

AEGSEG Charter of General Regulations

BY-LAW 1: ARTICLES OF ASSOCIATION

SECTION I - GENERAL PROVISIONS

Article 1 Corporate name

The name of the association is "Association des Étudiants.e.s Gradué.e.s en Sciences et Génie de l'Université Laval". Its acronym is AEGSEG.

Article 2 Definitions and editorial principles

2.1 The term "member" refers to any person who satisfies the conditions set out in Article 3 of the Charter.

2.2 The term "modular association" refers to any 2nd or 3rd cycle student association (whether exclusively or not) from a department or program of the Faculty of Science and Engineering, and which is officially recognized by Université Laval.

2.3 Faculty" refers to the Faculty of Science and Engineering of Université Laval.

2.4 The term "Charter" refers to the present AEGSEG Charter of General Regulations.

2.5 The acronym AESGUL refers to the "Association des étudiants en science et génie de l'Université Laval".

2.6 AELIÉS refers to the "Association des Étudiantes et des Étudiants de Laval Inscrits aux Études Supérieures".

2.7 STEP refers to the "Syndicat des Travailleuses et Travailleurs Étudiants et Postdoctoraux".

2.8 FIÉ refers to the Faculty's "Student Investment Fund".

2.9 The term "qualified majority" refers to a majority obtained by more than two-thirds (2/3) of the votes cast, and the term "simple majority" refers to a majority obtained by more than half (1/2) of the votes cast.

2.10 AEGSEG uses epicene and feminine scripts for its official documents.

2.11 This document is also available in English. In the event of contradiction between versions, the French version shall prevail.

Article 3 Members

3.1 A member of AEGSEG shall be any person enrolled in a graduate program at the Faculty, who has paid his or her dues and who has not signified, in accordance with the terms of Article 3 of By-law 2 of the Charter, his or her desire to be reimbursed or to cease to be a member.

Article 4 Aims

AEGSEG aims to :

- 4.1 To defend the academic and research interests of its members;
- 4.2 Represent its members before any body deemed appropriate and promote their rights and interests;
- 4.3 Coordinate the activities of its members within and outside the Faculty;
- 4.4 Promote student life at the Faculty.

Article 5 Head Office

The head office of AEGSEG is located in the judicial district of Quebec City, on the Campus of Université Laval at Laval at 1045 avenue de la médecine, Québec, Québec, G1V 0A6, local VCH-00120.

SECTION II - GENERAL MEETING

Article 6 Powers

The General Meeting :

- 6.1 Receives annual reports from the AEGSEG Executive Board;
- 6.2 Adopts the budgets and receives the financial statements of AEGSEG;
- 6.3 Ratifies all by-law amendments adopted by the AEGSEG Board of Directors;
- 6.4 Adopts resolutions concerning the positions, mandates and orientations of AEGSEG;
- 6.5 Elects the Executive Board during general elections;
- 6.6 Elects student representatives to the FIÉ Committee during general elections.

Article 7 Annual General Meeting

The Annual General Meeting is the supreme body of AEGSEG. It takes place in September or October of each year. The date, time, place and agenda are determined by the Board of Directors.

The agenda for the Annual General Meeting must include the following items:

- Adoption of the agenda;
- Approval of the minutes of the previous General Meeting;
- Executive Board activity report;
- Ratification of by-laws and amendments voted by the Board of Directors;
- Submission of financial statements;
- Adoption of budget;
- General elections;

As well as any other item deemed relevant by the Board of Directors.

Article 8 Special General Meeting

8.1 The Board of Directors may, if necessary, call a Special General Meeting of AEGSEG members.

8.2 Upon written resolution of at least ten members of AEGSEG, the Board of Directors shall convene a Special General Meeting.
a SGM.

8.3 A Special General Meeting may deal with only one item on its agenda, in addition to procedural items. The subject of this item must be mentioned in the resolution convening the Special General Meeting, whether produced by the Board of Directors or by members.

Article G Notice

9.1 Notice of a Special General Meeting shall be given by e-mail at least seven (7) days prior to the date of the meeting.

Annual General Meeting and five (5) days for a Special General Meeting.

9.2 The notice of meeting must indicate the date, time, place and agenda of the General Meeting. The agenda must be sufficiently clear and precise to enable members to know the content and importance of the matters to be discussed.

9.3 The notice of meeting must be drafted in French and English. The French version must be posted first.
first.

9.4 A notice is sent to each modular association. They are responsible for informing their members of the General Meeting.

Article 10 Quorum

10.1 The presence of at least two percent (2%) of the members or a minimum of twenty-five (25) members shall constitute a quorum at any General Meeting.

10.2 If the quorum is not reached thirty (30) minutes after the time set for the start of the Meeting General Meeting, the members are convened to a new General Meeting, which must be held at least five (5) days after the first, with the same agenda. In this case, the
In this case, the deadlines set out in article 9.1 of the Charter concerning notice of meeting do not apply.

SECTION III - BOARD OF DIRECTORS

Article 11 Powers

The Board of Directors :

11.1 Is responsible for the general management of AEGSEG;

11.2 Adopts resolutions on AEGSEG's positions, mandates and orientations, in compliance with resolutions passed at General Meetings;

11.3 Ensures follow-up of resolutions adopted at General Meetings;

11.4 Approves any special or interim budget;

11.5 Hires or dismisses all employees, and approves the awarding or renewal of all contracts;

11.6 Creates or dissolves AEGSEG committees, commissions or councils;

11.7 Elects student representatives to various faculty committees;

11.8 Elects representatives to AELIÉS in the event of a vacancy;

11.9 Elects any Executive Board member in the event of a vacancy;

11.10 Determines the date, time, place and agenda of AEGSEG Annual and Special General Meetings. In the event of a quorum not being reached at a meeting of the Board of Directors with the setting of a date for a General Meeting on the agenda, the Executive Board may convene a General Meeting with the date, time, place and agenda of its choice;

11.11 Appoints any member to the Board of Directors to replace a vacancy;

11.12 Modify AEGSEG by-laws, subject to subsequent ratification at a General Meeting. To modify or amend the by-laws, a qualified majority vote of the Board of Directors is required. If any amendment is not ratified at a Special General Meeting called for that purpose, or at the Annual General Meeting following the amendment, the amendment ceases to have effect after the General Meeting. Amendments to articles

6, 8.2, 10 and 11 become effective only after ratification by the General Meeting. Articles 33 and 34 may only be amended at a Special General Meeting;

11.13 Is responsible for the Science and Engineering Research Day Committee, which organizes the event. This committee is made up of AEGSEG members and an AESGUL representative;

11.14 Is responsible for the EIF Committee, which is responsible for sitting on the Faculty EIF Committee, reporting to the members on the activities of the Faculty EIF and negotiating a new agreement for the EIF when it expires.

Article 12 Composition

12.1 AEGSEG is administered by a Board of Directors of which only AEGSEG members in good standing may be members.

12.2 Each member association has the right to be represented on the Board of Directors by a voting member.

12.3 Each department or program not represented by a modular association has the right to be represented on the Board of Directors by one voting member.

12.4 In addition to the representatives of the Faculty's departments and programs, the Board of Directors also comprises an Executive Council, whose members also have voting rights.

Article 13 Election of Board members

13.1 Members of the Executive Board are elected at the AEGSEG Annual General Meeting.

13.2 Board members from modular associations are elected by their respective associations. The AEGSEG General Secretary is responsible for contacting the modular associations to inform them of their right to nominate a person to the AEGSEG Board of Directors at the beginning of the autumn session, and may require an extract from the minutes to certify their nomination. The modular associations themselves are responsible for setting the rules governing the mandate of their representative on the Board.

13.3 Students from departments or programs that are not represented by a modular may elect a representative at the AGM. To do so, a student from the department or program in question must submit his or her candidacy during the "General Elections" item of the AGM, and be elected by a simple majority. The director's term of office lasts for one year, until the next AGM. If such a department or program fails to elect a director at the AGM, or if such a director resigns or is removed during his or her term of office, the vacancy may be filled by the Board of Directors, by simple majority vote, until the next AGM.

Article 14 Resignation

A member of the Board of Directors or Executive Council may resign by giving written notice written notice to that effect to the General Secretariat.

Article 15 Dismissal

A member of the Board of Directors or the Executive Council may be removed from office at any AGM. meeting of the Board of Directors with a positive vote by a qualified majority of the members in good standing of the Board, after having been given the opportunity to state his point of view.
of the Board of Directors, after having been given the opportunity to present its point of view.

Article 16 Notice of Board meetings

Notice of a Board meeting must be given at least two (2) days before the date of the meeting, by e-mail. In urgent cases, such notice may be sent only twenty-four (24) hours in advance. Such notice shall state the date, time, place and proposed agenda of the meeting. The agenda must be sufficiently clear and precise to enable the members of the Board of Directors to know the content and importance of the matters to be discussed.

Article 17 Quorum

The quorum of the Board of Directors is half the number of directors in office or at least four (4) directors, whichever is greater.

Article 18 Responsibility of Board members

18.1 Members of the Board of Directors who have been elected by a member association are responsible for liaising AEGSEG Board of Directors and their respective associations.

18.2 If a member of the Board of Directors has a personal or pecuniary interest in an issue discussed by the Board of Directors, he/she must declare this and abstain from voting on the issue concerned.

Article 1G Term of office of the Executive Board

19.1 The term of office of members of the Executive Board begins at the Annual General Meeting of their election and ends at the next Annual General Meeting.

19.2 A vacancy occurs when a member of the Executive Board resigns, is removed or ceases to be a member of AEGSEG.

19.3 If a vacancy occurs during a term of office, the Board of Directors may elect a new member to fill the vacancy. This person remains in office until the next Annual General Meeting.

Article 20 Responsibilities of the Chairman

20.1 The President has overall responsibility for AEGSEG, including the Board of Directors and employees. The President's immediate responsibilities include following up on files, ensuring that the office runs smoothly and that the decisions of the Board of Directors are properly implemented.

20.2 She officially represents AEGSEG in dealings with Université Laval, various government agencies and funding agencies.

20.3 She coordinates the work of the other members of the Board of Directors and the Executive Committee. She appoints a replacement in the absence of an Executive Board member.

20.4 Signs all financial documents in conjunction with the Vice-President, Finance, and the minutes of meetings. minutes of Board meetings in conjunction with the General Secretariat.

20.5 She chairs meetings of the Board of Directors and the Executive Board, as well as General Meetings. meetings.

20.6 She is required to be a member of the FIÉ Board of Directors. He chairs this body jointly with the AESGUL President.

20.7 It is his responsibility to send STEP the contact details of the Vice-President for Student Work at the beginning of each term, and to remind them of the mandate of this position, in order to maintain the continuity and relevance of this collaboration.

Article 21 Responsibilities of the Vice-President, Finance

21.1 The Vice-President Finance is responsible for AEGSEG's funds and accounting records.

21.2 It is responsible for preparing the annual budget in conjunction with the Board. Board of Directors. She presents the annual budget to the Annual General Meeting.

21.3 Oversees bookkeeping and the safekeeping of all related documents (cheques, contracts, invoices, etc.).

21.4 She is responsible for tabling the financial statements at the Annual General Meeting.

21.5 Deposits AEGSEG funds in a financial institution.

21.6 Signs all financial documents jointly with the President. In the event of the President's the General Secretary acts as second signatory.

21.7 She handles the annual grant application to AELIÉS.

21.8 She is responsible for filing the annual update declaration with the Registraire des entreprises du Québec (REQ).

21.9 Handles requests for reimbursement of members' dues (see Section I of By-law 2).

21.10 She is responsible for subsidy and sponsorship programs, which entails the following activities and responsibilities:

21.10.1 She is responsible for the Grants and Sponsorships Evaluation Committee (see the AEGSEG Grants and Sponsorships Policy for the terms and conditions governing the operation of the Evaluation Committee).

21.10.2 Confirms receipt of grant and sponsorship applications by e-mail, and answers members' questions about their applications.

21.10.3 Schedules Evaluation Committee meetings and compiles member applications for easy access by the rest of the Evaluation Committee.

21.10.4 She participates in the evaluation of applications with the rest of the Evaluation Committee.

21.10.5 Produces a report summarizing the evaluation committee's proposals, and presents it to the Board of Directors.

21.10.6 She communicates Board decisions to grant and sponsorship applicants by e-mail. If certain requests require additional supporting documents, she is responsible for requesting them and ensuring that they are in order once received.

21.10.7 She prepares grant and sponsorship cheques and sends them to members in person or by mail.

21.10.8 It ensures compliance with sponsorship plans, where applicable.

Article 22 Responsibilities of the General Secretary

22.1 The General Secretary is responsible for the secretariat and for maintaining and managing the membership list and the list of members of the Board of Directors of the Association.
members of the AEGSEG Board of Directors.

22.2 He is responsible for the management and storage of AEGSEG's letters patent, by-laws and policies.

22.3 He prepares the minutes of meetings of the Executive Council, Board of Directors and General General Meetings.

22.4 Acts as liaison between Board members.

22.5 He keeps the calendar of AEGSEG activities and issues copies and extracts.

22.6 He signs the minutes with the President, and all financial documents if the Vice is unable to do so.

22.7 He is responsible for the annual update of the association with the Direction des services aux étudiants (DSE) of Université Laval.

Article 23 Responsibilities of the Vice-President, Sociopolitical Affairs.

23.1 It is responsible for all matters relating to the academic interests of AEGSEG members (conditions of study, quality of teaching and research, etc.) and the political interests of AEGSEG members (as defined in the position book).

23.2 It is responsible for the AEGSEG position book, which it updates when new positions, mandates and orientations are adopted by the General Meeting or the Board of Directors, and for ensuring that they are respected.

23.3 It is responsible for consulting with AEGSEG members and the Faculty's modular associations to learn about their concerns and to help AEGSEG represent them faithfully.

23.4 It is responsible for advocating AEGSEG's positions to the relevant academic and political political institutions.

23.5 She is responsible for coordinating Synapse's activities, in conjunction with a representative of AESGUL.

23.6 She is responsible for coordinating the activities and representation of AEGSEG members. Faculty boards, committees and commissions on which they may sit.

23.7 It is responsible for maintaining relations with associations and groups relevant to the defense of AEGSEG's positions, notably the Faculty's modular associations, AESGUL, AELIÉS and any student group whose interests converge with those of AEGSEG.

23.8 Together with the President, it is responsible for representing AEGSEG in the media and with public and private bodies outside the University.

Article 24 Responsibilities of the Vice-Presidents for Socio-Cultural Activities

24.1 They are responsible for organizing activities of a socio-cultural, sporting or other nature, for AEGSEG members.

24.2 They are responsible for the upkeep of the association's premises, and for ensuring that activities take place.

24.3 They are responsible for the Research Day organizing committee and coordinate its activities.

24.4 They are responsible for managing and animating the AEGSEG Discord server.

Article 25 Responsibilities of the Vice-President, Communications

25.1 Responsible for improving and updating the AEGSEG website

(<http://www.aegseg.ulaval.ca/>).

25.2 Responsible for promoting the official AEGSEG Facebook page, and writing posts for it.

25.3 She is responsible for replying to correspondence received by AEGSEG or forwarding it to the appropriate officer.

25.4 She is responsible for publicizing the decisions of the Executive Board, Board of Directors and General Meetings to members. She is also empowered to publicize any activity organized by AEGSEG or in which its members participate.

Article 26 Responsibilities of the Vice-President for Student Work.

26.1 It is responsible for promoting communication between AEGSEG and STEP.

26.2 She is responsible, in collaboration with the Vice President, Communications, for promoting awareness among members of their rights as student workers and their rights with regard to the management plan.

26.3 She is responsible for making herself available to AEGSEG members experiencing problems related to student work.

26.4 She facilitates access by AEGSEG members to the resources available to resolve their work conflicts by guiding them to the right resources.

26.5 She is responsible for attending all STEP information meetings during which she will be able to represent student worker members of AEGSEG and their specific issues.

26.6 It is responsible for informing international students of the services offered by AEGSEG, by other student associations and by the University, and for providing a link between international students and AEGSEG.

SECTION IV - FINANCIAL PROVISIONS

Article 27 Financial year

The fiscal year begins on October 1 and ends on the last day of September of the following year.
following year.

Article 28 Entertainment expenses

Members of the Board of Directors, members of the Executive Committee, AEGSEG representatives on external committees and commissions, and employees are entitled to reimbursement of certain expenses incurred in representing AEGSEG at meetings with other organizations. Supporting documents must be submitted to the Vice-President, Finance. All requests for reimbursement must be approved by the Board of Directors.

Article 2G Remuneration

No member of the Executive Board, nor any of its directors, shall be remunerated for his services.

Article 30 Grants

No sum of money may be allocated to the financing of any political or social movement whatsoever without the approval of the Board of Directors. The sums distributed may only be used for well-defined actions, movements and events.

Article 31 Duration of employment contracts

Employment contracts may not last longer than one year, nor contain an automatic renewal clause. A written evaluation of the employee's performance must be submitted to the Board of Directors prior to any contract renewal.

Article 32 Loans

AEGSEG cannot make loans of any kind to its members or employees. AEGSEG may not act as guarantor.

Article 33 Donations

The Board of Directors may not give any property of AEGSEG to a member except in a context open to all members on an equitable basis and consistent with the objectives of AEGSEG (grants, sponsorships, contests, promotional material, etc.).

SECTION V - MISCELLANEOUS PROVISIONS

Article 34 Chairmanship

The President of AEGSEG presides over General Meetings, meetings of the Board of Directors and meetings of the Executive Board.

Executive Board. He/she ensures that the regulations are complied with, and interprets them in the event of a dispute.

Article 35 Rules of procedure

Except where otherwise provided in these by-laws, the rules of procedure contained in Victor Morin's book "Procédure des assemblées délibérantes" (latest edition) shall apply to General Meetings and meetings of the Board of Directors.

Article 36 Dissolution ^[1]

AEGSEG can only be dissolved in the following manner:

36.1 AEGSEG members must be convened in writing to a Special General Meeting.

36.2 The notice must clearly state the purpose of the General Meeting.

36.3 The presence of at least twenty-five percent (25%) of members constitutes a quorum for this General Meeting.

36.4 The members present at this General Meeting must vote in favor of dissolution by a qualified majority.

Article 37 Liquidation ^[2]

All assets remaining after dissolution and payment of debts shall be allocated exclusively to one or more non-profit associations or corporations. The records of AEGSEG are deposited in the archives of Université Laval.

[1] This article may only be amended by a Special General Meeting under the conditions specified in article 3c.

[2] This article may only be amended at a Special General Meeting under the conditions specified in article 3c.

BY-LAW 2: TREASURY

SECTION I - MEMBERSHIP FEES

Article 1 Membership status

1.1 To be a member of AEGSEG, eligible students of the Faculty must pay the membership fee provided for in these regulations.

1.2 Any person who is a member of the Board of Directors or any other committee officially recognized by the AEGSEG Board of Directors remains a member of AEGSEG during the summer session even if not registered for that session.

Article 2 Membership fees

To become a member of AEGSEG, eligible students of the Faculty must pay a membership fee of \$2.00 for each session in which they are registered full-time.

for each session in which they are registered full-time.

Article 3 Refund of fees

3.1 A student whose membership fee has been paid may obtain a refund if he or she so wishes. To do so, they must request the form entitled "Automatic membership fee refund form" by e-mail from aegseg@asso.ulaval.ca . Once the form has been completed, it must be returned by e-mail, along with a photocopy of the tuition payment receipt, no later than the twentieth day of the third month of the session concerned (i.e. November, March or July).

3.2 The student will then lose the right to vote at General Assemblies, to stand for election to the Executive Board and Board of Directors, to participate in activities, to apply for grants and to benefit from AEGSEG services.

3.3 If the student wishes to have the refund sent by mail, a fee of \$1.50 will be deducted from the refund. will be deducted from the refund.

SECTION II - AEGSEG GRANTS AND SPONSORSHIPS

Article 4 Grants and sponsorships policy

4.1 Regulations concerning grants and sponsorships are described in the document "AEGSEG Grants and Sponsorship Policy" available on the AEGSEG website.

4.2 Like AEGSEG's general by-laws, the AEGSEG Grants and Sponsorship Policy by-laws may be amended by the Board of Directors subject to ratification at a General Meeting.

SECTION III - BUDGET AND FINANCIAL STATEMENTS

Article 5 Annual budget

5.1 At the end of a financial year, the annual budget for the following year is prepared by the Vice-President Finance in conjunction with the Board of Directors.

5.2 The annual budget is adopted at the Annual General Meeting.

Article 6 Financial statements

6.1 The financial statements for the past fiscal year are presented and adopted at the Annual General Meeting.