

SARDC BYLAWS – TABLE OF CONTENTS

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STUDENTS' ASSOCIATION OF RED DEER COLLEGE BYLAW

Articles I – XIII

Approved February 28, 2017

Spring General Meeting

Motion #: 16-17-17-G

Article I: Name

- 1.1 The name of the organization is the Students' Association of Red Deer College, which may also be known as SARDC.

Article II: Definitions

- 2.1 Association means the Students' Association of Red Deer College.
- 2.2 Board of Governors (BOG) means the Board of Governors of Red Deer College.
- 2.3 BOG Member means the student member on the Board of Governors of Red Deer College.
- 2.4 By-laws mean the by-laws of the Association which govern the affairs of the Association.
- 2.5 Chairperson (Chair) means the Chairperson of Students' Association Council.
- 2.6 Collaborative Student means any credit student enrolled in a partnership program endorsed by Red Deer College and another post-secondary institution.
- 2.7 College means Red Deer College.
- 2.8 Directors mean all members of Council.
- 2.9 Executive Council means the members of the Association's Executive Council.
- 2.10 Ex-Officio means non-voting member.
- 2.11 Good Academic Standing means having received a GPA of at least 2.0 at Red Deer College or a Collaborative Institution.
- 2.12 Member means a member of the Association.
- 2.13 Minister means the Minister of Post-Secondary Learning in the Province of Alberta.

- 2.14 Officers mean the President, Vice President Operations, Vice President College Affairs, Vice President Student Life and the Executive Director.
- 2.15 Policies mean the Policies of the Association which provide guidelines in the administration of the Association's By-laws.
- 2.16 Referendum means submission of a question for decision by the Membership.
- 2.17 Council means Students' Association Council which is the ruling body of the Association.
- 2.18 Student Groups means all student clubs and societies ratified by the Association.

Article III: Membership

3.1 Terms of Membership

Membership of the Association shall include:

- 1. All credit students registered at Red Deer College who have paid fees to the Association
- 2. All current Apprenticeship students at Red Deer College who have paid fees to the Association
- 3. All Collaborative students at Red Deer College who have paid fees to the Association

3.2 Rights and Privileges of Members

Every Member of the Association:

- 1. Shall have the right to participate in the activities of the Association
- 2. Shall have the right to use Association facilities within the limits set out by policy
- 3. Shall have the right to be elected/appointed to Council, Academic Council or Executive Council having met eligibility requirements
- 4. Shall have the right to serve as a member of an Association or College committee when designated by the Association
- 5. Shall have the right to exercise any other rights inherent in the Association by- laws and policies.

3.3 Voting Rights:

A Member may vote:

- 1. at all Association Elections according to Association bylaws and policies
- 2. at all Association Referenda according to Association bylaws and policies
- 3. at all General and Special General Meetings according to Association bylaws and policies

Proxy voting shall not be permitted

3.4 Resignation or expulsion of Members:

A Member shall be deemed to have resigned from the Association upon withdrawal or expulsion from the College or a Collaborative Institution. A Member may be

expelled from the Association if they fail to adhere to Association By-laws and Policies.

Article IV: General Meetings of the Association

4.1 Meeting Notification

Notification of the Fall General Meeting, the Spring General Meeting and any Special General Meetings shall be made to the Membership through an Association publication at least 21 days in advance of the Meeting. The notice will state the place, date and time of the Meeting, and any business requiring a special resolution.

4.2 The Fall General Meeting

4.2.1 The Fall General Meeting shall be held no later than the end of the third week of classes in September of each year.

4.2.2 The agenda for the Fall General Meeting will be set by the President and will deal only with matters specified in the meeting notice. No additions to the agenda or amendments to motions or special resolutions will be allowed at the meeting. The agenda will deal with the following matters:

1. Approving the agenda
2. Approving the minutes of the last General Meeting
3. Review of the audited financial statements from the last fiscal year
4. Reports from Executive Council
5. Introduction of Elections Officer
 - (i) Elections and vacancies update
6. Considering any matters specified in the meeting notice

4.3 The Spring General Meeting

4.3.1 The Spring General Meeting shall be held no later than the end of the first week in March.

4.3.2 The agenda for the Spring General Meeting will be set by the President and will deal only with matters specified in the meeting notice. No additions to the agenda or amendments to motions or special resolutions will be allowed at the meeting. The agenda will deal with the following matters:

1. Approving the agenda
2. Approving the minutes of the last General Meeting
3. Introduction of Elections Officer
 - (i) Elections and vacancies update
4. Considering any matters specified in the meeting notice

4.4 Special Meetings

Special Meetings may be called any time during the Fall and Winter academic terms:

4.4.1 By the President or Council to consider the following matters:

1. Any other matters consistent with the objectives of the Association

as specified in the meeting notice.

- 4.4.2 By the President within 30 days of receipt, if petitioned to do so by ten (10) percent of the current members of the Association. Such a petition;
 - 1. Must include a written statement of the intent of the petition
 - 2. Must include on each page the written statement of intent and the date the petition was initiated
 - 3. Must contain the names (both written and printed) and the student ID numbers of those signing the petition in order to verify their membership in the Association
 - 4. May only be conducted during the Fall or Winter academic terms
 - 5. Must be conducted over a period not longer than 30 days after the initiation of the petition

- 4.5 Quorum at a General Meeting or a Special Meeting will consist of 20 Members of the Association.

- 4.6 Roberts Rules of Order shall govern all Meetings so far as those Rules may be applicable without coming into conflict with the By-laws of the Association.

- 4.7 General Meeting Proceedings:
 - 4.7.1 Attendance by the public: All General Meetings are open to the public. A majority of the Members present may ask any persons who are not members to leave.

 - 4.7.2 Failure to reach quorum: The Chair cancels the General Meeting if quorum is not present within one half (1/2) hour after the set time. If cancelled, the meeting is rescheduled for one (1) week later at the same time and place. No new notice is required. If a quorum is not present within one-half (1/2) hour after the set time of the second meeting, the meeting will proceed with the Members in attendance.

 - 4.7.3 The Council Chair chairs every General Meeting of the Association. The Executive Director chairs in their absence. If neither are present within one-half (1/2) hour after the set time of the General Meeting, the Members present choose one (1) of the Members to chair.

- 4.8 Voting
 - 4.8.1 Each Member has one (1) vote. A show of hands decides every vote at every General Meeting. A ballot is used if at least five (5) Members request it.

 - 4.8.2 If there is a tie vote, the motion is defeated. The Chair does not have a vote.

 - 4.8.3 A Member may not vote by proxy.

 - 4.8.4 A majority of the votes of the members present decides each issue, unless the issue needs to be decided by a Special Resolution in which case a vote at least 75% in favour must be cast in order to carry.

- 4.8.5 The Chair declares a question carried or defeated. This statement is final and does not have to include the number of votes for and against the question.
- 4.8.6 The Chair decides any disputes on any vote. The Chair decides in good faith, and this decision is final.
- 4.8.7 Failure to Give Notice of Meeting
No action taken at a General Meeting is invalid due to:
 - 1. accidental omission to give any notice to any Member;
 - 2. any Member not receiving any notice; or
 - 3. any error in any notice that does not affect the meaning.

Article V: Students' Association Council

5.1 Governance of the Association

Council shall be the governing body of the Association. Winter Council shall govern from the first Winter Council meeting to April 30 of each year. Summer Council shall govern from May 1 to the first Winter Council meeting of each year.

5.2 Governing Structure:

Board of Directors:	Students' Association Council
Officers:	President, Vice President Operations, Vice President College Affairs, Vice President Student Life, Executive Director
Executive Council:	President, Vice President Operations, Vice President College Affairs, Vice President Student Life, Executive Director

5.3 Powers and Duties of Council:

- 1. Council shall be responsible for the advancement of the Association's objectives.
- 2. Council shall have vested in it all of the necessary legislative, administrative and executive power for the proper management of the affairs of the Association.
- 3. Council shall have the power to conduct all actions necessary and expedient in carrying out the objectives and affairs of the Association.
- 4. Council shall have the power to control, deal with, and expend all monies collected through fees levied against the Membership of the Association.
- 5. Council shall be under no obligation to refund fees collected to Members withdrawing from the College if withdrawal does not conform to College policy respecting withdrawal dates.
- 6. Council shall have the power to expel any Member of the Association who is deemed to have seriously violated any portion of the Association's Bylaws and/or Policies.
- 7. Council shall have the power to establish, administer and/or recognize such

- 8. student groups, organizations, and committees as it may deem necessary.
- 9. Council shall approve an annual budget for the Association.
- 10. Council shall make policies, rules and regulations for operating the Association and using its facilities and assets.
- 11. Council shall, when deemed necessary, sell, dispose of, or mortgage any or all of the property of the Association.
- 12. Council shall, without limiting the general responsibility of Council, delegate its powers and duties to the Executive Council or the Executive Director.

5.4 Composition of Council

Winter Council

Chairperson (non-voting) Council Secretary (non-voting) President (voting) Vice President Operations (voting) Vice President Student Life (voting) Vice President College Affairs (voting) BOG Member (non-voting) Executive Director (non-voting) Twelve (12) Student Representatives (members of the Association, Voting) Student Ex-officio Members (as many as Executive Council deem necessary, non-voting)

Summer Council

Chairperson (non-voting) Council Secretary (non-voting) President (voting) Vice President Operations (voting) Vice President Student Life (voting) Vice President College Affairs (voting) BOG Member (non-voting) Executive Director (non-voting) Five (5) additional voting members Ex-officio members (as many as Executive Council deem necessary, non-voting)

5.5 Eligibility:

- 5.5.1 Any Member of the Association may let their name stand for Winter Council unless they are a full-time employee of the Association.
- 5.5.2 Any Member of Winter Council may let their name stand for Summer Council unless they are a full-time employee of the Association.
- 5.5.3 Eligibility for the position of Chairperson shall not be restricted to members of the Association.
- 5.5.4 The BOG Member must:
 - 1. be enrolled in a minimum of 9 RDC credits
 - 2. not be a collaborative student
 - 3. not be an employee of the Association
 - 4. be in good academic standing

5.6 Election of Council (Voting Representatives)

- 5.6.1 Summer Council is primarily elected from Winter Council for the Spring/Summer terms, as per policy; however, any Member may let their name stand as a candidate for Summer Council.
- 5.6.2 Winter Council is elected by the Membership for the Fall/Winter terms, as

per policy.

5.7 Duties and Responsibilities of Council Members

5.7.1 Student Representatives

Student Representatives shall:

1. ensure that the opinions and concerns of their student constituents are represented in the decision making of the Council.
2. perform other duties as provided for in the Bylaws or the Policies and/or as assigned by action of the Council, including but not limited to:
 - (i) sitting on at least two (2) Council-related Committees (other than JRC)
 - (ii) attending prescribed meetings by the Executive Council
 - (iii) assisting Executive Council members in their duties
 - (iv) acting as liaison between Council and at least one SA recognized Student Group
 - (v) attending Council meetings
 - (vi) submitting reports to Council each meeting
 - (vii) submitting an end of term report as per Policy
 - (viii) attending and participating in at least two Students' Association sponsored events per month

5.7.2 Ex-officio Members

Ex-officio Members shall:

1. assist Members of Council and Executive Council in the performance of their duties
2. sit on at least one (1) Council Committee (other than JRC)
3. not have a vote on Council but may actively participate in Council discussions
4. submit reports to Council each meeting
5. submit an end of term report as per Policy
6. attend and participate in at least one Students' Association sponsored event per month

5.7.3 Council Chairperson

The Council Chairperson shall:

1. chair all Council meetings
2. chair JRC
3. remain neutral

The Council Chairperson shall NOT:

1. hold any other Council position within the Association
2. sit on any committee of the Council (other than JRC)
3. be a part of the Executive of any Student Group
4. act as a spokesperson for either the Association or the Council
5. have a vote on any matter coming before Council

5.7.4 Council Secretary

The Council Secretary shall:

1. keep accurate minutes of the meetings

5.7.5 BOG Member

The BOG Member shall:

1. attend all Council meetings
2. make regular reports at all Council meetings
3. submit discussion topics to the President for inclusion on the Council agenda as needed
4. submit reports to Council each meeting
5. submit an end of term report as per Policy
6. act as a liaison with the BOG and have regular meetings with the President before each BOG meeting
7. not have a vote but may actively participate in all Council discussions
8. be enrolled in at least 9 RDC credits during the Fall & Winter terms

5.8 Resignation or Removal of a Council Member

1. Council shall have the power, on a motion passed by a two-thirds (2/3) majority, to remove from office any member of Council, who is deemed to have seriously violated any portion of the Association's Bylaws and/or Policies.
2. Any member of Winter Council, who has not achieved a GPA of at least 2.0 during the Fall term shall be given a period of not more than one month to resolve their academic situation. If one is not able to resolve this by February 1, they shall immediately resign, relinquish and vacate their Council position, and vacancy procedures shall take effect.
3. Any member of Council, who is found guilty of academic dishonesty, shall immediately resign, relinquish, and vacate their Council position.
4. Any member of Council, shall be removed by a two-thirds majority vote of Council if that member is incapable of maintaining their position.
5. Any member of Council, shall be removed from office if that person becomes convicted of an indictable criminal offense.
6. The Council Chairperson shall relinquish their position whenever requested by a two-thirds (2/3) majority vote of Council.
7. In the event that a Winter Council member ceases to be a Member, they shall immediately resign, relinquish, and vacate the Council position held.
8. In the event that a Council member becomes a full-time employee of the Association, they shall immediately resign, relinquish, and vacate the Council position held.
9. In the event that a Council member becomes a full-time employee of the Association, they shall immediately resign, relinquish, and vacate the Council position held.
10. In the event that the Student BOG Member resigns or is removed from their Council position, the President shall request that the BOG Chair ask the Minister to remove them from the BOG.

5.9 Council Meetings

5.9.1 Meetings

1. Meetings will be scheduled every two weeks during Fall and Winter terms, with the exception of designated College holidays. Summer Council shall meet at least once, and otherwise as required.
2. Winter Council must hold their first meeting no later than October 15 of

each year.

5.9.2 Agendas

1. It is the responsibility of the President to ensure that the agenda is prepared.
2. The President shall ensure that the agenda is available to all Council members at least 3 working days prior to the next Council meeting.
3. Items may only be added to the agenda at the meeting with Council's approval.
4. Council quorum shall be 2/3 of current voting Council members.
5. Meetings will be chaired by the Council Chairperson.
6. Roberts Rules of Order shall govern all Meetings so far as those Rules may be applicable without coming into conflict with the By-laws of the Association.
7. Each voting Council member has one vote. In the event of a tie the motion is defeated.
8. Meetings are open to the Membership; however, individuals other than Council members are not allowed to address the meeting unless they have been invited to do so by the President and/or the Chairperson. A majority of the Council members present may ask persons who are not Members to leave.

5.9.3 Meeting Attendance

1. Two consecutive regularly scheduled Council meetings missed, or four total Winter Council meetings missed, may, at the discretion of Executive Council, constitute removal of a Council member.
2. Advance notice of absence must be given to the VP Operations and/or President.
3. A Council Member is said to have been in attendance if they is present for at least three-quarters of the Council meeting.
4. Honoraria is to be paid to all Council Members based on meeting attendance and as per policy (with the exception of the Council Secretary and the Executive Director), the amount approved by the most previous Council.

Article VI: Executive Council

6.1 Executive Council Composition

Executive Council shall consist of the President, the Vice President Operations, the Vice President Student Life, the Vice President College Affairs, and the SA Executive Director. The SA Executive Director and shall be an Ex-Officio Member.

6.2 Term of Office

- 6.2.1 The President, Vice President Operations, Vice President Student Life, and the Vice President College Affairs are elected for a one-year term beginning May 1 of each year as per Policy.

- 6.2.2 The Executive Director is a full-time employee of the Association and shall remain an officer of the Association for the duration of their employment.

6.3 Executive Transfer of Power

- 6.3.1 At the last Executive meeting of the fiscal year, Executive Council shall appoint the incoming Executive as the Officers of the Association effective May 1 by virtue of the Executive election results.
- 6.3.2 The Executive Director shall remain an ex-officio member of Executive Council and an Officer of the Association for the term of their employment.

6.4 Eligibility

- 6.4.1 Spring Executive Elections (President, Vice President Operations, Vice President Student Life, Vice President College Affairs)

With the exception of all Collaborative students, who may not stand as candidates for the position of President or Vice President College Affairs, any member of the Association may let their name stand as a candidate for these positions if:

1. they have achieved a GPA of at least 2.0 during the College's most previous Fall term.
2. they have not previously served two elected terms as a Students' Association Executive. However, one may let their name stand as a candidate if four years has elapsed since serving their second elected term.

- 6.4.2 Fall Bi-election (President, Vice President Operations, Vice President Student Life, Vice President College Affairs)

With the exception of all Collaborative students, who may not stand as candidates for the position of President or Vice President College Affairs, any member of the Association may let their name stand as a candidate for these positions if:

1. they have achieved a GPA of at least 2.0 during the College's most recent Winter term.
2. they have not previously served two elected terms as a Students' Association of Red Deer College Executive. However, one may let their name stand as a candidate if four years has elapsed since serving their second elected term.

- 6.4.3 If necessary, a bi-election may occur between the Fall General Meeting and January 21. (Vice President Operations, Vice President Student Life, Vice President College Affairs)

With the exception of all Collaborative students, who may not stand as candidates for the position of Vice President College Affairs, any member of the Association may let their name stand as a candidate for these positions if:

1. they have achieved a GPA of at least 2.0 during the College's most recent Fall or Winter term.
2. they have not previously served two elected terms as a Students' Association Executive. However, one may let their name stand as a candidate if four years has elapsed since serving their second elected term.

6.4.4 The Executive Director is eligible for membership on Executive Council by virtue of their employment with the Association.

6.5 Executive Job Descriptions

6.5.1 The Executive Council shall:

1. be responsible for upholding and maintaining the Bylaws and Policies of the Association for the effective and efficient administration of the Association,
2. perform, to the best of their abilities, all duties necessary or as provided for in these Bylaws and Policies, or as may be assigned by Council for the effective administration of the Association and the betterment of its Members,
3. be responsible for the maintenance and administration of the Association Building,
4. at all times hold their responsibilities to the Association and its Members in highest priority,
5. perform their duties as outlined in the Executive Job Description Policy.

6.5.2 The President shall:

1. be the Chief Executive Officer of the Association,
2. be responsible for the administration of the Association according to the Bylaws and Policies of the Association by:
 - (i) ensuring the due observation of the Bylaws and the Policies,
 - (ii) being responsible for calling all General, Special General, Council and Executive Meetings and presiding over Executive Meetings,
 - (iii) being responsible for preparing agendas for all General and Special General, Council and Executive Council Meetings,
 - (iv) ensuring that all motions passed at General and Special General Meetings, Council and the Executive are carried out in a timely manner,
 - (v) interpreting the Bylaws and Policies of the Association,
 - (vi) being responsible for implementing any revisions to the Bylaws and Policies of the Association.
3. in consultation with the Executive Director, be responsible for directing the business affairs of the Association, in accordance with the objectives of the Association,
4. in consultation with the Executive Director, be responsible for personnel matters, including hiring, dismissal, and salary reviews relating to employees of the Association,
5. be a signing authority on all Association bank accounts and official

- documents,
 - 6. facilitate and promote participation of the Association in any external organizations deemed beneficial to the Association or its Members by the Executive Council or the Council,
 - 7. facilitate and promote participation of the Association with faculty, administration, government and other organizations deemed beneficial to the Association,
 - 8. be the official spokesperson for the Association,
 - 9. monitor and ensure the continuity of a Student Health and Dental plan,
 - 10. chair Bylaw Amendment Review Committee,
 - 11. perform any other duties as directed by Council and as outlined in policy.
- 6.5.3 The Vice President Operations shall:
- 1. be an Officer of the Association,
 - 2. be a signing authority on all Association bank accounts and official documents,
 - 3. chair the Cultural Activities Trust Fund Committee,
 - 4. oversee Council
 - 5. perform any other duties as directed by Council and as outlined in policy
- 6.5.4 The Vice President Student Life shall:
- 1. be an Officer of the Association,
 - 2. chair the Events Committee,
 - 3. oversee all Student Groups,
 - 4. perform any other duties as directed by Council and as outlined in policy.
- 6.5.5 The Vice President College Affairs shall:
- 1. be an Officer of the Association,
 - 2. assist the President in the duties of their office and assume the responsibilities of the President in their temporary absence,
 - 3. be a member of Academic Council,
 - 4. chair the Issues Committee,
 - 5. chair the Mental Health Initiatives Committee,
 - 6. perform any other duties as directed by Council and as outlined in policy.
- 6.5.6 The Executive Director shall:
- 1. be an Officer of the Association,
 - 2. ensure minutes of all Council and Executive meetings are taken and preserved,
 - 3. ensure notices of meetings of the Association are published in a timely manner,
 - 4. keep and preserve contracts and other important documents of the Association,
 - 5. Keep and preserve a current copy of the Association's by-laws and policies,
 - 6. prepare financial statements for the Association and present them to Council and to the General Membership at the Fall General Meeting of the Association,
 - 7. ensure that GST and payroll remittances are paid on time and report this to Executive Council and Council,

8. ensure that T4's are submitted as per Canada Revenue Agency regulations,
9. in consultation with the President, be responsible for directing the business affairs of the Association in accordance with the objectives of the Association,
10. be a signing authority on all Association bank accounts and official documents,
11. prepare the annual budget and records for the annual audit,
12. be the financial advisor to Council and Executive Council,
13. participate in reviews and development of the Bylaws and Policies of the Association,
14. in consultation with the President, be responsible for personnel matters, including hiring, dismissal, and salary reviews relating to employees of the Association,
15. be the treasurer for the CAT Fund committee,
16. perform such other duties, as directed by the President or the Executive Council, related to the affairs of the Association and as outlined in the policy.

6.6 Resignation or Removal of Executive Council Member

- 6.6.1 Council shall have the power, on a motion passed by a two-thirds (2/3) majority, to remove from office:
 1. Any member of Executive Council who is deemed to have seriously violated any portion of the Association's Bylaws and/or Policies.
 2. Any member of Executive Council who is found guilty of academic dishonesty.
 3. Any member of Executive Council who is incapable of maintaining their position.
 4. Any member of Executive Council shall be removed from office if that person is convicted of an indictable criminal offense.
- 6.6.2 Executive Council shall have the power, on a motion passed by majority, to suspend any member of Executive Council for reasons itemized in Article 6.6.1. If an Executive Council Member is suspended, they shall immediately surrender keys, relinquish all duties, and vacate office without remuneration, until such matter is resolved or brought forward to Council for a decision.
- 6.6.3 Any incoming student member of Executive Council, who has not achieved a GPA of at least 2.0 during the Winter term, shall not assume office on May 1. They shall be given a period of not more than one month to resolve their academic situation. If one is not able to resolve this by June 1, their office shall be deemed vacant and vacancy procedures shall take effect.
- 6.6.4 Any student member of Executive Council, who has not achieved a GPA of at least 2.0 during the Fall Term, shall be given a period of not more than one month to resolve their academic situation, and shall immediately resign, relinquish and vacate their Executive position, and vacancy procedures take

effect.

- 6.6.5 Any student member of Executive Council who ceases to be enrolled in the required number of academic credits and/or courses at any time during the Fall and Winter terms, shall immediately resign, relinquish and vacate the position held.
1. The President must be enrolled as an RDC student during the Fall and Winter terms. The President must be enrolled in a minimum of 3 RDC credits, to a maximum of 9 RDC credits, during Fall and Winter terms.
 2. The Vice President Operations and the Vice President Student Life must be enrolled in a minimum of 3 RDC credits, or one Collaborative course, to a maximum of 9 RDC credits or 3 Collaborative courses, during Fall and Winter terms.
 3. The Vice President College Affairs must be enrolled as an RDC student during the Fall and Winter terms. The Vice President College Affairs must be enrolled in a minimum of 3 RDC credits, to a maximum of 9 RDC credits, during Fall and Winter terms.
- 6.6.6 Any student member of Executive Council who has been removed from office, shall not let their name stand as a candidate for any Executive or Council position, until a period of 4 years has elapsed.
- 6.6.7 The Executive Director will cease to be a member of Executive Council upon leaving their employment with the Association.

6.7 Vacancies

- 6.7.1 The Association shall make all possible attempts to fill any vacant Executive Council positions in a timely and efficient manner. Notices of the following vacancies shall be posted for at least one week.
- 6.7.2 In the event that the President's office is deemed vacant before the Fall General Meeting, the Vice President College Affairs shall assume the position of President. The Vice President College Affairs shall have until the Fall General Meeting to permanently assume the position of President for the remainder of the Presidential term. If the Vice President College Affairs decides to decline the Presidency, a bi-election shall be called for the President's position. Nominations will open at the Fall General Meeting.
- 6.7.3 In the event that the President's office is deemed vacant after the Fall General Meeting, the Vice President College Affairs shall assume the office of the President.
- 6.7.4 In the event that the Office of Vice President Operations, Vice President Student Life or Vice President College Affairs becomes vacant before the Fall General Meeting, the position shall be filled through an Executive bi-election. Nominations shall open at the Fall General Meeting.
- 6.7.5 In the event that the Office of Vice President Operations, Vice President Student Life, or Vice President College Affairs becomes vacant between the Fall General Meeting and December 31, Council may choose to call a bi-

election. If Council deems a bi-election necessary, the bi-election shall take place no later than January 21.

- 6.7.6 In the event that any Executive Council position becomes vacant, the remaining Executive Council members shall make a decision on the division and/or delegation of duties.

6.8 Executive Meetings

- 6.8.1 The Executive Council meetings shall be scheduled at least once a week with the exception of designated College holidays (Christmas and Reading Week).
- 6.8.2 The Quorum of Executive Council shall consist of at least three (3) of the voting members of Executive Council.
- 6.8.3 Minutes for each Executive Council meeting will be recorded and be approved by Council.

6.9 Payment to Officers

- 6.9.1 The President, Vice President Operations, Vice President Student Life and Vice President College Affairs will be paid a monthly honorarium, the amount to be determined by Winter Council in the semester prior to these officers' term.

Executives leaving or beginning office part way through a term shall have their honoraria pro-rated to the date of their leaving or beginning.

- 6.9.2 Tuition and SA fees shall be paid for each SA Executive, to a maximum of nine (9) RDC credits per Fall/Winter terms.

In order to receive tuition and fees reimbursement, Executive Council Members must achieve at least a 2.0 GPA during the Fall and Winter terms.

If an Executive Council Member receives an F (fail) or a WD (withdraw), reimbursement shall not be paid for that course.

If an Executive is elected or appointed after May 1, their tuition and SA fees will be pro-rated.

Article VII: Council Committees

- 7.1 The following committees are standing committees of Council:
1. Bylaw Amendment and Review Committee (BARC)
 2. Cultural Activities Trust Fund Committee (CAT Fund)
 3. Events Committee
 4. Issues Committee

- 5. Mental Health Initiatives Committee (MHIC)
- 7.2 The following committee shall meet as required:
 - 1. Judicial Review Committee (JRC)
- 7.3 Council shall strike ad-hoc committees to advise Council as needed.
- 7.4 General Procedures for Committees:
 - 7.4.1 A Council Member will chair each committee.
 - 7.4.2 The Committee Chairperson calls each meeting and is responsible for:
 - 1. recording minutes of the meeting and submitting to Council for information,
 - 2. reporting to Council on the committee's activities,
 - 3. submitting End of Term Committee Reports to Council.
 - 7.4.3 A majority of the committee members present at a meeting is quorum with the exception of CAT Fund whose quorum is stated in CAT Fund Terms of Reference, and the Judicial Review Committee whose quorum is stated in the JRC policy.
 - 7.4.4 Full-time employees of the Association may sit on committees as required in an ex-officio capacity.
 - 7.4.5 At the discretion of the Committee, non-Association members may be invited to sit on SA Committees in an ex-officio capacity.

Article VIII: Student Groups

- 8.1 Executive Council shall have the authority to recognize Student Groups which meet the requirements set out in the Association's policies.
- 8.2 It shall be the responsibility of the Vice President Student Life to oversee all Student Groups.
- 8.3 Student Groups must operate in compliance with the policies of the Association.

Article IX: Audit

(refer to the Post-Secondary Learning Act)

- 9.1 The Books of the Association must be audited once a year by an external auditor. The audit shall occur after the year-end of the Association and before the Fall General Meeting.

- 9.2 The Association shall provide audited financial statements annually to the BOG.
- 9.3 The Executive Director shall present the audited financial statements to Council and to the Membership at the Fall General Meeting.
- 9.4 A copy of the audited financial statements shall be made available to any Member upon request.
- 9.5 The Minister may in writing appoint an investigator to examine and inspect the financial condition of the Association. If the Investigator finds irregularities in the management of the financial affairs of the Association, the Minister may:
 1. Suspend or terminate the term of office of one or more members of Council.
 2. Appoint an administrator to exercise the powers and perform the duties of Council until a new Council is elected.
 3. Take any other action that the Minister considers appropriate to remedy the irregularity.
- 9.6 An administrator appointed according to the Post-Secondary Learning Act shall be paid the remuneration and expenses determined by the Minister out of the funds of the Association.

Article X: Finances and other Management Matters

- 10.1 The fiscal year of the Association ends on April 30 of each year.
- 10.2 Association Fees:
 - 10.2.1 Membership Fees:
 1. All members will be levied a membership fee, the amount to be determined by Winter Council each year for the upcoming academic year.
 2. In the event that a member withdraws from the College, the member shall receive a membership fee refund as per the College's Refund Policy.
 3. Membership fees from Collaborative members shall be collected in accordance with agreements between the Association and the respective student organizations.
 - 10.2.2 Health and Dental Plan Fees:
 1. All full-time members will be levied a health and dental plan fee, as per policy.
 - 10.2.3 All Association Fees will be collected by the College on the Association's behalf according to the terms of the Fee Collection Agreement.
- 10.3 Signing Authority:
 - 10.3.1 The designated Officers shall sign all cheques drawn on the monies of the Association. Two signatures are required on all cheques.

- 10.3.2 All contracts of the Association must be signed by the designated Officers or other persons authorized.
- 10.4 Council shall have the power to borrow any amount of money up to and including the sum of twenty thousand (20 000) dollars and shall have the power to pledge or encumber any of the assets of the Association for this purpose. Any documents relating to the loan or any security shall be negotiated by the authorized signing officers of the Association, and such signatures will be binding on the Association. Council shall not have the power to borrow any sum in excess of twenty thousand (20 000) dollars unless approved by a majority of both Council and the Members of the Association in attendance at the General or Special General Meeting of the Association.
- 10.5 Council shall have the authority to expend monies up to and including the sum of fifty thousand (50 000) dollars for the administration or advancement of any single Association enterprise or objective that is, in the opinion of Council to be of benefit to the Association. For any expenditure over that amount Council must seek and receive the approval of the Members of the Association at either a General Meeting or a Special General Meeting.
- 10.6 Executive Council shall have the power and authority to expend monies up to the sum of two thousand five hundred (2500) dollars per motion for the needs and purposes of the Association during the sitting of Winter Council.
- 10.7 Executive Council shall have the power and authority to expend monies up to the sum of ten thousand (10 000) dollars per motion for the needs and purposes of the Association during the sitting of Summer Council.
- 10.8 Protection and Indemnity of Directors and Officers:
- 10.8.1 Each Director or Officer holds office with protection from the Association. The Association indemnifies each Director or Officer against all costs or charges that result from any act done in their role for the Association. The Association does not protect any Director or Officer for acts of fraud, dishonesty or bad faith.
- 10.8.2 No Director or Officer is liable for the acts of any other Director or Officer or employee. No Director or 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. No Director or 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.
- 10.8.3 Directors and Officers can rely on the accuracy of any statement or report prepared by the Association's auditor. Directors or Officers are not held liable for any loss or damages as a result of acting on that statement or report.
- 10.9 Inspecting Books and Records. Members of the Association have the right to inspect the minutes and Audited Financial Statements of the Association upon giving

reasonable notice to the President or Executive Director that they wish to do so. Such inspection shall take place at the Association office during normal business hours.

Article XI: Referendums

- 11.1 The Association shall call a referendum if:
 - 11.1.1 A motion is passed at Council requesting the Referendum, or
 - 11.1.2 A petition is delivered to Council that is signed by at least 10% of the current members of the Association requesting a Referendum. The signers must include their signature, student identification numbers and print their name legibly for verification of Association membership.
- 11.2 A referendum may only be called and held during Fall and Winter semesters.
- 11.3 Notification to the general membership of a referendum must be published at least 21 days prior to the referendum.
- 11.4 The text of the referendum question should be clear and unambiguous and must be capable of being answered “yes” or “no” where “yes” is the desired outcome. The outcome of the referendum must be within Council’s jurisdiction. If a referendum brought forward by petition does not meet these requirements, it will be rejected by Council.
- 11.5 The results of a referendum will be acted upon if the total number of votes cast is at least 10% of the total number of members of the Association at the time of referendum and at least 60% of those voting either support or reject the referendum.
- 11.6 If the Referendum is successful;
 - 11.6.1 If within Council’s jurisdiction, Council will take action as soon as practically possible.
 - 11.6.2 If it is a matter that is beyond Council powers and must be referred to a General Meeting, the President will place the item in the agenda as a Special Resolution at the next General Meeting for consideration by the Members present.

Article XII: Amending the Bylaws & Policies

- 12.1 Notification to the general membership of Objective and Bylaw changes must be published at least 21 days prior to presentation at a Special or General meeting of the Association.
- 12.2 Objective and Bylaw changes shall take the form of:
 - 1. a special resolution presented as a recommendation from Winter Council during a General Meeting of the Association, or

2. a special resolution presented during a General meeting of the Association, as a result of a petition by at least 10% of the membership during the Fall/Winter Academic Term, or
 3. a Special resolution presented at a General Meeting of the Association as a result of a successful referendum.
- 12.3 Notification of Policy/Procedure changes to Summer or Winter Council must be in writing at least 14 days prior to presentation.
- 12.4 Policies/Procedures changes shall take the form of a motion passed during a Summer Council or Winter Council meeting.
- 12.5 Special Resolutions require 75% support of entitled voting members in order to pass. All other motions require majority (50%+1) support of entitled voting members in order to pass.

Article XIII: Implementation & Dissolution

- 13.1 These Bylaws shall be made available to the Membership. Any amendments to these Bylaws will be recorded by motion number and the date adopted.
- 13.2 These Bylaws and duly made amendments to them, shall remain in effect until such time as:
1. the Association through referendum or Council shall take action to replace it, or
 2. the Lieutenant Governor in Council, by order, disestablished a post-secondary institution and dissolve its board, effective on the date named in the order according to the Post-Secondary Learning Act Section 102(1). An order under Section 102(1) dissolves the student organization of the public post- secondary institution on the date specified in the order, or
 3. the assets and liabilities and the rights and obligations of the dissolved Association are transferred to and assumed by the Government or of a public post-secondary institution named in the order or both.