

**Arts and Science Federation of Associations
Standing Regulations**



Adopted by Council on May 17th, 2019

Standing Regulations	0
Adopted by Council on May 17th, 2019	0
Definitions	4
Chapter 1 - Financial Regulations	6
SECTION 1: BUDGETARY CONSIDERATIONS	6
Part I – Preparation of the Budget	6
Part II – Orientation	6
Part III – ASFA Operating Costs	6
Part IV – Honorariums	7
Part V – Awards	8
Part VI – Budgetary Transparency	9
SECTION 2: THE MEMBER ASSOCIATIONS	9
Part I – Funding Application Requirements	9
Part II – Budgetary Allocation of Member Associations	9
Part III – Reimbursement	10
Part IV – Member Association Audits	11
Part V – Member Associations Special Projects Fund	11
Part VI – Member Association Budget Suspension and Council Responsibility	12
Part VII – Member Association Fiscal Management	12
SECTION 3: THE STANDING COMMITTEES	13
SECTION 4: CONTROL OF CASH FLOW	13
Part I – Purpose	13
Part II – Safe Access	13
Part III – Remittance of Cash to ASFA	13
Part IV – ASFA Internal Cash Handling	14
Part V – Bank Deposits	15
Part VI – Vacant Positions	15
Part VII – Accessibility	15
Part VIII – ASFA Bank and Credit Cards	16
SECTION 5: FEE-LEVY	16
Chapter 2 - Regulations governing the relationship between ASFA and its Member Associations	17
SECTION 1: PARTIES TO AN ELECTION	17
Part I – Electors	17
Part II – Election Committees	17
Part III – Member Association Chief Electoral Officers (CEOs)	17

Part IV – Electoral Officers	18
SECTION 2: ELECTION PROCEEDINGS	19
Part I – Election Period	19
Part II – Means of Polling	19
Part III – Nomination of Candidates	19
Part IV – Announcement of Poll	20
Part V – Campaigning Period	21
Part VI – Poll	21
Part VII – Election Expenses	22
Part VIII – Election Results	22
SECTION 4: REFERENDUMS	23
SECTION 5: MEMBER ASSOCIATIONS' BY-LAWS	23
Part I – Requirements for Member Associations' By-Laws.	23
Part II – Relationship to ASFA	23
Part III – Meetings of the Members	24
Part IV – Financial Relationship to ASFA	24
Part V – Legal Relationship to ASFA	24
Part VI – Composition of the Member Association's Executive	24
Part VII – Removal from Office	25
SECTION 6: AMENDMENTS TO THE MEMBER ASSOCIATION'S BY-LAWS	26
Chapter 3 - ASFA Electoral Regulations	27
SECTION 1: PARTIES TO AN ELECTION	27
Part I – Electors	27
Part II – Referendum Committees	27
Part III – Election Committees	27
Part IV – Chief Electoral Officer (CEO)	28
Part V – Electoral Officers	29
Part VI – Timing of ASFA Elections	30
SECTION 2: ELECTION PROCEEDINGS	30
Part I – Nomination of Candidates	30
Part II – Announcement of Poll	31
Part III – Campaigning Period	32
Part IV – Poll	33
Part V – Procedures at the Polling Station	33
Part VI – Election Proceedings	33
SECTION 3: CONTESTATION OF ELECTIONS AND REFERENDUMS	34
SECTION 4: REPORT OF THE CEO	35
SECTION 5: ELECTION EXPENSES	35

SECTION 6: DISQUALIFICATIONS AND SANCTIONS	36
SECTION 7: ADMISSIBLE TIME PERIOD FOR AMENDMENTS	36
Chapter 4 - Regulations regarding ASFA Standing Committees	37
SECTION 1: STANDING COMMITTEES	37
SECTION 2: COMMITTEE COMPOSITION AND DUTIES	38
Part I – Academic Committee	38
Part II – Internal Affairs Committee	39
Part III – Communications Committee	39
Part IV – Finance Committee	40
Part V – Loyola Committee	40
Part VI – Policy Committee	41
Part VII – Student Life Committee	42
Part VIII – Mobilization Committee	42
Part IV – Sustainability Committee	43
Part V – Faculty Council of the Faculty of Arts and Science	44
Section 3: Appointment of Members	44
Chapter 5 - Regulations Regarding Appointments	45
SECTION 1: GENERAL PROVISIONS	45
SECTION 3: APPOINTMENT OF COUNCILORS AND EXECUTIVES	45
SECTION 3: APPOINTMENT OF MEMBERS AT LARGE	45
Part I – General Appointment Procedures	45
Part II – Committee Appointments	46
Chapter 6 - Regulations Regarding Sustainability	48
SECTION 1: ENVIRONMENTAL SUSTAINABILITY	48
SECTION 2: SOCIAL SUSTAINABILITY	48
SECTION 3: ECONOMIC SUSTAINABILITY	48
SECTION 4: IMPLEMENTING SUSTAINABILITY	49

Definitions

“By-Laws”: refers to the ASFA By-Laws;

“Campaign Materials”: refers to any printed matter, paid advertisement in any media, emails, or any other object used to promote, oppose, directory or indirectly, the election of a candidate;

“Cash”: Cash refers to any money in bill or coin form. Within ASFA, cash can represent Member Association revenue, ASFA revenue, or returning the balance of an Advanced Funding Request.

“Council”: refers to ASFA Council;

“Deposit Slip”: The ASFA Deposit Slip is used by ASFA when preparing bank deposits. It indicates the amount being deposited, the quality and type of bills/coins, and the individuals who have counted the money. The ASFA Deposit Slip is brought to the bank when depositing money and stamped by bank as proof of deposit and then kept by ASFA as an internal record. An example of this form is included in this policy as Appendix 1.

“Deposit Log”: The ASFA Deposit Log is a physical sign-out log used by ASFA to indicate when deposits are being brought to the bank, and by who they are being brought.

“Discrimination”: Refers to the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, gender, age, or sex;

“Drop Safe”: The Drop Safe refers to the safe kept in the reception office of ASFA. This specific safe allows for money and deposits to be put into the safe through a drop slip, without opening the safe.

“Election Committee”: refers to a group of students organized by the Chief Electoral Officer for the purpose of coordinating electoral proceedings;

“Environmental justice”: Refers to the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies;

“Equity”: Refers to fairness and impartiality toward all concerned, based on the principles of even handed dealing. Equity implies giving as much advantage, consideration, or latitude to one party as it is given to another. Along with economy, effectiveness, and efficiency, equity is essential for ensuring that extent and costs of funds, goods and services are fairly divided among recipients;

“Equitable treatment”: Refers to acknowledging diversity, recognizing and celebrating our differences, and eliminating the barriers that prevent full participation of all individuals;

“Financial solvency”: Refers to the ability of a corporation to meet its long-term fixed expenses and to accomplish long-term expansion and growth;

“Forced labor”: Refers to any work or services which individuals are forced to partake in against their will;

“Local”: Within the province of Quebec. If adequate measures have been taken and illustrate that no other options are viable, then purchases made within Canada may also be defined as local;

“Main Safe”: The Main Safe refers to the safe kept in the office of the Finance Coordinator. This safe is a combination + key entry safe, that is fireproof.

“Member Association Revenue Form”: Used by Member Associations when declaring and remitting money or revenue to ASFA. Kept by ASFA as an internal record. An example of this form is included in this policy as Appendix 2.

“Member Association Revenue Log”: Used by ASFA to indicate all revenue that is collected from member associations. Revenue that is recorded on this sheet will be credited to member association budgets daily/as needed.

“Polling Period”: refers to a period of three (3) consecutive school days during which the polls in an election will be open no later than 10h00 and close no earlier than 20h00;

“Public Notice”: refers to the placement of posters in prominent view at both Sir George Williams and Loyola campuses, as well as an electronic notice sent by ASFA;

“School Day”: refers to a day in which the University is open for normal operation;

“Silver Certification”: Refers to purchases made by the ASFA, or Member Associations that are able to be used at least three (3) times.

“Sustainability”: refers to the process and outcome of achieving social activism, economic equality, and environmental health by reducing our ecological footprint and empowering communities to meet their present needs, and then, their future aspirations;

“Reproductive rights”: Refers to legal rights and freedoms relating to reproduction and reproductive health.

“These regulations”: refers to the current standing regulations;

Chapter 1 - Financial Regulations

SECTION 1: BUDGETARY CONSIDERATIONS

Part I – Preparation of the Budget

1. It shall be the duty of the Finance Coordinator of ASFA to prepare the Association's annual budget.
2. This budget must be approved by ASFA Council at the June Regular Council Meeting. Any revisions to the budget are also subject to the approval of ASFA Council upon the recommendation of the Finance Committee.

Part II – Orientation

3. To ensure that the Association can reimburse all payments made in the following year, an amount of \$100,000.00 must be in the Association's bank account at the end of each fiscal year. It will be the Finance Coordinator's responsibility to ensure that these funds are present.
4. A maximum average subsidy of \$150.00 will be allowed per student attending ASFA's fall frosh orientation.

Part III – ASFA Operating Costs

5. The Judicial Committee of ASFA shall receive a budget of \$750.
6. The Investigative Committee of ASFA shall include operating expenses for the legal/human rights consultant, at their hourly rate, for a minimum of 50 hours per annum.
7. The Investigative Committee of ASFA shall include operating expenses for any training fees incurred for councillors on the investigative committee annually.
8. The Task-Force to Eliminate Racial and Sexual Harassment shall include operating expenses for the legal/human rights consultant, at their hourly rate, for a maximum of 40 hours per year.
9. Items greater than \$500 that are not contained in the ASFA budget require the approval of the Finance Committee.

Part IV – Honorariums

10. ASFA undertakes to provide honorariums and salaries equivalent to a living wage where possible.
11. Each member of the Executive Body shall receive an honorarium of \$1,500.00, a quarter of which is remitted at every quarter throughout the year.
12. Each Executive may also receive a bonus of up to \$1,500.00, decided by a Simple Majority vote of Council at the May Regular Council Meeting.
13. An executive who has been removed from office forfeits their bonus.
14. An executive who has resigned will forfeit their bonus unless otherwise determined by council.
15. The Council chairperson shall receive an honorarium of \$225.00 per month, assuming 15 hours of work spent at council and any preparation or correspondence required.
16. ASFA shall further compensate the ASFA Chairperson an honorarium in the amount of \$15/hour for work that exceeds the regular duties of the ASFA chair in excess of 15 hours per month.
17. The Council chairperson may also receive a bonus of up to \$200.00, decided by a Simple Majority vote of Council at the May Regular Council Meeting.
18. An interim chairperson, who is not a voting or ex-officio member of ASFA Council, shall receive an honorarium of the amount that is equivalent to 15\$/hour for work that they complete.
19. The Council minute keeper shall receive an honorarium of \$120 per month, assuming 8 hours of work spent at council and in preparation of minutes.
20. ASFA shall further compensate the ASFA minute keeper an honorarium in the amount of \$15/hour for work that exceeds the regular duties of the ASFA minute keeper in excess of 8 hours per month.
21. The Council minute keeper may also receive a bonus of up to \$150.00 decided by a Simple Majority vote of Council at the May Regular Council Meeting.
22. An interim minute keeper, shall receive an honorarium of the amount that is equivalent to 15\$/hour for work that they complete;

23. Council may, by a two thirds (2/3) majority vote, annul or modify honorariums to Executive Body members, the Council chairperson or the Council minute keeper for:
 - 23.1. Recurring, unwarranted behaviour deemed hostile and or a threat to the welfare of ASFA Members;
 - 23.2. Any violations of the Quebec Charter of Human Rights and Freedoms on Concordia University grounds;
 - 23.3. Misappropriation of funds;
 - 23.4. Dereliction of duties;
 - 23.5. Violation of the ASFA By-Laws or Regulations.
24. Each Executive may be reimbursed a maximum of \$50 of their monthly cell phone usage.

Part V – Awards

25. The following awards will be given out to Arts and Science students in April of each year:
 - 25.1. Award for Outstanding Contribution to the Concordia Community
This award is given to a student who has created a sense of community at Concordia by contributing to student life and has demonstrated that their efforts have had a positive impact on the Concordia community. The minimum required GPA for this award is 3.0. The winner of this award will receive \$300. Four (4) awards are given out annually.
 - 25.2. Award for Academic Achievement
This award is designed to recognize an arts and science student who has excelled in their academic career at Concordia. The minimum required GPA for this award is 3.8. The winner of this award shall receive \$300. Four (4) awards are given out annually.
 - 25.3. Damon Hartung Award
This award was created to honour the life of Damon Hartung who contributed to ASFA for three years and showed a dedication to his community by creating new projects. Applicants interested should have contributed to the Arts and Science community by bringing novel additions to student life and/or academics while remaining in strong academic standing. The minimum required GPA for this award is 3.0. The winner shall receive \$600. One (1) award is given out annually.
 - 25.4. Meghna Atwal Award
This award was created to honour the life of Meghna Atwal who contributed to ASFA for three years and showed a dedication to her community by creating new projects. Applicants interested should have contributed to the Arts and Science community by bringing novel additions to student life and/or academics. Applicants must also be registered in a double major, honours or specialization. There is no minimum

requirement GPA for this award. The winner shall receive \$400. One (1) award is given out annually.

Part VI – Budgetary Transparency

26. Receipts will only be accepted for reimbursement if they are original receipts that contain date, time, list and quantity of materials and services purchased and seller name and address. The Finance Coordinator has the authority to approve or deny insufficient receipts.
27. Expenses must be filed within thirty (30) days of the date on the receipt or no later than May 31st whichever comes first.
28. Contestations of refused cheques must be filed with the Finance Coordinator within fourteen (14) days of the refusal.
29. ASFA's Finance Coordinator shall provide a written summary of expenditures and revenues to ASFA Council quarterly.
30. At the end of each fiscal year, ASFA will submit to an external audit by an auditor appointed in accordance with the Article 118 of the ASFA By-Laws.

SECTION 2: THE MEMBER ASSOCIATIONS

Part I – Funding Application Requirements

31. The following sections of policy shall apply to those ASFA Member Associations that are recognized as official Member Associations by the Council of Representatives.
32. No ASFA Member Association may receive an annual budget unless they are recognized as official Member Associations by the Council of Representatives at the June Regular Council Meeting. All Member Associations recognized thereafter shall receive funding through the Member Association Special Projects Fund for that fiscal year.
33. Member Associations that have their own fee-levy that amounts to over \$8,000 per annum shall not receive an operational budget from ASFA's annual budget.

Part II – Budgetary Allocation of Member Associations

34. Member Associations budgets shall be allocated to the Member Associations at the Finance Committee's discretion.

35. All Member Associations will submit a yearly budget no later than five (5) Juridical Days after the June Regular Council Meeting.
36. Budgets that are submitted later than five (5) Juridical Days after the June meeting will receive secondary consideration.
37. Approved budgets will be returned to Member Associations no later than July 15th.
38. Any MA that does not submit a budget proposal may or may not receive a budget at Finance Committee's discretion;
39. All printing must be done at the ASFA Office. Any external printing must be done with the approval of ASFA's Finance Coordinator.
40. Member Associations budgets shall consist of four (4) budget lines. These budget lines shall be Administration, Social Initiatives, Academic Initiatives.
41. Member Associations may transfer funds within the same budget line at their own discretion, but must seek the approval from the Finance Committee to transfer funds from one budget line to another.
42. Each Member Association shall receive an amount of \$200.00 for troop support in order to support MA Executives. Member Associations may not transfer additional funds into troop support.

Part III – Reimbursement

43. ASFA's office manager shall serve as financial comptroller for all of the Member Associations.
44. Member Association must fill out a cheque requisition form or advanced funding form for any and all disbursements.
45. Upon presentation of original receipts, the financial comptroller shall prepare a cheque to reimburse the expenses and submit this cheque to the Association's signing authorities.
46. Cheques for Member Associations will be written, signed and made available in the ASFA office no later than five (5) Juridical Days after ASFA receives of a cheque requisition submitted in conformity with expected record keeping policies.
47. Member Associations may request advanced funding for budget items in excess of \$300.00 provided these expenses were included in their approved budget. Member

Associations seeking an advance payment must fill out an Advance Payment Requisition Form.

48. Advance payment cheques shall be written only to signing officers for their Member Associations.
49. Advance payment cheques shall be written, signed and made available in the ASFA office no later than five (5) Juridical Days after the advance payment request.
50. Member Associations must present original receipts to justify expenses made with advance payment funds within five (5) Juridical Days of the receipt of the advanced funds. Failure to do so will result in freezing of their budget by the Finance Committee.
51. The Finance Coordinator may refuse to reimburse or provide advance payment for items not included in their approved budget.

Part IV – Member Association Audits

52. Internal audits by the Finance Coordinator will be performed on a bi-annual basis.
53. Each Member Association must provide the Finance Coordinator of ASFA its updated accounting records and all other relevant documents needed for the Finance Coordinator to perform a financial audit of each Member Association.

Part V – Member Associations Special Projects Fund

54. The Association must allocate an additional minimum amount of \$15,000 for the Member Association Special Projects Fund.
55. Member Associations that receive their own fee-levy in excess of \$20,000 per annum shall not be eligible to apply for special project funding from the Member Association special project fund.
56. Funding will be granted at the discretion of Finance Committee so long as it directly benefit Arts & Science undergraduate students.
57. Precedence will be given to projects that take place on campus.
58. All Special Project Funding Applications must be financially completed and accounted for before May 15th of each year.

59. It is the duty of the Finance Committee to review all applications for special project funding received from Member Associations within ten (10) Juridical Days after being received.
60. The Finance Committee shall be granted the authority to investigate any suspicious usage of special projects funding allocations and shall be required to submit a report to Council upon completion of the investigation.

Part VI – Member Association Budget Suspension and Council Responsibility

61. For Member Association budgets being frozen due to Council absences or due to non-compliance with the ASFA Harassment, Discrimination, and Violence Policy , the Finance Committee must decide upon a financial penalty of between five percent (5%) and ten percent (10%) of the remainder of the annual budget of said Member Association. It will be up to the Finance Committee to decide where this money is taken from within the said budget.
62. Budgets will only be unfrozen upon a two--thirds (2/3) vote of the Finance Committee. The Finance Committee is obligated to meet within ten (10) Juridical Days of a budget being frozen, and must reach a decision in regards to a penalty within that time.
63. Member Associations who do not submit an audit within the allotted time will have their accounts frozen by the Finance Committee until the audit takes place.
64. If the Finance Committee suspects that fraudulent activity is taking place within a Member Association, the Finance Committee reserves the right to freeze their account to conduct a financial investigation, for a maximum of two (2) weeks, unless definitive proof is found that fraudulent activity has taken place.
65. The Finance Committee has the authority to freeze a Member Association's budget for non-compliance with ASFA's financial regulations or obligations.
66. The Finance Coordinator shall notify Council of any freezing of accounts due to mismanagement of funds or fraudulent activity..

Part VII – Member Association Fiscal Management

67. Only accredited Member Associations are permitted to hold external bank accounts.
68. All ASFA Member Association related finances must be handled in accordance with the ASFA Financial Regulations.

69. All Member Association related finances must be transmitted through an ASFA associated bank account under the supervision of the ASFA Executive signing officers.

SECTION 3: THE STANDING COMMITTEES

70. The Standing Committees shall receive funding for Executive and ASFA Initiatives.
71. An amount at the discretion of the Finance Committee shall be allocated to a Special Projects Fund for non-Member Associations. This amount shall be allocated under the Finance Committee Expenses.

SECTION 4: CONTROL OF CASH FLOW

Part I – Purpose

72. The regulations on the control of cash flow aim to ensure control and safekeeping of ASFA's cash assets.

Part II – Safe Access

73. Drop Safe: The drop safe shall require a two key entry system. The Office Manager and the Finance Coordinator shall each hold one key.
74. Main Safe: The main safe shall require a combination and key entry system. The Finance Coordinator and Internal Coordinator will keep the combination, and the Office Manager and the General Coordinator shall each hold one key.

Part III – Remittance of Cash to ASFA

75. All cash generated by MA initiatives or events must be declared and remitted to ASFA within 5 business days of the termination of event or initiative.
 - 75.1. Loyola Member Associations must make contact with the Finance Coordinator within 5 days of the termination of event or initiative if one of their signing officers cannot physically make it to the ASFA office within the prescribed 5 days.
 - 75.2. The Finance Coordinator and the Loyola Member Association can then establish a deadline by which cash must be remitted to ASFA by the Member Association, with the utmost expediency in mind.
76. Member Association cash shall can only remitted to ASFA during operating hours.
77. Member Association cash and revenue shall be only be remitted to ASFA by a signing officer of the Member Association.

78. In order to remit cash to ASFA, a Member Association signing officer will present themselves at the ASFA office and count the cash with an employee of ASFA (Office Manager, Office clerks) or the Finance Coordinator.
79. Upon counting any cash, the Member Association signing officer and the the ASFA Employee or Finance Coordinator will fill out the Member Association Revenue Form together. They will also both sign the form.
80. A photocopy of the completed Member Association Revenue Form will be made for the internal records of the Member Association.
81. The cash or revenue and the original Member Association Revenue Form will be inserted into an envelope and the envelope will be sealed. Both the Member Association signing officer and the ASFA Employee or Finance Coordinator will initial the seal of the envelope.

Part IV – ASFA Internal Cash Handling

82. All ticket sales conducted through cash payment for ASFA events or initiatives shall be recorded in a ticket sales log. ASFA shall provide receipts upon request.
83. Merchandise sales and drink ticket sales for ASFA events conducted through cash payment for ASFA events or initiatives shall be recorded at point of sale.
84. Cash revenue generated through merchandise sales or events shall *never* be used for direct payment, under any circumstances.
85. Frosh specific procedure
 - 85.1. The Finance Coordinator and an accompanying signing officer shall count all cash funds at the end of each day of frosh.
 - 85.2. The Finance Coordinator and an accompanying signing officer shall verify that the cash amounts present represent the transactions of the day.
 - 85.3. After counting all cash from the day, the Finance Coordinator and additional signing officer will prepare the ASFA Deposit Slip, the bank deposit envelope, and place the fully prepared deposit in the Main Safe.
 - 85.4. No later than 3 business days after the last frosh event, all deposits containing cash revenue from frosh shall be signed out through the ASFA deposit log and deposited with the bank.

Part V – Bank Deposits

86. Deposits with the bank shall always be counted and prepared by the Office Manager and the Finance Coordinator.
 - 86.1. Exception: Frosh. Frosh specific procedures indicated in clause 186 of these regulations.
87. At the beginning of each semester, the Office Manager and the Finance Coordinator shall select a weekly meeting time in order to deposit any in-office cash with the bank.
88. On the designated deposit day, the Office Manager and the Finance Coordinator will open the Drop Safe and count all cash funds. They shall verify that the amounts within the deposit safe correspond to the amounts indicated to have been deposited by the Member Association Revenue Forms.
89. After counting money in the Drop Safe and preparing the physical deposit, the Office Manager and the Finance Coordinator will prepare the ASFA Deposit Slip, the bank deposit envelope, and create an entry for the deposit in the ASFA Deposit Log.
90. Once the deposit has been signed out in the ASFA Deposit Log, either the Finance Coordinator or the Office Manager may bring it to the bank to be deposited. They must get the ASFA Deposit Slip stamped by the bank and return it to ASFA for internal records.

Part VI – Vacant Positions

91. In the event that the Finance Coordinator or Office Manager positions are vacant, the roles outlined to them in this section shall be temporarily fulfilled by either or both of the two remaining signing officers.
92. In the event that the Office Manager or Finance Coordinator is on vacation for a period of more than one week, the roles outlined to them in this section shall be temporarily delegated to either or both of the remaining two signing officers.

Part VII – Accessibility

93. As the ASFA Office is not an accessible space, a Member Association may propose an alternate space to the finance coordinator where they may remit cash as per this section.
94. In this case, the Finance Coordinator and the Member Association will together agree upon an accessible and secure location where money can be remitted.

Part VIII – ASFA Bank and Credit Cards

95. The ASFA credit card can only be used by Finance Coordinator to provide down payments and pay for larger expenses related to ASFA's operations that are included in the annual budget.
96. ASFA signing officers shall have access to debit cards linked to ASFA's main bank account. They shall record their transactions on the Executive Charge Card document to be audited by Finance Committee on a monthly basis. All original receipts must be kept.

SECTION 5: FEE-LEVY

97. These financial regulations will be revised by the Finance Committee and the Policy Review Committee, and ratified by ASFA Council at the first Regular Council Meeting immediately following any changes to ASFA's fee levy, such as an increase as a result of a Referendum.

Chapter 2 - Regulations governing the relationship between ASFA and its Member Associations

SECTION 1: PARTIES TO AN ELECTION

Part I – Electors

98. Every Regular Member, as defined in Article 21 of ASFA's By-Laws, who is registered by the first day of the polling period is an elector.
99. Each elector may cast one ballot in an election for each office open for election.

Part II – Election Committees

100. Every person who is an elector is eligible to participate in an Election Committee.
101. Notwithstanding the foregoing, any election officer is ineligible to participate in an Election Committee.

Part III – Member Association Chief Electoral Officers (CEOs)

102. CEOs shall be appointed by the individual Member Associations for a term following the general election period, or until such time as they are no longer a Member or resign, whichever comes first. The verification of student status shall be performed by the Vice-President of Internal Affairs and training shall be done by the Internal Affairs Committee, should it be required.
103. The CEO may resign by notifying the Internal Coordinator and the Internal Affairs Committee in writing.
104. CEOs shall be paid in the following way:
 - 104.1. CEOs will be paid an honorarium of \$200.00 per Member Association by-election, referendums, or annual general elections, up to a maximum of \$400.00 for the academic year.
 - 104.2. The CEO's honorarium shall be paid following services rendered to the Member Association within ten (10) Juridical days.
 - 104.3. CEOs in charge of multiple Member Association elections shall receive the full amount for their first election, and half of the full amount for all other obligations on the same campus. The total amount shall be divided equally amongst all Member Associations involved.
 - 104.4. Polling clerks shall be paid a living wage for hours worked.

105. The CEO is responsible for adhering to these Regulations and fulfilling all duties mandated therein.
106. The CEO shall:
 - 106.1. verify that all parties participating in an election comply with these Regulations;
 - 106.2. issue directives on the fulfillment of these Regulations;
 - 106.3. receive and examine the reports and returns transmitted;
 - 106.4. inquire into the legitimacy of the election expenses;
107. The CEO shall:
 - 107.1. provide any person who requests it, information regarding the specifications of these Regulations and the fulfillment of duties there;
 - 107.2. give public access to all information, reports, returns or documents relating to these Regulations.

Part IV – Electoral Officers

108. The electoral officers include the CEO and, as the case may be, any assistant, DEO, polling clerks, and any other person whose services are temporarily required by the CEO for the purpose of administering the election.
109. The following persons are not eligible to hold office as an electoral officer:
 - 109.1. Current members of the ASFA Executive;
 - 109.2. Current members of the executive body of an ASFA Member Association;
 - 109.3. Current members of the CSU Council of Representatives;
 - 109.4. Current members of the CSU executive;
 - 109.5. A candidate currently running for a position on a Member Association, ASFA Executive, CSU Council of Representatives or CSU executive;
 - 109.6. An incoming member of the ASFA Executive, CSU executive, CSU Council of Representatives or the executive body of an ASFA Member Association;
 - 109.7. Member of the Member Association hiring the CEO;
 - 109.8. The Council Chairperson;
 - 109.9. The Council Minute Keeper; or
 - 109.10. Current members of the Judicial Committee.
110. The CEO shall ensure that the election is properly conducted, and, for that purpose, shall see to the training of the electoral officers and direct their work.
111. The CEO shall ensure that the election is properly conducted, and, for that purpose, shall see to the training of the electoral officers and direct their work.
112. The CEO may act as polling clerk or enlist the help of polling clerks

SECTION 2: ELECTION PROCEEDINGS

Part I – Election Period

113. Member Association elections for their Executive Body and Councillor must be held annually in the winter semester by March 31st. By-elections, should they be required, must be held in the fall semester by November 30th.
114. The following are not eligible to sit on the Executive Body or as a Councillor for a Member Association:
 - 114.1. Current members of the ASFA Executive;
 - 114.2. Current Independent Councillors;
 - 114.3. Current members of the CSU executive;
 - 114.4. The Council Chairperson;
 - 114.5. The Council Minute Keeper;
 - 114.6. The CEO of ASFA;
 - 114.7. Current members of the Judicial Committee.
115. If there are vacant seats within the Executive Body or in the absence of a Councillor, a By-Election must be held to fill said seats.

Part II – Means of Polling

116. The executive of a member association may chose to have their elections held by paper ballot should they prefer.
117. The executive must inform the ASFA internal coordinator of this decision at least two (2) weeks before the beginning of the nomination period.

Part III – Nomination of Candidates

118. The nomination period shall begin ten (10) Juridical Days before the polling period and will end at midnight the day before the campaigning period is scheduled to take place.
119. Every eligible person may be nominated as a candidate for one office in an election by filling out a nomination paper from the CEO.
120. A candidate can sit on the executive body of multiple Member Associations so long as there is no conflict of interest.
121. The nomination paper shall, under pain of rejection, contain the required number of signatures no later than the last day of the nomination period.

122. The nomination paper shall state the name of the candidate as well as their Concordia I.D. number, address, telephone number, e-mail address, and the office for which they are a candidate.
123. The nomination paper shall include a statement signed by the candidate(s) to the effect that they consent to the nomination.
124. The nomination paper shall include the printed name, signature, and Concordia I.D. number of no less than ten (10) electors or as prescribed by the associations' By-Laws, who are eligible to vote for the office for which the candidate is being nominated.
125. Upon filing the nomination form, the candidate shall be provided with:
 - 125.1. a receipt for the nomination;
 - 125.2. a copy of these regulations;
 - 125.3. the dates, times, and locations of all information sessions as soon as they are organized by the CEO in accordance with these regulations;
 - 125.4. a form to be used for the return of election expenses provided for by these regulations; and
 - 125.5. other information the CEO deems appropriate.
126. The CEO shall have the sole authority to verify the validity of the nomination papers.
127. A candidate may withdraw their nomination by transmitting a notice to the CEO in writing to that effect.

Part IV – Announcement of Poll

128. At the beginning of the nomination period, the CEO shall issue a Public Notice to announce the holding of a poll.
129. Such announcements shall include, as the case may be:
 - 129.1. the particulars of the offices open for election;
 - 129.2. the place(s) where the nomination forms may be obtained;
 - 129.3. the place(s) and dates fixed for the filling of nomination papers in accordance with these regulations;
 - 129.4. the place(s) and dates fixed for the formation of election committees; and
 - 129.5. the dates on which the polling will take place in accordance with these regulations.

Part V – Campaigning Period

130. The campaigning period shall begin at least five (5) Juridical Days before the polling period and will end at midnight the day before the polling period is scheduled to take place.
131. At the beginning of the campaign period, the identity of all candidates will be made public by the CEO.
132. The CEO will notify the ASFA Internal Coordinator of the candidates running in the election at the beginning of the campaign period.
133. Campaign material may be distributed, posted, published, broadcast, or otherwise disseminated only during the campaigning period. If the candidate fails to respect this regulation, they will be disqualified from the election by the CEO and have their name immediately removed from the ballots.
134. Flyers may not be used as campaign material, and are banned in an election.
135. No space or facilities used or maintained by the University and/or ASFA and/or its subsidiaries or its affiliated groups and associations may be used for campaign purposes by any candidate unless it is equally available to all other candidates for the same office.

Part VI – Poll

136. No later than five (5) Juridical Days before the polling period, the CEO shall give a Public Notice setting forth the following particulars, as the case may be:
 - 136.1. the designation of each office, for which a poll must be held;
 - 136.2. the names of the candidates for each office;
 - 136.3. the day(s), time(s), and place(s) where the polling station(s) will be open for the poll, if polling is being held by paper ballot;
 - 136.4. the day(s) and time(s) of online polling, if polling is being held online,
 - 136.5. the particulars relating to the office and the name must correspond to those appearing on the nomination paper.
137. Polling for the annual general elections of a member association shall be held the first Juridical Day following the campaign period and last no fewer than two (2) Juridical Days and no longer than three (3) Juridical Days.
138. Quorum is four percent (4%) of regular members or fifteen (15) regular members, whichever is higher, unless a higher minimum is prescribed by member association's By-Laws.

139. The CEO shall create numbered ballots, should they be required.

Part VII – Election Expenses

140. Only a candidate may incur election expenses.

141. The maximum amount of election expenses that may be spent by a candidate for a particular office is fifteen dollars (\$15) unless a lower amount is prescribed by the association's By-Laws.

142. Every payment of an election expense must be justified by an invoice showing the name and address of the supplier, listed goods or services supplied, the date the goods or services were supplied, and the amount of the expense.

Part VIII – Election Results

143. The CEO shall submit the results of the election, including the ballots, to ASFA's Internal Coordinator within five (5) Juridical Days after the last day of the polling period.

144. In case a Member Association cannot provide legitimate election results including, but not limited to, electoral fraud, lack of quorum, or absence of elections to the Chief Electoral Officer by the given deadline, the Member Association shall be placed under the trusteeship of ASFA's Internal Affairs Committee, who shall oversee the hiring of a new CEO, notwithstanding 113 of these Regulations.

145. In the event of a tie for a position within an MA, it shall be determined by another day of polling with canvassing after five (5) Juridical Days but within ten (10) Juridical Days, should neither candidate withdraw from the election. All eligible voters are allowed to vote again. In the event of a tie, the polling period may extend past the March 31st deadline.

146. The executive is elected for a term of one year starting on June 1st and ending on May 31st the following year.

147. Any contestation of Member Association electoral results shall be made no later than five (5) Juridical Days after the election results have been publicly announced.

148. Any contestation of Member Association electoral results shall be submitted to the respective CEO who shall issue a preliminary ruling within 72 hours of its reception. Said ruling shall be ratified by ASFA's Internal Affairs Committee within five (5) Juridical Days of its reception.

SECTION 4: REFERENDUMS

149. Referendums may be called by the Executive Body, by the Member Association's annual general meeting (AGM) or by a petition with the signatures of four percent (4%) of the association's Members or fifteen (15) association Members, whichever is higher, unless a higher minimum is prescribed by the member association's By-Laws.
150. The Member Association's CEO shall give public notice of a referendum question at least ten (10) Juridical Days prior to the referendum.
151. The Member Association's executive shall submit the referendum questions to ASFA's Internal Coordinator at least ten (10) Juridical Days prior to the referendum.
152. Quorum is four percent (4%) of regular members or fifteen (15) regular members, whichever is higher, unless a higher minimum is prescribed by member association's By-Laws.

SECTION 5: MEMBER ASSOCIATIONS' BY-LAWS

Part I – Requirements for Member Associations' By-Laws.

153. Member associations must provide their By-Laws as a prerequisite for registration with both ASFA and the Dean of Students.
154. Member Associations' By-Laws must contain the following provisions:
 - 154.1. Association name and acronym;
 - 154.2. Objectives of the Member Association;
 - 154.3. Membership requirements in accordance with those set forth by ASFA's By-Laws;
 - 154.4. Executive Body: Composition and functions of executive positions;

Part II – Relationship to ASFA

155. The association shall exist as a Member Association of ASFA and shall be subject to the applicable Policies and Regulations duly passed by ASFA Council.
156. The purpose of the association will be:
 - 156.1. To represent their membership;
 - 156.2. To organize social events and create a spirit of community within their membership;
 - 156.3. To provide academic services for their membership
 - 156.4. To follow any and all objectives of the association prescribed in their by-laws.

157. A Councillor shall also be elected during the by-elections or annual elections. The Councillor must be a member of the association holding the election. This position is separate from that of the Executive and, as such, an individual running for an Executive position may also simultaneously run for that of Councillor.
158. Should a Councillor not be elected, an interim Councillor shall be appointed by the Executive Body of the Member Association from within their constituency. The interim Councillor shall hold office until the by-elections or annual general elections of the Member Association.

Part III – Meetings of the Members

159. The annual general assembly shall be the decision-making body of the Association and must be held every year.
160. Quorum shall be four percent (4%) or fifteen (15) members of the Member Association, whichever is higher.
161. A Special General Assembly may be called, as the need arises, by decision of the Executive Body, or by a petition of four percent (4%) or fifteen 15 members of the Member Association, whichever is higher. The Executive body must make public notice of the special general assembly five (5) Juridical Days in advance of the special general assembly. The Public notice must include the location, date, time and agenda for the special general assembly.

Part IV – Financial Relationship to ASFA

162. The Member Association shall adhere to all of the financial policies set forth in Chapter 1 of these Regulations.
163. The Member Association shall adhere to any and all additional financial policies approved by a duly convened meeting of ASFA council.

Part V – Legal Relationship to ASFA

164. When conflicts between Member Association by-laws and ASFA's By-Laws arise, ASFA's By-Laws and Regulations shall take precedent.

Part VI – Composition of the Member Association's Executive

165. All Member Association executives must be elected in an annual general election or by-election by the association membership or in accordance with article 155 of these Regulations.

166. Associations must consist of two (2) executives who shall be the signing authorities for the association. This may be any two executives unless otherwise specified within the Member Association's By-Laws. One (1) executive shall be responsible for the finances of the Association.
167. Associations must also elect one (1) executive whose responsibilities shall include booking space for the association. This may be any executives unless specified in their respective By-Laws.
168. Associations that represent programs or departments based on the Loyola Campus of Concordia must select a representative from among the executive to sit on Loyola Committee as per [Chapter 4, Section 2, Part V](#) of these Regulations.
169. In the event of a vacancy in the Executive Body, an interim Executive may be appointed by the current Executive Body. The appointee cannot be a signing authority or booking authority. The interim Executive will hold office until the by-elections or annual general elections of the Member Association.

Part VII – Removal from Office

170. An elected executive of a Member Association may be removed from office based on the following:
 - 170.1. Recurring, unwarranted behaviour deemed hostile and or a threat to the welfare of Concordia students and/or faculty;
 - 170.2. Any violations of the Quebec Charter of Human Rights and Freedoms on Concordia University grounds;
 - 170.3. Misappropriation of funds;
 - 170.4. Dereliction of duties;
 - 170.5. Violations of ASFA's By-Laws or that of the Member Association.
171. To remove an elected Executive from office, a petition undersigned by ten percent (10%) of Regular Members or thirty-eight (38) members of their association to which they are representing, whichever is higher; a two thirds (2/3) majority vote from the Council of representatives; or a two thirds (2/3) majority vote from the Executive in question to then be ratified by the Council of representatives. Should one of these occur it shall be submitted to the Internal Coordinator of ASFA who shall then present it to ASFA's Judicial Committee (JC).
172. The person to be removed must be given at least one-weeks' notice of the meeting of the Council of Representatives to ratify, or vote upon their removal.
173. The person to be removed must be given at least one-weeks' notice of the meeting of JC that shall consider their removal.

174. The person to be removed must be given the opportunity to respond to the accusations made against them, in accordance with the procedures listed in The Judicial Committee Rules of Procedure.
175. A removal resolution requires a two-thirds (2/3) majority vote of JC.

SECTION 6: AMENDMENTS TO THE MEMBER ASSOCIATION'S BY-LAWS

176. The executive can present proposed changes to the By-Laws, which will be brought to a Special General Assembly of the membership. Public notice of the Assembly must be given at least five (5) Juridical Days prior, along with the nature of the proposed changes.
177. Regular members of the association can propose changes to the By-Laws by submitting a petition of four percent (4%) or fifteen (15) Members to the Executive committee, which will be presented in a Special General Assembly of the membership. The Executive committee has five (5) Juridical Days to accept the petition and give public notice for the event.
178. Amendments to the By-Laws must be ratified by a two-thirds (2/3) majority.
179. Amendments to the By-Laws may also be done by referendum, as outlined in Section 4 of Chapter 2 of these Regulations.

Chapter 3 - ASFA Electoral Regulations

SECTION 1: PARTIES TO AN ELECTION

Part I – Electors

180. Every person who is a Regular Member of the Association by the first day of the polling period is an elector.
181. Each elector may cast one (1) ballot in an election for each office open to election.

Part II – Referendum Committees

182. Every person who is an elector is eligible to participate in a Referendum Committee.
183. Notwithstanding the foregoing, any election officer is ineligible to participate in a Referendum Committee.

Part III – Election Committees

184. The Election Committee shall be comprised of the Chief Electoral Officer (CEO), as well as up to two (2) deputy electoral officers (DEOs).
185. The CEO shall be the chairperson of the Election Committee and shall meet no less than once a week during any ASFA Electoral period or more frequently if the CEO deems it necessary.
186. Notwithstanding the foregoing, the following are ineligible to be a member of the Election Committee:
 - 186.1. Current members of the Concordia Student Union Judicial Board;
 - 186.2. Current members of the ASFA Judicial Committee;
 - 186.3. Current and former members of the Concordia Student Union Council of Representatives or Executive;
 - 186.4. Current and former Chairpersons of the Concordia Student Union;
 - 186.5. Current and former members of the ASFA Executive;
 - 186.6. Current and former executives of any ASFA Member Association;
 - 186.7. Current and former Independent Councillors;
 - 186.8. Current and former Chairpersons of ASFA;
 - 186.9. The Minute Keeper of Council;
 - 186.10. Candidates in the current ASFA Annual General Elections or By-Elections.

Part IV – Chief Electoral Officer (CEO)

187. The CEO shall be appointed by Council for an unlimited term or until such time as they are no longer a Member or resign, whichever comes first.
188. The CEO may resign by notifying the Council chairperson and Internal Affairs Committee in writing.
189. The CEO shall be responsible for being present at ASFA council at its regularly scheduled September meeting. If not present themselves at the September meeting, the CEO must e-mail the Chairperson indicating the desire to continue in the role of CEO. Should the CEO not meet either of these tasks, it will have been deemed as a resignation.
190. It will be the task of the Internal Coordinator to verify that all CEO applicants and Election Committee members are eligible.
191. Council shall fill a vacancy in the office of the CEO within thirty (30) days of such a vacancy.
192. The CEO shall be appointed by Council for an unlimited term or until such time as they are no longer a Regular Member or resign; whichever comes first. Should the position of CEO be vacant, the Council shall, within twenty one (21) Juridical Days, elect a new CEO from among the Regular Members to preside for the remainder of the term.
193. The CEO is responsible for the carrying out these regulations.
194. The CEO shall:
 - 194.1. Verify that all parties participating in the election must comply with these regulations;
 - 194.2. Issue directives on the carrying out of these regulations;
 - 194.3. Receive and examine the reports and returns transmitted to them;
 - 194.4. Inquire into the legitimacy of the election expenses;
 - 194.5. Propose regulation reforms to Council.
195. The CEO shall:
 - 195.1. Provide any person who requests it, information regarding the specifications and the carrying out of these regulations.
 - 195.2. Give public access to all information, reports, returns or documents relating to these regulations.
196. The CEO must present the dates of the annual general election, the proposed document prepared by the CEO outlining electoral offences and appropriate sanctions for said

offences, and the nomination form for candidates to Council at the January regularly scheduled meeting for ratification.

197. The CEO must consult with the Finance Coordinator regarding all election finances. The CEO will also receive the election budget from the Finance Coordinator.
198. The Internal Committee Affairs of ASFA must prepare a contract for the CEO outlining the duties, to be signed within five (5) Juridical Days of the CEO appointment at council.
199. The CEO shall receive an honorarium of \$800.00 for the entire year or \$400.00 per election, by-election and/or Referendum that they oversee.
200. The CEO may also receive a bonus of up to \$350.00, decided by a simple majority vote of Council at the May regular Council meeting.
201. Each DEO may receive an honorarium of up to \$250.00 per election, decided by the CEO and ratified by the Finance Committee. This amount shall come out of the election budget.
202. The CEO must comply with all directives and regulations set out in ASFA's By-Laws, Regulations, and Policies.
203. The CEO shall be responsible to hold an information session to be attended by the candidates within forty-eight (48) hours of the end of the nomination period.

Part V – Electoral Officers

204. The electoral officers include the CEO and, as the case may be, any assistant, DEO, polling clerk, and any other person whose services are temporarily required by the CEO for the purpose of administering the election.
205. The following persons are not eligible to hold office as an electoral officer:
 - 205.1. Current and former members of the ASFA Executive;
 - 205.2. Current and former Councillors;
 - 205.3. The executive body of any ASFA Member Association;
 - 205.4. Any ASFA member who holds an elected or appointed position within ASFA or one of its Member Associations;
 - 205.5. Current and former members of the CSU Council of Representatives;
 - 205.6. Current and former members of the CSU executive;
 - 205.7. Members of the CSU electoral staff.
206. The CEO shall ensure that the election is properly conducted, and, for that purpose, shall see to the mandatory training of the electoral officers and direct their work. A

training session for all polling clerks must be organized by the CEO at least five (5) Juridical Days before polling begins.

207. The CEO must issue a public notice a minimum of ten (10) Juridical Days before the beginning of the campaigning period to hire all electoral staff.

Part VI – Timing of ASFA Elections

208. ASFA General Elections shall be held in the Winter semester and before February 28th, and ASFA by-elections shall be held in the Fall semester and before October 31st.

SECTION 2: ELECTION PROCEEDINGS

Part I – Nomination of Candidates

209. Every eligible person may be nominated as a candidate for one office in an election by filling out the prescribed nomination paper with the CEO. This nomination form shall act as a contract between the candidate and the CEO.
210. Any individual seeking office whom is currently involved in a legal case involving financial
211. Misappropriation or any related legal matter regarding finances within the Association may not submit a nomination to be one of ASFA's signing authorities. It will be the CEO's responsibility to verify this information.
212. The nomination paper shall, under pain of rejection, be filled no later than the last day of the nomination period.
213. Notwithstanding the foregoing, the CEO shall have the authority to extend the nomination period for two (2) Juridical Days for positions which are uncontested or have no candidates running.
214. The nomination paper shall state the name of the candidate as well as their Concordia I.D. number, address, telephone number, e-mail address, and the office for which they are a candidate.
215. The nomination paper shall include a statement signed by the candidate to the effect that they consent to the nomination.
216. The nomination paper shall include the printed name, signature, and Concordia I.D. number of at least twenty-five (25) electors who are eligible to vote for the office for which the candidate is being nominated.

217. Upon filing the nomination form, the candidate shall be provided with:
 - 217.1. a receipt for the nomination;
 - 217.2. a copy of ASFA's By-Laws, Standing Regulations, and the Judicial Committee Rules of Procedure;
 - 217.3. the date, time, and location of the information session referred to in Article 203 of these Regulations;
 - 217.4. a document prepared by the CEO outlining electoral offenses and appropriate sanctions for said offenses;
 - 217.5. a form to be used for the return of election expenses provided for by these regulations;
 - 217.6. any other information the CEO deems appropriate.
218. The CEO shall have the sole authority to verify the validity of the nomination papers.
219. A candidate may withdraw their nomination by transmitting a notice to the CEO in writing to that effect signed by them.

Part II – Announcement of Poll

220. No later than ten (10) Juridical Days before the campaigning period, the CEO shall issue a Public Notice to announce the holdings of a poll.
221. Such announcements shall include, as the case may be:
 - 221.1. the particulars of the offices open for election;
 - 221.2. the place(s) where the nomination forms may be obtained;
 - 221.3. the place(s) and dates fixed for the filling of nomination papers in accordance with these regulations;
 - 221.4. the place(s) and dates fixed for the formation of Referendum Committees; and
 - 221.5. the dates on which the polling will take place in accordance with these regulations.
222. The Communications Coordinator may assist the CEO in the creation of the public announcements for: the notices of poll, call for nominations, Referendum questions and any others posters needed during an election.
223. Should the ASFA Website be used for the promotion of the ASFA Elections, the Communications Coordinator shall be in constant communication with the CEO to administer the ASFA Website.

Part III – Campaigning Period

224. The campaigning period shall begin at least seven (7) Juridical Days before the polling period and will end at midnight the day before the polling period is scheduled to take place.
225. The CEO must approve all physical and electronic campaign materials before they are made public within twenty-four (24) hours of their receipt
226. Campaign material may not be distributed, posted, published, broadcast, or otherwise disseminated prior to the beginning of the campaign period.
227. Campaign material must be limited to promotional items and not include any edible goods that diverge from the aforementioned.
228. Flyers may not be used as campaign material, and are banned in an election.
229. All candidate election posters must be printed at a pre-approved common location determined by the CEO in order to ensure fairness between all candidates. The CEO will set the price charged to candidates for posters a minimum of ten (10) Juridical Days before the nomination period begins. The CEO will inform the Financial Committee of their choice of location and standardized poster price five (5) Juridical Days prior to the nomination period.
230. No space or facilities used or maintained by the University and/or the Concordia Student Union and/or ASFA and/or its subsidiaries or its affiliated groups and associations may be used for campaign purposes by any candidate unless it is equally available to all other candidates. Examples of such facilities include, but are not limited to, Member Association Offices, exclusive postering space, the ASFA Office, and the Concordia Student Union Offices.
231. Candidates in an ongoing election or by-election may not use their current positions to alter, influence or change the state of said election.
232. No candidate may in any way use the resources available, including but not limited to, office space or mailing lists, through any elected position within the university to benefit their candidacy during the elections. Candidates who do not respect this provision will face disqualification from the election.
233. During both the campaigning and the polling periods, candidates may openly reference their past or current experience.

234. All candidates may make use of any forms of online and digital campaigning in order to benefit their candidacy provided such campaigning is consistent with these regulations. Any online or digital campaigning must be both pre-approved by, and accessible to, the CEO.
235. Candidates run on an individual basis. Candidates may choose to affiliate with other candidates.

Part IV – Poll

236. No later than seven (7) Juridical Days before the polling period, the CEO shall give a Public Notice setting forth the following particulars, as the case may be:
- 236.1. the designation of each office, for which a poll must be held;
 - 236.2. the names of the candidates for each office;
 - 236.3. the day, time, and place(s) where the polling stations will be open for the poll;
237. The particulars relating to the office and their name must correspond to that appearing on the nomination paper.
238. Notwithstanding Article 236 of these Regulations, electronic ballots may be used.
239. Should a candidate be running unopposed, the ballot shall display the following:
- 239.1. The Candidate's Name and the Relevant Office for Election.
 - 239.2. The option for an elector to select Yes, No, or Abstain.

Part V – Procedures at the Polling Station

240. As well as the candidates' names, ballots shall contain an option for the voter to abstain or vote for neither of the candidates.
241. An abstention or a spoiled ballot will count towards quorum but will not count as a yes or no vote.
242. Each candidate will be required to submit a 150-word candidate platform available at each polling station that has been pre-approved by the CEO. The candidate platform must be submitted to the CEO no later than seven (7) Juridical Days before the polling period begins.

Part VI – Election Proceedings

243. No later than twenty-four (24) hours following the counting of the ballots, the CEO shall issue an announcement which shall include, as the case may be:

- 243.1. a list of the candidates for each office with the number of votes each candidate has received;
 - 243.2. a list of candidates who have been elected.
244. The CEO shall have twenty-four (24) hours after the closing of the polls to count the ballots.
245. A candidate shall be considered elected if they receive the most number of valid votes cast in the election.
246. Should a candidate be running uncontested, they shall only be considered elected if they have more votes in favour of their candidacy than opposed to it. In the event that the candidate receives more votes opposed, the position shall remain vacant.

SECTION 3: CONTESTATION OF ELECTIONS AND REFERENDUMS

247. Every elector may contest an election, or part thereof, on the grounds that: a) a corrupt electoral process was used which caused the election to be null;
- 247.1. there has been a gross violation of these regulations;
 - 247.2. that the proper formalities were not observed;
 - 247.3. a person elected was ineligible;
 - 247.4. a person declared elected did not obtain the greatest number of valid votes, as applicable.
248. All contestations must first be ruled upon by the CEO, and then must be submitted by the CEO to the JC. The CEO may pass a contestation straight to the JC if the CEO is unable to come to a timely and fair decision. The JC shall notify ASFA Council of all decisions rendered at its next duly convened meeting.
249. All contestations filed during the election period must be submitted in writing to the CEO. The CEO must respond in writing with a preliminary decision within a thirty-six (36) hour period from the time the contestation was submitted.
250. The JC must meet to rule to either uphold the CEO's decision on the contestation or rule to change the decision. The JC must meet within three (3) Juridical Days of receiving the contestation from the CEO. The JC may rule upon multiple contestations in a single session.
251. A contestation of an election after results have been announced must be filed in writing to the CEO, no later than five (5) Juridical Days following the announcement of the results by the CEO. The CEO shall issue a written decision on the matter within three (3) Juridical Days of receiving a contestation. This decision will be sent to the JC in conformity with Article 247 of these Regulations.

252. The CEO or the JC may rule to impose a sanction to any candidate filing multiple contestations that are deemed to be illegitimate or excessive in the opinion of the CEO and/or the JC. Candidates should be made aware of this on their nomination forms.

SECTION 4: REPORT OF THE CEO

253. The CEO shall submit a written report to ASFA Council, provided the next Council meeting is no earlier than ten (10) Juridical Days after the announcement of the results by the CEO.
254. The CEO's report shall contain the following:
- 254.1. a list of the candidates for each office with the number of votes each candidate has received;
 - 254.2. a list of the candidates who have been declared elected;
 - 254.3. a summary of the actual costs incurred;
 - 254.4. a general report on the proceedings of the election and any recommendations they may have to improve future elections;
 - 254.5. any other information that the CEO deems important and/or relevant.

SECTION 5: ELECTION EXPENSES

255. The cost of any goods or services used during the election period to promote or oppose, directly or indirectly, the election of a candidate is an election expense.
256. Only a candidate may incur election expenses.
257. The maximum amount of election expenses that may be spent by a candidate for a particular office is fifty dollars (\$50.00).
258. All election expenses must be submitted to the CEO or to the ASFA office by the last day of polling in the annual general election. The CEO will verify the time of all submissions.
259. The ASFA Finance Coordinator shall, within fifteen (15) Juridical Days of the close of the poll, reimburse, out of the election budget, up to fifty dollars (\$50.00) per candidate, upon reception of the candidate's expense report.
260. Every payment of an election expense must be justified by an invoice showing the name and address of the supplier, listed goods or services supplied, the date the goods or services were supplied, and the amount of the expense.

SECTION 6: DISQUALIFICATIONS AND SANCTIONS

261. A person holding office is disqualified from holding or taking office if they:
- 261.1. were elected while ineligible;
 - 261.2. have violated, in any part, these regulations.
262. In the event that a candidate who has been declared elected is disqualified from holding or taking office, the office is deemed to be vacant and shall be filled according to the ASFA By-Laws.

SECTION 7: ADMISSIBLE TIME PERIOD FOR AMENDMENTS

263. Amendments to Chapter 3 of these Regulations are prohibited within a twenty (20) Juridical Day time period before the first day of the nomination period for the Annual General Elections, By-Elections or Referendums.

Chapter 4 - Regulations regarding ASFA Standing Committees

SECTION 1: STANDING COMMITTEES

264. The Standing Committees shall be:

- 264.1. Academic Committee;
- 264.2. Internal Affairs Committee;
- 264.3. Communications Committee;
- 264.4. Finance Committee;
- 264.5. Loyola Committee;
- 264.6. Policy Committee.
- 264.7. Student Life Committee;
- 264.8. Mobilization Committee

265. The following Persons may not hold an office within the Standing Committees:

- 265.1. Current members of the CSU Executive;
- 265.2. Current or former Chief electoral officers of the Concordia Student Union;
- 265.3. Current members of the Judicial Board of the Concordia Student Union;
- 265.4. Current or former Chairpersons of the Concordia Student Union Council of Representatives;
- 265.5. Current or former Chief electoral officers of the Association;
- 265.6. Current members of the Judicial Committee of the Association; or
- 265.7. Current or former Chairpersons of Council.

266. The Standing Committees shall be the principal committees that coordinate the activities of ASFA. They shall implement the decisions of Council, aid in the day-to-day operation of the Association and shall have the authority to exercise the powers of Council between meetings of the latter, limited only by ASFA By-Laws, policy, regulation or resolution passed by the Council, and by the results affirmative or negative, of duly conducted Referendums or general Meetings which met quorum. Any exercise of the powers of the Council by the Standing Committees shall be reported to the next meeting of Council.

267. The By-Laws and any policy, regulation or resolution passed by the Council, and by the results affirmative or negative, of duly conducted Referendums which met quorum are binding on the Standing Committees and its members. The Standing Committees do not have the authority to remove from office any member of the Council.

268. All members of the Standing Committees shall be responsible for attending their individual Standing Committee meetings except under extenuating circumstances. Should a Member miss two duly convened meetings, they are deemed to have resigned. Council must ratify the removal of said Members and shall fill these vacant positions at the next regularly scheduled Council meeting. All members of the Standing Committees may act as spokespersons for the Association as mandated by Council. It shall also be their duty to assure that all members of their individual committees fulfill their respective roles and that any negligence of duty on the part of a Standing Committee member be brought to the attention of the Committee and then, if not resolved, Council. All members of the Standing Committees shall also engage in any duties and shall exercise any additional authority that is granted to them by Council. Each member of the Standing Committees shall be charged with the upholding of the By-Laws and any policy or regulation of the Association. The Chair of each committee shall also submit an annual summary of all their activities to Council at the regularly scheduled May meeting. Quorum for Standing Committee meetings shall be half of all members, consisting of at least one Executive and one other member.

SECTION 2: COMMITTEE COMPOSITION AND DUTIES

Part I – Academic Committee

269. The Academic Committee shall be composed of:
- 269.1. The Academic Coordinator;
 - 269.2. All student representatives on Faculty Council;
 - 269.3. All student representatives on Faculty Council Steering Committee;
 - 269.4. All student representatives on Curriculum Committee.
270. The purpose of the Academic Committee shall be to coordinate student academic advocacy within the Faculty of Arts and Science. The committee shall hear reports from the Federation’s representatives sitting on academic bodies, and shall ensure that student concerns are effectively raised at the pertinent level of governance.
271. The chairperson will be the Academic Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
272. Meetings of the Academic Committee shall be open and communicated to all Member Association executives who attend their respective department meetings.
273. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA and in compliance the expectations of these regulations.

Part II – Internal Affairs Committee

274. The Internal Affairs Committee shall be composed of:
- 274.1. The Internal Affairs Coordinator;
 - 274.2. The General Coordinator;
 - 274.3. Three (3) Councillors;
 - 274.4. One (1) Member-At-Large.
275. The purpose of the Internal Affairs Committee is to coordinate all matters pertaining to the Member Associations. The Internal Affairs Committee shall also serve as an available screening option for Member Association events to ensure that they adhere to financial restrictions, University Policies and Sustainability Policies.
276. The Internal Affairs Committee shall have the power to veto any action of any individual or Member Association which would violate or seek to violate these By-Laws, or regulations and policy of the Association. Such a veto must be ratified by the Council following the enactment of said veto. If said veto is not ratified at this time, it is null and void.
277. The Chairperson will be the Internal Affairs Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
278. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA and in compliance with the expectations of these regulations.

Part III – Communications Committee

279. The Communications Committee shall be composed of:□
- 279.1. The Communications Coordinator;□
 - 279.2. The Street-Team Coordinator; □
 - 279.3. Three (3) Councillors;□
 - 279.4. One (1) Member-At-Large.□
280. The purpose of the Communications Committee shall be to develop ASFA's communications strategy and to oversee its implementation. In addition it shall work to maintain ASFA's stature within the Concordia University community and beyond, and to foster beneficial relationships with external organizations. Any commercial activity within the association shall be overseen by the Communications Committee, who shall ensure that these activities are in the best interests of Arts and Science students□.

281. The chairperson will be the Communications Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
282. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA and in compliance the expectations of these regulations.

Part IV – Finance Committee

283. The Finance Committee shall be composed of:
 - 283.1. The three (3) executive signing authorities of ASFA;
 - 283.2. Three (3) members of ASFA Council who represent a Member Association;
 - 283.3. One (1) of the five (5) Independent Councillors.
284. The purpose of the Finance Committee will be to examine and make recommendations to ASFA Council about budgetary matters. This committee will oversee all budgetary matters regarding ASFA including, but not limited to, setting Member Association budgets and special project funding requests. 22. The chairperson will be the Finance Coordinator. It will be their responsibility to call at least two (2) meetings per month over their mandate, not including June and May, wherein at least one meeting must take place.
285. The chairperson will be the Finance Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate.
286. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA and in compliance the expectations of these regulations.

Part V – Loyola Committee

287. The Loyola Committee shall be composed of:
 - 287.1. One representative from the Applied Human Sciences Student Association;
 - 287.2. One representative from the Biology Student Association;
 - 287.3. One representative from the Communication Studies Student Association;
 - 287.4. One representative from the Concordia Undergraduate Biochemistry, Chemistry & Physics Society;
 - 287.5. One representative from the Concordia Undergraduate Psychology Association;
 - 287.6. One representative from the Health, Kinesiology, and Applied Physiology Student Association;
 - 287.7. One representative from the Loyola College Student Association;
 - 287.8. One representative from the Science College Student Association;

- 287.9. One representative from the Journalism Student Association;
288. The purpose of the Loyola Committee shall be to plan initiatives and organize events throughout the year that cater to students studying on the Loyola Campus.
289. The Loyola Committee shall receive a committee budget from the ASFA Operational Budget for their events and initiatives.
290. Each Loyola Member Association shall designate a representative and an alternate for the Loyola Committee at the beginning of their mandate year.
291. Two co-chairs shall be appointed from among the committee members at the beginning of the mandate year.
292. Priority shall be given to co-chair candidates representing MAs whose representatives were not co-chairs the year prior.
293. Co-chairs are responsible for calling monthly meetings, ensuring equal representation of the Member Associations in the committee, and for acting as a link between the committee and ASFA.
294. One of the co-chairs must attend meetings of the ASFA executives in order to share the activity of the committee, and to be informed of the activity of ASFA.
295. The co-chairs shall write a monthly report to be submitted for ASFA Council. They shall also present their reports at the September RCM, the January RCM, and the May RCM.
296. The Loyola Committee shall keep minutes of all meetings. All minutes shall be submitted for ASFA Council.
297. A Member Association may opt-out of Loyola Committee by informing the ASFA Internal Coordinator at the beginning of the year before the June RCM.
- 297.1. In order to opt-out, the executive body of the Member Association in question must hold a formal vote among themselves and must reach the decision by consensus.

Part VI – Policy Committee

298. The Policy Committee shall be composed of:
- 298.1. The General Coordinator;
- 298.2. The Internal Coordinator;
- 298.3. Three (3) Councillors;

298.4. One (1) Member-at-Large

299. The purpose of the Policy Committee is to review the By-Laws, Regulations, and Policies governing ASFA and propose changes or amendments. The Policy Committee shall send all proposed changes to Council for approval, as per the By-Laws. In addition, the Policy Committee shall also be responsible for drafting and maintaining any additional policy implemented within the Association.
300. The chairperson shall be the General Coordinator. It shall be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
301. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA and in compliance the expectations of these regulations.

Part VII – Student Life Committee

302. The Student Life Committee shall be composed of:
- 302.1. The Student Life Coordinator;
 - 302.2. Three (3) Councillors;
 - 302.3. One (1) Member-At-Large;
 - 302.4. The Frosh Coordinator, for the period between May/June until mid-September.
303. The purpose of the Student Life Committee shall be to organize events throughout the year that cater to the diversity of all Arts and Science students.
304. The chairperson will be the Student Life Coordinator. It will be their responsibility to call at least (1) one meeting per month over their mandate.
305. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA and in compliance the expectations of these regulations.

Part VIII – Mobilization Committee

306. The Mobilization Committee shall be composed of:
- 306.1. The Mobilization Coordinator;
 - 306.2. Two (2) Councillors;
 - 306.3. Two (2) Members-At-Large.
307. The purpose of the Mobilization Committee shall be to allocate financial and logistical resources to advocacy initiatives within the Concordia community that are deemed by

the committee or by ASFA Council to be in the best interests of Arts and Science Students.

308. Further, the Mobilization Committee shall have the power to strike ad-hoc committees on particular advocacy issues. Ad-hoc committees of the mobilization committee shall be chaired by a member of the mobilization committee, and shall otherwise be composed of ASFA members-at-large who wish to devote themselves towards mobilizing Arts and Science students around the designated cause.
309. The Chairperson will be the Mobilization Coordinator. It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
310. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA and in compliance the expectations of these regulations.

Part IV – Sustainability Committee

311. The Sustainability Committee shall be composed of:
 - 311.1. Three (3) Councillors;
 - 311.2. Two (2) Member-At-Larges;
 - 311.3. One (1) representative from Sustainable Concordia appointed by Sustainable Concordia and ratified by Council.
312. The purpose of the Sustainability Committee is to oversee the implementation of all policies adopted by Council on sustainability in ASFA's operations and in those of the Member Associations, including those outlined in Chapter 6 of these Regulations. It shall also examine and promote ASFA and the Member Associations' sustainable practices and propose recommendations to Council. It shall also examine and provide recommendations to better sustainable initiatives within the University.
313. The Chairperson will be selected from among the committee members, by majority vote . It will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August.
314. The committee will publish and present a report at each regular Council meeting, except the June meeting, outlining the work the committee has completed in the best interest of ASFA.

Part V – Faculty Council of the Faculty of Arts and Science

315. As per article 5.5 of the By-Laws of the Federation, the Federation will appoint student representatives at the Arts and Science Faculty Council (ASFC).
316. The composition of eight (8) members are defined as follows:
- 316.1. Two (2) members of the Executive; the Academic Coordinator and another Coordinator to be determined by a consensus of the Executive;
 - 316.2. Four (4) Internal Members (Councillors or Executives), of whom no more than one (1) may be an Executive;
 - 316.3. Two (2) Members-at-Large; one engaged in a program of study based at each of the campuses of the University.
317. Both ASFA Coordinators sitting on ASFC must provide a report from each ASFC meeting at the following ASFA RCM.

Section 3: Appointment of Members

318. The appointment of Members at Large to the Standing Committees shall proceed in accordance with the procedure set out in Chapter 5 of these Regulations.
319. The appointment of Councillors to Standing Committees shall occur at the first RCM of the Academic Year. To be appointed, a simple majority vote is required. Those Members shall be responsible for attending all ASFA Council meetings as well as their respective Standing Committee meetings, except under extenuating circumstances.

Chapter 5 - Regulations Regarding Appointments

SECTION 1: GENERAL PROVISIONS

320. Unless otherwise indicated, all terms are defined in accordance with the Definitions provided in the By-Laws of the Federation, where such Definitions exist.
321. In its appointments proceedings, the Federation shall strive to counteract and eliminate discriminatory bias based on race, gender or gender expression, class, nationality, religion, sexuality, or any other identifying criteria which do not bear upon a candidate's suitability for a role.
322. To this end, whenever possible, the Federation shall strive for gender parity in its appointments and shall reasonably seek to provide opportunities to women, gender non-conforming individuals and people of colour.

SECTION 3: APPOINTMENT OF COUNCILORS AND EXECUTIVES

323. The appointment of Councilors and Executives to the Standing Committees of the Federation, any ad hoc Committees duly constituted, and to the committees, councils or otherwise of any external bodies to which the Federation is afforded the right of appointing its members, shall be conducted by a resolution in Council requiring a simple majority in favour of an appointment.
324. Should there be more candidates than available seats on a given body, Counselors shall be permitted to vote for as many candidates as there are seats available, with the candidates with the most votes being awarded the appointment(s).

SECTION 3: APPOINTMENT OF MEMBERS AT LARGE

Part I – General Appointment Procedures

325. The appointments procedures for Members at Large, outlined below, shall in all cases include a call-out issued via the Federation newsletter no less than two (2) weeks prior to the application deadline. The Federation may additionally use any public channels of promotion and advertisement it deems appropriate or necessary.
326. The following shall apply to the appointments of Members at Large to the Judicial Committee, the roles of Chair, Minute Keeper, CEO of the Federation and any Executive positions, and to any external bodies to which the Federation has the right of appointment.

327. Applications shall be addressed to the Internal Affairs Coordinator.
328. The Internal Affairs Committee shall review the applications, and may choose to invite candidates to interview. The Internal Affairs Committee shall present its recommendations to Council at the Regular Meeting following the application deadline, unless that deadline falls less than five (5) juridical days prior to the following Regular Meeting.
329. Where there are less than three (3) applications, all candidates shall be invited to be interviewed by Council at the Regular Meeting during which the appointment is to be confirmed.
330. Where there are more than three (3) applications, the Internal Affairs Committee may, at its discretion, select no less than three (3) candidates to invite to an interview by council.
331. The appointment of the Chair, Minute Keeper, CEO and any Executive Officer shall be confirmed only upon a two-thirds (2/3) majority vote of Council.
332. All other appointments shall be confirmed upon a Simple Majority vote of council.

Part II – Committee Appointments

333. The following shall apply to the appointments of Members at Large to the Standing Committees and any ad hoc Committees duly constituted.
334. Applications shall be addressed to the Internal Affairs Coordinator and the Chair of the Committee for which the candidate is applying.
335. The Internal Affairs Committee shall review the applications, and may choose to invite candidate to interview. The Internal Affairs Committee shall recommend candidates to the Chair of the Committee to which the candidates are applying no less than one (1) week following the application deadline.
336. Candidates shall be invited to interview with the Committee for which they are applying on the recommendation of the Internal Affairs Committee.
337. The Committee to which the candidate is applying shall confirm their appointment by a Simple Majority vote.
338. All proceedings of the Internal Affairs Committee and the Committee which has appointed a new member shall be included in the Consent Agenda of the following

Regular Meeting, unless the appointment is confirmed less than five (5) juridical days prior to the following Regular Meeting.

339. The appointment of all Members at Large to the Standing Committees or ad hoc Committees of the Federation are subject to ratification in Council, understood here as adoption of the consent agenda in which their appointment is announced.

Chapter 6 - Regulations Regarding Sustainability

SECTION 1: ENVIRONMENTAL SUSTAINABILITY

340. The objective of environmental justice is to alleviate unequal burdens caused by climate change and ecological degradation.
341. The ASFA will act in meaningful solidarity by maintaining relationships with directly affected communities, with a particular emphasis on indigenous peoples. To this aim, the Federation will follow the leadership that indigenous communities have shown via opposing extractive projects on their territories.
342. The ASFA will support initiatives that educate and mobilize the membership on issues relating to environmental justice, and will strive to be as materially sustainable as possible.
343. The ASFA will strive to eliminate its contribution to:
 - 343.1. the progressive buildup of substances extracted from the Earth's crust (i.e. heavy metals, fossil fuels, greenhouse gas emissions);
 - 343.2. the progressive buildup of chemicals and compounds produced by society (i.e. dioxins, PCBs, DDT);
 - 343.3. the progressive physical degradation and destruction of nature and natural processes (i.e. over harvesting forests and paying over critical wildlife habitat).

SECTION 2: SOCIAL SUSTAINABILITY

344. The ASFA will promote a strong, safe, and empowering community by seeking to minimize systemic power imbalances within society and fostering a culture of anti-oppression, as well as encouraging a culture of self-care.
345. Every year, the Sustainability Committee will disseminate materials regarding mental health education to Member Associations.
346. The Mobilization Committee will ensure that all ASFA Executives, Councillors, and Member Association executives take part in mandatory consent and sensitivity workshops on a yearly basis.

SECTION 3: ECONOMIC SUSTAINABILITY

347. This policy requires for the Federation to, whenever possible, support local businesses that meet global labor standards and proactively seek new partnerships that follow suit with the ASFA Positions Book.
348. This policy encourages the Federation to purchase products from local businesses that provide fair wages to employees, do not inflict unnecessary suffering upon the environment (including, but not limited to the direct suffering of flora and fauna), and make use of environmentally sustainable practices.
349. Where alternatives exist in the industry, the Federation will avoid unsustainable requests for corporate sponsorship. In the event that an unsustainable corporation seeks sponsorship of the ASFA, or its member associations, said corporation must be made aware of the ASFA Sustainability Policy.
350. This policy requires for the Federation to act in accordance with its position on divestment of fossil fuels, and advocate for responsible and diversified investment portfolios within and outside of university campuses.
351. The ASFA will be responsible in its long-term planning of finances to ensure year-to-year financial stability and flexibility as major expenses arise.
352. The ASFA will prioritize funding initiatives that will lead to:
 - 352.1. cost-savings for the Federation in a reasonable timeframe;
 - 352.2. considerable social and/or environmental benefit.

SECTION 4: IMPLEMENTING SUSTAINABILITY

353. As part of the Arts and Science Faculty Council, representatives of the ASFA shall be responsible to improve integration of waste-management, sustainability, and indigenous affairs in the university's curriculum.
354. When sponsoring the travel of ASFA members to events in other cities, the ASFA shall encourage the use of train and bus transportation, whenever possible. The Federation will equally promote collective transportation, or ride-sharing to meetings and assemblies. This being said, the nearest metro stations must be clearly indicated in the notice of all meetings and events.
355. The Sustainability Committee will be responsible for distributing the Sustainable Event Guide, by Sustainable Concordia, to Member Associations at the beginning of their

mandate. To this aim, the ASFA shall encourage sustainable choices that Member Associations intend to make through financial means when allocating budgets and Special Project Funding.

356. When organizing events, especially during Orientation Week, the ASFA should use the Sustainable Event Guide, by Sustainable Concordia, as a blueprint to reducing the events' impact.
357. All events should achieve a minimum of silver certification (20 actions) with emphasis on eliminating single use items such as non-reusable plastic water bottles, plastic cutlery and dishes, paper napkins, and individually packaged condiments.
358. The ASFA shall make extensive use of online resources and social media for promotion and event registration rather than printed promotions and tickets.
359. The ASFA will support and promote events that showcase communities directly affected by the impacts of climate change.
360. The Federation will ensure that the head office is as sustainable as possible by utilizing energy efficient appliances and electronics, as well as purchasing supplies with minimal environmental impact such as recycled paper and non-hazardous cleaning supplies.
361. The Federation will ensure that at least one third of all food served at assemblies and meetings is vegetarian and will prioritize food that is locally grown or from a local business, while being organic when possible. The Allergy Food Fund serves the purpose of accommodating any other dietary restrictions including gluten intolerance, or vegan options.
362. The Federation will provide workshops on sustainability to all ASFA and Member Association executives.
363. ASFA will encourage Member Associations going forward to hold referenda to add a sustainability mandate to the composition of their association.
364. Sustainability committee must draft a sustainability checklist form for all MAs that must be filled and submitted with cheque requisitions after an MA event. Cheque requisitions will only be reviewed if accompanied by a sustainability checklist.

**Deposit Slip
ASFA**

**Deposit Slip
ASFA**



(Transit) Account number _____ Date _____ (Transit) Account number _____ Date _____

Deposited By _____ Deposit slip number _____ Deposited By _____ Deposit slip number _____

Deposit Details	Amount
Total:	

Cash Details	
	x \$5.00 = _____
	x \$10.00 = _____
	x \$20.00 = _____
	x \$50.00 = _____
	x \$100.00 = _____
Total bills	_____

Cheques	
Number of cheques	_____
Total Cheques:	_____

Coins (Loose)	
	x \$0.01 = _____
	x \$0.05 = _____
	x \$0.10 = _____
	x \$0.25 = _____
	x \$1.00 = _____
	x \$2.00 = _____
Total coins	_____

Total Cash: _____

Number of cheques: _____

Total Cheques: _____

TOTAL DEPOSIT: _____

Comments:

ASFA Office Manager _____ Signature _____ Date _____

Signing Officer _____ Signature _____ Date _____

**Deposit Slip
Revenue Declaration**

**Deposit Slip
Revenue Declaration**



Member Association _____

Date _____

Member Association _____

Date _____

Deposited By _____

Revenue slip number _____

Deposited By _____

Revenue slip number _____

Deposit Details	Amount
Total:	_____

Cash Details	Amount
<input type="checkbox"/> x	\$5.00 = _____
<input type="checkbox"/> x	\$10.00 = _____
<input type="checkbox"/> x	\$20.00 = _____
<input type="checkbox"/> x	\$50.00 = _____
<input type="checkbox"/> x	\$100.00 = _____

Total bills: _____

Coins (Loose)	Amount
<input type="checkbox"/> x	\$0.01 = _____
<input type="checkbox"/> x	\$0.05 = _____
<input type="checkbox"/> x	\$0.10 = _____
<input type="checkbox"/> x	\$0.25 = _____
<input type="checkbox"/> x	\$1.00 = _____
<input type="checkbox"/> x	\$2.00 = _____

Total coins: _____

Cheques	Amount
Total:	_____

Coins (Rolls)	Amount
<input type="checkbox"/> x	\$0.01 = _____
<input type="checkbox"/> x	\$0.05 = _____
<input type="checkbox"/> x	\$0.10 = _____
<input type="checkbox"/> x	\$0.25 = _____
<input type="checkbox"/> x	\$1.00 = _____
<input type="checkbox"/> x	\$2.00 = _____

Total Cash: _____

Number of cheques: _____

Total Cheques: _____

TOTAL DEPOSIT: _____

Comments:

ASFA _____

Signature _____

Date _____

MA Signing Officer _____

Signature _____

Date _____