

# **CONSTITUTION and BYLAWS of the EAST CAMPUS STUDENTS' ASSOCIATION**

Last Updated: April 27, 2015

## **I. Name**

1. The name of the Organization shall be the "East Campus Students' Association" ("ECSA").

## **II. Purpose**

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

## **III. Definitions**

1. Residents of East Campus Village ("ECV"), Pinecrest, and Tamarack will hereinafter be referred to as "ECSA members".
2. An "Executive member" is defined as any member elected to one of the ECSA Executive positions
3. An Executive member is defined as being "active" during a given month if they consistently help run programming or conduct ECSA business during at least three weeks of that month.
4. "Incoming" Executive is defined as the newly elected Executive members.
5. "Outgoing" Executive is defined as the previously elected Executive members.
6. An Executive position is "vacant" if the position is not currently filled by a member.
7. A "proxy" is a person appointed by an Executive member to attend a meeting on their behalf.
8. The "ECSA fee" is the annual compulsory association fee charged per member.
9. The "ECSA house" is the community centre located at 11036-88 Ave.

#### **IV. Membership**

1. Membership in ECSA shall be automatic upon assignment by Residence Services of a residence unit in ECV, Pinecrest, or Tamarack, and payment of the ECSA fee.
2. The ECSA fee amount shall be thirty-six dollars (\$36).
3. Residence Services shall collect full association fees per ECSA member per year along with rental fees in September. If an ECSA member moves into residence in January then they will only be charged half of the association fee along with rental fees.
4. The ECSA fee 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.
5. In the event that an ECSA member cannot enter the ECSA house or make use of its facilities due to a physical disability, the ECSA fee shall be refunded upon request.
6. Membership is cancelled on expiration or any other termination of the residence agreement between the ECSA member and Residence Services. Any ECSA 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.
7. ECSA members are obliged to abide by these Bylaws.
8. ECSA members have rights to attend ECSA meetings, attend ECSA events, use ECSA services, and participate in the business of ECSA within these Bylaws.
9. Only ECSA members are eligible to hold office as an ECSA Executive member. Executive members must resign from their position at the loss of membership in ECSA.

#### **V. 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")
- E) Vice President Programming ("VP Programming")

F) Vice President Volunteers (“VP Volunteers”)

**VI. The Powers and Duties of the Executive**

The Executive shall:

1. Operate the general affairs of ECSA.
2. Be responsible for all property and funds of ECSA.
3. Abide by and promote the policies approved by the membership of ECSA.
4. Attend ECSA Executive and Council meetings.
5. Attend all training sessions as recommended by Residence Services and/or approved by the ECSA Executive.
6. Volunteer for ECSA house office hours and ECSA events as required.
7. Promote and represent ECSA and act as an ECSA liaison to outside organizations and the outside community.
8. Demonstrate a high level of responsibility and commitment to 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.
13. Conduct themselves in such a manner as to be a credit to ECSA.

A. The President shall:

1. Coordinate and supervise the whole Executive in achieving the goals of ECSA.
2. Call, chair, and prepare agendas for all Executive and Council meetings. The President may at his or her discretion appoint another member of the Executive to chair these meetings.
4. Promote and represent ECSA and act as an ECSA liaison to the RHA, SU, Residence 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 outgoing Executive year-end reports, and their distribution to the incoming Executive.
9. Apply for any Student Groups grants as required by ECSA.
10. Seek sponsorship of ECSA events and organize and coordinate fund-raising initiatives as needed and determined by the Executive.
11. Coordinate with outside businesses and organizations for collaborative events.
12. Be responsible for dealing with all legal matters regarding ECSA sponsored events, offices, and 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 cleaning of the ECSA house 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 Residence Services or other external organizations.

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 ECSA and maintain an acceptable filing system of all ECSA applicable financial documents.
4. Ensure that 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 maintain 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 the ECSA newsletter.
3. Keep the website up to date with current events, contact information, and any other pertinent information to ECSA.
4. Develop and implement strategies to increase communication to residents about ECSA and 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.

E. The Vice President Programming shall:

1. Be responsible for organizing and coordinating all ECSA events.
2. Obtain the appropriate approval for all ECSA events.
3. Obtain permits, licenses, insurance, and any other required documentation for ECSA events.
4. Delegate responsibilities related to events as needed.

F. The Vice President Volunteers shall:

1. Be responsible for the recruitment and training of ECSA volunteers.
2. Assign volunteers to assist with ECSA events as needed.
3. Develop a list of volunteer duties to be approved by the Executive.
4. Be responsible for ensuring that ECSA volunteers are properly completing their duties.
5. Provide incentives and appreciation rewards for ECSA volunteers.

**VII. The Council of the ECSA shall consist of:**

1. The ECSA Executives.
2. The ECSA Volunteers.
3. The Resident Assistants (RAs) of ECV, Pinecrest, and Tamarack as non-voting members.
4. A Residence Services representative as a non-voting member.
5. Any other non-voting representatives as determined by the Executive.

**VIII. The Powers and Duties of the Council**

The Council shall:

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

## **IX. 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 services and rentals, putting in a minimum of two (2) hours each week.
3. Encourage community involvement and act as peer leaders.
4. Follow directives given from the Executives.
5. Undergo training or orientation as indicated by the Executives.

## **X. Meetings**

1. There may be four (4) types of ECSA meetings: 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 any Executive member, and shall be chaired by the President or their proxy. Notice must be given to all Executive members at least forty-eight (48) hours in advance verbally, by telephone, by writing, or by email.
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 Executive member and shall be chaired by the President or their proxy. Notice must be given to all Council members at least forty-eight (48) hours in advance verbally, by telephone, by writing, or by email.
4. There shall be an Annual General Meeting ("AGM") held in March of each year prior to the election of the new Executives. The President, or their proxy, 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) ECSA members in writing to the President at least seven (7) days prior to the meeting. Such meetings shall be chaired by the President or their proxy. 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 Executive members.
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 or their proxy 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 that the Executive members wish to complete.
13. Non-voting persons as approved by the Executive may be present at any of these meetings.
14. The attendance of any non ECSA member 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 proxy, shall record and prepare minutes of all ECSA meetings.

## **XI. Quorum**

1. Four (4) Executive members shall constitute a quorum at an Executive Meeting and a simple majority is required to pass a motion.

2. Five (5) Council members including no fewer than four (4) Executive members 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 meeting, the motion is defeated.

## **XII. 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.

## **XIII. Elections**

1. In order to be eligible to run for an Executive position, the candidate must be a student during the upcoming academic year, must apply to live in ECV, Pinecrest, or Tamarack during their term, and should be available for duty by May 1st.
2. Only ECSA members are eligible to vote in an election. As soon as an ECSA member loses their membership status, they are ineligible to vote.
3. If an ECSA member loses membership status after voting, their vote is still considered valid.
4. All ECSA members have an equal vote.
5. The Executive will appoint an impartial ECSA member who is not running for a position to be the non-voting elections supervisor.
6. Election nominations will be made publicly available in March.
7. In the event that no candidates have been nominated after the deadline has passed, then the nomination deadline can be extended only once, for up to a



week. Any positions which remain empty after this deadline extension are considered vacant.

8. Candidates may be subjected to interviews with the Executive to ensure eligibility.
9. Election results shall be tallied no later than the last week of April.
10. Voters shall rank their most preferred candidate with a “1”, their second preferred candidate with a “2”, and so on.
11. Candidates can only run for one Executive position.
12. The candidate with the most votes of each position is elected as an incoming Executive.
13. An option for “None of the above” shall be provided to voters.
14. If “None of the above” wins the most votes, then the position shall be left vacant.
15. In the event that the winning candidate declines the position, the next most voted candidate gets the position, if applicable.
16. In the event of a tie between two or more candidates for a specific Executive position, a coin flip shall break the tie.
17. If an Executive position is left vacant for any reason, then the remaining Executive may interview and appoint an ECSA member to fill the position at their discretion.

#### **XIV. Tenure**

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

#### **XV. The ECSA House**

1. The ECSA shall maintain 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 events 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 ECSA house, as per Section V of this document.
4. The ECSA house can be lent out, at the discretion of the Executive, to ECSA members and registered student groups free of charge upon request. A deposit may be collected in order to ensure that the ECSA house is returned to a clean state.

## **XVI. ECSA Newsletter**

1. The purpose of the ECSA Newsletter is to provide a means of informing ECSA members 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 ECSA members, as well as outside contributors, upon approval by the VP Comm.
4. All content in the ECSA Newsletter shall have relevance to ECSA members.

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

#### **XVIII. 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.

#### **XIX. Honorariums**

1. Executives shall be paid an honorarium at the end of each month that they were active from the time being hired until the end of contract, or until the time of resignation if applicable.
2. The Executive honorarium shall be two hundred dollars (\$200) per month during the academic year (September-April).
3. The Executive honorarium shall be one hundred dollars (\$100) per month during the summer (May-August).
4. Volunteers are not subject to any honorariums.

#### **XX. Logo**

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



#### **XXI. Amendments to this Constitution**

1. Any Council member shall be able to propose amendments to this constitution.
2. Any amendments to this constitution must be ratified at an ECSA Council Meeting.
3. The proposed amendments should be provided to the Chair at least ten (10) days in advance of the Council Meeting.
4. The Chair shall distribute the proposed amendments to all Council members at least seven (7) days in advance of the Council meeting.

#### **XXII. Dissolution**

1. ECSA is automatically dissolved upon membership dropping below 10 members.
2. Upon dissolution of ECSA, the remaining signing authority of the ECSA bank account shall ensure that any remaining ECSA funds are given to the SU. The SU shall give back the funds to a residence association deemed as an adequate replacement to ECSA.