

# **Constitution Of the University of Alberta International Students' Association**

## **Preamble**

The International Students' Association (ISA) is an organization that aims to present a united voice for the international student community, while enhancing communications, sparking collaboration, and building relationships between Regional Students' Associations. The ISA will also serve as a support system for international students at the University of Alberta, and offer them a friendly environment that embraces diversity.

The ISA should be able to represent international students in an inclusive, equal, and efficient manner. We acknowledge the inherent difficulties in representing a diverse and varied international student community. However, this document aims to set out a structure in which such differences can be mediated for the purpose of effective representation.

It is worth mentioning that, given the current issues, the ISA will take the form of a student group at the University of Alberta. The intention is for it to eventually become a Students' Union recognized Student Representative Association.

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## Definitions

This document uses the definitions outlined below:

1. **International Students:** Undergraduate students currently holding a valid study permit and paying the International Differential Fees.
2. **Domestic Students:** Undergraduate students who are not paying the International Differential Fees.
3. **Student Groups:** Student groups that are currently registered with Student Group Services within the University of Alberta.
4. **Campus Association:** Student groups that represent the student body in campuses other than the North Campus, e.g.: the Augustana Students' Association and the Association des Universitaires de la Faculté Saint-Jean.
5. **Residence Association:** Student groups that represent undergraduate students living on a specific University of Alberta residence or a group of residences, e.g: the Residence Halls Association and the Lister Hall Students' Association.
6. **Regional Students' Associations:** Student groups that represent students from a specific country or region in the world, outside of Canada e.g. Latin American Students Association, Indian Students Association.
7. **Partner Regional Students' Associations:** Regional Students' Associations that have signed a partnership agreement with the International Students' Association.
8. **Representative Students' Associations:** The Partner Regional Students' Associations, the Campus Associations, and the Residence Associations that have representation in the International Students' Association Council.
9. **Delegate:** An executive delegated by a representative students' association to seat on the International Students' Association Council.
10. **Council:** The International Students' Association Council.
11. **Councillor:** Any member of the International Students' Association Council except:
  - a. the President of the International Students' Association,
  - b. a Vice President of the International Students' Association,
  - c. the Speaker of International Students' Association Council,
  - d. the Secretary of the International Students' Association.
12. **Secretary:** The secretary of the International Students' Association.
13. **Speaker:** The speaker at the International Students' Association Council.
14. **C.R.O.:** Chief Returning Officer of the International Students' Association.
15. **D.R.O.:** A Deputy Returning Officer of the International Students' Association.
16. **Simple Majority:** 50% of the votes plus one, rounded down (e.g.: 8 out of 15, 5 out of 8).
17. **Substantive Majority:** two-thirds of the votes, rounded up (e.g.: 14 out of 20, 6 out of 9)

## **Article I: Name and Purpose**

### **I.I Name**

The name of the student group shall be "University of Alberta International Students' Association", hereafter referred to as "ISA".

### **I.II Compliance**

- A. The ISA operates at the University of Alberta, subject to University of Alberta's policies and practices. The ISA shall also comply with the bylaws and policies of the Student's Union, including Bylaw 1800 ("A Bylaw Respecting Student Representative Associations"), and all municipal, provincial, and federal laws and procedures.
- B. The ISA will not advocate in contradiction to SU political policy without first getting permission from the Students' Union Council.

### **I.III Objectives and Goals**

The ISA shall operate for the purpose of:

- A. Providing general information related to international students' issues;
- B. Providing platforms for the discussion of various issues related to the engagement of international students;
- C. Supporting regional students' associations to enhance international students' overall experience at the university;
- D. Representing its members to the authorities, governments and organizations in matters in which our members have a vested interest;
- E. Advocating on international students' issues at the University of Alberta;
- F. Enhancing the relationship between international and domestic students on all University of Alberta campuses;
- G. Help minority groups get organized into regional students' associations; and
- H. Push the Students' Union to acknowledge and recognize regional students' associations.
- I. Providing an inclusive and welcoming environment for all international students.

## Article II: Membership

### II.I Classes of Membership

There are four classes of memberships:

- A. General Membership
  - 1. University of Alberta Students.
  - 2. Do not have voting rights during the ISA's executive committee elections or the council elections.
  - 3. Cannot run for executive positions.
  - 4. Do not have voting or speaking rights in council meetings.
- B. Voting Membership
  - 1. International students that pay the membership fees.
  - 2. Have voting rights during the ISA's executive committee elections and the council elections.
  - 3. Can run for executive positions.
  - 4. Do not have voting or speaking rights in council meetings.
- C. Council Membership:
  - 1. Must have paid the membership fee.
  - 2. Must be councillors as per the definitions of this Constitution.
  - 3. Have speaking and voting rights in council meetings.
  - 4. Are automatically granted a Voting Membership if requirements are met.
- D. Executive Membership:
  - 1. Must hold a Voting Membership.
  - 2. Must have been elected to occupy an executive position.
  - 3. Cannot hold executive positions in other Regional Students' Association.
  - 4. Are automatically granted speaking and voting rights in council.

The following diagram summarizes the rights and requirements for all memberships:

Membership	Vote/Run in Elections	Speak in Council	Vote in Council	Requirements
General	No/No	No	No	University of Alberta Students
Voting	Yes/Yes	No	No	International Student, Membership Fee
Council	No/No  Unless they also hold a Voting Membership	Yes	Yes  Except for the SU and GSA representatives	Undergraduate Student, or GSA representative, Membership Fee
Executive	Yes/Yes	Yes	Yes	Voting Member, Elected to

				Executive
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## II.II Standing

- A. A voting membership shall be in good standing if and only if the member:
  - 1. does not hold any unpaid member dues; and
  - 2. does not fall into any of the cases explained in **Article II.IV**.
- B. A council membership shall be in good standing if and only if the member:
  - 1. does not hold any unpaid member dues;
  - 2. has not missed more than 2 council meetings; and
  - 3. does not fall into any of the cases explained in **Article II.IV**.
- C. An executive membership shall be in good standing if and only if the member has its voting membership in good standing.
- D. Memberships will be reviewed by the executive committee every 4 months in order to review their standing.
- E. If, during a review, a membership is put in bad standing, the members shall be notified.
- F. Members notified for bad standing shall fix any issues before the next review. Otherwise, their memberships shall be downgraded to a general membership.

## II.III Membership Dues

- A. An annual membership fee shall be recommended by the Treasurer at the last council meeting of the operational year, to be effective starting the next period.
- B. The recommended annual membership fee must be approved by the Executive Committee by substantive majority in order to be effective for the next period.
- C. If an annual membership fee is approved by the council, all members must pay the fee during the first month of the next period. Failure to do so will cause a membership to fall into bad standing condition.

## II.IV Process for Expulsion and Impeachment of Members and Executives

- A. Members that fail to follow the ISA Constitution shall be taken to the Executive Committee for review.
  - 1. If an executive member fails to fulfil the duties of their position, any voting, council or executive member may petition for their impeachment to the Council.
  - 2. The Council has the final decision on the impeachment of an executive member.
- B. Any and all grievances regarding Students' Union Bylaw and procedure, University of Alberta code or regulations, or municipal, provincial, and federal laws and procedures should be referred to the respective body.

## **Article III: Executive Committee, Eligibility and Election**

### **III.I Eligibility**

In order to be eligible to run and hold office (and, therefore, to hold an executive membership), candidates must meet the following requirements:

- A. be an international student at the University of Alberta;
- B. hold a current membership in the ISA;
- C. must not hold an executive position in another Representative Students' Association during the period they intend to hold office;
- D. have successfully submitted a nomination package that includes:
  - 1. the full name of the candidate;
  - 2. the contested position;
  - 3. proof of international student's status (study permit, letter from administration office, etc);
  - 4. the contact information of the candidate;
  - 5. the signature of the candidate accepting the nomination; and
  - 6. a list of at least 10 international students that support the candidacy, including their full name, their University of Alberta email, and their signature.

### **III.II Privacy and Information Protection**

Neither the C.R.O nor any officer of the ISA will hold an original or a copy of the confidential documents of candidates, including but not limited to study permits, identification cards, or documents that contain student ID numbers, or CCID information.

### **III.III Election Procedure**

- A. The C.R.O. will be in charge of the organization, logistics, promotion and execution of the elections, as well as the distribution of information to all candidates.
- B. During election period, C.R.O. can be selected from executive committee or the council members who is not running for any ISA position in that year.
- C. Council provides a nomination of the candidate who meets the above requirements to the executive committee for approval.
- D. The C.R.O. may also appoint a D.R.O. to assist him/her on these tasks.
- E. The C.R.O. and any appointed D.R.O. must be impartial and may not endorse or promote any candidates.
- F. All members shall make sure that their memberships are in good standing by March 1st in order to run or vote in executive elections.
- G. During the last full week of March, voting members that hold a membership in good standing can register as candidates by filling out the nomination package.
- H. Campaigns shall start on the Monday of the first full week of April and last 4 days.
- I. The elections shall be held on the Friday following the campaigning period and the results shall be communicated on the same day.
- J. If no nominations are received during the nomination period, the C.R.O. shall extend the nomination period for a maximum period of one month and push the campaigning period and elections accordingly.
- K. if the C.R.O. decides to push back the election period, he/she has to inform Student Group Service.
- L. Quorum for the election is 10% of all voting members.

- M. Only voting members shall have voting rights for these elections.
- N. Candidates will be elected if they received the most valid votes for the contested position.
- O. The elected executive committee will hold office for the term beginning in May 1 of the year that elections took place, and ending in April 30 of the following year.

### **III.III Candidates' Roles and Responsibilities**

- A. During the campaign period and the elections, the candidates shall act in accordance to the criteria to keep a membership in good standing and comply with this article. Failure to do so will result in their nomination being revoked.
- B. Candidates shall promote their candidacy only during the campaign period.
- C. Candidates shall refrain from making libellous or malicious statements against the ISA, its members, or other candidates, especially during the campaign and the elections.
- D. Candidates may not give away gifts during the election process (nomination period, campaign period, election day), other than strictly informational material.
- E. The campaigning process shall comply with the policies in the nomination package. The policies set in the nomination package should be recommended by the C.R.O. and approved by council by substantive majority.

### **III.IV Complaints and Rulings**

- A. Complaints during the election process shall be sent to the C.R.O. not after 48 hours from the moment the potential contravention took place.
- B. The C.R.O. shall call for a hearing between the parties involved, to take place not more than 24 hours after the complaint was received.
- C. The C.R.O. shall take a decision on the case at the end of the hearing and communicate the results to the parties involved, in the following 12 hours.
- D. Any of the involved parties can contest the decision taken by the C.R.O. by appealing to the Student Group Services.
  - 1. Student Group Services shall gather information from two parties as they see fit.
  - 2. The decision made Student Group Services shall be binding and not subject to appeal.

### **III.V By-Election and Vacancy**

- A. If a position in the executive committee becomes vacant before the end of a period, the executive committee shall announce the vacant position to the C.R.O. in the next 24 hours after they have knowledge of the vacant position.
- B. The C.R.O. shall call for nominations in the next 24 hours after the announcement of the vacant position has been made.
- C. The nomination period shall start the next business day following the announcement of the vacant position, and it shall last 5 business days.
- D. If no nominations are received by the C.R.O by the end of the nomination period, it shall be extended by 3 business days until at least one nomination is received.
- E. Once the nomination period ends and nominations are received, the executive committee shall call an emergency executive meeting to decide whether it is more appropriate that the council elects one of the candidates to fill the vacant position or that a full by-election (all voting members participate) shall be called.
- F. If a full by-election is to take place, the C.R.O. shall set up the campaigning period and the election period as per the legislation for executive elections.



1. Dates shall be accommodated relative to this process.
- G. If a candidate is elected before the position is actually vacated, the elected candidate shall take office the next business day following the vacation of the position.
- H. If a candidate is elected after the position is actually vacated, the elected candidate shall take office 2 business days after the elections take place.
  1. All complaints shall be fully resolved by the C.R.O. and the Student Group Services, in cases where it is necessary, during those 2 business days.
- I. If the position become vacated in a reasonably busy situation or when it is almost close to the end of the current term, the president has the authority to appoint a VP to continue the work.

### **III.VI Elections Staff**

- A. The elections staff shall consist of:
  1. the Chief Returning Officer; and
  2. one (1) or more Deputy Returning Officers, at the discretion of the Chief Returning Officer
- B. The Chief Returning Officer shall be appointed by ISA's executive committee after a recommendation from the Council.
- C. The Deputy Returning Officer(s) shall be appointed by the C.R.O..
- D. Elections Staff Terms of Office
  1. The Chief Returning Officer shall serve from May 1 to April 30 of the following year.
  2. The Deputy Returning Officer(s) shall serve from no sooner than October 1 to April 30 of the following year.
- E. The duties of the Chief Returning Officer shall include:
  1. overseeing the implementation of the ISA legislation regarding elections;
  2. such duties as may be required of the Chief Returning Officer under the ISA legislation regarding elections; and
  3. the submission to the executive committee of a written report of activities and recommendations prior to April 30.
- F. The duties of the Deputy Returning Officer(s) shall include:
  1. such duties as may be required of the Deputy Returning Officer(s) under the ISA legislation regarding elections; and
  2. such assistance as required by the Chief Returning Officer in the discharge of their duties, as set out in Section 3.6.5.1.
- G. Elections Staff Reporting and Dismissal
  1. The Chief Returning Officer shall report directly to Council, and shall be dismissed only by a substantive majority vote of Council on two consecutive meetings, to be held not less than one (1) week apart.
  2. The Deputy Returning Officer(s) shall report directly to the Chief Returning Officer, and shall be dismissed only by a simply majority vote of the Council.
- H. Advertisement: The C.R.O. shall develop a communications plan to advertise the nomination deadline and the elections. This communications plan will include at minimum the advertisement of the nomination deadline and will be presented to the Council thirty (30) days prior to the commencement of campaigning in case of regular elections, and 24 hours after the announcement of a vacant position in case of by-elections.

## **Article IV: Organizational Structure**

### **IV.I Type of Organizational Structure**

- A. The ISA will have an executive committee and a council.
- B. The executive committee will be elected by the voting membership.
- C. The council will be composed of delegates from regional students' associations on campus, campus associations, residence associations, and the members of the executive committee. Councilors with voting rights on council must be ratified by the voting membership during the council elections.
- D. The council may decide to set up commissions integrated by the councillors in order to assist the executive committee on areas including but not limited to: advocacy, communications and event planning. The council can have a motion to form these commissions at any time.

### **IV.II The Council**

- A. The distribution of seats on council shall be as follows:
  - 1. one seat for an executive of each partner regional students' association;
  - 2. one seat for an executive of each campus association;
  - 3. one seat for an executive of the Graduate Students' Association;
  - 4. one seat for either the Students' Union President, VP External or VP Student Life; and
  - 5. one seat for each member of the ISA's executive committee.
- B. The delegates of the representative students' associations cannot be changed in the middle of the University's academic year, unless they are no longer executives of the groups they initially represented.
- C. In such cases, the representative students' association shall delegate one new member of their executive committee to the council for the remainder of the period. If the seat has voting rights on council, then the new delegate must be ratified by the ISA voting membership.

### **IV.III Council Elections**

- A. All councilors with voting rights on council shall be ratified by the voting members of the ISA during the Council Elections.
- B. Each partner regional students' association shall define a delegate to sit on their respective councilor seat.
- C. Once a delegate is defined by each representative students' association, the C.R.O. shall set up the elections to ratify the delegates.
- D. The elections will consist on a Yes/No vote to ratify or to reject the delegates.
- E. Council elections will take place the second week of April, so all representative students' associations must have their delegates selected by the first Monday of April.
- F. If delegates are rejected by the ISA voting membership:
  - a. the representative students' associations may select a different delegate from their executive team in the next 2 business days after the election results were announced.
  - b. The C.R.O. shall set up council by-elections for them in the following business day and run them for a whole day.
  - c. If, again, delegates are rejected by the ISA voting membership, this process shall

- be repeated until the affected representative students' associations have no other executive members to nominate as delegates, or until their delegates get ratified.
- G. Representative students associations' will be responsible for the promotion of the council elections as they see fit.
  - H. The quorum for council elections to be valid is 11 people.

#### **IV.IV The Judiciary**

- A. The council is responsible for the interpretation and enforcement of ISA legislation.
- B. Members of the ISA have standing to initiate a complaint before the council about the contravention of ISA legislation.
- C. The following have standing to request an interpretation of ISA legislation from the council:
  - 1. Executives
  - 2. operational staff
  - 3. members of Council, and
  - 4. the Chief Returning Officer of the ISA.

## **Article V: Executive Committee**

### **V.I Executive Structure**

The executive committee will be composed of:

- A. the President;
- B. the Treasurer;
- C. the Vice-President Marketing;
- D. the Vice-President External;
- E. the Vice-President Internal; and
- F. the Vice-President Social.

### **V.II Duties of Executive Committee Members**

The specific duties of the executive committee members are outlined below..The executive committee may identify other responsibilities that are not specified here, and shall be able to fulfill them in an appropriate manner. Each executive committee member is responsible of implementing a transition process for the newly elected executive member to take over their positions. Each newly executive committee member is responsible for following the transition process defined by the leaving executive member currently occupying their positions. Executives may add or create non-voting positions under their portfolio. While Council has decision making power within the ISA, the Executive Committee retains the right to veto any decision made by Council by substantive majority in an executive meeting

#### **A. The President**

- 1. Act as the chair for the ISA's executive meetings;
- 2. Ensure that the ISA plans different projects in coherence with the ISA's goals and objectives, and successfully execute them;
- 3. Assign duties and responsibilities to the different VPs and shall support them to ensure that the assigned tasks are satisfactorily completed and the ISA's goals are fulfilled;
- 4. Have signing authority on the ISA's cheques; and
- 5. Compile a record of all the ISA's activities for the year at the end of the term.  
This includes, but is not limited to, reports of projects and activities, meetings minutes, and committee decisions made.

#### **B. Treasurer**

- 1. Monitor the ISA's bank account and maintain the ISA's record of financial affairs, which must include all financial transactions, bank statements, receipts, budgets, grant reports, and other financial documents;
- 2. Report on the financial situation of the ISA every quarter to the council;
- 3. Prepare an annual budget for the upcoming fiscal year and present it to the council for recommendation and to executives for final approval;
- 4. Suggest an annual membership fee for the upcoming fiscal year and present it to the council for final approval;
- 5. Ensure that the ISA's financial activities adhere to the budget for the current fiscal year;
- 6. Seek the executive committee's approval for expenses that exceed \$500 CDN;
- 7. Be responsible for approving and reimbursing expenses as long as the reimbursement requests are made with original receipts;

8. Ensure that the ISA does not have a credit card or a withdrawal-enabled debit card;
  9. Have signing authority on the ISA's cheques.
- C. Vice-President Marketing
1. In collaboration with VP Social, shall manage the operation of the ISA's events (booking venues, hiring staff, etc);
  2. Shall maintain the ISA's website, social network accounts, and other electronic mediums to communicate with the membership and the public;
  3. Seek sponsorship;
  4. maintain relationship with sponsors;
  5. Apply for grants.
  6. Shall maintain ISA email account and be in charge of sending emails to all the ISA's members.
- D. Vice-President External
1. Shall be the official representative of the ISA in communications and negotiations with all external parties such as the Students' Union, International Centre, faculty and departmental organizations, and the University of Alberta Board of Governors, etc.;
  2. Initiate and maintain communication and collaboration with the all the external parties;
  3. Shall be in charge of the lobbying strategy to defend the interests of the ISA.
- E. Vice-President Internal
1. Shall ensure that the ISA follows through on its commitments with the ISA's stakeholders, mainly the representative students' associations;
  2. Shall initiate and maintain communication and collaboration with other student groups at the University of Alberta, specially regional students' associations;
  3. Shall arrange and attend meetings with the representative students' associations as appropriate; and
  4. Shall support the President on efficiently communicating with the rest of the executive committee, the council and the ISA's membership.
  5. shall support Vice-President Social to efficiently communicate with other student groups on event collaborations.
- F. Vice-President Social
1. Shall act as media coordinator to ensure that event announcements and updates are sent out to all the ISA members and representative students' associations, (via email) and/or social media;
  2. Shall maintain a website or similar infrastructure to allow ISA members to propose topics for the agenda;
  3. In coordination with the Treasurer, shall make events plan and budget.
  4. In collaboration with the VP Internal, shall be in charge of organizing any events in conjunction with other student groups;
  5. In coordination with the VP External , shall organize advocacy campaigns and events with each Faculty's students' association, Student's Union, University of Alberta International, etc.;
  6. Shall be responsible for designing marketing and promotional material for the ISA; and
  7. In coordination with the VP Marketing, shall recruit sponsors and apply for grants for the ISA, and manage events booking.

## **Article VI: Meetings**

### **VI.I Executive Committee Meeting**

- A. Executive meeting will be held weekly and open to only executive members and their subordinate position members;
  - a. executive members have speaking and voting rights on executive committee meeting;
  - b. subordinate position members of executives shall not have voting rights.
- B. Notice of meeting will be directly communicated to the executives a week prior to the meeting date;
- C. The president of the ISA shall be the chair of the executive meeting
- D. The Secretary shall be the minutes keeper
- E. Quorum for executive meetings is  $\frac{2}{3}$  of the executive committee;

### **VI.II Structure of Council Meetings**

- A. Council meetings will be held at a minimum frequency of once per month during the academic year, with June, July and August as possible exceptions.
- B. During the first council meeting of the period, the council shall define the calendar for all council meetings of the period and the first council meeting of the following period.
- C. The executive committee may call meetings with a prior notice of 24 hours in the event of an emergency.
- D. The Speaker shall be the chair of the council meetings.
- E. The Secretary shall compile the agenda for council meetings and take the minutes of the meetings.
- F. In the absence of the Speaker or the Secretary, the council shall select one of its members to occupy that vacant positions during the meeting.
- G. Council meetings shall be open to the general public.
- H. Members of council may delegate their right to speak to any attendant of the council meeting.
- I. Individuals or groups may be invited to give a presentation about an issue of interest to the ISA during council meetings.
- J. If a councillor cannot attend a meeting in person, they may attend via audio or video communications software. If this is not possible, they may designate a proxy.
- K. The proxy must be a current executive of the same student group that the councillor represents. In this case, the proxy should approach the Speaker at the beginning of the meeting with proper authorization that enables them as councillor's proxy.
- L. The required quorum for council meetings consists of at least two thirds of the councillors.
- M. The last council meeting of the period shall be the transition meeting.
- N. Councillors taking office on the next period shall attend the transition meeting.

### **VI.III Council's Decision-Making Process**

- A. Council decisions shall only be made during council meetings.
- B. Decisions passed in meetings where quorum is not met are not valid.
- C. The process to carry a motion shall be:
  - 1. A member of council shall be given the right to speak;
  - 2. The member of council shall move a motion for consideration;

3. A different member of council shall second the motion for it to be considered;
4. The Speaker shall then moderate a discussion around the motion, if necessary;
5. At the end of the discussion, the Speaker shall call for a vote on the motion;
6. A simple majority vote is needed for a motion to be carried.

#### **VI.IV The Annual General Meeting**

shall be held before the end of the operation year.

## **Article VII: Finances**

### **VII.I Fiscal Timelines**

- A. The ISA fiscal year runs from May 1 to April 30.
- B. The Treasurer will be responsible to make deposits every two weeks, or when an amount greater than \$500 has accumulated in the cash box, whichever is sooner.
- C. Bank statements and other financial documents are to be kept in a secure location for 6 years before being shredded.
- D. Financial documents that the group can access or generate electronically will not need to be stored physically.

### **VII.II Budgets**

- A. The Treasurer is responsible for creating and presenting the upcoming fiscal year's budget to the council at the last council meeting of the period.
- B. The budget will require a two-thirds vote to pass.

### **VII.III Expenses and Reimbursements**

- A. The Treasurer and President must approve all expenses under the ISA's name prior to any funds changing hands.
- B. Expenses above \$500 CDN shall also be approved by simple majority by the executives.
- C. Members may be reimbursed for approved expenses cheque as long as their reimbursement requests are made, with original receipts, within two weeks after the transaction.
- D. Reimbursements shall count as expenses under the ISA's name and thus need approval.



## **Article VIII: Amendments to the Constitution**

### **VIII.I Amendments**

- A. The executive committee shall provide a final interpretation on an issue that this Constitution may not be clear about;
- B. In such cases, it is also recommended that the council and executives suggests an amendment to the Constitution in order to fix that issue in the legislation;
- C. Amendments to the Constitution may be proposed at any council or executive meeting;
- D. General members can propose the amendment to council;
- E. The proposed change will be discussed and voted on by the council provided the quorum is met;
- F. The proposal may be accepted by substantive majority of all council members including executive members;
- G. After a proposal is accepted, all the members of the ISA should ratify the amendment in a referendum by using the simple majority approach;
- H. This referendum shall take place in the next executive committee election.

## **Article IX: Dissolution**

This article refers to the dissolution process for the ISA, including a description of the cases when the ISA shall be dissolved.

### **IX.I Call to Dissolution**

The ISA shall be dissolved according to the dissolution process outlined in **Article IX.II** if no interest is shown to continue with the ISA's activities. A lack of interest shall be assumed if either of the following conditions are met:

- A. the C.R.O. does not receive any nominations during the nomination period for the executive elections;
- B. the ISA membership falls below 10 members.

### **IX.II Dissolution Process**

- A. All corresponding authorities and the members in general shall be informed of the dissolution of the ISA.
- B. The Treasurer shall conduct an audit on the ISA's assets and certify that all liabilities are cleared.
- C. The Treasurer shall ensure that the ISA's funds are held in trust by the University of Alberta Students' Union.
- D. If the funds cannot be held in trust by any of these organizations, they should be donated to a registered charity that the executive committee chooses.
- E. The Treasurer shall make sure that the ISA's bank account is closed.