

CONSTITUTION and BYLAWS of the

EAST CAMPUS STUDENTS' ASSOCIATION

Updated July 15th, 2014

Approval Status: Approved

I. Name

1. The name of the Organization shall be the "East Campus Students' Association," (hereinafter referred to as the "ECSA").
2. Residents hereinafter will be referred to as "members".

II. Purpose

1. To provide programs, services, and an environment that enriches the "University Experience" for all members of the ECSA.
2. To develop an awareness of the ECSA and East Campus Village (hereinafter referred to as "ECV"), in the university community and have its interests represented in the University of Alberta Residence Services (hereinafter referred to as "Res Services"), the Students' Union (hereinafter referred to as the "SU"), the Residence Halls Association (hereinafter referred to as the "RHA"), and to provide a liaison between members of the ECSA with those and other bodies.

III. Membership

1. Membership in the ECSA shall be automatic upon assignment by Res Services of a residence unit in ECV and full payment of the compulsory ECSA fee.
2. Res Services shall collect membership fees of thirty-six dollars (\$36) per member on payment of rental fees in September and January. Fees shall not be changed except by amendment of these ECSA Bylaws and such changes are subject to ratification at an Annual General meeting (AGM) or referendum, and approval by The University of Alberta Board of Governors. In the event that a member of the ECSA community cannot enter the ECSA House or make use of its facilities due to a physical disability, the ECSA fee shall be refunded upon request.
3. Membership is cancelled on expiration or any other termination of the residence agreement between the ECSA member and Res Services. Any member who is expelled or withdraws from University and/or the residence shall lose membership

in the ECSA. Anyone losing membership in the ECSA shall not be entitled to any refund of ECSA fees nor be entitled to transfer ECSA privileges.

4. Rights and obligations of an ECSA member:

- a. Members have the right to attend meetings, functions, and programs of the ECSA, and participate in the business of the ECSA within these Bylaws.
- b. Members shall abide by these Bylaws and respect and uphold the RHA General Residence Community Standards and any other standards, guidelines, etc. as determined by Res Services.

5. Only ECSA members are eligible to hold office on the ECSA Executive or ECSA Council. Executive or Council members must resign from their position at the loss of membership in the ECSA.

IV. The Executive of ECSA shall consist of:

- A) President
- B) Vice President House ("VP House")
- C) Vice President Finance ("VP Finance")
- D) Vice President Communication ("VP Comm")

V. The Powers and Duties of the Executive

The Executive shall:

1. Operate the general affairs of the ECSA.
2. Be responsible for all property and funds of the ECSA.
3. Abide by and promote the policies approved by the membership of the ECSA.
4. Attend Executive and Council meetings.
5. Attend all training sessions as recommended by Res Services and approved by the ECSA Executive.
6. Volunteer for the ECSA House office hours and the ECSA events as required.
7. Promote and represent the ECSA and act as an ECSA liaison to outside organizations and the outside community.
8. Demonstrate a high level of responsibility and commitment to the ECSA and to its goals.
9. Assist and support the other Executive members.
10. Be responsible for writing and submitting a year-end report to the outgoing President.

11. Train and oversee the ECSA volunteers.
12. Outline new positions and hire people to fill responsibilities as they see fit.

A. The President shall:

1. Coordinate and supervise the whole Executive in achieving goals of the ECSA.
2. Call, chair, and prepare agendas for all Executive meetings. The President may at his or her discretion appoint another member of the Executive to chair Executive meetings.
3. Call, chair, and prepare agendas for all Volunteer meetings. The President may at his or her discretion appoint another member of the Executive to chair Volunteer meetings.
4. Promote and represent the ECSA and act as an ECSA liaison to the RHA, SU, Res Services and other student associations.
5. Have the authority to co-sign all ECSA cheques with the VP Finance.
6. Retain the ability to delegate responsibilities to other Executive members within reasonable limits as determined by the Executive.
7. Be responsible for any duties not specifically designated as the responsibility of another Executive member.
8. Be responsible for the collection of all Executive year-end reports, and their distribution to the incoming Executive.
9. Obtain permits, licenses, insurance, and any other required documentation and approval for the ECSA functions.
10. Apply for any Student Groups grants as required by the ECSA.
11. Seek sponsorship of the ECSA events and organize and coordinate fund-raising initiatives as needed and determined by the Executive.
12. Coordinate with outside businesses and organizations for collaborative events.
13. Be responsible for dealing with all legal matters regarding the ECSA sponsored events, offices, and the ECSA House.

B. The Vice President House shall:

1. Ensure all ECSA House supplies are sufficiently stocked to maintain regular operations and purchase new supplies as required.
2. Coordinate the ECSA House cleaning, as required.
3. Prepare a change box (float) for all ECSA events and for the ECSA House office hours, as required, in coordination with the VP Finance.

4. Oversee proper maintenance of the ECSA House, its equipment, and the property on which it lies, and notify the President of any items requiring repair or servicing from Res Services or other external organizations.
5. Be responsible for the organization and coordination of volunteers for all ECSA events.

C. The Vice President Finance shall:

1. Prepare and monitor the ECSA budget.
2. Have the authority to co-sign all ECSA cheques with the President.
3. Be responsible for all financial records of the ECSA and maintain an acceptable filing system of all ECSA applicable financial documents.
4. Ensure that the ECSA follows and meets all requirements of the current University of Alberta Financial Regulations for Residence Associations document.
5. Reconcile the ECSA chequebook with all withdrawals, deposits, and bank statements.
6. Regularly notify the Executive of budget progress through weekly or biweekly financial statements accompanied by receipts.
7. Be responsible for ECSA revenue and expenditures and maintaining detailed records of all such transactions.
8. Ensure all ECSA bills and debts are paid in a timely fashion.

D. The Vice President Communication shall:

1. Create and post information regarding ECSA events.
2. Develop and deliver a newsletter.
3. Keep the website up to date with current events, contact information, and any other pertinent information to the ECSA.
4. Develop and implement strategies to increase communication to residents about the ECSA and the ECSA events.
5. Record, prepare, and distribute or post all Executive and Council meeting minutes.
6. Maintain an acceptable filing system of all ECSA meeting minutes.

VI. The Council of the ECSA shall consist of:

1. The ECSA Executives

2. The ECSA Volunteers
3. Any other non-voting representatives as determined by the Executive (including but not limited to: RHA Representative, Fraternities Representative, Residence Coordinators (RCs), Resident Assistants (RAs), Residence Area Coordinators (RACs), *etc.*)

VII. The Powers and Duties of the Council

The Council shall:

1. Assist in operating the general affairs of the ECSA.
2. Abide by and promote the policies approved by the membership of the ECSA.
3. Volunteer for the ECSA House office hours as required.
4. Volunteer for additional ECSA events and programs as required.

VIII. ECSA Volunteers

The ECSA Volunteers shall:

1. Make themselves known, available, and accessible to the residents they represent.
2. Open the ECSA House office for rentals, putting in a minimum of two (2) hours each week.
3. Encourage community involvement and act as peer leaders in ECV.
4. Follow directives given from the Executives.
5. Undergo training or orientation as indicated by the Executives.

IX. Meetings

1. There may be four (4) types of meetings in the ECSA: Executive, Council, Annual General, and Special.
2. There shall be an Executive meeting held as often as required but no fewer than two (2) per month. Such meetings will be called by the President or by any other Executive members, and shall be chaired by the President. Notice must be given to all Executive members at least forty-eight (48) hours in advance verbally, by telephone, by writing, or by e-mail.
3. There shall be a Council meeting held as often as required but no fewer than one (1) per month. Such meetings will be called by any member of the Executive and shall be chaired by the President. Notice must be given to all Council members at

least forty-eight (48) hours in advance verbally, by telephone, by writing, or by e-mail.

4. There shall be an Annual General Meeting (hereinafter referred to as “AGM”) held in March of each year prior to the hiring of the new Executives. The President, or his or her delegate, shall chair the AGM. All ECSA members must be notified in writing at least seven (7) days in advance of the meeting.
5. Special meetings, open to all ECSA members, may be called by an Executive member or by any ten (10) members of the ECSA in writing to the President at least seven (7) days prior to the meeting. Such meetings shall be chaired by the President. All ECSA members must be notified by writing or email of the special meeting and its agenda at least five (5) days in advance of the meeting.
6. The first item on the agenda of a Special Meeting shall be to consider the validity of the reason(s) for calling the meeting. Should the reason(s) be found to be invalid, the meeting will be adjourned.
7. The second item on the agenda shall be a report on the reasons for absence of any members of the Executive.
8. Subsequent agenda items shall be directly related to the reason(s) for calling the meeting.
9. The consideration of any other business shall not be allowed at a Special Meeting.
10. The VP Comm shall keep a proper record of attendance to the Special Meeting.
11. Minutes of a Special Meeting shall be presented and ratified by the next ECSA Council Meeting.
12. Items that must be included on the agenda of the first month’s Executive Meetings shall be to develop a new annual ECSA budget, develop a tentative event programming schedule, review these ECSA Bylaws in their entirety, engage in team building exercises, and develop goals the Executives wish to complete.
13. Non-voting persons as approved by the Executive (e.g. RHA Representative, Fraternities Representative, Newsletter Editor(s), RCs, RAs, RACs, etc.) may be present at any of these meetings and are encouraged to attend.
14. The attendance of any persons outside the ECSA membership is at the discretion of the Chair.
15. The Chair, using Robert’s Rules of Order, or an equivalent condensed set of rules of order, shall maintain order at meetings.
16. Members of the gallery at the AGM and Special meetings may be allowed to speak at the discretion of the Chair.
17. The VP Comm, or their delegate, shall record and prepare minutes of all ECSA meetings.

X. Quorum

1. Two (2) members of the Executive shall constitute a quorum at an Executive Meeting and a simple majority is required to pass a motion.
2. Five (5) members of the Council including no fewer than three (3) members of the Executive shall constitute a quorum at Council meetings. A simple majority including a majority of Executive members is required to pass a motion.
3. Ten (10) ECSA members with no fewer than five (5) Council members including no fewer than two (2) Executive members shall constitute a quorum at an Annual General Meeting. A two-thirds (2/3) majority including a majority of Executive members is required to pass a motion.
4. Ten (10) ECSA members with no fewer than five (5) Council members including no fewer than two (2) Executive members shall constitute a quorum at a Special Meeting. A two-thirds (2/3) majority including a majority of Executive members is required to pass a motion.
5. In the event of a stalemate in any of the five (5) types of meetings, the motion is defeated.

XI. Voting Rights at Meetings

1. All ECSA members shall have the right to vote at the AGM and at Special meetings.
2. Only designated voting Council members shall have the right to vote at Council meetings.
3. Only Executive members shall have the right to vote at Executive meetings.
4. Voting at meetings must be made in person and not by proxy or otherwise.

XII. Executive Hiring process

1. The hiring of Executive members shall take place in March of each year, the exact date to be determined by the outgoing Executive. (Outgoing in this document refers to a person in a position nearing the end of their contracted term.)
2. Applications shall be made available no later than the second week of March for residents from ECV, HUB, I-House, Lister Hall, Newton Place, Pinecrest, or Tamarack.
3. Applicants must be available for duty by May 1st to be eligible for the positions.
4. The hiring committee shall consist of at least one ECSA Executive member and the Residence Coordinator. It may also include one outgoing Res Services Representative, up to five ECSA Volunteers, an RHA Executive, and up to two

students at large from the East Campus Village Community. (A student at large is a student that holds no position in the ECSA.) The hiring committee shall try to represent the best interests of the ECSA, its constituents, and the community it supports.

5. Incoming Executive members shall be decided no later than the third week of April.
6. All candidates should be members of the ECSA. If any candidate is not a member of the ECSA, but they are applying to live in ECV, then they must present evidence that they are guaranteed to be accepted a living space in ECV.
7. Should any candidate or current Executive member lose membership in the ECSA, he or she must withdraw from the hiring process or resign from the Executive.
8. The newly hired Executive shall have a transitional training period under the supervision of the current Executive until the end of April following the hiring process.
9. The Executive shall serve a term of one (1) year, after which a new hiring process will be held the following March.
10. If for any reasons the hired Executive is leaving the position during the summer months (May – August), advertising shall be left in the hands of the Resident Coordinator from Residence Services and the RHA Executive.
11. Summer hiring committee shall consist of at least one Res Services Representative, any existing or previous ECSA Executive members, the RHA Director, at least one student at large, and at least one incoming or outgoing Executive member from another residence student associations.

XIII. Tenure

1. The ECSA Executive shall hold office from May 1st following the hiring process to April 30th of the following year. There shall be a transitional training period from April 1st through April 30th during which the outgoing Executive will work with the incoming Executive for training and continuity purposes.
2. Should any member of the Executive fail to fulfill the requirements of his or her duties, then (s)he may be removed or replaced at the discretion of the ECV RC and RHA Director and RHA Council. A report must be written by the RC and/or the RHA Director justifying the benefit to the community; the decision must be approved by the RHA Council to be binding.

XIV. The ECSA House

1. The ECSA shall maintain the ECSA House. Its purpose is to provide the Executive and Council with office space, and all ECSA members with community space, as well as a location to hold ECSA functions and meetings.
2. The ECSA House shall be open to all ECSA members and their guests on a regular basis, with specific hours of operation as determined by the Executive.
3. The Executive shall be responsible for the ECSA House, as per Section V of this document.
4. The ECSA House shall be lent out to registered student groups free of charge upon request if the time does not conflict with ECSA events. A deposit may be collected in order to ensure that the ECSA House is returned to a clean state.

XV. ECSA Newsletter

1. The purpose of the ECSA Newsletter is to provide a means of informing residents of issues and upcoming events that affect them directly.
2. The ECSA Newsletter shall be distributed a minimum of twice per term in the form of email or letter.
3. Submissions shall be open to all members of the ECSA, as well as outside contributors, upon approval by the Executive.
4. All content in the ECSA Newsletter shall have relevance to ECSA members.

XVI. Financial Policies

- A) Signing Authority Policy
- B) Reimbursement Policy
- C) Regular Reporting Policy
- D) Budgeting Policy
- E) Cash Handling Policy
- F) Audit Policy

A. Signing Authority Policy

1. ECSA should have at least two Executives that hold signing authority of the ECSA bank account. One signing authority must be the VP Finance.
2. No more than 50% of Executives can hold signing authority.
3. The signing authorities should be successfully transferred to the incoming Executives before or on the day of their official turnover.
4. All previous signing authority records must be removed from the banking documentation on the turnover date.

5. After official turnover, signing authority can only be switched to other Executives by a unanimous vote at an Executive Meeting.

B. Reimbursement Policy

1. ECSA can only reimburse the cost for planning and hosting ECSA events, or supplies and maintenance within the ECSA House.
2. ECSA can only reimburse Council members.
3. All reimbursement requests must be accompanied by proof of purchase, which will be reviewed and evaluated by the signing authorities. Examples of proof of purchase include receipts, bank statements, or any official records that can prove the purchase on a certain date.
4. All reimbursement requests must be made within 30 days of the purchase. Any purchase older than 30 days is considered “expired”, and reimbursement can be refused at the discretion of the signing authorities.
5. Council members must write the following information on any receipts from which they are requesting reimbursement. The receipts that do not show the following information will not be approved for reimbursement from ECSA.
 - a. Full Name
 - b. Category of purchase (eg: Housing maintenance, supplies, event name)
 - c. Date of purchase (Unless the date is already on the receipt)
6. All receipts must be collected from the purchaser after reimbursement, and VP Finance needs to make a photocopy of the receipt to put on record. The original receipt should be shredded after 3 months.
7. Writing cheques is the only way for ECSA reimbursement.

C. Regular Reporting Policy

1. The VP Finance must provide monthly statements to all Executives at Council or Executive Meetings.
2. The VP Finance should prepare and present the financial report upon request within 3 business days.

D. Budgeting Policy

1. Budgeting

- a. ECSA Executives must make an annual budget at the beginning of May.
- b. The VP Finance must adjust the budget if ECSA events exceed the budget twice a month.
- c. ECSA budgeting and financial reports must follow University of Alberta policies, and Government of Alberta financial budgeting instructions.

2. Unexpected Expenses

- a. The VP Finance and President must be notified of unexpected expenses before further processes. Unexpected expenses must be approved by a unanimous vote at an Executive Meeting.
- b. New events must be discussed at Council Meetings or Executive Meetings, and voted for at least two weeks ahead of the planned event date.
- c. Any events that are not discussed and voted upon at Council or Executive Meetings will not be considered ECSA events, and do not qualify for reimbursement.

3. Bank Statements and Reconciliation

- a. The VP Finance must print out monthly statements to keep all cash flow on track.
- b. The VP Finance should review the banking information, budgeting and real cash flow regularly to make sure everything is on track.
- c. All cheques should be deposited within 30 days. Anyone who makes a late deposit will get a one time notice from the VP Finance. If a depositor makes another late deposit after receiving the notice, the VP Finance has the right to refuse writing further cheques to the depositor.

E. Cash Handling Policy

1. ECSA Council members are all responsible for recording and tracking cash flow in ECSA House.
2. VP Finance and VP House should make a deposit within 3 business days when the cash amount in the ECSA House exceeds \$50.
3. ECSA Council members cannot handle cash privately without permission and authorization from both the President and the VP Finance.

F. Audit Policy

1. Audits can be done upon request.
2. Council members and volunteers may do annual auditing, but auditors cannot include Executives.

XVII. Borrowing Powers

1. The Executive may secure grants (with no obligation for repayment) from all possible sources to further carry out its objectives.
2. The Executive may borrow, raise, or secure the payment of money in such a manner as it sees fit, up to one thousand dollars (\$1000.00).
3. The Executive may borrow, raise, or secure the payment of money over one thousand dollars (\$1000.00), pending approval by a resolution at a Special Meeting.

XVIII. Audit of Accounts

1. The financial records of the ECSA shall be audited and signed by two (2) members of the ECSA, elected for this purpose by the Council, as deemed necessary.
2. Auditors shall not be elected from the Executive.
3. The Executive shall make available all documentation requested and required by the auditors for the purposes of completing an accurate audit.

XIX. Inspection of Books

1. Members may inspect the books and records of the ECSA at any meeting provided that the President and VP Finance are requested to produce the books and records at least ten (10) days in advance of the meeting at which the inspection is to take place.

XX. Honorariums

1. Executives shall be paid an honorarium at the end of each month from the time being hired to the end of contract, or by the time of resignation.
2. The Executive honorarium shall be two hundred dollars (\$200) during the academic year (September-April). During the summer (May-August), one hundred dollars (\$100) will be given for each month that the member is **active**.
3. "Active" is defined as consistently running programming or conducting ECSA business 3 out of the 4 weeks of every month.

4. Volunteers are not subject to any honorariums.
5. If for any reason the person receiving the honorarium is unable to finish their term, the honorarium up to the month that they are active shall be paid.

XXI. Logo

1. The ECSA logo shall be used on any websites, newsletters, official correspondences, and all other items that represent the ECSA.
2. The logo of the ECSA shall be the following:



XXII. Changes of These Bylaws

These Bylaws may be amended with the approval of all the following people:

1. President
2. VP House
3. VP Finance
4. VP Comm
5. ECV RC

XXIII. Sustainability

1. The East Campus Students' Association accepts the University of Alberta Residence Halls Association Environmental Sustainability Policy, Green is Gold, and will cooperate with and adapt this policy to its operations and activities.