

COMMUNITY-UNIVERSITY RESEARCH EXCHANGE at CONCORDIA (CURE CONCORDIA)

CONSTITUTION & BY-LAWS

entered into force: November 9, 2015

Article 1: Name

1.1 The organization shall be known as the “Community-University Research Exchange at Concordia” (hereafter CURE Concordia), and in French “le Centre de recherche et d’échange communautaire-universitaire à Concordia” (CRÉCU Concordia).

Article 2: Language

- 2.1 English and French are the official languages of CURE Concordia.
- 2.2 In all communications and meetings of CURE Concordia, members may use either official language.
- 2.3 In all personal communications, CURE Concordia will endeavor to use the language preferred by the correspondent.
- 2.4 Resolutions and official notices of CURE Concordia shall be posted in both official languages.
- 2.5 All documents of CURE Concordia shall be considered authoritative in the language of their adoption.
- 2.6 Accommodation of additional languages will be provided, if possible, upon request.

Article 3: Mandate

3.1 The Community-University Research Exchange at Concordia connects students with grassroots organizations to collaborate on research, art and innovative projects that support local communities.

The work of CURE Concordia is rooted in a community-driven social justice research model that seeks to:

- a) give community organizations, specifically those which experience social and economic marginalization, access to the knowledge and resources circulating in the academic sphere;

- b) broaden the kind of academic work that is available to students;
- c) facilitate productive, mutually transformative interactions between students and activists that redefine the boundary between universities and the communities that surround them.

CURE Concordia is committed to being inclusive and accessible to all. We are actively opposed to all forms of discrimination and oppression.

CURE Concordia is a non-profit initiative that is independent from the Concordia University administration, the Concordia Student Union and the Concordia Graduate Students' Association.

Article 4: Membership

4.1 There shall be the following classes of members:

- a) Student members
- b) Community members

4.2 Eligibility

- a) Student membership is available through and begins upon payment of fees to CURE Concordia via a Concordia student fee-levy (undergraduate or graduate).
 - i) Eligibility is dependent upon status as a registered student according to Concordia University.
 - ii) Student membership ends upon loss of status as a registered Concordia student or upon opting-out of the CURE Concordia fee levy in any given semester (*see section 5.3*)
- b) Anyone who is not a Student Member is eligible for community membership.
- c) Community membership is available through one of the following methods:
 - i) the completion of five (5) or more volunteer hours for CURE Concordia within twelve (12) months;
 - iii) current active membership in a community group who has currently or has had in the last two (2) years an active project with CURE Concordia;

4.3 Rights of Members

- a) All members shall have voting privileges in elections, general meetings and referenda of CURE Concordia. Notwithstanding the preceding, all Student members and only Student members shall have voting privileges in referenda of CURE Concordia pertaining to student fee-levies.
- b) All members shall be eligible to sit as Board members.
- c) All members shall be entitled to participate fully in meetings and other activities, and benefit from the services of CURE Concordia.
- d) Every document of CURE Concordia shall be open to inspection upon reasonable request and within a reasonable delay, except for minutes of Board meetings held in closed session.

Article 5: Fees

- 5.1 Student members shall pay their fees with their school registration. The nature of this fee cannot be changed except by way of a referendum held in accordance with this Constitution.
- 5.2 Community members' fees are satisfied by fulfillment of one of the conditions described in section 4.2(c).
- 5.3 CURE Concordia shall administer its own fee refunds ("opt-outs") in accordance with its Constitution. Student fee refunds shall be issued according to the following process:
 - b) Student member fees will only be refunded after the final drop date (with full refund or financial credit) of a given semester.
 - c) Refunds must be made in person within the refund period established by CURE Concordia.
 - d) The refund period shall run for at least ten (10) days where classes are in session.
 - e) Notice of the refund period shall be given by CURE Concordia at least one week before the refund period begins, by:
 - i) notice in a publication of CURE Concordia, where such publication exists.
 - ii) notice in a student publication available to all members of campus.
 - iii) notice conspicuously posted in the CURE Concordia office and in conspicuous places in all major buildings of the university.

Article 6: Board of Directors

6.1 Board of Directors:

- a) In order to manage the day-to-day operations of CURE Concordia, a dedicated body (the Board of Directors) will be selected by popular will, in accordance with Canadian and Quebec non-profit law and this Constitution.
- b) Ultimate authority remains with the whole group in its membership, to which the Board of Directors is responsible and reports.
- c) CURE Concordia shall actively promote the inclusion of underrepresented groups within CURE Concordia, including on the Board of Directors.

6.2 Members of the Board of Directors (hereafter "Board"):

- a) The Board shall consist of eight (8) members of CURE Concordia duly elected at the Annual General Meeting.
- b) The Board seats are divided as follows: four (4) seats are reserved for Student Members and four (4) are reserved for Community Members. Student Members may run for Student or Community seats, but Community Members may not run for Student seats.
- c) Should the full eight (8) Board members not be elected at the Annual General Meeting or should one or more seats become vacant during the year, the Board may, at its discretion, appoint interim members to fill the vacant seats.
- d) Should the Board not appoint a new Board member to fill the vacant seat, the Board may function with fewer than eight (8) members. Notwithstanding the preceding, the Board shall at no point consist of less than three (3) members.
- e) The term of office for Board members shall be one (1) calendar year.
- f) Board members shall retire upon election of the new Board into office.
- g) The staff of CURE Concordia shall be considered non-voting ex-officio members of the Board.
- h) No remuneration shall be paid to a Board member for being or acting as a Board member. However, a Board member shall be reimbursed for all incurred expenses while engaged in the affairs of CURE Concordia, subject to authorization according to financial guidelines determined by the Board.

- i) No regular Board member may be a paid employee of CURE Concordia.
- j) Active and Inactive Board members
 - i) A Board member may request to go on a leave of absence due to extenuating circumstances, in response to a request in person or in writing.
 - ii) When on leave, a Board member does not have a vote and cannot participate in any decision-making process.
 - iii) A Board member on leave retains all responsibilities of being a Board member, except attending meetings.
 - iv) Where a request for leave is submitted without a clearly defined time frame, the Board must reconsider the request on a monthly basis.
 - v) Board members cannot go on leave for more than eighteen (18) consecutive weeks or they are deemed resigned from the board.
 - vi) Board members on leave are considered 'inactive'.
 - vii) Board members not on leave are considered 'active'.
- k) Resignation of Board members:
 - i) A Board member may resign by presenting a resignation in writing, which shall be effective upon acceptance by the Board.
- l) Dismissal of Board members:
 - i) An active Board member is deemed to have resigned upon the non-attendance of four (4) consecutive regularly scheduled Board meetings.
 - ii) An inactive Board member is deemed to have resigned upon exceeding 18 consecutive weeks of leave.
 - iii) A Board member may be dismissed from the Board by a 2/3rds vote at a Board meeting of which the Board member has received ten (10) calendar days written notice including the reasons for the removal.
 - iii) A Board member may be dismissed from the Board by a 2/3rds vote at a Special General Meeting of which the Board member has received ten (10) calendar days written notice including the reasons for the removal.

6.3 Duties and Powers of the Board of Directors

- a) The management, administration, and control of the affairs of CURE Concordia are vested in the Board, subject to this Constitution. Without diminishing the foregoing, the Board:

- i) may make such rules and regulations as it considers advisable for the conduct of the affairs of CURE Concordia, provided such rules and regulations are consistent with this Constitution and The Quebec Companies Act;
- ii) may appoint standing committees, ad hoc committees, and task forces, to carry out specific functions as determined by the Board;
- iii) shall ensure the keeping of proper financial records;
- iv) shall perform such other duties as directed by the members, or as necessary for the Board's legitimate function.

6.4 Meetings of the Board of Directors

- a) The Board shall hold regularly scheduled meetings at least 10 (ten) times per year.
- b) Quorum shall be 50% of the Board members, excluding any members on leave. Meetings must have a minimum of 3 active members present.
- c) A Board member in a conflict of interest shall disclose such interest and shall abstain from participating in decisions.
- d) Meetings of the Board shall be run according to the procedure in the CURE Concordia Decision Making Procedures policy.
- d) Meetings of the Board and its committees shall be open to all members of CURE Concordia, however, only Board members have decision-making power; the facilitator shall make every effort to enable the participation of all members present.
- e) Notwithstanding the previous article, a particular meeting or portion thereof may be held in closed session only for the purpose of discussing the following matters:
 - i) proposed, pending, or current litigation;
 - ii) personnel matters, leading to the hiring, firing, promotion, demotion, suspension, salary level or evaluation of staff members;
 - iii) personal matters concerning the conduct of any member.
- f) Special meetings of the Board may be called, to consider matters of particular urgency:
 - i) upon receipt of a written request from any three (3) Board members, or;
 - ii) upon receipt of a petition signed by thirty (30) members of CURE Concordia, stating the time, place, and agenda of the meeting.

- iii) Special Board meetings must be scheduled within two (2) weeks of receipt of either of the preceding.
- g) Agenda Items
 - i) All members of CURE Concordia may propose items for the agenda, by bringing the item to the Board before the beginning of the meeting.
 - ii) The agenda shall be adopted at the beginning of the meeting.
 - iii) Non-members of CURE Concordia may attend Board meetings to present information relating to an agenda item; however, they may not be present for the decision-making process.

Article 7: Conflict Resolution and Complaints Committee

7.1 Conflict Resolution and Complaints Committee (CRCC)

- a) In order to review complaints entailing decisions made by the CURE Board or Staff, or any other internal disputes within the membership, which cannot otherwise be resolved, a dedicated body (the Conflict Resolution and Complaints Committee) will be selected by popular will.
- b) CURE Concordia shall actively promote the inclusion of underrepresented groups within CURE Concordia, including on the CRCC.

7.2 Members of the Conflict Resolution and Complaints Committee (CRCC)

- a) The CRCC shall consist of four (4) members of CURE Concordia duly elected at the Annual General Meeting.
- b) Members of the CRCC must have minimum one (1) year experience with CURE Concordia. Notwithstanding the preceding, members of the CRCC elected or appointed during the first three (3) years following the incorporation of CURE Concordia may have less than one (1) year experience with CURE Concordia.
- c) Should the full four (4) CRCC members not be elected at the Annual General Meeting or should one or more seats become vacant during the year, the Board may, at its discretion, appoint interim members to fill the vacant seats.
- d) Should the Board not appoint a new CRCC member to fill the vacant seat, the CRCC may function with fewer than four (4) members. Notwithstanding the preceding, the CRCC shall at no point consist of less than three (3) active members (see article 7.2(j))

- e) The term of office for CRCC members shall be one (1) calendar year.
- f) CRCC members shall retire upon entry of the new CRCC into office.
- g) No remuneration shall be paid to a CRCC member for being or acting as a CRCC member.
- i) No CRCC member may be a paid employee of CURE Concordia.
- j) Active and Inactive CRCC members
 - i) A CRCC member may request to go on a leave of absence due to extenuating circumstances, in response to a request in person or in writing.
 - ii) When on leave, a CRCC member cannot participate in any complaints or conflict resolution process.
 - iii) CRCC members on leave are considered 'inactive'.
 - iv) CRCC members not on leave are considered 'active'.
- k) Resignation of CRCC members:
 - i) A CRCC member may resign by presenting a resignation in writing, which shall be effective upon acceptance by the Board.

Article 8: Election Procedures

8.1 The operation of these election rules will be overseen by an impartial electoral officer, who will be selected by CURE Concordia for that purpose.

8.2 Election of the Board of Directors

- a) The Board shall be elected at a General Meeting, in which:
 - i) Nominations shall come from the floor;
 - ii) Nominees shall declare themselves to be running either for a Concordia Student Board seat or a Community Board seat;
 - iii) All candidates shall have the opportunity to present themselves, and members present at the meeting shall have the opportunity to ask questions of the candidates;
 - iv) Any candidate who cannot be present due to extenuating circumstances may present a written platform that will be read on their behalf;

- v) Separate but concurrent elections for the Student Member seats and the Community Member seats shall be conducted by secret ballot;
- vi) To be elected, candidates must receive a simple majority of ballots cast; If more than four (4) Concordia Student Member candidates receive a simple majority vote, the four (4) candidates with the most votes are elected;
- vii) If more than four (4) Community Member candidates receive a simple majority vote, the four (4) candidates with the most votes are elected;
- viii) Student Members may present themselves for *either* a Student Member seat or a Community Member seat on the Board.
- ix) In the event there is a competitive election for Student Member seats and fewer than four (4) candidates for Community Member seats, the impartial electoral officer may issue a general open invitation for any Student Member candidate to run for a Community Member seat. It remains up to Student Member candidates to decide.
- x) No voting by proxy will be allowed;
- xi) All publicity materials for the General Meeting shall give notice of the Board of Director elections;

8.3 . Election of the Conflict Resolution and Complaints Committee

- a) The Conflict Resolution and Complaint Committee shall be elected at a General Meeting, in which:
 - i) Nominations shall come from the floor;
 - ii) Nominees will demonstrate the existence of a minimum one (1) year involvement with the organization, in accordance with section 7.2(b)
 - iii) Nominees shall be members of CURE Concordia;
 - iv) All candidates will have the opportunity to present themselves and members present at the meeting shall have the opportunity to ask questions of the candidates;
 - v) Any candidate who cannot be present due to extenuating circumstances may present a written platform that will be read on their behalf;
 - vi) Elections for the Conflict Resolution and Complaints Committee will be conducted by secret ballot;
 - vii) To be elected, candidates must receive a simple majority of ballots cast;
 - viii) If more than 4 candidates receive a simple majority vote, then the 4 candidates with the most votes are deemed elected;
 - ix) No voting by proxy will be allowed;
 - x) All publicity materials for the General Meeting shall give notice of the Conflict Resolution and Complaints Committee elections;

Article 9: Meetings

9.1 Annual General Meetings

- a) CURE Concordia shall hold an Annual General Meeting (AGM) once every 12 months, during the Fall or Winter semester, at a time and place determined by the Board in accordance with this Constitution.
- b) Quorum is set at twenty (20) members of CURE Concordia, at least half of which shall be Student Members.
- c) The AGM shall be run according to procedures outlined in this constitution and in CURE Concordia's Decision Making Procedures policy. The procedures must be clearly explained to the membership at the beginning of the meeting.
- d) The AGM shall be publicized for three (3) weeks prior to but not including the date of the meeting itself, using the following methods:
 - i) advertising in an independent student newspaper at Concordia University;
 - ii) poster on and around both Loyola and SGW campuses of Concordia University;
 - iii) advertising on the CURE Concordia website and on all active public CURE Concordia e-mail listservs.
- e) The AGM agenda shall include:
 - i) staff reports;
 - ii) a Board report;
 - iii) a financial report of the last fiscal year;
 - iv) any agenda item, other than a Constitutional amendment, provided it is brought by a member to the attention of the Board at least ten (10) working days prior to the AGM;
 - v) the Board election;
 - vi) the CRCC election.
- f) Any motion to be voted on at the AGM shall be decided by simple majority vote of the members present.

9.2 Special General Meetings

- a) Any matter that needs urgent and special attention that falls outside of the timeframe of the basic structure of the AGM may be discussed and decided on at a Special General Meeting (SGM) of the CURE Concordia membership at any time throughout the year.
- b) An SGM can be called:
 - i) by decision of the Board or request of 3 members of the Board
 - ii) by petition of 500 members;
- c) If an SGM is called by petition, the Board of CURE Concordia shall organize the meeting within 28 days.
- d) Quorum and voting procedures at an SGM shall be the same as at the AGM, with votes passing by simple majority.
- e) Any SGM shall be publicized with minimum 2 weeks notice by:
 - i) postering on both Concordia campuses;
 - ii) publicizing the SGM on the CURE Concordia website and on all active public CURE Concordia e-mail listservs.

Article 10: Amendments to this Constitution

10.1 An amendment to this Constitution may be proposed for consideration at the next general meeting:

- a) by decision of the Board of Directors;
- b) by signed petition of 30 members through written submission to the Board of Directors; or
- c) by fewer than 30 members upon written request to the Board of Directors, where the Board may:
 - i) approve the amendment
 - ii) in the event that the Board does not endorse the proposed change, the member(s) shall be expected to collect a signed petition of thirty (30) members.

10.2 All amendments proposed in the manner outlined in 10.1 shall be presented and voted upon at the next general meeting.

10.3 Publicizing Proposed Amendments

- a) Proposed amendments to the Constitution and Bylaws must be announced at least ten (10) calendar days in advance of an SGM or twenty (20) calendar days in advance of the AGM.
- b) The proposed text for the amendment must be posted:
 - i) on the CURE Concordia website; and
 - ii) at the CURE offices for consultation by any member; and
 - iii) by email to all active public CURE Concordia e-mail listservs.

10.4 Approval Process for Amendments

- a) A three-quarters (3/4) majority vote at a general meeting is necessary to adopt an amendment to this Constitution.
- b) If a three-quarters (3/4) vote is not reached, the general meeting may elect to vote on changes clause-by-clause.

Article 11: Ancillary Powers of CURE Concordia

11.1 CURE Concordia shall engage in business activities, as it shall from time to time determine, including but not limited to, the following powers:

- a) To enter into, perform and carry out contracts of any kind necessary to, or in conjunction with, or incidental to the accomplishment of the purposes of CURE Concordia;
- b) To acquire any property, real or moveable, bought or rented, or any rights therein or appurtenant thereto, necessary or appropriate for the accomplishment of the purposes of CURE Concordia;
- c) To borrow money, and to issue evidences of indebtedness, and to secure the same by mortgage, deed or trust, pledge, or other lien, in furtherance of any or all of the purposes of CURE Concordia;
- d) To sell or otherwise dispose of all or any portion of the assets or properties of CURE Concordia;
- e) To pursue civil and criminal cases before the courts.

Article 12: Separability of Articles

12.1 In case any of the provisions contained in this Constitution or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained in this agreement shall not in any way be affected.

ANNEX A: TRANSITIONAL MEMBERSHIP

Notwithstanding article 4.2(a), all registered Concordia undergraduate students shall be considered members of CURE Concordia until such time as an undergraduate student fee levy is duly established through referendum of the undergraduate student body and collected by CURE Concordia.

This annex enters into force upon adoption by a duly convened general meeting of the members and expires upon initial collection of an undergraduate student fee levy by CURE Concordia. Upon expiry of this annex, student membership eligibility shall be governed by article 4.2(a) of this Constitution.