

***ELECTIONS 2016/2017  
NOMINATIONS PACKAGE***

**SSU**

*sheridan student union*

# ELECTIONS 2016/2017 – NOMINATIONS PACKAGE

## SHERIDAN STUDENT UNION

This nomination package contains important information regarding candidacy and campaigning in the 2016/2017 SSU Elections to be held from February 15th, 2016 until March 30th, 2016. It is your responsibility as a Candidate/Campaign Party Member to know and understand the information within this document, as well as the policies and procedures governing elections and any supplemental policies that may be introduced by the SSU regarding elections.

If you have any questions, comments, or concerns please contact the Chief Returning Officer, at [kaitlyn.diilio@sheridancollege.ca](mailto:kaitlyn.diilio@sheridancollege.ca)

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# ***WELCOME***

Dear Candidate,

On behalf of the entire Sheridan Student Union, I would like to congratulate and thank you for choosing to become involved in the upcoming Sheridan Student Union Elections. This is your opportunity to help mold every Sheridan student's college experience throughout this academic year.

In making this decision, you have taken the first step towards helping improve student life at Sheridan and we welcome you as a nominee. As a perspective member of the Student Union, you will be asked to give your time, expertise and honest dedication.

We have prepared this Elections Package to assist and guide you through the Electoral Process. Please read the Elections Policy and Nomination Package carefully, keeping in mind all the rules and regulations over the next few weeks. Please direct any questions or concerns to me or the Deputy Returning Officer of your respective campus. As your journey begins, we wish you the best of luck and hope you take something valuable away from this amazing experience.

*Respectfully Yours,*

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Chief Returning Officer  
905.845.9430 ext. 5915  
kaitlyn.diilio@sheridancollege.ca

# ELECTIONS TIMELINE

## ***Nominations Open // February 15th, 2016***

Nomination Packages Released

## ***Nominations Close // February 26th, 2016***

Nomination Packages Due on February 26th at 4:30pm

Forms to be handed in:

- Statement of Responsibility
- Proof of Involvement (optional)
- Proof of Enrollment
- Platform
- Campaign Tabling Form (optional)
- Proof of Violation Form
- Campaign Expense Form
- Appeal Form
- Campaign Party Contact List
- Choice of Agent (optional)
- Nomination Forms

## ***All-Candidates Meeting***

(Attendance is Mandatory)

**Davis:** February 29th, SSU Board Room, 6-7 pm

**TRC:** March 1st, SSU Board Room, 6-7pm

**HMC:** March 2nd, Room A229, 6-7 pm

## ***Campaigning Opens March 7th 2016***

Mandatory Campaigning Forum

March 18th 11:00-1:00pm

Location: SCAET at TRC, Atrium at HMC, Union Square at Davis

## ***Mandatory Board of Directors Meeting***

HMC President's Board Room, 4th floor, Room 402f

## ***Campaigning Closes // March 25th, 2016 @ 4:30pm***

Forms to be handed in:

Campaign Expense Form (Due: March 24th at 3:00pm)

## ***Voting Opens March 28th, 2016 @ 9:00am***

## ***Voting Closes March 30th 2016 @ 4:00pm***

## ***Voting Results***

Unofficial Results will be released March 30th at 7:00pm and the official results will be released within 24 hours after the unofficial results have been released

# GENERAL INFORMATION AND INSTRUCTIONS

## *Close of Nominations*

The forms within the Form Package must be completed in full and returned to the Front Desk of Student Union offices by the deadlines of February 26th, 2016 at 4:30pm. If all of the forms have not been completed in full and submitted by that time, then your nomination will be considered invalid.

## *All-Candidates/All-Parties Meeting*

This mandatory meeting will take place on Davis: February 29th, Trafalgar: March 1st, HMC March: 2nd, and each meeting will outline the general procedures of the election and provides potential candidates with vital information for their campaigns. The Chief Returning Officer/Deputy Returning Officers (CRO/DRO) will be present to answer any questions you may have and clear up any questions about the policies and/or procedures. It will be at this time that the Elections Team will review all election policies and photos will be taken for posting on the SU website. Candidates must also be prepared to do a brief interview about their campaign with the Sheridan Sun and the Circuit team.

All candidates and/or their agents must attend these meetings; all candidates meeting, mandatory board meeting and the campaign forum. Agents, especially, should endeavor to attend these meetings, as well. Any candidate who is not present at this meeting and has not provided notification of their absence to the Chief Returning Officer/Deputy Returning Officer by 12:00pm (noon) on the day of the meeting will be automatically disqualified from the election. (Elections Policy 4 (s. 1.1.2))

The meeting will take place in the following locations:

Davis: February 29th, @ SU Board Room, 6-7 pm

TRC: March 1st, @ SU Board Room, 6-7pm

HMC: March 2nd, @ room A229, 6-7 pm

Note: Any candidates and campaign party members who require use of the elevator to attend the All-Candidates/All-Parties Meeting should notify the Chief Returning Office as soon as possible to check the status & availability of the elevator(s).

## ***Contact Information and Communications***

Each candidate must provide a valid & accurate e-mail address in his or her Nomination Package. Notices of meetings, demerits, appeals, and other election related information will be sent via email. It is strongly advised that candidates and campaign parties check their emails very regularly. If you fail to do so, you may not be aware of important notifications, including demerit notifications which may only be appealed within 48 hours of receiving notice of such (Elections Policy 8).

The SSUI will maintain complete records of emails sent, delivered and read by candidates and campaign parties. In the case of a disagreement regarding email notification, this information will be used as evidence of compliance by the SSUI in any appeal. If you have any questions regarding this, please contact the Chief Returning Officer at [kaitlyn.diilio@sheridancollege.ca](mailto:kaitlyn.diilio@sheridancollege.ca)

## ***Demerits and Appeals***

The policies and procedure for demerits are stated in Election Policy: 8 Demerits, Disqualifications, and Appeals. If you receive a demerit, you will be notified by the Chief Returning Officer via email immediately.

If you wish to appeal the demerit, you must provide your reasons in an email to the Chief Returning Officer within forty-eight (48) hours of written notice of a demerit being given. It is advised that you maintain confirmation of the submittal of such an email be it a printed hard-copy or a copy of the email in the sent folder of your email account. It is your responsibility to ensure that you are following up on any violations, demerits, and appeals.

*NOTE: A candidate will be disqualified if they receive 8 demerit points.*

## ***Promotional Materials***

Information regarding promotional materials is outlined in Election Policy 6: Promotional Materials. All promotional materials must be approved by the CRO or DRO prior to being used. If you have any doubts about whether promotional materials are acceptable or where promotional materials may be placed, please consult the Chief Returning Officer or Deputy Returning Officer.

## **CAMPAIGN MATERIALS**

Campaign Materials must follow the SSUI Posting Policy, be approved and stamped by SSUI, and may only be posted at locations deemed acceptable by the Posting Policy.

## **WEBSITES AND ELECTRONIC CAMPAIGNING**

The Chief Returning Officer has discretion over what electronic promotional materials constitute campaigning. As such, the CRO must be aware of and approve any electronic campaign materials before being posted online or the candidate or campaign party will receive a demerit and/or face possible disqualification. Should the candidate or campaign party disagree with the decision of the CRO, they may appeal said decision by contacting the Chief Returning Officer as noted in Election Policy 8: Demerits, Disqualifications, and Appeals, Section 2.

Websites and social media pages must be authorized by the CRO prior to being available online. Facebook and other social networking sites are permitted providing all elections policies are adhered to and the CRO is provided with real-time ability to monitor content. Please be advised that, with the increasing role of social media in elections, Election Policy 6: Promotional Materials, Section 3 details the appropriate use of all social media during the campaign period and candidates are required to adhere to these policies.

## **WEB CONTENT**

Candidates must submit a brief biography stating their name, program, year, campus, and past accomplishments in the Sheridan College community among submission of their Nomination Forms. Candidates may discuss why they are the best candidate for the position as Board Director and what they will bring to the position. The maximum word count is 125 words. Anything over that amount will not be included. You must also submit your platform (1-2 sentences on who you are to briefly introduce yourself. For example: What you want to do/ why people should elect you)

Candidates must also submit their platform as a Board Director including how they will contribute the Student Union Board of Directors. This will be an opportunity to discuss in depth why the candidate should be elected by their campus. Photos of each candidate will be taken at the All-Candidates/All-Parties Meeting and those photos will be used for any web content on the Sheridan Student Union website, Circuit blog, and by the Sheridan Sun.

## **INTERVIEWS**

Candidates must be prepared for interviews at the All-Candidates/All-Parties Meeting (please note that attendance at this meeting is mandatory). These interviews will be done by both the Sheridan Sun and the Circuit team and will take approximately 5 minutes to complete.

Candidates should be prepared to talk about their platform, their personal interests in the elections, and why they should be elected. These interviews will be used as approved campaign materials and will be posted in the, Sheridan Sun Online, and the Sheridan Student Union website. Candidates may be filmed during the above mentioned therefore, candidates are encouraged to come prepared.

## **APPROVAL OF PROMOTIONAL MATERIALS**

The Chief Returning Officer or Deputy Returning Officer must authorize all campaign and promotional materials before they are posted. To approve campaign materials, you may bring them to the All-Candidates/Parties meeting or contact the Chief Returning Officer or the Deputy Returning Officer at your specific campus to arrange a meeting time.

### ***Campaign Expenses***

In an effort to respect all students' financial situations, all candidate and party campaign strategy spending has been capped at \$100.00. All expenses must be recorded on and all receipts must be submitted with the Campaign Expense Form included in this Nomination Package by March 24th, 4:00pm.

Candidates will be reimbursed one hundred percent (100%) of their campaign expenses, excluding donations, as long as they finish the elections as a valid candidate (not having withdrawn or been disqualified) and submit their Campaign Expense Form as required. Candidates and campaign parties should carefully review Election Policy 5: Campaigning, Section 3 for the regulations around expenses.

### ***Official Agents***

Each candidate has the option of having an Agent, who will be their official representative throughout the Elections. Candidates must register their agent by 4:30pm on Friday March 26th by completing and submitting the official Choice of Agent Form to the Front Desk of the SU offices.

### ***Ballot Counting***

Ballot tallying will take place automatically through IT and the unofficial results are forwarded to the CRO for immediate availability upon voting completion March 30th before 7:00pm. Unofficial results will be announced as soon as the ballots have been tallied and the Elections Committee will then have 24 hours to settle any outstanding appeals and release the official results. If you would like to have a member of your campaign team present to confirm the results, you are more than welcome. Contact the CRO or DRO to arrange.



# NOMINATION POLICY

All candidates must be currently enrolled as a full-time, activity fee paying student at Sheridan College with a cumulative GPA of 2.5 or higher.

Campaign party members must be currently enrolled as a full-time, fee paying student at Sheridan College.

A candidate must obtain a minimum of fifty (50) student signatures from students of their respective campuses; Agents may assist in obtaining these signatures. The student name, student number, program of study and signature must be acquired from a full-time fee paying Sheridan student and must only be written on the official Nomination Form, which is included in this package. Additional pages will not be accepted or valid.

The candidate is responsible for the accuracy and integrity of all nominations. Failure to abide by this rule may result in automatic disqualification.

All candidates and Agents are required to read the Elections Policy before signing their Statement of Responsibility, Campaign Party Contact List, and all other Nomination Forms.

Only the candidate or Agent is allowed to gather and collect nomination signatures.

All candidates must submit their Nominations Forms to the Front Desks of the SU offices prior to the close of the nomination period, February 26th, 2016 by 4:30PM. No extensions will be given.

# SUPPLEMENTARY CODE OF CONDUCT

The following Code of Conduct is implemented as part of the Elections Process and shall be considered an official Election Policy. Violation of this Code of Conduct will be subject to demerits at the discretion of the Chief Returning Officer, Deputy Returning Officer, and/or the Appeal Committee, and these demerits may be cumulative. No element of this Code of Conduct may contravene or supersede the Elections Policy and shall instead serve to further define what is considered acceptable conduct by candidates during the election period.

All candidates running for election, their agents and associated campaign teams shall:

- Be courteous, polite and respectful to the Electorate, the Elections Team, the Appeals Committee, other candidates, those Board Directors currently in Office, the Staff of Sheridan College and the Sheridan Student Union.
- Not harass or otherwise “aggressively campaign” any member of the Electorate regardless of whether or not they have chosen to exercise their vote.
- Refrain at all times from profanity, slander, derogatory statements, or disrespecting the Elections Process, other candidates or campaign parties, or the Sheridan Student Union.
- Never issue, condone or otherwise endorse offensive statements regarding a culture, race or group of persons.
- Not use SSUI resources for electoral purposes unless explicitly permitted to do so by policy or a mandate from the Appeals Committee.
- Not actively campaign (as defined in Election Policy 5: Campaigning) in the SSUI offices, the second-floor of the B-Wing (TRC), faculty offices, or, during voting days.
- Not purposefully engage in behavior that would result in a demerit being issued as outlines in the Election Policy.
- Never distribute alcohol, drugs, or money for campaigning purposes.

Candidates should remember that their campaign is a reflection of them as a person and their suitability as a student representative. The SSUI asks that they exercise common sense and good judgment in making this election fair for all candidates.

# DIRECTOR POSITION DESCRIPTION

## *POSITION DESCRIPTION*

<b>POSITION:</b>	Board Director
<b>REPORTS TO:</b>	Chair – SSUI Board of Directors
<b>LAST UPDATED:</b>	October 4th, 2014
<b>QUALIFICATIONS:</b>	Must be a fee-paying student at Sheridan with a minimum 2.5 GPA Refer to the SSUI By-Laws for further qualifications
<b>TERM OF OFFICE:</b>	May 1st, 2016- April 31, 2017
<b>LOCATION:</b>	Mississauga, Oakville, or Brampton

## *SCOPE AND NATURE*

The SSUI represents all full-time fee paying students at Sheridan College.

The SSUI is responsible for safeguarding and promoting the welfare and interest of the membership of the student body of Sheridan, whether it is academic, intellectual, cultural, social, athletic or otherwise in accordance to individual needs.

## *BOARD OF DIRECTORS*

The SSUI Board of Directors is composed of 12 elected student members who represent the SSUI membership, consisting of approximately 19,000 full-time and day part-time students at Sheridan College. The Board is responsible for maintaining constant contact with the student population and bringing student feedback to Board level. From this, the Board will continue to develop a long-term strategic vision, and exercise good corporate governance.

The SSUI Board will instruct the President through written policies that prescribe the organizational Ends to be achieved and the organizational situations and actions to be avoided (Executive Limitations). The Board is responsible for delegating to the President and monitoring his or her performance.

The SSUI Board will self-govern through policies and will work together to implement disciplinary procedures, to which the group will be accountable to the students who have elected them. The SSUI Board shall choose a Chairperson, Vice-Chairperson and Secretary among themselves. These positions will have heightened responsibilities in ensuring policies and procedures are properly followed as it relates to Board Meetings, SSUI General Meetings and other important transactions of corporate business. Directors are expected to attend all Board Meetings and should reasonably assume a 14 hour per month commitment on average. Exceptions to this may include representation work, such as community involvement and/or participation in clubs, as well

as volunteering at various events as set out by the Board and Executive Team (mandatory) and SSUI Board Retreats (mandatory).

Directors are also required to be available two hours per week to meet with students. This will take place on the same day and at the same time every week. Dates can be changed at the start of each term. Directors must give 24 hours' notice and reschedule their office period should they be unable to attend.

Directors are also responsible for sitting on one college committee as the student representative and/or be a member of one student club. Committee minutes and agenda must be submitted monthly as proof of attendance.

Directors will attend convocation ceremonies as the student representative, participate in volunteer activities and communicate actively on the SSUI's social networking site, The Wire, as well as maintain their commitment to be the student voice by actively seeking feedback from students from a variety of programs across campus.

## ***DIRECTOR RESPONSIBILITIES***

- Hold a mandatory seat on one college committee and/or student club, and submit minutes to the Board monthly;
- Maintain two office hours per week during term, proactively make an effort to meet with students regularly;
- Volunteer at Student Union and college events (for example, orientation, new international student transition week, convocation, various events and ceremonies as requested by the President and the college);
- Meet with the Board twice per month;
- Be prepared for intelligent discussion at Board Meetings by reading and understanding all material provided beforehand;
- Always present themselves in an appropriate manner, which reflects the Student Union and Sheridan students at large in a positive manner;
- Must not speak on behalf of the Sheridan Student Union or the Sheridan Student Union Board of Directors without explicit written permission from the Board Chair;
- Read and thoroughly understand “The Legal Responsibilities of a Board Member” by Bill Reid;
- Read and thoroughly understand the SSUI By-Laws;
- Read and thoroughly understand the SSUI Board of Directors Ends Policies.

## ***BOARD RESPONSIBILITIES:***

- Work with the group to establish a self-governing Board;
- Maintain accountability to students at all times;
- Represent student interests;
- Remain objective at all times;
- Proactively seek student input on subjects discussed at board meetings;

- Be responsible for making additions to meeting agendas to reflect the concerns of students at large;
- Encourage other students to get involved;
- Actively seek out input from students in areas of study different than the Director's own;
- Respect that that SU is inclusive of every student, regardless of age, race, gender, orientation, beliefs, or ability;
- Continue the development of a Long-Range Strategic Plan.

# SSUI BY-LAWS

## By-law #1

A By-law relating to the transactions of the affairs of the Corporation

### **ARTICLE I: INTERPRETATION**

1. Definitions and Interpretation: In this By-law and in all subsequent By-laws and documents of the Corporation, unless the context otherwise specifies or requires:

- a. “Board” shall mean the SSUI Board of Directors.
- b. “CRO” shall mean a Chief Returning Officer.
- c. “SSUI” or “the Corporation” shall mean the Sheridan Student Union Incorporated.
- d. “SSUI” shall mean the Sheridan Student Union individual campus councils located at the Trafalgar, Davis and Hazel McCallion campuses, and must be designated as such within this document (i.e.: Davis, Hazel McCallion or Trafalgar SSUI).
- e. “Sheridan College” shall mean the Sheridan College Institute of Technology and Advanced Learning.
- f. “Trafalgar campus” shall mean the campus where the head office of the Corporation is located as well as the Skills Training Centre campus.
- g. “Letters Patent” shall mean the Letters Patent and any supplementary letters patent of the Corporation.
- h. Words importing the singular number of the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice-versa and references to persons shall include firms and Corporations.
- i. The headings used in the By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions of the By-laws or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions.

2. Head Office: The head office of the Corporation shall be at 1430 Trafalgar Road in the Town of Oakville in the Province of Ontario. From time to time, the Corporation may designate satellite offices at any campus of Sheridan College.

## ***ARTICLE II:CORPORATE SEAL***

1. Corporate Seal: The seal, an impression of which is stamped in the margin hereof, shall be the corporate seal of the Corporation.

## ***ARTICLE III:MEMBERSHIP***

1. Membership: Each student who has paid the student activity fee is a member of the Corporation unless or until his or her membership is terminated. Membership is not transferable and will terminate if the member ceases to be qualified as outlined herein. Each member is entitled to the following:

- a. The right to one (1) vote in a general election for each of the positions on the Board representing his or her principal campus of enrolment;
- b. The right to nominate candidates for any elected positions of the Corporation;
- c. The right to stand for election and to hold office provided he or she meets eligibility qualifications;
- d. The right to vote in any referenda called by the Board;
- e. The right to vote at any general meeting of the members;
- f. The right to form or join a club or association under guidelines and policies established by the Board, unless this privilege is revoked by the Board; and,
- g. The right to receive or benefit from any service offered by the Corporation, unless the Board revokes this privilege.

2.Fees: Student activity fees may be set from time to time by the Board and must be approved by the Sheridan College Board of Governors.



## **ARTICLE IV:BOARD OF DIRECTORS**

1. Board of Directors: The property and business of the Corporation shall be governed by the Board. There shall be eleven (12) elected members of the Board, composed of four (4) directors elected by members at Trafalgar Campus, four (4) directors elected by members at Davis Campus and four (4) directors elected by members at Hazel McCallion Campus. In addition, the President, General Manager and Dean of Student Services shall be ex officio, non-voting, members of the Board.

2. Qualifications: In order to qualify for election and to serve on the Board of Directors a member of the Corporation must:

- a. be a full-time student at Sheridan College during the term of election,
- b. be enrolled continuously through his or her term as Director,
- c. maintain a 2.5 program term grade point average or higher in each semester preceding a semester in which the member will serve on the Board of Directors, and;
- d. Be 18 years of age or older
- e. If a Director fails to meet the Qualifications at any point, the position of Director will be automatically given to the runner up.

3. Vacancies: The office of a director shall be automatically vacated if any of the following events occur:

- a. The director delivers a written resignation to the Chairperson;
- b. The director is absent from three (3) regular meetings of the Board during his or her term in office;
- c. The director fails to attend a mandatory training session or retreat without prior written consent from the Chairperson from, or valid reason subsequently accepted by the Chairperson;
- d. The director ceases to meet the qualifications required to be a director as outlined in the position description at time of appointment;
- e. The director ceases to be registered at the campus in which he or she was originally elected;
- f. The director is removed from office by a two-thirds (2/3) majority vote by the Board members assembled for performance related reasons;
- g. The director's removal is requested by a petition signed by 150 members. Upon receipt of the petition, the Board will hold a special meeting of members to consider the removal of the director. The director will be removed from office upon a motion in favor of such removal being passed by a two-thirds (2/3) majority of the votes cast at the meeting;
- h. The director is found to be of unsound mind by a qualified physician;
- i. The director has or attains the status of bankrupt; or,
- j. The director dies.

4. Filling Vacancies:

- a. If a vacancy in the office of director should occur on or before October 31 of the financial year, the Corporation must call a by-election of the members to fill the vacancy.
- b. If a vacancy in the office of director should occur during the financial year, provided a quorum remains in office, the Board may appoint a director to fill the vacancy under the terms of item a.
- c. If a vacancy in the office of director should occur following an election or by-election, the incumbent directors shall continue in office until their successors are elected or selected or until the incumbent directors deliver a written resignation to the Chairperson.

5. Outgoing: A director who is removed from office or who leaves office shall be considered to have vacated office when his or her resignation is accepted or when he or she is removed from office.

6. Remuneration: A director will be reimbursed for reasonable expenses incurred by the director in the performance of his or her duties, and shall be entitled to honoraria and benefits as deemed appropriate through Board policies. Any such changes to remuneration must be ratified at a general meeting of the members.

7. Honoraria: A director will receive an honorarium of \$700 at the end of each academic term in office, subject to applicable deductions. At the discretion of the board, this reimbursement may be pro-rated to reflect any unattended meetings. If a director vacates his or her office during a semester, he or she forfeits his or her honorarium in its entirety. No director may make a decision or amend any governing document regarding the amount or payment of his or her own honoraria.

8. Terms in Office: Directors will hold a one-year term of office, commencing May 1st, following their election, and concluding on April 30th of the following year.

9. Restrictions: No individual shall hold two positions or portfolios on the Board simultaneously. No director shall simultaneously be an employee of the Corporation.

10. Leave of Absence: The Board may, by majority vote following a request by a director, grant a leave of absence to the director for a maximum of two meetings once per term in office.

## **ARTICLE V: MEETINGS OF THE BOARD**

1. Meetings of the Board: Meetings of the Board will be held approximately twice per calendar month.
2. Board Retreats: Board Retreats will occur in May each year. Attendance at Board Retreats is mandatory. Other Retreats may occur at other points in the year, at the discretion of the Board. No less than thirty (30) days' notice of a Retreat will be provided to the directors. Failure to attend will automatically result in the Director vacating his or her seat.
3. Chairperson: Annually, in the month of May, the Board will appoint a director to hold the position Chairperson of the Board. All meetings of the Board may be convened and shall be chaired by the Chairperson unless:
  - a. He or she is unable to fulfill the duties of Chairperson as determined from time to time by the Board; or,
  - b. He or she is removed by a two-thirds (2/3) majority vote of the Board.
4. Vice-Chairperson: In the absence of or inability to act of the Chairperson, the Vice-Chairperson shall have full power and authority to act as Chairperson.
5. Attendance: Meetings of the Board will be open to the members of the Corporation unless the Board passes a motion for the meeting to be held in camera in accordance with a policy established by the Board. Directors are required to attend all meetings of the Board.
6. Invited Guests: The President, General Manager, or any director may, from time to time, elect to invite a guest to a meeting to present material relevant to the agenda, with prior written consent from the Chairperson.
7. Regular Meetings: The Chairperson, or any two (2) other directors, may upon no less than three (3) business days' notice in writing to all directors (excluding the day notice is given but including the day of the meeting), call a meeting of the Board. Any director may request that an item of business be included on the agenda for such meetings by submitting it to the Chairperson not less than two (2) business days before the date set for the meeting.
8. Emergency Meetings: The Board Chairperson, may upon not less than forty-eight hours' notice in writing, call an emergency meeting of the Board if, in the judgment of the Board Chairperson, a matter must be dealt with by the Board prior to the next regularly scheduled meeting of the Board

9. Continuity: Directors elected to serve as directors for the next succeeding term of office shall be entitled to attend the last regularly scheduled meeting of a term of office, but only directors serving in office during that term shall be entitled to vote on matters coming before the meeting.
10. Error or Omission: No error or accidental omission in giving notice of any meeting shall invalidate such meeting or make void any proceedings taken at such meetings.
11. Voting Rights: Each director shall have one (1) vote on matters coming before the Board. Questions arising at a meeting of the Board shall be decided by two-thirds (2/3) majority of the votes cast on the matter.
12. Method of Voting: Votes shall be taken by a show of hands unless a director requests that voting be done by secret ballot. In the case of a tie the Chairperson's vote will count as the tie-breaker. The Board Secretary must declare that the resolution has been carried or defeated, and the number of votes cast for and against the matter, and any abstentions, will be noted in the minutes.
13. Teleconference or other Electronic Means: A director may participate in a meeting of the Board by teleconferencing or video-conferencing, so long as all persons participating in the meeting are able to communicate simultaneously. A director participating in such a meeting by these means is deemed to be present at the meeting. The director must seek the Chairperson's approval, and receive it in writing 48 hours prior to the meeting. Any director participating in a meeting of the Board by teleconferencing would be excluded from any in-camera sessions to ensure the integrity of the sessions.
14. Rules: Except where otherwise set forth by the Chairperson or by law, the directors shall employ the procedures and rules set out in "Robert's Rules of Order."
15. Quorum: Two-thirds (2/3) of the directors currently in office shall constitute a quorum.
16. In Lieu of a Meeting: A resolution in writing signed by all of the directors entitled to vote on that resolution at a meeting of directors is as valid as if it had been passed at a meeting of directors.
17. Secretary of the Board: The Chairperson shall appoint a director to act as secretary at meetings of the Board. The secretary will be responsible for ensuring that minutes of each meeting are properly recorded, and distributing them to directors no later than five (5) business days following the meeting, and shall be responsible for other responsibilities as determined by the Board in its policies.

## ***ARTICLE VI:POWER OF DIRECTORS***

1. Administer Affairs: The Board will administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as herein provided, generally, may exercise all such other powers and do all such other acts and things as the Corporation is by its Letter Patent or otherwise authorized to exercise and do. The Board may, through its policies, allow other agents or employees of the Corporation to lawfully enter into contracts on behalf of the Corporation.

2. Expenditures: The Board shall have the power to approve expenditures for the purpose of furthering the objectives of the Corporation. The Corporation shall maintain one or more bank accounts in one or more Canadian chartered banks or trust companies.

3. Agents and Employees: The Board may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of such appointment. This can include granting the ability to lawfully enter into contracts and make expenditures on behalf of the Corporation.

4. Remuneration of Agents and Employees: The remuneration of agents, employees and committee members shall be subject to the limits of the Annual Budget approved by the Board and shall be set in accordance with Board policies.

5. Employees: All employees of the Corporation, unless specifically designated to report directly to the Board, shall report to the President, in accordance with Board policies.

## ***ARTICLE VII:PRESIDENT***

1. Appointment: A President shall be hired by the Corporation in accordance with the Board's policies, and approved at the Annual General Meeting of members

2. Responsibility: The President will be the Chief Executive Officer of the corporation and will be fully accountable and responsible to the Board of Directors for the daily operations of the Corporation. The President will hire staff as necessary to operate the Corporation, and will report to the Board on a regular basis according to performance expectations set out in the Board's policies.

## **ARTICLE VIII:GENERAL MANAGER**

1. Appointment: The President, under the advisement of the Board hiring committee, shall appoint a General Manager or other professional staff person, who shall be the Treasurer and the custodian of the corporate seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation.

2.Reporting: The General Manager shall report to the President. From time to time, on the direction of the Board, the General Manager shall have an independent reporting relationship through the Chairperson of the Board, providing counsel as requested on iSSUeS which may arise from time to time.

3.Records: The General Manager and/or such other officer(s), agents or employees as may be appointed by the Board from time to time, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall cause all moneys or other valuable effects to be deposited in the name and to the credit of the Corporation in such banks as may from time to time be designated by the Board.

4. Financial Transactions: The General Manager, and/or such other officer(s), agents or employees as may be appointed by the Board from time to time, shall disburse the funds of the Corporation under the direction of the Board and the President, taking proper vouchers therefore, and shall render to the Board an account of all financial transactions of, and the financial position of the Corporation as may from time to time be required by the Board.

## **ARTICLE IX:INDEMNITIES**

1. For the Protection of Directors and Officers: Every director or officer of the Corporation and every other person who has undertaken or is about to undertake any liability on behalf of the Corporation, as well as their respective heirs, executors and administrators, and estate and effects, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Corporation, from and against all liabilities incurred as a result of the execution of duties owed to the Corporation, except such liabilities as are occasioned by willful neglect or default.

2. Business and Affairs: The directors of the Corporation may administer the affairs of the Corporation and make or cause to be made for the Corporation, in its name, any contract which the Corporation may lawfully enter into, and subject to these by-laws, may authorize expenditures on behalf of the Corporation and exercise all such powers and do all such other acts and things as the Corporation is by its Letters Patent or otherwise authorized to exercise and do.

## **ARTICLE X: ELECTIONS AND REFERENDUM**

1. Elections: The members of the Corporation shall annually elect all directors from among the members of the Corporation.
2. Equality: The Corporation will hold an annual election for all positions designated to form part of the Board, and shall provide an equal opportunity for directors and members who are not directors at the time of the election to have notice of and participate in the election.
3. Referenda: The members of the Corporation shall from time to time resolve issues by means of referenda as presented by the Board.

## **ARTICLE XI: EXTERNAL STUDENT ASSOCIATION MEMBERSHIP**

11. The SSUI may become a member of a provincial or national student organization that requires the SSUI or its members to pay a membership fee to that organization, but only if the SSUI and the organization enter into a binding, written agreement that guarantees the following:
  - a. The SSUI's membership in the organization does not preclude the SSUI's membership in any one or more other organizations;
  - b. The SSUI's constitution, bylaws and policies shall always supersede those of the organization's and at no time may the SSUI enter into a binding agreement with an organization that has a constitution, bylaws or policies that are in contradiction to those of the SSUI's;
  - c. The SSUI's membership rights and privileges always supersede those of the organization's and at no time may the SSUI enter into a binding agreement with an organization that has a constitution, bylaws or policies that make claim over the membership of the SSUI.
  - d. The organization recognizes that the SSUI reserves the right to terminate its membership in the organization according to the SSUI's own constitution, bylaws and policies.

## **ARTICLE XII: OFFICERS**

1. Officers: The five (5) officers of the Corporation shall be the Board Chairperson, the Board Vice-Chairperson, the Board Secretary, the President who shall serve as the Chief Executive Officer, and the General Manager who shall serve as the Treasurer.
2. Duties: Duties and responsibilities of the officers shall be set from time-to-time by special resolution of the Board of Directors.
3. Vacancies: Each officer of the Corporation shall hold office until such officer resigns, has completed his or her term of office and is replaced by an incoming officer, or is removed by the Board.

## ***ARTICLE XIII:EXECUTION OF DOCUMENTS***

1. Execution of Instruments: Contracts, documents or any instruments in writing require the signature of the Corporation and shall be signed by the President together with the general manager, or by any two Executive Vice Presidents as approved by the Board. All contracts, documents and instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality.

2. Power of Attorney: The directors shall have the power from time to time by resolution to appoint an officer on behalf of the Corporation to sign specific contracts, documents and instruments in writing. The directors may give the Corporation's power of attorney to any registered dealer in securities for the purposes of the transferring and dealing with any stocks, bonds, and other securities of the Corporation. The seal of the Corporation, when required, may be affixed to contracts, documents, and instruments in writing signed as aforesaid or by any person appointed by resolution of the Board.

## ***ARTICLE XIV:GENERAL MEETINGS***

1. Annual General Meeting (AGM): The annual general meeting of the members shall be held on such day in each year, between April 1st and April 30th of that financial year, and at such time as the Board may by resolution determine at the Corporation's head office or any satellite office.

2. Special General Meeting (SGM): A special general meeting of the members may be held on such day and at such time as the Board may by resolution determine at the Corporation's head office or any satellite office.

3. Notice: Not less than ten (10) business days' notice in writing shall be given to each member of any annual or special general meeting of members. Such notices shall be given in at least two (2) forms of communication. Notice of any meeting where special business will be transacted should contain sufficient information to permit the member to form a reasoned judgment on the decision to be taken.

4. Proxy: A member may, via means of a written proxy, appoint another voting member of the Corporation to attend and act at a general meeting of members, in the manner and to the extent authorized by the proxy.

5. Quorum: Quorum at any general meeting shall consist of twenty (20) members present in person (including existing executives of the board). Members may vote by proxy given to another member at any meeting of the members, provided, however, that a member may not hold a proxy for more than one other member.



6. Voting: A simple majority of the votes cast by the members present, in person or by proxy shall determine all motions in meetings.

7. Chairperson: The Chairperson of any general meeting shall be the Chairperson of the Board of Directors. The Chairperson shall not be entitled to vote at a meeting of members except in the case of an equality of votes cast on a matter, and then only to break such equality of votes.

#### ***ARTICLE XV:BOARD COMMITTEES***

1. Committees: The Board may appoint committees, as it deems necessary or for such purposes and with such powers that the Board sees fit. Any such committee may formulate its own rules and procedures, subject to such regulations or directions as the Board may from time to time make. The Board may remove any committee member at any such time by resolution of the Board.

2. Frequency: Board committees will meet on a monthly basis in order to ensure that agenda items are discussed effectively and brought to the board prepared with efficient research and suggestions. Committees, when established, will be given clear and specific mandates and guidelines.

#### ***ARTICLE XVI:AUDITORS***

1. Auditors: The members shall at a general meeting appoint an auditor to audit the accounts of the Corporation and to hold office until the next general meeting, provided that the Board may fill any casual vacancy in the office of auditor. The remuneration of the auditor shall be fixed by the Board. All decisions regarding the appointment of auditors will occur at a general meeting of members.

#### ***ARTICLE XVII:FINANCES OF THE CORPORATION***

1. Books and Records: The Board shall see that all necessary books and records of the Corporation required by the By-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

2. Collection of Monies: The student activity fees shall be collected by Sheridan College and remitted to the Corporation. The Corporation may further collect monies through business enterprises and other means as approved by the Board.

3. Deposits: All monies collected by the Corporation, or on its behalf, must be deposited, in the Corporation's name, in a financial institution approved by the Board.

4. Ancillary Fees: The amount of the fees set forth by the Corporation may be altered by two-thirds (2/3) majority vote at a meeting of the Board. The Ancillary Fee Protocol, signed between the SSUI and Sheridan College should be referred to regarding appropriate procedure.

5. Financial Year: The financial year of the Corporation shall terminate on the thirtieth (30th) day of April in each year or on such other date that the Board from time to time by resolution determines, provided notification has been given to the Canada Customs and Revenue Agency.

6. Borrowing: The directors of the Corporation may from time to time:

- a. borrow money, issue, sell or pledge securities, charge, mortgage, hypothecate or pledge all or any of its real or personal property, including book debts, rights, powers, franchises and undertaking, to secure any securities or any money borrowed, or other debt, or any other of its obligations or liabilities, and guarantee the repayment of the debts, obligations and liabilities of anybody corporate; and;
- b. shall not borrow any sum of money or enter into any contract or commitment imposing financial liability upon the Corporation, if such borrowings cannot be repaid or if such financial liability cannot be discharged, out of the funds of the Corporation available at the time of such borrowing or the entering into of such contract or commitment and its membership fees then due or to become due within twelve months thereafter, unless otherwise consented by the Board of Governors or agent of the Board of Governors of Sheridan College.

#### ***ARTICLE XVIII: AMENDATORY PROCEDURE***

1. Amendments: This By-law or any other By-law may be amended by a two-thirds (2/3) majority vote at any meeting of the Board, and must be confirmed by the members at the next general meeting of the members.

2. Policies: The Board of Directors may prescribe supplementary policies, not inconsistent with these By-Laws, relating to the governance of the Corporation, as they deem expedient which shall be binding upon the corporation. Policies of the Corporation may be established or amended by a two-thirds (2/3) majority vote of the Board. Policies that govern the Board's operation must be presented for approval at a General Meeting of members.

## ***ARTICLE XIX:RULES AND REGULATIONS***

1. Rules and Regulations: The Board may prescribe such rules and regulations not inconsistent with these By-laws relating to the management and operation of the Corporation as it deems expedient, provided that such rules and regulations shall have force and effect only until the next general meeting of the members of the Corporation when they shall be confirmed. Failing confirmation at such general meeting of members, rules and regulations shall from the close of such general meeting be of no further force or effect.

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