

# CASAQ

THE COALITION OF ANGLOPHONE STUDENT ASSOCIATIONS OF QUEBEC

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## CONSTITUTION OF THE COALITION OF ANGLOPHONE STUDENT ASSOCIATIONS OF QUEBEC

(Formerly known as the Confederation of Anglophone CEGEPs or COAC)

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Written by Meagan Murphy and Kareem Brochu

Version 1.0 proposed by Vanier College Students' Association, Champlain Student Association, Marianopolis Student Union, Dawson Student Union and Student Union of John Abbott College

Adopted June 30, 2020

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## PREFACE

The following terms used in the attached Constitution shall designate the following:

The acronym "CASAQ" shall designate the Coalition of Anglophone Student Associations of Quebec as outlined in the present text.

The term "College" shall designate any educational institution recognized by the Quebec government as a "Collège d'enseignement général et professionnel (CEGEP)".

The term "Constitution" shall designate the present text.

The term "Member Association" shall designate any Student Association with recognized membership in CASAQ.

The terms "Student Association" and "Student Union" will be used interchangeably for definition as outlined in the present text and shall designate an accredited or college-recognized students' association.

The term "Representative" or "College Representative" shall designate any appointed student representative of a Member Association.

The term "Council" refers to the group of voting Representatives.

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## Chapter I MANDATE

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### **Article 1.1 - PURPOSE**

- A. To unite and equally represent student unions from CEGEPs around Quebec and in the Greater Montreal Region.
- B. To represent the anglophone collegiate student voice of its Member Associations.
- C. To provide students with opportunities for networking, growth and activism.
- D. To create an intercollegiate platform for events and communication.
- E. To collect and distribute information pertinent to anglophone CEGEPs to the students represented by each Member Association.

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## Chapter II MEMBERSHIP

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### **Section 2.1 - MEMBERSHIP**

To be a Member Association of CASAQ, student unions must be:

- A. From an anglophone CEGEP;
- B. Government accredited or officially recognized by the college administration.

### **Section 2.2 - ADDITIONAL MEMBERSHIPS**

In the event that a student union meeting the criteria in *Article 2 Section 2.1* would be interested in joining CASAQ, the following procedures will be enacted;

- A. The Student Union in question must write a formal request expressing their interest to join CASAQ. This letter will be reviewed by the acting Representatives of CASAQ and the student union in question will be contacted regarding a meeting date.
- B. The Student Union must read the constitution and make any requests for change known to the acting Representatives of CASAQ.
  - a. If there are any changes to be made, an acting Representative will draft the change and it will be voted on by the Member Associations. The procedure to change the constitution must be followed as outlined in *Article IV*.
- C. The Student Union in question must then decide whether or not to join CASAQ based on the decision of the acting Representatives. If they maintain interest, they must sign the constitution to finalize their membership.

### **Section 2.3 - MEMBERSHIP RESIGNATION**

If a Member Association wishes to disassociate themselves from CASAQ, they must adhere to the following procedures:

- A. They must submit a letter of intent to disaffiliate expressing their interest in leaving CASAQ.

- B. They must present the aforementioned letter at a regular CASAQ meeting.
- C. Once the letter has been presented and accepted, the termination of the membership will take immediate effect.
  - a. The letter must be signed by the executive council of the Student Union in question and official minutes must be provided.

**Section 2.4 - MEMBERSHIP REMOVAL**

**Subsection 2.4.1 - REMOVAL REASONING**

A Member Association may have their membership revoked, provided that all reasoning for removal is supported by tangible evidence. Reasons for removal are as follows:

- A. Lack of meeting attendance;
- B. Deliberate harm to a Representative or Member Association;
- C. Unprofessional Conduct.

The removal of a member must be passed with a two-thirds majority.

**Subsection 2.4.2 - REMOVAL PROCEDURE**

The procedure for the removal of a Member Association is as follows:

- A. A meeting will be held as an intervention to decide for or against the removal of a Member Association's membership.
  - i) The Representative must be present for the scheduled meeting and can bring other members of their respective Student Union.
  - ii) There will be no repercussions if the Representative is absent from the first scheduled meeting. However, if the Representative fails to present themselves at the second meeting as well, the CASAQ Representatives reserve the right to move forward with their decision without their presence.
  - iii) The Secretary-General is responsible for personally alerting the Representative in question and attempting to contact the latter's Student Union.
- B. Should CASAQ decide to revoke a Member Association's membership which may only be done by a two-thirds majority vote in favour, an official letter shall be sent to the Association in question detailing the date, time and reason for removal as well as the dates for the notices if applicable.
- C. The Secretary-General may be removed from their position on CASAQ without the implication of their Student Union. If the Secretary-General is removed from their role, the Member Associations will need to elect a new one in a timely manner.
- D. In the event that the Vice-Chair is removed or resigns from their position, the acting Representatives must elect a new one in a timely manner.

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Chapter III  
REPRESENTATION AND MEETING PROCEDURES

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ARTICLE III - REPRESENTATION AND MEETING PROCEDURES

**Section 3.1 - REPRESENTATION**

It is understood that Member Associations have granted their Representative with the authority to speak on their behalf and make decisions in accordance with their values and principles.

**Subsection 3.1.1 - VOTING RIGHTS**

- A. Each Member Association will have a single voting Representative. Each representative has equal voting power. Guests may present themselves at meetings for informative purposes and may speak in turn when called upon by the Chairperson but will not possess any voting powers.
- B. Each Representative will be delegated by their respective Association at the start of their mandate.
- C. All motions must be formulated in a FOR - AGAINST - ABSTAIN format and must not be formulated in an EITHER - OR format.
- D. In the event of a tie, the motion fails.

**Subsection 3.1.2 - VOTING STRUCTURE**

Voting will take place in alphabetical order as follows:

- A. Champlain Student Association (CSA)
- B. Dawson Student Union (DSU)
- C. Marianopolis Student Union (MSU)
- D. Student Union of John Abbott College (SUJAC)
- E. Vanier College Students' Association (VCSA)

**Subsection 3.1.3 - PROXIES**

Should a Representative find themselves in a position where they are unable to attend a CASAQ meeting, they have the responsibility to appoint, nominate or elect another member of their Association to serve as their proxy with the exception of emergency situations. The powers accorded to proxies are as follows:

- A. Should the proxy have been appointed by the Representative and not elected by the respective Member Association their powers in a CASAQ meeting will be limited to that of a guest.
- B. Should the proxy have been elected by the Member Association's Executive Council their powers in the meeting will be equal to that of other Representatives. For the latter to be applied, the individual presenting themselves as "elected-proxy" must present proof through official minutes of their election.

**Section 3.2 - POSITIONS**

**Subsection 3.2.1 - SECRETARY-GENERAL**

The Secretary-General is a position elected for the following academic year by the incumbent CASAQ Representatives and must be a CEGEP student for the duration of their mandate. The position cannot be filled by one of the acting Representatives and must, therefore, have no affiliation to a Member Association. The election process will favor individuals with experience on CASAQ but will extend into the Associations and their associates should no one be available for the position with the outgoing Representatives.

They will take the role of:

- A. Facilitating operations;
- B. Scheduling meetings;
- C. Gathering points for the agenda and presenting it 48 hours before each scheduled meeting;
- D. Ensuring minutes are being recorded at each meeting by the Administrative Officer;
- E. Chairing the meetings through the procedures as outlined in Robert's Rules of Order;
- F. Taking care of CASAQ social media and website unless otherwise delegated to a more capable member of the council.

#### **Subsection 3.2.2 - VICE CHAIRPERSON**

The Vice-Chairperson will be an acting Representative who shall be responsible for chairing CASAQ meetings through the procedures as outlined in Robert's Rules of Order in the absence of the Secretary-General. The Vice-Chairperson maintains their right to vote.

The Vice-Chairperson will be elected for the duration of their mandate at the beginning of the academic school year by a majority vote of Member Associations. In the event that both the Vice-Chairperson and the Secretary-General are absent, an interim Chairperson will be elected for the individual meeting at the start of said meeting.

#### **Subsection 3.2.3 - ADMINISTRATIVE OFFICER**

The Administrative Officer is an acting Representative responsible for recording, formatting and posting CASAQ meeting's official minutes. The Administrative Officer is to be nominated at the beginning of the academic school year by Member Associations. The Administrative Officer maintains their voting power.

In the absence of the Administrative Officer, an interim officer will be nominated for the individual meeting at the start of said meeting.

### **Section 3.3 - MEETING PROCEDURES**

#### **Section 3.3.1 - STANDARD MEETING PROCEDURES**

Meeting procedure is as follows:

- A. The agenda must be set with all foreseeable elements at least 48 hours prior to a scheduled meeting. The Agenda will contain the general points as follows:



1. Call to Order
2. Roll Call of Members and Guests
3. Approval of Agenda
4. Approval of Minutes
5. Announcements
6. Representative Reports

*Each Representative will be given 5 minutes to give their report with extra time for questions and concerns from other Representatives.*

7. Old Business
8. New Business
9. Varia
10. Adjournment

- B. The meeting will be chaired according to the guidelines as outlined in the most recent edition of *Robert's Rules of Order* by the Secretary-General or Vice-Chair in their absence.
- C. Official minutes must be recorded at all meetings by the Administrative Officer and published on the CASAQ website in a timely manner.
- D. Quorum is set at to 50% of Representatives + 1, simple majority.
- E. The meeting will commence once quorum is reached, in the event that quorum is not met and that there are no signs of arrivals, the Chair may upon 15 minutes from the scheduled time of the meeting cancel the meeting and pick an alternative date and time. Therefore, it is essential that all Representatives and the Secretary-General ensure their punctuality for meetings.
- F. Representatives can be present online via video conference or audio call to partake in discussion points. Such Representatives will be accorded with the same voting and speaking rights as physically present Representatives.
- G. Meetings will be limited to two hours, but Representatives may motion to extend the meeting in half hour (thirty minute) intervals.
- H. Regularly scheduled meetings will occur every three weeks.
  - i) Meetings will occur at a time and day of the week to be predetermined at the beginning of the semester.
  - ii) The Secretary-General will send a notice to Representatives seven days prior to an upcoming meeting to ensure that everyone is available and aware.
  - iii) Changes to the date and time and be made to adjust to specific circumstances.
  - iii) Meetings can be held virtually and will follow standard meeting procedures, with all voting rights accorded to Representatives.

### **Section 3.3.2 - ATTENDANCE**

Attendance is mandatory as a Representative; therefore;

- A. If a Representative fails to attend 2 consecutive regular meetings that do not take place during finals or outside of a Representative’s mandate and failure to send a proxy, the Secretary-General will attempt to contact them with a notice.
- B. If they are absent at another meeting the Secretary-General will contact them with another personal notice.
- C. After two notices have been sent, the Secretary-General will contact the Representative’s Association and ask that a different delegate be sent to serve as Representative.
- D. In the event that the Association fails to send a new Representative and the previous Representative continues to fail to attend regular meetings, CASAQ Representatives will have cause for removal of the Member Association’s membership.

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Chapter IV  
FORMATION OF SUB- COMMITTEES

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Representatives from CASAQ may at any point form sub-committees or various working groups, granting the individuals on a said committee with the authority to make decisions on behalf of CASAQ. A sub-committee must be formed to plan and organize all CASAQ intercollegiate events.

- A. Each committee must present a report to CASAQ at the meeting following their own meeting.
- B. Each Member will be elected into a committee by a simple majority vote. The potential sub-committee Member does not have to be a voting-representative of CASAQ but still must be elected.
- C. There must be a minimum of two Representatives on each sub-committee.
- D. The maximum number of Members, Representatives included, on a sub-committee is two from each Member Association.

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Chapter V  
CASAQ JOINT EXPENSES

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For each joint expense, an agreement must be written that details the proportions and amounts of such that each Member Association will be paying or contributing for CASAQ’s joint expenses. The matter of how to split the expenses is a case by case scenario that will be decided by each cohort when the time comes.

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Chapter VI  
ANNUAL GENERAL ASSEMBLY

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At the start of CASAQ’s mandate, in each year, an annual general assembly will be held at which point all Executive Council members from each Member Association are invited to attend. This event will serve as an intercollegiate networking event where councils from each Member Association can get to know one another and brainstorm ideas for collaborative projects to complete in that year.

Unless passed by a simple majority vote stating otherwise, the event shall be held before the month of September of every year and will be hosted by a different Member Association each year, according to the alphabetical order cited in *ARTICLE III, Subsection 3.1.2*. The order is as follows:

2019:	Vanier College Students' Association (VCSA)
2020:	Champlain Student Association (CSA)
2021:	Dawson Student Union (DSU)
2022:	Marianopolis Student Union (MSU)
2023:	Student Union of John Abbott College (SUJAC)
2024:	Vanier College Students' Association (VCSA)

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Chapter VII  
AMENDMENTS TO THE CONSTITUTION

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1. Should any Representative wish to have an amendment made to the CASAQ Constitution they may, at a regular meeting of the Representatives, bring up their request as a discussion point.
2. In order to have their proposed amendment considered by CASAQ, the Representative must officially submit their proposition to the Secretary-General and Vice-Chair; both of whom are tasked with distributing it to other Representatives.
3. In order for an amendment to be made to the CASAQ Constitution, a special meeting will be called where the sole item on the agenda shall be the proposed amendments. A resulting vote in favour of the amendment by two-thirds majority will have passed the amendment, which will take immediate effect.

By signing below, each Association agrees to adhere to the guidelines and principles as outlined above in the Constitution of the Coalition of Anglophone Student Associations of Quebec.



DATE: June 30, 2020

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**Meagan Murphy**

VICE-PRESIDENT of Executive Affairs, Champlain Student Association



DATE: June 30, 2020

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**Anne Louis**

VICE-PRESIDENT, External Affairs of the Dawson Student Union



DATE: June 30, 2020

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**Laurence Liang**

PRESIDENT, Marianopolis Student Union



DATE: June 30, 2020

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**Jonathan Sztainberg**

VICE-PRESIDENT, External Affairs of the Student Union of John Abbott College



DATE: June 30, 2020

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**Kareem Brochu**

PRESIDENT, Vanier College Students' Association