



SAGE

Student Association of Graduates in English

GENERAL BY-LAWS

Adopted and approved by the members of SAGE on

April 7, 2015

Preamble

In recognition of the fact that graduate students in the Department of English at Concordia University have different needs and interests than other students and administrative organizations on campus, the Student Association of Graduates in English (SAGE) seeks to protect, stimulate and enrich the academic and social interests of its constituency. As the central governing body of graduate students within the Department of English, SAGE is guided by the principle that all members are entitled to equitable treatment at all levels of their academic and social life. SAGE shall strive to foster a sense of community, co-operation, and communication among its members so as to fulfill the more specific objectives outlined below. SAGE is, and will remain, a student association under the Graduate Student Association (GSA), having its office at Concordia University in the City of Montreal, Quebec, Canada.

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Article I - Name

1.1 The Student Association of Graduates in English, with the designated short form “SAGE,” shall be the official name of the association. Either long or short form shall be legally acceptable.

Article II - Purpose

2.1 SAGE’s primary mandate is to represent the English graduate students in University activities and to co-ordinate activities amongst graduate students within the department, subject to the by-laws of the University.

2.2 SAGE’s secondary mandate is to promote interest and participation in academic and creative literary studies not only within the department but also throughout the University.

2.3 SAGE will also encourage and provide opportunities for the English graduate students at Concordia to interact with other students and faculty in literary and creative studies as well as with the broader community.

Article III -Structure

3.1 SAGE shall be governed internally by an Executive Council, elected by SAGE members in accordance with these by-laws.

3.2 SAGE shall be eligible to obtain funding from the GSA.

Article IV - Membership

4.1 All students within the Department of English at Concordia University who are registered in the Masters of Arts (M.A.), both creative and academic streams, or who are Doctor of Philosophy (Ph.D.) candidates associated with the department, shall be considered members in good standing of SAGE.

Article V - Executive Council

5.1 The governing body of SAGE shall be the Executive Council, hereafter referred to as the Council. The Council shall set policy, approve budgets, and appoint or nominate SAGE representatives to university and departmental bodies.

5.2 The Council shall be comprised of the following positions:

- President
- VP Internal
- VP Social
- VP Administration
- Treasurer
- Academic Rep
- Creative Rep

5.3 Council meetings shall take place no less than twice per semester in the fall and winter semesters.

5.4 Council members shall be given notice at least seven (7) calendar days before each Council meeting, unless waived in writing by every Council member.

- i. The agenda and related documents of a Council meeting shall be sent via electronic mail or social media three (3) calendar days prior to the meeting, unless waived in writing by every Council member.
- ii. Five (5) Council members must be present to constitute a quorum.

5.5 Each Council position shall have one vote.

- i. No position may be held jointly by two or more people.
- ii. No person may hold more than one position at the same time.
- iii. No proxy votes will be allowed.
- iv. A majority (50%+1) vote of the Council members present at a meeting is needed to carry a Council motion.

5.6 Draft minutes of Council meetings shall be posted on the SAGE website within seven (7) days of the meeting.

5.7 Outside of Council meetings, a written proposition that has received the assenting signatures or express written (including electronic mail) consent of all Council members shall be considered a Council resolution.

5.8 The Council shall have full discretionary authority over the creation of, and delegation of powers and responsibilities to, subcommittees.

Article VI - Roles and Responsibilities of the Council

6.1 Members of the Council shall:

- i. Enforce the by-laws of SAGE;
- ii. Act as liaison between the SAGE membership at large and the Department of English;
- iii. Coordinate social and academic SAGE activities;
- iv. Endeavour to improve the general condition of the SAGE membership at large;
- v. Oversee the overall activities of SAGE.

6.2 The President shall:

- i. Act as Chairperson at the first regular fall Council meeting until the Council votes upon a Chairperson. Once voted upon, that person will act as Chairperson at all regular Council meetings and at the SAGE General Assemblies;
- ii. Arrange for the Annual General Assembly in April;
- iii. Oversee the day-to-day management of SAGE, and ensure all other Council members are performing their duties as defined below;
- iv. Direct the implementation of Council resolutions;
- v. Act as the liaison between SAGE and the GSA, the Faculty of Arts and Sciences, and all external organizations;
- vi. Be the official spokesperson of SAGE;
- vii. Publish an annual report summarizing SAGE's achievements and activities during the President's term;
- viii. Have authority to create committees and delegate unto them the powers and tasks they choose;
- ix. Represent SAGE at Department of English faculty meetings;
- x. Carry out any other duty the Council deems relevant to the President portfolio.

6.3 The VP Internal shall:

- i. Assume responsibility over the academic and departmental direction of SAGE;
- ii. Represent SAGE at Department of English faculty meetings;
- iii. Serve as SAGE liaison with the faculty, staff, and undergraduate student associations within the Department of English for anything associated with the academic and creative streams;
- iv. Assume the responsibility of the President in the absence of the President;
- v. Support and aid the President in the course of their duties;
- vi. Appoint SAGE members as student representatives to committees within the department.
- vii. Carry out any other duty the Council deems relevant to the VP Internal portfolio.

6.4 The VP Social shall:

- i. Assume responsibility over the social events put on by SAGE;
- ii. Organize events that connect SAGE members to students in other universities as well as events with the Concordia Association of Students in English (CASE);

- iii. Support and aid the President in the course of their duties;
- iv. Mobilize the SAGE membership's participation in GSA, Teaching and Research Assistants at Concordia (TRAC), and other pertinent social and political causes;
- v. Manage the Graduate Lounge;
- vi. Carry out any other duty the Council deems relevant to the VP Social portfolio.

6.5 The VP Administration shall:

- i. Record minutes at all Council meetings and General Assemblies;
- ii. Be the SAGE archivist and ensure the continuity of the association's institutional memory;
- iii. Publish a newsletter twice per semester in the fall and winter semesters;
- iv. Develop online media and work with the media to advance the causes that Council deems important;
- v. Maintain the SAGE website including but not limited to updating current SAGE events, by-laws and minutes from Council meetings and General Assemblies;
- vi. Post relevant information on social media and maintain the SAGE social media accounts;
- vii. Liaison with the Graduate Program Assistant about SAGE events and affairs;
- viii. Carry out any other duty the Council deems relevant to the VP Administration portfolio.

6.6 The Treasurer shall:

- i. Chair the Budget Committee meetings;
- ii. Be responsible for the custody of all records, ledgers, receipts, or documents dealing with the financial affairs of SAGE.;
- iii. Be responsible for the SAGE accounting process and for all receipts and disbursements;
- iv. Be responsible for the administration of funds according to SAGE and for the preparation of all financial statements;
- v. Carry out any other duty the Council deems relevant to the Treasurer portfolio.

6.7 The Academic Rep shall:

- i. Serve as the SAGE liaison with the faculty, staff, and undergraduate student associations within the Department of English for anything associated with the academic stream, in cooperation with the VP Internal;
- ii. Represent SAGE at Department of English faculty meetings;
- iii. Coordinate English graduate student representation on the University's academic and administrative organs, along with the President;
- iv. Carry out any other duty the Council deems relevant to the Academic Rep portfolio.

6.8 The Creative Rep shall:

- i. Serve as the SAGE liaison with the faculty, staff, and undergraduate student associations within the Department of English for anything associated with the creative stream, in cooperation with the VP Internal;
- ii. Represent SAGE at the Department of English creative writing faculty meetings;
- iii. Sit on the Speakers' Committee, to help determine speakers for various academic events;
- iv. Carry out any other duty the Council deems relevant to the Creative Rep portfolio.

6.9 The responsibilities and tasks outlined for Council members are exchangeable among the members of the Council, with the exception of financial matters, so long as there is consensus in their distribution by the members of the Council.

6.10 While a seat is vacant in the Council, the other members of the Council shall take on the responsibilities of that position except in the case of signing rights for SAGE.

Article VII - Budget Committee

7.1 A Budget Committee composed of the President, the Treasurer, the VP Social, and one other member of the Council, voted in by a majority of the Council, shall prepare the annual SAGE budget for Council approval and amendments.

7.2 The Budget Committee will be chaired by the Treasurer and will meet at the call of the Treasurer. The Committee members shall be given individual notice at least seven (7) calendar days before each Committee meeting, unless waived by every Committee member.

Article VIII - Finances

8.1 Council will determine, by majority vote, three of its members who will act as Financial Officers for SAGE. They will have the authority to sign cheques drawn against SAGE. In addition, signatures from two Financial Officers are necessary to validate cheques on behalf of SAGE.

8.2 The fiscal year of SAGE ends on May 31. Financial statements for every fiscal year of SAGE shall be prepared and submitted for review and approval to the membership at large at the Annual General Assembly.

8.3 The Council shall not have the right to incur any debt or liability on behalf of SAGE. SAGE will not be responsible for any indebtedness incurred by the Council.

8.4 All SAGE accounts shall be reviewed annually by a SAGE member who is not on the Council. The external reviewer shall be selected by the membership at large at the Fall General Assembly.

Article IX- Elections and By-elections

9.1 The positions of President, VP Internal, VP Social, and Treasurer shall be elected by the SAGE membership at large during the SAGE general election held in April. The vote will be conducted by secret ballot.

9.2 The President, VP Internal, VP Social, and Treasurer shall be elected from the members of SAGE who are returning for the following fall and winter semesters.

9.3 The positions of VP Administration, Academic Rep, and Creative Rep shall be elected by the SAGE membership at large during the SAGE elections held in September. The vote will be conducted by secret ballot.

9.4 The VP Administration, Academic Rep, and Creative Rep shall be elected from the members of SAGE who will continue to be SAGE members during the fall, winter, summer and following fall semesters.

9.5 The required quorum for a ballot election shall be 10% of the membership or a minimum of ten (10) members, whichever number is higher.

9.6 In the event of an unfilled Council position after general elections for said position, the Council shall temporarily appoint a member to that position and hold a by-election for that position within thirty (30) days.

9.7 The nomination period for candidates during elections and by-elections shall be seven (7) calendar days, followed by a campaign period of three (3) working days and one (1) working day for the ballot election.

9.8 The President, VP Academic, VP Social, and Treasurer shall take office commencing June 1 each year. The VP Administration, Academic Rep, and Creative Rep shall take office commencing October 1 each year.

- i. All positions shall serve one (1) year following taking office.
- ii. Members elected in a by-election shall serve until the end of the original term.

9.9 In the situation where a member of the Council is elected to a new position partway through the term of their previous position, they cease to hold the previous position, which becomes vacant. Notwithstanding article 9.6, if this situation arises in the Spring elections, the seat may

remain vacant until Fall elections or Council may appoint an appropriate member to fill the vacant position if deemed necessary for the functioning of SAGE.

9.10 No individual may hold the same position for consecutive terms. They may however hold the same position for non-consecutive terms and hold different positions consecutively.

9.11 Elections and by-elections shall be administered and supervised by a Chief Returning Officer (CRO) appointed by the members of Council not running in the upcoming election. The CRO shall have the authority to enforce the General By-laws and Special By-Laws of SAGE.

9.12 Members of the current Council and candidates in the election will not be eligible for the position of CRO.

Article X - Impeachment

10.1 The Special General Assembly shall have the right to dismiss any Council member, including the President, if that member's actions or inaction are deemed detrimental to the honour or interests of SAGE.

10.2 In order for a Council member to be impeached, a vote in favour of removal must be passed by a 2/3 majority of the Special General Assembly called for that purpose.

10.3 Council members are to be impeached individually, not in groups. Voting will be done by secret ballot. Council members will abstain from voting on their impeachment.

Article XI - Eligibility for Office

11.1 A person is eligible to run in elections if they are a member at large of SAGE and not graduating before the end of the term of the elected position.

11.2 A person is eligible to sit on Council if they are a member at large of SAGE during the term in office.

Article XII - Special By-laws

12.1 Council shall prepare and approve those special by-laws (such as electoral by-laws) necessary for the implementation of the General By-Laws of SAGE.

12.2 Special by-laws shall not contradict or infringe upon the General By-Laws of SAGE.

12.3 Special by-laws must be approved or rescinded by the SAGE Council.

Article XIII - By-law Amendments

13.1 These by-laws may only be amended through a motion enacted in a General Assembly or in a Special General Assembly.

13.2 The SAGE membership must be notified of all intended amendments of the SAGE General By-laws through Notice of General Assembly.

13.3 Amendments to these by-laws shall be made through a resolution carried by a supermajority of 2/3 of the General Assembly or Special General Assembly.