



# 1.0 INTERPRETATION

## 1.1 Definitions

In these Bylaws, the following definitions shall apply:

- **Alberta Societies Act** means the Alberta legislation which governs registered and incorporated societies RSA 2000 Chapter S-14 as amended, and/or any statute substituted for it
- **AUArts** means the Alberta University of the Arts
- **GFCSC** means the General Faculties Council Student Caucus
- **AUArts SA** or the Association means the Alberta University of the Arts Students' Association
- **Ad Hoc Committee** means a temporary committee that is created for a specific purpose and dissolved upon completion of the assigned tasks
- **AGM** means the Annual General Meeting of the Association
- **Board of Governors** or **BOG** means the Board of Governors of AUArts
- **Bylaw** means a standing rule approved by AUArtsSA for the governance and management of the Association
- **Chief Returning (Elections) Officer** or **CRO** means the person designated by AUArtsSA to oversee election and referendum procedures for an election held by the Association
- **Conflict of Interest** means a situation in which a person has a public or private interest which influences their ability to exercise their official duties in an objective manner
- **Consumer Price Index** or **CPI** means a measurement of the percentage change over time in the average cost of a large basket of goods and services purchased by a typical consumer, as determined by the Alberta government
- **Executive Committee** or **EC** means the management body of the SLC
- **Ex-Officio** means a non-voting member of the SLC or a committee who is a member by virtue of their office and position. Ex-officio members have voice but no vote
- **Fiduciary Duty** means the legal duty to act in the best interests of the organization based on a relationship of trust
- **In Camera** means a closed and private session of an official body
- **Member** means a Member of the Association in good standing
- **Motion** means a formal proposal by a member at a meeting for a specific action
- **Officer** means any officer of AUArts SA, including the President of the Association, Vice-President of Academic Affairs, Vice-President of External Relations, and the Vice-President of Student Life
- **Petition** means a request by a group of members for an official body to take action on a particular issue





- **Post-Secondary Learning Act** or **PSLA** means the Alberta legislation which governs post- secondary colleges, universities and technical institutes, S.A. 2003, c.P-19.5 as amended, or any statute substituted for it
- **Proxy** means written authorization for one Representative to vote for another
- **Quorum** means the minimum number of members required at a meeting to conduct business
- **Referendum** means an issue that is submitted to the general membership for a vote
- **Registered Office** means the registered office of the Association
- **Resolution** means a decision passed at a meeting of the membership
- **Scrutineer** means an individual appointed at an election to witness the counting of the ballots and examine ballots for eligibility
- **Signing Officer** means persons who are authorized to sign cheques, official letters and legal documents for the Association
- **Simple Majority** means fifty percent (50%) of voting members plus one
- **Special Resolution** means a decision approved by a minimum of seventy-five percent (75%) of voting members present
- **Standing Committee** means a permanent committee created to consider all matters pertaining to a particular subject
- **Students' Leadership Council** or **SLC** or **Council** means the governing body of AUArtsSA

## 1.2 Interpretation

In the interpretation of these Bylaws, except where excluded by the context:

- a. Words indicating the singular number shall also include the plural, and vice-versa
- b. Words indicating gender shall be a neutral term such as they/them
- c. Words indicating persons shall include corporations
- d. Headings used throughout these Bylaws are for reference purposes only and do not affect the interpretation of these Bylaws
- e. These Bylaws shall be interpreted broadly and generously





## 2.0 NAME AND INCORPORATION

### 2.1 Operating Name

The operating name of the organization shall be the Alberta University of the Arts Students' Association, also referred to as "AUArts SA" or "the Association"

### 2.2 Legal Name

The legal name of the organization shall be the Students' Association of the Alberta University of the Arts, also referred to as "AUArts SA" or "the Association"

### 2.3 Incorporation

AUArtsSA shall be incorporated under the Alberta Societies Act

### 2.4 Legislation

AUArtsSA shall be legislated under the Post -Secondary Learning Act Section 93(1) and its Bylaws shall be registered in accordance with the legislation

### 2.5 Articles of the Association

The following articles set forth the Bylaws of AUArts SA





## 3.0 OBJECTS

The objects of AUArtsSA shall be to provide for the institution information and advocacy regarding the affairs of the students of Alberta University of the Arts, including:

- a. To investigate any matter or problem that may arise concerning the student body
- b. To develop and ensure compliance with the policies governing the student body
- c. To promote the recreational activities, and artistic, educational, social, professional, and mental well-being of the students of AUArts
- d. To provide students with an effective role in the governance and administration of the University
- e. To be the only official liaison between the student body and the Faculty Association, the Administration, and the Board of Governors





## 4.0 MEMBERSHIP

### 4.1 Members

Members are students currently registered in graduate and undergraduate credit courses at AUArts who have paid in full the AUArtsSA membership fees assessed to them

### 4.2 Rights of Membership

Members have the following rights and privileges:

- a. To vote in AUArts SA elections, referenda and general meetings
- b. To participate in AUArts SA activities
- c. To serve on any AUArts SA committee or as an AUArts SA representative on a College committee
- d. To make use of the AUArts SA facilities within the limits set out by SLC
- e. To serve on the Students' Legislative Council and Executive Committee if duly nominated and elected/appointed
- f. To appear and speak before the SLC in respect to any matter
- g. To establish and join organizations under the control of AUArts SA
- h. To exercise any other rights in accordance with AUArts SA Bylaws and Policies

### 4.3 Membership Year

The membership year shall be September 1 to August 31

### 4.4 Termination of Membership

Subject to the articles, upon any termination of membership, the rights of the member automatically cease to exist. Membership with AUArts SA shall cease under the following circumstances:

- a. Upon the Member being in default of paying the membership fees
- b. Upon the death of the Member
- c. Upon the dissolution of the Association under the Act





## 4.5 Expulsion of Member

- a. AUArts SA may expel any Member who contravenes the Association's Bylaws and/or Policies, and for any conduct which undermines the principles, interests and reputation of AUArtsSA.
- b. Expelled members shall lose their rights as described and outlined in section 4.2 *Rights of Membership*
- c. The procedure for Expulsion of a member shall be outlined in *Bylaw Procedure 1.0 - Membership Expulsion*.

## 4.6 Forfeiting of Fees

Upon termination of membership or expulsion of a Member, their fees shall be forfeited to AUArts SA

## 4.7 Transmission of Membership

Membership in AUArts SA is non-transferable

## 4.8 Meetings of the Membership

### 4.8.1 Annual General Meeting

- a. The Annual General Meeting of AUArts SA shall be held at AUArts by March 31st
- b. The Association's most recent audited financial statements shall be presented at this meeting

### 4.8.2 Special General Meetings

- a. Special General Meetings of the membership may be called by the SLC as required
- b. Special General Meetings shall be called by the Executive Committee upon receipt of a written request of ten percent (10%) of the membership, and the request shall specify the purpose of the meeting

### 4.8.3 Notice of Meetings

- a. Notice of the date, time and place of the meeting shall be delivered to the membership by electronic media and posted throughout AUArts a minimum of ten (10) days in advance of the meeting
- b. Dated electronic media shall be used to confirm delivery of the material





#### **4.8.4 Facilitator**

The President shall facilitate meetings of the AUArtsSA membership

#### **4.8.5 Quorum**

A quorum for membership meetings shall be:

- a. Seventy-five percent (75%) of the Executive Committee
- b. Seventy-five percent (75%) of elected/appointed SLC Department Representatives
- c. Five percent (5%) or thirty (30) Regular Members, whichever is less
- d. No business shall be conducted without a quorum
- e. If no quorum exists, the General Meeting shall be conducted for information only

#### **4.8.6 Voting**

- a. Each Regular Member present shall have one (1) vote
- b. A motion shall be passed by simple majority vote unless otherwise indicated in these Bylaws
- c. The Facilitator does not have a second or casting vote in the event of a tie vote
- d. In the result of a tie vote the motion is defeated
- e. There shall be no votes by proxy

#### **4.8.7 Voting By Ballot**

- a. Voting shall be by a show of hands unless any member present requests a secret ballot
- b. Method of voting for any potentially contentious matter shall be decided by the SLC prior to the meeting
- c. The facilitator shall decide the method for a ballot vote
- d. Ballots shall be counted immediately following the vote and results shall be announced prior to the adjournment of the meeting

#### **4.8.8 Minutes of Meetings**

A comprehensive record of official minutes of all General Meetings shall be maintained in the AUArts SA office and made available to the membership upon request





## **5.0 ISSUES ARISING FROM THE GENERAL MEMBERSHIP**

### **5.1 Responding to Issues**

Concerns arising within the general membership shall be brought to the attention of a member of the Executive Committee or SLC, and addressed in consultation with the full Executive Committee or SLC as required.

### **5.2 Petition for Referendum or Action**

Ten percent (10%) of the full membership of the Association may directly petition the SLC to call a referendum or take other action on any issue, provided that the issue is within the authority and power of the Council to address.

### **5.3 Petition to AUArts Administration or Board of Governors**

Ten percent (10%) of the full membership of the Association may petition the AUArts Administration or Board of Governors to take action on an issue by submitting their written petition to the SLC. The SLC will forward the petition to the Students' Representative on the Board of Governors for presentation to the Board.





## 6.0 MEMBERSHIP FEES

### 6.1 Fees

All Regular members shall be assessed and must pay membership fees which may include but is not limited to:

- a. AUArtSA Membership Fee
- b. Health and Dental Fee
- c. CFS Fee
- d. SAIT Campus Recreation and Athletics Fee

### 6.2 Setting of Membership Fees

Membership Fees shall be set as follows:

- a. Fees under the jurisdiction of the SA shall be set by the SLC
- b. All increases to fees levied by AUArts SA shall require approval by SLC
- c. Upon approval of AUArts SA fees by the SLC, the fees shall be presented to the AUArts Board of Governors and to the AUArts Student Fee Consultation Committee for information

### 6.3 Setting of Health and Dental Fees

- a. Students enrolled full-time at AUArts are enrolled in a mandatory extended health and dental insurance plan
- b. Fees shall be determined by AUArtsSA, based on recommendations from the insurance company each year
- c. Students having alternate extended health and dental coverage may opt out of the AUArtsSA Health + Dental plan by providing proof of alternate coverage

### 6.4 Payment of Membership Fees

- a. Fees shall be paid on a semester basis or otherwise as required
- b. AUArts SA fees are payable by the deadline set for student fees and tuition fees as set by the University



## 7.0 STUDENT LEADERSHIP COUNCIL

In accordance with the Post-Secondary Learning Act, the business and affairs of AUArts SA shall be managed by a Student Leadership Council (SLC) that is elected by the members of the Association.

### 7.1 Roles and Responsibilities of the SLC

The major responsibilities of the SLC are as follows:

- a. Acting as the legislative authority for the Association
- b. Promoting the general welfare of AUArts students in alignment with AUArtsSA's mission, vision, and mandate
- c. Ensuring that the Association operates in accordance with AUArtsSA Bylaws, AUArtsSA Policies and Procedures, and AUArts Policies and Procedures that govern the student body
- d. Promoting the Association's purpose and mandate within the internal and external communities
- e. Approving strategic planning and direction for the Association
- f. Approving policies and procedures recommended by the Executive Committee, Policy Committee, and Executive Director
- g. Approving the annual AUArtsSA budget and making financial decisions related to:
  - i. Annual membership fees
  - ii. Annual health + dental fees
  - iii. Pay grids for AUArtsSA employees and elected/appointed positions
  - iv. Investment fund allocations
- h. Calling referenda after SLC approval or upon receipt of student petition
- i. Ratifying AUArts SA Student Groups
- j. Appointing and nominating representatives to additional committees, boards, and councils

### 7.2 Representation on SLC

#### 7.2.1 Voting Members

The Student Leadership Council shall consist of the following representatives:

- a. President
- b. Vice-President of Academic Affairs
- c. Vice-President of External Relations
- d. Vice-President of Student Life





One Student Representative from each of the following Departments:

- a. BFA General Studies
- b. Ceramics
- c. Character Design
- d. Drawing
- e. Fibre
- f. First Year Studies
- g. Glass
- h. Graduate Studies
- i. Graphic Design
- j. Illustration
- k. International Students
- l. Jewellery & Metals
- m. Media Arts & Digital Technologies
- n. Painting
- o. Photography
- p. Print Media
- q. Sculpture

### **7.2.2 Non-Voting Members**

Non-voting members of the SLC include:

- a. Executive Director
- b. Neutral Facilitator

### **7.3 Eligibility for SLC**

The eligibility requirements for SLC members are as follows:

- a. Hold regular membership status within AUArts SA
- b. Hold a current Grade Point Average (GPA) of 2.0 or higher
- c. Have declared their major in the department for which they are running when applicable
- d. Be bondable

### **7.4 Term of Office**

All SLC members are elected for one academic year with the option to run for a subsequent term(s).





## 7.5 Meetings of SLC

### 7.5.1 Frequency of Meetings

The SLC shall meet bi-weekly during the academic year

### 7.5.2 Special Meetings

Special meetings may be called by the Executive Committee or SLC with a minimum of five (5) days notice to each Council member.

### 7.5.3 Meeting Conduct

Meetings shall be conducted according to the principles of Consensus Rules of Order as outlined in *Appendix B - Governance Principles*

### 7.5.4 Neutral Facilitator

- a. A Neutral Facilitator may be appointed by the SLC from the membership at large to facilitate all meetings of the SLC and shall serve a one (1) year term with the option to serve a subsequent term
- b. If the position is unfilled the President shall act as Neutral Facilitator

### 7.5.5 Quorum

- a. A quorum for meetings shall be 75% of elected and/or appointed SLC members
- b. A minimum of seven (7) elected/appointed members must be present to conduct business
- c. No business shall be conducted without a quorum

### 7.5.6 Agenda

- a. The agenda for each meeting shall be determined by the Neutral Facilitator
- b. Agenda items may be submitted to the Neutral Facilitator by Council members and the AUArtsSA membership
- c. The agenda and any related materials shall be distributed to Council members a minimum of three (3) days in advance of the meeting

### 7.5.7 Voting

- a. Each Council member present shall have one (1) vote
- b. A motion shall be passed by simple majority vote unless otherwise indicated in these Bylaws





- c. The Neutral Facilitator does not have a second or casting vote in the event of a tie vote
- d. If there is a tie vote, the motion is defeated
- e. Voting shall be by a show of hands unless any member present requests a secret ballot
- f. The Neutral Facilitator shall decide the method for a ballot vote
- g. There is no voting by proxy

### **7.5.8 Minutes of Meetings**

A comprehensive record of official minutes of all SLC meetings shall be maintained in the AUArtsSA office and be made available to view by the membership upon request

## **7.6 Remuneration**

SLC members shall be remunerated for their services according to the AUArts SA Pay Grid for Elected/Appointed Positions

## **7.7 Vacating Office and Removal of Council Members**

### **7.7.1 Vacating Office**

A Council member shall be deemed to have vacated their position:

- a. Upon delivery of a letter of resignation to the President
- b. Upon failure to maintain a GPA of 2.0 or higher
- c. Upon failure to maintain membership status

### **7.7.2 Removal from Office**

A Council member may be removed from office under the following circumstances:

- a. Upon failure to comply with AUArts SA Bylaws or policies
- b. Upon failure to perform the specified duties and responsibilities of their position
- c. Upon displaying behavior which is improper or likely to undermine the interests or reputation of AUArts SA
- d. Upon absence without cause for two consecutive SLC meetings
- e. The procedure for expulsion of a member shall be outlined in *Bylaw Procedure 2.1 - Removal of Elected/Appointed Members*





### **7.7.3 Conditions Upon Removal**

- a. A Council member who has been removed from office is immediately suspended from any activities or opportunities as a member of AUArts SA per *4.5 Expulsion of Member*
- b. They will be ineligible to reapply for membership until a year has passed
- c. Upon restitution of their membership, they are eligible to run for an elected position and take part in any AUArts SA membership privileges

### **7.7.3 Filling Vacancies**

When a Council member has vacated their position, the SLC may appoint a new Department Representative nominated by the respective Program/Major or by the Executive Committee in the event that the Program/Major members fail to select a representative

## **7.8 AUArts SA Referenda**

### **7.8.1 Calling of Referendum**

- a. The recommendation to call for a referendum shall be made by special resolution of the SLC
- b. Referenda shall only be called on significant issues affecting the AUArts SA membership, such as but not limited to:
  - i. Any major new expenditure
  - ii. Substantial increase in student fees
  - iii. Changes to membership structure
  - iv. Upcoming motions that reflect major impact on academic experience

### **7.8.2 Notice of Referendum**

A Special Meeting shall be convened to present the details of the Referendum to the AUArtsSA membership, including:

- a. The reason for the referendum
- b. Details including the date, time and place of voting

### **7.8.3 Campaign and Voting Process**

The campaign regulations and voting process shall be the same as those for AUArts SA Elections





### **7.8.4 Quorum**

Quorum for a referendum shall be ten percent (10%) of the voting members of the Association

## **7.9 Responsibilities of SLC Department Representatives**

SLC Department Representatives shall be responsible for:

- a. Representing the best interests of students in their Program/Major,
- b. Bringing the special interests of their Departments to SLC
- c. Acting in the best interests of the institution and Association as a whole
- d. Being knowledgeable about AUArts SA's Bylaws, Policies and Procedures, and AUArts' Student Code of Conduct
- e. Serving on AUArts and AUArts SA Committees as required
- f. Avoiding and reporting any actual and/or potential conflicts of interest that may arise from paid and/or volunteer work, and/or extracurricular activities with AUArts SA-affiliated organizations
- g. Complying with all duties and responsibilities as outlined in the SLC Department Representative Job Description

## **7.10 Elections of SLC Department Representatives**

- a. Nominations and elections of SLC Department Representatives shall be administered by the Executive Committee through the AUArts SA office no later than September 30
- b. Department Representatives shall be elected by the students at large
- c. In the circumstance whereby upon the conclusion of an election, and/or by-election the membership fails to elect a representative, the SLC may appoint a department representative nominated by the respective Program/Major or by the Executive Committee





## 8.0 COMMITTEES AND JURIES

### 8.1 Standing Committees

- a. Standing committees, except for the Executive Committee, shall be comprised of a minimum of three (3) AUArts SA members
- b. There shall be the following Standing Committees of the SLC:
  - i. General Faculties Council Student Caucus
  - ii. Events Committee
  - iii. Executive Committee
  - iv. Finance Committee
  - v. Policy Committee

### 8.2 Juries

- a. Juries shall be comprised of a minimum of three (3) AUArts SA members
- b. The Association shall facilitate the following juries:
  - i. Gallery Programming Jury
  - ii. Student Groups Jury
  - iii. Artist Residency Jury

### 8.3 Ad Hoc Committees

- a. The SLC or Executive Committee may establish Ad hoc Committees to carry out specific functions and duties
- b. Ad hoc committees shall be comprised of a minimum of three (3) AUArtsSA members
- c. The SLC or Executive Committee shall appoint the membership, including an SLC member as Facilitator, and determine the committee's Terms of Reference

### 8.4 Terms of Reference

The Terms of Reference for any and all committees and juries can be found in *Appendix B - Committees and Juries* which outlines the following:

- a. Mandate
- b. Committee/Jury Structure
- c. Governance procedures
- d. Deliverables
- e. Scope







## 9.0 ELECTIONS

### 9.1 Election Schedule

- a. Regular elections for all elected positions shall be held by March 31
- b. The Election Schedule shall be set by the Elections Officer and contain deadlines for the following mandatory elements:
  - i. Notice of Elections
  - ii. Submission of Nomination Forms
  - iii. Campaign Period
  - iv. Candidates' Forum
  - v. Voting Period

### 9.2 Nomination Process

- a. Nominees for Executive positions shall be nominated by a minimum of ten (10) Active Members of the Association excluding the nominee
- b. The SLC shall determine the requirements of the nomination form

### 9.3 Campaign Regulations

The SLC shall determine the campaign regulations, including:

- a. Posting of campaign materials
- b. Maximum limit for campaign costs
- c. Regulations for Candidates' Forum
- d. Disqualification of candidates

### 9.4 Voting Procedure

- a. Voting shall be conducted by secret ballot
- b. The Chief Returning Officer shall recruit polling clerks to present ballots to voters and count the ballots at the end of the voting period
- c. Each candidate may select one (1) scrutineer to oversee the counting of ballots

### 9.5 Chief Returning (Elections) Officer

The SLC shall appoint the Chief Returning Officer





## 9.6 Responsibilities of Chief Returning Officer

The Chief Returning Officer shall be responsible for overseeing the election process from beginning to end, including:

- a. Communicating elections process, policies, and nomination requirements to the membership
- b. Ensuring the eligibility of nominees for elections
- c. Determining the Election Schedule
- d. Receiving the Nomination Forms
- e. Recruiting and supervising Polling Clerks
- f. Overseeing the voting process and counting of ballots
- g. Declaring the elected candidates and publicizing the election results to the AUArts SA membership
- h. Fulfilling all duties and responsibilities as outlined in the Chief Returning Officer Job Description





## 10.0 EXECUTIVE COMMITTEE

### 10.1 Composition of the Executive Committee

There shall be an Executive Committee comprised of the following positions:

- a. President
- b. Vice-President of Academic Affairs
- c. Vice-President of External Relations
- d. Vice-President of Student Life
- e. Executive Director (non-voting)

### 10.2 Roles and Responsibilities of Executive Committee

#### 10.2.1 Major Responsibilities of Executive Committee

The Executive Committee shall be responsible for:

- a. Managing the affairs of AUArtsSA in accordance with the Bylaws and in a manner that is consistent with the decisions of the SLC
- b. Developing and monitoring good governance in all areas, including:
  - i. AUArtsSA's organizational structure and operations
  - ii. Accounting to the SLC for the conduct of the affairs of the Association
  - iii. Advocating on behalf of the student body
- c. Creating a strategic plan for the Association
- d. Determining the Executive Committee's priorities and goals by August 15 of each year
- e. Developing the AUArtsSA budget prior to the current fiscal year end
- f. Ensuring adequate funding is secured for the successful operations of programming and services
- g. Promoting the Association's purpose and mandate within the AUArts community
- h. SLC self-governance

#### 10.2.2 Role of Executive Committee during Summer Break

- a. The Executive Committee shall have SLC's authority for day-to-day operations
- b. The Executive Committee may not make governance changes, Bylaws revisions or major changes to operations without the prior approval of the SLC





- c. The Executive Committee shall prepare a full report of its activities during the summer break and shall submit it to SLC at the first scheduled meeting of the academic year

## 10.3 Primary Objectives

### 10.3.1 President

In addition to the major responsibilities of the Executive Committee, the President acts as the liaison between the student body and the Executive Committee while working closely with the Executive Director to ensure the Association is working towards accomplishing the goals and objectives as set out in the strategic plan. The President contributes to the organization by fulfilling the following objectives:

- a. Leading the Executive Committee by developing a strong and collaborative team
- b. Ensuring the governance and management of the organization is conducted equitably and effectively
- c. Promoting accountability between the Executive Committee and the Student Leadership Council
- d. Supporting an organizational culture that emphasizes employee well-being, continuous learning, and high quality performance

### 10.3.2 Vice-President of Academic Affairs

In addition to the major responsibilities of the Executive Committee, the VP Academic serves as the official advocate for student concerns in all areas of institutional academic affairs. The VP Academic contributes to the organization by fulfilling the following objectives:

- a. Representing the student voice in areas of academic concerns
- b. Ensuring that all student voting members are well-informed of impact and context when voting on arising issues
- c. Informing the membership and SLC of the impact and context for institutional change

### 10.4.3 Vice-President of External Relations

In addition to the major responsibilities of the Executive Committee, the VP External serves as the public representative of the Executive Committee and promotes the mandate and objectives of the organization to the external community. The VP External contributes to the organization by fulfilling the following objectives:





- a. Building the profile of the organization by engaging with the public community
- b. Advocating on behalf of the membership with official governing agencies
- c. Establishing mutually beneficial relationships with affiliated organizations

#### **10.4.4 Vice-President of Student Life**

In addition to the major responsibilities of the Executive Committee, the VP Student Life develops the culture of the AUArts community by advocating for quality student experience and encourages engagement with AUArtsSA programming initiatives. The VP Student Life contributes to the organization by fulfilling the following objectives:

- a. Representing the student voice on areas of student experience
- b. Developing the culture and community on the AUArts campus
- c. Builds a transparent relationship between the Association and its members by ensuring AUArtsSA activities, updates, progress, and initiatives are accurately communicated

#### **10.4.5 Executive Committee**

- a. Review all official AUArtsSA minutes, agendas, reports and documents
- b. Be informed of student concerns among the AUArtsSA membership
- c. Participate in AUArtsSA and AUArts hiring committees as requested
- d. Be informed of the activities of AUArtsSA affiliates as well as student issues within Calgary, Alberta, and Canada
- e. Prepare reports as necessary for the EC and SLC, and related committees
- f. Participate in AUArts Awards and Scholarships Jury as requested
- g. Be informed of the resources provided to the membership by the offices of the Registrar, Student Services, and Student Resource Centre
- h. Ensure that program and service offerings reflect the diverse interests of the AUArts community and are inclusive and accessible to all members of AUArtsSA

### **10.5 Eligibility for Executive Office**

The eligibility requirements for Executive Officers are as follows:

- a. Be an Active Member of the Association
- b. Hold a current Grade Point Average (GPA) of 2.67 or higher
- c. Be bondable
- d. Not be an employee of AUArts SA or AUArts during their term of office
- e. Must be available to work a minimum of approximately 20 hours/week during the academic year during operating hours





## 10.6 Term of Office

- a. Officers are elected for a one (1) year term
- b. Officers may seek re-election to serve for a maximum of two (2) terms in each position
- c. The term of office shall be from April 15 to May 14 of the following year
- d. Following the Elections, the outgoing Officers shall continue to have final voting power until April 30
- e. All other duties shall be shared by the Executive-Elect and the outgoing Officers in order to provide an orientation and training period for the new Officers

## 10.5 Meetings of the Executive Committee

### 10.5.1 Frequency of Meetings

- a. During the academic year, the Executive Committee shall meet weekly as determined before the commencement of classes
- b. During the spring and summer breaks the EC shall meet bi-weekly
- c. During the winter break the Executive Committee shall meet as required

### 10.5.2 Meeting Conduct

Meetings shall be conducted according to the principles of Consensus Rules of Order as outlined in *Appendix B - Governance Principles*

### 10.5.3 Facilitator

- a. The President shall facilitate Executive Committee meetings
- b. In the absence of the facilitator, the Executive Committee shall decide as a group who will facilitate the meeting

### 10.5.4 Quorum

- a. Two Officers, excluding the facilitator, shall constitute a quorum
- b. No business shall be conducted without a quorum

### 10.5.5 Agenda

- a. The agenda for each meeting shall be determined by the Facilitator
- b. Agenda items may be submitted to the Facilitator by committee members, SLC, and the AUArts SA membership
- c. The agenda and any related materials shall be distributed to committee members a minimum of three (3) days in advance of the meeting





### **10.5.6 Voting**

- a. Each Officer present shall have one (1) vote
- b. A motion shall be passed by simple majority vote
- c. The facilitator does not have a second or casting vote in the event of a tie vote
- d. If there is a tie vote the motion is defeated

### **10.5.7 Minutes of Meetings**

A comprehensive record of official minutes of all Executive Committee meetings shall be maintained in the AUArtsSA office and made available to the membership upon request

## **10.6 Remuneration**

The remuneration of Executive Officers shall be defined in AUArtsSA Pay Grid for Elected/Appointed Positions

## **10.7 Vacating Office and Removal of Executive Officers**

### **10.7.1 Vacating Office**

An Executive Officer shall be deemed to have vacated their position:

- a. Upon delivery of a letter of resignation to the President and/or Executive Director
- b. Upon taking up regular or term employment with the Association or as an official AUArts employee
- c. Upon failure to maintain a GPA of 2.0 or higher
- d. When an Officer has vacated their position, both the SLC and the membership at large must be notified within five (5) business days of the position being vacated

### **10.7.2 Removal from Office**

An Executive Officer may be removed from office under the following circumstances:

- a. Upon failure to comply with AUArtsSA Bylaws or Policies
- b. Upon failure to perform the specified duties and responsibilities of their position
- c. Upon displaying behavior which is improper or likely to undermine the interests or reputation of AUArtsSA
- d. Upon absence without cause for three (3) consecutive Executive Committee meetings
- e. Upon absence without cause for two consecutive SLC meetings





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- f. The procedure for removal of an executive officer shall be outlined in *bylaw procedure 2.1 - Removal of Elected/Appointed Members*

### **10.7.3 Conditions Upon Removal**

- a. An Officer who has been removed from office is immediately suspended from any activities or opportunities available to them as a member of AUArtsSA
- b. The officer will be ineligible to reapply for membership until a year has passed
- c. Upon restitution of their membership, they are eligible to run for an elected position and take part in all AUArtsSA membership privileges

### **10.7.4 Filling Vacancies**

- a. When an Officer has vacated their position, the Executive Committee shall appoint an interim Officer from the SLC membership
- b. If the Executive Committee is unable to fill the position from the SLC membership then the duties of the vacant position shall be divided between remaining Executive Committee members
- c. By-elections to fill Executive vacancies shall be held a maximum of thirty (30) days after the date at which the SLC was notified of the vacancy
- d. When an Officer has vacated their position during the summer months the Executive Committee shall assign that Officer's responsibilities to the remaining Executive Committee members until a by-election can be called







## 11.0 Executive Director

The Executive Committee is authorized by the SLC to hire an Executive Director to manage the day-to-day operations of the Association

### 11.1 Reporting Relationship

- a. The position of Executive Director reports to the President of the Association
- b. The Executive Director is accountable to the President for daily operations of the Association
- c. The Executive Director serves as a non-voting member in meetings of the Executive Committee and SLC

### 11.2 Signing Authority

The Executive Director is authorized to approve expenditures in accordance with the budget as approved by the SLC

### 11.3 Performance Review

The annual performance review of the Executive Director is conducted by the outgoing and incoming President of the Association and Vice-President of Academic Affairs with input from the membership, staff, and AUArts

### 11.4 Position Objectives

The purpose of the Executive Director position is to fulfill the following objectives:

- a. To provide informed leadership that will ensure the long-term sustainability of AUArtsSA and its continued ability to fulfill its mandate
- b. To support the work of the staff, Executive Committee, and Student Leadership Council by providing guidance that is informed by best practice
- c. To oversee the management of all AUArts SA day-to-day operations including such areas as human resources, finance, general operations, programming and services, community relations and fundraising initiatives

### 11.5 Primary Responsibilities

The Executive Director shall be responsible for overseeing and completing the following tasks and obligations which are further outlined in the Executive Director Job description:





### **11.5.1 Strategic Leadership**

- a. Develop the AUArtsSA team dynamic by facilitating communications and fostering positive working relationships with staff, Executive Committee, and SLC representatives
- b. Ensure the long-term sustainability of the Association by facilitating strategic growth
- c. Assisting the Executive Committee in identifying student needs and concerns
- d. Assisting the SLC with policy development by participating in the Policy Committee
- e. Implementing AUArtsSA policies by establishing procedures for implementation

### **11.5.2 Financial Planning and Management**

- a. Work with the Executive Committee to secure adequate funding for the operations of the Association
- b. Facilitating the budget development process through the Finance Committee
- c. Acting as Facilitator of the SLC Finance Committee

### **11.5.3 Human Resources Planning and Management**

- a. Work with Executive Committee to ensure that the organizational structure continues to support the staffing requirements of the Association
- b. Oversee the hiring, supervision, evaluation and related management tasks for all AUArtsSA employees

### **11.5.4 Program Planning and Management**

- a. Ensure that programs and services align with Strategic Plan
- b. Facilitate the research, planning, and implementation of programs and services with appropriate staff and Executive Committee

### **11.5.5 Operational Planning and Management**

- a. Ensure cost effective measures are implemented while ensuring integrity of operations
- b. Ensure operational processes are effective and efficient
- c. Manage the day-to-day operations of the Association

### **11.5.6 Community Relations**

- a. Maintain positive relations with students to ensure AUArtsSA is viewed and received as an accessible resource service centre for students
- b. Promote community awareness of AUArtsSA's mission and goals





- c. Promote AUArtsSA's programs and services to the membership, AUArts community and general public

### **11.5.7 Fundraising**

Applying creative methods to access alternate avenues for funding various programs and services offered by the Association

### **11.5.8 Risk Management**

Identify and evaluate the risks to the organization and implement measures to control identified potential and/or actual risk





## 12.0 STUDENT GROUPS

### 12.1 Application for Official Recognition

- a. Any student group may apply for official recognition and request funding from the Association by submitting the required forms and documentation
- b. The SLC may approve student group applications and funding requests as recommended by the Student Groups Jury

### 12.2 Obligations of AUArtsSA Student Groups

Student Groups granted official status by AUArtsSA have the following obligations:

- a. To abide by the Association's Bylaws, and Policies and Procedures
- b. To abide by the AUArts SA Student Group Terms and Conditions Agreement
- c. To agree to allow participation in its activities by any member of AUArtsSA





## 13.0 OPERATIONS AND FINANCES

### 13.1 Registered Office

The registered office of AUArtsSA is located at:

Alberta University of the Arts Students' Association  
Room 335 1407 14th Ave NW  
Calgary, Alberta T2N 4R3

### 13.2 Signing Authority

- a. The following Officers shall have signing authority:
  - i. President
  - ii. Vice-President of Academic Affairs
  - iii. Executive Director
- b. In such cases where a vacancy exists, another member from the executive committee may fulfill signing authority duties until vacancies can be appropriately filled

### 13.3 Budget Process

- a. Annual budgets shall be submitted by all functional areas associated with AUArtsSA
- b. The Executive Director shall determine the process for submission of annual budgets
- c. The Executive Director and finance committee shall prepare the AUArtsSA budget by April 15
- d. The budget shall then be submitted to SLC for presentation and approval
- e. The AUArtsSA budget may be submitted to the Board of Governors for information

### 13.5 Allocation of Funds

AUArtsSA funds shall be allocated for the following areas:

- a. Advocacy
- b. Association & Membership Fees
- c. Community Programming
- d. Investments\*
- e. Marion Nicoll Gallery
- f. Operating Expenses
- g. Professional Development





- h. Scholarships, Bursaries, & Awards
- i. Special Projects
- j. Student Groups
- k. Student Services

\*The Association's investments shall be allocated and managed as per the Association's policies, and as recommended by the Association's audit reports

### **13.6 Reserve Funds**

- a. The SLC shall maintain and manage an operating reserve fund for the following purposes:
  - i. Planned future capital expenditures
  - ii. Unexpected or unpredicted events
  - iii. Extraordinary expenditures which would otherwise cause fluctuations in the operating budgets
- b. The SLC shall establish and manage a strategic reserve fund restricted for the following purposes:
  - i. Alleviate extraordinary fluctuations in projected health and dental premiums so as to mitigate the impact of increased expenses on the membership
  - ii. Maintain program and service resources in years where membership revenues are expected to significantly decrease due to projected enrollment or other extenuating circumstances
  - iii. Support special projects and initiatives approved by the SLC as part of a strategic plan
  - iv. If necessary, to facilitate the dissolution of the Association
    - AUArts SA will ensure the strategic reserve maintains an adequate balance to account for a minimum of 3 months of critical operating expenses to dissolve and/or cancel existing vendor and employee contracts
- c. Reserve funds shall be managed and maintained in accordance with all regulations set out in the *Strategic Reserve Policy*

### **13.7 Audit**

- a. A qualified, independent auditor shall provide annual audited financial statements for the Association and provide advice on accounting procedures
- b. The finance committee shall conduct a review of auditing and accounting services every 3-5 years to ensure inspections are adequate and accurate





## 13.8 Borrowing Powers

- a. AUArtsSA may borrow or raise funds to meet its objectives and operations in such manner as the SLC sees fit in accordance with the PSLA
- b. AUArtsSA may acquire real property by purchase, lease or otherwise and dispense of real property with the approval of the SLC and as in accordance with the *Operating Services Agreement* held with the University

## 13.9 Inspection of Records

Any AUArtsSA member may inspect the books and financial records of the Association during regular office hours except for records that the SLC has designated as confidential





## **14.0 PROTECTION AND INDEMNITY OF OFFICERS**

### **14.1 Indemnity**

- a. AUArtsSA indemnifies each Officer against all costs or charges that result from any act done in their role for the Association
- b. AUArtsSA does not indemnify any Officer for acts of fraud, dishonesty or bad faith

### **14.2 Limitation of Liability**

- a. No Officer is liable for the acts of any other Officer or employee
- b. No Officer is responsible for any loss or damage due to the bankruptcy, insolvency or wrongful act of any person, firm or corporation dealing with the Association
- c. No Officer is liable for any loss due to an oversight or error in judgment or by an act in their role for the Association unless the act is fraud, dishonesty or bad faith

### **14.3 Insurance**

- a. AUArtsSA shall ensure that adequate Officers' Liability Insurance is in place
- b. AUArts SA shall ensure that adequate property Insurance is in place for all applicable areas accounted for by the Association







## 15.0 AMENDMENTS TO BYLAWS

### 15.1 Alterations

- a. The Bylaws may be rescinded, altered or added to by a special resolution at an SLC meeting
- b. All changes must be reviewed fully by SLC or an SLC Subcommittee consisting of at least 50% SLC Representatives
- c. Members shall be notified of a special resolution not less than fourteen (14) days in advance of the meeting
- d. A special resolution is carried by approval of a minimum of seventy-five percent (75%) of those members in attendance





## 16.0 CONFIRMATION OF BYLAWS

The foregoing Bylaws of the Alberta University of the Arts Students' Association are hereby adopted and approved as of the date written below, and shall be in effect immediately upon confirmation.

- a. I do hereby certify that the foregoing Bylaws, consisting of thirty four (34) pages, including this page, constitute the Bylaws of the Students' Association of the Alberta University of the Arts as adopted by the Student Leadership Council of the Association on this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 President

\_\_\_\_\_  
 Name (printed)

\_\_\_\_\_  
 Vice-President of Academic Affairs

\_\_\_\_\_  
 Name (printed)

\_\_\_\_\_  
 Executive Director

\_\_\_\_\_  
 Name (printed)

