

## DSU BYLAWS - APPROVED April 6, 2016

### Bylaw 1: Definitions and Interpretation

#### 1.1 Definitions

In these Bylaws, the terms listed below shall have the corresponding definitions.

Term	Definition
Annual General Meeting	Has the meaning given in section 8.6.
Board of Governors	The Board of Governors of Dalhousie the University.
Board of Governors Caucus	Has the meaning given in section 6.2.
Board of Governors Representatives	The members of Council elected as student representatives to the Board of Governors.
Business Day	A day on which the University is open and in session, not including any Saturday, Sunday or statutory holiday in the province of Nova Scotia.
Bylaws	The Bylaws of the Dalhousie Student Union.
Campaign Worker	Shall have the meaning given in the Elections Policy.
Chair of Council	Chair of the Dalhousie Student Union Council, appointed perin accordance with these Bylaws.
Chief Returning Officer	The chief elections official of the Union, as described in section 9.4.
Committee	Any committee of the Dalhousie Student Union established in accordance with these Bylaws.
Community	An identifiable group of Members designated for which a representative has been designated in accordance with these Bylaws.
Community Representatives	Councillors elected by designated Communities in accordance with these By-laws.
Council	The Council of the Dalhousie Student Union established in accordance with these Bylaws.
Councillor	A Member who is elected as a representative on the Dalhousie Student Union Council as perin accordance with these Bylaws.
DSU Act	<i>An Act to Incorporate Dalhousie Student Union (Nova Scotia, 1966).</i>
Elections Appeals Committee	Has the meaning given in Section 9.5.

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Executive Officer	A Member who is elected as an Executive Officer of the Dalhousie Student Union as per these Bylaws.
Faculty Representatives	Councillors elected to represent specific Faculties, in accordance with these By-laws.
Faculty-Level Society	Society of the Dalhousie Student Union that represents all the students in a particular faculty and collects a fee.
Full-Time Staff	Employees of the Union who are employed full-time.
Full-Time Student	A student who is enrolled in a course load designated as full-time by the University.
General Fund	Has the meaning given in section 7.5.
General Meeting	An annual or special general members meeting convened as perin accordance with these Bylaws.
Issues Policies	Has the meaning given in section 10.1
Levy Society	Society of the Dalhousie Student Union that collects a fee from Members.
Member	An individual who meets the membership criteria as outlined in these Bylaws.
Operations Policies	Has the meaning given in Section 10.1
Ordinary Resolution	A resolution requiring a simple majority of more than 50 per cent of those entitled to vote to be carried.
Part-Time Student	A student who is enrolled in a course load designated as part-time by the University.
Policy, or Policies	Collectively, the policies of the Union, as adopted in accordance with these Bylaws and as listed in the policy manual.
Recording Secretary	The Recording Secretary of Council, appointed in accordance with these By-laws.
Senate	The Dalhousie University Senate.
Senate Caucus	Has the meaning given in section 6.3.
Society	A student organization that receives resources and funding from and is subject to oversight by the Dalhousie Student Union and fulfills all necessary requirements to be designated as a Dalhousie Student Union society as set out in the Society Policy.
Society Fees	Any fee collected on behalf of and administered by Societies, including fees collected by the Union and remitted to Societies to administer.
Special General Meeting	Has the meaning given in section 8.7.
Special Resolution	A resolution requiring a two thirds (2/3) majority of those entitled to vote to be carried.

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Standing Committee	Has the meaning given in section 6.4.
Statement of Office	The statement to be signed by all Councillors and Executive Officers in accordance with these By-Laws.
Union	The Dalhousie Student Union.
Union Fee	Any fee collected on behalf of and administered directly by the Dalhousie Student Union. For greater certainty, Union Fees do not include fees that the Dalhousie Student Union remits to Societies to administer. Society Fees.
Chair of Council	Chair of the Dalhousie Student Union Council, appointed as per these Bylaws.
Union	The Dalhousie Student Union.
Faculty-Level Society	Society of the Dalhousie Student Union that represents all the students in a particular faculty and collects a fee.
Levy Society	Society of the Dalhousie Student Union that collects a fee from Members.
University	Dalhousie University.

### 1.2 Interpretation

- a. Unless the context otherwise requires, wherever any are used in these Bylaws, the plural includes the singular, the singular includes the plural, and each of the masculine, feminine and neutral genders include all other genders.
- b. Use of the words “includes” and “including”, whether or not used with the words “without limitation” or “but not limited to”, shall not be deemed limited by the specific enumeration of items but shall in all cases be deemed to be without limitation and construed and interpreted to mean “includes without limitation” and “including without limitation”.
- c. Unless the context otherwise requires, use of the words “section” or “bylaw” refers to the applicable section or bylaw of these Bylaws.
- d. If any time period in these Bylaws that is specified in Business Days concludes on a day that is not a Business Day, such time period shall automatically extend to the next Business Day.

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### Bylaw 2: Membership

#### 2.1 Membership

- a. All registered students at the University shall be Members of the Union.
- b. For the purposes of determining the total Membership of the Union for application in these Bylaws, the figures provided by the University for total enrolment as of October 15, of each year shall be used.

#### 2.2 Cessation of Membership

- a. Members shall cease to be Members when they fail to fulfill the membership criteria in Section 2.1 of these Bylaws.

#### 2.3 Membership Rights

Members of the Union shall be entitled to the following rights and privileges:

- a. To speak and vote at General Meetings;
- b. To speak, at the discretion of the Chair of Council, at Council Meetings;
- c. To vote in Union elections, by-elections, and referenda, for which they are eligible to vote as per these Bylaws;
- d. To run for elected office;
- e. To hold appointed office;
- f. To attend all meetings of Council and its Committees, with the exception of in-camera sessions;
- g. To access all minutes of the Council and its Committees, subject to restrictions in these Bylaws;
- h. To access the services, research, information, materials, and other resources that the Union makes available to its members;
- i. To access information on any organizations to which the Union is a member; and
- j. To other such benefits as may be made available from time to time in the discretion of Council.

#### 2.4 Membership Responsibilities

Members of the Union shall have the following responsibilities:

- a. To pay Membership fees; and
- b. To comply with these Bylaws and any Policies made in accordance with these Bylaws.

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### 2.5 Membership Fees

- a. The Union membership fee shall be \$51.08 per semester for each Full-Time Student and \$29.33 per semester for each Part-Time Student for 2016-2017. The membership fee shall be adjusted annually by the Consumer Price Index (CPI) as determined by Statistics Canada for the Halifax Regional Municipality for the most recent calendar year using 2016-2017 as a base year. If the CPI is negative, the fee shall remain the same.
- b. Any increases to membership fees over and above the annual CPI adjustment shall be set by the Members through a referendum conducted as per these Bylaws.
- c. In the event of a fee increase over and above the annual CPI adjustment, the CPI adjustment shall be applied before the increase is added to determine the new base fee for the following year.
- d. The following groups of Members who do not pay fees to the University shall not be required to pay Membership fees:
  - i. Co-op students who are not currently paying any fees to the University; and
  - ii. Exchange students who are not currently paying any fees to the University.
- e. Members whose academic programs take place outside the Halifax Regional Municipality shall pay a distance membership fee of \$5 per year.

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### Bylaw 3: Objectives

#### 3.1 Objectives

The objectives of the Union are:

- a. To act as the official representative organization of the students of the University;
- b. To serve as the medium of communication between the students of the University and the governing bodies of the University;
- c. To encourage in the students of the University an awareness of their responsibilities in the local, provincial, national and international community;
- d. To provide services and programming that enhance student life in a financially, socially, and environmentally responsible manner; and
- e. To do this all in a manner that furthers the objects of the Union as set out in the DSU Act.

#### 3.2 Authority of the Union

The Union is an independent student organization that derives its authority to act as the representative organization for all students at the University from the DSU Act.

#### 3.3 Non-Discrimination

- a. The Union and any Society or other organization under the jurisdiction of the Union shall not discriminate based on any of the prohibited grounds as outlined in the *Human Rights Act* (Nova Scotia).
- b. This Section 3.3.a does not preclude any Bylaw, Policy, programme, activity or group that has as its object the amelioration of conditions of traditionally underrepresented individuals or groups including the participation of Aboriginal people, racialized people, people living with disabilities, women, and people who identify within the LGBTQ spectrum.

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### Bylaw 4: Council

#### 4.1 Composition

The Council shall be comprised of the following members:

- a. President
- b. Vice-President (Internal)
- c. Vice-President (Finance and Operations)
- d. Vice-President (Academic and External)
- e. Vice-President (Student Life)
- f. Two Board of Governors Representatives
- g. Twelve Faculty Representatives, with one representative from each of the following faculties:
  - i. Faculty of Agriculture
  - ii. Faculty of Architecture and Planning
  - iii. Faculty of Arts and Social Science
  - iv.
  - v. Faculty of Computer Science
  - vi. Faculty of Dentistry
  - vii. Faculty of Engineering
  - viii. Faculty of Graduate Studies
  - ix. Faculty of Health Professions
  - x. Faculty of Law
  - xi. Faculty of Management
  - xii. Faculty of Medicine
  - xiii. Faculty of Science
- h. Seven Community Representatives, with one representative from each of the following Communities:
  - i. Aboriginal students;
  - ii. Black students;
  - iii. International students;
  - iv. Lesbian, gay, bisexual, trans, and queer students;
  - v. Students with disabilities;
  - vi. Students living in residence; and
  - vii. Women students.

all as elected in accordance with Bylaw 9.

#### 4.2 Eligibility

- a. Each Councillor shall maintain their Membership in the Union for the duration of their term.
- b. No person shall hold more than one position on Council.

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- c. No Councillor shall be employed by the Union other than as provided for in these Bylaws and Policies.
- d. Prior to taking office, all Councillors shall sign the Statement of Office.

### **4.3 Council Term**

Councillors shall hold office from May 1 of the year of their election until April 30 of the following year.

### **4.4 Duties of Councillors:**

Councillors shall:

- a. Act honestly and in good faith with a view to the best interests of the Union in respect of matters for which the Council has the authority to act;
- b. Use reasonable efforts to advance the interests of the constituency that they represent, having regard for their duty under Section 4.4(a);
- c. Act as a liaison and in consultation between their constituency and the Council, and vice-versa;
- d. Sit on at least one Union committee;
- e. Attend all meetings of Council and any Committees to which they are elected, appointed, or sit ex-officio;
- f. Attend all General Meetings;
- g. Attend all meetings of any Society or University bodies to which they sit ex-officio; and
- h. Carry out such other duties as Council may from time to time determine.

### **4.5 Meetings of Council**

- a. All meetings of Council shall be conducted in accordance with Robert's Rules of Order, except as otherwise provided for in these Bylaws.
- b. Council meetings shall be called by the President and shall be held at least once every four (4) weeks or at any time when:
  - i. the President is requested to call a meeting by a petition signed by 25 per cent of the members of Council; or
  - ii. the Executive Officers resolve by Ordinary Resolution to requisition a meeting; or
  - iii. the President deems calling a meeting to be in the best interests of the Union.
- c. If the President receives a request for a meeting in accordance with Section 4.5(b), a meeting must be called within 7 days.
- d. Notice of Council meetings shall be provided to Councillors not less than 48 hours in advance of when the meeting is to take place. Notice shall include the date, time, and location of the meeting and the complete text of motions served with notice as per these Bylaws.
- e. Notice shall be considered given when transmitted by email to the address provided by Councillors for correspondence. The unintentional omission to give notice to any



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Councillor or any accidental irregularity in connection with the giving of notice or failure to receive notice by the Councillor will not invalidate the proceedings at a given meeting.

- f. Councillors may waive notice in writing (including email). Attendance of a Councillor at a meeting is a waiver of notice of the meeting unless the Councillor attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not called in accordance with these Bylaws.
- g. Quorum for Council meetings shall be a majority of members of Council. If a quorum is present at the opening of a meeting, the meeting may proceed even if a quorum is not present throughout. If quorum is not met at a meeting of Council, the meeting shall be automatically rescheduled for one week later and at such subsequent meeting quorum shall be established by whomever attends the meeting.
- h. Meetings of Council will be held in person, provided that Councillors may attend by telephone unless the notice indicates otherwise. The Councillor representing the Faculty of Agriculture will be permitted to participate by telephone in any meetings of Council or Committees of which they are a member.
- i. Motions will be considered carried by Ordinary Resolution, unless otherwise required by these Bylaws.
- j. In the absence of a meeting, a resolution may be passed in writing as long as the resolution is signed by 100 per cent of the Councillors then in office.

### **4.6 Resignation and Vacancies**

- a. All resignations of Councillors shall be made in writing to the President (or where there is no President, to the Vice President (Internal) who shall bring the resignation before Council at the next meeting of Council. If the President wishes to resign, they shall provide their resignation in writing to the Vice-President (Internal) who shall bring the resignation before Council at the next meeting of Council.
- b. The office of a Councillor shall be automatically vacated upon any of the following events:
  - i. A Councillor is absent for a total of four Council meetings during their term without reasonable excuse as determined by Council;
  - ii. A Councillor is absent for three consecutive Council meetings in either the Fall or Winter term;
  - iii. The President, or in the case of the President's resignation the Vice President (Internal) receives, a Councillor's written notice of resignation, in which case the office is vacated based on the terms of the notice;
  - iv. An order is made by a court of competent jurisdiction declaring a Councillor not mentally competent and/or incapable of managing their own affairs;
  - v. A Councillor ceases to be a Member; or
  - vi. Death of a Councillor.
- c. Should a vacancy arise in the office of a Councillor on or before October 31 of the year in which that person was elected, a by-election shall be held to fill such vacancy. In the case of a vacancy in the office of an Executive Officer, Council will appoint a Councillor

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to fulfill the duties of the position on an interim basis until a by-election is called, provided that while the Councillor holds the office of an Executive Officer on an interim basis while still retaining their original position as Councillor, they will fulfill both the original duties of Councillor and the additional duties of Executive Officer but will only be permitted one vote at meetings of Council.

- d. Should a vacancy arise in the office of a Councillor after October 31 of the year in which that person was elected, Council shall appoint a Member who is not a Councillor or Executive Member who meets the eligibility criteria to fill such vacancy until the next general election.
- e. Where a position is to be appointed, notice of such a proposed appointment, including the duties and eligibility criteria of the position and the date, an invitation to apply to be considered for the position, time and location of the meeting at which the appointment will take place, will be posted through all means available to the Union no less than 10 days prior to the meeting at which the appointment will take place.
- f. In the event that all Council positions are vacated, the individuals who are in fact managing the affairs of the Union will be deemed to be Councillors until such time as an election is held to fill the vacancies which shall occur as soon as practicable.

### **4.7 Recall**

- a. A Councillor will be recalled to a by-election if the Chief Returning Officer receives either of the following on or before March 1 of a given year:
  - i. A petition requesting the Councillor be recalled containing the names, student numbers, and signatures of at least 20 per cent of the Members eligible to vote for the office in question; or
  - ii. Notice from the Chair of Council that each Society representing the Members in the constituency that a Councillor represents held a general meeting in accordance with the bylaws of that society subject to meeting the eligibility criteria in these Bylaws and passed a Special Resolution to recall that Councillor.
- b. In the event of a recall by Special Resolution as outlined in section 4.7.a.ii, only Members shall be included in quorum for the general meeting(s) of the Society or Societies and only Members shall be permitted to vote on the resolution.
- c. Should the position of Chief Returning Officer be vacant, the petition shall be received by the Chair of Council, who shall bring the appointment of the Chief Returning Officer to the first subsequent Council meeting.
- d. A by-election resulting from a recall shall be called within three weeks of the receipt of a petition or notice in accordance with Section 4.7.a., unless received between May 1 and August 31, in which case the by-election shall be called within the first three weeks of the next September.
- e. A Councillor subject to recall will continue to hold office until replaced by by-election and may run in such by-election.

### **4.8 Disciplining Councillors**

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- a. Councillors may be disciplined for the following reasons:
  - i. Failure to perform duties as outlined in the Bylaws, Policies, or the Statement of Office;
  - ii. Failure to attend Council meetings;
  - iii. Failure to attend Committee meetings of which the Councillor is a member;
  - iv. Failure to attend Society meetings of which the Councillor is an ex officio member;
  - v. Failure to attend meetings of University bodies or committees of which the Councillor is a member;
  - vi. Theft, fraud, or embezzlement;
  - vii. Failure to disclose a conflict of interest;
  - viii. Breach of confidentiality;
  - ix. Misuse of Union property; or
  - x. Refusal to sign the Statement of Office.
- b. Council may vote by Special Resolution to take disciplinary action against a Councillor, including a verbal warning, a letter of censure, or recall to by-election.
- c. Notice of a motion to discipline an Executive Officer must be given to the Councillor and all other members of Council at least fourteen (14) days in advance of when the motion is to be debated. Such notice shall set out the particulars of the alleged grounds for discipline.
- d. The Councillor shall be entitled to submit a written response to the notice of motion to the Chair of Council prior to the meeting where the motion will be debated. The Chair of Council will make such written response available to all other members of Council prior to the meeting. Additionally, the Councillor shall be given a reasonable opportunity at such meeting to respond to the allegations before the motion is put to a vote.
- e. All debate on a motion regarding discipline, but not including the response of the Councillor to the allegations, shall be in camera.
- f. A motion to impose disciplinary measures shall be accompanied by a statement of reasons, which shall be recorded in the minutes of the meeting.

### **4.9 Chair and Recording Secretary**

- a. At the first meeting in May, Council shall appoint a Chair and Recording Secretary for the year. The appointees shall not be current Councillors.
- b. The Chair and Recording Secretary shall not be considered Councillors and shall not hold a vote.
- c. The role of the Chair shall be to preside over Council meetings and to carry out such other duties and responsibilities as are set out in these Bylaws or in Policies.
- d. The role of the Recording Secretary shall be to maintain and make available accurate minutes of Council meetings and to maintain accurate records of Council proceedings.

### **4.10 Conflicts of Interest**

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- a. A Councillor or Executive Officer who is a party to, or has a material interest in or is a director or officer of any person who is a party to, a material contract or transaction or proposed material contract or transaction with the Union shall disclose in writing to the Chair of Council, or have recorded in the minutes of meeting, the nature and extent of their interest.
- b. The disclosure referred to in Section 4.9.a above shall be made as soon as possible upon the interest arising or the contract or transaction being considered. If the material contract or transaction does not, in the ordinary course of business of the Union require the approval of Council or the Executive Officers, the Councillor or Executive Officer shall disclose in writing or have recorded in the minutes of the meeting the nature and extent of their interest forthwith upon becoming aware of the contract or transaction or proposed contract or transaction.
- c. Any Councillor or Executive Officer referred to in section 4.9.a shall not attend any part of a meeting of Council or the Executive Officers during which the contract or transaction is discussed, and shall not vote on any resolution to approve the contract or transaction.
- d. If no quorum exists for the purposes of voting on a resolution regarding a contract or transaction because a Councillor or Executive Officer is not permitted to be present by reason of 4.9.c, the remaining Councillors and Executive Officers shall be deemed to constitute quorum for the purposes of voting on such resolution.

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### Bylaw 5: Executive Officers

#### 5.1 Composition

- a. There shall be a President, Vice President (Internal), Vice President (Finance and Operations), Vice President (Academic and External), and Vice President (Student Life) who shall be the Executive Officers of the Union.
- b. The powers and responsibilities outlined for Executive Officers are in addition to their powers and responsibilities as Councillors as outlined in Section 4 of the Bylaws.

#### 5.2 Honoraria and Benefits

- a. Executive Officers shall be paid an honorarium as determined by Policy.
- b. Executive Officers shall be enrolled in the same mandatory health, dental, and other benefits as provided by the Union to Full-Time Staff. The Executive Officers are eligible to enrol in any optional health, dental, or other benefits that are available to Full-Time Staff of the Union.
- c. Executive Officers shall be entitled to be reimbursed for the cost of a Universal Bus Pass, as long as the Universal Bus Pass program is provided by the University.

#### 5.3 Powers of the Executive Officers

- a. For the purposes of the DSU Act:
  - i. The "President" shall refer to the President;
  - ii. The "Vice-President" shall refer to the Vice-President (Internal); and
  - iii. The "Secretary and Treasurer" shall refer to the Vice President (Finance and Operations).
- b. Except where limited by these Bylaws and Policy, the Executive Officers shall collectively be empowered to authorize the Union do any of the following by passing an Ordinary Resolution of the Executive Officers:
  - i. Take and hold by purchase, grant, lease, gift, donation, devise, legacy or bequest real and personal property;
  - ii. Sell, lease, mortgage or otherwise dispose of any such real or personal property as may be deemed necessary for carrying out the objects and purposes of the Union;
  - iii. Invest or otherwise use for the objects of the Union any money received;
  - iv. Enter into arrangements with any authorities, governmental, municipal, local or otherwise that may seem conducive to the attainment of the Union's objects, or any rights, privileges and concessions which the Union may have capacity to receive and may think desirable to obtain, to carry out, exercise or comply with any such arrangements, rights, privileges and concessions;
  - v. Erect, maintain, improve, repair and otherwise deal with any building or buildings in order to further the objects of the Union;

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- vi. Borrow money for the objects of the Union, and secure the repayment of same by any form of debenture, bond, mortgage, promissory note or other security;
  - vii. Draw, make, accept, endorse, discount, execute and issue bills of exchange, promissory notes and such other instruments as may be necessary or convenient; and
  - viii. Enter into contracts for the purchase and sale of goods and services.
- c. The Executive Officers or staff person(s) they so designate shall be responsible for hiring, disciplining, and managing all Union employees.

### **5.4 Responsibilities of the President**

The President shall:

- a. Enforce the due observance of the Act, the Bylaws, and Policies;
- d. Act as the official spokesperson for the Union;
- e. Act as chair of all meetings of the Executive Officers;
- f. Act as a signing officer of the Union;
- g. Sit ex-officio as a representative of the Union on the Board of Governors;
- h. Sit ex-officio as a representative of the Union on the Senate;
- i. Sit ex-officio as a representative of the Union on the Executive Committee of the Board of Governors;
- j. Sit on other University committees as approved by the Executive Officers;
- k. Have the right to attend and speak at all Union committee meetings with the exception of the Executive Review Committee and Elections Committee;
- l. Represent the Union at meetings of organizations of which the Union is a member;
- m. Review federal, provincial, municipal and University policies that impact the academic, financial, and social interests of the membership, and recommend appropriate action to Council;
- n. Ensure that the Vice-Presidents carry out their assigned duties in accordance with these Bylaws, Policy, and as directed by Council;
- o. Attend all meetings of the Council and the Executive Officers and any Committees of which they are a member;
- p. Submit a written report at each meeting of Council;
- q. Create a written report at the end of their term to the incoming President;
- r. Train and advise the incoming President; and
- s. Perform other duties as outlined in the Bylaws and Policy or that Council may from time to time determine.

### **5.5 Responsibilities of the Vice President (Internal)**

The Vice-President (Internal) shall:

- a. Act as a signing officers of the Union;
- b. Act as the main liaison between the Union and Societies;

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- c. Assist Societies in coordinating their activities;
- d. Encourage communication between societies on campus that represent specific social, cultural, and ethnic diversities by attending regular meetings of such groups;
- e. Oversee the communication activities of the Union;
- f. Attend all meetings of the Council and the Executive Officers and any Committees of which they are a member;
- g. Submit a written report at each meeting of Council;
- h. Create a written report at the end of their term to the incoming Vice-President (Internal);
- i. Train and advise the incoming Vice-President (Internal); and
- j. Perform other duties as outlined in the Bylaws and Policy or that Council may from time to time determine.

### **5.6 Responsibilities of the Vice President (Finance and Operations)**

The Vice-President (Finance and Operations) shall:

- a. Act as a signing officer of the Union;
- b. Prepare the annual budgetary estimates for the Union and submit those budgetary estimates to Council;
- c. Receive and account for all monies belonging to the Union;
- d. Arrange payment of all expenses incurred by the Union or its agents, in accordance with the rights and rules outlined in the Bylaws and Policy;
- e. Ensure that budgeted allocations are reasonably adhered to;
- f. Prepare quarterly financial reports for Council on the year to date figures with regards to the budget;
- g. Perform required audits of every Levy Society as outlined in Society Policy;
- h. Attend all meetings of the Council and the Executive Officers and any Committees of which they are a member;
- i. Submit a written report at each meeting of Council;
- j. Create a written report at the end of their term to the incoming Vice-President (Finance and Operations);
- k. Train and advise the incoming Vice-President (Finance and Operations); and
- l. Perform other duties as outlined in the Bylaws and Policy or that Council may from time to time determine.

### **5.7 Responsibilities of the Vice President (Academic and External)**

The Vice-President (Academic and External) shall:

- a. Sit ex-officio on the Senate;
- b. Sit on any Senate committees as determined by Senate policy or by the Senate Caucus.
- c. Sit as a representative of the Union on University committees related to academic issues, as determined by the Executive Officers;
- d. Be responsible for the Union's Student Advocacy Service;
- e. Be responsible for the development and implementation of the Union's campaigns;

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- f. Where possible, represent the Union at meetings of organizations of which the Union is a member;
- g. Represent the interests and policies of the Union and its Members during policy formulation by external organizations of which the Union is a member;
- h. Attend all meetings of the Council and the Executive Officers and any committees of which they are a member;
- i. Submit a written report at each meeting of Council;
- j. Create a written report at the end of their term to the incoming Vice-President (Academic and External);
- k. Train and advise the incoming Vice-President (Academic and External); and
- l. Perform other duties as outlined in the Bylaws and Policy or that Council may from time to time determine.

### **5.8 Responsibilities of the Vice President (Student Life)**

The Vice-President (Student Life) shall:

- a. Be responsible for the operation of activities aimed at the improvement of student life on campus;
- b. Act as a liaison between the Union and various community organizations and volunteer groups concerned with the development of a better community in the metropolitan area;
- c. Be responsible for regular programming and events throughout the academic year, including, but not limited to lectures, concerts and other performances;
- d. Be responsible for organizing and promoting the following activities of the Union:
  - i. Fall Orientation Week;
  - ii. Dalfest;
  - iii. Frost Week;
  - iv. Charity Ball;
  - v. Impact Awards Ceremony;
  - vi. Council events; and
  - vii. Other activities of the Union that Council or the Executive Officers may from time to time determine are within the scope of responsibility of the Vice President (Student Life);
- e. Promote recreational and varsity athletics on campus;
- f. Attend all meetings of the Council and the Executive Officers and any Committees of which they are a member;
- g. Submit a written report at each meeting of Council;
- h. Create a written report at the end of their term to the incoming Vice-President (Student Life);
- i. Train and advise the incoming Vice-President (Student Life); and
- j. Perform other duties as outlined in the Bylaws and Policy or that Council may from time to time determine.

### **5.9 Office Hours and Absences**



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- a. Executive Officers are expected to devote the time and attention to their respective roles as may be required to carry out their responsibilities and meet the objectives of the Union.
- b. Executive Officers are expected to set and maintain regular office hours to be accessible to Members and Union staff.
- c. The Executive Officers shall determine these regular hours by the second week of each academic term and shall post them for Members.
- d. Executive Officers may be unavailable to work from time to time for personal reasons or travel. Executive Officers who will be away are expected to provide at least two weeks' notice to the President, except for emergency situations in which case they shall provide as much notice as possible.
- e. The Executive Officers shall coordinate absences so that sufficient Executive Officers there are always available to conduct Union business.

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### Bylaw 6: Caucuses and Committees

#### 6.1 Caucuses

There shall be the following caucuses of the Union

- a. Board of Governors Caucus; and
- b. Senate Caucus.

#### 6.2 Board of Governors Caucus

- a. The Board of Governors Caucus shall include the President and the two Board of Governors Representatives.
- b. The President shall serve as chair of the Board of Governors Caucus.
- c. The Board of Governors Caucus shall:
  - i. Plan strategies for lobbying the Board of Governors;
  - ii. Draft presentations to the Board of Governors;
  - iii. Prepare a written report on the Board of Governors and its committees for each Council meeting; and
  - iv. Fulfill any other such duties pertaining to the Board of Governors that may arise from time to time.
- d. The Board of Governors Caucus shall meet prior to all Board of Governors meetings and at the request of any one member of the Board of Governors Caucus.
- e. Quorum for the Board of Governors Caucus shall be two members of the Caucus, provided the President is present.

#### 6.3 Senate Caucus

- a. The Senate Caucus shall include all student representatives on the Senate.
- b. The Vice President (Academic and External) shall serve as chair of the Senate Caucus and the President shall serve as deputy chair of the Senate Caucus.
- c. The Senate Caucus shall:
  - i. Plan strategies for lobbying the Senate;
  - ii. Draft presentations to the Senate;
  - iii. Prepare a written report on the Senate and its committees for each Council meeting; and
  - iv. Fulfill any other such duties pertaining to the Senate that may arise from time to time.
- d. The Senate Caucus shall meet at the request of the Vice President (Academic and External) or any four members of the Senate Caucus.
- e. Quorum for the Senate Caucus shall be 50 per cent of members of the Senate Caucus as long as the chair or deputy chair is present.

#### 6.4 Standing Committees

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- a. There shall be the following Standing Committees of the Union:
  - i. Budget and Finance Committee;
  - ii. Bylaw and Policy Review Committee;
  - iii. Elections Committee;
  - iv. Elections Appeals Committee
  - v. Executive Review Committee;
  - vi. External Committee;
  - vii. Grants and Sponsorship Committee;
  - viii. Society Review Committee;
  - ix. Student Life Committee; and
  - x. Such other committees as may be identified as Standing Committees in the Policies.
- b. If a Committee's members include individuals who are not members of the Committee by virtue of a specific office, then, unless otherwise stated in these Bylaws, such Committee members will be appointed by Ordinary Resolution of Council from among individuals who express an interest in sitting on the Committee and who meet any requirements set out in these Bylaws for membership on such Committee.

### **6.5 Standing Committee Meetings**

- a. Standing Committees shall meet as needed, but not less than once per semester.
- b. Meetings shall be held at the call of the chair of the Standing Committee or at the request of any three voting members of the Standing Committee.
- c. Notice of Standing Committee meetings shall be distributed by email by the chair of the committee at least 72 hours in advance of a meeting. The notice should include, if possible, an agenda for the meeting.
- d. A meeting may also be held at any time and at any place without notice if all the members of the committee are present and consent thereto, or if, either before or after the meeting is held, those absent members signify in writing (including email) their consent to the meeting being held in their absence
- e. The unintentional omission to give notice to any Member or any accidental irregularity in connection with the giving of notice or failure to receive notice by a member of a committee shall not invalidate the proceedings at a meeting.
- f. The chair of each committee shall preside at meetings and in their absence, the committee shall appoint another of its voting members to act as chair.
- g. A record shall be kept of the proceedings of every meeting of each Standing Committee, and it is the responsibility of each committee to submit a report of such proceedings to the Vice President (Internal) or their designate as soon as possible following the meeting.
- h. Quorum for all Standing Committees shall be 50 per cent of voting members of that committee.

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- i. Standing Committees may from time to time invite and grant speaking rights to observers to attend meetings and participate in Committee deliberations.
- j. Committee meetings may be held in person or via teleconference at the discretion of the chair of the committee.

### **6.5 Budget and Finance Committee**

- a. The Budget Committee will be chaired by the Vice-President (Finance and Operations).
- b. The voting members of the Budget Committee shall be:
  - i. The Vice-President (Finance and Operations);
  - ii. Two members of Council who are not Executive Officers; and
  - iii. One Member who is not a Councillor.
- c. The Bylaw and Policy Review Committee shall:
  - i. Review the draft budget of the Union;
  - ii. Consult with students regarding the Union budget;
  - iii. Consult with Societies regarding the Union budget;
  - iv. Where necessary, recommend amendments to the budget to Council;
  - v. Review monthly financial statements of the Union;
  - vi. Review, as necessary budgets for Union businesses, events, and activities.

### **6.6 Bylaw and Policy Review Committee**

- a. The Bylaw and Policy Review Committee shall be chaired by the President.
- b. The voting members of the Bylaw and Policy Review Committee shall be:
  - i. The President;
  - ii. Two members of Council who are not Executive Officers; and
  - iii. One Member who is not a Councillor.
- c. The Bylaw and Policy Review Committee shall:
  - i. Review the Bylaws and Policies;
  - ii. Bring to the attention of Council any inconsistencies within the Bylaws and Policies; and
  - iii. Where necessary, recommend amendments to the Bylaws and Policies to Council.

### **6.7 Elections Committee and Elections Appeals Committee**

- a. Each of the Elections Committee and the Elections Appeals Committee shall be established and administered in accordance with Bylaw 9.

### **6.8 Executive Review Committee**

- a. The Executive Review Committee shall be chaired by the Chair of Council, who shall not have a vote.

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- b. The voting members of Executive Review Committee shall be:
  - i. Two members of Council who are not Executive Officers; and
  - ii. One Member who is not a Councillor.
- c. The Executive Review Committee shall:
  - i. Receive complaints and feedback regarding the Executive Officers and, where appropriate, bring such complaints forward to Council in camera;
  - ii. Conduct performance evaluations at least once per year on or before the first Council meeting of January of each Executive Officer on the following grounds:
    - Attendance at Council and Union committees of which the Executive Officer is a Member;
    - Attendance at University committees of which the Executive Officer is a member; and
    - Fulfillment of responsibilities as outlined in the Bylaws and Policies.
  - iii. Meet with each of the Executive Officers during the course of performance evaluations.
  - iv. Meet with each of the Executive Officers prior to the end of their term regarding Executive Officer roles and responsibilities, challenges within their portfolio, and recommendations for changes.
  - v. Provide recommendations to Council regarding Executive Officer roles and responsibilities, including proposals for Bylaw and Policy changes.

### **6.9 External Committee**

- a. The External Committee shall be chaired by the Vice President (Academic and External).
- b. The voting members of the External Committee shall be:
  - i. The Vice President (Academic and External); and
  - ii. At least three Councillors who are not Executive Officers elected by Council.
- c. Meetings of the External Committee shall be open to all interested Members of the Union and any other such people as determined by the Vice-President (Academic and External).
- d. The External Committee shall:
  - i. Assist in developing and implementing campaigns of the Union;
  - ii. Provide information to students regarding:
    - Municipal, provincial, and national student issues, and
    - External affairs issues as may be determined from time to time; and
  - iii. Assist Council and the Executive Officers in formulating positions on issues relating to the external affairs of the Union

### **6.10 Grants and Sponsorship Committee**

- a. The Grants and Sponsorship Committee is chaired by the Vice President (Finance and Operations).
- b. The voting members of the Grants and Sponsorship Committee shall be:

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- i. The Vice President (Finance and Operations);
  - ii. The Vice President (Internal);
  - iii. Two Councillors who are not Executive Officers; and
  - iv. One Member who is not a Councillor.
- c. The Grants and Sponsorship Committee shall:
- i. Review and evaluate grant and sponsorship applications;
  - ii. Approve or decline grant and sponsorship requests by Ordinary Resolution of the Committee as per Policy;
  - iii. Report all grants and sponsorship gifts awarded to Council; and
  - iv. Make recommendations to Council regarding Bylaw and Policy amendments related to grants and sponsorships.

### **6.11 Society Review Committee**

- a. The Society Review Committee is chaired by the Vice-President (Internal).
- b. The voting members shall be:
  - i. the Vice President (Internal);
  - ii. the Vice President (Finance and Operations);
  - iii. two members of Council who are not Executive Officers; and
  - iv. one Member who is not Councillor.
- c. The Society Review Committee shall:
  - i. Evaluate Societies, as per Policy;
  - ii. Ratify Societies by Ordinary Resolution;
  - iii. Offer assistance to Societies where needed;
  - iv. Report at each Council meeting newly ratified Societies; and
  - v. Make recommendations to Council regarding Bylaw and Policy amendments related to Societies.

### **6.12 Student Life Committee**

- a. The Student Life Committee is chaired by the Vice-President (Student Life).
- b. The voting members of the Student Life Committee shall be:
  - i. The Vice-President (Student Life);
  - ii. At least two members of Council who are not Executive Officers ;
  - iii. At least three Members who are not Councillors; and
  - iv. A Member appointed by the Equity and Accessibility office.
- c. Meetings of the Committee shall be open to all interested Members and any other such people as determined by the Vice-President (Student Life).
- d. The Student Life Committee shall:
  - i. Assist Council and the Executive Officers in the development and implementation of diverse, accessible, and inclusive events and programming for students;

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- ii. Create and implement all student life activities and annual events of the Union subject to direction from the Executive Officers and Council that may be provided from time to time;
- iii. Promote, encourage, and foster student society activities and participation in events; and
- iv. Make recommendations to Council regarding development of Policy regarding student life.

### **6.13 Ad Hoc Committees**

- a. Council or the Executive Officers may, by Ordinary Resolution, establish Ad Hoc committees as necessary to facilitate the activities and goals of the Union.
- b. Motions to establish Ad Hoc committees shall include:
  - i. The purpose of the committee;
  - ii. The term of the committee which will not exceed one year;
  - iii. Who shall sit as the committee and how they will be selected;
  - iv. What the committee is to report on; and
  - v. The mechanism(s) by which the committee is to provide a report.

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### Bylaw 7: Finances

#### 7.1 Fiscal Year

The fiscal year of the Union shall be from April 1 to March 31.

#### 7.2 Budget

- a. A budget for each fiscal year shall be approved by Ordinary Resolution by Council before April 15.
- b. A revised budget for each fiscal year shall be approved by Ordinary Resolution by Council before December 15.
- c. The Vice-President (Finance and Operations) shall submit to Council a proposed budget not less than two weeks before the meeting where it is to be debated.
- d. The budget shall be subject to amendment from time to time by Council by Ordinary Resolution.
- e. A detailed summary of the most recent version of the Union budget shall be made available to members on the Union's website and by request in hard copy from the Vice-President (Finance and Operations).

#### 7.3 Financial Statements and Audits

- a. Council shall, before September 30 of each year, approve and publish the audited financial statements for the previous fiscal year. The audited financial statements shall be presented to the Members at the next General Meeting.
- b. The audited financial statements shall include the income statement, the balance sheet, and any comments made by the auditors as to the Union's accounting procedures.
- c. Council shall approve the appointment of the auditor before September 30 of each year. The appointment of the auditor shall be presented to the Members at the next General Meeting for ratification.

#### 7.4 Fees and Levies

- a. The Board of Governors is authorized to act as agent for the Union in the collection of Membership Fees and any Society Levies or Faculty-Level Society Fees.
- b. As per the Fee Agreement between the Union and the University dated August 28, 2001 as may be amended supplemented or replaced, Member fees, Union Fees and Society Fees may only be collected if they are set and approved as per the Bylaws and Policies of the Union subject to and in accordance with these Bylaws.
- c. Council shall be responsible for the disbursement of all monies received by the Union.

#### 7.5 General Fund



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- a. The Union shall maintain a general account for the operations of the Union.
- b. The Union may, by Ordinary Resolution of Council, establish special purpose accounts to be used in accordance with applicable Policies.

### **7.6 Signing Authority**

- a. In accordance with the DSU Act, contracts related to the real or personal property of the Union which require approval under these Bylaws and the Policies shall, subject to such approval by Council, only be signed by both of: (a) the President or Vice President (Internal), and (b) the Vice President (Finance and Operations).
- b. Any contract other than those described in section 7.5.a may be signed by any two of: the President, Vice President (Finance and Operations), Vice President (Internal), and any Full-Time Staff of the Union designated by Council as a signing officer.
- c. All liabilities incurred by the Union duly approved as per these Bylaws and Policies shall be paid by cheque on the General Fund of the Union, signed by any two of the President, Vice President (Finance and Operations), Vice President (Internal), and any Full-Time Staff of the Union designated by Council as a signing officer.
- d. No cheque shall be signed by the individual to whom the cheque is made out to.

### **7.7 Financial Reporting**

- a. At the request of Council, the Vice-President (Finance and Operations) shall provide a report in the manner requested on the financial state of the Union, any Union-run business, or any Union-organized event or activity, within two weeks of such a request.

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### Bylaw 8: General Meetings

#### 8.1 Notice

- a. Notice of the date, time, and location of any General Meeting shall be delivered to Members not less than 21 days before the date of the meeting.
- b. If a General Meeting will consider amendments or revisions to these Bylaws, the text of any amendments or revisions duly proposed as per these Bylaws shall be included in the notice.
- c. Notice for any General Meeting shall be delivered to Members via email, provided that where email is not available, sufficient notice may be given by publicizing notice of the General Meeting at least 21 days before the date of the meeting through at least two of the following media: posted notices, campus radio, the Union's web page and/or the Union's social media account(s).
- d. The agenda and other relevant materials (including resolutions proposed under Sections 8.6.c or 12.3) concerning a General Meeting will be distributed by email and on the Union's website, and available upon request to the Chair of Council, not less than seven days before such a meeting.
- e. The unintentional omission to give notice of a General Meeting to any Member or any accidental irregularity in connection with the giving of notice or failure to receive notice by the Member shall not invalidate the proceedings at the General Meeting.

#### 8.2. Quorum

Quorum for a General Meeting shall be one (1) per cent of the total Membership. If a quorum is present at the opening of a General Meeting, the meeting may proceed even if a quorum is not present throughout unless the number of Members in attendance drops below 0.5% of the total Membership.

#### 8.3 Robert's Rules

The rules contained in the then current edition of Robert's Rules of Order shall govern all General Meetings in all cases to which they are applicable, except as otherwise provided in these Bylaws and any special rules of order adopted by the Union.

#### 8.4 Voting

- a. In order to be eligible to vote at any General Meeting, a Member shall produce a valid University student identification card and must register by recording their name, student identification number, and signature. In the event that a Member does not have a University student identification card, they may produce proof of enrollment and a piece of government-issued photo identification.

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- b. Voting at a General Meeting shall be by a show of hands or secret ballot at the discretion of the Chair.
- c. Any Member may move a motion for an alternate vote, provided the request is made before the vote is conducted.
- d. Questions considered at a General Meeting shall be decided by Ordinary Resolution, unless otherwise required by these Bylaws.
- e. There shall be no voting by proxy at any General Meeting.
- f. There shall be no electronic voting at any General Meeting.

### **8.5 Chair and Recording Secretary**

- a. The Chair of Council shall preside over any General Meeting unless Council votes by Ordinary Resolution that another person shall preside over the meeting.
- b. The Recording Secretary of Council shall take minutes at any General Meeting unless Council votes by Ordinary Resolution that another person shall take minutes.

### **8.6 Annual General Meeting**

- a. An Annual General Meeting of the Union shall be held between the first day of classes at the University in September and October 15 of each year.
- b. At the Annual General Meeting, the Members shall consider the following business:
  - i. Presentation of the audited financial statements for the previous fiscal year;
  - ii. Ratification of the appointment of the auditor;
  - iii. Proposals to amend these Bylaws;
  - iv. Report from the Executive Officers regarding the activities of the Union; and
  - v. Member resolutions served with notice, as per these Bylaws.
- c. Unless otherwise outlined in these Bylaws, and specifically subject to section 11.3, Members who wish to make resolutions to the Annual General Meeting must submit a petition containing the names, student numbers, and signatures of at least 100 Members containing the resolution to be considered. Such a petition must be submitted to the Chair at least 10 days in advance of the Annual General Meeting and the Chair shall include the draft resolutions as part of the agenda circulated in accordance with Section 8.1(d).

### **8.7 Special General Meeting**

- a. A special General Meeting is a general meeting of the Members that considers business other than the business outlined in Section 8.6 (provided that such business may be included on the agenda of an Annual General Meeting).
- b. A special General Meeting may be called by Council solely for the purpose of considering specific resolutions proposed by Council, which shall be included in the notice of the meeting.

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- c. A special General Meeting shall be called by the Chair upon the receipt of a petition signed by at least 1 per cent of the Members which calls for such Special General Meeting and includes the specific resolutions to be considered at the meeting.
- d. The Chair must inform Council about the petition within 48 hours of receipt.
- e. A special General Meeting must be convened within 30 days of receipt of the petition.
- f. Notice of the Special General Meeting shall include the text of the resolutions to be considered.

### **8.8 Land Recognition and Equity Statement**

Following the call to order at each General Meeting, the Chair shall read:

- a. A statement to recognize that the meeting is occurring on unceded, unsurrendered, Mi'kmaq territories.
- b. A statement regarding the Union's commitment to principles of equity and accessibility.

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### Bylaw 9: Elections & Referenda

#### 9.1 Scope

- a. This Bylaw shall govern elections for all Executive Officer and Councillor positions.
- b. This Bylaw shall govern all referenda pertaining to Union Fees and Society Fees.

#### 9.2 Eligibility

- a. All Members shall be eligible to vote in any referendum regarding any fee that applies to them.
- b. All Members shall be eligible to vote for the following positions:
  - i. Executive Officers; and
  - ii. Board of Governors Representatives.
- c. Voting for Faculty Representatives will be limited to students enrolled in programs in that particular Faculty, as determined in accordance with applicable Policies.
- d. Voting for Community Representatives will be limited to students who are members of that particular Community, as determined in accordance with applicable Policies.

#### 9.3 Administration of Elections

- a. The Elections Committee shall administer all elections and referenda undertaken pursuant to this Bylaw 9.
- b. In accordance with these Bylaws and Policies, Council shall create Policy regarding the administration of such elections and referenda.

#### 9.4 Chief Returning Officer

- a. The Council shall, by Ordinary Resolution, appoint a Chief Returning Officer no later than September 30 to assist in administering all Union elections and referenda on behalf of the Elections Committee.
- b. The Chief Returning Officer shall not be an Executive Officer, Councillor, Committee member, or employee of the Union for the duration of their term, except for sitting on the Elections Committee.
- c. The Chief Returning Officer shall be paid an honorarium as outlined in Policy.
- d. The Chief Returning Officer shall receive, investigate and render decisions regarding complaints during elections and referenda, all in accordance with Bylaws and Policy.

#### 9.5 Elections Committee

- a. The Elections Committee shall include five Members,.
- b. Members of the Elections Committee shall not be Executive Officers, Councillors, or a member of any other Standing Committee of the Union.

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- c. The members of the Elections Committee shall by Ordinary Resolution choose one amongst themselves to chair the committee.
- d. No member of the Elections Committee may contest an election under the jurisdiction of Council.
- e. No member of the Elections Committee may be a Campaign Worker for a candidate or referendum campaign in an election under the jurisdiction of Council.
- f. No member of the Elections Committee shall display any public interest in the campaign of any candidate or referendum campaign team.
- g. The Elections Committee shall:
  - i. Recommend election dates to the Council;
  - ii. Publicize important information regarding elections and referenda;
  - iii. Oversee all Union elections and referenda;
  - iv. Establish a code of conduct for candidates or other such guidelines pursuant to these Bylaws and Policies for a given election or referenda;
  - v. Decide on any appeals made regarding decisions made by the Chief Returning Officer;
  - vi. Have the power to declare the results of any election or referenda to be void in the event of an egregious breach of the Bylaws or Policies.
  - vii. Assist in the development of Policies related to elections and referenda; and
  - viii. Make recommendations to Council regarding Bylaw and Policy amendments related to elections and referenda.

### **9.6 Elections Appeals Committee**

- a. There shall be an Elections Appeals Committee, which shall include three Members who are not Councillors or Executive Officers, including at least one Member who is in their third year of law school or holds a law degree.
- b. The members of the Elections Appeals Committee shall, by Ordinary Resolution, select one from among themselves to chair the committee.
- c. Members of the Elections Appeals Committee shall be appointed by Council no later than September 30.
- d. No member of the Elections Appeals Committee shall be an Executive Officer, Councillor, member of any Union Committee, or employee of the Union.
- e. No member of the Elections Appeals Committee may contest an election under the jurisdiction of Council.
- f. No member of the Elections Appeals Committee may be a Campaign Worker for a candidate or referendum campaign in an election under the jurisdiction of Council.
- g. No member of the Elections Appeals Committee shall display any public interest in the campaign of any candidate or referendum campaign team.
- h. The Elections Appeals Committee shall, at the request of any candidate in an election or campaign team in an election, review a decision of the Elections Committee to determine if it is in line with the DSU Act, Bylaws, and Policies. Deliberations on questions related to any such request shall be held in camera.

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- i.
- j. Decisions of the Elections Appeals Committee shall include reasons for any decision rendered.
- k. Decisions of the Elections Appeals Committee shall be final and not subject to further appeal.

### 9.7 Scope of Referenda

- a. A referendum shall only be undertaken to deal with questions regarding:
  - i. Increasing Union Fees over and above the rate of increase of the Canadian Price Index (CPI);
  - ii. Creating a Society Levy; or
  - iii. Increasing an existing Society Levy or Faculty-Level Society fee.
- b. Referendum questions pertaining to student fees that are not administered by the Union are not permitted.

### 9.8 Referenda Questions

- a. Referenda questions pertaining to Union Fees must be approved by Special Resolution by Council, in accordance with the Bylaws and Policy.
- b. A referendum on a new Society Levy shall be held if a petition containing the draft text of a referendum question that meets the requirements of these Bylaws, including the amount of the new Society Levy, and the names, student numbers, and signatures of not less than 10 per cent of all Members to whom the Society Levy would apply is submitted to the Chief Returning Officer. If the Chief Returning Officer position is vacant, the petition shall be submitted to the Chair of Council.
- c. A referendum on an increase to an existing Society Levy shall be held if the Society passes a Special Resolution at their council, board, or similar governance body and presents a petition containing the draft text of the referendum question that meets the requirement of these Bylaws, including the amount of the Society Levy increase, and the names, student numbers, and signatures of not less than five per cent of Members to whom the increase would apply is submitted to the Chief Returning Officer. If the Chief Returning Officer position is vacant, the petition shall be submitted to the Chair of Council.
- d. A referendum held in accordance with sections 9.7.a or b shall be held during the next general election.
- e. Council may: approve a proposed referendum question that meets the requirements of the Bylaws, propose amendments to a proposed referendum question that does not meet the requirement of, or is contrary to, the Bylaws (such amendments to be subject to acceptance by the person that proposed the question), or reject a proposed referendum question that does not meet the requirement of, or is contrary to, the Bylaws; all subject to these Bylaws and Policy.
- f. Referendum questions must be phrased to elicit yes/no answers.

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- g. Referendum questions must be phrased in a positive way such that a vote of “yes” signifies agreement with the Levy or fee proposal and a vote of “no” signifies disagreement with the Levy or fee proposal.

### 9.9 Referenda Procedure

- a. All referenda must be conducted in accordance with elections and referenda procedures as outlined in these Bylaws and Policies.
- b. All referenda questions will be decided by a simple majority of votes.

### 9.10 Quorum

Quorum for all elections and referenda shall be 10 per cent of Members.



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### Bylaw 10: Policy

#### 10.1 Scope of Policy

- a. Operations Policies of the Union set out rules and procedures of the Union in a manner that is not inconsistent with the Bylaws or the DSU Act.
- b. Issues Policies of the Union set out the Union's position or stance in any area of concern and in a manner that is not inconsistent with the Bylaws or the DSU Act.

#### 10.2 Adoption, Amendment, and Repeal of Policy

- a. Council may, by Special Resolution adopt, amend, or repeal any Operations Policy, subject to these Bylaws.
- b. Council may, by Ordinary Resolution adopt, amend, or repeal any Issues Policy, subject to these Bylaws.
- c. Notice of any motion to adopt, amend, or repeal any Policy, including full text of the motion, must be given at a meeting of Council and such motion shall not be considered until a subsequent meeting of Council.

#### 10.3 Policies are Binding

- a. Policies are binding on Executive Officers, Union staff, Council, and Members.
- b. Policies remain in effect until such a time that they are amended or repealed as per these Bylaws.

#### 10.4 Policy Manual

- a. The Union shall maintain a Policy manual that contains all the current Policies of the Union.
- b. The Policy manual shall be updated within two weeks of any additions, amendment, or deletion of Policy.
- c. The Policy manual will be available on the Union website, as well as by request to the Vice-President (Internal).

#### 10.5 Mandatory Policies

The Union shall maintain all of the following Operations Policies at all times:

- a. Elections Policy, provided that the Elections Policy shall not be amended in any material respect during the three months prior to a general election or during the period beginning when a by-election is called and ending on the date of the by-election;
- b. Referenda Policy, provided that the Referenda Policy shall not be amended in any material respect during the period beginning when a referendum is requested and ending on the date of the referendum;

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- c. Societies Policy;
- d. Grant and Sponsorship Policy;
- e. Faculty Member Identification Policy;
- f. Community Member Identification Policy;
- g. Financial Policy
- h. Privacy Policy; and
- i. Anti-discrimination Policy

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### Bylaw 11: Amendment and Revisions

#### 11.1 Members' Authority

Members may amend or revise these Bylaws by Special Resolution at a General Meeting, as per the conditions set out in these Bylaws.

#### 11.2 Proposed Amendments from Council

- a. Any Councillor wishing to propose amendments or revisions to these Bylaws must provide notice, including the text of the proposed amendments or revisions, no less than four weeks in advance of the meeting that such revisions are to be debated.
- b. Council may by Special Resolution adopt such amendments or revisions which will be in force until a General Meeting is convened in order to ratify the amendments or revisions. Despite the preceding sentence, any amendment or revision to these Bylaws which has the effect of disenfranchising Members with respect to their rights to elect or remove Councillors and Executive Members, approve amendments to Bylaws, initiate referenda, or petition to add items to the agenda of a General Meeting shall be of no force or effect until ratified by Members at a General Meeting.
- c. Should the Members ratify amendments or revisions to these Bylaws as proposed by Council by Special Resolution at a General Meeting, these amendments or revisions will remain in effect.
- d. If Members fail to ratify such amendments or revisions, the amendments or revisions cease to have effect as of the date of the General Meeting.
- e. If an annual or special General Meeting is not convened within a year of Council adopting amendments or revisions, the amendments or revisions cease to have effect on the anniversary date of their passing.

#### 11.3 Proposed Amendments by Petition

- a. Any Member wishing to propose amendments or revisions to these Bylaws must submit to the Chair of Council a petition including the text of the proposed amendments or revisions and the names, student numbers, and signatures of no less than 10 per cent of the Membership.
- b. If the petition is submitted between September 1 and March 1 and a General Meeting is already scheduled to take place within 45 but not less than 21 days, the Chair of Council will include the proposed amendments or revisions on the agenda of that General Meeting.
- c. If the petition is submitted between September 1 and March 1 and a General Meeting is not scheduled to take place within 30 days, the Chair of Council will call a Special General Meeting with the sole purpose of considering the proposed amendments or revisions.

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- d. If the petition is submitted between March 2 and August 31, the Chair of Council will include the proposed amendments or revisions on the agenda of the Annual General Meeting.
- e. Should the Members approve the proposed amendments or revisions, the amendments or revisions shall have effect immediately, unless otherwise resolved by the Members at the General Meeting.

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### Bylaw 12: External Groups

12.1: The Union shall not join any external advocacy group, that proposes to charge fees to either the union or its members, if the group's by-laws, policies, constitution, or any governing documents would prevent the union from ceasing membership through a process outlined in the Union's own constitution.

12.2: The Union shall be able to terminate membership in any external organization through a majority vote at a General Meeting.