i. Any association, which does not submit a budget proposal, list of executives and signing officers by the first General Assembly of the I/EAC in any academic year, shall have its activities frozen until all the lists have been submitted to the Finance Committee.
- ii. Any association, which after requesting a cash advance does not submit an expense report 5 working days after the event, shall have its budget frozen until the reports are submitted.

- iii. Any association that does not submit activity and expense reports within 10 working days after an event for general expenses, the Financial Committee cannot ensure speedy processing. If the association fails to abide by the deadline 3 times in a semester, the Financial Committee may choose to refuse reimbursement of the expenses.
- iv. Associations must have all their expense reports for the academic year submitted two weeks before the end of winter semester, or risk having their summer budgets frozen and the next year's budget penalized. Any activities held afterwards will be considered for the next year's budget.

14.4 Cultural Projects Fund

- a. Shall create a Cultural Projects Fund to provide associations with additional funding for activities, which exceed monies allocated to associations in their annual budgets.
- b. Funds available for the Fall and Winter semesters must be announced at the I/EAC General Assembly following the allocation of the association's budget and at the beginning of each semester.
- c. Associations must submit proposals by deadlines outlined by the I/EAC Executives in order to qualify for funding from the Cultural Projects Fund.
- d. Only activities that are cultural in nature and located on school premises will be considered.
- e. Preference should be given to those associations with smaller budgets only if:
 - i. Their proposed activities meet the above requirements;
 - ii. Funds cannot be divided between competing associations;
 - iii. The proposed activities presented by two or more associations are given equal importance.
- f. If an association fails to claim the funds awarded to them in the respective semester, the association will forfeit its right to the funds, which may only be used for the proposed activity.

ARTICLE 15: THE BOARD OF DIRECTORS (B.O. D)

15.1 Purpose of the B.O.D.

- a. The Directors are voted to ensure the longevity of the IEAC by overseeing the Financial Committee and the Judicial Board.

15.2 The Directors shall

- a. Meet once a week;
- b. Form the Finance Committee and the Judicial Board;
- c. Ensure that financial and judicial decisions are ethical and constitutional;
- d. Not be affiliated to any member associations;
- e. Place their personal interests aside from their financial and judicial decisions.

15.3 For the B.O.D. Membership Contract please see Appendix 1

Article 16: Complaints and Misconduct

16.1 Complaints Procedure

- a. The I/EAC complies with the Concordia code of conduct and operates under the *Policy On Harassment, Sexual Harassment and Psychological Harassment*, which has been effective since September 28th, 2011 (<http://www.concordia.ca/content/dam/common/docs/policies/official-policies/HR-38.pdf>). The

I/EAC takes harassment matters very seriously and does not tolerate any misconduct or harm inflicted on another member of the association;

- b. Each complaint is reviewed by the Chairperson and passed on to the Board of Directors (B.O.D.) who review both the complaint and any substantial evidence submitted alongside.

16.2. Making a Complaint

i. Individuals may make a written formal complaint using the Complaint Form (see Appendix 3).

Complaints should be sent to I/EAC VP Internal and Administration who then will communicate the complaint to the Chairperson.

ii. Complaints shall be made as soon as possible but no later than 90 days after the event or incident. If a complaint is made outside of the given deadline, the complainant must provide a reason for missing the deadline. Thus, in exceptional circumstances the complaint may be considered. The deadline does not apply to complaints regarding sexual violence.

iii. The complaints should include the names of the parties involved, the reason for the complaint, evidence supporting the complaint and any other information that is deemed necessary by the complainant.

vi. All documents will be kept confidential according to our confidentiality agreement.

16.3. Complaint review process

i. The Chairperson discusses the case with the Board in charge of the complaint and invites the complainant to sit down and discuss the specifics, thus offering several options by which he/she may proceed. As such, the complaint is handled in a discrete manner, thus ensuring the safety and well-being of the complainant. Note that you automatically provide consent for I/EAC to record and acquire meeting minutes upon filing the complaint form.

ii. In cases where it is not possible to meet in person, the Chairperson discusses the case with the Board in charge of the complaint and invites the complainant via a virtual meeting platform (Zoom, Skype, or Google Meet) to discuss the specifics, thus offering several options by which he/she may proceed. As such, the complaint is handled in a discrete manner, thus ensuring the safety and well-being of the complainant. Note that you automatically provide consent for I/EAC to record and acquire meeting minutes upon filing the complaint form.

iii. All documents will be kept confidential according to our confidentiality agreement.

iv. I/EAC Council interferes by opening an investigation and working closely with the B.O.D or Judicial Board on solving the matter;

v. I/EAC Council interferes by temporarily suspending the club until they resolve the matter amongst themselves (based on the severity of the accusation). As such, the Council will ensure the safety and well-being of its members under the Concordia policies on conduct.

vi. I/EAC may call in an intervention and/or ask a Concordia security guard to be present;

vii. Based on severity, the Chairperson and the complainant make an appointment with the Dean of Students to discuss the situation.

16.4. Decision

- i. The Judicial Board/ Ethics Board deal with complaints and reach a decision with the complainant(s);
- ii. The complainant ought to know that he/she may pursue more than one path at the same time;
- iii. Decisions will be given in writing and will provide ways to appeal;
- iv. All appeals should be made to the Board of Directors (B.O.D.) who will review the complaint, the review process, decision and render a final decision.

TABLE 1- VACANCIES

Vacancy	Responsibility	Secondary-Responsibility
Chairperson	VP Internal and Administration	VP Finance
VP Internal and Administration	VP Finance	VP Judicial
VP Finance	VP Judicial	VP Internal and Administration
VP Judicial	VP Finance	VP Internal and Administration
VP Marketing	VP Events Coordinator	Chairperson
VP Events Coordinator	VP Marketing	Chairperson

ARTICLE 17: MODIFICATIONS AND AMENDMENT DATES:

This Constitution was amended on the 8th of September, 2020.

APPENDIX 1- BOARD OF DIRECTORS MEMBERSHIP CONTRACT & DISCLAIMER

I, _____, understand the duties and responsibilities of the Board of Directors Membership (hereafter referred to as B.O.D). I also understand that I have a binding obligation and ethical responsibility to ensure that the organization functions at its best in the pursuit of its goals.

I agree to:

- 1. Working in good faith with the other board members
- 2. Attending all bi-weekly meetings, as well as staying informed about what’s going on in the organization.
- 3. Excuse myself from any discussion or vote where I have conflict of interest and ensure to inform the Chairperson and the other board members
- 4. Act in full disclosure and secrecy pertaining meetings, issues and topics brought up during the meetings, contents discussed between myself, and any other board member ,at any given time relating to the board matters, as well as any concerns raised by other B.O.D. members or individuals attending any meetings for exceptional situations
- 5. Keep information to myself regarding budgets, financial decisions, complaints, concerns, or other

I understand that if I fail to fulfill my duties the Chairperson will call upon me to discuss my responsibilities. Failing to comply with multiple warnings can lead to my suspension. Should I violate my duties in particular #4 and #5 can result in my immediate expulsion and the termination of my membership on the Board of Directors.

Print Name - Board of Directors Member

Date

Signature- Board of Directors Member

Date

Print Name - Chairperson

Date

Signature – Board of Directors President

Date

APPENDIX 2 - EXECUTIVES' CONTRACT & DISCLAIMER

I, _____, understand the duties and responsibilities of being a I/EAC executive. I also understand that I have a binding obligation and ethical responsibility to ensure that the organization functions at its best in the pursuit of its goals.

I agree to:

Working in good faith with the other executive members along with the Board of Directors (hereafter referred to as B.O.D.)

Attending all bi-weekly meetings, as well as staying informed about what's going on in the organization.

Excuse myself from any discussion or vote where I have conflict of interest and ensure to inform the Chair and the BOD.

Act in full disclosure and secrecy pertaining meetings, issues and topics brought up during the meetings, contents discussed between myself and any other executive or board member at any given time relating to the board matters, as well as any concerns raised by other B.O.D. members or individuals attending any meetings for exceptional situations

Keep information to myself regarding budgets, financial decisions, complaints, concerns, or other.

I understand that if I fail to fulfill my duties the Chair will call upon me to discuss my responsibilities. Failing to comply with multiple warnings can lead to my suspension. Should I violate my duties in particular Article #4 and #5 can result in my immediate expulsion and the termination of my membership.

Print Name – Newly elected IEAC executive

Date

Signature- Newly elected IEAC executive

Date

Print Name – current IEAC Chairperson

Date

Signature – current IEAC Chairperson

Date

APPENDIX 3- COMPLAINT FORM

Name of individual making the complaint: _____

Cellphone: (_____) - _____ - _____

E-mail: _____

Club membership: _____ Acronym: _____

Name of individual made complaint against: _____

Club membership: _____ Acronym: _____

Reason for complaint:

Please attach any substantial evidence against the person you are filing a complaint against with this form.

I, _____, understand that by submitting this form the IEAC will open up a case to investigate the complaints. I have been informed with the options I could proceed by and fully understand them.

I have been informed that any complaint filed will be held confidential within the IEAC Council itself and the Board that is dealing with the matter, unless this clause contradicts itself with any other Concordia policy should I choose to open a case at the Ombuds office or file a complaint at the Dean's Office. Nevertheless, I am aware that the IEAC will do all it can in dealing with my complaint and referring me to the necessary departments to ensure my safety and well-being.

Signature

Date

Send this completed form to I/EAC's VP Internal and Administration at ieacomplaints@gmail.com.

Person Receiving Complaint:

Name in Print

Signature

Date

APPENDIX 4- CONFIDENTIALITY AGREEMENT & DISCLAIMER

I, _____, UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF BEING AN ASSOCIATION EXECUTIVE. I ALSO UNDERSTAND THAT I HAVE A BINDING OBLIGATION AND ETHICAL RESPONSIBILITY TO ENSURE THAT THE ASSOCIATION FUNCTIONS AT ITS BEST IN THE PURSUIT OF ITS GOALS.

I AGREE TO:

1. WORK IN GOOD FAITH WITH THE OTHER ASSOCIATION EXECUTIVES ALONG WITH THE BOARD OF DIRECTORS (HEREAFTER REFERRED TO AS B.O.D.)
2. EXCUSE MYSELF FROM ANY DISCUSSION OR VOTE WHERE I HAVE CONFLICT OF INTEREST AND ENSURE TO INFORM THE CHAIR AND THE B.O.D.
3. ACT IN FULL DISCLOSURE AND SECRECY PERTAINING MEETINGS, ISSUES AND TOPICS BROUGHT UP DURING THE MEETINGS, CONTENTS DISCUSSED BETWEEN MYSELF AND ANY OTHER EXECUTIVE OR BOARD MEMBER AT ANY GIVEN TIME RELATING TO THE BOARD MATTERS, AS WELL AS ANY CONCERNS RAISED BY OTHER B.O.D. MEMBERS OR INDIVIDUALS ATTENDING ANY MEETINGS FOR EXCEPTIONAL SITUATIONS
4. KEEP INFORMATION TO MYSELF REGARDING BUDGETS, FINANCIAL DECISIONS, COMPLAINTS, CONCERNS, OR OTHER.
5. NOT DISCLOSE ANY CONFIDENTIAL INFORMATION TO ANY PERSON, INCLUDING ANY OTHER ASSOCIATION OR MEMBERS, AS WELL AS NOT TO USE CONFIDENTIAL INFORMATION FOR ANY PURPOSE OTHER THAN THOSE PERMITTED BY MY ASSOCIATION.
6. RESPECT THE PRIVACY OF THE EXECUTIVES OF OTHER ASSOCIATIONS SHOULD ANY CONFLICT ARISE, AND TO ADDRESS MY CONCERNS TO THE B.O.D OR CHAIR ONLY AFTER CONSULTING THE CONSTITUTION AND ITS BYLAWS.

I UNDERSTAND THAT IF I FAIL TO FULFILL MY DUTIES, THE CHAIR WILL CALL UPON ME TO DISCUSS MY RESPONSIBILITIES. FAILING TO COMPLY WITH MULTIPLE WARNINGS CAN LEAD TO MY SUSPENSION. SHOULD I VIOLATE MY DUTIES IN PARTICULAR ARTICLE #4 AND #5 CAN RESULT IN MY IMMEDIATE EXPULSION AND THE TERMINATION OF MY MEMBERSHIP.

PRINT NAME – ASSOCIATION EXECUTIVE

DATE

SIGNATURE – ASSOCIATION EXECUTIVE

DATE

PRINT NAME – CHAIRPERSON

DATE

SIGNATURE – CHAIRPERSON

DATE