



STUDENTS' ASSOCIATION of Red Deer College Bylaws

Last Amended: Council Meeting January 28, 2020; Motion #19-20-109-C

Article V: Elections

- 5.1 The General Election shall be held no later than March 30 for Councillor and Executive Council positions.
 - 5.1.1 Nominations for the General Election shall open no later than February 1.
- 5.2 If necessary, a By-Election may be held no later than November 30 for the following Executive Council positions:
 - Vice President Academic
 - Vice President External
 - Vice President Community & Wellness.
 - 5.2.2 Nominations for the By-Election shall open no later than November 15.
- 5.3 Insufficient nominations and vacancies for either Executive Council or Council shall be filled as per policy.

Article VI: Students' Association Council

- 6.1 Governance of the Association
Council shall be the governing body of the Association. Council shall govern from May 1 to April 30.
- 6.2 Governing Structure:
 - Board of Directors: Students' Association Council
 - Officers: President, Vice President Academic, Vice President External, Vice President Community & Wellness, Executive Director
 - Executive Council: President, Vice President Academic, Vice President External, Vice President Community & Wellness, Executive Director
- 6.3 Powers and Duties of Council:
 - 1. Council shall be responsible for the advancement of the Association's objectives.
 - 2. Council shall have vested in 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 from Members that are 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 student groups, organizations, and committees, as it may deem necessary.
8. Council shall approve an annual budget for the Association.
9. Council shall approve the audited financial statements of 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.

6.4 Composition of Council

Twelve (12) Councillors (voting)
 President (voting)
 Vice President Academic (voting)
 Vice President External (voting)
 Vice President Community & Wellness (voting)
 BOG Student Member at Large (non-voting)
 Chairperson (ex-officio)
 Executive Director (ex-officio)
 Council Secretary (ex-officio)

6.5 Eligibility:

- 6.5.1 Any Member of the Association may let their name stand for a Councillor position unless they are a full-time employee of the Association.
- 6.5.2 Any member of the Association may let their name stand for nomination by Council and appointment by the Minister as the Board of Governors student member at large if they are:
 1. Enrolled in a minimum of one (1) credit course at either the Institution of a collaborative institution during the fall and winter terms,
 2. In good academic standing,
 3. Not an employee of the Association,
 4. Not an employee of the Institution, and
 5. Not a Community BOG Member.
- 6.5.3 Eligibility for the position of Chairperson shall not be restricted to members of the Association.

6.6 Duties and Responsibilities of Council Members

6.6.1 Councillors

Councillors shall:

1. Ensure that the opinions and concerns of their student constituents are represented in the decision making of the Council.
2. Promote the interests of the Membership and put the interests of Membership above their own interests.
3. Maintain confidentiality.
4. 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:
 - (a) Sitting on at least two (2) Council Committees (other than JRC).
 - (b) Attending meetings prescribed by the Executive Council.
 - (c) Assisting Executive Council in their duties.
 - (d) Attending Council meetings.
 - (e) Submitting reports to Council each meeting.
 - (f) Submitting an end-of-term report as per Policy.
 - (g) Attending and participating in at least two Association sponsored events per month.

6.6.2 Council Chairperson

The Council Chairperson shall:

1. Chair all Council and General meetings,
2. Chair JRC, and
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 Council.
5. Have a vote on any matter coming before Council.

6.6.3 Council Secretary

The Council Secretary shall:

1. Record accurate minutes of the meetings.

6.6.4 Board of Governors Student Members

1. By virtue of their position, the President of the Association shall be a student member on the institution's Board of Governors.
2. The Board of Governors Student Member at Large shall:
 - (a) Meet with the Association President prior to each BOG Meeting
 - (b) Be invited to attend Council meetings as a non-voting member and may actively participate in Council discussions
 - (c) Be enrolled in at least one (1) credit course at either the

institution or collaborative institution during Fall and Winter terms

6.7 Resignation or Removal of a Council Member

6.7.1. Council shall have the power, on a motion passed by a two-thirds (2/3) majority, to remove any Councillor from office:

1. Who is deemed to have seriously violated any portion of the Association's Bylaws and/or Policies.
2. Who is incapable of maintaining their position.

6.7.2 Any Councillor who has not achieved a GPA of at least 2.0 during the Fall term shall be given a period of no 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.

6.7.3 Any Councillor who is found guilty of academic dishonesty shall immediately be removed from their position.

6.7.4 Any Councillor who breaches confidentiality shall immediately be removed from their position.

6.7.5 Any Councillor who is convicted of an indictable criminal offense shall immediately be removed from their position.

6.7.6 Any Councillor who ceases to be a Member of the Association shall immediately resign, relinquish, and vacate the Council position held.

6.7.7 Any Councillor who becomes a full-time employee of the Association shall immediately resign, relinquish, and vacate the Council position held.

6.7.8 The Council Chairperson shall relinquish their position whenever requested by a two-thirds (2/3) majority vote of Council.

6.8 Vacancies

6.8.1 Council vacancies shall be filled as per Councillor Vacancy Policy.

6.9 Council Meetings

6.9.1 Meetings

1. Council must hold their first meeting no later than June 30 each year.
2. Meetings will be scheduled every two weeks during Fall and Winter terms with the exception of designated College holidays.
3. The Council Chairperson will chair meetings.
4. Robert's Rules of Order shall govern all meetings so far as those rules may be applicable without coming into conflict with the Bylaws of the Association.

5. Each voting Council Member has one vote. In the event of a tie, the motion is defeated.
6. 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 Association Members to leave.

6.9.2 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 Councillors at least 3 working days prior to the next Council meeting.
3. With Council's approval, agenda items may be added or deleted during the meeting.

6.9.3 Quorum

1. Council quorum shall be 2/3 of current voting Council members.
2. Between May 1 and September 30, quorum shall consist of at least 5 Councillors in addition to Executive Council.

6.9.4 Meeting Attendance

1. Two consecutive regularly scheduled Council meetings missed, or four total meetings missed, may constitute removal of a Council member.
2. Advance notice of absence must be given to the Council Secretary and/or President.
3. A Council Member is said to have been in attendance if they are 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 reporting, and, as per Policy (with the exception of the Council Secretary and the Executive Director), the amount to be approved by the most previous Council.

Article VII: Executive Council

7.1 Executive Council Composition

Executive Council shall consist of:

President (Voting)

Vice President Academic (Voting)

Vice President External (Voting)

Vice President Community & Wellness (Voting)

Executive Director (Ex-Officio)

7.2 Term of Office

- 7.2.1 The President, Vice President Academic, Vice President External, and the Vice

President Community & Wellness are elected for a one-year term beginning May 1 of each year as per Policy.

7.2.2 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.

7.3 Executive Transfer of Power

7.3.1 At the last Executive meeting of the fiscal year, Executive Council shall appoint the incoming Executives as the Officers of the Association effective May 1 by virtue of the Executive election results.

7.3.2 The Executive Director shall remain an ex-officio member of Executive Council and an Officer of the Association for the term of their employment.

7.4 Eligibility

7.4.1 General Elections (President, the Vice President Academic, Vice President External, and Vice President Community & Wellness)

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 most previous Fall term.
2. They have not previously served three (3) elected terms as an Association Executive. However, one may let their name stand as a candidate if four years have elapsed since serving their third elected term.

Note: Collaborative students are only eligible to let their name stand for the office of Vice President Community & Wellness.

7.4.2 By-election (Vice President Academic, Vice President External, and Vice President Community & Wellness)

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 three (3) elected terms as an Association Executive. However, one may let their name stand as a candidate if four years have elapsed since serving their third elected term.

Note: Collaborative students are only eligible to let their name stand for the office of Vice President Community & Wellness.

7.4.3 The Executive Director is eligible for membership on Executive Council by virtue of their employment with the Association as an ex-officio.

7.5 Executive Job Descriptions

7.5.1 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. At all times hold their responsibilities to the Association and its Members in highest priority
3. 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.
4. Maintain confidentiality.
5. With the exception of the Executive Director,
 - (a) Be the official lobbyists of the Association.
 - (b) Be responsible for hiring, dismissal, performance evaluations, and salary reviews relating to the employment of the Executive Director.
 - (c) Be a member of the College's consultation committee responsible for tuition fees as per the PSLA.
 - (d) Perform their duties as outlined in the Executive Job Description Policy.
6. Not be an officer or executive of any student group during their term in office.

7.5.2 The President shall:

1. Be responsible for the administration of the Association according to the Bylaws and Policies of the Association by:
 - (a) Ensuring the implementation of any revisions to Bylaws and Policies of the Association.
 - (b) Ensuring the due observation of the Bylaws and the Policies.
 - (c) Interpreting the Bylaws and Policies of the Association.
 - (d) Be responsible for calling all General, Special General, Council, and Executive Council Meetings and presiding over Executive Council Meetings.
 - (e) Be responsible for preparing agendas for all General, Special General, Council, and Executive Council Meetings.
 - (f) Ensuring that all motions passed at General, Special General, Council, and Executive Council Meetings are carried out in a timely manner.
2. Be a signing authority on all Association bank accounts and official documents.
3. Be the official spokesperson for the Association.
4. Chair Executive Council meetings.
5. Chair the Bylaw Amendment Review Committee.
6. Be a student member on the institution's Board of Governors.
7. Facilitate and promote participation of the Association with faculty, administration, government, and other organizations deemed beneficial to the Association.
8. Serve on College Committees that pertain to:

- (a) Hiring
 - (b) Government issues
 - (c) Cost of education
 - (d) Recipient selection for Senior Awards (i.e.: GH Dawe Memorial)
9. In consultation with the Executive Council, ensure the annual performance review of the Executive Director.
 10. Perform any other duties as directed by Council and as outlined in Policy.

7.5.3 The Vice President Academic shall:

1. Be an Officer of the Association.
2. Be a signing authority on all Association bank accounts.
3. Assist the President in the duties of their office and assume the responsibilities of the President in their absence, as per Vacancy Bylaw.
4. Be a member of Academic Council.
5. Chair the Academic Council Student Caucus.
6. Guide students through the academic appeals process.
7. Serve on College Committees that pertain to:
 - (a) Hiring
 - (b) Academic policy development & review
 - (c) Academic curriculum development & review
 - (d) Teaching & learning
 - (e) Admissions, enrolment, & retention
 - (f) Academic misconduct
 - (g) Research
8. Perform any other duties as directed by Council and as outlined in Policy.

7.5.4 The Vice President External shall:

1. Be an Officer of the Association.
2. Be a signing authority on all Association bank accounts.
3. Be the Association's official representative for all external advocacy organizations of which the Association is a member.
4. Be the line of communication between Council and Executive Council.
5. Serve on College Committees that pertain to:
 - (a) Hiring
 - (b) Ancillary services
 - (c) Sustainability
 - (d) Facilities management
 - (e) Campus planning
 - (f) Alumni relations
 - (g) Student safety
6. Perform any other duties as directed by Council and as outlined in Policy.

7.5.4 The Vice President Community & Wellness shall:

1. Be an Officer of the Association.
2. Be a signing authority on all Association bank accounts.
3. Chair the Membership Engagement Committee.

4. Chair the Mental Health Initiatives Committee.
5. Oversee all Student Groups.
6. Serve on College Committees that pertain to:
 - (a) Hiring
 - (b) Diversity & inclusion
 - (c) Mental health & wellness
 - (d) Physical health & wellness
 - (e) Student leadership development & volunteerism
 - (f) Residence & student life
 - (g) Athletics engagement
 - (h) Student orientation
7. Perform any other duties as directed by Council and as outlined in Policy.

7.5.5 The Executive Director shall:

1. Be an Officer of the Association.
2. Be a signing authority on all Association bank accounts, agreements, and all official documents.
3. Act as the Harassment and Privacy Officer for the Association.
4. In accordance with the objectives of the Association, be responsible for directing the business affairs of the Association and reviewing programs and services to ensure their relevance in meeting the needs of the Membership.
5. Manage the hiring, performance evaluations, salary reviews, and release of all Association staff.
6. Interpret Council directives to staff.
7. Provide support to Council, Executive Council, and Council Committees in fulfilling their mandates through orientation, mentorship, and participating in the development of the Association's strategic plan.
8. Participate in the review and development of Association Bylaws and Policies.
9. Implement Association Policies for the allocation and distribution of resources, administer the funds of the organization according to the budget approved by Council, and ensure that the audit is conducted annually.
10. Evaluate and identify the risks and opportunities associated with operations, proposals, projects, and decisions.
11. Perform such other duties as directed by Executive Council related to the affairs of the Association and as outlined in the Executive Director's employment contract.

7.6 Resignation or Removal of Elected Executive Council Members

- 7.6.1 Council shall have the power, on a motion passed by a two-thirds (2/3) majority, to remove from office any member of Executive Council:
1. Who is deemed to have seriously violated any portion of the Association's Bylaws and/or Policies.
 2. Who is incapable of maintaining their position.
- 7.6.2 Executive Council shall have the power, on a motion passed by majority, to suspend any member of Executive Council for reasons itemized in Article 7.6.1. 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.
- 7.6.3 Any incoming 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 their academic situation by June 1, their office shall be deemed vacant and vacancy procedures shall take effect.
- 7.6.4 Any 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. They shall immediately relinquish their position and take a leave of absence without pay. If one is unable to resolve their academic situation by February 1, they shall immediately resign, relinquish, and vacate their Executive position and vacancy procedures shall take effect.
- 7.6.5 Any 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 a College student during the Fall and Winter terms. The President must be enrolled in no more and no less than 3 College credits during Fall and Winter terms.
 2. The Vice President External and the Vice President Community & Wellness must be enrolled in a minimum of 3 College credits, or one Collaborative course, to a maximum of 9 College credits or 3 Collaborative courses, during Fall and Winter terms.
 3. The Vice President Academic must be enrolled as a College student during the Fall and Winter terms. The Vice President Academic must be enrolled in a minimum of 3 College credits, to a maximum of 9 College credits, during Fall and Winter terms.
- 7.6.6 Any member of Executive Council who is found guilty of academic dishonesty shall immediately be removed from their position.
- 7.6.7 Any member of Executive Council who breaches confidentiality shall immediately be removed from their position.

- 7.6.8 Any member of Executive Council who is convicted of an indictable criminal offense shall immediately be removed from their position.
- 7.6.9 Any 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 at least 4 years has elapsed.
- 7.6.10 The Executive Director will cease to be a member of Executive Council upon leaving their employment with the Association.

7.7 Vacancies

- 7.7.1 The Association shall make all possible attempts to fill vacant Executive Council positions in a timely and efficient manner. Notices of the following vacancies shall be posted for at least one week.
- 7.7.2 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.
- 7.7.3 In the event that the President's office is deemed vacant:
1. On or before October 31, the Vice President External shall assume the position of President. A by-election shall be held for the office of the Vice President External.
 2. On or before October 31 AND the Vice President External office is also vacant, the Vice President Academic shall assume the position of President. A by-election shall be held to fill both Vice President positions.
 3. After October 31, the Vice President External shall assume the position of President. If the Vice President External has not been in office since May 1, the Vice President Academic shall assume the position of the President. If both Vice President External and Vice President Academic have not been in office since May 1, the Vice President Community & Wellness shall assume the position of President.
- 7.7.4 In the event that the Office of Vice President Academic, Vice President External, or Vice President Community & Wellness becomes vacant on or before October 31, the position shall be filled through a by-election.
- 7.7.5 In the event that the Office of Vice President Academic, Vice President External, or Vice President Community & Wellness becomes vacant after October 31, Executive Council shall decide on the division and/or delegation of duties.
- 7.7.6 Any Executive Council vacancy that has not been referenced in this Bylaw, shall be decided by a three-quarter (3/4) majority vote in Council.

7.8 Executive Council Meetings

- 7.8.1 The Executive Council meetings shall be scheduled at least once a week with the exception of designated College holidays (Christmas and Reading breaks).

7.8.2 The quorum of Executive Council shall consist of at least three (3) of the voting members of Executive Council.

7.8.3 Minutes for each Executive Council meeting will be recorded and be approved by Council.

7.9 Payment to Officers

7.9.1 The President, Vice President Academic, Vice President External, and Vice President Community & Wellness will be paid a monthly honorarium, the amount to be determined by Council in the semester prior to their terms.

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

7.9.2 Tuition, Service Fees, and SA fees shall be paid for each SA Executive, to a maximum of nine (9) College 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 and submit term reports as per policy.

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 after May 1, their tuition and SA fees will be pro-rated.

Policy

ELECTIONS

Council

Motion #: 19-20-113-C

Amended January 28, 2020

ELIGIBILITY:

Eligibility for Council as per Bylaw 6.5:

1. Any Member of the Association may let their name stand for Council unless they are a full-time employee of the Association.

Eligibility for Executive Council as per Bylaw 7.4:

2. General Elections (President, the Vice President External, Vice President Academic, and Vice President Community & Wellness)
Any member of the Association may let their name stand as a candidate for these positions if:

- They have achieved a GPA of at least 2.0 during the most previous Fall term
- They have not previously served three 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 third elected term.

Note: Collaborative students are only eligible to let their name stand for the office of Vice President Community & Wellness.

3. By-election (Vice President External, Vice President Academic, and Vice President Community & Wellness)

Any member of the Association may let their stand as a candidate for these positions if:

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

Note: Collaborative students are only eligible to let their name stand for the office of Vice President Community & Wellness.

4. Upon fulfilling eligibility requirements, any member of Executive Council running for re-election or any member of Council may let their name stand as a candidate for an Executive Council position if one relinquishes their present Association duties, vacates their office, and turns in their keys during the week of campaigning.

POLICY:

1. As per the PSLA and Association Bylaws, an election shall be held to elect Councillors and members of Executive Council.
2. Elections shall be conducted in a timely, efficient, and legitimate manner. Council and Executive elections are conducted on-line; if necessary, a paper ballot process may be utilized.

PROCEDURE:

1. Nomination Process

- 1.1 General Election: Nominations shall open no later than February 1 and remain open for at least seven (7) days.
- 1.2 By-election: Nominations shall open no later than November 15 and remain open for at least seven (7) days.
- 1.3 Nomination forms shall be available at the Association office. Each nomination package shall include:
 - i. Elections Officer contact information and office hours
 - ii. Election Calendar
 - iii. Nomination Forms
 - iv. Election Regulations/Guidelines
 - v. Election Bylaws & Policy
 - vi. Council/Executive Job Descriptions
 - vii. Other materials deemed necessary by the Elections Officer
- 1.4 Nomination forms must be submitted to either the Elections Officer or their designate. Nominations forms shall be considered complete and valid if they contain the following:
 - i. The signatures and corresponding valid student ID numbers of exactly twenty (20) Association members, excluding the candidate
 - ii. Name, signature and student ID number of the candidate
 - iii. Date of nomination
 - iv. Campaign Manager's name, student ID number (must be a member of the Association) and contact information, if applicable
 - v. Dated signature of the Elections Officer or their designate
 - vi. Candidate's phone number and email address
 - vii. Required academic documentation
 - a. For Councillor positions: proof of enrolment at the College or a Collaborative Institution
 - b. For Executive Council positions: a copy of the candidate's transcript for the applicable academic term at either the College or a Collaborative Institution (unofficial transcripts acceptable)

1.5 All nominated candidates are required to attend the mandatory All Candidates Meeting. Failure to attend, without written notice to the Elections Officer at least 24 hours prior to the meeting, shall result in immediate disqualification.

2. Insufficient Nominations

2.1 In the event that there are twelve (12) or fewer nominations for Councillor positions, those candidates shall each be put to a “Yes/No” vote on the ballot. The candidate must attain more Yes votes than No votes in order to be acclaimed to the position. In the event that there are insufficient acclamations to fill all Council positions, said position(s) shall be filled as per Vacancy Policy.

2.2 In the event that there is only one nomination for an Executive Council position, the said candidate shall be put to a “Yes/No” vote on the ballot. The candidate must attain more Yes votes than No votes in order to be acclaimed to the position. In the event that the said candidate fails to garnish sufficient support, said position shall be filled as per Vacancy Policy.

3. Elections Officer

3.1 The Executive Director is responsible for ensuring an Elections Officer is in place for all Association Elections and Referenda.

3.2 The Elections Officer, with the CRO, shall be responsible for upholding all of the election regulations to the best of their ability.

3.3 In conjunction with the Executive Director, the Elections Officer shall be responsible for hiring a CRO. If the hiring process is not successful, the Elections Officer shall act as both the officer and CRO.

3.4 The Elections Officer shall organize and facilitate election proceedings, including but not limited to:

- i. Appointing at least one (1) non-partisan Deputy Returning Officer at least one (1) week prior to the opening of nominations
- ii. Submit an Elections Budget to the Executive Director prior to the opening of nominations for each election
- iii. Marketing and promotion of the election and elected positions
- iv. Scheduling of candidate meetings and official election events/activities
- vi. Creating, distributing, and scrutinizing nomination packages
- vii. Confirm eligibility for all candidates
- viii. Attend the All Candidates’ Meeting as a support person
- ix. With the CRO, monitor election activity, such as posted materials and campaigning

- x. Creating online ballots and ensuring the online voting system is available to all eligible voting Members
- xi. Deleting the voting data and destroying the DRO ballot once the contestation period has passed

4. Chief Returning Officer (CRO)

- 4.1 The CRO must be neutral and does not need to be a Member of the organization.
- 4.2 The Elections Officer shall determine the length of the CRO's term; however, it must last until at least one (1) day after the close of voting.
- 4.3 In conjunction with the Elections Officer, the CRO shall be responsible for upholding all of the election regulations to the best of their ability.
- 4.4 The CRO, with the support of the DRO, shall:
 - i. Plan and lead the mandatory All Candidates' Meeting for candidates
 - ii. Oversee candidate conduct and be the point of contact for candidate issues
 - iii. Meet with nominees/candidates regarding any and all outstanding matters of contention and working to efficiently and effectively resolve these matters in accordance with Association Bylaws and Policies
 - iv. Be responsible for decisions regarding candidate penalization or disqualification. The CRO may meet with the Elections Officer to discuss such matters; however, the final decision will be made by the CRO.
 - v. Approve and monitor election activity, such as posted materials and campaigning
 - vi. Approve and monitor all campaign-associated online and social media accounts and/or activities

5. Deputy Returning Officer (DRO)

- 5.1 The DRO must be an eligible voting Member of the Association. Current Councillors, Executive Council members, and full-time Association employees are not permitted to be the DRO.
- 5.2 The Elections Officer shall determine the length of the DRO's term; however, it must last until at least one (1) day after the close of voting.
- 5.3 If needed and in conjunction with the CRO, the DRO shall arbitrate candidate and/or procedural issues:

- i. Not already defined in election Policies and procedures
 - ii. Not resolved by the CRO
- 5.4 Monitor election activity, such as posted materials and campaigning. Any issues shall be reported to the CRO.
- 5.5 The DRO shall cast the tie-breaking vote for all positions in order of preference.

6. Campaigning

Campaigning shall be defined as working in an organized and active way to influence persons to vote for and/or against a particular candidate and/or platform.

The Association has zero tolerance regarding messages or activities of violence, bullying, obscenity, defamation, slander, discrimination, and prejudice.

Candidates and their agent(s) are to adhere to standards set forth in the Membership Code of Conduct (MCC) Policy.

- 6.1 Association full-time employees and members of the Executive Council – including those seeking re-election – are not permitted to be a Campaign Manager or a member of any campaign team for any candidate.
- 6.2 Current Association part-time employees are prohibited from endorsing any candidates or their campaign(s) while on shift. Current Association part-time employees who are candidates are prohibited from campaigning while on shift.
- 6.3 Candidates with pre-existing social media relationships with Association full and part time employees, Councillors, Executive Council Members, and other candidates are permitted to retain these relationships during campaigning -- provided Association full-time employees, Councillors and Executive Council Members do not publicly endorse or promote the candidate's campaign.
- 6.4 The candidate and their Campaign Manager shall be the only official representatives for the candidate's campaign for the purposes of administration and regulation.
- 6.5 The Association does not recognize campaign slates.
- 6.6 Official campaigning shall begin once nominations close, after the Elections Officer has confirmed the eligibility of all candidates, and after the CRO or designate has held the mandatory All Candidates Meeting. Official campaigning shall last for a period of eight (8) days.

- 6.6.1 Candidates are prohibited from posting and distributing campaign materials and messages (including online), holding organized campaign events, and booking space for campaign activity before the start of official campaigning.
 - 6.6.2 For the purpose of organizing a campaign team and soliciting signatures for nomination requirements, candidates are permitted to announce their intentions for running and engage in personal conversations concerning their platform before the start of official campaigning.
 - 6.6.3 For the purpose of campaign preparation, candidates may consult with the Elections Officer concerning published and created campaign materials. Candidates are permitted to publish materials and create online campaign platforms in advance of the start of official campaigning. However, these materials and messages must not be posted or made public until the start of official campaigning.
- 6.7 All campaign materials shall be approved and monitored by the Elections Officer or their designate.
- 6.7.1 Candidates shall only post materials in approved areas and according to regulations and guidelines as listed in the Nomination Package.
 - 6.7.2 Posted materials on campus must be signed and numbered by the Elections Officer, CRO, or designate. Locations of posted materials must be recorded and given to the Elections Officer, CRO, or designate.
 - 6.7.3 Candidates shall be responsible for maintaining and monitoring their posted materials and, when capable, must make the CRO or designate aware of any relocation or removal of materials by the candidate, their campaign team, or a third party.
 - 6.7.4 Candidates must inform the CRO or designate of all campaign-associated online and social media accounts and/or activities.
 - 6.7.5 Candidates are not permitted to use the Association or institution's logo on campaign materials. Additionally, candidates are not permitted to use SA created campaign materials for their own campaign. Doing so will result in disqualification.
- 6.8 Candidates may book spaces for independent campaign events and activities as long as they adhere to the following:
- i. All bookings are made through the Elections Officer
 - ii. Activities and events held in bookable spaces adhere to College and Association Bylaws and Policies
 - iii. No distributable campaign materials are left unattended at a bookable space
 - iv. If a candidate books a space for the entirety of the official campaign period they may leave displays at a bookable space for

the duration of campaigning. However, candidates are at all times responsible for displayed materials

- 6.9 The candidates are responsible for ensuring all campaign materials in control of the candidates are removed from public view no later than 4:00 p.m. on the final voting day. Failure to do so may result in disqualification.
 - 6.9.1 Official online and social media campaign platforms and/or pages controlled by the candidate and/or agent(s) must post a final notice indicating the conclusion of campaigning by this deadline.
- 6.10 Excluding officially sanctioned events and spaces, there shall be no campaigning in the Association building, which includes the Lift, the Far Side, the Loft, and Association Office. There shall be no campaigning on Association bulletin boards.
- 6.11 Candidates and their agent(s) are prohibited from loitering at voting stations.
- 6.12 The CRO or designate shall have discretion on all campaign issues not specifically referenced in the Association Bylaws, Policies and regulations.

7. Ballots

- 7.1 The Elections Officer shall construct ballots through the online platform.
- 7.2 A single paper ballot shall be constructed for the purpose of the DRO's tie breaking vote.
- 7.3 Each ballot shall:
 - i. Contain the names of all candidates as submitted in the Nomination Package, corresponding with the position sought.
 - ii. Be arranged alphabetically in order of surnames for each respective position. If two (2) or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in order of their given names.
- 7.4 The withdrawal deadline for all elected positions is 4:00 p.m. on the last Friday preceding the start of polling. Withdrawals must be in writing and addressed to the Elections Officer. Candidates who withdraw after this deadline may appear on the ballot; votes for said candidate shall not be valid. Only valid ballots shall be acknowledged in the official results.
- 7.5 Once the contestation period has passed without incident, the election shall be considered ended.

8. Voting

- 8.1 Voting shall be done through the online voting platform in form of a secret ballot.
- 8.2 Only current, verified Members of the Association shall be eligible to vote in the General and By-Elections.
 - 8.2.1 In the event that a student is not on the eligible voters list, is unable to access the online voting platform, and believes themselves to be eligible, the student must provide proof of registration directly to the Elections Officer. The Elections Officer shall then register the student to vote and provide instruction for accessing the ballot.
- 8.3 Eligible voters may vote for up to twelve (12) Councillors. Eligible voters may vote for one (1) candidate for each Executive Council position.
- 8.4 Access to the voter's list shall be restricted to the Elections Officer and the Association Executive Director.
- 8.5 The voting period shall be determined by the Elections Officer but must last no fewer than 48 hours. The voting period shall be published by the first day of nominations.
- 8.6 Voting by proxy is prohibited.
- 8.7 Voter intimidation, voter suppression, voter impersonation, and vote buying is strictly prohibited.
- 8.8 Candidates and their Campaign Managers are prohibited from providing devices to voters for the purpose (either directly or indirectly) of accessing the ballot and voting.
- 8.9 The Elections Officer may make arrangements for dedicated voting stations on campus during the voting period.
 - 8.9.1 Candidates and their Agent(s) are prohibited from loitering at voting stations.
 - 8.9.2 Only the Elections Officer, the CRO, the DRO, station clerks, and verified volunteers may remain at voting stations.

9. Ballot Counting and Results

- 9.1 Ballots shall be collected and counted by and according to the online voting platform at the close of voting.
- 9.2 The Official Results document shall be accessed and downloaded from the online voting platform by the Elections Officer; the Association

Executive Director and a representative from the Association's third-party auditing firm shall be witness.

- 9.3 Election results shall remain confidential until announced to the Membership by the CRO or designate.
- 9.4 Any Member of the Association may request to view the Official Results document once the contestation period has passed.

10. Tied Vote

- 10.1 The Deputy Returning Officer shall cast votes for candidates prior to the opening of voting. The Executive Director shall be the custodian of the DRO's ballot.
- 10.2 In the event of a tie vote, the Executive Director shall retrieve said vote.
- 10.3 In the event of a tie vote, and subsequent counts of the voting data confirm the tie to be legitimate, the DRO's vote shall be considered the deciding vote.
- 10.4 In the event that the DRO's vote is not required, it shall be destroyed, but not until the contestation deadline has passed.

11. Penalization and/or Disqualification

- 11.1 Any candidate in contravention of election regulations as set by the Association Bylaws and Policies, or by the Elections Officer and/or CRO, may be penalized and/or disqualified by the CRO or designate.
- 11.2 Any activities or actions deemed inappropriate by the Elections Officer and/or CRO may result in penalization or disqualification.
- 11.3 Other reasons for disqualification may include but shall not be limited to the following:
 - 11.3.1 Bribery – a person commits the offence of bribery who directly or indirectly by lend or offers or promises money or valuable consideration, or gives or procures or agrees to give or procure or offers or promises an office, place of employment to or for an elector or any person, in order to induce an elector or a person to vote or refrain from voting at an election.
 - 11.3.2 Undue Influence – a person commits the offence of undue influence who directly or indirectly by oneself or by any other person on their behalf makes use of or threatens to make use of any force, violence or restraint; inflicts or threatens the infliction by oneself or by or through any other person of any injury, harm

or loss, or in any manner practices intimidation.

11.3.3 Defamation – a person commits the offence of defamation who directly by oneself makes a statement that causes unjustified injury to private, professional or business reputation of another person either through libel statements (written defamation) or slanderous statements (spoken defamation).

11.4 Penalties for contravention of Association Bylaws and Policies and/or election regulations shall include, but not be limited to:

- i. Suspension from official campaign events
- ii. Disqualification

12. Contested Elections

12.1 Only candidates may contest an election, and they may only contest for the position in which they were a candidate.

12.2 Contestations must be submitted in writing to the Elections Officer by 4:00 p.m. one (1) day after the close of voting. Contestations must include the following information:

- i. The name and student identification number of the candidate
- ii. The specific Bylaw and/or Policy (with section reference) or regulation alleged to be in contravention
- iii. The specific individual and/or group alleged in contravention
- iv. The specific details and facts that constitute the alleged contravention
- v. The evidence supporting these details and facts

12.3 The Elections Officer shall meet with the contestator and discuss the contestation.

12.4 Any contestation that cannot be resolved by the Elections Officer shall be taken to the CRO and DRO. Any contestation that cannot be resolved by either the Elections Officer, CRO, or DRO shall be taken to the Judicial Review Committee (JRC).

12.5 JRC shall convene with the candidate, Elections Officer, CRO, and DRO. JRC's decision shall be binding. The JRC Chairperson shall forward and present JRC's decision to Council.

12.5.1 In the event that JRC determines the contestation invalid, the contestator has no further recourse.

12.5.2 If JRC determines any contestation of any election to be valid, the election for that position shall be deemed null and void. Council shall then initiate vacancy procedures.

12.6 Every effort shall be made to resolve contested elections in a timely manner.

12.6.1 In the case of a General Election, a resolution shall be in place no later than April 15.

12.6.2 In the case of a By-Election, a resolution shall be in place no later than December 31.

13. Deletion of Voting Data

- 13.1 Once the contestation period has passed without incident, the Elections Officer shall delete the election data from the on-line voting platform database, including the removal of Membership information (names, usernames, email addresses), ballots, results, and activity logs.
- 13.2 Once the contestation period has passed without incident, the Elections Officer shall destroy the DRO's paper ballot.
- 13.3 Once the election data has been deleted and the DRO's ballot destroyed, the Executive Director shall inform Council of such actions at the next Council meeting.

Policy

EXECUTIVE JOB DESCRIPTIONS

Council

Motion #: 19-20-112-C

Amended January 28, 2020

Policy

The Executive Council shall perform, to the best of their abilities, all duties necessary for effective administration of the Association and the betterment of its Members.

PRESIDENT

In addition to Article VI of the Association Bylaw, the President is expected to:

1. Guide Executive Council and Council towards establishing long and short-term goals.
2. In conjunction with the Executive Director, monitor the academic status of all Executive Council and Council Members by reviewing the transcripts of said Members.
3. Discuss all communication, written or verbal, representing the opinion or political position of the Association with Executive Council.
4. Be the primary signing authority on statements or letters representing the opinion and political position of the Association.
5. Be the official representative of the Association at formal and ceremonial functions. In the event the President is unable to attend, Executive Council shall attempt to find an alternate.
6. Ensure that Council is consulted regarding lobby membership with appropriate lobby groups.
7. Be a student member on the College's Board of Governors.
8. Meet with the BOG student member at large prior to each BOG meeting.
9. Provide a verbal and written report to Council after each public meeting of the BOG.
10. Have regular meetings with the College President.
11. Along with the Executive Director, oversee major business expansion and renovation projects.
12. Communicate regularly with the Membership via the Association's communication channels and the Association's Marketing and Communications department, including but not limited to submitting at least one article in the Fall and Winter terms.
13. Be enrolled as a credit student at the college during the Fall and Winter terms. The President must be enrolled in no more and no less than 3 Academic credits

during the Fall and Winter terms.

14. Maintain a GPA of 2.0.
15. Ensure that all new members of Executive Council and Students' Association Council sign a confidentiality agreement (appendix item).

VICE PRESIDENT ACADEMIC

In addition to Article VI of the Association Bylaw, the Vice President Academic is expected to:

1. Be responsible for recruiting non-collaborative students to serve on Academic Council, as well as committees pertaining to academic policy and curriculum development and review.
2. Chair Academic Council Student Caucus and be responsible for holding caucus meetings for student Academic Council members prior to Academic Council meetings.
3. Be responsible for assisting members with both academic and non-academic appeals and grievances.
4. Be responsible for assisting Members who are enrolled in Collaborative institutions with both academic and non-academic appeals and grievances by being a liaison with the student organization at the Collaborative institution.
5. Be a member of the College Awards Advisory Committee.
6. Have regular meetings with the College Vice President Academic.
7. Submit reports to Council regarding Academic Council and other academic-related committees.
8. Communicate regularly with the Membership via the Association's communication channels and the Association's Marketing and Communications department, including but not limited to submitting at least one article in the Fall and Winter terms.
9. Be enrolled as a credit student at the college during the Fall and Winter terms. The Vice President Academic must be enrolled in a minimum of 3 Academic credits to a maximum of 9 Academic credits per Fall and Winter term.
10. Maintain a GPA of 2.0.

VICE PRESIDENT EXTERNAL

In addition to Article VI of the Association Bylaw, the Vice President External is expected to:

1. Organize at least two Council team-bonding activities throughout the year.
2. Have regular meetings with the College VP College Services.

3. Make arrangements for Executive Council to meet with the local Member of Parliament and Members of the Legislative Assembly. Make arrangements to meet with appropriate Municipal politicians and community leaders as needed.
4. With the President, be responsible for developing the external advocacy priorities for the Association, and engage with relevant external stakeholders on matters concerning the Association and its members (including elected government and municipal officials, as well as the College).
5. Be the official representative of the Association with any lobby group of which the Association is a member.
6. Maintain an effective line of communication between the Association and any lobby group of which the Association is a member.
7. Organize events and activities of a political nature, with the understanding that the Association is a non-partisan organization (i.e. Get Out the Vote, provincial and federal candidates' forums).
8. Relay pertinent and current information to Executive Council, Council, and the Membership regarding political decisions and/or issues relevant to the Association and its Members.
9. Be responsible for communication and coordination between the Association and Members at the Donald School of Business.
10. Be responsible for communication and coordination between the Association and the College regarding international students.
11. Lead the Association's sustainability and environmental initiatives, including involvement with appropriate campus and community groups.
12. Communicate regularly with the Membership via the Association's communication channels and the Association's Marketing and Communications department, including but not limited to submitting at least one article in the Fall and Winter terms.
13. Be enrolled as a credit student at the college or a collaborative institution during the Fall and Winter terms. The Vice President External must be enrolled in a minimum of 3 Academic credits to a maximum of 9 Academic credits during Fall and Winter terms.
14. Maintain a GPA of 2.0.

VICE PRESIDENT COMMUNITY AND WELLNESS

In addition to Article VI of the Association Bylaw, the Vice President Community and Wellness is expected to:

1. Ensure effective and timely communication is maintained with the Association's Marketing and Communications department to promote Association functions and awareness campaigns.

2. Be responsible for student welcome activities.
3. Be responsible for the Association's portion of new student orientation.
4. Take an active role in the development of the student experience on campus by working with appropriate campus areas.
5. Be responsible for the Association's portion of Open House.
6. Sit on the campus' Orientation and Open House Committees.
7. Be responsible for overseeing and distributing a student group handbook.
8. Ensure that Student Groups have assistance with developing and amending their constitutions.
9. Oversee Student Groups throughout the academic year and host General Student Group meetings.
10. Have regular meetings with the College VP Corporate.
11. Communicate regularly with the Membership via the Association's communication channels and the Association's Marketing and Communications department, including but not limited to submitting at least one article in the Fall and Winter terms.
12. Be enrolled as a credit student at the college or a collaborative institution during the Fall and Winter terms. The Vice President Community and Wellness must be enrolled in a minimum of 3 Academic credits to a maximum of 9 Academic credits during Fall and Winter terms.
13. Maintain a GPA of 2.0.