

Students' Union of St. Thomas University, Inc.

By-laws

Chapter I — Elections and Referenda

This Chapter may be cited as the "Elections and Referenda Act."

Article 1: General Elections Provisions

S.1. The President of the Students' Union shall issue writs of election.

S.2. The Chief Returning Officer shall be charged with the responsibility of ensuring that the following general election procedures are followed and executed.

S.3. There shall be a Fall General Election, which shall conform to the following provisions:

(a) The Fall General Election shall be held on or before the second Friday in October.

(b) The following positions shall be opened by the Chief Returning Officer:

(i) First-year Liaison, who shall be elected by first-year students;

(ii) two Off-campus Representatives, who shall be elected by members of the Students' Union living off-campus; and

(iii) the Aquinian, Inc, Board of Directors First Year Representative, who shall be elected by first-year students.

S.4. There shall be a Spring General Election, which shall conform to the following provisions:

(a) The Spring General Election shall be held on or before the second Friday in March.

(b) The following positions shall be opened by the Chief Returning Officer:

(i) President of the Students' Union, Vice President Administration, Vice President Education, Vice President Student Life, two Board of Governors Student Representatives, two Student Senators, and the Aquinian, Inc Board of Directors Member-at-Large, who shall be elected by the entire membership of the Students' Union;

(ii) three Off-campus Representatives, who shall be elected by members of the Students' Union living off-campus;

(iii) a Valedictorian, who shall be elected by the graduating Bachelor of Arts and Bachelor of Applied Arts classes of the year;

(iv) a Grad Class President, who shall be elected by the graduating Bachelor of Arts and Bachelor of Applied Arts classes of the following year;

(v) the Aquinian, Inc. Board of Directors Second Year, Third Year, and Fourth Year Representatives shall be elected by the second-year class, third-year class, and fourth-year class, respectively; and

(vi) the election of the Harrington Hall, Vanier Hall, Holy Cross House, Rigby Hall and Chatham Hall Representatives shall be the responsibilities of the House Committees, respectively, which shall observe open and democratic procedures.

Article 2: Nominations

S.1. The call for nominations shall be published no less than two (2) weeks prior to the date of elections.

S.2. Nominations shall be open for a minimum of five (5) business days.

S.3. Candidates in Students' Union elections shall, and may be disqualified for failure to meet these requirements:

- (a) Be a member in good standing of the Union;
- (b) Be a bona fide member of the Union;
- (c) Have been registered as a student for at least one (1) academic semester prior to candidacy for the offices of President, Vice President Administration, Vice President Education or Vice President Student Life;
- (d) Not have been removed for due cause from an SRC position in the immediately preceding term of office;
- (e) Have attained a Grade Point Average of at least 2.3 in the previous academic year;
- (f) Authorise the Chief Returning Officer to verify, through the Registrar's Office, their previous academic year's GPA;
- (g) Not be the Chief Returning Officer of the Union;
- (h) Attend the candidates' meeting which occurs on the day between nominations and campaigning, or make alternative arrangements suitable to the Chief Returning Officer should they not be able to attend.

S.4. Nominations for the positions of President, Vice President Administration, Vice President Education, Vice President Student Life, Board of Governors Student Representatives, Student Senators, and Aquinian, Inc. Board of Directors Member-at-Large shall be in writing in a form prescribed by the Chief Returning Officer and be signed by a nominator and nine seconders.

S.5. Nominations for the positions of Off-campus Representatives, First-year Liaison, Grad Class President, Valedictorian, and Aquinian, Inc. Board of Directors First Year, Second Year, and Third Year Representatives shall be in writing in a form prescribed by the Chief Returning Officer and be signed by a nominator and nine seconders belonging to their respective constituencies.

S.6. The Chief Returning Officer shall ensure that each nomination form contain the full name, telephone number, e-mail address, student number and academic year of the candidate being nominated, and the name and contact information of their scrutineer.

S.7. Responsibility lies with the candidate to ensure that their nomination is in order and has been received by the Chief Returning Officer before the close of nominations.

S.8. The Chief Returning Officer shall publish the list of eligible candidates, locations and hours of polling, and election dates no more than forty-eight (48) hours after the close of nominations on the SRC bulletin board in James Dunn Hall and on the Students' Union's website.

S.9. Each candidate shall be responsible for ensuring that their photograph and nomination speech is in the hands of the Chief Returning Officer and in the election issues of any Students' Union publication.

S.10. The Chief Returning Officer shall be available at the Help Desk for no less than two hours during business hours each day of the nomination period, and shall post notice of their availability.

S.11. The Chief Returning Officer shall furnish each candidate with a copy of the regulations governing election procedures contained within these By-laws.

Article 3: Campaigning

- S.1. There shall be one (1) business day between the close of nominations and the beginning of campaigning, when a meeting of all the candidates shall be held.
- S.2. The campaign period shall be no less than three (3) days and no more than seven (7) days, and shall end at 11:59pm on the day preceding the election.
- S.3. There shall be at least two (2) candidate speeches held during the campaign period.
- S.4. Candidates may post no more than twenty-five (25) posters measuring no more than 8.5"x11" and two banners measuring larger than 8.5"x11" in George Martin, Edmund Casey, James Dunn, Brian Mulroney and Margaret Norrie McCain Halls.
- S.5. Candidates may post no more than ten (10) posters measuring no more than 8.5"x11" and two (2) banners measuring larger than 8.5"x11" in the central, academic portion of Holy Cross House.
- S.6. Candidates may distribute loose campaign materials at any time The definition of loose campaign material shall be at the discretion of the Chief Returning Officer.
- S.7. The Chief Returning Officer shall have no jurisdiction over campaign materials posted or distributed in residences or off-campus.
- S.8. The Chief Returning Officer shall have the authority to remove any campaign materials they deem unacceptable.
- S.9. No candidate may spend in excess of \$120.00 on their campaign materials, and are required to retain appropriate documentation in the form of receipts for the examination of the Chief Returning Officer upon request.
- S.10. Candidates may apply to the Finance Committee to have up to \$20.00 of their campaign expenses reimbursed, and must submit receipts and appropriate documentation for reimbursement to be considered.
- S.11. No active campaigning shall continue past 11:59pm on the final day of campaigning, which shall include hanging posters, distributing loose material, and updating websites or social networking sites
- S.12. The definition of "active campaigning" shall lie with the Chief Returning Officer. Candidates are responsible for removing all campaign materials, including posters and banners from any building where there is a polling station by 11:59pm on the final day of campaigning
- S.13. Candidates with more than five (5) pieces of campaign material posted in the same building as a polling station or distributed after the close of campaigning shall be charged \$10.00 per item to a maximum of \$50.00, whereupon the Chief Returning Officer has the authority to disqualify that candidate.
- S.14. The Chief Returning Officer is empowered to discipline candidates found in violation of the electoral by-laws, which may include but is not limited to disqualification from candidacy.

Article 4: Voting

- S.1. There shall be at least two days of voting.
- S.2. There shall be two polling stations on the days of voting, which shall be located in:
- (a) Sir James Dunn Hall, for off-campus residents;
 - (b) George Martin Hall, for students living in residence;
- S.3. All polls shall be open at minimum from 10:00am to 6:00pm.
- S.4. Two clerks shall be station at each poll at all times.

- S.5. Clerks shall be responsible for removing all campaign materials in the immediate vicinity of the polling station and ensuring that no active campaigning occurs within sight or sound of the station. Active campaigning shall be reported to the Chief Returning Officer for final disposition.
- S.6. Private voting booths shall be made available at each station.
- S.7. Elections of the Students' Union shall be by secret ballot, and ballots shall be printed on a different colour paper according to position, and names of candidates on the ballots shall be printed in alphabetical order.
- S.8. Clerks shall give the appropriate ballots to each voter and instruct that they are marked clearly with an "x" or "√" opposite the candidate(s) of their choice.
- S.9. Clerks shall require a valid student identification card with the voter's photo for the voter to be entitled to vote.
- S.10. The Chief Returning Officer shall ensure that:
- (a) a list of eligible voters is available at the polls;
 - (b) suitable methods have been prescribed for recording which members have voted at each station;
 - (c) all polls are set up in advance of 10:00am and that polls open promptly at 10:00am; and
 - (d) they attend each station at regular intervals to ensure proper functioning.
- S.11. In the case of one (1) confirmed candidate for a position, that candidate shall be elected by means of a "yes/no" vote.
- S.12. In the event of a single confirmed candidate for a position, and in the event of their being defeated by a majority of "no" votes, the Chief Returning Officer shall open the position for nominations within forty-eight (48) hours of the polls closing, and shall execute a by-election for that position within two (2) weeks' time.
- S.13. Ballot boxes shall be taken to one location where the ballots shall be counted by approved ballot counters in the presence of candidates' scrutineers and the Chief Returning Officer.
- S.14. Each candidate shall appoint one (1) scrutineer who shall be present for the ballot counting. No candidate may be present during ballot counting.
- S.15. Those leaving the ballot counting room must be escorted by the Chief Returning Officer or a Returning Officer.
- S.16. Ballots shall be kept in a secure location for no less than forty-eight (48) hours after the posting of the results of the election.
- S.17. The candidate with the greatest number of votes shall be deemed elected.
- S.18. In the event of a tie between two (2) candidates, the Chief Returning Officer shall conduct a run-off election between the two (2) candidates. The campaign period for the run-off shall commence the day after the election and end at 11:59pm three (3) business days after the day of the initial election.
- S.19. Results of the election shall be posted in James Dunn Hall and on the Students' Union's website within twenty-four (24) hours of the polls closing.
- S.20. Candidates may submit requests for recounts in writing to the Chief Returning Officer within forty-eight (48) hours, and the Chief Returning Officer shall be required to recount the ballots.

Article 5: By-elections

- S.1. Except where inconsistent with this Article, the provisions of Articles 1 through 4 of this Chapter shall be observed.
- S.2. A nomination period in a by-election shall be no less than three (3) business days.
- S.3. A campaign period in a by-election shall be no less than three (3) business days.
- S.4. There shall be at least one (1) day of voting.
- S.5. There shall be at least one (1) polling station, located in James Dunn Hall.

Article 6: Referenda

- S.1. The SRC shall, upon receipt of a petition containing the signatures of 20% of the Students' Union membership, or by two-thirds (2/3) majority vote, put to referendum an issue by approving a question and date of voting.
- S.2. Except where inconsistent with this Article, the provisions of Articles 1 through 4 of this Chapter shall be observed.
- S.3. The Chief Returning Officer shall have authority over the referendum process, and may submit any regulation, not inconsistent with the Constitution or By-laws, to the SRC for approval to ensure proper conduct of all parties involved and the proper execution of the referendum, and such regulations shall only be in force until the conclusion of the referendum.
- S.4. Notice of referendum shall be issued in the same manner prescribed for elections at least two (2) weeks in advance of the day of voting.
- S.5. A majority of votes shall effect a decision, and 20% of the Students' Union membership must vote for a referendum decision to be deemed valid.
- S.6. The Chief Returning Officer may approve "yes" and "no" committees for referenda.
- S.7. Spending on each question shall not exceed \$1500.00, and shall include any expense for the objectives of campaigning save for travel and accommodation expenses, and all receipts or proofs of purchase shall be submitted to the Chief Returning Officer.
- S.8. All parties campaigning in a referendum must adhere strictly to the Constitution and By-laws of the Students' Union, the regulations of St. Thomas University and the University of New Brunswick, and those who do not comply will receive disposition from the Chief Returning Officer in accordance with electoral by-laws, University policy or laws of the province or Canada.
- S.9. Campaign material shall be approved by the Chief Returning Officer, and material which has not been approved shall be removed from campus immediately.
- S.10. The campaign period shall end at 11:59pm the day before the day of voting.
- S.11. The Chief Returning Officer shall host one (1) public forum on the referendum question.
- S.12. The Chief Returning Officer shall keep a list of campaigners for "yes" and "no" committees during the referendum period.

Chapter II — Recall

Article 1

S.1. All decisions, by-laws and appointments of the SRC are subject to recall by the members of the Students' Union.

S.2. Recall shall adhere to the following procedure:

- (a) A petition containing the names, student numbers and signatures of 20% of the members of the Students' Union must be presented to the SRC within three weeks of publication, in some manner, of notice of petition.
- (b) The petition shall contain on each page the unabridged wording of the original by-law, resolution, or appointment agreed with or disagreed with.
- (c) The SRC shall convene a special meeting to consider the object of recall within one (1) week.
- (d) Upon receipt of a petition, all action on the subject matter of the petition shall be suspended where lawfully possible, until the matter is settled or two (2) weeks' time has expired.
- (e) Upon consideration of the object of recall, should the SRC refuse to effect a decision favourable to the petitioners, members of the Students' Union may submit a petition with 30% of the members, which shall be presented to the SRC within three (3) weeks of the publication of the minutes of the special meeting.
- (f) The SRC shall put to referendum a question to resolve the matter within two (2) weeks' time.
- (g) The referendum shall be conducted as per Chapter I, Article 6 of the By-laws and shall conform to those regulations.

Chapter III — Appellate Board

This Chapter may be cited as the “Appellate Board Act.”

S.1. There shall be an Appellate Board of the Students’ Union (referred to in this Chapter as the “Board”) and it shall be composed of a Chief Appeal Officer and two (2) Associate Appeal Officers.

S.2. The Chair of the Students’ Representative Council shall act as Chief Appeal Officer and shall:

- (a) be the administrative member of the Board;
- (b) chair all hearings and meetings of the Board;
- (c) ensure that all sections of this Chapter are adhered to in the operations of the Board;
- (d) be the reporting member of the Board to the SRC; and
- (e) sign and uphold his/her Oath as provided in this Chapter.

S.3. In the event of a vacancy at the position of Chair, the position of Chief Appeal Officer shall devolve upon the Student Advocate, or if the student advocate cannot serve, shall remain vacant until a Chair is appointed in accordance with the Policy of the Students’ Union.

S.4. There shall be two (2) Associate Appeal Officers that shall:

- (a) be bound by the provisions of this Article; and
- (b) sign and uphold his/her Oath as provided in this Chapter.

S.5. The Associate Appeal Officers shall be appointed by the SRC subject to the following regulations:

- (a) the Chief Appeal Officer shall seek nominations from Members of the Union;
- (b) the Chief Appeal Officer may nominate individuals as they see fit;
- (c) the Chief Appeal Officer shall ensure that one (1) nominee for membership as an Associate Appeal Officer shall not be serving as a member of the SRC or as an employee of the Union; and
- (d) the President, on behalf of the Chief Appeal Officer shall present the candidates for membership of the Board as Associate Appeal Officers to the SRC no later than 1 September of each year, and each nominee shall be individually confirmed by a two-thirds (2/3) vote of the SRC.

S.6. Should any or all nominees for Associate Appeal Officers be rejected by the SRC, the President, on behalf of the Chief Appeal Officer, shall re-nominate individuals in accordance with S.5 of this Chapter no later than ten (10) days following the rejection of a nominee.

S.7. In the event of a vacancy at the position of Associate Appeal Officer, the President, on behalf of the Chief Appeal Officer, shall nominate an individual in accordance with S.5 of this Chapter no later than ten (10) days following the vacancy.

S.8. The seat of any member of the Board shall be declared vacant upon that member’s declaration of candidacy in any Election.

S.9. All three members of the Board shall be present for Quorum to be constituted.

S.10. The Board shall have jurisdiction to hear appeals by any applicant of decisions rendered by the Chief Returning Officer (referred to in this Chapter as the “CRO”).

S.11 All Requests for Appeal Hearings shall be submitted in accordance with this Chapter no more than three (3) business days following the posting of certified election results by the Chief Returning Officer, or no more than three (3) business days following the posting of certified election results by the Chief Returning Officer pursuant to a request for a recount.

S.12. Subsequent to an Appellant initiating a Request for Appeal Hearing in accordance with this Chapter, the Board shall set a time, date and location for a hearing at the earliest convenience of all parties, but at a date no greater than ten (10) working days from the receipt of a Request for Appeal Hearing.

S.13. The Board shall inform the Appellant and the Respondent of the time, date and location of the hearing by electronic mail, and shall post the time, date, location, Appellant's identity and decision being appealed on the Union bulletin board in Sir James Dunn Hall.

S.14. All hearings of the Board shall be open to Members of the Union.

S.15. Upon commencement of any Hearing, the Board shall inform the Appellant of all aspects of the hearing process as set forth in this Chapter, including the powers given to the Board in respect of rendering a decision on the Appeal in question.

S.16. The Board shall then hear the Appeal and review evidence presented by the Appellant.

S.17. Should the Board at this time determine that the Appellant has not made a case containing sufficient evidence for the Appeal to proceed, and that the evidence presented would not suffice until contradicted and overcome by the Respondent's evidence, it shall deny the Appeal and immediately issue a decision as directed by S.29 of this Chapter.

S.18. Should the Board determine that the Appellant has made such a case as set forth in S.16 of this Chapter, it shall hear the Respondent and review evidence by any person who wishes to present to the Board as Co-respondent.

S.19. The burden of proof shall rest upon the Appellant.

S.20. The Board may recess for no longer than twenty-four (24) hours to prepare a decision.

S.21. The Board shall review the Appeal and shall render a decision guided by the Letters Patent, Constitution, By-laws, Policy, precedent, and principles of equality.

S.22. The Decision rendered by the Board shall be either to:

(a) deny the appeal; or

(b) allow the appeal and grant the remedy requested, unless it is unreasonable to do so, in which case the Board shall amend the remedy as they see fit.

S.23. The Board shall render its decision:

(a) at the completion of the Hearing; or

(b) where the decision is rendered after the adjournment of the Hearing, by electronic mail, unless otherwise requested, to the Appellant and the Respondent, and any Co-respondent who requests notification.

S.24. Decisions rendered by the Board shall be final.

S.25. The Board shall complete a written record of the decision as required by the provisions of this Chapter and shall deliver both the Appellant's Request for Appeal Hearing and corresponding written record of the decision to the Vice President Administration for inclusion in the official records of the Board.

S.26. The Chief Appeal Officer shall post the decision of the Board on the Union bulletin board in Sir James Dunn Hall.

S.27. Each member of the Board shall be required to sign the following Oath at a meeting of the SRC prior to hearing any Appeal:

I, _____, do solemnly affirm that I will faithfully, truly, and impartially, to the best of my skill and knowledge, fulfil and perform my duties as Chief Appeal Officer (or Associate Appeal Officer, as the case may be) of the Students' Union of St. Thomas University, Inc.

S.28. The Students' Union shall make available a form titled "Application for Appeal," which shall require, in writing:

- (a) the Applicant(s) name;
- (b) student number;
- (c) electronic mail address;
- (d) telephone number;
- (e) affirmation that the Applicant(s) is a Member of the Union;
- (f) the Applicant(s)' position sought in the Election;
- (g) a summary of the decision being appealed;
- (h) the individual who rendered the decision being appealed;
- (i) the remedy sought by the Applicant(s); and
- (j) the signatures of the Applicant(s).

S.29. The delivery and acceptance of the completed Application for Appeal form at the Main Office of the Students' Union in the Student Union Building on UNB Campus during regular working hours shall constitute receipt of the Application and shall register the individual(s) as Appellant(s) and shall serve as notice to the Board of a Request for Appeal Hearing.

S.30. The Students' Union shall also make available a form titled "Decision of Appeal," which shall require, in writing:

- (a) the time and date of the hearing;
- (b) the name and title of the Appellant(s);
- (c) the name and title of the Respondent(s);
- (d) a summary of the decision being appealed;
- (e) the individual who rendered the decision;
- (f) a brief summary of the Applicant(s)' argument;
- (g) a brief summary of the Respondent(s)' argument;
- (h) the decision rendered;
- (i) a summary of reasons for the decision;
- (j) the remedy awarded, if applicable; and
- (k) the signatures and printed names of the members of the Board.

Chapter IV — Responsibilities and Duties of Representatives

S.1. The President of the Students' Union shall:

- (a) faithfully and properly discharge all duties of the President as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a voting member of the SRC and of the SEC;
- (c) be the spokesperson and media contact for the Students' Union, unless otherwise delegated, with the approval of the SRC;
- (d) be an *ex officio* member of all standing and *ad hoc* committees of the SRC;
- (e) be an *ex officio* member of the Student Union Building Board of Directors;
- (f) be an *ex officio* member of the St. Thomas University Senate;
- (g) be an *ex officio* member of the St. Thomas University Board of Governors;
- (h) present a report on the activities and undertakings of the SRC to the membership once per month;
- (i) present a report on the behalf of the SEC within one month of assuming office, detailing major objectives and initiatives planned for the coming year;
- (j) present a report to the SRC at all regular meetings;
- (k) present a report bi-weekly to the SRC between the first day of May and the first day of classes in September;
- (l) liaise between the Students' Union and the administration of the University, in cooperation with other members of the SRC;
- (m) be a full-time employee of the Students' Union between the first day of May and the first day of September, and take no more than nine (9) credit hours of courses per semester from any post-secondary education institution;
- (n) maintain twenty-five (25) office hours per week during the Fall and Winter Academic Semesters;
- (o) be the representative responsible for the supervision of the General Manager, and perform an Employee Evaluation every two (2) months;
- (p) be the representative responsible for the supervision of the Communications Coordinator;
- (q) be responsible for the general counsel of and assistance to the Board of Governors Student Representatives, the Grad Class President, and the First-year Liaison.
- (r) be a representative of the Students' Union on any governmental lobbying organisations to which the Students' Union is a part, and participate in the lobbying of governments therein;
- (s) be a signing officer for the Students' Union; and
- (t) be the full age of nineteen (19) years.

S.2. The Vice President Administration shall:

- (a) faithfully and properly discharge all duties of the Vice President Administration as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a voting member of the SRC and of the SEC;
- (c) be the Chair of the Governance, Finance, and Human Resources Committees;
- (d) call and chair meetings of the executives of all clubs, societies and organisations at least twice per academic semester;

- (e) be responsible for the general supervision and counsel of all Representatives and Employees of the Students' Union, and develop human resources policies to that end;
- (f) be responsible for assisting the auditor in performing the annual audit or review of the Students' Union's finances, in cooperation with the General Manager;
- (g) in cooperation with the General Manager, be responsible for the administrative and financial management of the Students' Union;
- (h) be responsible for the ongoing maintenance of the Operating Budget, and be charged with presenting the proposed Operating Budget to the SRC on or before the first Friday in April;
- (i) present a report at all regular meetings of the SRC, including the a report of the full financial activities of the Students' Union;
- (j) present a written report on the Operating Budget to the SRC once per month;
- (k) present a written report on the Operating Budget to the SRC and the Membership once per academic semester;
- (l) be responsible for the publishing of the STUGenda, and the Clubs & Societies' Guide, unless otherwise delegated;
- (m) be responsible for the supervision of the Chair, Chief Returning Officer, and Recording Secretary;
- (n) be responsible for the general counsel of and assistance to the Residence Representatives and Off-campus Representatives;
- (o) be responsible for the organisation of meetings of the SRC, including agendas, regrets and absences, and room bookings;
- (p) maintain fifteen (15) office hours per week in the Fall and Winter Academic Semesters;
- (q) be a signing officer for the Students' Union; and
- (r) be the full age of nineteen (19) years.

S.3. The Vice President Education shall:

- (a) faithfully and properly discharge all duties of the Vice President Education as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a voting member of the SRC and of the SEC;
- (c) be an *ex officio* member of the St. Thomas University Senate;
- (d) be the Chair of the Academic and University Affairs Committee and the external action committee;
- (e) liaise with all relevant post-secondary education institutions, research facilities, and governmental lobby organisations on issues of concern to the education and academic life of the Members;
- (f) be the primary representative of the Students' Union on all governmental lobbying organisations;
- (g) appoint members of the Union to University committees, with the approval of the SRC;
- (i) be responsible for the general counsel of and assistance to the Student Senators;
- (j) maintain fifteen (15) office hours per week in the Fall and Winter Academic Semesters; and
- (k) be the full age of nineteen (19) years.

S.4. The Vice President Student Life shall:

- (a) faithfully and properly discharge all duties of the Vice President Student Life as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a voting member of the SRC and of the SEC;
- (c) be the Chair of the Emergency Bursaries Committee;
- (d) be responsible for the supervision of the Activities Coordinator, the Yearbook Editor, the Social Issues Advocate, the Help Desk Manager, the Sustainable Lifestyles Coordinator, and the Student Advocate;
- (e) be responsible for the operation of the Used Book Room program, including the supervision of all volunteers;
- (f) be responsible for the administration of the SafeWheels program;
- (g) be responsible for the administration of the Universal Bus Pass;
- (h) maintain fifteen (15) office hours per week in the Fall and Winter Academic Semesters; and
- (i) be the full age of nineteen (19) years.

S.5. The Residence Representatives shall each:

- (a) faithfully and properly discharge all duties of a Residence Representative as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a voting member of the SRC;
- (c) be responsible for liaising between the SRC and the Residence; and
- (d) be a member *ex officio* of the Member Relations Committee, and a member of at least two (2) other Committees.

S.6. The Off-campus Representatives shall each:

- (a) faithfully and properly discharge all duties of an Off-campus Representative as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a voting member of the SRC;
- (c) be responsible for liaising between the SRC and their Off-campus District; and
- (d) be a member *ex officio* of the Member Relations Committee, and a member of at least (2) other Committees.

S.7. The Student Senators shall each:

- (a) faithfully and properly discharge all duties of a Student Senator as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a non-voting member of the SRC;
- (c) be a member *ex officio* of the Academic and University Affairs Committee, and be a member of at least one (1) Senate or University Committee; and
- (d) be responsible for calling public consultations, forums, or meetings with Members of the Union on issues of relevance to the Senate.

S.8. The Board of Governors Student Representatives shall each:

- (a) faithfully and properly discharge all duties of a Board of Governors Student Representative as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a non-voting member of the SRC;
- (c) be a member *ex officio* of the Academic and University Affairs Committee; and
- (d) be responsible for calling public consultations, forums, or meetings with Members of the Union on issues of relevance to the Board of Governors.

S.9. The Grad Class President shall:

- (a) faithfully and properly discharge all duties of the Grad Class President as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a non-voting member of the SRC;
- (c) be the liaison between the SRC and the graduating Bachelor of Arts and Bachelor of Applied Arts classes; and
- (d) maintain no less than two (2) office hours per week during the Fall and Winter Academic Semesters.

S.10. The First-year Liaison shall:

- (a) faithfully and properly discharge all duties of the First-year Liaison as assigned by the Constitution, By-laws and Policy Manual, and be responsible for their enforcement;
- (b) be a non-voting member of the SRC;
- (c) be the liaison between the SRC and the first-year class;
- (d) be responsible for at least one (1) initiative per month specifically directed to members of the Union in their first year at St. Thomas University;
- (e) be the Chair of the First-year Students' Committee; and
- (f) maintain no less than two (2) office hours per week during the Fall and Winter Academic Semesters.

Chapter V — Vacancies, Removals and Resignations

Article 1: Resignations and General

S.1. Resignations of members of the SRC shall be in writing to the President of the Students' Union and the SRC, and shall be presented to the SRC by the President at the next regularly constituted meeting of the SRC, whereupon the position shall be declared vacant.

S.2. The President of the Students' Union may, with the approval by majority vote of the SRC, make an interim appointment to carry out the duties of an office as may be deemed necessary.

S.3. The SRC may, by majority vote, fix the salary or honoraria for the interim appointment.

S.4. Interim appointments shall not have a vote in all cases.

S.5. The President of the Students' Union may call an election for the filling of the vacancy, however, no vacancy shall be filled in the manner of a by-election between last day to hold class tests in December, and the first day of classes in January, nor between the last day to hold class tests in April, and the first day of classes in September..

Article 2: Vacancies

S.1. Should the Office of the President of the Students' Union become vacant, the Vice President Administration shall assume that office permanently.

S.2. Should the Office of the Vice President Administration become vacant, the Vice President Education shall assume that office until a by-election is held.

S.3. Should the Offices of the Vice President Education or Student Life become vacant, the Vice President Administration shall assume the vacant office until a by-election is held.

S.4. Should the position of a Residence Representative become vacant, the House Committee shall freely and democratically elect or appoint a replacement under their auspices, subject to the Policy Manual.

S.5. Should any other position become vacant, a by-election shall be held for that position.

Article 3: Removals

S.1. Any member of the SRC may, with due cause, be declared removed upon a two-thirds (2/3) majority approval of a motion calling for their removal.

S.2. Due cause shall be for:

- (a) Dereliction of duty;
- (b) Actions contrary to the interests or objects of the Students' Union;
- (c) Conduct unbecoming a member of the SRC;
- (d) Failure to maintain good academic standing;
- (f) Failure to give attendance to three (3) consecutive meetings of the SRC; and/or
- (g) Violation of the Constitution or By-laws.

S.3. Any motion or resolution of the SRC calling for removal shall be given one (1) week's notice of motion, which shall clearly state the cause for removal.

S.4. Any person removed from the SRC shall not be eligible for election to any SRC position in the first general election following their removal.

Chapter VI — Meetings

Article 1: Students' Representative Council

S.1. Any member of the Students' Union shall be recognised and allowed to speak in the absence of a reasonable objection from a member of the SRC, and the Chair shall rule on an objection's reasonability.

S.2. Except where inconsistent with the Constitution, By-laws or Policy Manual, Roberts Rules of Order shall be applied to govern meetings of the SRC.

S.3. Any member wishing to present matters to the SRC requiring a motion or resolution of the SRC shall present their business to the Chair and a member of the SRC at least twenty-four (24) hours in advance of the meeting.

S.4. Any member wishing to present matters containing a request for funds shall inform the Vice President Administration at least twenty-four (24) hours before the meeting.

S.5. All motions and resolutions of the SRC shall be decided by majority vote, that is 50% plus one (1), except in such cases that require a two-thirds (2/3) majority vote as per the Constitution, By-laws or Robert's Rules of Order.

S.6. In the event of an equal number of affirmative and negative votes, a motion or resolution of the SRC shall stand defeated.

S.7. The SRC may pass motions to move *in camera*, where only members of the SRC, the Chair, General Manager, and the Recording Secretary may remain.

S.8. *In camera* meetings shall be confidential and the minutes shall be kept confidential and have limited distribution to those persons who attended the *in camera* meeting.

S.9. The Chair may permit, in the absence of an objection from any member of the SRC, employees of the Students' Union to remain at an *in camera* meeting.

S.10. All members of the SRC, voting and non-voting, shall attend regular meetings of the SRC.

Article 2: Special Meetings

S.1. Where a special meeting has been called, only the matter which is the cause of the special meeting as set forth in its agenda, may be discussed, and decisions of the SRC in that meeting shall only have force if it pertains to the cause of the meeting.

S.2. Where a special meeting has been called, the President of the Students' Union shall personally contact each member of the SRC individually for the purpose of informing that member of the time, place and agenda of the special meeting.

S.3. All members of the SRC, voting and non-voting, shall attend special meetings of the SRC.

Article 3: Students' Executive Council

S.1. Minutes shall be kept of each and every meeting of the SRC.

S.2. The General Manager shall attend meetings of the SEC, and shall keep the minutes of each and every meeting, except where otherwise delegated or required.

S.3. The President of the Students' Union may permit, in the absence of any objection from a member of the SEC, other people to attend an SEC meeting, as becomes necessary.

S.4. Rights of voting at meetings of the SEC shall be restricted to the President of the Students' Union, Vice President Administration, Vice President Education and Vice President Student Life in all cases.

Chapter VII — Standing Committees of the SRC

Article 1: Standing Committees

S.1. The following Standing Committees shall be constituted by the SRC:

- (a) Human Resources Committee;
- (b) Activities and Events Committee;
- (c) Governance Committee;
- (d) Finance Committee;
- (e) Member Relations Committee;
- (f) Academic and University Affairs Committee;
- (g) External Action Committee
- (h) Yearbook Committee;
- (i) Emergency Bursaries Committee;
- (j) First-year Students' Committee; and
- (k) Off-campus Committee.

Article 2: General

S.1. Terms of Reference for each committee shall be contained within the SRC Committee Policy and shall be reviewed by the Governance Committee once per year to ensure efficient and adequate functioning as best ensures the attainment of the Students' Union's objects.

S.2. The Terms of Reference for each committee shall outline the specific duties and powers of the particular committee and the committee shall only take action under the authority of its Terms of Reference, unless otherwise directed or required by the SRC.

S.3. Where any committee fails to or is otherwise not able to perform its duties, the SRC shall be charged to consider and decide such matters as the committee would. The normal operations and procedures of the committee shall not be circumvented under the auspices of this section.

Chapter VIII — Academic Standing

Article 1: Requirements of Representatives

S.1. Members of the SRC, if not in their first year at St. Thomas University, shall have attained an annual Grade Point Average of 2.3 in the academic year immediately prior to the year in which they serve.

S.2. The Vice President Administration shall verify, through the Registrar's Office, that each member of the SRC has attained an annual Grade Point Average of 2.3.

S.3. Members of the SRC shall inform the Vice President Administration should their Grade Point Average decline below 2.3.

S.4. The Vice President Administration shall outline the Constitutional options available to the member, and shall inform the SEC within one (1) week and recommend a course of action, including, but not limited to, the removal or resignation of the member in question.

Article 2: Requirements of Employees

S.1. Employees, except where stated in the By-laws or Policy Manual, shall not be subject to the provisions of Article 1 of this Chapter.