



**L'Association des Étudiantes et Etudiants de Philosophie de l'Université Concordia  
The Association of Students of Philosophy at the University of Concordia  
(SoPhiA)**

## **BY-LAWS**

---



**L'associations des Étudiantes et Étudiants de Philosophie de l'Université Concordia  
The Associations of Students of Philosophy at the University of Concordia (SoPhiA)**

*Revised March 2018; formatting revised August 2021*

## Contents

<b>SECTION I: Definitions</b>	<b>4</b>
<b>SECTION II: The Association</b>	<b>6</b>
1. Name	6
2. Relationship to ASFA	6
3. Objectives	6
<b>SECTION III: Membership Requirements</b>	<b>7</b>
4. Membership Requirements	7
5. Meetings of the Members	7
<b>SECTION IV: The Executive</b>	<b>7</b>
6. Purpose of the Executive	7
7. Composition of the Executive	7
8. Executive Position Mandates	8
8.a. The Chair and Executive Coordinator	8
8.b. The Internal Relations and Faculty Liaison	8
8.c. The Inter-University Liaison	8
8.d. The Accountant and Budget Coordinator	8
8.e. The Outreach and Communications Coordinator	9
8.f. The Academic Accessibility representative	9
8.g. The Events Coordinator	9
8.h. The Volunteer Coordinator	9
8.i. The ASFA Representative	9
8.j. The Sustainability and Inclusivity Advisor	9
9. Removal from Office or Resignation of an Executive Member	9
10. Appointment of Position	11
<b>SECTION V: Parties to an Election</b>	<b>11</b>
11. Electors	11
12. Election Candidates	11
13. Chief Electoral Officer	12
14. Electoral Officers	12
<b>SECTION VI: Election Proceedings</b>	<b>13</b>
17. Election Period	13
18. Nomination of Candidates	13
19. Announcement of Poll	14
20. Campaign Period	14

21. Polling	15
22. Election Expenses	15
23. Election Results	15
24. Special Circumstances	15
<b>SECTION VII: Referenda / Referendum</b>	16
<b>SECTION VIII: Appointment of ASFA Councilor</b>	16
<b>SECTION IX: Financial Relationship to ASFA</b>	16
<b>SECTION X: General Relationship to ASFA</b>	16
<b>SECTION XI: The Dissolution of the Association</b>	17
<b>SECTION XII: Legal Application of these By-Laws</b>	17
<b>SECTION XIII: The Sheila Mason Bursary</b>	17
39. Description of the Bursary	17
40. Candidates eligible for the bursary	18
41. Criteria for application	18
42. Funding and Bursary Amount	19
43. Bursary Committee:	19
44. Announcement, Deadline, and Award Date	20
<b>Annex</b>	21
<b>The SoPhiA Constitution</b>	21

# BY-LAWS

## SECTION I: Definitions

**"ASFA"**: shall mean, Federation des Association Étudiantes de la Faculté d'Arts et Science de l'Université Concordia Inc. / Concordia University Arts and Sciences Federation of Student Associations Inc.;

**"ASFA Council"**: shall mean, the ASFA Board of Directors;

**"SoPhiA"**: shall refer to, L'Association des Étudiantes et Étudiants de Philosophie de l'Université Concordia or The Association of Students of Philosophy at the University of Concordia;

**"the Association"**: shall refer to, L'Association des Étudiantes et Étudiants de Philosophie de l'Université Concordia or The Association of Students of Philosophy at the University of Concordia or SoPhiA;

**"Bursary"**: shall refer to, a monetary award given to a deserving candidate in recognition of their work in the realm of inclusivity.

**"Bursary Committee"**: shall refer to, the committee deliberating upon the recipient of the bursary.

**"Campaign Materials"**: shall refer to, any printed matter, paid advertisement in any media, emails, or any other object used to promote or oppose, directly or indirectly, the election of a candidate;

**"the Department"**: shall refer to, the Philosophy Department located at the University of Concordia in Montreal, Quebec, Canada.

**"Election Committee"**: shall refer to, a group of students organized by the Chief Electoral Officer for the purpose of coordinating electoral proceedings;

**"Polling Period"**: shall refer to, a period of at least two (2) school days during which the polls in an election or referendum will be open no later than 9h00 and close no earlier than 17h00;

**"Public Notice"**: shall refer to, the placement of posters in prominent view at Sir George Williams and/or Loyola campuses, as well as to emails sent to students within the association;

**"Elector"**: shall refer to, any undergraduate student enrolled in a major, minor or honours program in the Department of Philosophy by the first day of polling.

**"Election Candidate"**: shall refer to, any undergraduate student enrolled in a major, minor or honours program in the Department of Philosophy by the first day of nomination.

**"The University"**: shall refer to, the University of Concordia

**"The Membership"**: shall refer to, any undergraduate student enrolled in a major, minor, or honours program in the Department of Philosophy.

**"General Assembly"**: shall refer to, the decision-making body of the Association.

**"The Annual General Assembly"**: shall refer to, the minimum required assembly to be called every academic year not after 31 October.

**"Special General Assembly"**: shall refer to, an assembly called in urgency or by membership or by an executive.

**"Mandate"**: shall refer to, a legally-binding task deliberated, voted and approved by the membership applied to an executive or executive body.

**"Collective Vote"**: shall refer to, a vote taken during a General Assembly or Special General Assembly that which binds an executive body and membership to its result.

**"Vote"**: shall refer to, a vote taken by ballot in by-elections, general elections or during a referendum that which binds an executive and membership to its result.

**"Majority"**: shall refer to, a 50+1 vote.

GA

**"Robert's Rules of Order"**: shall refer to, the operating rules of the General Assembly and/or Special General Assembly.

**"Referenda / Referendum"**: shall refer to, a question posed to membership through ballot.

**"Motion"**: shall refer to, a written position proposed during a General Assembly and/or Special General Assembly.

**"Constitution"**: shall refer to, secondary annex of the Association's by-laws.

**"School Days"**: shall refer to, regular University operating days.

**"Executive Body"**: shall refer to, the members of the executive voted for by members, or appointed by the executive thereafter a general or by-election.

**"Active Member"**: shall refer to, an undergraduate student registered in a major, minor or honours program in the Department of Philosophy, enrolled in a minimum of one course at the University, who have not yet finished all required credits and have not yet applied for graduation.

**"Open Session"**: shall refer to, an executive meeting in which all members are welcome to attend, and to a general or special assembly in which the public at large are welcome to attend.

**"Closed Session"**: shall refer to, an executive meetings in which only executive members may attend, and to a general or special assembly in which only members of the Association are welcome to attend.

## **SECTION II: The Association**

1. **Name:** The name of the Association hereby established shall be the, "L'Association des Étudiantes et Étudiants de Philosophie de l'Université Concordia or The Association of students of philosophy at the University of Concordia", abbreviated: SoPhiA
2. **Relationship to ASFA:** The Association shall exist as a Member Association of ASFA and shall be subjected to the applicable rules of regulations duly passed by the ASFA Council unless determined otherwise in a referendum vote taken by the Association's voting membership.
3. **Objectives. The purpose of the Association will be:**
  - 3.a. To represent the membership of the Association politically and institutionally as directed by the collective demands of the General or Special Assemblies.
  - 3.b. To represent the membership in gains, and protect the membership from losses.
  - 3.c. To organize academic and social events and create a spirit of community within the Department.
  - 3.d. To provide academic services – esp., the peer-tutoring program – for the students of the Department.
  - 3.e. To provide each member with opportunities to participate in activities and programs that contribute to their development as a person and as a member of the University especially those activities and programs that are conducive to a student of philosophy.

### **SECTION III: Membership Requirements**

- 4. Membership Requirements:** Every student enrolled in an honours, specialization, major or minor program in the department shall be a member of the association and shall enjoy the rights and benefits thereof.
- 5. Meetings of the Members:**
  - 5.a. The General Assembly shall be the decision-making body of the Association. And shall be called with one (1) week notice, five (5) school days by the Executive without limitation on their frequency or by a petition of 20 of the Members.
  - 5.b. An Annual General Assembly must be held every year not after 31 October.
  - 5.c. The quorum for the general assembly shall consist of 2.5% of the active Membership of the current academic year.
  - 5.d. The Special General Assembly is an assembly called, as need or urgency arises, by but not dependent on the decision of the Executive, or by a petition of 20 of the Members. The Executive must make public notice of the Special General Assembly one (1) week being five (5) school days in advance of the Special General Assembly.
  - 5.e. All assemblies will be convened and governed through Robert's Rules of Order.
  - 5.f. A Majority Vote will determine the outcome of all mandates, motions and decisions passed through a General Assembly or Special General Assembly unless otherwise stated in Robert's Rules of Order.
  - 5.g. The General Assembly and/or Special General Assembly may not alter the by-laws, but may call to question at referendum changes to the by-laws.

### **SECTION IV: The Executive**

- 6. Purpose of the Executive:**
  - 6.a. The Association shall have an Executive to oversee its day-to-day operations.
  - 6.b. The Executive shall be elected by the Association membership during the Annual General Election.
  - 6.c. The Executive shall appoint two of its Members as signing officer.
  - 6.d. The Executive shall appoint one of its Members as a booking officer.
- 7. Composition of the Executive:**

- 7.a. The Executive Body may only be comprised of undergraduate students enrolled and active in a major, minor or honours program in the Department of Philosophy.
- 7.b. The Executive shall be composed of:
  - 7.b.i. the Chair and Executive Coordinator;
  - 7.b.ii. the Internal Relations and Faculty Liaison;
  - 7.b.iii. the Inter-University Liaison;
  - 7.b.iv. the Accountant and Budget Coordinator;
  - 7.b.v. the Outreach and Communications Coordinator;
  - 7.b.vi. the Academic Accessibility representative;
  - 7.b.vii. the Events Coordinator;
  - 7.b.viii. the Sustainability and Inclusivity Advisor
  - 7.b.ix. the ASFA Representative.
- 7.c. All Executive Meetings are open to members who will have no voting rights but will have speaking rights, unless the Executive Meeting enters into closed session, at which point the attendance at the meeting will be restricted to members of the Executive.
- 7.d. The Executive will meet at minimum once monthly, or more at their own discretion.
- 7.e. All Executive Meetings must be advertised fairly and equally to all Executive Members, all Executive Members must be welcome to each meeting.
- 7.f. All Executive Meetings, both open and closed session, must be recorded through minutes, all minutes must be available to all Executive Members - all Open Session minutes must be provided by request of the Members of the Association.

## **8. Executive Position Mandates:**

- 8.a. **The Chair and Executive Coordinator:** shall be a signing officer and shall chair all executive meetings. The Chair and Executive Coordinator is also responsible for organizing the executive and facilitating communication between executives for projects.
- 8.b. **The Internal Relations and Faculty Liaison:** shall be the primary liaison between the Association and the Departmental Administration and Faculty.
- 8.c. **The Inter-University Liaison:** shall be the primary liaison between the Association and other bodies outside of the University



- 8.d. **The Accountant and Budget Coordinator:** shall be a signing officer and will hold responsibility over the financial matters of the Association.
- 8.e. **The Outreach and Communications Coordinator:** shall be responsible for the distribution of information to the membership.
- 8.f. **The Academic Accessibility representative:** shall be the main representative of the Association on all matters relating to curriculum within the Department and shall also be responsible for coordinating all academic services and events provided for the Members.
- 8.g. **The Events Coordinator:** shall be responsible for coordinating all social events organized for the Members and also be responsible for booking space and materials required for events and services provided to the Members.
- 8.h. **The Volunteer Coordinator:** shall be responsible for acting as an executive of an additional operation deemed necessary by the executive committee. The responsibilities will be determinable by each incoming executive committee. The Volunteer Coordinator is also responsible for organizing and mobilizing students for events that have direct participation.
- 8.i. **The ASFA Representative:** shall be the main representative of the Association to its Membership, and to the ASFA Executive. If the position is not run for independently then the position is assumed under the obligations of the Chair and Executive Coordinator.
- 8.j. **The Sustainability and Inclusivity Advisor:** shall audit and direct the events and projects of the executive towards sustainable options and inclusivity. The Sustainability and Inclusivity Advisor must also uphold the distribution of the Sheila Mason Bursary as described in Section XIII. If the position is not run for independently, then the duty of upholding the distribution of the Sheila Mason Bursary is assumed under the obligations of the Chair and Executive Coordinator

## **9. Removal from Office or Resignation of an Executive Member:**

- 9.a. An Executive Body may not impeach another member at their discretion.
- 9.b. For a member to be considered for removal of office, that member must have violated, based on the following:
  - 9.b.i. Recurring, unwarranted behavior deemed hostile and or a threat to the welfare of the students of the University;

- 9.b.ii. Any violation of the Quebec Charter of Human Rights and Freedoms;
- 9.b.iii. Misappropriation of Funds;
- 9.b.iv. Dereliction of Duties;
- 9.b.v. In violation of this Association's by-laws or the by-laws of ASFA;
- 9.b.vi. Or, any violation of the standards set out in the Constitution of these by-laws;
- 9.c. The Membership must present a petition undersigned by at least 10% of regular Members or 60 Regular Members, whichever is higher, to the VP Internal of ASFA who shall then present it to ASFA's Judicial Committee (JC).
- 9.d. The person to be removed from office must be given at least one-week's notice of the meeting of the JC that shall consider the removal.
- 9.e. The elected official being accused must be given the opportunity to respond to the accusations made against him or her.
- 9.f. An Executive Member may resign from their position at anytime with notice to the Chair and Executive Coordinator, this resignation must be notified to the Executive Body.
- 9.g. In the event of alleged sexual, physical, gendered, racial or discriminatory violence against another person by an executive member, the following will apply:
  - 9.g.i. A meeting of the executive body (with exclusion of the accused member) will be called immediately
  - 9.g.ii. This meeting will include a member from a Gender Advocacy or Sexual Assault Resource Center on campus
  - 9.g.iii. The Accused member will be required to temporarily be removed from their position (notwithstanding the above conditions of removal in Sec.4, Art.22) pending the recommendation of Gender Advocacy/Sexual Assault Resource Center on campus. The recommendation stands.
  - 9.g.iv. A referral to support the initiating party will be made to a Sexual Assault Resource Center or Gender Advocacy Center on Campus with their consent.
  - 9.g.v. If a Gender Advocacy or Sexual Assault Center provides a recommendation against the accused party, the accused party is permanently removed from the Executive Body and cannot apply for an Executive Position in the Association, in the future.

9.g.vi. The Association's by-laws do not restrict the initiating parties rights, the Association will abide by the initiating parties requests for discretion or publicity.

9.g.vii. \*In the case, the initiating party requests a public announcement of the removal, a lawyer at the Concordia Legal Clinic MUST be consulted prior to public announcement.

#### **10. Appointment of Position:**

- 10.a. An Executive position may be appointed only after general elections and/or by-election period if the position remained vacant.
- 10.b. An announcement of a vacant position must be made to the Members after a period of ten (10) school days after general elections and/or by-election polling has closed and all applications for the position must be accepted.
- 10.c. Only undergraduate students enrolled in a major, minor or honours degree in the Philosophy Department may be considered for appointment.
- 10.d. A Special General Assembly must be called by the elected Executive to appoint members to the Executive Body as soon as possible.
- 10.e. All appointed positions are valid only until the next election period, at which point an appointed member must either run as a candidate in the election or resign from their position.
- 10.f. Appointed members are not deemed as Executive Members and may only act as signing authorities or booking officers when their positions are ratified in the Special General Assembly.
- 10.g. There cannot be an appointment to the Chair and Executive Coordinator position.

### **SECTION V: Parties to an Election**

#### **11. Electors:**

- 11.a. Every person who is registered as an undergraduate in the Department in either a major, minor or honours degree program by the first day of the polling period is an Elector.
- 11.b. Each Elector may cast one (1) ballot in an election for each Executive Position open to election.

**12. Election Candidates:**

- 12.a. Every person who is an Elector is eligible to participate in an Election Committee.
- 12.b. Only undergraduate students enrolled in a major, minor or honours program in the Philosophy Department are eligible to run in an election.
- 12.c. Notwithstanding the foregoing, any election officer is ineligible to participate in an Election Committee.

**13. Chief Electoral Officer:**

- 13.a. The CEO shall be appointed by the Association for an unlimited term or until such time as they are no longer required or resigns, whichever comes first.
- 13.b. The CEO may not be a Member of the Association.
- 13.c. The CEO may resign by notifying the Association in writing.
- 13.d. The CEO is responsible for the carrying out of these regulations.
- 13.e. The CEO shall:
  - 13.e.i. verify that all parties participating in the election must comply with these regulations;
  - 13.e.ii. issue directives on the carrying out of these regulations;
  - 13.e.iii. receive and examine the reports and returns transmitted to them;
  - 13.e.iv. inquire into the legitimacy of election expenses;
  - 13.e.v. propose regulation reforms to Council;
  - 13.e.vi. provide any person who requests it, information regarding the specifications and the carrying out of these regulations;
  - 13.e.vii. give public access to all information, reports, returns or documents relating to these regulations.

**14. Electoral Officers:**

- 14.a. The Electoral Officers include the CEO and, as the case may be, any assistant, deputy officer, poll clerk, and any other person whose services are temporarily required by the CEO for the purpose of administering the election.
- 14.b. The following persons are not eligible to be Electoral Officers:
  - 14.b.i. Members of the ASFA Executive;
  - 14.b.ii. The Executive body of the Association;
  - 14.b.iii. Members of the CSU Council of Representatives;

- 14.b.iv. Members of the CSU Executive;
- 14.b.v. Members of the Association;
- 15. 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.
- 16. The CEO may act as a polling clerk or enlist the help of polling clerks. Polling clerks abide by the same conditions as Section 5, Article 33.

## **SECTION VI: Election Proceedings**

### **17. Election Period:**

- 17.a. General Elections will be held annually before 31 March.
- 17.b. If there are vacant seats, a by-election must be held in the fall semester to fill any vacant seats.

### **18. Nomination of Candidates:**

- 18.a. The nomination period shall begin at least ten (10) school days before the polling period and will end at midnight the day before the campaigning period is scheduled to take place.
- 18.b. 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.
- 18.c. The nomination paper shall, under pain of rejection, be filled no later than the last day of nomination period.
- 18.d. The nomination paper shall state the name of the candidate as well as his or her Concordia Student I.D. number, address, telephone number, e-mail address, and the position for which they are a candidate.
- 18.e. The nomination paper shall include a statement signed by the candidate(s) to the effect that they consent to the nomination and that they are enrolled in a minimum of one course in the University.
- 18.f. The nomination paper shall include the printed name, signature and Concordia Student I.D. number of fifteen (15) other eligible electors.
- 18.g. Upon filing the nomination form, the candidate shall be provided with by the CEO:

- 18.g.i. A receipt for the nomination;
- 18.g.ii. A copy of annex C of the ASFA by-laws;
- 18.g.iii. The dates, times and locations of all information sessions (if applicable) as soon as they are organized;
- 18.g.iv. A form to be used for the return of election expenses provided for by annex C of the ASFA by-laws;
- 18.g.v. And any other information the CEO deems appropriate;
- 18.h. The CEO shall have the sole authority to verify the validity of the nomination papers.
- 18.i. A candidate may withdraw his or her nomination by transmitting a notice to the CEO in writing to the effect, signed by them.
- 18.j. The CEO will notify the ASFA VP Internal as well as the Chair and Executive Coordinator of the nomination, campaign and polling dates at the beginning of the nomination period.

#### **19. Announcement of Poll:**

- 19.a. At the beginning of the nomination period, the CEO shall issue a Public Notice to announce the holdings of a poll.
- 19.b. Such announcements shall include, as the case may be:
  - 19.b.i. The offices open for election;
  - 19.b.ii. The place(s) where the nomination forms may be obtained;
  - 19.b.iii. The place(s) and dates fixed for the filling of nomination papers in accordance with annex C of the ASFA by-laws;
  - 19.b.iv. The place(s) and dates fixed for the formation of election committees;
  - 19.b.v. And the dates on which the polling will take place in accordance with these regulations;

#### **20. Campaign Period:**

- 20.a. The campaign period shall begin five (5) juridical days before the polling period and will end at midnight the day before the polling period is scheduled to take place.
- 20.b. At the beginning of the campaign period, the identity of all candidates will be made public by the CEO.
- 20.c. The CEO will notify the ASFA VP Internal and the Chair and Executive Coordinator at the beginning of the campaign period.

- 20.d. Campaign material may be distributed, posted, published, broadcast, or otherwise disseminated only during the campaigning period. If the candidate fails to respect this regulation, he or she will be disqualified from the election by the CEO and will have his or her name immediately removed from the ballots.
- 20.e. No space or facilities 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.

## **21. Polling:**

- 21.a. 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:
  - 21.a.i. The designation of each office, for which a poll must be held;
  - 21.a.ii. The names of the candidates for each office;
  - 21.a.iii. The days, times, and places where polling station(s) will be open for the poll;
  - 21.a.iv. The particulars relating to the office and the name must correspond to those appearing on the nomination paper;
- 21.b. Polling for the annual general elections of a Member Association shall be held the week following the campaign period and last two (2) juridical days.
- 21.c. Quorum is 2.5% of regular Members, or 15 regular Members, whichever is higher.

## **22. Election Expenses:**

- 22.a. 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 expense.
- 22.b. Only a candidate may incur an election expense.
- 22.c. The maximum amount of election expenses that may be spent by a candidate for a particular office \$10.
- 22.d. Every payment of an election expense must be justified by an invoice showing the name and address of the supplier, the date the goods and services were supplied, and the amount of the expense.
- 22.e. Candidates must present all such invoices to the CEO no later than three (3) juridical days after the closing of the poll.

## **23. Election Results:**

23.a. The CEO shall submit the results of the election, including the ballots, to ASFA's VP Internal within seven (7) juridical days after the last day of the polling period.

23.b. The Executive is elected for a term of one year starting on June 1st and ending on May 31st.

#### **24. Special Circumstances:**

24.a. In the event quorum is not reached during an election or in the event that fewer than 3 executive members are elected, a Special General Assembly will be called as soon as possible by the executive members in office during the election to appoint and ratify the new executive body.

### **SECTION VII: Referenda / Referendum**

25. Referenda/Referendum may be called by the Executive, by the Association's annual general assembly, or by a petition with the signatures of at least 5% of regular Members or 30 Members, whichever is higher.

26. The Association's Executive shall give public notice of a referendum at least 10 school days prior to the referendum.

27. Quorum is at least 2.5% of regular Members or 15 regular Members, whichever is higher, in order for the referenda to be valid.

28. A referendum may be called at any time during the year with no limit to their frequency.

### **SECTION VIII: Appointment of ASFA Councilor**

29. Before the first regular meeting of ASFA Council, the Executive shall appoint one of the regular members of the association to be the ASFA Councilor for a mandate no longer than the end of the current academic year if that member is not already elected. The two signing authorities of the Association shall attest to this appointment. It shall be presented to the VP Internal of ASFA.

### **SECTION IX: Financial Relationship to ASFA**

30. The Association shall adhere to all of the financial policies set forth in Annex B of the ASFA by-laws.



- 31. The association shall adhere to any and all additional financial policies approved by a duly convened meeting of the ASFA Council.
- 32. Unless otherwise voted by the members of the association during referendum.

### **SECTION X: General Relationship to ASFA**

- 33. The Association may decide, through referenda to end its relationship to ASFA.
- 34. The Association may decide, through the General Assembly, to limit its relationship to ASFA with exception of financial relationship.

### **SECTION XI: The Dissolution of the Association**

- 35. The Association may at no time be dissolved to represent something other than what has been stated in *Section 2, Art.3(a) and (b)*.
- 36. *Section 2, Art.3(a) and (b)* may not be altered in any case, as these fundamental objectives exist as the foundation in which the Association is defined legally.
- 37. Should the Association be dissolved in all other manners, it shall become similar to that of another association, with addition to *Section 2, Art.3(a) and (b)*.

### **SECTION XII: Legal Application of these By-Laws**

- 38. When conflicts between these by-laws and ASFA's by-laws arise, ASFA's by-laws and standing regulations shall take precedence, with exception of the content found within the Constitution of the Association and only insofar as a relationship in good standing exists between the Association and ASFA.
  - 38.a. Should an executive represent these by-laws in a manner that which they are not intended or in a contrary manner to which they are stated, that member will face investigation through the Judicial Committee of ASFA and the potential of removal from office pending recommendation as stated in *Section 4, Art.23, Art.24* at the decision of the membership, and may face legal repercussions at the discretion of the membership.
  - 38.b. Should an executive alter these by-laws without the decision of referendum (with exception to *Section 2, Art.3(a) and (b)* that which cannot be altered through any means as stated in *Section 11, Art.9, Art.10, Art.11*), that member will face investigation through the Judicial Committee of ASFA and the potential of removal from office pending

recommendation as stated in *Section 4, Art.23, Art.24*, without the need for membership to render a final decision, and may face legal repercussions at the discretion of the membership.

### **SECTION XIII: The Sheila Mason Bursary**

#### **39. Description of the Bursary:**

- 39.a. The **Sheila Mason Bursary** is a non-GPA based bursary designed to provide financial aid to students, specifically women, BIPOC, and LGBTQIA+, and individuals with disabilities.
- 39.b. The person chosen seeks to promote diversity through both academic and community initiatives within the Philosophy program. This bursary will be awarded based upon initiative(s) made by the individual to promote inclusive thought and action within Concordia's philosophy department, and/or to prioritize the exploration of queer, postcolonial, intersectional, feminist, or race theory inside or outside of class settings.
- 39.c. This award considers the disadvantages minorities face not only in Philosophy but throughout society, understanding that the work of underrepresented peoples are often held to standards which require significant effort extending beyond that of their peers. Applications will also be considered based upon financial need, given the way that class intersects with other forms of marginalization.

#### **40. Candidates eligible for the bursary:**

- 40.a. Only undergraduate students enrolled in a major, minor or honours program in the Philosophy Department are eligible to run in an election.
- 40.b. Those eligible for application include: women, LGBTQAI+ (lesbian, gay, bi, trans, queer, asexual, intersex, and others included in this umbrella), BIPOC (black, indigenous, people of colour), and students with disabilities, as self-disclosed.
- 40.c. An application form must be required, and on that application form must be included a check box indicating whether the student applicant belongs to one or more of the eligible candidate groups.
- 40.d. Those in greater financial need will be given priority.
- 40.e. Any student sitting on the committee for the bursary is ineligible to apply.

- 40.f. If an individual is an executive, they may not apply for the bursary during their mandate, or during the following mandate.

**41. Criteria for application:**

- 41.a. A personal statement, which must include a description of community involvement, how the individual is working towards creating an inclusive environment within philosophy, and an explanation of financial need. This must be between 500-750 words.
- 41.b. An essay on the topic of the individual's choice, however it must explore such topics including "queer, postcolonial, intersectional, feminist, or race theory", or be relevant to the aims of the Inclusivity Project and the Bursary. This essay should be between 1500-2000 words. Work that has been written for a class may be submitted.
- 41.c. One brief letter of recommendation from a teacher, advisor, employer, etc.
- 41.d. C.V., updated to include information pertinent to this award, such as extra-curricular involvement. This C.V. must also include the contact information of the individual who has written your letter of recommendation.

**42. Funding and Bursary Amount:**

- 42.a. The amount of the bursary will be \$400.
- 42.b. Funding for the bursary must be requested within the budget outline submitted to ASFA each year, under the section entitled "Inclusivity Project".
- 42.c. Supplementary funding is received from the Department, at the discretion of the faculty.
- 42.d. Any amounts not dispersed in a current year will roll over to the next academic year.
- 42.e. The bursary committee can give out as many bursaries as there are units of \$400.
- 42.f. Any extra budget can be (but is not limited to): rolled over to the next years bursary or spent on any related extraneous expenses, at the discretion of the bursary committee.

**43. Bursary Committee:**

- 43.a. All members of the executive may partake in overseeing the bursary applications and decision process. However, the Sustainability and Inclusivity Advisor is mandated to oversee the bursary process and ensure that this bursary process is followed each year.
- 43.b. An open and public call for the bursary committee will be made no later than one month prior to the application opening.

- 43.c. The committee positions will be filled by a majority vote at a duly convened meeting of the executive.
- 43.d. If the committee is not filled by student applicants, then executives must fill the position(s).
- 43.e. The bursary committee may be comprised of no less than four (4) people:
  - 43.e.i. One professor
  - 43.e.ii. Three students, including the Sustainability and Inclusivity Advisor.
- 43.f. Graduate students may sit on the bursary committee.
- 43.g. The bursary committee must ensure during every step of the process that deliberation upon the bursary recipient is done in a fair and impartial manner.
- 43.h. Any individual applying for the bursary may not sit on the bursary committee.

**44. Announcement, Deadline, and Award Date:**

- 44.a. The bursary availability must be announced no later than 1 January.
- 44.b. The deadline for applying is 17 March, six weeks prior to 28 April. This deadline may be subject to change for future years, if the number of applications greatly increases and more time is required for deliberation upon the recipient.
- 44.c. All applicants will be notified by email regarding the acceptance or rejection of their application no less than one week prior to 28 April.
- 44.d. The bursary will be given to the recipient in cheque form on 28 April, at which time it will be presented in tandem with the Vladimir Zeman award.

# Annex

**L'Association des Étudiantes et Étudiants de Philosophie de l'Université Concordia**  
**The Association of Students of Philosophy at the University of Concordia**

---

## The SoPhiA Constitution

Established January 2016

This document was written by the Executive Body of SoPhiA, voted and passed in favor by the Membership. The contents should be recognized as governing documents, that which shall be held as constitutional facts of the Association, in coordination with the Association's legally binding by-laws. This document may be called upon in circumstances wherein the by-laws lack directive, and may be referenced thoroughly in all proceedings of the Association. The by-laws of the Association should be read in context of the Constitution and should never be seen as separate documents to one another, but rather collaborative in their essence. This document may be amended with vote of the Membership, but at no point should be amended to include the restriction of rights of the Membership's interests nor should it be amended to clauses that which could lead to Membership losses. These guidelines here above may not be amended to state otherwise. All definitions in this document should be interpreted as cited in the legal by-laws of this Association.

---

**1. NAME OF THE ASSOCIATION** shall remain legally as, L'Association des Étudiantes et Étudiants de Philosophie à l'Université Concordia *and/or* The Association of Students of Philosophy at the University of Concordia, or in abbreviation "SoPhiA".

**2. THE AIMS OF THE ASSOCIATION** shall be to represent the collective interests of its Members, to work toward attaining gains for its Members, and most fundamentally protect its

Members from losses. While doing so, the Association seeks to, at the same time, create a sustainable environment for all students in which the study of Philosophy is explored and practiced with both inclusivity and advancement in mind. The Association will seek to build spaces that which invite, include and welcome all individuals of all backgrounds, facilitate the evolving nature, thought and discourse of the many schools of thought found in Philosophy and to provide, to the best of its ability, the environment in which these explorations can be rooted in a respectable and academic pursuit. Finally, the Association will act at all times, as an advocate for both the Membership as a whole and as well the individual student in whatever need shall be expressed, directly or indirectly, of the Association as an institutional representation while still in line with the principles expressed within this document.

**3. THE PRINCIPLES OF THE ASSOCIATION** shall be to act in good faith to every circumstance, decision and motivation of the Membership. The Association and its Executive Body shall represent collectively the principles expressed through its motions fairly and without prejudice.

**4. PRINCIPLES OF ACTION:**

The Association, its Executive Body and by extension, the Membership shall abide, in good faith, by the following principles of action:

- a. The Association shall not act in a way as to disrupt, challenge or disqualify the identities of any student within Concordia University. This is to say, the Association will act in an inclusive manner and work toward building spaces of inclusivity without prejudice toward the race, religion, gender, sexuality, culture or ability of any of its members.
- b. The Association shall act to take its membership decisions with the most seriousness and to represent those collective interests in daily life to the best of its ability, without prejudice. This is to say, the Association will not hamper the collective interests expressed and voted in favor by the Membership in its regular or special meetings.
- c. The Association shall act in advocacy of its fellow members in their needs and challenges throughout the time of membership – the Association thus will not

abandon any member from fair representation in both the Association itself, the Department and as well the University.

- d. The Association shall act in a manner of environmental sustainability and act, to the best of its ability, with the environment as a formal priority to all their events, meetings and ways of action. This is to say, the Association will seek out sustainable and environmentally-friendly means in which to express themselves, hold gatherings, meetings and events and in which to have general or special meetings.
- e. The Association shall act, to the best of their ability, in favor of sustainable and ethical purchasing and hiring practices within their operations. The Association thus, will advocate against unethical hiring, working conditions and wage disputes within the University of Concordia. Further, the Association will work toward purchasing ethical products free of animal cruelty and eco-friendly.
- f. The Association shall not act in a manner of emotional, psychological or physical aggression or violence toward any other Student of Concordia University.
- g. The Association shall not act in a manner of sexual, gendered or racial violence toward any other Student of Concordia University.

## **5. PRINCIPLES OF REPRESENTATION:**

The Association, its Executive Body, and by extension the Membership shall abide, in good faith, by the following principles of representation:

- a. The Association shall represent the Membership only on positions taken through a vote of the Members during a General or Special General Assembly;
  - i. With exception to the positions taken in ASFA Council insofar as these positions are in line with the Principles of Action, Aims and Objectives of the Association. Any position that presents controversially or is not represented within this document, should be abstained from and brought before a General or Special Assembly.
- b. The Association will seek to represent the Membership where the Membership may gain and to protect its Membership from loss.
- c. An Executive Body, the physical manifestation of a Membership's representation, cannot decline to represent its Membership, as its Membership demands – should

such a circumstance arise in that an Executive Member decline to represent Membership on an issue, or in that they represent Membership contrary to the collective decision, this Executive Member must resign from their position immediately.

- d. The Association shall not seek to represent the Members without consent – this consent can only be met during the General or By-Elections held annually and is manifested in the form of an Executive Body.
- e. The Association shall not seek to represent the Members in positions without consent – this consent can only be met during Special or General Assemblies and only in the way of a simple majority vote in favor of a position;
  - ii. Unless such a vote requires a super-majority of a 2/3 vote in favor.
- f. The Association will seek to represent the diverse nature of all its Members interests, in doing this it will provide and facilitate the spaces and discussions for all positions to be expressed fairly and without prejudice in order to attain an informed expressed collective decision.
- g. The Association may not represent an individual interest in opposition to the collective interests, as the Association acts as a manifestation of the collective interest of its Membership not of its own personal preferences or positions.
  - iii. The Executive Body may advocate for diverse positions in the confines of a Special or General Assembly of its Memberships, but may not act contrary to the Memberships collective interests while acting as a legally elected Executive Member.
  - iv. The Membership may act in favor of their own individual interests in every circumstance – insofar as those interests do not act contrary to the principles of action cited within this document, or contrary to the *Quebec Charter of Human Rights* – but shall seek to respect collective decisions taken by Membership.

## **6. Principles of the Executive Body:**

The Executive Body, which is the physical manifestation of Membership interests as elected by the Association's membership annually, shall abide, in good faith, to the following principles of the Executive Body:



- 44.e. The Executive Members will at all times, represent entirely, honestly and in good faith the collective interests of the Membership as prescribed during any Special or General Assembly. Thus, the Executive Members will not act to disrupt, alter or represent dishonestly these interests – regardless of personal preferences, interests or political identities.
- 44.f. The Executive Members will at all times, act in an inclusive and non-discriminating way to all Members regardless of their race, religion, sexuality, gender, culture or ability. The Executive Members will at all times, seek to represent the interests of each Member where that Member is unable to, with the consent and consultation of the Member.
- 44.g. The Executive Members will take with great seriousness and professionalism any expressed need for advocacy, support or action in the circumstances of sexual, gendered, racist or discriminatory violence of any nature and will immediately take action to address, investigate and resolve any problems of this nature without prejudice against Members expressing these needs.
- 44.h. The Executive Members will participate upon election to their position, consent workshops aimed at sexual assault prevention, as determined by ASFA and the Concordia Student Union.
- 44.i. Should an allegation or denunciation of sexual, racist or gendered violence be officially launched against any Executive Member that Member must resign until the allegations against them are resolved, while both parties are being provided with advocacy, and resign entirely if a recommendation is made against them by a gender advocacy and/or sexual assault resource center (see by-laws).
- 44.j. The Executive Members will work collaboratively always, at any point should the potentiality for collaboration be threatened, the Executive Members will work together to repair communicative break downs and establish a safe, collective and positive space in which to continue their duties.

- 44.k. The Executive Members shall not accept bribes or compensation for their duties while serving on the Executive Body. The Executive Body shall be seen as a non-reimbursed and non-paid position, and at no point should an Executive Member represent their position as being one open for financial payment.
- 44.l. The Executive Members will honor this constitution, the legal by-laws honestly, in good faith and without dilution to their membership, administration, the University and on behalf of themselves.