

**ARCHITECTURE STUDENTS' ASSOCIATION OF MCGILL UNIVERSITY INC.**  
**ASSOCIATION DES ÉTUDIANTS ET ÉTUDIANTES EN ARCHITECTURE**  
**DE L'UNIVERSITÉ MCGILL INC.**

**As Amended March 1, 2011**  
**BYLAW I – ADMINISTRATIVE BYLAW**

**1.0 Defined Terms**

1.1 Unless otherwise specified, all defined terms in this Bylaw will have the same meaning as ascribed to them in the Constitution.

**2.0 Head Office**

2.1 The Head Office of the A.S.A. is located at:

815 Sherbrooke Street West  
MacDonald Harrington Building  
Montréal, Québec  
H3A 2K6  
Phone: (514) 398-6700 Fax: (514) 398-7372

**3.0 Financial Information**

3.1 The financial year-end of the A.S.A. shall be the 30<sup>th</sup> day of April of each calendar year.

3.2 Notwithstanding section 31 of the Quebec Companies Act, R.S.Q., c. C-38, as well as any other legislation granting a similar power, the A.S.A. shall only have the right to charge its moveable and immovable property with any security interest, including but not limited to any hypothec, if such action is proposed and voted upon at a Special Meeting of the A.S.A..

**4.0 Petitions**

4.1 Petitions made by the A.S.A. Members will only be recognized if they include on every page the statement of the petition as well as the Members' names, student number, and signature.

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**As Amended March 1, 2011**  
**BYLAW II – EXECUTIVE OFFICERS**

**1.0 Defined Terms**

1.1 Unless otherwise specified, all defined terms in this Bylaw will have the same meaning as ascribed to them in the constitution.

**2.0 Executive Officers**

2.1 There shall be seven (7) Executive Officers of the A.S.A., consisting of:

- 2.1.1 the President;
- 2.1.2 the Vice President External Affairs;
- 2.1.3 the Vice President Academic
- 2.1.4 the Vice President Communications
- 2.1.5 two Vice Presidents Internal Affairs
- 2.1.6 the Vice President Finance

2.2 The powers and duties of the Executive Officers shall include:

- 2.2.1 the coordination and administration of policies, activities and other day-to-day affairs of the A.S.A.;
- 2.2.2 the study and preparation of matter to be debated upon at meetings of the A.S.A. Council;
- 2.2.3 ensuring the execution of Council and General Assembly decisions;
- 2.2.4 reporting of their activities and decisions to the A.S.A. Council;
- 2.2.5 the upholding of the Constitutions, Bylaws, policies and regulations of the A.S.A.
- 2.2.6 the production of a end-of-year report detailing the events the previous scholastic year
- 2.2.7 the production of a report suggesting future change
- 2.2.7 the yearly revision of the Constitution, Bylaws, policies and regulations of the A.S.A.

**3.0 President**

3.1 The President shall:

- 3.1.1 act of Speaker for Regular Council Meetings;
- 3.1.2 set the Schedule of Dates for Regular Council Meetings;
- 3.1.3 prepare and present to the A.S.A. Council an election schedule for A.S.A. elections and referenda;
- 3.1.4 act as C.R.O. (Chief Returning Officer), unless the President will seek another term as an executive officer, in which case the A.S.A. Council will appoint a C.R.O.;
- 3.1.5 be charged with the general management and supervision of the affairs of the A.S.A.;
- 3.1.6 in conjunction with the Vice President External, represent the A.S.A. to outside bodies and individuals;
- 3.1.7 in conjunction with the Vice President University, be responsible for the relations between the ASA and various levels of administration of McGill University;
- 3.1.8 be the official spokesperson for the A.S.A. on all occasions;
- 3.1.9 represent the A.S.A. at Quality of Education (Q.E.C.) Meetings as outlined in Bylaw 4.
- 3.1.10 represent the A.S.A. at Committee Meetings of the School of Architecture. Including the Curriculum Committee;
- 3.1.11 represent the ASA at Faculty Meetings of the Faculty of Engineering;
- 3.1.12 represent the A.S.A. at the Committee on Space Planning of the Faculty of Engineering;
- 3.1.13 represent the A.S.A. at Presidents' Council Meetings.
- 3.1.14 represent the A.S.A. at E.U.S. Council Meetings

**4.0 Vice President External Affairs**

4.1 The Vice President External Affairs shall:

- 4.1.1 be responsible for manners relating to the interaction of the A.S.A. with outside groups;

- 4.1.2 in conjunction with the President, represent the A.S.A. to outside bodies and individuals;
- 4.1.3 serve as the official spokesperson for the A.S.A. in the absence of the President;
- 4.1.4 be responsible for relations with student organizations, with the profession, with government, and all other relations of the A.S.A. outside the University;
- 4.1.5 represent the A.S.A. at the Lecture Committee of the School of Architecture;
- 4.1.6 represent the A.S.A. at the Committee on Colleges and Schools Liaison of the Faculty of Engineering;
- 4.1.7 represent the A.S.A. at meetings and functions of the Canadian Architecture Students' Association (C.A.S.A.);
- 4.1.8 represent the A.S.A. at meetings of the Ordre des Architectes du Quebec (O.A.Q.).
- 4.1.9 represent the interests and concerns of Architecture students as expressed through the A.S.A. Council to the Students' Society of McGill University (S.S.M.U.);
- 4.1.10 inform the A.S.A. on matters of the S.S.M.U.;
- 4.1.11 be responsible for relations between the A.S.A. and other student associations within the university;
- 4.1.12 in conjunction with the President, be responsible for the relations between the A.S.A. and various levels of administration of McGill University;
- 4.1.13 be responsible for Engineering Senator(s) representation to McGill Senate;
- 4.1.14 represent the A.S.A. at the Exhibition Committee of the School of Architecture;
- 4.1.15 represent the A.S.A. at Council Meetings of the S.S.M.U.;
- 4.1.16 represent the A.S.A. at the Committee on the Coordination of Student Services (C.C.S.S.)

## **5.0 Vice President Academic**

5.1 The Vice President Academic shall:

- 5.1.1 act as Chair of the Quality of Education Committee (Q.E.C.) as outlined in Bylaw 4.
- 5.1.2 be responsible for all educational and curricular concerns of the A.S.A.;
- 5.1.3 serve as the official spokesperson for the A.S.A. in the absence of the President and the Vice President External;
- 5.1.4 represent the Q.E.C. at the Curriculum Committee Meeting of the School of Architecture.
- 5.1.5 represent the A.S.A. at the Academic Committee of the Faculty of Engineering;
- 5.1.6 represent the A.S.A. at the Committee on Teaching and Learning in the Engineering Faculty (C.O.T.L.E.F.).

## **6.0 Vice President Communications**

6.1 The Vice President Communications shall:

- 6.1.1 be responsible for the A.S.A. Update and the A.S.A. E-News listserv;
- 6.1.2 be responsible for the maintenance of the ASA website
- 6.1.3 be responsible for the coordination of electronic elections and referenda

## **7.0 Vice Presidents Internal Affairs**

7.1 The Vice Presidents Internal Affairs shall:

- 7.1.1 be responsible for the organization of social, sport, cultural and other activities for the members of the A.S.A. which promote class interaction and school spirit;
- 7.1.2 be responsible for the annual publication of the A.S.A. Handbook;
- 7.1.3 be responsible for the organization of the end-of-year banquet

## **8.0 Vice President Finance**

8.1 The Vice President Finance shall:

- 8.1.1 prepare the annual budget of the A.S.A., which shall include the actual expenditures from the previous year, and submit it to the A.S.A. Council before the 30th of September;
- 8.1.2 manage the funds and sources of income of the A.S.A.;
- 8.1.3 keep proper financial accounts and records, to be submitted on a monthly basis to the A.S.A. Council;
- 8.1.4 prepare a year-end financial report by April 30<sup>th</sup>.

## **9.0 Secretary**

9.1 The duties of the A.S.A. Secretary are as follows:

9.1.1 The A.S.A. Secretary shall produce minutes of all meetings of the A.S.A. Council.

9.1.2 The A.S.A. Secretary shall notify the A.S.A. Council should any Executive Officer miss meetings without sending prior notice.

9.1.3 The A.S.A. Secretary shall notify the A.S.A. Council should there be no Class Representatives from every class for two (2) consecutive meetings.

9.1.5 The A.S.A. Secretary shall provide adequate notice of all upcoming Council meetings, and shall be responsible for posting the agenda for same.

9.1.6 The A.S.A. Secretary shall collect and distribute the mail of the A.S.A.

9.2 The A.S.A. Secretary is not an Executive Officer, nor is the A.S.A. Secretary a member of the Executive Committee, although the Executive may wish to invite the Secretary to produce minutes of Executive Committee meetings as well.

9.3 The A.S.A. Secretary under no circumstances has any vote in any meetings of the A.S.A. Council or Executive Committee.

9.4 The A.S.A. Secretary shall be appointed by the President.

## **10.0 Administrative Details**

10.1 The terms of office for all Executive Officers are one (1) calendar year.

10.2 The terms of office for all Executive Officers begin on the 1<sup>st</sup> of May of the calendar year in question.

10.3 Quorum for a meeting of the Executive Committee shall be five (5) members.

10.4 Executive Officers need not remain full-time students, but must remain members of A.S.A. for the duration of their term in office.

## **11.0 Cross-Delegation**

11.1 Any Executive Officer may delegate some or all of their responsibilities onto any other Executive Officer subject to the stipulations in this section. Such an action shall be known as crossdelegation.

11.2 Cross-delegation is effected by a written notice to this effect addressed to the President and delivered to the Head Office of the A.S.A. Such notice must include a statement that the Officer to whom responsibilities are being delegated has consented to this cross -delegation, as well as the signature of the cross-delegating Officer.

11.3 For organizations outside of the A.S.A., a notice of cross-delegation as described in section 11.2 is proof of its contents. The Officer named in the letter will be treated by the external organization as having the powers and duties of the delegating Officer.

11.4 Cross-delegation is only valid outside of Regular Council Meetings. No Officer may crossdelegate any of their responsibilities which must be discharged during a Regular Council Meeting. No right to vote during a Regular Council Meeting may be cross-delegated, and any attempt to create a system of proxy voting by means of cross-delegation is null.

11.5 During the Winter or Fall academic sessions of any particular year as stipulated in the official McGill University Calendar of Dates, cross-delegation may last no longer that eight (8) consecutive days, including Sundays and holidays.

11.6 Outside the Winter or Fall academic sessions of any particular year as stipulated in the official McGill University Calendar of Dates, cross delegation may last until the first weekday of the next academic session.

11.7 Any violation of sections 11.2 or 11.3 will be deemed to be resignation by the Executive Officer in question, and elections for that position will be held according to the procedures in section 11.0 of the Constitution.

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**As Amended March 1, 2011**  
**BYLAW III – CLASS REPRESENTATIVES**

**1.0 Defined Terms**

1.1 Unless otherwise specified, all defined terms in this Bylaw will have the same meaning as ascribed to them in the Constitution.

1.2 "Class" is defined as follows:

1.2.1 All students registered with the same undergraduate (U) number are considered to be part of the same class;

1.2.2 There exists four (4) classes: UO, UI, U2, U3:

1.2.3 For the purposes of representation, students in a U X.S class will be considered a part of the class numerically preceding them.

**2.0 Class Representatives**

2.1 There shall be two (2) representatives elected from each class, including one class representative on the Q.E.C.

**3.0 Class Representatives**

3.1 The Class Representative shall:

3.1.1 represent their respective class at Regular Council Meetings of the A.S.A.;

3.1.2 act as a link of communication between the A.S.A. and their respective class;

3.1.3 act as a link between the students and professors of their respective class;

3.1.4 in conjunction with the Class Treasurer, be responsible for the organization of social and other activities for the members of their respective class;

3.1.5 act as a spokesperson for their respective class on all occasions.

3.1.6 represent their respective class at E.U.S. Council Meetings

**5.0 Q.E.C. Representative**

5.1 The Q.E.C. Representative shall:

5.1.1 represent their respective class at Q.E.C. Meetings;

5.1.2 act as a link of communication between the Q.E.C. and their respective class;

5.1.3 be responsible for presenting any concerns relating to curriculum and academics to the Q.E.C. on behalf of their respective class.

**6.0 Administrative Details**

6.1 The terms of office for all class representatives are two (2) academic sessions.

6.2 The terms of office for all class representatives commence by the beginning of the third week of the Fall academic session, and terminate at the end of the Winter academic session.

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**As Amended March 1, 2011**  
**BYLAW IV – QUALITY OF EDUCATION COMMITTEE**

**1.0 Defined Terms**

1.1 Unless otherwise specified, all defined terms in this Bylaw will have the same meaning as ascribed to them in the Constitution.

**2.0 Name**

2.1 The name of the organization shall be, in English, "Quality of Education Committee", and, in French, "Comité pour la qualité de l'éducation".

2.2 The names in section 2.1 may be abbreviated as "Q.E.C." and "C.q.é."

**3.0 Objectives**

3.1 The Q.E.C. shall act as a vehicle of communication between the student body and the faculty.

**4.0 Members**

4.1 The Q.E.C. shall consist of:

- 4.1.1 the Chair;
- 4.1.2 the Secretary;
- 4.1.3 the A.S.A. Representative;
- 4.1.4 the Q.E.C. Representatives.

**5.0 Chair**

5.1 The Q.E.C. Chair shall be the Vice President Academic of the A.S.A. as outlined in Bylaw 2.

5.2 The Chair shall:

- 5.2.1 act as a Speaker for Q.E.C. Meetings;
- 5.2.2 be responsible for re-activating the committee at the beginning of each calendar year;
- 5.2.3 set the Schedule of Dates for Q.E.C. Meetings;
- 5.2.4 be charged with the general management and supervision of the affairs of the Q.E.C.;
- 5.2.5 be the official spokesperson for the Q.E.C. on all occasions;
- 5.2.6 represent the Q.E.C. at the School of Architecture Curriculum Committee.

**6.0 Secretary**

6.1 The duties of the Q.E.C. Secretary are as follows:

- 6.1.1 the Q.E.C. Secretary shall produce minutes of all meetings of the Q.E.C. Council;
- 6.1.2 the Q.E.C. Secretary shall provide adequate notice of all upcoming Council meetings, and shall be responsible for posting the agenda for same.

6.2 The Q.E.C. Secretary shall be appointed by the Q.E.C. Chair.

**7.0 A.S.A. Representative**

7.1 The A.S.A. shall be represented by the President, as outlined in Bylaw 2.

**8.0 Q.E.C. Representatives**

8.1 Each class shall be represented by one (1) Q.E.C. Representative, as outlined in Bylaw 3.

- 8.2 Each Q.E.C. Representative shall have the right to vote. A majority vote is required to pass a motion. The Chair, Secretary and the President do not have a vote, however in case of a tie, the President shall cast a vote. Quorum must exist in order to hold a vote.

## **9.0 Meetings**

- 9.1 A Q.E.C Meeting is a meeting of the Q.E.C fixed in accordance with the Schedule of Dates. There must be at least one (1) Q.E.C Meeting every calendar month throughout the Winter or Fall academic sessions of any particular year as stipulated in the official McGill University Calendar of Dates, excluding months containing final exam periods.
- 9.2 Quorum for a Q.E.C Meeting shall be 2/3 of the Members of the committee.
- 9.3 The Q.E.C may meet more often than stipulated in 9.1, as deemed necessary by the committee.
- 9.4 Any other Members of the A.S.A., as determined according to section 3.0 of the Constitution, wishing to be present at the meetings shall be welcomed.

## **10.0 Administrative Details**

- 10.1 The terms of office for all Members are two (2) academic sessions.
- 10.2 The terms of office for all Members commence by the beginning of the third week of the Fall academic session, and terminate at the end of the Winter academic session
- 10.3 The A.S.A. shall provide funds in its budget to cover tile administrative costs of the Q.E.C

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**As Amended March 1, 2011  
BYLAW V – FINANCIAL BYLAW**

**1.0 Defined Terms**

- 1.1 Unless otherwise specified, all defined terms in this Bylaw will have the same meaning as ascribed to them in the Constitution.