

THE BYLAWS
of the
BRANDON UNIVERSITY STUDENTS' UNION



First Adopted:
April 2010

Amended:
September 2010
March 2011
September 2011
April 2012
December 2012
January 2014
March 2014
April 2014

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ADDENDUM PAGE

JANUARY 2014

- Part-time and Mature student definition changed to include parents within its constituency
- Disabilities Director title changed to Accessibility Director
- Bylaw 2500 sections 19 and 20 were removed – related to a fund granting scheme deemed impracticable
- BUSU Commissioners are now changed to read BUSU Directors
- LGBTTTQ* Director title changed to Sexuality and Gender-Identity Based Director
- Bylaw 600 – Director Positions added
- Bylaw 200 – Section 30 – Impartiality Clause added to bylaws
- Bylaw 1910 – Policy and Bylaw Review Committee added to bylaws
- Bylaw 500 – Executive Positions updated

MARCH 24, 2014

- Bylaw 1070 – Addition of article 29: additional ballot counters

APRIL 29, 2014

- Bylaw 200 and Bylaw 1020 – Article 1d. Residence Directors must be registered and living in one of the three residences during the Regular Session
- Bylaw 1020 Article 2 of Nomination Requirements – the Residence Director must be returning to residence for the entirety of the Regular Session
- Bylaw 2000 – changing term SGPAC to SGPA, addition of club funding allocation as a responsibility of SGPA, addition of creating an editing BUSU'S Student Group Policy, Student Group Handbook and Agency Agreement as a responsibility of SGPA.
- Bylaw 2001 – changing SGPAC to SGPA, and changing title of Vice President from Student Services to External.
- Bylaw 2500 – rearranged the bylaw and made it more student friendly, moved collective funding to this section from union finances, creating a section that requires there to be records of student group applications, ensuring consistent language, thus changing clubs to student groups, addition of point 13 under miscellaneous that requires all student groups to seek approval for any material or posters in the KDC to be approved by the Vice President External.
- Bylaw 2400 – removing student group funding
- Bylaw 200 – addition of article 5, with the provision that all directors shall remain Members of the Union throughout their term, excluding summer, September to April inclusively.
- Bylaw 200 – amendment to article 6, in the case the Chair of Council wishes to resign, notice will be given to the Council
- Bylaw 200 – council meeting dates and times shall be posted on the BUSU website following adoption
- Bylaw 200 – adding the rights of ex-officio members
- Bylaw 200 – council meeting minutes be available online no later than one day after council approval
- Bylaw 200 – addition of new article 24a any applicable legislation
- Bylaw 300 – new article 4, the Chair of Council must post agenda online no less than 3 days prior to subsequent meeting
- Bylaw 800 – Returning Officer is accountable to ERDIE, RO given an orientation by the GM or Office and Service Manager, ensuring Council or staff do not interfere with the election, RO must supply candidates with phone number and email, and RO may be suspended or dismissed by an unanimous vote from the ERDIE Committee.

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- Bylaw 1000 – addition of By-Election
- Bylaw 1040 – removing Reading Week in Article 1 and replacing with following of the close of nominations
- Bylaw 2100 – Change in 1a. the ERDIE Committee may only be comprised of two council members, and in the event that council cannot find 2 students, then council members may fill the vacant positions
- Bylaw 3300 – Addition of article 1d. Vice Presidents must resign from their position if they choose to run for the position of President in the by-elections and their position shall be open in the by-election.
- Bylaw 2400 – Addition of Article 4 the budget must be posted on the BUSU website within 7 days of approval, Article 5 BUSU council can only adjust the budget if they incur an expense of income of more than \$75,000, Article 6 the budget may be adjusted at an Annual General Meeting

JANUARY 19, 2016

- Bylaw 600 – Change Aboriginal Director to Indigenous People's Director
- Bylaw 700 – 2.a Change when the RO selection committee is struck to September 1st
- Bylaw 700 – 2.b Change when the RO selection committee shall nominate a candidate to September 15th
- Bylaw 700 – 2.c Add a procedure for when no person applies for the position of RO
- Bylaw 1000 – 5.d Add a statement making Campaign Managers optional

MAY 16, 2016

- Bylaw 1020 – Remove subheading “slates” and points 1-4 that proceeded the subheading
- Bylaw 1020 – Addition that the person being nominated for Indigenous Peoples' Director must be of Indigenous ancestry
- Bylaw 1020 – Change that a person must “self-identify” instead of “self-declare” as a member of the constituency one is being nominated for

Bylaw 100 - Definitions

1. In these Bylaws,
 - a. "Ad Hoc Committee" means a committee of Council enacted for a limited time and specific purpose pursuant to Bylaw 1300;
 - b. "Annual Report" means a report covering the activities, projects, and businesses of the Council, Committees, Union and Executive, from one General Meeting to the next;
 - c. "Auditor" means the auditor appointed by the BUSU Board pursuant to Bylaw 2400;
 - d. "Board of Governors" means the Board of Governors of Brandon University;
 - e. "Budget" means the budget of the Union as enacted by Council and any amendments thereto;
 - f. "By-election" means an election for a Council Member that is not held or filled as part of the General Election, and an election in accordance with Bylaws 3300 and 3400;
 - g. "Bylaws" or "Bylaw Manual" mean the bylaws of the Union and any amendments thereto;
 - h. "Campus" means any collection of buildings where a significant amount of teaching and/or research activities of the University are conducted, including (but not limited to) the Winnipeg Psych Nursing, BUNTEP, and Community Based Programs;
 - i. "Chair" means a Chairperson;
 - j. "Chair of Council" means the Chair of BUSU Council and includes any acting Chair of Council;
 - k. "Returning Officer" means the person appointed by the RO Selections Committee, in accordance with Bylaw 700, to administer and operate the General Election of the Union;
 - l. "Closed session" means a meeting, or part thereof, of Council (or a Committee) that is open only to Council Members (or Committee Members), staff, and any Guests included under a separate and seconded motion receiving a two-thirds majority vote of Council (or a Committee).
 - m. "Committee" means a Standing Committee or an Ad Hoc Committee;
 - n. "Committee Meeting" means a meeting of a Standing Committee or an Ad Hoc Committee;
 - o. "Committee Member" means a member of a Standing Committee or an Ad Hoc Committee;
 - p. "Constituency Group" means any group of Members of the Union who collectively elect a Member of Council to represent them;
 - q. "Council" means the Council of the Union as described in Section 7 of the BUSU Act;
 - r. "Council Meeting" means a meeting of BUSU Council;
 - s. "Council Member" means any voting member of BUSU Council elected in accordance with Section 9 of the Act;
 - t. "RO" means the Returning Officer;
 - u. "ERDIE Board" means the Elections and Referenda Discipline, Interpretation and Enforcement Board of the Union;
 - v. "ERDIE Board Meeting" means a meeting of the ERDIE Board;
 - w. "Election Bylaws" means the Bylaws between 1000 and 1080, inclusive;
 - x. "Election Period" means the period of time from the opening of nominations until the close of the deadline for appeals of the election results for General Elections;

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- y. "Election Rules" means the Election Bylaws, as well as any other provision of the Act, Bylaws, Policies or Standing Rules of Council related to the Elections and Referenda of the Union;
- z. "Executive" means the President, Vice-President (Internal), Vice-President (External), and the General Manager (ex-officio);
- aa. "Ex-officio Member" means someone who is a member of a Committee or Council by virtue of his or her office, and who has all of the rights and privileges of the other Committee Members or Council Members except those rights removed by the Bylaws;
- bb. "General Election" means the annual election for the Executive and Directors elected in accordance with the Election Bylaws and held in February and March;
- cc. "General Meeting" means a meeting of the Members of the Union called under and authorized by Bylaw 3100;
- dd. "Governance Documents" or "Governance Documents of the Union" mean the Act, Bylaws, Policies, Standing Rules of Council, and Robert's Rules of Order..
 - i. "Guest" means anyone attending a meeting who is not a member of the body holding the meeting;
- ee. "In camera" means a meeting, or part thereof, of Council (or a Committee) that is only open to Council Members (or Committee Members), staff, and any Guests included under a separate and seconded motion receiving a two-thirds majority vote.
- ff. "Lobby Organization" means a predominantly student-run organization at the national or international level that has as its primary goal the promotion of the interests of students in post-secondary educational institutions;
- gg. "Members of the Union" means all persons enrolled at the University as students who are paying student-union fees, with the exception of classes of students exempted from membership in the Union and from paying student-union fees;
- hh. "Minute Record" or "Minute Book" means a book kept by Council containing complete and accurate minutes of all Council Meetings;
- ii. "Motion Record" means a book kept by Council of all motions passed or defeated by Council at Council Meetings;
- jj. "Open Session" means a meeting, or part thereof, of Council (or a Committee) that is open to Council Members (or Committee Members) and any Guests;
- kk. "Part-time and Mature student" be defined as a part-time or mature student or a parent.
- ll. "Policy" means a course or principle of action enacted by Council in accordance with the Bylaws and described in the Policy Manual;
- mm. "Policy Manual" means a book kept by Council of all Policies enacted by Council and in effect;
- nn. "President" means the President of the Brandon University Students' Union;
- oo. "Proxy" means a person appointed by another, and approved by the Chair or equivalent authority, to attend a meeting held under these Bylaws on their behalf;
- pp. "Reading Week" means the one-week period in February set by the Senate of the University;
- qq. "Regular Session" means the months of September, October, November, December, January, February, March and April;
- rr. "Resolution Manual" means the book kept by Council of all Standing Rules enacted by Council;
- ss. "Robert's Rules of Order" means the current authorized edition of Robert's Rules of Order;
- tt. "Secretary" means the person appointed by the Executive Committee (or their delegate) to minute the meetings and decisions of Council;

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- uu. "Special General Meeting" means a General Meeting called by a petition under Bylaw 3200;
- vv. "Standing Committee" means a standing committee of Council enacted by these Bylaws;
- ww. "Standing Rules of Council" means any motion adopted by Council not otherwise included in the Governance Documents of the Union that regulates the procedures of Council;
- xx. "Students" means students of the University;
- yy. "Student Association" means any student group recognized by the BUSU;
- zz. "Student-at-Large" means a Member of the Union who is not a Council Member;
- aaa. "Student Senate Caucus" means the Student Senate Caucus and any successor body;
- bbb. "Student Senator" means a student duly elected to the University Senate representing the students of a faculty or school as per the Brandon University Senate Handbook (Section 5.2);
- ccc. "Student Service Groups" means student-run organizations that provide specific services to Students and receive dedicated funding from BUSU;
- ddd. "Summer Session" means the months of May, June, July and August;
- eee. "Supplemental Rules" means additional election rules developed by the RO intended to provide clarification on issues not specifically addressed in the Bylaws or Policies;
- fff. "Union" and "BUSU" mean the Brandon University Students' Union;
- ggg. "University" means the Brandon University;
- hhh. "Vice President" means a Vice President of the Brandon University Students' Union;
- iii. "Website" means the official website of the Brandon University Students' Union.

Bylaw 200 - Meetings of Council

Council

1. Council Members shall be:
 - a. the Executive,
 - i. President
 - ii. Vice President (Internal)
 - iii. Vice President (External)
 - b. one Director from each of the following faculties, who is a Member of the Union registered as a student in the faculty/program:
 - i. Arts
 - ii. Science
 - iii. Health Studies
 - iv. Education
 - v. Music
 - c. one representative each from the following Constituency groups, who is a Member of the Union and self-identifies as a member of the constituency group:
 - i. Sexuality and Gender-Identity Based Student;
 - ii. Aboriginal Students;
 - iii. Women;
 - iv. International Students;
 - v. Part-Time/Mature Students;
 - vi. Residence Students;
 - vii. Graduate Studies;
 - viii. Racialized Students;

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- ix. Students with Accessibility-based lifestyles
- d. one Residence Director registered and living in one of the three Residence Halls of the University for the Regular Session (September to April), who is a Member of the Union.
- 2. No Member of Council shall hold more than one seat on Council.
- 3. Upon election to Council, a Member shall resign from any position one may hold with the Union, SUDS, or the Quill.
- 4. No Member of Council shall be hired by BUSU, except in the case that employment by the Council is part of being elected to a position on Council.
- 5. All Directors shall remain Members of the Union throughout their term, excluding summer, September to April inclusively.

Resignation

- 6. A Council Member may resign their office at any time by notifying the Chair of Council in writing. In the case that the Chair of Council wishes to resign, notice will be given to the Council. If no specific date is given for the resignation to take effect, it shall take effect 14 days after the notice is given to the Chair of Council.

Quorum

- 7. Quorum at Council Meetings shall be no less than 50% of the total number of voting Council Member positions filled.
- 8. Non-voting or ex-officio Members shall not count towards quorum at any Council Meeting;

Term of Office

- 9. A Council Member's term of office shall commence on May 1 in the year the Member is elected or immediately after the BUSU Council ratifies election results in the event of a by-election.
- 10. A Council Member's term of office shall expire on April 30.

Scheduling Council Meetings

- 11. The Executive Committee shall make a motion to Council to adopt a schedule of proposed Council Meetings in the Regular Session no later than June 15th. This schedule shall contain the dates, times, and locations of each proposed Council Meeting. In some cases, council may propose meeting dates and times prior to elections to allow interested candidates to adjust their schedules. A second schedule is to be made following the by-election.
- 12. Council meeting dates and times shall be posted on the BUSU website following adoption.
- 13. Unless varied by Council, there shall be a Council Meetings every two weeks during the year except in December and April where there may only be one meeting.

Special Council Meetings

- 14. A Special Council Meeting may be requested in writing by any of the following:
 - a. the President;
 - b. three Council members
 - c. twenty members of the union.
- 15. The written request for a Special Council Meeting must include a date and purpose for the meeting. The Chair of Council shall set the time and location of the meeting, which must be held within the City of Brandon.
- 16. The Chair must provide at least three working-days notice of any Special Council Meeting. This notice shall be provided to Council Members and any Member of the Union who has previously requested being notified of Special Council Meetings. This notice shall also be posted on the BUSU Website.

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17. Notice of any special Council Meetings shall be given to Council Members by the Chair of Council by any means considered efficient by the Chair of Council, including written communication, e-mail, or telephone. However, the Chair of Council shall attempt to honour, as far as practicable, any specific requests by a Council Member as to the method by which one prefers to receive notice of special Council Meetings.

Rights of Participation

18. Members of the Union have, subject to any other provisions in the Bylaws, full rights to:
- a. attend Council meetings in open session;
 - b. make presentations
 - c. serve on and vote in Ad-Hoc Committees where appointed by the council; and
 - d. have any other rights granted to a member of an assembly under the Robert's Rules of Order except voting rights in Council.
19. Council Members have, subject to any other provisions in the Bylaws, full rights to:
- a. attend Council meetings;
 - b. speak, make and second motions;
 - c. vote in Council Meetings;
 - d. serve on and vote in Standing and Ad-Hoc Committees where appointed or elected; and
 - e. have any other rights granted to a member of an assembly under the Robert's Rules of Order.
20. Ex-Officio members have, subject to any other provisions in the Bylaws, rights to:
- a. attend Council meetings;
 - b. speak
 - c. serve on and vote in Ad-Hoc Committees where appointed by the council; and
 - d. have any other rights granted to a member of an assemble under the Robert's Rules of Order except voting rights in Council
21. Guests have, subject to any other provisions in the Bylaws, rights to:
- a. attend Council meetings at the discretion of the Chair, excluding closed session portions of any meeting;
22. Any Council Meeting or part thereof may be held in closed session or in camera on motion of Council, but no motions may be passed while in camera.

Minutes and Records of Motions

23. Council shall take accurate minutes of the proceedings including discussions, documents, presentations, reports et cetera, of all Council Meetings in open session. These minutes shall be:
- a. kept in the Minute Record, which shall also include a separate list of all motions passed and defeated by Council in Open Session;
 - b. signed by the two of: the mover, the seconder of the minutes and/or the chairperson;
 - c. copied (electronic or hard copy) and provided to every Council Member and to any other Member of the Union who requests copies thereof;
 - d. made available for Members of the Union to access.
24. Council Meeting minutes will be made available online for access no later than one day after they are approved by council.
25. Council shall take accurate minutes of the proceedings including discussions, documents, presentations, reports et cetera, of all Council Meetings in closed session. These minutes shall be:
- a. kept in a separate, confidential Minute Record , which shall also include a separate list of all motions passed and defeated by Council in Closed Session;
 - b. signed by the mover, the seconder of the minutes and/or the chairperson;
 - c. copied and provided to every Council Member;

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- d. made available for Council Members to access.
- 26. Council and staff shall not take minutes while during an in-camera session.

Council Procedures

- 27. Voting at Council Meetings shall be by show of hands except where the Bylaws or the Robert's Rules of Order require a secret ballot vote.
- 28. Any voting Council Member may request a roll call vote except where the Bylaws or the Robert's Rules of Order require a secret ballot vote. Such a request is subject neither to debate nor to a vote.
- 29. The governance documents of the Union are ranked as follows in descending authority:
 - a. Any applicable legislation;
 - b. The BUSU Constitution;
 - c. The Bylaws of the Union;
 - d. The Policies of the Union;
 - e. Standing orders of BUSU Council;
 - f. Robert's Rules of Order.
- 30. The following shall be the order by which motions at Council Meetings shall proceed as far as may be considered practicable by the Chair of Council:
 - a. the motion is submitted to BUSU Council in one of three ways:
 - i. any Council Member may make a motion to Council. Motions must be dealt with under a respective agenda item.
 - ii. committees may also forward motions to Council. All motions shall be provided to the Chair of Council, by the Committee Chair, with sufficient time to permit the Chair of Council to include the item on the agenda for the Council meeting at which the motion is to be made.
 - b. motions that have been moved and seconded by Council Members and/or Members of the Union, shall be referred to the appropriate Committee as decided by the Chair of Council;
 - c. if referred to Committee, the motion is discussed, explored and the Committee may decide, at a later time to be determined by a majority vote in Committee, to
 - i. bring the motion to Council verbatim;
 - ii. bring the motion back to Council with amendment(s) and explanation of said amendment(s); or
 - iii. table the motion.
 - d. debate of a motion by Council and Members of the Union shall follow:
 - i. speaking turns by Council Members shall be no longer than 4 minutes in duration and each Council Member shall be limited to 1 speaking turn;
 - e. a Council Member or a Member of the Union may be granted a second, and last speaking turn on the condition that the second speaking turn only arises after any other Council Member who wishes to speak has exercised his or her rights to do so; Council shall vote on the motion.
- 31. Upon the expiration of the speaking limit set, any Council Member may make a motion to extend the speaking limit. Any such motion to extend the time limit is not subject to debate and shall only pass by a 2/3 majority vote of Council.
- 32. Subject to any other provisions in the Bylaws, the following shall be, as far as may be considered practicable by the Chairperson, the order of business at Council Meetings:
 - a. determination of attendance and determination of quorum or rescheduling of the Council Meeting;
 - b. approval of the agenda;
 - c. approval of the minutes of the previous Council Meeting;

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- d. presentations and correspondence;
 - e. reports from Committees;
 - f. reports of the Executive and Staff;
 - g. report for Canadian Federation of Students representatives
 - h. reports of the Directors;
 - i. unfinished business arising from the minutes of the previous Council Meeting;
 - j. regular business;
 - k. business arising from reports
 - l. announcements
 - m. adjournment.
33. The Chair of Council, at his or her discretion, may ask the Chair of the Committee considering any motion for a verbal progress report.

Impartiality Clause

34. Whereas the Brandon University Students' Union recognizing equal opportunity and fairness in all levels of the decision-making process, hereby implements the practice of impartial decision-making. Uncontested hearsay evidence, irrelevant to voting and decision-making, shall not bear significance when rendering decisions, and shall remain moot. Implementation of impartial practices shall be exercised by executive and council members of the Brandon University Students' Union Local 37, Canadian Federation of Students.

Bylaw 300 - Chair of Council

1. The President of the Council shall be the Chairperson of Council unless otherwise indicated by the Council.
2. In the absence of the President, one of the Vice Presidents shall act as Chair.
3. The duties of the Chair of Council shall include the following:
 - a. call to order all Council Meetings;
 - b. chair all Council Meetings;
 - c. receive agenda items and prepare the agenda for Council Meetings;
 - d. take attendance at Council Meetings;
 - e. conduct Council Meetings in accordance with the Bylaws, Policies, and any Standing Rules of Council, and Robert's Rules of Order;
 - f. present all motions and resolutions requiring a vote by Council, and record the votes cast on those motions and resolutions;
 - g. recognize Council Members and other persons desiring to address a Council Meeting as guests of Council and maintain a speaker list using the general criteria outlined in the Robert's Rules of Order;
 - h. declare all motions that are passed or defeated by Council;
 - i. advance publication of notices of Council Meetings in accordance with the Bylaws, Policies and any Standing Rules of Council; and
 - j. advise all Committees on procedural matters.
4. The Chair of Council shall post, or ensure posting, of Council Meeting agendas online and in the BUSU Office no less than three days prior to a subsequent meeting.
5. In the absence of an executive member, a member of the council, as selected by Council, shall act as Chair.
6. The Chair of Council shall only vote in the event of a tie and only if an Elected Member of Council.

Bylaw 400 - Secretary

1. The Executive Committee shall designate a staff member to function as the Secretary of Council.
2. The responsibilities of the Secretary shall be to:
 - a. record accurate minutes and attendances at all Council Meetings in accordance with the Robert's Rules of Order and any Standing Rules of Council;
 - b. prepare and edit the minutes and attendance at Council Meetings for distribution;
 - c. ensure all outstanding business arising from Council Meetings is properly documented;
 - d. maintain a list of motions deliberated by Council;
3. The deadline for the distribution of minutes and attendances shall be minimum 48 hours before the next Council Meeting to be considered for approval.
4. Subject to other provisions in the Bylaws, the Secretary may utilize recording devices to record the proceedings of a Council meeting.
5. In the absence of both the Secretary and a suitable recording device, the Chair of Council shall appoint an acting Secretary for the Council Meeting to take minutes.

Bylaw 500 - Executive Positions

President

1. Subject to other provisions in the Bylaws, the President shall be responsible for the overall operation of the Union.
2. Without restricting the generality of the foregoing, the President shall be responsible for:
 - a. acting as the main Union spokesperson on all student issues;
 - b. presenting the Union with a viewpoint of persons and groups outside of the University;
 - c. advocating the Union's interests in the Board of Governors, the Senate, SUDS Board, KDC Board, Alumni, and any other committees of the University of which the President is a member or whom the President has an opportunity to address;
 - d. providing input to all Committees;
 - e. serving as a liaison between BUSU and Student Associations, and attending the meetings of such Student Associations at their request as far as practicable;
 - f. chairing the Executive Committee;
 - g. providing input to all of BUSU businesses;
 - h. providing long term strategic direction for the Union;
 - i. serving as a signing authority of the Union;
 - j. acting as Chair of the Campaigns and Government Relations committee;
 - k. ensuring that any programs of Council and the Union are implemented in accordance with motions of Council, the Act, the Bylaws, and Policies;
 - l. furthering and maintaining good working relationships with Members of the Union, University, government bodies, the private sector, the not-for-profit sector, and the general public, and other student unions and/or student associations and/or student federations;
 - m. serving as a liaison between BUSU and senior administration of the University, developing and maintaining a working relationship, and when appropriate lobbying them on behalf of BUSU;
 - n. serving as a liaison between BUSU and external organizations, including the Canadian Federation of Students;
 - o. overseeing all campaigns and government relations of the Union, including implementation of any Canadian Federation of Students campaigns; and
 - p. performing any other duties and responsibilities as directed by the Bylaws or Council.

Vice President Internal

3. Subject to any other provisions in the Bylaws, the Vice-President Internal shall be responsible for the Union's internal matters, including the budget, overseeing the proper operation of Union services and businesses, representation, and Union bylaws and policies.
4. Without restricting the generality of the foregoing, the Vice-President Internal shall be responsible for:
 - a. overseeing all financial management of the Union, including preparing and maintaining the budget (in conjunction with the General Manager);
 - b. maintaining all BUSU bylaws, policies and standing procedures, including implementation of such rules with the president;
 - c. serving as a signing authority of the Union;
 - d. overseeing BUSU services including but not limited to the BUSU food bank, annual Day-Timer/handbook, off-campus housing and tutor registry (in conjunction with staff members who maintain similar functions);
 - e. overseeing and advising Members of the Union on academic and disciplinary appeals and related matters, and acting as the official Student Advocate;
 - f. advocating the Union's interests in the Board of Governors, the Senate, Curriculum and Academic Standards, KDC Board, SUDS Board and any other committees of the University of which the Vice-President Internal is a member or whom the Vice-President Internal has an opportunity to address;
 - g. serving as the Chair of the following Committees: Student Senate Caucus, Finance Committee, and Services Committee;
 - h. serving as a liaison between BUSU and administration of the University, developing and maintaining a good working relationship, and when appropriate lobbying them on behalf of BUSU;
 - i. assisting with the development and implementation of all campaigns of the Union; and

Vice President External

5. Subject to any other provisions in the Bylaws, the Vice-President External shall be responsible for the Union's student groups, overseeing all programming activities of the Union, and overseeing all Union campaigns and communications. Without restricting the generality of the foregoing, the Vice-President External shall be responsible for:
 - a. overseeing all internal communications to the Members of the Union, including, but not limited to, electronic communications, social media, and newsletters;
 - b. overseeing all external communications, including press releases and external campaigns, and lobbying efforts of the Union in conjunction with the President;
 - c. overseeing the production of all Union publications including, but not limited to, Orientation Guide, and newsletters;
 - d. overseeing all BUSU promotional materials;
 - e. serving as a liaison between BUSU and all BUSU recognized student groups;
 - f. overseeing services specific to student groups and councils;
 - g. serving as a liaison between BUSU and Student Associations, and attending the meetings of such Student Associations at their request as far as practicable
 - h. serving as the Chair of follow committees: Student Group Executive Committee (SGEC), SUDS Board, Student Group Promotion and Affairs Committee (SGPA), Student Activities Committee;
 - i. assisting with the development and implementation of all campaigns of the Union;
 - j. overseeing the Union's programming and promotion of events, ensuring they cater to the academic, cultural and social interests of the Members of the Union;

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- k. providing support for any student council and student group events when appropriate;
- l. in conjunction with the President, serving as a liaison between BUSU and external organizations;

General

- 6. Members of the Executive may request to delegate responsibilities to other Executive members or to the Chair of Council to perform as needed. These requests must be approved by the individual to whom the responsibility is being delegated as well as a majority of the Executive Committee as a whole. The delegated authority can be revoked at any time.
- 7. Executive members shall also perform any other duties and responsibilities as directed by the Bylaws, the President or Council;
- 8. Executive Positions shall be paid positions as described in the BUSU Policies.
- 9. A BUSU Executive Member's term of office shall commence on May 1st in the year that Member is elected, and shall expire on the subsequent April 30th.

Bylaw 600 – Director Positions

1. Duties of the Arts Director

- i. The Arts Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Arts students are represented at the Board of Directors. The Arts Director shall act as the spokesperson for these issues.
- ii. The Arts Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Arts students.
- iii. The Arts Director shall act as a liaison with Arts Student groups on campus.
- iv. The Arts Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.
- v. The Arts Director shall sit on the Arts Faculty Council as a representative of the BUSU.

2. Duties of the Science Director

- i. The Science Director, while at all times keeping in mind the general welfare of the BUSU and all its Members, shall ensure that the interests particular to Science students are represented at the Board of Directors. The Science Director shall act as the spokesperson for these issues.
- ii. The Science Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Science students.
- iii. The Science Director shall act as a liaison with Science Student groups on campus.
- iv. The Science Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.
- v. The Science Director shall sit on the Science Faculty Council as a representative of the BUSU.

3. Duties of the Health Studies Director

- i. The Health Studies Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Health Studies students are represented at the Board of Directors. The Health Studies Director shall act as the spokesperson for these issues.

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- ii. The Health Studies Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Health Studies students.
- iii. The Health Studies Director shall act as liaison with Health Studies Student groups on campus.
- iv. The Health Studies Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.
- v. The Health Studies Director shall sit on the Health Studies Faculty Council as a representative of the BUSU.

4. Duties of the Music Director

- i. The Music Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Music students are represented at the Board of Directors. The Music Director shall act as spokesperson for these issues.
- ii. The Music Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Music students.
- iii. The Music Director shall act as liaison with Music Student groups on campus.
- iv. The Music Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.
- v. The Music Director shall sit on the Music Faculty Council as a representative of the BUSU.

5. Duties of the Education Director

- i. The Education Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Education students are represented at the Board of Directors. The Education Director shall act as spokesperson for these issues.
- ii. The Education Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Education students.
- iii. The Education Director shall act as liaison with Education Student groups on campus.
- iv. The Education Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.
- v. The Education Director shall sit on the Education Faculty Council as a representative of the BUSU.

6. Duties of the Part-Time/Mature Director

- i. The Part-Time/Mature Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Part-Time/Mature students are represented at the Board of Directors. The Part-Time/Mature Director shall act as spokesperson for these issues.
- ii. The Part-Time/Mature Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Part-Time/Mature students.
- iii. The Part-Time/Mature Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

7. Duties of the Indigenous Peoples' Director

- i. The Indigenous Peoples' Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Indigenous students are represented at the Board of Directors. The Indigenous Peoples' Director shall act as spokesperson for these issues.
- ii. The Indigenous Peoples' Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Indigenous students.
- iii. The Indigenous Peoples' Director shall act as a liaison with the Indigenous People's Centre and the Brandon University Aboriginal Student Council.
- iv. The Indigenous Peoples' Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

8. Duties of the Women's Director

- i. The Women's Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Women's students are represented at the Board of Directors. The Women's Director shall act as spokesperson for these issues.
- ii. The Women's Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Women's students.
- iii. The Women's Director shall act as a liaison with the BUSU Women's Collective.
- iv. The Women's Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.
- v. The Women's Director shall act as a liaison with any federal or provincial women's groups that she deems appropriate.

9. Duties of the Sexuality and Gender Identity-Based Director

- i. The Sexuality and Gender Identity-Based Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Sexuality and Gender Identity-Based students are represented at the Board of Directors. The Sexuality and Gender Identity-Based Director shall act as spokesperson for these issues.
- ii. The Sexuality and Gender Identity-Based Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Sexuality and Gender Identity-Based Students.
- iii. The Sexuality and Gender Identity-Based Director shall act as a liaison with the BUSU Lesbian, Gay, Bisexual, Transgender, Two-Spirited, Queer and * Collective.
- iv. The Sexuality and Gender Identity-Based Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

10. Duties of the International Students' Director

- i. The International Students Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to international students are represented on the Board of Directors. The International Students' Director shall act as a spokesperson for these issues.

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- ii. The International Students Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to international students.
- iii. The International Students Director shall assist the Executive Directors in matters relating to international students, including but not limited to workshops, campaigns, and events that the BUSU sponsors or is involved with.
- iv. The International Students Director shall assist the WUSC Club in the orientation of the WUSC refugee student that the BUSU sponsors every year.
- v. The International Students' Director shall act as liaison with all International student groups on campus.
- vi. The International Students' Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

11. Duties of the Residence Director

- i. The Residence Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Residence students are represented at the Board of Directors. The Residence Director shall act as spokesperson for these issues.
- ii. The Residence Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Residence students.
- iii. The Residence Director shall act as liaison with Residence Groups on campus.
- iv. The Residence Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

12. Duties of the Graduate Studies Director

- i. The Graduate Studies Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Graduate Studies students are represented at the Board of Directors. The Graduate Studies Director shall act as spokesperson for these issues.
- ii. The Graduate Studies Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Graduate Studies students.
- iii. The Graduate Studies Director shall act as liaison with Graduate Studies Groups on campus.
- iv. The Graduate Studies Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

13. Duties of the Accessibility Director

- i. The Accessibility Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to accessibility based students are represented at the Board of Directors. The Accessibility Director shall act as spokesperson for these issues.
- ii. The Accessibility Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to accessibility based students.
- iii. The Accessibility Director shall act as liaison with accessibility based Groups on campus.
- iv. The Accessibility Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

14. Duties of the Racialized Director

- i. The Racialized Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Racialized students are represented at the Board of Directors. The Racialized Director shall act as spokesperson for these issues.
- ii. The Racialized Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Racialized students.
- iii. The Racialized Director shall act as liaison with Racialized Groups on campus.
- iv. The Racialized Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

Bylaw 700 - Returning Officer Selections Committee

1. The Returning Officer Selection Committee shall be comprised of:
 - a. the President, *ex-officio*;
 - b. 3 Council Members as appointed by council
2. The Returning Officer (RO) selection process is as follows:
 - a. a RO Selections Committee shall be struck by September 1st of each year.
 - b. the RO Selections Committee shall nominate and present a candidate to Council by September 15th.
 - c. the following will refer to both the By-elections and Regular elections of the Union. In the event that the RO position remains vacant because no Brandon University student has applied for the position, BUSU will make the position available to community members. Job offer will be posted online and in print. If BUSU is still unable to find a candidate for the position, then BUSU will contact CFS Manitoba and/or CFS National for assistance in providing someone to fill the RO position. In the event that CFS cannot provide someone, BUSU will hire a local arbitrator to serve as the RO.
3. The following people are not eligible to be appointed RO:
 - a. Council Member;
 - b. an elected member of any Student Association/Group;
 - c. any employee of the Union;
 - d. any employee of SUDS;
 - e. any board member, employee or editor of the Quill;
 - f. any KDC or SUDS Board member.

Bylaw 800 - Returning Officer

Returning Officer - Duties & Powers

1. The Returning Officer is accountable to ERDIE. Questions arising from the interpretation of their position may be directed to the general manager, office and services manager or the ERDIE.
2. The Returning Officer shall be given an orientation by the General Manager and/or the Office and Services Manager with assistance of the ERDIE committee if needed.
3. The responsibilities of the RO shall include:
 - a. overseeing all electoral logistics, including:
 - i. running elections and referenda safely, fairly, and in accordance with the Bylaws and Policies;

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- ii. organizing polls during elections/referenda, including appointing adequate poll staff and situating polls at appropriate locations across Campus, and advertising the poll locations;
 - iii. overseeing the count of the ballots during elections/referenda;
 - iv. ensuring adequate security of all ballots and ballot boxes;
 - v. reporting the result of an election/referendum to the appropriate parties;
 - vi. creating, posting and implementing Supplementary Rules for elections and referenda.
 - vii. ensuring that BUSU Council and staff do not interfere with elections with the exception of those on the ERDIE committee, including working or being present at polling stations with the exception of voting.
 - b. maintaining office hours and being accessible to candidates and other Members of the Union during the election period, as described in this bylaw;
 - c. acting as the arbitrator in any dispute which may arise during the course of an election/referendum, other than those between the RO and any other party, which should be dealt with by ERDIE Board;
 - d. rectifying the violation of any of the following and assign reasonable penalties as appropriate:
 - i. The Bylaws;
 - ii. The Policy Manual;
 - iii. The Supplementary Rules.
 - e. ensuring that a cost effective and accurate ballot counting process is in place;
 - f. submitting to Council, prior to March 31, a final report of activities and recommendations which shall include the following:
 - i. the final results of any elections or referenda during their term;
 - ii. a list of any recommendations for BUSU Council, the BUSU Executive, ERDIE, and/or the following year's RO pertaining to the electoral process;
 - iii. a complete list of all complaints filed with the RO and ERDIE during their term;
 - iv. the adequacy of the budget provided for that year's election; and
 - v. any Supplementary Rules issued by the RO during their term.
 - g. organizing the Candidate's/Referendum Forum referred to in Bylaw 1045, including:
 - h. adequately advertising the time and date of the forum for two weeks, when possible; and
 - i. providing proper training for poll clerks;
 - j. promoting the election/referenda beginning at least 19 days before the close of the nomination period;
4. The RO shall have a budget in an amount to be set by Council on motion by the Finance Committee.

Miscellaneous

- 5. During weekdays between the hours of 8:30 AM and 7:00 PM the returning officer shall make all reasonable efforts to be available to students;
- 6. During weekends, the RO shall make every attempt to be available by phone between the hours of 8:30 AM and 7:00 PM.
- 7. The RO is required to supply candidates with an email and telephone number at which they can be reached.
- 8. The RO may be suspended or dismissed from their position with an unanimous vote from the ERDIE Committee.

Bylaw 1000 - BUSU Annual Election, By-Election & Referenda

1. BUSU shall hold an annual general election, on a schedule set out in the bylaws, whereby the Members of the Union shall elect the Executive of the Union and the Community and Faculty Representatives on Council as well as vote on any referenda deemed valid by the Returning Officer.
2. BUSU shall hold a by-election each year, on a schedule set out in the bylaws, to elect Executive of the Union and Community Faculty Representatives on Council as well as vote on any referenda deemed valid by the Returning Officer.
3. Bylaws 1000 through 1080 apply to all elections and referenda run either solely or jointly by BUSU.
4. The General Manager (or designate) shall be the BUSU Elections Staff Liaison for the duration of the election and referenda, and shall be responsible for providing the Returning Officer with logistical and other support from the Union.
5. The following definitions apply to the Election By-laws, unless specifically excluded:
 - a. "banner" is any sheet of paper or other material, of a total area between 1.5 square metres and 35 square metres, which is displayed as part of a campaign;
 - b. "campaign" includes any planned or organized act by or on behalf of any candidate or registered side which is calculated to gain support for the vote;
 - c. "campaign expense" means any and all expenditures by or on a candidate's or side's behalf for election advertising, equipment or other expenditures associated with the campaign;
 - d. "campaign manager" includes any Member of the Union identified by a campaign as their campaign manager for the purposes of election bylaws; this role is strictly optional and if chosen, serves to represent a candidate/slate/side and to act as a scrutineer on their behalf;
 - e. "campaign materials" includes posters, pamphlets, newspapers, ribbons, buttons, loud hailers, and banners, and such other materials as are approved by the RO.
 - f. "candidate" means any Member of the Union whose nomination is accepted under procedures established in the Election Bylaws;
 - g. "election rules" refers the Election Bylaws, as well as any other provision of the Act, Bylaws, Policies or Standing Rules of Council related to the Elections and Referenda of the Union;
 - h. "nomination day" means the final day of the period, as set out by these bylaws, that nominations for candidacy shall be accepted.
 - i. "referendum" shall mean a decision made by the Members of the Union in a balloted vote organized by the Returning Officer of the Union;
 - j. "registration day" means the final day of the period, as set out by these bylaws, that registrations for sides in referenda shall be accepted;
 - k. "scrutineer" means a volunteer who oversees part or all of either a polling booth or a vote count on behalf of a candidate, slate, or side;
 - l. "side" means any RO-recognized group of individuals representing a particular position on a referendum question.
 - m. "slate" means candidates who are members of a single campaign, each running for a different position; and
 - n. "volunteer" means any individual who engages in campaigning or scrutineering on behalf of a candidate, slate, or side.

Nomination Schedule for Regular Elections

6. The Nomination period for Candidates and Sides shall begin on the Monday two weeks prior to Reading Week, and shall end at 17:00 on the Friday before Reading Week (the "Nomination & Registration Day").
7. Complete nominations, containing all material required by the Bylaws and the RO, must be received by no later than 16:30 Hours on the Friday prior to Reading Week by the RO at the Office of the RO.
8. It is the sole responsibility of nominees to ensure the completeness and accuracy of their nominations. Any nomination that fails to comply with any party of the Bylaws shall be summarily rejected, although the RO can, at their discretion, allow an appropriate extension to correct any accidental or unavoidable errors or omissions in the nomination package.
9. Within 36 hours of the closing of nominations, the RO shall post both the legal names of all candidates and the names which shall appear on the ballot, and shall publish the same in the next issue of the Quill newspaper.

Nomination Schedule for By-Elections

10. The nomination period for Candidates and Sides shall begin on the first Monday of October and shall end at 17:00 on the second Friday of October.
11. Complete nominations, containing all material required by the Bylaws and the RO, must be received by no later than 16:30 Hours on the Friday prior to Reading Week by the RO at the Office of the RO.
12. It is the sole responsibility of nominees to ensure the completeness and accuracy of their nominations. Any nomination that fails to comply with any part of the Bylaws shall be summarily rejected, although the RO can, at their discretion, allow an appropriate extension to correct any accidental or unavoidable errors or omissions in the nomination package.
13. Within 36 hours of the closing of nominations, the RO shall post both the legal names of all candidates and the names that shall appear on the ballot, and shall publish the same in the next issue of the Quill newspaper.

Bylaw 1001 - Calling of Referenda

1. Referenda may only be called in 3 methods:
 - a. by the receipt of a petition by the President, the Chair of Council, or the RO, as specified in Bylaw 1001(5), signed by 50 Members of the Union demanding a referendum;
 - b. upon direction from Council in the form of a motion by the Executive Committee. Such a motion shall specify the precise wording to appear on the ballot; and
 - c. by a majority of members at a General Meeting where the majority must consist of at least 50 Members of the Union
2. A petition shall contain the first and last names, signature and student ID number of each Member of the Union signing the petition.
3. The wording of the petition demanding a referendum or numerous referenda shall only have to be clear in intent; such clarity to be determined by the Chair of Council in consultation with legal counsel if necessary.
4. Upon submission of a valid petition to either the President or to the Chair of Council or to the RO, or as directed by Council on motion by the Executive Committee, the Chair of Council shall:
 - a. draft the appropriate wording for the question, with legal consultation as required; and
 - b. inform the petitioners of the wording of the question, which may then be appealed to Council on a motion by the petitioners.

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5. The RO shall be responsible, in accordance with the election by-laws, for the proper advertising, as well as posting notice(s) outside the RO's office and the BUSU offices, that a referendum is to be held.
6. Valid referenda petitions must be received by the President, Chair of Council or RO prior to the last Council Meeting in January to have their referenda question included in the annual election for that year.
7. Referenda must have a majority of 50% + 1 of total votes cast to be successful

Bylaw 1020 - Nominations

8. The duties of the RO with regards to nominations and registration shall be to:
 - a. advertise for the nominations of candidates and the registration of sides prior to the nomination/registration period;
 - b. advertise in any manner the RO considers just and fair;
 - c. advertise for the forthcoming election or referenda to encourage Members of the Union to actively participate in the democratic process;
 - d. exclusively determine the manner of advertising used;
 - e. prepare a package of written information which shall be available to any Member of the Union no later than February 1, and shall include in the package:
 - i. current copies of the Bylaws, Policies, and Supplementary Rules related to Elections, Referenda, the RO, and the ERDIE Board;
 - ii. nomination forms;
 - iii. registration forms;
 - iv. a list of all nomination requirements and deadlines
 - v. any other forms required of nominees, including a signed acknowledgment and acceptance of nomination by the nominees;
 - vi. the current posted office hours and contact information of the RO;
 - vii. a detailed description of "pre-campaigning" and a list of permitted and restricted activities;
 - viii. a statement of the rules regarding keys and use of offices

Nomination Vacancies

2. If an open position receives no nominations by the deadline for nominations, nominations shall remain open until 16:30 on the Friday following the original closing of the first nomination period, and the RO shall advertise and post this information as the RO deems fair and practical.
3. If an open position receives no nominations by the extended deadline for nominations, then:
 - a. if the position is on the Executive, it shall be vacant until the process described in Bylaw 3300 can be followed.
 - b. if the position is for Community or Faculty Representative, it shall be vacant until the process described in Bylaw 3350 can be followed.

Nomination Requirements

4. A person who is nominated as a candidate must:
 - a. be a Member of the Union;
 - b. be nominated under their legal name or a reasonable derivative thereof;
 - c. be a self-identified member of the constituency one is being nominated to represent if they are being nominated for a Community Representative position;
 - d. be registered as an international student with the University if they are being nominated for International Students' Representative;

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- e. be registered as a part-time (less than 9 credit hours per term) or as a mature student with the University, or a parent if one is being nominated for Part-Time/Mature Students Director;
- f. be registered as living in one of the three Residence Halls of the University and returning to residence for the entirety of the Regular Session (September to April), if one is being nominated for Residence Director;
- g. be of Indigenous ancestry if they are being nominated for Indigenous Peoples' Director;
- h. have provided a completed nomination package to the RO prior to the end of the nomination period, which shall include:
 - i. basic information about the candidate, including their name and contact information;
 - ii. for persons nominated for the BUSU Executive, the first and last names, signatures, faculties, and student identification numbers of at least 30 nominators who are Members of the Union;
 - iii. for persons nominated for Community Representative or Faculty Representative (excluding Grad), the first and last names, signatures, faculties, and student identification numbers of at least 15 nominators who are Members of the Union and are members of the relevant community;
 - iv. for persons nominated for Grad Studies Director, the first and last names, signatures, faculties, and student identification numbers of at least 5 nominators who are Members of the Union and registered graduate student;
 - v. for persons nominated for Student Senators, Knowles-Douglas Commission Board, SUDS Board and the Quill Board, the first and last names, signatures, faculties, years, and student identification numbers of at least 15 nominators who are Members of the Union.
 - vi. a signed acknowledgment of acceptance of the nomination by each nominee;
 - vii. a signed document indicating the name which each candidate wishes to appear on the ballot, and an indication of whether the candidate considers this name to be a reasonable derivative of his or her legal name.

Slates

5. There shall be no slates.

All Candidates' Meeting

6. Following the closing of nominations, the RO shall schedule a meeting for all candidates and their campaign managers (referred to as the "All Candidates' Meeting").
7. All candidates and campaign managers shall attend the candidates meeting in its entirety. The RO may exempt individuals from attendance under extenuating circumstances, but only if the person requesting an exemption does so in writing at least 48 hours prior to the candidates' meeting, or informs the RO of an emergency for which no notice could reasonably be given.
8. At the candidates meeting, all candidates and campaign managers shall be required to deposit with the RO any and all keys, cards, or other methods of access to any building or room on any Campus, except for:
 - a. a candidate's or a campaign manager's personal residence or the residence of a significant other;
 - b. a candidate's or a campaign manager's place of employment.
9. At the candidates meeting, the RO shall:
 - a. review the relevant Bylaws, and any additional rules and Policies, and respond to questions about same;

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- b. announce the times and dates of meetings during the campaign, and announce any other methods that shall be regularly used to communicate with campaigns; and
- c. take attendance for the purposes of verifying compliance with Bylaw 1020(16);
- d. deal with any other topics deemed necessary by the RO.

Bylaw 1021 - Registration of Sides

1. On the Nomination & Registration Day, each side shall present its registration forms to the RO.
2. In order to become registered, a side must have:
 - a. an organized committee of Members of the Union (the "Side Committee") that supports the position of the Side;
 - b. the first and last names, signatures, faculties, years, and student identification numbers of the members of the Side Committee; and
 - c. the first and last names, signatures, faculties, years, and student identification numbers of at least 30 nominators who are Members of the Union (which can include members of the Side Committee);
3. The Side Committee shall have as part of its structure:
 - a. an authorized representative, authorized to represent the Side to the RO;
 - b. a treasurer, authorized to handle the Side Committees finances.
4. A Side Committee cannot restrict membership to the Committee from any Member of the Union provided one has joined the Side and supports the position of the Side honestly and in good faith.
5. Members of the Executive and Council and candidates for Executive and Community Representative may participate as Members on a Side Committee, provided they meet all other criteria required of any other person sitting on the Committee.
6. Each side shall provide the RO with a list of those who are currently members of the Side Committee.
7. Any Member of the Union wishing to join a side may register with the RO following the specified deadlines. The RO shall forward the name and phone number of the member to the appropriate authorized representative.
8. The name of a side may not include a federally or provincially registered political party name or symbol, or derivation thereof.

Bylaw 1030 - Campaign Materials

1. All campaign materials must be approved in form and content by the RO before they may be used in a campaign.
2. The RO shall use a unique mark, punch or means of identification to verify that only posters approved by the RO have been used.

Approval Process

3. The following shall be process to be followed for approval of campaign materials:
 - a. Campaigns shall provide the RO with:
 - i. a written description of the proposed campaign material;
 - ii. the complete contents of the proposed campaign material, including text, images and its appearances on final presentation.
 - b. the RO shall provide in confidence a written approval or refusal of campaign materials, and shall make all reasonable efforts to respond within 4 working hours of receiving a complete request, subject to any clauses in this Bylaw or the RO's Supplementary Rules.

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- c. once the material has the approval of the RO, the campaign can have it printed, photocopied, or otherwise created, subject to any clauses in this Bylaw or the RO's Supplementary Rules.
 - d. if the material cannot be created with the RO's identifying mark already on it, it must be given to the RO for them to put their identifying mark on the campaign materials. The RO shall return materials to campaigns within a reasonable time period, but in no case shall the RO return fewer than 150 pieces of material after the greater of either:
 - i. 24 hours; or
 - ii. 8 posted office hours.
 - e. once the campaign materials have been approved by the RO, created, and have the RO's identifying mark on them, they can be used in the campaign.
4. The RO shall consider written requests from campaigns to use campaign material outside the normal definition of campaign materials, and shall respond in confidence to the campaign within 24 hours of any such request.

Banners

5. Each campaign, individual, member of a slate, or side shall be entitled to place a maximum of 2 banners around Campus.
6. Campaigns must construct and place banners in accordance with University building regulations.
7. Banner locations shall be assigned at the first All Candidates' Meeting.
8. Banners, whether made from paper or any other material, shall be restricted to a minimum total area of 1.5 square metres and a maximum total area of 35 square metres.

Prohibitions & Violations

9. The RO shall not approve campaign materials which:
 - a. contain libel or slander (based on consultation with legal counsel if necessary);
 - b. are factually incorrect; or
 - c. violate any federal or provincial statute, or any University rule, regulation, policy, or procedure; or
 - d. are sexist, racist, homophobic or prejudicial.
10. Where the RO determines that campaign material which has not been approved by the RO is being distributed, displayed, or used by a campaign, then the RO shall:
 - a. order the material immediately withdrawn or removed and shall confiscate the material from the campaign for a period of not less than 24 hours; and
 - b. assign an additional penalty, which may include (but is not limited to) any or all of the following:
 - i. destruction of the material
 - ii. a restriction on campaigning, provided that the penalty is balanced against the volume of material distributed or its effect, and that no destruction takes place until the appeal period expires.
11. Each campaign shall comply with any building regulations set out by the University, and the additional limitations that:
 - a. no more than 1 poster per campaign/individual may be affixed to any one bulletin board;
 - b. no more than 1 poster per campaign/individual may be affixed on the same plane within 1 foot of another;
 - c. no more than 2 posters per campaign/individual may be affixed to the same pillar, and these posters must face in opposite directions; and

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- d. no poster may be affixed so as to obscure or cover another campaign's campaign materials.
- 12. Where a poster or banner is in violation of Bylaw 1030, it may be removed by the RO, or the campaign may order another individual or campaign to make the removal.
- 13. No individual may remove, deface, damage, or destroy campaign material without the authorization of the RO.
- 14. Each candidate, side, or individual shall be limited to a maximum of 75 posters on display at any one time, and distribution shall occur through the RO, who shall communicate in advance the rules, Council resolutions or procedures to be followed.

Post-Election Period

- 15. All campaign materials must be removed in a manner to be determined by the RO after the close of polls on the final day of voting.

Bylaw 1040 - Campaigning

- 1. Campaigning shall last for 12 consecutive days, starting at 8:00 Hours on the first Monday continuing through the next weekend, and ending at the close of polling on the final day of voting.
- 2. No Member of the Union shall campaign either for or against a Candidate, Slate, or Side after the opening of the nomination period and prior to the campaign period, with the exception of:
 - a. private campaign organizing meetings involving recognized campaign volunteers;
 - b. the collection of signatures for nomination forms and referenda petitions;
 - c. the normal duties required of the current members of the BUSU Executive and Council;
 - and
 - d. private conversations to recruit volunteers.
- 3. When applying Bylaws 1040(2), the RO may consider any additional factors in addition to the definition of campaigning.

Weekly Campaign Meetings

- 4. Once a week during the campaign period, the RO shall chair a meeting of campaign representatives to review complaints, rulings, orders, rules, procedures and announcements.
- 5. All candidates and sides are required to do one of the following for each of the RO's weekly campaign meetings:
 - a. attend the meeting themselves;
 - b. send a proxy; or
 - c. ask for and receive the RO's permission to miss that particular meeting.
- 6. Candidates and sides not directly competing with each other can send the same person as a proxy to the weekly campaign meetings, but such proxies must be approved by the RO.

Campaigning Standards and Prohibitions

- 7. Each campaign shall act reasonably, responsibly, and in good faith. Further, each campaign shall:
 - a. ensure that all candidates, campaign managers and volunteers are aware, understand and comply with all relevant Bylaws, rulings, orders, rules, and Policies;
 - b. be responsible to the RO for the conduct of its volunteers;
 - c. report any breach of a Bylaw, rulings, orders, rules, or Policies forthwith;
 - d. comply with any University rules, regulations, policies, and procedures; and
 - e. comply with all local, municipal, provincial and federal laws.

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8. No campaign shall collude with another campaign, either prior to, during, or following the campaign period. Specifically, no campaign, campaign manager, volunteer, or candidate shall:
 - a. appear jointly in any campaign material, except in reference to slate members as approved by the RO;
 - b. produce campaign materials whose appearances could cause a reasonable person to associate that campaign with another slate or candidate who is not on a slate; or
 - c. distribute the campaign materials of another slate.
9. Campaigning is restricted to Members of the Union, and no one who is not a Member of the Union shall campaign.
10. No candidate, campaign manager, or volunteer may campaign:
 - a. in a business or service owned or operated by the Union, including SUDS, except where specifically provided for by the RO, and where all candidates and sides have been given equal access;
 - b. in a University library; or
 - c. in a classroom during a class period without first obtaining permission from the instructor responsible for the class;
 - d. anywhere else the RO feels would be detrimental to the election and referenda process.
11. candidates and their volunteers may assist with the campaign duties of other candidates with whom they are not competing.
12. In the event of referenda being held during an Annual General Election, candidates, campaign managers, and volunteers may speak to, volunteer for, and/or endorse a side.

Bylaw 1045 - Election Forum

1. There shall be at least one Election Forum, one in the Education building and in the Knowles-Douglas building during the campaign, which shall be held, if possible, no sooner than the 3rd day of campaigning.
2. All Candidates and Sides shall be provided with the opportunity to participate in all Election Forum during the campaign period.
3. Members of the Union shall be provided with the opportunity to ask all Candidates and Sides questions from the floor at an Election Forum.
4. The Election Forum shall be chaired by the RO.
5. Each Candidate, Slate, or Side has the opportunity to speak for a time period as fixed by the RO.
6. Each speaker shall have the same fixed period of time in which to speak as their opponents have.
7. If there is a question from the audience at the Election Forum, each Candidate, Slate or Side shall have a reasonable and fair opportunity to respond thereto.
8. Any person(s) who attempt to disrupt the orderly conduct of the Election Forum shall be removed from the facility.

Bylaw 1050 - Violations, Complaints, and Appeals

1. The RO is empowered to investigate and rule upon any breach of the Election Rules, whether submitted to the RO in a complaint or initiated by the RO.
2. Complaints shall be allegations of a breach of the Election Rules against Members of the Union other than the Returning Officer which are submitted to the Returning Officer for a ruling.
3. Appeals shall be allegations of a breach of the Election Rules which are submitted to the ERDIE Board for a ruling, and such alleged breaches shall be:
 - a. a misapplication of the Election Rules to a Complaint;
 - b. a misapplication of the Election Rules to any other ruling of the RO; and/or

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- c. any other action by the RO during the Election Period that contravenes the Election Rules.
- 4. No appeal exists from a ruling of the ERDIE Board, and a ruling of the ERDIE Board shall be final and binding on the parties to the Appeal.
- 5. Rulings of the RO regarding breaches of the Election Rules that were not as a result of a Complaint shall be treated as Complaints for the purposes of posting the ruling.
- 6. The RO shall prepare and provide a complaint form which requires complainants to indicate the:
 - a. name and student identification number of the complainant;
 - b. specific clause(s) of the Election Rules that is alleged to have been breached;
 - c. specific campaign or individual that is alleged to be in breach;
 - d. specific facts which constitute the alleged breach; and
 - e. evidence of these facts.
- 7. The RO shall prepare and provide an appeal form which requires appellants to indicate the:
 - a. name and student identification number of the appellant;
 - b. RO's ruling being appealed;
 - c. reason for the appeal, including specifically any errors in interpretation or application found in the ruling; and
 - d. ruling sought from the ERDIE Board.

Complaint Procedure

- 8. Any Member of the Union, other than the RO, may file a Complaint regarding an alleged breach of the Election Rules.
- 9. The following shall be the process by which Complaints are filed, received, and ruled upon:
 - a. the Complainant must submit a Complaint to the RO using the proscribed form within 48 hours of the alleged breach of the Election Rules. However, the RO may accept complaints after this deadline at their discretion.
 - b. if the Complaint is found to be validly submitted, the RO shall send a copy to any other parties named in this Complaint and continue this complaint procedure.
 - c. the RO shall investigate the Complaint using whatever means are at their disposal. This investigation shall include requesting a written response to the Complaint from any party alleged to have committed a breach of the Election Rules.
 - d. the RO shall issue a written ruling within 24 hours of having received the Complaint, and shall:
 - i. send the ruling to all parties to the Complaint via e-mail; and
 - ii. post the ruling as soon as possible at both the office of the RO, the BUSU Website, and the BUSU offices.
 - iii. Any penalties assigned by the RO as a result of their ruling shall take effect immediately unless stated in the RO's ruling.
- 10. Complaints that are not validly submitted shall be disregarded by the RO, but the Complainant may resubmit as soon as one can make a valid submission. The RO shall still include the complaint in the final report.
- 11. The following do not require a written complaint and shall be brought to the RO's attention immediately upon being discovered:
 - a. a violation of Bylaw 1070(5) regarding the required number of poll clerks at a voting booth; and
 - b. complaints regarding pre-campaigning.
- 12. All Complaints other than those filed under Bylaw 1050(12) must be submitted electronically.
- 13. Any posted ruling of the RO on a Complaint shall contain:
 - a. a summary of the allegation;

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- b. a summary of the parties to the complaint;
- c. where the RO fails to possess jurisdiction, a summary of the reasons for this finding;
- d. a listing of all applicable Election Rules that apply;
- e. a finding regarding the facts;
- f. a ruling regarding the alleged breach;
- g. the penalty assigned;
- h. the time the ruling was posted; and
- i. the time limit on any appeal.

Appeal Procedure

- 14. Any Member of the Union may file an Appeal alleging a breach of the Election Rules by the RO in accordance with Bylaw 1050(7).
- 15. Only Members of the Union who were party to an original Complaint are entitled to Appeal the ruling of the RO to the ERDIE Board.
- 16. The following shall be the process by which Appeals are filed, received, and ruled upon:
 - a. the Appellant must submit a Appeal to the Chair of ERDIE using the proscribed form within 48 hours of either the alleged breach of the Election Rules or the RO's ruling on a Complaint.
 - b. if the Appeal is found to be validly submitted, the Chair of ERDIE shall send a copy to any other party named in the Appeal, including the RO, and continue this procedure;
 - c. the Chair of ERDIE shall schedule a hearing of the ERDIE Board to take place within:
 - i. 12 hours of receiving the Appeal form if the alleged violations could result in the voiding of the Election or Referenda;
 - ii. 24 hours of receiving the Appeal form for all other alleged violations of the Election Rules.
 - d. the Chair of ERDIE shall communicate the time and place of this hearing to all parties named in the Appeal, including the RO.
 - e. prior to the appeal hearing, the ERDIE Board shall first convene in camera and determine if a prima facie case has been made in the appeal. If a prima facie case has not been made, the ERDIE Board shall dismiss the Appeal or the affected parts thereof.
 - f. the Appeal hearing shall occur, and shall use the following process:
 - i. the Chair shall ask:
 - 1. the members of the ERDIE Board if any perceived conflict of interest exists between them and any party to the Appeal; and
 - 2. the parties to the Appeal if they wish to challenge any Board member based on a conflict of interest.
 - ii. the Board may call a recess to consider any Conflicts of Interest raised at the beginning of the hearing.
 - iii. the Chair shall then explain any procedures to be followed to the parties present, including any time limits on presentations or examinations.
 - iv. the Chair shall invite the Appellant to present their case.
 - v. the Chair shall invite the Respondent to present their case.
 - vi. the ERDIE Board shall investigate the case as it deems appropriate, and may call a recess of no more than twelve hours in duration.
 - vii. the Chair shall offer first the Respondent then the Appellant the opportunity to make a closing statement.
 - viii. the ERDIE Board shall retire for deliberations in camera.
 - g. the ERDIE Board shall tell the parties to the Appeal who are present at the hearing their ruling immediately after coming out of deliberations.

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- h. the Chair shall issue the written ruling of the ERDIE Board within 12 hours of the end of the meeting, and shall:
 - i. send the ruling to all parties to the Appeal via e-mail; and
 - ii. post the ruling as soon as possible at both the office of the RO, the election website, and the BUSU offices.
- i. any penalties assigned or modified by the ERDIE Board as a result of their ruling shall take effect immediately unless stated in the ERDIE Board's ruling.
- 17. The RO may choose to resolve an Appeal informally prior to the Appeal hearing. If the Appeal is resolved to the satisfaction of all parties to the Appeal, the Appellant shall notify the Chair of ERDIE who shall cancel the hearing.
- 18. The ERDIE Board may request any person to appear at an ERDIE Board Meeting whose evidence would assist the ERDIE Board in making a decision.
- 19. The ERDIE Board may uphold, modify, or overturn any ruling made or penalty assigned by the RO, and additionally may overturn all or part of the election results and apply penalties under 1005(11) within the spirit of good governance for elections.

Penalties

- 20. Where a breach has occurred, regardless of cause or the intent of the parties involved, and that breach has provided an unfair advantage to a campaign, the RO shall assign a penalty that:
 - a. fully counterbalances any unfair advantage gained;
 - b. penalizes the campaign for committing a violation; and is of the same type or character as the advantage which was gained.
- 21. Penalties available to the RO include, but are not limited to:
 - a. the confiscation or destruction of campaign materials;
 - b. limits, restrictions, and prohibitions on any type of campaigning, for any period of time; and
 - c. disqualification.
- 22. A penalty may be assessed for an individual breach, or for a series of repeated violations that in aggregate constitute a greater breach.
- 23. A candidate shall only be disqualified where one commits a serious breach that:
 - a. cannot be counterbalanced by a lesser penalty;
 - b. involves tampering with ballots, balloting, voting or counting procedures; or
 - c. involves repeated violations for which lesser penalties have already been imposed.
- 24. Where candidates are part of a slate, any disciplinary action, including disqualification, taken by the RO against any candidate shall not affect other members of the slate unless they are named in the complaint and the RO determines they are also at fault. Each infraction by a member of a slate shall be considered a violation by that individual candidate.
- 25. Where a serious contravention of the election bylaws occurs, such that the results of the election or referenda could not reasonably be deemed to indicate the actual preference of the voters, that election, referendum, or part related to the contravention, may be declared void if:
 - a. the RO submits a formal request to the ERDIE Board;
 - b. the ERDIE Board holds a hearing using the Appeal process as closely as possible, with all Candidates and Authorized Representatives of Sides who would be affected considered to be the Respondents; and
 - c. the ERDIE Board rules that such a request is justified.
- 26. If all or part of an election or referendum is voided, the election or referendum shall be repeated at the earliest opportunity by which the ERDIE Board feels the preference of the voters can be determined.

Bylaw 1060 - Campaign Expenses

Expense Accounting

1. Campaigns shall include the cost of websites and campaign materials in their campaign expense accounts whether those materials are used or not.
2. Each campaign shall keep an up-to-date and accurate account of all campaign expenses and the campaign manager or treasurer shall be responsible for answering any inquiry from the RO regarding expenses.
3. All expenses incurred by a campaign shall be included in the campaign expenses. This includes, but is not limited to, the following:
 - a. campaign materials;
 - b. incidental costs of campaigning;
 - c. professional services; and
 - d. food and beverages for campaign volunteers.

Expense Summaries

4. The RO shall review all campaign expense accounts (containing those products and services that are subject to spending limits), and shall post preliminary summaries of each campaign's expenses by 18:00 Hours on the day before voting begins.
5. The RO shall request the ERDIE Board to convene an ERDIE Board Meeting at 15:00 Hours on the Monday before voting begins in the event that there is an appeal of a ruling made under Bylaw 1060(9).
6. Where a campaign has been disqualified under Bylaw 1060(10), the campaign may only appeal by presenting notice and appearing before an ERDIE Board Meeting within 24 hours of the posting deadline as per 1060(10).
7. Final expense accounts must be provided to the RO by noon on the first Tuesday after voting ends.

Bylaw 1070 - Voting, Vote Counting, and Ballots

1. Every member of the Union shall be eligible to vote in all elections and referenda, unless otherwise prohibited by these bylaws.
2. Voting shall take place on the final two days of campaigning.
3. Notwithstanding Bylaw 1070(2), the RO may provide for advance voting no earlier than the first Monday after Reading Week.
4. Each Member of the Union shall be allowed to cast 1 secret, non-transferable ballot, and the ballot shall entitle each voter to make 1 choice for each position or referendum question for which one is eligible to vote.
5. Ballots shall be paper ballots.
6. Voting shall be conducted at locations and times determined by the RO, and the RO shall advertise the same.
7. At each poll there shall be a minimum of two Poll Clerks in attendance at all times. When, for any reason, only one Poll Clerk is in attendance, voting shall temporarily cease.
8. The RO shall provide for the secure handling and transportation of ballots.
9. Campaigning may continue during voting.
10. Candidates and volunteers shall not campaign or loiter within 50 feet of a polling station or booth.
11. The voting population for the Sexuality and Gender-Identity Based, Aboriginal, Women's, Part Time/Mature, Residence, Graduate, Racialized, Accessibility, and International

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Representatives shall include all Members of the Union who self-identify as coming from the community described in the title of each position.

12. Provisions shall be made by the RO to ensure that all students are given the opportunity to vote for the self-identifying positions without being required to publically declare at the poll. For example, asking every voter to identify which ballots they are eligible to receive by checking off from the options.
13. Provisions shall be made by the RO so that Members of the Union attending evening classes may vote during the evening.

Ballot Design

14. Notwithstanding these Bylaws, the RO shall decide the design of the ballot.
15. Each ballot shall be identical to the next with the exception of the ordering of ballot options.
16. If a ballot question is a 'Yes/No' choice, the options shall be 'Yes' followed by 'No'.
17. If a ballot question is a choice between anything other than 'Yes' and 'No', the RO may decide whether the ballot options are placed in the same order on every ballot or on a rotating order.
18. The ballots must allow for voters to clearly indicate their choice.
19. Ballots for Community Representatives shall include a method for voters to self-identify as coming from the community in question.

Ballot Counting

20. The ballots shall be counted after the polls close on the evening of the final day of voting or if off campus ballots have not yet been received by the RO, the ballot boxes shall be sealed until all ballots can be counted together.
21. The RO shall supervise the ballot counting process, where the RO will ensure that the ballot counting process is transparent and fulfills all requirements of these Bylaws.
22. A ballot shall be considered valid and not spoiled if it:
 - a. indicates clear voter preference for one of the options on the ballot; and
 - b. does not include any identifying marks.
23. Each Candidate, Slate, or Side may have scrutineers present at the counting of ballots.
24. The RO may appoint a maximum of 2 additional ballot counters, whose appointment must be ratified by the ERDIE board a minimum of one week prior to the ballot counting. A ballot counter must not be a candidate, campaign manager, part of a slate or side, or any subcommittee of the election in question.
25. Once the scrutineers have entered the count room, they may not leave the room until the completion of counting of ballots or with the consent of the RO.
26. Scrutineers may not touch the ballots in any way.
27. All scrutineers shall have equal opportunity to argue for and against the validity of all ballots their Candidate, Slate, or Side is on.
28. If the BUSU General Manager is in attendance of the ballot count for support to the Returning Officer they shall not touch the ballots in any way.
29. Once the count has been completed, the RO shall:
 - a. post-election results within 48 hours of all complaints and appeals having been resolved;
 - b. seal ballot boxes until access is required by the ERDIE Board to resolve any complaints and/or appeals;
 - c. store the ballots in a locked container or room for a period of at least two weeks after the last recount has been completed; and
 - d. destroy the ballots the later of:
 - i. four weeks after the last recount has been completed;
 - ii. after all complaints and appeals have been satisfied.

Recounts and Ties

30. A request for recount shall be granted where:
 - a. the request is in writing and signed by the candidate(s) or the authorized representative of a Side who are contesting the original count;
 - b. the request is submitted to the RO within 48 hours of the posting of the election results; and
 - c. the difference between the leading candidate or side and another candidate or side contesting the same position or referendum question is less than 4% of the total votes cast or is less than the total number of spoiled ballots for the respective position or question.
 - d. a recount may not be requested by any candidate or side that did not have a scrutineer present during the first count.
31. The RO may in his or her sole discretion initiate a recount independently. This decision is not appealable to the ERDIE Board.
32. As far as is practicable, a recount shall occur by way of the same procedure as the original count.
33. The RO shall post the results of a recount within 48 hours of the recount being completed.
34. In the event that two or more competing candidates receive an equality of votes and have the highest amount of votes for the respective position, the tie-breaking method shall be that there shall be a run-off election between the tied Candidates conducted as far as practicable in accordance with the Election Bylaws. Any such run-off election shall occur within 14 days of the final recount of the ballots of the General Election;

Record of Elections

35. A record shall be kept of voter turnout in BUSU general elections, by-elections and referenda, for each faculty, and constituency.
36. Election results (including the final vote count for each candidate or side) as well as turnout shall be made publicly available to Members of the Union, and results of elections and referenda (including sample ballots) shall be archived by the Union and accessible to Members.

Referenda Results

37. Council shall not have the power to void a valid referendum.
38. In the event that a referendum involves less than 10% of eligible voters, the results of the referendum shall be considered as advice to Council that is in no way binding on Council.

Damages and Disqualifications

39. Any damage or similar expenses caused by a Candidate, Slate or Side, or a volunteer for a Candidate, Slate or Side, shall be paid for by the Candidate, Slate or Side deemed responsible by the RO. Failure to do so shall result in immediate disqualification for the offending Candidate or Slate.

Bylaw 1200 - Standing Committees

1. There shall be the following Standing Committees:
 - a. Executive Committee;
 - b. Finance Committee;
 - c. Selection Committee;
 - d. Campaigns & Government Relations Committee;
 - e. Student Group Executive Committee;

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- f. Student Group Promotion and Affairs Committee;
 - g. Student Activities Committee; and
 - h. Student Services Committee.
2. The remainder of Bylaw 1200 shall apply to all Standing Committees except for the ERDIE Board, except where overruled by the Bylaw referring to the specific Standing Committee.

Committee Procedures

3. Quorum for Standing Committee Meetings shall be no less than 50% of all voting Members of the Standing Committee including the Chair.
4. The governance documents of the Union are ranked as follows in terms of descending order of authority for the purposes of a Standing Committee meeting:
- a. the Constitution of the Union;
 - b. the Bylaws of the Union;
 - c. the Policies of the Union;
 - d. Standing orders of BUSU Council specifically regarding Committees;
 - e. Standing orders of the respective BUSU Committee;
 - f. Robert's Rules of Order.
5. Except where otherwise stated in the Bylaws, all standing committee meetings shall be set with no less than 2 working days notice to voting members and such notice shall include the agenda, minutes and any and all related materials related to the agenda be it in draft or final report form. This includes, but is not limited to reports, motions, papers and presentations.

Committee Membership

6. The term of a Standing Committee Member shall commence upon appointment and shall expire on April 30 following this appointment or should the Member be removed from council as outlined in the bylaws.
7. Every council member shall typically be a Member of at least one (1) but not more than two (2) Standing Committees. In the event that the current council cannot fill all the standing committees, council members may serve on up to three (3) standing committees. An ex-officio member's position on a Standing Committee shall not count towards these limits.
8. If a member of a committee misses three (3) consecutive standing committee meetings without regrets or a total of six (6) meetings, their membership on that sub-committee will go to a vote of council.
9. The President and the General Manager shall be a non-voting ex-officio member of every Standing Committee.
10. The Chair of every Standing Committee shall:
- a. call regular Standing Committee Meetings with a minimum of one meeting held every 30 days, where there is no business for the committee to deal with, the meeting may be scheduled, but notification must be sent to the full council reporting;
 - b. receive, either directly or from the secretary of the Standing Committee, all correspondence directed to the Standing Committee;
 - c. present, at every Council Meeting, a report on the activities of the Standing Committee occurring since the Standing Committee's last report to Council;
 - d. ensure that any motions which the Standing Committee makes to Council are presented to Council in typewritten format;
 - e. report to Council on the overall attendance record of all Standing Committee Members;
 - f. if there is an ongoing problem meeting quorum, make a motion to Council that the Selection Committee replace 1 or more Standing Committee Members or re-strike the Standing Committee; and

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- g. arrange for the Standing Committee to receive presentations from any Members of the Union including Council Members on any issue within the jurisdiction and mandate of the particular Standing Committee for the purpose of determining whether the Standing Committee will make a motion to Council at any Council Meeting.
 - h. appoint a Secretary for that committee, who shall take minutes of the committee meetings and be responsible for their distribution.
 - i. shall only vote to break any tie vote at a Committee Meeting.
11. Non-voting Members shall not act as Chair of any Committee Meeting except where provided for elsewhere in these Bylaws.
 12. Standing Committees may have BUSU Staff and Members of the Union as non-voting members of the Committee as decided by the Standing Committee and/or BUSU Council.

Committee Jurisdiction

13. Standing Committees may only make motions with respect to matters within their jurisdiction and mandate.
14. It is within the exclusive jurisdiction of every Standing Committee to determine whether it will make a motion to Council on a matter within its jurisdiction and mandate.

Committee Consultation

15. Where possible and expedient, the Executive Committee shall consult with other Committees on matters that may touch on their jurisdiction. Nothing in the Bylaws prevents the Executive Committee from making any motion to Council with respect to matters that may touch upon the jurisdiction of other Committees; however, Council may direct the Executive Committee to place the matter before any other Committee for review and consideration.
16. Standing Committee Meetings shall be open to the Members of the Union unless the Standing Committee determines to have an in camera or closed session.
17. Any Standing Committee may consult with other Committees, Council Members, Members of the Union, or any other person who it considers appropriate, provided that resource does not charge money for their services.
18. Standing Committees may also seek paid legal or other paid expert advice with the permission of the Finance Committee and through the General Manager.
19. Standing Committees may enact their own procedures and requirements for accepting recommendations and seeking advice from others in considering whether to make motions to Council for the adoption of Policies or Bylaws.

Bylaw 1300 - Ad Hoc Committees

1. Council may enact Ad Hoc Committees at any time and for any purpose as considered necessary by Council or where required by the Bylaws.
2. Bylaw 1200 also applies to Ad Hoc Committees, except where superseded by either part of Bylaw 1300 or by the terms of reference of the Ad Hoc Committee. References to 'Standing Committees' in Bylaw 1200 should be taken to refer also to Ad Hoc Committees for the purposes of this clause.
3. Any enactment of an Ad Hoc Committee shall include:
 - a. the mandate of the Ad Hoc Committee;
 - b. the date the Ad Hoc Committee shall be enacted;
 - c. the date the Ad Hoc Committee shall be dissolved;
 - d. the Ad Hoc Committee Members or the method by which the Ad Hoc Committee Members shall be selected; and
 - e. the quorum for Ad Hoc Committee Meetings.
4. All Ad Hoc Committees shall consist of at least 3 Council Members

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5. Notwithstanding the jurisdiction of an Ad Hoc Committee as defined by its mandate, the Policy Committee may from time to time make motions for Policies respecting matters that are ultimately considered or to be considered by Ad Hoc Committees.

Bylaw 1400 - Executive Committee

Committee Mandate and Membership

1. The mandate of Executive Committee is to oversee and administer the day-to-day affairs of the Union, to make decisions as needed between meetings of BUSU Council, and to represent the collective opinion of the Executive.
2. The Executive Committee shall be composed of the following:
 - a. the President;
 - b. the Vice-President Internal;
 - c. the Vice-President External; and
 - d. the BUSU General Manager (non-voting)
3. The Executive Committee shall consider matters relating to the following subjects:
 - a. make recommendations to the council on hiring or dismissal of staff;
 - b. other personnel matters relating to the Union;
 - c. legal issues;
 - d. agenda preparation for Board Meetings;
 - e. tuition rebates/council remuneration; and
 - f. policy and bylaw revision
 - g. other issues that arise throughout the year.

Committee Procedures

4. The President shall be the Chair of the Executive Committee. In the absence of the President, the Vice-President Internal shall be the Chair of the Executive Committee.
5. All meetings of the Executive Committee shall be in closed session unless otherwise decided upon by the Committee.
6. During Regular Session, the Executive Committee shall meet at least once every two weeks.
7. Any financial commitments, contract issue, and other matters of importance as determined by the executive must be recorded in the minutes.

Bylaw 1500 – Finance Committee

1. The mandate of the Finance Committee is review the financial affairs of the Union
2. The Finance Committee shall be composed of:
 - a. the Vice-President (Internal), as Chair;
 - b. a minimum of 3 to a maximum of 5 Council Members appointed by the Selections Committee.
3. The Finance Committee shall consider matters relating to the following subjects:
 - a. presentation of, and amendments to, the Budget;
 - b. approval of financial statements and the appointment of an auditor;
 - c. approval of monthly cheque details;
 - d. the exercise of any right attached to a security, and the acquisition and disposition of securities;
 - e. scrutinize the financial affairs and the contractual obligations and benefits of the Union.
In carrying out this duty, the Finance Committee shall have full access to all financial records, financial information, or written agreements, or other records or documents of any kind of BUSU and any BUSU businesses;
 - f. Capital Planning;

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- g. regular Review of the Health and Dental Plan including:
 - i. Monthly review of the plan status;
 - ii. Review of appeals from students regarding opt-outs
 - iii. Regular reports to council
 - iv. Annual review of the plan's coverage (to be ratified by council)
 - h. any other matter under Bylaw 2400 within its jurisdiction.
4. In the event of a tie vote, the Chair shall cast the deciding vote.
 5. The Chair or any 3 Finance Committee Members may call a Finance Committee Meeting by providing at least 2 working days notice of the date, time and location of the Finance Committee Meeting.
 6. The Finance Committee shall make reports to Council regarding the expenditure of Union funds as set out in the budget at the last Council meeting in the months of August, December and April.
 7. Decisions regarding the retention of legal counsel, or changing counsel, shall be made by the Finance Committee after consultation with the Executive.

Bylaw 1900 - Campaigns and Government Relations Committee

1. The mandate of the Campaign and Government Relations Committee shall be to recommend social justice, political, or activist campaigns to Council that will further the goals of both BUSU and the larger student movement, as well as to be involved in and providing leadership for approved campaigns.
2. The Campaigns and Government Relations Committee shall be composed of:
 - a. the President (chair)
 - b. the Vice-President (Internal);
 - c. the Vice-President (External);
 - d. a minimum of 3 to a maximum of 5 Council Members appointed by the Selections Committee.
3. When examining any proposed initiatives or new plans, the Campaigns and Government Relations Committee shall consider the direct and indirect impact.
4. The Campaigns and Government Relations Committee shall consult as widely as practicable when dealing with matters under its jurisdiction.
5. The Campaigns and Government Relations Committee shall, from time to time, hold public forums on issues under its jurisdiction and campaigns, to gather student input and gauge student support.

Bylaw 1910 – Policy and Bylaw Review Committee

1. The mandate of the Policy and Bylaw Review Committee shall be to recommend changes, removals, and additions of the Unions Policy and Bylaw documents to Council that will benefit the functionality of both BUSU and the larger student movement, as well as to ensure that the Policies and Bylaws of the organization are kept current and functional.
2. The Policy and Bylaw Review Committee shall be composed of:
 - i. the President (chair)
 - ii. the Vice-President (Internal);
 - iii. the Vice-President (External);
 - iv. a minimum of 3 to a maximum of 5 Council Members appointed by the Selections Committee.
3. When examining any proposed initiatives or new legislature, the Policy and Bylaw Review Committee shall consider the immediate and long term impact on the organization

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4. The Policy and Bylaw Review Committee shall consult as widely as practicable when dealing with matters under its jurisdiction.
5. The Policy and Bylaw Review Committee shall, from time to time, hold public forums to address the governing documents of the organization, to gather student input and gauge student support.

Bylaw 2000 - Student Group Promotion and Affairs Committee

1. The mandate of the Student Group Promotion and Affairs Committee (SGPA) shall be to consider matters relating to BUSU Student Groups, specifically regarding Student Group recognition, grants and resource allocation, and policy.
2. SGPA shall be composed of:
 - a. the Vice-President (External) as Chair;
 - b. a minimum of 3 to a maximum of 5 Council Members appointed by the Selections Committee.
3. SGPA has the delegated authority to:
 - a. provide and revoke official BUSU recognition of student groups;
 - b. allocate club funding to BUSU recognized student groups in accordance with Bylaw 2500-Club Funding;
 - c. create and edit BUSU's Student Group Policy, Student Group Handbook, and Agency Agreement.
4. BUSU Council can reconsider decisions made under the authority of Bylaw 2000(3), and these decisions must be reported to Council at the next available meeting of Council.
5. Student Group Policy created under the authority of Bylaw 2000(3):
 - a. cannot take effect until it has been approved by Council; and
 - b. shall be kept in a separate Student Group Policy Manual instead of a BUSU Policy Manual.
6. SGPA shall report to Council the last Council meeting in the months of August, December and April a summary of:
 - a. all expenditures made in the current year-to-date;
 - b. details of the decisions made under the authority of Bylaws 2000(3).
7. SGPA shall work together with the SGEC to ensure that BUSU recognized student groups are provided as many opportunities as possible to pursue their objectives and aims.

Bylaw 2010 – Student Activities Committee

1. The mandate of the Student Activities Committee shall be to consider matters relating to BUSU Activities;
2. The committee shall be composed of:
 - a. the Vice-President (External), as Chair;
 - b. a minimum of 3 to a maximum of 5 Council Members appointed by the Selections Committee.
3. The Student Activities Committee shall consider matters relating to the following subjects:
 - a. cultural and entertainment events
 - b. fall orientation events
 - c. January back-to-school/celebration week
 - d. social events for students

Bylaw 2020 – Student Services Committee

1. The mandate of the Student Services Committee shall be to consider matters relating to BUSU Services;

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2. The Committee shall be composed of:
 - a. the Vice-President (Internal) as Chair;
 - b. a minimum of 3 to a maximum of 5 Council Members appointed by the Selections Committee.
 - c. Member Services Coordinator (ex-officio).
3. The Student Activities Committee shall consider matters relating to the following areas:
 - a. Day Care Services;
 - b. Food Bank;
 - c. Student Saver;
 - d. Student Handbook;
 - e. International Student Identity Cards;
 - f. Travel Fund;
 - g. Work Study;
 - h. BUSU Website;
 - i. Textbook Registry;
 - j. Health and Dental Plan (specifically promotions);
 - k. Tutoring;
 - l. and any new services as sanctioned by council or developed by the committee.

Bylaw 2001 - Student Group Executive Caucus

1. The mandate of the Student Group Executive Caucus (SGEC) shall be to facilitate communication between recognized BUSU Student Groups and BUSU, and to make recommendations on Student Group issues to BUSU.
2. SGEC shall be composed of:
 - a. the Vice President (External), as Chair;
 - b. a representative from every BUSU recognized student group;
3. SGEC is responsible for addressing the concerns of all BUSU recognized student groups and their members. In appropriate circumstances, SGEC shall work with SGPA to ensure the interests and concerns of student groups and their members are addressed in a timely fashion.
4. SGEC shall meet on a monthly basis during Regular Session, and twice during Summer Session.
5. When appropriate, the Vice President (External) will present motions and/or policies of SGEC to SGPA and/or the appropriate committee. No action of SGEC is binding upon either Council or SGPA.

Bylaw 2100 - Elections and Referenda Discipline Interpretation and Enforcement Board

1. The mandate of the Elections and Referenda Discipline, Interpretation, and Enforcement Board (ERDIE) is to consider and adjudicate disputes that arise during BUSU Elections and Referenda.
2. The ERDIE Board shall be composed of:
 - a. four Members of the Union who are selected by the Selections Committee to a maximum of 2 council members. In the event that BUSU is unable to find non-council members to sit on this committee, council members may fill the vacant positions. Positions on this committee must be advertised no later than 3 weeks before October 7th.
 - b. four Members of the Union who shall serve as alternate members and shall sit as ERDIE Board members when regular members or the Chair are absent or disqualified pursuant to Bylaw 2100; and

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3. The Committee shall elect a Chair and Vice-Chair.
4. The term of an ERDIE Board member shall commence by his or her appointment and shall expire at the Changeover Meeting following his or her appointment.
5. By October 7, or as soon as possible thereafter, the Selection Committee shall announce the members and alternate members of the ERDIE Board. If at that time, the Selection Committee is not in a position to announce the Chair of the ERDIE Board, the ERDIE Board shall carry on as if the Chair was absent and a temporary Chair shall be appointed until the appointment of a Chair by the Selection Committee.
6. ERDIE Board Members shall be:
 - a. objective and impartial;
 - b. from different faculties, where possible; and
 - c. available on short notice.

Committee Procedures

7. Quorum at ERDIE Board Meetings shall be three ERDIE Board members and the Chair or temporary Chair.
8. Meetings of the ERDIE Board shall be open to all Members of the Union, except that any ERDIE Board Meeting or part of an ERDIE Board Meeting may, at the discretion of the ERDIE Board, be held in Closed Session.
9. The ERDIE Board may decide that there are no grounds for deliberation and refuse to hear an appeal.
10. A copy of any decision delivered by the ERDIE Board shall be kept on file at the Union office and shall be available for all Members of the Union to examine upon request.
11. Subject to any provisions in Bylaws 1000 to 1035, the ERDIE Board shall have the exclusive jurisdiction to determine its procedure.
12. In the event of the absence of one of the parties to a hearing before the ERDIE Board, the ERDIE Board may proceed with the hearing notwithstanding the party's absence.
13. Complete and accurate minutes shall be taken of all meetings and shall be made available to Members of the Union upon request. The secretary of ERDIE Board, as appointed by the Board, shall take minutes.

General

14. The ERDIE Board shall be responsible for those duties and matters set out to it in Bylaws 1000 to 1035.
15. The Chair of ERDIE Board shall write a report for Council to be included in the final report to Council of the Returning Officer. This report will summarize any actions of the ERDIE Board during the Election.

Conflicts of Interest

16. Candidates or Sides may challenge the membership of ERDIE Board regarding a conflict of interest:
 - a. at any time prior to the commencement of campaigning;
 - b. at any time during the Election Period, with the exception of during ERDIE Board hearings; and/or
 - c. at the beginning of an ERDIE Board hearing, until the Chair has given time for such challenges and has declared the ERDIE Board to be valid for that Appeal.
17. The ERDIE Board shall make a decision on the alleged conflicts-of-interest raised within 24 hours of receiving a challenge, unless the challenge is received at the beginning of a meeting in which case the decision must be made within six hours of receiving the challenge.

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18. Having heard the statements made in the challenge under Bylaw 2100(16) and Bylaw 2100(17), the ERDIE Board shall have the exclusive jurisdiction to determine who shall sit on an Appeal.

Bylaw 2200 - Selections Committee

1. The mandate of the Selections Committee is to fill vacancies on BUSU Committees and prescribe and publish deadlines for applications for any position that is required to have filled and the method of application for any such positions
2. The Selections Committee shall be composed of:
 - a. the President, as Chair;
 - b. one Vice-President appointed by the Executive, as Vice-Chair; and
 - c. three Council Members selected at random.
3. The random draw to select the three council members shall occur in accordance with the first meeting of the new Council. If one of the Council members resigns or is dismissed, another random draw shall be held at the next Council meeting to ensure three Council members are on the Committee.
4. The President may call a Selections Committee meeting by providing at least 2 days notice including date, time, and location of the Selections Committee meeting.
5. The Selections Committee shall meet within 4 weeks of the first meeting of the new Council.

Selection Process and Criteria

6. In carrying out their duties under the Bylaws, subject to any other provisions in the Bylaws, the Selections Committee shall:
 - a. prescribe and publish deadlines for applications for any position that it is required to have filled and the method of application for any such positions; and
 - b. solely determine deadlines, the method of application for positions, and publication of deadlines and methods of application for positions
7. The deadlines for applications, the publication of these deadlines, and the method of application should be set so as to permit as many people as possible to be aware and apply for particular positions to be filled by Selections Committee.
8. The Selections Committee shall consider the issue of equity in the consideration of its recommendations wherever possible.
9. The Selections Committee must determine the criteria for positions to be held on committees before advertising of the positions are made and the applications are taken.
10. Selection criteria and duties provided must be included in the advertisement.

Bylaw 2300 - Board of Governors

1. The President and the Vice-President (Internal) shall be voting members of the Board of Governors.
2. Members of the Board of Governors appointed under these Bylaws shall make regular reports to Council.

Bylaw 2400 - Union Finances

Union Budget

1. The finances of the Union shall be the responsibility of the Vice-President (Internal), who shall supervise the Budget in consultation with the Executive Committee and the Finance Committee.

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2. The Vice-President (Internal) and General Manager in consultation with the Executive Committee shall submit the Budget to the Finance Committee for their review and decision. The Finance Committee should have the annual budget approved by July 1st.
3. Upon approval of the Budget by the Finance Committee, the Finance Committee shall submit the Budget to Council Members at least 14 days prior to the Finance Committee's motion to Council for approval of the Budget. The final budget should be approved no later than August 1st.
4. The approved budget will be posted on the BUSU website within 7 days of approval. This budget will serve as the official budget for the organizations spending.
5. BUSU Council is only permitted to readjust the annual budget in the event that BUSU hosts an event totalling more than \$75,000 in expenses or income that was not accounted for at the time of budget approval. The adjusted budget will be posted on the BUSU website within 7 days of approval. Any adjusted budgets shall not replace the original budget, but shall be posted alongside the original budget, with a date of adjustment noted.
6. The budget may be adjusted at an Annual General Meeting during the budget report to the membership by a majority vote.
7. Council is prohibited from approving a deficit budget.

Staff

8. The Executive Committee shall be given notice of all employment contracts involving staff in BUSU's General Office.
9. Hiring staff in the General Office shall follow accepted human resource principles. Each permanent staff member shall have a signed contract. The Executive Committee shall approve all such hiring and contracts shall be ratified by the full council, and the General Manager shall sign full-time employment contracts.
10. Merit increases for all full-time and part-time staff in the General Office shall be approved by the council on recommendation by the Executive Committee when not outlined by contract.

Contracts

11. Contracts, documents, or instruments in writing requiring the signature of the Union shall be signed by the President and the General Manager and all contracts, documents, or instruments in writing so signed shall be binding on the Union.
12. Subject to any limitations contained in the Policies, the Chair of any Committee and the members of the Executive may endorse contracts relating to approved Budget items for which they are responsible and such contracts once endorsed shall be binding on the Union.
13. Council may appoint on motion by the Executive Committee or the Finance Committee any person to sign particular contracts, documents, or instruments in writing, which, once endorsed, shall be binding on the Union.
14. All parties entering into contractual negotiations with BUSU must be provided with this Bylaw and any other related financial policies.
15. Any motion in a Committee or by a Committee to Council that rescinds a motion approving a contract requires notice be given to all parties to the contract. Failure to give such notice prohibits the Committee or Council from considering the motion to rescind. Notice must be given at least one week before such motion is made in Committee or Council.
16. No person (or persons) shall draft a series of contracts or amend a contract to split the financial commitments so as to evade Bylaw 2400 (14) and (15). If it is discovered that contract splitting has occurred and the Bylaws were circumvented, Council may enact one of the following penalties on motion from Finance Committee:
 - a. make the account(s) used for the split contracts inactive for a period of time;
 - b. censure the person (or persons) found to have split contracts;

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c. other penalties as deemed appropriate.

17. BUSU staff are prohibited from signing any contract on behalf of BUSU unless the proper notice and approvals have been sought and received.

Investments, Securities, and Loans

18. Council may invest funds in accordance with the Act on a motion by the Finance Committee.

19. Subject to the Act and on a motion by the Finance Committee, Council may from time-to-time:

a. borrow money on the credit of the Union;

b. issue, sell and pledge security on the Union;

c. charge, mortgage, hypothecate, or pledge all or any of the real or personal property of the Union, including book debts, rights, powers, franchises, and undertaking to secure any securities or any money borrowed or any other debt or other obligation or liability of the Union; or

d. guarantee the payment of the debts, obligations, and liabilities of any body corporate.

20. The Union shall only borrow a sum of money or enter into a contract if such transaction falls within Section 17 of the Act.

21. No person shall expend any money beyond those approved expenditures from their respective allocations of the Budget or as directed by Council on motion by the Finance Committee.

22. All of the shares or other securities carrying voting rights of any company or corporation held, from time-to-time, by the Union may be voted at any and all meetings of shareholders, bondholders, debenture holders, or other security holders, as the case may be, of such company or corporation and in such manner and by such person as the Council, on motion by the Finance Committee, shall, from time-to-time, determine. The duly authorized signing officers of the Union may also, from time-to-time, execute and deliver, for and on behalf of the Union, proxies or arrange for the issuance of voting certificates or other evidence of the right to vote in such names as they may determine without the necessity of authorization from Council.

23. If the Union receives any dividends, proceeds on dissolution, or similar receipts due to any securities held by the Union, the Finance Committee shall be responsible for determining the use to which those funds are put.

24. The Finance Committee shall have sole discretion over the sale of any securities owned by the Union.

25. The Union is prohibited from making loans to any Member of Council or employee, except for expenditures incurred for, on behalf of, and authorized by the Union.

Conflict of Interest

26. If a member of Council or Finance Committee has a material interest in a contract or transaction that comes before Council or Finance Committee, they must:

a. declare their material interest in the contract or transaction to the Council or Finance Committee, which shall be noted in the minutes;

b. abstain from voting upon the contract or transaction in which one holds a material interest;

c. not participate in discussion or debate, unless a motion specifically allowing them to do so is passed;

27. If a Member of the Union has a material interest in a contract or transaction that comes before Council or Finance Committee and wishes to speak on the topic at the meeting, the Member must declare one's interest in the contract or transaction before being allowed to speak.

Miscellaneous

28. The fiscal year of the Union shall commence May 1st and end on the following April 30th .

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29. The Union shall conduct an auditor each fiscal year.
30. The audit shall be conducted by the Brandon branch of BDO Dunwoody.
31. The removal of BDO Dunwoody as auditor requires a motion from the Finance Committee approved by a 2/3 majority of Council.

Bylaw 2500- BUSU Student Group Recognition

1. BUSU recognized student groups are groups that maintain a membership of at least five (5) members, of whom are members of the Brandon University Students' Union, who strive to meet the needs of the group and any objectives set out in its constitution. The constitution shall be signed by all individuals who contributed to its creation (or revision). All executive must be Brandon University students, and the group must hold at least four (4) meetings per year. Recognition must be renewed on an annual basis. Failure to apply for recognition will result in the removal of BUSU recognized group status.

Criteria for New Student Groups

2. To become a BUSU recognized student group, the student group must submit a completed application package, including, but not limited to the following:
 - a. name of student group (with applicable acronym)
 - b. the type of student group recognition applied for (open or closed)
 - c. student group contact information
 - d. promotional paragraph about the group
 - e. the student group's constitution
 - f. a signed BUSU Agency Agreement
 - g. membership list with student name and student number (if applicable)
3. student group executive list with pertinent contact information including; phone number, student number and email address for each executive member
4. New student groups may apply for student group status at anytime throughout the year.

Criteria for Returning Student Groups

5. Recognized student group status expires on September 1st of each year.
6. To retain BUSU recognized student group status, the student group must resubmit a completed application package no later than September 30th each year to maintain status for the upcoming year that must include the following information:
 - a. name of student group (with applicable acronym)
 - b. the type of student group recognition applied for (open or closed)
 - c. student groups contact information
 - d. promotional paragraph about the group
 - e. the student group's constitution (including all amendments and alterations made in the previous year, if any)
 - f. a signed BUSU Agency Agreement
 - g. membership list
 - h. executive list with pertinent contact information including; phone number, student number and email address for each executive member

Conditions for New and Returning BUSU Recognized Student Groups

7. In order for a student group to obtain or retain student group status, it must meet the following criteria:
 - a. the group must be one which benefits Brandon University and its' students
 - b. the group be unlike any other BUSU recognized student group that currently exists

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- c. the group's membership must consist of at least five (5) members, of whom must be members of the Brandon University Students' Union
 - d. club constitutions and practices must meet the following criteria:
 - i. accords equal membership to any and all interested students;
 - ii. provides for democratic selection of its executive members;
 - iii. does not contain any discriminator clauses and has no clauses that are contrary to any existing Canadian law;
 - iv. does not contain any provision for its present or future affiliation with any organization that has discriminatory policies or practices as detailed by the Canadian Human Rights Code
 - e. membership of open membership student groups, including classes of membership, may not be restricted on the basis of ability, race, religions, political beliefs, sex, gender, age or sexual orientation, although they can exclude non-students from membership.
 - f. the student groups constitution must not contain any discriminatory clauses and has no clauses that re contrary to any existing Canadian laws and must not contain any provision for its present or future affiliation with any organization that has a discriminatory policies or practices as detailed by the Canadian Human Rights Code
 - g. membership of closed membership student groups, including classes of membership, may not be restricted on the basis of ability, race, religions, political beliefs, sex gender, age or sexual orientation. Notwithstanding this clause, closed membership student groups may restrict membership based on:
 - h. political beliefs, if the group has a particular political affiliation (such as the campus wing of an existing political party) or are focused around a particular political program expressed in their constitution;
 - i. ii. religious beliefs, if the group has a particular religion or are focused around a particular religious belief expressed in their constitution;
 - ii. any other factor not mentioned above (such as academic program), although SGPA reserves the authority to disallow any student group from restricting membership on the above criteria or any other
8. BUSU shall assume no liability or responsibility for those groups recognized or not recognized by BUSU

Miscellaneous Student Group Information

- 9. If a group formally disbands during the year, the group must notify the Vice President External in writing.
- 10. Only students may have voting privileges and/or may hold executive positions in student groups.
- 11. Any capital investments become the property of BUSU if the student group is disbanded, unless the student group becomes active again with three years.
- 12. No student group may have "BUSU" or "Brandon University Students' Union" within their student group name, but may use "BU" or "Brandon University".
- 13. Once a student group is formally recognized, it shall have access to up to \$25 worth of BUSU services, including, but not limited to; photocopying, faxing, and button supplies for the current academic year. No carry forward of these funds shall occur.
- 14. All student groups, whether BUSU recognized or not, are required to seek approval for all posters and materials distributed in the KDC building by the Vice President External. In the event that the Vice President External position is vacant, or the Vice President External is unavailable, then another member of the executive may approve these materials.

BUSU Recognized Student Group Status Request Records

15. The Chair of SGPA shall be responsible for keeping records related to SGPA. The following records shall be kept:
 - a. a list of all BUSU recognized student groups:
 - i. the date on which student group status was approved;
 - ii. the name of the student group;
 - iii. the original applications, in full as an attachment, which shall include the following on the front page:
 - iv. -the date on which the decision was rendered;
 - v. -the decision by SGPA whether to approve student group status or not;
 - vi. -the name of BUSU director or office staff person who received the request and the date;
16. These records shall be typed and kept in the BUSU Offices, in electronic form and as a hard copy, except for the original application, which is to be kept in the form in which it was received.
17. SGPA records shall be available for review by:
 - a. members of the BUSU Executive;
 - b. members of the SGPA committee;
 - c. members of the BUSU financial staff;

Appeals

18. Should a formal complaint by a BUSU Member be received by the SGPA that violates any part of the "Student Group Terms and Conditions for Receiving Funding", or "Conditions for New or Returning Student BUSU Recognized Student Groups" SGPA has the right to investigate said complaint and take appropriate action if necessary including but not limited to: removal of student group status and the removal of funding.
19. Decisions made by the SGPA committee may be appealed to the BUSU Council in which a 2/3 majority must be in favour of overturning SGPA's decision.
20. If after an appeal, a group is still not satisfied with the committee's decision, then the group may appeal to BUSU Council by consulting with the Chairperson of the Council.
21. All appeals must be made within fourteen (14) day of the notification of refusal for recognition or funding. All decisions made by BUSU Council are final and binding.

Bylaw 2501- BUSU Recognized Student Group Funding

Types of Funding Requests from Student Groups

1. Student Groups may apply for student group funding for the following, but not limited to;
 - a. events organized by/for students of the Brandon University
 - b. including socials, educational events, etc.
 - c. special grants for new projects, group start-up, operating costs
 - d. or other supplies that would benefit the club and its members.

Student Group Funding Request Process

2. Student groups requesting club funding must complete the BUSU student group funding application form that shall include the following:
 - a. the name of the student group
 - b. the number of students from the group that shall be participating and the number of students that shall benefit from the project/event
 - c. contact information for the student group

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- d. the location of the social or the event
- e. the day(s) on which the event shall take place
- f. an explanation of this event/expenditure will further the development and goals of the student group and how it will contribute to the overall quality of student life on campus
- g. the date of receipt by BUSU (to be filled out by BUSU)
- h. a budget, which outlines the following expenses (where applicable):
- i. travel costs (e.g. airfares, bus fares)
 - ii. accommodations (e.g. hotels, hostels)
 - iii. meals
 - iv. conversion of funds
 - v. decorations for events
 - vi. dj/band for socials
 - vii. any other expenses deemed application
 - viii. income, including other sources of funding for which the student group has applied for, including confirmed and unconfirmed funds.
2. For student groups who submit applications after hosting the event, provide receipts from the event and a post-conference or post-event summary.
3. When indicating expenses and incomes, amounts shall normally be rounded to the nearest dollar.
4. All applications for student group funding must be received by BUSU within 30 days of completion of the event/expenses incurred.
5. If an application is received prior to the event or project, then the application shall not normally require receipts or other proofs of purchase, but should clearly outline all estimated expenses and incomes, and the student group must submit a post event summary detailing the actual expenses and revenues upon request.

Student Group Funding Allocation

6. Requests for funding will be assessed on the basis of each group's needs and the merit of the event or project relative to the aims and objectives of the student group. Therefore, student group funding requests will be evaluated by each of the following, where applicable, but not limited to:
 - a. how does the intent of the funding request fit within the mandate of the student group and BUSU;
 - b. the number of students benefiting from the conference, event or project;
 - c. availability of other sources of funding;
 - d. how much external fundraising has the student group attempted
 - i. to attain and actually received;
 - e. how much BUSU student group funding the group has received already during the year.
7. Applications shall be reviewed in the same order in which they were received, with applications received earliest being given first priority. If an application is found to be incomplete, the student group applying shall be contacted and, normally, given an opportunity to complete the application and resubmit it in the same sequence.
8. In order to approve an application for funding, the student group applying must:
 - a. be a recognized student group of BUSU in good standing, with no outstanding debts to the Students' Union.
 - b. show that the purpose that these funds will be used for shall contribute directly to the overall goal and success of the student group and/or provide a positive contribution to student life at Brandon University.

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- c. not have received funding already from BUSU Student Group Funding in the current fiscal year (May 1st to April 30th) that has exceeded \$1000.
 - d. not have received confirmed funding equal to or greater than 100% of the total expenses related to the conference, event, project, or expense.
9. Applications shall be reviewed at a meeting of SGPA with a quorum to do business.
 10. SGPA is not bound to a strict funding model. The committee has full discretion to award more, or less to any one application, or deny funding.
 11. The total disbursement (including club funding, donations, etc.) shall not exceed \$2,000 to any one student group in the current fiscal year and shall never exceed 100% of the actual cost of any event, conference, or project.
 12. Location of the funds available for student groups can be found in the BUSU Budget under the Student Group Funding budget line and shall be used to fund student group funding requests.
 13. After reviewing an application, the following shall be written on its front page:
 - a. whether it has been approved or denied
 - b. the date on which it was reviewed
 - c. the amount of funds that has been approved (if applicable)

Collective Funding

14. The following student groups shall have access to specific and dedicated student group funding:
 - a. Women's Collective
 - i. two Thousand Dollars shall be allocated each year in the BUSU Budget for the collective's use;
 - ii. this money will be received in increments of one thousand dollars per term, unless the collective requires more for an event, project, or operations of the collective;
 - iii. should the budget received be for less than the maximum amount requested, the council may adjust the total amount given to the collective;
 - b. Lesbian, Gay, Bi, Transgendered, Transsexual, Queer * (LGBTQ*) Collective
 - i. two Thousand Dollars shall be allocated each year in the BUSU Budget for the collective's use;
 - ii. this money will be received in increments of one thousand dollars per term, unless the collective requires more for an event, project, or operations of the collective;
 - iii. should the budget received be for less than the maximum amount requested, the council may adjust the total amount given to the collective;
 - c. Aboriginal Student Council
 - i. two Thousand Dollars shall be allocated each year in the BUSU Budget for the collective's use;
 - ii. this money will be received in increments of one thousand dollars per term, unless the collective requires more for an event, project, or operations of the collective;
 - iii. should the budget received be for less than the maximum amount requested, the council may adjust the total amount given to the collective;

Student Group Terms and Conditions for Receiving Funding

15. Student Group funding must be used for the intention stated in the application.
16. Failure to comply with the original intent of the funding constitutes fraud and will result in the student group being prohibited from applying for funding for at least two years.

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17. Any student group receiving funds from BUSU for an on-campus or off-campus event should at any possibility acknowledge the Brandon University Students' Union as a co-sponsor in advertising for the event.
18. For student groups that applied for and are receiving funding after the conference or event has occurred, a post-event summary (consisting of a description of the event and documentation of revenues and expenses), shall be submitted to the Chair of SGPA within thirty (30) days following the conclusion of the conference or event.
19. Student groups owing outstanding fees to BUSU must pay those fees before funding can be received. Fees may be paid through approved SGPA funding requests.

Contacting Applicants

20. After a student group funding application is reviewed, the Chair of SGPA shall contact the student(s) who submitted the application on behalf of the student group to inform them of the decision of SGPA.
21. If the application was approved, the Chair of SGPA shall inform the student(s) of the date and location at which their cheque(s) shall be available for pick-up. (BUSU does not normally mail cheques to students).
22. Any cheques that are not deposited or picked up by the student group and become stale dated shall not be rewritten for the club.
23. The Chair of SGPA shall contact the student groups who have been denied funding and will provide reasons for the decision.

Student Group Funding Request and Allocation Records

24. The Chair of SGPA shall be responsible for keeping records related to SGPA. The following records shall be kept:
 - a. a list of funds allocated including:
 - i. the date on which the funding was disbursed;
 - ii. the name of the student group that received funds;
 - iii. the original applications, in full as an attachment, which shall include the following on the front page:
 - iv. the date on which the decision was rendered;
 - v. the decision of SGPA of whether or not to approve the funding;
 - vi. the amount of funding requested and the amount approved by SGPA
 - vii. the name of BUSU director or office staff person who received the request and date
25. These records shall be typed and kept in the BUSU Offices, in electronic form and as a hard copy, except for the original application, which is to be kept in the form in which it was received.
26. SGPA records shall be available for review by:
 - a. members of the BUSU Executive;
 - b. members of the SGPA committee;
 - c. members of the BUSU financial staff;

Appeals

27. Should a formal complaint by a BUSU Member be received by the SGPA that violates any part of the "Student Group Terms and Conditions for Receiving Funding", or "Conditions for New or Returning Student BUSU Recognized Student Groups" SGPA has the right to investigate said complaint and take appropriate action if necessary including but not limited to: removal of student group status and the removal of funding.

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28. Decisions made by the SGPA committee may be appealed to the BUSU Council in which a 2/3 majority must be in favour of overturning SGPA's decision.
29. If after an appeal, a group is still not satisfied with the committee's decision, then the group may appeal to BUSU Council by consulting with the Chairperson of the Council.
30. All appeals must be made within fourteen (14) day of the notification of refusal for recognition or funding. All decisions made by BUSU Council are final and binding.

Bylaw 2800 - National Lobby Organizations

1. The Union shall, from time to time, belong to lobby organizations.
2. Prior to joining a new lobby organization, Council shall consider advantages and disadvantages to the Union of membership in the lobby organization.
3. Membership in a lobby organization must be accomplished by a referendum.
4. Referenda under this Bylaw shall be conducted in accordance with the Election Bylaws in the event that the national organization does not have it's own bylaws outlining process. It is explicitly recognized that BUSU's bylaws and policies do not override those regulations in which to join or leave any national organization. Members assisting with planning a referenda with a National Lobby Organization shall advocate to ensure that the rules and regulations that are used consider the Election Bylaws as minimum standards.
5. Withdrawals from a lobby organization shall be accomplished in the same fashion to joining that lobby organization.
6. Regular reports shall be made to Council regarding the activities of any lobby organizations to which the Union belongs and the report shall include information regarding the Union's activities in those lobby organizations.

Bylaw 3100 - Student Senate Caucus

1. The mandate of the Student Senate Caucus is to
 - a. provide an open forum for student senators to discuss the affairs of Senate;
 - b. facilitate the development of questions to be brought forward to Senate; and
 - c. nominate members to the standing committees of Senate.
2. The Student Senate Caucus shall consist of elected student senate members who shall participate in the deliberations and activities of the Student Senate Caucus.
3. The Vice-President (Internal) shall be the Chair of the Student Senate Caucus.
4. The Vice-President (Internal) shall make regular reports to Council on the activities of the Student Senate Caucus.
5. The Student Senate Caucus shall meet prior to every Senate meeting to discuss Senate agenda items.

Bylaw 3100 - General Meetings

Calling & Publicizing a General Meeting

1. The Council, in consultation with the President, shall schedule General Meetings of the Union ("General Meetings") on 2 occasions during the Regular Session. Additional General Meetings may be scheduled by Council on a motion by the Executive Committee.
2. BUSU shall publish notice of a General Meeting on the BUSU Website at least three weeks prior to the date of the General Meeting .
3. The BUSU Website shall also include (as part of their advertisement of the Special General Meeting) any motions or amendments submitted.
4. All motions and amendments arising out of the specific issues shall be submitted to the Chair of Council a minimum of two days prior to a Special General Meeting.

Meeting Procedures

5. The quorum for a General Meeting shall be 50 Members of the Union.
6. The Chair of the General Meeting shall be determined by Council at a meeting of Council prior to the General Meeting.
7. The Chair of the General Meeting shall be responsible for arranging and conducting the General Meeting in such a way that as many Members of the Union as possible, including Council Members, have the opportunity to speak.
8. The Secretary shall take complete and accurate minutes of the proceedings of General Meetings. Such minutes shall be signed by the President and the Chair of the General Meeting and copies thereof shall be provided to every Council Member and to any other Member of the Union who requests copies thereof.
9. The governance documents of the Union are ranked as follows in terms of descending order of authority for the purposes of a General Meeting:
 - a. the Constitution;
 - b. the Bylaws of the Union;
 - c. the Policies of the Union;
 - d. Standing orders of BUSU Council;
 - e. Robert's Rules of Order.
10. Subject to any other provisions in the Bylaws, the following shall be, as far as practicable, the order of business at the General Meetings:
 - a. approval of the agenda;
 - b. approval of the minutes of the previous General Meeting;
 - c. unfinished business arising from the minutes;
 - d. reports of the Executive;
 - e. reports of Canadian Federation of Students representatives;
 - f. reports of the Committees;
 - g. question period;
 - h. presentation of any motions;
 - i. other business;
 - j. announcements; and
 - k. adjournment.
11. Speaking turns by Members of the Union at General Meetings shall be:
 - a. no longer than 5 minutes in duration;
 - b. will allow up to three (3) members in favour and against each motion without a motion to extend the speakers list;
 - c. shall recognize gender parity for the speaking list

Voting at General Meetings

12. At any General Meeting, motions shall be considered and voted upon by the Members of the Union who are present including any Council Members.
13. Voting on all motions at a General Meeting shall be by a show of hands, except where the Bylaws or the Robert's Rules of Order require a secret ballot vote.

Motions passed at General Meetings

14. Passage of a motion by General Meeting shall become a policy of the Union for the term of the Council then in office and shall take effect on the day after the next regularly scheduled Council Meeting.
15. A General Meeting may, by 2/3 majority of Members of the Union who are present, rescind any motion of the Council then in office.

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16. Any motion passed by a General Meeting may be rescinded or amended by a 2/3 majority vote of Council.
17. Motions may be passed by a General Meeting in the absence of a quorum but such motions shall be considered only as advice to Council and shall have no force or effect whatsoever.

Bylaw 3200 - Special General Meeting

1. A General Meeting may also be scheduled when the Chair of Council receives a petition of no less than 50 Members of the Union requesting that a General Meeting be held on a specified issue.
2. General Meetings initiated by a petition are referred to as 'Special General Meetings', and are bound by all the clauses within Bylaw 3100 except where contradicted by Bylaw 3200.
3. A petition requesting a Special General Meeting shall state a specific issue to be discussed and shall be in the form of a motion and shall include a summary of the issue no longer than 250 words.
4. The agenda for a Special General Meeting shall only include the following unless specified in the petition requesting the meeting:
 - a. the presentation of motions;
 - b. adjournment.
5. Motions and amendments shall not be amended in any way from the floor of the Special General Meeting

Bylaw 3300 - Executive Member Vacancies

President

1. If the President resigns or becomes incapacitated before October 1, or if the position of the President remains vacant after the BUSU Annual General Election:
 - a. a Vice-President shall be appointed to be an interim President by the council;
 - b. a by-election for the vacated President position shall be conducted by the RO; and
 - c. said by-election shall be held in accordance with the Election Bylaws.
 - d. if a Vice-President decides to run for the position of President in the by-election, they must resign from their position as Vice-President, and that position will also be open in the by-election.
2. If on or after October 1 the President resigns, a Vice-President shall be appointed to the Office of the President.
3. The election shall be held at the next meeting of Council and shall use the following procedures:
 - a. one or more Vice-Presidents will be nominated by a member of council to be elected to the Office of the President;
 - b. Council shall decide by secret ballot which Vice-President shall be elected.

Vice-President

4. Should a Vice-President resign or become incapacitated during the term of his or her office, or if the position of the President remains vacant after the BUSU Annual General Election, the council shall appoint a member of the union as acting Vice-President until the by-election. If a vacancy occurs after the by-election, the council shall appoint a member to fill that vacancy.

All Executive

5. In the event that all executive members were to resign or become incapacitated prior to the Annual General Elections, Council would appoint an interim President until a by-election is completed.

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6. A by-election for the vacated position shall be conducted by the RO. The by-election shall be held in accordance with the Election Bylaws.
7. In the event that all executive members were to resign or become incapacitated after the Annual General Elections, the executive who was elected to begin May 1st, would start as soon as practicable.

Bylaw 3350 - Director Vacancies

1. If a position remains vacant after the Annual General Election, nominations to fill the position by appointment of Council shall reopen on October 1st.
2. If a position becomes vacant through any other means after or during September and before March, applications to fill the position by appointment of Council shall be reopened on the first of the next month.
3. The application period shall be one week.
4. If, by the end of the application period:
 - a. no one has applied or no suitable applicants were received, the council may make a ruling to re-open the posting or leave the position vacant until the next election
 - b. one or more people have applied, the Executive shall interview and make a recommendation to the full board.
5. The candidate appointed by Council shall be appointed for the remainder of the academic year, and shall have full voting rights during their term in office.

Bylaw 3400 - Dismissal of Executive Members

1. Members of the Executive can only be dismissed by way of petition.
2. A petition to dismiss a member of the Executive requires the signatures of at least 20% of the total number of Members of the Union. This number is to be determined by the Brandon University's enrolment count at the time that the petition is presented.
3. A petition to dismiss a member of the Executive shall be worded as follows: "We, the undersigned, petition the Brandon University Students' Union to remove (insert name of Executive member(s)) from position as (insert position) of the Brandon University Students' Union."
4. Any petition shall only be valid if first approved by the returning officer and shall mark all petition pages used prior to the collection of signatures. Any pages without the RO's mark shall not be valid.
5. After receiving approval from the RO, the petition must reach 20% percent within 30 days to be valid.
6. Once a petition is received and deemed valid, the RO shall run a referenda within 30 days as per the Referenda Bylaws.
7. If a member or members of the Executive is/are dismissed, any resulting vacancy shall be dealt with, as far as practicable, in accordance with Bylaw 3300 as if the Executive member(s) had resigned.
8. In the event of dismissal, the Executive member(s) shall continue to receive their salary for a period of 2 weeks from the date that the results of the referendum are announced or the recount results are announced if there is a recount.
9. Amendments to this bylaw shall not take effect until the following May 1st after being adopted by Council.

Bylaw 3500 - Removal of Council Members

1. A Council Member may be dismissed, on motion to Council, for any reason determined appropriate by Council, and without restricting the generality of the foregoing may include any 1 or more of the following reasons:
 - a. the Council Member has repeatedly acted in a manner that is unduly disruptive and disrespectful of Council and its proceedings;
 - b. the Council Member ceases to be a member of the union;
 - c. the Council Member fails to attend three consecutive council meetings or a total of six council meetings during regular session;
 - d. any council member unable to attend meetings that would result in their removal as outlined in this bylaw may make a request to the full council to excuse their absences shall normally be requested prior but may be considered by the discretion of the council afterwards.
2. Removal of a Council Member is subject to the following procedure:
 - a. a notice of motion to dismiss is made to Council by a Member of the Union which includes the reasons for the proposed dismissal shall be served at a council meeting and shall be dealt with at the following meeting.
3. A motion to remove a Council Member shall only pass by a 2/3 majority vote of Council members present at the meeting.

Bylaw 3600 - Oaths of Office

1. The President and Vice-Presidents, prior to the commencement of their official duties, shall take an Oath of Office. Failure to do so shall preclude the President and/or Vice-Presidents from carrying out their duties as prescribed by the Act and the Bylaws of the Union, subject to any other provisions of the Bylaws of the Union.
2. The Chair of Council shall administer the Oath. In the absence of the Chair, the Secretary of Council shall administer the Oath.
3. The President and Vice-Presidents shall take their respective Oaths of Office at a Council meeting prior to May 1st.
4. The Oath of Office for the President shall be: I, (name), do hereby promise that I will diligently, faithfully, and to the best of my ability fulfill the duties, responsibilities, and expectations of the office of the President of the Brandon University Students' Union, in accordance with the Act and the Bylaws of the Union, and above all else in the best interests of the students who belong to the Union. I humbly acknowledge and accept the great privilege and honour bestowed upon me, and shall not violate the trust placed in me by Council and the Members of the Union.
5. The Oath of Office for the Vice-Presidents shall be: I, (name), do hereby promise that I will diligently, faithfully, and to the best of my ability fulfill the duties, responsibilities, and expectations of the Office of the Vice-President (position title) of the Brandon University Students' Union, in accordance with the Act and the Bylaws of the Union, and above all else in the best interests of the students who belong to the Union. I humbly acknowledge and accept the great privilege and honour bestowed upon me, and shall not violate the trust placed in me by Council and the Members of the Union.
6. In the event of the resignation, dismissal, and incapacitation of any executive member(s), the interim or newly executive member(s) is entitled to carry out the duties of that office immediately and must take the Oath of Office at the earliest Council meeting possible.

Bylaw 3700 - Governance Documents

1. Unless otherwise stated in these Bylaws, the Governance Documents of the Union are ranked as follows in descending authority:
 - a. the BUSU Constitution;
 - b. the Bylaws of the Union;
 - c. the Policies of the Union;
 - d. Standing Rules of BUSU Council;
 - e. Robert's Rules of Order.

Adoption of New or Amended Bylaws and Policies

2. Council or a General Meeting has the jurisdiction to adopt Bylaws, Policies, and Standing Rules of Council.
3. A motion respecting a Policy or Bylaw shall expressly contain in its text the resolution that Council adopts said motion as a Policy or Bylaw.
4. New or Amended Bylaws, Policies and Standing Rules of Council take effect the day following their adoption by Council unless otherwise stated in the motion to adopt.
5. Amendments to the Bylaws or Policy Manual shall be distributed to all Council Members and posted on the Website within a reasonable amount of time after they are approved.
6. No motion to amend the Election Rules shall be considered during the Election Period.

Constitution

7. Any requests to alter, amend, update, or otherwise change the Constitution shall only be passed by a 2/3 majority at a General Meeting.

Bylaws

8. All Bylaws shall be documented in the Bylaw Manual.
9. The Bylaws may only be amended during regular session with a two-thirds majority vote of Council present during regular session on a motion from the Policy and Bylaws Committee.
10. No motion to amend the Bylaws shall be considered without first allowing 2 weeks' notice to Councillors.

Policies

11. All Policies shall be documented in the Policy Manual.
12. A Policy shall take the form of a motion and shall be prefaced by a preamble which expresses the sentiment or principles on which the motion is based.
13. Policies may be introduced or amended at any time throughout the year with a two-thirds majority vote in Council.

Standing Rules of Council

14. Standing Rules of Council shall be documented in the Resolutions Manual.
15. Standing Rules of Council may be introduced or amended at any time throughout the year with a majority vote in Council.
16. Standing Rules of Council shall expire upon the Changeover of Council unless adopted by the incoming Council.