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SECTION I: GENERAL

Article 1. Authority and Interpretation of the Code

1. Pursuant to Bylaw 5(1)(f), this Code of Procedure shall be binding on the Society, including but not limited to the following Society bodies: Student Council, Senate Caucus, Student Court, the Commissions, the Subsidiary Organizations, and any committees of any of the above bodies.
2. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Society's Code or Bylaws.
3. This document is intended to be free of gender bias.
4. In this Code, unless the context otherwise requires:
 - “Accounting Supervisor” shall mean the permanent employee of the Society charged with the duty of assisting the Treasurer-Controller and the Finance Commission with the management of the Society's finances;
 - “Administration Office” shall mean the General Office of the Society, as defined in the Bylaws;
 - “Administrative Assistant” shall mean the permanent employee of the Society charged with the duty of assisting the Executive Committee and Council with their administrative and secretarial needs;
 - “Archivist-Researcher” shall mean the permanent employee of the Society charged with the duty of managing the Society's archives and providing research assistance to the Executive Committee and the General Manager;
 - “Caucus” shall mean Senate Caucus;
 - “Club” shall mean either a Club or an Association constituted under Bylaw 13;
 - “Communications Manager” shall mean the permanent employee of the Society charged with promoting the Society and providing it with strategic communications advice;
 - “Council Chambers” shall mean room 206 of the Student Union Building;
 - “Executive Procedures Manual” shall mean the rules and regulations adopted by the Executive Committee pursuant to Section VI, Article 3(6) of the Code;
 - “Facilities and Retail Services Manager” shall mean the permanent employee of the Society charged with the duty of assisting SAC and the General Manager with the

operations of the Society;

“Food and Beverage Manager” shall mean the permanent employee of the Society charged with the duty of managing the food and beverage operations of the Society;

“Mission Statement” shall mean the Mission Statement of the Society adopted by Council under Bylaw 5(1)(f);

“Officers of the Society” shall mean any individual holding an elected or appointed position within the Society, including its Subsidiary Organizations, but not including voting members of Council;

“Policy Adviser” shall mean the permanent employee of the Society charged with the duty of assisting Council and the Executive Committee with the political concerns of the Society;

“SAC Vice-Chair” shall mean the Secretary of SAC, as defined in the Bylaws;

“Student At Large” shall, subject to Section V, Article 2(5) below, mean an Active Member who is eligible to serve in an appointed position by virtue of not being a member of Council and not currently holding any other position to which he or she has been appointed by Council, a Council Committee, a Commission, the Ombudsperson, the Executive Committee, an individual member of the Executive, or the Executive Coordinator of Student Services;

“SUB” shall mean the Student Union Building located at 6138 SUB Blvd.;

“Treasurer-Controller” shall mean the permanent employee of the Society charged with the duty of assisting the Vice-President Finance and the General Manager with the management of the Society’s finances;

“Vice-President Academic and University Affairs” shall mean the Vice-President, as defined in the Bylaws;

“Vice-President Administration” shall mean the Director of Administration, as defined in the Bylaws;

“Vice-President Finance” shall mean the Director of Finance, as defined in the Bylaws;

“Vice-President External Affairs” shall mean the Coordinator of External Affairs, as defined in the Bylaws;

“Winter Session” shall mean the School Year, as defined in the Bylaws.

5. Unless the context otherwise requires, expressions in the Code which are defined in the Bylaws shall have the meanings so defined; words imparting the singular shall include

the plural, and vice-versa; and words imparting persons shall include bodies corporate and the Subsidiary Organizations.

Article 2. Amendments to the Code, Suspension of Code

1. The Code shall only be amended or altered by a Two-thirds (2/3) Resolution of Council, in accordance with Bylaw 5(1)(e).
2. Amendments to the Code shall take effect the day after they are approved or on another date and time as determined by Council. This provision notwithstanding, Council shall not amend the Code retroactively, and amendments to the Code may be rescinded before they take effect by Two-thirds (2/3) Resolution of Council.
3. No provisions of the Code may be suspended except by Two-thirds (2/3) Resolution of Council. When Council suspends a provision or provisions of the Code, such suspension shall only be in effect for the duration of the meeting at which it is made unless Council, by Two-thirds (2/3) Resolution, sets some other fixed period of time for the suspension.
4. When amendments to the Code are brought to Council for consideration, every effort shall be made to ensure that those amendments are consistent with other provisions of the Code.
5. When Council approves amendments that affect other provisions of the Code, Council shall alter every provision of the Code so affected to be consistent with the amendments.

Article 3. Master Copies

1. Pursuant to Bylaw 5(3)(d)(ii)(1), the Vice-President Academic and University Affairs shall cause to be kept the master copies of the Constitution, the Bylaws, the Mission Statement, the Code of Procedure, the Student Services Operations Manuals, and the Policy Manual by forwarding such to the Society's Archivist-Researcher.
2. Amendments to the Code shall be incorporated in the master copy within thirty (30) days of being approved by Council.

Article 4. Circulation of the Code and other Documents

1. The Executive Committee shall ensure the circulation and availability of the Code and the Society's other documents in accordance with this article.
2. Complete and up-to-date versions of the Constitution, Bylaws, Code of Procedure, and Policy Manual shall be:

- (a) posted on the Society's website; and
 - (b) distributed in hardcopy form to the following persons if they so request:
 - i) members of Council; and
 - ii) members of the Code and Policies Committee.
- 3. Policy handbooks of SAC and the Finance Commission shall be circulated to the following persons at the beginning of their term of office or employment:
 - (a) all members of SAC;
 - (b) all members of the Finance Commission; and
 - (c) the Facilities and Retail Services Manager.
- 4. All members of Senate Caucus shall have copies of the following items circulated to them:
 - (a) Bylaw 6;
 - (b) Section IV of the Code; and
 - (c) the Student Senators' Handbook referred to in Section IV, Article 8 of the Code.
- 5. The Society's Personnel Handbooks shall be circulated to all members of the Executive at the beginning of their term of office and to all staff in accordance with Section IX C, Article 1.
- 6. Requests for Constitution, Bylaws, Code and policy handbooks
 - (a) Copies of the Constitution, Bylaws and Code of Procedure, the policy handbooks of SAC and the Finance Commission, and the Personnel Handbooks shall be made available to any Active Member of the Society upon receipt of a refundable deposit equivalent to the cost of printing and binding.
 - (b) In accordance with section 69 of the *Society Act*, a Member of the Society may obtain a copy of the Constitution and Bylaws alone for a \$1 fee.

SECTION II: COUNCIL, COUNCIL MEMBERS AND OTHERS

Article 1. Conflict of Interest for Directors of the Society

1. Voting members of Council, as Directors of the Society, shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.
2. Directors shall use the utmost care and discretion in the handling of confidential and privileged information and shall not use such information for personal benefit or gain. Furthermore, Directors shall not disclose any information discussed in an *in camera* meeting of Council without the authorization of Council.
3. No Director may, in his or her role as a Director, participate in any decision, exercise an official power or perform an official duty or function in which he or she may have either a conflict of interest or an apparent conflict of interest.
4. Without limiting the generality of paragraph 3 above, if a Director has a conflict of interest or an apparent conflict of interest relating to an issue being deliberated on by Council, he or she shall declare the nature of the conflict and abstain from speaking or voting on the issue, or on any subsidiary motion related to the issue, except to raise a question of privilege. If an alternate is attending Council in such a Director's place, the alternate shall state the nature of the conflict and abstain from speaking or voting on the issue or on any subsidiary motion related to the issue, except to raise a question of privilege. However, at the request of the Chair, the Director or alternate may answer questions pertaining to the issue.
5. In the event that a Director is uncertain about whether or not he or she is in either a conflict of interest or an apparent conflict of interest, the Director shall inform Council of the possible conflict and the Chair shall decide whether there is an actual conflict. If the Chair's decision is appealed, or if the issue of a Director's conflict becomes a resolution before Council for any other reason, then that Director shall abstain from speaking or voting on the resolution.
6. If a Director believes that another Director may be in a conflict of interest or an apparent conflict of interest, he or she shall ask the Chair to decide the matter. If the Chair's decision is appealed, or if the matter becomes a resolution before Council for any other reason, then the Director who is in a possible conflict shall abstain from speaking or voting on the resolution.
7. A Director has a conflict of interest when the Director, in his or her capacity as a Director, exercises an official power or performs an official duty or function and at the same time knows that in the exercise of the power or in the performance of the duty or function there is an opportunity to further his or her private interest.

8. A Director has an apparent conflict of interest if there is a reasonable perception, which a reasonably well-informed person could properly have, that the Director's ability to exercise an official power or perform an official duty or function, in his or her capacity as a Director, may have been affected by his or her private interest.
9. A Director must not use his or her office to seek to influence a decision, to be made by another person, to further the Director's private interest.
10. A Director's private interest shall include the private interests of his or her family and the private interests of a companion, business associate or a close personal friend of the Director.
11.
 - (a) A Director must not accept a fee, a gift, a personal benefit or hospitality, except compensation authorized by Council, that is offered or tendered by virtue of his or her position as a Director.
 - (b) Subsection (a) above does not apply to a gift or personal benefit that is incidental to the protocol or social obligations that normally accompany the responsibilities of office.
 - (c) If a gift or personal benefit referred to in subsection (b) above exceeds \$150 in value, or if the total value received directly or indirectly from one source in any twelve (12) month period exceeds \$150, the Director must immediately disclose to Council, in writing:
 - (i) the nature of the gift or benefit;
 - (ii) its source; and
 - (iii) the circumstances under which it was given and accepted.
 - (d) Upon Council's receipt of a written disclosure referred to in subsection (c), Council shall either allow the recipient to keep the gift or benefit, direct that the gift or benefit be returned, or direct that the gift or benefit be disposed of in any other manner it sees fit.
12. No Executive Member of Council shall hold a significant position, including but not limited to executive positions, within a Subsidiary Organization or Student Resource Group.
13. All Directors shall sign an oath of office, prior to their first meeting of Council, in which they agree to abide by the provisions of this article. All Executive Members shall sign the oath prior to the commencement of their term of office. If a Director appoints an alternate to take his or her place on Council for a meeting, the alternate shall sign the oath of office before the meeting.
14. Any Director who contravenes this Section of Code may be:

- (a) directed by a Resolution of Council to:
 - i) pay restitution to the Society for any financial loss suffered by the Society as a direct result of his or her action;
 - ii) account for, and dispose of, any profits made as a result of a breach of this Section;
 - iii) return or otherwise restore the Society's property taken, damaged or destroyed by a direct action of that Director;and may be:
 - (b) removed from office pursuant to the Bylaws of the Society or, in the case of Constituency Representatives, pursuant to the Constitution and Bylaws of their respective Constituencies.
15. Alternates appointed by Directors shall abide by all the rules concerning Directors contained in this Section of Code. Any alternate who contravenes this Section of Code shall be subject to the penalties outlined in paragraph 14(a) above.
16. Directors shall not receive monetary compensation from the Society unless such monetary compensation is received as a direct result of their positions:
- i) as a Director;
 - ii) as an employee or paid volunteer of one of the Society's business operations, Services, Resource Groups, programs or clubs, provided however that the Director was an employee or paid volunteer continuously in the Business, Service, Resource Group, Program or Club position prior to being nominated for the position of Director; or
 - iii) within one of the Society's Constituencies.

Article 2. Conflict of Interest for Members of the Executive

- 1. Members of the Executive, as voting members of Council, are Directors of the Society and shall be subject to Article 1 in their capacity as Directors.
- 2. Members of the Executive shall also be subject to the provisions of Article 1 in their capacity as executives, notwithstanding their status as employees of the Society.

Article 3. Conflict of Interest for Non-Voting Members of Council

- 1. Non-voting members of Council shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.

2. Non-voting members of Council shall abide by the conflict of interest provisions for Directors contained in Article 1 above as though they were Directors.

Article 4. Conflict of Interest for Others

1. Officers and employees of the Society other than Directors of the Society shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.
2. Officers and employees of the Society other than Directors of the Society shall not, in their capacity as officers or employees of the Society, participate in any decision, exercise an official power or perform an official duty or function in which they may have either a conflict of interest or an apparent conflict of interest.
3. The Executive Committee shall establish further provisions regarding conflict of interest in relation to Officers, such provisions to be contained in the Executive Procedures Manual. The General Manager shall develop further provisions regarding conflict of interest in relation to employees, and shall take steps to ensure that such provisions are contained in the Personnel Handbooks in accordance with Section IX C of the Code.

Article 5. Protection of Directors, Officers and Others

1. Every Director, officer and employee of the Society and their heirs, executors, administrators and other legal personal representatives shall from time to time be indemnified and saved harmless by the Society from and against:
 - (a) any liability and all costs and expenses that they sustain or incur in respect of any action, suit or proceeding that is proposed or commenced against them for or in respect of anything done or permitted by them in respect of the execution of their duties; and
 - (b) all costs, charges and expenses that they sustain or incur in respect of the affairs of the Society;

provided that they have complied with the Bylaws and Code of the Society and with the other legal obligations related to their duties.

Article 6. Duties of Members Elected from Constituencies

1. As voting members of Council, Constituency representatives are first and foremost Directors of the Society and owe their first duty to the Society.
2. Each member of Council elected from a Constituency shall sit as a voting member on at

least one (1) Standing Committee of Council.

3. Each member of Council elected from a Constituency shall be responsible for the orientation of his or her replacement.
4. The Speaker of Council shall ensure that one representative from each Constituency makes a verbal report at each Council meeting on the current affairs of their Constituency. Current Constituency publications shall be presented along with this report.
5. The Vice-President Academic and University Affairs shall ensure that a representative from each Constituency provides a copy of the minutes of each meeting of the Constituency's council to the Archivist-Researcher.
6. In accordance with Section XVI of the Code, Council members from those Constituencies eligible to elect representatives to the Grad Class Council shall assist the SAC Vice-Chair in arranging elections of those representatives.

Article 7. Absenteeism

1. Pursuant to Bylaw 5(2)(h), any member of Council representing a Constituency who has missed three (3) regularly scheduled Council meetings during the School Year shall be notified in writing by the Vice-President Academic and University Affairs that he or she will cease to be a member of Council if he or she misses five (5) regularly scheduled meetings.
2. The Vice-President Academic and University Affairs shall send a copy of the notification referred to in paragraph 1 to the president of the Constituency whose representative has missed three (3) Council meetings.
3. If a member of Council representing a Constituency misses five (5) regularly scheduled Council meetings during the School Year, the Vice-President Academic and University Affairs shall issue a written notice stating that the member has ceased to be a member of Council and that there is a vacancy on Council for that Constituency. Such notice shall be sent to:
 - (a) the member who has missed five meetings;
 - (b) the president of the member's Constituency, and
 - (c) Council.
4. In accordance with section 63 of the *Society Act*, alternates appointed by Council members in accordance with Bylaw 5(4)(b)(ii) may only be appointed for one meeting at a time.

Article 8. Speaker of Council

1. The Speaker of Council shall be a non-voting member of Council appointed by a Two-thirds (2/3) Resolution of Council on the recommendation of the Agenda Committee, as specified in Section V, Article 8. The Speaker's term of office shall be from April 1 to March 31.
2. The Speaker shall not hold any other elected, staff or appointed position in the Society, including positions within Constituencies. A Speaker who becomes a candidate for an elected position within the Society or any of its Constituencies immediately ceases to hold the position of Speaker.
3. The Speaker of Council shall:
 - (a) chair Council meetings;
 - (b) post notices of Council meetings no less than forty-eight (48) hours in advance, by any means he or she deems necessary, including electronic media, in order to notify both Council members and other Active Members of the Society;
 - (c) ensure, to the best of his or her ability, adequate security for the Council Chambers and the contents therein during, and immediately before and after, Council meetings;
 - (d) ensure that minutes of Council meetings are posted in a public place no more than forty-eight (48) hours after being accepted by Council, and that such minutes remain posted for at least two (2) weeks;
 - (e) chair Election Appeals Committees in the absence of a Chief Justice; and
 - (f) have such other duties as are outlined in the Code or assigned by Council from time to time.
4. The Speaker shall not be the Spokesperson of Council. As prescribed by Code Section VI, Article 4(1)(d) the President at all times is the Spokesperson of the Society and of Council.
5. In the absence of the Speaker, the President or the President's designate shall chair Council meetings, provided however that Council may, by Two-thirds (2/3) Resolution, elect an alternate chair.

Article 9. Non-voting Members

1. Pursuant to Bylaw 5(2)(b)(iii), the non-voting members of Council, in addition to the Ombudsperson and the Speaker of Council, shall be:

- (a) the Executive Coordinator of Student Services;
 - (b) a representative of the Alumni Association, appointed by Council on the recommendation of the Alumni Association; and
 - (c) a representative of the student association at each Affiliated Institution.
2. Non-voting members of Council are Officers but not Directors of the Society.

Article 10. Ombudsperson and Advocate's Office

1. The Ombudsperson shall be appointed by Council on the recommendation of an Extraordinary Hiring Committee, following the procedures specified in Section V, Article 9.
2. The Ombudsperson shall not hold any other elected or appointed position within the Society, including positions within Constituencies. An Ombudsperson who becomes a candidate for an elected position within the Society or any of its Constituencies immediately ceases to hold the position of Ombudsperson.
3. The Ombudsperson may apply to Council for a leave of absence. If Council grants such a leave, it shall designate a replacement who shall have all the powers and duties of the regular Ombudsperson for the period of the leave.
4. Council may, either of its own volition or on the application of an interested Active Member of the Society, direct the Ombudsperson to investigate a matter and report back to Council.
5. In addition to those powers and duties set out in the Bylaws, the Ombudsperson shall:
 - (a) be responsible for investigating and reporting to Council, or the appropriate member of the staff or the Executive, any reasonable complaint or question that a staff member of the Society has with the Society or its organizations, including but not limited to complaints or questions regarding the administration of the personnel procedures of the Society or the procedures themselves;
 - (b) be responsible for the resolution of any such complaint referred to in paragraph (a) above, where possible;
 - (c) make known to the Active Members and the staff of the Society that he or she is available for the hearing of complaints;
 - (d) keep no less than ten (10) office hours per week during the School Year;

- (e) post, on or about his or her office door:
 - (i) his or her specific office hours; and
 - (ii) a means by which the staff of the Society and Active Members can contact him or her outside of the posted office hours;
 - (f) direct and train his or her successor, and provide a verbal and written report annually to Council at the end of his or her term of office;
 - (g) further to Bylaw 9(1)(f), and notwithstanding any other provision in the Code, have the right to attend any meetings of Council, Committees, Commissions, or any other bodies of the Society, including meetings held *in camera*;
 - (h) act in an impartial and unbiased manner in the exercise of his or her duties;
 - (i) maintain confidentiality in respect of all matters, insofar as such confidentiality is not inconsistent with the Bylaws and the Code, that come to his or her knowledge in the performance of his or her duties;
 - (j) manage and maintain the office of the Ombudsperson, including but not limited to:
 - (i) recruiting, training and providing recognition for volunteer assistants; and
 - (ii) preparing a budget for the operations of the office of the Ombudsperson; and
 - (k) have such other powers and duties as are assigned by Council from time to time.
6. A report of the Ombudsperson, prepared under the authority of paragraph (5) (a) or (b) above, or under the authority of Bylaw 9(1)(a), shall be made available to all interested parties and to the President of the Society. If the President is an interested party, the report shall also be made available to another member of the Executive. If the Executive Committee as a whole is an interested party, the report shall also be made available to Council.
7. The Ombudsperson may refuse to investigate or may cease investigating a complaint which in the Ombudsperson's opinion is not reasonable. Examples of unreasonable complaints include but are not limited to those in which:
- (a) the complaint concerns a matter which last occurred more than one calendar year prior to the date of the complaint;
 - (b) the subject matter of the complaint primarily affects a person other than the complainant, and the complainant does not have sufficient personal interest in the issue;

- (c) there are existing administrative procedures for the complaint, and the complainant does not have reasonable justification for not pursuing the complaint using those procedures;
 - (d) the complaint is frivolous, vexatious, not made in good faith or concerns a trivial matter; or
 - (e) in the circumstances, investigation would not benefit the complainant.
- 8. Pursuant to Bylaw 9(1)(d), the Ombudsperson shall refer Active Members seeking assistance with complaints or questions regarding the University either to the University Ombudsperson or to the Advocate's Office. The Ombudsperson shall formally refer Active Members to the Advocate's Office in matters regarding the University when:
 - (a) the adversarial nature of the conflict is such that the Ombudsperson does not believe that a mediated settlement is possible or reasonable under the circumstances; or
 - (b) an advocate would, in the opinion of the Ombudsperson, be necessary and beneficial to the Active Member for some other reason.
- 9. Notwithstanding paragraph 8 above, the Ombudsperson may refuse to refer an Active Member to the Advocate's Office when the Ombudsperson deems such advocacy not to be in the interests of the Society. Such a decision of the Ombudsperson is appealable, in writing, to the Executive Committee.
- 10. The Advocate's Office may refuse to pursue or may cease pursuing a complaint which in the opinion of the Advocate's Office is not reasonable. Examples of unreasonable complaints include but are not limited to those in which:
 - (a) the complaint concerns a matter which last occurred more than one calendar year prior to the date of the complaint;
 - (b) the subject matter of the complaint primarily affects a person other than the complainant, and the complainant does not have sufficient personal interest in the issue;
 - (c) there are existing administrative procedures for the complaint, and the complainant does not have reasonable justification for not pursuing the complaint using those procedures;
 - (d) the complaint is frivolous, vexatious, not made in good faith or concerns a trivial matter; or
 - (e) in the circumstances, the intervention of the Advocate's Office would not benefit the complainant.

11. If, in accordance with paragraph 10 above, the Advocate's Office refuses to pursue or ceases pursuing a complaint, the complainant may appeal the refusal or cessation to the Ombudsperson.
12. The Ombudsperson shall not investigate or shall cease investigating a matter that is or becomes before a court, including Student Court.
13. The Ombudsperson may conduct, or cause to be conducted, either a formal or an informal investigation into any matter brought before him or her. If a complainant makes a written request for a formal investigation, the Ombudsperson must, subject to the discretion granted to him or her in paragraph 7 above, conduct a formal investigation.
14. In conducting a formal investigation pursuant to paragraph 11 above, the Ombudsperson shall, at a minimum:
 - (a) conduct research into the rules and regulations, and applicable laws if any, that are pertinent to the complaint;
 - (b) interview all parties involved, and invite such parties to make a written submission if they so choose;
 - (c) produce a written report, summarizing all information gathered in accordance with clauses (a) and (b) above, and provide recommendations if appropriate; and
 - (d) distribute the report as required in paragraph 6 above.
15. When approached by an Active Member in accordance with Bylaw 9(1)(a) or by a staff member in accordance with paragraph 5(a) above, concerning complaints or questions related to the Society and its organizations, the Ombudsperson shall ensure that all reasonable steps have been taken within the appropriate Society organization or department before accepting the case.

Transitional Honorarium

- (a) The outgoing Ombudsperson shall be responsible for the orientation of his or her replacement, such orientation to include but not be limited to:
 - (i) completion of a comprehensive transitional report no later than the incoming Ombudsperson's first day of work;
 - (ii) in-person training of the incoming Ombudsperson;
 - (iii) consultation on Ombuds matters at the request of the incoming Ombudsperson for a period of not less than one (1) month after the incoming Ombudsperson's first day of work; and
 - (iv) organization of the Ombudsperson's office and files.

- (b) Council may direct the Legislative Procedures Committee to review the amount of a transitional honorarium for the Ombudsperson. On the recommendation of the Legislative Procedures Committee, Council may alter the amount of the transitional honorarium.
- (c) An Ombudsperson who is reappointed to the position shall not be granted an honorarium. If not already serving in the position, the incoming Ombudsperson shall be eligible for an honorarium or a portion of an honorarium, based on the extent to which he or she fulfils the requirements of paragraph (a) above.
- (d) The incoming Ombudsperson shall decide the extent to which the outgoing Ombudsperson has fulfilled the requirements of paragraph (a) above in accordance with the Transition Checklist below. If there is a dispute, the outgoing Ombudsperson may appeal to the Agenda Committee.
- (e) Transition Checklist
 - (i) Further to paragraph a(i) above, the comprehensive transitional report shall be worth one-third (1/3) of the amount of the transitional honorarium and shall include but not be limited to:
 - 1) a review of the Ombudsperson's duties, including duties related to internal Society matters and duties related to matters to do with the University;
 - 2) a review of the successes and failures of projects and new initiatives of the outgoing Ombudsperson, including suggestions for improvements; and
 - 3) a timeline indicating when events are to take place and by what dates tasks need to be completed.
 - (ii) The transitional report shall be a new document focusing on the events, achievements, and challenges of the previous year and on the outlook for the upcoming year, and must not be simply a copy of a previous year's transitional report.
 - (iii) The outgoing Ombudsperson shall inform the incoming Ombudsperson how to obtain copies of previous years' transitional reports.
 - (iv) Further to paragraph (a)(ii) above, the in-person training of the incoming Ombudsperson shall be worth one-fifth (1/5) of the amount of the transitional honorarium and shall include but not be limited to:
 - 1) introduction to the staff, especially the staff members with whom the Ombudsperson works particularly closely; and

- 2) familiarization of the incoming Ombudsperson with day-to-day tasks.
- (v) Further to paragraph (a)(iii) above, consultation on Ombuds matters after the incoming Ombudsperson's first day of work shall be worth one-third (1/3) of the amount of the transitional honorarium and shall include, but not be limited to, informing the incoming Ombudsperson of any outstanding issues to be resolved and work to be completed.
- (vi) Further to paragraph (a)(iv) above, organization of the office and files shall be worth two-fifteenths (2/15) of the amount of the transitional honorarium and shall include but not be limited to:
 - 1) organizing the outgoing member's paper and computer files, including e-mail files, by the time of the incoming Ombudsperson's first day of work;
 - 2) removing all personal belongings of the outgoing Ombudsperson by the time of the incoming Ombudsperson's first day of work; and
 - 3) ensuring the availability of all required keys and other necessary equipment by the time of the incoming Ombudsperson's first day of work.

Article 11. Policies

1. Council may create external and internal policies as well as combined policies.
2. External Policies
 - (a) Council may express an opinion, sentiment or principle about external matters by means of an external policy.
 - (b) An external policy shall contain:
 - (i) a preamble explaining the reasons for expressing an opinion, sentiment or principle;
 - (ii) a resolution declaring the opinion, sentiment or principle.
 - (c) An external policy shall remain in effect for three (3) years from its date of adoption, unless Council specifies that it is to be in effect for a shorter period.

3. Internal Policies

- (a) Council may establish principles for the Society, or for some part of the Society, along with procedures for implementing those principles, by means of internal policies.
- (b) An internal policy shall contain:
 - (i) a preamble or vision statement explaining the reason for the policy;
 - (ii) the policy itself, including the principles being established.
- (c) An internal policy may also contain procedures for implementing the principles established by the policy.
- (d) An internal policy shall remain in effect indefinitely, but shall be reviewed every three years by the Legislative Procedures Committee.

4. Combined Policies

- (a) Council may create combined policies that both express an opinion, sentiment or principle in the manner of external policies and establish principles for the Society in the manner of internal policies.
- (b) A combined policy shall contain:
 - (i) a preamble or vision statement explaining the reason for expressing an opinion, sentiment or principle about an external matter and for implementing the internal aspects of the policy;
 - (ii) a resolution declaring the opinion, sentiment or principle; and
 - (iii) the internal aspects of the policy.
- (c) A combined policy shall remain in effect for three (3) years from its date of adoption, unless Council specifies that it is to be in effect for a shorter period.
- (d) When a combined policy expires, the Legislative Procedures Committee shall review it and at its discretion may recommend that Council renew it.

5. Policies, whether external, internal, or combined, may only be adopted, amended, renewed, suspended, or rescinded by a Two-thirds (2/3) Resolution of Council.

6. All policies, including internal, external, and combined policies, shall be documented in a Policy Manual, maintained by the Policy Adviser.

Article 12. Strategic Framework

1. The Society shall have a Strategic Framework approved by Council by a Two-thirds (2/3) Resolution, such Framework to establish the priorities and direction of the Society.
2. Council may amend the Strategic Framework by a Two-thirds (2/3) Resolution.
3. The Strategic Framework shall be circulated to all members of Council as an Appendix to the Code of Procedure.
4. The President, with the assistance of the Executive Committee and the Society's staff, shall be responsible for ensuring that the provisions of the Strategic Framework are implemented.

Article 13. Orientation

1. In addition to the documents specified in Section I, Article 4, the Executive Committee shall ensure that each member of Council receives, upon assuming office, a copy of the Student Council Handbook.
2. The Executive Committee shall arrange a comprehensive orientation session for all members of Council during April or May. This session shall include, but not be limited to:
 - (a) the rules of order of meetings;
 - (b) the role of the members of Council;
 - (c) the structure and processes of the Society;
 - (d) the resources and administrative support available to members of Council; and
 - (d) plans for the upcoming year.

Article 14. Child Care Provisions

1. Reimbursement for child care expenses shall be provided to Council members and alternates for time spent attending meetings of Council and its committees and for time spent travelling to such meetings, such travel time not to exceed one (1) hour before and one (1) hour after a meeting.
2. Reimbursement for child care expenses shall be at the actual rate charged by the child care provider up to the rate of the current provincial minimum wage per hour. No reimbursement shall be paid for amounts exceeding the minimum wage.

3. Reimbursement shall not be provided for child care services provided by a spouse or immediate family member.
4. No reimbursement shall be provided to cover the cost of child care services that the recipient would have paid for in any case even if there had not been a meeting to attend. Reimbursement is only to be made for child care expenses over and above the recipient's regular child care expenses.
5. Reimbursement shall be limited to the cost of child care services for children under the age of twelve (12).
6. Upon receipt of a completed Child Care Reimbursement Form, the Vice-President Academic and University Affairs shall arrange for the reimbursement.
7. Reimbursements shall be limited to a maximum of \$800 per recipient per year.

Article 15. Late Night Travel

1. If a Council meeting continues past midnight, Council may vote to authorize reimbursement to Council members and alternates for cab fare, such reimbursement to be paid only if the Council member or alternate could not reasonably have been expected to travel home by public transit, carpool, or some other less expensive means.

Article 16. CiTR

1. In accordance with the bylaws of CiTR, Council shall appoint three (3) members to the CiTR Board of Directors, at least two (2) of whom shall be both Active Members of the Society and members of Council.
2. All appointees to the CiTR Board of Directors must be Canadian citizens.
3. One of the Council members appointed to the CiTR Board of Directors shall be the Vice-President Finance unless the Vice-President Finance is not a Canadian citizen, in which case Council shall appoint another of its members to the CiTR Board of Directors in place of the Vice-President Finance.
4. If not eligible to sit on the CiTR Board of Directors by reason of not being a Canadian citizen, the Vice-President Finance shall attend meetings of the CiTR Board of Directors as a guest.

SECTION III: MEETINGS OF COUNCIL

Article 1. Rules of Order

1. Council members, in their deliberations during Council meetings, should strive to “cultivate unity and goodwill” and should “encourage free and open debate” and a “respect for differing views,” as stated in the Mission Statement.
2.
 - (a) The Chair shall call the Council to order once quorum is present.
 - (b) The Chair shall dissolve the sitting should no quorum be present within thirty (30) minutes after the scheduled time of the sitting.
 - (c) At any time during the proceedings of Council, if quorum as defined in Bylaw 5(4)(c) is not present, the Chair shall dissolve the meeting immediately following completion of the question currently on the floor.
3.
 - (a) Council meetings shall be held in the Council Chambers, unless Council resolves, by a Two-thirds (2/3) Resolution, to meet elsewhere.
 - (b) The seats of the Council Chambers’ table shall be reserved for members of Council and for those Society employees, named in paragraph 15(c) below, who are permitted to attend the *in camera* portions of Council meetings. Observers and guests shall sit away from the table.
 - (c) Seats at the table shall not be pre-assigned except that the Chair, the President, the General Manager and the Administrative Assistant shall sit immediately opposite the table opening.
4. No smoking or alcohol consumption shall be allowed within the Chambers or in any other location where Council meets while Council is meeting there.
5. During the Membership section of the meeting, the time devoted to introduction of Council members shall not exceed five (5) minutes.
6. Presentations to Council shall be limited to ten (10) minutes, unless Council approves an extension by Resolution. The question period following a presentation shall be limited to five (5) minutes, unless Council approves an extension by Resolution.
7. During the President's Remarks to Council, the President shall speak for no more than five (5) minutes, unless Council approves an extension by Resolution. The President’s remarks shall be confined to current business, reports about committees that the President serves on, and requests from constituencies.
8. During Executive Remarks, each Executive member and the Executive Coordinator of

Student Services shall speak for no more than three (3) minutes, unless Council approves an extension by Resolution. The Executives and the Executive Coordinator shall confine their remarks to current business and to reports about committees that they serve on.

9. During Committee Reports, the chairs of the Standing Committees shall report on business conducted by their committees. Such reports shall last for no longer than five (5) minutes. Also under Committee Reports, the chairs of Extraordinary Committees and Council appointees to University committees may report. Chairs and appointees wishing to report shall inform the President in time for the report to be listed as an item on the agenda.
10. Every person appointed to a University committee shall present a report to Council on the work of that committee at least once each term during the Winter Session.
11. During Commission Minutes, Reports and Motions, the chair of a Commission may report on business conducted by that Commission. Such reports shall last for no longer than five (5) minutes. The chair wishing to report shall inform the President in time for the report to be listed as an item on the agenda.
12. During Constituency Reports, only one member shall report for each Constituency. Such reports shall last for no longer than two (2) minutes.
13. Reports by the Board of Governors representatives, Student Senate Caucus representatives and the Ombudsperson shall each last no longer than two (2) minutes respectively.
14. Non-members of Council may speak if recognized by the Chair, or if a member yields to them. They may not, however, move or second motions.
15. Non-voting members, except for the Speaker of Council, may move or second motions, and may take part in debate, but shall not vote on any motion.
16. The Speaker shall not move, second, or vote on any motion.
17. Anyone other than the Speaker who is acting as Chair of Council, for a meeting or a portion of a meeting, shall not move or second motions while occupying the chair and, if a voting member of Council, shall not vote on a motion while occupying the chair except to break or create a tie or otherwise to affect the result.
18. The Speaker, and anyone other than the Speaker who is acting as Chair of Council, shall not take part in the debate on any motion except for motions arising from points of order and motions to appeal decisions of the Chair.
19. If the Speaker or other person chairing a meeting is involved in an issue under debate, or wishes to enter into the debate, they must relinquish the chair and may not retake it until the issue is resolved. But the Speaker or other person chairing a meeting need not

relinquish the chair in order to take part in debate on a point of order or on a ruling by the Chair.

20. The Chair shall ensure that members speak to the motion on the floor. The Chair may interrupt a member and direct the member to speak to the motion on the floor if the member has digressed.
21.
 - (a) Any three (3) members may request that Council be moved *in camera* for further discussion. Upon moving *in camera*, the members shall state their reason for the action, and Council shall decide, by Two-thirds (2/3) Resolution, whether to stay *in camera*.
 - (b) No vote shall be held *in camera* except to decide whether to remain *in camera*.
 - (c) When Council moves *in camera*, all individuals other than the voting and non-voting members of Council must leave the meeting, except that, unless requested to leave by the Chair, the following employees of the Society may remain: the General Manager, the Policy Adviser, the Administrative Assistant, the Communications Manager, and the Archivist-Researcher. Council may also invite other specified individuals to attend the *in camera* portion of a meeting. Society employees and other individuals attending the *in camera* portion of a Council meeting shall not disclose any information discussed *in camera* without the authorization of Council.
 - (d) Minutes of the *in camera* portion of a meeting shall be kept for the future reference of Council members. The Archivist-Researcher shall keep the *in camera* minutes in a secure place and shall disclose them only to current members of Council, to the Society employees mentioned in paragraph (c) above, and to other individuals designated by Council. They shall not be published.
 - (e) To allow members to speak freely, *in camera* minutes shall not include the names of those speaking during discussions; nor shall they include details of the Society's strategy in legal and other confidential matters. *In camera* minutes shall include a summary of the information provided to Council, as long as that information does not reveal details of the Society's strategy in legal and other confidential matters.
 - (f) Minutes from the *in camera* portion of a Council meeting shall not be circulated with other Council minutes and documents, nor presented in open session, but Council members shall be provided with the opportunity to consult them no less than forty-eight (48) hours before the next meeting. Council may approve *in camera* minutes without going *in camera*, as long as there is no discussion of those minutes.
 - (g) Audio and video recording of the *in camera* portion of a Council meeting is prohibited.

22. Subject to paragraph 21(g) above, audio recording of Council meetings shall be permitted so long as the recording process does not interfere with the normal functions of Council and so long as the recording devices remain visible at all times.
23. Subject to paragraph 21(g) above, video recording of Council meetings by the public, Council members or the media shall not be permitted unless Council approves such recording by a Two-thirds (2/3) Resolution. Where possible, notice of video recording shall be given to Council members at least forty-eight (48) hours prior to the Council meeting. If video recording does take place, arrangements shall be made to accommodate those persons not wishing to appear on camera.
24. Any three (3) members may ask that a question be voted upon by secret ballot. If Council approves this request by a Two-thirds (2/3) Resolution, such a secret ballot shall be held. Ballots shall be distributed, and after a reasonable time the ballots shall be collected and counted, and the results given to the Chair, who shall decide whether the question succeeded. Once Council has decided to vote by secret ballot on a question, no member may make a motion that would force the disclosure of how members voted on that question, for instance by calling for a roll call vote or a vote by a show of hands.
25. Provided that Council has not resolved to hold a secret ballot vote, a roll call vote shall automatically be conducted for all motions voted on by Council. The minutes shall then note the vote of each member, indicating whether each member voted in favour or against, or abstained. Notwithstanding this provision, Council may by a Two-thirds (2/3) Resolution decide not to hold a roll call vote.
26. When the Chair feels that one or several members of Council are using the rules of order to impede the process of a meeting, the Chair shall inform those members of the same, and may refuse to recognize them further. Such a ruling cannot be appealed by those members affected.
27. Before Council may appoint an individual to a position, that individual must have agreed to be a candidate for that position. Such agreement must be indicated in one of the following ways:
 - (a) by being present at the meeting and accepting the nomination verbally;
 - (b) by written submission to the Chair in which the individual accepts the nomination; or
 - (c) by virtue of having applied, in writing, to the appropriate Committee for the position.
28. The author of a motion, or the Chair of the Committee, Commission, or other body of the Society from where a motion came, shall have the first opportunity to move and motivate said motion.

29. For motions on which there is debate, the Chair shall seek to have the debate begin with one speaker for the motion, followed by one speaker against the motion.
30. In accordance with Robert's Rules, no member of Council shall speak more than twice on any motion or amendment, except to raise or answer a point of information, to raise a point of order or privilege, to move an amendment, or to move to refer.
31. Council meetings shall last no more than four (4) hours, unless extended by a Resolution of Council.
32. The Chair shall ensure that all the time limits in this Article are strictly adhered to.

Article 2. Agendas and Minutes

1. The President shall ensure that the agenda for each regularly scheduled Council meeting is circulated by 4 pm three (3) business days in advance of the meeting to members of Council and other interested parties; any accompanying material shall be circulated at the same time; such material shall include background information on motions detailing the rationale for them.
2.
 - (a) The President must add to Council's agenda any motion submitted by a Committee of Council, the Executive Committee, a Commission, or a Constituency, provided that the submission is made in writing to the President, accompanied by all relevant supporting documentation, by 10 am three (3) business days in advance of the Council meeting.
 - (b) A motion submitted by a Committee of Council, the Executive Committee, a Commission, or a Constituency must have been approved for submission by a Resolution of the body submitting it at a meeting where quorum was present.
3. Motions submitted in accordance with paragraph 2 above shall appear on the agenda under the appropriate topic: for example, motions submitted by a Committee shall appear under Committee Motions.
4. The President must add to Council's agenda a motion received from the Chair of a Committee calling for Council to remove a member from that Committee in accordance with Section V, Article 4(2), provided that the motion is received by 10 am three (3) business days in advance of the Council meeting.
5. The President must add to Council's agenda any motion submitted by an individual member of Council, provided that the submission is made in writing to the President, accompanied by all relevant supporting documentation, by 10 am three (3) business days in advance of the Council meeting, and provided also that it is signed by a second member of Council.

6. Motions submitted in accordance with paragraphs 4 and 5 above shall appear on the agenda under Other Business.
7. Notwithstanding other provisions in this Article, motions shall be arranged on the agenda in order of time sensitivity as determined by the President.
8. Motions and presentations shall only appear on Council's agenda if they are added to the agenda in accordance with this article.
9. Presentations may be added to the agenda at the discretion of the Agenda Committee, or under the provisions of paragraph 11. No more than three (3) presentations may appear on the agenda, unless the Agenda Committee decides that additional presentations are necessary, or Council so decides by Resolution. Presenters shall submit background material for their presentations to the Agenda Committee in time for it to be circulated to members of Council at the same time as the agenda.
10. Topics for Discussion Period shall, if possible, be submitted to the Agenda Committee in time to be listed on the agenda. If it is too late to put a topic on the agenda, the Chair shall be notified of it before the meeting, if possible, or before the beginning of Discussion Period. Topics in Discussion Period shall be discussed in order of time sensitivity as determined by the Chair
11. During the portion of the Council meeting set aside for adoption of the agenda or at any other time during the meeting as long as no motion is being discussed, any member of Council may move to amend the agenda by adding a new motion or other new business to it or by rearranging the order of business on it. If a proposed new motion has not originated in the Executive Committee, a Committee of Council, or a Commission, the Chair may order it to be referred to an appropriate committee or other body of the Society for consideration before being brought before Council. If the Chair decides that such a referral is not necessary, the motion to amend the agenda shall take effect if approved by unanimous consent or by a Resolution passed by a majority of Council members present, including abstentions and blanks. Council may, by a Resolution passed by a majority of Council members present, including abstentions and blanks, override a decision of the Chair to refer a motion.
12. At the President's discretion, emergency motions may be added to the agenda after it has been circulated to Council. These emergency motions may appear on an addendum or on a revised version of the agenda.
13. No motions may be discussed by Council unless they are on the agenda prepared by the President and circulated by 4 pm three (3) business days before the Council meeting in accordance with paragraphs 1 through 5 above, or unless they are added to the agenda in accordance with paragraphs 11 or 12 above.
14. The order of business on the agenda of a regular meeting of Council shall be as follows:

- (a) Call to order and adoption of the agenda
 - (b) Membership: introductions, new members, declaration of vacancies
 - (c) Presentations to Council
 - (d) President's Remarks
 - (e) Executive Remarks
 - (f) Committee Reports
 - (g) Constituency Reports
 - (h) Board of Governors, Senate, and Ombudsperson Reports
 - (i) Minutes of Council and Committees of Council
 - (j) Executive Committee Motions
 - (k) Constituency and Caucus Motions
 - (l) Committee Motions
 - (m) Commission Minutes, Reports and Motions
 - (n) Other Business, including Notices of Motions
 - (o) Discussion Period
 - (p) Submissions
 - (q) Next meeting
 - (r) Adjournment
 - (s) Social Activity
15. All motions shall indicate where they originate.
16. The minutes of Council shall record the resolutions of Council and a summary of discussions. The Vice-President Academic and University Affairs shall sign the minutes once approved and shall cause them to be kept.
17. If the President calls a special meeting of Council in accordance with Bylaw 5(4)(a)(ii), the President shall ensure that all members of Council receive at least 48 (forty-eight) hours notice of the meeting, and an agenda for the meeting shall be circulated at least 48 (forty-eight) hours before the meeting.

SECTION IV: SENATE CAUCUS

Article 1. Powers and Duties of Senate Caucus

1. In addition to those powers and duties set out in the Bylaws, Senate Caucus shall:
 - (a) have the authority to call a joint meeting with the University Commission;
 - (b) approve a budget for Senate Caucus for submission to the Vice-President Finance;
 - (c) have the authority to formally recommend to Council that it adopt a policy;
 - (d) receive copies of all submissions from the University Commission to Council relating to the academic governance of the University;
 - (e) act as a forum of information exchange for Student Senators;
 - (f) make recommendations to the Senate Nominating Committee for the membership of Senate Committees;
 - (g) develop and maintain a Student Senator Handbook, to be adopted by a Two-thirds Resolution (2/3) of Senate Caucus; and
 - (g) have such other powers and duties as are outlined in the Bylaws or Code or assigned by Council from time to time.

Article 2. Chair

1. In addition to those powers and duties set out in the Bylaws, the Chair of Senate Caucus shall:
 - (a) cause minutes to be recorded for Senate Caucus meetings, sign those minutes once approved by Caucus, and then submit those minutes to Council for approval;
 - (b) be the signing officer for Senate Caucus;
 - (c) distribute the Handbook referred to in Article 8 to all new members of Senate Caucus; and
 - (d) have other such duties as are outlined in the Code or assigned by Council or Senate Caucus from time to time.

Article 3. Election of a Student Senator to the University Commission

1. Senate Caucus shall elect one (1) Student Senator to sit on the University Commission. The Senator so elected shall not be one of the Council Senators.

Article 4. Meetings of Caucus

1. Quorum at Senate Caucus meetings shall be fifty percent (50%) of the voting members of Senate Caucus.
2. Council shall be informed in writing by the Chair of Senate Caucus of any absence by a Student Senator from two consecutive Senate Caucus meetings, or from any four Senate Caucus meetings in a given School Year, unless the Student Senator has been excused by a Resolution of Senate Caucus.
3. The Archivist-Researcher shall attend meetings of the Senate Caucus unless directed otherwise by the Chair of Senate Caucus.

Article 5. Resources for Senate Caucus

1. The Caucus shall be provided with the same secretarial and office support as is provided to Commissions and Committees of Council.
2. Senate Caucus shall be granted office space in the SUB by SAC without having to apply for it annually.

Article 6. Senate Vacancies

1. Mid-term vacancies among the Student Senators shall be filled in accordance with the procedures established by the Senate in October 1981. These procedures are as follows:
 - (a) For student representatives from individual faculties, Senate is to appoint a replacement on the recommendation of the appropriate undergraduate society or societies, the recommendation to be forwarded in writing to Senate by Council.
 - (b) For student representatives from the student body at large, Senate is to appoint a replacement on the written recommendation of Council.
2. In the case of 1(a) above, where a Student Senator's seat from an individual faculty becomes vacant in mid-term, Council shall recommend to Senate a replacement on the basis of a Council-approved selection process held by the appropriate undergraduate society or societies. The recommendation by Council shall be a Resolution having the

following form:

That Council recommend to Senate the appointment of _____ as the student representative for the Faculty of _____ and direct the President of the Society to inform the Secretary of Senate in writing of Council's decision.

3. In the case of 1(b) above, where a Student Senator's seat at large becomes vacant in mid-term, Council shall require Senate Caucus to interview and present one or more appropriate nominations to Council for written recommendation to the Senate. The recommendation by Council shall be a Resolution having the following form:

That Council recommend to Senate the appointment of _____ as a student representative at large, and direct the President of the Society to inform the Secretary of Senate in writing of Council's decision.

Article 7. Appointment to Senate Committees

1. Whenever a vacancy arises among the Student Senator positions on a Senate Committee, a Senate Caucus meeting shall be convened by the Chair to determine which Student Senator shall be recommended to the Senate Nominating Committee to fill the vacancy.
2. Whenever a new Senate committee is created, a Senate Caucus meeting shall be convened by the Chair to determine which Student Senator or Senators shall be recommended to the Senate Nominating Committee to sit on the new committee.
3. The Chair of Senate Caucus shall forward the recommendations of Senate Caucus to the Chair of the Senate Nominating Committee.

Article 8. Handbook

1. There shall be a Student Senator's Handbook kept and maintained under the direction of the Senate Caucus by the Archivist-Researcher.
2. The Senate Caucus shall publish in the Handbook all procedures and information relevant to Student Senators.

SECTION V: COMMITTEES OF COUNCIL

Article 1. General

1. There shall be Standing and Extraordinary Committees of Council.
2. The Standing Committees shall be:
 - (a) the Education Committee;
 - (b) the University and External Relations Committee;
 - (c) the Legislative Procedures Committee;
 - (d) the Business and Facilities Committee; and
 - (e) the Student Life Committee.
3. The Extraordinary Committees shall be:
 - (a) the Agenda Committee;
 - (b) Extraordinary Hiring Committees;
 - (c) the Elections Committee;
 - (d) the Budget Committee; and
 - (e) the SUB Renewal Committee, which shall operate under the terms of reference for the Ad Hoc SUB Renewal Committee until the completion of the SUB Renew project, at which time this clause shall expire.
4. Notice for all Committee meetings shall be issued by each Committee's Chair no less than forty-eight (48) hours before a meeting. Should this fail to occur, the failure shall be noted in the minutes. Notice shall be issued to the members of the Committee and also to the Active Members of the Society at large.
5. Quorum for any Committee is a majority of its voting membership unless a higher quorum is set out in Code. If quorum is not present at a Committee meeting, the lack of quorum shall be noted in the minutes of the meeting and shall be brought to the attention of Council if it is asked to approve any action or recommendation of said Committee.
6. The meetings of all standing and extraordinary Committees shall be open to the public, unless otherwise specified in the Code, or unless the Committee decides otherwise by Resolution.
7. All Committees may submit a budget to the Vice-President Academic and University Affairs. If a Committee does not submit a budget, the Vice-President Academic and University Affairs shall submit one on its behalf to the Vice-President Finance.
8. The minutes of all meetings of all Committees and the minutes of all meetings of each Committee's working groups, once approved by the Committee, shall be signed by the Chair of the Committee and submitted to Council for approval. Minutes of each Committee shall be approved at the following meeting of that committee, or else no

further business of that Committee shall be conducted, unless unanimous consent of the Committee is given. Approved minutes from Committees shall be sent to Council at the next sitting of Council after the Committee meeting at which they were approved.

9. All minutes of Committee and Committee working group meetings shall be posted on the Society website within a week of Council approval.
10. Unless there is unanimous consent from the Committee or working group members present at a meeting, audio and video recording of Committee and working group meetings is prohibited.

Article 2. Appointment of Committee Members

1. Unless otherwise stipulated in the provisions describing the composition of a Committee, Council shall appoint the members of all Committees. The term of each appointment made by Council shall be, for Councillors, from the date of the appointment through to April 1, and, for Students at Large, from the date of the appointment through to the first Council meeting in September. If a vacancy occurs in a Council-appointed position on a Committee, Council shall appoint a replacement member as soon as possible to complete the term of the previously appointed member. Notwithstanding the fact that a Committee member's term has expired, that Committee member shall serve until replaced.
2. Notwithstanding the preceding provision, where a Committee member must hold some other office in order to occupy a specific seat on a Committee, his or her appointment shall terminate when he or she ceases to hold that other office. For example: (1) the President shall be an ex-officio member of all Society Committees only so long as he or she is the President; and (2) where a Committee member occupies a seat reserved for Council members on that Committee, he or she shall be a member of the Committee only so long as he or she is a member of Council.
3.
 - (a) If no Student At Large has been found to fill a Student At Large position on a committee at the time Council is considering a motion to appoint such a Student At Large, then the motion to appoint that Student At Large shall be postponed until the next Council meeting and further advertising to fill the position shall be conducted.
 - (b) If no Student At Large can be found to fill a position on a committee even after the postponement and advertising referred to in paragraph 5(a) above, then notwithstanding the definition of Student At Large in Section I, Article 1(4) of the Code, an individual already appointed to a committee as a Student At Large may be appointed to additional committees as a Student At Large.
 - (c) No one may serve simultaneously on more than two (2) Standing Committees as a Student At Large.

Article 3. Committee Chairs

1. Chairs of Standing Committees
 - (a) All Chairs of Standing Committees shall be members of Council but shall not be members of the Executive.
 - (b) Council shall appoint the Chairs of all Standing Committee for a term of office commencing April 1 and ending March 31.
 - (c) Chairs of Standing Committees shall receive remuneration as established by a Resolution of Council on the recommendation of the Legislative Procedures Committee.
 - (d) Chairs of Standing Committees shall work on average twelve (12) hours per week.
 - (e) Chairs of Standing Committees shall:
 - (i) set the agendas for meetings;
 - (ii) call and publicize meetings;
 - (iii) cause minutes to be taken and approved at meetings and reported to Council;
 - (iv) ensure quorum is met at meetings;
 - (v) report to Council on the activities of the Committee; ~~and~~
 - (vi) seek to remove and replace Committee members who fail to attend meetings, in accordance with Article 4 below;
 - (vii) be entitled to the use of an office in the Student Union Building; and
 - (viii) be entitled to a transitional honorarium, as determined by the Legislative Procedures Committee, upon fulfilling the requirements of the Committee Chair Transition Checklist, below.
 - (f) Council may remove any person it has appointed Chair of a Committee by following the procedure stipulated in Bylaw 5(1)(c).
 - (g) The Agenda Committee shall arrange appropriate training for all Chairs, and shall provide each Chair with a Committee handbook.
 - (h) Chairs shall notify Council-of any vacancies on their Committees, at the next meeting of Council after the vacancy becomes known.
2. Council shall appoint the Chair of each Extraordinary Committee for the duration of that Committee's existence.
3. General Provisions for Chairs of both Standing and Extraordinary Committees
 - (a) The Chair shall preside over the meetings of the Committee, and shall not vote

except to break or create a tie or otherwise to affect the result.

- (b) A Committee may designate from its membership an Alternate Chair, who shall be responsible throughout the year for keeping up to date on the affairs of the Committee and shall chair meetings in the absence of the Chair and have no other duties. If both the Chair and Alternate Chair are unable to attend a meeting, the Committee shall elect an acting chair for that meeting.
- (c) The Chair shall administer the budget of the Committee as approved by Council, and shall be the signing officer of the Committee.
- (d) All Chairs shall have access to secretarial support in performance of their duties, and the Executive Committee shall ensure that Chairs have such access.

4. Committee Chair Transition Checklist

- (a) The outgoing Committee Chair shall prepare a comprehensive transitional report, which shall include but not be limited to:
 - (i) a comprehensive description of the Committee and its business, including discussions of the Committee's work in the previous year and of the current items on the Committee's agenda, along with suggestions for the direction of the Committee in the coming year;
 - (ii) a review of pertinent issues that came up in the media during the previous year, including enough information to make the incoming Chair familiar with the issues;
 - (iii) an overview of the internal policies and procedures for administration of the Committee account, and other such internal procedures as would be necessary to conduct the business of the Committee;
 - (iv) a list of passwords and codes associated with that Committee, including photocopier codes;
 - (v) a review of the successes and failures of projects and new initiatives of the Committee during the preceding year, including suggestions for improvements; and
 - (vi) a timeline indicating when recurring events are to take place and by what dates recurring or common tasks need to be completed.
- (b) The transitional report shall be a new document focusing on the events, achievements, and challenges of the previous year and on the outlook for the upcoming year, and must not be simply a copy of a previous year's transitional report.

- (c) The outgoing Chair shall inform the incoming Chair how to obtain copies of previous years' transitional reports.
 - (d) The outgoing Chair shall conduct in-person training of the incoming Chair, which shall include but not be limited to:
 - (i) introduction to the staff, especially the staff members with whom the Committee works on a regular basis;
 - (ii) familiarization of the incoming Chair with day-to-day tasks; and
 - (iii) attendance of the outgoing Chair at a meeting chaired by the incoming Chair, and a subsequent debriefing.
 - (e) The outgoing Chair shall ensure, along with the other outgoing Chairs, the organization of the Committee Chairs' office and files by April 15, which shall include but not be limited to:
 - (i) organizing and archiving the paper and computer files, including email files;
 - (ii) removing all personal belongings of the outgoing Chairs; and
 - (iii) ensuring the availability of all required keys and other necessary equipment.
5. Payment of the transitional honorarium shall be at the discretion of the incoming Agenda Committee, as based on the fulfillment of the Committee Chair Transition Checklist.
6. In the event of a dispute, the outgoing Committee Chair may appeal to Council.

Article 4. Replacement and Attendance

1. The Chair may, at his or her discretion, ask for the resignation of any Committee member who has missed at least three (3) regularly scheduled Committee meetings during the School Year.
2. If a Committee member does not submit his or her resignation after being requested to do so by the Chair of the Committee in accordance with paragraph 1 above, the Chair may submit a motion to Council to remove the Committee member from the Committee in accordance with Bylaw 5(1)(c). The Chair shall ensure that the Committee member facing removal shall receive no less than seven (7) days notice of the Council meeting at which the motion to remove him or her is to be considered.

Article 5. Composition

1. Standing Committees shall be composed of:
 - (a) six (6) non-Executive Council members, appointed by Council;
 - (b) three (3) Students At Large, appointed by Council; and
 - (c) two (2) members of the Executive appointed by the Executive Committee.
2. The Executive members of a Standing Committee may be altered at any time at the discretion of the Executive Committee.
3. The composition of an Extraordinary Committee shall be as indicated in the provisions for that Committee.
4. Specific staff of the Society shall have the right to attend every Standing Committee and Working Group meeting that pertains to their portfolios. Furthermore, Committee meetings and Working Group meetings shall be scheduled during regular business hours.

Article 6. Working Groups

1. Standing Committees may establish Working Groups by resolution to deal with specific aspects of their responsibilities.
2. Standing Committee Working Groups shall invite relevant members of the Society's staff to attend their meetings.
3. Working Groups shall produce minutes of their meetings, which they shall submit for approval to the Standing Committee of which they are a working group.

Article 7. Standing Committees

1. The Education Committee shall:
 - (a) develop and recommend to Council policy on academic issues, including but not limited to:
 - (i) student evaluations;
 - (ii) the University's ranking in outside evaluations;
 - (iii) learning technology;
 - (iv) exam scheduling;
 - (v) library hours and library holdings;
 - (vi) academic concession;
 - (vii) grading;
 - (viii) plagiarism;

- (ix) space in courses;
 - (x) cancellation of classes;
 - (xi) the role of sessional lecturers and TA's;
 - (xii) working conditions of students employed in research or teaching positions by the University;
 - (xiii) the relative emphasis the University puts on research vis-à-vis teaching;
 - (xiv) innovative learning;
 - (xv) flexible courses of study;
 - (xvi) interdisciplinarity;
 - (xvii) curriculum;
 - (xviii) research opportunities for students;
 - (xix) transfer credits;
 - (xx) admission criteria; and
 - (xxi) distance education.
-
- (b) assist and liaise with the Student Senate Caucus and Constituencies on matters pertaining to academics;
 - (c) assist the Vice-President Academic and University Affairs in liaising with the University's President, Vice-Presidents, Deans, and other officials concerning academic matters;
 - (d) develop ways through which the Society can improve academic quality and student engagement;
 - (e) review research and develop policy for coordinating with third parties towards improving academic quality;
 - (f) review the impact of the University's academic policies on students;
 - (g) consult with students on academic issues, including through means of an AMS annual survey;
 - (h) inform students about current academic issues and academic support programs;
 - (i) encourage student involvement with the administration of the University's library and bookstore;
 - (j) report on its activities at every Council meeting; and
 - (k) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

2. The University and External Relations Committee shall:
- (a) develop and recommend to Council policies and principles that shall serve as the foundation for the Society's provincial, federal, and municipal lobbying efforts and as the foundation for the Society's campaigns during provincial, federal, and municipal elections;
 - (b) assist the Executive in liaising with the various levels of government, with TransLink and such local authorities as the UNA and the UEL, and with other student organizations;
 - (c) assist the Executive in lobbying the appropriate level of government on issues of interest to students, including but not limited to:
 - (i) transit;
 - (ii) student loans;
 - (iii) post-secondary education funding;
 - (iv) tuition;
 - (v) sustainability;
 - (vi) child care;
 - (vii) equity;
 - (viii) student housing; and
 - (ix) and government policies.
 - (d) assist in the preparation of briefs, discussion papers, and policy documents with respect to post-secondary education for approval by Council and for submission to the University and to governmental or non-governmental bodies external to the University;
 - (e) review the impact of provincial and federal government educational policy;
 - (f) assist in liaising with the University's Board of Governors and with other University bodies, including but not limited to Treasury, Building Operations, Parking Services, Human Resources, UBC Properties Trust, and the University Counsel's office;
 - (g) advise the Executive Committee and Council on such issues as:
 - (i) student financial assistance;
 - (ii) tuition and other fees;
 - (iii) student access issues;
 - (iv) housing issues;
 - (v) sustainability at the University;
 - (vi) University funding and budgeting; and
 - (vii) the University's relations with its unions.

- (h) advise the Executive Committee and Council on how to communicate information about activities and issues facing the Society to the University and the community at large in a full, succinct and timely manner;
 - (i) review policy, planning and implementation processes regarding campus development at the University;
 - (j) establish eligibility criteria for U-Pass subsidies from the University's U-Pass subsidy fund, and develop procedures through which the office of the Vice-President External will determine which applicants qualify for a subsidy;
 - (k) report on its activities at every Council meeting; and
 - (l) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.
3. The Legislative Procedures Committee shall:
- (a) regularly review the Code and recommend to Council various options for appropriate Code changes to reflect changes within Council, its Committees, the Commissions, or the Society as a whole;
 - (b) draft Internal Policies and amendments to the Code as requested by Council;
 - (c) review Internal and Combined Policies that have been in effect for three years, in accordance with Code Section II, Article 11;
 - (d) recommend to Council various options for appropriate changes to the Constitution and Bylaws of the Society for consideration by the Society;
 - (e) advise on the current Constitution, Bylaws, Code, and Internal Policies of the Society and on possible amendments to those documents;
 - (f) advise Constituencies on internal legislative issues;
 - (g) review SAC Policies where appropriate;
 - (h) advise on the determination of the Society's fees and on the waiving of Society fees in accordance with Bylaw 14(7) and 14(9);
 - (i) make recommendations to Council concerning financial compensation and review all terms of employment for persons holding appointed positions in the Society, including Committee Chairs and Executive Project Officers, but not including the Society's hired employees other than the Executive Coordinator of Student Services;

- (j) review, recommend changes to, and utilize a system of rubrics or rankings, to be approved by Council, to assess the appropriate level of financial compensation for each position;
- (k) make an annual report to Council, on or before January 30 in every calendar year, which shall include recommendations for financial compensation and terms of employment for all persons holding appointed positions in the Society, including Committee Chairs and Executive Project Officers;
- (l) review the remuneration of the Executive members and the Executive Coordinator of Student Services and recommend changes in that remuneration to Council, in the course of which review and recommendation procedure the members of the Executive and the Executive Coordinator of Student Services, if members of this Committee, shall be excluded from deliberations;
- (m) establish and review regulations for the preservation of the Society's records and the maintenance of its archive;
- (n) establish channels, protocols and standards for the Society to disseminate information, including but not limited to program announcements, advertisements, and press releases;
- (o) report on its activities at every Council meeting; and
- (p) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

3. The Business and Facilities Committee shall:

- (a) assist with long-term business planning, such planning to include but not be limited to:
 - (i) providing the General Manager with planning advice with respect to the commercial services under his or her management;
 - (ii) assisting with the creation or major modification of Society commercial services;
 - (iii) advising the General Manager on potential commercial opportunities;
 - (iv) developing, with the General Manager, a long-term plan for commercial services that meets the service and income needs of the Society, for the approval of Council;

- (b) examine the budgets of the Society's businesses and present its recommendations for changes to those budgets, if it has any, to the Budget Committee as part of the process of preparing the Society's budget;
- (c) ratify any unbudgeted price changes in the Society's businesses and of any other unbudgeted changes in the businesses, including but not limited to renovations and equipment purchases, such renovations and purchases to require the approval of the Committee if they are for more than \$25,000;
- (d) be responsible for ensuring the implementation of the Society's sustainability strategy and have the following additional responsibilities related to sustainability:
 - (i) investigating sustainable and fair business practices at the Society's businesses, including a review of purchasing policy;
 - (ii) setting annual sustainability priorities for actions and projects, and present those priorities to Council no later than the last Council meeting in June;
 - (iii) presenting Council with an update on the fulfillment of the sustainability priorities no later than the last Council meeting in October;
 - (iv) present an annual sustainability report to Council no later than the last Council meeting in March;
- (e) make recommendations about dealing with deficits, surpluses, and unallocated revenue from donors and sponsors, in accordance with Section IX B, Articles 4 and 5.
- (f) make recommendations to Council for amendments to the AMS Sponsorship Policy in accordance with Section IX B, Article 9(4);
- (g) establish eligibility criteria for SUB Renewal subsidies from the Society's SUB Renewal Subsidy Fund, and develop procedures through which the Executive will determine which applicants qualify for a subsidy;
- (h) consider necessary or desirable renovations to the Student Union Building, the AMS Whistler Lodge, and any other Society buildings, as well as other capital projects, present options and recommendations about such renovations and projects to Council, and verify that all such renovations and projects have been completed satisfactorily;
- (i) consider improvements to the Society's IT services, present options and recommendations about such improvements to Council, and verify that all such improvements have been completed satisfactorily;
- (j) in relation to appointments:

- (i) form interview teams to interview candidates for the following positions: Student Service Coordinators and Assistant Coordinators, Commissioners, Associate Vice-Presidents, President's Executive Assistant, Assistants to the Vice-Presidents, Executive Project Officers, and such other positions as designated by Council;
- (ii) ensure that all vacancies in the positions referred to in paragraph (i) above are advertised in a campus publication, and that interested candidates have at least two (2) weeks to apply for such positions;
- (iii) ensure that each interview team develops standardized questions and evaluation criteria for each position for which it interviews, such questions and criteria to be approved by the team before interviewing begins, and to be applied equally to all candidates;
- (iv) make all reasonable efforts to ensure that for any given position the same individuals conduct all interviews;
- (v) ensure that members of the Executive, Service Coordinators, and the Executive Coordinator of Student Services attend all interviews of candidates for positions reporting to them;
- (vi) ensure that interview teams invite the outgoing holders of positions applied for to attend interviews unless the outgoing individual is reapplying for the position;
- (vii) have the power, if an interview team chooses not to recommend a person for a position applied for, to have that person's application considered for another position;
- (viii) ensure that interviews are open only to members of the interview team, members of the Executive, and guests invited by the interview team; and
- (ix) receive recommendations from the interview teams, which it shall forward to the appropriate member of the Executive or the Executive Coordinator of Student Services;
- (k) provide guidance to the Executive in negotiations with the Society's unionized employees;
- (l) report on its activities at every Council meeting; and
- (m) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

4. The Student Life Committee shall:

- (a) coordinate inter-Constituency campus events and activities;
- (b) plan campus events that enrich the social and personal lives of the Active Members of the Society and ensure visible and effective advertising for such events and for other campus events of interest to Active Members;
- (c) assist in managing and coordinating ceremonies and dinners, including but not limited to the Great Trekker Award ceremony, Just Desserts, and the All-Presidents' dinner;
- (d) examine new and innovative ideas for engaging students in the Society's activities and for other projects enabling the Society to fulfill its Constitutional objectives and its Mission Statement;
- (e) advise the Executive Committee and Council on how to communicate information about activities and issues facing the Society to the membership in a full, succinct and timely manner;
- (f) establish channels, protocols and programs aimed at encouraging input from and consultation with the Society's membership;
- (g) oversee and administer the Society's publications in accordance with Section IX D of the Code;
- (h) oversee the management of the electronic communication network within the Society;
- (i) oversee the Society's web pages;
- (j) arrange for the preparation and insertion of a Society information supplement into a campus publication or publications on a regular basis;
- (k) review the Society's relationship with external media, including but not limited to the *Ubyyssey* and CiTR;
- (l) assist and liaise with the Executive Coordinator of Student Services with regard to all the Society's services;
- (m) consider issues regarding campus and student safety and liaise with Campus Security;
- (n) develop priorities and policies concerning equity issues within the Society and recommend such priorities and policies to Council;

- (o) investigate barriers to engagement within the Society, and identify those areas where there exists an inequity of opportunity;
- (p) oversee Society programs that are designed to promote equity, including
 - (i) establishing metrics by which the success of such programs can be measured; and
 - (ii) evaluating the success of such programs;
- (q) manage and allocate the Sexual Assault Initiatives Fund, subject to the Fund's description in Section IX B, Article 6;
- (r) liaise with such University bodies as Athletics, Student Housing and Hospitality Services, and Classroom Services, and with such units within the Student Development and Services office as International House, Orientations, the Access and Diversity Office, and the Equity Office;
- (s) report on its activities at every Council meeting; and
- (t) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

Article 8. Agenda Committee

1. The Agenda Committee shall be composed of:
 - (a) the President, who shall be chair; and
 - (b) the Chairs of the five Standing Committees.
2. The Committee shall:
 - (a) assist the President in preparing the agenda for each Council meeting and for general meetings of the Society;
 - (b) subject to Section III, Article 2, when presented with an issue for consideration by Council, decide if the issue needs further discussion or investigation before consideration by Council, and if so, direct the issue to the appropriate Standing Committee, which shall carry out that discussion or investigation;
 - (c) establish and announce regular meeting times for the five Standing Committees at as early a date in each term as possible;
 - (d) arrange appropriate training for all Chairs of Standing Committees, such training

to include a Committee Handbook, which shall include operating procedures, a guide to available resources, and the previous year's minutes and agendas;

- (e) recommend to Council a candidate for Speaker, such recommendation to be arrived at by an interview process in accordance with the procedures followed by an Extraordinary Hiring Committee in recommending a candidate for a student government position;
 - (f) constructively review key activities and personnel of the Society, such review to include but not be limited to the following duties:
 - (i) establishing interview teams consisting of at least two (2) members of the Committee, each team to meet quarterly with a member of the Executive to review the activities and objectives of that Executive member;
 - (ii) developing a set of evaluation criteria to guide the interview teams and the Executives being reviewed during the review process;
 - (iii) reviewing, in September, January, and May, the performance of the Ombudsperson and providing feedback on his or her performance;
 - (iv) responding to, investigating, and if it so deems necessary by Resolution reporting to Council on complaints regarding the Ombudsperson; and
 - (v) reviewing the finances of the Society in the event Council deems it necessary, by Resolution, to inspect a specific component of the Society's financial activities; and
 - (g) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.
3. When carrying out its duties under paragraph 2(f) above, the Committee shall consist only of the five chairs of the Standing Committees without the President.
 4. All reports of the Committee compiled in accordance with paragraph 2(f) above concerning individuals in hired and appointed positions shall be presented to Council in camera.
 5. All reports of the Committee compiled in accordance with paragraph 2(f) above concerning members of the Executive shall be presented to Council in camera. However, a summary of findings shall be presented in open session, with emphasis placed on the meeting of objectives.

Article 9. Extraordinary Hiring Committees

1. An Extraordinary Hiring Committee shall be composed of:
 - (a) three (3) non-Executive Council members;
 - (b) two (2) Students at Large; and
 - (c) two (2) members of the Executive chosen by the Executive.
2. Council shall name one of the Executive or non-Executive Council members as Chair of the Committee. If the Chair is a non-Executive Council member, he or she shall receive remuneration as set by a Resolution of Council on the recommendation of the Legislative Procedures Committee.
3. A Committee shall be struck as needed to make recommendations to Council for the hiring of the Ombudsperson, the Elections Administrator, other positions on the Elections Committee, officer positions of Student Court, and such other student government positions as are designated by Council.
4. A Committee shall be struck as needed to make recommendations to Council for the hiring of the General Manager and to make recommendations to the General Manager for the hiring of senior managers and senior staff.
5. Pursuant to paragraph 3 above, for student government positions, the Committee shall:
 - (a) ensure that all vacancies in the positions referred to in paragraph 3 above are advertised in a campus publication, and that interested candidates have at least two (2) weeks to apply for such positions;
 - (b) develop standardized questions and evaluation criteria for each position for which it interviews, such questions and criteria to be approved by a Resolution of the Committee before interviewing begins, and applied equally to all candidates;
 - (c) vote to ratify the decisions of the Chair as to which candidates are given interviews out of those who have applied; and
 - (d) determine the times at which interviews may occur.
6. For the hiring of the General Manager and other senior managers and staff pursuant to paragraph 4 above, the Committee shall recommend to Council whether to retain a consultant firm to assist in the hiring. It shall also:
 - (a) make decisions concerning where to advertise the position;
 - (b) develop standardized questions and evaluation criteria for each position for which it interviews, such questions and criteria to be approved by a Resolution of the Committee before interviewing begins, and applied equally to all candidates;

- (c) vote to ratify the decisions of the Chair as to which candidates are given interviews out of those who have applied; and
 - (d) determine the times at which interviews may occur.
- 6. The Committee may, if it chooses not to recommend a person for a position applied for, consider that person for another position under its purview as set out in paragraphs 3 and 4 above, or refer that person's application to the Business and Facilities Committee for consideration.
- 7. Meetings of the Committee shall be open only to members of the Committee, and to guests invited by Resolution of the Committee.
- 8. In accordance with Section IX A, Article 1C(1)(b) of the Code, the Committee shall consult with the current Elections Administrator in choosing a new Elections Administrator, except when the current Elections Administrator is applying to be reappointed.
- 9. The Elections Administrator shall attend interviews as a non-voting member of the Committee when applicants for Elections Committee positions are being interviewed.
- 10. The Committee shall make all reasonable efforts to ensure that for any given position, the same individuals conduct all the interviews.

Article 10. Elections Committee

- 1. The Elections Committee's composition and duties are as stipulated in the Electoral Procedures section of the Code (Section IX A).

Article 11. Budget Committee

- 1. The Budget Committee's composition and duties are as stipulated in Bylaw 11(1)(b).
- 2. The Budget Committee's members-at-large and Councillors shall be drawn from the membership of the Business and Facilities Committee.

SECTION VI: EXECUTIVE

Article 1. General

1. Executive members and the Executive Coordinator of Student Services shall be salaried employees for the duration of their term of office. Council may direct the Legislative Procedures Committee to review the remuneration of the Executive members and the Executive Coordinator of Student Services, in accordance with Section V, Article 7(3)(1). On the recommendation of the Legislative Procedures Committee, Council may alter the remuneration of the Executive members and the Executive Coordinator of Student Services. Any change in the remuneration shall take effect at the time of the Annual General Meeting of the Society, when the newly elected Executive takes office.
2. In the event that a yearly amount has been set as the salary for Executive members and the Executive Coordinator of Student Services, and if Executive members or the Executive Coordinator of Student Services serve for less than, or more than, a full year, their salary shall be pro-rated.
3. Each Executive member shall work, on average, no less than forty (40) hours per week.
4. Each Executive member shall keep no less than five (5) office hours per week, including at least one (1) hour a week in a public location.
5. Each Executive member shall post, on or about his or her office door:
 - (a) his or her specific office hours; and
 - (b) a means by which Society staff and Active Members can contact him or her outside of the posted office hours.
6. The Treasurer-Controller shall instruct each Executive member on the operations of the Administration Office.

Article 2. Transitional Honoraria

1. Each Executive member shall be responsible for the orientation of his or her replacement, such orientation to include but not be limited to:
 - (a) completion of a comprehensive transitional report no later than the date of the Annual General Meeting;
 - (b) in-person training of the incoming Executive member;
 - (c) consultation on Executive matters at the request of the incoming Executive member for a period of not less than one (1) month after the Annual General Meeting; and

- (d) organization of the Executive member's office and files.
- 2. Council may direct the Legislative Procedures Committee to review the amount of the transitional honoraria, in accordance with Section V, Article 7(3)(1). On the recommendation of the Legislative Procedures Committee, Council may alter the amount of the transitional honoraria.
- 3. If an Executive member is re-elected to the same position, said Executive member shall not be granted an honorarium. All other outgoing members of the Executive shall be eligible for an honorarium or a portion of an honorarium, based on the extent to which they fulfil the requirements of paragraph 1 above.
- 4. The member of the Executive who is being trained shall decide the extent to which the outgoing member has fulfilled the requirements of paragraph 1 above in accordance with the Executive Transition Checklist below. If there is a dispute, the outgoing member may appeal to the Ombudsperson.
- 5. If an Executive member from one year is elected to another Executive position in the following year, said Executive member must complete all the training activities required by this Article outside the forty (40) hours per week of work time required by Section VI, Article 1(2) of the Code.
- 6. Executive Transition Checklist
 - (a) Further to paragraph 1(a) above, the comprehensive transitional report shall be worth one-third (1/3) of the amount of the transitional honorarium and shall include but not be limited to:
 - (i) a comprehensive description of each committee the Executive member sits on, including discussions of the committee's work in the previous year and of the current items on the committee's agenda, along with suggestions for the direction of the committee in the coming year;
 - (ii) information about the student staff positions directly associated with the Executive member (e.g., Commissioners, Assistants), including information on the current roles of each staff position and suggestions for the positions in the coming year;
 - (iii) a review of important issues that came up in the media during the previous year, including enough information to make the incoming Executive member familiar with the issues;
 - (iv) a review of the successes and failures of projects and new initiatives of the outgoing Executive member, including suggestions for improvements; and
 - (v) a timeline indicating when events are to take place and by what dates tasks need to be completed.

- (b) The transitional report shall be a new document focusing on the events, achievements, and challenges of the previous year and on the outlook for the upcoming year, and must not be simply a copy of a previous year's transitional report.
 - (c) The outgoing Executive member shall inform the incoming member how to obtain copies of previous years' transitional reports.
 - (d) Further to paragraph 1(b) above, the in-person training of the incoming Executive member shall be worth one-fifth (1/5) of the amount of the transitional honorarium and shall include but not be limited to:
 - (i) introduction to the staff, especially the staff members with whom the Executive member works particularly closely;
 - (ii) familiarization of the incoming member with day-to-day tasks;
 - (iii) attendance of both the incoming and outgoing member at no less than three (3) meetings of Standing Committee the member sits on; and
 - (v) for those Executive members who are also signing officers, arrangement of instruction by the Treasurer-Controller on appropriate procedures for reviewing cheques and the related supporting documentation.
 - (e) Further to paragraph 1(c), consultation on Executive matters after the Annual General Meeting shall be worth one-third (1/3) of the amount of the transitional honorarium and shall include, but not be limited to, informing the incoming Executive member of any outstanding issues to be resolved and work to be completed.
 - (f) Further to paragraph 1(d), organization of the office and files shall be worth two-fifteenths (2/15) of the amount of the transitional honorarium and shall include but not be limited to:
 - (i) organizing the outgoing member's paper and computer files, including e-mail files, by the time of the Annual General Meeting;
 - (ii) removing all personal belongings of the outgoing Executive member by the time of the Annual General Meeting; and
 - (iii) ensuring the availability of all required keys, the Executive member's cell phone, and other necessary equipment by the time of the Annual General Meeting.
7. All the rules in this Article for transitional orientation and transitional honoraria for Executive members shall apply to the Executive Coordinator of Student Services.

Article 3. Executive Committee

1. There shall be an Executive Committee, composed of the five members of the Executive, with the President as the Chair. The General Manager, the Policy Adviser, and the Executive Coordinator of Student Services shall attend meetings of the Committee unless directed otherwise by the Committee.
2. Subject at all times to the Constitution, Bylaws, and Code of Procedure, and to the Society's policies, the powers of Council, and the Executive Procedures Manual, the Executive Committee shall:
 - (a) supervise and provide direction for the implementation and administration of the policies and procedures of the Society;
 - (b) be responsible for internal and external communications for the Society;
 - (c) present options and make recommendations to Council on matters of concern to members of the Society;
 - (d) provide full, succinct and timely disclosure of its activities and decisions to Council on an ongoing basis;
 - (e) coordinate and engage in (or delegate the authority to coordinate and engage in) negotiations with parties on contractual matters;
 - (f) determine the resource needs of the Society so that the Society can pursue its constitutional purposes effectively;
 - (g) ensure that all deserving students involved in the Society receive some form of recognition for their contribution and service to the Society;
 - (h) approve changes in the contract between the Society and the General Manager, and inform Council if any substantial changes are made;
 - (i) ensure that minutes of all Executive Committee meetings, once approved by the Committee, shall be signed by the Chair (or other person presiding over the meeting) and submitted to Council for approval;
 - (j) ensure the circulation of the Code and the Society's other documents in accordance with Section I, Article 4(1) and Section II, Article 13(1);
 - (k) arrange for a comprehensive orientation session for Council members in accordance with Section II, Article 13(2);
 - (l) recommend to Council the creation and dissolution of Student Services;

- (m) have the power to name a Councillor of the Year in accordance with Section XII, Article 2; and
 - (n) have such other powers and duties as are assigned by Council from time to time.
- 3. Nothing in this Article shall be interpreted so as to restrict the authority of Council as established in the Bylaws.
- 4. When a question arises over whether the Executive Committee or Council is the appropriate body to deal with an issue, the Executive Committee shall decide the matter, subject to the Bylaws, Code and policies of the Society, and shall note the decision in its minutes. However, Council may overrule the Executive Committee's decision and choose to deal with the issue itself.
- 5. Pursuant to Bylaw 5(1), no information shall be withheld from Council notwithstanding the confidential nature of the information. The Executive may request that the information be disclosed in an *in camera* session, at which time Council shall decide whether to go into an *in camera* session.
- 6. In addition to the rules and regulations set out in the Code and Bylaws, the Executive Committee may make such other rules and regulations as it considers necessary, provided such rules and regulations are consistent with the Constitution, Bylaws and Code of the Society. Such rules shall be adopted by a Two-thirds (2/3) Resolution at a meeting of the Executive Committee where all the Executive members are in attendance, and shall be placed in an Executive Procedures Manual. Council may amend this Manual at any time by Resolution.
- 7. Executive Projects and Executive Project Officers
 - (a) Upon recommendation of the Executive Committee, Council may, by Resolution, establish Executive Projects of a temporary, ad hoc, or trial nature to be directed by an Executive Project Officer. This provision notwithstanding, the approval of a project or event in the budget of the Society shall be deemed establishment per this section.
 - (b) Executive Project Officers shall be appointed by the person or body they report to, on the recommendation of the Business and Facilities Committee.
 - (c) The terms of office for an Executive Project Officer shall be no more than one (1) year.
 - (d) On the recommendation of the Legislative Procedures Committee, Council shall set the remuneration for each Executive Project Officer.
 - (e) Executive Project Officers shall not hold any other elected or appointed positions within the Society, excluding those in Subsidiary Organizations.

Article 4. President

1. In addition to those powers and duties set out in the Bylaws, the President shall:
 - (a) be a non-voting member of all Commissions established by Council;
 - (b) oversee the Vice-Presidents;
 - (c) coordinate, in general, the activities of the Executive and the Society as a whole;
 - (d) be the Spokesperson for Council and the Society;
 - (e) write letters on behalf of Council;
 - (f) represent the Society on the Alumni Association Board of Management, or designate a representative;
 - (g) organize Homecoming activities and the Great Trekker Ceremony;
 - (h) call a meeting of the Constituency Presidents at least once per term during the School Year;
 - (i) oversee and coordinate the activities of the Presidential Officers, and provide for all expenses relating to these positions within his or her budget;
 - (j) renegotiate, in the final month of his or her term of office, the terms of the contract between the Society and the General Manager and submit any proposed changes to the Executive Committee for its approval;
 - (k) ensure that a response is given when a meeting of Constituency Presidents offers advice or puts forward questions in accordance with paragraphs 2(c) and 2(d) below;
 - (l) be responsible for implementing the Strategic Framework in accordance with Code Section II, Article 12; and
 - (m) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.
2. Meetings of Constituency Presidents
 - (a) The President shall chair meetings of the Constituency Presidents, and report on these meetings to Council in his or her performance reports. Notice of each such meeting shall be circulated no less than one week prior to the meeting.

- (b) The President must call a meeting of the Constituency Presidents at least once per term during the School Year and must also call such a meeting upon a petition duly signed by a majority of the Constituency Presidents delivered to the President.
- (c) The Constituency Presidents may, by a resolution passed at a meeting of the Constituency Presidents, advise any body within the Society, and that body shall be required to respond to the advice given. The President shall ensure that a response is given.
- (d) The Constituency Presidents may, by a resolution passed at a meeting of the Constituency Presidents, put questions to any body within the Society, and that body shall be required to respond to the questions asked. The President shall ensure that a response is given.

3. Presidential Officers

- (a) The Presidential Officers shall be:
 - i) the President's Executive Assistant;
 - ii) the Executive Coordinator of Student Services; and
 - iii) the Executive Projects Assistant.
- (b) The President's Executive Assistant shall be appointed by the President on the recommendation of the Business and Facilities Committee for a term set by the President.
- (c) The Executive Coordinator of Student Services shall be an Active Member of the Society hired by the General Manager after the Executive elections and before the Annual General Meeting, in consultation with the incoming and outgoing President, the incoming Vice-President Academic and University Affairs, the outgoing Executive Coordinator of Student Services, and two current Student Service Coordinators or Co-Coordinators designated by the outgoing President.
- (d) The term of office for the Executive Coordinator of Student Services shall correspond to that of the members of the Executive Committee as stipulated in Bylaw 5, Article 3.
- (e) The Executive Projects Assistant shall be appointed by the President on the recommendation of the Commissioners Appointments Committee for a term set by the President.
- (f) The President's Executive Assistant shall:
 - (i) assist the President with day-to-day administrative duties;

- (ii) handle the President's correspondence;
 - (iii) at the request of the President, take minutes of meetings attended by the President;
 - (iv) at the request of the President, attend meetings with students, University administrators, and other stakeholders with or on behalf of the President, and provide support and feedback during and after such meetings;
 - (v) organize events, manage projects, run campaigns, do research, and make presentations for the President;
 - (vi) assist the President in liaising with other organizations and building relationships with them;
 - (vii) commit no less than twenty (20) hours per week to the completion of his or her duties; and
 - (viii) have such other duties as are assigned by the President or Council from time to time.
- (g) The Executive Coordinator of Student Services shall:
- (i) be the liaison person between the Executive Committee and the Student Services designated in Section X of the Code;
 - (ii) be responsible for the management and administration of the Student Services;
 - (iii) meet regularly with the Student Service Coordinators and Co-Coordinators;
 - (iv) provide supervision and guidance for the Student Service Coordinators and Co-Coordinators and act as a resource person and advocate for them;
 - (v) arrange for orientation and transition of Student Service Coordinators and Co-Coordinators;
 - (vi) arrange appropriate training courses for the Student Service Coordinators and Co-Coordinators, including but not limited to courses on human resources practices, employment equity, and human rights issues;
 - (vii) assist the Student Service Coordinators and Co-Coordinators in the preparation of their budgets;
 - (viii) subject to paragraph (h) below, act as the liaison person with the University Administration on issues affecting the Student Services;
 - (ix) provide a written monthly report to the Executive Committee;
 - (x) commit no less than forty (40) hours per week to the completion of his or her duties;

- (xi) be a salaried employee for the duration of his or her term of office;
 - (xii) attend meetings of the Executive Committee unless directed otherwise by the Committee;
 - (xiii) be a non-voting member of Council; and
 - (xiv) have such other duties as are assigned by the Executive or Council from time to time.
- (h) The Executive Coordinator of Student Services shall not:
- (i) negotiate with the University, unless authorized to do so by the Executive Committee; or
 - (ii) engage in lobbying, unless authorized to do so by Council.
- (i) The Executive Projects Assistant shall:
- (i) coordinate events and projects for the Executive Committee;
 - (ii) commit no less than ten (10) hours per week to the completion of his or her duties;
 - (iii) be a part-time salaried employee for the duration of his or her term of office;
 - (iv) provide a monthly written report to the President; and
 - (v) have such other duties as are assigned by the President or Council from time to time.
- (j) On the recommendation of the Legislative Procedures Committee, Council shall, by Resolution, set the remuneration of the President's Executive Assistant. Any change in the remuneration of the Assistant shall take effect at the time when a newly appointed Assistant assumes office.

Article 5. Vice-President Academic and University Affairs

1. In addition to those powers and duties set out in the Bylaws, the Vice-President Academic and University Affairs shall:
 - (a) chair the University Commission and be the liaison between that Commission and Council;

- (b) be the signing officer for Council and the University Commission;
- (c) liaise with the Constituencies on academic matters and relations with the University;
- (d) enforce the Council attendance rules in accordance with Section II, Article 7;
- (e) inform the president of a Constituency when an election of a Council member from that Constituency is required;
- (f) inform Council members if they are not in compliance with the requirement to serve on a minimum of one (1) Standing Committee, in accordance with Section II, Article 6(2);
- (g) ensure that bodies and individuals report back to Council on actions Council has directed them to take;
- (h) along with the Council Senators, act as a liaison between Council and the Senate Caucus;
- (i) after an Annual General Meeting, cause to be filed with the Registrar of Companies the documents as required by the *Society Act*, and any other documents; and
- (j) liaise with organizations at the University representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning University affairs;
- (k) submit to Council any correspondence or other documents delivered to him or her which are addressed to Council;
- (l) ensure that reports are received from the Elections Administrator in accordance with Section IX A, Article 7(9);
- (m) ensure that members of the Executive present reports to Council in accordance with Article 9 below;
- (n) ensure that a representative from each Constituency provides a copy of the minutes of each meeting of the Constituency's council to the Archivist-Researcher in accordance with Section II, Article 6(5);
- (o) report to the President; and
- (p) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

2. Vice-Presidential Officers (Academic)

- (a) The Vice-Presidential Officers (Academic) shall be:
 - (i) the Assistant to the Vice-President Academic and University Affairs.
- (b) The Assistant to the Vice-President Academic and University Affairs shall be appointed by the Vice-President Academic and University Affairs on the recommendation of the Business and Facilities Committee for a term not to exceed one year set by the Vice-President Academic and University Affairs.
- (c) The Assistant to the Vice-President Academic and University Affairs shall:
 - (i) assist the Vice-President Academic and University Affairs with day-to-day administrative duties;
 - (ii) handle the Vice-President Academic and University Affairs' correspondence;
 - (iii) at the request of the Vice-President Academic and University Affairs, take minutes of meetings attended by the Vice-President Academic and University Affairs;
 - (iv) at the request of the Vice-President Academic and University Affairs, attend meetings on behalf of the Vice-President Academic and University Affairs;
 - (v) commit no less than ten (10) hours per week to the completion of his or her duties; and
 - (vi) have such other duties as are assigned by the Vice-President Academic and University Affairs or Council from time to time.

Article 6. Vice-President Finance

- 1. In addition to those powers and duties set out in the Bylaws, the Vice-President Finance shall:
 - (a) chair the Finance Commission and be the liaison between that Commission and Council;
 - (b) be the signing officer for the Finance Commission;
 - (c) manage the financial affairs of the Society in accordance with the Fiscal Procedures of the Code;
 - (d) negotiate, with the General Manager, changes in the contracts for the unionized staff of the Administration Office and all permanent staff (other than the General Manager) and present those changes to Council for approval, when appropriate;
 - (e) be the liaison between Council and any business association of which the Society

- is a member, or designate a representative to be that liaison;
- (f) further to Bylaw 11(1) prepare the budget so that it includes actual results, budgeted results, variances and the prior year's comparative results;
 - (g) ensure that Clubs and Constituencies submit annual financial reports in accordance with Bylaw 13(9);
 - (h) have the power to authorize any expenditure provided for in the budget as approved by Council;
 - (i) serve as a director on the CiTR Board of Directors or, if not eligible to serve, attend meetings of the CiTR Board of Directors;
 - (j) work with the Society's businesses and its building and facility managers to implement the Society's sustainability strategy;
 - (j) report to the President; and
 - (k) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.
2. The Vice-President Finance, pursuant to Bylaw 5(3)(d)(iii)(2), shall have the power to suspend transactions from the account of any Committee or Subsidiary Organization which is in debt and which, in his or her opinion, has made no reasonable attempt to get out of debt. The suspension shall remain in effect until such time as the Vice-President Finance is satisfied the delinquent organization can repay its debt or Council has made a decision as to the organization's future status.
3. Further to paragraph 2 above, the Vice-President Finance shall immediately notify a delinquent organization, in writing, of the decision to suspend transactions from its account, and shall help the organization devise a method of repaying its debt.
4. Pursuant to Bylaw 5(3)(d)(iii)(4), a "Function Control Report" shall mean a budget of expenditures and revenues for a particular function, and shall include copies of previous reports and budgets if required by the Vice-President Finance.
5. Vice-Presidential Officers (Finance)
- (a) The Vice-Presidential Officers (Finance) shall be:
 - i) the Sustainability Coordinator.
 - (b) The Sustainability Coordinator shall be appointed by the Vice-President Finance on the recommendation of the Business and Facilities Committee for a term commencing May 1 and ending April 30.

- (c) The Sustainability Coordinator shall:
 - (i) under the direction of the Vice-President Finance implement the projects and goals set out by the Impacts Committee each year;
 - (ii) work on sustainability issues with student groups, clubs, Constituencies, and Student Resource Groups, and with any relevant University departments, such as the University's Sustainability Office;
 - (iii) work with the Society's Communications department and with its senior managers, businesses, and services on sustainability issues;
 - (iv) with the approval of the Vice-President Finance, apply for and oversee relevant research projects, and oversee interns on those projects;
 - (v) report on a regular basis to the Vice-President Finance on sustainability issues;
 - (vi) work on average no less than twenty (20) hours per week during the School Year and no less than thirty (30) hours a week on average during the summer; and
 - (vii) have such other duties as are assigned by the Vice-President Finance or by Council from time to time.
- (d) The Sustainability Coordinator shall not:
 - (i) negotiate with the University, unless authorized to do so by the Executive Committee; or
 - (ii) engage in lobbying, unless authorized to do so by Council.

Article 7. Vice-President Administration

- 1. In addition to those powers and duties set out in the Bylaws, the Vice-President Administration shall:
 - (a) be responsible for the management of the Student Union Building, including its use, maintenance and condition;
 - (b) be the signing officer for SAC;
 - (c) liaise with the Constituencies on administrative matters and the use of the Society's facilities;

- (d) represent the Society on the University Athletic Council, the Thunderbird Winter Sports Centre Management Committee, the Aquatic Centre Management Committee, and the Walter Gage Memorial Fund Committee, or designate a representative to sit on those Committees;
- (e) make regular reports to Council and SAC about the operation of the Thunderbird Winter Sports Centre and the Aquatic Centre;
- (f) be responsible for overseeing the AMS Whistler Lodge;
- (g) have the right to attend meetings of all Society Clubs and Associations and to speak and present motions at such meetings, or to send a delegate with these powers to such meetings;
- (h) report to the President; and
- (a) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

2. Vice-Presidential Officers (Administration)

- (a) The Vice-Presidential Officers (Administration) shall be:
 - (i) the Assistant to the Vice-President Administration.
- (b) The Assistant to the Vice-President Administration shall be appointed by the Vice-President Administration on the recommendation of the Business and Facilities Committee for a term not to exceed one year set by the Vice-President Administration.
- (c) The Assistant to the Vice-President Administration shall:
 - (i) assist the Vice-President Administration with day-to-day administrative duties;
 - (ii) handle the Vice-President Administration's correspondence;
 - (iii) at the request of the Vice-President Administration, take minutes of meetings attended by the Vice-President Administration;
 - (iv) at the request of the Vice-President Administration, attend meetings on behalf of the Vice-President Administration;
 - (v) commit no less than ten (10) hours per week to the completion of his or her duties; and
 - (vi) have such other duties as are assigned by the Vice-President Administration or Council from time to time."

Article 8. Vice-President External Affairs

1. In addition to those powers and duties set out in the Bylaws, the Vice-President External Affairs shall:
 - (a) chair the External Commission and be the liaison between that Commission and Council;
 - (b) be the signing officer for the External Commission;
 - (c) be responsible for community outreach and external political events of the Society;
 - (d) liaise with, and represent the Society on, external organizations, committees and coalitions, unless such duties have been otherwise assigned in the Bylaws or Code;
 - (e) liaise with residence associations;
 - (f) be responsible for lobbying local, provincial and federal governments;
 - (g) liaise with organizations at the University representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning external issues and lobbying;
 - (h) report to the President; and
 - (i) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

Article 9. Performance Reports to Council

1. Each member of the Executive shall prepare a written report to be submitted to Council at least forty-eight (48) hours before the following Council meetings:
 - (a) the last meeting in March,
 - (b) the last meeting in June,
 - (c) the last meeting in September; and
 - (d) the first meeting in January.

These reports shall be discussed during Executive Remarks.

2. Each Executive's report shall:
 - (a) outline all the duties of that Executive as prescribed by the Bylaws and the Code;
 - (b) outline specific additional duties assigned by Council;
 - (c) report the progress and work done for each duty as outlined in (a) and (b);
 - (d) report any other matter on which the Executive member is working; and

- (e) outline the goals being pursued by the Executive member and the timeline for achieving those goals.
- 3. The Executive Coordinator of Student Services shall prepare a written report of the same sort prepared by the members of the Executive, to be submitted to Council at the same time as those submitted by the members of the Executive.
- 4. The Vice-President Academic and University Affairs shall be responsible for ensuring that the reports referred to in this article are submitted to Council.

Article 10. Expenses and Guidelines for Executive Members

- 1. An Executive Member may incur and be reimbursed for reasonable and justifiable expenses that have been budgeted for or are incurred while acting on behalf of the Society.
- 2. Expenses that have not been specifically budgeted for must be approved by Council for reimbursement to occur.
- 3. Reimbursement may be made for the following expenses incurred by an Executive member while away on Society-related business:
 - (a) Transportation: bus, rail, air, etc. at the economy rate. Receipts are required for reimbursement.
 - (b) Meals: Council shall approve a certain amount each day to be spent on meals.
 - (c) Accommodation: reasonable rates. Council may impose a rate format or a maximum accommodation budget.
 - (d) Out of pocket expenses: incidental expenses incurred may be claimed. Receipts are required for amounts over \$2.00.
- 4. Expenses shall be reported within sixty (60) days for reimbursement to occur.
- 5. Reimbursement may be made for the following expenses incurred by an Executive member within the Society:

- (a) Food Outlets

An amount specified in the Executive compensation package may be incurred by an Executive member at the Society's food outlets. No alcoholic beverages shall be included.

- 6. General Guidelines:

- (a) The Executive shall not hold, control, or have access to any separate accounts of the Society, except with prior approval of Council by resolution.
- (b) Refreshments, whether alcoholic or non-alcoholic, shall not be purchased with Society funds unless budgeted and approved by Council.

Article 11. Associate Vice-Presidents

1. Upon the request of a Vice-President, the Executive Committee may create one or more Associate Vice-President positions to assist that Vice-President.
2. Associate Vice-Presidents shall be appointed by the appropriate Vice-President on the recommendation of the Commissioners Appointments Committee.
3. Associate Vice-Presidents shall report to the appropriate Vice-President.
4. Associate Vice-Presidents must be Active Members of the Society and shall not be members of Council.
5. Associate Vice-Presidents shall:
 - (a) assist their supervising Vice-President in the execution of programs and policies of Council as they pertain to that Vice-President's portfolio;
 - (b) assist in lobbying as directed by their supervising Vice-Presidents;
 - (c) provide recommendations and advice on policy options to their supervising Vice-Presidents;
 - (d) perform research functions as prescribed by their supervising Vice-President;
 - (e) at the request of their supervising Vice-President attend meetings of the Executive Committee, Council, Council committees, or University committees; and
 - (f) have such other powers and duties as are assigned by their supervising Vice-President from time to time.
6. Associate Vice-Presidents shall, on average, work no less than twenty (20) hours per week.

SECTION VII: PLANNING GROUPS

SECTION VII DELETED NOVEMBER 2009

SECTION VIII: COMMISSIONS

A. OVERALL PROVISIONS FOR COMMISSIONS

Article 1. General

1. The purpose of all Commissions is to make operational decisions, coordinate operations, present options for plans and policies to Council, and assist the responsible Executive member in the performance of his or her duties.
2. A Commission may recommend to Council that it adopt a policy or amend the Code.
3. Notice of meetings of all Commissions shall be issued by the Vice-Chair no less than forty-eight (48) hours prior to the meeting. Should this fail to occur, the failure shall be noted in the minutes of the Commission. Notice shall be issued to the members of the Commission and also to the Active Members of the Society at large.
4. As stated in Bylaw 7(5)(d), quorum at SAC meetings is five (5) voting members. For all other Commissions, quorum shall be a majority of the voting members of the Commission.
5. If quorum is not present at a Commission meeting, the Commission may not, at such a meeting, pass any motions or approve any action. Notwithstanding this provision, the Commission may make recommendations at a meeting where quorum is not present, such recommendations to be presented to a later Commission meeting which shall have the power to approve them if quorum is then present.
6. The meetings of all Commissions are open to the public, unless otherwise specified in the Code, or unless the Commission decides otherwise by resolution.
7. The Executive member responsible for a Commission may delegate responsibilities to a Commissioner, subject to the provisions of the Code and the directives of the Executive Committee.
8. The minutes of all meetings of all Commissions shall be signed by the Chair (or other person presiding over a given meeting) and forwarded to Council within eight (8) days (including weekends) after a meeting during the School Year, or one (1) month after a meeting outside the School Year. Commission resolutions have no force or effect until the minutes containing them are approved by Council.
9. All minutes of Commission meetings shall be posted on the Society website within a week of Council approval.

Article 2. Appointment and Composition

1. With the exception of SAC, and unless otherwise specified elsewhere in this Section, the Executive member in charge of a Commission shall appoint the members of that Commission on the recommendation of the Business and Facilities Committee. In accordance with Bylaw 5(1)(b), members of SAC shall be appointed by Council on the recommendation of the Business and Facilities Committee. The Business and Facilities Committee shall recommend individuals for specific portfolios in each Commission and for the vice-chair's position in each Commission except SAC.
2. The interview teams of the Business and Facilities Committee shall interview candidates for Commissions biannually, usually in September and in February, and make nominations to Council or to the appropriate member of the Executive. Members of Commissions nominated by the Business and Facilities Committee may be appointed for half-year or one-year terms, as recommended by the Business and Facilities Committee. Commissioners shall serve until their contracts expire.
3. Notwithstanding the preceding provision, where a Commissioner must hold some other office in order to occupy a specific seat on a Commission, his or her appointment shall terminate when he or she cease to hold that other office. For example: a Student Senator shall be an ex-officio member of the University Commission only so long as he or she is a Student Senator.
4. Except for the Executive member serving as the chair of a Commission, no Commission other than SAC may have any Council members on it. In accordance with Bylaw 7(2)(a)(ii), Council may appoint up to two (2) of its members to serve on SAC.
5. Further rules and regulations for Commissions, including but not limited to the duties of each Commissioner, shall be set out in the Executive Procedures Manual.

Article 3. Removal and Replacement of Commission Members

1. Members of a Commission other than SAC may be dismissed at the discretion of the Executive in charge of that Commission in accordance with the disciplinary process contained in the AMS Executive Procedures Manual. Members of SAC may only be dismissed in accordance with the provisions of Bylaw 5(1)(c) and Bylaw 7(4).
2. With the exception of SAC, the Executive member in charge of a Commission shall fill vacancies on that Commission at the earliest opportunity, in accordance with the procedures prescribed in Article 2(1) above. The Vice-President Administration shall notify Council, at the earliest opportunity, of any vacancies on SAC.

Article 4. Vice-Chairs

1. Each Commission except for SAC shall have a Vice-Chair appointed by the appropriate member of the Executive on the recommendation of the Business and Facilities Committee. SAC shall have a Vice-Chair appointed by and from the voting members of SAC in accordance with Bylaw 7(3).
2. The Chair of a Commission shall not serve as its Vice-Chair.
3. The Vice-Chair of a Commission shall:
 - (a) keep or cause to be kept the minutes and other documents of the Commission;
 - (b) chair Commission meetings and act as the signing officer of the Commission in the absence of the Chair;
 - (c) inform and communicate to the Society's membership the activities of the Commission;
 - (d) coordinate the activities of the Commission;
 - (e) arrange meetings of the Commission;
 - (f) handle correspondence for the Commission; and
 - (g) perform other tasks as assigned by the Chair of the Commission.
4. In addition to those powers and duties set out in Bylaw 7(3) and in paragraph 3 above, the SAC Vice-Chair shall:
 - (a) be responsible for the election of the Grad Class Council in accordance with Section XVI of the Code; and
 - (b) be responsible for making sure that he or she is instructed by the Treasurer-Controller on appropriate procedures for reviewing cheques and the related supporting documentation.
5. The Vice-Chairs shall each work, on average, no less than fifteen (15) hours per week.
6. The Vice-Chairs shall each keep no less than three (3) office hours per week.
7. The Vice-Chairs shall each post, on or about their office doors:
 - (a) their specific office hours; and
 - (b) a means by which Society staff and Active Members can contact them outside of

the posted office hours.

8. If a member of the Executive appoints an Associate Vice-President in accordance with Section VI, Article 11, that Associate Vice-President may, at the discretion of the Executive member, serve as the Vice-Chair of that Executive member's Commission.
9. Anyone receiving remuneration as an Associate Vice-President shall not at the same time receive additional remuneration for serving as a Vice-Chair.
10. In case of a conflict between the duties specified in Code for Associate Vice-Presidents and those specified for Vice-Chairs, the duties specified for Associate Vice-Presidents shall take precedence.

Article 5. Working Groups and Officers

1. A Commission may establish or discontinue working groups as it considers necessary or advisable, including joint working groups with other Commissions, and may assign tasks to its working groups. The members of a working group may or may not be members of a Commission.
2. A Commission may appoint the officers, who may or may not be members of the Commission, that it considers necessary to perform tasks as determined by the Commission. A Commission may at any time remove an officer or discontinue the position of an officer.
3. Where a Commission is required to make a decision under the Bylaws or the Code, it shall not delegate that power to the Chair, a Vice-Chair, a working group or an officer.

Article 6. Financing

1. The Executive member responsible for a Commission shall provide for the operations of the Commission in his or her budget, and shall be the signing officer for the Commission.
2. A Commission may, by resolution, designate the Vice-Chair as another signing officer of the Commission.

B. STUDENT ADMINISTRATIVE COMMISSION (SAC)

Article 1. Composition

1. The voting members of SAC shall be:
 - (a) the Vice-President Administration, who shall be Chair;
 - (b) five (5) Active Members, appointed by Council; and
 - (c) one (1) Councillor, appointed by Council.
2.
 - (a) Neither the Vice-President Administration nor the SAC Vice-Chair shall hold an executive position on any Subsidiary Organization, Student Resource Group, or any other organization overseen by SAC.
 - (b) Any member of SAC whose duties include the overseeing of a Subsidiary Organization, Student Resource Group, or any other similar organization shall not hold an executive position in such an organization.
3. The Facilities and Retail Services Manager shall attend meetings of SAC unless directed otherwise by the Vice-President Administration.

Article 2. Powers and Duties of SAC

1. In addition to those powers and duties set out in the Bylaws, SAC shall:
 - (a) establish regulations for constituting and deconstituting Clubs and publish such regulations in the SAC Policy Handbook;
 - (b) act as the official liaison between the Society and all Constituencies and Clubs, and between the Society and the student associations at affiliated institutions, and between the Society and the Graduate Students' Society;
 - (c) grant space in the Student Union Building to Clubs, and require Clubs to apply for such space annually, unless specified otherwise in the Code;
 - (d) grant space in the Student Union Building to the Elections Committee;
 - (e) regulate bookings and security in the Student Union Building and publish bookings and security regulations in the SAC Policy Handbook;
 - (f) maintain an electronic information database on Constituencies, Clubs and Student Resource Groups;
 - (g) manage the Society's Art Gallery and collection;

- (h) present options and recommendations to Council regarding policies or plans that are related to its area;
- (i) present options and recommendations for Council in relation to Council's powers in relation to the Subsidiary Organizations, under Bylaw 13;
- (j) have the power to regulate the elections of Clubs and Associations, to make rulings in the case of disputed elections held by Clubs or Associations, and to require the Elections Committee to provide it with advice or recommendations in making such rulings;
- (k) have such powers and duties in relation to Student Resource Groups as are stipulated in Section XI of the Code;
- (l) establish regulations concerning alcohol consumption in the SUB and publish such regulations in the SAC Policy Handbook;
- (m) collaborate with the Food and Beverage Manager, or that Manager's designate, and the Safety Coordinator in order to work out the details of an alcohol training program for Subsidiary Organizations and Student Resource Groups;
- (n) work with Clubs and Constituencies to implement the Society's sustainability strategy; and
- (o) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

2. Clubs engaging in high-risk activities

- (a) Pursuant to Bylaw 13(3)(a) and given Bylaw 20, SAC may only constitute Clubs that propose to regularly engage in high-risk activities if the proposed constitution for the Club contains a provision requiring the Club to obtain the consent of SAC for any Club-sponsored events.
- (b) SAC shall not give consent under (a) above for a Club-sponsored event unless:
 - i) the participants in the event sign a waiver relieving the Society of any and all liability; or
 - ii) the Society has specific insurance to cover that event.

C. FINANCE COMMISSION

Article 1. Composition

1. The voting members of the Finance Commission shall be:
 - (a) the Vice-President Finance, who shall be Chair;
 - (b) two (2) Active Members, appointed by the Vice-President Finance, one of whom shall be the vice-chair; and
 - (c) the SAC Vice-Chair.
2.
 - (a) Neither the Vice-President Finance nor the Vice-Chair of the Finance Commission shall hold an executive position on any Subsidiary Organization, Student Resource Group, or any other organization overseen by Finance Commission.
 - (b) Any member of the Finance Commission whose duties include the overseeing of a Subsidiary Organization, Student Resource Group, or any other similar organization shall not hold an executive position in such an organization.
3. The Accounting Supervisor shall attend meetings of the Finance Commission unless directed otherwise by the Vice-President Finance.

Article 2. Powers and Duties of Finance Commission

1. The Finance Commission shall:
 - (a) have the power to approve short-term loans to Constituencies, Clubs and Associations;
 - (b) carry out such duties concerning the Society's Funds as are given to it in Section IX B of the Code;
 - (c) monitor the accounts of Subsidiary Organizations, including Constituencies, Clubs and Associations;
 - (d) receive and analyze reports from the Treasurer-Controller or the Vice-President Finance on matters such as, but not limited to, bulk purchasing and investment portfolios;
 - (e) ensure compliance with Fiscal Procedures by all individuals and organizations within the Society;

- (f) assist Subsidiary Organizations with the preparation of budgets;
- (g) present options and recommendations to Council regarding policies or plans that are related to its area; and
- (h) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

Article 3. Approval of Club and Constituency Deficits

1. Club or Constituency expenditures that would create any deficit under \$1,000 must be approved by the Finance Commission and the Vice-President Finance, and be reported to SAC.
2. Club or Constituency expenditures that would create a deficit of over \$1,000 must be approved by the Finance Commission, the Vice-President Finance and the Vice-President Administration in advance. Such approval shall be in writing.

D. UNIVERSITY COMMISSION

Article 1. Composition

1. The voting members of the University Commission shall be:
 - (a) the Vice-President Academic and University Affairs, who shall be Chair; and
 - (b) four (4) Active Members, appointed by the Vice-President Academic and University Affairs, one of whom shall be the International Students Commissioner, and one of whom shall be the vice-chair.
2. The non-voting members of the University Commission shall be:
 - (a) one (1) Student Senator who is not a member of Council, appointed by the Student Senate Caucus; and
 - (b) the two (2) student members of the Board of Governors.
3. The Archivist-Researcher shall attend meetings of the University Commission unless directed otherwise by the Vice-President Academic and University Affairs.

Article 2. Powers and Duties of University Commission

1. The University Commission shall:
 - (a) discuss and analyze the impact of University policies on students, and make recommendations to either the Vice-President Academic and University Affairs or Council;
 - (b) lobby the University on issues of interest to students and involving the University, including but not limited to daycare, equity, safety, academics, University policies, campus planning and student housing;
 - (c) assist Constituencies with academic and other issues between them and their Faculty or School;
 - (d) help establish Constituency organizations in Faculties and Schools which do not have such organizations but which are entitled to them in accordance with Bylaw 13(2);
 - (e) recommend to Council persons for appointment, including its own members, to committees of the University;
 - (f) present options and recommendations to Council regarding policies or plans that

are related to its area.;

- (g) assist the Vice-President Academic and University Affairs in carrying out his or her duties; and
 - (h) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.
2. Persons appointed under paragraph 1(e) above shall regularly update the University Commission on the activities of the committees to which they are appointed.

E. EXTERNAL COMMISSION

Article 1. Composition

1. The voting members of the External Commission shall be:
 - (a) the Vice-President External Affairs, who shall be Chair; and
 - (b) six (6) Active Members, appointed by the Vice-President External, one of whom shall be the vice-chair.
2. The Policy Adviser shall attend meetings of the External Commission unless directed otherwise by the Vice-President External.

Article 2. Powers and Duties of External Commission

1. The External Commission shall:
 - (a) assist the Vice-President External Affairs in promoting communication with other student organizations;
 - (b) assist the Vice-President External Affairs in keeping Council informed of Provincial and Federal Government educational policy;
 - (c) assist the Vice-President External Affairs in keeping Council informed of municipal and community activities as they relate to post-secondary education;
 - (d) discuss and analyze the impact of Provincial and Federal Government educational policy, and make recommendations to either the Vice-President External Affairs or Council;
 - (e) subject to the approval of Council, lobby the appropriate level of government on issues of interest to students, including but not limited to transit, student loans, post-secondary education funding, daycare, equity, student housing, and government policies;
 - (f) prepare briefs, discussion papers, or policy documents with respect to post-secondary education for approval by Council and for submission to governmental or non-governmental bodies external to the University;
 - (g) present options and recommendations to Council regarding policies or plans that are related to its area; and
 - (h) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

SECTION IX: CODE PROCEDURES

A. ELECTORAL PROCEDURES

Article 1. Elections Committee

A. Composition

1. The Elections Committee shall be composed of the following six (6) members, all of whom shall be Active Members of the Society:
 - (a) the Elections Administrator, who shall be Chair;
 - (b) the Chief Returning Officer;
 - (c) the Voter Funded Media Administrator; and
 - (d) three (3) other Active Members of the Society.
2. All members of the Elections Committee shall be appointed by Council on the recommendation of an Extraordinary Hiring Committee in accordance with Section V, Article 9 of the Code.
3. The Elections Administrator may recommend that Council remove a member of the Committee for failing to maintain impartiality as required in 7(a) below, for failing to attend Committee meetings, or for non-performance of duties.
4. Members of the Elections Committee shall not be members of Council or the Commissions nor hold any Executive position within Constituencies while serving on the Elections Committee. In addition, members of the Elections Committee must not have been members of the Executive Committee during the year prior to being appointed to the Elections Committee.
5. Prospective members of the Elections Committee holding positions in the Society other than positions on the Executive Committee shall become eligible to serve on the Elections Committee as soon as they resign from their other Society positions, but the fact that they have recently held other Society positions must be pointed out to Council by the Primary Appointments Committee if that Committee recommends that they be appointed to the Elections Committee.
6. Candidates in an election are ineligible to be or to remain members of the Elections Committee. A member of the Committee who becomes a candidate during his or her term of office immediately ceases to be a member of the Committee.
7. (a) Members of the Elections Committee shall act impartially and shall not show bias towards any candidate in an election being conducted by the Committee.

- (b) Members of the Elections Committee shall not sign the nomination form of any candidate in an election being conducted by the Elections Committee. Notwithstanding this provision, a person who has already signed a candidate's nomination form may subsequently be appointed to the Elections Committee.
- 8. The Elections Administrator's term of office shall be from April 1 to March 31. The term of office for the other members of the Elections Committee shall be from May 1 to April 30.

B. Powers and Duties

- 1. Unless otherwise indicated in this Section or elsewhere in the Code, the general provisions on Committees in Section V of the Code apply to the Elections Committee.
- 2. The administration and conduct of Executive elections, as defined in Bylaw 5(3), and of Society referenda, as defined in Bylaw 4, shall be vested in the Elections Committee. Without limiting the generality of the foregoing, the Committee shall:
 - (a) conduct elections and referenda in an unbiased and impartial manner;
 - (b) publicize the opening of nominations for positions in Executive elections in order to encourage as many candidates as possible to run;
 - (c) publicize Executive elections and Society referenda in advance of the voting in order to encourage voter turnout;
 - (d) prepare a budget for its operations, which shall be submitted to the Vice-President Finance for approval by the Budget Committee;
 - (e) submit a working budget for each election and referendum to the Vice-President Finance for information;
 - (f) verify nomination forms for Executive positions pursuant to Article 2(3)(f);
 - (g) determine the campaign spending limit, the reimbursement limit, and the assessed market cost for materials and services in accordance with Article 2(9);
 - (h) determine the campus publication or publications in which candidates may be interviewed in accordance with Article 2(5) and in which the All-Candidates Forums will be advertised in accordance with Article 2(6);
 - (i) ensure that candidates are informed about the Electoral Procedures contained in this section of Code;
 - (j) appoint poll clerks, staff to remove campaign material, and other staff deemed

necessary;

- (k) regulate polling stations in accordance with Article 5;
 - (l) report the results of, complaints against and irregularities of Executive elections and Society referenda to Council, and publish the results of such elections and referenda in a campus publication or publications;
 - (m) record the results of Executive elections and Society referenda for Society records, and provide the Society's archives with a copy of the ballot, a copy of the results, and all relevant Committee files;
 - (n) recommend various options to Council for amendments to this Section of the Code if deemed necessary;
 - (o) have the power to interpret these Electoral Procedures;
 - (p) have the power to create additional rules and regulations for the running of elections and referenda, to be published in an Electoral Procedures Handbook, provided such rules and regulations are consistent with the Constitution, Bylaws and Code of the Society;
 - (q) have the power to rule on election and referendum irregularities in accordance with Article 8;
 - (r) have the power to penalize candidates for election irregularities in accordance with Article 3;
 - (s) have the power to rule on the validity of an election or referendum based on whether irregularities have materially affected the results;
 - (t) administer the Voter Funded Media contest as described in Article 14; and
 - (u) have the power to enforce the rules against slates in accordance with Article 2.
3. Subject to the provisions of Article 12 below, the Committee shall have the power to conduct elections and referenda for other organizations, including the election of students to the Senate and the Board of Governors. In conducting such elections and referenda, the Committee shall have the same powers and duties as specified in paragraph 2 above, subject to the provisions of Article 12 and subject to agreements made with the other organizations for conducting the said elections and referenda.
4. The Committee shall conduct elections for branch societies and Subsidiary Organizations if so directed by Council, and in such elections shall have the same powers and duties as specified in paragraph 2 above.

5. The Committee shall provide advice and assistance to branch societies and Subsidiary Organizations if requested.
6. The Committee shall rule on the validity of Constituency elections and referenda in accordance with Article 9 below.
7. The Committee shall provide advice to SAC on Club elections in accordance with Article 10 below.
8.
 - (a) During the Official Campaign Period for the Society's executive elections, as defined in Article 2(7)(a) below, and until any and all appeals have been adjudicated by an Election Appeals Committee, at least one member of the Elections Committee shall be on duty every day between the hours of 9 a.m. and 5 p.m.
 - (b) The Elections Administrator shall be on duty every day during the Official Campaign Period, and until any and all appeals have been adjudicated by an Election Appeals Committee, during hours posted on the Elections Committee office door and shall post information on how he or she can be reached outside the posted hours.
9. All rules and regulations created by the Committee in accordance with paragraph 2(p) above must be in writing, and the Committee must not introduce non-written rules or regulations.
10. The Committee must not introduce new rules or regulations, or alter existing rules or regulations, during the period lasting from twenty-four (24) hours prior to the beginning of the Official Campaign Period of an election or the beginning of a referendum campaign until the final determination of the election or referendum results.

C. Duties of Committee Members

1. The Elections Administrator shall:
 - (a) serve on the interview team of the Primary Appointments Committee when candidates for other positions on the Elections Committee are being interviewed;
 - (b) assist the Primary Appointments Committee in interviewing candidates for the succeeding Elections Administrator;
 - (c) chair the Elections Committee;
 - (d) be the official liaison with other organizations whose elections or referenda are being conducted by the Elections Committee in accordance with Article 1B(3) above;

- (e) be the signing officer for the Elections Committee;
- (f) place ads in a campus publication or publications on behalf of the Committee;
- (g) organize the All-Candidates Meeting pursuant to Article 2(4);
- (h) be responsible for preparing and updating the handbook for candidates referred to in Article 2(4);
- (i) cause all necessary election forms to be prepared;
- (j) approve campaign material pursuant to Article 2;
- (k) cause the ballots for elections to be prepared;
- (l) be the official spokesperson for the Elections Committee and be responsible for the official release of results and reports to Council;
- (m) prepare an election or referendum report in accordance with Article 7(9);
- (n) publish the results of an election after they have been reported to Council in accordance with Article 7(9);
- (o) prepare a transition report for his or her successor, providing details and recommendations about the running of elections and referenda, the duties of the various members of the Elections Committee, and so on, in return for which the Elections Administrator shall receive a transitional honorarium in an amount established by Council on the recommendation of the Appointments Review Committee;
- (p) be the bookings officer for the Elections Committee;
- (q) obtain space for an Elections Office during the Official Campaign Period and at other times as needed;
- (r) keep and maintain all files, records, memoranda, agendas, and minutes of the Committee until transferred to the archives; and
- (s) have such other powers and duties as are outlined in the Bylaws or the Code or assigned by Council or the Elections Committee from time to time.

The Elections Administrator may delegate any of the above duties to another member of the Elections Committee except (a), (b), and (e), but shall ultimately retain responsibility for any delegated duties.

2. The Chief Returning Officer shall:
 - (a) ensure that poll clerks are adequately trained pursuant to Article 5(8)(a);
 - (b) be responsible for preparing and distributing information on relevant rules and regulations to poll clerks and other election staff;
 - (c) determine the grid number on the AMS card that is to be used during a particular election or referendum;
 - (d) assign poll clerks to polls, and ensure that the polls are adequately staffed during the polling period;
 - (e) cause ballot boxes to be distributed to and collected from polling stations;
 - (f) supervise the counting of ballots and the recording of results;
 - (g) have the power to bar unauthorized persons from the ballot-counting areas during the counting of ballots;
 - (h) enforce the regulations concerning scrutineers in accordance with Article 7(4) and have the power to eject scrutineers from ballot-counting areas for violation of the regulations;
 - (i) make initial rulings on questionable ballots during the count;
 - (j) submit a written report on the ballot counting and the results of each election or referendum to the Elections Committee; and
 - (k) have such other powers and duties as are outlined in the Bylaws or the Code or assigned by Council, the Elections Administrator, or the Elections Committee from time to time.

The Chief Returning Officer may delegate any of the above duties to another member of the Elections Committee except (f), (g), (i), and (j), but shall ultimately retain responsibility for any delegated duties.

3. The Voter Funded Media Administrator shall be responsible for running the Voter Funded Media contest.

D. Exigency Provisions

1. Notwithstanding Article 1A(2), if a member of the Elections Committee other than the Elections Administrator is removed two (2) weeks or less before the polls for an election or a referendum are to open, Council may appoint a replacement on the advice of the Elections Administrator without a recommendation from the Primary Appointments

Committee.

2. If the Elections Administrator is removed by Council pursuant to Bylaw 5(1), Council must either appoint a new Elections Administrator or appoint an outside body or corporation which shall act in place of the Elections Committee and which shall have all the powers and duties of the Committee and its members. Upon the appointment of such an outside body or corporation, the powers and duties of all remaining members of the Elections Committee shall be suspended.

Article 2. Nomination and Campaign Regulations

1. Pursuant to Bylaw 5(3)(b)(i), the Elections Committee shall conduct the election of members of the Executive according to these Procedures. Polling for this election shall be held no earlier than the third full week of classes in the second term of the School Year. For the purposes of this provision, a full week of classes shall mean a week containing at least four (4) School Days.
2. Information Meeting
 - (a) The Elections Administrator shall organize an Information Meeting to take place during the first two (2) weeks in November. At this meeting, the Elections Administrator shall provide information concerning the Electoral Procedures to individuals thinking of running in the Executive elections.
 - (b) At the Information Meeting, the Elections Administrator shall also provide information concerning referendum procedures to individuals or groups thinking of taking part in a referendum campaign.
 - (c) Attendance at the Information Meeting is not compulsory. Failure to attend the Information Meeting shall not preclude anyone from running in an Executive election or taking part in a referendum campaign.
 - (d) Notwithstanding paragraph (c) above, individuals running in an Executive election and individuals and groups taking part in a referendum campaign must adhere to the Electoral Procedures even if they do not attend the Information Meeting.
3. Nominations
 - (a) Nominations shall open in the last week of classes in the first term of the School Year, and close on the Friday of the first full week of classes in the second term of the School Year. For the purposes of this provision, a full week of classes shall mean a week containing at least four (4) School Days.
 - (b) The Elections Committee shall advertise the opening and closing of nominations for Executive candidates in two (2) editions of a campus publication or

publications as determined by the Committee. The first advertisement shall be in the edition immediately preceding the opening of nominations, and the second advertisement in the edition preceding the closing of nominations.

- (c) Each candidate shall be an Active Member of the Society, and shall submit in person to the Administrative Assistant a nomination form duly signed by the candidate and no less than fifty (50) nominators, each of whom shall be an Active Member of the Society entitled to vote in that election. Forms shall be available in the Administrative Assistant's office.
- (d) Even if nominated for more than one position, a candidate may run for only one Executive position in a given election.
- (e) The Administrative Assistant shall submit completed nomination forms to the Elections Administrator upon the request of the Elections Administrator.
- (f) The Elections Committee shall confirm the eligibility of candidates and nominators through the Registrar's office.
- (g) The names of the candidates in an election shall not be made public until the close of nominations, at which time they shall be released by the Elections Administrator.

4. All-Candidates Meeting and Candidates' Handbook

- (a) The Elections Administrator shall organize an All-Candidates Meeting to take place following the close of nominations, preferably on the same day as the close of nominations. At this meeting, the Elections Administrator shall provide instructions concerning the parts of the Electoral Procedures relevant to candidates and shall distribute a copy of a candidates' handbook to all candidates.
- (b) All candidates must either attend the All-Candidates Meeting or meet privately with the Elections Administrator following the close of nominations to receive instructions on these Procedures and to receive a copy of the candidates' handbook.
- (c) The handbook for candidates shall contain a summary and explanation of the parts of these Electoral Procedures relevant to candidates, including but not limited to the provisions on market cost, on spending and reimbursement limits, and on permissible forms of campaigning. The handbook shall also include a summary and explanation of rules and regulations which candidates are required to abide by but which are not in these Electoral Procedures.

5. Interview by a Campus Publication

- (a) The Elections Committee shall arrange for the publication in a campus

publication of an interview with each candidate at no cost to the candidate.

- (b) The Elections Committee shall determine which campus publication shall conduct and publish these interviews.
- (c) The Elections Committee, in consultation with the designated campus publication, shall set the time or times for conducting the interviews and the date of publication of the interviews.
- (d) Candidates not wishing to be interviewed may instead submit a 200-word statement to be published at no cost to the candidate in a campus publication designated by the Elections Committee on a date set by the Committee in consultation with the publication.
- (e) Candidates who decline to be interviewed or who do not submit a 200-word web site statement by established deadlines shall have a statement to that effect published by the Elections Committee
- (f) Once submitted, statements, pictures, and other requested information shall not be changed without approval from the Elections Committee.

6. All-Candidates Forums

- (a) The Elections Committee shall organize two or more All-Candidates Forums during the Official Campaign Period.
- (b) The All-Candidates Forums shall be publicized in at least two issues of a campus publication or publications as determined by the Elections Committee.
- (c) Each All-Candidates Forum shall be for one or more positions in the Society's Executive elections and, if the Elections Committee so decides, for one or more positions in non-Society elections such as the elections for the University Senate and for the University Board of Governors.
- (d) The Elections Committee shall organize forums so that all candidates in the Society's Executive elections have the opportunity to participate in at least one such forum before voting commences.
- (e) All candidates for each position in the Society's Executive elections shall have the right to participate in all forums to which candidates for that position are invited.
- (f) All candidates for each position in the non-Society elections shall have the right to participate in all forums to which candidates for that position are invited.

7. Campaigning

- (a) There shall be an Official Campaign Period beginning after the conclusion of the All-Candidates Meeting at a time and for a duration as determined by the Elections Committee no later than December 1. In no case shall the Official Campaign Period be less than five (5) school days in length.
- (b) Outside the Official Campaign Period, public campaigning, including but not limited to the forms of campaigning listed below, shall be prohibited:
 - (i) posterings;
 - (ii) classroom announcements;
 - (iii) announcements on listservs or websites;
 - (iv) public speaking, especially when amplified by megaphones, microphones, or other similar devices;
 - (v) distributing buttons, leaflets, brochures, handbills, food or drink;
 - (vi) distributing or wearing T-shirts with campaign slogans or other campaign messages on them; and
 - (vii) mass mailings, including e-mail mass mailings.
- (c) The prohibitions in paragraph (b) above shall apply to the candidates themselves and to any persons, groups, or organizations acting on their behalf and with their consent.
- (d) Notwithstanding the prohibitions in paragraph (b) above, the following activities shall be permitted even if engaged in before the beginning of the Official Campaign Period:
 - (i) private communication concerning election plans, including but not limited to private communication by means of:
 - 1) in-person conversations;
 - 2) e-mail;
 - 3) letters sent by regular mail; and
 - 4) telephone conversations;
 - (ii) the circulation of nomination forms and other reasonable measures taken in order to fulfill the nomination requirements in this section of Code;
 - (iii) the publication of letters to the editor or articles written by or on behalf of candidates in a registered Voter Funded Media participant;
 - (iv) responding to inquiries from registered Voter Funded Media participant media about elections plans.
- (e) Only the following forms of campaigning, and no others, shall be permitted during elections and referenda:

- (i) posterings: posters no larger than 30 cm x 45 cm (11" x 17") may be put up outside classrooms and no larger than 21.5 cm x 30 cm (8.5" x 11") inside classrooms, with the following further limitations: no candidate may have more than one poster on any one bulletin board; no candidate may deface, remove, or cover up, or cause to be defaced, removed, or covered up, any other candidate's posters; in addition, the Elections Committee shall establish further rules for posterings, including but not limited to rules on the moving of other candidates' posters, provided that such rules comply with University and SAC policies;
 - (ii) distribution of buttons: buttons may be distributed without restrictions, except that buttons affixed to bulletin boards become subject to the restrictions on posters referred to in paragraph (i) above;
 - (iii) distribution of leaflets, brochures, and handbills: non-adhesive leaflets, brochures, and handbills may be distributed without restrictions, except that if they are affixed to bulletin boards, they shall be subject to the restrictions on posters referred to in paragraph (i) above;
 - (iv) the use of electronic media: campaign-related e-mail messages may be sent, and campaign-related material may be posted on web pages, subject to restrictions put in place by the Elections Committee;
 - (v) distribution of food and non-alcoholic drink;
 - (vi) the distribution and wearing of T-shirts with campaign slogans or other campaign messages on them;
 - (vii) speech-making and any other form of oral communication;
 - (viii) the use of road signs: road signs no larger than 30 cm x 45 cm (11" x 17") may be posted outside the campus area;
 - (ix) advertising in the media: advertising in all forms of media shall be permitted, including in Society publications;
 - (x) letters to the editor and opinion pieces: these may be published in any newspaper or other media outlet, including Society publications; and
 - (xi) any other form of campaigning approved by the Elections Committee before the beginning of the Official Campaign Period.
- (f) All campaigning, including but not limited to posterings and the distribution of leaflets, brochures, and handbills, must comply with all relevant University and SAC policies, such as the University's posterings policy and SAC policies on posterings and on distributing materials in the SUB, and with the provisions of the

Society's Policies, Code, and Bylaws.

- (g) Except as provided in Article 5(6) below, each polling station shall be surrounded by a buffer zone in which no campaigning shall be permitted, so as to allow voting to be carried on free of interference from campaigners; this zone shall be ten (10) metres in all directions from the polling station, or a greater distance as determined by the Elections Committee in individual cases, having regard to the layout of the building in which a polling station is located.
- (h) All campaign material must be approved by the Elections Administrator before it is used.
- (i) The Elections Administrator shall not approve campaign material which he or she deems to be offensive.
- (j) A decision of the Elections Administrator to approve or not approve campaign material may be appealed to the Elections Committee, in accordance with the appeal procedures in Article 8(2) below.
- (k) Candidates and campaign organizations must ensure that their campaign material is removed within one (1) week following the end of the Official Campaign Period. If this is not done, the Elections Committee shall appoint staff to remove campaign material and charge candidates or campaign organizations for the service.

8. Conflict of Interest

- (a) Candidates and anyone directed by a candidate shall not use the materials or resources of the Executive, the Commissions, the other branches of the Society's student government, the Student Services, the Student Resource Groups, the Constituencies, the Society's Clubs, the Administration Office, the Events Office, or other staff offices, including, but not limited to, office supplies, photocopiers, phones, faxes, computers, and printers. This prohibition does not apply to materials and resources available to Society members generally, such as free phones in Constituency offices.
- (b) Candidates shall not use the Administration Office, the Events Office, other staff offices, Executive offices, Commission offices, or other offices of the various branches of the Society's student government, specifically SUB rooms 220 through 266, or the offices of the Student Services, the Student Resource Groups, or the Society's Clubs, or bookable rooms in the SUB, for any purpose related to elections, including, but not limited to, use of such offices as campaign offices and for storage of campaign materials, display of campaign materials, campaigning, and campaign meetings. To facilitate enforcement of this provision, candidates shall report to the Elections Committee all privileged access they have to University buildings.

- (c) Neither the Student Resource Groups nor the Society's Constituencies shall spend money or resources on behalf of any candidates, with the exception of any publication dependent on a Resource Group or Constituency for funding that has entered the Voter Funded Media contest and abided by all procedures outlined in Article 14 below. Any candidate who benefits from a violation of this provision may, at the discretion of the Elections Committee, be penalized in accordance with Article 3 below.
 - (d) In accordance with Section X, Article 1(5)(a), the Student Services shall not take part in any Society election campaigns.
- 9. Spending limits and Reimbursement of expenses
 - (a) By December 1 of each year, the Elections Committee shall set an upper limit for campaign expenses. This upper limit shall be re-evaluated each year.
 - (b) By December 1 of each year, the Elections Committee shall set an upper limit for the amount of reimbursement candidates may receive for campaign expenses. This upper limit shall be re-evaluated each year. The reimbursement limit need not be the same as the spending limit described in paragraph (a) above.
 - (c) By December 1 of each year, the Elections Committee shall also set a limit for the amount of partial reimbursement candidates may receive for campaign expenses. This limit shall be re-evaluated each year and may be up to a maximum of half of the upper reimbursement limit.
 - (d) Material used during the Official Campaign Period shall be valued at market cost, which shall be set annually by the Elections Committee. The market cost of campaign material as well as the data used to determine market cost shall be posted in a conspicuous location by December 1. If additional market cost information is produced after December 1, it shall be posted as soon as it is available.
- 10. Declaration of Expenses and Application for Reimbursement
 - (a) To demonstrate compliance with the spending limits established pursuant to paragraph 9(a) above, every candidate must submit to the Elections Committee a statement of campaign expenses. This statement, signed by the candidate and supported by itemized receipts, must be submitted no later than the end of the Official Campaign Period. The submitted material may be audited at the discretion of the Elections Committee. Additional statements may be considered at the discretion of the Elections Committee, but in no case more than forty-eight (48) hours after the end of the Official Campaign Period.
 - (b) The Elections Committee shall assess each candidate the market cost or the actual

cost, whichever is higher, for each declared campaign expenditure. A candidate's total assessment must not exceed the upper limit for campaign expenses set by the Committee in accordance with paragraph 9(a) above.

- (c) All candidates who submit proper expense statements shall be considered as having applied for reimbursement of those expenses.
 - (d) Candidates shall be reimbursed for each of their actual expenditures up to market cost. Their total reimbursement, including their reimbursement for minor supplies in accordance with paragraph (e) below, shall not exceed the limit set in accordance with paragraph 9(b) above. Reimbursement shall be made only for expenditures on forms of campaigning permitted by paragraph 7(e).
 - (e) Minor supplies (tape, staples, etc.) as determined by the Elections Committee need not be declared on the statement of expenses, but may be claimed on the application for reimbursement. If claiming reimbursement for these minor supplies, the candidate must submit receipts for them. Reimbursement for minor supplies will be made only for supplies purchased during the Official Campaign Period.
 - (f) In Executive elections, candidates receiving ten percent (10%) or more of top preferences shall be eligible for reimbursement up to the upper reimbursement limit for campaign expenses. For Senate and Board of Governors races, elected candidates and those receiving at least ten percent (10%) of the total votes cast for a position (excluding spoiled votes), divided by the number of elected candidates in that position, shall be eligible for reimbursement up to the upper reimbursement limit for campaign expenses.
 - (g) In Executive elections, candidates receiving two percent (2%) or more of top preferences shall be eligible for partial reimbursement as determined by the Elections Committee. For Senate and Board of Governors races, candidates receiving at least two percent (2%) of the votes cast for a position, excluding spoiled votes, or 250 votes, whichever is greater, shall be eligible for partial reimbursement as determined by the Elections Committee.
 - (h) If an organization to which a candidate belongs spends money on campaign materials explicitly endorsing that candidate, the money so spent shall be counted as part of that candidate's expenses when determining whether the candidate remained within the campaign spending limits, but the candidate shall not be eligible for reimbursement for such expenses. The term "campaign materials" in this provision does not include the publication of written endorsements by media outlets participating in the Voter Funded Media contest.
11. Candidates shall not run in slates, real or apparent, or share expenses for campaign materials, excluding minor supplies as defined in 10(e) of this article. A slate shall mean a group of candidates who run for elected office (including but not limited to Executive

- positions and positions in the Senate and on the Board of Governors) on a similar platform for mutual advantage.
12. For further clarity, but without limiting the generality of paragraph 11 above, the following slate-like activities shall be prohibited:
 - (a) appearing on another candidate's campaign materials, including but not limited to posters, banners, flyers, handouts, and websites;
 - (b) producing posters or other campaign materials that resemble those of another candidate in colour, branding, design, or appearance; and
 - (c) using the same slogan or slogans as one or more other candidates.
 13. At its discretion, the Elections Committee may prohibit other activities it decides are slate-like.
 14. Candidates are expected to campaign independently, but if joint campaign activities including but not limited to may appear together for classroom announcements, leafletting, and other campaign activities do occur, but they must be reported such joint activities to the Elections Committee. Such reports must be made every seventy-two (72) hours. At its discretion, the Elections Committee may approve such activities or order them to cease.

Article 3. Violations and Penalties

1. The Elections Committee may penalize any candidate and determine the penalty for campaigning in violation of the campaign rules in Article 2(7) above and for any other breach of the Electoral Procedures and any other election irregularity.
2. For serious offences, the Elections Committee may disqualify a candidate and may also lodge a complaint against the candidate with Student Court with a view to having the Court suspend the candidate's Society privileges in accordance with Bylaw 21(1)(d)(ii).
3. For lesser offences, the Elections Committee may withdraw one or more of a candidate's campaign rights, including, but not limited to, the right to poster and the other rights enumerated in Article 2(7) above. However, the Committee shall not remove a candidate's right to have an interview or a 200-word statement published in a campus publication pursuant to Article 2(5) above. And the Committee shall not remove a candidate's right to have a poster at each polling station pursuant to Article 5(6) below.
4. For lesser offences than those contemplated in paragraph 3 above, the Elections Committee may withhold a candidate's reimbursement for campaign expenses.
5. The Elections Committee may, at its discretion, issue a warning rather than imposing a

penalty for lesser offences, especially in the case of a first offence.

6. The Elections Committee shall not deduct votes as a penalty in any election or referendum.
7. If serious offences have been committed by more than one candidate in an election, the Elections Committee may declare the results of that election invalid.
8. If serious offences have been committed in a referendum, the Elections Committee may declare the results of that referendum invalid.
9. For similar offences in the same election or referendum, the Elections Committee shall impose similar penalties.
10. If the Elections Committee disqualifies a candidate or declares an election or referendum invalid, such disqualification or declaration may be appealed to an Elections Appeal Committee in accordance with Article 8(7) below.

Article 4. Referendum Regulations

1. The Elections Committee shall conduct Society referenda in accordance with Bylaw 4, the applicable portions of these Electoral Procedures, and other rules and regulations developed by the Committee, provided that those rules and regulations are consistent with the Constitution, Bylaws and Code of the Society.
2. Referendum questions shall adhere to a standard format and conform to the following rules:
 - (a) The question shall be phrased in such a way that it can be answered 'yes' or 'no'.
 - (b) Nothing illegal may be proposed by the question.
 - (c) In cases where the proposed question would break a contract, the intent to break the contract must be specifically stated and the penalty for breaking the contract must be included as part of the question.
3. Staff resources shall be made available to the drafters of potential referendum questions to assist them in an impartial and confidential manner.
4. The Elections Committee shall publicize each referendum by means of advertisements containing the wording of the referendum question, such advertisements to appear in a campus publication or publications no later than seven (7) days prior to the referendum and during the week of the referendum.

5. Campaign material must be approved by the Elections Committee before being posted or published. All campaign material must be removed within one (1) week of the end of voting.
6. Neutrality
 - (a) The Society shall be neutral in all referenda unless Council decides by resolution to support a side.
 - (b) If Council does not decide to support a side in a referendum, then none of the Society's offices, materials, or resources, as described in Article 2(8) above, may be used by either side in the referendum.
7. Yes and No committees:
 - (a) Council shall allocate up to a maximum of \$1,000 to fund one Yes committee and up to a maximum of \$1,000 to fund one No committee in every referendum.
 - (b) To qualify for funding, a Yes or No committee must:
 - i) obtain a copy of the referendum handbook referred to in paragraph 6 below; and
 - ii) submit to the Elections Committee a petition for funding on which must appear the following:
 1. the signatures and student numbers of at least one hundred and fifty (150) active members;
 2. a list of the members of the Yes and No Committee identifying them as members of that committee; and
 3. a budget outlining any proposed expenditures.
 - (c) The Elections Committee shall verify through the Registrar's office that the names and numbers appearing on petitions presented in accordance with paragraph (b) above are those of Active Members.
 - (d) In the case of a referendum initiated by petition, the petitioning side shall be deemed to have fulfilled the requirements of paragraph (b) above, provided that it includes on the petition for a referendum a list of committee members as required by paragraph (b).
 - (e) When originally submitting its petition for funding, a Yes or No committee must consist of five members. If the committee fulfills the requirements of this article, the Elections Committee shall designate it as the body entitled to receive referendum funding. Notwithstanding this provision, the Elections Committee may decide to put a different committee in place or to add or subtract members

from the original committee.

- (f) Funding for each Yes or No committee shall consist of any combination of credits for photocopying at the Society's photocopying outlet, credits at other Society outlets for supplies designated by the Elections Committee, and money provided as reimbursement for campaign expenses incurred elsewhere and approved by the Elections Committee. A committee must submit an application for reimbursement and supporting receipts to the Elections Committee in order to receive reimbursement.
 - (g) The Yes and No committees shall function as regular ad hoc committees, submitting their minutes to Council and making spending decisions by resolution.
 - (h) The Elections Committee shall publicize the availability of funding for Yes and No committees by means of advertisements appearing in a campus publication or publications no later than seven (7) days prior to the referendum.
8. The Elections Administrator shall organize a Referendum Meeting to take place no later than seven (7) days prior to the referendum. At this meeting, the Elections Administrator shall provide interested parties with information about the parts of the Electoral Procedures relevant to referenda and shall distribute a copy of a referendum handbook to interested parties.
9. The referendum handbook shall contain a summary and explanation of the parts of these Electoral Procedures relevant to referenda. The handbook shall also include a summary and explanation of rules and regulations relevant to referenda which are not in these Electoral Procedures.

Article 5. Polling Regulations

- 1. The Elections Committee shall establish polling stations at such locations and times so as to ensure that as many Active Members as possible have an opportunity to vote.
- 2. Polls shall be in conspicuous locations, including locations in the Student Union Building and the Koerner Library, and in other conspicuous locations at the discretion of the Elections Committee. Poll times shall be at the discretion of the Elections Committee. Advance polling shall be held at the discretion of the Elections Committee.
- 3. Poll locations and times shall be advertised in a campus publication or publications as determined by the Elections Committee. Poll locations and times may be altered from those advertised, depending on the availability of poll clerks.
- 4. Except in the case of by-elections or other special elections, polls during Executive elections shall be open a minimum of two (2) and a maximum of five (5) consecutive week days, not including holidays or other days on which the University is closed.

During referenda, polls shall be open on five (5) consecutive week days, not including holidays or other days on which the University is closed.

5.
 - (a) The Elections Committee shall ensure that each polling station has the equipment and personnel required to conduct the voting in an efficient and secure manner, making sure to preserve the secrecy of each voter's ballot and ensuring that voters are properly informed about voting procedures and how to mark their ballots. Without limiting the generality of the foregoing, the Elections Committee shall not require that any name or student number be written on the ballot as a condition of voting.
 - (b) Instructions on voting procedures shall be clearly posted at each polling station.
 - (c) Instructions on how to mark the ballot shall appear on each ballot, especially when preferential voting is required.
6.
 - (a) Each candidate shall be permitted to have one sign or poster not exceeding 30 cm x 45 cm (11" x 17") posted within five (5) metres of each polling station, but not placed on the ballot box. This sign or poster may contain a statement from the candidate or a picture of the candidate or both.
 - (b) Each Yes or No committee in a referendum shall be permitted to have one sign or poster not exceeding 30 cm x 45 cm (11" x 17") posted within five (5) metres of each polling station, but not placed on the ballot box. At the discretion of the Elections Committee, other groups or individuals wishing to publicize their point of view on a referendum question may be granted the same right to have a sign or poster at each polling station as is granted in this paragraph to the Yes and No committees.
7. The Elections Committee shall take whatever steps necessary to ensure that only eligible voters cast ballots and to ensure that each eligible voter votes only once.
8. Poll Clerks
 - (a) Poll clerks shall be required to attend a training session arranged by the Chief Returning Officer, at which they shall be given information on the rules and regulations relevant to them.
 - (b) While working at a polling station, no poll clerk shall make remarks supporting or opposing any candidate or referendum question; nor may a poll clerk inspect a voter's marked ballot; nor may a poll clerk vote while working. Any poll clerk who violates the provisions in this paragraph or any other provision in the Electoral Procedures shall forfeit his or her stipend.
9. The Elections Committee shall, on or before the last day of nominations for Executive elections and no later than seven (7) days before the voting commences in a referendum,

establish regulations governing absentee voting in those Executive elections or that referendum.

Article 6. Ballots

1. In Executive elections, candidates may choose to have their full name appear on the ballot as it appears on their UBC card or they may choose to have any combination of their given names or initials of their given names appear along with their surname. At the discretion of the Elections Administrator, candidates may choose to have a reasonable nickname appear on the ballot in place of or in addition to their given names, as long as the nickname does not indicate affiliation to a group and as long as it is not obscene or libellous or an attack on other candidates.
2. For all ballots, if possible, various versions shall be prepared with the names of the candidates listed in different random orders on each version, so that voters will not all vote on identically ordered ballots.
3. In Executive elections, the positions to be voted on shall appear in the following order on the ballot:
 - (a) President;
 - (b) Vice-President Academic and University Affairs;
 - (c) Vice-President Finance;
 - (d) Vice-President Administration; and
 - (e) Vice-President External.
4. If elections are being conducted for other organizations, those positions shall appear on the ballot after the Executive positions in the following order:
 - (a) University Board of Governors;
 - (b) University Senate;
 - (c) Ubyyssey Publications Society;
 - (d) Student Legal Fund Society; and
 - (e) any other organizations.
5. On referendum ballots, “Yes” shall appear above “No” or to the left of it.

Article 7. Counting of Ballots and Release of Results

1. The Elections Committee shall take whatever measures necessary to ensure the security of the ballots, including but not limited to measures to ensure that the ballots are kept secure between the time they are removed from the ballot boxes and the time they are counted.
2. A member of the Elections Committee must be present at all times when ballot boxes are being emptied and ballots are being transferred to a secure location in preparation for

counting.

3. When the Elections Committee is conducting an election for another organization, a representative of that organization may be present when ballot boxes are being emptied and ballots are being transferred.
4. Ballot counting: General
 - (a) The Elections Committee shall take all measures necessary to ensure that an accurate count of the ballots cast is obtained.
 - (b) The Elections Committee shall take all measures necessary to ensure that only validly cast ballots are counted.
 - (c) Only correctly marked ballots shall be counted.
 - (d) At least one member of the Elections Committee must be present at all times during ballot counting.
 - (e) When the Elections Committee is conducting an election for another organization, a representative of that organization may be present during ballot counting.
 - (f) Each candidate may have one scrutineer present during ballot counting. The scrutineer must be an Active Member and must not be a member of the Elections Committee or the Executive. Candidates may not be scrutineers.
 - (g) In referenda, the Yes and No committees may each have a scrutineer present during ballot counting. The scrutineer must be an Active Member and must not be a member of the Elections Committee or the Executive.
 - (h) Scrutineers shall be responsible for observing the counting of ballots, witnessing all decisions made concerning spoiled or questionable ballots, and reporting to their candidate or committee any perceived problems or irregularities.
 - (i) The Elections Committee shall establish regulations concerning the conduct of scrutineers. The Chief Returning Officer shall be responsible for enforcing such regulations and monitoring the conduct of the scrutineers and shall have the power to eject scrutineers from the ballot counting area.
5. Ballot Counting System
 - (a) Ranked ballots shall be used for Executive elections. The voters shall be asked to rank candidates for each position using numeral marks, with “1” indicating the most preferred, “2” the second most preferred, and so on.

- (b) A ballot shall be considered correctly marked if non-numerical marks are used instead of numerical marks, but it shall be considered spoiled if a numerical mark and a non-numerical mark appear on it, or if two different types of non-numerical marks appear on it.
- (c) Identically marked (or unmarked) candidates shall be counted equally, with no preference between them.
- (d) Candidates who are not ranked shall be considered to have a lower preference than any ranked candidate.
- (e) The ballot shall contain the following statement: “Rank the candidates on the ballot using numbers, with 1 indicating the most preferred, 2 the second most preferred, and so on. You may leave blanks; these will be counted as your lowest preference. You may also give equal rankings, for instance ranking two candidates as your number 1 choice.”
- (f) The Condorcet voting method with Ranked Pairs shall be used to determine the winner for each Executive position:
 - i) The set of all unique candidate pairs for that position shall be established.
 - ii) For each unique pair of candidates on each ballot, if the ballot indicates a preference for one of the candidates over the other, then a tally of one shall be counted for the preferred candidate, within that candidate pair. If the ballot does not indicate a preference for one of the candidates over the other, then no tally shall be counted within that pair.
 - iii) Within each pair, the absolute difference between the candidates' tallies shall be called the “margin of victory” for that pair. Once all ballots cast have been tallied, the pairs shall be ordered in decreasing order of margin of victory beginning with the largest margin of victory and ending with the smallest. Starting with the pair with the largest margin of victory and progressing to the smallest margin of victory, it shall be determined whether the candidate preference in each pair is compatible with all previously determined preferences (i.e. introduces no circular ambiguities or contradictions). If the preference is incompatible or there is a tie, the result from that pair shall be ignored. Otherwise, the candidates' names shall be joined by a “greater than” sign (>) from the winner to the loser (it may be possible to express some preferences more compactly in a chain, as A>B>C).
 - iv) Once all pairs have been processed, if there is only one candidate that is greater than all other candidates, (i.e., at the front of all chains) this candidate shall be declared the winner. If there are multiple such

candidates, additional ballots with randomly assigned rankings shall be cast and counted by the Elections Administrator until there is a winner.

6.
 - (a) Ballot counting shall be completed no more than seventy-two (72) hours after the close of polling on the last day of polling.
 - (b) As soon as the counting has been completed in Executive elections, the Elections Administrator shall release “partial unofficial results,” to include only the winners for each Executive race. “Full unofficial results” for Executive elections shall be withheld for no less than forty-eight (48) hours and no more than seventy-two (72) hours after the release of the partial unofficial results to allow winning candidates to withdraw. In the case of Society referenda, “unofficial results,” consisting of the number of votes received by each side, shall be released by the Elections Administrator as soon as the counting has been completed. The results of Executive elections and Society referenda shall be official only when received by Council.
 - (c) If a winning candidate withdraws from an Executive election before the release of the “full unofficial results,” a new winner shall be determined by recounting the ballots using the procedure described above in paragraph 5(f), but excluding all candidate pairs in which the withdrawn candidate appears.
 - (d) For Executive elections, the Elections Committee shall conduct a recount if, within forty-eight (48) hours of the release of the full unofficial results, any candidate makes a written request for such a recount to the Elections Administrator. In the case of elections run on behalf of outside organizations, and subject to agreements with the outside organization, the Elections Committee shall conduct a recount if, within forty-eight (48) hours of the release of the unofficial results, a candidate who has lost by less than two percent (2%) of votes cast makes a written request for such a recount to the Elections Administrator. In the case of Society referenda, the Elections Committee shall conduct a recount if one side lost by less than two percent (2%) of the votes cast or if the number of Yes or No votes, as appropriate, is within two percent (2%) of the required quorum.
 - (e) The Elections Committee shall announce the results of the Voter Funded Media contest in a timely manner, and distribute the award money to all eligible contestants prior to the Society's Annual General Meeting.
7. Results for elections conducted for other organizations shall be released in accordance with the agreements made with those organizations.
8. The Chief Returning Officer shall present a written report on the ballot counting, along with the results of the count, to the Elections Committee. This report shall include a record of the daily returns from each polling station, indicating how many ballots were cast in total and for each candidate at each polling station on each day.

9. The counted ballots shall be kept secure until the results of the election or referendum become official by being presented to Council, at which time the ballots shall be moved to storage to be kept for one year.
10. Presentation of results
 - (a) The Elections Administrator shall prepare a written report on the election or referendum, including the results, such results to include the number of votes received by each candidate in the election and the number of votes received by each side in the referendum. The Elections Administrator shall present the report to Council once any complaints or appeals pending before the Elections Committee or an Election Appeals Committee have been ruled on in accordance with Article 8 below.
 - (b) Subject to the outcome of proceedings in Student Court, once the Elections Administrator's report is presented to Council, the results shall be official and binding upon the Society. A Resolution of Council to receive or approve the report is not required for the results to be binding. Once the results have been presented to Council, the Elections Administrator shall publish them in a campus publication or publications.
 - (c) If the President has been notified in writing by the Clerk of Student Court that an application to appeal a ruling made by an Election Appeals Committee has been presented to the Court, then the President shall so inform Council before the presentation of the Elections Administrator's report.
 - (d) On being informed of an application to appeal as described in paragraph (c) above, Council may, by a Two-thirds (2/3) Resolution, direct the Elections Administrator not to present all or part of the election or referendum report until Student Court has ruled on the appeal.
 - (e) If any member of Council is a candidate in an election concerning which an application to appeal has been made to Student Court as described in paragraph (c) above, that member of Council shall not vote on the resolution described in paragraph (d) above. Nor may an alternate for such a member vote on such a resolution.
 - (f) If Council directs the Elections Administrator not to present all or part of an election report until Student Court has ruled on an appeal, thus delaying the official declaration of a winner for one or more positions, and if Student Court does not rule on such an appeal so that a winner may be declared in time for the Society's Annual General Meeting, then the position or positions shall be deemed to be temporarily vacant, and pursuant to Bylaw 5(3)(c)(v), Council shall appoint from among its members a temporary replacement or replacements to fill the vacancy or vacancies.

- (g) Once Student Court has ruled on an appeal and a winner has been declared for a position deemed temporarily vacant in accordance with paragraph (f) above, the winner shall take office and the temporary replacement shall step down.

Article 8. Interpretations, Rulings, Complaints, and Appeals

1. During an election or referendum, the Elections Administrator may make preliminary rulings and interpretations which must be ratified by the Elections Committee within forty-eight (48) hours. Decisions of the Elections Administrator regarding the approval of campaign material need not be ratified by the Elections Committee; but such decisions may be appealed to the Elections Committee in accordance with the appeal procedures in paragraph 2 below.
2. Protests or complaints of irregularities regarding candidates, referendum campaign groups, or election officials may be submitted to the Elections Committee, provided that the protest or complaint is in writing, is signed by at least three (3) Active Members, and is submitted no more than seven (7) calendar days after the close of balloting or by a date seven (7) calendar days before the next regularly scheduled Council meeting following the close of balloting, whichever is later. The Elections Committee must reach a decision on the protest or complaint no more than twenty-four (24) hours after it has been received in person by a member of the Committee.
3. Complainants are encouraged to submit their complaints promptly. Excessive delays in bringing complaints forward shall be taken into consideration by the Elections Committee in making its decision.
4. Rulings and interpretations made by the Elections Administrator and ratified by the Elections Committee in accordance with paragraph (1) above, and decisions made by the Elections Committee regarding protests or complaints as described in paragraph (2) above, may be appealed to an Election Appeals Committee.
5. An Election Appeals Committee shall consist of:
 - (a) the Chief Justice of Student Court or another Student Court judge designated by the Chief Justice, who shall be Chair;
 - (b) one (1) representative of the person appealing the ruling, interpretation, or decision referred to in paragraph 3 above; and
 - (c) one (1) representative of the Elections Committee.
6. In the absence of a Chief Justice, Election Appeals Committees shall be chaired by the Speaker of Council.
7. In the case of an appeal of a ruling or interpretation made by the Elections Administrator, the appellant must submit an application in writing to the Clerk of Student Court no more than forty-eight (48) hours after the Elections Committee ratifies the ruling or

- interpretation. The Clerk shall immediately forward the application to the Chair of the Elections Appeals Committee.
8. In the case of an appeal of a decision made by the Elections Committee, the appellant must submit an application in writing to the Clerk of Student Court no more than forty-eight (48) hours after the Elections Committee has made its decision. The Clerk shall immediately forward the application to the Chair of the Election Appeals Committee.
 9. The appellant's application must include:
 - (a) a description of the issue in question;
 - (b) a report of the decision being appealed;
 - (c) a statement of the remedy being sought;
 - (d) a description of the errors allegedly made by the Elections Administrator or the Elections Committee; and
 - (e) the name of the representative the appellant wishes to see appointed to the Election Appeals Committee.
 10. The appellant must also provide copies of all supporting documents that the appellant wishes to have considered by the Election Appeals Committee.
 11. On receiving the appellant's application, the Chair of the Election Appeals Committee shall decide whether it meets the requirements of paragraphs 8 and 9 above. If it does, the Chair of the Election Appeals Committee shall notify the Elections Committee of the appeal, provide it with a copy of all relevant documentation, and invite it to name a representative to the Election Appeals Committee. If the Elections Committee fails to name a representative, the Chair of the Election Appeals Committee shall name a representative for them.
 12. The Elections Committee shall make a written response to the appellant's application.
 13. The two representatives named to an Election Appeals Committee must be Active Members and must not be candidates in any ongoing Society election or any ongoing election being conducted for another organization by the Society. They must also not be members of Council, Student Court, the Executive Committee, the Elections Committee, or the Commissions. Appellants may not represent themselves on Election Appeals Committees.
 14. Once constituted, an Election Appeals Committee shall create procedures as it sees fit to deal with the issue before it.
 15. After receiving an appeal application submitted in accordance with the provisions of this

article, an Election Appeals Committee may overturn a decision of the Elections Administrator or the Elections Committee if it determines that in arriving at that decision:

- (a) the Elections Administrator or the Elections Committee acted in a manner inconsistent with the Electoral Procedures in the Code or with the procedures contained in the candidates' handbook issued by the Elections Committee;
 - (b) the Elections Administrator or the Elections Committee failed to consider relevant evidence;
 - (c) the Elections Administrator or the Elections Committee acted in an obviously unfair manner; or
 - (d) the Elections Administrator or the Elections Committee imposed inconsistent penalties for similar offences in the same election or referendum.
16. If the Election Appeals Committee decides to overturn a decision of the Elections Administrator or the Elections Committee in accordance with paragraph 15 above, it may:
- (a) substitute its own decision for that of the Administrator or the Committee; or
 - (b) order the Elections Committee to reconsider the decision.
17. An Election Appeals Committee must hold its first meeting concerning an application made in accordance with paragraphs 7 or 8 above no more than forty-eight (48) hours after the submission of that application.
18. An Election Appeals Committee must come to a decision no more than forty-eight (48) hours after holding its first meeting.
19. The decision of an Election Appeals Committee must consist of the following elements:
- (a) the decision itself;
 - (b) the reasons for the decision; and
 - (c) a dissenting opinion if there is one.
20. All the elements of the decision referred to in paragraph 19 must be in writing, and copies must be given to the appellant, the Elections Committee, and Council.
21. A decision of an Election Appeals Committee may be appealed to Student Court in accordance with the procedures described in Section XV of the Code. On receiving an application to appeal an election decision to Student Court, the Clerk of the Court shall immediately notify the President and the Elections Administrator in writing that such an application has been filed.
22. If a decision of an Election Appeals Committee is appealed to Student Court, all the

elements of the decision as specified in paragraph 19 above must be submitted to the Court. In addition, all supporting evidence and documents used by the Election Appeals Committee in the course of its deliberations must be made available to the Court. Such evidence and documents shall be transferred to the Society's archives after all appeal procedures are completed.

23. (a) No protests or complaints of irregularities regarding candidates, referendum campaign groups, or election officials may be submitted to an Election Appeals Committee unless they have first been submitted to and ruled on by the Elections Committee in accordance with the procedures prescribed in this Article.
- (b) No protests or complaints of irregularities regarding candidates, referendum campaign groups, or election officials may be submitted to Student Court unless they have first been submitted to and ruled on by the Elections Committee and an Election Appeals Committee in accordance with the procedures prescribed in this Article.
- (c) Notwithstanding paragraph (a) above, a complaint may be submitted to an Election Appeals Committee before the Elections Committee has ruled on it if:
- (i) the Elections Committee has failed to rule on it within a reasonable time; or
 - (ii) the Election Appeals Committee determines that it would be unreasonable to wait for a decision by the Elections Committee.
- (d) Notwithstanding paragraph (b) above, a complaint may be submitted to Student Court without first submitting it to an Election Appeals Committee or without waiting for a decision from an Election Appeals Committee if:
- (i) the Election Appeals Committee has failed to reach a decision within a reasonable time;
 - (ii) the complaint raises issues that go beyond the specifics of a contested election or in some other way are beyond the jurisdiction of an Election Appeals Committee; or
 - (iii) Student Court determines that it would be unreasonable to wait for a decision by an Election Appeals Committee.
24. Candidates and other persons involved in elections or referenda must comply with rulings of the Elections Administrator and the Elections Committee even if those rulings are in the process of being appealed to an Election Appeals Committee or to Student Court. Only if an Election Appeals Committee or Student Court overturns a ruling may compliance with it cease.

Article 9. Constituency Elections and Referenda

1. Constituencies shall determine the rules and procedures to be followed in conducting

their elections and referenda, provided however that the following conditions are adhered to:

- (a) the Constituency must appoint a chief elections official and an elections committee to conduct its elections;
- (b) the Constituency's chief elections official and its elections committee must conduct elections in an unbiased and impartial manner;
- (c) candidates in a Constituency election may not serve during that election on the Constituency's elections committee or on any other election appeal body in the Constituency; nor may they serve as the Constituency's chief elections official;
- (d) the Constituency must establish rules governing election procedures and the penalties for violating such rules;
- (e) the Constituency's rules and penalties must be in writing, and the Constituency must not introduce non-written rules or penalties;
- (f) the Constituency must not introduce new election rules, or alter existing election rules, during the period lasting from the beginning of an election campaign until the final determination of the election results;
- (g) no votes shall be deducted as a penalty in any Constituency election;
- (h) for similar offences in the same election or referendum, the Constituency's elections committee shall impose similar penalties;
- (i) the Constituency's council shall not have the right to overturn or refuse to accept the results of a Constituency election;
- (j) all members of a Constituency in good standing shall be entitled to vote in all elections and referenda conducted by that Constituency;
- (k) all members of a Constituency in good standing shall be entitled to run for any elected position in that Constituency;
- (l) voting in all elections and referenda shall be by secret ballot;
- (m) notice of elections and referenda shall be advertised in the Constituency publication or another campus publication and posted in prominent locations at least seven (7) days prior to the election or referendum;
- (n) notice of deadlines for nominations shall be advertised in the Constituency publication or another campus publication and posted in prominent locations at least seven (7) days prior to the deadlines;

- (o) if only one candidate is nominated for a position, an election must still be held using a “Yes or No” ballot, and the candidate shall be declared elected only if more than half of the voters vote Yes for that candidate;
 - (p) a candidate who loses a “Yes or No” election for a position as described in paragraph (o) above must not be appointed to that position;
 - (q) in the case of a referendum to alter Constituency fees, the Constituency must follow the quorum requirements and other procedures in Bylaw 14 and Code Section XIII, Article 6;
 - (r) the Constituency must establish an internal appeals procedure to deal with protests and complaints concerning its elections and referenda;
 - (s) the Constituency shall require its chief elections official to not approve campaign material he or she deems to be offensive; and
 - (t) the decision of a Constituency chief elections official to not approve campaign material shall be appealable within the Constituency and may be subsequently appealed according to the procedures outlined in paragraph 2 below.
2. Provided that all internal appeals procedures within a Constituency have been exhausted, the Elections Committee shall rule on the validity of a Constituency election or referendum upon presentation to the Elections Administrator of a written petition from ten (10) Active Members of the Constituency or ten percent (10%) of the Active Members of the Constituency, whichever is less.
 3. Appeals of Elections Committee decisions on Constituency elections and referenda may be made to Student Court in accordance with Section XV of the Code.

Article 10. Club Elections

1. SAC may regulate the elections of the Clubs and Associations that it constitutes under Bylaw 13(3).
2. SAC shall rule on the validity of an election in a Club or Association if it is presented with a written petition from ten (10) Active Members belonging to the Club or ten percent (10%) of the active members of the Club or Association, whichever is less.
3. SAC may direct the Elections Committee to provide advice concerning an election in a Club or Association.
4. If an election is ruled invalid under paragraph 2 above, SAC may direct the Elections Committee to conduct a new election.

5. A decision made under paragraph 2 above is subject to an appeal to Student Court.

Article 11. By-Elections and Other Special Elections

1. Notwithstanding the provisions elsewhere in these Electoral Procedures prescribing the number of polling hours for elections and the procedures to follow for nominations, the Elections Committee may set different polling hours and prescribe different procedures for nominations in the case of a by-election to fill an Executive vacancy and in the case of other special elections.

Article 12. Conduct of Elections for Other Organizations

1. The Elections Committee shall conduct elections and referenda for other organizations, including the election of students to the Senate and Board of Governors, only under the following conditions:
 - (a) The election must primarily involve the Society's Active Members.
 - (b) A contract to run the election must exist between the Society and the other organization, such a contract to be approved by Council.
 - (c) The contract between the Society and the other organization must specify that the Elections Committee shall manage and administer the whole election from the close of nominations through to the counting of ballots.
 - (d) The contract must specify the rules to be followed concerning the eligibility of candidates and voters.
 - (e) The rules referred to in paragraph (d) must be in accord with the basic principles of democratic elections.
 - (f) The contract between the Society and the other organization must state that the election shall be conducted according to the relevant provisions of the Electoral Procedures except for those rules specified in the contract.
 - (g) The contract must specify what body or person in the other organization shall be the liaison with the Elections Committee.
 - (h) The contract must specify what the duties of the other organization shall be in the running of the election.
 - (i) The contract must specify who shall pay for the costs of running the election and specify in what manner payment will be made.
 - (j) The contract must prescribe a procedure for appealing decisions of the Elections Committee.

2. Where relevant, and unless otherwise stipulated in this section of Code or in the contract to run an election required by paragraph 1 above, the Elections Committee shall conduct elections and referenda for other organizations in accordance with the rules and procedures contained in this section of Code.

Article 13. Electronic Voting

1. Unless Council decides by Resolution to conduct an election or referendum exclusively by paper ballot, elections and referenda shall have an electronic voting component. At the discretion of the Elections Committee, the electronic component may be used for any or all of the days during the voting period. In elections or referenda with an electronic voting component, the following changes to the Electoral Procedures in Section IX A shall be in effect if, in the opinion of the Elections Committee, they are technically feasible:
 - (a) The term ballot as used in Section IX A shall be expanded to include electronic ballots.
 - (b) The term polling station as used in Section IX A shall also refer to any computer on which an electronic ballot can be cast.
 - (c) In Article 1C(2), the Chief Returning Officer shall have the additional duty of being the technical liaison between the Elections Committee and the organization whose computers are handling the electronic aspects of the election or referendum. The Chief Returning Officer shall ensure that a member of the aforementioned organization records the daily vote totals in Society elections and referenda, and submits these to the Chief Returning Officer daily. Neither the Chief Returning Officer, the Elections Administrator, nor any other member of the Elections Committee shall have access to the voting results before the end of the voting period.
 - (d) Article 2(1) shall be changed to read: “1. Pursuant to Bylaw 5(3)(b)(i), the Elections Committee shall conduct the election of members of the Executive according to these Procedures. Polling for this election shall be held within the month of January at the discretion of the Elections Administrator, but no sooner than one week after the close of nominations.”
 - (e) The last sentence of Article 3(3) shall be changed to read: “And the Committee shall not remove a candidate’s right to have a picture and a statement on the election website pursuant to Article 5(6) below.”
 - (f) In Article 5 (Polling Regulations), Paragraph 4 shall be changed to read: “4. Except in the case of by-elections or other special elections, voting during Society elections and referenda through electronic or paper means shall be available for at least five (5) calendar days.”

- (g) In Article 7 (Counting of Ballots and Release of Results), the following changes shall be in effect:
 - i) Paragraph 1 shall be changed to read: “1. The Elections Committee shall take whatever measures necessary to ensure the security of the ballots and the balloting process. ”
 - ii) Paragraph 7 shall be changed to read: “7. The Chief Returning Officer shall present a written report of the results of the election to the Elections Committee. This report shall include a record of the daily returns, indicating how many ballots were cast in total and for each candidate on each day.”
 - iii) Paragraph 8, requiring that the paper ballots be kept secure until the results are official and then be stored for a year, shall be replaced by: “Both paper and electronic records of the election or referendum shall be kept intact until the results become official by being presented to Council and shall then be stored for a year where technically feasible.”
- 2. If there is an electronic voting component to an election, or referendum, the Code and Policies Committee shall prepare a revised version of the Electoral Procedures for the Elections Committee incorporating all the changes prescribed by this Article.
- 3. Where electronic voting is the only method employed, the following additional rules shall be in effect:
 - (a) Article 1C(2)(c), (e), and (h) regarding duties of the Chief Returning Officer specific to elections or referenda conducted by paper ballot shall no longer be in effect.
 - (b) In Article 5 (Polling Regulations), the following changes shall be in effect:
 - i) Paragraph 1 shall be changed to read: “1. The Elections Committee shall ensure that all Active Members have an opportunity to vote and shall establish staffed information booths and take other measures to publicize the election or referendum so as to ensure that as many Active Members as possible do vote.”
 - ii) Paragraph 2 shall be changed to read: “2. Information booths shall be in conspicuous locations, including locations in the Student Union Building and the Koerner Library, and in other conspicuous locations at the discretion of the Elections Committee. Staffing times shall be at the discretion of the Elections Committee, but the information booths must be staffed for a total of at least two hundred and fifty (250) hours during Society elections and referenda.”

- iii) Paragraph 3, referring to poll locations and times, shall be changed to read: “3. The election or referendum shall be advertised in a campus publication or publications as determined by the Elections Committee.”
 - iv) Paragraph 5(a) shall no longer be in effect.
 - v) Paragraph 5(b) shall be changed to read: “Instructions on voting procedures shall be clearly posted.”
 - vi) Paragraphs 5(c) and 9, on marking paper ballots and absentee voting, shall no longer be in effect.
 - vii) In paragraph 6, the right to a sign or a poster at polling stations shall be replaced by the right to have a picture and a statement on the election website.
- (c) In Article 7 (Counting of Ballots and Release of Results), the following changes shall be in effect:
- (i) Paragraphs 2, 3 and 4(f)-(i), on handling paper ballots and scrutineering, shall no longer be in effect.
 - (ii) Paragraph 4(d) shall be changed to read: “(d) At least three members of the Elections Committee must be present at all times during ballot counting.”
 - (iii) Paragraph 5(a), requiring completion of ballot counting within 72 hours, shall be replaced by: “Ballot counting shall be completed no more than two (2) hours after the close of polling on the last day of polling.”
- (d) In the event that some Active Members are unable to vote electronically for technical reasons, the Elections Administrator shall arrange for them to vote by paper ballot. In that case, the rules for holding an election by paper ballot shall be in effect for those Members and their ballots, except for the following:
- i) Article 2(1) on the timing of Executive elections;
 - ii) Article 5(2) on the location of polling stations; and
 - iii) Article 5(4) on the length of elections and referenda.
- (e) In the event that a substantial number of Active Members vote by paper ballot, making it impossible to determine the results of the election or referendum within two (2) hours of the close of voting, the Elections Committee may take longer to release unofficial results, but in no case longer than seventy-two (72) hours after the close of voting.

Article 14. Voter Funded Media

1. Society elections shall include a media contest which will allow the voters to award funds to participants in the contest.
2. The contest shall be open to all individuals and groups, regardless of their standing with the Society, provided they pay the Society the \$150 entry fee by the designated deadline. This provision notwithstanding, the contest shall not be open to candidates running in the election associated with the media contest, members of the Elections Committee, or officers of Student Court. Once they submit their nomination papers, candidates running in the election associated with the media contest may not be listed as contributors to any media outlet participating in the contest, but may submit letters to the editor of such a media outlet.
3. Participants must register between the time announced by the Elections Committee for the commencement of the contest and a time during the Official Campaign Period to be announced by the Elections Committee.
4. At the time of registration participants must pay the entry fee, and must disclose:
 - (a) the name of the media outlet as it will appear on the ballot; and
 - (b) the name of the person or organization to whom a cheque may be written should they be entitled to receive prize money.
5. The designated recipient of prize money for any participant may not be changed once the participant has entered, except at the discretion of the Elections Committee.
6. Participants shall provide any additional information that the Elections Committee requires and shall agree to operate within limitations set by the Elections Committee for the protection of candidates and the integrity of the elections.
7. The Elections Committee shall have control of the funds raised through entry fees and may use these funds for:
 - (a) the salary of the Voter Funded Media Administrator,
 - (b) administrative costs; and/or
 - (c) publicity related expenses.
8. A central site shall be located on the Society's elections website listing the participants, who may also choose to submit a brief statement and have links to their respective websites. The Elections Committee shall determine the length and format of participants' content allowed on the Society's elections website.

9. Contest procedures
 - (a) On the ballot, be it paper or electronic, there shall be a section showing the names of all the media contestants, at the top of which the following statement shall appear: “Voter Funded Media contest: For each media contestant, please select the amount of award you think it deserves.”
 - (b) The media contestants’ names shall appear on the ballot in the order of the date and time they completed their registration for the contest, if possible.
 - (c) For each media contestant, the ballot shall provide the following five options as award amounts: NO MONEY, \$500, \$1000, \$1500 and \$2000. The online ballot shall show the default vote of NO MONEY pre-selected for each contestant.
10. Prizes shall be awarded by the following sequence of steps:
 - (a) The votes shall be interpolated to allow for a graduated awards system that can more accurately reflect the relative support of each media contestant.
 - (b) Award money will be allocated to the media participants that:
 - i) is awarded in increments of \$100, except in cases where this is not possible; and
 - ii) is proportionate to their relative levels of voter support; and
 - iii) does not exceed the total award pool amount of \$8000.

B. FISCAL PROCEDURES

Article 1. Administration Office Procedures

1. The Finance Commission shall establish and maintain accounts and account codes in accordance with the allocation of monies set out in the Society's budget. No accounts or account codes shall be created or deleted except with the approval of the Finance Commission. Unless otherwise stipulated in the Code, the Finance Commission shall determine the signing officer(s) for all accounts.
2. Withdrawals from accounts, including cheque requisitions, shall be made according to the following procedures:
 - (a) all withdrawal requests must be signed and authorized by the signing officer for the account and, if the signing officer is the individual initiating the purchase resulting in the withdrawal request, by another member of the executive for the organization to which the account belongs or by another individual designated by the Treasurer-Controller;
 - (b) the Treasurer-Controller may require the signing officer for an account to show identification at the time of the withdrawal;
 - (c) withdrawal requests shall be made through the use of the proper forms and shall be accompanied by the appropriate supporting documentation;
 - (d) appropriate supporting documentation shall be receipts, invoices or approved contracts;
 - (e) if receipts, invoices and approved contracts are unavailable, official minutes of the appropriate body authorizing the expenditure may suffice as supporting documentation, upon the approval of the Vice-President Finance or the Treasurer-Controller;
 - (f) if a purchase order is obtained through the procedures described above, such purchase order shall be considered appropriate supporting documentation for the issuance of cheques;
 - (g) requests for advances or petty-cash disbursements against accounts may only be made in accordance with procedures established by the Treasurer-Controller;
 - (h) notwithstanding the foregoing provisions, expenditures made under the budgeted line items of telephone, office supplies and postage, and any purchase made through the Society's copy centre, require no supporting documentation other than the signature of the signing officer as referred to in (a) above; and

- (i) in special, emergency situations in which neither minutes nor receipts, invoices, or contracts are available, or in which the signing officer for an account is not available, withdrawals may be made according to procedures established by the Treasurer-Controller.
- 3. Deposits into accounts shall be made according to the following procedures:
 - (a) any and all monies of the Society, which include any monies in the control of Subsidiary Organizations and other Society bodies, shall be deposited into the Society's accounts through the Administration Office;
 - (b) any individual may deposit monies into an account in accordance with the procedures established from time to time by the Treasurer-Controller; and
 - (c) any Subsidiary Organization or other Society body found to have monies deposited outside the Society's Administration Office shall have transactions from its accounts suspended and its booking privileges discontinued, and shall suffer such other penalties as deemed appropriate by SAC and/or the Finance Commission.
- 4. The Finance Commission may grant Constituencies additional accounts and account codes for Constituency-sponsored events and groups; however, such accounts shall only be approved, and maintained, if funding guarantees are provided by the Constituency.
- 5. The Treasurer-Controller shall:
 - (a) ensure that all Subsidiary Organizations and other Society bodies and the Society's officers and staff have sufficient monies in their accounts to carry out their financial transactions;
 - (b) ensure that all of the Society's financial transactions are approved by the appropriate signing officer with the appropriate documentation; and
 - (c) create other procedures relating to the operation of the Administration Office as are required from time to time.
- 6. Journal vouchers must be used to transfer funds from one account to another, and must be approved by the organization or individual being charged. The Treasurer-Controller may create such other procedures concerning journal vouchers as are deemed necessary.
- 7. Food, drink and other inventory from any Society operation may only be transferred in accordance with the Society's budget and with the appropriate documentation as determined by the Treasurer-Controller.

Article 2. Signing Authority

1. The Society signing officers, as designated in Bylaw 8, shall be responsible for making sure that they are instructed by the Treasurer-Controller on appropriate procedures for reviewing cheques and the related supporting documentation.
2. Pursuant to Bylaw 8(2), the General Manager shall have the authority to be one of the two Society signing officers on cheques and administrative contracts relating to the business or financial operations of the Society. This provision notwithstanding, the General Manager shall not be a signing officer for contracts involving the Society's Commissions and Services.
3. A Society signing officer who approves a cheque requisition shall not sign the related cheque.
4. In addition to the Society's signing officers, who have the authority to sign on behalf of the Society in its dealings with external organizations, there shall be internal signing officers, who shall have the authority to initiate financial transactions with regard to individual accounts within the Society.
5. Individuals may become internal signing officers in one of the following five ways:
 - (a) they may be designated by a Subsidiary Organization or Student Resource Group, in accordance with paragraph 7 below, as the signing officer for that Subsidiary Organization or Resource Group;
 - (b) they may be designated by the Code as the signing officer for a Committee, a Commission, another Society body, or a specific set of accounts;
 - (c) they may be designated as the signing officer for a staff department or position by a joint decision of the General Manager and the Vice-President Finance;
 - (d) they may be designated as the signing officer for a Fund of the Society by a joint decision of the General Manager and the Vice-President Finance; or
 - (e) they may become the signing officer for an Executive position or the General Manager's position by virtue of holding that position.
6. A list of all the above internal signing officers, indicating which departments they have signing authority for, shall be maintained by the Treasurer-Controller in the Administration Office.
7. A Subsidiary Organization or Student Resource Group shall designate its signing officer by Resolution, and that person shall register at the Administration Office by:

- (a) bringing in a copy of the minutes of the Subsidiary Organization or the Student Resource Group recording the Resolution;
 - (b) presenting his or her UBC card and one additional piece of ID; and
 - (c) signing in.
8. A Subsidiary Organization or Student Resource Group may at any time, by Resolution, remove and replace its signing officer if that signing officer fails to manage the funds of the Organization or Resource Group in a responsible manner, or for any other reason. The replacement signing officer shall register at the Administration Office in the manner specified in paragraph 7 above.

Article 3. Budget Procedures for Subsidiary Organizations and Student Resource Groups

1. All Subsidiary Organizations shall submit budget proposals to the Vice-President Finance in accordance with Bylaws 11(1) and 13(9). Information derived from these budget proposals, as approved by the Budget Committee, shall be included in the draft budget submitted by the Committee to Council.
2. Budgeting for the Student Resource Groups shall be done in accordance with Section XI of the Code.
3. When a Subsidiary Organization has not submitted a budget proposal in accordance with Bylaw 13(9), the Vice-President Finance shall inform the delinquent organization that a budget proposal is required prior to the current fiscal year end. Should the organization fail to submit a budget proposal by that time, then pursuant to Bylaw 5(3)(d)(iii)(2), the Vice-President Finance shall suspend transactions from the accounts of the delinquent organization and report his or her actions at the next meeting of the Budget Committee and the next meeting of Council.
4. A Subsidiary Organization shall not spend money from its accounts or incur any other liability within a fiscal year until its budget for that fiscal year has been approved by Council, except in accordance with paragraph 5 below.
5. When a Subsidiary Organization's budget has not yet been approved by Council, but the organization wishes to spend money or incur a liability, the Vice-President Finance, in consultation with the General Manager, may authorize that organization to spend money or incur a liability provided that:
 - (a) the Subsidiary Organization's budget proposal would not put the organization into a deficit position with the Society;
 - (b) there are sufficient funds in the organization's account to cover any proposed expenditure which the organization will incur prior to Council's approval of the organization's budget proposal; and

- (c) such liability or expenditure does not exceed twenty-five percent (25%) of the anticipated expenditures of the organization for the current fiscal year.

Where the Vice-President Finance has authorized an organization to spend money or incur liability in accordance with this paragraph, such authorization shall be reported to the Budget Committee and to Council.

- 6.
 - (a) A Subsidiary Organization which is deconstituted or ceases to exist shall have its accounts frozen until the fiscal year end, at which time its accounts shall be transferred to a general holding account of the Society with a notation of any surplus or shortage in its accounts.
 - (b) After any such surplus or shortage has been in a general holding account of the Society for one (1) year, the surplus or shortage shall be transferred to the Clubs Benefit Fund or the Constituency Aid Fund, whichever is appropriate.

Article 4. Contingency, Deficits and Surpluses

- 1. The five percent (5%) margin established by Bylaw 11(1)(a) shall be known as the Contingency and shall be equivalent to five percent (5%) of the discretionary revenues of the Society.
- 2. The discretionary revenues of the Society shall be calculated according to the following formula:
 - (a) the total revenue from all Society fees levied upon Active Members;
 - (b) less non-discretionary charges which have been included in the Society's fees by referendum (*e.g.*, CPAC, External and University Lobbying and Advocacy Fund);
 - (c) less the required allocations to reserve funds specified in the Bylaws (*e.g.*, SUB Management Fund, SUB Art Fund);
 - (d) plus the net revenue that is expected from all business operations of the Society.
- 3. The Contingency shall only be used to cover an unforeseen deficit the Society has during the year. It shall not be allocated by Council for any other purpose.
- 4. If an unforeseen deficit occurs that is larger than the Contingency can cover, the Business and Facilities Committee shall recommend to Council how to cover it.
- 5. If there is an unforeseen surplus, it shall be distributed among the funds of the Society in a manner determined by the Business and Facilities Committee.

Article 5. Allocating Revenue from Donors and Sponsors

1. Revenue from donors and sponsors shall be allocated in accordance with the provisions of contracts entered into with those donors and sponsors.
2. If there is a surplus remaining after allocating revenue from donors and sponsors in accordance with donor and sponsor contracts, the surplus shall be allocated by the Business and Facilities Committee.
3. Revenue from donors and sponsors for which no allocation is specified in donor or sponsor contracts shall be allocated by the Business and Facilities Committee.

Article 6. Funds

1. The following are the funds of the Society as established by referendum, by Bylaw 11(2), or, pursuant to Bylaw 11(2)(a)(vii), by this provision of the Code:
 - (a) Funds established by referendum:
 - i) Capital Projects Acquisition and Construction (CPAC) Fund;
 - ii) AMS Intramurals Fund;
 - iii) AMS Athletics and Intramurals Benefit Fund;
 - iv) External and University Lobbying and Advocacy Fund;
 - v) Resource Group Fund;
 - vi) AMS Refugee Student Fund;
 - vii) Student Services Fund;
 - viii) AMS Student Legal Fund;
 - ix) AMS Health and Dental Fund;
 - x) AMS Financial Assistance Fund; and
 - xi) Sexual Assault Support Services Fund.
 - (b) Funds established by Bylaw 11(2):
 - i) Student Union Building Management Fund;
 - ii) Student Union Building Art Fund;
 - iii) Student Union Building Repairs and Replacement Fund;
 - iv) AMS Special Bursary Fund;
 - v) Constituency Aid Fund; and
 - vi) Clubs Benefit Fund.
 - (c) Funds established pursuant to Bylaw 11(2)(a)(vii) by this provision of the Code:
 - i) Projection Booth Repair and Maintenance Fund;
 - ii) Resource Group Event Fund;
 - iii) Health Plan Assistance Fund;

- iv) Grad Class Fund;
 - v) Events Fund;
 - vi) Student Initiatives Fund;
 - vii) Sexual Assault Initiatives Fund;
 - viii) President's Fund;
 - ix) SUB Renewal Fund;
 - x) Child Care Fund;
 - xi) Sustainability Fund; and
 - xii) SUB Renewal Subsidy Fund.
- 2. Monies from a fund may only be allocated if such allocation:
 - (a) is in accordance with the Society's budget as required by Bylaw 11(2)(b);
 - (b) conforms with the stated purpose of the Fund as required by Bylaw 11(2)(b);
 - (c) has been approved by a Two-thirds (2/3) Resolution of the body responsible for administering the Fund; and
 - (d) has been recommended by a Resolution of a body empowered to make recommendations concerning the Fund.
- 3. Pursuant to Bylaw 11(2)(b), monies from Funds that are designated for allocation in the Society's Budget in accordance with paragraph 2(a) above shall, if not spent, remain in the Fund and shall not be transferred to any other account.
- 4. Funds Established by Referendum
 - (a) **The Capital Projects Acquisition and Construction Fund [CPAC]** shall be administered by Council on the recommendation of SAC, the Business and Facilities Committee, or the Executive Committee. The Fund shall be used to finance specific capital projects authorized by the referenda of November 1982 and November 1991, including:
 - i) the construction of new day care facilities;
 - ii) renovation of the Horse Barn located in B-lot;
 - iii) development of athletic facilities in the vicinity of the SUB;
 - iv) development of on-campus student housing;
 - v) SUB renovations and expansion; and
 - vi) Whistler Cabin renovations and expansion.
 - (b) **The AMS Intramurals Fund** shall be administered by Council on the recommendation of SAC. The Fund shall be used to finance Intramurals. In accordance with the referenda of March 1979, November 1982 and January 1996,

such financing shall be used to:

- i) provide general support to Intramurals;
 - ii) support administration costs and facilities; and
 - iii) maintain and improve existing programs.
- (c) **The AMS Athletics and Intramurals Benefit Fund** shall be administered by Council on the recommendation of SAC. The Fund shall be used to benefit the University's Athletics and Intramurals program. In accordance with the referendum of March 1998, the Fund shall be used to support current programs and services.
- (d) **The External and University Lobbying and Advocacy Fund** shall be administered by Council on the recommendation of the External Commission, the University Commission, or the Executive Committee. In accordance with the referendum of January 1996, the Fund shall be used to allow the Society to adequately lobby the government, the University and the community at large on issues concerning the students of UBC.

The Fund shall not be used to finance either Executive salaries, benefits, and honoraria or the expenses incurred in the offices of the Vice-President Academic and University Affairs or the Vice-President External Affairs.

- (e) **The Resource Group Fund** shall be administered by the Resource Group Allocation Committee. In accordance with the referendum of January 1996, the Fund shall be used to ensure adequate funding for the Student Resource Groups.
- (f) **The Refugee Student Fund** shall be administered by the Finance Commission upon recommendations from the affiliate of the World University Service of Canada constituted as a Club of the Society. In accordance with the referenda of January-February 1985 and January 1996, the Fund shall be used to allow two or more refugee students to attend the University each year.
- (g) **The Student Services Fund** shall be administered by Council on the recommendation of the Executive Committee. In accordance with the referendum of September-October 1999, this Fund shall be used to improve and expand the Student Services (such as Safewalk, JobLink, and Speakeasy) and also to improve and expand the services offered by CiTR and the Aquatic Centre.

In accordance with the contract entered into between the Society and CiTR, CiTR shall be guaranteed annual financial support from the Fund of \$4 per full-time student and a pro-rated amount for part-time students.

- (h) **The AMS Student Legal Fund** shall be administered by the board of directors of the Student Legal Fund Society. In accordance with the contract entered into

between the Society and the Student Legal Fund Society and the referendum of March 1998, the Fund shall be used to finance legal cases brought by and for the Active Members with the purpose of improving education and the accessibility to education at the University.

- (i) **The AMS Financial Assistance Fund** shall be administered by Council on the recommendation of the Finance Commission or the Executive Committee. In accordance with the referendum of March 1998, this Fund shall be used to provide bursaries to Active Members in financial need.
- (j) **The AMS Health and Dental Fund** shall be administered by a joint committee composed of representatives of the Society and of the Graduate Students Society. In accordance with the contract entered into between the Society and the Graduate Students Society, the contract entered into between the Society and Quebec Student Health Alliance Inc., and the referendum of September-October 1999, this Fund shall be used to provide health and dental insurance for the Active Members.
- (k) **The Sexual Assault Support Services Fund** shall be administered by Council on the recommendation of the Student Life Committee. In accordance with the referenda of February 2003 and January-February 2005, the Fund shall be used to provide sexual assault support services.

Ninety-five percent (95%) of the money deposited in the Fund each year shall be allocated to the Sexual Assault Support Centre.

The money in the Fund not allocated to the Sexual Assault Support Centre shall be transferred to the Sexual Assault Initiatives Fund.

Any money collected as a result of the Sexual Assault Support Services referendum or as a result of donations to the Sexual Assault Support Centre or to the Sexual Assault Initiatives Fund and not used in a given year shall accumulate and remain in the designated funds of the Society for use in a subsequent year for sexual assault support services.

5. Funds established by Bylaw 11(2)

- (a) **The Student Union Building Management Fund** shall be administered by Council on the recommendation of SAC, the Business and Facilities Committee, or the Executive Committee. In accordance with Bylaw 11(2)(a)(i), this Fund shall be used to maintain and replace the fixed structural features of the Society's buildings, such as doors, ceiling frames, walls, carpets and floors, and also to cover the costs directly associated with operating the Society's buildings.
- (b) **The Student Union Building Art Fund** shall be administered by SAC in

accordance with Bylaw 11(2)(a)(ii).

- (c) **The Student Union Building Repairs and Replacement Fund** shall be administered by Council on the recommendation of SAC, the Business and Facilities Committee, or the Executive Committee. In accordance with Bylaw 11(2)(a)(iii), this Fund may only be used to purchase, replace or repair the Society's furnishings and equipment, including furniture, rugs and mats, file cabinets, bulletin boards, computers, printers and audio-visual equipment. The minimum limit of the Fund shall be twenty-five percent (25%) of the replacement value of the Society's furnishings and equipment as determined from the audits carried out by the Treasurer-Controller and the Agenda Committee.
- (d) **The AMS Special Bursary Fund** shall be administered by Council on the recommendation of the Finance Commission or the Executive Committee in accordance with Bylaw 11(2)(a)(iv) and the following provisions:
 - (i) the purpose of the Special Bursary Fund shall be to provide a large endowed Fund whose interest earnings shall support Active Members in need of financial assistance, provide maximum publicity exposure for the Society, and complement rather than compete with or replace other financial aid programs;
 - (ii) only the interest earned by the Fund shall be used for bursaries;
 - (iii) the principal of the Fund shall not be spent for any reason;
 - (iv) Council may direct, through the Society's budget, that interest from the Fund in each fiscal year be donated to the University's Financial Awards Office by the end of that fiscal year; and
 - (v) any unused interest in a given fiscal year shall be added to the principal of the Fund at the end of the fiscal year.
- (e) **The Constituency Aid Fund** shall be administered by the Finance Commission in accordance with Bylaw 11(2)(a)(v) and the following provisions:
 - (i) The purpose of this Fund shall be to:
 - 1) ensure that Constituencies have sufficient funds to hold elections and fee referenda and to communicate with their members through mailouts or newsletters;
 - 2) assist Constituencies in completing special projects related to their academic interest area;

- 3) enable Constituencies to attend conferences away from the University through conference travel grants; and
- 4) enable Constituencies to purchase furnishings and equipment, including furniture, rugs and mats, file cabinets, bulletin boards, computers, printers and audio-visual equipment.
- (ii) Only organizations recognized as Constituencies in accordance with Bylaw 13(2) shall be eligible to receive monies from this Fund.
- (iii) A Constituency wishing to receive monies from this Fund shall submit a request to the Vice-President Finance, who shall make a recommendation to the Finance Commission based on the availability of funds.
- (iv) Council shall add a minimum of \$3,000 to this Fund every fiscal year.
- (v) The amount granted to a Constituency for an election or fee referendum shall be an aggregate total of 15 cents per Constituency member, but shall be no less than \$75 and no more than \$375 in any one fiscal year.
- (vi) The amount granted to a Constituency for a newsletter or mailout shall be an aggregate total of 15 cents per student, but shall be no less than \$75 and no more than \$375 in any one fiscal year.
- (vii) Money may only be granted to Constituencies for special projects in accordance with the following provisions:
 - 1) the project must benefit the Constituency as a whole;
 - 2) no more than one special project shall be funded for each Constituency in any one fiscal year;
 - 3) the special project shall be non-recurring in nature; ongoing or year-to-year projects shall not be considered for funding;
 - 4) specifically excluded from funding as special projects are yearbooks, repairs and maintenance to facilities and equipment, and any other project which occurs on a year-to-year basis and should be included in a Constituency's operating budget; and
 - 5) Constituencies must, upon the request of the Finance Commission, provide evidence that they have exhausted all other possible sources of revenue before applying to this Fund.
- (viii) If a special project is approved, money for the project shall be transferred to a Constituency's account only after the project is completed and a list of

expenses has been submitted to the Vice-President Finance for verification.

- (ix) Conference travel grants may only be granted to Constituencies in accordance with the following provisions:
 - 1) the maximum amount granted to a Constituency shall not exceed \$750 per fiscal year, regardless of the number of grant requests submitted by the Constituency;
 - 2) Constituencies requesting funds must, upon the request of the Finance Commission, provide evidence that they have exhausted all other possible sources of revenue before applying to this Fund;
 - 3) the money shall be used only for the conference applied for, and any unused portion shall remain in the Fund;
 - 4) travel grants shall be available only for conferences within a Constituency's area of academic interest;
 - 5) money shall only be provided to cover the expenses of Constituency members;
 - 6) Constituencies must provide evidence that they have made the least expensive travel arrangements possible; and
 - 7) travel grant requests must be made no less than twenty-one (21) days before the conference begins unless permission to make a request at a later date is granted by the Vice-President Finance.
- (x) If a travel grant is approved, funds shall be transferred into the Constituency's account only after the conference is completed and a list of expenses has been submitted to the Vice-President Finance for verification.
- (xi) Money may only be granted to Constituencies for purchasing furnishings and equipment in accordance with the following provisions:
 - 1) the furnishings and equipment purchased shall be owned by the Society for the use of the Constituency; and
 - 2) the type of furnishings and equipment purchased shall be directly related to the Constituency's area of academic interest.
- (xii) When approving grants from this Fund, the Finance Commission may impose such conditions or restrictions as it sees fit, provided however that

such conditions or restrictions are consistent with this section of Code.

- (f) **The Clubs Benefit Fund** shall be administered by the Finance Commission in accordance with Bylaw 11(2)(a)(vi) and the following provisions:
- (i) The purpose of this Fund shall be:
 - 1) to assist Clubs in completing special projects related to their area of interest;
 - 2) to enable Clubs to attend conferences away from the University through conference travel grants; and
 - 3) to enable Clubs to purchase furnishings and equipment, including furniture, rugs and mats, file cabinets, bulletin boards, computers, printers and audio-visual equipment.
 - (ii) In order to receive monies from this Fund, organizations must be designated as Clubs or Associations in accordance with Bylaw 13(3).
 - (iii) A Club wishing to receive monies from this Fund shall submit a request to the Vice-President Finance, who shall make a recommendation to the Finance Commission based on the availability of funds.
 - (iv) Council shall add a minimum of \$6,750 to this Fund every fiscal year.
 - (v) Money may only be granted to Clubs for special projects in accordance with the following provisions:
 - 1) the project must benefit the Club as a whole;
 - 2) no more than one special project shall be funded for each Club in any one fiscal year;
 - 3) the special project shall be non-recurring in nature; ongoing or year-to-year projects shall not be considered for funding;
 - 4) specifically excluded from funding as special projects are yearbooks, repairs and maintenance to facilities and equipment, and any other project which occurs on a year-to-year basis and should be included in a Club's operating budget;
 - 5) upon the request of the Finance Commission, Clubs must provide evidence that they have exhausted all other possible sources of revenue before applying to this Fund; and

- 6) the maximum amount granted shall not exceed \$450 per Club in any given fiscal year.
- (vi) If a special project is approved, money for the project shall be transferred to a Club's account only after the project is completed and a list of expenses has been submitted to the Vice-President Finance for verification.
- (vii) Conference travel grants may only be granted to Clubs in accordance with the following provisions:
 - 1) the maximum amount granted to a Club shall not exceed \$450 in any given fiscal year, regardless of the number of grant requests submitted by the Club;
 - 2) Clubs requesting funds must, upon the request of the Finance Commission, provide evidence that they have exhausted all other possible sources of revenue before applying to this Fund;
 - 3) the money shall be used only for the conference applied for, and any unused portion shall remain in the Fund;
 - 4) travel grants shall be available only for conferences within the Club's area of interest as stated in its constitution;
 - 5) money shall only be provided to cover the expenses of Club members who are also Active Members of the Society;
 - 6) Clubs must provide evidence that they have made the least expensive travel arrangements possible; and
 - 7) travel grant requests must be made no less than twenty-one (21) days before the conference begins unless permission to make a request at a later date is granted by the Vice-President Finance.
- (viii) If a travel grant is approved, funds shall be transferred into the Club's account only after the conference is completed and a list of expenses has been submitted to the Vice-President Finance for verification.
- (ix) Money may only be granted to Clubs for purchasing furnishings and equipment in accordance with the following provisions:
 - 1) the furnishings and equipment purchased shall be owned by the Society for the use of the Club; and

- 2) the type of furnishings and equipment purchased shall be directly related to the Club's area of interest as stated in its constitution.
 - (x) When approving grants from this Fund, the Finance Commission may impose such conditions or restrictions as it sees fit, provided however that such conditions or restrictions are consistent with this section of Code.
- 6. Funds Established by this Section of Code
 - (a) **The Projection Booth Repair and Maintenance Fund** shall be administered by the Finance Commission following the recommendations of the AMS Film Society (Filmsoc) and in accordance with the Projection Booth Account article in the agreement between SAC and Filmsoc.
 - (b) **The Resource Group Event Fund** shall be administered by the Resource Group Allocation Committee. This Fund shall be used to finance special events and projects, of a non-recurring nature, proposed by any Resource Group or Groups.
 - (c) **The Health Plan Assistance Fund** shall be administered by a joint committee composed of representatives of the Society and of the Graduate Students Society. In accordance with the agreement entered into between the Society and the Graduate Students Society, this Fund shall be used to provide bursaries to Active Members in need of financial aid to cover all or part of the Society's health and dental insurance fee charged to those Active Members in accordance with the referendum of September - October 1999.
 - (d) **The Grad Class Fund** shall be administered by the Grad Class Council, subject to the approval of the graduating class, in accordance with the constitution of the graduating class.
 - (e) **The Events Fund** shall be administered by Council on the recommendation of the Student Life Committee. The Fund shall be used to purchase equipment and supplies for the Events Department, to cover losses from unsuccessful events, and to develop new Events Department programs. Money for the Fund shall derive from surplus sponsorship and admission revenues produced by events put on by the Events Department and from such other sponsorship money that the General Manager deems appropriate to be added to the Fund.
 - (f) **The Student Initiatives Fund** shall be administered by the Finance Commission in accordance with the following provisions:
 - (i) The purpose of this Fund shall be to provide funding to Active Members of the Society for:

- 1) travel to conferences;
 - 2) philanthropic activities;
 - 3) academic programs; and
 - 4) other projects deemed worthy by the Finance Commission.
- (ii) Only individual active members of the Society or informal groups of such members shall be eligible to receive monies from this Fund.
 - (iii) Neither the Society's Subsidiary Organizations nor its Student Resource Groups shall receive monies from this Fund.
 - (iv) An individual or group wishing to receive monies from this Fund shall submit a request to the Vice-President Finance, who shall make a recommendation to the Finance Commission based on the availability of funds.
 - (v) Individuals attending a conference together or working together on a project should form themselves into an informal group and submit one joint application for the conference or project rather than submitting individual applications. If the Finance Commission determines that separate applications belong to individuals who should have formed themselves into an informal group, it may, at its discretion, direct the individuals to submit a single joint application, or it may approve the applications on a first come, first served basis
 - (vi) Council shall add a minimum of \$5,000 to this Fund every fiscal year.
 - (vii) The maximum amount of a grant from this Fund shall not exceed \$500, whether the grant is to an individual applying separately or to a group making a joint application.
 - (viii) No more than one grant shall be made to any applicant in any one fiscal year. An individual who is part of a group receiving a grant shall not be eligible for a separate grant as an individual in that same fiscal year.
 - (ix) Grants from the Fund shall cover no more than half of the cost of a project.
 - (x) If a project is approved, money for the project shall be paid to the applicant only after the project is completed and a list of expenses has been submitted to the Vice-President Finance for verification.
 - (xi) When approving grants from this Fund, the Finance Commission may impose such conditions or restrictions as it sees fit, provided however that such conditions are consistent with this section of Code.

- (g) **The Sexual Assault Initiatives Fund** shall be administered by the Student Life Committee in accordance with the following provisions:
 - (i) This Fund shall be used to finance projects proposed by members of the University community.
 - (ii) All such projects must be directly related to sexual assault on campus, including but not limited to educational and promotional campaigns.
 - (iii) In addition to money transferred from the Sexual Assault Support Services Fund, this Fund may be supplemented by donations.
- (h) **The President's Fund** shall be administered by the Executive Committee in accordance with the following provisions:
 - (i) the Fund shall be used to advance the mission of the Society;
 - (ii) the Fund may be used to fund initiatives including, but not limited to, ad hoc or special projects in the areas of strategic planning, governance, sustainability, marketing, services, and other programs developed to advance the mission of the Society;
 - (iii) monies added to this Fund may be transferred to other Funds of the Society;
 - (iv) the Executive Committee may not spend more than \$10,000 from this Fund on any one initiative unless a larger amount is approved by a Two-thirds (2/3) Resolution of Council;
 - (v) total spending from this Fund in any given year shall not exceed \$30,000 unless a larger amount is approved by a Two-thirds (2/3) Resolution of Council.
- (i) **The SUB Renewal Fund** shall be administered by Council on the recommendation of the SUB Renewal Committee or the Executive Committee. The Fund shall be used to finance the building of a new SUB or the building of an addition to the existing SUB or the renewal through renovations of the existing SUB.
- (j) **The Child Care Fund** shall be administered by Council on the recommendation of SAC, the Business and Facilities Committee, or the Executive Committee. The Fund shall be used to finance the expansion of child care facilities at the University.

- (k) **The Sustainability Fund** shall be administered by Council on the recommendation of the Business and Facilities Committee or the Budget Committee. The Fund shall be used to realize the AMS Sustainability Strategy.
- (l) **The SUB Renewal Subsidy Fund** shall be administered by the Subsidy Review Committee. This Fund shall be used to provide bursaries to Active Members in need of financial aid to cover all or part of the Society's SUB Renewal fee charged to those Active Members in accordance with the referendum of March 2008.

Article 7. Fiscal Year

1. The fiscal year for the Society shall be May 1 to April 30.

Article 8. Budget

1. Pursuant to Bylaw 11 and to Article 7 above, Council shall approve a preliminary budget for the Society no later than April 30 in each fiscal year for the following fiscal year.
2. Council shall approve a final, detailed budget no later than June 30 in each fiscal year for that fiscal year.
3. Both the preliminary and the final budget shall include the budget projections adopted by Council the previous year, the actual expenditures and revenues to date, variances, and the next fiscal year's budget projections for all the Society's operations, including but not limited to the business operations.
4. Both the preliminary and the final budget shall include a statement of the amount of money in each Fund of the Society, along with a note stating that the amount of money allocated from each Fund shall not exceed the amount of money in the Fund.
5. The final budget shall provide a detailed breakdown of revenues and expenditures within each department of the Society, a department in this context meaning an individual student service, Commission, business, staff department or position, executive member, and so forth.
6. The preliminary budget shall provide figures for the overall revenues and expenditures of each major division of the Society, the major divisions in this context meaning the business operations as a whole, all the departments within student government taken collectively, the Student Services as a whole, the Student Resource Groups, and so forth.
7. The Vice-President Finance shall prepare a draft of the preliminary budget for the Society, and submit that draft to the Budget Committee no later than March 31 in each fiscal year. The Budget Committee shall complete its review of the draft and submit its version of the draft to all Council members no less than seven (7) days prior to the last

Council meeting of the fiscal year.

8. The Vice-President Finance shall prepare a draft of the final budget for the Society, and submit that draft to the Budget Committee no later than May 31 in each fiscal year. The Budget Committee shall complete its review of the draft and submit its version of the draft to all Council members no less than seven (7) days prior to the last Council meeting in June.
9. The detailed notes to each section of the budget shall be considered part of the budget.
10. Approval by Council of the final, detailed budget or any amendment thereto shall be deemed to be authorization for the organization or person responsible for each department mentioned in the final budget to manage the monies allocated to that department. Expenditures shall not deviate from those contained in the budget, unless an amendment has been submitted to the Vice-President Finance, and has been approved by both the Budget Committee and Council in accordance with Bylaw 11(1)(f).
11. Before the final, detailed budget is approved, normal expenditures (such as expenditures on salaries and office supplies) shall be permitted for each department in accordance with the final, detailed budget for the previous fiscal year. Exceptional expenditures (such as for capital projects or special events) may be authorized at the discretion of the Vice-President Finance provided that such an expenditure:
 - (a) is consistent with the preliminary budget;
 - (b) would not put a division into a deficit position; and
 - (c) does not exceed twenty-five percent (25%) of the previous year's budgeted expenditures for the department.

Article 9. Contracts

1. The term "contract" shall include binding agreements, memorandums of understanding, strategic partnerships, binding commitments, or any other business or legal arrangements intended to be enforceable by law. The term shall not include day-to-day commercial transactions or merchandise/food sales.
2. The Vice-President Finance, the Vice-President Administration, the Vice-President Academic and University Affairs, and the SAC Vice-Chair are the only individuals who can bind the Society to a legal contract. The only exceptions to this provision are:
 - (a) that the Society's managers and senior staff shall, pursuant to Bylaw 8(2), have signing authority with respect to their specific areas; and
 - (b) that Executive members, managers, and senior staff may enter the Society into an administrative contract provided that the contract is fulfilling the intent of a Resolution passed by Council or SAC.

3. Except in accordance with paragraph 2 above, members of Constituencies, Associations, Clubs, and Commissions, internal signing officers, and Society employees are not authorized to sign any contract on behalf of the Society. If such a non-authorized party signs a contract on behalf of the Society, that party, and not the Society, shall be responsible for the contract.
4. Contracts shall be either regular contracts or sponsorship contracts. The procedures for entering the Society into a sponsorship contract shall be outlined in an Internal Policy on sponsorship. Amendments to the policy may be proposed by the Business and Facilities Committee and may be approved by Council by a Two-thirds (2/3) Resolution in accordance with the provisions in Section II, Article 11 on Policies.

5. Regular Contracts:

If any individual or group wishes to enter the Society into a regular contract, the following protocol must be observed:

- (a) the contract shall be submitted to the Vice-President Administration or the Vice-President Finance;
- (b) the Vice-President Administration or the Vice-President Finance shall ensure that the contract is consistent with the Code and Bylaws of the Society;
- (c) the Vice-President Administration or the Vice-President Finance shall determine if the contract is political or administrative, all contracts being administrative unless they result in:
 - i) a visible limiting of choice for the members of the Society;
 - ii) an exclusive relationship between the Society and the other party to the contract providing the other party with direct or indirect commercial access to the members of the Society;
 - iii) a strategic or far-reaching agreement with the University;
 - iv) an original agreement or new contract in excess of two (2) years in duration; or
 - v) any other consequences that should reasonably be brought to Council's attention.
- (d) all administrative contracts shall be considered for approval by two Society signing officers and, if approved, signed by them within three (3) business days;
- (a) contracts shall be approved for Subsidiary Organizations and Resource Groups only if they are in good standing; and
- (f) administrative contracts shall be submitted to SAC for information and archiving

purposes only;

6. Notwithstanding the provisions of this Article, contracts related to events at venues off-campus at which alcohol may be consumed shall be submitted to the Vice-President Administration or the Vice-President Finance no less than three (3) weeks in advance of the event. Upon submission of the contract, the Subsidiary Organization or Resource Group must also apply for event insurance at the Administration Office, to be paid for by the Subsidiary Organization or Resource Group.
7. SAC may approve standard administrative contracts for use throughout the Society's operations, including but not limited to bookings agreements, employment contracts and contracts with suppliers. Such standard administrative contracts need not be reapproved by SAC each time they are used, provided that the purpose and content of the contract have not changed, other than to indicate specific dates, names of parties, and the level of monetary compensation or payment.
8. Any regular contract that is not administrative shall be considered political. Political contracts may only be approved by a Two-thirds (2/3) Resolution of Council.
9. When approving a political contract other than a lease, Council shall deliberate on the final draft of the contract, and shall not delegate final approval to any other individual or body. A lease that is determined to be a political contract must be brought to Council for approval in principle, but the final draft of such a lease need not be brought to Council.
10. If an existing contract is being renewed for a period of more than two (2) years but the renewed version of the contract would not otherwise be considered political, the renewed version shall be considered administrative and need not be brought to Council for approval; however, it must be submitted to Council for information purposes.
11. Contracts, including leases, that are changed in any meaningful way after Council has approved them must be resubmitted to Council for approval of those changes.
12. Notwithstanding the authority granted to the signing officers to approve administrative contracts, Council has the power, subject to paragraph 15 below, to approve or disapprove any contract.
13. At the request of three (3) voting members of Council, Council must strike an *ad hoc* Ethical Review Committee to examine any contract prior to approval. Any contract that is to be reviewed by an Ethical Review Committee shall be considered political. The *ad hoc* Committee shall:
 - (a) produce a written report to Council on the ethics of all the parties with which the Society is to enter into agreement under the proposed contract;
 - (b) report back to Council in a timely fashion, usually by the next Council meeting,

- with a recommendation on whether or not to enter into the proposed contract;
 - (c) in all other ways conform to the provisions on Committees in Section V of the Code; and
 - (d) have such other duties as are assigned by Council.
- 14. Only one Ethical Review Committee may be struck for any contract.
- 15. Neither Council nor the signing officers shall refuse to approve a contract proposed by a Subsidiary Organization or Resource Group solely because of disagreement with the purpose or philosophy implicit in that contract. Notwithstanding this provision, approval may be refused if a contract is inconsistent with the Society's Policies, Code or Bylaws or if the procedure required by this Article has not been followed. Such a refusal may be made by Council or, for administrative contracts, by a Resolution supported by at least three (3) of the Society signing officers at a meeting of the signing officers. In the case of a refusal by the signing officers, the decision to refuse to approve a contract may be appealed to Council.

Article 10. Asset Inventory

- 1. All furnishings and equipment of the Society that have an expected life of more than two years shall be entered into the general asset inventory.
- 2. The general asset inventory shall be updated every three years by locating all furnishings and equipment and listing them as assets of the Society.
- 3. The general asset inventory shall include all assets of the Society in the SUB.

Article 11. Disposal of furnishings and equipment from the Asset Inventory

- 1. Any asset of the Society under the direct jurisdiction of Council, SAC or a Constituency may be disposed of (either sold or given away) by a Resolution of the respective body, provided that such disposition is in accordance with the Code and Bylaw 11(7), is in the best interests of the Society, and is not intended to benefit any individual or company at the expense of the Society. Both SAC and the Constituencies shall report any disposition of Society property under their jurisdiction to Council on a quarterly basis.
- 2. Any asset of the Society under the General Manager's jurisdiction may be disposed of (either sold or given away) at his or her discretion, provided that such disposition is in accordance with the Code and Bylaw 11(7), is in the best business interests of the Society, and is not intended to benefit any individual or company at the expense of the Society. The General Manager shall report any disposition of Society property under his or her jurisdiction to Council on a quarterly basis.
- 3. Any asset of the Society managed by a Club may only be disposed of (either sold or

given away) after SAC has approved a disposition procedure for Clubs. SAC shall ensure that Clubs follow the disposition procedure, and it shall, on a quarterly basis, report to Council any disposition by a Club of Society property.

C. PERSONNEL PROCEDURES

Article 1. Regular Employees

1. Council shall establish, by a Two-thirds (2/3) Resolution, personnel procedures for the Society's regular employees, to be contained in the Personnel Handbooks of the Society. Subject to paragraph 5 below, the Handbooks shall set out the basic employment principles and practices to be followed by the Society's management and staff, and shall also include recruitment and hiring procedures.
2. There shall be two separate Handbooks, one for permanent employees and one for part-time student employees.
3. All employees of the Society shall be given the appropriate Personnel Handbook at the time they commence employment.
4. The General Manager shall regularly review the Personnel Handbooks and, if necessary, propose changes to them which will take effect if approved by a Two-thirds (2/3) Resolution of Council.
5. Paragraph 1 above notwithstanding, the Society's unionized employees are governed by the principles and practices contained in the collective agreement between the Society and the union representing those employees, and the principles and practices contained in the collective agreement take precedence, for the unionized employees, over the principles and practices contained in the Personnel Handbooks.

Article 2. Appointees

1. The Executive Committee shall establish provisions regarding the rights and responsibilities of Society appointees, such provisions to be contained in the Executive Procedures Manual.
2. The provisions regarding the rights and responsibilities of Society appointees shall include procedures for the removal of appointees. In the absence of such provisions, the procedures contained in the Personnel Handbook for part-time student employees shall be followed where appropriate.
3. For persons appointed by Council, paragraph 2 above is subject to the provisions of Bylaw 5(1)(c).

D. PUBLICATIONS PROCEDURES

Article 1. Application and General Provisions

1. This Section of the Code of Procedure shall apply to publications of the Society that are not Subsidiary Organization Publications.
2. Upon the recommendation of the Communications Planning Group, Council may create a Society publication by a Two-thirds (2/3) Resolution.
3. The Communications Planning Group shall establish, for each Society publication, editorial policy, advertising standards, staff and volunteer management procedures, publication dates, specific dates for the appointment of publication coordinators and such other policies and procedures as are necessary and desirable. Notwithstanding this Article, Council may alter or amend these policies and procedures by Resolution at any time.
4. The Communications Planning Group shall create a budget proposal for each Society publication, and submit the proposal to the Vice-President Finance.
5. Every Society publication shall have at least one (1) Coordinator, appointed by the Communications Planning Group. The Communications Planning Group shall conduct interviews for such Coordinator positions according to the procedures prescribed for interviewing candidates for Coordinator positions in Section V, Article 13 of the Code. The Communications Planning Group may, by Resolution, remove a Coordinator at its discretion.

E. SUBSIDIARY ORGANIZATIONS' PUBLICATIONS PROCEDURES

Article 1. General Provisions

1. All Subsidiary Organizations as established in Bylaw 13 shall comply with this Section.
2. The name of the Subsidiary Organization shall appear in full in the masthead of that Subsidiary Organization's publications.
3. Every Subsidiary Organization's publication shall have at least one (1) Editor, appointed by the Subsidiary Organization.
4. Subsidiary Organizations shall create policies and procedures governing the operations of their publications. The Subsidiary Organization shall ensure that up-to-date copies of these policies and procedures are submitted to the Communications Planning Group. Notwithstanding this Article, Council may alter or amend these policies and procedures by resolution at any time.
5. Contributors shall be wholly responsible and liable for all articles and other material published in a Subsidiary Organization's publication and attributed to them. The Editor of the Subsidiary Organization's publication shall be wholly responsible and liable for all unattributed, inaccurately attributed or pseudonymous articles and other material appearing in the publication.

SECTION X: STUDENT SERVICES

Article 1. General Provisions

1. Upon the recommendation of the Executive Committee, or on its own initiative, Council may establish or discontinue a Student Service by a Two-thirds (2/3) Resolution. Should Council so resolve, Article 1(3) shall be deemed to be amended.
2. Council shall not establish a Student Service whose purpose overlaps with the purpose of an already existing Student Service.
3. The following organizations shall be Student Services:
 - (a) AMS Food Bank;
 - (b) Safewalk;
 - (c) Speakeasy Student Support;
 - (d) Advocacy Office;
 - (e) Tutoring Service;
 - (f) AMS Volunteer Connect;
 - (g) Mini School;
 - (h) Firstweek; and
 - (i) Sexual Assault Support Centre (SASC).
4. Each Student Service shall:
 - (a) offer services and resources to the membership which are in significant demand and aim to further the well-being of the membership as a whole;
 - (b) aim to enable all students to achieve their potential;
 - (c) with Council's approval, work in cooperation with University departments of similar mandate;
 - (d) advertise its services and resources to the membership;
 - (e) be accessible to all Active Members of the Society;
 - (f) have an Operations Manual detailing its purpose, organizational structure and procedures;
 - (g) have a Coordinator or Co-Coordination as its chief operations officer(s), who shall report to the Executive Coordinator of Student Services; and
 - (h) have such other powers and duties as are assigned by Council or the Executive Coordinator of Student Services from time to time.

5. The Student Services shall not:
 - (a) take part in any Society election campaigns;
 - (b) take part in any Society referendum campaigns, unless authorized to do so by Council;
 - (c) negotiate with the University, unless authorized to do so by the Executive Committee; or
 - (d) engage in lobbying, unless authorized to do so by Council.
6. If authorized to do so in accordance with paragraph 5 above, Student Services shall negotiate with the University or engage in lobbying only through the Executive Coordinator of Student Services.

Article 2. Space and Financing

1. All Student Services shall be granted office space in the SUB without having to apply for it annually. Those Student Services which the Executive Coordinator of Student Services determines require visible space shall be granted such space on the main concourse of the SUB by SAC.
2. The Executive Coordinator of Student Services shall submit a consolidated budget for all Student Services to the President. This budget shall be prepared in consultation with the Coordinators of the Student Services.
3. All Student Services shall be provided with secretarial and office support as determined by the Executive Committee, pursuant to Section VI, Article 3(2)(f) of the Code.
4. Safewalk shall be guaranteed sufficient funding to ensure that all safewalkers receive an hourly wage consistent with the wage paid to part-time student employees of the Society.
5. In addition to receiving ninety-five percent (95%) of the money deposited in the Sexual Assault Services Fund each year, the Sexual Assault Centre shall, subject to the approval of its portion of the Society's budget, receive additional funding necessary for its operations.

Article 3. Operations Manual

1. An Operations Manual shall only be adopted or amended by a Two-thirds (2/3) Resolution of Council.
2. An Operations Manual shall include:

- (a) the purpose or objective of the Student Service;
 - (b) the terms of office for the staff of the Service;
 - (c) the Service's organizational structure;
 - (d) the Service's hours of operation;
 - (e) a description of the duties of the Coordinator or Co-Coordinators, the Assistant Coordinator or Coordinators if such positions exist, and any other staff of the Service;
 - (f) the following statement: "Nothing in this document shall be construed in a manner contrary to the AMS Constitution, Bylaws, Code of Procedure or any other rules and regulations enacted from time to time by the AMS."; and
 - (g) the following statement: "An amendment to this Operations Manual is not effective and shall not be acted upon until approved by Council in accordance with the Code."
3. Student Services may develop and implement, with the approval of the Executive Coordinator of Student Services, other rules and regulations to guide the Service's day-to-day operations. Such rules and regulations must be consistent with the Operations Manual of the Service and be attached to the master copy of the Operations Manual forwarded to the Archivist-Researcher pursuant to Section I, Article 3(1) of the Code.

Article 4. Coordinators

- 1. The Coordinator or Co-Coordinators of a Student Service shall carry out the management and administration of that Service in accordance with the Operations Manual and subject to the direction of the Executive Coordinator of Student Services.
- 2. Coordinators, Co-Coordinators, and Assistant Coordinators, if such Assistant Coordinator positions are established by the Operations Manual of a given Student Service, shall be Active Members of the Society, and shall not hold any other appointed or elected positions in the Society. This provision notwithstanding, the coordinators of SASC need not be Active Members of the Society.
- 3. Coordinators, Co-Coordinators, and Assistant Coordinators shall be appointed by the Executive Coordinator of Student Services on the recommendation of the Business and Facilities Committee. A Student Service shall have a single Coordinator unless the Executive Coordinator of Student Services, in consultation with the parties involved, decides that there should be Co-Coordinators. Such a decision may be reviewed and reversed at any time by the Executive Coordinator of Student Services with the agreement of the Co-Coordinators.

4. The Coordinator or Co-Coordinators of a Student Service shall keep or cause to be kept a register of the staff and volunteers of that Service.

Article 5. Advertising

1. Each Student Service shall display the name and logo of the Society in the manner approved by the Communications Planning Group:
 - (a) at the office or outlet at which the Service carries on business;
 - (b) in all notices and other official publications; and
 - (c) on all business cards, correspondence and other official documents.
2. Where any instrument mentioned in paragraph 1 above is issued that does not display the name and logo of the Society,
 - (a) the instrument is not authorized by the Society for the purposes of Bylaw 20; and
 - (b) the person(s) issuing the instrument is personally responsible and liable for it.

SECTION XI: STUDENT RESOURCE GROUPS

Article 1. General Provisions

1. Council may, by a Two-thirds (2/3) Resolution, declare an organization to be, or to no longer be, a Student Resource Group, provided that SAC has previously recommended such action by a Two-thirds (2/3) Resolution. Should Council so declare, paragraph 3 below shall be deemed to be amended.
2. SAC shall not recommend that an organization become a Student Resource Group unless:
 - (a) the purpose of the proposed Resource Group is clearly defined and does not overlap with the purpose of an already existing Resource Group;
 - (b) the proposed Resource Group has already been constituted as a Club or Association by SAC, and has been in existence for a minimum of two (2) years;
 - (c) the proposed Resource Group's finances are in good order, as determined by the Vice-President Finance; and
 - (d) SAC has invited the Resource Group Allocation Committee to make a presentation to SAC on the merits of the proposal to create a new Student Resource Group, such an invitation to be made in writing no less than fourteen (14) days before the meeting at which SAC considers the proposal.
3. The following organizations shall be the Student Resource Groups of the Society:
 - (a) Pride UBC;
 - (b) the Social Justice Centre;
 - (c) the Student Environment Centre;
 - (d) the Women's Centre;
 - (e) Colour Connected Against Racism; and
 - (f) Allies at UBC.
4. Student Resource Groups shall:
 - (a) research, provide information and raise awareness on social issues of concern to the membership, as defined by the mandate of the Resource Group;
 - (b) be involved in social issues relevant to society at large;
 - (c) provide services to the membership, including but not limited to information seminars, public speeches and discussion groups; and
 - (d) propose and lobby for policy changes within the Society, the University, and

society at large.

5. The views expressed by the Resource Groups do not necessarily reflect the policies of the Society.
6. A Resource Group's objectives and activities shall not be contrary to the Constitution, Bylaws or Code of Procedure of the Society.
7. Any correspondence by a Student Resource Group on official letterhead of the Society shall indicate that its views do not necessarily reflect the policies of the Society.
8. Membership in all Resource Groups shall be open to all Active Members of the Society. This provision notwithstanding, a Resource Group may, in its constitution, limit, for specifically defined groups of members:
 - (a) access to specific areas of that same Resource Group's space--or attendance at specifically defined events or activities (excluding general meetings) of that Resource Group--but only in the interests of preserving and protecting the mental, emotional, or physical security of other members of said Resource Group; and
 - (b) the ability to hold an executive position on that same Resource Group, but only in the interests of preserving and protecting the mandate of said Resource Group as set out in its constitution.
9. On receipt of a complaint about the application of paragraph 8 above, SAC may direct the Resource Group to respond to the complaint in writing and may, by a Two-thirds (2/3) Resolution, recommend that Council take further action in the matter.
10. On receipt of the Resolution referred to in paragraph 9 above, Council may, by a Two-thirds (2/3) Resolution, take such action as it sees fit.
11. Each Resource Group shall establish its own rules, regulations, and procedures, and shall record those rules, regulations, and procedures in a constitution or other similar document which it shall submit to SAC for information purposes. Any amendments to the constitution or other document shall also be submitted to SAC. In the event that such amendments significantly alter the purposes of the Resource Group, SAC may, by a Two-thirds (2/3) Resolution, recommend to Council that it reject the amendments. After such a recommendation from SAC, Council may reject such amendments by a Two-thirds (2/3) Resolution.
12. The rules, regulations, and procedures of a Resource Group must ensure that it operates democratically and must also ensure that only those members of the Resource Group who are Active Members of the Society shall:
 - (a) exercise voting rights at Resource Group meetings and other Resource Group

events; and

- (b) hold Executive positions, or similar positions, within the Resource Group.
- 13. On receipt of a written complaint that a Resource Group is not complying with the requirements in paragraphs 11 and 12 above, or is not following its own rules, regulations, or procedures, SAC may direct the Resource Group to respond to the complaint in writing and may, by a Two-thirds (2/3) Resolution, recommend that Council take further action in the matter.
- 14. On receipt of the Resolution referred to in paragraph 13, Council may, by a Two-thirds (2/3) Resolution, take such action as it sees fit to ensure compliance with the requirements set out in paragraphs 11 and 12 above and with the rules, regulations, or procedures of the Resource Group.

Article 2. Space

- 1. Student Resource Groups shall be granted office space in the SUB by SAC without having to apply for it annually.
- 2. SAC shall ensure that Student Resource Groups be given priority over Clubs and Associations with regard to booking space in SUB. Such priority shall include, but is not limited to, allowing the Student Resource Groups advance booking opportunities prior to the opportunities set aside for Clubs and Associations. However, SAC may restrict the number of advance bookings granted to each Resource Group, and may specify rooms or areas of SUB which are not available for advance booking.

Article 3. Financing

- 1. Instead of Resource Groups applying for funding, Council shall annually budget for and provide them with a lump-sum allocation. This allocation shall not be reduced from the amount allocated in the previous fiscal year except by a specific Two-thirds (2/3) Resolution of Council.
- 2. Council's approved lump-sum allocation shall be divided among the Resource Groups by the Resource Group Allocation Committee (hereinafter referred to as the "RGAC"), composed of one voting member elected or appointed by and from each Resource Group. The RGAC shall divide the lump-sum allocation based on budget proposals submitted to it by the individual Resource Groups. In dividing the lump-sum allocation, the RGAC shall assign no more than eighty percent (80%) of it to the Resource Groups; the remainder shall be placed in the Resource Group Event Fund.
- 3. The RGAC shall notify the Vice-President Finance of how the lump-sum allocation is to be divided as soon as the RGAC has made its decision on this issue, so that the money can be distributed to the appropriate Resource Group accounts and the Resource Group

Event Fund. Such notification shall be in writing and be signed by each voting member of the RGAC who voted in favour of the decision, and shall include copies of the Resource Group budgets as approved by the RGAC.

4. In addition to the powers and duties set out above, the RGAC shall:
 - (a) determine its own procedures and meeting dates, provided however that its quorum be no less than seventy-five percent (75%) of its voting members, and that resolutions of the RGAC must receive a majority of votes of all members, including absent members, to be considered adopted;
 - (b) manage and allocate the Resource Group Event Fund, subject to the Fund's description in Section IX B of the Code;
 - (c) facilitate communication between the Resource Groups; and
 - (d) have such other powers and duties as are outlined in the Bylaws or Code or are assigned by Council from time to time.
5. A new Student Resource Group, created by Council under Article 1(1) above, shall not be eligible for funding until the following fiscal year unless such funding has been approved by the RGAC in a manner consistent with this Article.
6. No Resource Group shall make any expenditure or incur any liability that puts it into a deficit situation, unless such deficit has been approved by the Finance Commission.
7. If a Resource Group does not spend all the money budgeted for it in a fiscal year, the unspent money shall be transferred to the Resource Group Event Fund.
8. If a Resource Group does not submit its budget to the Finance Commission, its constitution and executive list to SAC, or any other documents as required by the Code, its financial account shall be frozen until it submits the required document or documents.

Article 4. Autonomy

1. Neither SAC, the Finance Commission, an Executive nor the Executive Committee shall interfere with the discharge of duties by the RGAC specified in this section.
2. A Resolution made by SAC with respect to Student Resource Groups on an issue not dealt with in this section is not effective or enforceable until it has been ratified by a specific Resolution of Council.

SECTION XII: REMUNERATION AND HONORARIA

Article 1. General

1. This Section does not apply to the employees of the Society.
2. On the recommendation of the Legislative Procedures Committee, Council may grant remuneration or honoraria to Active Members who have been appointed to positions in the Society.
3. Those Active Members appointed to positions with a yearly honorarium shall, in the event that they serve for less than or more than a full year, receive a pro-rated amount.
4. If the supervisor of an Active Member receiving an honorarium feels that the Active Member does not deserve the full honorarium, the supervisor may ask the Appointments Review Committee to approve a lesser payment to the Active Member.
5. Honoraria may be granted by Council to a member in recognition of outstanding service to the Society. Such honoraria shall not exceed \$600.
6. Honoraria may be granted by Council to a member for the completion of a research project for the Society. Such honoraria shall not exceed \$300.
7. The Executive Committee shall ensure that all Active Members involved in the Society receive some form of recognition for their contribution and service to the Society.

Article 2. Councillor of the Year

1. The Executive may, at the end of its term, bestow the title of Councillor of the Year on a member of Council to honour that Council member for his or her overall contribution to the Society.
2. The Councillor of the Year title may be bestowed on any member of Council, voting or non-voting, other than members of the Executive, the Executive Coordinator of Student Services, the Speaker, and the Ombudsperson.
3. In addition to the title, the Executive may at its discretion award a gift or honorarium to the Council member it chooses to name Councillor of the Year.

SECTION XIII: FEES

Article 1. Notice and Alteration of Fees

1. In accordance with the *University Act*, annual notice of the Society's fees shall be submitted to the Board of Governors of the University by the Vice-President Finance.
2. Notice of any change in the Society's fees shall be submitted to the Board of Governors of the University by the Vice-President Finance once the new fee amount or rate of change has been approved in accordance with Bylaw 14 and the *University Act*.
3. Annual notice of the Society's fees and notice of any change in those fees shall be submitted to the Affiliated Institutions.
4. The Vice-President Finance shall keep or cause to be kept a record of the current fee rate for Active Members, to be provided on request to any Active Member.

Article 2. Refund of Fees

1. Active Members who withdraw from the University or an Affiliated Institution shall receive a full refund of their Society fees if:
 - (a) they are registered in both terms of the Winter Session, but withdraw by the end of the third week of classes in the first term of the Winter Session; or
 - (b) they are registered in one term of the Winter Session or in either term of the summer session, but withdraw from the University or an Affiliated Institution by the end of the third week of classes in that term.
2. Under normal circumstances, Society fees shall not be refunded except in accordance with paragraph 1 above; however, requests for refunds after the deadlines set out in paragraph 1 may be granted by Council in extreme circumstances.

Article 3. Exemption from Fees

1. In accordance with the referendum of 1966, 3rd and 4th year medical students are exempt from paying the Society's fees.
2. Pursuant to Bylaw 14(7), Society fees shall also be waived for those Active Members who are not assessed tuition fees by the University and for those Active Members pursuing a University of British Columbia program at an institution other than UBC Vancouver and paying student fees at that other institution.

3. Without limiting the generality of paragraph 2 above, the following categories of Active Members shall be exempt from paying all the Society's fees:
 - (a) senior citizens, meaning persons 65 years or older;
 - (b) 2nd year medical students pursuing their UBC Vancouver medical degree at the University of Victoria, the University of Northern British Columbia, or some other institution.
4. Without limiting the generality of paragraph 2 above, the following categories of Active Members shall be exempt from paying all the Society's fees, except for the U-Pass fee, which they must pay:
 - (a) exchange students from abroad;
 - (b) graduate students in the Western Dean program.
5. Pursuant to Bylaw 14(8), Active Members in the categories enumerated in paragraphs 1 and 3 above are entitled to all the privileges of membership, with the exception of the following exclusive services:
 - (a) the health and dental plan;
 - (b) the U-Pass.
6. Pursuant to Bylaw 14(8), Active Members in the categories enumerated in paragraph 4 above are entitled to all the privileges of membership, with the exception of the health and dental plan.
7. Pursuant to Bylaw 14(9), exempted Active Members who are not eligible for one or more of the exclusive services enumerated in paragraph 5 above may agree to pay the full Society fee and thus become entitled to the exclusive services.

Article 4. Allocation of Fees

1. Portions of the Society's fee may be designated by referendum to be used for certain specific purposes. The following specific purposes have been so designated:
 - (a) CPAC (12 specific capital projects), designated by the referenda of November 1982 and November 1991: \$15 for every Active Member;
 - (b) financially aiding students in financial need, designated by the referendum of March 1998: \$12 for every Active Member, refundable upon request;
 - (c) Intramurals, designated by referenda in March 1979, November 1982, January 1996: \$6 for every Active Member;

- (d) benefiting the University's Athletics and Intramurals program, designated by the referendum of March 1998: \$15 for every Active Member.
 - (e) External and University Lobbying and Advocacy, designated by the referendum of January 1996: \$3.50 for every Active Member;
 - (f) Resource Groups, designated by the referendum of January 1996: \$1.50 for every Active Member;
 - (g) supporting refugee students (through WUSC), designated by the referenda of January-February 1985, January 1996, and March 2008: \$2.50 for every Active Member;
 - (h) the Student Legal Fund, designated by the referendum of March 1998: \$1 for every Active Member, refundable upon request;
 - (i) the Student Services Fund (for such services as Safewalk, JobLink, Speakeasy, CiTR, and the Aquatic Centre), designated by the referendum of September-October 1999: \$9 for every Active Member, refundable upon request;
 - (j) an extended health and dental plan, designated by the referendum of September-October 1999: \$168 for every Active Member (indexed to the Consumer Price Index), refundable upon request for those with an equivalent health and dental plan;
 - (k) a universal transit pass (U-Pass), designated by the referenda of February 2003, January - February 2005, and March 2008: \$23.75 per month for every Active Member, except for certain exempt categories;
 - (l) the Sexual Assault Support Fund, designated by the referenda of February 2003 and January - February 2005: \$3 for every Active Member, refundable upon request; and
 - (m) the SUB Renewal Fee, designated by the referendum of March 2008 (for the construction of a new Student Union Building): a graduated amount for every Active Member, beginning at \$20 in the 2008/09 school year, rising to \$30 in 2009/10 and continuing to increase by \$10 per School Year up to and including the 2016/17 school year.
2. In addition to the above-mentioned specific allocations, the Society's fee includes a \$12.50 general allocation for operating expenses.

Article 5. Graduating Class Fee

1. Members of the graduating class, as defined by the constitution of the graduating class, shall pay a graduating class fee, set by the referendum of March 1961 at \$7.

Article 6. Determination of Constituency fee levies

1. In accordance with the *University Act* a Constituency may only raise its fees by referendum, such a referendum to be held in accordance with Bylaw 14, Section IX A, Article 9 of the Code and this Article.
2. A referendum to alter a Constituency fee levy must be held during the Winter Session, and early enough to enable the Board of Governors to order the collection of the levy in time for the following school year.
3. The President shall be provided with documentation of the results of the referendum within one (1) month of the release of results and shall place upon Council's next agenda a Resolution to accept the new fee. Such a Resolution shall be deemed to have been submitted by the Constituency in accordance with Section III, Article 2(2)(a), and shall appear under the "Constituency and Caucus Motions" section.
4. The Resolution referred to in paragraph 3 above shall take the following form:

That Council, pursuant to the University Act and Bylaw 14(8) of the Society, give notice to the Board of Governors to increase the fee levy for students in (whichever faculty) from \$___ to \$___ starting in Winter Session 20___/___, and that the Vice-President Finance send this notice to the Board of Governors.
5. The notice referred to in paragraph 4 shall contain the following elements:
 - (a) a letter addressed to the Chair of the Board of Governors notifying the board of a change in the Constituency fee levy;
 - (b) a copy of the Resolution adopted by Council; and
 - (c) a copy of the documentation specified in paragraph 3 above.
6. The notice referred to in paragraph 4 above shall be sent to the Secretary of the Board of Governors no more than fourteen (14) days after the Council meeting that adopted the Resolution.

SECTION XIV: RIGHTS & OBLIGATIONS OF MEMBERSHIP

Article 1. Active Members

1. The rights and obligations of Active Members are contained in the Bylaws and Code of the Society, and include, but are not limited to:
 - (a) the right to attend, speak, and vote at all General Meetings of the Society;
 - (b) the right to participate and vote in all general referenda of the Society;
 - (c) the right to be nominated for and hold office on Council if the Active Members so nominate and elect;
 - (d) the right to be appointed to and hold office on Committees and other bodies of the Society if Council so resolves, consistent with the Bylaws and Code of Procedure of the Society;
 - (e) the right to voice their views and concerns to Council and other appropriate bodies of the Society;
 - (f) the right to use the facilities of the SUB and other facilities as may be determined from time to time by the Society, the University, SAC, and Council; and
 - (g) an obligation to abide by the Society's Constitution, Bylaws, Code, and other regulations which are considered necessary for the Society.

Article 2. Associate Members

1. Associate Members shall have the right to:
 - (a) attend and be heard, but not to vote, at all General Meetings of the Society;
 - (b) use the facilities of the Student Union Building as if they were Active Members; and
 - (c) voice their views and concerns about the Society to Council.
2. Associate Members who are not also Active Members shall neither be nominated for nor hold:
 - (a) any voting position on Council;
 - (b) a voting position on any Society Commission or Committee;
 - (c) the position of Chair on any of the Society's Committees; or
 - (d) any position on an executive committee of any Subsidiary Organization, except where provided for by the constitution or bylaws of that organization.

SECTION XV: STUDENT COURT

Article 1. General Provisions

1. Any Member of the Society may make an application in writing to the Clerk of the Court requesting:
 - (a) a hearing, pursuant to Bylaw 21(1)(c); or
 - (b) an interpretation of the Constitution, Bylaws or Code of the Society, pursuant to Bylaw 21(2)(i).
2. Such an application shall be made using the appropriate form, as referred to in Article 11 below.
3. No application for a hearing pursuant to Bylaw 21(1)(c) may be submitted to the Clerk of the Court more than six months after the event to which it refers.
4. The Student Court shall be a standing body which serves throughout the entire year.
5. Judges shall receive the following orientation and materials before hearing their first case:
 - (a) an overview of the Society's Code, Bylaws, and Constitution provided by an appropriate Society staff member;
 - (b) a guide to the general workings of the Society, provided by an appropriate Society staff member.
 - (c) copies of the Constitution, Bylaws, and Code, along with an index of past Court cases.
6. Guiding Principles
 - (a) The Court shall not make rulings of a political nature, or stray into the area of policy making. To this end, the Court shall interpret the Code, Bylaws, and Constitution of the Society without addition to or omission of any language set out within them.
 - (b) The Court shall take into consideration the available case law from previous Court rulings.
 - (c) The Court shall seek out information and informed opinion from Society officials when relevant to cases before it.

7. Pursuant to the requirement in Bylaw 21(2)(k) that in order to become binding Court judgments must be received by a Resolution of Council, a Court judgment shall be deemed to have been so received once the Court has delivered it to Council, and Council may not refuse to receive it.

Article 2. Officers

1. The following shall be the Officers of Student Court:
 - (a) five (5) judges and two (2) alternate judges;
 - (b) the Student At Large members of the Prima Facie Committee;
 - (c) the Chief Prosecutor and the Assistant to the Chief Prosecutor;
 - (d) the Defence Counsel and the Assistant to the Defence Counsel; and
 - (e) the Clerk of the Court.
2. Officers of Student Court, with the exception of the Clerk, must be Active Members of the Society. The Clerk may but need not be an Active Member. Officers shall be appointed by a Resolution of Council, upon the recommendation of an Extraordinary Hiring Committee. Notwithstanding this provision, Council may appoint Officers of Student Court by a Two-thirds (2/3) Resolution without a recommendation from an Extraordinary Hiring Committee.
3. To ensure the independence of the Court, Officers shall not hold any other appointed or elected position within the Society and must not have held any such position during the six (6) months prior to appointment. However, this provision shall not be interpreted so as to prohibit incumbent Officers from applying for additional terms as Officers of the Court in the same or other capacities.

Article 3. The Clerk of the Court

1. Pursuant to Bylaw 21(3) and 21(5)(a), the Clerk of the Court shall:
 - (a) submit applications received by him or her in accordance with Article 1 above to the Prima Facie Establishment Committee within seven (7) days of receipt;
 - (b) present, for information, a copy of such applications to Council within seven (7) days of receipt, or at Council's next meeting, whichever is later;
 - (c) submit election appeals received in accordance with Code Section IX A, Article 8(19) to the Chief Justice or the chair of the Election Appeals Committee;

- (d) publish in a campus publication a notice of hearing no less than three (3) School Days prior to the sitting of the Student Court in any matter;
- (e) submit the records of the Court to the Society's Archivist for safekeeping; and
- (f) have such other duties as are assigned by Council from time to time.

Article 4. Chief Prosecutor and Assistant to the Chief Prosecutor

1. To fulfill the requirements of Bylaw 21(4), Council shall annually appoint a Chief Prosecutor and an Assistant to the Chief Prosecutor.
2. The Chief Prosecutor shall prosecute all cases initiated by Council.
3. The Chief Prosecutor may, at a complainant's discretion, prosecute cases initiated by any member of the Society.
4. The Chief Prosecutor and the Assistant to the Chief Prosecutor shall be second or third year students in the Faculty of Law.
5. The Chief Prosecutor may, within reason, delegate any or all duties to the Assistant to the Chief Prosecutor.

Article 5. Defence Counsel and Assistant to the Defence Counsel

1. Council shall annually appoint a Defence Counsel and an Assistant to the Defence Counsel.
2. The Defence Counsel shall defend all cases initiated by Council. Notwithstanding this provision, the defendant shall have the right to seek independent counsel.
3. The Defence Counsel may also, at a defendant's discretion, defend a case initiated by any member of the Society.
4. The Defence Counsel and the Assistant to the Defence Counsel shall be second or third year students in the Faculty of Law.
5. The Defence Counsel may, within reason, delegate any or all duties to the Assistant to the Defence Counsel.

Article 6. The Prima Facie Establishment Committee

1. The Prima Facie Establishment Committee shall consist of:

- (a) the Chief Prosecutor, who shall be Chair;
 - (b) two (2) Students At Large appointed by Council, at least one of whom shall be enrolled in a second or third year program in the Faculty of Law;
 - (c) one (1) Judge, other than the Chief Justice, who shall be a non-voting member.
2. Upon the receipt of an application submitted by the Clerk of the Court in accordance with Article 3(1)(a) above, the Committee shall meet within seven (7) days to determine whether or not a prima facie case exists.
3. In determining whether or not a prima facie case exists, the Committee shall consider whether the application brought before it is within the jurisdiction of Student Court and, with regard to disciplinary issues, whether there is sufficient evidence to warrant a hearing on the application.
4. If the Committee establishes that there is a prima facie case, then proceedings in Student Court shall be initiated within thirty (30) days of the date of the original application. Notwithstanding this provision, if the court date would occur outside the School Year, the Chief Justice may postpone the hearing until the earliest convenient date within the School Year, such date being no more than thirty (30) days after the start or resumption of the School Year.
5. Quorum for the Committee shall be one hundred percent (100%) of its voting members.

Article 7. Rules of Procedure

1. The following text outlines the rules of procedure which shall govern the operation and form of the Student Court of the Society.
 - (a) The Court shall publish a notice of hearing (Form C) in a campus publication at least three (3) School Days prior to the hearing of any matter, except where the Chief Justice deems the matter in issue to be one that requires early hearing, whereupon the Court may sit as soon as the notice is published.
 - (b) The Court shall, subject to these Rules, assemble at the time and place specified in the Notice of Hearing (Form C).
 - (c) At the commencement of every hearing, the Chief Justice shall recite the jurisdiction of the Court under the Bylaw provisions which pertain to that particular hearing.
 - (d) The Court may, at its discretion, and upon written application by any party to a hearing, consider a rehearing if that party can satisfy the Court that the Court failed to consider a matter relevant to the hearing. The decision of the Court on an application to reconsider shall be final.

- (e) The decision of the Court shall be the decision of the majority of the judges who have heard the case in its entirety.
- (f)
 - i) At the conclusion of a hearing, the Court may render its decision orally or reserve its decision for a period not to exceed fourteen (14) days.
 - ii) The Court shall in any case submit a written decision and reasons therefor to Council not later than the first meeting of Council after fourteen (14) days have passed since the conclusion of a hearing.
 - iii) The Court shall publish its decision to the student body at large, provided however that the judgement of the Court has been received by a Resolution of Council prior to publication. Notwithstanding this provision, in disciplinary cases the Court may choose not to publish its decision.
 - iv) The Court shall make its reasons for decision available through the Clerk of the Court to any member in good standing.
- (g) The hearings of the Court shall be open to any member in good standing except in disciplinary cases, where an accused may, by petition to be received by the Clerk of the Court at least one (1) day prior to the hearing, request that the proceedings be closed to the public, in which case the Court may, at its discretion, make such an order. All said petitions shall be in writing, setting forth in full the reasons for the request.
- (h) Any notice required to be published by the Constitution, Bylaws, Code of Procedure, or these Rules in the *Ubysey* or other campus publication may be made public by any other method which the Chief Justice shall provide for in the event that the *Ubysey* or other campus publications are not publishing or fail to publish at the material times.
- (i) Any objection based on procedural grounds and presented to the Court during any particular proceeding may only result in an adjournment of one (1) week during which time the matter may be righted. In no case will the jurisdiction of the Court be ousted upon procedural grounds alone.

Article 8. Disciplinary Cases

1. Upon the direction of Council pursuant to Bylaw 21(3) or upon the decision of the Prima Facie Establishment Committee to initiate Student Court proceedings in a disciplinary case, the Clerk of the Court shall:
 - (a) issue to the accused a Notice of Charge (Form B); and

- (b) inform the Chief Justice of the charge and under his or her direction set a date, time and place for a trial.
- 2. If an accused cannot appear before the Court on the date set for trial, he or she shall submit the reasons in writing to the Clerk of the Court no later than one day before the trial date. Failure to appear before the Court without having submitted sufficient reasons in writing may be deemed contempt of Court.
- 3. On an initial finding of contempt under paragraph 2 above, the Court shall not treat the accused as being in violation of Bylaw 21(1)(c)(i), and shall not proceed with the trial, but instead shall take such action as it deems appropriate to ensure the appearance of the accused at a later date. Where an accused fails to appear before Court after repeated attempts by the Court to elicit appearance, the Court shall have the discretion to treat said failure as a breach of Bylaw 21(1)(c)(i), and make a ruling accordingly.
- 4. Accused persons may be tried jointly or separately at the discretion of the Court, but always so as to give each accused a full opportunity to make full answer and defence to the offence with which they are charged.
- 5. The Clerk of the Court shall read the charge.
- 6. Each accused shall rise in turn at the request of the Chief Justice and state his or her name, faculty and year, and whether he or she pleads guilty or not guilty as charged.
- 7. In the event of an accused pleading guilty, the Court may hear any statement on his or her behalf towards mitigation of sentence as well as any statement by the Prosecutor.
- 8. In the event of the Court being, for any reason, dissatisfied with the guilty plea or the statement of mitigation, it may, in its discretion, strike out the plea of guilty, order a plea of not guilty to be entered and proceed to try the accused as charged.
- 9. The Court in its discretion, upon motion of counsel or upon its own volition, may order all witnesses excluded until they are called by counsel to give their testimony.
- 10. The Prosecutor shall commence the hearing by presenting the case against each accused.
- 11. Before any witness or accused shall be examined, or give any testimony, he or she shall be requested by the Clerk to give an undertaking using Form D.
- 12. Examination-in-chief of witnesses shall be conducted as far as possible in a manner that will enable each witness to present his or her testimony in his or her own words.
- 13. Notwithstanding paragraph 12 above, but conditional on paragraph 14 below, the judges may ask any question directly of any witness, or accused, at any time while they are giving testimony.

14. No accused shall be compelled to testify against himself or herself or against a co-accused. But if an accused elects to testify, the accused may be cross-examined in accordance with paragraph 15 below.
15. The accused or his or her representative shall be allowed to cross-examine all witnesses, and the Prosecutor shall be allowed to cross-examine any witness for the accused. The time allotted to any cross-examination may, at the discretion of the Court, be limited to such time as the Court thinks adequate in the circumstances.
16.
 - (a) The formal rules of evidence shall not apply to proceedings in this Court, except at the discretion of the Court.
 - (b) The best evidence for both prosecution and defense shall be oral evidence given upon that witness's solemn undertaking to tell the whole truth.
 - (c) Evidence may be taken by the Court in any other manner which it shall think just and fair, at all times affording to the accused a full opportunity to challenge, contradict, or explain any statement or any evidence to his or her interest.
17. Following the introduction of evidence, the prosecutor shall deliver his or her submission in argument before the Court. This shall be followed by submissions from the accused or representatives of the accused.
18.
 - (a) The Court shall make every effort, consistent with the right of each accused to make full answer and defence, to complete the hearing of the proceedings in one sitting.
 - (b) The Court may, at its discretion, and for any reason, adjourn for any period which it shall think fit.
19. Witnesses may be subpoenaed by service of Form E, which shall be signed by the Clerk of the Court.
20. All witnesses, if served with a subpoena (Form E) shall appear and give evidence. Failure to appear may be deemed contempt of Court.
21. The Court may, at its discretion but subject to paragraph 3 treat any contempt of Court as a breach of Bylaw 21(1)(c)(i).

Article 9. Reference Cases

1. Upon the direction of Council pursuant to Bylaw 21(2)(i) or upon the decision of the Prima Facie Establishment Committee to initiate Student Court proceedings in a case of interpretation of the Constitution, Bylaws or Code, the Clerk shall:
 - (a) notify the Chief Justice; and
 - (b) under the direction of the Chief Justice, set a date, time and place for hearing the matter and comply with Article 7(1)(a) above.
2. Parties interested in making submissions to the hearing shall notify the Clerk of the Court of their intention to appear before the hearing commences.

Article 10. Elections Appeals

1. In accordance with Section IX A, Article 8(4), the Chief Justice or the Chief Justice's designate shall chair election appeals committees for Society elections and referenda.
2. In the case of an appeal of a decision of an Election Appeals Committee to Student Court, in accordance with Code Section IX A, Article 8(20), the Student Court judge who chaired the Election Appeals Committee shall not take part in the Court's hearing of the appeal. Similarly, if the judge chairing an Election Appeals Committee rules that there can be no appeal because the appellant has not met the requirements for an appeal specified in Code Section IX A, Article 8, that judge shall not take part in a subsequent Court hearing related to the appeal.
3. A judge who is ineligible to take part in a Court hearing of an appeal in accordance with paragraph 2 above but whose attendance is necessary for the Court to attain quorum shall attend the hearing but not take part in the proceedings.
4. Upon receipt of an application to appeal the decision of an Election Appeals Committee, the Clerk shall:
 - (a) notify the Chief Justice; and
 - (b) under the direction of the Chief Justice, set a date, time and place for hearing the appeal.
5. The rules of procedure governing the operation of the Court in appeals of election rulings are subject to the provisions of Code Section IX A, Article 8.

Article 11. Forms For Court Proceedings

1. The following forms shall be used for all proceedings before the Court:

- (a) FORM A - NOTICE OF INTENT TO INITIATE PROCEEDINGS
 - (b) FORM B - NOTICE OF CHARGE
 - (c) FORM C - NOTICE OF HEARING
 - (d) FORM D - (UNDERTAKING)
 - (e) FORM E - SUBPOENA
 - (f) FORM F - AFFIDAVIT
2. These forms may be obtained from the Executive Secretary's Office (SUB 238) or from the Clerk of the Court. There shall be no alteration of these forms except by a Resolution of Council.

SECTION XVI: GRAD CLASS COUNCIL

Article 1. General Provisions

1. The Grad Class Council shall be the governing body of the graduating class of the University and shall have the power to direct the activities of the graduating class, subject to the constitution of the graduating class and also subject to resolutions passed at general meetings of the graduating class.
2. Without limiting the generality of paragraph 1, the Grad Class Council shall have the power to:
 - (a) establish the criteria for gifts to be made by the graduating class; and
 - (b) determine which proposals for gifts to be made by the graduating class shall be voted on at a general meeting of the graduating class.
3. Student Council reserves the right to amend the criteria for gifts referred to in paragraph 2(a) above.

Article 2. Election

1. The constitution of the graduating class shall designate the Constituencies that are eligible to elect representatives to the Grad Class Council.
2. The SAC Vice-Chair shall, by the second week in September, notify those Constituencies eligible to elect representatives to the Grad Class Council that elections of such representatives must be held no later than the first week of October.
3. Elections of Grad Class representatives shall be conducted in accordance with the election rules of the appropriate Constituency and in accordance with Section IX A, Article 9 of the Code. Appeals of election results may be made to the Elections Committee and Student Court, in accordance with Section IX A, Article 9.
4. If a Constituency does not elect a Grad Class representative in accordance with paragraph 2 above, the SAC Vice-Chair shall, by October 15, appoint a representative or representatives from that Constituency.

Article 3. Minutes and Records

1. The Grad Class Council shall submit to the SAC Vice-Chair:
 - (a) a timetable of all meetings and events of the Grad Class Council, as well as the dates of general meetings of the graduating class, to be submitted no later than the last school day in November;

- (b) minutes of every meeting of the Grad Class Council, to be submitted no later than two (2) weeks after the meeting;
 - (c) minutes of every general meeting of the graduating class, to be submitted no later than two (2) weeks after the meeting; and
 - (d) a written record of the gifts to be presented to the University, as decided by the graduating class, to be submitted no later than two (2) weeks after the gifts are decided on.
- 3. Upon receiving the minutes of the Grad Class Council or of the graduating class, the SAC Vice-Chair shall submit the minutes to AMS Council for approval.
- 4. Failure to comply with the deadline set in paragraph 1(a) above shall result in the SAC Vice-Chair notifying Council of the failure. On receipt of such notification, Council may, at its discretion, dissolve the Grad Class Council executive and order a new executive elected.
- 5. Failure to comply with the deadlines set in paragraphs 1(b), 1(c), and 1(d) above shall result in the immediate freezing of the Grad Class Council's accounts by the Vice-President Finance.
- 5. At the conclusion of its work each year, the Grad Class Council shall deposit its correspondence and other records with the Archivist-Researcher.

Article 4. Funding

- 1. Funding for the gifts presented by the graduating class and for other activities of the graduating class shall be derived from the graduating class fee collected by the University and deposited with the Society in the Grad Class Fund.

Article 5. Constitution and Definitions

- 1. Further rules and regulations governing the graduating class and the Grad Class Council shall be contained in the constitution of the graduating class, as approved by a Two-thirds (2/3) Resolution of the graduating class and a Two-thirds (2/3) Resolution of Student Council.
- 2. Membership in the graduating class shall be determined according to the graduating class constitution.