

**Student Connection-Connexion Étudiante (SC-CÉ)**

**Constitution & Bylaws**

# Article 1: Name

1.1 The name of this organization shall be the Canadian Association on Gerontology – Association canadienne de gérontologie (CAG-ACG) Student Connection-Connexion Étudiante (SC-CÉ).

# Article 2: Statement of Purposes

2.1 The purposes of the SC-CÉ shall be to:

(1) Support the Vision and Mission of the CAG-ACG.

(2) Provide a forum for:

1. The discussion of issues of specific concern to students and recent graduates in gerontology across Canada;
2. The exchange of information on research and practice, grants, job openings, and other relevant items;
3. Networking with students and recent graduates from across Canada and from around the world.

(3) Represent the interests and concerns of students and recent graduates at the CAG-ACG Board of Directors towards contributing to CAG-ACG activities, optimizing benefits and facilitating participation.

(4) Support recruitment and retention of CAG-ACG student and recent graduate members towards a sense of ownership of and future regular membership in the CAG-ACG.

# Article 3: Language

3.1 English and French shall be the official languages of the SC-CÉ.

# Article 4: Membership

4.1 SC-CÉ membership shall be comprised of:

1. Current Students:

Student membership may be granted to persons who are registered students at an accredited university or college and who pay student fees for CAG-ACG membership.
2. Recent Graduates:

Recent Graduate membership may be granted for up to two years to current student members who are graduating from their degree program and transitioning to CAG-ACG Regular member status.

4.2 Membership Rights & Privileges

4.2.1 All members will receive notice of General and Special Meetings and other information pertinent to the SC-CÉ and its membership.

4.2.2 All members are entitled to vote in SC-CÉ elections and on all resolutions and motions circulated electronically.

4.3 All members are eligible to stand for and hold SC-CÉ office. Priority will be given to members currently enrolled in graduate programs and/or individuals who have additional qualifications pertaining to their role. To be eligible for the role of President the member must have experience with the SC-CÉ as either an executive, student representative, or committee member. In special circumstances exceptions may be made to this requirement by unanimous agreement of the SC-CÉ Executive Committee.

# Article 5: Dues & Finances

5.1 Dues

5.1.1 CAG-ACG Student or Recent Graduate membership is required for SC-CÉ membership. CAG-ACG Student and Recent Graduate membership fees are subject to periodic review by the CAG-ACG Board of Directors as informed by the SC-CÉ Executive Committee and approved by the CAG-ACG membership.

5.1.2 There shall be no dues for SC-CÉ membership.

5.2 Funding

5.2.1 The SC-CÉ shall receive funding annually from the CAG-ACG. The amount of funding received annually will be approved by the CAG-ACG Board of Directors as informed by the SC-CÉ Executive Committee.

5.3 Fiscal Year

5.3.1 The fiscal year of the SC-CÉ shall be that of the CAG-ACG.

5.4 Compensation

5.4.1 No member of the SC-CÉ shall receive any compensation for services rendered as such.

5.4.2 Executive Committee members, committee members and Student Representatives may be reimbursed for reasonable expenses incurred on behalf of the SC-CÉ.

# Article 6: Executive Committee

6.1 Composition

6.1.1 The affairs of the SC-CÉ shall be managed by an Executive Committee comprised of the following:

1. President
2. Vice-President
3. Secretary-Treasurer
4. Communications Coordinator
5. Student Representative Coordinator
6. Immediate Past President

6.2 Meetings

6.2.1 Executive Committee meetings shall be called by the President.

6.2.2 Executive Committee meetings will be conducted in person or by any communication means that permit all persons participating in the meeting to engage in discussion with each other.

6.3 Frequency

6.3.1 Meetings shall take place at least every three months.

6.4 Notice

6.4.1 Five (5) days written notice shall be given of such meeting by electronic means.

6.4.2 No error or omission in giving notice of any Executive Committee meeting shall invalidate such meeting or make void any proceedings taken thereafter. If any Executive Committee member is unable to attend a meeting in person, they may still ratify, approve, and confirm any or all proceedings taken or had thereafter.

6.5 Quorum

6.5.1 A quorum of not less than three (3) Executive Committee members is required to conduct business.

6.6 Chair

6.6.1 The President, or in the absence of the President, the Vice-President shall serve as Chair at all meetings of the Executive Committee. In the absence of the President and Vice-President, the members of the Executive Committee shall choose from among their number a Chair.

6.7 Minutes

6.7.1 The Secretary-Treasurer should record minutes of all Executive Meetings. In the absence of the Secretary-Treasurer, the Chair of an Executive Committee meeting shall choose a secretary for the meeting.

6.7.2 Minutes of Executive Committee meetings, once ratified, shall be digitally stored and made available to the membership upon request.

6.8 Business

6.8.1 The business for Executive Committee meetings shall include:

1. Changes to Agenda/Approval of Agenda
2. Ratification of Minutes from Previous Meeting
3. Reports from the Executives and Committees
4. ASEM Planning
5. Next Meeting

6.9 Voting Power

6.9.1 Each member of the Executive Committee, other than the Chair, shall have one (1) vote. In the case of a tie, the Chair at such meeting has a casting vote.

6.9.2 A majority vote of Executive Committee members shall constitute a resolution of the Executive Committee.

6.9.3 A resolution in writing, signed by all of the Executive Committee members entitled to vote on that resolution, is as valid as if it had been passed at a meeting of the Executive Committee.

6.10 Term of Office

6.10.1 Each Officer shall hold office for up to two (2) calendar years, after which an election must be held for the position.

6.10.2 Each Officer shall not hold the same position for more than two (2) consecutive terms.

6.10.3 No person shall serve on the Executive Committee for more than four (4) consecutive terms, after which a period of at least two (2) years must elapse before re-election to the Executive Committee in any capacity.

6.10.4 An Officer is entitled to hold that office for the duration of their term if:

1. Their Student membership changes due to graduation, so long as they transition to and maintains CAG-ACG Recent Graduate or Regular member status.
2. Their Recent Graduate membership expires so long as they transition to and maintains CAG-ACG Regular member status.

6.10.5 An Officer is no longer eligible to hold office in the SC-CE if they are no longer a student for any reason other than graduation.

6.10.6 The Immediate Past President is entitled to hold that position for the duration of their term so long as they maintain CAG-ACG Student, Recent Graduate, or Regular member status.

6.11 Removal from Office

6.11.1 The Executive Committee may remove an Officer. The grounds for removal shall be clearly stated and must include a minimum of two (2) previous written warnings. The Officer subject to this procedure must be able to defend his removal in person, by mail, by phone, or by electronic means. For any written warnings or final removal, the executive committee member subject to this procedure must respond within two weeks of each notification.

6.11.2 Removal of an Executive Committee member from office shall be reported to the membership at the earliest opportunity.

6.11.3 Any member of the Executive Committee may be removed from office by a simple majority vote of the membership.

6.12 Vacancy

6.12.1 Should a position on the Executive Committee become vacant due to removal, resignation, or another reason, responsibilities of the vacant position will be assumed as outlined below:

1. Should the office of President become vacant, the Vice-President shall be appointed Acting President;
2. Should the office of Vice-President become vacant, the Secretary-Treasurer shall be appointed Acting Vice-President;
3. Should the office of Secretary-Treasurer become vacant, another Officer other than the President shall be appointed to serve as the Acting Secretary Treasurer;
4. Should the office of Communications Coordinator become vacant, another Officer shall be appointed Acting Communications Coordinator;
5. Should the office of Student Representative Coordinator become vacant, another Officer shall be appointed Acting Student Representative Coordinator;
6. Should the position of Immediate Past President become vacant, the Executive Committee shall appointment a SC-CÉ member who is not an Officer to serve as Chair of the Nominating Committee.

6.12.2 Any Officer or SC-CÉ member assuming the duties of a vacant office must do so for the outstanding duration of the term or until the office is filled by election.

6.12.3 All appointments must be ratified at the next General Meeting.

6.13 Temporarily Unable to Perform Duties

6.13.1 In the event that the President is temporarily unable to perform the duties of office, the Vice-President shall temporarily assume the duties of this office.

6.13.2 In the event that the Vice-President is temporarily unable to perform the duties of office, the Secretary-Treasurer shall temporarily assume the duties of this office.

6.13.3 In the event that the Secretary-Treasurer is temporarily unable to perform the duties of office, the Executive Committee shall appoint another Officer other than the President to temporarily assume the duties of this office.

6.13.4 In the event that the Communications Coordinator is temporarily unable to perform the duties of office, the Executive Committee shall appoint another Officer to temporarily assume the duties of this office.

6.13.5 In the event that the Student Representative Coordinator is temporarily unavailable to perform the duties of office, the Executive Committee shall appoint another Officer to temporarily assume the duties of this office.

6.13.6 In the event that the Immediate Past President is temporarily unavailable to serve as Chair of the Nominating Committee, the Executive Committee shall appoint another SC-CÉ member to temporarily assume the duties of this role. The appointed SC-CÉ member shall not be an Officer.

# Article 7: Officers

7.1 The Officers of the SC-CÉ shall be the following:

1. President
2. Vice-President
3. Secretary-Treasurer
4. Communications Coordinator
5. Student Representative Coordinator

7.2 Officers shall be elected by the SC-CÉ membership.

7.3 The President shall:

1. Set the agenda~~s~~ for and serve as Chair at all SC-CÉ Executive Committee and General Meetings;
2. Represent, as the official liaison, the SC-CÉ Executive Committee and SC-CÉ members in any capacity directly related to the CAG-ACG;
3. Represent SC-CÉ members on the CAG-ACG Board of Directors as a Board member with full privileges. The Board participation will consist of a two (2) year term paralleling the two (2) year term of the SC-CÉ President position;
4. Exercise a general control and supervision over the affairs of the SC-CÉ;
5. Have the authority to sign all notes, warrants, and other orders for payment of monies drawn by the Secretary-Treasurer.

7.4 The Vice-President shall:

1. Report directly to the President and coordinate recruitment and retention initiatives with other SC-CÉ Executive Committee members as outlined by the President;
2. Act as SC-CÉ Privacy Officer and ensure that the SC-CÉ conforms with the CAG-ACG Privacy Policy;
3. Oversee electronic voting on all resolutions and motions other than those overseen by the Chair of the Nominating Committee.

7.5 The President and Vice-President shall:

1. Liaise with relevant international, national, provincial and local organizations on behalf of the SC-CÉ;
2. Answer any questions concerning the Constitution and Bylaws of the SC-CÉ;
3. Work with the Annual Scientific and Educational Meeting (ASEM) Organizing Committee to develop ASEM activities for SC-CÉ members;
4. Liaise with CAG-ACG Divisional Chairs and the SC-CÉ President regarding Divisional initiatives involving SC-CÉ members.

7.6 The Secretary-Treasurer shall:

1. Record, send, and archive all SC-CÉ meeting minutes;
2. Manage the budget, books, and SC-CÉ funds including detailed record keeping of expenses, submission of receipts to the Executive Committee, authorization of the release of funds upon approval from the President, and signing authority with the President to all SC-CÉ bank accounts;
3. Partner with the Student Representative Coordinator to administer funding relating to the support of Student Representatives.

7.7 The Communications Coordinator shall:

1. Prepare communications to the SC-CÉ membership;
2. Coordinate translation of all SC-CÉ materials and communications into the official languages of the SC-CÉ;
3. Prepare and coordinate SC-CÉ submissions for the CAG-ACG newsletter;
4. Design, organize, and maintain the SC-CÉ website as required;
5. Manage SC-CÉ electronic and social media content.

7.8 The Student Representative Coordinator shall:

1. Act as the liaison between the SC-CÉ Executive Committee and SC-CÉ Student Representatives;
2. Support SC-CÉ Student Representatives in the promotion of SC-CÉ;
3. Maintain the SC-CÉ Student Representative database;
4. Receive updates from SC-CE Student Representatives at least once per semester;
5. Partner with the Secretary-Treasurer to administer funding relating to the support of Student Representatives;
6. Partner with the communications coordinator to prepare:
	1. articles to showcase work on student representatives; and
	2. recruitment materials for potential student representatives;
7. Maintain the student representative handbook.

# Article 8: Immediate Past President

8.1 The Immediate Past President shall:

8.1.1 Chair the Nominating Committee.

8.1.2 Provide ongoing transitional support to the SC-CÉ President.

8.2 Term of Office

8.2.1 The Immediate Past President shall hold office for up to two (2) calendar years immediately following completion of their term as President and paralleling that of the current President.

8.2.2 The Immediate Past President shall not hold this position for more than two (2) consecutive two (2) year periods.

# Article 9: Advisor

9.1 The Advisor shall engage in dialogue with the SC-CÉ Executive Committee regarding CAG-ACG protocol, dynamics, history, and current and future directions.

9.2 The Advisor shall be appointed for a specified term through simple majority vote of the SC-CÉ Executive Committee.

9.3 The position of Advisor may be held by a CAG-ACG member who is not a SC-CÉ member or a member of the SC-CÉ executive

9.4 The position of Advisor may be left vacant at the discretion of the SC-CÉ Executive Committee.

# Article 10: Standing and Ad Hoc Committees

10.1 The Executive Committee may appoint standing and ad hoc committees and define the frame of reference, number of members and terms of service of any such committee.

10.2 A committee shall have only an advisory role in the SC-CÉ.

10.3 Membership

10.3.1 The Executive Committee may appoint any SC-CÉ member to serve as a member or Chair of any such committee.

10.3.2 Where appropriate, the Executive Committee shall make an effort to achieve regional, linguistic and CAG-ACG Divisional representation on committees.

10.3.3 The President or another designated Executive Committee member shall be an ex-officio member of all standing and ad hoc committees except the Nominating Committee.

10.4 At the request of the President, the Chair of a committee may attend Executive Committee meetings to report on the progress of the committee.

10.5 The committee Chair shall provide written reports to the President.

10.6 The Executive Committee may conclude the service of a committee, committee Chair or committee member at any time.

# Article 11: Student Representatives

11.1 The role of the Student Representative is outlined in the Student Representative Handbook, maintained by the Student Representative Coordinator.

11.2 Eligibility & Terms of Appointment

11.2.1 Any SC-CÉ Student or Recent graduate member may serve as a Student Representative on their local campus.

11.2.2 A Student Representative position is filled by appointment by the Student Representative Coordinator on a voluntary basis.

11.2.3 A Student Representative may serve in this capacity until graduation, relocation to another campus, or their appointment is resigned or terminated so long as they maintain SC-CÉ Student member status.

11.3 Termination of Appointment

11.3.1 The Student Representative Coordinator may, for just cause and in consultation with the President, terminate the appointment of any Student Representative. The grounds for removal shall be clearly stated, and must include a minimum of two (2) previous written warnings.

# Article 12: Nominations

12.1 Composition

12.1.1 There shall be a Nominating Committee composed of a Chair, one SC-CÉ member who is not an Executive Committee member, and one Executive Committee Coordinator.

12.1.2 No member of the Nominating Committee shall stand for office in an election during their term on the Nominating Committee.

12.2 Call for Nominations

12.2.1 At least twenty-one (21) days prior to an election, the Chair of the Nominating Committee shall issue to the SC-CÉ membership a call for nominations for the offices specified in Article 7.1. The call for nominations shall specify the term of each office, determined in consultation between the Chair of the Nominating Committee and the President.

12.3 Eligibility

12.3.1 Nominations will be accepted during the period specified in the call for nominations.

12.3.2 Eligible nominations must be received in writing from a SC-CÉ member.

12.4 Seeking Appropriate Candidates

12.4.1 If the SC-CÉ membership fails to submit nominations for any or all of the offices to be filled or should any of the candidates have to withdraw their candidature, the Nominating Committee shall actively seek appropriate candidates for the position(s).

12.4.2 The Nominating Committee shall make an effort to achieve regional, linguistic and CAG-ACG Divisional representation on the Executive Committee by seeking appropriate candidates for the offices to be filled.

12.5 Candidate List

12.5.1 As soon as possible after all nominations have been received, the Nominating Committee shall establish a candidate list comprised of eligible nominees. The candidate list shall be provided to the President.

# Article 13: Elections

13.1 Frequency

13.1.1 Elections will be held on an as-needed basis.

13.2 Sequence

13.2.1 Effort will be made to not run elections for more than three positions at the same time in any given year.

13.3 Acclamation

13.3.1 If there is only one (1) candidate for an office on the Executive Committee, that member shall be acclaimed to that office.

13.4 Multiple Candidates

13.4.1 If there are two (2) or more candidates for an office on the Executive Committee, an electronic ballot with the candidate list for all contested positions shall be distributed to all SC-CÉ members.

13.5 Notice & Period of Voting

13.5.1 All ballots must be returned during the period specified in the ballot.

13.6 Quorum

13.6.1 The quorum for any SC-CÉ election shall be ten (10) members.

13.7 Voting Power

13.7.1 Each SC-CÉ member shall have one (1) vote for each contested position.

13.7.2 Candidates are elected by a majority vote. In the case of a tie, the President has a casting vote in addition to the regular vote allocated as a SC-CÉ member.

13.8 Electronic Voting

13.8.1 Electronic voting shall be facilitated through an online survey service overseen by the Chair of the Nominating Committee. This service will provide the results of voting for each contested position.

13.9 Notification

13.9.1 A list of all elected and acclaimed Officers shall be distributed to the membership as soon as possible.

13.10 Assumption of Duties

13.10.1 All elected and acclaimed Officers shall assume their duties on the date specified in the call for nominations.

# Article 14: General & Special Meetings

14.1 General Meetings

14.1.1 General Meetings of the SC-CÉ shall be held annually during the CAG-ACG ASEM.

14.1.2 During each General Meeting, there shall be a business section at which any business of the SC-CÉ may be transacted.

14.2 Special Meetings

14.2.1 A Special Meeting of the SC-CÉ may be held at any time and at any place, and conducted in person or by any communication means as permit all persons participating in the meeting to engage in discussion with each other, as may be determined by the Executive Committee, or by ten (10) SC-CÉ members requesting the same, as the case may be, and may be called by:

1. The Executive Committee;
2. Any ten (10) SC-CÉ members acting together but only if the Executive Committee has refused or failed to call a Special Meeting within thirty (30) days after the said ten (10) members have requested the Executive Committee, by application in writing, to do so, which application must set out the reasons for the Special Meeting and the business to be transacted thereat.

14.2.2 No business shall be transacted at a Special Meeting except that specified in the notice thereof.

14.4 Notice

14.4.1 A notice of each General or each Special Meeting shall be distributed to each SC-CÉ member.

14.4.2 For a General Meeting such notice will be distributed to SC-CÉ members at leastthirty (30) days in advance.

14.4.3 For a Special Meeting such notice shall be distributed as soon as possible after the meeting has been called.

14.4.4 For both General and Special Meetings, the notice shall indicate the time and place of the meeting.

14.4.5 In the case of a Special Meeting, the notice shall specify the business to be transacted thereat in sufficient detail to enable members to form a reasoned judgment.

14.4.6 Irregularity in the notice or in the giving thereof as well as the accidental failure to give such notice to or the non-receipt of such notice by any of the members entitled thereto shall not invalidate anything done or passed at the meeting.

14.5 Quorum

14.5.1 The quorum at any General or Special Meeting of the SC-CÉ shall be ten (10) members.

14.6 Chair

14.6.1 The President, or in the absence of the President, the Vice-President shall serve as Chair at all General and Special Meetings. In the absence of the President and Vice-President, the Executive Committee members in attendance shall choose from among their number a Chair. In the absence of all Executive Committee members, the members in attendance shall choose from among their number a Chair.

14.7 Minutes

14.7.1 In the absence of the Secretary-Treasurer, the Chair of a General or Special Meeting shall choose a secretary for the meeting.

14.7.2 Minutes of General and Special Meetings shall be made available to the membership on the SC-CÉ website.

14.8 Order of Business

14.8.1 The order of business for SC-CÉ General Meetings shall be as follows:

(1) Welcome & Call to Order

(2) Approval of Agenda

(3) Ratification of Minutes from Previous General & Special Meetings

(4) Updates from Executive Committee and other sub-committees

(5) Other Business & Announcements

(6) Adjournment

14.9 Voting

14.9.1 At each General and Special Meeting, all SC-CÉ members in attendance are entitled to vote.

14.9.2 Each SC-CÉ member in attendance other than the Chair shall have one (1) vote on all resolutions and motions which come before that General or Special Meeting. Voting shall be by a show of hands.

14.9.3 The Chair of the General or Special Meeting shall decide the result of a vote. The Chair shall, with scrutinizers if necessary, make such count of the votes as may be necessary in the opinion of the Chair. The decision of the Chair shall be final.

14.9.4 All resolutions and motions shall be decided by a majority vote. In the case of a tie, the Chair at such meeting has a casting vote.

# Article 15: Electronic Voting

15.1 Between General and Special meetings of the SC-CÉ, each SC-CÉ member shall have one (1) vote on all resolutions and motions circulated electronically.

15.2 Notice & Period of Voting

15.2.1 All ballots must be returned during the period specified in the ballot.

15.3 Quorum

15.3.1 The quorum for any SC-CÉ electronic vote shall be ten (10) members.

15.4 Electronic voting shall be facilitated through an online survey service overseen by the Vice President. This service will provide the results of voting.

15.5 All resolutions and motions circulated electronically shall be decided by a majority vote. In the case of a tie, the President has a casting vote in addition to the regular vote allocated as a SC-CÉ member.

15.6 Notification

15.6.1 The results of the electronic vote shall be distributed to the membership as soon as possible.

# Article 16: Affiliations

16.1 The SC-CÉ shall maintain an officially recognized relationship with the CAG-ACG. This relationship shall be reflected in the presentation of the CAG-ACG name or acronym with the SC-CÉ name or acronym.

# Article 17: Rules of Procedure

17.1 The Executive Committee may adopt such rules of procedure not inconsistent with these Constitution and Bylaws relating to the management and operation of the SC-CÉ as it may desire; however, these are subject to review and approval by the CAG-ACG Board of Directors.

# Article 18: Ratification and Amendment of the Constitution & Bylaws

18.1 The SC-CÉ may establish and maintain its own Constitution and Bylaws which shall be in accord with the Bylaws of the CAG-ACG. When such Constitution and Bylaws are established, they shall be approved by the CAG-ACG Board of Directors and a copy shall be filed with the CAG-ACG.

18.2 The SC-CÉ Constitution and Bylaws or any section thereof may be amended, added to, repealed, replaced, or re-enacted at any time by the membership at any SC-CÉ General or Special Meeting or by electronic vote, provided that any section of the Constitution and Bylaws so amended, added to, repealed, replaced, or re-enacted shall not be enforced or acted upon without an affirmative resolution of the Executive Committee and the documented approval of the SC-CÉ President.

# Article 19: Dissolution of the SC-CÉ

19.1 A resolution on dissolution of the SC-CÉ shall be made only by the CAG-ACG membership.

19.2 If the SC-CÉ is dissolved, the Executive Committee shall have the authority and responsibility to allocate and dispose of any assets of the SC-CÉ to the CAG-ACG.

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