

By-laws of the Algoma University Students’ Union



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

1.1 Members of AUSU shall have the following rights and privileges:

- a. 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 By-laws; and
- b. 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
- c. 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
- d. To the protection and support of AUSU in accordance with the objectives of AUSU; and
- e. 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
- f. To speak and vote at General Meetings; and
- g. To speak, at the discretion of the Chair, at Board Meetings; and
- h. To run for Executive and Non-Executives office; and
- i. To vote in AUSU elections, by-elections, recalls and referenda; and
- j. To access all minutes of the AUSU Board of Directors and Executive Committee, subject to restrictions in these By-laws; and
- k. To access the services, research, information, materials and other resources of AUSU; and
- l. To access AUSU's Health and Dental Plan within the provisions of the plan; and
- m. To access information on associations to which AUSU belongs including, but not limited to, the Canadian Federation of Students.

1.2 Members of AUSU shall have the following responsibilities

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

By-law 2: Membership Fees
2.1 Setting of Membership Fees

- a. 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 By-laws.
- b. CFS provincial and national fees shall be set as per the relevant provisions in the CFS Constitution and By-laws.

2.2 Amount of AUSU Membership Fees

- a. The membership fee shall consist of \$4.73 per enrolled credit for the 2017-2018 academic year.
- b. 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.

2.3 Amount of Provincial Federation Membership Fees

- a. The membership fee shall consist of \$3.75 per semester for the 2017-2018 academic year. The membership fee shall be adjusted annually by the Consumer Price Index (CPI).

2.4 Amount of National Membership Fees

- a. The membership fee shall consist of \$4.49 per semester for the 2017-2018 academic year. The membership fee shall be adjusted annually by the Consumer Price Index (CPI).

2.5 Verification of Federation Membership Fees

- a. The President, Vice President Campus Affairs, and Treasurer shall be jointly responsible for verifying the correct rates of the AUSU and CFS membership fees in each academic year.

2.6 Fee Collection and Remittance

- a. Algoma University will collect AUSU membership fees and remit them to AUSU in a timely fashion.
- b. Algoma University will collect CFS Provincial membership fees and remit them to the CFS-Ontario office in a timely fashion.
- c. 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

3.1. Composition of the Board

- a. The affairs of AUSU shall be managed by a Board of Directors of eleven (11) persons and three (3) non-voting positions appointed in accordance with By-law 3.12; Chair, Board Secretary and Treasurer.
- b. The composition of the Board shall be:
 - i. Executive
 1. President
 2. Vice President Student Life
 3. Vice President Campus Affairs
 4. Treasurer (non-voting)
 5. Chair (non-voting)
 6. Secretary (non-voting)
 - ii. Representatives
 1. Ombudsperson (non-voting)
 2. Brampton Representative
 3. Timmins Representative
 4. Indigenous Representative
 5. Queer Representative
 6. Mature & Part-time Student Representative
 7. Womens' Affairs Representative
 8. Diversity Representative
- c. A position on the Board shall be held by no more than one person.
- d. 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 a replacement. Such a Board Member shall have only one vote, regardless of the number of offices held. Alternatively, the Board may divide the duties of the vacant position among other Board Members.

3.2. Term of the Board

- a. Each 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 director resigns or is removed from office.
- b. Successors for each office shall be chosen by the Members through an election or by-election, or by appointment by AUSU in accordance with these By-laws.
 - i. The Indigenous Representative will be appointed by SASA according to their Constitution and By-laws.
 - ii. AUSU shall be notified of the Indigenous Representative's appointment in writing and will be ratified at the next Board Meeting.

3.3 Indemnity

- a. 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.

3.4 Executive, Director and Representative Qualification

- a. At all times, every Executive, Director and Representative shall:
 - i. Be a registered student at Algoma University at the time of election; and
 - ii. 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 By-law a co-op class or placement shall be considered a course.
- b. Exception to a: 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.

3.5 Duties of the Executives, Directors and Representatives

- a. 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. 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
 - iii. Attend all meetings of the Board, any committees to which they are elected or appointed, unless other arrangements approved by a simple Board majority have been made; and
 - iv. Act as a liaise and act with consultation between their Constituency and AUSU, and vice versa; and
 - v. Carry out such other duties as the Board may from time to time assign them with.

3.6. Honorariums and Compensation for Board Members

- a. Each Board Member shall be eligible to receive an honorarium for the Spring, Fall and/or Winter semester.
 - i. The President shall be compensated at a rate of \$15/ hour for: Spring 20 hours/week, Fall & Winter 30 hours/week
 - ii. The Vice President Campus Affairs & Vice President Student Life shall be compensated at a rate of \$12/ hour for: May & June 20 hours/week, July & August 30 hours/week, Fall and Winter 10 hours/week.
 - iii. The Treasurer shall be eligible to receive an honorarium of \$700.00 per semester.
 - iv. The Secretary, Brampton Representative and Timmins Representative shall be eligible to receive an honorarium of \$500.00 per semester.
 - v. The Chair shall be eligible to receive an honorarium of \$200.00 per semester.

- vi. The, Ombudsperson, Diversity Representative, Queer* Representative, Indigenous Representative, Part-time & Mature Student Representative, and Womens' Affairs Representative shall be eligible to receive an honorarium of \$250.00 per semester.
- b. Each Board Member shall be eligible to receive an honorarium for the semester, provided that they are performing their duties as set forth in By-law 5 or By-law 6, and a report is submitted outlining the specific duties performed by each Board Member.
- c. 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.

3.7. Disciplining Board Members

- a. AUSU shall have the right to discipline its Board Members. Grounds for disciplinary action include, but are not limited to, the following:
 - i. Poor attendance at Board meetings;
 - ii. Just cause (e.g. discriminatory/inappropriate actions);
 - iii. Theft, fraud, or embezzlement of funds;
 - iv. Failure to disclose a significant or obvious conflict of interest;
 - v. Breach of confidentiality;
 - vi. Failure to attend AUSU Board Training;
 - vii. Misuse of AUSU property;
 - viii. Failure to perform their duties as specified in the Constitution or By-laws;
 - ix. Failure to complete the required number of office hours as outline in By-law 5 or By-law 6.

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 of Board Members present. Disciplinary action can include, but is not limited to, verbal reprimand, letter of censure, denial or reduction of Honorarium.

3.8 Vacation of the Office of a Board Member

- a. 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 her or his 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 her or his duties as outlined in By-law 5 or By-law 6;
 - iii. If by notice in writing to AUSU such Board Member resigns her or his 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.

3.9 Determination of Valid Excuse

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

3.10 Appointment of Board Member

- a. 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 By-law 3.4 and who is approved by a simple majority vote by the Board.
- b. A by-election shall be held in the Fall semester for any vacancies in the Board that occur before October 1. 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.

3.11 Advertising of Appointments

- a. 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.
- b. 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.

3.12 Appointment of Chair

- a. At the first meeting of the Board within the elected term, the Board shall appoint a Chair. The Chair shall receive an honorarium of \$200 each semester.

By-law 4 Powers of the Board

- a. 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.
- b. 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.
- c. The Board may appoint such agents and engage such employees as it may deem necessary and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of such appointment.
- d. 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.
- e. The Board shall have the authority to establish committees to exercise any function of AUSU.
- f. The Board shall exercise general supervision over all the disbursements of the members' monies to all members' organisations and generally exercise supervision over financial operations.
- g. 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.
- h. The Board shall have the power to inspect and audit any activity sponsored by AUSU.
- i. The Board shall 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

5.1. Composition of the Executive Committee

- a. The Executive Committee shall be composed of The President, Vice President Student Life, Vice President Campus Affairs, and Treasurer (non-voting).

5.2. Signing Authority

- a. The President, Vice President Student Life, Vice President Campus Affairs and Treasurer shall be the signing officers in accordance with the Financial Policy.

5.3. Responsibilities of Board Executive Members

Responsibilities of the President

- a. The duties and the responsibilities of the President shall include, but not be limited to:
 - i. be the CEO and official spokesperson of AUSU to the general public, Algoma University, campus groups, and at University functions; and
 - ii. To establish new projects and complete existing projects initiated by the previous Board
 - iii. To oversee all affairs and functions of AUSU and be charged with the general management and supervision of the affairs and operations of AUSU.
 - iv. To ensure the timely deliverance of AUSU services to its members
 - v. To be a signing officer of AUSU in accordance with Op1 Finance Policy; and
 - vi. To coordinate the Executive Committee
 - vii. To act on behalf of the Board and the Executive Committee between meetings where immediate action is necessary; and
 - viii. To act as the chair of the Executive Committee
 - ix. To act as the chair of the Policy and Procedure Committee
 - x. To act as the chair of the Budget Planning and Implementation Committee
 - xi. To act as Chair at the Annual General Meeting, and other meetings of the members.
 - xii. To serve as the chief liaison between the Union and the University Administration
 - xiii. To be the chief liaison to all organizations and unions external to Algoma University;
 - xiv. To be the chief liaison to the municipal, provincial and federal governments; and
 - xv. To liaise with other external representatives from post-secondary students' unions and national student organizations on issues of common concern; and
 - xvi. To be the official representative to the Canadian Federation of Students and Canadian Federation of Students Ontario.
 - xvii. To ensure that all governance policy documents are up to date and relevant.
 - xviii. To develop, recommend and present the annual budget to the Board in consultation with the Executive Committee and the AUSU Treasurer; and
 - xix. To monitor the financial status of AUSU including budget variances and make recommendations to the Board regarding major expenditures; and
 - xx. To present financial reports and audited financial statements to the members at a duly called membership meeting; and
 - xxi. To coordinate with the AUSU Treasurer in preparing and presenting monthly financial reports to the Board; and
 - xxii. To appoint members of the Board to sit on Algoma University committees, Senate or otherwise, subject to the approval of the Board; and
 - xxiii. To serve as a member on the Board of Governors of the University;
 - xxiv. To participate in government committees regarding student issues
 - xxv. To sit on at least one (1) Algoma University committee and
 - xxvi. To attend weekly executive committee meetings and monthly board meetings.

Responsibilities of the Vice President Campus Affairs

- a. The duties and responsibilities of the Vice President Campus Affairs shall include, but not be limited to:
 - i. To assist the President in the regular execution of duties and also act as president in his/her absence.
 - ii. To maintain public awareness of AUSU as well as all the Campaigns it runs
 - iii. To be a signing officer of AUSU in accordance with Op1 Finance Policy.
 - iv. To update the AUSU website, Twitter, Facebook, Instagram, App and any other forms of communication related to campaigns on a frequent basis (at least one post every 2 days)
 - v. To maintain membership on any University or AUSU committees that may pertain to equity, diversity or issue based Campaigns.
 - vi. To oversee the coordination of the AUSU handbook
 - vii. To ensure that matters of security, safety, health and sexual violence are addressed.
 - viii. To promote equity on campus.
 - ix. To establish relationships with All On-Campus Departments; and
 - x. To liaise with the Algoma University Residence Coordinator and the Algoma University Athletic Director on a regular basis.
 - xi. To work with the learning center in planning workshops related to academics learning strategies.
 - xii. 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
 - xiii. To follow through and implement all plans laid out for Campaigns and other programs as set out previously with the General Manager
 - xiv. To be responsible for advertising all AUSU campaigns events on all social media avenues for at least **2 weeks** prior to any event, as per Advertising Procedure
 - xv. 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
 - xvi. To work with the General Manager in developing an advertising plan for special events and programs for the year
 - xvii. 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
 - xviii. To attend all meetings of the Executive with the understanding that two consecutively missed meetings without approval may be grounds for termination.
 - xix. To prepare an annual report for their successor, ensuring a smooth transition for the succeeding Vice President Campus Affairs.
 - xx. To assist any Board or Executive or Staff member when required
 - xxi. To maintain a minimum of 10 posted office hours per week within the academic year
 - xxii. To complete other duties as required
 - xxiii. To attend weekly executive committee meetings and monthly board meetings.

Responsibilities of the Vice President Student Life

- a. The duties and responsibilities of the Vice President Student Life shall include, but not be limited to:
- i. To assist the President in the regular execution of duties
 - ii. To be a signing officer of AUSU in accordance with Op1 Finance Policy
 - iii. 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.
 - iv. To be responsible for encouraging student involvement in all aspects of Campus Recreation, Varsity Athletics Programs, Residence and AUSU events
 - v. To work with student services in coordinating frosh/frost week and other student life events.
 - vi. To update the AUSU website, Twitter, Facebook, Instagram, App and any other forms of communication on a frequent basis (at least one post every 2 days)
 - vii. 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 as per Advertising Procedure
 - viii. To liaise with University or AUSU committees that may pertain to campus recreation, campus spirit or events (AU Alumni Council, AU Varsity Council, AU Student Life Task Force, AUSU Programming Committee, AU Food Services Committee, AU Residence Council and WUSC).
 - ix. To be responsible for advertising all AUSU events on all social media avenues for at least 2 weeks prior to any AUSU event, as per Advertising Procedure.
 - x. To work alongside student services in recruiting, training and planning frosh week and frost week.
 - xi. To attend Residence Council & Varsity Council Meetings and maintain open lines of communication; help cross promote events
 - xii. To work in conjunction with the Board, AUSU and staff to develop and implement a plan to maintain and increase student spirit and involvement that is congruent with AUSU's objectives
 - xiii. To recruit and help prepare an Street Team to help promote and advertise events throughout the year
 - xiv. To develop and maintain a schedule of events and activities as set out previously with the General Manager (at least one event a month)
 - xv. To work with the Vice President Campus Affairs to ensure effective promotion and advertising of all AUSU activities and events on all social media avenues
 - xvi. To work with General Manager to develop events for the year as well as ensure the promotion and advertising follows the Advertising Procedure
 - xvii. To sit on the Algoma University Orientation Committee, AU Student Life Task Force, AU Food Services Committee representation must follow the spirit of decision made by the Executive and the Board of Directors

- xviii. To attend all meetings of the Executive with the understanding that two consecutively missed meetings without approval may be grounds for termination
- xix. To prepare an annual report for their successor, ensuring a smooth transition for the succeeding Vice President Student Life
- xx. To assist any Board member or Executive member when required
- xxi. To maintain a minimum of 10 posted office hours per week within the academic year
- xxii. To complete other duties as required
- xxiii. To attend weekly executive committee meetings and monthly board meetings.

Responsibilities of the Secretary

The board 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.

1. 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 minutes, monitoring reports (including audit report and budget), board attendance records and board committee minutes.
2. The Board expects the following:
 - That board members will have board binders at each board meeting that are up-to-date and accurate.
 - That updates of any and all documents will be distributed before each board meeting
 - 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 signed by the Board Chair and Board Secretary
 - 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 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 Board Secretary

3. The authority of the secretary is to schedule board and executive meetings and to access and control official board documents.
4. The Secretary must communicate monthly board meetings to the AUSU student body.

Responsibilities of the Treasurer

- a. The duties and responsibilities of the Treasurer shall include, but not be limited to:
 - i. Shall be a signing officer of AUSU on accordance with the Finance policies
 - ii. Shall work alongside the Executive Committee in planning and aligning funds to projects, events and frosh week.
 - iii. Shall Co- Chair the Budget Planning and Implementation Committee
 - iv. Shall verify cheques and deposits while ensuring that all approved motions requiring fund disbursements are processed on a timely manner.
 - v. Shall manage and monitor the club funding budget line and approval process and scholarships budget line and approval process.
 - vi. Shall assist the GM with the affairs of Clubs & Services
 - vii. Shall verify and sign off on payroll for the Board Executive.
 - viii. shall verify and sign off on honorariums for the board of directors
 - ix. Shall serve a minimum of six (6) hours per week in the AUSU office during the summer/fall and winter semesters.
 - x. Shall work with the General Manager in preparing YTD financials and quarterly statements for the board.
 - xi. Shall perform other duties as requested by the Executive Committee and Board of Directors.
 - xii. Shall attend all meetings of the Board
 - xiii. Shall create/maintain a transition binder for the incoming Treasurer
 - xiv. Shall preform any other duties that are in the best interest of AUSU as approved and/or mandated by the Board, its By-laws, policies, and/or members.

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.

1. 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 ordinarily 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.

2. 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. Therefore, the Chair 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 him or her.
- The chair may delegate this authority, but will remain accountable for its use.

Responsibilities of the Ombudsperson

- a. The duties and responsibilities of the Ombudsperson shall include, but not be limited to:
 - i. shall promote the initiatives and activities of AUSU, in conjunction with the Vice President Campus Affairs, that aim to raise awareness of discrimination on campus and in the community; and
 - ii. shall be responsible for ensuring that all activities and endorsements of the Board reflect the anti-oppressive mandate of AUSU; and
 - iii. shall be responsible for ensuring that all Board Members and Staff receive anti-oppression training within four months of the start of their term; and
 - iv. 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; and
 - v. 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; and
 - vi. shall be entitled to access the 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; and
 - vii. shall be the student representative on the Diversity Advisory Committee and other related bodies for AUSU; and
 - viii. shall meet with the staff of the Student Services Department at least once a month to address student issues and concerns; and
 - ix. shall attend all meetings of the Board; and
 - x. shall serve a minimum of three (3) hours per week in the AUSU office; and
 - xi. shall create/maintain a transition binder for the incoming Ombudsperson; and
 - xii. shall train and advise the incoming Ombudsperson; and
 - xiii. shall perform any other duties that are in the best interest of AUSU, as approved and/or mandated by the Board, its By-laws, policies and/or members.

5.4. The General Manager

- a. The duties and responsibilities of the General Manager shall include, but not be limited to;
 - i. the duties and responsibilities as outlined in her/his contract; and
 - ii. shall be an ex-officio and non-voting member of the Board and the Executive Committee; and
 - iii. shall act as the Chair of the Elections Committee; and
 - iv. shall ultimately be responsible to the Board and the Executive Committee at the direction of the Board.

Responsibilities of the Chair Person

The duties and responsibilities of the Chair Person Shall include, but not be limited to;

- I. Shall at as chair of all board meetings
- II. Shall provide leadership in all meetings in accordance with Robert rules
- III. Shall be giving the rights to seat on sub committees if authorized by the board

5.5. Disciplining Executive Officers

- a. The Board shall have the right to discipline its Executive Officers. Grounds for disciplinary action are outlined in By-law 3.7.

5.6. Removal of Executive Officers

- a. 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.
- b. 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

6.1. Responsibilities of Representatives

The duties and responsibilities of all representatives shall include, but not be limited to:

- i. Representatives must complete 1 hour/ week promoting AUSU events and services.
- ii. Representatives must complete 6/hours a week servicing their constituencies needs.
- iii. Representatives must set an example for students at all times.
- iv. Representatives must base all decisions on what is best for the organization and the students.
- v. Representatives must obtain feedback from all stakeholders on projects and board issues.
- vi. Representatives are responsible to prepare a report for each board meeting.
- vii. Representatives will sit on committees and councils as necessary.
- viii. Representatives will come prepared to all meetings by reviewing the agenda, support material, and any additional research that may be needed.
- ix. Representatives must attend all meetings.

Responsibilities of the Brampton Representative

- a. The duties and responsibilities of the Brampton Director shall include, but not be limited to:
 - i. Shall be responsible for developing, coordinating and administering the AUSU communication and marketing strategies in conjunction with the AUSU Executive Committee to maximize member's awareness of the AUSU, its objectives and service, events and campaigns.
 - ii. shall act as the liaison between AUSU Brampton, its members and AUSU Board at SSM; and
 - iii. shall be a signing officer of the AUSU Brampton bank account; and
 - iv. shall develop an annual operating budget for the Brampton Campus in coordination with the Executive Committee; and
 - v. shall co-ordinate the programming and delivery of all AUSU events at the Brampton Campus; and
 - vi. shall be responsible for working with the Executive Committee to ensure that all Brampton events/campaigns are planned and run smoothly; and
 - vii. shall be responsible for working with the Treasurer and General Manager to ensure all bank statements, income and expenses are kept in an organized manner and sent to AUSU SSM on a monthly basis for bookkeeping; and
 - viii. shall perform any other duties that are in the best interest of AUSU, as approved and/or mandated by the Board, its By-laws, policies and/or members.

Responsibilities of the Timmins Representative

- a. The duties and responsibilities of the Timmins Representative shall include, but not be limited to:
 - i. Shall be responsible for developing, coordinating and administering the AUSU communication and marketing strategies in conjunction with the AUSU Executive Committee to maximize member's awareness of AUSU, its objectives and service, events and campaigns.
 - ii. shall act as the liaison between AUSU Timmins, its members and AUSU Board at SSM; and
 - iii. shall be a signing officer of the AUSU Timmins bank account; and
 - iv. shall develop an annual operating budget for the Timmins Campus in coordination with the Executive Committee; and
 - v. shall co-ordinate the programming and delivery of all AUSU events at the Timmins Campus; and
 - vi. shall be responsible for working with the Executive Committee to ensure that all Timmins events/campaigns are planned and run smoothly; and
 - vii. shall be responsible for working with the Treasurer and General Manager to ensure all bank statements, income and expenses are kept in an organized manner and sent to AUSU SSM on a monthly basis for bookkeeping; and
 - viii. Shall perform any other duties that are in the best interest of AUSU, as approved and/or mandated by the Board, its By-laws, policies and/or members.

Responsibilities of the Diversity Representative

- a. The duties and responsibilities of the Diversity Representative shall include, but not be limited to:
 - i. The Diversity Rep is responsible for promoting equity on campus.
 - ii. The Diversity representative will work directly with the Vice President Campus affairs on planning and implementing the campaigns committee initiatives.
 - iii. The Diversity Representative will have a working relationship with Shingwauk Anishinaabe Students Association (SASA) and Algoma International Students Association (AISA) including attending Council Meetings.
 - iv. The Diversity Representative will promote cultural competency on campus at all times.
 - v. The Diversity representative will communicate with the International Students department and AISA to contribute to programming initiatives.
 - vi. The Diversity representative will communicate with the Anishinaabe Initiative department and SASA to contribute to programming initiatives.
 - vii. The Diversity Representative will be an active member of the AUSU Campaigns Committee, and the AU Diversity Task Force.
 - viii. shall perform any other duties that are in the best interest of AUSU, as approved and/or mandated by the Board, its By-laws, policies and/or members.

Responsibilities of the Queer Representative

- a. The duties and responsibilities of the Queer Representative shall include, but not be limited to:
 - ii. Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning Queer students in higher education.
 - iii. Be an advocate for Queer students at Algoma University to create a safe, open environment.
 - iv. Co-Coordinate the advocacy and programming efforts of AUSU on issues concerning Queer students.
 - v. Promote leadership for Queer students on campus.
 - vi. Identify and develop areas of involvement in Queer affairs in which AUSU should engage.
 - vii. Inform students of issues and legislation of importance and gather student opinion on the issues.
 - viii. Advise the Executive Committee on Queer issues.
 - ix. Report to the AUSU Board at least once per month on the campaigns and goals of Queer empowerment.
 - x. shall perform any other duties that are in the best interest of AUSU, as approved and/or mandated by the Board, its By-laws, policies and/or members.

Responsibilities of the Part Time & Mature Student Representative

- a. The duties and responsibilities of the Part Time & Mature Student Representative shall include, but not be limited to:
 - i. Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning Part-Time & Mature Students in higher education.
 - ii. Be an advocate for Part-Time & Mature Students at Algoma University to create a safe, open environment.
 - iii. Co-Coordinate the advocacy and programming efforts of AUSU on issues concerning Part-Time & Mature students.
 - iv. Promote leadership for Part-Time & Mature Students on campus.
 - v. Identify and develop areas of involvement in Part-Time & Mature Student affairs in which AUSU should engage.
 - vi. Inform students of issues and legislation of importance and gather student opinion on the issues.
 - vii. Advise the Executive Committee on Part-Time & Mature Student issues.
 - viii. Report to the AUSU Board at least once per month on the campaigns and goals of the Part-Time & Mature Student empowerment.
 - ix. Shall perform any other duties that are in the best interest of AUSU, as approved and/or mandated by the Board, its By-laws, policies and/or members.

Responsibilities of the Women's Affairs Representative

- a. The duties and responsibilities of the Women's Affairs Representative shall include, but not be limited to:
 - i. Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning women in higher education.
 - ii. Be an advocate for women at Algoma University to create a safe, open environment.
 - iii. Co-Coordinate the advocacy and programming efforts of AUSU on issues concerning women students.
 - iv. Promote leadership for women on campus.
 - v. Identify and develop areas of involvement in women's affairs in which AUSU should engage.
 - vi. Inform students of issues and legislation of importance and gather student opinion on the issues.
 - vii. Advise the Executive Committee on women's issues.
 - viii. Report to the AUSU Board at least once per month on the campaigns and goals of the women empowerment.
 - ix. Shall perform any other duties that are in the best interest of AUSU, as approved and/or mandated by the Board, its By-laws, policies and/or members.

Responsibilities of the Indigenous Representative

- a. The duties and responsibilities of the Indigenous Representative shall include, but not be limited to:
 - i. Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning Indigenous Students in higher education.
 - ii. Be an advocate for indigenous Students at Algoma University to create a safe, open environment.
 - iii. Co-Coordinate the advocacy and programming efforts of AUSU on issues concerning Part-Time & Mature students.
 - iv. Promote leadership for indigenous Students on campus.
 - v. Work closely with SASA
 - vi. Identify and develop areas of involvement in indigenous Student affairs in which AUSU should engage.
 - vii. Inform students of issues and legislation of importance and gather student opinion on the issues.
 - viii. Advise the Executive Committee on indigenous Student issues.
 - ix. Report to the AUSU Board at least once per month on the campaigns and goals of the indigenous Student empowerment.

By-law 7 Committees

7.1. Standing Committees

The Board shall maintain the following 7 standing subcommittees:

- a. Executive Committee
- b. Campaigns Committee
- c. Finance Committee
- d. Policy Review Committee
- e. Services Committee
- f. Programming Committee
- g. Communications Committee

7.2. Composition and Terms of Reference for Standing Committees

- a. Executive Committee
 - i. The Chair of the Executive Committee shall be the President.
 - ii. The voting members of the Executive Committee shall be the President, the Secretary, the Vice President Communications, the Vice President Campus Affairs, the Treasurer , and the Vice President Student Life.
 - iii. The General Manager shall be an ex-officio non-voting member of the Executive Committee.
 - iv. Quorum for the Executive Committee shall be fifty (50) percent plus one (1) of the filled positions.
 - v. The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the Federation. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
 - vi. The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the By-laws of AUSU or by any applicable statute or law are regularly and properly kept.
 - vii. 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.
 - viii. 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.
 - ix. The Executive Committee is required to make a report to the Board once a month summarizing its activities.
 - x. 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.

b. Campaigns Committee

- i. The Chair of the Campaigns Committee shall be the Vice President Campus Affairs.
- ii. In the absence of the Vice President Campus Affairs, the Vice President Campus Affairs shall preside at meetings.
- iii. 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.
- iv. The Campaigns Committee shall appoint from among its members a secretary of the Campaigns Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary.
- v. 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.
- vi. 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.
- vii. The Campaigns Committee is responsible for the implementation of federal, provincial and municipal campaigns at the local level.

c. Finance Committee

- i. The Chair of the Finance Committee shall be the Treasurer .
- ii. The Finance Committee shall be composed of the Treasurer , two (2) members of the Board, and three (3) students at large.
- iii. Quorum of the Finance Committee shall be fifty (50) percent plus one (1) of the filled positions. Each member of the Finance Committee, present in person, shall be entitled to a vote.
- iv. The Finance Committee shall appoint from among its members a secretary of the Finance Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary.
- v. The Finance Committee shall aid in the creation of the annual budget for the fiscal year that coincides with the elected term and shall present a recommended operating budget to the Board for ratification no later than June 30.
- vi. The Finance Committee must meet as needed.

d. Policy Review Committee

- i. The Chair of the Policy Review Committee shall be the Vice President Campus Affairs.
- ii. The Policy Review Committee shall consist of the Vice President Campus Affairs, the President, the Treasurer, the Vice President Student Life, and two (2) members of the Board.
- iii. Quorum of the Policy Review Committee shall be fifty (50) percent plus one (1) of the filled positions. Each member of the Policy Review Committee, present in person, shall be entitled to a vote.
- iv. The Policy Review Committee shall appoint from among its members a secretary of the Policy Review Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary.
- v. The Policy Review Committee shall convene within the elected term to assess the state of AUSU's Constitution, By-laws and Policies, and develop initial amendments. These amendments shall be presented to the Board, and are subject to Article 7 of the Constitution.
- vi. 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.
- vii. The Policy Review Committee shall meet as needed.

e. Services Committee

- i. The Chair of the Services Committee shall be the Secretary.
- ii. The Services Committee shall consist of the Secretary, the Vice President Campus Affairs, three (3) members of the Board, a representative of each recognized AUSU service (AU Student Food Bank, QSA, The People's Garden, The Sentient, AURA) and two (2) students at large.
- iii. Quorum of the Services Committee shall be fifty (50) percent plus one (1) of the filled positions. Each member of the Services Committee, present in person, shall be entitled to a vote.
- iv. The Services Committee shall appoint from among its members a secretary of the Services Committee, who shall be responsible for forwarding all minutes and records of transaction to the Secretary.
- v. The Services Committee shall be tasked with overseeing the implementation of AUSU services.
- vi. The Services Committee shall be tasked with investigating the expansion of AUSU services.
- vii. The Services Committee shall be tasked with overseeing the implementation of CFS services, and investigating the expansion of CFS services in the Sault Ste. Marie community (such as soliciting discounts for the Student Saver Program).
- viii. The Services Committee shall meet as needed.

f. Programming Committee

- i. The Chair of the Programming Committee shall be the Vice President Student Life.
- ii. The Programming Committee shall consist of the Vice President Student Life, three (3) members of the Board and four (4) students at large.
- iii. Quorum of the Programming Committee shall be fifty (50) percent plus one (1) of the filled positions. Each member of the Programming Committee, present in person, shall be entitled to a vote.
- iv. The Programming Committee shall appoint from among its members a secretary of the Programming Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary.
- v. The Programming Committee shall be responsible for assisting in the coordination in all AUSU events.
- vi. The Programming Committee shall be responsible for working with student clubs and other student organisations to offer a diversity of events.
- vii. The Programming Committee shall meet as needed.

g. Communications Committee

- i. The Chair of the Communications Committee shall be the Vice President Communications.
- ii. The Communications Committee shall consist of the Vice President Communication, one (1) member of the Executive committee and two (2) members of the Board and two (2) students at large.
- iii. Quorum of the Communications Committee shall be fifty (50) percent plus one (1) of the filled positions. Each member of the Communications Committee, present in person, shall be entitled to a vote.
- iv. The Communications Committee shall appoint from among its members a secretary of the Communications Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary.
- v. The Communications Committee shall aid in developing, implementing and evaluating a communication strategy.
- vi. The Communications Committee shall meet as needed.

7.3. Meetings of Standing Committees

- a. Meetings shall be held at the call of the Chair of the Standing Committee.
- b. Meetings may also be held at the request of any two members of the committee.
- c. 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.
- d. 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.
- e. 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 if, either before or after the meeting is held those absent members signify in writing their consent to the meeting being held in their absence.
- f. 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.
- g. The Chair of each committee shall preside at meetings and in her or his absence the committee shall appoint another of its members to act as chair.
- h. 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.

7.4. Resolutions of Standing Committees

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

7.5. Ad-Hoc Committees

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

By-Law 8 Meetings of the Board

- a. The Chair of the Board shall be any person duly appointed to act as Chair as per By-law 3.12.
- b. Six (6) members of the Board shall form quorum for the transaction of business during the summer term.
- c. Quorum of the Board for the fall term and winter term shall be fifty (50) percent plus one (1) of all filled positions.
- d. Meetings of the Board may be formally called by the President, any Vice President, or upon the direction in writing of two Board Members.
- e. 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.
- f. 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.
- g. 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.
- h. 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, if either before or after 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.
- i. Meetings of the Board may also be held, without notice, immediately following the annual general meetings of members of AUSU.
- j. Board Members may consider or transact any business, either special or general, at any meeting of the Board.
- k. 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.
- l. Any member of AUSU may attend any regular or special meeting of the Board subject to the provisions of the Act and these By-laws. Speaking privileges shall be obtained from the Chair.
- m. No meeting of Members of the Board, when formally assembled as the Board, shall be closed to any member of AUSU, except for at in camera sessions of the Board.
- n. 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.
- o. 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.
- 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 By-laws 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 (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 member of AUSU at any time during the regular office hours of AUSU.

By-law 9 Annual General Meeting

- a. Every year, one annual meeting of the membership shall be held during the elected term.
- b. The annual general meeting (AGM) of AUSU shall always be held on campus.
- 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 Treasurer .
- g. At the annual general meeting a report to the 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 at all meetings of the members are 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.
- 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.

By-law 10 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 repelled 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 or present 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 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 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 his/her term of office and may, by majority of the votes cast at the special general meeting, elect any person in his/her stead for the remainder of the term.

By-law 11 Referendum

11.1. 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 (30) proclamations on or about Algoma University not less than 8.5" by 11" in size, which shall include the following:
 - i. Notice of intent to conduct a referendum; and
 - ii. The tentative date(s) and time(s) of voting for the referendum; and
 - iii. The tentative location of the polling booths for the referendum.
- c. The Board may issue a proclamation of referendum, consistent with these By-laws, at any time following a majority vote cast at a regular meeting of the Board.
- d. 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 11.1. (b); and
 - ii. The signatures of, and other required information relating to, at least ten (10) per cent of all current members of the Union.
- e. At the first meeting of the Board after the receipt of a petition pursuant to clause 11.1. (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.
- f. 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 11.1. (d), and was compiled in a fair and reasonable manner.
- g. Upon receiving the report from the Petition Review Committee approving the petition, the Board shall cause the referendum to be conducted as provided herein.

11.2. Referendum Question

- a. Before issuing the proclamation, the Board shall approve the referendum question in accordance with 11.1. (b).
- b. Subject to 11.1. (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.

11.3. Referendum Committee

- a. The Board or its designate shall appoint a Chief Returning Officer and a Referendum Committee, who shall exercise and perform the duties specified herein these By-laws.
- 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 general manner in which the referendum will be conducted; and
 - ii. Appoint one deputy returning officer and one poll clerk for each poll declared in due course by the Referendum Committee in accordance with clause 11.3. (c).
- d. If a member of the Referendum Committee dies, resigns in writing to, or is removed by the Board or individual authorised to make appointments to that officer's position, the Board or individual, as the case may be, shall appoint another individual to that position.
- e. 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 By-laws; 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 By-laws; and
 - iii. Exercise all other powers and perform all other duties assigned to their respective offices by this policy and AUSU's By-laws.
- f. The Chief Returning Officer may authorise 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 By-laws.

11.4. Advocating Committees

- a. If requested, the Referendum Committee shall register one committee authorised to promote the "yes" answer to a referendum question, and one committee authorised 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 familiarise themselves with the referendum rules as outlined in this and any other relevant policies. 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.
- c. 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, address, email address and telephone number of the chief agent of the committee; and
 - iii. The name, address, telephone number and title of each member of the committee.

- d. Each advocating committee shall:
 - i. Ensure that all campaigners are aware of and understand all relevant By-laws, referendum policies and rulings of the Referendum Committee; and
 - ii. Ensure that all campaigners comply with all relevant By-laws, referendum policies and rulings of the Referendum Committee.
- e. 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 such committee.
- f. The Referendum Committee shall maintain a registry of registered advocating committees.
- g. 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, address and telephone number of the new chief agent.
- h. No one other than a registered advocating committee shall advertise in any medium or post or distribute any material, for the purpose of supporting or opposing a referendum question.
- 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 either twelve (11) 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 By-laws.
- 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 authorised 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, then 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. Campaigners shall act reasonably, responsibly and in good faith.

- p. 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.
- q. During the referendum period, the Referendum Committee may, at its discretion, arrange public forums for the advocating committees to make oral presentations to the membership.
- r. No person shall, for the purpose of supporting or opposing a referendum question, violate any pertinent regulations contained in AUSU's By-laws.

11.5. Polling Procedure

- a. Each member of AUSU shall be allowed to cast one (1) secret, non-transferrable 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 molested at or about the polling station.
- f. The deputy returning officer shall ensure that no elector is impeded or molested at or about the polling station.
- g. The deputy returning officer and poll 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 poll clerk's initials on the back in accordance with 11.5. (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 opposite 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. Poll clerks shall under no circumstances instruct an elector how to vote or provide information about the referendum other than the referendum question.

11.6. Security of ballot boxes

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

11.7. 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 poll 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 and 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 all spoiled ballot papers:
 - 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.
- e. Spoiled ballots shall count towards the establishment of total vote participation but will not be considered to in the calculation of a majority.
- f. 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.
- g. 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.
- h. 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 reimbursed.
- i. 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 11.7 (f).

11.8. Grievance Procedure

- a. All alleged violations of the By-laws or referendum rules shall be investigated and ruled upon by the Referendum Committee.
- b. The complaint must include the following:
 - i. The specific By-law 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 in 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.
- e. 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. Penalises the campaign for committing a violation; and
 - iii. Is of the same type or character as the advantage which was gained.
- f. 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 12 – Policies of AUSU

12.1. Establishment of Policy

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

- a. Operational Policy
 - i. Operational 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) of the Board must be in favour.
- b. Issues Policy
 - i. Issues Policy consists of policy that AUSU takes a stance on. It is policy that either opposes, supports and/or condones, but not limited to, actions that AUSU or a third-part carries out.
 - ii. To adopt, amend, or rescind Issues Policy, a simple majority (1/2) of the Board must vote in favour.

12.2. Duration of Policy

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

12.3. Policy Binder

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