



TAV COLLEGE STUDENTS' ASSOCIATION  
L'ASSOCIATION DES ÉTUDIANTS DU COLLÈGE TAV

## GENERAL BY-LAWS<sup>1</sup>

*"By-law: A rule adopted by an organization chiefly for the government of its members and the regulation of its affairs"<sup>2</sup>*

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<b>ADOPTED</b> AUGUST, 2019	
<b>AMENDED</b> MAY, 2020	

<sup>1</sup>These general by-laws were originally written by Justin Hand-Gregory, the TAV College Student Experience Advisor, in August of 2019, following the official formation of the student association.

<sup>2</sup>"Bylaw." Merriam-Webster.com Dictionary, Merriam-Webster, <https://www.merriam-webster.com/dictionary/bylaw>. Accessed 15 May. 2020.



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## DEFINITIONS

- **"TCSA"** shall refer to the TAV College Student Association.
- **"The College"** shall refer to TAV College, Montreal, Quebec, unless otherwise indicated.
- **"The president"** shall refer to the president of the TCSA, unless otherwise indicated.
- **"The executive cabinet" or "the cabinet"** shall refer to the executives members of the TCSA.
- **"Members"** shall refer to all people who qualify for By-Law II: TCSA Membership..
- **"GAA"** shall refer to the General Annual Assembly.
- **"The Election"** shall refer to the annual TCSA election.
- An **"executive vote"** shall refer to a proposal made by an executive cabinet member in which all executive cabinet members will vote towards accepting or rejecting.



## 1. BY-LAW I: UNDER THE ADOPTION OF THE ASSOCIATION

### 1. NAME

- 1.1. The name of the association shall be the TAV College Students' Association (TCSA) and L'Association des étudiants du Collège TAV (AECT) in the French language.

### 2. OBJECTIVES

- 2.1. The objectives of the TCSA shall be:
  - 2.1.1. To form an annual executive cabinet, of full-time status TAV College student representatives, who will manage and operate the TCSA through a fair and equal election process;
  - 2.1.2. To act as the liaison between the TAV College administration and the TCSA members;
  - 2.1.3. To meet with TAV College administrative staff and advocate for change based on the general demands and needs of the TAV College student body;
  - 2.1.4. To initiate plans and events to provide an excellent and memorable student experience for all new and existing members;
  - 2.1.5. To uphold standards for human equality on campus and teaching quality in TAV College classrooms;
  - 2.1.6. To manage and oversee the TCSA clubs and cooperatives and offer these clubs assistance and resources with impartiality;
  - 2.1.7. To manage and oversee the TCSA budgets with responsibility, impartiality and transparency.

### 3. OFFICIAL AMENDMENTS TO THE GENERAL BY-LAWS

- 3.1. All amendments to the general by-laws must be proposed by an executive cabinet member and voted on by all other executive cabinet members. The amendment proposal(s) must win at least a (3/4) vote count in order to be officially amended in the general by-laws of the TCSA.

## 4. BY-LAW II: TCSA MEMBERSHIP

### 5. DEFINITION OF A MEMBER

- 5.1. A member of the TCSA shall be recognized as any registered TAV College DEC or AEC student, of part-time or full-time status and who has paid their membership fee.



## 6. THE RIGHTS OF A MEMBER

- 6.1. All TCSA members shall hold the right to:
  - 6.1.1. Vote in the annual TCSA election (*see By-law III The Election Process*);
  - 6.1.2. Become a presidential candidate, assuming they meet all requirements for candidacy (*see By-Law III, Section 9.6*);
  - 6.1.3. Propose a new on-campus initiative, which shall be defined as, but not limited to: a club, cooperative, special project or collective and have this proposal considered by the executive cabinet with impartiality;
  - 6.1.4. Attend the monthly TCSA general meeting;
  - 6.1.5. Present a request for repeal of any TCSA initiative.
    - 6.1.5.1. All repeal requests must be accompanied by a minimum of 50 member signatures, which is to be presented to the executive cabinet in order for a repeal request to be considered;
  - 6.1.6. Join, and take-part-in, any of the TCSA clubs, coops, events and/or initiatives.

## 7. MEMBERSHIP FEES

- 7.1. All TAV College students shall pay an equal membership fee, per semester, which will allow the TCSA to operate and offer its services.
- 7.2. The membership fee is subject to change, with notice. Should the cabinet deem it necessary to increase the membership fee, they shall abide by the following rules:
  - 7.2.1. The TCSA executive cabinet must, at all times, inform its members of an increase to the membership fee. This notice must be accompanied by an updated "breakdown" list demonstrating where the increased funds will be added.
  - 7.2.2. Any member may, at any time, request a record of TCSA expenses.
  - 7.2.3. The TCSA is not allowed to increase membership fees more than once per year.
- 7.3. The TCSA is required to keep a record of annual financial spending for at least four (4) years.
- 7.4. The cabinet is, under no circumstances, allowed to use the budget for personal expenses.
- 7.5. The College does not hold the right to deny an increased membership fee.

## 8. BY-LAW III: THE ELECTION PROCESS



## 9. ELECTION: METHOD AND RULES

- 9.1. The executive cabinet of the TCSA shall be elected annually in the Annual TCSA Election, which takes place in the month of September of each year. The executive cabinet members will then hold their elected positions for one (1) full academic year.
  - 9.1.1. An academic year shall be recognized as being situated within the months of September until June.
- 9.2. One (1) full-time TAV College student (who meets the requirements for TCSA membership) shall independently form a team of at least four (4) other full-time students, with whom they wish to work with to campaign.
  - 9.2.1. This team, should they win the election, shall be sworn-in as the executive cabinet.
- 9.3. When a team has been formed, and they have decided that they wish to campaign in the election, they shall select one (1) member to be the presidential candidate and the "face" of their team. The presidential candidate shall then submit an application for candidacy to the Electoral Officer (see Section 9, sub-section 9.5) via email.
  - 9.3.1. The presidential candidate must submit their application before the deadline announced, or their application shall be automatically rejected.

### CAMPAIGN PERIOD RULES

- 9.4. All presidential candidates shall have two (2) weeks to campaign for votes.
  - 9.4.1. All presidential candidates shall have equal campaigning materials at their disposal (upon acceptance of their application).
    - 9.4.1.1. TAV College shall provide five (5), 11X17", full-color posters for each presidential candidate, free of charge.
    - 9.4.1.2. All candidates shall be invited to a public debate session where any TAV College student may ask questions regarding their potential year in office.

### THE ELECTORAL OFFICER

- 9.5. The election process shall be managed and executed by the Electoral Officer. The Electoral Officer shall be an administrative staff member of TAV College.
  - 9.5.1. The Electoral Officer shall be selected annually by the TAV College Dean of Studies, or shall be employed by the College as a student services advisor.
  - 9.5.2. The Electoral Officer shall be tasked with:



- 9.5.2.1. Informing all TAV College students that the TCSA exists (*the first week that students return for the Fall semester*), as well as the conditions for applying to become a presidential candidate and how students can apply to be a candidate;
  - 9.5.2.2. Informing candidates about the campaign process and the resources available to assist them with their campaign;
  - 9.5.2.3. Assisting all presidential candidates with their campaigns, including printing posters;
  - 9.5.2.4. Planning a debate event and informing the student body of the time, date and location of the debate;
  - 9.5.2.5. Supervising the equality and justice of the election process;
  - 9.5.2.6. Printing official voting ballots and collecting the ballots at the end of each day;
  - 9.5.2.7. Ensuring all by-laws measures are being implemented and respected;
  - 9.5.2.8. Counting votes and determining a president;
  - 9.5.2.9. Delivering the TCSA office keys and guidance package to the cabinet.
- 9.5.3. The Electoral Officer shall hold the right to accept or deny an application for presidential candidacy.
- 9.5.3.1. A denied application will be justified under the circumstances of a student being recognized by the College as within *bad standing status*.
  - 9.5.3.2. Bad standing status shall be recognized as a student who has failed to comply with any of the TAV College policies (see: [www.tav.ca/policies-and-regulations/](http://www.tav.ca/policies-and-regulations/))

## CANDIDATE EQUALITY AND REGULATIONS

- 9.6. full-time, TAV College, DEC student shall have the opportunity to apply to become a candidate for presidency or hold an executive cabinet member position.
- 9.6.1. The positions of president and/or executive cabinet member may only be held by a full-time DEC student, in good standing with the College.
  - 9.6.2. The position of the president and/or an executive cabinet member cannot be held by an AEC student, nor a student that is registered for less than 5 courses.

## VOTING WEEK

- 9.7. The voting period shall take place over the span of one (1) week (Monday to Friday) in the last week of September, unless otherwise decided by the Elector Officer, in the event of unique situations.
- 9.7.1. All TAV College students, who qualify for TCSA membership, shall hold the right to vote.



- 9.7.2. If a TAV College student would like to vote, but cannot physically make it to the College due to an emergency, they may make a request that the Electoral Officer vote for them.

### **ACCESSIBILITY**

- 9.8. The voting station shall be in a location that is accessible to all students (ground floor or wheelchair accessible).
- 9.8.1. If a student with a disability cannot vote physically, they may request the assistance of a peer or staff member to vote for them.

### **SURVEILLANCE AND PROTECTION OF VOTES**

- 9.9. The voting station shall be in a location that is able to be monitored by either a surveillance camera or a human being.

### **VOTING RULES AND REGULATIONS**

- 9.10. All eligible voters (section 9, sub-section 9.7.1) may only vote for one (1) presidential candidate.
- 9.10.1. Voters are only allowed to vote once; if a student votes twice, only their first vote will be counted, the other will be discarded.
- 9.10.2. Voters may only vote using the official voting ballots provided by the Electoral Officer.
- 9.10.3. Voting is restricted to TAV College students only: TAV teachers and staff or non-registered students are not allowed to vote.
- 9.10.4. A voter must provide their full name, TAV College student ID number and the day they voted in order for their ballot to be accepted.
- 9.10.4.1. If this information is not provided on the ballot, the vote will be discarded.
- 9.11. The election process shall be concluded in the last week of September and an executive cabinet shall be formally announced by the Electoral Officer.

## **10. BY-LAW IV: THE EXECUTIVE CABINET**





## 11. DEFINITION

- 11.1. The executive cabinet shall be recognized as: a group of at least four (4) elected student representatives who will manage, and carry-out the daily operations of, the TCSA for a full academic year. The executive cabinet will consist of: the president, the vice president of communications, the vice president of finance and the vice president of operations. Position responsibilities will be listed below.
  - 11.1.1. All executive cabinet members shall have equal voting power within executive proposal decisions.
  - 11.1.2. Executive cabinet members may appoint a TCSA member to be a coordinator, however, coordinators do not have executive voting power.

## 12. HOLDING OFFICE

- 12.1. As soon as the Electoral Officer announces which presidential candidate has won the election, the president, and their cabinet, is officially sworn into office effective that day.
- 12.2. The TCSA, through an agreement with TAV College, shall have an exclusive office space (within the campus building) where the cabinet, and/or coordinators, may meet and carry-out their tasks.
  - 12.2.1. The cabinet members shall refrain from using this space for personal use.
  - 12.2.2. The TCSA office shall be used exclusively by executive cabinet members and/or coordinators.
  - 12.2.3. The keys to the TCSA office shall be the responsibility of each executive cabinet member and are under no circumstances to be lent to any other person.
    - 12.2.3.1. Failure to comply with By-law IV, Section 12, sub-section 12.2.3 may result in the removal of office by a  $\frac{3}{4}$  executive vote.

## 13. THE EXECUTIVE CABINET: TASKS AND RESPONSIBILITIES

### *The President of the TCSA*

- 13.1. The president is tasked with:
  - 13.1.1. Being the official representative, spokesperson and administrator for the TCSA;
  - 13.1.2. Being the liaison between TCSA members and TAV College;
  - 13.1.3. Calling and leading executive meetings with all members of the executive cabinet and coordinators;
  - 13.1.4. Planning for the future of the TCSA and TAV College and creating innovative and progressive project proposals to implement these plans;
  - 13.1.5. Ensuring that all executive cabinet members are using their time and positions effectively;



- 13.1.6. Requesting updates on financial and operational plans from the executive cabinet members and/or their coordinators;
- 13.1.7. Reading, understanding and implementing the TCSA's general by-laws, policies and/or special project regulations;
- 13.1.8. Offering guidance and/or support to club leaders, students and peers;
- 13.1.9. Hosting monthly general meetings to inform the student body of the TCSA's plans for that month.

### ***The Vice President of Communications***

- 13.2. The VP of Communications is tasked with:
  - 13.2.1. Creating and implementing a monthly communications plan, which takes into consideration all of the events managed by the TCSA for that month;
  - 13.2.2. Creating advertising and marketing content for all of the monthly events, club events, and special projects that are being managed by the TCSA;
  - 13.2.3. Working in collaboration with the TAV Times to cover events going on at the College;
  - 13.2.4. Updating the TCSA's Instagram page by posting photos and/or content;
  - 13.2.5. Updating the information and events calendar on the TCSA's website;
  - 13.2.6. Creating email blasts to all TCSA members to inform them of upcoming events;
  - 13.2.7. Finding and collaborating with a Communications Coordinator to facilitate communications content creation;
  - 13.2.8. Thinking about more effective methods or systems that can be implemented to enhance the TCSA's communications.

### ***The Vice President of Finance***

- 13.3. The VP of Finance is tasked with:
  - 13.3.1. Creating and implementing a monthly financial budget, which takes into consideration all of the expenses related to the events and club operations managed by the TCSA;
  - 13.3.2. Keeping a detailed record of all TCSA expenses and financial affairs;
  - 13.3.3. Ensuring all TCSA financial information is transparent and available to its members and/or auditing authorities.
  - 13.3.4. Reporting to the Financial Committee when needed.

### ***The Vice President of Operations***

- 13.4. The VP of Operations is tasked with:



- 13.4.1. Planning and organizing TCSA events based on the TCSA's calendar of events;
- 13.4.2. Searching for venues and/or spaces for events;
  
- 13.4.3. Making phone calls, purchasing decorations and ordering products for events;
- 13.4.4. Listening to the event and/or project requests made by students and translating these requests into realistic plans that can be approved for funding;
- 13.4.5. Keeping in-touch with all club leaders and assisting them with the ordering of materials or finding event spaces;

## 14. COORDINATORS

- 14.1. Executive cabinet members may appoint un-elected coordinators to assist them with their tasks, should they feel the need.
  - 14.1.1. All coordinators must, however, be approved by an executive vote of  $\frac{3}{4}$ .
- 14.2. The coordinator positions may include:

### *Communications Coordinator(s)*

- 14.2.1. A communications coordinator may be tasked with:
  - 14.2.1.1. Content creation for social media posts;
  
  - 14.2.1.2. Updating the TCSA website;
  - 14.2.1.3. Creating content for mass emails.

### *Operations Coordinator(s)*

- 14.2.2. An operations coordinator may be tasked with:
  - 14.2.2.1. Shopping for supplies for an event;
  - 14.2.2.2. Picking up and delivering supplies, equipment or food for an event;
  - 14.2.2.3. Meeting with club leaders to discuss the progress and/or needs of their club;
  - 14.2.2.4. Making phone calls or sending email on behalf of the VP of Operations.

## 15. REMOVAL FROM OFFICE

- 15.1. Any executive cabinet member (including the president), may be removed from office under the following circumstances:
  - 15.1.1. Mis-use of the TCSA budget (personal expenses using TCSA funds, fraudulent invoices, unaccounted for spending for non-association products, etc.);
  - 15.1.2. Unjust use of executive power for personal gain;
  - 15.1.3. Falls within bad standing status with the College and/or disobeys any TAV College policy;



- 15.1.4. Absent for more than 3 consecutive weekly executive meetings (without sufficient justification).
- 15.1.5. Fails to comply with the rules and regulations set by the TCSA general by-laws.
- 15.2. An executive cabinet member may be removed from office in the following ways:
  - 15.2.1.  $\frac{3}{4}$  executive vote.
  - 15.2.2. Petition signed by a two-thirds majority of TCSA members. This must be accompanied by a letter of reason and submitted to the TAV College Student Experience Advisor.
  - 15.2.3. \*Special clause: Institutional authority:
    - 15.2.3.1. Any executive cabinet member may be removed from office by the TAV College Dean of Studies or Student Experience Advisor, provided they have substantial reason to support their decision.

## 16. EXECUTIVE CABINET MEETINGS

- 16.1. Executive cabinet members of the TCSA will meet each week during the academic year.
  - 16.1.1. The time and date of each meeting will be called by the President.
- 16.2. The agenda for each meeting will be written by the President and will be posted on the TCSA office door 1 day prior.
- 16.3. Notes during the meeting will be written by a selected minute-keeper (in the English language).
- 16.4. The meeting notes will be made available to any member and/or TAV College staff member who requests its viewing.
- 16.5. The general template for weekly cabinet meetings will be as follows: \*Note that additional topics may be added by the cabinet members.
  - 16.5.1. Old business;
  - 16.5.2. New business;
  - 16.5.3. Event planning and preparation;
  - 16.5.4. Clubs and coops progress reports;
  - 16.5.5. Special projects;
  - 16.5.6. Discussion;
  - 16.5.7. Open floor for member questions.
- 16.6. Executive cabinet meetings shall be open to all active TCSA members.

## 17. BY LAW V: THE COLLEGE

- 18. The Association, as it stands, shall not be an independent union and shall comply with the executive orders of TAV College.
- 19. In a standing agreement with TAV College, the College swears to uphold the following responsibilities:



- 19.1. Appoint a staff member who is in-charge of assisting the Association throughout the academic year;
  - 19.2. Appoint an Electoral Officer, each August of every year, who will manage the TCSA elections until an executive cabinet is formed;
  - 19.3. Provide the executive cabinet with an office space, free of charge, each year, where the cabinet members may carry-out their duties.
  - 19.4. Appoint two (2) staff members to the TCSA Financial Committee.
  - 19.5. Reprimand any situations of unjust financial spendings of the TCSA budget.
20. The Board of Directors of TAV College hold the right to terminate the TCSA. However, only under the following conditions:
- 20.1. There is proven evidence of financial burden on the College's operating budget;
  - 20.2. There exists no interest from the students in forming an executive cabinet for more than two (2) academic years.
21. In the case of a call for termination of the TCSA, brought forth by the TAV College Board of Directors, the College must appoint a student representative who shall review the reasons and determine if the Association shall be terminated based on the conditions outlined in section 18, sub-section 21 of the TCSA General By-laws.

## **22. BY-LAW VI: SPECIAL BY-LAWS**

23. A member may, at any time, request a TCSA document be translated and made available in the French language.
24. A member with a visual, auditory or any other disability may, at any time, request that a TCSA document be adapted to their special needs.

## **25. BY-LAW VII: FINANCIAL COMMITTEE**

26. Each academic year, the College shall appoint a Financial Committee of no less than four (4) people.
27. The Financial Committee must be comprised of at least:
  - 27.1. The President of the TCSA;



27.2. The VP of Finance;

27.3. Two (2) TAV College staff members.

28. The Financial Committee shall be responsible for:

- 28.1. Reviewing the financial budget set by the VP of Finance every month;
- 28.2. Make recommendations on ways to minimize costs and/or search for alternatives;
- 28.3. Set and uphold standards for financial record keeping;
- 28.4. Ensure financial transparency and data is backed-up;
- 28.5. Auditing the annual TCSA financial statements and reporting any suspicious behaviour to the TAV College administration.