



Constitution of the Sociology and Anthropology Students' Association

Article One: The Association

- 1.1 The full name of the association is the Sociology and Anthropology Students' Association (SASA) and the association short name is SASA.
- 1.2 By virtue of this constitution, the SASA is the decision-making and representative body for the undergraduate students of the School of Sociological and Anthropological Studies.
- 1.3 The SASA is a federated body of the Student Federation of the University of Ottawa (SFUO) and bound by the policies and by-laws enumerated in the Constitution of the SFUO.
- 1.4 All part-time and full-time undergraduate students registered at the Department of Sociology and Anthropology of the University of Ottawa is a member of the SASA.
 - 1.4.1 Any student pursuing a minor in either sociology or anthropology is also considered a member of the SASA.

Article Two: General Objectives of the Association

- 2.1 The mandate of the SASA is to:
 - 2.1.1 Represent its members before different bodies and provide them with a forum to discuss ways to improve the department, as well as discuss other subjects that concern them.
 - 2.1.2 Instill in members a sense of belonging to the SASA.
 - 2.1.3 Offer information to its members on subjects related to the fields of sociology and anthropology, as well as on the subject of student life.
 - 2.1.4 Promote career opportunities to its members in the field of sociology and anthropology.
 - 2.1.5 Stimulate dialogue and co-operation between students and professors from the department.
 - 2.1.6 Promote issues of a general interest in co-operation with the SFUO and other federated bodies.
 - 2.1.7 Promote member involvement and volunteering within the SASA.

Article Three: Executive Members – Duties

- 3.1 The executive of the SASA is comprised of the President, the Vice-President of Financial Affairs, the Vice-President of University Affairs, the Vice-President of Communications, the Vice-President of Social Affairs (Francophone and/or Anglophone), the Vice-President of Philanthropic Affairs, The Year Representatives and



the General Assembly Chairperson. Each executive member is elected to hold office from May 1st in the year they are elected, until April 30th of the following year.

3.1.1 All executives have the right to request a call-out for a director, if the need is just.

3.1.2 At least two executive members with signing authority must remain in Ottawa over the summer.

President

3.2 The President is responsible for:

3.2.1 Acting as the official spokesperson of the SASA.

3.2.2 Coordinating the SASA activities and ensuring that the organization is efficient and dynamic.

3.2.3 Presiding over, preparing the agenda for, and encouraging consensus at executive meetings.

3.2.4 Planning with the Vice-President of Financial Affairs, a budget for the SASA and co-signing all cheques. In the event of a prolonged absence by the President, the Vice-President of Social Affairs may co-sign cheques with the Vice-President of Financial Affairs.

3.2.5 Preparing, with the Vice-President of Financial Affairs, a financial plan for the period of the executive's mandate.

3.2.6 Assisting Vice-Presidents in their duties toward members of the SASA and meeting with these Vice-Presidents on a regular basis.

3.2.7 Consulting with members and professors regularly.

3.2.8 Naming an Executive Secretary (normally responsibility falls under Vice-President of Communications).

3.2.9 Inviting, before September 1st, each of the Vice-Presidents to submit their projects for the year in progress, thus enabling them to be presented to members interested in getting involved in the SASA.

3.2.10 Meeting with the President of the SFUO, the Dean of the Faculty of Social Sciences, and the Director of the Department, Faculty of Social Sciences administrators, professors, and members.

3.2.11 Ensuring the smooth running of the SASA and respect for the constitutional procedures.

3.2.12 Holding at least three office hours per week during the fall and winter semester, divided in two 90-minute blocks on two separate days, or in one three hour block, in order to meet with the SASA members.

3.2.13. Managing the use of the SASA funds and assets.

3.2.14 Must have 1 year experience in the SASA executive

3.2.14.1 In the case that this is not possible the candidate must have some previous experience with the SASA events.



3.2.14.2 In the event that a new President is not elected in the spring elections, a returning member of the SASA will act as President until by-elections, to be held in October.

3.2.15 Being trained and assisting as a guide during 101 Week.

3.2.16 Must assemble executives' bi-weekly reports throughout the year as well as submit them themselves, in order to accumulate a timeline of everything the SASA has accomplished throughout the year.

Vice-President of Financial Affairs

3.3 The Vice-President of Financial Affairs is responsible for:

3.3.1 The sound management of the SASA funds, assets, and bank accounts.

3.3.2 Preparing and presenting the SASA financial statement at the first executive meeting of each month.

3.3.3 Planning, with the President, the SASA budget and co-signing cheques.

3.3.4 Assuring that the financial impacts of decisions are considered when expenses are discussed at executive meetings. This includes assuring that funds available are considered.

3.3.5 Presenting estimated costs of the SASA projects and demonstrating the financial constrained of the SASA when necessary during executive meetings.

3.3.6 When other executive members are signing contracts, assuring that all clauses have been read and that legal and financial implications have been carefully considered.

3.3.7 Preparing, with the President, a financial plan for the period of the executive's mandate.

3.3.8 Meeting with each member of the executive before September 1st in order to inquire about funds needed for their projects.

3.3.9 Knowing the deadlines for submitting the financial statements of the SASA to the SFUO Comptroller General and the dates of transfers to the SASA.

3.3.10 Respecting the SFUO regulations concerning financial control and the annual presentation of assets.

3.3.11 Ensuring that an amount equal to 20 percent of SFUO transfers is left in the bank for the next executive.

3.3.12 Ensuring the SASA is never in a position of financial deficit.

3.3.13 Managing the material assets of the SASA, maintaining receipts, issuing invoices and managing the petty cash.

3.3.14 Holding at least three office hours per week during the fall and winter semester, divided in two 90-minute blocks on two separate days, or one three hour block, in order to meet with the SASA members.

3.3.15 Managing their use of the SASA funds and assets.



- 3.3.16 Meeting with the Vice President, Finance of the SFUO throughout the year and attending any Round Tables.
- 3.3.17 Being trained and assisting as a guide during 101 Week.
- 3.3.18 Must submit bi-weekly reports to the president that encompasses all of the activities they have accomplished in the past two weeks.

Vice-President of University Affairs

- 3.4 The Vice-President of University Affairs is responsible for:
 - 3.4.1 Assisting members in the resolution of their academic questions and problems.
 - 3.4.2 The relations of the SASA outside the department and the external promotion of the interests of its members.
 - 3.4.3 Creating a network of correspondence with other student associations on campus in order to promote discussion and solidarity on certain issues
 - 3.4.4 Representing the SASA at the SFUO as needed.
 - 3.4.5 Meeting with members of the SFUO executive in order to acquire more information on student issues and to explore possibilities of co-operation between the SFUO and the SASA.
 - 3.4.6 Understanding the functions of the services of the SFUO and the University, as well as student issues.
 - 3.4.7 Creating links with other sociology and anthropology student organizations in order to exchange information and ideas.
 - 3.4.8 Organizing academic events on issues concerning members.
 - 3.4.9 Promoting the development of the academic programs of the department.
 - 3.4.10 Consulting with members about:
 - 3.4.10.1 The quality of courses and professors.
 - 3.4.10.2 Issues of equity of the members of the SASA.s
 - 3.4.11 Meeting the Chair of the Department at least twice a year in order to discuss the main objectives of the department and projects in which the department and the SASA could collaborate.
 - 3.4.12 Submitting their candidacy for a seat on the Department Council.
 - 3.4.13 Acting as President in their absence.
 - 3.4.14 Holding at least three office hours per week during the fall and winter semester, divided in two 90-minute blocks on two separate days, or one three hour block, in order to meet with the SASA members.
 - 3.4.15 Managing her use of SASA/AESA funds and assets.
 - 3.4.16 Meeting with the Vice President, University Affairs of the SFUO throughout the year and attending any Round Tables.
 - 3.4.17 Being trained and assisting as a guide during 101 Week.
 - 3.4.18 Must submit bi-weekly reports to the president that encompasses all of the activities they have accomplished in the past two weeks.



Vice-President Communications

3.5 The Vice-President of Communications is responsible for:

- 3.5.1 The circulation of information between the executive and members of the SASA.
- 3.5.2 Preparing publicity campaigns for all of the SASA projects in order to encourage members to participate.
- 3.5.3 Ensuring that all documents released by the SASA, including the e-newsletter, are in both official languages of the SASA and adapted to cultural differences.
- 3.5.4 Coordinating the class representative system as defined in article 4.
- 3.5.5 Managing their use of the SASA funds and assets.
- 3.5.6 Holding at least three office hours per week during the fall and winter semester, divided in two 90-minute blocks on two separate days, or in one three hour block in order to meet with the SASA members.
- 3.5.7 Contributing to the SASA newsletter.
- 3.5.8 The regular publication of the SASA e-newsletter for the members and for the administration of human and financial resources associated with it.
- 3.5.9 The smooth functioning of the e-newsletter and respecting publication deadlines.
- 3.5.10 Managing the SASA website and social media accounts
- 3.5.11 Ensuring that the e-newsletter informs members of all of the SASA activities.
- 3.5.12 Must be bilingual
- 3.5.13 Being trained and assisting as a guide during 101 Week.
- 3.5.14 Must submit bi-weekly reports to the president that encompasses all of the activities they have accomplished in the past two weeks.

Vice-President of Social Affairs (Francophone and/or Anglophone)

3.6 The Vice-President of Social Affairs is responsible for:

- 3.6.1 Creating a sense of belonging among the members, promoting a climate of solidarity and encouraging a positive social environment.
- 3.6.2 Organizing and ensuring the proper functioning of 101 Week activities to assist new members and to encourage their involvement on campus, including the recruitment of 101 Week Guides.
- 3.6.3 Striving to include department professors, graduate students and Teaching Assistants in student social activities and to foster dialogue between professors and students.
- 3.6.4 Planning social activities for the year in progress before September 1st, to provide members with opportunities to participate.
- 3.6.5 Co-signing cheques in the absence of the Vice-President of Financial Affairs or the prolonged absence of the President.



- 3.6.6 Holding at least three office hours per week during the fall and winter semester, divided in two 90-minute blocks on two separate days, or one three hour block, in order to meet with the SASA members.
- 3.6.7 Being trained and assisting as a guide during 101 Week.
- 3.6.8 At least one of the Vice-Presidents of Social Affairs must be 19 years of age or older.
- 3.6.9 At least one of the Vice-Presidents of Social Affairs must remain in Ottawa for the duration of the summer.
- 3.6.10 Must submit bi-weekly reports to the president that encompasses all of the activities they have accomplished in the past two weeks.

Vice-President of Philanthropic Affairs

- 3.8 The Vice-President of Philanthropic Affairs is responsible for:
 - 3.8.1 Organizing philanthropic events such as but not limited to Shinerama, Movember, Relay for Life and Charity pubs.
 - 3.8.2 Attending all Shine Round Tables and remaining up to date on all relevant issues pertaining to the philanthropic initiatives directed by the SFUO.
 - 3.8.3 Submitting all costs and expenditures resulting from philanthropic activities to the Vice-President of Financial Affairs.
 - 3.8.4 Acting as the SASA's Shinerama Coordinator and working with the Vice-Presidents of Social Affairs to ensure the successful contribution of the SASA to the Shinerama initiative.
 - 3.8.5 Acting as the official proxy of the Social Round Tables in the event of the absence of the Vice-President of Social Affairs.
 - 3.8.6 Keeping contact with the Philanthropic Coordinator of the SFUO.
 - 3.8.7 Holding at least three office hours per week during the fall and winter semester, divided in two 90-minute blocks on two separate days, or one three hour block, in order to meet with the SASA members.
 - 3.8.8 Being trained and assisting as a guide during 101 Week.
 - 3.8.9 Must submit bi-weekly reports to the president that encompasses all of the activities they have accomplished in the past two weeks.

Year Representatives

- 3.9 The Year Representatives are the link between the SASA executive and its members. One representative will be elected for each of the four years of the undergraduate program, for a total of four representatives. Year Representatives are responsible for:
 - 3.9.1 Transmitting information from the executive to classes of their academic year.
 - 3.9.2 Consulting regularly with members in their classes in order to remain up to date regarding their concerns.



- 3.9.3 Taking initiatives on their own projects.
- 3.9.4 Promoting events by means of in-class presentations.
- 3.9.5 In the prolonged absence of an executive member, the most qualified Year Representative will hold that position on an interim basis, until the return of the executive member. This person will be chosen by the President.
- 3.9.6 Holding at least three office hours per week during the fall and winter semester, divided in two 90-minute blocks on two separate days, or one three-hour block, in order to meet with the SASA members.
- 3.9.7 Being trained and assisting as a guide during 101 Week.
- 3.9.8 Must submit bi-weekly reports to the president that encompass all of the activities they have accomplished in the past two weeks.

General Assembly Chairperson

- 3.10 The General Assembly Chairperson is responsible for organizing and chairing General Assemblies and familiarizing themselves with “Robert’s Rules of Order”
 - 3.10.1 The General Assembly Chairperson is an appointed position within the SASA.
 - 3.10.2 The Chairperson is not required to fulfill office hours or attend executive meetings.

Article Four: Transition

- 4.1 The newly elected members of the Executive begin their one-year term on the 1st of May.
- 4.2 A transition report needs to be made, consisting of a detailed account of how the members executed each of their responsibilities. The transition report should also include:
 - 4.2.1 A list of useful contacts and resources employed during the term.
 - 4.2.2 A description of the successes and challenges faced during the term.
 - 4.2.3 A list of recommendations, if necessary, for constitutional or organizational changes to the position occupied by the member.

Article Five : Executive Meetings

- 5.1 Meetings of the executive are held once a week during the fall and winter sessions usually in the SASA office. However, the executive reserves the right to meet as often as it deems necessary and in the manner it deems appropriate.
 - 5.1.1 Members of the SASA executive must attend a minimum of 75% of meetings in the fall and winter semesters and 50% during the summer. Failure to present adequate reasons for absences is justification for impeachment.
- 5.2 Quorum at executive meetings is half the executive plus one.
- 5.3 To the extent that it is feasible, executive meetings are to be held on a set day.
- 5.4 Executive meetings are to be public and all SASA members have the right to attend,



- 5.4.1 The executive may meet in private to discuss matters of a sensitive nature, which are still noted in the minutes of the meeting.
- 5.4.2 The chair of the meeting may expel a non-executive member if this member is inhibiting the progress of the meeting.
- 5.5 Each of the executive members has an equal vote.
- 5.6 Votes at executive meetings are taken by a show of hands and are decided by a fifty percent plus one vote (simple majority) of the members present and voting. In the case of a tie, the President casts the deciding vote.
- 5.7 The President, in the best interest of the association may veto any executive decision. A veto may be overturned with two-thirds (2/3) vote from all executive members minus the President.
- 5.8 Each executive member is individually responsible for implementing executive decisions and duties assigned to them within the deadlines set out at those meetings.
- 5.9 The right to speak is given to members of the executive in priority, but may, at the discretion of the executive, be extended to a non-elected individual attending the meeting.
- 5.10 The President submits an agenda for the meetings, and any additions may be subject to a vote at the request of any member of the executive.
- 5.11 The SASA must make all minutes of all its executive meetings available to members except for those of a sensitive nature.
- 5.12 Anyone intervening at an executive meeting may do so in English or in French and may ask that any verbal intervention or written document presented at the meeting be explained to them.
- 5.13 From time to time, the location of the meetings may change and that change will be posted on the SASA office door, as well as on the SASA Facebook page, to notify any member wanting to attend.

Article Six: General Assemblies

- 6.1 The General Assembly is chaired by the General Assembly chairperson, an appointed executive member.
- 6.2 The General Assembly must be conducted in accordance with the most recent edition of “Robert’s Rules of Order”.
- 6.3 Quorum is set at 10 SASA members attending, excluding executive members. The chair and the President of SASA do not have voting powers, although the President’s vote is a tie breaker.
- 6.4 The General Assembly must be advertised by the SASA executive at least two weeks in advance, indicating in both English and French the date, time, and location of the meeting.
- 6.5 Any motion may be presented at a General Assembly without prior notice.
- 6.6 A General Assembly of the SASA must be held at least once in both the fall and winter academic sessions.
- 6.7 An emergency meeting of the General Assembly may be called by way of the submission of a petition to the Executive, signed by at least 20 members of the SASA.



6.8 The Executive must call a General Assembly within six business days following the submission of a petition, notwithstanding article 6.4.

6.9. Every General Assembly will begin with updates from all the members of the executive, and followed by a question period of a maximum of 15 minutes.

6.10 If quorum is not met, there will be a twenty (20) minute waiting period to reach quorum.

Article Seven: Impeachment Procedure

7.1 Motives allowing the instigation of impeachment procedures against a member of the executive must be among the following:

7.1.1 Mismanagement of the SASA funds or assets.

7.1.2 Failure to fulfill constitutional duties without valid reasons.

7.1.3 Failure to carry out specific duties without valid reasons.

7.1.4 Abuse of power and/or position.

7.2 Impeachment procedures are instigated by:

7.2.1 The submission of a petition signed by 25 members. This petition must include the student number of each signatory and must be submitted to the executive, the parties involved in the complainant.

7.2.2 A vote of two-thirds of members present at a General Assembly. This Assembly must be called within seven days of the receipt of the petition. A quorum of 15 members must be obtained for this Assembly to be duly withdrawn.

7.2.3 If quorum is not reached the impeachment procedure will be withdrawn.

7.3 Any petition and any resolution of a General Assembly whose purpose is to instigate impeachment procedures must specify the motive or motives of the impeachment and the precise events or activities justifying such impeachment.

7.4 The General Assembly results must be ratified by two thirds of the SASA executive.

Article Eight: Electoral Rules

8.1 SASA Members

8.1.2 A SASA member is any part-time or full-time student currently registered in a major, minor or specialization in Sociology or Anthropology at the University of Ottawa.

8.2 Eligibility of Candidates

8.2.1 Any SASA member may be a candidate as long as their nomination form has been returned to the Chief Electoral Officer (CEO) by the designated time and date.

8.3 Volunteers and Official Representatives

8.3.1 Any undergraduate student from the University of Ottawa can be an official representative or volunteer on a candidate's campaign provided that they follow the electoral rules.

8.4 The Chief Electoral Officer (CEO)

8.4.1 Role of the CEO



8.4.1.1 The CEO is responsible for the organization, management and execution of the elections.

8.4.1.2 They will fill out a ballot that will be placed in a sealed envelope before the opening of the polling station. This envelope will only be opened in the event of a tie. If two or more candidates have the same amount of votes, the CEO's vote shall break the tie.

8.4.1.3 The CEO will be responsible of making sure that all the candidates have all the required credentials for the positions they are running for.

8.4.2 Selecting a CEO

8.4.2.1 A call out for the Chief Electoral Officer will be put out two weeks before the nomination opens during both general election and by-election. The CEO will be selected based on an application process and approved by a majority of voting members of the executive. Should no one apply the Executive may appoint a CEO by a majority of the voting members of the Executive.

8.5 Time Table

8.5.1 Nominations

The nomination period will end at the designated time on the designated day.

8.5.2 Mandatory Meeting

8.5.2.1 A mandatory meeting will take place on the designated time on the designated day in the SASA office located in room 2031 of the Faculty of Social Sciences Building.

8.5.2.1 Any candidate who misses this meeting will have to provide the CEO with a justification before the designated time on the designated date.

8.5.3 Official List of Candidates

An official list of candidates will be posted on the SASA website and sent to members by the designated date.

8.5.4 Platforms

8.5.4.1 Candidates' electoral platforms must be submitted to the CEO by the designated time on the designated day.

8.5.4.2 The platforms will be posted on the SASA web site and be sent by email to all SASA members.

8.5.4.3 Platforms must contain less than 400 words and must be bilingual.

8.5.5 The Campaign

The campaign must last for at least seven (7) business days and at most ten (10) business days. The campaign period does include polling days.

8.5.6 Polling days

A polling station must be opened for at least twelve (12) hours over the course of two days and opened until at least 7 p.m. on one of those days.

8.5.7 Debate

A public debate is required for all contested positions.

8.5.8 Taking Down Posters



All candidates will have to take down their posters on the designated date.

8.5.9 List of Official Representatives

The list of Official Representatives must be returned to the CEO by the designated time on a designated date.

8.5.10 List of Volunteers

The list of volunteers must be returned to the CEO by a designated time on a designated date.

8.5.11 List of Electoral Expenses

The list of electoral expenses must be returned to the CEO by a designated time on the designated date.

8.6 Electoral Expenses

8.6.1 Candidates are allowed to spend up to \$50 for posters, banners or any other campaign related expenditures.

8.6.2 Candidates must keep receipts of all electoral expenses to prove that they did not exceed the \$50 limit and to be reimbursed by the SASA.

8.7 Resources

8.7.1 Candidates are not allowed to use the SASA resources for the purpose of their campaigns.

8.7.2 Candidates cannot use any of the SFUO's resources. This means resources from other Federated Bodies, clubs, or services cannot be used for the purpose of their campaign.

8.8 Communications with the CEO

The CEO can be contacted at anytime by e-mail at the designated address or by phone at the number provided.

8.9 Posting Rules

8.9.1 Posters that are placed on pillars in the University Centre must be stamped by the reception staff at the SFUO office which is located in room 07 of the University Centre.

8.9.2 Only one poster per pillar per candidate is allowed in the University Centre.

8.9.3 In the University Centre, the tape must be on the back of the posters.

8.9.4 Masking tape must not be used for posting in the University Centre.

8.9.5 Obstructing another candidate's poster is not allowed.

8.9.6 To post on any University bulletin board, posters must be stamped by the University's marketing office located in room 314 of the University Centre.

8.9.7 For all other posting, candidates must follow each building separate regulations or poster at their own risk.

8.10 Content of Electoral Platforms, Posters and Presentations

8.10.1 Candidates must refrain from making or exhibiting defamatory comments against an opponent, another student or a participating group of students.

8.10.2 A negative campaign (attacking an opponent) will not be tolerated.



8.11 Classroom Presentations

8.11.1 Candidates may present their Electoral Platforms in classrooms as long as they first ask for the permission of the Professor teaching the class.

8.12 Voting

8.12.1 Students will vote in secret ballot.

8.12.2 Each SASA member may only vote once.

8.13 Ballot Counting/Results

8.13.1 Ballots will be counted by the CEO at the designated time on the designated date in room 2031 of the Faculty of Social Sciences Building. Each candidate may be there in person or send an official representative.

8.13.2 Results will be sent via e-mail to all SASA members as soon as they become official.

8.14 Conduct During Voting Days

8.14.1 Candidates are not allowed to campaign near the polling station during voting days.

8.15 Complaints

8.15.1 Any complaint about a candidate or the elections in general should immediately be sent by e-mail to the CEO.

8.16 Penalties

8.16.1 Penalties ranging from a simple warning to a withdrawal from the elections can be issued by the CEO to a candidate who violates the electoral rules.

8.17 Contesting the Elections Results

8.17.1 Any SASA member has until the designated time on the designated date to contest the election results.

8.17.2 In order to contest the results, an e-mail must be sent to the CEO.

8.18 Online Campaigning

8.18.1 Web sites are allowed and do not count as an electoral expenditure.

8.18.2 The use of virtual communities such as Facebook, is allowed as long as Candidates do not violate rule 9.

8.18.3 Candidates can send e-mails as long as they do not violate rules 6 and 9.

Article Nine: Constitutional Amendments

9.1 Any member of the association gaining 25 signatures of fellow members can propose an amendment to the constitution for the approval of the executive.

9.1.1 The question as posed by the party mentioned in 8.1 will be asked with only “Yes” or “No” being the options.

9.1.2 Any amendments to this document are done by way of a vote by the members of the executive and are passed by a simple majority vote, meaning 50% of executive members plus one.



9.1.3 In the case of a tie the President does not have deciding vote as per 5.6. A majority is needed for a constitutional change to take affect.

Article Ten: Official Languages of the Association

10.1 The official languages of the SASA are English and French.

10.2 All documents and publicity of the SASA intended for public distribution must be available in both official languages.

10.3 Internal documents (minutes, statements, audit material, etc.) may be produced in either official language but do not require to be produced in both languages.

10.4 Both the English version and the French version of this document have equal value.

Article Eleven: Conflicts of Interests

11.1 All members of the executive must not engage in any conflicts of interest, including using association funds or assets for personal use, applying for association bursaries and unfairly doing business with regards to the association with close associates or family.

11.2 Members, Volunteers, 101 Week Guides, and the Chief Electoral Officer may apply for bursaries and emergency student loans from the association but must not receive any special attention by any member of the executive.

11.3 Any money borrowed from the SASA, including emergency student loans, by any member of the executive, must be approved unanimously by the executive, and be repaid by a predetermined date with interest similar to the going bank rate.