

Table of Contents

By-law 1: Rights, Privileges and Responsibilities of Membership	3
Members of AUSU shall have the following rights and privileges	3
Members of AUSU shall have the following responsibilities	3
By-law 2: Membership Fees	4
Setting of Membership Fees	4
AUSU Membership Fees	4
Verification of Federation Membership Fees	4
Fee Collection and Remittance	4
By-law 3: Board of Directors	5
Composition of the Board	5
Term of the Board	6
Indemnity	6
Executive, Director and Representative Qualification	6
Duties of the Executives, Directors and Representatives	6
Honorariums and Compensation for Board Members	7
Disciplining Board Members	7
Vacancy of the Office of a Board Member	8
Determination of Valid Excuse	8
Appointment of Board Member	8
Advertising of Appointments	8
Temporary Appointment of Chair	9
By-law 4: Powers of the Board	10
By-law 5: Executive Members	11
Composition of the Executive Committee	11
Signing Authority	11
Responsibilities of Board Executive Members	12
Responsibilities of the President	13
Responsibilities of the Vice President Campus Affairs	14
Responsibilities of the Vice President Student Life	15
Responsibilities of the Vice President Indigenous	16
Responsibilities of the Brampton & Timmins Representative	16
Responsibilities of Ex-Officio Board Members/Support Team	17
Responsibilities of Executive Director	17
Responsibilities of Recording Secretary	19

Responsibilities of the Finance & Accounting Technician	17
Responsibilities of the Chair	20
Responsibilities of the Ombudsperson/Academic Strategist	21
Opposition and/or Removal from the AGM Concerning an Executive Officers	22
By-law 6: Representatives	23
Responsibilities of Representatives	23
Responsibilities of the Diversity & Equity Representative	24
Responsibilities of the Queer*/Trans* Representative	24
Responsibilities of the Part Time & Mature Student Representative	24
Responsibilities of the Women’s Affairs Representative	25
Responsibilities of the Residence Representative	25
Responsibilities of the International Student Representative	26
Responsibilities of the Varsity & Athletics Representative	27
By-law 7: Committees	28
Standing Committees	28
Composition and Terms of Reference for Standing Committees	28
Meetings of Standing Committees	31
Resolutions of Standing Committees	31
Ad-Hoc Committees	31
By-law 8: Governance Model	32
Relationship of Board Governance, Administrative & Operational Functions	32
Hybrid Board Governance Model: Proposed Organizational structure	32
Maintenance of Operational & Administrative Policies	33
By-law 9: Meetings of the Board	34
By-law 10: Annual General Meeting	36
By-law 11: Special Meetings	37
By-law 12: Referendum	38
Proclamation of Referendum	38
Referendum Question	38
Referendum Committee	39
Advocating Committees	39
Polling Procedure	41
Security of ballot boxes	42
Counting of Votes	42
Grievance Procedure	43
By-law 13: Types of Policies of AUSU	45
Establishment of Policy	45
Duration of Policy	45
Policy Binder	45

By-law 1: Rights, Privileges and Responsibilities of Membership

a. Members of AUSU shall have the following rights and privileges:

- i. To act as the sole authority of AUSU to make decisions through referenda or General Meetings on all questions of membership in AUSU, subject to the other provisions of AUSU's Constitution and bylaws; and
- ii. To have their interests represented collectively in AUSU through their constituency representatives, but will not themselves have voting rights at Board Meetings, or Executive Meetings; and
- iii. To be represented collectively to Algoma University through AUSU, and through membership in a provincial and national student association, to provincial and federal governments; and
- iv. To the protection and support of AUSU in accordance with the mandate of AUSU; and
- v. To attend meetings of all decision-making bodies of AUSU, with the exception of in-camera sessions and other situations in which confidentiality is required; and
- vi. To speak and vote at General Meetings; and
- vii. To speak, at the discretion of the Chair, at Board Meetings; and
- viii. To run for Executive and Non-Executive offices; and the right to compete in the hiring processes where applicable
- ix. To vote in AUSU elections, by-elections, recalls and referenda; and
- x. To access all minutes of the AUSU Board of Directors and Executive Committee, subject to restrictions in these bylaws; and
- xi. To access the services, research, information, materials and other resources of AUSU; and
- xii. To access AUSU's Health and Dental Plan within the provisions of the plan; and
- xiii. To access information on associations to which AUSU belongs including, but not limited to the Canadian Federation of Students.
- xiv. The right to volunteer and participate on committees, task forces and working groups where the membership is being consulted

b. Members of AUSU shall have the following responsibilities

- i. Payment of the designated AUSU and CFS membership fees; and
- ii. Payment of any fees voted on by referendum; and
- iii. To respect the goals and objectives as they are specified in the Preamble of the Constitution, the rules of the present Constitution and bylaws, as well as any legal agreement adopted by AUSU in their name

By-law 2: Membership Fees

a. Setting of Membership Fees

- i. Except as hereinafter provided, AUSU membership fees may be set by the members of AUSU voting in a referendum provided that sufficient notice has been served as per these bylaws.
- ii. CFS provincial and national fees shall be set as per the relevant provisions in the CFS Constitution and bylaws.
- iii. Fee information including up-to-date amounts and prescribed reasons for fee collection are to be made available publicly to the AUSU membership.

b. AUSU Membership Fees

- i. The membership fee shall be adjusted annually by the Consumer Price Index (CPI). Hereinafter, membership fees may also be set by Members of AUSU voting in a referendum.
- ii. Provincial and National Federation Membership Fees
- iii. The membership fees shall be adjusted annually by the Consumer Price Index (CPI).

c. Verification of Federation Membership Fees

The President and Executive Director or in their absence the Vice President and/or Finance & Accounting Staff Person and AUSU's Ontario CFS Representative shall be jointly responsible for verifying the correct rates of the AUSU and CFS membership fees in each academic year.

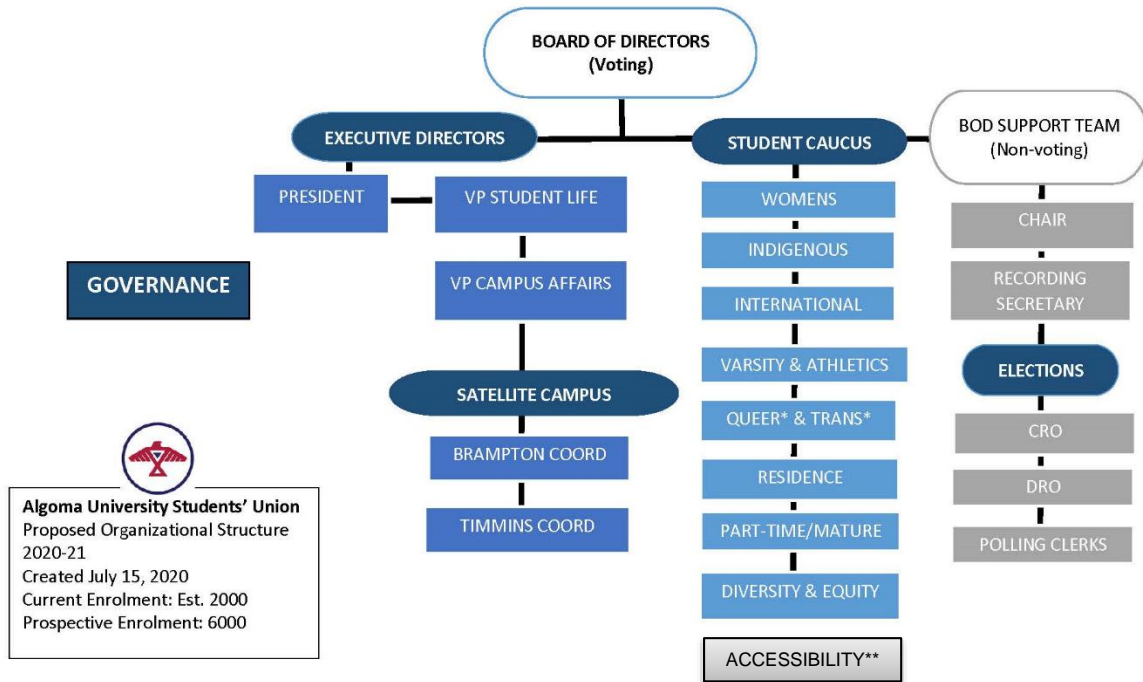
d. Fee Collection and Remittance

- i. Algoma University will collect AUSU membership fees and remit them to AUSU in a timely fashion.
- ii. Algoma University will collect CFS Provincial membership fees and remit them to the CFS-Ontario office in a timely fashion.
- iii. Algoma University will collect CFS National membership fees and remit them to the CFS-Ontario office in a timely fashion.

By-law 3: Board of Directors

a. Composition of the Board

- i. The affairs of AUSU shall be managed by a Board of Directors of thirteen (13) persons and two (2) non-voting positions appointed in accordance with by-law 3.12; Chair and Recording Secretary



- ii. A position on the Board shall be held by no more than one person.
- iii. A Board Member shall hold no more than one office at any time, except as an emergency replacement. In such an event, the Board may choose to appoint another Board Member to act as an interim replacement. The interim appointment shall extend until a by-election is held. Such a Board Member shall have only one vote, regardless of the number of offices held. In an event where appointment or election is not required as per bylaw 3.10(b), the Board may divide the duties of the vacant position among other Board Members. The Board must determine the appropriate remuneration for the individual(s) appointed to fulfill the duties of the vacant position.
- iv. If a position is not elected during the general election, the interim may be appointed by two thirds (2/3) majority vote of the Board given that they have fulfilled the responsibilities and expectations that they were assigned.
- v. All positions that were appointed for an interim term due to an ongoing vacancy shall stand by two thirds (2/3) majority vote of the Board given that the appointed person fulfills all responsibilities and expectations that they were assigned, and therefore do not have to go to by-election.

b. Term of the Board

- i. Each voting-Director shall hold office from the first day of May of the current year until the last day of April of the following year, or until a voting-director resigns or is removed from office.
- ii. Successors for each office shall be chosen by the Members through an or by-election, or by appointment or hiring process where applicable by AUSU in accordance with these bylaws.
- iii. The Indigenous and Varsity & Athletics Representatives will be appointed by SASA, Varsity Council and their respective Boards according to their Constitution and bylaws.
- iv. AUSU shall be notified of the Indigenous and Varsity & Athletics Representatives appointments in writing no later than April 15th or as approved by SASA & Varsity Council at a later date which will be ratified at the next AUSU Board Meeting.

c. Indemnity

- i. All Directors, employees and their respective heirs, executors and administrators shall at all times be indemnified and saved harmless by AUSU against all liability incurred as a result of the execution of duties owed to AUSU, except to the extent that such liability results from the individual's willful neglect or default.

d. Executive, Director and Representative Qualification

- i. At all times, every Executive, Director and Representative shall
- ii. Be a registered student at Algoma University at the time of election; and
- iii. Be registered in at least one (1) course in the Fall semester and at least one (1) course in the Winter semester. For the purpose of this bylaw a co-op class or placement shall be considered a course.
- iv. Exception to iii: In the case that an elected Board Member is unable to attend school for one (1) term, such Board Member may maintain their position and duties as long as they return to class the following term. If classes are not resumed in the term immediately following their break from classes, the Board Member must resign effective the first day of the term following their break from class.
- v. AUSU reserves the right to request a criminal and/or vulnerable sector background checks for discretionary purposes where necessary; especially when the said candidate/personnel may come in contact with vulnerable persons or handles AUSU finances.

e. Duties of the Executives, Directors and Representatives

Each Executive Director and Representative shall:

- i. Act in the best interests of AUSU in respects of matters for which the Board has the authority to act; and
- ii. Honour and protect the special relationship between AUSU and SASA, and practice allyship; and
- iii. Act in the best interest of the Constituency that they are representing, or in the best interest of students in general in the position they were elected to; and
- iv. Attend all meetings of the Board, any committees to which they are elected or appointed,

- v. unless other arrangements approved by a simple Board majority have been made; and Act as a liaison and act with consultation between their Constituency and AUSU, and vice versa; and
- vi. Carry out such other duties as the Board may from time to time assign them with.
- vii. Shall submit your availability to the Secretary so that in order to formulate a schedule of operations for the office for the upcoming week.
- viii. All members of AUSU shall use their AUSU email account, equipment, and resources for communication purposes and fulfilling their set forth duties to ensure institutional memory, professionalism, and consistency.
- ix. Student and personal email are prohibited for work related matters.

f. Honorariums and Compensation for Board Members

- i. Each Board Member shall be eligible to receive an honorarium for each of Spring, Fall, and Winter semesters, provided that they are performing their duties as set forth in bylaw 5 or bylaw 6, and a report is submitted outlining the specific duties performed by each Board Member in addition to a good attendance record for scheduled Board Meetings. Details of honorarium compensation amounts are outlined in the Board Compensation Policy
- ii. Each Executive Member shall receive wage compensation as outlined in the Board Compensation Policy.
- iii. Each Board Member shall be entitled to be reimbursed for their reasonable expenses properly incurred in the course of transacting affairs on behalf of AUSU.

g. Disciplining Board Members

- i. AUSU shall have the right to discipline its Board Members. Grounds for disciplinary action include, but are not limited to, the following:
 - Poor attendance at Board meetings;
 - Just cause (e.g. bullying, perpetuating a toxic work environment discriminatory/inappropriate actions, incurring criminal charges, etc);
 - Theft, fraud, or embezzlement of funds;
 - Failure to disclose a significant or obvious conflict of interest;
 - Breach of confidentiality;
 - Failure to attend AUSU Board Training;
 - Misuse of AUSU property;
 - Failure to perform their duties as specified in the Constitution or bylaws;
 - Failure to complete the required number of office hours as outlined in bylaw 5 or bylaw 6.
- ii. The disciplinary action to be taken against any Board Member shall be decided on a case by case basis in an in-camera session of the Board. Any disciplinary action must be approved by a two-thirds (2/3) majority vote of Board Members present. Disciplinary action can include, but is not limited to, verbal reprimand, letter of censure, denial or reduction of Honorarium or temporary suspension without pay.

h. Vacancy of the Office of a Board Member

The office of a Board Member shall be automatically vacated upon the occurrence of any of the following events:

- i. If a Board Member is appointed to fill the vacancy of an Executive, and such Board Member accepts the position, such Board Member shall be deemed to have immediately vacated their elected position on the Board in favour of the new office;
- ii. If an order is made declaring such Board Member to be incapable of fulfilling their duties as outlined in bylaw 5 or bylaw 6;
- iii. If by notice in writing to AUSU such Board Member resigns their office (in which case such resignation, if not effective immediately, becomes effective in accordance with its terms);
- iv. If such Board Member is absent, without valid excuse, for a total of two (2) Board meetings during the Spring semester, Fall semester, or Winter semester;
- v. On death.

i. Determination of Valid Excuse

- i. For the purposes of Section 3.8, the determination of valid excuse shall be made by the Board, in an in-camera meeting.

j. Appointment of Board Member

- i. If the position of a Board Member becomes vacant for any reason, that position may be filled by a person who meets the qualifications set forth in bylaw 3.4 and who is approved by a simple majority vote by the Board.
- ii. If a position is not elected during the general election, the interim may be appointed by two thirds (2/3) majority vote of the Board given that they have fulfilled the responsibilities and expectations that they were assigned.
- iii. All positions that were appointed interimly due to an ongoing vacancy shall stand by two thirds (2/3) majority vote of the Board given that the appointed person fulfills all responsibilities that they were assigned, and therefore do not have to go to by-election.
- iv. A by-election shall be held in the Fall semester for any vacancies in the Board that occur before October 1st and were not filled. The dates of the nominations and election shall be approved by the Board based on the recommendation of the Elections Committee provided that it must occur in the fall semester of each year. Any person appointed to the Board under these circumstances, shall serve the unexpired remainder of the term of the departed Board Member.

k. Advertising of Appointments

- i. Where the position of a Board Member is to be filled by an appointment of the Board, notice of such process must be posted in and around the University for no less than five (5) business days prior to the meeting of the Board at which the appointment is to take place.
- ii. Such notice shall invite expressions of interest from or on behalf of interested persons and shall include the date of the meeting at which such appointment is to take place, the requirements and responsibilities of the position, contact number(s) for further

information, and information on the appointment process.

I. Temporary Appointment of Chair

- i. In the case that the Board Chair is unavailable, the AUSU Board shall temporarily appoint a chair amongst themselves for the duration of the meeting.

By-law 4: Powers of the Board

- i. The Board shall administer the affairs of AUSU in all things and may make or cause to be made for AUSU, in its name, any kind of contract which AUSU may lawfully enter into and, save as hereinafter provided, generally, may exercise all such powers and do all such other acts and things as AUSU, by its Letters Patent or otherwise, is authorized to exercise and do.
- ii. The Board shall have the power to authorize expenditures on behalf of AUSU and may delegate, by resolution, to the Executive Committee the right to make such expenditures on such terms and conditions as it deems appropriate.
- iii. The Board may appoint agents and engage employees as it may deem necessary and such persons shall have authority and perform duties as prescribed by the Board at the time of such appointment.
- iv. The Board is expressly empowered, to purchase, lease or otherwise acquire, sell, exchange, or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned, for such consideration and upon such terms and conditions as the Board may deem advisable.
- v. The Board shall have the authority to establish committees to exercise any function of AUSU.
- vi. The Board shall exercise general supervision over all the disbursements of the members' monies to all members' organizations and generally exercise supervision over financial operations.
- vii. The Board shall consider the budgets of all committees, operations, and services, and approve the annual operating budget for AUSU no later than June 30 of the current fiscal year.
- viii. The Board shall have the power to inspect and audit any activity sponsored by AUSU.
- ix. The Board shall have authority to set down and implement any financial programmes and procedures, including the method of requisition of funds, which shall govern the operations of AUSU and its committees.

By-law 5: Executive Members

a. Composition of the Executive Committee

The Executive Committee shall be composed of The President, Vice President Student Life, Vice President Indigenous, Vice President Campus Affairs and the Staff Executive Director or in their absences one other AUSU staff (non-voting).

b. Signing Authority

AUSU Executive Director, formerly General Manager, President, Vice President Campus Affairs, Vice President Indigenous, Vice President Student Life and Finance & Accounting Technician formerly Treasurer shall be the signing officers in accordance with the Financial Policy.

c. Responsibilities of Board Executive Members

i. Responsibilities of the President

The duties and the responsibilities of the President shall include, but not be limited to:

- Be the CEO and official spokesperson of AUSU to the general public, Algoma University, campus groups, and at University functions
- To establish new projects and complete existing projects initiated by the previous Board
- To oversee all AUSU governance and affairs and work alongside general management for all operational functions.
- To ensure the timely deliverance of AUSU services to its members
- To be a signing officer of AUSU in accordance with Finance Policy; and
- To coordinate the Executive Committee
- To act on behalf of the Board and the Executive Committee between meetings where immediate action is necessary
- To act as the chair of the Executive Committee
- To act as the chair of the Policy Committee
- To act as Chair or to be responsible for the recruitment of a CFS Chairperson at the Annual General Meeting, and other meetings of the members.
- To serve as the chief liaison between the Union and the University Administration
- To serve as the chief liaison to all organizations and unions external to Algoma University;
- To serve as the chief liaison to the municipal, provincial and federal governments;
- To oversee that the AUSU Board Executives liaise with Brampton and Timmins Representatives on a regular basis to ensure that their student life needs, and campus affairs are being met.
- To liaise with other external representatives from post-secondary students' unions and national student organizations on issues of common concern
- To be the official representative to the Canadian Federation of Students and Canadian Federation of Students Ontario.
- To ensure that all governance policy documents are up to date and relevant.
- To develop, recommend and present the annual budget to the Board in consultation with the Executive Committee and the AUSU Treasurer
- To consult with the Staff Executive Director regarding the financial status of AUSU including budget variances and make recommendations to the Board regarding major expenditures
- To appoint members of the Board to sit on Algoma University committees, Senate or otherwise, subject to the approval of the Board
- To serve or appoint a member onto the Board of Governors of the University;
- To participate in government committees regarding student issues To sit on at least one (1) Algoma University committee
- To prepare an annual report for their successor, ensuring a smooth transition for the succeeding President
- Shall create/maintain a transition binder for the incoming President.
- To attend weekly executive committee meetings and monthly board meetings as planned.
- To maintain the minimum required posted office hours per week within the academic year.
- To complete other duties as required.

ii. Responsibilities of the Vice President Campus Affairs

The role of the Vice-President Campus Affairs is to be the main contact for campaigns and academic matters with all students. Reporting to the Board of Directors, the main duties of the Vice President Campus Affairs are, but not limited to the following:

- To assist the President in the regular execution of duties and also act as President in his/her absence.
- To maintain public awareness of AUSU as well as all the Campaigns it runs
- To be a signing officer of AUSU in accordance with Op1 Finance Policy.
- To maintain membership on any University or AUSU committees that may pertain to equity, diversity or issue based Campaigns.
- To ensure that matters of security, safety, health and sexual violence are addressed.
- To promote equity on campus.
- To establish relationships with AU Administrative Departments; including but not limited to liaising with the Residence, Satellite Campuses, Athletics, Indigenous and International Affairs, Academic Success and Health & Wellness on a regular basis.
- To sit on and act as the Chair of the AUSU Campaigns Committee and AUSU Academic Affairs Committee and to ensure the development of the program throughout the year
- To follow through and implement all plans laid out for Campaigns and other programs as set out previously with the General Manager
- To be responsible for coordinating AUSU campaigns events
- To work with the Vice President Student Life to ensure effective promotion and advertising of all AUSU activities and events on all social media avenues
- To work with the Communications Officer in developing an advertising plan for special events and programs for the year
- To sit on any Algoma University Committee, when required, representation must follow the spirit of decision made by the Executive and the Board of Directors
- To attend all meetings of the Executive with the understanding that two consecutively missed meetings without approval may be grounds for termination.
- To prepare an annual report for their successor, ensuring a smooth transition for the succeeding Vice President Campus Affairs.
- To assist any Board or Executive or Staff member when required
- To complete other duties as required
- To attend weekly executive committee meetings and monthly board meetings.

iii. Responsibilities of the Vice President Student Life

The role of the Vice- President Student Life is to be the main contact between AUSU, the Athletic community, Student Services, Residence Community and to assist with the annual programming plan. The duties and responsibilities of the Vice President Student Life shall include, but not be limited to:

- To assist the President in the regular execution of duties
- To be a signing officer of AUSU in accordance with Finance Policy
- To communicate with the Algoma University Athletics and Residence Departments so that students are aware of the varsity sports, intramurals and other events, occurring on campus, on a regular basis.
- To be responsible for encouraging student involvement in all aspects of Campus Recreation, Varsity Athletics Programs, Residence and AUSU events
- To work with AU Student Experience Team and AUSU Program Coordinator staff in coordinating Orientation week(s) and other student life events.
- To work alongside the Communications Coordinator and/or VP Campus Affairs to update the AUSU website, and social media platforms send out mass emails and coordinate content creation and design of any other promotional platforms on a frequent basis
- To be responsible for promoting and advertising all AUSU events to include but not limited to selling tickets, handing out flyers, interacting with students, posting posters and calendars around campus for at least 2 weeks prior to any AUSU event
- To work with the Vice President Campus Affairs and Communications Officer to ensure effective promotion and advertising of all AUSU activities and events on all promotional platforms
- To develop and maintain a schedule of events and activities; and communicate schedule with the Communication Officer to be posted on the website and advertised accordingly.
- To plan, budget and execute social events and programming for orientation week in addition to regular events for prospective, groups, holidays, special occasions etc.
- To liaise with University or AUSU committees that may pertain to campus recreation, campus spirit or events and where necessary campaigns (eg. AU Varsity Council, AU Residence Council, Residence Advisors, AUSU Clubs & Services coordinators and leads respectively).
- To foster and maintain relationships with campus departments and community groups
- To work in conjunction with the AUSU Board, Executive Director and other AUSU staff to develop and implement a plan to maintain and increase student spirit and involvement that is congruent with AUSU's objectives
- The chair of the Services Committee shall be the Vice President Student Life unless otherwise appointed by the Board of Directors
- To attend all AUSU meetings with the understanding that three (3) consecutively missed meetings without approval may be grounds for termination
- To prepare an annual report for their successor, ensuring a smooth transition for the succeeding Vice President Student Life
- Shall create/maintain a transition binder for the incoming VP Student Life
- To assist any Board member, Executive member or Staff when required
- To maintain the minimum required posted office hours per week within the academic year
- To attend weekly executive committee meetings and monthly board meetings as planned
- To complete other duties as required

iv. Responsibilities of Vice President Indigenous

*(currently under review in conjunction with SASA/AUSU Board Restructuring)

The duties and responsibilities of the Vice President Indigenous shall include, but not be limited to:

- Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning Indigenous Students in higher education
- Be an advocate for Indigenous Students at Algoma University to create a safe, open environment
- Co-Coordinate the advocacy and programming efforts of AUSU on issues concerning Indigenous students
- Promote leadership for Indigenous Students on campus
- Act as the chief liaison and ambassador between AUSU, SASA, and Shingwauk Kinooomaage Gamig
- Identify and develop areas of involvement in Indigenous Student affairs in which AUSU should engage
- Inform students of issues and legislation of importance and gather student opinion on the issues
- Advise the Executive Committee on Indigenous Student issues.
- Report to the AUSU Board at least once per month on the campaigns and goals of the Indigenous Student empowerment
- VP Indigenous to coordinate with the Shingwauk Kinooomaage Gamig staff and students to organize events and initiatives
- Coordinate Indigenous Cultural Competency Training during the AUSU board meeting in May and in addition to each semester as deemed appropriate
- Shall create/maintain a transition binder for the incoming Vice President Indigenous; and
- Shall train and advise the incoming Vice President Indigenous
- To complete other duties as required

v. Responsibilities of the Brampton and Timmins Campus Life Coordinators (2)

The duties and responsibilities of the Brampton and Timmins Directors shall include, but not be limited to:

- Each shall be responsible for developing, coordinating and administering the AUSU communication and marketing strategies in conjunction with the AUSU Executive Committee and Communications Officer to maximize members' awareness of the union, its objectives, services, events and campaigns for each of their respective campuses
- Each shall act as the liaison between AUSU Brampton, and AUSU Timmins respectively, its members and AUSU Board in Sault Ste. Marie
- Each shall be a signing officer of the AUSU Brampton and Timmins bank accounts respectively
- Each shall develop annual operating budgets for the Brampton and Timmins Campuses in coordination with the Executive Committee and under the direction of AUSU Staff when needed
- Each shall coordinate the programming and delivery of all AUSU events at the Brampton and Timmins Satellite Campuses in conjunction with the AUSU Executive Team and Program Coordinator where necessary
- Each shall be responsible for working with the Executive Committee to ensure that all Brampton and Timmins events/campaigns are planned and executed successfully
- Each shall be responsible for working with the Staff Executive Director and Finance and Accounting Technician to ensure all bank statements, income, expenses and receipts are kept in an organized manner and sent to AUSU Sault Ste. Marie on a monthly basis for bookkeeping
- Shall maintain the minimum required posted office hours per week within the academic year
- Shall attend weekly executive committee meetings and monthly board meetings as planned
- Complete other duties as required

d. Responsibilities of Ex-Officio Executive Members and Board Support Team

i. Responsibilities of the Executive Director

***(formerly General Manager/Office Coordinator)

The duties and responsibilities of the Executive Director shall include, but not be limited to:

- The duties and responsibilities as outlined in their employment contract; and
- Shall be an ex-officio and non-voting member of the Board and the Executive Committee
- Shall act as the Chair of the Elections Committee; and
- Shall ultimately be responsible to the Board and the Executive Committee at the direction of the Board
- In conjunction with the AUSU Executive Team, carry out and delegate operational and administrative duties to the Executive; or union-excluded personnel where necessary, under direction of the President and/or Board of Directors; and in accordance with proposed By-Law: 7.3 Maintenance of Operations, Administrative & Regulatory Compliance Policies (under review)
- To maintain the minimum required posted office hours per week within the academic year
- To attend weekly executive committee meetings and monthly board meetings as planned
- To complete other duties as required

ii. Responsibilities of the Finance & Accounting Technician

***(Formerly Finance Coordinator and Treasurer)

The duties and responsibilities of the Finance & Accounting Technician shall include, but not be limited to:

- To be a signing authority officer of AUSU in accordance with Finance Policies
- Shall work alongside the Executive Committee in planning and aligning funds to projects, events and Orientation week.
- Shall co-chair the Budget Planning and Implementation Committee
- Shall verify cheques and deposits while ensuring that all approved motions requiring fund disbursements are processed in a timely manner
- Shall work with VP Student Life to coordinate the Club Bursary Program, to award and administer funds according to its policies and procedures
- Shall manage and monitor the club funding budget line and approval processes
- Shall verify and sign off on honorariums for the Board of Directors
- To maintain the minimum required posted office hours per week within the academic year.
- Shall work with the AUSU Executive Director in preparing YTD financials and reconciling monthly banking statements for club executives.
- To attend all AUSU meetings with the understanding that three (3) consecutively missed meetings without approval may be grounds for termination
- To prepare an annual report and transition manual for their successor
- To complete other duties as required and in accordance within their employment contract

iii. Responsibilities of the Recording Secretary

- The Recording Secretary is an officer of the board whose purpose is to ensure the integrity of the board's documents. Therefore, the secretary has the responsibility to ensure that the Board's documents accurately reflect the decisions of the Board and are provided to the Board in a timely manner.
- The assigned result of the secretary's job is to ensure that all board documents and filings are accurate and timely. The Board's documents include letters of incorporation, bylaws, board meeting minutes, board attendance records, board committee minutes, accurately filing employee records and personal contact information, creating and maintaining a database of volunteer and external contacts, and ensuring institutional memory.
- The Board expects the following:
 - That updates of any and all documents will be distributed before each board meeting
 - The Recording Secretary will reach out to all meeting participants and coordinate their schedules and choose an appropriate date
 - Collect all discussion and agenda items for that meeting
 - Book meeting rooms and set up video conferencing devices
 - Print out materials prior to the scheduled meeting time
 - Recording Secretary shall be present at all Board Policy and Implementation Committee (BPIC) meetings and shall be responsible for forwarding all minutes and records of transcriptions to the AUSU board
 - Arrange refreshments when necessary
 - That Board meeting minutes will be handled as follows:
 - Minutes will be taken at all official board meetings
 - Proceedings will be recorded and transcribed
 - Minutes will be sent to the entire board for review and feedback
 - Approved minutes will be reviewed and signed by two (2) members of the Board
 - Approved minutes will be sent to all board members for their records
 - Signed minutes will be placed in the official board file and available for the auditor's Review
- The Secretary must communicate board meetings to the AUSU student body
- Shall create/maintain a transition binder for the incoming Recording Secretary
- The board will ensure that it regularly reviews and clarifies its expectations (format, level of detail, timeliness, etc.) for the preparation of board documents (policies, minutes, etc.) and communicates this to the Recording Secretary.

iv. Responsibilities of the Chair

- The Board Chair will act as the Chief of Governance of the AUSU board and is a specially empowered member of the board. The purpose of the Board Chair is to assure the integrity of the board's process
- The expected outcome of the Chair's job is that the Board behaves consistently with Robert's Rules at all meetings
- Meeting discussion content will typically only be those issues, which, according to Board policy, clearly belong to the Board to decide or to monitor.
- Deliberation will be fair, open, and thorough, but also timely, orderly and kept to the point
- Information that is for neither monitoring performance nor board decisions will be avoided or minimized and always noted as such
- The authority of the Chair consists in making decisions that fall within the topics covered by board policies on Governance Process
- The Chair is empowered to facilitate board meetings with all the commonly accepted power of that position (e.g. ruling, recognizing)
- The Chair has no authority to make decisions about policies created by the board and therefore, has no authority to supervise or direct the President or the Executive committee
- The Chair may represent the board in announcing board-stated positions and in stating Chair decisions and interpretations within the areas delegated to them
- The Chair may delegate this authority but will remain accountable for its use
- The Chair must attend all meetings unless there is an extenuating circumstance
- The Chair is expected to facilitate the Budget and Planning Implementation Committee and other Committees as necessary
- To prepare an annual report for their successor, ensuring a smooth transition for the succeeding Chairperson
- Shall create/maintain a transition binder for the incoming Chairperson
- To complete other duties as required

v. Responsibilities of the Ombudsperson/Academic Strategist

The duties and responsibilities of the Ombudsperson/Academic Strategist shall include, but not be limited to:

- Shall be responsible for ensuring that all activities and endorsements of the Board reflect the anti-oppressive mandate of AUSU
- Shall be responsible for ensuring that all Board Members and Staff receive conflict resolution training such as but not limited to anti-oppression workshop within four months of the start of their term
- Shall be responsible for observing all activities of the Board and those supported by the Board to ensure that they are not exclusionary or discriminatory in nature and address any problems as they arise
- Shall represent AUSU, in conjunction with the Vice President Campus Affairs, when issues regarding discrimination and equity are raised in the Algoma University community and need to be addressed;
- Shall be entitled to access files, business reports, and financial records of AUSU within forty-eight (48) hours tendering a written request to the President and to the person responsible for said files, business reports or financial records
- Shall meet with the staff of AU Academic Senate, Human Resources, Student Experience and Student Success & Wellness and the Learning Centre on a regular basis to address student issues and concerns; and
- Shall attend all meetings of the Board; and
- Shall offer the AUSU general membership fair and impartial representation in academic appeals, mediation and conflict resolution services when requested
- Shall advise the student clientele of appeal processes and expected outcomes
- Shall maintain confidentiality of student clientele with sensitive matters and cases where necessary, unless they pose risk the threat of harm to themselves, others or where or under circumstances where criminal/illegal activity may take place
- To maintain the minimum required posted office hours per week within the academic year
- Shall create/maintain a transition binder for the incoming Ombudsperson; and
- Shall train and advise the incoming Ombudsperson/Academic Strategist; and
- To complete other duties as required

e. Opposition and/or Removal from the AGM Concerning an Executive Officers

- i. Members of the Executive Committee may be recalled to election in a by-election after the receipt by the Chief Returning Officer of a petition of ten percent (10) of all of the members of the Student Union respectively. Such a by-election shall be held so that the last day of polling is no later than forty (40) days from the filing of the petition.
- ii. The Chief Returning Officer has the authority to verify the validity of the petition, subject to regulations governing this recall process. Should the position of the Chief Returning Officer be vacant, the duties provided for in this Section are carried out by the General Manager, which attends to the prompt appointment of a Chief Returning Officer.

By-law 6: Representatives

a. Responsibilities of Representatives

- i. The duties and responsibilities of **all** representatives shall include, but not be limited to:
 - Shall obtain voting rights to Board & Organizational decisions
 - Representatives must be knowledgeable and willing to promote AUSU events and services.
 - Representatives must complete 3-6 hours per month to attend meetings and service their constituency's needs.
 - Representatives must set an example for students at all times
 - Representatives must base all decisions on what is best for the organization and the students.
 - Representatives must obtain feedback from all stakeholders on projects and board issues.
 - Representatives are responsible to prepare a report for each board meeting.
 - Representatives will sit on committees and councils as necessary.
 - Representatives will come prepared to all meetings by reviewing the agenda, support material,
 - and any additional research that may be needed.
 - Representatives must attend all monthly board meetings, executive, team & planning meetings, as well as others as needed
 - Shall perform any other duties that are in the best interest of AUSU, as approved and/or as
 - mandated by the Board, its By-laws, policies and/or members.
 - Must be in good Academic Standing and enrolled in at least one course per semester at Algoma University
 - Service is required from May 1st 2020 to April 30 2021
 - Remuneration for representatives shall be paid by honorarium once per semester at the discretion of the Executive Committee, however the successful students' will receive recognition on their Cocurricular Records for Service on the AUSU Board as well as references for future employment and consideration for future AUSU position

ii. Diversity Representative

- The Diversity representative is responsible for promoting diversity and equity on campus
- The Diversity representative will work directly with the Vice President Campus Affairs on planning and implementing the campaigns committee initiatives
- The Diversity representative will have a working relationship with Shingwauk Anishinaabe Students' Association (SASA) and Algoma International Students Association (AISA) including attending Council Meetings
- The Diversity Representative will promote cultural competency on campus
- The Diversity representative will communicate with the International Students department and AISA and their members to contribute to programming initiatives
- The Diversity representative will communicate with the Anishinaabe Initiative department and SASA to contribute to programming initiatives
- The Diversity Representative will be an active member of the AUSU Campaigns Committee, and the AU Diversity Task Force

iii. Part-time & Mature Student Representative

- Must have part-time or mature student status in accordance with AU's enrollment policies
- Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning Part-Time & Mature Students in higher education.
- Be an advocate for Part-Time & Mature Students at Algoma University to create a safe, open environment
- Co-Coordinate the advocacy and programming efforts of AUSU on issues concerning Part-Time & Mature students
- Promote leadership for Part-Time & Mature Students on campus
- Identify and develop areas of involvement in Part-Time & Mature Student affairs in which AUSU should engage
- Inform students of issues and legislation of importance and gather student opinion on the issues
- Advise the Executive Committee on Part-Time & Mature Student issues
- Report to the AUSU Board at least once per month on the campaigns and goals of the Part-Time & Mature Student empowerment

iv. Queer/Trans* Student Representative

- Be an individual who is representative and identifies within the LGBTQAI* community
- Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning Queer students in higher education.
- Be an advocate for Queer students at Algoma University to create a safe, open environment.
- Co-Coordinate the advocacy and programming efforts of AUSU on issues concerning Queer students.

- Promote leadership for Queer students on campus.
- Identify and develop areas of involvement in Queer affairs in which AUSU should engage.
- Inform students of issues and legislation of importance and gather student opinion on the issues.
- Advise the Executive Committee on Queer issues.
- Report to the AUSU Board at least once per month on the campaigns and goals of Queer empowerment.

v. Women's Affairs Representative

- Must identify as a female/or female aligned individual and be an advocate of feminist empowerment and gender equality
- Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning women in higher education.
- Be an advocate for women at Algoma University to create a safe, open environment.
- Co-Coordinate the advocacy and programming efforts of AUSU on issues concerning women students.
- Promote leadership for women on campus.
- Identify and develop areas of involvement in women's affairs in which AUSU should engage.
- Inform students of issues and legislation of importance and gather student opinion on the issues
- Advise the Executive Committee on women's issues.
- Report to the AUSU Board at least once per month on the campaigns and goals of the women empowerment.

vi. Residence Representative

- Must have lived on Campus Residence at the time of nomination or plan on living on Residence by the start of their first term in office
- Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning campus residence student life.
- Be an advocate for students living on campus, specifically in Algoma U Sault Ste. Marie Campus and to advocate for a safe, open environment when necessary
- Will focus on target areas of Academic success for those living in residence, ensuring that proper resources are available and accessible to these students. These can include but are not limited to concerns about Food security, Student life programming in residence and Health and well-being (physical, mental, etc.) of students residing on campus, housing prices
- Will be required to liaise with Campus Residence advisors, Residence council, Residence life staff, the Director of Student Experience and Manager of Student Success
- Will support campaigns and be an advocate for accessible and affordable services and resources on campus, for example mandatory meal plans and food service, accessible

hours to computer labs, library, kitchen areas etc., access to grocery and food stores, reliable transit service

- Raise concerns and be a leader for residence life programming
- Be knowledgeable about living conditions and raise concerns about structural and maintenance issues, as well as response time and satisfaction from Physical Plant/Algoma U administration.
- Consult with campus residential students and other stakeholders regarding changes and policies being made in dormitories.
- Be knowledgeable about appeals and disciplinary processes for campus residences and advocate for fair treatment of students

vii. International Student Representative

- Must have international student status in accordance with AU's enrollment policies
- Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning international students
- Be an advocate for International Students at Algoma University to create a welcoming, safe, open environment, free of discrimination and racism
- Some key issues this councillor is expected to give attention to include culture shock and adjusting successfully to living in Northern Ontario, eradicating racism and xenophobia, food security: access to culturally relevant and necessary foods and preparation methods, accessible and sufficient housing on and off campus, winter preparedness
- Fostering a welcoming and accepting environment on and off campus
- Participating and liaising with the International Student Council, Advisory Committee etc.
- Advocating and promoting experiential learning and culture exchange opportunities
- Advocating for access to jobs (on and off campus) as well as mentoring programs geared towards international students
- Guiding peers through the Ontario healthcare system, advocating for companionship for international students to hospital
- Will be expected to liaise with AU International Department, Coordinator of Global Engagement and Mobility, Internationalization, Director of Student Experience, Manager of Student Success as well as some external groups such as the SSM Local Immigration Partnership (LIP), ACCANO, local Indigenous groups, other cultural groups, community partners of newcomers and immigrants in SSM, Brampton and Timmins when necessary

viii. Varsity & Athletics Representative

- Must be a member of an AU Varsity Sports Team or a member of the Varsity Council
- Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning varsity, recreational and aspiring athletes
- Be an advocate for athletics, health and wellness at Algoma University to create a welcoming, safe, open environment
- Develop peer mentoring programs, Athlete and academic programming- ex. Tutoring
- Be an advocate regarding overall health & wellness as well as encourage general student body about the benefits of a healthier lifestyle
- Access to nutrition planning, food options to fit specific diet on campus
- Advocate for physio and sports therapy access and availability

- Encourage sport recognition & celebration- ex. All teams recognized and celebrated equally
- Liaise with campus groups such as Algoma U Varsity Department, Algoma U Student Success- ex. Health and wellness and external athletics organizations, groups, and clubs in Sault Ste. Marie such as the Soo Finnish Ski Club, Velorution Bike & Ski, the YMCA, rec basketball clubs, local elementary and high schools, and professional sports teams such as the Greyhounds
- Create and foster dialogue between AU academic and athletics departments
- Engage AU HR Department about the importance of Health and Wellness of athletes and general student population
- Address and campaign for issues such as patriarchal “locker room” culture, sexual misconduct within athletic culture
- Advocate for needs of varsity athletes- physical, mental, social, academic
- Educate stakeholders on importance of nutrition, psychological, tutoring, allowances for midterms/assignments when away for training and competing

By-law 7.1: Committees

a. Standing Committees

- i. The Board shall maintain the following 5 standing subcommittees:
 - Executive Committee
 - Campaigns Committee
 - Budget Planning and Implementation Committee
 - Services Committee
 - Policy Review Committee

b. Composition and Terms of Reference for Standing Committees

- i. Executive Committee
 - The Chair of the Executive Committee shall be the President.
 - The voting members of the Executive Committee shall be the President, Vice President Campus Affairs, Vice President Student Life, Brampton Representative and Timmins Representative.
 - AUSU Executive Director shall be ex-officio non-voting member of the Executive Committee.
 - Quorum for the Executive Committee shall be fifty (50) percent plus one (1) of the filled positions.
 - The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the union. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
 - The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the bylaws of AUSU or by any applicable statute or law are regularly and properly kept.
 - The Executive Committee shall have the authority to approve expenditures of up to \$1000.00 in the summer term and up to \$500.00 in the fall term or winter term. Authority to exceed this limit shall be granted by the Board as they deem appropriate. ***(subject to review)
 - The Executive Committee may recommend policy but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.
 - The Executive Committee is required to make a report to the Board once a month summarizing its activities.
 - The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.

ii. Campaigns Committee

- The Chair of the Campaigns Committee shall be the Vice President Campus Affairs
- The Campaigns Committee shall be open to all members of the Board, as well as the general membership. Each member of the Campaigns Committee, present in person, shall be entitled to a vote
- The Campaigns Committee shall meet as needed to develop new campaigns, determine how these campaigns will be implemented, assess the success of campaigns that have been implemented, determine how to improve upon those campaigns, and report the final results of campaigns that have concluded
- The Campaigns Committee shall have the responsibility to consider all matters relating to municipal, provincial and national policy on education and equity, and recommend to the Board campaigns on all issues relating to these policies.
- The Campaigns Committee is responsible for the implementation of federal, provincial and municipal campaigns at the local level
- Budget Planning and Implementation Committee (BPIC)
- The Finance and Accounting Technician shall co-chair the BPIC alongside the Executive Director
- The BPIC shall be composed of the Finance and Accounting Technician, Executive Director, two (2) members of the board, and two (2) students at large.
- Quorum of the BPIC shall be fifty (50) percent plus one (1) of the committee compositions. Each member of the BPIC present in person shall be entitled to a vote
- Recording Secretary shall be present at BPIC meetings and shall be responsible for forwarding all minutes and records of transcriptions to the AUSU board.
- The BPIC shall be consulted in the creation of the annual budget for the fiscal year that coincides with the elected term and shall present recommendations to the board

iii. Services Committee

- The chair of the Services Committee shall be the Vice President Student Life
- The Services Committee shall consist of the Vice President Student Life, the Vice President Campus Affairs, two (2) members of the Board, a representative of each recognized AUSU service (AUSU Food Pantry, The People's Garden, The Sentient, AURA and WUSC) and two (2) students at large and in conjunction with the Program Coordinator
- Quorum of the Services Committee shall be fifty (50) percent plus one of the committee compositions. Each member of the Services Committee present in person shall be entitled to a vote.
- The Services Committee shall appoint from among its members a Recording Secretary of the Services Committee, who shall be responsible for forwarding all minutes and records of transcriptions to the AUSU board

- The Services Committee shall be tasked with investigating the expansion of AUSU services
- The Services Committee shall be tasked with overseeing the implementation of CFS services, and investigating the expansion of the CFS services in the Sault Ste. Marie community (such as selecting discounts for the Student Saver Program)

iv. Policy Review Committee

- The Chair of the Policy Review Committee shall be the President
- The Policy Review Committee shall consist of the President, Vice President Campus Affairs, the Vice President Student Life, and at least one (1) members of the Board
- Quorum of the Policy Review Committee shall be fifty (50) percent plus one (1) of the committee composition. Each member of the Policy Review Committee present in person shall be entitled to a vote
- All changes and recommendations of AUSU policies must be recorded and presented to the board and AGM for ratification
- The Policy Review Committee shall convene within the elected term to assess the state of AUSU's Constitution, bylaws and Policies, and develop initial amendments. These amendments shall be presented to the Board and are subject to Article 7 of the Constitution
- The Policy Review Committee may also recommend Issues Based Policies to the Board for adoption. These new policies shall be subject to Article 7 of the Constitution

c. Meetings of Standing Committees

- i. Meetings shall be held at the call of the Chair of the Standing Committee.
- ii. Meetings may also be held at the request of any two members of the committee.
- iii. Meetings shall be held at such places within the Province of Ontario and at such times as the Chair or members of the committee, respectively, may designate to be appropriate and convenient.
- iv. Notice of the time and place of the meeting of a Standing Committee shall be communicated by the Chair to each member of that committee at least forty-eight (48) hours prior to the scheduled commencement of such a meeting. The notice should, if possible, be accompanied by an agenda.
- v. A meeting may also be held at any time and any place within the Province of Ontario without notice if all the members of the committee are present and consent thereto, or before the meeting is held those absent members signify in writing their consent to the meeting being held in their absence.
- vi. The unintentional omission to give notice to any member or any accidental irregularity in connection with the giving of notice shall not invalidate the proceedings at a meeting.
- vii. The Chair of each committee shall preside at meetings and in their absence the committee shall appoint another of its members to act as chair.
- viii. A record shall be kept of the proceeding of every meeting of each Standing Committee, and it is the responsibility of each committee to submit a report of such proceedings to the Secretary as soon as possible thereafter.

d. Resolutions of Standing Committees

- i. A resolution signed by all members of a committee shall have the same force and effect as if passed at a regular constituted meeting.

e. Ad-Hoc Committees

- i. The Board may establish ad hoc committees for such purposes and on such terms as it deems appropriate.

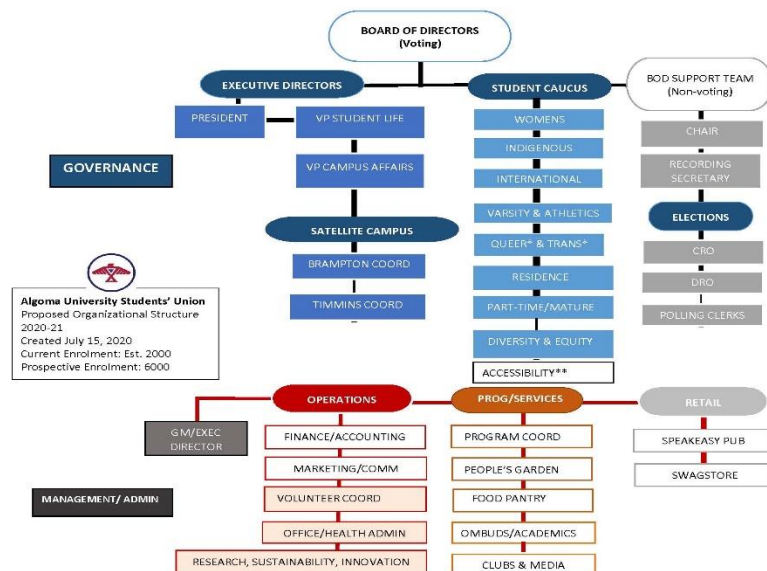
By-Law 8.1: Governance Model

a. Relationship of Board Governance, Administrative and Operational Functions

The function of the Board Governance is to represent the interest of the members of Algoma University Students' Union, by establishing a Strategic Plan in line with the organization's constitution:

- i. The Strategic Plan is to be reviewed at least every three years and shall set the strategic direction of the Union
- ii. The Board shall employ the principles of a Policy-Administrative Hybrid Governance Model. This includes:
 - Delegating operational and administrative duties to the Executive; or union-excluded personnel where necessary, all of whom must report directly to the President, the Executive Committee and the Board of Directors.
 - Performance evaluation of union excluded personnel will be done by the HR & Personnel Committee under the leadership of the President and Executive Director when such a committee exists
 - The AUSU Executive Committee in consultation with the Board shall review the effectiveness of each operational staff and/service position on an annual basis and determine the need for continuity of that position along with additional staffing needs
 - AUSU shall first coordinate with AU Administrative/Faculty Personnel and/or external funders to fill the AUSU Staff and Service position with students where applicable through experiential learning, co-op placements and internship opportunities to fill operational staffing requirements
 - AUSU reserves the right to fill the position with alumni and/or external candidates that best demonstrate they meet the qualifications and can execute the duties and responsibilities outlined in the job description accordingly; where the job requirements may be deemed to supersede student level skills and abilities

b. Hybrid Governance Model: Proposed Organizational Structure



By-Law 8.2: Maintenance of Operational and Administrative Policies

- a.** The Board shall establish and maintain Administrative Policies for the purposes of setting expected operational outcomes, a primary point of contact on staff, and an Executive Officer, as the person responsible and as oversight for each function so that there is accountability for each outcome, and a procedural guideline for achieving each outcome.
- b.** The Board shall oversee the maintenance of Administrative Policies, and review said policies annually. Where no change is required, the President, Executive Director and Finance Coordinator shall notify and sign the policy indicating it has been reviewed. The Executive Director will provide staff and Board with an annual administrative review schedule.
- c.** Where a need or an opportunity for improvement arises, policy shall be created, changed, or repealed in the following way:
 - i. Staff and Coordinators may bring an administrative policy to the Executive Committee
 - ii. The Executive Committee shall review the proposed Operational and/or Administrative policy changes and strive for consensus at a Committee meeting and then recommend to the Board for approval
 - iii. A Notice of motion for the proposed changes will be put to a Board meeting for the approval of the Board at the next or a following meeting of the Board of Directors
 - iv. If necessary, the Board shall refer the motion to governance for review and/or recommendation.
- d.** The following administrative and operational Policies shall be formulated and amended where necessary to include *******(currently under review):
 - i. AUSU Marketing & Communications Policies
 - ii. AUSU Finance, Procurement & Requisition Policies
 - iii. AUSU Corporate Records and Information Policies
 - iv. AUSU Staff-Led Events Policies
 - v. AUSU Retail Service Policies
 - vi. AUSU Information Technology Policies
 - vii. AUSU Property Management Policies
 - viii. AUSU Onboarding and Retention Policies
 - ix. AUSU Member-Services and Group Policies
 - x. AUSU HR Personnel Policies
 - xi. AUSU Investment Policies
- e.** Any amendments to Operational and/or Administrative Policies shall be recorded under that policy in the header of the policy - listing previous amendments and the next scheduled revisions for each administrative policy. The list of Administrative Policies must be updated if the name of an administrative policy is renamed, or any administrative policies are adopted or repealed
- f.** Any operational decisions that are not outlined within the AUSU Board Policies and AUSU Administrative Policies shall go to the Executive Committee; Board members shall be consulted.
- g.** Departmental/Staff coordinators may draft terms of references and guidelines that do not conflict with current AUSU policy for provision of the department services, but shall engage in consultation with all those impacted by the creation or amendment of any policy.

By-Law 9: Meetings of the Board

- a. The Chair of the Board shall be any person duly hired or appointed to act as Chair as per bylaw 3.12
- b. Quorum of the Board for the fall term and winter term shall be fifty (50) percent plus one of all filled positions
- c. Meetings of the Board may be formally called by the President, any Vice President, or upon the direction in writing of two Board Members
- d. Notice of meetings of the Board shall be communicated (telephoned, posted in the office, or electronically mailed) to Board Members no less than two business days before the meeting is to take place.
- e. The unintentional omission to give notice to any member or any accidental irregularity in connection with the giving of notice shall not invalidate the proceedings at a meeting
- f. The Board may appoint a day or days in any month or months for regular meetings at an hour to be named, and for such regular meetings no notice need be sent
- g. A meeting of the Board may also be held at any time and at any place within the Province of Ontario without notice if all the members of the Board are present and consent thereto or, before the meeting is held, those absent members signify in writing their consent to the meeting being held in their absence. If a two-thirds (2/3) majority of the Board consents to such a meeting, that meeting shall be considered in order and the absence of consent from any other Board members shall not be taken to invalidate the proceedings at that meeting
- h. Meetings of the Board may also be held, without notice, immediately following the annual general meetings of members of AUSU
- i. Board Members may consider or transact any business, either special or general, at any meeting of the Board.
- j. Except as otherwise required by law, the Board may hold its meetings at such place or places as it may from time to time determine
- k. Any member of AUSU may attend any regular or special meeting of the Board subject to the provisions of the Act and these bylaws. Speaking privileges shall be obtained from the Chair
- l. No meeting of Members of the Board, when formally assembled as the Board, shall be closed to any member of AUSU, except for in-camera sessions of the Board.
- m. The Board shall not communicate to any third party in any manner whatsoever, other than to a Member of the Board, anything concerning any matter or decision discussed or made at an in camera meeting, except with the permission of the Board
- n. Any Member of the Board attending an in camera meeting of the Board or any Committee of the Board shall be deemed by their attendance at the meeting to have undertaken to respect the confidentiality attached to the proceedings of the Board while

sitting in camera

- o.** Whereas the Board is unable to meet for emergency motions, the board will instill the electronic motion process which will adhere to the $\frac{2}{3}$ majority process to pass the motion. This should be taken up via email and put forward by the Chair or sitting President
- p.** If any person, not being a Member of the Board, shall attend a meeting of the Board or any Committee of the Board held in camera, no further business shall be conducted in camera while such person remains present
- q.** Questions arising at any meeting of the Board shall be decided on a majority of votes
- r.** Cases not provided for in these bylaws of AUSU shall be governed by the current version of Robert's Rules of Order, the interpretation of which shall be made by the Chair
- s.** A ruling of the Chair may be appealed at any time. A two-thirds ($\frac{2}{3}$) majority vote of the Members of the Board present shall be required to override the Chair's ruling
- t.** All votes at any meeting of the Board shall be from Robert's Rules of Order or by ballot if requested by any Board Member present. If no such demand is made, the vote shall be taken by simple indication of assent or dissent. This procedure may be superseded by a ballot vote, which in turn may also be superseded by a roll call vote.
- u.** A declaration by the Chair that a resolution has been carried or defeated and an entry to that effect in the minutes shall be admissible as prima facie evidence of the number or proportion of the votes recorded in favour of or against such resolution.
- v.** A record of the proceedings of all meetings of the Board shall be kept in a book or books provided for that purpose and the minutes of every such meeting shall be submitted at the next meeting of the Board and shall be open to the inspection of any general member of AUSU at any time during the regular office hours of AUSU.

By-law 10: Annual General Meeting

- a. Every year, a minimum of one annual meeting of the general membership shall be held during the elected term, with a recommendation of two
- b. The annual general meeting (AGM) of AUSU shall always be held on campus where possible.
- c. Notice of the meeting must be communicated to members (telephoned, posted in the office, or electronically mailed not less than ten (10) business days prior to such meetings
- d. The agenda and other such relevant material concerning the annual or special meetings of the membership shall be made available for distribution to the members not less than seventy-two (72) hours prior to such meetings
- e. Any error or omission in giving notice of an annual or general meeting or any adjourned meetings, whether annual or general, of the members of AUSU shall not invalidate such meeting or make void any proceedings taken there at and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had there at
- f. At the annual general meeting the audited financial statements for AUSU's preceding fiscal year, and a budget for the current fiscal year, shall be presented by the Accounting and Finance Technician and the Executive Director
- g. At the annual general meeting a report to the general membership will be supplied by the Executive Committee
- h. Thirty (30) members present either in person or by proxy shall form quorum at the annual, or any other meetings of the members of AUSU. If no quorum is present the meeting shall be adjourned until the next regular meeting of the Board
- i. Subject to the provisions, if any, contained in the letters patent of AUSU, each member of AUSU shall be at all meetings, entitled to one vote
- j. At all meetings of the members every question shall be decided by a simple majority of votes of the members present in person or by proxy
- k. If a poll on a question put to the members is demanded, the question shall be decided by a majority of votes of the members present in person, and such poll shall be taken in a manner that the Chair shall direct. The result of such a poll shall be deemed the decision of AUSU in general meeting upon the matter in question
- l. Each Member present shall be allowed one (1) proxy and notice of proxy must be provided not less than 24 hours prior to the General meeting to the Executive Committee
- m. Motions, and/or the creation or amendments of Policies from the membership at Large shall be presented to the AUSU Board Directors at least two (2) weeks in advance before putting to vote at the AGM

By-law 11: Special Meetings of AUSU

- a.** A Special General Meeting of the members may be called by the Executive Committee solely for the purpose of considering special resolution(s) proposed by the Executive Committee. Such proposed resolution(s) shall be included in the notice of the meeting. Special General Meetings may amend such proposed resolution(s) to the extent that such amendments pertain to the same topic as the original resolution(s). Resolution(s) adopted by a Special General Meeting of members are binding upon AUSU until they have been repealed or amended by the members in a Special General Meeting or a referendum. Quorum for a Special General Meeting shall consist of two (2) percent of the members present in person or by proxy
- b.** A Special General Meeting of the members may also be called by the presentation of a petition signed by at least ten (10) percent of the members to the Chair. Such petition must set out the reasons for the meeting and the specific resolution(s) to be considered at such meeting. The Chair of the Board must inform the Board of such a petition at the earliest possible time and call the meeting within thirty (30) days from receiving the petition
- c.** The petition must designate up to three (3) members of the Board as the promoters of the petition. The promoters may cancel the Special General Meeting called by their petition by giving written notice to this effect to the Speaker or the President of the Board
- d.** A Special General meeting of the members may, by resolution, passed by at least two-thirds (2/3) of the votes cast at a special general meeting of which notice specifying the intention to pass such a resolution to be given, remove any Board Member before the expiration of their term of office and may, by majority of the votes cast at the special general meeting, elect any person in their stead for the remainder of the term

By-law 12: Referendum

Bylaw 12.1: Proclamation of Referendum

- a. AUSU shall give no less than thirty (30) calendar days and no more than sixty (60) calendar days' notice of a referendum.
- b. Sufficient notice shall be deemed to have been given by the posting of no less than thirty proclamations on or about Algoma University not less than 8.5" by 11" in size, which shall include the following:
- c. Notice of intent to conduct a referendum; and
- d. The tentative date(s) and time(s) of voting for the referendum; and
- e. The tentative location of the polling booths for the referendum.
- f. The Board may issue a proclamation of referendum, consistent with these bylaws, at any time following a majority vote cast at a regular meeting of the Board.
- g. One (1) or more members of AUSU may require the Board to issue a proclamation of referendum, by submitting to the Board a completed petition in the form prescribed by AUSU, containing the following:
 - i. A referendum question that complies with clause 12.1(b); and
 - ii. The signatures of, and other required information relating to, at least ten (10) percent of all current members of the Union.
- h. At the first meeting of the Board after the receipt of a petition pursuant to clause 12.1(d), the Board shall appoint members to a Petition Review Committee consisting of three members of the Board who have had no previous involvement with the petition in the question and no greater interest in the substantive issues to which it relates than does the Union's membership in general.
- i. Within ten (10) business days after such Board meeting, the Petition Review Committee shall file a report to the Board as to whether the petition complies with clause 12.1. (d), and was compiled in a fair and reasonable manner.
- j. Upon receiving the report from the Petition Review Committee approving the petition, the Board shall cause the referendum to be conducted as provided herein.

a.2 Referendum Question

- a. Before issuing the proclamation, the Board shall approve the referendum question in accordance with 12.1. (b)
- b. Subject to 12.1. (b), the proposed question for a referendum shall be submitted to the Board, which may approve the question in the form submitted, amend the question and approve it as amended, or reject the question
- c. A referendum question shall be positively worded, so that a vote of "yes" signifies agreement with the initiative proposed, and a vote of "no" signifies disagreement with it.

12.3 Referendum Committee

- a.** The Board or its designate shall appoint or hire a Chief Returning Officer and a Referendum Committee, who shall exercise and perform the duties specified herein these bylaws.
- b.** The term of office of the Chief Returning Officer and Referendum Committee shall expire upon the completion of such duties.
- c.** As soon as possible after the issuance of a proclamation, the Referendum Committee shall:
 - i.** Inform the membership, by such means as the Referendum Committee considers appropriate, of the referendum question, the date(s) and time(s) of voting for the referendum, the location(s) of the polling booths and the Executive Director in which the referendum will be conducted; and
- d.** Appoint one Deputy Returning Officer and one Polling Clerk for each poll declared in due course by the Referendum Committee in accordance with clause 12.3. (c).
- e.** If a member of the Referendum Committee is deceased, resigns in writing to, or is removed by the Board or individual authorized to make appointments to that officer's position, the Board or individual, as the case may be, shall appoint or hire another individual to that position
- f.** The Chief Returning Officer and the Referendum Committee shall:
 - i.** Exercise general direction and supervision over the administrative conduct of the referendum and enforce compliance with this policy and the pertinent provisions of AUSU's bylaws; and
 - ii.** Issue such instructions as may be necessary to ensure effective execution of the provisions of this policy and the pertinent provision of AUSU's bylaws; and
 - iii.** Exercise all other powers and perform all other duties assigned to their respective offices by this policy and AUSU's bylaws.
 - iv.** The Chief Returning Officer may authorize any member of the Referendum Committee to exercise any of the powers and perform any of the duties assigned to the Chief Returning Officer by this policy or AUSU's bylaws.

12.4 Advocating Committees

- a.** If requested, the Referendum Committee shall register one committee authorized to promote the "yes" answer to a referendum question, and one committee authorized to promote the "no" answer, provided that the members of each committee shall be members of AUSU unless otherwise agreed by the Referendum Committee.
- b.** In order to participate in the referendum campaign, individuals must familiarize themselves with the referendum rules as outlined in this and any other relevant policies
- c.** Any person who wishes to campaign in the referendum may request and shall receive an orientation to the referendum policies by the members of the Referendum Committee.

- d. An advocating committee may apply for registration by filing with the Referendum Committee, at any time during the referendum period, an application signed by the chief agent of the advocating committee setting out:
 - i. The full name of the committee; and
 - ii. The name, student number, email address, and telephone number of the chief agent of the committee; and
 - iii. The name, email address, student number, telephone number and title of each member of the committee

- e. Each advocating committee shall:
 - i. Ensure that all campaigners are aware of and understand all relevant bylaws, referendum policies and rulings of the Referendum Committee; and
 - ii. Ensure that all campaigners comply with all relevant bylaws, referendum policies and rulings of the Referendum Committee.

- f. The Referendum Committee shall determine the resources to be made available to each advocating committee in a particular referendum, and the Referendum Committee shall administer those resources in a fair and reasonable manner at the request of each committee

- g. The Referendum Committee shall maintain a registry of registered advocating committees

- h. Where the position of chief agent of a registered advocating committee or of an advocating committee that has applied for registration becomes vacant or the chief agent is unable to perform the duties of the positions, the committee shall forthwith appoint a new chief agent and inform the Referendum Committee in writing of the name, student number, email address and telephone number of the new chief agent

- i. Advocating committees shall provide the Referendum Committee with a written description of the proposed campaign material. The Referendum Committee shall provide in confidence a written approval or refusal of campaign materials and shall respond within twelve (12) hours of receiving a completed request

- j. The Referendum Committee will not approve materials that are defamatory, potentially libelous or factually incorrect. Materials that have not received Committee approval cannot be distributed

- k. The Referendum Committee will not approve materials that:
 - i. Cannot be removed at the conclusion of the campaign; and
 - ii. Materials that are likely to damage property including stickers and paint applied to building surfaces; and
 - iii. Cannot be monitored for compliance with all relevant bylaws.

- l. No registered advocating committee shall advertise in any medium, or post or distribute any material, unless the advertisement or other material:
 - i. Identifies that committee and indicates that the advertisement is authorized by it; and
 - ii. Has the documented, prior authorisation of the Referendum Committee.

- m. Where the Referendum Committee determines that campaign materials which have not been approved by the Referendum Committee are being distributed, displayed or used by a campaign, the Committee shall order the materials immediately withdrawn or removed and shall confiscate the materials from the campaign for a period of twenty-four (24) hours.
- n. The Referendum Committee may assign an additional penalty, which may include destruction of the materials or a restriction on campaigning provided that the penalty is balanced against the volume of the materials distributed or its affect, and that no destruction shall take place until the appeal period is expired.
- o. No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libelous or factually incorrect.
- p. Campaigners shall act reasonably, responsibly and in good faith.
- q. Further, no one, whether a member of a registered advocating committee or otherwise, shall:
 - i. Make any statement of fact either in support of or opposition to a referendum question, without evidence substantiating that statement of fact to the satisfaction of the Referendum Committee; or
 - ii. Discuss any aspect of the referendum in a manner that the Referendum Committee considers to constitute harassment
- r. During the referendum period, the Referendum Committee may, at its discretion, arrange public forums for the advocating committees to make oral presentations to the general membership.
- s. No person shall, for the purpose of supporting or opposing a referendum question, violate any pertinent regulations contained in AUSU's bylaws.

12.5 Polling Procedure

- a. Each general member of AUSU shall be allowed to cast one (1) secret, non-transferable ballot.
- b. The Referendum Committee shall establish and maintain a register of members of AUSU, to be known as the register of electors.
- c. Each polling station shall contain either one (1) or two (2) voting compartments arranged so that each elector may be screened from observation and may mark a ballot without interference or interruption
- d. In each voting compartment, there shall be a table or desk, and a suitable writing instrument
- e. At the time set for opening a poll, one (1) agent for each registered advocating committee may inspect each ballot box to ensure that no elector is impeded or harassed at or about the polling station.

- f. The Chief Returning Officer and Deputy Returning Officer shall ensure that no elector is impeded or harassed at or about the polling station.
- g. The Chief Returning Officer and Deputy Returning Officer and Polling Clerk at each poll shall initial the back of each ballot before it is given to an elector.
- h. Each elector shall produce the elector's student card or other conclusive identification, whereupon the poll clerk shall strike the elector's name off the register of electors and give the elector a ballot paper bearing the Deputy Returning Officer and Polling Clerk's initials on the back in accordance with 12.5. (g).
- i. After receiving a ballot, an elector shall proceed directly to the voting compartment, mark the ballot to clearly indicate the elector's choice adjacent the word "yes" or "no", fold the ballot so that the initials on the back are visible without unfolding it, and place it in the ballot box.
- j. Polling Clerks shall under no circumstances instruct an elector on how to vote or provide information about the referendum other than the referendum question.

12.6 Security of ballot boxes

- a. All ballot boxes and ballots shall be secured in a location approved by the Referendum Committee.
- b. The ballot boxes shall be sealed and not opened until counting.

12.7 Counting of Votes

- a. Immediately after the close of a poll, in the presence and full view of such agents of registered advocating committees or witnesses who are present, the Deputy Returning Officer and Polling Clerk shall cause all ballot boxes to be transported to the location prescribed by the Referendum Committee for the counting of ballots.
- b. Advocating committees shall each appoint two (2) scrutineers to observe the counting procedure, provided that once the scrutineers have entered the count room, they may not leave the facility until completion of counting or with the consent of the Referendum Committee
- c. As soon as reasonably possible after all ballot boxes have been transported to the location prescribed for the counting of ballots, in the presence and full view of all Referendum Committee members and the scrutineers, and the Referendum Committee shall, with respect to each polling station in the following order:
 - i. Count the number of names stricken from the register of electors, and make an entry on the line immediately below the name of the last elector on the list that states, "The number of electors who voted at this referendum in this polling station is (stating the number)", and sign the list; and

- ii. Open the ballot box and empty its contents on a table; and
 - iii. Count the number of votes cast for the “yes” answer and those cast for the “no” answer to the referendum question, as well as the number of spoiled ballots, on one of the tally sheets supplied, giving full opportunity to those present to examine each ballot paper
- d. In counting the votes, the Referendum Committee shall declare “spoiled ballot”, those:
 - i. That have not been supplied by the Referendum Committee;
 - ii. That have not been marked with any answer to the referendum question;
 - iii. On which more than one (1) answer to a referendum question has been marked;
 - iv. On which there is any writing or mark by which the elector could be identified.
 - v. Spoiled ballots shall count towards the establishment of total vote participation but will not be considered to in the calculation of a majority
- e. Forthwith after the official addition of the votes, the Referendum Committee shall prepare a written statement showing the total number of votes cast for each of the “yes” answer and the “no” answer to each referendum question and the number of spoiled ballots. The Referendum Committee shall, at least two (2) business days but not more than five (5) business days after all polls have closed, submit that statement to the Board.
- f. Upon receiving the Referendum Committee’s statement showing the votes cast in a referendum, the Board shall by resolution ratify the result of the referendum
- g. Before the close of polling on the last day of voting, the chief agent of each registered advocating committee shall file with the Referendum Committee a true return, signed by the chief agent, showing all referendum expenses incurred by the committee for which the committee wishes to be reimbursed
- h. The Referendum Committee shall retain all documents submitted in connection with a referendum for at least two (2) months after submitting the statement provided for in 12.7 (f).
- i. For instances where an electronic voting system is used for nomination, casting of ballots, and counting of ballots refer to AUSU Elections Policy e-voting Processes & Procedures.

13.8 Grievance Procedure

- a. All alleged violations of the bylaws or referendum rules shall be investigated and ruled upon by the Referendum Committee
- b. The complaint must include the following:
 - i. The specific bylaw or referendum policy that is alleged to have been violated;
 - ii. The specific campaign or individual that is alleged to be in violation;
 - iii. The specific facts which constitute the alleged violation;
 - iv. The evidence of these facts; and
 - v. The name and contact information including email address and telephone number for the complainant.

- c. No complaint will be considered by the Referendum Committee unless it is in writing and is received within twenty-four (24) hours of the alleged violation.
- d. Where a complaint is received and found to be complete, the Referendum Committee shall investigate the facts, and shall rule on the complaint within twenty-four (24) hours thereof. Where a violation has occurred, regardless of cause or intent of the parties involved, and that violation has provided an unfair advantage to a campaign, the Referendum Committee shall assign a penalty that:
 - i. Fully counterbalances any unfair advantage gained;
 - ii. Penalizes the campaign for committing a violation; and
 - iii. Is of the same type or character as the advantage which was gained.
- e. Penalties available to the Referendum Committee include, but are not limited to:
 - i. The confiscation or destruction of campaign materials;
 - ii. Limits, restrictions and prohibitions on any type of campaigning for any period of time; and
 - iii. Disqualification.

By-law 13: Governance Policies of AUSU

13.1 Establishment of Policy

Policy for AUSU may be established from time to time by the Board in accordance to the following guidelines:

- a. Administrative & Operational Policy**
 - i. Operational & Administrative Policy consists of policy that outlines the framework of managing the operations of AUSU.
 - ii. To adopt, amend, or rescind Operational Policy, a majority of two-thirds (2/3) vote of the Board must be in favour.

- b. Public Affairs & Internal Governance Policy**
 - i. Public Affairs & Internal Governance refers to policies that AUSU takes a stance on.
 - ii. It can be a policy that either opposes, supports and/or condones, but not limited to, actions that AUSU or a third-part carries out.
 - iii. To adopt, amend, or rescind Issues Policy, a simple majority of the Board must vote in favour
 - iv. Creation and amendments of Policies from the membership at Large shall be presented to the AUSU Board Directors at least two (2) weeks in advance before putting forward to vote at the AGM.

13.2 Duration of Policy

All policy remains the policy of AUSU until it is changed or retracted by a vote of the same or higher authority which established the policy.

13.3 Policy Binder

All policy of AUSU shall be maintained in the Policy Binder of AUSU.