

**THE BYLAWS  
OF THE**

**BUSU**

**BRANDON UNIVERSITY  
STUDENTS' UNION**

**ENACTED  
APRIL 28, 2021**

**AMENDED  
OCTOBER 15, 2021**

# TABLE OF CONTENTS

- Definitions** 1
- BUSU Mission Statement** 4
- ByLaw 100 - Governance Documents** 4
  - Constitution 4
  - ByLaws 4
  - Policies 4
  - Standing Rules of Council 4
  - Violations of BUSU Governance Documents 5
- ByLaw 200 – BUSU Council** 5
  - Council 5
  - Resignation 6
  - Quorum 6
  - Term of Office 6
  - Scheduling Council Meetings 6
  - Special Council Meetings 6
  - Rights of Participation 6
  - Minutes and Record of Motions 7
    - Open Session 7
    - Closed Session 7
    - In-Camera Session 7
  - Voting 8
  - Impartiality Clause 8
- ByLaw 500 - Chair of Council** 8
- ByLaw 600 - Secretary** 8
- ByLaw 700 - Executive Positions** 8
- ByLaw 800 – Director Positions** 9
- ByLaw 900 - Returning Officer** 9
- ByLaw 1000 - BUSU Annual Election, By-Election & Referenda** 9
  - ByLaws 9
  - Definitions 9
  - Annual Election 10
  - By-Election 10

<b>ByLaw 1100 - Calling of Referenda</b>	<b>11</b>
<b>ByLaw 1200 - Nominations</b>	<b>11</b>
Nomination Requirements	11
<b>ByLaw 1300 - Registration of Sides</b>	<b>12</b>
<b>ByLaw 1400 - Campaign Materials</b>	<b>12</b>
<b>ByLaw 1500 - Campaigning</b>	<b>12</b>
Post Election Period	13
Campaigning Standards and Prohibitions	13
<b>ByLaw 1600 - Election Town Hall</b>	<b>13</b>
<b>ByLaw 1700 - Violations, Complaints, and Appeals</b>	<b>14</b>
Penalties	14
<b>ByLaw 1800 - Voting, Vote Counting, &amp; Ballots</b>	<b>15</b>
Ballot Counting	15
Recounts and Ties	15
Record of Elections	15
Referenda Results	16
Damages and Disqualifications	16
<b>ByLaw 1900 – Council Member Vacancies</b>	<b>16</b>
President	16
Vice-President	16
All Executive	16
Directors	17
<b>ByLaw 2000 - Dismissal of Council Members</b>	<b>17</b>
Executive	17
Directors	17
<b>ByLaw 2100 - Oaths of Office</b>	<b>18</b>
<b>ByLaw 2200 - Standing Committees</b>	<b>18</b>
Committee Membership	18
Committee Jurisdiction	19
Committee Consultation	19
<b>ByLaw 2400 - Ad Hoc Committees</b>	<b>19</b>
<b>ByLaw 2500 - Executive Committee</b>	<b>20</b>

Committee Mandate	20
Committee Membership	20
<b>ByLaw 2600 – Finance &amp; Student Services Committee</b>	<b>20</b>
Committee Mandate	20
Committee Membership	20
<b>ByLaw 2700 - Student Clubs, Activities &amp; Campaigns Committee (SCAC)</b>	<b>20</b>
Committee Mandate	20
Committee Membership	21
<b>ByLaw 2800 - ERDIE Board</b>	<b>21</b>
Committee Mandate	21
Committee Membership	21
<b>ByLaw 2900 - Board of Governors</b>	<b>21</b>
<b>ByLaw 3000 – Union Finances</b>	<b>21</b>
Union Budget	21
Staff	22
Contracts	22
Investments, Securities, and Loans	22
Conflict of Interest	22
Fiscal Year and Audit	23
<b>ByLaw 3100 – Union Personnel</b>	<b>23</b>
Staff	23
Employee Discipline and Dismissal	23
<b>ByLaw 3200 – BUSU Student Groups</b>	<b>24</b>
Collectives	24
Club Registration	24
Club Registration Revocation	24
Club Funding	25
<b>ByLaw 3300 - National Lobby Organizations</b>	<b>25</b>
<b>ByLaw 3400 - Student Senate Caucus</b>	<b>25</b>
<b>ByLaw 3500 - Annual General Meetings</b>	<b>26</b>
Calling Annual General Meetings	26
Notice for Annual General Meetings	26
Meeting Procedures	26
Voting at Annual General Meetings	26

<b>Motions Passed at General Meetings</b>	<b>26</b>
<b>ByLaw 3600 - Special General Meeting</b>	<b>27</b>
<b>Amendments to the ByLaws</b>	<b>28</b>

## Definitions

In these ByLaws;

1. "Ad Hoc Committee" means a committee of Council enacted for a limited time and specific purpose pursuant to Bylaw 2400;
2. "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;
3. "Auditor" means the auditor appointed by the BUSU Board pursuant to Bylaw 3000;
4. "Board of Governors" means the Board of Governors of Brandon University;
5. "Budget" means the budget of the Union as enacted by Council and any amendments thereto;
6. "By-election" means an election for an Executive Member position that was vacant in the Regular BUSU Election, and in accordance with the By-Election ByLaws and By- Election Schedule found in Bylaw 1000;
7. "ByLaws" or "Bylaw Manual" mean the ByLaws of the Union and any amendments thereto;
8. "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;
9. "Chair" means a Chairperson;
10. "Chair of Council" means the Chair of BUSU Council and includes any acting Chair of Council;
11. "Returning Officer" means the person appointed in accordance with Bylaw 900, to administer and operate the General Election of the Union;
12. "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) All Closed Session Meetings, or parts thereof, are completely confidential.
13. "Committee" means a Standing Committee or an Ad Hoc Committee;
14. "Committee Meeting" means a meeting of a Standing Committee or an Ad Hoc Committee;
15. "Committee Member" means a member of a Standing Committee or an Ad Hoc Committee;
16. "Constituency Group" means any group of Members of the Union who collectively elect a Member of Council to represent them;
17. "Council" means the Council of the Union as described in Article 2 of the BUSU Constitution;
18. "Council Meeting" means a meeting of BUSU Council;
19. "Council Member" means any voting member of BUSU Council elected in accordance with the ByLaws;
20. "RO" means the Returning Officer;
21. "ERDIE Board" means the Elections and Referenda Discipline, Interpretation and Enforcement Board of the Union.
22. "ERDIE Board Meeting" means a meeting of the ERDIE Board;
23. "Election ByLaws" means the ByLaws between 900 and 1800, inclusive;

24. "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;
25. "Election Rules" means the Election ByLaws, as well as any other provision of the ByLaws, Policies or Standing Rules of Council related to the Elections and Referenda of the Union;
26. "Executive" means the President, Vice-President Internal, Vice-President External, and the BUSU Executive Director
27. "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;
28. "General Election" means the annual election for the Executive and Directors elected in accordance with the Election ByLaws and held in February and March;
29. "General Meeting" means a meeting of the Members of the Union called under and authorized by Bylaw 3500;
30. "Governance Documents" or "Governance Documents of the Union" mean the Constitution, ByLaws, Policies, Standing Rules of Council, and Robert's Rules of Order..
31. "Guest" means anyone attending a meeting who is not a member of the body holding the meeting;
32. "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. All in-camera meetings, or parts thereof, are unrecorded, completely confidential, and nothing from these meetings, or parts thereof, are to be repeated at any point.
33. "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;
34. "Majority" means more than 50% of members present and voting
35. "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;
36. "Minute Record" or "Minute Book" means a book kept by Council containing complete and accurate minutes of all Council Meetings;
37. "Motion Record" means a book kept by Council of all motions passed or defeated by Council at Council Meetings;
38. "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;
39. "Part-Time and Mature student" is defined as a part-time or mature student or a parent.
40. "Policy" means a course or principle of action enacted by Council in accordance with the ByLaws and described in the Policy Manual;
41. "Policy Manual" means a book kept by Council of all Policies enacted by Council and in effect;
42. "President" means the President of the Brandon University Students' Union;
43. "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;
44. "Reading Week" means the one-week period in February set by the Senate of the

University;

45. "Regular Session" means the months of September, October, November, December, January, February, March and April;
46. "Resolution Manual" means the book kept by Council of all Standing Rules enacted by Council;
47. "Robert's Rules of Order" means the most current authorized edition of Robert's Rules of Order;
48. "Secretary" means the person appointed by the Executive Committee (or their delegate) to minute the meetings and decisions of Council;
49. "Special General Meeting" means a General Meeting called by a petition under Bylaw 3600;
50. "Standing Committee" means a standing committee of Council enacted by these ByLaws;
51. "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;
52. "Students" means students of the University;
53. "Student-at-Large" means a Member of the Union who is not a Council Member;
54. "Student Senate Caucus" means the Student Senate Caucus and any successor body;
55. "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);
56. "Summer Session" means the months of May, June, July and August;
57. "Supplemental Rules" means additional election rules developed by the RO intended to provide clarification on issues not specifically addressed in the ByLaws or Policies;
58. "Unanimous" means every member of Council must be present and cast the same vote on a motion
59. "Union" and "BUSU" mean the Brandon University Students' Union;
60. "University" means the Brandon University;
60. "Vice-President" means a Vice-President of the Brandon University Students' Union;
61. "Website" means the official website of the Brandon University Students' Union.



## **BUSU Mission Statement**

The Brandon University Students' Union (BUSU) exists to serve the students. BUSU strives to enhance student life and the quality of education through consultation, representation, and advocacy

## **ByLaw 100 - Governance Documents**

Unless otherwise stated in these ByLaws, 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

## **Constitution**

1. 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**

2. All ByLaws shall be documented in the Bylaw Manual.
3. The ByLaws may only be amended during regular session with a 2/3 majority vote of Council present during regular session.
4. No motion to amend the ByLaws shall be considered without first allowing 2 weeks' notice to Councilors.

## **Policies**

5. All Policies shall be documented in the Policy Manual.
6. A Policy change 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.
7. Policies may be introduced or amended at any time throughout the year with a 2/3 majority vote in Council.

## **Standing Rules of Council**

8. Standing Rules of Council shall be documented in the Resolutions Manual.
9. Standing Rules of Council may be introduced or amended at any time throughout the year with a majority vote in Council.
10. Standing Rules of Council shall expire upon the Changeover of Council unless adopted by the incoming Council.
11. Adoption of New or Amended ByLaws and Policies
12. Council or a General Meeting has the jurisdiction to adopt ByLaws, Policies, and Standing Rules of Council, as per the BUSU Constitution.
13. 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.
14. 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.

## **Violations of BUSU Governance Documents**

15. Any alleged violation(s) of the BUSU Governance Documents will be heard and investigated by the Executive Committee.
16. Any violation(s) allegedly committed by an Executive Member shall be heard by the remaining Executive Members and a Director appointed by Council.
17. Any finding(s) and recommendation(s) shall be brought to a closed session of Council for consideration;
18. Any disciplinary measures imposed by Council are to be proportionate to the severity of the violation(s) and may result in, but not be limited to, dismissal from any and all associated office(s) of BUSU Council;
19. Any final decision(s) on violation(s) of the BUSU Governance Documents shall be made by Council as a whole, by majority vote, and are binding with no option to appeal;

## **ByLaw 200 – BUSU Council**

### **Council**

1. Council Members shall be:
  - a. The Executive,
    1. President
    2. Vice-President (Internal)
    3. Vice-President (External)
  - b. One (1) Director from each of the following faculties, who is a Member of the Union registered as a student in the faculty/program:
    1. Arts
    2. Science
    3. Health Studies
    4. Education
    5. Music
  - c. One (1) Director each from the following Constituency groups, who is a Member of the Union and self-identifies as a member of the constituency group:
    1. Queer Students;
    2. Indigenous Students;
    3. Women;
    4. International Students;
    5. Part-Time/Mature Students;
    6. Residence Students;
    7. Graduate Studies;
    8. Racialized Students;
    9. Students with Accessibility-based lifestyles
  - d. One (1) Residence Director, who is a Member of the Union and is registered and living in one of the three Residence Halls of the University for the Regular Session (September to April).
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, a Club Executive on campus, 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 Members of Council 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.
  - a. Non-voting or ex-officio Members shall not count towards quorum at any Council Meeting;

### **Term of Office**

8. A Council Member's term of office shall commence 8:30am on May 1<sup>st</sup> in the year the in the
9. In the event of a by-election, the Council Member's term shall commence at 8:30am on the day following ratification of election results by the BUSU Council.
10. A Council Member's term of office shall expire at 4:30pm on April 30<sup>th</sup>.
11. No Council meetings shall be held the week of April 30<sup>th</sup>.

### **Scheduling Council Meetings**

12. The Executive Committee shall present to Council a schedule of all Council Meetings for the term at the beginning of each term.
13. Unless varied by Council, there shall be a Council Meetings every two weeks during the year except in December, February, and April where there may only be one meeting.
14. No Council meetings shall be held during the Annual BUSU General Elections, including periods of nomination, campaigning, and voting.

### **Special Council Meetings**

15. A Special Council Meeting may be requested in writing by any of the following:
  - a. The President
  - b. Three (3) Council Members
  - c. Twenty (20) Members of the Union
16. The written request for a Special Council Meeting must include a date and purpose for the meeting.
17. The Chair of Council shall set the time and location of the meeting, which must be held within the City of Brandon.

### **Rights of Participation**

18. 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.

19. Members of the Union may attend a closed session of Council only if invited to do so by Council (motion needed?)
20. Members of the Union, subject to any other provisions in the ByLaws, may:
  - a. Attend meetings of Council in open session;
  - a. Members of the Union exercising the right to attend and observe meetings of Council:
    - i. May not address Council without permission from Council;
    - ii. Must respect the decorum of proceedings;
    - iii. May not interrupt proceedings of Council or persons addressing Council.
  - b. Request, in advance of the meeting, an opportunity to appear before council for the purpose of:
    - i. Speaking and/or presenting to Council on matters related to the responsibilities of the Union on campus;
  - c. Serve on and vote in Ad-Hoc Committees, where appointed by the council.
21. 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 Robert's Rules of Order.
22. 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 Standing and 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
23. 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 and in camera portions of any meeting;

## **Minutes and Record of Motions**

### **Open Session**

24. Council shall take accurate minutes of the proceedings of all Council Meetings in Open Session.

### **Closed Session**

25. Council shall take accurate minutes of the proceedings of all Council Meetings in Closed Session.

### **In-Camera Session**

26. No Minutes or Recordings shall be taken during an in-camera session.

## **Voting**

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. As an elected/appointed member of the Union, Council Members have a responsibility to vote on all motions for the benefit of Union Members.
  - a. Abstentions shall only be acceptable in the event that the Council Member has a legitimate reason for abstaining, such as a conflict of interest.
    - Any abstention will be recorded in the meeting minutes to ensure an accurate record of Council Member participation.
    - Abstentions will not be considered when deciding if a motion has passed or been defeated.
29. 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.
  - b. Such a request is subject neither to debate nor to a vote.

## **Impartiality Clause**

30. Whereas the Brandon University Students' Union recognizes equal opportunity and fairness in all levels of the decision-making process, hereby implements the practice of impartial decision-making.
31. Uncontested hearsay evidence, as well as any information irrelevant to voting and decision-making, shall not bear significance when rendering decisions, and shall remain moot.
32. 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 500 - Chair of Council**

1. The President of the Council shall be the Chairperson of Council unless otherwise indicated by the Council.
  - c. In the absence of the President, Chair of Council Shall be as follows:
    1. Executive Director
    2. Vice-Presidents Internal
2. In the absence of an executive member named above, a member of the council, as selected by Council, shall act as Chair.
3. The Chair of Council shall only vote in the event of a tie and only if an Elected Member of Council.

## **ByLaw 600 - Secretary**

1. The Executive Committee shall designate a staff member to function as the Secretary of Council.

## **ByLaw 700 - Executive Positions**

1. A BUSU Executive Member's term of office shall commence at 8:30am on May 1st in the year that the Member is elected and shall expire at 4:30pm on the subsequent April 30th.

2. BUSU Executive Members, while at all times keeping in mind the best interests of the BUSU and all of its Members, shall perform their duties faithfully, and to the best of their abilities, as laid out in the BUSU Policies and Oath of Office.

## **ByLaw 800 – Director Positions**

1. A BUSU Director's term of office shall commence at 8:30am on May 1st in the year that the Member is elected and shall expire at 4:30pm on the subsequent April 30th.
2. BUSU Directors, while at all times keeping in mind the best interests of the BUSU and all of its Members, shall perform their duties faithfully, and to the best of their abilities, as laid out in the BUSU Policies and Oath of Office.

## **ByLaw 900 - Returning Officer**

1. The Returning Officer shall be hired at the discretion of the BUSU Executive Director and the Services Coordinator.
2. The following people are not eligible to be appointed RO:
  - a. a Council Member;
  - b. any board member, employee or editor of the Quill;
  - c. any individual running for a position in the election or acting as an agent in the election
3. The Returning Officer is accountable only to the ERDIE Board
  - a. Questions arising from the interpretation of their position may be directed to the Executive Director, Services Coordinator, or the ERDIE Board.
4. The RO may only be suspended or dismissed from their position with just cause, as outlined in the BUSU Policies, by a unanimous vote from the ERDIE Board.

## **ByLaw 1000 - BUSU Annual Election, By-Election & Referenda**

### **ByLaws**

1. ByLaws 900 through 1900 apply to all elections and referenda run either solely or jointly by BUSU

### **Definitions**

The following definitions apply to the Election By-laws, unless specifically excluded:

- a. "banner" is any sheet of paper, or other material which is displayed as part of a campaign, size restrictions are at the discretion of faculty building guidelines;
- 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 Constitution, 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 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.

## **Annual Election**

1. BUSU shall hold an annual general election, on a schedule set out in the BUSU Policies, whereby the Members of the Union shall vote for:
  - a. Executive Members of the Union
  - b. Community Representatives
  - c. Faculty Representatives
  - d. Any Referenda deemed valid by the Returning Officer.
2. The BUSU Executive Director (or designate) shall be the BUSU Elections Staff Liaison for the duration of the election and referenda.

## **By-Election**

3. BUSU shall hold a by-election only to elect candidates for vacant Executive positions, on a schedule set out in the BUSU Policies.
4. A BUSU By-Election is only held if:
  - a. An Executive member position was vacant in the previous BUSU General Election, and
  - b. No successful candidate was hired for the position before 5:00pm on September 30<sup>th</sup>.
5. The BUSU Executive Director, or designate chosen by the BUSU Executive Director, shall hold the same authority as a Returning Officer (RO) in a BUSU By-Election.

## **ByLaw 1100 - Calling of Referenda**

1. Referenda may only be called in 3 methods:
  - a. by the receipt of a formal BUSU petition, signed by 50 Members of the Union demanding a referendum, by the:President, Chair of Council; or RO
  - 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. Valid referendum petitions must be received by the President, Chair of Council or RO prior to the last Council Meeting in January to have their referendum question included in the annual election for that year.
3. Referenda must have a majority of 50% + 1 of total votes cast to be successful

## **ByLaw 1200 - Nominations**

### **Nomination Requirements**

1. A person who is nominated as a candidate must:
  - a. Be a Member of the Union, and be returning as a member of the union for the entirety of the Regular Session (September to April),;
  - 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 Director position;
  - d. Be registered as an international student with the University if they are being nominated for International Students' Director;
  - e. Be registered as a part-time (less than 9 credit hours per term) or as a mature student with the University, or a be 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, as laid out in the BUSU Policies, to the RO prior to the end of the nomination period.
  - i. In accordance with the Conflict of Interest Policy, Members running for executive positions of the Union may not have personal connections, whether romantic or familial, with any other candidate;

### **Nomination Vacancies**

2. If an open position receives no nominations by the close of the second nomination period, then it shall remain vacant until the process described in Bylaw 1900 can be followed.



## **All Candidates' Meeting**

3. 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").
4. All candidates and campaign managers are required to attend the candidates meeting in its entirety.
  - a. 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.

## **ByLaw 1300 - 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.

## **ByLaw 1400 - 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.
3. No Campaign material may claim or imply any association or endorsement from BUSU or Brandon University in relation to any individuals' candidacy.

## **ByLaw 1500 - Campaigning**

1. Campaigning shall last for 17 consecutive days starting at 8:30am on the Wednesday of Reading Week 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 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 referendum 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, the RO may consider any additional factors in addition to the definition of campaigning.

### **Post Election Period**

4. 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.

### **Campaigning Standards and Prohibitions**

5. 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.
6. 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.
7. Campaigning is restricted to Members of the Union, and no one who is not a Member of the Union shall campaign.
8. No candidate, campaign manager, or volunteer may campaign:
  - a. in a business or service owned or operated by the Union, 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 referendum process.
9. 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 of the referenda.

### **ByLaw 1600 - Election Town Hall**

1. There shall be at least one Election Town Hall during the campaigning period, which shall be held at least one day before the first day of polls.
2. Any person(s) who attempts to disrupt the orderly conduct of the Election Town Hall shall be removed from the facility.

## **ByLaw 1700 - 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
  - c. any other action by the RO during the Election Period that contravenes the Election Rules.
4. No appeal exists for a ruling of the ERDIE Board
  - a. a ruling of the ERDIE Board shall be final and binding on the parties to the Appeal.

### **Penalties**

5. 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.
6. 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.
7. A penalty may be assessed for an individual breach, or for a series of repeated violations that in aggregate constitute a greater breach.
8. 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.
9. Where candidates are part of a side, any disciplinary action, including disqualification, taken by the RO against any candidate shall not affect other members of the side unless they are named in the complaint and the RO determines they are also at fault.
  - a. Each infraction by a member of a side shall be considered a violation by that individual candidate.
10. 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.
11. 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 1800 - Voting, Vote Counting, & 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. 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.
4. To facilitate an online election, confidential ballots will be emailed to students based on their faculty.

### **Ballot Counting**

5. As the BUSU General Election is conducted via electronic ballots, "ballot counting" refers to the process of retrieving the voter results from the electronic ballots submitted, results shall be calculated after the polls close on the evening of the final day of voting.

### **Recounts and Ties**

6. 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.
7. A recount may not be requested by any candidate or side that did not have a scrutineer present at the time when electronic ballots were retrieved.
8. 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:
  - a. A run-off election between the tied Candidates conducted as far as practicable in accordance with the Election ByLaws.
    - i. Any such run-off election shall occur within 14 days of the final recount of the ballots of the General Election;

### **Record of Elections**

9. A record shall be kept of voter turnout in BUSU general elections, by-elections and referenda, for each faculty, and constituency.
10. 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 shall be archived by the Union and accessible to Members.

## **Referenda Results**

11. Council shall not have the power to void a valid referendum.
12. 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**

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

## **ByLaw 1900 – Council Member Vacancies**

### **President**

1. If the President resigns or becomes incapacitated at any time during their term or if the position of the President remains vacant after the BUSU Annual General Election:
  - a. The position of President will be offered to the Vice-Presidents.
2. If a VP is unable or unwilling to take the position, an Executive Member shall make a posting of the Vacant President position, which shall be filled in accordance with the Policies.

### **Vice-President**

3. Should a Vice-President resign or become incapacitated during their term of office, or if the position of the President remains vacant after the BUSU Annual General Election:
  - a. The position will be offered to Directors.
    - i. Should more than one Director be interested in the position, the Executive Committee shall follow the hiring process laid out in the Policies for all interested Directors.
4. If no current Director desires the role, then the BUSU President shall make a posting of the vacant Vice-President position(s), which shall be filled in accordance with the Policies.

### **All Executive**

5. In the event that all Executive Positions are vacant after a BUSU General election:
  - a. The positions will become available to elected BUSU council members to act as interim Executive members until the By-Election.
    - i. An election shall be held at the first Council meeting in May to appoint the individuals to the three positions.
  - b. Former Executive members and current Managers will assist in assigning job duties and responsibilities until the By-Election is held.
6. In the event that all executive members were to resign or become

incapacitated after the By-Election timeframe:

- a. The BUSU Council and BUSU Managers will meet to discuss options following the guidelines above.

## **Directors**

7. If a position remains vacant after the Annual General Election, the BUSU President, or designate, shall make a posting of vacant Director positions, which shall be filled in accordance with the Policies.

## **ByLaw 2000 - Dismissal of Council Members**

### **Executive**

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 Brandon University's enrollment count at the time that the petition is presented.
  - a. Only an original, formal BUSU Executive Removal Petition, which must be picked up from the BUSU Office, will be considered a valid petition.
  - b. Any Photocopied pages shall be considered invalid.
  - c. Any pages without the official BUSU mark shall be considered invalid.
  - d. Any petition must reach 20% percent within 30 days of receipt from the BUSU Office to be valid.
3. Once a petition is received and deemed valid, a Returning Officer shall be hired and run a referenda within 30 days as per the Referenda ByLaws.
4. In the event of dismissal:
  - a. 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.
  - b. Any resulting vacancy shall be dealt with, as far as practicable, in accordance with Bylaw 1900 as if the Executive Member(s) had resigned
5. Amendments to this bylaw shall not take effect until the following May 1st after being adopted by Council.

### **Directors**

6. A Council Member may be dismissed by a motion of Council, for any reason determined appropriate by Council, and without restricting the generality of the foregoing may include anyone 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 the regular session;
    - i. 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
      1. This request shall normally be made prior to the meeting

but may be considered, by the discretion of council, afterwards.

7. 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
  - b. This notice shall be served at a council meeting and shall be dealt with at the following meeting.
8. A motion to remove a Council Member shall only pass by a majority of vote of Council members present at the meeting.

## **ByLaw 2100 - Oaths of Office**

1. The President and Vice-Presidents shall take their respective Oaths of Office at a Council meeting prior to the commencement of their official duties.
  - a. Failure to do so shall preclude the President and/or Vice-Presidents from carrying out their duties as prescribed by the Constitution and the ByLaws of the Union.
2. The Chair of Council shall administer the Oath.
  - a. In the absence of the Chair, the Executive Director shall administer the Oath.
3. 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 2200 - Standing Committees**

1. BUSU has several committees, of which the following are named Standing Committees:
  - a. Executive Committee;
  - b. Finance & Services Committee;
  - c. Student Clubs, Activities & Campaigns Committee;
2. The remainder of Bylaw 2200 shall apply to Standing Committees and all remaining committees below, unless otherwise specified within the particular committee's section.

## **Committee Membership**

3. 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.
4. Every council member shall typically be a Member of at least one (1) but not more than two (2) Standing Committees.
  - a. In the event that the current council cannot fill all the standing committees, council members may serve on up to three (3) standing committees.
5. The President, the Executive Director, and Services Coordinator shall be ex-officio members of every Standing Committee.

## **Committee Jurisdiction**

6. Standing Committees may only make motions with respect to matters within their jurisdiction and mandate.
7. 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**

8. Where possible and expedient, the Executive Committee shall consult with other Committees on matters that may touch on their jurisdiction.
9. 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.
10. Standing Committee Meetings shall be conducted in closed session.
11. 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.
12. Standing Committees may also seek paid legal or other paid expert advice with the permission of the Finance Committee and through the Executive Director.
13. 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 2400 - 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 2200 also applies to Ad Hoc Committees, except where superseded by any part of Bylaw 2400 or by the terms of reference of the Ad Hoc Committee.
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
5. Notwithstanding the jurisdiction of an Ad Hoc Committee as defined by its mandate, the Executive 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 2500 - Executive Committee**



## **Committee Mandate**

1. The mandate of the 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 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;
  - f. Policy and Bylaw revision
  - g. Other issues that arise throughout the year.

## **Committee Membership**

3. The Executive Committee shall be composed of the:
  - a. President;
  - b. Vice-President Internal;
  - c. Vice-President External; and
  - d. BUSU Executive Director

## **ByLaw 2600 – Finance & Student Services Committee**

### **Committee Mandate**

1. The mandate of the Finance & Student Services Committee is to review the financial affairs of the Union as well as matters relating to BUSU services.

### **Committee Membership**

2. The Finance & Student Services 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 Executive Committee.
  - c. The BUSU Executive Director (ex-officio)
  - d. The Services Coordinator

## **ByLaw 2700 - Student Clubs, Activities & Campaigns Committee (SCAC)**

### **Committee Mandate**

1. The mandate of the Student Clubs, Activities and Campaigns Committee (SCAC) shall be to consider matters relating to Student Clubs, student activities, and to recommend campaigns to Council. The campaigns must further the goals of BUSU and the larger student movement and the Committee will then provide leadership for approved campaigns.

### **Committee Membership**

2. SCAC shall be comprised of:

- a. The Vice-President External (Chair);
- b. A minimum of three (3) to a maximum of five (5) Council Members appointed by the Executive Committee;
- c. The BUSU Executive Director (ex-officio);

## **ByLaw 2800 - ERDIE Board**

### **Committee Mandate**

1. The mandate of the Elections and Referenda Discipline, Interpretation, and Enforcement Board (ERDIE) is to consider and adjudicate appeals that arise during BUSU Elections and Referenda.

### **Committee Membership**

2. The ERDIE Board shall be composed of:
  - a. Four (4) Members of the Union, who are selected by the BUSU Executive Director and the Services Coordinator, to a maximum of 2 council members.
    - i. In the event that BUSU is unable to find non-council members to sit on this committee, council members may fill the vacant positions.
    - ii. Positions on this committee must be advertised no later than December 1st.
  - b. Four (4) 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 2800; and
  - c. The Committee shall elect a Chair and Vice-Chair.
3. The term of an ERDIE Board member shall commence by their appointment and shall expire April 30th.
4. ERDIE Board Members must be:
  - a. objective and impartial;
  - b. free of any real or perceived conflict of interest;
  - c. from different faculties, where possible; and
  - d. available on short notice.

## **ByLaw 2900 - Board of Governors**

1. The President and the Vice-President (Internal) shall be voting members of the Board of Governors and shall make regular reports to Council.

## **ByLaw 3000 – Union Finances**

### **Union Budget**

1. The finances of the Union shall be the responsibility of the Vice-President Internal, who shall oversee the Budget in consultation with the Executive Director, Executive Committee, and Finance and Services Committee
2. Council is prohibited from approving a deficit budget.

### **Staff**

3. The Executive Committee shall be given notice of all employment contracts

involving staff in BUSU's General Office.

4. 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**

5. Contracts, documents, or instruments in writing requiring the signature of the Union shall be signed by the President and the Executive Director and all contracts, documents, or instruments in writing so signed shall be binding on the Union.
6. All parties entering into contractual negotiations with BUSU must be provided with this ByLaws and any other related financial policies.
7. 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**

8. Council may invest funds in accordance with the Governing Documents on a motion by the Executive or Finance Committees.
9. Subject to the Governing Documents 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.
10. 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.
11. If the Union receives any dividends, proceeds on dissolution, or similar receipts due to any securities held by the Union, the Executive Committee shall be responsible for determining the use to which those funds are put.
12. The Finance Committee shall have final decision-making power over the sale of any securities owned by the Union.
13. The Union is prohibited from making loans to any Member of Council or Employee.

## **Conflict of Interest**

14. 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;
- 15.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.

### **Fiscal Year and Audit**

- 16.The fiscal year of the Union shall commence May 1st and end on the following April 30th .
- 17.The Union shall conduct an audit each fiscal year.
  - a. The audit shall be conducted by the Brandon branch of BDO Dunwoody.
    - i. The removal of BDO Dunwoody as auditor requires a motion from the Finance Committee approved by a 2/3 majority of Council.

### **ByLaw 3100 – Union Personnel**

#### **Staff**

- 18.Hiring staff in the General Office shall follow accepted human resource principles. Each permanent staff member shall have a signed contract.
- 19.The Executive Committee shall approve all such hiring, contracts shall be ratified by the full council, and the Executive Director shall sign all employment contracts.

#### **Employee Discipline and Dismissal**

- 20.All matters of employee discipline and/or dismissal are to be dealt with regarding the utmost of professionalism and confidentiality.
- 21.No BUSU Employee shall be disciplined, suspended or dismissed without just cause and without observance of all Employee Discipline and Dismissal Policies.
  - a. Decision making regarding the discipline of The Executive Director shall be made by the President, Vice-President Internal, and the Vice-President External.
  - b. Decision making regarding the dismissal of the Executive Director shall be made by the Council, upon the recommendation of the Executive, and only after all Policies have been followed to the letter.
  - c. The decision to terminate the Executive Director must be by unanimous vote of the entire council.
- 22.Decisions making regarding the discipline and/or dismissal of the Services Coordinator shall be made by the Executive Director, in consultation with the Executive.
- 23.Decision making regarding the discipline and/or dismissal of all other employees shall be made by the Executive Director and Services Coordinator, in consultation with the Executive.

### **ByLaw 3200 – BUSU Student Groups**

## **Collectives**

1. BUSU recognizes that the student population on campus is diverse and advocates for providing equal opportunities for all students; this includes dedicating student space and funding to the Collectives whose goal is to advocate and represent a stigmatized group on campus.
2. BUSU pledges to guarantee \$2,000 to each of BUSU's Collectives per fiscal year, as per the BUSU Policies.
3. Funding requests must include a cover letter, a budget outlining any income including fundraising and any expected expenses, and proposal of fund usage.
4. BUSU collectives include:
  - a. Gender Empowerment Collective;
  - b. Indigenous Students' Collective;
  - c. International Students' Collective;
  - d. LGBTTQ\* Collective; and
  - e. Racialized Students' Collective

## **Club Registration**

5. Student Clubs registered with BUSU, are entitled to be considered for:
  - a. Inclusion on the Student Club Registry on the BUSU website;
  - b. Funding as allocated by the SCAC Committee;
  - c. Involvement in BUSU run initiatives, including Club Day(s).
6. To be considered for registration as a Student Club, the club must fill out a formal 'Student Club Registration Form' that provides BUSU with the following:
  - a. A unique name;
  - b. A current email address;
  - c. A current contact person's name;
  - d. Signatures from a minimum of five (5) current student members;
  - e. A 50-100 word description of the club's goals and intent, for promotional material;
  - f. A guarantee that the Student Club is not currently in violation nor will violate any of either Canada's or Manitoba's protected Human Rights, University policies and procedures or BUSU's Governing Documents, Campaigns, or Ratified Stances.

## **Club Registration Revocation**

7. BUSU advocates and protects the members fundamental right to live and learn in a safe and non- judgmental environment. As such, the BUSU Executive Committee can revoke, for the remainder of the academic year, a Student Club's registration and entitlements for the following:
  - a. Slanderous and or false accusations of BUSU or BUSU representatives.
  - b. Any violation of either Canada's or Manitoba's protected Human Rights, University policies and procedures or BUSU's Governing Documents, Campaigns, or Ratified Stances.

## **Club Funding**

8. Student Clubs registered with BUSU are entitled to be considered for funding as

outlined in the BUSU policies.

- a. No Student Club shall receive more than \$500 per academic term.
9. Applications shall be reviewed by the SCAC Committee within 30 days of receipt. Funding for applications reviewed at the same meeting will be awarded on a needs and merits basis relative to the aims and objectives of the student club
10. The SCAC Committee decision on funding requests are considered final unless referred to Council.
  - a. In the event that a recommendation is referred to the BUSU Council for further review, contact between the funding applicant and BUSU shall be through the Chair of BUSU Council instead of the Chair of SCAC.
11. Student groups and/or students who are involved in the funding application processes that owe outstanding fees to BUSU must pay those fees before funding can be received.
  - a. If the group and/or student cannot immediately pay the fees out of pocket, a subtotal will be deducted from any funding request to pay the fees. In such a case, the Vice-President External will inform the contact persons for the student group prior to the funding being processed and paid out.

## **ByLaw 3300 - 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. Referendums 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 referendum 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 manner as joining that lobby organization.
6. Regular reports shall be made to the Council regarding the activities of any lobby organizations to which the Union belongs.
  - a. Reports shall include information regarding the Union's activities in those lobby organizations.

## **ByLaw 3400 - 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 the 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 3500 - Annual General Meetings**

### **Calling Annual General Meetings**

1. The President, in consultation with the Executive Committee, shall schedule a General Meeting of the Union ("General Meeting") on at least 1 occasion during the Regular Session.
  - a. Additional General Meetings may be scheduled via a motion by the Executive Committee.

### **Notice for Annual General Meetings**

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):
  - a. 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 the President or designate.

### **Voting at Annual General Meetings**

7. At any General Meeting, motions shall be considered and voted upon by the Members of the Union who are present including any Council Members.
8. 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**

9. 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.
10. 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.
11. Any motion passed by a General Meeting may be rescinded or amended by a 2/3 majority vote of Council.
12. 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 3600 - Special General Meeting**

1. A General Meeting may also be scheduled when the Chair of Council receives an original, formal BUSU General Meeting Request Petition, which must be picked up from the BUSU Office.
2. General Meetings initiated by a petition are referred to as 'Special General Meetings', and are bound by all the clauses within Bylaw 3500 except where contradicted by Bylaw 3600.
3. A petition requesting a Special General Meeting shall:
  - a. Be an original, formal BUSU General Meeting Request Petition, which must be picked up from the BUSU Office;
    - i. Any Photocopies or pages without the official BUSU mark shall be considered invalid.
  - b. Have no less than 50 unique signatures and student numbers from Members of the Union;
  - c. State a specific issue to be discussed;
  - d. Include a summary of the issue no longer than 250 words; and
  - e. Be in the form of a motion.
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.
  - c. Motions shall not be amended in any way from the floor of the Special General Meeting



# **Amendments to the ByLaws**

## **OCTOBER 15, 2021**

- All mentions of 'General Manager' changed to 'Executive Director' to reflect staff title change.
- Minor grammatical and formatting errors fixed