

**General By-Laws
Of The Sociology and
Anthropology Students'
Association**

(S.A.G.S.A)

Amendments ratified September 6th, 2019

General By-Laws of the Sociology and Anthropology Graduate Students' Association of Concordia University

Preamble

Sociology Anthropology Graduate Students' Association (SAGSA) acknowledges that Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather. Tiohtiá:ke/Montreal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. SAGSA respects the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

Sociology Anthropology Graduate Students' Association organizes conferences, activities and discussions of interest to its members. SAGSA represents its members at Departmental Assemblies and may also lend support and representation in instances where grievances may arise.

Name

1. The Sociology and Anthropology Graduate Students' Association of Concordia University, with the initials "S.A.G.S.A." to be designated the short form, shall be the official name of the Association. Either form shall be legally acceptable.
2. The S.A.G.S.A. head office is located and operates in Montreal QC, Canada.

Object

3. As per the Graduate Student Association, also known as G.S.A., of Concordia University Bylaws, article II- Purpose and Structure, sub-article 2. Faculty, Departmental, Program Associations and Clubs paragraph a) the Sociology and Anthropology Graduate Students' Association is formed to represent the collective interests and promote the general welfare of the graduate students in the Sociology and Anthropology department at Concordia.
4. S.A.G.S.A. is a non-profit society as per the G.S.A. bylaws and has presented a list of their members and a constitution to the council of directors.

Membership

5. A S.A.G.S.A. member shall be considered anyone that fulfils all of the following:
 1. a) Is a Concordia University Graduate student,
 2. b) Is registered in Graduate Studies as defined by the Office of the Registrar,

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3. c) Has paid G.S.A. membership fees as per Article IV, Paragraphs 1 of the G.S.A. By-Laws
4. d) Is a Graduate Student in the Sociology and Anthropology department at Concordia.

Executive Committee

6. The executive committee of S.A.G.S.A. shall consist of one Chair, a Co-chair, two Conference Co- chairs, a Secretary, a Treasurer, and a Communications Officer.

a) Every outgoing SAGSA executive committee member shall ensure the timely transfer of all information and accounts related to the association's activities (no later than 1 month following the end of their mandate).

b) It is the responsibility of the outgoing SAGSA communications officer to provide a list of important administrative contacts to the new executive team.

c) All outgoing executives shall provide assistance to the new executive committee should any problems with access to information arise.

d) In lieu of a new elected executive team, the outgoing committee shall prepare a presentation of the association's activities in the past year. This should involve an overview of the division of labor, financial reports and data, events data, logistics and minutes, as well as communications procedures.

e) The executive committee of S.A.G.S.A. should consist of at least one PhD student, at least one M.A. Anthropology student, and at least one M.A. Sociology student whenever possible.

7. The Chair shall:

1. a) Be chair of the Executive Committee and organize General Assemblies
2. b) Be the official spokesperson for the S.A.G.S.A.
3. c) Oversee the day-to-day management of the S.A.G.S.A.
4. d) Be responsible for relations with other student communities, student governments, the university administration, and the general public.
5. e) Be the S.A.G.S.A. representatives at Sociology and Anthropology departmental assemblies.
6. f) Manage internal communications of the S.A.G.S.A.
7. g) Call all Committee meetings and General Assemblies.
8. h) Co-sign all cheques drawn against S.A.G.S.A. accounts.
9. i) Perform duties as outlined in the S.A.G.S.A. By-Laws.

8. The Co-Chair shall:

1. a) Assume responsibilities of the Chair in their absence.

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2. b) Carry out any other duties pertinent to the role of Chair.
3. c) Perform duties as outlined in the S.A.G.S.A. By-Laws.

9. The Secretary shall:

1. a) Prepare committee and assembly agendas.
2. b) Record all pertinent activities of the committee and of the association.
3. c) Carry out any other duties pertinent to the role of Secretary.
4. d) Report to the Executive Committee once a year.
5. e) Serve as the GSA booking officer on behalf of SAGSA
6. f) Familiarize themselves with Concordia's alcohol service guidelines, handle alcohol permit requests, and arrange SSP Safe Serve program training for SAGSA executive members.
7. g) Perform duties as outlined in the S.A.G.S.A. By-Laws.

10. The Treasurer shall:

1. a) Co-sign all cheques drawn against S.A.G.S.A. accounts.
2. b) Keep a record of all revenues and expenses of S.A.G.S.A.
3. c) Record all pertinent financial activities of S.A.G.S.A.
4. d) Report to the Executive Committee once a year.
5. e) Perform duties as outlined in the S.A.G.S.A. By-Laws.

11. The Communications Officer shall:

1. a) Assume responsibilities of Chair in the absence of the Co-Chairs
2. b) Shall act as Liaison with the Graduate Students' Association
3. c) Carry out any other duties pertinent to the role of Communications Officer.
4. d) Perform duties as outlined in the S.A.G.S.A. By-Laws.

12. The Conference Chair shall

- a) Assume responsibilities for organizing all conference operations

Elections

12. Elections are held every year at the beginning of the Fall term in September, for a one year term. Executive members may choose a replacement from among the members should an executive retire.

13. During General Assembly where elections are held, the outgoing Executive Committee shall review and amend the Bylaws.

14. In the event of a vacated executive seat the committee shall appoint an interim executive until such time as an executive by-election shall be held.

15. Executives elected in a by election or appointed shall serve the remainder of the fiscal year in which they were appointed.

Eligibility for Office

15. A person is eligible to sit on the S.A.G.S.A. committee or become a member of the Executive Committee if they are a member in good standing as laid out in article 5 for the full duration of their term in office.

Powers

16. The General Assembly is the ultimate governing body of SAGSA.

17. Each member of the Executive Committee has one vote and the Chair has the deciding vote in case of a tie.

18. The Executive Committee shall have the right to take political stances on the behalf of S.A.G.S.A if the following conditions are met;

a) Any topic addressed in such a statement directly impacts S.A.G.S.A. as an organization, the lives of S.A.G.S.A. members as graduate students, Concordia University as an institution, campus life, graduate students or graduate studies, student government, the university system in Canada and/or Quebec, or post-secondary education more generally;

b) The Executive Committee has consulted with its members to ensure that a majority of them would approve or not object to the organization taking such a stance, unless the issue is time sensitive and the Executive Committee is reasonably certain that a majority of the membership would approve of or not object to the stance being taken.

Transparency

19. The SAGSA executive committee will be transparent with the Sociology and Anthropology Graduate student body about all of its activities, specifically its use of its financial resources.

20. One annual report on SAGSA's funding, expenditures and other activities related to the organization of events shall be published for the graduate student body at the end of their mandate.

21. Should any SAGSA member request information from its executive committee, such as financial statements, reports, meeting minutes or updates on the organization's current state of affairs, it is executive committee's responsibility to make this information available.

Research Conducted by SAGSA

22. **Mandatory Review:** All research projects conducted by SAGSA, concerning identity sensitive topics must be reviewed by Concordia's Office of Research (O.O.R).

23. **Mandatory Review prior to Dissemination:** Survey questionnaires, interviews, results, and research papers conducted to assess the needs of the Sociology and Anthropology Graduate students should not be disseminated without review by Concordia's Office of Research (O.O.R).

24. **Study Transparency:** When SAGSA conducts studies, it should be transparent about the purposes of data collection, including but not limited to, publishing an entire abridged guide to its methods and research design, collection process, collection platform, as well as how results will be published, how anonymity will be preserved, and how reliability and validity will be ensured.

25. **Data liberation:** All research results collected on the Sociology and Anthropology Graduate Student Body by the SAGSA executive committee must be made publicly available to students upon request.

Finances

26. The Fiscal year of SAGSA shall run from June 1 to May 31.

27. All donations made by SAGSA to student groups, associations, or initiatives must require the payee to have a bank account under the name of the recipient organization. No money will be written out to individual members.

28. All requests for funding or donations shall be made in writing.

General Assembly

29. A General Assembly may be called by the Executive Committee.

30. A General Assembly may be called upon by union members of SAGSA upon the signing of a petition including at least 10% of member signatures.

31. The Chair (or Co-Chair) shall arrange for there to be a chair at every S.A.G.S.A. General Assembly.

32. The notice of General Assembly will consist of an e-mail to all members of S.A.G.S.A.

33. Subject to general bylaws General Assembly resolutions are binding on the Association.

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34. A General Assembly will be called at least twice per year, once during the Fall semester, and once during the Winter semester

35. Quorum shall be established at 20% of members in good standing for strike decisions and at 10% for regular business. Strike business shall be defined as business pertaining directly to S.A.G.S.A.'s ability to enter into and participate in a strike or the ability of its membership to do so.

36. In cases where the general bylaws do not address an issue the General Assembly shall adhere to the provisions laid forth in the latest edition of Robert's Rules of Order.

Amendments

37. These General By-Laws may be amended through Council by a two-third (2/3) decision subsequently subject to two-thirds (66%) of the votes cast in a General Assembly to be called specifically for this purpose within ten (10) days of any changes voted by Council.

Ratification

38. These General By-Laws supersede and negate all previous constitutions of the S.A.G.S.A and come into effect upon the approval by a fifty plus one percent (50%+1) vote in a General Assembly.

39. All Special By-Laws enacted under previous constitution remain in effect unless they contravene the new ratified version of these By-Laws.

40. All Articles of General By-Laws come into effect upon the approval of General Assembly

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