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Acadia Students' Union

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## Definitions

1. **A.S.U.** – Acadia Students’ Union
2. **Board of Governors** – the Board of Governors of Acadia University.
3. **By-Laws** – The By-Laws of the Constitution of the Acadia Students’ Union.
4. **Constitution** – The Constitution of the Acadia Students’ Union, which is By-Laws 1 of the Act of Incorporation of the Acadia Students’ Union.
5. **Council** – the Students’ Representative Council (S.R.C.) of the Acadia Students’ Union.
6. **Councillor** – a non-executive, voting member of Council.
7. **Executive Board** – the Executive Board of the Acadia Students’ Union.
8. **Executive** – A member of the Executive Board of the Acadia Students’ Union.
9. **Full-Time Student** – a student who is registered for 3 or more courses per semester.
10. **Part-Time Student** – a student who is registered for fewer than 3 courses per semester.
11. **Senate** – the Senate of Acadia University.
12. **Sessional**- the most recently completed academic semester.
13. **Simple majority**- 50% plus (1) of eligible votes cast.
14. **Student** – a full-time or part-time student of Acadia University.
15. **Union** – the Acadia Students’ Union.
16. **University** – Acadia University, Wolfville, Nova Scotia, Canada.

# Incorporation

## Acadia Students' Union

1967

1967

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### Chapter 129

16 Eliz. II.

#### Chapter 129

An Act to Incorporate Acadia Students' Union

(Assented to the 22nd day of March AD, 1967)

Be it enacted by the Governor and Assembly as follows:

1. James H. Morrison, Judith M. Williams, Robert L. Fancy, Michael A. G. Corkum, Johan Carnell, David G. Allen, all of Wolfville, in the County of Kings, Province of Nova Scotia, and such other persons as become members of the Union hereby incorporated in accordance with the provisions of the by-laws, are hereby created a body incorporated under the name of "Acadia Students' Union," hereinafter referred to as the "Union." **incorporated**
2. The objects of the Union are: **object**
  - (a) to promote artistic, literary, educational, social, recreational, charitable and sporting activities for the advancement of the interests of its members and others;
  - (b) to act as official organization of the students of Acadia University, Wolfville, Nova Scotia;
  - (c) to co-ordinate, promote and direct the activities of the students of Acadia University, subject to the rules and regulations of the University.
3. The Union is empowered: **powers**
  - (a) to take and hold by purchase, grant, lease, gift, donation, devise, legacy or bequest real and personal property; to sell, lease, mortgage or otherwise dispose

of any such real or personal property as is deemed necessary for carrying out the objects and purposes of the Union;

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1967**

**Chapter 129**

(b) to invest or otherwise use for the objects of the Union any money received;

(c) to enter into arrangements with any authorities, governmental, municipal, local or otherwise, that seem conducive to the attainment of the Union's object, or any of them, and to obtain from any such authority, any rights, privileges any concessions that the Union has capacity to receive and thinks desirable to obtain and to carry out, exercise or comply with any such arrangements, rights, privileges, and concessions;

(d) to erect, maintain, improve, repair and otherwise deal with any building or buildings in order to further the objects of the Union;

(e) to borrow money for the objects of the Union and secure the repayment of such money by any form of debenture, bond, mortgage, promissory note or other security and, without restricting the generality of the foregoing, to make and issue debentures or bonds and secure the repayment of such debentures of bonds by deeds of trust or mortgage or otherwise;

(f) to draw, make, accept, endorse, discount, execute and issue bills of exchange, promissory notes and such other instruments as are necessary or convenient;

(g) to raise money for the objects of the Union by all suitable means;

4. (1) There shall be a Council of Students, **council of students**

hereinafter referred to as the "Council," which shall be elected or appointed by the members of the Union in accordance with the by-laws.

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- (2) Subject to the by-laws, all powers of **council** the Union are vested in the Council. **power vested in**
5. The Union may make by-laws not inconsistent with this Act or any law in the Province of Nova Scotia relating to:
- (a) membership of the Union;
  - (b) the election of officers of the Union and of the Council and the election and appointment of members of the Council;
  - (c) the convening and holding of meetings of the Union and of the Council;
  - (d) the government and discipline of members involved in activities of the Union;
  - (e) the imposition of fines and other penalties and sanctions, providing that no such by-laws shall be effective until approved by the governing authority of the University;
  - (f) the appointment of employees of the Union;
  - (g) the fixing and collecting of annual or other fees;
  - (h) the conduct, control and management of the affairs of the Union and generally for any purpose incidental to the carrying out of its objects and the exercise of its power.
6. Subject to the by-laws, the Council may appoint committees and delegate to committees such powers and duties as are **committees**



considered necessary or desirable and the Council may make rules and regulations relating to the performance of its functions and the exercise of its powers.

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7. Until amended under this Act, the constitution of the Acadia Students' Union and the by-laws made thereunder shall be deemed to be the by-laws of the Union now incorporated insofar as they are not inconsistent with this Act. **by-laws continued**
8. The officers of the Acadia Students' **council** and the members and officers of the Council of Students elected by the students and appointed by the Council at Acadia University in January and February 1967 shall be the officers and members of the Council for the purpose of this Act and shall hold office in accordance with the provisions of the by-laws. **continuity of**
9. All the powers granted in this Act to the Union are subject to the rules and regulations of Acadia University that may be in force from time to time. **application of University regulations**
10. This Act comes into force on the date on which it is assented to. **effective date**

# **Constitution**

**Acadia Students' Union**

**2010-2011**

## **Article I: Acadia Students' Union**

1. Name
  - (a) This constitution is established as By-Laws One (1) of the Acadia Students' Union, hereinafter referred to as the "Union" in accordance with Chapter 129 of the Acts of the Legislative Assembly for Nova Scotia (1967), "An act to incorporate the Acadia Students' Union."
2. Mission
  - (a) Acadia Students' Union is a student governed organization dedicated to serving its members through effective representation and communications. The Students' Union offers innovative and quality services while providing a variety of opportunities which enhance the overall University experience of the students of Acadia
  - (b) Acadia Students' Union believes in and upholds the values of integrity, excellence, and respect, while recognizing the importance of fun, community spirit, and the tradition upon which the Union was founded.
3. Membership
  - (a) There shall be three classes of membership in the Union which are:
    - i. Ordinary members, who shall consist of every student who is registered at Acadia University as a full-time student and has paid the prevailing regular membership fees for full-time students. Ordinary members defined: Any student registered in 3 or more courses.
    - ii. Associate members, who shall be all students who are registered at Acadia University as part-time students and have paid the prevailing membership fee for part-time student. Associate members defined: Any student registered in fewer than 3 courses.
    - iii. Honorary members, who shall be non-student and include the Chancellor, President, Faculty, Administrative Staff, Alumni of Acadia University, the Administrative Staff of the Union, and those individuals who are granted Honorary Membership by the Students' Representative Council.
4. Rights and Responsibilities
  - (a) There shall be a council of students designated as the "Students' Representative Council," hereinafter referred to as the "S.R.C.," which shall be elected by the members of the Union in accordance with this constitution.
  - (b) Subject to this constitution all powers of the Union are vested in the S. R. C.
  - (c) All regular meetings of the S.R.C. shall be open to all members of the Union, subject to the discussion of the council while discussing confidential business.
  - (d) A general meeting of the Union may be called by the President as he/she considers it necessary; or shall be called by the Chairperson of the S.R.C. on receipt of petition signed by the majority of the S.R.C., or by 10% of the student members of the Union setting forth the reasons for the proposed meeting. At least 10 days notice

- will be given of such a meeting, but it shall be held within 15 days of receipt of such a request.
- (e) A general meeting of the Union shall have all powers inherent in the Union granted by the Act of Incorporation including the power to revoke any decision of the S.R.C. or the Executive.
  - (f) The general meeting of the Union shall be convened and presided over by the Chairperson of the S.R.C.
  - (g) The Executive and the S.R.C. are bound by any and all votes of the general meeting of the Union.
  - (h) A quorum for a general meeting of the Union shall be 25% of the student members of the Union.
  - (i) Notice of all motions to be considered by the general meeting of the Union shall be presented to the Chairperson of the S.R.C. at least 3 days before the date of the general meeting, and shall be signed by the mover, seconder, and 10 other student members of the Union.

## **Article II: Students' Representative Council**

### 1. Membership

- (a) The S.R.C. shall be composed of the following members. All subsections have the right to move and second motions:
  - i. The President of the Union,
  - ii. The Vice President Programming,
  - iii. The Vice President Communications,
  - iv. The Vice President Academic,
  - v. The Vice President Finance,
  - vi. One member as Faculty of Arts Senator,
  - vii. One member as Faculty of Professional Studies Senator,
  - viii. One member as Faculty of Pure and Applied Science Senator,
  - ix. One member as the Graduate Students' Senator
  - x. One member as Student Board of Governors Representative,
  - xi. Seven members as Councillors,
  - xii. One member as Equity Officer
  - xiii. One member of the Acadia University Faculty (non-voting),
  - xiv. One member of the Acadia University Administration (non-voting),
  - xv. One member of the Acadia Board of Governors (non-voting).
- (b) All members of Council must be ordinary or associate members of the Union. with the exception of the Board of Governors, Faculty, and Administration Representatives.
- (c) All members of Council shall attend all regular and special meetings of Council.
- (d) Members of Council shall attend all meetings of standing or special committees of the S.R.C. of which they are members, unless they are excused on reasonable grounds by the Chairperson of such a committee.

- (e) All Councillors shall hold a minimum of three (3) office hours per week during the academic year.
- (f) All Executive Board members shall hold a minimum of 15 office hours per week during the academic year, with the exception of the President who shall hold a minimum of 20 office hours per week.
- (g) All student members of Council shall have a sessional GPA of 2.0 at the time of election, and shall maintain a sessional GPA of 2.0 throughout their term of office. If a student member of Council does not maintain a sessional GPA of 2.0. he/she will be asked to resign.
- (h) Councillors shall perform such other duties as are assigned by the S.R.C.

## 2. Rights and Responsibilities

- (a) The legislative authority of the Union is vested in Council.
- (b) Subject to this constitution all powers of the Union are vested in Council.
- (c) All authority of Council is delegated to the Executive Board during:
  - i. The winter break, and
  - ii. From the last day of exams until the first day of the academic year, unless Council passes a motion to the contrary, or a special meeting is called during the summer break.

## 3. Meetings

- (a) All meetings of Council are open to the public unless closed by a two-thirds majority to discuss sensitive matters.
- (b) All members of the Union and guests invited by Council shall have the right to speak to Council upon recognition by the Chairperson. All individuals who are neither Union members nor invited guests may speak to Council upon recognition by a simple majority of Council.
- (c) Meetings of Council shall be convened and chaired by the Chairperson.
- (d) Regular meetings of Council shall be held at a time to be decided upon by Council from the beginning of the academic term in September to the last day of classes of the term in April, unless a majority vote of the S.R.C. decides otherwise.
- (e) Special meetings of Council shall be held under the following circumstances:
  - i. At the request of the President,
  - ii. At the discretion of the Chairperson
  - iii. When a majority vote of Council calls one, or
  - iv. Upon receipt by the Chairperson of a written or electronic request signed by at least 50 ordinary members of the Union. Such a request must contain the reason for the special meeting;
  - v. Special meetings called by the President or a majority vote of Council shall deal with no more than three items on the agenda;
- (f) A quorum of Council shall consist of two-thirds of the voting members, plus the President and one additional voting member of the Executive Board.
- (g) Unfilled positions shall not be included in the number of voting members.

(h) Meetings of Council shall be governed by parliamentary procedure as adapted by Council, and as outlined by the Chairperson.

4. Proxy Statements

(a) Each voting member of Council may give a proxy statement to any other voting member of that body.

(b) Proxy Statements shall:

- i. Be submitted, in written or electronic form, to the Chairperson's Office no later than 24 hours prior to the meeting where said statement is to be used, except in emergency situations where the Chairperson may use his/her discretion to shorten the notice period;
- ii. Be given in writing to the member who is to hold said proxy no later than 24 hours prior to that meeting unless permission to shorten the notice period has been given by the Chairperson.
- iii. Mandate the holder of the proxy as to how he/she should vote on specific resolutions;
- iv. Not apply to votes of procedure;
- v. Not apply to votes for which no mandate was given, (amendments etc.),
- vi. Not apply to quorum calculations.

5. Officials of the S.R.C

(a) The Officials of Council are:

- i. The Chairperson,
- ii. The Deputy Chairperson; and

6. Standing Committees of the S.R.C

(a) Council has certain Standing Committees as outlined in Policy and Procedures, By-Laws 2 of this Constitution.

(b) Council retains the right to not accept, in whole or in part, any recommendation made to it by its Standing Committees, or any other Committee of Council.

(c) Committees other than the Standing Committees of Council may be constituted by the Council at any time for any purpose, but these Committees shall be given explicit terms of reference, office and membership by the Council motion which creates them. Otherwise, they have no authority and their appointments are void.

## **Article III: Executive Board**

1. Membership

(a) The Executive Board of the Union shall consist of:

- i. The President, who shall chair the committee;
- ii. The Vice President Communications;
- iii. The Vice President Programming;
- iv. The Vice President Academic;

- v. The Vice President Finance;
- vi. The General Manager (non-voting); and
- vii. The Administrative Assistant (non-voting).

## 2. Rights and Responsibilities

(a) The administrative and operational authority of the Union shall be vested in the Executive Board.

(b) Members of the Executive Board of the Union shall:

- i. Be responsible to the S.R.C.;
- ii. Submit a summer report at the first regular meeting of Council in September, and a report at the end of each semester outlining the activities of the office;
- iii. Meet at least once a week during their term of office, as necessary;
- iv. Take no intercession courses from May 1<sup>st</sup> – August 31<sup>st</sup>, and no more than three (3) hours of correspondence courses, except in the case of an exception granted by the S.R.C. due to unusual circumstances before the conclusion of the preceding academic year;
- v. Hold 37.5 office hours a week during the summer months, between the hours of 7:00 am and 6:00 pm, Monday to Friday;
- vi. Hold 15 office hours a week during the academic year, between the hours of 7:00 am and 6:00 pm, Monday to Friday;
  - 1. With the exception of the President, who shall hold 20 office hours per week during the academic year.
- vii. Have a sessional GPA of 2.0 at the time of appointment, and shall maintain a 2.0 GPA throughout his/her term of office. Any executive who does not maintain a 2.0 GPA will be asked to resign;
- viii. Attend all regular and special meetings of the SRC.

(c) For the purposes of this Constitution, the Executive Board shall have a Presidential Alternate.

- i. The Presidential Alternate shall be chosen by the Executive Board;
- ii. Should the President leave office or become incapacitated before completion of his/her term of office, the Presidential Alternate shall become the acting President.
- iii. If this occurs before January, then the Chief Returning Officer shall arrange a by-election to fill the office in accordance with the relevant procedures for such in By-Laws 3. If in or after January, the President's Alternate shall serve the rest of his/her term of office as President, and a new Vice President shall be selected through the appropriate methods outlined in this constitution.

## 3. Meetings

(a) Members of the Executive Board shall meet at least once a week during their term of office. These meeting shall be convened and presided over by the President.

- (b) The Executive Board shall meet at the call of the President or a majority of the members of the Executive Board.
- (c) Quorum for the Executive Board shall be 50% of the voting members, necessarily including the President.



## Article IV: Review Board

### 1. Membership

- (a) The Review Board shall consist of:
  - i. The Chairperson of the S.R.C., who shall act as Chair of the Review Board;
  - ii. The Deputy Chairperson of the S.R.C. (non-voting), who shall act as recording secretary for the Board;
  - iii. The President;
  - iv. One addition member of the Executive Board of the S.R.C.
  - v. Two non-executive, voting, members of the S.R.C., to be appointed by S.R.C. at the first regular meeting of Council after the By-Election.
- (b) The Union lawyer shall act as a resource person for the Review Board, when deemed necessary.
- (c) At the changeover meeting of Council in the winter term, an Interim Review Board shall be formed. The Interim Review Board shall be dissolved with the formation of the Review Board at the first full meeting of Council following the By-Election in September. The Interim Review Board shall decide the allocation of the summer honoraria, taking into account all relevant documentation. The membership of the Interim Review Board shall consist of:
  - i. The Chairperson of the S.R.C., who shall act as a Chair of the Interim Review Board;
  - ii. The Deputy Chairperson of the S.R.C. (non-voting), who shall act as recording secretary for the interim Review Board.;
  - iii. The President;
  - iv. One other member of the Executive Board, as appointed by the S.R.C.; and
  - v. Two non-executive, voting, members of Council, as appointed by the S.R.C.
- (d) If a member of the Review Board conducts him/herself in a manner so as to reflect poorly on the Review Board, or misses two consecutive, or three overall meetings of the Review Board, said member may be removed and replaced according to the following procedure:
  - i. The S.R.C. must, with a two-thirds majority vote, remove the member from the Review Board;
  - ii. At the same meeting at which the member is removed, S.R.C. must make all reasonable efforts to replace him/her, in accordance with the structure laid out in section 1.1 of this article.

### 2. Rights and Responsibilities

- (a) Act impartially, in good faith, and in the best interests of the Union;
- (b) Enforce and interpret the Constitution, as well as act as a resource for the Chair in performing his/her duties;
- (c) Review all relevant reports concerning the performance and undertakings of Executives, Councillors, Committees, and Officers of the S.R.C. in regards to their responsibilities;

- (d) Determine the amount of honoraria to be issued to those eligible applicants as based on recommendations for remuneration, and in regards to the amounts and criteria specified in Appendix 2 (Remuneration).
  - i. Any person relevant to the job and activities of a member of the S.R.C. may submit a performance review for the Board's consideration.
  - ii. When considering the honoraria of a member of the Review Board, the member in question will leave the deliberations to be called back when the Board has decided on his/her honoraria. Any decisions on the remuneration of a member of the Review Board will require a unanimous vote of the remaining members.
- (e) Report their decisions to the next meeting of Council;
  - i. Should the applicant dispute the recommendation of the committee, he or she is entitled to appear before the S.R.C. to appeal the decision of the review board, or present written representation to the S.R.C. in order to make his or her case.
- (f) When evaluating performance for honoraria the committee shall:
  - i. Confirm, with the aid of performance reviews and alike, that the applicant has fulfilled his or her mandate as outlined in Appendix 1 (Memorandum of Job Descriptions);
  - ii. Be impartial in its deliberations concerning each applicant's performance.
- (g) Subject to this Constitution, the Review Board shall be invested with the judicial function of the Union.
- (h) Perform other duties as Council may deem necessary.

### 3. Meetings

- (a) Regular meetings of the Review Board shall be held monthly, and at a time determined by the Chair, in co-ordination with the members of the Review Board.
- (b) Special meetings of the Review Board shall be held at the request of the Chair, Deputy Chair, or President, and must relate to the Constitution, Union elections, performance review or impeachment.
- (c) Quorum for meetings of the Review Board is four voting members, necessarily including the Chairperson.
- (d) All discussions and documentation regarding performance of Executives, Councillors, Committees, and Officers of the S.R.C shall be considered confidential, and the minutes of such discussions shall be sealed. The S.R.C. may unseal the minutes and related documentation for their reference in regards to an appeal through a majority vote of council. The contents of any unsealed minutes and documents shall only be referred to while the S.R.C. is in-camera, and shall be resealed after the deliberations of Council in regards to the appeal.

## **Article V: Amendments**

1. The Constitution of the Acadia Students' Union may be amended by the S.R.C. after the following conditions have been met:
  - (a) Notice of the exact terms of the proposed amendment shall be given to the S.R.C. at a regular meeting.
  - (b) The proposed amendment shall be given wide publicity beyond the minutes of the S.R.C.
  - (c) A two-thirds majority of the S.R.C., at a regular meeting subsequent to the meeting at which notice was given, must agree to the amendment.
2. Notwithstanding passage of an amendment by the S.R.C., the S.R.C. shall determine whether the amendment in question should be subjected to referendum.
3. The S.R.C. may not Amend Article 1 and Article V of the Constitution. They may only be amended by a referendum taken to the ordinary members of the Union at which a majority of 2/3 of those voting is achieved.
4. Copies of amendments shall be given to the Administrative Assistant and the Chairperson at the meeting at which notice is given, and those officers shall publicize them through the campus media.

# **Policy and Procedures**

**By-Laws 2**

**Acadia Students' Union**

**2010-2011**

## **Section 1: Standing Committees of the S.R.C.**

1. All of the Standing Committees mentioned in Section 1, are open to any ordinary or associate member of the Union, pending approval of the S.R.C. and the determination of voting status.
2. The chair of each committee shall be responsible for submitting one report per semester concerning the committee's activities to the Office of the Chairperson, necessarily including the attendance of each meeting of the Committee
3. All Standing Committees of the S.R.C. shall be accountable to Council.
  - (a) The Chairperson of the SRC is responsible for ensuring all appointments are made and presented for ratification no later than the second regular meeting of the SRC at the beginning of the academic year.
  - (b) Unless otherwise specified, they shall meet once a month during the course of the academic year, as agenda permits;
  - (c) The Chairperson of the S.R.C. shall sit ex officio on all Union Committees.
4. **Presidential Affairs Committee**
  - (a) The Presidential Affairs Committee is established to deal with any issues and projects pertinent to the office of the President, or any matters referred to it by the S.R.C.
  - (b) The committee shall consist of:
    - i. The President, who shall chair the committee;
    - ii. The two other S.R.C. Board of Governors Representatives in a non-voting capacity;
    - iii. Any ordinary or associate member of the Union, as appointed by Council.
  - (c) The committee shall perform other duties as deemed necessary by S.R.C.
5. **Programming Committee**
  - (a) The Programming Committee is established to deal with any issue and projects pertinent to the office of the Vice President Programming, or any matters referred to it by the S.R.C.
  - (b) The committee shall develop a yearly strategy including but not limited to event themes, and timing, promotion and location of events. The committee shall evaluate the success and financial outcome of each event.
  - (c) The committee shall consist of:
    - i. The Vice President Programming, who shall chair the committee;
    - ii. Two non-executive, voting members of the S.R.C., as selected by the body;
    - iii. One House President, appointed by the House Presidents Committee;
    - iv. The Equity Officer of the A.S.U.

- v. Two Associate Programming Directors to be hired by the committee.
  - vi. The Acadia Students' Union Bar Services Manager (non-voting);
  - vii. Any ordinary or associate member of the Union, as appointed by Council.
- (d) The Programming Committee shall be responsible for monitoring the ratification status of all ASU Clubs, and notify Council of any recommended status changes.
  - (e) The committee shall perform other duties as deemed necessary by S.R.C.
6. Academic Affairs Committee
- (a) The Academic Affairs Committee is established to deal with any issue pertinent to the office of the Vice President Academic, or any matters referred to it by the S.R.C.
  - (b) The committee shall consist of:
    - i. The Vice President Academic, who shall chair the committee;
    - ii. The Student Senators of the S.R.C.
    - iii. One Associate Academic Coordinator to be hired by the committee.
    - iv. Any ordinary or associate member of the Union, as appointed by Council.
  - (c) The committee shall perform other duties as deemed necessary by S.R.C.
7. Financial Affairs Committee
- (a) The Financial Affairs Committee is established to deal with any issues and projects pertinent to the office of the Vice President Finance, or any matters referred to it by the S.R.C.
  - (b) The committee shall be responsible for proposing the yearly budget of the Union to the S.R.C.
  - (c) After the budget has been approved by the S.R.C. further requests for finances shall be made to the committee, which will then forward recommendations to the S.R.C.
  - (d) The Financial Affairs Committee shall be responsible for monitoring the status of the Internal Organizations under the preview of the Vice President Finance;
  - (e) The committee shall consist of:
    - i. The Vice President Finance, who shall chair the committee;
    - ii. The President;
    - iii. Three non-executive, voting members of the S.R.C., as selected by the body;
    - iv. Any ordinary or associate member of the Union, as appointed by Council.
  - (f) The committee shall perform other duties as deemed necessary by S.R.C.
8. The Communication and Promotions Committee
- (a) The Communication and Promotions Committee is established to deal with issues of communication with members and the promotion of Union activities and services, as well as issues and projects pertinent to the office of the Vice President Communications, or any matters referred to it by the S.R.C.;
  - (b) The Committee shall present to the S.R.C. for ratification, a comprehensive communication and promotion strategy before the second Fall meeting of Council.

- The strategy should outline the goals and pursuits of the Committee, as well as individual roles on the committee.
- (c) The Committee will meet no less than twice a month during the academic year;
  - (d) The Committee shall consist of:
    - i. The Vice President Communications, who shall chair the committee;
    - ii. The Vice President Programming;
    - iii. Three non-executive, voting members of the S.R.C., as selected by the body;
    - iv. Two Associate Communications Directors to be hired by the committee;
    - v. Any ordinary or associate member of the Union, as appointed by Council.
  - (e) The committee shall perform other duties as deemed necessary by S.R.C.
9. *The Athenaeum* Publishing Board
- (a) The publishing board shall be composed as per section 7 of *The Athenaeum* Constitution, as found in the Internal Organization Constitutions appendix to this document.
10. Off-Campus Affairs Committee
- (a) The Off-Campus Affairs Committee shall be a resource for Council in dealing with issues pertaining to Union members living off the Acadia Campus and town relations
  - (b) The committee shall consist of:
    - i. The Vice President Communications, who shall chair the committee;
    - ii. Three students selected by the S.R.C.;
    - iii. One student appointed by the Centre for Global Exchange;
    - iv. Any ordinary or associate member of the Union, as appointed by Council.
    - v. The committee shall meet at the call of the chair.
  - (c) The committee shall perform other duties as deemed necessary by S.R.C.
11. House Presidents Committee
- (a) The House Presidents Committee shall be responsible for:
    - i. All issues and concerns of those students living in University residences. These issues include, but are not limited to, quality of housing, food services, and personal safety;
    - ii. Other duties as assigned by the S.R.C.
  - (b) The House Presidents Committee shall be composed of the following members:
    - i. The Vice President Programming (Chair)
    - ii. The Deputy Chairperson of the S.R.C. (non-voting), who shall act as minute taker for the committee.
    - iii. The House President from each University residence,
  - (c) The Vice President Programming shall be responsible for communicating all issues discussed by House Presidents Committee to Council and the Executive Board.

- (d) The Vice President Programming, as chair of House Presidents Committee, shall:
  - i. Abide by and maintain the integrity of the Constitution and By-Laws of the A.S.U.;
  - ii. Be responsible for the fair application of parliamentary procedure during committee meetings
  - iii. Be responsible for setting the date and time of the regular bi-weekly meetings;
  - iv. Be responsible for compiling meeting agendas and supporting documents before each meeting, and distributing these to the members two (2) days before each meeting;
  - v. Be responsible for maintaining an accurate record of minutes to be adopted by the committee, and ensuring that a permanent file of all minutes, agendas and supporting documents is kept; and
  - vi. Be responsible for deciding all tied votes taken but otherwise serve as a non-voting member.
- (e) The committee shall perform other duties as deemed necessary by S.R.C.

#### 12. The Campus Representation Committee

- (a) The Campus Representation Committee is established to deal with issues and projects pursuant to campus diversity and representing needs, views, and experiences of different groups on the Acadia Campus.
- (b) The Committee shall consist of:
  - i. The Equity Officer (Chair);
  - ii. One voting member of Council;
  - iii. The Coordinator of Acadia Pride;
  - iv. The Coordinator for the Center for Global Education;
  - v. The Coordinator of the Acadia Women’s Center;
  - vi. One Gender Resource Representative whose gender is an alternative of the Equity Officer;
  - vii. Any additional interested parties representing groups on campus
- (c) The Equity Officer, as chair of the Campus Representation Committee will submit a report to the Vice President Finance and Vice President Programming to ensure committee effectiveness, allocation of funds, and accountability reasons;
- (d) Meetings will occur on a biweekly basis and all meetings shall be advertised through Union media;
- (e) The committee shall perform other duties as deemed necessary by S.R.C.

#### 13. Town Council Representative

- (a) The Town Council Representative is elected to instill deeper relations with the Wolfville Town Council;
- (b) The position will be held by a Councilor on the S.R.C.;
- (c) The Town Council Representative will be responsible for attending all Town Council Meetings and communicating the events of these meetings to the S.R.C.;



- (d) The Town Council Representative will be responsible for organizing a meeting with fellow councilors to discuss town council activities/events/plans and how to best make the student body aware of these activities through their office hours;
  - i. Meetings will occur once a month;
  - ii. The Chairperson must be informed of the time and date of the meetings;
- (e) Reports regarding activities/events/plans shall be submitted for presentation to the S.R.C. prior to the last council meeting of each month;
- (f) The Committee shall perform other duties as deemed necessary by S.R.C.

14. Ad-hoc Committees of the S.R.C.

- (a) Committees other than the standing committees of the S.R.C. may be constituted by S.R.C. at any time for any purpose, but these committees shall be given explicit terms of reference, office, and membership by the S.R.C. motion which creates them.

## **Section 2 : Internal Organizations of the Union**

1. The official Internal Organizations of the Union must meet the following criteria:
  - (a) They will benefit all, or a significant portion of the student population.
  - (b) The Financial Affairs Committee will have ratified the existence of these organizations through a two-thirds vote, and will approve their budgets each year.
  - (c) The mandate of these organizations will include one or more of the following:
    - i. Peer support;
    - ii. Promotion of equality of opportunity and treatment among groups on campus;
    - iii. Inter-student communication; and/or
    - iv. Student education.
  - (d) Internal organization will only be granted this status if they cannot provide the above benefits as a club.
  
2. The Internal Organizations of the Union are:
  - (a) Acadia Environmental & Sustainability Office (AESO)
  - (b) Acadia Graduate Students (AGS)
  - (c) Acadia Pride
  - (d) *The Axe Radio*
  - (e) Centre for Global Education (CGE)
  - (f) Meal Exchange
  - (g) *The Athenaeum*
  - (h) *The Axe Yearbook*
  - (i) The Mental Health Society
  - (j) The Women's Centre

3. Internal Organizations are governed by the following stipulations:
  - (a) Hiring for coordinators is conducted by the outgoing Vice President Programming, incoming Vice President Programming (non-voting), two member of the S.R.C. and the current coordinator (non-voting).
    - i. The hiring of the Editor-in-Chief of *The Athenaeum* shall be conducted by *The Athenaeum* Publishing Board, as outlined in *The Athenaeum* Constitution, in conjunction with the incoming Vice President Communications (with vote).
    - ii. The removal of the Editor-in-Chief shall be done by *The Athenaeum* Publishing Board, in conjunction with the Vice President Communications (with vote).
  - (b) The coordinator/editor/executive of an Internal Organization is eligible to receive an honorarium, as per Appendix 2 of this constitution.
  - (c) Internal Organizations shall submit budgets to the Vice President Finance at his/her request, and are responsible for keeping a complete and accurate account of all transactions, which shall be submitted to the S.R.C. or the Executive Board upon request.
4. The Union shall not exercise any editorial control over the content of *The Athenaeum*.

### **Section 3: Club Policy**

1. The ASU will encourage and support the formation of student clubs for the purposes of enhancing student life on campus. The purpose of a club is to promote fellowship among club members who have a common and defined social, recreational, or academic interest. Clubs shall:
  - (a) Be subject to ratification and administration by the Communications Committee;
  - (b) Consist of a minimum of 15 Union members;
  - (c) Charge and collect a minimum membership fee of \$1 per student member and a fee of not less than twice that amount for non-student members; and
  - (d) Hold a minimum of ten general club meetings and/or events per year.
2. Any club wishing to use the Union or University name, receive funding from the Union, solicit membership from Union members, use the facilities of the University or Union for its operations, or otherwise be recognized by the Union, must be formally ratified by the Communications Committee.
3. The Union shall not recognize, ratify, or fund any group that does not uphold the provisions and spirit of the Nova Scotia Human Rights Act as amended and the Canadian Charter of Rights and Freedoms, or do not allow open and inclusive membership to any member of the Union who may wish to join and is willing to pay a membership fee for doing so.

4. The Union shall not be legally responsible for any club activities that have not been approved by the ASU or any activities, which contravene any municipal, provincial, federal, University, or ASU rules, regulations, or policies.
5. The ratification procedure for clubs/societies is as follows:
  - (a) The prospective club must file a copy of a Constitution, a completed Club Ratification Form, attend Club Presidents Training, and submit a written verification to abide by all Union policies and requirements with respect to clubs.
  - (b) A list of Executive Officers of the club, all of whom must be registered students of Acadia University.
  - (c) Ratified clubs will be administered by the Communications Committee for policy adherence and compliance oversight for the remainder of the academic year:
  - (d) A club must re-ratify each academic year.
6. Any club wishing to hold regular and/or one-time events on campus must adhere to the Event Application process administered by the Vice-President Communications.
7. A club/society may be de-ratified by the Communications Committee if one of the following occurs:
  - (a) Failure to abide by the club Constitution, the Union's Constitution, or any requirements set by the Union;
  - (b) Abuse of Union services, privileges or facilities;
  - (c) Use of the corporate name, symbol, or initials of the Union without the written consent of the Union;
  - (d) Participating in or arranging any events of activities which are deemed:
    - i. Disregarding the necessary Event Application form,
    - ii. Blatantly disregarding public safety,
    - iii. Damaging the Union in anyway,
    - iv. Discriminating against any group,
    - v. Using funding in a way which the S.R.C. deems inappropriate.
8. If the Communications Committee determines that a club should be disciplined:
  - (a) A letter of warning will be sent out by the Vice President Communications, inviting a representative from the club to meet with the Communications Committee immediately to discuss the matter;
  - (b) The Communications Committee may allow the club to retain its ratified status, on a probationary basis, for lesser infractions;
  - (c) The Communications Committee may de-ratify the club;
  - (d) Decisions of the Communication Committee, with regard to Club disciplinary matters, cannot be appealed.

## Section 4: Appointed Positions

1. Terms of office:
  - (a) The term of office for all appointed positions ratified by the S.R.C. shall not exceed one year.
  - (b) If a voting member of the S.R.C. is ratified for an appointed position, that member shall immediately forfeit his or her previous position.
2. General Application Procedures:
  - (a) All postings for appointed positions shall be opened initially for a period of not less than two weeks of the academic year.
  - (b) The committee responsible for interviewing the applicants for a position shall set up dates and times for interviews with those applicants the committee feels are qualified enough to warrant an interview.
3. General Ratification Procedures:
  - (a) Candidates presented to the S.R.C. will be given an opportunity to give a brief presentation to Council, after which Council will move *in camera* to consider the candidate. Candidates may be asked to re-enter the room during this session in order to answer questions. S.R.C will then vote by secret ballot.
  - (b) Ratification for all appointed positions requires a two-thirds majority vote of the S.R.C.
4. Appointment of Executive Board Members:
  - (a) Applications for appointed Executive Board positions must be received by the end of the business day following the General Election. Should no applications be received during the initial posting, applications shall remain open for an additional seven days.
  - (b) The selection committee for the position of Vice President Finance will be comprised of:
    - i. The outgoing Vice President Finance (chair);
    - ii. The outgoing President;
    - iii. The incoming President (non-voting)
    - iv. Three non-Executive members of S.R.C.
  - (c) Applicants for the position of Vice President Finance must either be enrolled in Acadia's Fred C. Manning School of Business Administration, or have documentation showing previous experience in business education, or practical business experience.
  - (d) If an outgoing Executive Board member has reapplied for the same position, or is unavailable for the selection process, he/she will not sit on the selection committee, and another member of the S.R.C. shall be elected to sit on the committee. The committee shall then elect a chair from amongst themselves.
  - (e) Candidates recommended by the selection committees shall be considered by the S.R.C. at the earliest possible date, and no later than the changeover

meeting. The candidates' resumes and proposals shall be made available to all outgoing and incoming Council members through the Office of the Chairperson.

- (f) If a candidate is not ratified by the S.R.C. by the changeover meeting, the application process will be reviewed by the Interim Review Board, which will make a recommendation to the S.R.C. at the earliest possible date.
  - (g) Any Executive position not filled shall remain vacant until a candidate is ratified by the S.R.C.
5. Appointment of S.R.C. Officials:
- (a) Applications for all S.R.C. Officials positions must be received by the end of the business day following the General Election. Should no applications be received during the initial posting, applications shall remain open for an additional seven days.
  - (b) The selection committee for S.R.C. Officials shall be comprised of:
    - i. The outgoing President (chair);
    - ii. The outgoing Chairperson of S.R.C.;
    - iii. Three members of the S.R.C.; and
    - iv. The Deputy Chairperson (non-voting)
  - (c) Candidates recommended by the selection committees shall be considered by the S.R.C. at the earliest possible date, and no later than the changeover meeting. The candidates' resumes shall be made available to all outgoing and incoming Council members through the Office of the Chairperson.
  - (d) If a candidate is not ratified by the S.R.C. by the changeover meeting, the application process will be reviewed by the Interim Review Board, which will make a recommendation to the S.R.C. at the earliest possible date. Any S.R.C. Official position not filled shall remain vacant until a candidate is ratified by the S.R.C.

## **Section 5 : Impeachment**

1. Reasons for Impeachment:
- (a) Any member of the S.R.C. may, at the discretion of Council, acting through a two-thirds majority vote, be required to forfeit his/her position on Council for:
    - i. Not attending two or more consecutive meetings of the S.R.C., or who misses a total of four or more meetings through the year, without providing written notification to the Chairperson twenty-four (24) hours in advance.
    - ii. Failing to submit "Correspondence and Communications" to the Chairperson before a regular meeting of the S.R.C. two times in a row, or four times throughout the course of the year.
    - iii. Having any semester's honorarium withheld by the Review Board, based on reports received;

- iv. Any gross violations of ASU Constitutions, By-Laws, or Mission Statement.
  - (b) Any member of the S.R.C. who does not maintain a sessional GPA of 2.0 or above shall forfeit his/her seat on Council
2. Procedure for Impeachment:
- (a) Any member or official of the S.R.C. may be removed from office through a motion of impeachment at a regular or special meeting of Council.
  - (b) A written notice containing the motion of impeachment, as well as the basis for impeachment shall be presented to the S.R.C. at least seven (7) days before the meeting.
  - (c) At the meeting the author of the motion, the member or official facing impeachment, and all members of the S.R.C. shall be given an opportunity to discuss the motion.
  - (d) A two-thirds majority is needed to carry the motion of impeachment.
    - i. If a voting member of the S.R.C. is facing impeachment, he/she will not be eligible to vote on the motion, and his/her vote will not be included in quorum.
    - ii. If a voting member of the S.R.C. as authored the motion of impeachment, he/she will not be eligible to vote on the motion, and his/her vote will not be included in quorum.
    - iii. Quorum for a Motion of Impeachment shall be 75% of the S.R.C.'s voting members. All abstentions during the vote shall not be counted in quorum. Failure to meet 75% quorum of present voting members shall result in a re-vote, to be held in the same meeting, following further discussion as directed by the Chair.
3. Procedure for Impeachment by Constituents:
- (a) Any voting member of the S.R.C. may be removed from office by their constituents, through a motion of impeachment at a meeting at which 35 percent of that member's constituents are present.
  - (b) A written notice containing the motion of impeachment, as well as the basis for impeachment shall be presented to the Chairperson of S.R.C. and the President at least seven (7) days in advance of the constituents' meeting at which the motion will be considered, and shall be signed by at least 50 student members of the ASU;
  - (c) The Chairperson of S.R.C. shall preside over the constituents' meeting.
  - (d) At the constituents' meeting the author of the motion, the member facing impeachment, and constituents will be given an opportunity to discuss the motion.
  - (e) A two-thirds majority of the constituents' present is needed to carry the motion of impeachment.
4. Filling Vacant Seats:

- (a) In the event that a seat on the S.R.C. is vacated the Chairperson of S.R.C. shall call a by-election to fill the vacancy within thirty (30) days of the removal/impeachment.
  - (b) Any member of S.R.C. removed from office in accordance with subsections 1, 2 or 3 of this section shall have as their only means of appeal the chance to contest the vacant seat in the upcoming by-election.
- 5. Replacing Impeached Appointed Executive Board Members:
  - (a) In the event that an appointed Executive member is impeached, a selection committee shall be formed to fill the position. The committee shall be comprised of:
    - i. The President;
    - ii. One elected Executive;
    - iii. Three members of the S.R.C.
  - (b) This committee shall bring a candidate to the S.R.C. for ratification within fourteen (14) days of the impeachment.
  - (c) The impeached Executive is not eligible to be re-appointed.
- 6. Replacing Impeached S.R.C. Officials
  - (a) In the event that an official of the S.R.C. is impeached, a selection committee shall be formed to fill the position. The committee shall be comprised of:
    - i. The President;
    - ii. One S.R.C. Official; and
    - iii. Three members of the S.R.C.
  - (b) This committee shall bring a candidate to the S.R.C. for ratification within fourteen (14) days of the impeachment.
  - (c) The impeached official is not eligible to be re-appointed.
- 7. Suspension from Office:
  - (a) Any member or official of the S.R.C. may be suspended from office by the S.R.C. for a period not exceeding ninety (90) days.
  - (b) A written notice containing the motion of suspension, as well as the basis for suspension shall be presented to the S.R.C. at least seven (7) days before the special meeting.

## **Section 6: Removal of Internal Organization Coordinator**

- 1. Any Internal Organization Coordinator, with the exception of the Editor-in-Chief of *The Athenaeum*, may be removed from their position by the Review Board if a recommendation is made by the appropriate Vice President and relevant standing committee,

2. This decision may be overturned to the S.R.C. through a two-thirds majority vote.

## **Section 7: Operating Procedures for Policy Development**

1. When an issue that requires action presents itself, the ASU shall write policy expressing its opinion, sentiment, or position on behalf of all ASU members, on which it will advocate. These procedures outline the process in which policy shall be drafted, presented, and ratified by the SRC.
2. The Office of the President shall be responsible for upholding these procedures in consultation with the Chairperson.
3. Policies shall be filed under the combination of a letter corresponding to the executive office responsible for it and a number.
  - (a) The executive offices shall be noted through the use of the following letters:
    - i. President (P)
    - ii. Vice President Academic (A)
    - iii. Vice President Communications (C)
    - iv. Vice President Finance (F)
    - v. Vice President Programming (R)
4. Policy must contain the following information:
  - (a) The executive office responsible for the policy;
  - (b) The date of enactment and the date of expiration;
  - (c) “Whereas” clauses to establish the reasons for expressing an opinion, sentiment, or position;
    - i. This includes identifying the issue and rationale for why the ASU is addressing the issue;
    - ii. This may be expressed in consecutive whereas clauses or in multiple paragraphs following a “Whereas” preface;
  - (d) A resolution declaring the opinion, sentiment, or position of the ASU; and
  - (e) Any further resolutions, if necessary, prescribing action to be taken to advance the opinion, sentiment, or position including the office authorized by the SRC to take said action.
5. Any member of SRC may present proposed policy to Council. The proposed policy will then be referred to a standing committee of Council for review. If a relevant committee does not exist, proposed policy shall be brought to the Executive Board for review. After review, proposed policy shall be brought back to SRC for ratification.



6. The committee has discretion, upon their review, to make any amendments necessary to the proposed policy and shall recommend the policy to be brought to SRC for approval by way of a simple majority vote.
  - (a) Any policy may be amended, repealed, or ratified at a meeting of SRC by a two-thirds majority of the members present.
  - (b) Policy shall not conflict with or vary from any other provision of the Constitution, Bylaws, or other active policy.
7. Policy becomes active immediately upon SRC ratification, and remains active for three (3) years. Past three (3) years and pending SRC reaffirmation, policy will be deemed inactive.
  - (a) Inactive Policy will be brought to SRC and by a two-thirds majority vote either be reaffirmed, referred to a committee for review and brought back to SRC for reaffirmation, or will be deemed indefinitely inactive.
  - (b) The executive office responsible for the policy shall also be responsible for presenting inactive or soon-to-be inactive policy to SRC for reaffirmation
8. If a policy is no longer relevant, the Executive responsible for that policy may present it to SRC to be deemed indefinitely inactive through a two-thirds majority vote.
9. Extenuating circumstances requiring immediate policy intervention may cause the President to forgo Steps 5 and 6 above, and present policy for immediate ratification to the SRC.
  - (a) The “extenuating circumstances” must be outlined by the President upon presentation of any policy for which Steps 2 and 3 of this Operating Procedure have been forgone. Should a majority of the voting Council members present not agree that the situation dictates “extenuating circumstances” for policy intervention, the Chair shall immediately seek a motion to refer the policy to the appropriate committee per Step 2 of this Operating Procedure.

# **Union Elections**

**By-Laws 3**

**Acadia Students' Union**

**2015-2016**

## **Section 1: Amendments**

1. Amendments to all sections of By-Laws 3 shall be carried out in accordance with Article V of By-Laws 1.
2. No amendments to By-Laws 3 may be entertained at Council during the nomination and campaign period of any Union election.

## **Section 2: Dates of Elections**

1. A General Election shall be annually in February of each year, by or on the Friday of the third full week of February, for the following elected positions:
  - (a) President
  - (b) Vice President Programming
  - (c) Vice President Communications
  - (d) Vice President Academic
  - (e) Councillors (3)
  - (f) Equity Officer
  - (g) Student Senators (3)
  - (h) Student Board of Governors Representative
2. A By-Election shall be held annually by or on the last Friday in the month of September each year for the elected positions of:
  - (a) Councillors (4 positions),
  - (b) Any other vacant Council seats not filled in the General Election with the exception of members of the Executive.
3. Both the General Election and the By-Election shall be held on two (2) days each.
4. Dates for both Elections shall be determined and announced by the Chief Returning Officer prior to the commencement of the fall academic term.
5. In the event that any position is left vacant after the By-Election, or if the offices of any member of the Executive Board are vacant after the General Election, a by-election shall be held within thirty (30) days of the date the positions should have been filled.
  - (a) All constitutional election rules will apply to By-elections,
  - (b) The Chief Returning Officer shall have discretion over which events to hold during by-elections, subject to the approval of their Election Plan.

## **Section 3: Application for Nomination**

1. To qualify as a candidate in any Union election, potential candidates shall submit completed nomination papers to the Chief Returning Officer by the deadline so stipulated.
2. Period of nomination:
  - (a) The period of nominations for all positions to be elected in the General Election shall be open the first day of the winter semester and shall close twenty one (21) days thereafter.
  - (b) The period of nominations for all positions to be elected in the By-Election shall be open by the first day of classes, and shall close eleven (11) days prior to the date of the election, discounting Election Day.
  - (c) Nomination forms must be submitted to the Chief Returning Officer no later than 4:30 p.m. on the day which nominations close.
  - (d) The Chief Returning Officer may extend the deadline of nominations by no more than twenty-four (24) hours for those elected positions that have zero nominees applying. The Chief Returning Officer will also widely publicize a further call for nominations;
  - (e) Upon exercising this option an announcement shall be made to the student body.
  - (f) Should no qualified person apply for nomination at the end of the extension, the position shall be filled in the following Union Election.
3. Should only one candidate apply for any elected position in an election, the Chief Returning Officer shall arrange for a yes/no vote to be taken for the candidate in that position in an election. The election of the candidate shall be require a yes vote of at least 50% plus one (1) of the total number of eligible votes cast.
4. Nomination papers:
  - (a) All nomination papers must be signed by the nominee and ten (10) ordinary or associate members of the Union, and contain the student numbers of the nominee and those signing, in order to be considered valid.
  - (b) A nomination paper will be considered invalid for the following reasons:
    - i. The signature of the candidate is a forgery;
    - ii. Any person who signed it is not an ordinary or associate member of the Union;
    - iii. There are not ten (10) signatures from ordinary or associate members of the Union;
    - iv. The nomination paper is void of any of the nominees' requisite signatures or initials; or
    - v. The form is submitted after the close of nominations.
  - (c) The nomination form must require the candidate to acknowledge that they have read and understood the ASU constitution, specifically By-Laws 3.
  - (d) The nomination form must require the candidate to acknowledge that ignorance of the constitution does not constitute an excuse for an election offence(s).

- (e) The nomination form must stipulate the mandatory nature of the Official Candidates' Meeting, as well as the date and location of the meeting.

## **Section 4: Eligibility**

1. Only ordinary or associate members of the Union may file a nomination form for any elected position of the Union, so long as they meet the eligibility requirements as outlined in Article II of By-Laws 1.
2. No person may hold more than one elected or appointed position on the S.R.C. at any one time.
3. The Chief Returning Officer, Deputy Chief Returning Officer, and all other election officials, are not eligible to apply for nomination, to publicly support any candidate, or to run in a Union election for which they are serving this function.
4. All poll attendants are not eligible to apply for nomination, to publicly support any candidate on election days, or to run in a Union election for which they are serving this function.
5. All candidates must possess a sessional GPA of at least 2.0 in the previous semester.
  - (a) This requirement will be confirmed by the Chief Returning Officer within 72 hours of the closing of nominations.
  - (b) This requirement is waived for all students in the first semester of their first year of post-secondary study.

## **Section 5: Withdrawal of Nomination**

1. A candidate may withdraw their nomination before the closing of the nomination period whereupon that candidate shall be deemed not to have been officially nominated.
2. Any withdrawal of nomination must be submitted in writing to the Chief Returning Officer and must be signed by both the Chief Returning Officer and the candidate wishing to withdraw their nomination.
3. The creation and/or publication of a false statement of withdrawal intended to prevent an election of a candidate or side constitutes an offence under Section 13 of this By-Law.

4. Any candidate wishing to withdraw from an election after nominations close may do so at the discretion of the Chief Returning Officer. Should the Chief Returning Officer accept the withdrawal, that candidate shall be deemed not to have been officially nominated.

## **Section 6: Death of a Candidate**

1. Death of a candidate before close of nominations:
  - (a) If a candidate dies before the close of nominations, he/she shall be deemed not to have been officially nominated.
2. Death of a candidate between the close of nominations and the day of the election:
  - (a) If the candidate that died was the sole person running for an elected position other than one on the Executive Board, the Chief Returning Officer omit that position from the ballot and the position will be filled in the next Union Election.
  - (b) If the candidate that died was sole candidate running for a certain position on the Executive Board, the Chief Returning Officer will hold a by-election to fill the position(s) within 30 days of the date of the General Election. The by-election shall be initiated under the guidelines and procedures as stated these By-Laws.

## **Section 7 : Campaign Financing**

1. The maximum amount permitted for each candidate to spend on a campaign includes any and all costs associated with a candidate's campaign during the election period including posters, food items, pins, beverages, etc.
2. All candidates must hand in any and all receipts to the Chief Returning Officer within 7 academic days from Election Day. If a previously owned item by the candidate is used in the campaign, then he/she will submit instead to the Chief Returning Officer exactly what the item is, its estimated cost, and the logic behind the estimation.
3. The value of all campaign materials used in the election, regardless of whether they were purchased specifically for the election or not, including any homemade materials such as t-shirts and baked goods, are included in the maximum amounts as stated below.
4. Any gifts, donations, or sponsorships made to a candidate (or "side" in the case of a referendum) are included in the total maximum amount for campaign financing. The Chief Returning Officer must estimate the value of any gifts, donations, and sponsorships unless a receipt is provided. If the Chief Returning Officer suspects the receipt does not represent the market value, he/she can provide a reasonable estimate

for its market value, and that value shall be included in the total maximum amount for the campaign.

5. The items/expenses not included in the maximum allowable amount are tape, sticky tack, staples, and glue.
6. Each candidate may spend up to the maximum amounts listed below on financing their campaign:
  - (a) President: \$300
  - (b) Vice President Programming: \$250
  - (c) Vice President Academic: \$250
  - (d) Vice President Communications: \$250
  - (e) All other candidates: \$150
7. Only Executive Board candidates will be eligible to receive reimbursement for campaign expenses. Executive Board candidates are eligible to receive up to a \$100.00 reimbursement or 50 percent (50%) of the amount spent on their campaigns, whichever is less with the provision that they receive a minimum of 10 percent of the popular vote, and that they have not committed an offence as defined in Section 13 of By-Laws 3.
8. Candidates with resources insufficient to meet the outlines maximum spending amounts listed may apply, in writing to the C.R.O. to receive financing for their campaign by the Union.
  - (a) All money unspent, as determined by the candidate's election receipts will be due to the A.S.U.,
  - (b) If a successful candidate has outstanding campaign debts to the A.S.U. on the day they are to take office they will be considered ineligible to take office and a by-election will be scheduled.
  - (c) If a candidate has outstanding campaign debt to the Union they will be ineligible to run in a future election until it is paid in full.
9. Any complaints of suspected corrupt campaign financing must be submitted to the Chief Returning Officer using the Official Complaints form. Should the Chief Returning Officer recognize any abuse of election expenses, he/she shall convene the Elections Sub-Committee of the Review Board to review the complaint based on the guidelines set out in By-Laws 3, Section 13.
  - (a) Complainants may choose to have their identities concealed from the accused(s), but the complainant must complete the Official Complaint form in its entirety.
  - (b) Should the complaint pertain to misconduct on behalf of the Chief Returning Officer the complainant may submit the form to the Deputy Chief Returning Officer.

10. Failing to remit receipts for campaign expenses is considered an election offence and is therefore subject to By-Laws 3, Section 13.

## **Section 8: Campaign Rules and Regulations**

1. No campaigning shall be permitted until the conclusion of the Official Candidates' Meeting with Chief Returning Officer.
  - (a) The meeting shall be held on the day the nomination period closes.
  - (b) It shall be mandatory for all candidates to attend the meeting.
    - i. The meeting shall provide a brief summary of the Election rules and regulation and an overview of scheduling for the period.
    - ii. A candidate may be excused from the meeting at the Chief Returning Officer's written discretion.
    - iii. Any candidate who is unable to attend the meeting shall be responsible for obtaining the information discussed at the meeting from the Chief Returning Officer.
2. Campaigning will be permitted on both election days.
  - (a) On voting day, no campaigning will be permitted within a specified radius of any and all polling stations to be determined by the CRO and communicated to candidates at the mandatory all candidates meeting.
  - (b) Election officials may take down any and all campaign posters within the specified radius on voting days.
3. Candidates are responsible for removing all campaign material within twenty four (24) hours after the election results are announced.
  - (a) This includes but is not limited to:
    - i. The removal of all posters,
    - ii. The removal of any electronic campaign sites or pages.
4. All candidates are responsible for reading the ASU constitution By-Laws 3 pertaining to Union Elections.
  - (a) Ignorance may not be used as an acceptable defense for election offences covered in either the ASU constitution or the Official Candidates' Meeting.
5. No employee of the Union shall publicly support a candidate while engaged in duties pertaining to his/her job.
  - (a) This includes but is not limited to:
    - i. Full-time staff
    - ii. Part-time staff
    - iii. All members of the S.R.C.



6. All candidates shall comply with all building regulations on and off campus, and any regulations of the University pertaining to Union elections or the display of materials.
7. Campaign materials:
  - (a) No candidate or supporter of a candidate may deliberately cover, destroy, damage, deface or remove any campaign material of any other election candidate during the campaign period.
  - (b) If posted campaign material falls off the surface on which it is hung, candidates shall have twenty-four (24) hours to repost the material before other candidates may occupy that space.
  - (c) Any electronic campaigning sites or pages must be approved by the Chief Returning Officer before it may become publicly available.
  - (d) Distribution of materials in support of any candidate shall not be permitted:
    - i. In any class or lab of the University;
    - ii. In any University library;
    - iii. In any University residence (except the public outer entry way, subject to Assistant Residence Director and Physical Plant discretion);
    - iv. In the Athletics Complex;
    - v. In the Axe Lounge;
    - vi. In the MacKeen Room; or
    - vii. At any social event of an Internal Organization or club/society of the Union.
  - (e) No candidate shall use the logo, corporate seal or any other copyright material of the ASU in their campaign or on any campaign material.
  - (f) No candidate, or supporter of a candidate, may use their position to their advantage over other candidates by using resources from their office or of their current position during the campaign period if they are:
    - i. Holding any elected or appointed position of the S.R.C. or the Union, or
    - ii. An employee of the A.S.U.
  - (g) Any promotional materials distributed throughout the campaign will be counted towards the maximum allowable financing amount.
  - (h) All candidates are responsible for removing all campaign advertising and literature twenty-four (24) hours after the announcement of election results. If any campaign or advertising literature remains up past this time, any person or candidate may remove said materials.
  - (i) On election days candidates may continue campaigning and promote the democratic practice of voting.
  - (j) Any campaign materials not covered in this By-Law shall be subject to the written approval of the Chief Returning Officer.
8. Posters:
  - (a) All campaign materials including posters, signs, sheets, and banners located both on and off campus must be officially stamped on the side shown to the public by the Chief Returning Officer.

- (b) Unapproved and undistributed materials shall not count against the spending or poster display limits.
  - (c) Posters approved by the C.R.O. may not be the cause of subsequent disciplinary action against a candidate, with the exception of the potential removal of the posters.
  - (d) The following candidates may hang the following maximum number of paper posters which are to be included in the above poster maximum:
    - i. President – 125
    - ii. Vice President Programming – 100
    - iii. Vice President Academic- 100
    - iv. Vice President Communications- 100
    - v. All other candidates – 75
  - (e) All posters shall not exceed 11 x 17 inches in size with the following exceptions:
    - i. Executive Board candidates may hang a maximum of two (2) posters exceeding 11 x 17 inches in size either on or off campus.
    - ii. Candidates for other elected positions may hang a maximum of one (1) poster exceeding 11 x 17 inches in size either on or off campus.
  - (f) If candidates choose to campaign together, then the maximum campaign material allotment for each individual candidate cannot be combined. Each candidate is permitted to have his/her name on only the number of posters as specified above.
  - (g) Both sides of a referendum campaign are permitted to post a maximum of 125 posters/signs/banners/sheets, which do not exceed 11 x 17 inches in size on campus with the exception of two (2) posters/signs/banners/sheets that may exceed 11 x 17 inches in size on campus. Both sides should campaign in the same manner as described for election campaigning in By-Laws 3, Section 7.
9. All candidates must be informed of the All Candidates Debate by the Chief Returning Officer.
- (a) The debate must be held at least 36 hours before the opening of polls on the first day of election.
  - (b) The debate must include a segment for audience questions.
  - (c) The Chief Returning Officer shall have discretion over any other aspect of the format of the debate, subject to the S.R.C.'s approval of the Chief Returning Officer's election plan
10. Any candidate that contravenes any of the campaign rules and regulations as stated in By-Laws 3, Section 7 is guilty of an offence and subject to appropriate disciplinary action as described in Section 13 of these By-Laws.
11. Any campaign infraction not covered in these By-Laws shall be subject to the discretion of the Chief Returning Officer.

## Section 9: Election Publicity through the Union Media

1. All candidates are entitled to have a photo of themselves and a limited write-up of their election platform published in *The Athenaeum*.
2. The deadline and directions for submitting these write-ups and photos will be established by the Chief Returning Officer in cooperation with the Editor-in-Chief of *The Athenaeum* and given to candidates at the Official Candidates' Meeting.
  - (a) Should a candidate miss the deadline or choose not to attend the meeting, no additional space shall be granted in *The Athenaeum*.
3. All photos must be in head-shot format and should be appropriate for publication, subject to the discretion of the Chief Returning Officer and the Editor-in-Chief of *The Athenaeum*.
4. Write-ups for the candidates shall not exceed the following word maximums:
  - (a) Presidential candidates: 300 words,
  - (b) Vice Presidential candidates: 250 words,
  - (c) All other candidates: 150 words.
5. The issue of *The Athenaeum* that the photos and write-ups appear in shall not appear before the close of nominations, but at least 48 hours before the opening of the polls.
6. The Editor-in-Chief shall ensure that no person(s) reads any of the candidates' write-ups before publication, except for *The Athenaeum* staff member(s) responsible for laying-out the paper. These staff members shall be bound to confidentiality.
7. Any *Athenaeum* staff member who is a candidate in the election shall not in any way be involved with the *Athenaeum* from the opening of nominations to the end of Election Day.
8. The *Athenaeum* shall have the right to report and analyze election happenings but shall not have the right to endorse any candidate or side, and that any articles that pertain to a specific candidate shall include a disclaimer stating that the ideas printed are those of the author, not of the *Athenaeum*.
9. *AXE Radio* shall have the right to report and analyze election happenings but shall not have the right to endorse any candidate or side, and any shows pertaining to the election must offer every candidate equal opportunity on the show. Any shows that pertain to a specific candidate shall include a disclaimer stating that the ideas expressed are those of the broadcaster, not of *AXE Radio*

10. No candidate may slander another candidate in Union Media (*The Athenaeum* and *Axe Radio*) or in his or her write-up. Candidates may address another candidate's platform, but attacks of a personal nature shall not be tolerated.
  - (a) Acceptability of *The Athenaeum* write-ups shall be determined by the Chief Returning Officer in cooperation with the Editor-in-Chief.

## **Section 10: Election Officials**

1. The following persons are defined as Election Officials:
  - (a) The Chief Returning Officer;
  - (b) The Deputy Chief Returning Officer, and;
  - (c) The Election Assistants.
2. All Election Officials shall:
  - (a) Carry out their duties in impartial and objective manner;
  - (b) Not support or endorse any candidate in any manner;
  - (c) Not submit nomination papers for an elected position in an election for which they are an official.
3. For each election an Election Appeals committee shall be formed to judge appeals to rulings of the Election Officials, where applicable. The committee shall consist of three members not participating in the election and shall be selected through a motion of council.
4. If a person constitutionally mandated to assist in the administration of an Union election has been nominated for an elected position in the election they are to be assisting with, they will not be allowed to partake in the administration of the election and their position will be filled by a motion of the S.R.C.
5. The Chief Returning Officer shall be hired no later than April 1 to serve a one (1) year term beginning May 1.
  - (a) They shall be hired by a committee chaired by the outgoing C.R.O. and two (2) other members as decided by Council.
  - (b) The C.R.O. shall be ratified by Council before they take office.
  - (c) The C.R.O. may not run in a Union election from the beginning of their term to the following May 1.
  - (d) The C.R.O. may resign, but will remain ineligible to run in any Union Election until the subsequent May 1.
  - (e) In addition to any responsibilities specified elsewhere in the Constitution and By-Laws, the Chief Returning Officer is responsible for:
    - i. Advertising of elections, plebiscites and referenda through posters, banners, flyers, social media and other media;

- ii. Presenting the S.R.C. with a formal election plan for ratification, at the first meetings of September and January for the By-Election and the General Election, respectively, to include dates of major deadlines and events, as well as debate format, among other relevant information;
  - iii. Keeping the public, the SRC and all election candidates informed of any issues arising that are related to the election;
  - iv. Liaising with Computing Services, the User Support Centre and the Registrar's Office to ensure that all voter lists are accurate and that there is reliable infrastructure to accommodate electronic voting;
  - v. Ensuring that no person(s) have access to ballots or voter lists before the date of the election except for those person(s) involved in their creation;
  - vi. Ensuring that candidates are reimbursed for campaign expenses where appropriate;
  - vii. Overseeing the campaigns of each candidates, and ensuring that no candidate contravenes any portion of By-Laws 3;
  - viii. Overseeing the work of all other Election Officials;
  - ix. Ensuring that candidates have full and fair access to the complaint resolution procedures as outlined in Section 13 of these By-Laws;
  - x. Arranging a public debate for all elections, referenda and plebiscites;
  - xi. Announcing election results to candidates at a meeting held before results are made publicly available;
  - xii. Announcing election results to the general student body on the day of election after polls have closed through all student email, and the following day at the Info Desk and outside the SRC Chair's office;
  - xiii. Providing the SRC, *The Athenaeum*, and any other Union member who so requests with a paper copy of the summary of results of any Union election, referendum or plebiscite;
  - xiv. Providing a formal exit report concerning all aspects of the election to the SRC, to be posted on the Union website.
- (f) In addition to any powers specified elsewhere in this Constitution and By-Laws, the C.R.O. shall have the following powers:
- i. In consultation with the Elections Sub-Committee of the Review Board, to remove any Election Official(s) who have contravened any part of this Constitution and By-Laws;
  - ii. In consultation with the Elections Sub-Committee of the Review Board, to expel from any Union election a candidate who has contravened any portion of this Constitution and By-Laws;
  - iii. In consultation with the Elections Sub-Committee of the Review Board, to appoint either an alternate Deputy Chief Returning should the Deputy Chief Returning Officer resign or otherwise be unable to fulfill his/her office.
6. The Deputy Chairperson of the SRC shall serve as the Deputy Chief Returning Officer (DCRO) for all Union elections, plebiscites and referenda.

- (a) The DCRO shall assist the Chief Returning Officer at all times during Union elections, plebiscites and referenda;
  - (b) The DCRO is responsible for completing any tasks assigned by the Chief Returning Officer;
  - (c) The DCRO shall be responsible for determining the location and staffing of each poll station during elections;
  - (d) The DCRO shall serve as a poll supervisor on the day of election unless otherwise excused by the Chief Returning Officer; and
  - (e) Should the Chief Returning Officer resign or be unable to fulfill his/her duties, the DCRO shall fulfill his/her duties during the nomination, campaign, and election period.
7. The Election Assistants of the SRC shall serve as a poll supervisor for all Union elections, plebiscites and referenda.
8. It will be the responsibility of the poll supervisors to inform all poll attendants of their duties and responsibilities.

## **Section 11: Election Day**

1. Ballots
- (a) Candidates' names on ballots shall be listed in alphabetical order according to last name.
  - (b) Under the CROs discretion or as otherwise stated by the Candidate each candidate's name on the ballot shall be listed as the student is registered at Acadia.
  - (c) No campaign logos, slogans, or photos shall be displayed on ballots.
  - (d) The Chief Returning Officer shall be responsible for the creation of electronic ballots in conjunction with Computing Services and/or the User Support Centre.
  - (e) A spoiled ballot shall not be counted as an eligible vote, and is defined as a ballot which selects more than the indicated number of candidates.
2. Voting Rights
- (a) Only ordinary or associate members of the Union may vote in any Union election, referendum or plebiscite.
  - (b) The definition of an eligible voter for the position(s) of:
    - i. President shall be an ordinary or associate member of the Union;
    - ii. Vice President Programming shall be any ordinary or associate member of the Union;
    - iii. Vice President Academic shall be any ordinary or associate member of the Union;
    - iv. Vice President Communications shall be any ordinary or associate member of the Union;

- v. Councillor shall be any ordinary or associate member of the Union;
  - vi. Equity Officer shall be any ordinary or associate member of the Union;
  - vii. The Student Board of Governors Representative shall be any ordinary or associate member of the Union;
  - viii. The Student Senators shall be an ordinary or associate member of the Union registered in their respective faculties;
- (c) The eligible voter, as defined above in Subsection 2, Part (b), shall be considered a member's constituents for the purpose of By-Laws 2, Section 9, Subsection 3.
  - (d) Each voter shall be allowed to vote for only one candidate for each position of which they are an eligible voter with the exception of the position of Councillor-at-Large, for which each voter may choose up to three candidates.
  - (e) The Chief Returning Officer's right to vote in any Union election shall be withheld. He/she shall only vote in the case of a tie in an elected position.
  - (f) The Deputy Chief Returning Officer's right to vote in any Union election shall be withheld. He/she shall only vote if the Chief Returning Officer cannot make the tie-breaking vote.

### 3. Polling

- (a) Polling shall take place online from at least 8:30 a.m. of the first Election Day until 6:00 p.m. of the second Election Day unless otherwise decided by the Chief Returning Officer. All students shall be able to login to the University network and vote during this time.
- (b) The Chief Returning Officer shall ensure that there are (at minimum) polling stations in the Beveridge Arts Centre, Students Union Building, Wheelock Dining Hall, and Huggins Science Hall where students may vote online.

### 4. Results:

- (a) In order for a candidate to be successfully elected, they must receive the largest percentage of all eligible votes cast. For the position of Councillors-At-Large, the top candidates with the largest individual percentages of all eligible votes cast are considered the elected representatives, subject to the number of positions being contested.
  - i. All eligible votes cast includes all votes received by Technology Services from the time polls open until the time polls close except for those ballots deemed spoiled.
  - ii. Spoiled ballots are not included in the total number of eligible votes.

- 5. The Chief Returning Officer shall announce results at the end of the final day of election through an all student email.

## **Section 12: Referenda and Plebiscites**

1. S.R.C. initiated Referenda:
  - (a) A referendum may be initiated by the S.R.C. on any issue through a two-thirds vote of Council.
  - (b) The wording on the ballot shall be approved by the S.R.C.
  - (c) A referendum initiated by the S.R.C. does not necessarily imply that the body endorses one side over another.
  
2. Referenda initiated by Petition:
  - (a) A referendum may be initiated by a petition of fifteen percent (15%) of the ordinary and associate members of the Union.
  - (b) A referendum dealing with Union finances may be initiated by a petition of twenty-five percent (25%) of ordinary and associate members of the Union. A referendum dealing with Union finances shall be passed by a two-thirds majority of those the overall turnout.
  
3. General Rules:
  - (a) Eligible voters for a referendum shall be ordinary and associate members of the Union.
  - (b) No referendum shall override the Constitution, but may deal with proposed changes to the Constitution.
  - (c) All referenda shall require a voter turnout of thirty percent (30%) of eligible voters in order to be considered valid.
  - (d) All referenda, with the exception of those described in By-Law 1, Article V, Section 3, shall be determined by a simple majority of the overall turnout. A simple majority is 50 percent plus one vote of all eligible votes cast.
  
4. Referenda Campaigning:
  - (a) Campaigning for referenda shall take place in the same manner as described for election campaigning with the individual or committee responsible for initiating the referendum following the regulations for the position of President.
  - (b) Financing of referenda campaigns:
    - i. The maximum amount that may be spent by either side on a referenda campaign is One Thousand dollars (\$1000), including gifts, donations, travel expenses and accommodations.
    - ii. Receipts for any expenses incurred may be presented to the Chief Returning Officer. The value of any gifts or donations will be determined by the Chief Returning Officer.
    - iii. Both sides in a referenda campaign are eligible to receive up to 50% of their total campaign expenses (not to exceed two hundred \$200), provided that they receive a minimum of ten percent of all eligible votes cast.



- iv. If Union funds or resources are authorized to support one side of a referenda campaign, the opposing side shall be provided, in a timely manner, with resources of equal value as what is expended by the union.
  - (c) The regulations governing campaign materials used in a referendum that is not being put forth by a member of the SRC through their position shall be the same as those regulations governing the campaign materials of election candidates, as specified in By-Law 3, Section 8, with the understanding that the responsibility for campaign materials in the case of a referendum will be the responsibility of an individual or committee advocating one side of the referendum, and not an election candidate, as is described in said portion of By-Law 3.
  - (d) The regulations governing campaign materials used in a referendum that is being put forth by a member of the ASU through their position shall be the same as those regulations governing the campaign materials of election candidates, as specified in By-Law 3, Section 8 with the following changes:
    - i. The individual or committee may use the logo, corporate seal or any other copyright material of the ASU in their campaign.
    - ii. The individual or committee may use resources from their office on campaign material.
5. Referenda Publicity through Union Media:
- (a) Each side is entitled to have a picture and a seven hundred and fifty (750) word write-up appear in either the print or the online version of the *Athenaeum*.
  - (b) The regulations governing referenda publicity in Union media shall be the same as those regulations governing election publicity in Union media, as specified in By-Laws 3, Section 10 with the understanding that responsibility for publicity of referendum through Union media will be the responsibility of an individual or committee advocating one side of the referendum, and not an election candidate, as is described in said portion of By-Laws 3.
6. Plebiscites:
- (a) A plebiscite may be initiated to seek the opinion of ordinary and associate members on a particular issue.
  - (b) Plebiscites shall not be binding upon the S.R.C.
  - (c) All regulations governing referenda in By-Laws 3, Section 13 shall apply to plebiscites.

## **Section 13: Offences**

- 1. Any person who is a candidate or Election Official in a Union election, or is involved in advocating for a referendum will be subject to discipline by the Chief Returning Officer and/or the Elections Committee of the for the following offenses:
  - (a) Contravention of any part of By-Laws 3; or

- (b) Commitment of an action deemed by the Chief Returning Officer to be an offence, such as the bribing of Election Officials.

## 2. Complaints

- (a) Any ordinary or associate member of the Union may make a complaint against a candidate or “side”.
- (b) To submit a complaint, the complainant shall complete and submit an Official Complaints form (attached) to the Chief Returning Officer any time after the close of nominations but no later than two weeks after the day of election.
  - i. This form shall include statements of at least one (1) named witness and name the candidate who is being accused of contravening By-Laws 3.
- (c) Upon receipt of an Official Complaints form, the Chief Returning Officer shall:
  - i. Verify the validity of the complaint by contacting witnesses and, where possible, by visually verifying the infraction;
  - ii. Upon verification, send an outline of the complaint to the accused(s), and request an explanation;
  - iii. Act as the primary arbiter for Union elections and take disciplinary action (if necessary) according to By-Laws 3, Section 13, Subsection 3 within 48 hours; and
  - iv. Send a written response to the complainant and the accused candidate within 48 hours.
- (d) If a complainant or the accused(s) is unsatisfied with the resolution provided by the Chief Returning Officer they may appeal to the Elections Sub-Committee of the Review Board.
  - i. The complainant or accused shall complete and submit an Official Appeals form to the Deputy Chief Returning Officer;
  - ii. The Deputy Chief Returning Officer shall convene the Elections Sub-Committee within 24 hours of a request for appeal;
  - iii. The original Official Complaints form shall be provided to the Elections Sub-Committee by the Chief Returning Officer;
  - iv. The complainant or accused shall be allowed 5 minutes to explain the basis for their appeal, and then shall leave;
  - v. The Elections Sub-Committee shall decide upon the validity of the appeal and take disciplinary action (if necessary) according to By-Laws 3, Section 13, Subsection 2 within 24 hours; and
  - vi. The Elections Sub-Committee shall send a written response to the complainant, the accused candidate and the Chief Returning Officer within 24 hours.
- (e) If the complaint is held against the Chief Returning Officer, the complainant may submit their form to the Deputy Chief Returning Officer who shall convene the Elections Sub-Committee of the Review Board within 24 hours. Upon receipt of a complaint against the Chief Returning Officer the Elections Sub-Committee shall:

- i. Verify the validity of the complaint by contacting witnesses and, where possible, by visually verifying the infraction;
- ii. Take disciplinary action (if necessary) according to By-Laws 3, Section 13, Subsection 3 within 48 hours; and
- iii. Send a written response to the complainant and the Chief Returning Officer within 48 hours.

### 3. Punishment of Election and Referendum Offences

- (a) Any candidate, advocate, or Election Official in an election or a referendum who has been found guilty of committing an election offence may be:
  - i. Penalized by means of a reduction in the amount of election refund eligibility;
  - ii. Disqualified to participate in any debate;
  - iii. Penalized by means of being required to remove all or part of campaign promotional material both on and off campus;
  - iv. Recommend for impeachment, as per the procedure outlined in this constitution, if already a member of the SRC;
  - v. Disqualified as a candidate in a Union election; and/or
  - vi. Any other penalty as deemed appropriate by the Elections Sub-Committee of the Review Board.
- (b) Disqualifications shall be based on the accumulation of “points”, with no candidate or side allowed to continue running or assume office if they acquire 100 or more points.
- (c) At the discretion of the C.R.O. and/or the Elections the following are allowable ranges when penalizing breaches of particular elections sections
  - i. Section 7.2 (Receipts): 10 – 50
  - ii. Section 7.6 (Spending Limits): 50 – 100
  - iii. Section 8.1 (Pre-Campaigning): 10 – 50
  - iv. Section 8.2 (Campaigning near polling stations): 20-100
  - v. Section 8.5 (Employees): 20 – 100
  - vi. Section 8.6 (Building Regulations): 10 – 50
  - vii. Section 8.7(a) (Destruction of Campaign Material): 10 – 50 per infraction
  - viii. Section 8.7(c) (Electronic Campaigning): 50 – 100
  - ix. Section 8.7(d) (Promotion in Restricted Areas): 50 – 100 and/or 10 per poster
  - x. Section 8.7(e) (Corporate Logo): 10 – 50
  - xi. Section 8.7(f): (Using Resources of Office): 50 - 100
- (d) The Chief Returning Officer and the Elections Sub-Committee shall take the severity and frequency of infractions into account when deciding upon disciplinary action.

### 4. Overturning of an Election or Referendum

- (a) Upon hearing all evidence at the request of the Chief Returning Officer, the Elections Sub-Committee of the Review Board may overturn any Union election or referendum in whole or in part.
- (b) If the Elections Sub-Committee of the Review Board overturns an election or referendum in whole or in part, the Chief Returning Officer shall inform all Union members of the new date of the election or referendum.
- (c) After the date which the election or referendum was overturned, a by-election or referendum shall be held within 30 days.

# **Memorandum of Job Descriptions**

**Appendix 1:**

**Acadia Students' Union**

**2010-2011**

## **Section 1: Amendments**

1. Amendments to all sections of By-Laws 4 shall be carried out in accordance with the Constitution.
2. No amendments to By-Laws 3 may be entertained at Council during the nomination and campaign period of any Union election.

## **Section 2: Office of the Chairperson**

1. The Chairperson shall:
  - (a) Abide by and maintain the integrity of this Constitution, and the By-laws and regulations of the Union;
  - (b) Sit ex-officio on all Union committees and sub-committees.
  - (c) Ensure the effective operation of the S.R.C. and all related committees, bodies, or organizations, as well as the effective performance of all members of such entities.
    - i. Assign and receive performance reports for members, committees, and bodies of the S.R.C. as deemed necessary, and forward such reports to the Review Board.
    - ii. Bring forward to the Review Board and/or the S.R.C., any problems or concerns in regards to performance or effective operation of any committees, bodies, or members of the S.R.C., particularly in regards to the fulfillment of mandated duties.
  - (d) Be responsible for setting the date of all regular meetings and one summer meeting of Council, and for preparation of the agenda from submissions by members of Council;
  - (e) Distribute by email the agenda and any supporting documents for each regular meeting to members of Council and all relevant parties no later than two days prior to the date of the meeting;
  - (f) Preside over all meetings of Council, and shall interpret and fairly apply the procedural rules of Council;
  - (g) Conduct a workshop to teach all the rules of procedure governing Council to all members before the first regular meeting of Council in the Fall semester, and make available to all members a copy of the rules of order, an SRC Orientation Manual, and the Constitution and By-Laws of the Union;
  - (h) Be responsible for ensuring that all information in the SRC Orientation Manual is up-to-date;
  - (i) Keep records of membership on all standing and ad-hoc committees of Council, and all reports from these committees and their members;
  - (j) Keep a current copy of the Constitution and By-Laws both in hardcopy and electronically;

- (k) Supervise the work of the Deputy Chairperson as appropriate;
  - (l) Act as Chair of the Review Board;
  - (m) Ensure that all appointments to any Standing or Ad-hoc Committee of the SRC are made by no later than the second regular meeting of the SRC;
  - (n) Hold a minimum of six (6) regular office hours per week during the academic year;
  - (o) Propose two (2) tangible goals to the SRC for ratification for completion before the end of their term.
  - (p) Serve as a poll supervisor for all Union elections, plebiscites and referenda, as appropriate; and
  - (q) Perform such other duties as are assigned by the S.R.C.
2. The Deputy Chairperson shall:
- (a) Attend all meetings of Council, and be the official minute-taker;
  - (b) Prepare detailed minutes for all Council meetings, under the supervision of the Chairperson, which will be available no later than five (5) days after a meeting, and which will be approved by Council at the next subsequent meeting;
  - (c) Aid the Chairperson in the preparation and distribution of the agenda and related documents for all Council meetings;
  - (d) Review the minutes of each meeting before distribution and maintain a permanent file of all minutes, agendas and related documents;
  - (e) Ensure that electronic versions of all minutes, agendas and related documents, be archived and available online through the ASU website, where possible;
  - (f) Keep an attendance record of all members of Council;
  - (g) Assist the Chairperson in promoting the work of Council among members of the Union;
  - (h) Chair Council meetings in the Chairperson's absence;
  - (i) Act as the Deputy Chief Returning Officer of the Union, as outlined in the By-Laws 3; and
  - (j) Perform such other duties as are assigned by the Chairperson.

### **Section 3: Executive Board**

1. The President shall:
- (a) Be the Chief Executive Officer of the Union, and be responsible to the S.R.C. for efficient and proper administration of the Union;
  - (b) Ensure the enforcement and observation of the Act of Incorporation, Constitution, and By-Laws;
  - (c) Be the official spokesperson of the Union;
  - (d) Represent the interests of the Union at meetings of those external organizations of which the Union is a member;
  - (e) Be a signing officer of the Union;

- (f) Oversee human resource matters of the Union, including those relating both to student and non-student employees of the Union;
  - (g) Sit ex-officio on the Board of Governors and Senate;
  - (h) Sit ex-officio on all Union Committees;
  - (i) Represent the Union on any University Committees which require his/her presence;
  - (j) Act as chair of:
    - i. The Presidential Affairs Committee,
    - ii. Meetings of the Executive Board, and
    - iii. The S.R.C. Officials Hiring Committee;
  - (k) Hold a minimum of 20 office hours per week during the academic year;
  - (l) Take no more than three (3) courses, including correspondence courses, in each the fall and winter semester, except in the case of an exception granted by the S.R.C. due to unusual circumstances;
  - (m) Propose a tangible goal document to the S.R.C. for ratification at the Transition Meeting, as well as the first regular meeting of the S.R.C. in both September and January.
  - (n) Act as the alternate member communications officer in conjunction with the Vice President Communications; and
  - (o) Be responsible for such other duties as may be determined by the S.R.C.
2. The Vice President Communications shall:
- (a) Be the member communications officer of the Union;
  - (b) Propose an effective communication strategy to the SRC for ratification no later than one week before the start of their elected term;
  - (c) Coordinate the effective advertising and promotion for all Union events and Programs;
  - (d) Draft press releases for local, provincial, or national media, to be approved by the Executive Board.
  - (e) Maintenance and the regular updating of the ASU website;
  - (f) Coordinating and updating Social Media for the Union;
  - (g) Be responsible to the President and S.R.C. for overseeing the activities of, and relations with all student clubs, and societies overseen by the S.R.C. including:
    - i. Their ratification;
    - ii. Training as per necessary;
    - iii. Ensuring that all bodies adhere to the Constitution, by-laws, and regulations of the Union, and disciplining non-compliance as required;
    - iv. Assisting all bodies with the preparation, review, and ratification of their respective constitutions;
  - (h) In conjunction with the Vice President Finance, establish and oversee budgets for clubs and societies;
  - (i) With the assistance of the Union's legal counsel and the Vice-President Programming, coordinate a session regarding legal liability for House Council Presidents, Internal Organization Coordinators, and Club Presidents.



- (j) Act as chair of the Communications and Promotions Committee
  - (k) Coordinate any Union involvement in advertising off-campus housing;
    - i. Maintaining the site ads, and removing them at the end of the one-year period;
    - ii. Ensuring payment for ads listed is received;
  - (l) Act as a liaison between the Union and volunteer groups and community organizations, as well as between the students and these organizations;
    - i. Provide Acadia University students information regarding volunteer opportunities and to promote student volunteerism;
    - ii. Nominate annually one student to receive the Volunteer of the Year student leadership award; and
    - iii. Maintain updated records of those organizations seeking student volunteers;
  - (m) Propose a tangible goal document to the S.R.C. for ratification at the Transition Meeting, as well as the first regular meeting of the S.R.C. in both September and January.
  - (n) Hold a minimum of 15 office hours per week during the academic year;
  - (o) Take no more than four (4) courses, including correspondence courses, in each the fall and winter semester, except in the case of an exception granted by the S.R.C. due to unusual circumstances.
  - (p) Be responsible for such other duties as may be determined by the S.R.C.
3. The Vice President Programming shall:
- (a) Be responsible for organizing or coordinating Union involvement in the following events and activities on campus:
    - i. Welcome Week,
    - ii. Winter Carnival,
    - iii. Student Leadership Awards,
    - iv. Other Union events or activities as determined by the Executive or by Council.
  - (b) Be responsible for the coordination of L'Arche/SMILE fundraising initiatives including:
    - i. Overseeing the selection of a L'Arche/SMILE volunteer committee, and
    - ii. Remission of funds raised in consort with the Vice President Finance.
  - (c) hiring individuals to assist him/her in organizing the events and activities listed in subsection (b), including coordinators for the Winter Carnival;
  - (d) Be responsible for coordinating the involvement of other Executive members in the events and activities listed in subsection (b), as relevant;
  - (e) Be responsible to the President and S.R.C. for overseeing the activities of, and relations with internal organizations of the S.R.C. including:
    - i. Training of new coordinators
    - ii. Ensuring that they adhere to the Constitution, by-laws, and regulations of the Union and disciplining non-compliance as required;

- iii. Assist clubs and internal organizations in the preparation, review and ratification of their respective constitutions as necessary ;
  - iv. Organize and chair the hiring of all coordinators/editors of internal organizations;
  - v. Establish budgets for all internal organizations, clubs, and house councils;
  - (f) Represent the Union as a delegate to any external programming organizations;
  - (g) Be responsible to the President and S.R.C. for overseeing the activities of, and relations with all student clubs, and societies overseen by the S.R.C. including:
    - i. Training of new house council presidents;
    - ii. Ensuring that all bodies adhere to the Constitution, by-laws, and regulations of the Union, and disciplining non-compliance as required;
  - (h) In conjunction with the Vice President Finance, establish and oversee budgets of House Councils and Internal Organizations;
  - (i) With the assistance of the Union's legal counsel and the Vice-President Communications, coordinate a session regarding legal liability for House Council Presidents, Internal Organization Coordinators, and Club Presidents.
  - (j) Be the chief liaison between the Acadia Intramural Program and the ASU;
  - (k) Act as a member of the Residence Care Committee;
  - (l) Act as a liaison between the Executive and Senior Director of Student Affairs;
  - (m) Act as a liaison to the Athenaeum and The Acadia Radio, and sit on their executive boards;
  - (n) Act as chair of the Campus Affairs Committee;
  - (o) Produce and annual New Student Orientation guide;
  - (p) Propose a tangible goal document to the S.R.C. for ratification at the Transition Meeting, as well as the first regular meeting of the S.R.C. in both September and January.
  - (q) Hold a minimum of 15 office hours per week during the academic year;
  - (r) Take no more than four (4) courses, including correspondence courses, in each the fall and winter semester, except in the case of an exception granted by the S.R.C. due to unusual circumstances.
  - (s) Be responsible for such other duties as may be determined by the S.R.C.
4. The Vice President Academic shall:
- (a) Be responsible to the President and the SRC on academic matters of the University;
  - (b) Act as a liaison between the Union and the offices of the University Vice President Academic, the Registrar, Admissions, Student Accounts, Financial Aid, Career Services, the Learning Commons, and the Student Resource Centre;
  - (c) Act as an ombudsperson for students with academic appeals or complaints;
  - (d) Be responsible for coordinating Union involvement in tutoring services at the University;
  - (e) Represent the Union as a delegate to any external lobbying organizations of which the Union is a member;

- (f) Be the external lobbying communications officer of the Union, and present a strategy for communicating the efforts of our external lobby groups to the membership;
  - (g) Foster an academic and intellectual climate on campus and within the Union, and communicate such endeavors to the membership
  - (h) Be responsible for organizing the ASU Teaching Recognition Awards;
  - (i) Sit on any University and Union committees which are relevant to the office;
  - (j) Sit on the Senate of Acadia University and all relevant Committees and Boards;
  - (k) Make all student appointments to appropriate Senate Committees, in consultation with the Student Senators.
  - (l) Propose a tangible goal document to the S.R.C. for ratification at the Transition Meeting, as well as the first regular meeting of the S.R.C. in both September and January.
  - (m) Act as chair of the Academic Affairs Committee.
  - (n) Hold a minimum of 15 office hours per week during the academic year;
  - (o) Take no more than four (4) courses, including correspondence courses, in each the fall and winter semester, except in the case of an exception granted by the S.R.C. due to unusual circumstances.
  - (p) Be responsible for such other duties as may be determined by the S.R.C.
5. The Vice President Finance shall:
- (a) Be responsible to Council for the supervision of all funds of the Union;
  - (b) Receive all revenues into the accounts of the Union and arrange payment of all expenses incurred by the Union;
  - (c) Have access to the accounts of the internal organizations, clubs and house councils of the Union, and ensure at all times that they are in good order;
  - (d) Monitor and record all capital purchases of internal organizations and house councils, ensuring that they remain available for use by members of the Acadia Students' Union;
  - (e) Provide financial information to clubs, internal organizations and house councils that is relevant to their operations;
  - (f) Provide a minimum of one training session regarding relevant financial practices to the Vice Presidents Finance of each respective house council;
  - (g) Make available a minimum of one general interest financial workshop per semester;
  - (h) Be a signing officer of the Union;
  - (i) Supervise the expenditure of all funds which have been voted by Council;
  - (j) Receive a certified audit for the previous fiscal year on or before the first day of September each year, and present the audit report to Council at its first regular meeting in September.
  - (k) Present to Council a budget for the upcoming fiscal year before Council's last meeting in the current fiscal year;
  - (l) Act as chair of the Financial Affairs Committee;

- (m) In conjunction with other relevant Executives or Coordinators, be responsible for soliciting sponsorship for Union Events and Programs, including:
    - i. Frosh Week
    - ii. Home Coming Week
    - iii. Frost Week
  - (n) Provide monthly reports surrounding the financial position of the ASU to the SRC;
  - (o) Be responsible to Council for review and update of any financial policy of the Union;
  - (p) Propose a tangible goal document to the S.R.C. for ratification at the Transition Meeting, as well as the first regular meeting of the S.R.C. in both September and January.
  - (q) Hold a minimum of 15 office hours per week during the academic year;
  - (r) Coordinate with Union Internal Organizations and Clubs on matters concerning their financing and budgets;
  - (s) Take no more than four (4) courses, including correspondence courses, in each the fall and winter semester, except in the case of an exception granted by the S.R.C. due to unusual circumstances.
  - (t) Be responsible for such other duties as may be determined by the S.R.C.
6. General Manager (non-voting) shall:
- (a) Act as resource for institutional history and precedent to the voting members of the Executive Board; and
  - (b) Be responsible for such other duties as may be determined by the Executive Board.
7. Administrative Assistant of the A.S.U. (non-voting) shall:
- (a) Act as minute taker for meetings of the Executive Board; and
  - (b) Be responsible for such other duties may be determined by the Executive Board.

## **Section 4: Councillors**

1. The Councillors shall:
- (a) Be responsible for representing the Acadia student body as a whole, regardless of faculty, year of study, nationality, etc.
  - (b) Be resource Councillors for the members of the Executive and other members of Council;
  - (c) Initiate and carry out, with the consent of Council, one project per semester which he/she feels are of importance to the student body
  - (d) Be active members of at least three ASU or University committees;
  - (e) Act as Elections Assistants as required at the discretion of the Chief Returning Officer, in compliance with By-Laws 3;

- (f) Hold at least three (3) regular office hours per week during the academic year; and
  - (g) Be responsible for such other duties as are assigned by Council.
2. The Equity Officer shall:
- (a) Be responsible for representing the Acadia student body as a whole, with a particular focus on representing the interests of groups underrepresented on the Acadia campus;
    - i. Consideration should be given to year of study, nationality, gender, sexual orientation, etc;
  - (b) Liaise regularly with campus organizations which focus on diverse groups as part of their mandate;
  - (c) Initiate and carry out, with the consent of Council, one project per semester which he/she feels are of importance to the student body, with a particular focus on those constituencies which the Equity Officer represents;
  - (d) Chair the Campus Representation Committee, and be an active member of at least three additional ASU or University committees;
  - (e) Hold at least three (3) regular office hours per week during the academic year; and;
  - (f) Be responsible for other such duties as assigned by Council.

## **Section 5: Student Senators**

1. One (1) Student each from The Faculty of Arts, The Faculty of Pure and Applied Science, The Faculty of Professional Studies and a Graduate Student shall be tasked with representing the students of their faculty to the Acadia Senate and related bodies.
  - (a) Each Student Senator shall be an active member of at least three (3) Senate Committees
  - (b) Student Senators will also serve on the Academic Affairs Committee
  - (c) Sit on the planning committee of if their respective faculties, where applicable;
  - (d) At the first regular meeting of Council upon assuming office, present a goal document for the year, including an outline of how the position will communicate with constituents.
2. They shall represent academic related concerns of their students to the S.R.C. and the Vice President Academic;
3. Be responsible for such other duties as are assigned by Council.
4. Note that faculties other than the ones mentioned above have other means of appointing student senators.

## **Section 6: The Student Board of Governors Representative**

3. The Student Board of Governors Representative shall:
  - (a) Be responsible for representing the Acadia student body to The Acadia Board of Governors and related Boards and Committees;
  - (b) Sit on the Presidential Affairs Committee;
  - (c) At the first regular meeting of Council upon assuming office, present a goal document for the year, including an outline of how the position will communicate with constituents.
4. The Student Board of Governors Representative shall also, in coordination with the President, keep the student body abreast with issues and projects before the Board, within the limits of publicity outlined by the Board.

# **Remuneration**

## **Appendix 2**

**Acadia Students' Union**

**2010-2011**

## **Section 1 : Amendments**

1. Amendments to all sections of Appendix 2 shall be carried out in accordance with Article V of the Constitution.

## **Section 2 : Executive Board**

1. The amounts remunerated to the parties listed below shall be pegged to the Consumer Price Index (CPI), and shall be adjusted yearly in accordance with the CPI's measure of inflation. The amounts listed below shall serve as the remunerated amounts for the 2006-2007 year, with subsequent years adjusted accordingly.

2. The Executive:

Members of the Executive shall receive a salary in the following amounts:

	Summer	Academic
(a) President	\$8,085	\$8,085
(b) Vice Presidents	\$8,085	\$4,512
(c) Members of the Executive shall receive the following honorarium:		
(i) President	\$2250	
(ii) Vice President Programming	\$2250	
(iii) Vice President Communications	\$2250	
(iv) Vice President Academic	\$2250	
(v) Vice President Finance	\$2250	

## **Section 3 : Internal Organizations**

1. Coordinators of Internal Organizations shall receive honoraria not to exceed \$750, unless otherwise specified below.

2. Athenaeum:

(a) Staff members of the Athenaeum will receive honoraria not to exceed the following amounts:

i. Publication Coordinator	\$2,000
ii. Managing Editor	\$1000
iii. Section Editors	\$1000 (each)
iv. Production Manager	\$1000



v.	Artistic Director	\$800
vi.	Photo Editor	\$800
vii.	Copy Editor	\$500
viii.	Distribution Manager	\$250
ix.	Business Manager	\$1000
x.	Webmaster	\$500
xi.	Staff Writers	\$200

3. The *Axe Yearbook*:

(a) The *Axe Yearbook* staff will receive honoraria not to exceed the following amounts:

i.	Publication Coordinator	\$1,300
ii.	Assistant Editor	\$650
iii.	Sub Editors	\$250 (each)

## Section 4: Office of the Chairperson

1. Office of the Chairperson

(a) Officers of the SRC shall receive honoraria not to exceed the following amounts:

	Summer	Academic	
i.	Chairperson	\$150	\$2000
ii.	Deputy Chairperson		\$1000
iii.	Chief Returning Officer		\$750

## Section 5: Councillors

1. Non-Executive Councillors:

(a) Non-Executive members of Council shall receive honoraria not to exceed \$700.

## Section 6: Disbursement of Honoraria

3. Honoraria is an amount paid by the Union in recognition of the services rendered and the fulfillment of the professional duties by members of the S.R.C. and associated organizations. When deciding upon appropriate amounts per candidate, The Review Board shall take into consideration the professional performance of the individual, in regards to both their mandated and non-mandated projects and what they have contributed, overall, to the Union and students;

4. Honoraria shall be distributed in two installments for all members with the following exceptions of the Executive Board and the Chairperson of the S.R.C., who shall receive three installments to coincide with the end of the Summer, Fall and Winter terms.
5. Honoraria for Yearbook staff shall be distributed in three installments, the first by December 31<sup>st</sup>, the second by April 30<sup>th</sup> and the third upon completion of the *Axe Yearbook*.
6. When considering honoraria each trimester, the Review Board shall consider a maximum eligible amount to be the total potential honoraria divided by the number of installments the relevant position is entitled to.
7. Disbursement of honoraria to all eligible members is subject to the discretion of the Review Board as outlined in the Constitution, Article IV, 2.2 (e)-(f).

# **Constitutions of Internal Organizations**

**Appendix 3:**

**Acadia Students' Union**

**20010-2011**

## **Section 1: Acadia Pride**

1. Name
  - (a) The name of this organization shall be Acadia Pride.
2. Objectives
  - (a) The purpose of Acadia Pride is to provide a positive atmosphere to students, faculty, staff and alumni of Acadia University who are homosexual, bisexual, transsexual, transgender, and those who are either curious or supportive of any of the aforementioned lifestyles.
3. Membership
  - (a) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of Acadia Pride;
  - (b) Honorary membership may be bestowed on non-union members at the discretion of the coordinator; and
  - (c) An active member is defined as someone who attends scheduled meetings and events and/or is included on the Acadia Pride email list.
4. Officers
  - (a) There will be one (1) coordinator to oversee the operations of Acadia Pride;
  - (b) The coordinator will be hired by the outgoing coordinator, the outgoing ASU Vice President Programming and the incoming ASU Vice President Programming;
  - (c) The coordinator shall appoint the following officers to assist with operations of Acadia Pride:
    - i. Financial officer;
    - ii. Communications officer; and
    - iii. Events officer.
5. Duties of Officers
  - (a) The coordinator:
    - i. Shall attend all scheduled meetings with the ASU Vice President Programming;
    - ii. Shall hold a minimum of three (3) office hours per week;
    - iii. Shall enforce the organization's constitution;
    - iv. Shall be the primary officer responsible for recruiting new members;
    - v. Shall sit on the Campus Representation Committee
    - vi. Shall organize and facilitate regular meetings of the organization;
    - vii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
    - viii. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office;

- ix. Shall present a semesterly report to the ASU Vice President Programming; and
- (b) The financial officer:
  - i. Shall oversee the administration of the organization's budget in conjunction with the coordinator and the ASU Vice President Finance;
  - ii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
  - iii. Shall keep a record of all of the organization's purchased property;
  - iv. Shall organize any necessary fundraising for the organization; and
  - v. Shall be responsible for any other duties as requested by the coordinator.
- (c) The communications officer:
  - i. Shall ensure regular meetings are publicized to members and to the general student body;
  - ii. Shall advertise any events held by the organization;
  - iii. Shall be responsible for publicizing the coordinator position to members during the hiring process; and
  - iv. Shall be responsible for any other duties as requested by the coordinator.
- (d) The events officer:
  - i. Shall work in conjunction with the coordinator to determine special events for the organization;
  - ii. Shall be responsible for organizational elements of special events such as booking event space, arranging catering, soliciting guest speakers, etc.;
  - iii. Shall work with the financial officer to ensure events follow the organization's budget; and
  - iv. Shall be responsible for any other duties as requested by the coordinator.

## 6. Meetings

- (a) Acadia Pride shall meet regularly at a time determined by the coordinator;
- (b) Meetings shall be publicized to members and the general student body at least a week in advance; and
- (c) The regular meeting time shall be publicized by means including but not limited to:
  - i. Notice on the ASU website,
  - ii. Posters,
  - iii. Notice to email list,
  - iv. Notice in the ASU all student email.

## 7. Impeachment of Officers

- (a) Either the financial, communications or events officer may be impeached by an anonymous vote of all officers including the coordinator but excluding the officer in question;
  - i. Any impeachment vote by the two officers not affected and the coordinator must be unanimous to take effect;

- ii. Any successful impeachment vote must be reported to the ASU Vice President Programming before the next regular meeting of the organization.
  - (b) A recommendation to dismiss the coordinator may be made to the Review Board if:
    - i. A recommendation is made by the ASU Vice President Programming to the Programming Committee,
    - ii. The Programming Committee votes with a majority (50% +1) in favour of the recommendation.
8. Finance and Audit
- (a) The coordinator of the organization will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the financial officer and the ASU Vice President Finance;
  - (b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
  - (c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
  - (d) Both the coordinator and the financial officer must sign all reimbursement requests and/or purchase orders; and
  - (e) All expenditures for the organization shall be subject to the approval of the ASU Vice President Finance.
9. Property
- (a) Any items purchased by the organization shall be recorded by the financial officer and be included in the semesterly reports submitted by the coordinator;
  - (b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.
10. Internal Policies
- (a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Programming.
11. Constitutional Amendment
- (a) Either the coordinator or the ASU Vice President Programming may propose amendments to this constitution;
  - (b) The ASU Vice President Programming shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

## **Section 2: ASU Sustainability Officer**

1. Name
  - (a) The name of this position shall be the ASU Sustainability Officer.
2. Objectives
  - (a) The role of the ASU Sustainability Officer is to nurture an active interest in environmental and sustainability issues and to pursue the creation of a more sustainable Acadia University, Town of Wolfville, and ultimately, a more sustainable Earth. The ASU Sustainability Officer shall be the chief liaison between the organization and any environmental and/or sustainability initiatives of the Union and the University.
3. Membership
  - (a) All Acadia students, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of the Acadia Environmental & Sustainability Office;
  - (b) Honorary membership may be bestowed on non-union members at the discretion of the coordinator; and
  - (c) An active member is defined as someone who attends scheduled meetings and events and/or is included on the ASU Sustainability Officer email list
  - (d) All other environmental groups on campus will be invited to become members to increase environmental awareness and activism on campus.
4. Officers
  - (a) There will be one (1) coordinator to oversee the operations of the ASU Sustainability Officer;
  - (b) The coordinator will be elected in the Spring Elections and will be trained by the outgoing coordinator prior to the end of term;
5. Duties of Officers
  - (a) The coordinator:
    - i. Shall attend all scheduled meetings with the ASU Vice President Programming;
    - ii. Shall hold a minimum of three (3) office hours per week;
    - iii. Shall enforce the organization's constitution;
    - iv. Shall aid in the development and lobbying for the implementation of creative sustainability policies, initiatives, educational programs, management systems and networking activities
    - v. Shall organize and facilitate regular meetings of the organization;
    - vi. Shall be the chief liaison between the organization and any environmental and/or sustainability initiatives of the Union and the University;

- vii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
- viii. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office;
- ix. Serve as a voice for sustainability perspectives within the ASU;
- x. Collaborate with the Acadia Sustainability Office on initiatives that affect students at Acadia with support from the Acadia sustainability Office and Residence Life, oversee the residence eco-reps program;
- xi. Serve as Acadia's student representative on the Atlantic Youth Environmental Council and/or other inter-university student sustainability initiatives;
- xii. Shall present a semesterly report to the ASU Executive and SRC; and
- xiii. Shall oversee and assist officers in the performance of their duties.

#### 6. Meetings

- (a) The Acadia Environmental & Sustainability Office shall meet regularly at a time determined by the ASU Sustainability Officer;
- (b) Meetings shall be publicized to members and the general student body at least a week in advance; and
- (c) The regular meeting time shall be publicized by means including but not limited to:
  - i. Notice on the ASU website,
  - ii. Posters,
  - iii. Notice to email list,
  - iv. Notice in the ASU all student email.

#### 7. Replacement of Officer

- (a) In the event that the ASU Sustainability Officer must be replaced the IO hiring committee will hire a replacement until the following Spring Election

#### 8. Finance and Audit

- (a) The coordinator of the organization will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the financial officer and the ASU Vice President Finance;
- (b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
- (c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
- (d) The Officer must sign all reimbursement requests and/or purchase orders; and
- (e) All expenditures for the organization shall be subject to the approval of the ASU Vice President Finance.

#### 9. Property



- (a) Any items purchased by the organization shall be recorded by the financial officer and be included in the semesterly reports submitted by the coordinator;
- (b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.

#### 10. Internal Policies

- (a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Programming.

#### 11. Constitutional Amendment

- (a) Either the Officer or the ASU Vice President Programming may propose amendments to this constitution;
- (b) The ASU Vice President Programming shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

### **Section 3: Centre for Global Education**

#### 1. Name

- (a) The name of this organization shall be the Centre for Global Education.

#### 2. Objectives

- (a) The purpose of the Centre for Global Exchange is to facilitate and promote cultural celebration and inclusiveness within the student population and the broader community by providing students, faculty, staff and alumni of Acadia University with cultural event opportunities.

#### 3. Membership

- (a) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of the Centre for Global Education;
- (b) Honorary membership may be bestowed on non-union members at the discretion of the coordinator; and
- (c) An active member is defined as someone who attends scheduled meetings and events and/or is included on the Centre for Global Education email list.

#### 4. Officers

- (a) There will be one (1) coordinator to oversee the operations of the Centre for Global Education;
- (b) The coordinator will be hired by the outgoing coordinator, the outgoing ASU Vice President Programming and the incoming ASU Vice President Programming;

- (c) The coordinator shall appoint the following officers to assist with operations of the Centre for Global Education:
    - i. Financial officer;
    - ii. Communications officer; and
    - iii. Events officer.
5. Duties of Officers
- (a) The coordinator:
    - i. Shall attend all scheduled meetings with the ASU Vice President Programming;
    - ii. Shall hold a minimum of three (3) office hours per week;
    - iii. Shall enforce the organization's constitution;
    - iv. Shall be the primary officer responsible for recruiting new members;
    - v. Shall sit on the Campus Representation Committee
    - vi. Shall organize and facilitate regular meetings of the organization;
    - vii. Shall act as an International Ambassador during international student orientation in both September and January, hosting one event per orientation;
    - viii. Shall organize and host at least two (2) events during the fall semester aimed at integrating Canadian and international students, with one event being held before October 31<sup>st</sup> and one before December 31<sup>st</sup>;
    - ix. Shall organize and host at least two (2) events during the winter semester aimed at integrating Canadian and international students, with one event being held before March 1<sup>st</sup> and one being the International Banquet;
    - x. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
    - xi. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office;
    - xii. Shall present a semesterly report to the ASU Vice President Programming; and
    - xiii. Shall oversee and assist officers in the performance of their duties.
  - (b) The financial officer:
    - i. Shall oversee the administration of the organization's budget in conjunction with the coordinator and the ASU Vice President Finance;
    - ii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
    - iii. Shall keep a record of all of the organization's purchased property;
    - iv. Shall organize any necessary fundraising for the organization; and
    - v. Shall be responsible for any other duties as requested by the coordinator.
  - (c) The communications officer:
    - i. Shall ensure regular meetings are publicized to members and to the general student body;
    - ii. Shall advertise any events held by the organization;

- iii. Shall be responsible for publicizing the coordinator position to members during the hiring process; and
  - iv. Shall be responsible for any other duties as requested by the coordinator.
- (d) The events officer:
- i. Shall work in conjunction with the coordinator to determine special events for the organization;
  - ii. Shall be responsible for organizational elements of special events such as booking event space, arranging catering, soliciting guest speakers, etc.;
  - iii. Shall work with the financial officer to ensure events follow the organization's budget; and
  - iv. Shall be responsible for any other duties as requested by the coordinator.

## 6. Meetings

- (a) The Centre for Global Education shall meet regularly at a time determined by the coordinator;
- (b) Meetings shall be publicized to members and the general student body at least a week in advance; and
- (c) The regular meeting time shall be publicized by means including but not limited to:
  - i. Notice on the ASU website,
  - ii. Posters,
  - iii. Notice to email list,
  - iv. Notice in the ASU all student email.

## 7. Impeachment of Officers

- (a) Either the financial, communications or events officer may be impeached by an anonymous vote of all officers including the coordinator but excluding the officer in question;
  - i. Any impeachment vote by the two officers not affected and the coordinator must be unanimous to take effect;
  - ii. Any successful impeachment vote must be reported to the ASU Vice President Programming before the next regular meeting of the organization.
- (b) A recommendation to dismiss the coordinator may be made to the Review Board if:
  - i. A recommendation is made by the ASU Vice President Programming to the Programming Committee,
  - ii. The Programming Committee votes with a majority (50% +1) in favour of the recommendation.

## 8. Finance and Audit

- (a) The coordinator of the organization will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the financial officer and the ASU Vice President Finance;

- (b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
  - (c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
  - (d) Both the coordinator and the financial officer must sign all reimbursement requests and/or purchase orders; and
  - (e) All expenditures for the organization shall be subject to the approval of the ASU Vice President Finance.
9. Property
- (a) Any items purchased by the organization shall be recorded by the financial officer and be included in the semesterly reports submitted by the coordinator;
  - (b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.
10. Internal Policies
- (a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Programming.
11. Constitutional Amendment
- (a) Either the coordinator or the ASU Vice President Programming may propose amendments to this constitution;
  - (b) The ASU Vice President Programming shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

## **Section 4: Meal Exchange**

1. Name
- (a) The name of this organization shall be Meal Exchange.
2. Objectives
- (a) The purpose of Meal Exchange shall be to inform Acadia students, faculty, staff, and community members about the multi-dimensional nature of hunger; and to enable anyone who is interested to participate in initiatives to help combat hunger in the surrounding community.
3. Membership
- (a) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of Meal Exchange;

- (b) Honorary membership may be bestowed on non-union members at the discretion of the coordinator; and
- (c) An active member is defined as someone who attends scheduled meetings and events and/or is included on the Meal Exchange email list.

#### 4. Officers

- (a) There will be one (1) coordinator to oversee the operations of Meal Exchange;
- (b) The coordinator will be hired by the outgoing coordinator, the outgoing ASU Vice President Finance and the incoming ASU Vice President Programming;
- (c) The coordinator shall appoint the following officers to assist with operations of Meal Exchange:
  - i. Financial officer;
  - ii. Promotion and Education officer;
  - iii. Human Resource officer; and
  - iv. Donation and Community Outreach officer.

#### 5. Duties of Officers

- (a) The coordinator:
  - i. Shall attend all scheduled meetings with the ASU Vice President Programming;
  - ii. Shall hold a minimum of three (3) office hours per week;
  - iii. Shall enforce the organization's constitution;
  - iv. Shall be the primary officer responsible for recruiting new members;
  - v. Shall organize and facilitate regular meetings of the organization;
  - vi. Shall act as the chief liaison between the organization and the national Meal Exchange office;
  - vii. Shall act as the chief coordinator for the Trick-or-Eat, Skip-a-Meal and Clear-the-Shelves programs;
  - viii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
  - ix. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office;
  - x. Shall present a semesterly report to the ASU Vice President Programming; and
  - xi. Shall oversee and assist officers in the performance of their duties.
- (b) The financial officer:
  - i. Shall oversee the administration of the organization's budget in conjunction with the coordinator and the ASU Vice President Finance;
  - ii. Shall be responsible for completing a monthly budget form;
  - iii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
  - iv. Shall keep a record of all of the organization's purchased property;
  - v. Shall organize any necessary fundraising for the organization;
  - vi. Shall be the officer in charge of securing and depositing any funds; and

- vii. Shall be responsible for any other duties as requested by the coordinator.
- (c) The promotion and education officer:
  - i. Shall ensure volunteer opportunities are publicized to members and to the general student body;
  - ii. Shall advertise any events held by the organization;
  - iii. Shall be the liaison between the organization and local and campus media;
  - iv. Shall be responsible for awareness and education campaigns about local hunger;
  - v. Shall be responsible for promoting the organization's vision to other groups on campus as well as administration;
  - vi. Shall be responsible for publicizing the coordinator position to members during the hiring process; and
  - vii. Shall be responsible for any other duties as requested by the coordinator.
- (d) The donation and community outreach officer:
  - i. Shall be the liaison between the organization and community agencies;
  - ii. Shall coordinate food deliveries;
  - iii. Shall be responsible for conveying the mission of the organization to the community;
  - iv. Shall liaise with the financial officer on event budgets;
  - v. Shall be responsible for corresponding all campaign information with the national office; and
  - vi. Shall be responsible for any other duties as requested by the coordinator.
- (e) The human resources officer:
  - i. Shall work with the coordinator to recruit new committee members and volunteers;
  - ii. Shall be responsible for any records of volunteers' involvement;
  - iii. Shall be responsible for recognizing efforts of volunteers;
  - iv. Shall be responsible for increasing on campus presence of the organization; and
  - v. Shall be responsible for any other duties as requested by the coordinator.

## 6. Meetings

- (a) Officers of Meal Exchange shall meet regularly at a time determined by the coordinator;
- (b) The coordinator shall publicize the regular meeting time to the officers by emails.

## 7. Impeachment of Officers

- (a) Any officer may be impeached by an anonymous vote of all officers including the coordinator but excluding the officer in question;
  - i. Any impeachment vote by the three officers not affected and the coordinator must be unanimous to take effect;

- ii. Any successful impeachment vote must be reported to the ASU Vice President Programming before the next regular meeting of the organization.
  - (b) A recommendation to dismiss the coordinator may be made to the Review Board if:
    - i. A recommendation is made by the ASU Vice President Programming to the Programming Committee,
    - ii. The Programming Committee votes with a majority (50% +1) in favour of the recommendation.
  
- 8. Finance and Audit
  - (a) The coordinator of the organization will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the financial officer and the ASU Vice President Finance;
  - (b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
  - (c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
  - (d) Both the coordinator and the financial officer must sign all reimbursement requests and/or purchase orders; and
  - (e) All expenditures for the organization shall be subject to the approval of the ASU Vice President Finance.
  
- 9. Property
  - (a) Any items purchased by the organization shall be recorded by the financial officer and be included in the semesterly reports submitted by the coordinator;
  - (b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.
  
- 10. Internal Policies
  - (a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Programming.
  
- 11. Constitutional Amendment
  - (a) Either the coordinator or the ASU Vice President Programming may propose amendments to this constitution;
  - (b) The ASU Vice President Programming shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

## **Section 5: The Mental Health Society**

1. Name
  - (a) The name of this organization shall be The Mental Health Society
2. Objectives
  - (a) The purpose of the Mental Health Society is to provide a positive atmosphere to students, faculty, staff and alumni of Acadia University who are dealing with mental health illness, and to provide awareness and comfort surrounding reading and talking about mental illness.
3. Membership
  - (a) All ASU members;
  - (b) Honorarium membership may be bestowed on non-union members at the discretion of the coordinator; and
  - (c) An active member is defined as someone who attends scheduled meetings and events and/or is included on the Mental Health Society email list.
4. Officers
  - (a) There will be one (1) coordinator to oversee the operations of The Mental Health Society;
  - (b) The coordinator will be hired by the outgoing coordinator, the outgoing ASU Vice President Programming and the incoming Vice President Programming;
  - (c) The coordinator shall appoint the following officers to assist with operations of the Mental Health Society;
    - i. Financial officer;
    - ii. Communications officer; and
    - iii. Events officer.
5. Duties of Officers
  - (a) The coordinator:
    - i. Shall attend all scheduled meetings with the ASU Vice President Programming;
    - ii. Shall hold a minimum of three (3) office hours per week;
    - iii. Shall enforce the organization's constitution;
    - iv. Shall be the primary officer responsible for recruiting new members;
    - v. Shall organize and facilitate regular meetings of the organization;
    - vi. Shall oversee and sign all reimbursements and/or purchase orders of the organization; and
    - vii. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office; Shall present a semesterly report to the ASU Vice President Programming;
  - (b) The Financial officer:



- i. Shall oversee the administration of the organization's budget in conjunction with the coordinator and the ASU Vice President Finance;
  - ii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
  - iii. Shall keep a record of all of the organization's purchased property;
  - iv. Shall organize any necessary fundraising for the organization; and
  - v. Shall be responsible for any other duties as requested by the coordinator.
- (c) The Communications officer;
- i. Shall ensure regular meetings are publicized to members and to the general student body;
  - ii. Shall advertise any events held by the organization;
  - iii. Shall be responsible for publicizing the coordinator position to members during the hiring process; and
  - iv. Shall be responsible for any other duties as requested by the coordinator.
- (d) The Events officer:
- i. Shall work in conjunction with the coordinator to determine special events for the organization;
  - ii. Shall be responsible for organizational elements of special events such as booking event space, arranging catering, soliciting guest speakers, etc.;
  - iii. Shall work with the financial officer to ensure events follow the organization's budget; and
  - iv. Shall be responsible for any other duties as requested by the coordinator.

## 6. Meetings

- (a) The Mental Health Society shall meet regularly at a time determined by the coordinator;
- (b) Meetings shall be publicized to member and the general student body at least a week in advance; and
- (c) The regular meeting time shall be publicized by means including but not limited to:
  - i. Notice on the ASU website,
  - ii. Posters,
  - iii. Notice to email list,
  - iv. Notice to the ASU all student email.

## 7. Impeachment of Officers

- (a) Either the financial, communications or events officer may be impeached by an anonymous vote of all officers including the coordinator but excluding the officer in question;
  - i. Any impeachment vote by the two officers not affected and the coordinator must be unanimous to take effect;
  - ii. Any successful impeachment vote must be reported to the ASU Vice President Programming before the next regular meeting of the organization.

- (b) A recommendation to dismiss the coordinator may be made to the Review Board if:
  - i. A recommendation is made by the ASU Vice President Programming to the Programming Committee,
  - ii. The Programming Committee votes with a majority (50% +1) in favour of the recommendation.
  
- 8. Finance and Audit
  - (a) The coordinator of the organization will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the financial officer and the ASU Vice President Finance;
  - (b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
  - (c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
  - (d) Both the coordinator and the financial officer must sign all reimbursement requests and/or purchase orders; and
  - (e) All expenditures for the organization shall be subject to the approval of the ASU and Vice President Finance.
  
- 9. Property
  - (a) Any items purchased by the organization shall be recorded by the financial officer and be included in the semesterly reports submitted by the coordinator;
  - (b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.
  
- 10. Internal Policies
  - (a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Programming.
  
- 11. Constitutional Amendment
  - (a) Either the coordinator or the ASU Vice President Programming may propose amendments to this constitution;
  - (b) The ASU Vice President Programming shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

## **Section 6: The Women's Centre**

- 1. Name
  - (a) The name of this organization shall be the Women's Centre.

## 2. Objectives

- (a) The purpose of the Women's Centre is to raise awareness of women's issues on the Acadia University campus, provide a safe and welcoming environment for any person in need of peer counselling or referral services, create unity among the female population of Acadia University, recognize important events/dates for females, and promote gender equality.

## 3. Membership

- (a) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of the Women's Centre;
- (b) Honorary membership may be bestowed on non-union members at the discretion of the coordinator; and
- (c) An active member is defined as someone who attends scheduled meetings and events and/or is included on the Women's Centre email list.

## 4. Officers

- (a) There will be one (1) coordinator to oversee the operations of the Women's Centre;
- (b) The coordinator will be hired by the outgoing coordinator, the outgoing ASU Vice President Programming and the incoming ASU Vice President Programming;
- (c) The coordinator shall appoint the following officers to assist with operations of the Women's Centre:
  - i. Financial officer;
  - ii. Communications officer; and
  - iii. Events officer.

## 5. Duties of Officers

- (a) The coordinator:
  - i. Shall attend all scheduled meetings with the ASU Vice President Programming;
  - ii. Shall hold a minimum of three (3) office hours per week;
  - iii. Shall enforce the organization's constitution;
  - iv. Shall be the primary officer responsible for recruiting new members;
  - v. Shall sit on the Campus Representation Committee;
  - vi. Shall organize and facilitate regular meetings of the organization;
  - vii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
  - viii. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office;
  - ix. Shall present a semesterly report to the ASU Vice President Programming; and

- x. Shall oversee and assist officers in the performance of their duties.
- (b) The financial officer:
  - i. Shall oversee the administration of the organization's budget in conjunction with the coordinator and the ASU Vice President Finance;
  - ii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
  - iii. Shall keep a record of all of the organization's purchased property;
  - iv. Shall organize any necessary fundraising for the organization; and
  - v. Shall be responsible for any other duties as requested by the coordinator.
- (c) The communications officer:
  - i. Shall ensure regular meetings are publicized to members and to the general student body;
  - ii. Shall advertise any events held by the organization;
  - iii. Shall be responsible for publicizing the coordinator position to members during the hiring process; and
  - iv. Shall be responsible for any other duties as requested by the coordinator.
- (d) The events officer:
  - i. Shall work in conjunction with the coordinator to determine special events for the organization;
  - ii. Shall be responsible for organizational elements of special events such as booking event space, arranging catering, soliciting guest speakers, etc.;
  - iii. Shall work with the financial officer to ensure events follow the organization's budget; and
  - iv. Shall be responsible for any other duties as requested by the coordinator.

## 6. Meetings

- (a) The Women's Centre shall meet regularly at a time determined by the coordinator;
- (b) Meetings shall be publicized to members and the general student body at least a week in advance; and
- (c) The regular meeting time shall be publicized by means including but not limited to:
  - i. Notice on the ASU website,
  - ii. Posters,
  - iii. Notice to email list,
  - iv. Notice in the ASU all student email.

## 7. Impeachment of Officers

- (a) Either the financial, communications or events officer may be impeached by an anonymous vote of all officers including the coordinator but excluding the officer in question;
  - i. Any impeachment vote by the two officers not affected and the coordinator must be unanimous to take effect;

- ii. Any successful impeachment vote must be reported to the ASU Vice President Programming before the next regular meeting of the organization.
- (b) A recommendation to dismiss the coordinator may be made to the Review Board if:
  - i. A recommendation is made by the ASU Vice President Programming to the Programming Committee,
  - ii. The Programming Committee votes with a majority (50% +1) in favour of the recommendation.

#### 8. Finance and Audit

- (a) The coordinator of the organization will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the financial officer and the ASU Vice President Finance;
- (b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
- (c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
- (d) Both the coordinator and the financial officer must sign all reimbursement requests and/or purchase orders; and
- (e) All expenditures for the organization shall be subject to the approval of the ASU Vice President Finance.

#### 9. Property

- (a) Any items purchased by the organization shall be recorded by the financial officer and be included in the semesterly reports submitted by the coordinator;
- (b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.

#### 10. Internal Policies

- (a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Programming.

#### 11. Constitutional Amendment

- (a) Either the coordinator or the ASU Vice President Programming may propose amendments to this constitution;
- (b) The ASU Vice President Programming shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

## **Section 7: *The Axe Yearbook***

1. Name
  - (a) The name of this organization shall be the *Axe Yearbook*.
2. Objectives
  - (a) The purpose of the *Axe Yearbook* is to publish a yearbook of the highest quality that represents as many aspects of the Acadia University experience as possible while striving to include high quality journalism.
3. Membership
  - (a) Members shall include all staff and volunteer positions;
  - (b) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to apply for staff or volunteer positions;
  - (c) Staff positions will be hired by the Publication Coordinator and subject to the discretion of the ASU Vice President Communications; and
  - (d) Volunteer positions will be assigned by the Editor and subject to the discretion of the ASU Vice President Communications.
4. Officers
  - (a) Publication Coordinator;
  - (b) Assistant Editor;
  - (c) Photography Editor;
  - (d) Head Photographer;
  - (e) Digital Design Editor.
5. Duties of Officers
  - (a) Publication Coordinator:
    - i. Shall attend all scheduled meetings with the ASU Vice President Communications;
    - ii. Shall hold a minimum of three (3) regular office hours per week;
    - iii. Shall enforce the *Axe Yearbook's* constitution;
    - iv. Shall organize and facilitate regular meetings of the organization;
    - v. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
    - vi. Shall present a semesterly report to the ASU Vice President Communications;
    - vii. Shall oversee officers in the performance of their duties;
    - viii. Shall design the *Axe Yearbook* using creativity and imagination;
    - ix. Shall design and layout ads for inclusion in the *Axe Yearbook*;
    - x. Shall ensure that the information featured in the *Axe Yearbook* is accurate and conveys a positive image for the ASU;

- xi. Shall solicit and collect information for publication, including information and pictures pertinent to student life;
  - xii. Shall ensure that each event featured in the *Axe Yearbook* has a description and/or write-up of at least 75 words;
  - xiii. Shall promote use of the *Axe Yearbook* within the ASU;
  - xiv. Shall coordinate the flow of information generic to *Axe Yearbook*;
  - xv. Shall ensure that at least ¼ of all pictures have a caption or names;
  - xvi. Shall liaise with the publisher to ensure proper and effective communication regarding the publishing of the *Axe Yearbook*, including dates of publication and deadlines;
  - xvii. Shall adhere to publication deadlines set by the Editor and the ASU Vice President Communications together;
  - xviii. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of the academic year of their term of office;
  - xix. Shall liaise with the ASU Advertising Manager regarding the placing and quality of advertising within *Axe Yearbook*; and
  - xx. Shall submit a semesterly report as well as a report upon completion of the *Axe Yearbook* to the ASU Vice President Communications.
- (b) Assistant Editor:
- i. To assist the editor in planning and producing the *Axe* yearbook;
  - ii. To attend weekly staff meetings;
  - iii. To design and produce layouts;
  - iv. To be involved in all aspects of producing the *Axe* yearbook as needed; and
  - v. To hold regular office hours (min. 3 hours per week).
- (c) Photography Editor:
- i. To choose photos for layouts;
  - ii. To design and produce layouts;
  - iii. To act as a photographer as needed;
  - iv. To attend weekly staff meetings; and
  - v. To hold regular office hours (min. 3 hours per week).
- (d) Head Photographer:
- i. To arrange for volunteer photographers to attend and photograph all campus events;
  - ii. To liaison between the volunteer photographers and the *Axe Yearbook* staff;
  - iii. To attend weekly staff meetings; and
  - iv. To hold regular office hours (min. 3 hours per week).
- (e) Digital Design Editor:
- i. To design and create all digital art needed for the *Axe Yearbook*; and
  - ii. To meet with the Editor for approval of digital art.
- (f) Financial Officer:

- i. Shall oversee the administration of the organization's budget in conjunction with the Editor and the ASU Vice President Finance;
- ii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
- iii. Shall keep a record of all of the organization's purchased property; and
- iv. Shall organize any necessary fundraising for the organization.

#### 6. Meetings

- (a) Meetings shall be held on a weekly basis;
- (b) All staff members are required to attend each weekly meeting unless excused at the discretion of the Editor.

#### 7. Impeachment of Officers

- (a) Either the Assistant Editor, the Photography Editor, the Head Photographer, or the Digital Design Editor may be dismissed by the coordinator subject to the approval of the ASU Vice President Communications;
- (b) A recommendation to dismiss the coordinator may be made to the Review Board if:
  - i. A recommendation is made by the ASU Vice President Communications to the Communications Committee,
  - ii. The Communications Committee votes with a majority (50% +1) in favour of the recommendation.

#### 8. Finance and Audit

- (a) The funds for the *Axe Yearbook* are derived from its annual operating budget as provided by the Acadia Students' Union as well as from funds solicited for advertising in the *Axe Yearbook*;
- (b) The Publication Coordinator will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the ASU Vice President Finance;
- (c) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
- (d) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
- (e) Both the Publication Coordinator and the financial officer must sign all reimbursement requests and/or purchase orders; and
- (f) All expenditures for the organization shall be subject to the approval of the ASU Vice President Communications and Vice President Finance.

#### 9. Property

- (a) Any items purchased by the organization shall be recorded by the Publication Coordinator and included in the semesterly reports submitted to the ASU Vice President Communications;



- (b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.

#### 10. Internal Policies

- (a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Communications.

#### 11. Constitutional Amendment

- (a) Either the coordinator or the ASU Vice President Communications may propose amendments to this constitution;
- (b) The ASU Vice President Communications shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

## **Section 8: *The Athenaeum***

### 1. Name

- (a) The name of this organization shall be the *Athenaeum*.

### 2. Objectives

- (a) Facilitate the production and printing of Acadia's weekly student newspaper.
- (b) Create and maintain a positive and creative working environment for staff and volunteers.
- (c) Provide staff and volunteers with basic training and skills in journalism.
- (d) Provide staff and volunteers with a safe and welcoming environment in which to debate and express ideas.
- (e) Strive to be a medium of expression for socially underrepresented groups.
- (f) Be an active member of the Acadia and Wolfville communities.
- (g) Maintain the standards of journalistic integrity and ethics as established by the Canadian University Press (CUP) guidelines and the Mission Statement formulated annually by the staff of *The Athenaeum*.

### 3. Membership

- (a) Any Acadia student who is currently a member of the Acadia Students Union. Membership may also be extended to any member of the Acadia and local community, broadly defined. Membership includes the right to contribute to the Athenaeum.

### 4. Officers

- (a) The title of Chief Executive Officer of *The Athenaeum* refers to the “Editor-in-Chief.” The Editor-in-Chief is responsible for the hiring of the following paid members:
  - i. Managing Editor
  - ii. Business Manager
  - iii. News Editor
  - iv. Features Editor
  - v. Arts & Culture Editor
  - vi. Sports Editor
  - vii. Opinions Editor
  - viii. Science Editor
  - ix. Photography & Graphics Editor
  - x. Advertising Manager
  - xi. Web Manager
  - xii. Distribution Manager
  - xiii. Production Manager
  - xiv. Copy Editor
  - xv. Staff Writer/Photographer
- (b) Several of the positions listed in (4.a) require the hiring of two or more officers in order to further the efficiency of the newspaper. The Editor-in-Chief shall hire additional officers to fill any of the positions in (a) if they feel the newspaper would benefit from their doing so.
- (c) It is at the discretion of the Editor-in-Chief to decide which of these positions will be filled. The Editor-in-Chief shall chose not to fill a position if he or she feels the newspaper would benefit from their doing so.
- (d) Officers hired for positions listed in section 4.a shall be paid an honorarium determined by the Editor-in-Chief.

## 5. Duties of Officers

- (a) Editor-in-Chief:
  - i. Shall act as Chief Executive Officer for *The Athenaeum*.
  - ii. Shall appoint all other staff members of *The Athenaeum*.
  - iii. Shall foster communication and openness within the staff and volunteers at *The Athenaeum*.
  - iv. Shall maintain amicable relations with Canadian University Press and its affiliated organizations.
  - v. Shall facilitate the training of staff and volunteers.
  - vi. Shall be responsible for the integrity and quality of content within *The Athenaeum*.
  - vii. Shall be responsible for ensuring the financial stability of *The Athenaeum*.
  - viii. Shall ensure that all material printed in *The Athenaeum* is in accordance with legal codes and the ethical and procedural codes of Canadian University Press.

- ix. Shall act as spokesperson for *The Athenaeum*, and as such shall encourage and respond promptly to correspondence between the readership/public and the office of the Editor-in-Chief.
  - x. Shall be responsible to ensure the maintenance of archives for the Athenaeum.
  - xi. Shall keep office hours for a minimum of four hours per week.
- (b) Managing Editor:
- i. Shall oversee the editorial content of *The Athenaeum*.
  - ii. Shall facilitate communication between the editorial staff and provide constructive feedback regarding the quality, breadth and integrity of textual content.
  - iii. Shall communicate the needs and comments of the editorial department to the Editor-in-Chief.
  - iv. Shall be responsible for staff development and training.
  - v. In the absence of the Editor-in-Chief, the Managing Editor shall be required to perform the EIC's duties including, but not restricted to heading meetings and overseeing production.
  - vi. Shall attend interviews and advise the Editor-in-Chief in the hiring of Section Editors, when possible.
  - vii. Shall keep office hours for a minimum of three hours per week.
- (c) Business Manager:
- i. Shall be responsible for monitoring the financial stability of *The Athenaeum*
  - ii. Shall be responsible for the organization and management of the business branch of *The Athenaeum*.
  - iii. Shall be readily available through electronic communication and shall communicate effectively and regularly with the Editor-in-Chief, *The Athenaeum* business partners, and advertisers.
  - iv. Shall issue weekly reports to the Editor-in-Chief of *The Athenaeum* and monthly reports to the Vice President Finance regarding the financial situation of *The Athenaeum*.
  - v. Shall investigate and pursue new streams of revenue and possible clients for the benefit of *The Athenaeum* and work with the members of the Business Branch and the Editor-in-Chief to pursue these changes.
  - vi. Shall attend interviews and advise the Editor-in-Chief in the hiring of the Advertising Manager and Advertising Designer.
  - vii. Shall assume the responsibilities of the Advertising Manager if no Advertising Manager is hired for that year.
- (d) Section Editor (The following description shall apply for the News Editor, Features Editor, Opinions Editor, Arts & Cultures Editor, Science Editor, and Sports Editor of the Athenaeum):
- i. Shall be responsible for maintaining the quality of their section of *The Athenaeum*.

- ii. Shall be readily available through electronic communication and shall communicate effectively and regularly with the Editor-in-Chief, *The Athenaeum* staff and volunteers.
  - iii. Shall formulate ideas for the stories appearing in their section of *The Athenaeum*.
  - iv. Shall read and edit all articles appearing in their section, editing each for grammar and punctuation errors, general fluidity and libelous/slandrous materials.
  - v. Shall be responsible to ensure full, fair, balanced and honest coverage of issues pertaining to their section.
  - vi. Shall be accountable for the layout and production of their section, in collaboration with the Editor-in-Chief, the Managing Editor, the Multimedia team, and the Production Editor.
  - vii. Shall recruit and train interested students for staff writer positions, both volunteer and paid.
- (e) Photography & Graphics Editor:
- i. Shall be responsible for maintaining the quality of the photography and graphics of *The Athenaeum*.
  - ii. Shall formulate ideas for images to complement the textual elements of the newspaper.
  - iii. Shall recruit and train interested students for staff photographer positions, both volunteer and paid. The distribution of honorarium to staff writers shall be determined by the Editor-in-Chief.
  - iv. Shall develop and digitally prepare photographs and images for inclusion in both web and paper versions of the newspaper.
  - v. Shall work with the production department to ensure that the visual elements of the newspaper are incorporated in an appropriate and creative manner
  - vi. Shall monitor the maintenance and safety of the Athenaeum digital camera and other photography equipment
- (f) Advertising Manager
- i. Responsible for the solicitation of all advertisements.
  - ii. Responsible for design and placement of all advertisements.
  - iii. Must maintain communication with Executive Secretary of the Acadia Students' Union in regards to overdue accounts.
  - iv. Responsible for communicating with Campus Plus and ensuring that payments are received from this organization
  - v. Reports to the Editor-in-Chief.
  - vi. Shall endeavour at all times to preserve and uphold the integrity, quality, and reputation of *The Athenaeum*.
  - vii. Shall take steps to ensure that editorial policy is not breached by the sale of any advertisement.
  - viii. Shall be responsible for coordinating the sale of any advertisements to appear on the online version of *The Athenaeum*

- (g) Advertising Designer
  - i. Shall design and be responsible for the placement of all paid advertising received by *The Athenaeum*, including advertising received from Canadian University Press.
  - ii. Shall ensure that ads are placed in the newspaper at least 24 hours prior to the production of the newspaper.
  - iii. Shall ensure that the advertisements designed for placement in *The Athenaeum* reflect the editorial policies and quality standards of *The Athenaeum*.
  - iv. Shall ensure that all advertisements designed for placement in *The Athenaeum* reflect, as closely as possible, the wishes of the client.
- (h) Web Manager:
  - i. Shall be responsible for maintaining and updating the official website of *The Athenaeum*.
  - ii. Shall facilitate the creative development of *The Athenaeum* website.
  - iii. Shall communicate with the Editorial Branch and Editor-in-Chief to facilitate the interaction between the text and digital versions of *The Athenaeum*.
  - iv. Shall communicate with the Business Branch regarding online advertising.
  - v. Shall maintain the *Athenaeum*'s web presence via social media platforms including Facebook and Twitter.
- (i) Distribution Manager:
  - i. Shall distribute *The Athenaeum* to regular drop-off points.
  - ii. Should consider the business possibilities inherent in newspaper distribution, and develop a plan to assist *The Athenaeum* in accomplishing its advertising objectives through strategic distribution.
  - iii. Shall report to the Editor-in-Chief on the success of distribution points.
  - iv. Shall be responsible for the maintenance of all the *Athenaeum*'s newsstands.
- (j) Production Manager:
  - i. Shall be responsible for ensuring the high quality, clarity, and creativity of the newspaper's print editions.
  - ii. Shall act as director of the Production branch of *The Athenaeum*.
  - iii. Shall facilitate communication between the members of the production team, and between the editorial and production branches of *The Athenaeum*.
  - iv. Shall communicate the needs and comments of the Production Branch to the Editor-in-Chief.
  - v. Shall assume the responsibilities of the Advertising Designer if no Advertising Designer is hired.
- (k) Production Assistant:
  - i. Shall assist in the layout of the print issues of *The Athenaeum*.

- ii. Shall aim to incorporate quality, professionalism and creativity in the layout of *The Athenaeum*.
- (l) Copy Editor:
  - i. Shall review pre-production copies of *The Athenaeum* each week for errors in grammar and layout.
  - ii. Shall create and manage writing resources.
- (m) Staff Writer/Photographer:
  - i. A volunteer writer is made a staff writer after the publication of three pieces by that author.
  - ii. Shall attend weekly General meetings.
  - iii. Shall be eligible to write the featured piece or photograph the featured photo essay in *The Athenaeum*.
  - iv. Shall receive training in journalism from *Athenaeum* staff.
  - v. The distribution of honorarium to staff writers shall be determined by the Editor-in-Chief.

## 6. Appointment of Officers

- (a) All officers except the Editor-in-Chief will be hired by The Editor-in-Chief.
- (b) The Editor-in-Chief should consult with the Managing Editor, Business Manager, Production Manager and Web Manager concerning the hiring of certain positions. No position will be filled without consultation from at least one member aside from the Editor-in-Chief.
- (c) The Editor-in-Chief shall be appointed at least 6 weeks before the end of the academic year for the following year. The Editor-in-Chief shall be appointed by the outgoing Publication Board.

## 7. *The Athenaeum* Publishing Board

- (a) *The Athenaeum* Publishing Board exists to handle issues of editorial policy relating to *The Athenaeum*.
- (b) The mandate of *The Athenaeum* Publishing Board is to discuss, interpret, and identify solutions to any problems or complaints that emerge in relation to editorial policy, as set by the Editor-in-Chief in September; and to act as a reference and resource body for the Editor-in-Chief whenever an editorial issue arises that cannot be resolved internally, as determined by the Editor-in-Chief.
- (c) The Publishing Board shall consist of the following membership:
  - i. The Editor-in-Chief of *The Athenaeum*;
  - ii. One member of *The Athenaeum* staff (selected internally);
  - iii. One Acadia University faculty representative (2 year term);
  - iv. One Acadia University faculty representative (3 year term);
  - v. One member of the SRC (shall not be a member of the ASU Executive, or a member of the ASU Honoraria Committee);
  - vi. One member from the general student population (cannot be a member of any other ASU committee)

- (d) The Chairperson shall be selected from within the Board for a period of one year.
  - i. The Editor-in-Chief shall not be eligible to serve as Chairperson.
- (e) The Chairperson of *The Athenaeum* Publishing Board is eligible to vote.
- (f) All other members of *The Athenaeum* Publishing Board shall have one vote.
- (g) Quorum shall consist of five members of the Board, one whom must be a representative of *The Athenaeum*, and one of whom must be the Chairperson.
- (h) *The Athenaeum* Publishing Board shall meet at least five times over the publishing year. One meeting shall be held in September (following publication of the first issue); one in October; one in November; one in January; one in February.
  - i. Special meetings of *The Athenaeum* Publishing Board can be held outside of the five regular meetings on an as-needed basis. Special meetings of *The Athenaeum* Publishing Board can be called by the Editor-in-Chief or the Chairperson.
- (i) The Editor-in-Chief shall present a report of recent activities and/or any problems that may have arisen for the consideration of *The Athenaeum* Publishing Board.
- (j) Potential faculty representatives and the student at large must submit a statement of interest for the consideration of current members at the January meeting of *The Athenaeum* Publishing Board.
- (k) Prior to the publication of the first issue, Board members will attend a seminar on legal liability.
- (l) Prior to the publication of the first issue, the Editor-in-Chief will present *The Athenaeum* Publishing Board a series of editorial goals and objectives. Further, it is the responsibility of *The Athenaeum* Publishing Board to ensure that the Editor-in-Chief consistently satisfies these goals and objectives.
- (m) *The Athenaeum* Publishing Board shall be responsible for the hiring of the Editor-in-Chief for the subsequent year and shall meet as circumstances dictate.
  - i. The Editor-in-Chief for the subsequent year shall be hired by March 1.
- (n) Meetings of *The Athenaeum* Publishing Board shall be open to the public.
  - i. Discussion of sensitive issues shall be held *in camera* as deemed necessary.

## 8. Finance and Audit

- (a) The funds for *The Athenaeum* are derived from its annual operating budget as provided by the Acadia Students' Union, as well as funds solicited for advertising in *The Athenaeum*.
- (b) The coordinator of *The Athenaeum* will be responsible for the proper allocation of the funds provided by the Acadia Students' Union.
- (c) All additional funds collected by *The Athenaeum* through fundraising initiatives shall be held in trust by the Acadia Students' Union. The coordinator of *The Athenaeum* shall have full authority as to how that money

is to be allocated. The coordinator's wishes must be communicated to the Vice President Finance in writing.

- (d) The fiscal period for *The Athenaeum* shall coincide with the fiscal period of the Acadia Students' Union.
  - (e) The President and Vice President Finance shall act as signing officers for *The Athenaeum*.
  - (f) All expenditures for *The Athenaeum* shall be overseen by the Vice President Finance and ASU Vice President Communications.
  - (g) In the case that *The Athenaeum* exceeds its budgeted advertising revenues for advertising sold by *The Athenaeum* staff and Campus Plus, and when this results in *The Athenaeum* concluding the fiscal year in a deficit less than that which has been budgeted for, subject to the Union's fiscal audit, the Editor-in-Chief of *The Athenaeum* shall have full authority as to how those additional funds are to be allocated, subject to the usual spending practices of the *The Athenaeum* and the ASU and Generally Accepted Accounting Principles, including the option of spending additional funds through specific payable amounts. The Editor-in-Chief's wishes must be communicated to the Vice President Finance in writing before the end of the ASU fiscal year.
9. Constitutional Amendment
- (a) The Editor-in-Chief shall review the constitution of *The Athenaeum* and make amendments available to the Review Board of the SRC.
10. Property
- (a) Items purchased through money budgeted to *The Athenaeum* are thereafter the property of *The Athenaeum* and can only be revoked by other members of the Acadia Students Union through the expressed authorization of the Editor-in-Chief.
11. Internal Policies
- (a) The Publishing Board shall maintain a document concerning the Operational Policies of the Athenaeum which should outline Editorial Policies, Operational Policies, External Relations, and a Code of Conduct.

## **Section 9: Acadia Graduate Students**

1. Name
  - (a) The name of this organization shall be the Acadia Graduate Students (AGS).
2. Objectives



- (a) The purpose of the Acadia Graduate Students is to advocate for the graduate students of Acadia University, promote their interests, and provide the best academic, political, and recreational environment possible.
3. Membership
- (a) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation, who are enrolled in a full- or part-time graduate program are eligible to become members of AGS;
  - (b) Honorary membership may be bestowed on non-union members at the discretion of the President; and
  - (c) An active member is defined as someone who has paid graduate student dues, attends scheduled meetings and events and/or is included on the AGS email list.
4. Officers
- (a) There shall be one (1) President hired in April.
    - i. The hiring committee for the AGS President shall be composed of:
      - 1. Outgoing AGS President
      - 2. Vice President Programming
      - 3. Vice President Academic
      - 4. One other out-going member of the AGS
  - (b) In addition to the President, there shall be four (4) Faculty Representatives and four (4) Counsellor at large positions, forming the AGS Executive:
    - i. Faculty of Science Representative;
    - ii. Faculty of Arts Representative;
    - iii. Faculty of Professional Studies Representative;
    - iv. Faculty of Theology Representative; and
    - v. Four (4) Councillors at large.
  - (c) Faculty Representatives and Councillors are to be appointed by the AGS President and approved by the Dean of Research and Graduate Studies.
5. Duties of Officers
- (a) The President:
    - i. Shall sit on Acadia University's Senate and the Acadia Students' Union SRC as Graduate Student Senator;
    - ii. Shall act as a liaison with the Department of Research and Graduate Studies;
    - iii. Shall act as the AGS Representative at any external academic lobbying group;
    - iv. Shall hold a minimum of three (3) office hours per week;
    - v. Shall enforce the AGS's constitution;
    - vi. Shall be the primary officer responsible for recruiting new members;
    - vii. Shall organize and facilitate regular meetings of the organization;

- viii. Shall oversee and sign all reimbursements and/or purchase orders of AGS; and
- ix. Shall oversee and assist Faculty Representatives in the performance of their duties.
- x. Shall liaise with the Vice President Finance to ensure all departmental events are fiscally responsible;

(b) The Faculty Representatives:

- i. Shall liaise with all Departmental Representatives within their respective faculties;
- ii. The Faculty Representatives for Sciences, Professional studies and Arts shall sit on the senate committee for graduate studies;
- iii. Shall solicit members of their respective faculties for regular updates to the AGS website, including contact information, upcoming events, news, important dates, and relevant links;
- iv. Shall ensure each department (or combination of smaller departments) within their respective faculties holds at least one event each per academic year aimed at integrating graduate students;
- v. Shall assist in advertising any events held by their respective faculties; and
- vi. Shall be responsible for any other duties as requested by the President.

6. Meetings

- (a) AGS shall meet regularly at a time determined by the President;
- (b) Meetings shall be open to all members;
- (c) Meetings shall be publicized to members at least one week in advance;
- (d) The regular meeting time shall be publicized by means possibly including but not limited to:
  - i. Notice on the website,
  - ii. Posters,
  - iii. Notice to email list,
  - iv. Notice in the ASU all student email.
- (e) The President and all Faculty Representatives are required to attend all meetings; and
- (f) Only the President and Faculty Representatives shall have voting privileges.

7. Impeachment of Officers

- (a) Either the President or any Faculty Representative may be impeached by an anonymous vote of all AGS Executive members;
  - i. Any impeachment vote by the Executives not affected must be unanimous to take effect;
  - ii. Any successful impeachment vote must be reported to the ASU Vice President Academic before the next regular meeting of the Association.

8. Finance and Audit

- (a) The President shall be responsible for the proper allocation of the funds provided by the ASU and the Department of Research and Graduate Studies, in conjunction with the ASU Vice President Finance;
  - (b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
  - (c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
  - (d) Both the President and one Faculty Representative must sign all reimbursement requests and/or purchase orders; and
  - (e) All expenditures for the organization shall be subject to the approval of the ASU Vice President Academic and Vice President Finance.
9. Property
- (a) Any items purchased by the organization shall be recorded by the President;
  - (b) All items purchased by AGS shall remain property of AGS and held in trust by the ASU.
10. Internal Policies
- (a) The organization may develop internal policies as the Executive sees fit, subject to the approval of the ASU Vice President Academic.
11. Constitutional Amendment
- (a) Either the AGS President or the ASU Vice President Academic may propose amendments to this constitution; in consultation with one another.
  - (b) The ASU Vice President Academic shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

## **Section 10: *The Axe Radio***

1. Name
- (a) The name of this organization shall be the *Axe Radio*.
2. Objectives
- (a) The purpose of the *Axe Radio* is to provide information and entertainment that is generally an alternative to mainstream, media; to promote access to the media for individuals or groups with ideas and views not readily available from other media sources; to create an awareness of global, national, and local issues for the purposes of stimulating the free flow of information and encouraging constructive debate between members of society; to provide technical and stylistic training for interested individuals; to offer consulting services for any group wishing to establish a new radio station under the government definition of “campus and community” radio; and to discuss any

potentially controversial content in a manner conducive to free thought and open debate, while maintaining a focus on factual information and not condoning irrational contempt of any particular group.

### 3. Membership

- (a) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of the *Axe Radio*;
- (b) All community members who have paid the membership fee are eligible to become members of the *Axe Radio*;
- (c) Executive positions will be hired by the director and subject to the discretion of the ASU Vice President Communications;
- (d) Volunteer positions will be assigned by the director and subject to the discretion of the ASU Vice President Communications; and
- (e) Any upstanding member who can provide quality programming, either live at an appropriate time or recorded, shall be eligible to host a show.

### 4. Officers

- (a) Director;
- (b) Program Director;
- (c) Spoken Word Coordinator;
- (d) Music Coordinator;
- (e) News Coordinator;
- (f) Sports Coordinator;
- (g) Technical Coordinator;
- (h) Promotions and Public Relations Coordinator;
- (i) Production Coordinator;
- (j) Financial Coordinator;
- (k) Webmaster;
- (l) Secretary.

### 5. Duties of Officers

- (a) Director:
  - i. Shall attend all scheduled meetings with the ASU Vice President Communications;
  - ii. Shall hold a minimum of three (3) regular office hours per week;
  - iii. Shall enforce the *Radio's* constitution;
  - iv. Shall organize and facilitate regular meetings of the organization;
  - v. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
  - vi. Shall present a semesterly report to the ASU Vice President Communications;
  - vii. Shall oversee coordinators and officers in the performance of their duties;
  - viii. Shall promote the *Radio* within the ASU;

- ix. Shall perform at least two (2) hours of transition with the incoming director before the completion of the academic year of their term of office;
  - x. Shall have the final authority over any expenditures, programming, advertisements or events; and
  - xi. Shall submit a semesterly report to the Vice President Communications.
- (b) Program Director:
- i. Shall assist the Director in the regular operation of the *Radio*;
  - ii. Shall attend weekly staff meetings;
  - iii. Shall develop new programs and program ideas;
  - iv. Shall determine and implement the programming schedule; and
  - v. Shall attend weekly staff meetings.
- (c) Spoken Word Coordinator:
- i. Shall oversee all talk-radio programming (that is not music-, news-, or sports-related);
  - ii. Shall assist the Program Director in the development of new talk-radio programming;
  - iii. Shall host a general talk-radio program, if necessary or desired; and
  - iv. Shall attend weekly staff meetings.
- (d) Music Coordinator:
- i. Shall oversee all music programming;
  - ii. Shall assist the program director in the development of new music programming;
  - iii. Shall host a general music program, if necessary or desired; and
  - iv. Shall attend weekly staff meetings;
- (e) News Coordinator:
- i. Shall oversee all news programming;
  - ii. Shall solicit relevant news items from as many on and off campus sources as possible;
  - iii. Shall assist the program director in developing new news programming;
  - iv. Shall host a general news program, if necessary or desired; and
  - v. Shall attend weekly staff meetings;
- (f) Sports Coordinator:
- i. Shall oversee all sports programming;
  - ii. Shall coordinate broadcasting of Acadia Athletics events;
  - iii. Shall assist the program director in developing new sports programming;
  - iv. Shall host a general sports update program, if necessary or desired; and
  - v. Shall attend weekly staff meetings.
- (g) Technical Coordinator:
- i. Shall coordinator the technical needs of each radio program;
  - ii. Shall provide necessary technical support for live broadcasts;
  - iii. Shall maintain good working order of all technical assets of the *Radio*, and
  - iv. Shall attend weekly staff meetings.

- (h) Promotions and Public Relations Coordinator:
  - i. Shall coordinate and implement all advertising for the *Radio* and its programs;
  - ii. Shall act as the liaison between the *Radio* and any external organizations;
  - iii. Shall attend weekly staff meetings.
- (i) Production Coordinator:
  - i. Shall coordinate and oversee the production of each program;
  - ii. Shall instruct show hosts on basic production elements;
  - iii. Shall ensure each program is prepared for production by the necessary time; and
  - iv. Shall attend weekly staff meetings.
- (j) Financial Coordinator:
  - i. Shall oversee the administration of the *Radio's* budget in conjunction with the Director and the ASU Vice President Finance;
  - ii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
  - iii. Shall keep a record of all of the organization's purchased property;
  - iv. Shall coordinate any necessary fundraising for the organization; and
  - v. Shall attend weekly staff meetings.
- (k) Webmaster:
  - i. Shall ensure relevant information is posted to the website in an expedient manner;
  - ii. Shall ensure all programming is streamed efficiently through the website;
  - iii. Shall provide non-equipment technical support to any coordinator or host who so requires;
  - iv. Shall administer any social media of the *Radio*; and
  - v. Shall attend weekly staff meetings.
- (l) Secretary:
  - i. Shall keep record of any internal policies of the *Radio*, to be submitted with the semesterly report of the director;
  - ii. Shall record all purchases of the *Radio*, also to be submitted with the semesterly report;
  - iii. Shall record the numbers for all votes of the directors/coordinators; and
  - iv. Shall attend weekly staff meetings.

## 6. Meetings

- (a) Meetings shall be held on a weekly basis at a time to be determined by the director;
- (b) All staff members are required to attend each weekly meeting unless excused at the discretion of the Director; and
- (c) Volunteers are required to attend meetings at the discretion of the Director.

## 7. Impeachment of Officers

- (a) Any Coordinator, the Webmaster or the Secretary may be dismissed by the Director subject to the approval of the ASU Vice President Communications;
  - (b) A recommendation to dismiss the Director may be made to the Review Board if:
    - i. A recommendation is made by the Vice President Communications to the Communications Committee,
    - ii. The Communications Committee votes with a majority (50% +1) in favour of the recommendation.
8. Finance and Audit
- (a) The funds for the *Axe Radio* are derived from its annual operating budget as provided by the Acadia Students' Union as well as from funds solicited for advertising;
  - (b) The Director will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the ASU Vice President Finance;
  - (c) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
  - (d) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
  - (e) Both the Director and the financial officer must sign all reimbursement requests and/or purchase orders; and
  - (f) All expenditures for the organization shall be subject to the approval of the ASU Vice President Communications and Vice President Finance.
9. Property
- (a) Any items purchased by the organization shall be recorded by the Secretary and included in the Director's semesterly reports submitted to the ASU Vice President Communications;
  - (b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.
10. Internal Policies
- (a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Communications.
11. Constitutional Amendment
- (a) Either the coordinator or the ASU Vice President Communications may propose amendments to this constitution;
  - (b) The ASU Vice President Communications shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.





# **Universal House Council Constitution**

## **Appendix 4**

### **Acadia Students' Union**

## **Article 1: Purpose and Intent**

1. House Councils shall strive to:
  - (a) Foster a sense of community, house pride, and spirit amongst the residents of the House;
  - (b) Represent residents' interests at all levels of government within the Acadia Students' Union and University;
  - (c) Afford opportunities for all residents to meet new people and engage in social activities designed for their enjoyment and benefit;
  - (d) Foster a sense of pride in residents in the accomplishments of residents and of the House; and
  - (e) Make all residents aware of the resources available across campus.

## **Article 2: Membership**

1. All residents of the House are members of the House Council.
2. The House Council shall include one appointed member:
  - (a) Executive Assistant.
3. The House Council shall consist of the following voting members:
  - (a) Executive Board:
    - i. President;
    - ii. Vice President Programming;
    - iii. Vice President Communication;
    - iv. Vice President Finance.
  - (b) Elected Officers:
    - i. Frosh Representative;
    - ii. Environmental Representative;
    - iii. International Representative;
    - iv. Sports Representative;
    - v. Floor Representatives.
4. One member of the Residence Life Staff of the House team shall be invited to participate in all meetings as a non-voting member.
5. All Elected Officers shall serve as non-voting members of Council.
6. Honorary, non-voting members may be invited to attend regular meetings upon consensus of Council

## Article 3: Responsibilities

1. The Executive Assistant shall:
  - (a) Record and publicize all minutes at each meeting of the executive board and Council;
  - (b) Provide an agenda in advance of all meetings;
  - (c) Oversee all complaints, and if necessary, impeachment proceedings;
  - (d) Approve all honorariums;
  - (e) Provide performance evaluations in a manner that he/she sees fit;
  - (f) Preside over all elections; and
  - (g) Maintain a sessional or cumulative GPA of 2.0.
  
2. The President shall:
  - (a) Preside over all meetings of the executive board;
  - (b) Promote constructive student spirit;
  - (c) Provide a monthly report detailing the activities of the Council to the Vice President Programming;
  - (d) Represent residents at all House Presidents Committee meetings of the Students Representative Council;
  - (e) Manage the Executive Board;
  - (f) Supervise the day-to-day affairs of the House;
  - (g) Supervise all programs of the House Council;
  - (h) Distribute house e-mails;
  - (i) Maintain a sessional GPA of 2.0.; and
  - (j) Provide detailed communication about house activity during each meeting of the House Presidents Committee.
  
3. The Vice President Communication shall:
  - (a) Perform the duties of the President in his/her absence;
  - (b) Assume the position in the event that the President is removed from or leaves office;
  - (c) Develop a communication strategy to advertise all meetings, events and activities; and
  - (d) Write all House emails and submit them to the President.
  
4. The Vice President Programming shall:
  - (a) Provide a proposal of events at the first regular meeting of Council in each semester, including at least one event each month, four of which must be alcohol-free;
  - (b) Serve as the liaison with the Bar Manager, Building Manager, and any other event contacts;
  - (c) Organize and oversee all social events approved by House Council;
  - (d) Take all steps necessary to ensure the safety and well-being of all students at House events;

- (e) Work with the Vice President Finance to ensure fiscally responsible events; and
  - (f) Coordinate Council involvement in all House events and activities.
5. The Vice President Finance shall:
- (a) Maintain House accounts for the Council;
  - (b) Draft a year-long budget to be ratified at the first meeting of Council in order to ensure finances are responsibly used throughout the year.
  - (c) Report to Council on the financial affairs of the House;
  - (d) Receive and record all payments;
  - (e) Work with all members on Council to ensure projects are fiscally responsible; and
  - (f) Ensure transparent and accountable financial management.
6. The Frosh Representative shall:
- (a) Serve as the voice of all first-year residents in meetings of House Council;
  - (b) Facilitate communications with first-year residents of the House;
  - (c) Work with the Vice President Programming to ensure that programming meets the expectations of under-age residents; and
  - (d) Encourage first-year residents to actively participate in the events of the House.
7. The Floor Representatives shall:
- (a) Serve as the voice of all residents of the floor represented;
  - (b) Facilitate communications with all residents of the floor; and
  - (c) Encourage residents of the floor to actively participate in the events of the House.
8. The Sports Representative shall:
- (a) Arrange all intramural teams of the House;
  - (b) Encourage resident participation at House games;
  - (c) Coordinate practice times, if requested; and
- Be responsible for promotions of sporting games on campus.
9. The International Representative shall:
- (a) Serve as the voice of international residents at Council;
  - (b) Facilitate communications with international residents of the House and ensure adequate programming; and
  - (c) Serve as a liaison with the Centre for Global Education.
10. The Environmental Representative shall:
- (a) Encourage Council to be environmentally conscious;
  - (b) Work with the Acadia Environmental & Sustainability Office; and
  - (c) Provide information campaigns and events to reduce ecological footprint.

## **Article 4: Finances**

1. All funds collected through membership dues or fundraising shall be managed in the best interest of all residents.
2. All expenditures shall be published on the main bulletin board in the Residence lobby.
3. A detailed report of all financial activities of the term will be made available to students upon request within 24 hours.
4. If any resident should have a concern regarding the fiscal management of Council he/she may submit a complaint to the Executive Assistant and/or the ASU Vice President Programming. A follow up will be provided within 5 working days starting on the day the complaint was submitted.
5. All reimbursement requests for House Council expenditures must be signed by the House Council President and Vice President Finance.

## **Article 5: Meetings**

1. Meetings shall provide an opportunity for robust discussion and debate for all issues relevant to residents.
2. House Council shall meet at least once per month, at a time announced by the President, determined by general consensus.
3. The Executive Board shall meet at least once per week, at a time announced by the President, at a time determined by general consensus.
4. Regular meeting times shall be published on the lobby bulletin board and in all House emails.
5. Members will be informed of all meetings at least 7 days in advance.
6. All meetings shall be open to residents, unless in-camera status is deemed necessary by two-thirds of Council.
7. Each member is responsible for providing notice of absence at least 12 hours in advance of the meeting. If a member fails to provide adequate notice, he or she will be subject to disciplinary action as outlined in this constitution.

## **Article 6: Elections**

1. The General Election, for members of the Executive Board and the Sports Representative, shall take place on the third Wednesday of March.
2. The By-Election, for all other Elected Officers and any Executive positions remaining open, shall take place on the last Wednesday of September.
3. All candidates shall submit a nomination form to the Executive Assistant, including the signatures of ten residents, supporting his/her candidacy.
4. All candidates will have the opportunity to make a presentation at a Candidate Forum held by the Executive Assistant / President and all outgoing members of Council.
5. All campaign materials must be taken down by midnight on the Monday before the election.
6. The ballots shall list all candidates in alphabetical order.
7. Each ballot will be signed by the election administrator immediately before it is handed to the voter.
8. A candidate must receive the majority of votes cast to be declared elected.
9. If there is no majority winner in the election, those candidates who received the largest number of votes will participate in another election, to take place on the following Wednesday.
10. Any candidates running unopposed must receive a majority of ballots cast in order to win the election.
11. The ballot count will be witnessed by one outgoing President, unless he/she is a candidate in the election. In the event that the President is a candidate an outgoing Council member will be appointed by the Executive Assistant.
12. Candidates may provide a scrutineer.
13. Any election complaints will be heard by a committee comprised of the Executive Assistant, ASU Vice President Programming and outgoing President. If any of the complaint committee members are participants of the election, or involved in the complaint, the Chairperson of the Students' Representative Council will stand in his or her place.

## **Article 7: Appointment**

1. The Executive Assistant shall be appointed by a committee including the outgoing Executive Assistant, outgoing President, Incoming president and one other outgoing and one other incoming member of Council.
2. The position opening will be published in emails and on the House bulletin board.
3. The committee will make a selection by the last Wednesday in April.
4. Once the committee has made a selection, the successful candidate will make a bid to be ratified by the outgoing Council.
5. If the candidate is not approved by Council the hiring process will be revisited.

## **Article 8: Impeachment**

1. Any member of Council can be impeached upon:
  - (a) A motion supported by two-thirds of Council;
  - (b) Missing three meetings;
  - (c) A vote, administered by the Executive Assistant, of at least two-thirds of residents.
2. The President of Council will be impeached if he/she misses three meetings of the House Presidents Committee, provided that he or she does not send a delegate.

## **Article 9: Complaints**

1. Any resident may submit a complaint about any individual, or group of individuals, on Council.
2. Complaints will be submitted to the Vice President Programming of the Students' Representative Council.
3. The complaint will be heard by the Chair of the S.R.C, the ASU Vice President Programming, and the Executive Assistant of the House Council.

4. If a complaint is found to confirm an action committed by a member of Council that negatively affected the Council or its residents, the committee shall provide appropriate reparation measures. These measures may include a(n):
  - (a) Written warning;
  - (b) Full or partial reduction in benefits or honorarium;
  - (c) Suspension of duties;
  - (d) Other measure that the committee deems appropriate.

## **Article 10: Honoraria**

1. Vice Presidents of Council are entitled to an honorarium totaling no more than \$30.
  - (a) This sum is to be paid in the form of a SUB card.
2. The Executive Assistant of Council is entitled to an honorarium totaling no more than \$30.
  - (a) This sum is to be paid in the form of a SUB card.
3. The President of Council is entitled to receive the designated "Presidents' Jacket" or the equivalent value in the form of a SUB card.
  - (a) This jacket will necessarily include:
    - i The crest of Acadia University
    - ii. The last name of the President
    - iii. The House name
    - iv. The President's title
  - (b) This jacket shall only be available to House Council Presidents, both past and present;
    - i. Any past President may purchase the jacket at their own expense.
4. A summary of all honoraria will be submitted by the Executive Assistant and Vice President Finance to the Vice President Programming and Vice President Finance of the Acadia Students' Union.
5. The summary will be signed by the President, Executive Assistant and Vice- President Finance.



Official Election Complaint Form

**Appendix 5**

**Acadia Students' Union**

**2010-2011**



**OFFICIAL COMPLAINT FORM FOR ASU  
ELECTIONS, PLEBISCITES, AND REFERENDUMS**

Section 13 of the ASU *Elections Act* (By-Laws 3) gives candidates the right to access a formal grievance process to resolve allegations of unfair campaigning relating to any ASU election, plebiscite, or referendum. This form shall serve as the official form for Section 13 complaints.

Date Incident Occurred:  
Name of Candidate Accused:

Description of Incident:

(Please provide a short description of the alleged incident of unfair or illegal campaigning, providing as much essential information as possible.)

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Complainant:

Name:  
Student Number:  
Phone Number:  
Local Address:

Witness

Name:  
Student Number:  
Phone Number:  
Local Address:

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(Signature of Complainant)

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(Date)

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(Signature of Verifying Witness)

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(Date)