

# ASA CHARTER

## ARCTICNET STUDENT ASSOCIATION

ArcticNet  
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*Note: The masculine gender is employed in this document for simplicity's sake but is intended to refer to both genders.*

# 1. STATUTE

## 1.1. ORGANIZATIONAL DESIGNATION

The students affiliated with the ArcticNet Network of Centres of Excellence are hereby organized as the ArcticNet Student Association.

## 1.2. TERMS AND INTERPRETATION

Under the current regulations, as authorized by the membership, the following expressions shall denote the following unless otherwise stated:

- a) Association: ArcticNet Student Association
- b) ArcticNet: The ArcticNet Network of Centres of Excellence
- c) Members: The members of the ArcticNet Student Association as laid out in section 1.4 and recognized by the Association and the ArcticNet administration.
- d) General Meeting: An assembly where all the members are convened. A Special General Meeting is any General Meeting that is not foregone in this document.

## 1.3. MISSION STATEMENT AND OBJECTIVES

The mission of the ASA is to broaden the ArcticNet student experience by promoting student learning, research and networking opportunities between students, academics, governmental partners, and northerners. The four main objectives of the ASA are as follows:

- a) To encourage and initiate collaboration between students, as well as other ArcticNet members;
- b) To foster interaction between ArcticNet students and Northerners to improve cross-cultural understanding;
- c) To give students a value-added education in their specific discipline, and to support multidisciplinary training;
- d) To promote excellence and fortify the aspiration of students in Canadian Arctic research.

## 1.4. MEMBERS

Members of the Association include all undergraduate, graduate students and post-doctoral fellows working in collaboration or under the supervision of researchers affiliated to ArcticNet.

All members present at Association meetings, including the Annual General Meeting, shall have the right to vote.

### **1.5. HEAD OFFICE**

The Association headquarters are located at:

**ArcticNet Inc.**

1045, avenue de la Médecine, Room 4081

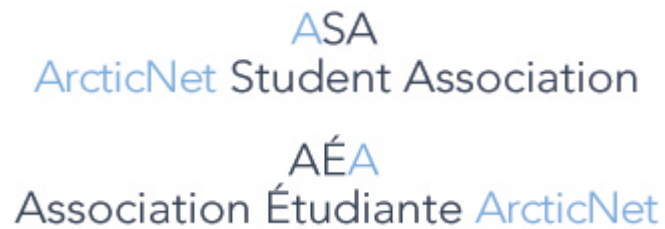
Université Laval

Québec, Québec

G1V 0A6 Canada

### **1.6. SEAL**

The official seals of the Association are the following:



This seal will accompany all official documentation originating from the Association.

### **1.7. LANGUAGES**

French and English are the two official languages of the Association.

## **2. REGULATIONS**

### **2.1. ARTICLE 1 – EXECUTIVE COMMITTEE**

#### **2.1.1. Positions**

The executive committee is composed of the following:

- i) One (1) President
- ii) One (1) Vice-President
- iii) One (1) Networks Centres of Excellence (NCE) Liaison
- iv) One (1) Secretary
- v) Two (2) Communications Officers
- vi) One (1) Annual Student Day Coordinator
- vii) One (1) *Education and Outreach*

The tasks associated with each of these positions are outlined in Article 3 in Section 2.3. A more adapted and up-to-date document describing each position's duties is made available on the Association website. Any person may be invited to attend the meetings of the Executive Committee but with non-voting status. The right of invitees to participate at these meetings will be determined on a case-by-case basis.

#### **2.1.2. Elections and Nominations of the Executive Committee**

The election and nomination of Executive Committee members shall take place at the Annual General Meeting. The procedure for calling an Annual General Meeting and its procedure are outlined in Article 6 (Section 2.6).

##### **2.1.2.1. Eligibility and Appointment**

All Association members are eligible to occupy positions on the Executive Committee. During the election phase of the Annual General Meeting, one or several members must nominate one or several candidates. No member can be elected for more than one position on the Executive Committee.

##### **2.1.2.2. Nomination and Candidature**

All members who wish to be candidates for Executive positions should make their intentions known three (3) weeks prior to the Annual General Meeting so that their candidature can be posted on the Association's web site. The conditions of candidature must also be posted on the same web site.

If only one member extends his candidature for an Executive position during the three weeks prior to the Annual General Meeting, his election will not be contested. If more than one candidate runs for the same position, then the members who are present at the Annual General Meeting will vote for the candidate of their choice. The Chair of the Annual General Meeting will choose between a show of hands or a secret

ballot as the voting method. The candidate with the majority of votes will be elected. In the case of a tie, the Chair of the Annual General Meeting settles the matter by draw. If no member puts forward a candidature prior to the Annual General Meeting, the members present at the Annual General Meeting may nominate candidates from the floor.

### **2.1.3. The Role of the Executive Committee**

The roles of the Executive Committee are as follows:

- ◆ To coordinate sub-committee activity;
- ◆ To support and follow the progress of sub-committees;
- ◆ To serve as an intermediary between the ArcticNet administration, the Board of Directors, the Research Management Committee, Government partners, etc. and the members of the Association;
- ◆ To initiate the electoral process and permit the nomination of Association representatives;
- ◆ To ensure that elected representatives are following their responsibilities and that they are reporting regularly on their progress;
- ◆ To remind members of the services offered by the Association and regularly inform members of various Association-sponsored activities or other information that may be of interest;
- ◆ To administer the Association's funds;
- ◆ To call the Annual General Meeting and other Special General Meetings;

### **2.1.4. Procedure for organizing activities and projects**

The Executive Committee must approve all activities organised under the auspices of the Association, inform ArcticNet members of these activities and finance proposed activities under the conditions determined by the Executive Committee.

### **2.1.5. Executive Committee Meetings**

Due to the geographic distribution of Executive Committee Members, meetings may take place by teleconference using the following procedure:

The Association President is responsible for calling Executive Committee Meetings. The procedure to convene an Executive Committee Meeting is as follows:

- ◆ The President shall send notice of the meeting and the proposed agenda to the Executive Committee at least ten (10) days in advance, preferably by e-mail. This notice must indicate the time, date and location of the meeting (or the identification number of the conference, if it is to be a teleconference).
- ◆ Quorum requires the participation of at least five (5) members of the Executive Committee, including the President.

- ◆ In exceptional circumstances, Executive Committee Meetings may be called with less than ten days notice, but only if all members of the Executive agree.

The Executive Committee will hold a meeting after each Annual General Meeting at the ArcticNet Annual Scientific Meeting. They will also meet at Association special activities if at least five (5) members of the Executive are present.

#### **2.1.6. Absences**

If an Executive Committee member misses two Executive Meetings without just cause, they will not be eligible for an Executive position the following year. If an Executive Committee member misses four Executive Meetings without just cause, the remainder of the Executive Committee may expel this member from the Executive Committee. The Executive Committee must then fill this position and name the new member during the next General Meeting.

### **2.2. ARTICLE 2 – SUB-COMMITTEES**

Besides the Executive Committee, the structure of the Association includes at least two (2) sub-committees: the Annual Student Day Sub-committee and, if necessary, a sub-committee for each major special activity organized by the Association. Additional sub-committees may be created if required.

The internal structure and procedural workings within a sub-committee shall be left to the discretion of the representatives of that sub-committee. In this manner, the sub-committees are autonomous. However, the sub-committees must report on their progress and activity and must present at least one report per year. All sub-committee initiatives and decisions may be reviewed by one or several members of the Association as described in Article 5 (Section 2.5).

#### **2.2.1. The Annual Student Day Sub-Committee**

##### **2.2.1.1. Positions**

This sub-committee is composed of an Annual Student Day Coordinator, who also sits on the Executive Committee, and other members of the Association who wish to participate in organizing the Annual Student Day. The names of members of the Annual Student Day sub-committee must be communicated to the Executive Committee as soon as possible. Due to their key roles in organizing the ArcticNet Annual Science Meeting, the ArcticNet administrative office staff, especially the Finance Coordinator and the Executive Assistant, may sit on this sub-committee or participate in their meetings.

##### **2.2.1.2. Roles**

The sub-committee has the following roles:

- ◆ To plan and organize activities at the Annual Student Day that shall take place during the ArcticNet Annual Scientific Meeting;

- ◆ To receive comments and suggestions from members regarding the Annual Student Day;
- ◆ To ensure that promotional material regarding the Annual Student Day is created and that relevant information is disseminated to all members of the Association at the appropriate time.

### **2.2.1.3. Activity Report**

An activity report of the Annual Student Day must be submitted to the Executive Committee within ninety (90) days following the event.

## **2.2.2. Special Activity Sub-Committee**

### **2.2.2.1. Positions**

This sub-committee is composed of a *Special Activity* Coordinator, who also sits on the Executive Committee and members of the Association that who wish to participate in organizing special activities.

NOTE: The term *Special Activity* is used here to denote all activities that are to be organized under the direction of the Executive Committee. The election of a *Special Activity* representative within the Executive Committee could occur if deemed necessary by the Executive Committee.

### **2.2.2.2. Roles**

The roles of the Annual Student Meeting and the *Special Activity* sub-committees are the following:

- ◆ To plan and organize special activities in collaboration with the ArcticNet administrative staff;
- ◆ To receive comments and suggestions from members concerning the progress of the *Special Activity*;
- ◆ To ensure that promotional material regarding the *Special Activity* is created and that relevant information is disseminated to all members of the Association at the appropriate time.

### **2.2.2.3. Activity Report**

A complete activity report of the Annual Student Meeting or *Special Activity* must be submitted to the Executive Committee within ninety (90) days of the event.

## **2.3. ARTICLE 3 – DESCRIPTION OF THE EXECUTIVE COMMITTEE POSITIONS**

Eight (8) Association members sit on the Executive Committee. Each member has the right to one vote when decisions are made by majority vote during meetings. The nomination procedure is described in Section 2.1.3. No individual may occupy more than one Executive position at the same time.

### **2.3.1. President**

The Executive Committee is directed by the President. The role of the President is as follows:

- ◆ The President of the Association representative shall be familiar with all the Association documents and ArcticNet regulations;
- ◆ The President shall ensure the Association is in good working order;
- ◆ The President shall serve as a link between Executive Committee members;
- ◆ The President is responsible for the Association's activity calendar;
- ◆ The President is responsible for calling Executive Committee meetings;
- ◆ The President shall serve as a liaison between different groups of Arctic researchers (students, professors, researchers, government partners, etc.), the Executive Committee and Association members. He acts as the primary point of contact for the Association. He also facilitates communication between the different Association sub-committees and the Executive Committee;
- ◆ The President may sign cheques;
- ◆ The President shall participate in ArcticNet Research Management Committee (RMC) meetings, but within a non-voting capacity. If the President cannot participate, the Vice-President or any other member from the ASA executive committee could attend meeting as an observer in replacement of the ASA president if needed. Other students could participate if the RMC decides so.
- ◆ The president shall be responsible for the accounting records of the Association and shall make these records available to all Association members, upon request;
- ◆ The president shall prepare and sign financial reports and present them at the Annual General Meeting;
- ◆ The president shall record all the Association's financial transactions.

### **2.3.2. Vice-President**

The Executive Committee will be co-directed by a Vice-President, who has the following roles:

- ◆ The Vice-President shall represent the President when the President is not available for Executive Committee Meetings, for meetings with ArcticNet Administration or any other organization. The President of the Association may delegate his leadership role to the Vice-President when he deems necessary. The Vice-President may then call Executive Committee meetings, should this be deemed necessary;
- ◆ The Vice-President is the secondary point of contact of the Association and shall be familiar with all the Association's documentation and ArcticNet regulations;
- ◆ The Vice-President shall support the President and assist the President in his duties when necessary. The President may also delegate to the Vice-President certain tasks that are normally the responsibility of the President;

- ◆ The Vice-President shall participate in the ArcticNet Board of Directors meetings in a non-voting capacity, if the President cannot attend.

### **2.3.3. Network Centres of Excellence (NCE) Liaison**

The NCE Liaison represents the ASA to the other NCEs. The roles of the NCE Liaison are as follows:

- ◆ The NCE Liaison shall work with the NCE Directorate and other NCE student representatives to develop a Network Centres of Excellence Trainee Association (NCETA), which will facilitate communication and collaboration among the existing NCEs;
- ◆ Once NCETA is developed, the NCE Liaison shall represent the ASA to the other NCEs by becoming a member of NCETA;
- ◆ As a member of NCETA, the NCE Liaison shall provide information and guidance to other NCEs interested in developing student associations and promote communication and collaborations across NCEs.

### **2.3.4. Secretary**

A Secretary of the Executive Committee shall be designated. The Secretary's roles are as follows:

- ◆ The Secretary is responsible for all Association files and the Association secretariat;
- ◆ The Secretary shall participate in the creation or modification of the Association's legal documents;
- ◆ The Secretary shall be familiar with all Association documents;
- ◆ The Secretary is responsible for the recording of the minutes for each Executive Committee meeting and General Meeting (Annual or otherwise);
- ◆ The Secretary shall keep the seal of the Association

### **2.3.5. Communications Officers (2)**

The Communications Officers are responsible for disseminating information to all members of the Association. They shall update the Association web site, send emails to members and/or to targeted sub-groups of members, and translate documents in collaboration with the Secretary. Preferably, the Communication Officers will be bilingual (French and English), or between them, otherwise able to communicate in the two official languages (e.g., one Francophone and one Anglophone).

### **2.3.6. Annual Student Day Coordinator**

The Annual Student Day Coordinator sits on the Executive Committee and is responsible for the Annual Student Day Sub-Committee (Section 2.2.1).

### **2.3.7. Special Activity Coordinator**

The *Special Activity* Coordinator sits on the Executive Committee and is responsible for the *Special Activity* Sub-Committee (Section 2.2.2).

### **2.3.8. Other Positions**

The current Charter anticipates the creation of other positions that will be filled following the election procedures outlined in Section 2.6 (Article 6). The creation of positions must be in accordance with the procedures respecting the modification of the Association's regulations as described in Section 2.8 (Article 8).

## **2.4. ARTICLE 4 – FORMAL REVIEW PROCEDURES**

### **2.4.1. Role**

A formal review permits any member of the Association to contest the conduct of an elected representative, the disbursing of Association funds, or the activities of a sub-committee of the Association (with the exception of the Annual Student Day Sub-Committee).

### **2.4.2. Procedure for initiating a Formal Review**

The procedure for initiating a review is as follows:

- 1) The individual requesting the review must present a short written request outlining the nature of their complaint to the Executive Committee or President.
- 2) This review request must be signed by five (5) members of the Association who support the action.
- 3) Upon receipt of the review request by the Executive Committee, all organizational support to the implicated sub-committee or representative shall cease pending the outcome of the review.
- 4) The President shall convene a General Meeting the week following the receipt of the review request.
- 5) The review shall be concluded at such time as the General Meeting renders a decision on the matter under review. The review decision may have the effect of removing a representative or the authority of a Sub-Committee.

## **2.5. ARTICLE 5 – GENERAL MEETING**

### **2.5.1. Convening a General Meeting**

To convene a General Meeting, the following rules shall apply. The President must send a notice of the meeting to all members of the Executive Committee and, at least seven (7) days prior to the meeting, post a notice of same on the Association website. The notice shall indicate the date, time and location of the meeting and must be sent by post or electronic mail. Any member may request a General Meeting by presenting the Executive Committee with a written request signed by five (5) members of the Association.

### **2.5.2. Quorum**

A quorum shall comprise two-thirds (2/3) plus one (1) of those members of the Association invited to the meeting. If a quorum is not obtained, the meeting shall be cancelled and reconvened seven (7) days later. The quorum for a second meeting held for the same purpose shall comprise those members present. All Association members have a right to be present at all General Meetings.

### **2.5.3. Authority**

The authority of a General Meeting is as follows:

- ◆ The General Meeting constitutes the supreme decision-making proceeding of the Association. Participation is limited to members of the Association.
- ◆ A General Meeting may grant a mandate to one or several members to represent the Association. If necessary, a General Meeting may also serve to remove elected representatives.
- ◆ A General Meeting may approve and amend any projects or initiatives submitted to the Executive Committee.
- ◆ Only positions or opinions voted on at a General Meeting may be considered official positions of the Association.

### **2.5.4. Procedures**

A General Meeting shall proceed as follows:

- 1) The meeting shall be conducted in keeping with the procedures set out in the National Union Federation Code;
- 2) The roles of Chair and Secretary for the meeting shall be held respectively by the President and Secretary of the Association or, in the event of their absence, by any other designated member;
- 3) The Chair shall oversee the meeting;
- 4) The Secretary shall record the discussions and decisions taken during the meeting in order that he or the Secretary of the Executive Committee may later produce minutes of the meeting;

- 5) All present at the meeting shall have the right to speak, to propose motions, and to vote;
- 6) Positions and decisions adopted at the meeting are those receiving a majority of votes by those members present at the meeting;
- 7) A referendum may also be held to establish an official position.

#### **2.5.5. Special General Meetings**

A Special General Meeting may be convened by the Executive Committee with forty-eight (48) hours notice. Notice of a Special General Meeting shall state the date, time and location as well as the agenda for the meeting and shall be sent by post or electronic mail. No supplementary items may be added to the agenda of a Special General Meeting; instead, a regular General Meeting may be called to address such matters. A quorum shall comprise two-thirds (2/3) plus one (1) of those members of the Association invited to the meeting. If a quorum is not obtained, the meeting shall be cancelled and reconvened twenty-four (24) hours later. The quorum for a second meeting shall comprise those members present.

#### **2.5.6. Referenda**

*[to be determined]*

### **2.6. ARTICLE 6 – ANNUAL GENERAL MEETING**

#### **2.6.1. Convening an Annual General Meeting**

The following steps must be taken to convene an Annual General Meeting:

- 1) Written notice shall be sent by post or electronic mail to every Association member;
- 2) Written notice shall be given at least four (4) weeks in advance of the meeting (including the mailing date);
- 3) Notice of the Annual General Meeting shall also be posted on the Association website at least four (4) weeks in advance of the meeting;
- 4) The notice shall state the date, time, place and agenda for the meeting.

#### **2.6.2.Meeting Date**

The meeting shall take place during the Annual Student Day which will occur in conjunction with the ArcticNet Annual Scientific Meeting.

#### **2.6.3.Quorum**

Members present at the Annual General Meeting shall constitute a quorum.

#### **2.6.4.Proceedings**

The first Annual General Meeting shall proceed as follows:

- 1) Report by the Working Group on work accomplished since the last Annual Scientific Meeting;
- 2) Presentation of the Charter and review of election procedures;
- 3) Recruitment and nomination of Executive Committee members;
- 4) Elections. The election Chair and Secretary are chosen by the President of the Executive Committee among the neutral assembly members, i.e. which are not candidates.
- 5) In camera meeting of newly elected Executive Committee.

Thereafter, the Annual General Meeting shall proceed as follows:

- 1) Written report by the Executive Committee on the activities of the Association and work performed by sub-committees since the last annual General Meeting. This report should include the contribution of each departing representative;
- 2) Presentation and approval of the financial reports of the Association (balance sheet, income and expense statements);
- 3) Presentation and approval of the budget for the coming year;
- 4) Recruitment and nomination of Executive Committee members;
- 5) Elections;
- 6) In camera meeting of newly elected Executive Committee.

### **2.7. ARTICLE 7 – FINANCIAL FRAME**

#### **2.7.1.Grants**

The Association may receive grants insofar as those grants are compatible with its goals and objectives.

#### **2.7.2.Activities**

The Association may organize activities with a charge to generate income, provided that those activities are compatible with its goals and objectives.

#### **2.7.3.Donations**

The Association will not make donations to any individual or organization unless their cause is compatible with Association goals and objectives.

#### **2.7.4. Budget**

The Association budget and financial reports must be held for each fiscal year and be made available for the beginning of the next year. Funding is mainly granted and administered by ArcticNet Finance Coordinator.

#### **2.7.5. Signing Authorities**

The President and the Vice-President shall serve as signing authorities for Association. For every cheque the ASA president will sign, a co-signature will be required by the Vice-President or any other member from the executive committee. All expenses and issuances of cheques must be pre-approved by the Executive Committee.

Should a member of the Executive Committee not support a proposed expense, he may delay it for up to one (1) week, during which time he may submit a request for a formal review of the matter.

#### **2.7.6. Expenditures**

The following shall apply to all Association expenditures:

- ◆ All approved sub-committees expenditures shall be documented in a detailed expenditures report within two months following the disbursement of funds. Where official invoices are not available, other proof of the expenditures may suffice. The treasurer is not bound to compensate sub-committees for expenditures claimed after the two months have elapsed or when submitted without adequate proof.
- ◆ The Association is under no circumstances responsible for the administration of its sub-committees. Association sub-committees must manage their affairs responsibly and, in the event of a deficit, are responsible for its discharge.
- ◆ Sub-committee budgets will be approved during Annual General Meetings. Should a Sub-committee subsequently require additional funds, it may request a supplementary amount at a Special General Meeting.

#### **2.7.7. Remuneration**

No Association member shall be remunerated for his services to the Association.

### **2.8. ARTICLE 8 – AMENDMENTS TO THE CHARTER**

Amendments to the Charter shall proceed as follows:

- ◆ Prior to formal consideration, a proposed amendment to the present Charter shall obtain the written support of at least five (5) members of the Association;
- ◆ A notice of the intent to amend the Charter of the Association must accompany the notice of the General Meeting convened to discuss the proposed amendment;

- ◆ The Charter may only be adopted and/or amended during a General Meeting;
- ◆ The quorum required to adopt and/or amend the Charter shall be thirty (30) percent of Association members;
- ◆ To pass an amendment to the Charter shall require a two third (2/3) majority vote of members present.

## **2.9. ARTICLE 9 - DISSOLUTION AND LIQUIDATION OF THE ASSOCIATION**

### **2.9.1. Dissolution**

The procedures for the dissolution of the Association are as follows:

- ◆ All members shall be notified by e-mail of a Special General Meeting convened to address the dissolution. An announcement must be posted on the website of the Association at least four (4) weeks prior to the Special General Meeting;
- ◆ The written notice of the Special General Meeting must be sent four (4) weeks before the Meeting including the shipping date and must contain the meeting's date, time, place and agenda;
- ◆ The quorum required to dissolve the Association shall be two-third (2/3) plus one (1) of Association members;
- ◆ To proceed to dissolve the Association, three-quarters (3/4) of the members present at the Meeting must vote in favour of dissolution.

### **2.9.2. Liquidation**

After settling all debts, the remaining assets of the Association shall be donated to one or several non-profit organizations having objectives comparable to those of the Association. The organization(s) shall be chosen during the Special General Meeting at which the Association is to be dissolved. The dissolved Association records and documents shall be archived at the Archives Nationales du Québec.

**ANNEXE A****French – English Glossary**

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Association	Association
Conseil d'administration	Board of Directors
Comité de gestion de la recherche	Research Management Committee
Rencontre étudiante annuelle	Annual Student Day
Rencontre scientifique annuelle	Annual Scientific Meeting
Groupe de travail	Working Group
Chercheurs post-doctoraux	Postdoctoral Fellows
Association des étudiants d'ArcticNet (AÉA)	ArcticNet Student Association (ASA)
Comité de coordination	Executive Committee
Membres	Members
Quorum	Quorum
Assemblée générale annuelle	Annual General Meeting
Assemblée décisionnelle spéciale	Special General Meeting
Agent de communication	Communications Officer

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