

APEAL

Charter for the Association of Programs in English At Laval

Or

Charte de l'Association des Programmes en Études Anglaises à Laval

This is a revised version of the 12 September 2006 edition

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Université Laval

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**This charter is a public document and must be made available for consultation**

**Cette chartre peut être visionné par n'importe quel étudiant pour consultation**

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**Article I:** Name and address

1.1 Association of Programs in English At Laval

or

Association des Programmes en Études Anglaises à Laval

**A.P.E.A.L.**

1.2 Room 0150 pavilion Charles-De Koninck

Cité universitaire, Ste-Foy

Tel: 656-2131 ext: 4794

**Article II:** Object

2.1 The object of the association is to work closely in collaboration with teachers and the administration so as to ensure that all programs of the APEAL meet the highest academic standards.

2.2 Provide members with various social activities that promote their program.

2.3 Help new students integrate into their new environment and learn the workings of the university.

2.4 Represent the students in all groups or organizations that share similar objectives in and outside the university campus.

2.5 Favour activities that stimulate English conversation.

2.6 Ensure that members receive the best information possible that concern them in their programs.

2.7 Promote APEAL programs at the collegiate level.

2.8 Favour employment opportunities.

2.9 Favour activities that unite all programs of the APEAL and create links between the different programs.

**Article III:** Members

3.1 All first cycle students of the following programs are members: BEALS, *Baccalauréat en études anglaises*, *Diplôme en études anglaises*, *Certificat en études anglaises*, *Microprogramme en études anglaises*, *Certificat en langue anglaise* and *Microprogramme en langue anglaise*.

**Article IV: Officers**

- 4.1 Any APEAL member may hold any seat of the APEAL executive committee.
  - 4.1.1 Officers are elected during a general assembly except when stated.
  - 4.1.2 Officers can only hold one office at a time.
  - 4.1.3 It is the duty of all members to ensure the unity of all the programs that make up the APEAL.
- 4.2 Composition:
  - 4.2.1 President
  - 4.2.2 Vice-president
  - 4.2.3 Treasurer
  - 4.2.4 Publicist
  - 4.2.5 Secretary
  - 4.2.6 Social officer
  - 4.2.7 First year representative
  - 4.2.8 Webmaster (election optional)
  - 4.2.9 Academic advisor
  - 4.2.10 External representative (By nomination only)
  - 4.2.11 Veteran Advisor (By nomination only)
  - 4.2.12 ES representative(s) (if needed)
- 4.3 Role of the president
  - 4.3.1 Officially represents the association.
  - 4.3.2 Oversees that all rules and goals of the association are upheld.
  - 4.3.3 Coordinates the efforts of the APEAL executive committee.
  - 4.3.4 Ensures that the committee is representative of the members.
  - 4.3.5 Initiates the general assembly at the end of his mandate.
  - 4.3.6 Authorises all major expenses.
  - 4.3.7 Is one of the signers of cheques.
- 4.4 Role of the vice-president
  - 4.4.1 Organizes the meetings.
  - 4.4.2 Replaces the president in his absence or in case of dismissal.
  - 4.4.3 Is one of the signers of cheques.

- 4.4.4 Picks up the mail at least once a week.
- 4.4.5 Is in charge of all information regarding student information.
- 4.5 Role of the treasurer
  - 4.5.1 Is responsible of the budget and the cash box.
  - 4.5.2 Is one of the signers of cheques.
  - 4.5.3 Presents a bi-annual budget report to the committee and an annual report at a general assembly.
  - 4.5.4 Elaborates on projected budgets and ensures their smooth application.
- 4.6 Role of the publicist
  - 4.6.1 Publishes the monthly paper “The Outrageous Escape”.
  - 4.6.2 Must promote all events to ensure the participation of all members.
  - 4.6.3 Manages the use of the bulletin boards inside and outside room 0150.
  - 4.6.4 Announces all events either verbally in key classes or through the use of posters.
- 4.7 Role of the secretary
  - 4.7.1 Writes up the minutes.
  - 4.7.2 Produces all necessary documentation.
  - 4.7.3 Is responsible for all correspondence.
- 4.8 Role of the social officer
  - 4.8.1 Presents to the committee various social activities that may interest members.
  - 4.8.2 Organizes and coordinates these projects.
  - 4.8.3 Recruits the help of volunteers when needed.
  - 4.8.4 Is one of the signers of cheques.
- 4.9 Role of the first year representative
  - 4.9.1 Informs all first year members of committee decisions that may affect them.
  - 4.9.2 Promotes the participation of his peers to all committees and organizations that may concern first year members as well as all activities organized by the social officer.

- 4.9.3 Informs the executive committee of the desires and opinions of the first year members.
- 4.9.4 Helps the publicist in publishing the monthly newspaper.
- 4.9.5 This position is reserved for a first year member.
- 4.10 Role of the webmaster
  - 4.10.1 To maintain the website.
  - 4.10.2 To train and choose his successor.
  - 4.10.3 The webmaster is not truly elected as certain skills are required.
- 4.11 Role of the academic advisor
  - 4.11.1 To ensure a direct link between the APEAL committee, the program committee and the Comité-d'Action-Concertation (CAC) sub-committee.
  - 4.11.2 It is recommended that this member seat either the program committee and/or the CAC sub-committee.
- 4.12 External representative
  - 4.12.1 Represents the APEAL at the CADEUL caucus and RAFaL meetings and all other external committees/boards.
  - 4.12.2 Is nominated by the APEAL executive every semester based on his schedule and availability.
- 4.13 Veteran Advisor
  - 4.13.1 A former APEAL executive committee member may be nominated to advise the current committee.
  - 4.13.2 His presence is not required at all meetings.
- 4.14 Role of the ES representative(s)
  - 4.14.1 To represent the interests of all APEAL members who are part of the *Baccalauréat en études anglaises, Diplôme en études anglaises, Certificat en études anglaises, Microprogramme en études anglaises, Certificat en langue anglaise* and *Microprogramme en langue anglaise*.
  - 4.14.2 Ensure the unity of the BEALS and non-BEALS programs within the APEAL.
  - 4.14.3 Seats the ES program committee.

**Article V: Meetings and General Assembly**

## 5.1 Meetings:

5.1.1 Officers must meet once a week during both the fall and winter semesters, save for during the break week and the exam week.

5.1.2 The quorum for these meetings is 50 per cent of committee members.

5.1.3 The president or vice-president must be present.

5.2 General Assembly: The general assembly is the highest form of power in the APEAL and should be attended by all members.

## 5.3 Powers:

5.3.1 Can, with good cause, dissolve the APEAL committee with the approval of 2/3 of the members present.

5.3.2 Can make any changes to the charter with the approval of 2/3 of the members present.

5.3.3 Nominates and elects APEAL committee members.

5.3.4 Nominates and elects the program committee members for both BEALS and English Studies.

5.3.5 Gives the APEAL committee its powers and its mandate.

## 5.4 Rules:

5.4.1 A general assembly must be held at least twice a year: once prior to November 1<sup>st</sup>, so as to nominate and elect the APEAL officers, and once near the end of the winter semester to give a report to students and elect the needed sub-committees.

5.4.2 The quorum is 10 per cent of APEAL members.

5.4.3 Members must be informed of a general assembly by e-mail, verbally in key classes and in the newspaper (if possible) 48 hours prior to the said assembly.

5.4.4 Members must also be given access to the agenda for the assembly proceedings 48 hours before the said assembly.

5.4.5 When voting on nominees, the nominees should be outside the room.

## 5.5 The vote:

5.5.1 Only members of the APEAL have the right to vote.

- 5.5.2 Each member is allowed only one vote for every vote taken.
- 5.5.3 All votes must be made in person at the assembly by the members themselves.
- 5.5.4 Most questions needing a vote are resolved with a simple majority of members present at the assembly, 50 per cent + 1 vote.
- 5.6 Calling a general assembly:
  - 5.6.1 May be called by the president or the vice-president.
  - 5.6.2 May be called by APEAL members through a petition having 10 per cent of the signatures of APEAL members.
- 5.7 In the event that quorum is not reached, the next assembly should be called one week later.
  - 5.7.1 If quorum is not met a second time, a decisional assembly should be called a week later. At such an assembly, quorum will be whoever is present at said assembly.

**Article VI: Executive committee**

## 6.1 Roles and obligations:

- 6.1.1 The first role of the APEAL executive committee is to follow the mandate given to it by the general assembly.
- 6.1.2 Executes all decisions made at the general assembly.
- 6.1.3 Makes all decisions deemed necessary for the smooth operation of the association that does not require a general assembly.
- 6.1.4 Authorises all expenses of the association. Said expenses must be in alignment with the mandate given at the general assembly.
- 6.1.5 It is recommended that the committee do all within its powers to promote student participation in the decision making process (i.e. surveys).

## 6.2 Vote:

All decisions requiring a vote will be settled with a simple majority vote. The president may not vote unless the vote is inconclusive.

- 6.2.1 The president can veto a decision if it is deemed in conflict with the charter or the mandate or is unfeasible.

**Article VII: Committees and Sub-Committees**

- 7.1 Program committees: There are two separate program committees. Program committees are part of the university administration and not part of the association. Its members must be elected by the students they represent, not chosen by teachers and/or the administration.
  - 7.1.1 The BEALS program committee represents BEALS students.
  - 7.1.2 The ES program committee represents all students in the *Bacc. en études anglaises, diplôme en études anglaises, certificat en études anglaises, certificat en langue anglaise* and *microprogramme en langues anglaises*.
  - 7.1.3 The students to seat on the program committee are to be elected at the general assembly.
- 7.2 Rules governing Sub-Committees
  - 7.2.1 The creation of sub-committees can be made at all times should the need arise.
  - 7.3.2 The creation of all sub-committees must be approved of by the APEAL committee.
  - 7.2.3 Sub-committees are bound by the same rules that govern the APEAL committee.
  - 7.2.4 Sub-committees must report all their activities to the APEAL committee once a month.
  - 7.2.5 Sub-committees may implement their own methods of reaching decisions.
  - 7.2.6 All students involved in the sub-committee must be members of the APEAL.
- 7.3 Sub-Committees: The following sub-committees are officially recognized and its core officers must be elected during a general assembly held at the time specified.
  - 7.3.1 CAC (Early in the fall or late in the winter semester)
  - 7.3.2 SPEAQ (Late in the winter semester)
  - 7.3.3 Initiation (Late in the winter semester)
  - 7.3.4 Graduation (Late in the winter semester)

**Article VIII:** Parliamentary Authority

- 8.1 The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the APEAL in all cases to which they are applicable and in which they are not inconsistent with this charter and bylaws.

**Article IX:** Amendment

- 9.1 Amendment propositions:

9.1.1 Any member of the APEAL may propose amendments to the charter.

9.1.2 All modifications must be given to the secretary in writing prior to the opening to the general assembly.

- 9.2 Ratification of amendments

10.2.1 A vote of 2/3 of the members present at a general assembly is required to ratify the charter.

**Bylaws:**

- 1 The general operation of the student lounge is the responsibility of all APEAL committee members.
  - 2 The president or the vice-president is in charge of all communication with SPEAQ. The presence of either the president or the vice-president at the annual SPEAQ convention is obligatory.
  - 3 Inscription fees for the president or the vice-president to go to the SPEAQ convention is covered by the APEAL committee, but not exceeding \$50.
  - 4 The APEAL allows the funding of the following items:
    - 4.1 \$500 Initiation
    - 4.2 \$700 Graduation
    - 4.3 \$1000 Yearly carry over
    - 4.4 \$700 SPEAQ
    - 4.5 ≈\$45 RAFaL (\$0.07 /student /semester)
  - 5 The name of the monthly APEAL paper is “The Outrageous Escape”.
  - 6 The charter is available at the CADEUL, the SAE, the RAFaL and the APEAL locker in room 150.
  - 7 The charter should be revised at least once every three (3) years.
  - 8 Fourth year BEALS students are discouraged from seating the APEAL executive.
- N.B. The masculine is used in this charter to lighten the text.