

Students' Union of St. Thomas University, Inc.

By-laws

Chapter I – Elections and Referenda

This Chapter may be cited as the “Elections and Referenda Act.”

Article 1: General Elections Provisions

S.1. The President of the Students' Union shall issue writs of election.

S.2. The Chief Returning Officer shall be charged with the responsibility of ensuring that the following general election procedures are followed and executed.

S.3. There shall be a Fall General Election, which shall conform to the following provisions:

- (a) the Fall General Election shall be held on or before the second Friday in October; and
- (b) the following positions shall be opened by the Chief Returning Officer:
 - (i) the Residence First-Year Liaison, who shall be elected by first-year students living on-campus;
 - (ii) the Off-Campus First-Year Liaison, who shall be elected by first-year students living off-campus;
 - (iii) The Aquinian, Inc. Board of Directors First Year Representative, who shall be elected by first-year students; and
 - (iv) any position not filled in the previous Spring General Election.

S.4. There shall be a Spring General Election, which shall conform to the following provisions:

- (a) the Spring General Election shall be held on or before the second Friday in March; and
- (b) the following positions shall be opened by the Chief Returning Officer:

- (i) President of the Students' Union, Vice President Administration, Vice President Education, Vice President Student Life, two (2) Board of Governors Student Representatives, two (2) Student Senators, two (2) At-Large Representatives and the Aquinian, Inc Board of Directors Member-at-Large, who shall be elected by the entire membership of the Students' Union;
- (ii) four (4) Off-Campus Representatives, who shall be elected by members of the Students' Union living off-campus;
- (iii) a Valedictorian, who shall be elected by the graduating Bachelor of Arts and Bachelor of Applied Arts classes of the year;
- (iv) a Grad Class President, who shall be elected by the graduating Bachelor of Arts and Bachelor of Applied Arts classes of the following year;
- (v) The Aquinian, Inc. Board of Directors Second Year, Third Year and Fourth Year Representatives shall be elected by the second-year, third- year and fourth-year class, respectively;
- (vi) the Social Inclusion Representative, who shall be elected by all members of the Students' Union;
- (vii) the International Student Representative who shall be elected by members of the Students' Union that are international students;
- (viii) the Sexuality and Gender Diversity Representative who shall be elected by members of the Students' Union that identify as being a part of the LGBTQIA+ community; and
- (ix) the election of the Harrington Hall, Vanier Hall, Holy Cross House, and Chatham Hall Representatives shall be the responsibilities of the House Committees, respectively, which shall observe open and democratic procedures.

Article 2: Appointments

S.1. Any appointments to the SRC shall occur at the same time as the Spring General Election.

S.2. The Indigenous Representative shall be an appointed position and shall be selected by the Indigenous student community at the University, by whichever method they deem appropriate; and

(i) The Students' Union agree to provide any support necessary to facilitate the selection process by the Indigenous members of the Students' Union, should such support be requested.

(ii) The appointment process shall occur at the same time as the Students' Union's Spring General Election during any given year.

Article 3: Nominations

S.1. The call for nominations shall be published no less than two (2) weeks prior to the date of elections.

S.2. Nominations shall be open for a minimum of five (5) business days.

S.3. Candidates in Students' Union elections will be disqualified for failure to meet these requirements:

(a) be a member in good standing with the Union;

A member shall not be in good standing with the Union under the following:

(i) a member who has previously been in violation of the Constitution, By-Laws or Policy Manual within the past one (1) academic year, is not deemed to be in good standing with the Union.

(ii) any member of the Students' Union may present the Chief Returning Officer with documentation to support a member's poor standing with the Union.

(b) be a bona fide member of the Union;

(c) have been registered as a student for at least one (1) academic semester prior to candidacy for the office of President, Vice President Administration, Vice President Education or Vice President Student Life;

(d) be the required age of 19 to serve as a voting member on the SRC, or will

attain the age of 19 years prior to the commencement of their term;

(e) not have been removed for due cause from an SRC position in the immediately preceding term of office;

(f) have attained a Grade Point Average of at least 2.3 in the previous academic year. If the candidate has not completed a full academic year, the CRO may take the previous semester Grade Point Average into Consideration;

(g) authorize the Chief Returning Officer to verify, through the Registrar's Office, their previous academic year's GPA and confirm they are above nineteen (19) years of age;

(h) not be the Chief Returning Officer of the Union; and

(i) attend the candidates' meeting which occurs on the day between nominations and campaigning, or make alternative arrangements suitable to the Chief Returning Officer should they not be able to attend.

S.4. Nominations for the positions of President, Vice President Administration, Vice President Education, Vice President Student Life, At-Large Representatives, Board of Governors Student Representatives, Student Senators, and Aquinian, Inc., Board of Directors, Member-at-Large, Sexuality and Gender Diversity Representative, International Student Representative, Indigenous Representative, Off-Campus, and Social Inclusion Representative shall be in writing in a form prescribed by the Chief Returning Officer and be signed by a nominator and nine seconders belonging to their respective constituencies.

S.5. Nominations for the positions of First-year Liaison, Grad Class President, Valedictorian, and Aquinian, Inc. Board of Directors First Year, Second Year, and Third Year Representatives shall be in writing in a form prescribed by the Chief Returning Officer and be signed by a nominator and nine seconders belonging to their respective constituencies.

S.6. The Chief Returning Officer shall ensure that each nomination form contain the full name, telephone number, e-mail address, student number and academic year of the candidate being nominated.

S.7. Responsibility lies with the candidate to ensure that their nomination is in order and has been received by the Chief Returning Officer before the close of nominations.

S.8. The Chief Returning Officer shall publish the list of eligible candidates and election dates no more than twenty four (24) hours after the close of nominations on the SRC bulletin board in James Dunn Hall and on the Students' Union's website.

S.9. Each candidate shall be responsible for ensuring that their photograph and nomination speech are in the hands of the Chief Returning Officer and in the election issues of any Students' Union publications.

S.10. The Chief Returning Officer shall be available at the Help Desk for no less than two hours during business hours each day of the nomination period, and shall post notice of their availability.

S.11. The Chief Returning Officer shall furnish each candidate with a copy of the regulations governing election procedures contained within these By-laws.

S.12. Any member of the SRC seeking to run in an election to fill a position for the same academic year must first resign their current position.

Article 3: Campaigning

S.1. There shall be one (1) business day between the close of nominations and the beginning of campaigning, when a meeting of all the candidates shall be held.

S.2. The campaign period shall be no less than three business (3) days and no more than seven (7) days, and shall end at 11:59 p.m. on the day preceding the election.

S.3. There shall be at least two (2) candidate speeches held during the campaign period.

S.4. Candidates may post no more than ten (10) posters measuring no more than 8.5"x11" and two banners measuring larger than 8.5"x11" in each George Martin, Edmund Casey, James Dunn, Brian Mulronev and Margaret Norrie McCain Halls.

S.5. Candidates may post no more than five (5) posters measuring no more than 8.5"x11" and two (2) banners measuring larger than 8.5"x11" in the central, academic portion of Holy Cross House.

S.6. Banners must be their own unique design and not be used to exceed the poster limit by including more copies of 8.5"x11" posters than permitted in the respective building.

S.7. Posters and banners shall not be placed on windows, doors, painted walls, elevators, or staircases and their railings.

S.8. Candidates may distribute loose campaign materials until the final day of campaigning. The definition of loose campaign material shall be at the discretion of the Chief Returning Officer. It is within the power of the Chief Returning Officer to determine when a candidates' use of loose campaign materials is excessive.

S.9. Candidates must submit the web addresses for any campaign websites or social media sites to the Chief Returning Officer.

S.10. The Chief Returning Officer shall have no jurisdiction over campaign materials posted or distributed in residences or off-campus.

S.11. The Chief Returning Officer shall have the authority to remove any campaign materials they deem unacceptable.

S.12. No candidate may spend in excess of \$120.00 on their campaign materials, and are required to retain appropriate documentation in the form of receipts for the examination of the Chief Returning Officer upon request.

S.13. Candidates may apply to the Finance Committee to have up to \$20.00 of their campaign expenses reimbursed, and must submit receipts and appropriate documentation for reimbursement to be considered.

S.14. No active campaigning shall continue past 11:59pm on the final day of campaigning, which shall include hanging posters, distributing loose material, and updating websites or social networking sites.

S.15. No active campaigning shall take place within a classroom during the period in which classes are in session.

S.16. The definition of active campaigning shall be any deliberate effort to influence voting behavior. This shall not include preparation and planning of campaigns and campaign materials. This shall include any remaining campaign materials present on campus and online past 11:59pm on the final day of campaigning. However, STUSU will keep descriptions of candidates and their platforms up.

S.17. The Chief Returning Officer is empowered to discipline candidates found in violation of the electoral by-laws, which will lead to disqualification from candidacy upon three written warnings. Written warnings will be issued for any of the following violations:

- (a) Plagiarism of any form;
- (b) Comments or behaviours not in line with the Students' Union's Code of Conduct;
- (c) Failure to uphold any of the previous sections of this article;
- (d) Failure to rectify a valid complaint made by the Chief Returning Officer within a pre-established time frame; and
- (e) Any other action deemed serious enough for a written warning by the Chief Returning Officer following approval of the overseeing executive.

S.18. The definition of a valid complaint shall be any issue brought to the attention of the Chief Returning Officer about a candidate's campaign material, or behaviour, which the Chief Returning Officer has deemed to be reasonable and with merit but does not fulfill the conditions for a written warning.

S.19. Candidates are each entitled one complaint per each unique issue that is raised with the Chief Returning Officer. Failure to rectify a complaint on an issue will be grounds for written warnings.

S.20. The Chief Returning Officer shall either orally, or in written form, clearly state to the candidate when they are receiving a complaint and the contents of that complaint.

Article 4: Voting

S.1. There shall be at least two days of voting.

S.2. Elections shall be conducted by a third party online voting company, selected by the SRC.

S.3. Online polls shall be open at minimum from 8:00am the first day of voting until 6:00pm the final day of voting.

S.4. Elections of the Students' Union shall be by secret ballot.

S.5. The Chief Returning Officer shall ensure that:

- (a) access to online polling has been made available to all eligible voters; and
- (b) the system of online voting is working as intended.

S.6. In the case of one (1) confirmed candidate for a position, that candidate shall be elected by means of a "yes/no" vote. Candidates for Board of Governors Student Representatives are exempted from this clause.

S.7. In the event of a single confirmed candidate for a position, and in the event of their being defeated by a majority of "no" votes, the Chief Returning Officer shall open the position for nominations within forty-eight (48) hours of the polls closing, and shall execute a by-election for that position within two (2) weeks' time.

S.8. The candidate with the greatest number of votes shall be deemed elected.

S.9. In the event of a tie between two (2) candidates, the Chief Returning Officer shall conduct a run-off election between the two (2) candidates. The campaign period for the runoff shall commence the day after the election and end at 11:59pm three (3) business days after the day of the initial election.

S.19. Results of the election shall be posted in James Dunn Hall and on the Students' Union's website within twenty-four (24) hours of the polls closing.

Article 5: By-elections

S.1. Except where inconsistent with this Article, the provisions of Articles 1 through 4 of this Chapter shall be observed.

S.2. A nomination period in a by-election shall be no less than three (3) business days.

S.3. A campaign period in a by-election shall be no less than three (3) business days.

S.4. There shall be at least one (1) day of voting.

Article 6: Referenda

S.1. The SRC shall, upon receipt of a petition containing the signatures of at least 20% of the Students' Union membership, or by two-thirds (2/3) majority vote, thus constituting a motion of the SRC, put to referendum an issue by approving a question and date of voting.

S.2. Except where inconsistent with this Article, the provisions of Articles 1 through 4 of this Chapter shall be observed.

S.3. The Chief Returning Officer (CRO) shall have authority over the referendum process, and may submit any regulation, not inconsistent with the Constitution or By-laws, to the SRC for approval to ensure proper conduct of all parties involved and the proper execution of the referendum, and such regulations shall only be in force until the conclusion of the referendum.

S.4. Where a member wishes to initiate a referendum via petition, prior to the collection of any student signatures, the following information shall be submitted to the CRO:

- (a) The purpose and the intent of the question to be held in the referendum;
- (b) The proposed question that is to be included in the referendum, ensuring that such question does not violate the Student Union's constitution, by-laws, policies, or any Federal or Provincial laws and regulations;
- (c) The name, student number and signature of the member initiating the referendum.

S.5. The CRO shall within 5 days of receipt of a request for a referendum render a decision to either approve or reject the referendum. Should the referendum be rejected the CRO shall provide written reasons for doing so.

S.6. Upon receipt of written approval from the CRO that the referendum may proceed, the member shall, within 30 days of such approval, collect the names, student numbers and signatures of at least 20% of the Students' Union membership in support of the referendum and have such student signatures verified by the Registrar's Office within the aforementioned 30 days, the valid petition shall then be submitted to the SRC for review.

S.7. The SRC upon receipt of the valid petition, shall upon majority vote, approve a question that is clear and concise requiring a "yes" or "no" response, that is to appear on the ballot.

S.8. Notice of referendum shall be issued in the same manner prescribed for elections at least two (2) weeks in advance of the day of voting.

S.9. A majority of votes shall effect a decision, and at least 20% of the Students' Union membership must vote for a referendum decision to be deemed valid.

S.10. The Chief Returning Officer may approve "yes" and "no" committees for referenda.

S.11. A member's registration for either a "yes" or "no" committee shall be accepted when:

- (a) The member attends the meeting for registering sides, and then announcing their intention to register:
- (b) The member provides the CRO with their name, signature and student number;
- (c) The C.R.O determines that the member has not, and does not plan on, registering for the opposing committee.

S.12. Spending on each question shall not exceed \$1500.00, and shall include any expense for the objectives of campaigning save for travel and accommodation expenses, and all receipts or proofs of purchase shall be submitted to the Chief Returning Officer.

S.13. All parties campaigning in a referendum must adhere strictly to the Constitution and By-laws of the Students' Union, the regulations of St. Thomas University and the University of New Brunswick, and those who do not comply will receive disposition from the Chief Returning Officer in accordance with electoral By-laws, University policy or laws of the province or Canada.

S.14. Campaign material shall be approved by the Chief Returning Officer, and material which has not been approved shall be removed from campus immediately.

S.15. The campaign period shall end at 11:59pm the day before the day of voting.

S.16. The Chief Returning Officer shall host one (1) public forum on the referendum question.

S.17. The Chief Returning Officer shall keep a list of campaigners for "yes" and "no" committees during the referendum period.

Chapter II – Recall

This chapter may be cited as the "Recall Provisions."

Article 1

S.1. All decisions, by-laws and appointments of the SRC are subject to recall by the members of the Students' Union.

S.2. Recall shall adhere to the following procedure:

- (a) a petition containing the names, student numbers and signatures of 20% of the members of the Students' Union must be presented to the SRC within three weeks of publication, in some manner, of notice of petition;
- (b) the petition shall contain on each page the unabridged wording of the original by-law, resolution, or appointment agreed with or disagreed with;
- (c) the SRC shall convene a special meeting to consider the object of recall within one (1) week;
- (d) upon receipt of a petition, all action on the subject matter of the petition shall be suspended where lawfully possible, until the matter is settled or two (2) weeks' time has expired;
- (e) upon consideration of the object of recall, should the SRC refuse to effect a decision favorable to the petitioners, members of the Students' Union may submit a petition with 30% of the members, which shall be presented to the SRC within three (3) weeks of the publication of the minutes of the special meeting;
- (f) the SRC shall put to referendum a question to resolve the matter within two (2) weeks' time; and
- (g) the referendum shall be conducted as per Chapter I, Article 6 of the By-laws and shall conform to those regulations.

Chapter III - Appellate Board

This Chapter may be cited as the "Appellate Board Act."

S.1. There shall be an Appellate Board of the Students' Union (referred to in this Chapter as the "Board") and it shall be composed of a Chief Appeal Officer and two (2) Associate Appeal Officers.

S.2. The Chair of the Students' Representative Council shall act as Chief Appeal Officer unless a candidate in the elections whereby the Recording Secretary will act as Chief Appeal Officer. The Chief Appeal Officer shall:

- (a) be the administrative member of the Board;
- (b) chair all hearings and meetings of the Board;
- (c) ensure that all sections of this Chapter are adhered to in the operations of the Board;
- (d) be the reporting member of the Board to the SRC; and
- (e) sign and uphold his/her Oath as provided in this Chapter.

S.3. In the event of a vacancy at the position of Chair, or should the chair be a candidate in the election, the position of Chief Appeal Officer shall devolve upon the Student Advocate, or if the student advocate cannot serve, shall remain vacant until a Chair is appointed in accordance with the Policy of the Students' Union.

S.4. There shall be two (2) Associate Appeal Officers that shall:

- (a) be bound by the provisions of this Article; and
- (b) sign and uphold his/her Oath as provided in this Chapter.

S.5. The Associate Appeal Officers shall be appointed by the SRC subject to the following regulations:

- (a) the Chief Appeal Officer shall seek nominations from Members of the Union;
- (b) the Chief Appeal Officer may nominate individuals as they see fit;
- (c) the Chief Appeal Officer shall ensure that one (1) nominee for membership as an Associate Appeal Officer shall not be serving as a member of the SRC or as an employee of the Union; and

(d) the President, on behalf of the Chief Appeal Officer shall present the candidates for membership of the Board as Associate Appeal Officers to the SRC no later than 1 September of each year, and each nominee shall be individually confirmed by a two-thirds (2/3) vote of the SRC.

S.6. Should any or all nominees for Associate Appeal Officers be rejected by the SRC, the President, on behalf of the Chief Appeal Officer, shall re-nominate individuals in accordance with S.5 of this Chapter no later than ten (10) days following the rejection of a nominee.

S.7. In the event of a vacancy at the position of Associate Appeal Officer, the President, on behalf of the Chief Appeal Officer, shall nominate an individual in accordance with S.5 of this Chapter no later than ten (10) days following the vacancy.

S.8. The seat of any member of the Board shall be declared vacant upon that member's declaration of candidacy in any Election.

S.9. All three members of the Board shall be present for Quorum to be constituted.

S.10. The Board shall have jurisdiction to hear appeals by any applicant of decisions rendered by the Chief Returning Officer (referred to in this Chapter as the "CRO").

S.11 All Requests for Appeal Hearings shall be submitted in accordance with this Chapter no more than three (3) business days following the posting of certified election results by the Chief Returning Officer, or no more than three (3) business days following the posting of certified election results by the Chief Returning Officer pursuant to a request for a recount.

S.12. Subsequent to an Appellant initiating a Request for Appeal Hearing in accordance with this Chapter, the Board shall set a time, date and location for a hearing at the earliest convenience of all parties, but at a date no greater than ten (10) working days from the receipt of a Request for Appeal Hearing.

S.13. The Board shall inform the Appellant and the Respondent of the time, date and location of the hearing by electronic mail, and shall post the time, date, location, Appellant's identity and decision being appealed on the Union bulletin board in Sir James Dunn Hall.

S.14. All hearings of the Board shall be open to Members of the Union.

S.15. Upon commencement of any Hearing, the Board shall inform the Appellant of all aspects of the hearing process as set forth in this Chapter, including the powers given to the Board in respect of rendering a decision on the Appeal in question.

S.16. The Board shall then hear the Appeal and review evidence presented by the Appellant.

S.17. Should the Board at this time determine that the Appellant has not made a case containing sufficient evidence for the Appeal to proceed, and that the evidence presented would not suffice until contradicted and overcome by the Respondent's evidence, it shall deny the Appeal and immediately issue a decision as directed by S.29 of this Chapter.

S.18. Should the Board determine that the Appellant has made such a case as set forth in S.16 of this Chapter, it shall hear the Respondent and review evidence by any person who wishes to present to the Board as Co-respondent.

S.19. The burden of proof shall rest upon the Appellant.

S.20. The Board may recess for no longer than twenty-four (24) hours to prepare a decision.

S.21. The Board shall review the Appeal and shall render a decision guided by the Letters Patent, Constitution, By-laws, Policy, precedent, and principles of equality.

S.22. The Decision rendered by the Board shall be either to:

- (a) deny the appeal; or
- (b) allow the appeal and grant the remedy requested, unless it is unreasonable to do so, in which case the Board shall amend the remedy as they see fit.

S.23. In the event the Board's remedy is a re-election, that re-election shall run in the same manner as a runoff election, as per Article 4, Section 9 of the By-Laws.

S.24. The Board shall render its decision:

- (a) at the completion of the Hearing; or

(b) where the decision is rendered after the adjournment of the Hearing, by electronic mail, unless otherwise requested, to the Appellant and the Respondent, and any Co-respondent who requests notification.

S.25. Decisions rendered by the Board shall be final.

S.26. The Board shall complete a written record of the decision as required by the provisions of this Chapter and shall deliver both the Appellant's Request for Appeal Hearing and corresponding written record of the decision to the Vice President Administration for inclusion in the official records of the Board.

S.27. The Chief Appeal Officer shall post the decision of the Board on the Union bulletin board in Sir James Dunn Hall.

S.28. Each member of the Board shall be required to sign the following Oath at a meeting of the SRC prior to hearing any Appeal:

I, _____, do solemnly affirm that I will faithfully, truly, and impartially, to the best of my skill and knowledge, fulfil and perform my duties as Chief Appeal Officer (or Associate Appeal Officer, as the case may be) of the Students' Union of St. Thomas University, Inc.

S.29. The Students' Union shall make available a form titled "Application for Appeal," which shall require, in writing:

- (a) the Applicant(s) name;
- (b) student number;
- (c) electronic mail address
- (d) telephone number;
- (e) affirmation that the Applicant(s) is a Member of the Union; (f) the Applicant(s)' position sought in the Election;
- (g) a summary of the decision being appealed;
- (h) the individual who rendered the decision being appealed; (i) the remedy sought by the Applicant(s); and

- (j) the signatures of the Applicant(s).

S.30. The delivery and acceptance of the completed Application for Appeal form at the Main Office of the Students' Union in the Student Union Building on UNB Campus during regular working hours shall constitute receipt of the Application and shall register the individual(s) as Appellant(s) and shall serve as notice to the Board as a Request for an Appeal Hearing.

S.31. The Students' Union shall also make available a form titled "Decision of Appeal," which shall require, in writing:

- (a) the time and date of the hearing;
- (b) the name and title of the Appellant(s);
- (c) the name and title of the Respondent(s);
- (d) a summary of the decision being appealed;
- (e) the individual who rendered the decision;
- (f) a brief summary of the Applicant(s)' argument;
- (g) a brief summary of the Respondent(s)' argument;
- (h) the decision rendered;
- (i) a summary of reasons for the decision;
- (j) the remedy awarded, if applicable; and
- (k) the signatures and printed names of the members of the Board.

Chapter IV – Responsibilities and Duties of Representatives

S.1. The President of the Students' Union shall:

- (a) faithfully and properly discharge all duties of the President as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a voting member of the SRC and of the SEC;
- (c) be the spokesperson and media contact for the Students' Union, unless otherwise delegated, with the approval of the SRC;
- (d) be an ex officio member of all standing and ad hoc committees of the SRC;
- (e) be an ex officio member of the Student Union Building Board of Directors;
- (f) be an ex officio member of the St. Thomas University Senate;
- (g) be an ex officio member of the St. Thomas University Board of Governors;
- (h) present a report on the activities and undertakings of the SRC to the membership once per month;
- (i) present a report on the behalf of the SEC within one month of assuming office, detailing major objectives and initiatives planned for the coming year;
- (j) be responsible for the development, use and maintenance of the Strategic Plan;
- (k) present a report to the SRC at all regular meetings;
- (l) present a report bi-weekly to the SRC between the first day of May and the first day of classes in September;
- (m) liaise between the Students' Union and the administration of the University, in cooperation with other members of the SRC;
- (n) be a full-time employee of the Students' Union between the first day of May and the first day of September;
- (o) maintain thirty (30) office hours per week during the Fall and Winter Academic Semesters;

- (p) be the representative responsible for the supervision of the General Manager, and perform an Employee Evaluation every two (2) months;
- (q) be the representative responsible for the supervision of the Director of Communications;
- (r) be responsible for the general counsel of and assistance to the Board of Governors Student Representatives, the Grad Class President, and the First-year Liaison;
- (s) be responsible for the orientation of the succeeding President;
- (t) be a representative of the Students' Union on any governmental lobbying organizations to which the Students' Union is a part, and participate in the lobbying of governments therein;
- (u) be a signing officer for the Students' Union; and
- (v) be the full age of nineteen (19) years.

S.2. The Vice President Administration shall:

- (a) faithfully and properly discharge all duties of the Vice President Administration as assigned by the Constitution, By-laws and Policy Manual and be responsible for their enforcement;
- (b) be a voting member of the SRC and of the SEC;
- (c) be the Chair of the Governance, Finance, and Human Resources Committees
the responsibilities of the latter will expire in correspondence with the end of the spring elections;
- (d) call and chair meetings of the executives of all clubs, societies and organizations at least twice per academic semester;
- (e) be responsible for the general supervision and counsel of all Representatives and Employees of the Students' Union, and develop human resources policies

to that end;

(f) be responsible for assisting the auditor in performing the annual audit or review of the Students' Union's finances, in cooperation with the General Manager;

(g) in cooperation with the General Manager, be responsible for the administrative and financial management of the Students' Union;

(h) be responsible for the ongoing maintenance of the Operating Budget, and be charged with presenting the proposed Operating Budget to the SRC on or before the first Friday in April;

(i) present a report at all regular meetings of the SRC, including the a report of the full financial activities of the Students' Union;

(j) present a written report on the Operating Budget to the SRC once per month;

(k) present a written report on the Operating Budget to the SRC and the Membership once per academic semester;

(l) be responsible for the publishing the Clubs & Societies' Guide in the STUgenda and on the Union's website, unless otherwise delegated;

(m) be responsible for the supervision of the Chair, Chief Returning Officer, and Recording Secretary;

(n) be responsible for the general counsel of and assistance to the Residence Representatives and Off-Campus Representatives;

(o) be responsible for the organisation of meetings of the SRC, including agendas, regrets and absences, and room bookings;

(p) be responsible for the orientation of the succeeding Vice President Administration;

(q) maintain fifteen (15) office hours per week in the Fall and Winter Academic Semesters;

- (r) be a signing officer for the Students' Union; and
- (s) be the full age of nineteen (19) years.

S.3. The Vice President Education shall:

- (a) faithfully and properly discharge all duties of the Vice President Education as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a voting member of the SRC and of the SEC;
- (c) be an ex officio member of the St. Thomas University Senate;
- (d) be the Chair of the Academic and University Affairs Committee and the External Affairs Committee;
- (e) liaise with all relevant post-secondary education institutions, research facilities, and governmental lobby organisations on issues of concern to the education and academic life of the Members;
- (f) be responsible for developing and maintaining the Policy Manual of the Students' Union;
- (g) in coordination with the SEC and staff, develop an advocacy document, detailing the lobbying priorities and asks of the SRC for the given year, to be adopted by the SRC no later than the final regularly constituted meeting in October;
- (h) be the primary representative of the Students' Union on all governmental lobbying organisations;
- (i) appoint members of the Union to University committees, with the approval of the SRC;
- (j) be responsible for the general counsel of and assistance to the Student Senators and the At-Large Representatives;

(k) be responsible for the orientation of the succeeding Vice President Education;

(l) maintain fifteen (15) office hours per week in the Fall and Winter Academic Semesters; and

(m) be the full age of nineteen (19) years.

S.4. The Vice President Student Life shall:

(a) faithfully and properly discharge all duties of the Vice President Student Life as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;

(b) be a voting member of the SRC and of the SEC;

(c) be a voting member of the Emergency Bursaries Committee;

(d) be responsible for the supervision of the Activities Coordinator, the Yearbook Editor, the Emergency Bursaries Coordinator, the Help Desk Coordinator and the Student Advocate;

(e) be responsible for the organization, operation, and distribution of the Community Food Smart program;

(f) be responsible for the administration of the Safe Ride program;

(g) be responsible for the administration of the Universal Bus Pass;

(h) be responsible for the publishing of the STUgenda;

(i) be responsible for the orientation of the succeeding Vice President Student Life;

(j) maintain fifteen (15) office hours per week in the Fall and Winter Academic Semesters; and

(k) be the full age of nineteen (19) years.

S.5. The Residence Representatives shall each:

- (a) faithfully and properly discharge all duties of a Residence Representative as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a Board member of the SRC;
- (c) be responsible for liaising between the SRC and the Residence;
- (d) plan and execute at least two (2) SRC Projects during the course of the academic year, preferably one in the fall semester and one in the winter semester;
- (e) be a member ex officio of the Member Relations Committee, and a member of at least two (2) other Committees; and
- (f) be the full age of nineteen (19) years.

S.6. The Off-Campus Representatives shall each:

- (a) faithfully and properly discharge all duties of an Off-Campus Representative as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a Board member of the SRC;
- (c) be responsible for liaising between the SRC and the off-campus community;
- (d) be a member ex officio of the Member Relations Committee, the Off-Campus Committee, and a member of at least two (2) other Committees;
- (e) two of the four elected Off-Campus Representatives shall serve as Co-Chairs of the Off-Campus Committee, as outlined in the Policy Manual;
- (f) plan and execute at least two (2) SRC Projects during the course of the academic year, preferably one in the fall semester and one in the winter semester;
- (g) be the full age of nineteen (19) years.

S.7. The At-Large Representatives shall each:

- (a) faithfully and properly discharge all duties of an At-Large Representative as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a Board member of the SRC;
- (c) be a member ex officio of the Member Relations Committee, a member of the External Affairs Committee, and at least one (1) other Committee;
- (d) focus their work around the portfolio assigned to them and agreed upon by the rest of the SRC;
- (e) plan and execute at least two (2) SRC Projects during the course of the academic year, preferably one in the fall semester and one in the winter semester;
- (f) be the full age of nineteen (19) years.

S.8. The Student Senators shall each:

- (a) faithfully and properly discharge all duties of a Student Senator as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a member of at least one (1) Senate or University Committee; and
- (c) be responsible for calling public consultations, forums, or meetings with Members of the Union on issues of relevance to the Senate.

S.9. The Board of Governors Student Representatives shall each:

- (a) faithfully and properly discharge all duties of a Board of Governors Student Representative as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be responsible for calling public consultations, forums, or meetings with Members of the Union on issues of relevance to the Board of Governors.

S.10 The Grad Class President shall:

- (a) faithfully and properly discharge all duties of the Grad Class President as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a non-voting member of the SRC; and
- (c) be the liaison between the SRC and the graduating Bachelor of Arts and Bachelor of Applied Arts classes.

S.11. The Residence First-year Liaison and the Off-Campus First-year Liaison shall:

- (a) faithfully and properly discharge all duties of the First-year Liaisons as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a non-voting member on the SRC;
- (c) be the liaisons between the SRC and the first-year class;
- (d) be responsible for at least one (1) initiative per month specifically directed to members of the Union in their first year at St. Thomas University; and
- (e) be the Co-Chairs of the First-year Students' Committee.

S.12. The Sexual and Gender Diversity Representative shall:

- (a) faithfully and properly discharge all duties of an LGBTQIA+ Representative as assigned by the Constitution, Bylaws and Policy Manual and be responsible for their enforcement;
- (b) be a Board member of the SRC;
- (c) be responsible for liaising between the SRC and the LGBTQIA+ community;
- (d) attend a minimum one (1) meeting of the Queer and Allied Society (Q&A) per month to confer with students on issues they may be experiencing and subsequently bring these concerns to the SRC, should Q&A desire;
- (e) plan and execute at least two (2) SRC Projects during the course of the academic year, preferably one in the fall semester and one in the winter semester;

(d) be a member ex officio of the Member Relations Committee, and a member of at least (2) other Committees; and

(d) be the full age of nineteen (19) years.

S.13. The International Student Representative shall:

(a) faithfully and properly discharge all duties of an International Student Representative as assigned by the Constitution, Bylaws and Policy Manual and be responsible for their enforcement;

(b) be a Board member of the SRC;

(c) be responsible for liaising between the SRC and the international community;

(d) attend a minimum one (1) meeting of the St. Thomas University International Students' Association per month to confer with students on issues they may be experiencing and subsequently bring these concerns to the SRC, should STUISA desire;

(e) plan and execute at least two (2) SRC Projects during the course of the academic year, preferably one in the fall semester and one in the winter semester;

(d) be a member ex-officio of the Member Relations Committee, and a member of at least (2) other Committees; and

(e) be the full age of nineteen (19) years.

S.14. The Indigenous Representative shall:

(a) faithfully and properly discharge all duties of an Indigenous Representative as assigned by the Constitution, Bylaws and Policy Manual and be responsible for their enforcement;

(b) be a Board member of the SRC;

(c) be responsible for liaising between the SRC and the Indigenous community;

- (d) plan and execute at least two (2) Councillor Projects during the course of the academic year, preferably one in the fall semester and one in the winter semester;
- (e) be a member ex officio of the Member Relations Committee, and a member of at least (2) other Committees;
- (f) chair the Indigenous Reconciliation Committee of the SRC; and
- (g) be the full age of nineteen (19) years.

S.15. The Social Inclusion Representative shall:

- (a) faithfully and properly discharge all duties of an Social Inclusion Representative as assigned by the Constitution, Bylaws and Policy Manual and be responsible for their enforcement;
- (b) be a Board member of the SRC;
- (c) be responsible for liaising between the SRC and any non-represented minority group at St. Thomas University particularly those who are not formally represented by another member of the SRC;
- (d) hold at minimum one (1) meeting per month to confer with students on issues they may be experiencing and subsequently bring these concerns to the SRC, should the individual who raised the concern desire;
- (e) plan and execute at least two (2) SRC Projects during the course of the academic year, preferably one in the fall semester and one in the winter semester;
- (f) be a member ex officio of the Member Relations Committee, and a member of at least (2) other Committees;
- (g) be the full age of nineteen (19) years.

Chapter V – Vacancies, Removals and Resignations

Article 1: Resignations and General

S.1. Resignations of members of the SRC shall be in writing to the President of the Students' Union and the SRC, and shall be presented to the SRC by the President at the next regularly constituted meeting of the SRC, whereupon the position shall be declared vacant.

S.2. The President of the Students' Union may, with the approval by majority vote of the SRC, make an interim appointment to carry out the duties of an office as may be deemed necessary.

S.3. The SRC may, by majority vote, fix the salary or honoraria for the interim appointment.

S.4. Interim appointments shall not have a vote.

S.5. The President of the Students' Union shall call an election for the filling of the vacancy within two weeks unless said vacancy occurs at a time where a by-election is prohibited by the by-laws. No vacancy shall be filled in the manner of a by-election between last day to hold class tests in December, and the first day of classes in January, nor between the last day to hold class tests in April, and the first day of classes in September.

S.6. Any person who resigns from the SRC as a result of a notice of a motion calling for their removal shall not be eligible for election to any SRC position in the first general election following their resignation.

Article 2: Vacancies

S.1. Should the Office of the President of the Students' Union become vacant, the Vice President Administration shall assume that office until an interim President of the Students' Union is appointed by the SRC or a by-election is held.

S.2. Should the Office of the Vice President Administration become vacant, the Vice President Education shall assume that office until a by-election is held, or an interim Vice President Administration shall be appointed by the SRC.

S.3. Should the Offices of the Vice President Education or Student Life become vacant, the Vice President Administration shall assume the vacant office until a by-election is held, or an interim Vice President of Education or Student Life shall be appointed by the SRC.

S.4. Should the position of a Residence Representative become vacant, the House Committee shall freely and democratically elect or appoint a replacement under their auspices, subject to the Policy Manual.

S.5. Should any other position become vacant, a by-election shall be held for that position.

S.6. Only a member of the SRC with at least one year of experience on the SRC may be appointed as an interim Vice President.

S.7. Should the SRC deem a by election to fill a non-SEC position as not feasible and yet determine the position should be filled; the Governance Committee of SRC shall screen interested appointees and recommend a potential appointee to SEC, who shall then submit the appointee's name to SRC for a final vote on the matter.

Article 3: Removals

S.1. Any member of the SRC may, with due cause, be declared removed upon a two-thirds (2/3) majority approval of a motion calling for their removal.

S.2. Due cause shall be for:

- (a) dereliction of duty;
- (b) actions contrary to the interests or objects of the Students' Union;
- (c) conduct unbecoming a member of the SRC;
- (d) failure to maintain good academic standing;
- (e) failure to give attendance to three (3) consecutive meetings of the SRC;
and/or
- (f) violation of the Constitution or By-laws.

S.3. The Representative in question shall not be eligible to vote on the matter of their own removal.

S.4. Any motion or resolution of the SRC calling for removal shall be given one (1) week's notice of motion, which shall clearly state the cause for removal.

S.5. Any person removed from the SRC shall not be eligible for election to any SRC position in the first general election following their removal.

S.6. A representative shall not assume a new position or term they have won if they are removed from the SRC within the time between their election and the official start of their new term.

S.7 In the event of the removal of the Indigenous Representative, the removal process outlined above shall be preceded by a talking circle, or some other means of mediation, organized by the Indigenous student community at the University within seven (7) days of the notice of removal, to discuss the removal of the Representative and to select a new Indigenous Representative.

Chapter VI – Meetings

Article 1: Students' Representative Council

S.1. Any member of the Students' Union shall be recognised and allowed to speak in the absence of a reasonable objection from a member of the SRC, and the Chair shall rule on the objection's reasonability.

S.2. Except where inconsistent with the Constitution, By-laws or Policy Manual, Robert's Rules of Order shall be applied to govern meetings of the SRC.

S.3. Any member wishing to present matters to the SRC requiring a motion or resolution of the SRC shall present their business to the Chair and a member of the SRC at least twenty-four (24) hours in advance of the meeting.

S.4. Any member wishing to present matters containing a request for funds shall inform the Vice President Administration at least twenty-four (24) hours before the meeting.

S.5. All motions and resolutions of the SRC shall be decided by majority vote, that is 50% plus one (1), except in such cases that require a two-thirds (2/3) majority vote as per the Constitution, By-laws or Robert's Rules of Order.

S.6. In the event of an equal number of affirmative and negative votes, a motion or resolution of the SRC shall stand defeated.

S.7. The SRC may pass motions to move in camera, where only members of the SRC, the Chair, General Manager, and the Recording Secretary may remain.

S.8. In camera meetings shall be confidential and the minutes shall be kept confidential and have limited distribution to those persons who attended the in camera meeting.

S.9. The Chair may permit, in the absence of an objection from any member of the SRC, employees of the Students' Union to remain at an in camera meeting.

S.10. All members of the SRC, voting and non-voting, shall attend regular meetings of the SRC.

Article 2: Special Meetings

S.1. Where a special meeting has been called, only the matter which is the cause of the special meeting as set forth in its agenda, may be discussed, and decisions of the SRC in that meeting shall only have force if it pertains to the cause of the meeting.

S.2. Where a special meeting has been called, the President of the Students' Union shall personally contact each member of the SRC individually for the purpose of informing that member of the time, place and agenda of the special meeting.

S.3. All members of the SRC, voting and non-voting, shall attend special meetings of the SRC.

Article 3: Students' Executive Council

S.1. Minutes shall be kept of each and every meeting of the SEC.

S.2. The General Manager shall attend meetings of the SEC, and shall keep the minutes of each and every meeting, except where otherwise delegated or required.

S.3. The President of the Students' Union may permit, in the absence of any objection from a member of the SEC, other people to attend an SEC meeting, as becomes necessary.

S.4. Rights of voting at meetings of the SEC shall be restricted to the President of the Students' Union, Vice President Administration, Vice President Education and Vice President Student Life in all cases.

Chapter VII – Standing Committees of the SRC

Article 1: Standing Committees

S.1. The following Standing Committees shall be constituted by the SRC:

- (a) Human Resources Committee;
- (b) Activities and Events Committee;
- (c) Governance Committee;
- (d) Finance Committee;
- (e) Member Relations Committee;
- (f) Academic and University Affairs Committee;
- (g) External Affairs Committee;
- (h) Yearbook Committee;
- (i) Emergency Bursaries Committee;
- (j) First-Year Students' Committee;
- (k) Off-Campus Committee;
- (l) Mental Health Committee;
- (m) Sexual Assault Prevention Committee;

- (n) Communications Committee;
- (o) Keep It Social Committee; and
- (p) Indigenous Reconciliation Committee.

Article 2: General

S.1. Terms of Reference for each committee shall be contained within the SRC Committee Policy and shall be reviewed by the Governance Committee once per year to ensure efficient and adequate functioning as best ensures the attainment of the Students' Union's objects.

S.2. The Terms of Reference for each committee shall outline the specific duties and powers of the particular committee and the committee shall only take action under the authority of its Terms of Reference, unless otherwise directed or required by the SRC.

S.3. Where any committee fails to or is otherwise not able to perform its duties, the SRC shall be charged to consider and decide such matters as the committee would. The normal operations and procedures of the committee shall not be circumvented under the auspices of this section.

Chapter VIII – Academic Standing

Article 1: Requirements of Representatives

S.1. Members of the SRC, Students Senators and Student Representatives on the Board of Governors if not in their first year at St. Thomas University, shall have attained an annual Grade Point Average of 2.3 in the academic year immediately prior to the year in which they serve.

S.2. Members of the SRC, Students Senators and Student Representatives on the Board of Governors shall maintain a Grade Point Average of 2.3 during the academic year in which they serve.

S.2. At the beginning of each semester the Vice President Administration shall verify, through the Registrar's Office, that each Member of the SRC, Students Senator and

Student Representative on the Board of Governors has attained a minimum annual Grade Point Average of 2.3.

S.3. Members of the SRC, Students Senators and Student Representatives on the Board of Governors shall inform the Vice President Administration should their Grade Point Average decline below 2.3.

S.4. The Vice President Administration shall outline the Constitutional options available to the member, and shall inform the SEC within one (1) week and recommend a course of action, including, but not limited to, the removal or resignation of the member in question.

Article 2: Requirements of Employees

S.1. Employees, except where stated in the By-laws or Policy Manual, shall not be subject to the provisions of Article 1 of this Chapter.