

The Students' Union, the University of Calgary

# Union Bylaw

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## Preamble

**WHEREAS** Section 93(3) of the *Post-Secondary Learning Act*, S.A. 2003, c.P-195, states that the Union shall provide for the administration of undergraduate student affairs at the University of Calgary, including the development and management of student committees, the development and enforcement of rules relating to student affairs and the promotion of the general welfare of the students consistent with the purposes of the University of Calgary;

**WHEREAS** Section 95(1) of the *Post-Secondary Learning Act*, S.A. 2003, c.P-195, states that the business and affairs of the Union shall be managed by the Students' Legislative Council (hereinafter referred to as "SLC"), the members of which shall be elected by and from the members of the Union;

**WHEREAS** Section 95(2) of the *Post-Secondary Learning Act*, S.A. 2003, c.P-195, authorizes the Students' Legislative Council to make bylaws governing membership, elections, governance structure, meetings, membership fees, the acquisition, management and disposition of property and any other matter pertaining to the management and affairs of the Students' Union;

**WHEREAS** Section 98(1) of the *Post-Secondary Learning Act*, S.A. 2003, c.P-195, states that members of the Union may, by a Petition that is determined to be sufficient in accordance with the Union Bylaw, require SLC to conduct a vote on and implement any Resolution pertaining to the affairs of the Union;

**WHEREAS** Article I of the Constitution establishes the name of the organized student body as "THE STUDENTS' UNION, THE UNIVERSITY OF CALGARY" (hereinafter referred to as "the Union");

**WHEREAS** Article III of the Constitution establishes the membership of the Union to consist of all Active Members and Honorary Members;

**WHEREAS** Article IV, Section D of the Constitution establishes that all Active Members of the Union shall have all the powers inherent in the Constitution and established in the Union Bylaw;

**WHEREAS** Article V of the Constitution establishes Town Hall Meetings which the President shall call if requested to do so in writing by one hundred Active Members;

**WHEREAS** Article VI, Section A of the Constitution establishes SLC;

**WHEREAS** Article VI, Section B of the Constitution vests in SLC the legislative power of the Union and the management of the business and affairs of the Union through its position as the policy-making body of the Union;

**WHEREAS** Article VII, Section A of the Constitution establishes the Cabinet;

**WHEREAS** Article VII, Section B of the Constitution vests the administrative and executive functions of the Union in the Cabinet;

**WHEREAS** Article VII, Section C of the Constitution establishes that the members of the Cabinet shall be elected from the members of the Union;

**WHEREAS** Article VIII, Section A of the Constitution establishes the “The Review Board” and “The Tribunal” as Courts of inherent jurisdiction over justiciable issues within the Union;

**WHEREAS** Article VIII, Section B of the Constitution vests the judicial functions of the Union with The Review Board and The Tribunal;

**WHEREAS** Article VIII, Section C of the Constitution mandates that members of the judiciary of the Students’ Union shall be selected by SLC in a manner provided for in the Union Bylaw;

**WHEREAS** Article IX, Section D of the Constitution establishes that any establishment or alteration to a Fee or Levy shall require a Referendum of the Membership;

**RECOGNIZING** that the Review Board has inherent jurisdiction over the justiciable issues of the Union including:

- (a) promoting a system of student discipline by which offenses in breach of the Constitution, Union Bylaw, and Procedures committed by members of the Union against members of the Union or against the Union itself may be adjudged;
- (b) enforcing and interpreting the Constitution, Union Bylaw, and Procedures of the Union; and
- (c) carrying out, at its discretion, any other duties as SLC requests;

**RECOGNIZING** that the Tribunal has inherent jurisdiction of review over decisions of the Review Board and has inherent power and responsibility for creating Procedures for the Tribunal;

**RECOGNIZING** that the members of SLC are ultimately accountable to the members of the Union and it is the responsibility of all members of SLC to hold all members of SLC accountable;

**THEREFORE**, THE STUDENTS’ UNION, THE UNIVERSITY OF CALGARY, with the advice and consent of the Students’ Legislative Council, enacts the following.

## Definitions

In this Union Bylaw and all other policies of the Students' Union, unless context otherwise requires:

**“Academic Year”** means the period of time during which the university operates as indicated in the University of Calgary academic calendar.

**“Acclamation”** means the automatic election of a nominated candidate to the office for which they have been nominated by reason of no opposing candidate(s) to contest the election.

**“Active Member”** means a student at the University of Calgary who meets the qualifications for membership.

**“Ad-hoc Committee”** means a Committee that is formed by an SLC Resolution which is intended to continue as long as it is needed to fulfill its mandate as indicated in the Committee's Terms of Reference.

**“Audited Financial Statement”** means a review of the financial statements of the Union, performed by an accounting firm, resulting in the publication of an independent opinion on whether or not those financial statements are relevant, accurate, complete, and fairly presented.

**“Benefits”** means all employee benefits, including vacation and wellness days, available to elected and appointed officials as decided by the General Manager or designate and the Cabinet.

**“By-Election”** means the election that takes place in the Fall Session to fill any vacancies.

**“Cabinet”** means the Student Executive Cabinet established by Article VII, Section A of the Constitution and classified as a Standing Committee, which makes human resource-based decisions, orders, and findings within the Union.

**“Campaigning”** means all activities related to the promotion of a candidate and/or the “yes” or “no” side of a Referendum or Plebiscite.

**“Candidate”** means an Active Member who is seeking election for the office of President, Vice President Academic, Vice President External, Vice President Student Life, Vice President Operations and Finance, Faculty Representative, or Board of Governors or Senate Student-at-Large Representative in a Union Election.

**“Capital Budget”** means the portion of the annual financial plan of the organization that includes Capital Expenditures and the rationale for the Capital Expenditures.

**“Capital Expenditure”** means the amount to be expensed on fixed assets such as furnitures, fixtures, and equipment.

**“Chair”** means the person appointed to preside over a Committee, Review Board, or Tribunal as specified in the Union Bylaw or Committee Terms of Reference.

**“Chief Returning Officer”** means the Active Member responsible for administering Students’ Union Elections, Referenda, and Plebiscites. Also: CRO.

**“Code of Conduct”** means a formal or informal agreement established by SLC respecting the conduct of elected or appointed officials when acting as representatives of the Students’ Union.

**“Colour Night”** means the date on which incoming Elected Officials are sworn in.

**“Committee”** means a Standing or Ad-Hoc Committee established in the Union Bylaw or created by an SLC Resolution that has a Terms of Reference establishing its purpose and functions.

**“Committee of the Whole”** means a device in which SLC may informally deliberate upon and discuss an issue or proposal in depth.

**“Complaint”** means an official written allegation made against an elected or appointed official in accordance with SLC Procedures, setting out the facts on which the claim is based.

**“Conflict of Interest”** means a set of circumstances in which the private interests of an individual, Directly Associated Person or Organization may be reasonably perceived to bias a decision maker’s judgement in the exercise of an official power, duty, or function.

**“Constitution”** means the Constitution of the University of Calgary Students’ Union as pursuant to section 93 of the Alberta Post-Secondary Learning Act.

**“Delegation of Authority”** means any power, authority, or responsibility granted to a position or committee within the Union Bylaw, being transferred to another position or committee by a person or SLC to hold designated power, authority, or responsibility for a temporary period of time.

**“Directly Associated Person or Organization”** means any person or entity associated with an SLC member, CRO, Speaker, Review Board Member, Tribunal Member, or Student-at-Large, including a family member, interdependent adult, close personal friend, business associate or partner, or any corporation, joint venture partnership, or business entity.

**“Discussion and Information”** means a designated section on the agenda of an SLC meeting devoted to the dissemination of information and discussion of a particular issue.

**“Disqualification”** means an ineligibility to remain in one’s position as an Elected Official or appointed Student-at-Large on SLC, the Review Board, Tribunal, Senate, Board of Governors, or SLC Committee.

**“Elected Official”** means anyone who currently holds an elected position of the Union.

**“Emergency Expenditure”** means any financial allocation not approved in the Annual Budget that is of an urgent nature. Emergency Expenditures may be approved by the General Manager and the President or Vice President Operations and Finance and later reported to the Operations and Finance Committee.



**“Excusable Absence”** means an absence from an SLC meeting for which there is no penalty.

**“Executive”** means collectively as a group, or in singular reference the current elected office holder of the position(s) of President, Vice President Academic, Vice President External, Vice President Student Life, and/or Vice President Operations and Finance.

**“Executive Goals”** means goals as set out by the Executive each year in accordance with the Strategic Plan and approved Annual Budget.

**“Executive Meeting”** means any formal gathering of the Executive, not including Cabinet meetings, for the purpose of discussing SU business.

**“Executive Report”** means a report presented by an Executive at Each SLC meeting that includes all significant information which may affect Union operations or its membership.

**“External Membership”** means membership of the Union as a whole in an organization outside of the Union, e.g. the Canadian Alliance of Student Associations or the Council of Alberta University Students.

**“Extra-Budgetary”** means any financial allocation not approved in the Annual Budget.

**“Faculty Representative”** means an Active Member who is registered in the faculty or has been accepted to the faculty and has been elected as the Faculty Representative by students of the faculty during a Union Election.

**“Fall Session”** means the session from September to December as defined by the University of Calgary academic calendar.

**“Fee”** means any fee approved by a Referendum of Active Members in accordance with the Constitution and administered by the Union. Also, “Levy”.

**“Financial Records”** means accounts and records of revenue, expenditures, inventory, capital assets, debts, and Audited Financial Statements.

**“Fiscal Year”** means the Students’ Union fiscal year, which is July 1 to June 30.

**“Frivolous Complaint”** means a complaint which has no merit.

**“Full-Time Student”** means a student in a degree program who is registered in three or more half courses or nine units or more each session as defined in the University of Calgary academic calendar.

**“General Election”** means the election that takes place in the Winter Session with the purpose of filling the positions on SLC, Board of Governors, and Senate Student-at-Large Representatives to be inducted at Colour Night.

**“Honorary Member”** means a person who has been awarded Honorary Membership for rendering outstanding services to the Union.

**“Impeachment”** means the removal of an elected or appointed official from office.

**“In-Camera”** means a session of SLC or any Committee which covers information that will remain confidential, not be reflected in the minutes, and is not available to the public.

**“Monthly Report”** means a written report submitted to SLC by a non-Executive member of SLC detailing the activities of the SLC member for that month.

**“Nomination Period”** means the period of time, as determined by the CRO, during which nominations for vacant Elected Official positions shall be received by the CRO.

**“Oath of Office”** means a formal affirmation of elected or appointed officials’ obligations to Active Members of the Students’ Union and a commitment to perform those duties in good faith.

**“Operating Budget”** means expenditures, sources of revenue, and the rationale of the sources of revenue and the allocation of expenses.

**“Part-Time Student”** means a student in a degree program who is registered in fewer than three half courses or nine units each session as defined in the University of Calgary academic calendar.

**“Post-Secondary Learning Act”** means the legislation in Alberta governing post-secondary education.

**“Procedure”** means a type of Union Policy approved by SLC or a Committee through a Resolution that specifies a series of actions or operations to be executed in the same manner as to always obtain the same results.

**“Professional Misconduct”** means behaviour by an elected or appointed official that may bring the reputation of the Union into disrepute. Such conduct may include: abusing a person verbally, physically, emotionally, or sexually; breaching municipal, provincial, or federal legislation or regulation; misappropriating the personal property of others or SU resources; falsifying records; inappropriately using one’s position within the union for personal gain; publishing or causing to be published, information that is false, fraudulent, deceptive, misleading, or in violation of Union Policy.

**“Public Notice”** means dissemination of information that would reasonably be seen to give notice to members of the Union as a whole including, but not limited to emails to the Union membership, accessibility via the Union main webpage, and placing notice on the door of the Union office in MacEwan Student Centre. Also: “Publicly Available”.

**“Quorum”** means the minimum number of members of a particular body as set out in the Union Bylaw that must be present at a meeting of the body before the meeting’s proceedings are valid.

**“Report to the Community”** means a report by the President which shall include information about the Union Budget including approvals of any Extra-Budgetary additions and any legislative changes to the Union that significantly affects the student experience.

**“Reprimand”** means a formal written statement of disapproval by SLC Resolution specifying the nature of a complaint and the reason for disciplinary action.

**“Resignation”** means a signed notice that one intends to leave their position as an elected or appointed official, attested to by two witnesses and submitted to the President or SLC. Resignations may be submitted by an SLC member, an SLC Committee member, a Review Board member, Tribunal member, the CRO or the Speaker.

**“Resolution”** means a main motion submitted in writing at SLC or its committees for the purpose of making a decision or expressing an opinion.

**“Retained Earnings”** means the accumulated net income retained for reinvestment in a business or organization which increases or decreases in correspondence with the net income or loss of the operation in a Fiscal Year.

**“Review Board”** means the Review Board established in Article VIII of the Constitution which has jurisdiction over justiciable issues of the Union.

**“Simple Majority”** means a vote which requires a minimum of 50% + 1 of the votes cast to succeed.

**“SLC Member”** means an Active Member who has been elected or appointed to SLC, has taken the Oath of Office, and whose term in office has not expired.

**“Speaker”** means the Active Member responsible for presiding over SLC meetings.

**“Special SLC Meeting”** means a meeting of SLC called by the President for the purpose of addressing emergent and time sensitive issues as outlined in Section 30 of the Union Bylaw.

**“Standing Committee”** means a Committee which is formed by Referendum, Union Bylaw or SLC Resolution intended to continue beyond a single session of SLC.

**“Strategic Plan”** means a three year document to guide the Union that includes the mission statement, vision statement and guiding principles.

**“Student-at-Large”** means the Board of Governors representative, Senate representatives, non-SLC Members appointed to SLC Committees, and Active Members appointed to the Review Board and Tribunal.

**“Students’ Legislative Council”** means the Students’ Legislative Council of the Students’ Union, established by Article VI, Section A of the Constitution for the purpose of managing the business and affairs of the Union.

**“Super Majority”** means a vote which requires a minimum of two-thirds of those elected SLC Members present and voting.

**“Term Excusal”** means Excusable Absences granted to a member of SLC for the duration of the Fall or Winter Sessions due to required course components.

**“Terms of Reference”** means a specific type of Union Policy approved by an SLC Resolution specifying the mandate, function and meeting process for a Committee.

**“The Students’ Union”** means the Students’ Union, The University of Calgary established by Section 93 of the Post-Secondary Learning Act. Also: “SU” or “Union”.

**“Town Hall Meeting”** means a general meeting of the Students’ Union as established in Article V of the Constitution.

**“Tribunal”** means the Tribunal established in Article VIII of the Constitution, which has jurisdiction of review over decisions of the Review Board.

**“Tri-Media Group”** means The Gauntlet Publications Society, New University Television Society (NUTV) and The University of Calgary Students’ Radio Society (CJSW).

**“Trimester Report”** means a document created by each Executive that updates SLC on the status of Executive Goals.

**“Unanimous Consent”** means all elected and voting members present are in agreement.

**“Union Election”** means a process by which an Active Member is selected to be on SLC or as a Board of Governors or Senate Student-at-Large Representative at a General Election or By-Election.

**“Union Policy”** means any official statement of values, beliefs, principles, or process of the Union as outlined in the Constitution, Union Bylaw, Procedures, Resolutions, or Terms of Reference which are amendable in the proper form dictated by either the Constitution or the Union Bylaw.

**“University Policy”** means any official statement of values, beliefs, principles, or process of the University of Calgary.

**“Vexatious Complaint”** means a complaint which is brought, regardless of its merits, solely to harass or subdue another person.

**“Warning”** means written notice issued by SLC Resolution that an elected or appointed official’s conduct is not appropriate and could result in further consequences. A warning shall not include details regarding the nature of a complaint.

**“Winter Session”** means the session from January to April as defined by the University of Calgary academic calendar.

## Membership and Fees

### Active Members

- 1 (1) A person becomes an Active Member when that person registers for at least one course as an undergraduate student at the University of Calgary.
- 2 (1) Subject to an SLC Resolution terminating a person's Membership in the Union in accordance with section 5, a person stops being an Active Member when the person:
  - (a) Does not register for at least one course in either the Fall or Winter Session as an undergraduate student at the University of Calgary; or
  - (b) Fails to pay Union fees to the University of Calgary in accordance with University of Calgary policy, the Constitution, and the Union Bylaw.
- 3 (1) All Active Members are entitled to full Union privileges, which include, but are not limited to:
  - (a) Voting in any Union Election, Referendum, or Plebiscite;
  - (b) Being a member of SLC if elected or appointed in accordance with the Union Bylaw;
  - (c) Participating in Town Hall Meetings;
  - (d) Making use of the facilities and services provided by the Union; and
  - (e) Exercising any other rights of Active Members, actual or implied, as set out in the Constitution and the Union Bylaw.

### Honorary Members

- 4 (1) A person who has rendered outstanding services to the Union may be awarded Honorary Membership.
  - (2) Honorary Members shall not have any of the privileges of Active Members.

### Termination of Membership

- 5 (1) The Membership of an Active Member in the Union may only end if the member:
  - (a) Fails to fulfill the requirements for Membership in the Union; or
  - (b) Contravenes the Constitution or Union Bylaw.
- (2) No SLC Resolution terminating a person's Membership can be submitted to a vote unless the Review Board has heard the matter and recommends to SLC that the person's Membership be ended.
- (3) SLC may only terminate a person's membership with a Special Super Majority Resolution.

# Students' Legislative Council

## Composition

6 (1) The Students' Legislative Council established by the Constitution shall be composed of:

- (a) The President
- (b) The Vice President Academic;
- (c) The Vice President External;
- (d) The Vice President Student Life;
- (e) The Vice President Operations and Finance; and
- (f) At least one representative from each of the following faculties:
  - (i) Arts;
  - (ii) Business;
  - (iii) Education;
  - (iv) Engineering;
  - (v) Kinesiology;
  - (vi) Law;
  - (vii) Medicine;
  - (viii) Nursing;
  - (ix) Science;
  - (x) Social Work; and
  - (xi) Veterinary Medicine.

7 (1) In accordance with section 6(1)(f), there shall be at least one Faculty Representative for each faculty represented on SLC according to the following schedule:

- (a) An additional Faculty Representative will be added to SLC for every two thousand students that are officially enrolled in the Faculty;
- (b) There shall be no limit to the number of Faculty Representatives represented on SLC as set out in the following schedule:
  - (i) If there are two thousand to three thousand nine hundred ninety nine Active Members enrolled in the faculty, the total number of Faculty Representatives allotted per faculty will be two;
  - (ii) If there are four thousand to five thousand nine hundred ninety nine Active Members enrolled in the faculty, the total number of Faculty Representatives allotted per faculty will be three;
  - (iii) If there are six thousand to eight thousand nine hundred ninety nine Active Members enrolled in the faculty, the total number of Faculty Representatives allotted per faculty will be four;

- (iv) If there are eight thousand to ten thousand nine hundred ninety nine Active Members enrolled in the faculty, the total number of Faculty Representatives allotted per faculty will be five;
  - (v) If there are ten thousand to twelve thousand nine hundred ninety nine Active Members enrolled in the faculty, the total number of Faculty Representatives allotted per faculty will be six.
- 8 (1) For calculation purposes, total faculty enrolment numbers will be based on the total of Full-Time and Part-Time undergraduate students enrolled in a particular faculty for the most recent Fall Session, as published by the University of Calgary's Office of Institutional Analysis.
- 9 (1) Newly allotted Faculty Representatives for SLC shall be created at such time as to be included in the next General Election.
- (2) For calculation purposes, By-Elections shall use the total faculty enrolment numbers that were used for the previous General Election.

## Purposes, Powers, Duties, and Functions

10 (1) SLC:

- (a) Has the powers given to it by section 95 of the *Post-Secondary Learning Act*, the Constitution, and the Union Bylaw;
  - (b) Has the duties that are imposed on it by section 95 of the *Post-Secondary Learning Act*, the Constitution, and those that SLC imposes on itself as a matter of the Union Bylaw, Procedure, or Resolution; and
  - (c) Has the functions that are described in section 95 of the *Post-Secondary Learning Act*, the Constitution, and Union Bylaw.
- (2) SLC shall carry out its powers, duties, and functions only by:
- (a) Resolution;
  - (b) SLC Procedure, when required by the Union Bylaw;
  - (c) Bylaw when required to do so by the Union Bylaw;
  - (d) Constitutional amendment when required to do so by the Constitution; or
  - (e) Referendum or Plebiscite when required to do so by the Constitution or Union Bylaw.

11 (1) SLC is responsible for:

- (a) Ensuring the powers, duties, and functions of SLC are appropriately carried out according to the *Post-Secondary Learning Act*, Constitution, and Union Bylaw;
- (b) Ensuring the policies and programs of the Union are appropriately developed and evaluated;
- (c) Considering the welfare and interests of the Union as a whole;

- (d) Ensuring the timely creation and reporting to SLC of the Executive Goals;
- (e) Overseeing the progress and implementation of the Executive Goals;
- (f) Overseeing Executive orientation plans by receiving updates from the Executive in respect to planning, progress, and execution of Executive orientation activities;
- (g) Overseeing Executive expenses and perquisites;
- (h) Appointing members to the Nominations Committee no later than the first SLC meeting in June as per section 116;
- (i) Appointing members to the Operations and Finance Committee no later than the first SLC meeting in May held after Colour Night as per section 117; and
- (j) All other responsibilities of the Union not explicitly granted to another person or body by the Constitution or Union Bylaw.

## **Student Legislative Council Meeting Process**

12 (1) SLC meetings shall be open to the public.

13 (1) SLC may vote to go into Committee of the Whole.

(2) SLC shall not pass any Union Policy while it is in Committee of the Whole.

14 (1) All Resolution, decisions, and other proceedings of SLC shall be recording in writing or electronically and be accessible to the public on demand.

15 (1) Each SLC Member present at an SLC meeting has one vote on matters put to a vote at the meeting, unless the member is required to abstain from voting under the Union Bylaw or has been disciplined by SLC in a manner that restricts the SLC Member's voting ability.

(2) A Resolution of SLC is valid only if a majority of SLC Members present at the meeting vote in favour of it, except where the Union Bylaw states otherwise.

(3) If there are an equal number of votes in favour of or opposed to any matter requiring a Simple Majority, the Resolution is defeated.

(4) No person other than the SLC Member shall exercise the SLC Member's rights on SLC.

(5) SLC Members present at an SLC meeting are able to abstain from voting on all substantive motions and Resolutions.

(6) SLC Members shall not exercise their right to vote unless physically present at an SLC meeting.

## **Attendance**

16 (1) Attendance during both the first and final roll call shall be required for a member of SLC to be considered present for an SLC meeting.



- 17 (1) An SLC Member who arrives late may be excused and added to the first roll call if a Super Majority of SLC Members present vote in favour of such a motion.
- 18 (1) SLC may vote, by a Simple Majority of SLC Members present, to excuse a member from an SLC meeting.
- (2) Excusal motions may only be tabled according to section 19.
- 19 (1) Excusal motions, excluding Term Excusals, must be made:
- (a) Prior to the SLC Member's absence; or
  - (b) At the first SLC meeting after the SLC Member's absence.
- (2) Excusable absences, excluding Term Excusals, from SLC may include:
- (a) Medical emergencies;
  - (b) Family emergencies;
  - (c) Religious convictions; or
  - (d) A required course component scheduled by a professor.
- (3) Subsequent to section 19(2), SLC may request documentation regarding the excusable absence.
- 20 (1) Term Excusal motions for required course components can only be brought forth to SLC during the four weeks before the relevant course add/drop date.
- (2) Term Excusal motions must have accompanying documentation outlining the rationale for the Term Excusal from SLC.
- (3) In the event that a Faculty Representative has a required course component or other excusable absence which partially, but not substantially, conflicts with regularly scheduled SLC meetings, SLC may grant Term Excusals for specific periods of time during SLC meetings, enabling a faculty representative to leave early or arrive late without penalty.
- (4) SLC shall determine each Term Excusal Motion on a case by case basis.
- 21 (1) An SLC Member is not considered to be absent from a meeting if the member is absent on Union business.
- (2) SLC may vote, by Simple Majority of SLC Members present, whether a member's absence is considered Union business.

### **Students' Legislative Council Speaker**

- 22 (1) There shall be an SLC Speaker responsible for the conduct of SLC meetings in accordance with the Union Bylaw and SLC Procedures.

(2) The Speaker shall have the discretion, authority, and responsibility to expel and exclude a person from an SLC meeting if that person engages in improper conduct at an SLC meeting.

(3) The Speaker shall be governed by the Conflict of Interest provisions in the Union Bylaw.

23 (1) A person is not qualified to be Speaker if that person:

(a) Ceases to be an Active Member;

(b) Is an elected or appointed Union official;

(c) Is a voting member of a Committee of SLC;

(d) Holds any other position of employment with the Union;

(e) Has held the office of President, Vice President Academic, Vice President External, Vice President Student Life, or Vice President Operations and Finance of the Union during the past year prior to becoming the Speaker; or

(f) Has violated any Union Policy.

24 (1) SLC may make procedures regarding the role of the Speaker and the conduct of SLC meetings.

### **First Meeting of the Students' Legislative Council**

25 (1) The first meeting of the SLC elected at a General Election shall be held on Colour Night.

(2) As per Article VI, Section C of the Constitution, Colour Night shall be held:

(a) No earlier than the last day of the Winter Session final examinations; and

(b) No later than the first Monday in May.

### **Students Legislative Council Meetings**

26 (1) SLC shall hold as many meetings in each year as it considers necessary to deal with Union affairs.

(2) SLC shall establish an SLC Procedure setting the day, time, and place for regular meetings of SLC.

27 (1) Regular SLC meetings shall begin in September and end in April.

(2) Quorum for regular SLC meetings shall be a majority of the SLC Members elected and sworn in.

28 (1) Summer SLC meetings shall begin in May and end in August.

### **Special Students' Legislative Council Meetings**

29 (1) The President shall call a Special SLC Meeting when:

(a) The President considers it necessary to do so;

(b) Requested to do so in writing by a majority of the Executive or SLC; or

- (c) Requested to do so in writing by the Speaker for the purpose of hearing a complaint under the disciplinary process outlined in the Union Bylaw.
- (2) A Special SLC Meeting held as per Union Bylaw sections 29(1)(a-b) shall be held within three business days of the date the President receives the request.
- (a) A Special SLC Meeting may only be held if a reasonable effort has been made to notify all SLC Members and the Speaker of the date, time, place, and purpose of the meeting in writing at least 24 hours in advance of the Special SLC Meeting.
  - (b) Written notice of Special SLC Meetings shall be posted in the Union office 12 hours prior to the meeting.
  - (c) A Special SLC Meeting may be held with less than 12 hours' notice if a Super Majority of all elected SLC Members agree to the agenda for the Special SLC Meeting and all SLC Members are notified as per section 29(2)(a).
- (3) A Special SLC Meeting held as per Union Bylaw section 29(1)(c) for the purpose of hearing a complaint shall be held within ten business days of the date the President receives the request.
- (a) A Special SLC Meeting for the purpose of hearing a complaint may only be held if reasonable effort has been made to notify all SLC Members, the Speaker, the complainant, respondent, and any other relevant witnesses of the date, time, place, and purpose of the meeting in writing at least three business days in advance of the Special SLC Meeting.
  - (b) Written notice of a Special SLC Meeting for the purpose of hearing a complain shall be posted in the SU Main Office at least three business days in advance of the Special SLC Meeting.
- (4) Only the business specified in the notice calling the meeting can be conducted at a Special SLC Meeting unless all SLC Members are present, in which case, by Unanimous Consent, any other business may be conducted.

## Oath of Office

- 30 (1) SLC Members, SU Executives, and other elected and appointed officials shall take an Oath of Office administered by the Speaker before starting their duties.
- (2) The Oath of Office for all elected and appointed officials shall be:

*I, (official's name), affirm that I will honour my office by acting in the best interests of the students in my faculty and my university.*

*I will act with integrity in all my roles and responsibilities.*

*I will respect the values of the Constitution and Bylaws of the Students' Union.*

*I will strive to free myself from personal bias and make informed decisions.*

*I will work together with my fellow officials for the benefit of all students.  
I will serve to the best of my ability and hold myself accountable for the standard of my service.*

## **SLC Member Roles and Responsibilities**

31 (1) All SLC members shall be responsible to:

- (a) Prepare for, attend, and participate in SLC and SLC committees;
- (b) Make informed decisions;
- (c) Abide by all Union Policy;
- (d) Maintain confidentiality;
- (e) Respect the authority of SLC and SLC decisions;
- (f) Act in the best interests of the Students' Union and undergraduate students at the University of Calgary;
- (g) Promote for the general welfare of undergraduate students consistent with the purposes of the University of Calgary as a publicly funded post-secondary institution;
- (h) Advance and support the SU's Strategic Plan;
- (i) Be informed and aware of the SU's programs, services, and policies;
- (j) Participate in training and orientation activities planned by the General Manager or designate;
- (k) Participate in the training and orientation of their successors by having meetings and preparing transition materials; and
- (l) Fulfill any other duty or responsibility that may be assigned or delegated by SLC.

## **Faculty Representative Roles and Responsibilities**

32 (1) Faculty Representatives shall be responsible to:

- (a) Become aware of and understand issues that impact undergraduate students in all years and all programs within their faculty;
- (b) Identify opportunities and execute plans to consult and collaborate with students and student groups to understand undergraduate students' needs and concerns;
- (c) Liaise with university officials about student needs and interests and in their faculty;
- (d) Attend and participate in university committees as appointed or designated by SLC or the university for the purpose of representing student needs and interests, which may include but shall not be limited to:
  - (i) Faculty council and faculty council committees;
  - (ii) General Faculties Council; and
  - (iii) Other university or faculty committees; and
- (e) Communicate with students in their faculty about the SU's Strategic Plan, programs, services, policies, and decisions made by SLC.

## Reporting

- 33 (1) All SLC members shall give a report at each regular SLC meeting regarding:
- (a) Emerging and ongoing issues impacting undergraduate students; and
  - (b) All recent activities related to their roles and responsibilities as an Executive or Faculty Representative.
- 34 (1) Faculty Representatives shall submit a monthly report documenting their activities and progress on goals arising from the responsibilities detailed in sections 32 and 33.
- (2) Faculty Representatives' monthly reports shall be made publicly available.
- 35 (1) If requested to do so by any Active Member, a Faculty Representative shall be available to answer questions regarding their Monthly Report.
- 36 (1) Committee Chairs or the Committee Chair alternate shall submit an oral report of the committees' activities at each SLC meeting.
- 37 (1) Board of Governors Student-at-Large Representatives shall present to SLC all issues of pertinent relevance to Union Members before each Board of Governors meeting and report to SLC after each Board of Governors meeting.
- (2) Senate Student-at-Large Representatives shall report to SLC all issues of pertinent relevance to Union Members after each Senate meeting.
- (3) If requested to do so by any Active Member, Board of Governors and Senate Student-at-Large Representatives shall submit a report to SLC on any matter as requested by an Active Member.
- 38 (1) Each Executive shall submit a Trimester Report to SLC on the status of their Executive Goals:
- (a) At the first SLC meeting in September;
  - (b) At the first SLC meeting in January; and
  - (c) At the SLC meeting prior to Colour Night.
- 39 (1) The President shall deliver an annual Report to the Community which shall include information on the highlights of the Annual Budget, including approvals of any Extra-Budgetary additions and any legislative changes to the Union that significantly affect the student experience.

## Elections

### Union Elections

- 40 (1) The Union shall hold a General Election in the winter term each year for the purpose of electing:

- (a) The SLC;
  - (b) One Student-at-Large Representative for the University of Calgary Board of Governors;  
and
  - (c) Two Student-at-Large Representatives for the University of Calgary Senate.
- (2) The Union shall hold a By-Election in the fall term each year for the purpose of filling any vacancies for positions listed in section 41(1).
- 41 (1) All Active Members shall be eligible to run in Union Elections subject to additional eligibility requirements established by SLC.
- (2) Unless declared ineligible by SLC, an Active Member who has resigned, been disqualified, or had their seat declared vacant is eligible to run in the next Union Election.

## **Election Policies and Procedures**

- 42 (1) An Active Member shall be delegated authority as the Chief Returning Officer (CRO) and shall be responsible for the independent and impartial administration and conduct of Union Elections, Referenda, and Plebiscites, as detailed in SLC approved policies and procedures.
- (2) SLC shall create additional policies and procedures pertaining to Union Elections outlining:
- (a) Principles for how Union Elections shall be administered
  - (b) Additional eligibility requirements for candidates in Union Elections;
  - (c) Delegated authority to the CRO and the General Manager or Designate to create operational policies and procedures regarding nominations, campaigning, voting, and the conduct of Union Elections;
  - (d) Referendum and Plebiscite policies;
  - (e) Rules for the timing of Union Elections; and
  - (f) Other rules for the administration and conduct of Union Elections, as appropriate.
- (3) All Union Election policies and procedures shall comply with Union Policy, university policy, and municipal, provincial, and federal legislation.
- (a) SLC and the CRO may only make amendments to Union Election policies and procedures no later than four weeks prior to posting the Notice of Nomination for a given Union Election.
  - (b) The CRO may only make amendments to Union Election operational policies and procedures after posting the Notice of Nomination to comply with changes in university policy.

## **Vacancies**

- 43 (1) If a Faculty Representative, Board of Governors, or Senate Student-at-Large Representative position is not filled at a General Election or a vacancy occurs before the official Notice of Nomination is posted for the By-Election, Nominations Committee shall recommend to SLC an appointment for the position.
  - (2) Subsequent to section 43(1), appointed Faculty Representatives shall be eligible to vote at SLC.
  - (3) Appointments under section 43(1) shall be counted for quorum.
  - (4) Appointees according to section 43(1) shall resign prior to the By-Election and the vacancy must be open to candidates for the upcoming By-Election.
- 44 (1) If a Faculty Representative, Board of Governors, or Senate Student-at-Large Representative position is not filled at the By-Election, Nominations Committee shall recommend to SLC an appointment for the position for the remaining SLC term.
  - (2) Subsequent to section 44(1), appointed Faculty Representatives shall be eligible to vote at SLC.
  - (3) Appointments under section 44(1) shall be counted for quorum.
- 45 (1) If a vacancy occurs in the office of the President, the roles and responsibilities of the President shall be divided amongst the Vice Presidents for the balance of the term until a By-Election is held to fill the vacancy.
- 46 (1) If a vacancy occurs in the office of the Vice President Academic, External, Student Life, or Operations and Finance, SLC may appoint another member of SLC fill the office for the balance of the term until a By-Election is held to fill the vacancy.
  - (2) Subsequent to section 47(1), the appointment of a Faculty Representative to fill the vacant Vice President office shall require a Super Majority vote of SLC.
  - (3) A Faculty Representative appointed to a vacant Vice President office shall be eligible to vote at SLC.
  - (4) A Faculty Representative appointed to a vacant Vice President office shall resume their previous position on SLC after the By-Election if they declare before the official Notice of Nomination for the By-Election is posted that they will not run in the By-Election for the vacant Vice President office.

## **Terms of Office**

- 47 (1) The term of office for all positions elected in a General Election:

- (a) Commences after;
    - (i) The official General Election results are declared; and
    - (ii) Reciting the Oath of Office; and
  - (b) Concludes at Colour Night the following year.
- (2) The term of office for all positions elected in a By-Election:
- (a) Commences after:
    - (i) The official By-Election results are declared; and
    - (ii) Reciting the Oath of Office; and
  - (b) Concludes at Colour Night the following year.
- (3) The term of office for individuals filling a vacancy as per sections 44-47:
- (a) Commences after;
    - (i) The appointment is approved by a Super Majority vote of SLC; and
    - (ii) The individual has recited the Oath of Office; and
  - (b) Concludes either:
    - (i) Five business days prior to the official Notice of Nomination for the By-Election;  
or
    - (ii) At the subsequent Colour Night.

## Election Results

48 (1) At the end of the Nomination Period:

- (a) Any position for which no nomination has been received shall be declared vacant;
- (b) Candidates for any position for which there are an equal number or fewer candidates nominated than there are positions available shall be declared provisionally elected by Acclamation; and
- (c) An election shall be declared for any position for which the number of candidates exceeds the number of positions available.

49 (1) At the end of voting, the candidate who has received the most votes for each position shall be declared provisionally elected to that position.

(2) The provisional results of all elections shall be announced as soon as possible after the close of voting.

(3) At the end of voting, if two or more candidates for any position receives the same number of votes, the CRO shall write the names of those candidates separately on blank sheets of paper of equal size, colour, and texture, deposit them in a receptacle, withdraw one of the sheets, and declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate.



50 (1) Election results shall be declared official after the Review Board submission date has passed without appeal or after all appeals duly received have been discharged by the Review Board.

## Referenda and Plebiscites

51 (1) Any Active Member may initiate a Referendum or Plebiscite question to appear on the ballot during a Union Election.

52 (2) Active Members may initiate a Referendum or Plebiscite by:

- (a) An SLC Resolution; or
- (b) A Petition brought forward in accordance with Union Bylaw section 56.

(3) A Referendum or Plebiscite question shall appear on the ballot during a Union Election if the question:

- (a) Meets criteria established by SLC; and
- (b) Is approved by a Special Super Majority Resolution.

53 (1) Referendum questions pertaining to any new Fees or Levies will only be considered if they are administered by the Union.

- (a) A new Referendum question pertaining to increasing, decreasing a pre-existing Fee or Levy that is not administered by the Union may be considered by SLC, where SLC is satisfied that the party proposing the new Referendum question will continue to provide appropriate annual reporting to SLC.
- (b) Nothing in this section prohibits SLC from bringing forward a Referendum question to independently increase, decrease, or repeal a pre-existing Fee or Levy.

54 (1) In accordance with the Constitution, a Simple Majority of Referenda electors shall be sufficient in determining Referenda and Plebiscite results.

(2) The provisional results of all Referenda and Plebiscite questions shall be announced as soon as possible after the close of voting.

(3) Referenda and Plebiscite results shall be declared as official after the Review Board submission date has passed without appeal or after all appeals duly received have been discharged by the Review Board.

## Appeals

55 (1) Any Active Member who wishes to contest the validity of a Union Election may:

- (a) Request a recount for any contested position, Referendum, or Plebiscite no later than two SU business days after the last day of voting; or

- (b) Make an application to the Review Board for review regarding the fairness of the election within five SU business days after the last day of voting. Applications shall be made in accordance with procedures established by the Review Board.

## Petitions

- 56 (1) In accordance with section 98(2) of the Post-Secondary Learning Act, any Active Member may bring forth a petition signed by at least ten percent of Active Members requiring SLC to conduct a vote on and implement any Resolution pertaining to the affairs of the Union.

## Executives

### Establishment of Executive Offices

- 57 (1) The following executive offices are established, in order of seniority:

- (a) The President;
- (b) The Vice President Academic;
- (c) The Vice President External;
- (d) The Vice President Student Life; and
- (e) The Vice President Operations and Finance.

### Executive Roles and Responsibilities

- 58 (1) All Executives shall:

- (a) Maintain an awareness of current issues and developments relevant to the Union and their respective portfolios;
- (b) Understand and communicate all policies and positions of the Union;
- (c) Develop Executive Goals in accordance with the Strategic Plan and the approved Annual Budget;
- (d) Present an Executive Report at each SLC Meeting;
  - (i) Executive reports shall include all significant information which may affect the Union's operations or membership;
  - (ii) Notwithstanding section 58(1)(d)(i), Executives may exclude information by reason of law or confidentiality;
- (e) Be a member of the following:
  - (i) The Cabinet;
  - (ii) Operations and Finance Committee;
  - (iii) Quality Money Committee; and

- (iv) University Relations Committee.
  - (f) Post and maintain regular office hours which shall normally include a minimum of 35 hours each week;
    - (i) Executives shall ensure that they are available and accounted for during the posted office hours;
  - (g) Register to attend no more than one half-credit, non-credit, audit, or course equivalent per session during regular Union office hours; and
  - (h) Participate in the orientation of their successors.
- (2) All Executives shall not be permitted to:
- (a) Take any Wellness Days, except as otherwise approved in advance by SLC, during:
    - (i) The last two weeks of April;
    - (ii) The University of Calgary's orientation week;
    - (iii) The first two weeks of May;
  - (b) Work for the Union in any capacity within three years of an Executive's term in office.
- (3) SLC may mandate any further duties to the Executive or individual Executive members as it deems appropriate.

59 (1) The President shall:

- (a) Chair the following:
  - (i) The Cabinet;
  - (ii) Quality Money Committee; and
  - (iii) University Relations Committee.
- (b) Represent the Union on:
  - (i) The University of Calgary Board of Governors;
  - (ii) University of Calgary Board of Governors committees, as required;
  - (iii) The University of Calgary General Faculties Council; and
  - (iv) University of Calgary General Faculties Council committees, as appropriate;
- (c) Liaise with university officials and serve on university committees as appropriate for issues pertaining to:
  - (i) The cost of education;
  - (ii) Student awards and financial aid;
  - (iii) University space, facilities, and infrastructure;
  - (iv) The reputation of the Union or university; and
  - (v) University senior leader searches and performance reviews.
- (d) Oversee the negotiation and interpretation of agreements pertaining to SU owned and managed spaces;
- (e) Act as the primary spokesperson for the Union;
- (f) Call and organize Executive Meetings as necessary or upon the request of another Executive;

- (g) Award Honorary Membership, when appropriate, to any person for outstanding services rendered to the Union;
- (h) Engage with elected and appointed officials in regard to ongoing and emerging advocacy issues within the President's portfolio; and
- (i) Coordinate efforts to communicate with students and the public.

60 (1) The Vice President Academic shall:

- (a) Chair the Teaching Excellence Awards Committee;
- (b) Represent the Union on:
  - (i) The University of Calgary General Faculties Council; and
  - (ii) University of Calgary General Faculties Council committees, as appropriate;
- (c) Engage with elected and appointed officials in regard to ongoing and emerging advocacy issues within the Vice President Academic portfolio;
- (d) Liaise with university officials and serve on university committees as appropriate for issues pertaining to:
  - (i) Teaching and learning;
  - (ii) Academic curriculum and program quality;
  - (iii) Admissions, enrolment, and registration;
  - (iv) Library resources;
  - (v) Academic misconduct and appeals processes;
  - (vi) Undergraduate research;
  - (vii) University senior leader searches and performance reviews; and
  - (viii) The university Ombudsperson, and student rights.

61 (1) The Vice President External shall:

- (a) Represent the Union as a voting member of all municipal, provincial, and federal lobby groups of which the Union is a member;
- (b) Represent the Union on the University of Calgary Senate;
- (c) Engage with elected and appointed officials in regard to ongoing and emerging advocacy issues within the Vice President External portfolio;
- (d) Liaise with university and government officials and serve on university committees as appropriate for issues pertaining to:
  - (i) Government issues;
  - (ii) The cost of education;
  - (iii) University community initiatives;
  - (iv) Alumni relations; and
  - (v) Other community issues, in accordance with Union Policy.

62 (1) The Vice President Student Life shall:

- (a) Chair the following:

- (i) Clubs Committee; and
- (ii) Committee of 10,000;
- (b) Represent the Union on the University of Calgary Senate;
- (c) Engage with elected and appointed officials in regard to ongoing and emerging advocacy issues within the Vice President Student Life portfolio;
- (d) Liaise with university and government officials and serve on university committees as appropriate for issues pertaining to:
  - (i) Diversity, equity, and accessibility;
  - (ii) Mental health and emotional wellness;
  - (iii) Physical health and wellness;
  - (iv) Spiritual wellness;
  - (v) Students' leadership development and community service learning;
  - (vi) Occupational wellness, including career and volunteer resources;
  - (vii) Campus athletics;
  - (viii) Student life and engagement;
  - (ix) Residence; and
  - (x) Non-academic misconduct.

63 (1) The Vice President Operations and Finance shall:

- (a) Chair the following:
  - (i) Operations and Finance Committee;
  - (ii) Nomination Committee;
  - (iii) Policy Development and Review Committee; and
  - (iv) Refugee Student Board;
- (b) Oversee the negotiation and interpretation of agreements with third party organizations;
- (c) Oversee the Union's health and dental plan;
- (d) Oversee the negotiation and interpretation of agreements pertaining to SU owned and managed spaces;
- (e) Oversee Union governance processes;
- (f) Engage with elected and appointed officials in regard to ongoing and emerging advocacy issues within the Vice President Operations and Finance portfolio;
- (g) Liaise with university officials and serve on university committees as appropriate for issues pertaining to:
  - (i) Sustainability;
  - (ii) Parking and transportation;
  - (iii) University ancillary service, excluding residence services;
  - (iv) Campus planning; and
  - (v) Facilities management and development.

## Delegation of Executive Roles and Responsibilities

- 64 (1) Any Executive may delegate any role or responsibility to another SLC Member upon a Resolution with a Super Majority vote passed by SLC.
- (2) In the event that SLC deems an Executive unfit to fulfill any of their roles or responsibilities, SLC shall decide the appropriate course of action, which may include:
- (a) Calling for the Resignation of the Executive in question and holding a By-Election to fill the Executive position;
  - (b) Delegating the role or responsibility to another Executive; or
  - (c) Delegating the role or responsibility to another SLC Member.

## The Cabinet

- 65 (1) The Cabinet shall consist of:
- (a) The President;
  - (b) The Vice President Academic;
  - (c) The Vice President External;
  - (d) The Vice President Student Life; and
  - (e) The Vice President Operations and Finance.
- 66 (1) In accordance with Article VII of the Constitution, the sole purpose of the Cabinet is to make any human resource-based decision(s), order(s), or finding(s) within the Union without appeals to SLC.
- 67 (1) The Cabinet may not adopt any procedures not consistent with Union Policy governing any matters necessary or advisable for the effective discharge of its functions or the exercise of its powers.
- 68 (1) The President shall call a meeting of the Cabinet:
- (a) When the President deems a meeting advisable; or
  - (b) When the President receives a request in writing for a Cabinet meeting from two Vice-Presidents.
- 69 (1) All meetings of the Cabinet shall keep public minutes which may be requested by SLC at any time.
- (2) Notwithstanding section 69(1), the Cabinet may make any order it feels necessary restricting public access to the minutes or by moving In-Camera if it feels that the benefit of allowing public

access to the minutes is outweighed by the hard caused by allowing specific information to be public.

70 (1) Quorum of the Cabinet shall consist of:

- (a) No fewer than a majority of all Executives; and
- (b) At least one of the General Manager or Human Resources Manager.

## **Judicial**

### **Composition of the Review Board**

71 (1) The Review Board consists of nine persons, including one Review Board Chair, appointed by SLC from a list of nominees provided by the Nominations Committee, of whom:

- (a) Five shall be Active Members, with one acting as the Review Board Chair;
- (b) Two shall be non-student members; and
- (c) Two may be either Active Members or non-student members.

### **Composition of the Tribunal**

72 (1) The Tribunal consists of a minimum of five persons appointed by SLC from a list of nominees provided by the Nomination Committee, of whom:

- (a) The Tribunal Chair shall be a non-student member;
- (b) One or more must be a non-student member; and
- (c) One or more must be an Active Member.

### **Quorum, Vacancies, and the Duties of a Review Board or Tribunal Chair**

73 (1) Quorum of the Review Board shall be five members, one of whom must be the Chair or an acting Chair, and one who must be a non-student member.

- (2) If a Review Board hearing requires more than one meeting to determine the outcome of a particular matter, the same members of the Review Board must be present at all additional meetings.

74 (1) Quorum for the Tribunal shall include the Tribunal Chair and two Tribunal members.

75 (1) If the Review Board or Tribunal has insufficient members to form Quorum due to vacancies or conflict of interest, SLC shall, as soon as possible, appoint sufficiently qualified persons as interim members for form quorum for a hearing.

- (2) Interim members appointed under section 75(1) remain members of the Review Board or Tribunal until the parties to a hearing receive the Review Board's or the Tribunal's written decision.
- (3) In the case of a vacancy in the position of the Review Board or Tribunal Chair, SLC shall appoint an acting Chair from amongst the remaining Review Board or Tribunal members to assume the duties of the Chair until a replacement is appointed.
- (4) If the Review Board or Tribunal Chair is unable to assume the Chair's duties for a hearing due to a conflict of interest, the Review Board or the Tribunal members shall choose an acting Chair from among themselves to assume the duties of Chair for that hearing.
- (5) Acting Chairs appointed under 75(3) or (4) have all the powers and duties of the Review Board Chair or Tribunal Chair as the case may be.

### **Review Board and Tribunal Terms of Office**

- 76 (1) A Review Board or Tribunal member holds office for two years and may be reappointed.
- (2) A Review Board or Tribunal member may be removed from office before their term expires if they fail to meet any of the qualifications established in section 77.

### **Qualifications of Review Board and Tribunal Members**

- 77 (1) A person is not qualified to become or remain a member of the Review Board or Tribunal if that person:
  - (a) Is appointed as a Student-at-Large and ceases to be an Active Member;
  - (b) Is appointed as a non-student member and enrolls in any course at the University of Calgary with the exception of those programs offered by Continuing Education;
  - (c) Is a member of SLC, the University of Calgary Board of Governors, Senate, or General Faculties Council;
  - (d) Is a member of any Union Committee;
  - (e) Is a member of the board or executive or a full-time employee of any Tri-Media Group;
  - (f) Is a full-time, regular part-time, or contract employee with the Union;
  - (g) Is an executive member of a student club;
  - (h) Has been a member of SLC within the past year;
  - (i) Is deemed by SLC to be an unsuitable candidate for membership or the Tribunal having regard to the duties and responsibilities of the Review Board or Tribunal as the case may be;
  - (j) Absent without authorization from two consecutive Review Board or Tribunal meetings during the Fall and Winter Session;
  - (k) Is guilty of violating the Constitution, Union Bylaw, or other Union Policy;



- (l) Takes an active role during any Union Election, Referendum, or Plebiscite within the past year other than casting a vote;
- (m) Is the CRO;
- (n) If the appointment is to the Review Board, the person is already a member of the Tribunal; or
- (o) If the appointment is to the Tribunal, the person is already a member of the Review Board.

78 (1) Review Board and Tribunal members are governed by the Conflict of Interest provisions in the Union Bylaw.

## **Resignation and Disqualification**

79 (1) A Review Board or Tribunal member other than the Review Board or Tribunal Chair may resign by giving written notice to the appropriate Review Board or Tribunal Chair.

- (2) The Review Board Chair or Tribunal Chair may only resign by giving signed written notice, attested to by two witnesses, to the President or SLC.

80 (1) Review Board and Tribunal Members who are ineligible to remain a member of the Review Board or Tribunal shall be Disqualified and shall be required to immediately vacate their position.

## **Union Policy**

### **General Proceedings**

81 (1) Where there is any conflict between the Union Bylaw and any other document of the Union except for the Constitution, the Union Bylaw shall take precedence.

82 (1) All actions, decisions, and orders of the Union and of agents of the Union shall be made in accordance with the Constitution, the Union Bylaw, and the Procedures.

- (2) Unless otherwise specified in this bylaw, all Resolutions and Procedures of the Union shall require one Simple Majority vote of SLC.

- (3) Prior to being brought forward to SLC, Resolutions shall be in writing and made Publicly Available to all Active Members.

- (4) Resolutions passed by SLC shall be made Publicly Available to all Active Members.

83 (1) Resolutions may be amended at SLC at any time.

- (2) Amendments to Resolutions shall require the same voting majority required for the proposed resolution.
- (3) Where an amendment is made to a proposed Resolution after the first or second reading, the proposed amended Resolution shall be deemed to have been read a first or second time, as the case may be.

84 (1) No more than one reading of a Resolution shall be given at the same SLC meeting.

- (2) If a Resolution that requires second reading does not receive second reading within 30 days of the first reading, the first reading is nullified.
- (3) If the Resolution requiring a second reading is defeated on second reading, the first reading is nullified.
- (4) Resolutions requiring more than one SLC vote shall have a Discussion and Information Session at SLC preceding a vote.

85 (1) A Resolution comes into effect:

- (a) On the day after it is approved; or
- (b) On any later date(s) specified in the Resolution.

86 (1) Unless stated elsewhere, Resolutions passed by any SLC Committee regarding the disbursement of Union funds or the amendment or approval of policy shall require a Super Majority Vote at the committee.

### **Special Simple Majority Vote Resolutions**

87 (1) Special Simple Majority Vote Resolutions shall require:

- (a) A Discussion and Information Session;
- (b) A first reading with debate requiring a Simple Majority vote of SLC;
- (c) A second reading with debate requiring a Simple Majority vote of SLC; and
- (d) An Executive assigned the responsibility of implementation and reporting on the Resolution passed.

(2) Special Simple Majority Vote Resolutions include:

- (a) Acceptance or amendment of Executive Goals;
- (b) Appointments to SLC;
- (c) Approval of any Extra Budgetary amount over \$15,000; and
- (d) Approval of the Audited Financial Statements.

## Special Super Majority Resolutions

88 (1) Special Super Majority Vote Resolutions shall require:

- (a) A Discussion and Information Session;
- (b) A first reading with debate requiring a Super Majority vote of SLC;
- (c) A second reading with debate requiring a Super Majority vote of SLC;
- (d) An Executive assigned the responsibility of implementation and reporting on the Resolution passed.

(2) Special Super Majority Vote Resolutions include:

- (a) Approval of the Annual Budget;
- (b) Amendments to the Union Bylaw;
- (c) Joining or resigning from an external membership, excluding professional association memberships;
- (d) Acceptance or approval of the Strategic Plan;
- (e) Appointment and dismissal of the General Manager;
- (f) Appointment of an Executive;
- (g) Impeachment;
- (h) The revoking of Union Membership upon a recommendation from the Review Board;  
and
- (i) Approval of a Referendum or Plebiscite question.

## Strategic Plan

89 (1) The Executives and General Manager shall develop a Strategic Plan that will prioritize and influence the Union's strategic allocation of resources.

(2) The Strategic Plan shall include a mission statement, vision statement, and guiding principles.

(3) A comprehensive review and necessary amendments to the Strategic Plan shall undergo a comprehensive review every three years beginning with a comprehensive review in the 62<sup>nd</sup> SLC.

## Executive Goals

90 (1) Each Executive shall develop their goals in accordance with the Strategic Plan and the approved Annual Budget.

(2) Each Executive shall present their Executive Goals to SLC according to section 40.

## **Union Budget and Finance**

### **Fiscal Year, Banking, and Financial Records**

- 91 (1) The Fiscal Year for the Union is July 1 to June 30.
- (2) The Union shall maintain a complete set of Financial Records.
- (3) The General Manager shall oversee preparation of the Annual Budget and ensure the Union's Financial Records are maintained.

### **Annual Budget**

- 92 (1) SLC shall approve the Annual Budget for each fiscal year no later than June 30.
- (2) The Annual Budget shall include a consolidated profit and loss budget document, consolidated departmental operating budgets, departmental rationales for operating budgets (excluding confidential contracts or information), a consolidated Capital Budget, and rationales for the Capital Budget.
- (3) In the event that SLC fails to approve an Annual Budget before the start of the Fiscal Year, the Union shall continue to operate in a manner consistent with the most recent Annual Budget approved by SLC.

### **Audited Financial Statements**

- 93 (1) The Operations and Finance Committee shall appoint a qualified external auditor for the Union on the recommendation of the General Manager and Vice President Operations and Finance before June 1.
- (2) As soon as practicable after June 30 each year, the external auditor of record shall prepare a complete set of Audited Financial Statements of the Union's accounts for the preceding fiscal year.
- (3) The Audited Financial Statements must be presented to SLC no later than January 31 for approval.
- (4) Upon approval of the Audited Financial Statements by SLC, two Executive members shall sign the statements on behalf of the Union.

### **Deficits and Surpluses**

- 94 (1) The Union shall not approve a deficit budget.

- (2) If the Audited Financial Statements confirm the Union posted a surplus of revenues over expenditures in the previous fiscal year, the Union may:
  - (a) Accelerate debt repayment;
  - (b) Eliminate previous operating deficit(s);
  - (c) Increase and/or accelerate Capital Expenditures; or
  - (d) Increase Retained Earnings.

## **Lending and Borrowing Powers**

- 95 (1) The Union shall not lend money.

## **Extra-budgetary Expenditures**

- 96 (1) Expenditures not approved in the Annual Budget are subject to the following:
  - (a) Amounts between \$0 and \$5,000 require approval of the General Manager with full and timely reporting to the Operations and Finance Committee;
  - (b) Amounts between \$5,001 and \$15,000 require the joint approval of the General Manager and the Operations and Finance Committee, with full and timely reporting to SLC;
  - (c) Amounts over \$15,000 require the joint recommendation of the General Manager and the Operations and Finance Committee, with SLC approval as outlined in section 88.

## **Emergency Expenditures**

- 97 (1) Emergency Expenditures may be approved upon the authorization of the General Manager and one of either the President or Vice President Operations and Finance.
  - (2) All Emergency Expenditures must be reported by the General Manager and one of either the President or Vice President Operations and Finance at the next meeting of the Operations and Finance Committee.

## **Signing Authority**

- 98 (1) Subsequent to section 96, all contracts and agreements not previously approved must be jointly signed by the President and one Vice President as recommended by the General Manager.
  - (2) All cheques issued by the Union must be signed by one of the President, Vice President Operations and Finance or Vice President Academic, together with one of the General Manager or the Controller.

## Financial Procedures

- 99 (1) The Operations and Finance Committee may establish financial procedures with recommendation from the General Manager for the financial administration and system of internal controls for the Union.
- (2) All banking business of the Union shall be transacted with chartered banks, credit unions, and trust companies as recommended by the General Manager and authorized by the Operations and Finance Committee.
- (3) The Union may enter into an agreement for the management of some or all of its funds with an investment firm registered with the Investment Dealers Association, chartered bank, credit union, or trust company as recommended by the General Manager and authorized by the Operations and Finance Committee.

## Committees

### Types of Committees

- 100 (1) The following Standing Committees are established:

- (a) Clubs Committee;
- (b) Committee of 10,000;
- (c) Nominations Committee;
- (d) Operations and Finance Committee;
- (e) Policy Development and Review Committee;
- (f) Quality Money Committee;
- (g) Refugee Student Board;
- (h) Teaching Excellence Awards Committee; and
- (i) University Relations Committee.

- (2) SLC may create Ad-hoc Committees as required to fulfill a specific, one-time mandate or purpose.

### Delegation of Authority

- 101 (1) SLC may delegate to a Committee any of SLC's powers or duties, with or without conditions, except the power to approve or amend the Union Bylaw, discipline an SLC member, or revoke membership.
- (2) A Committee that has been delegated the performance of a duty or exercise of a power by SLC shall exercise that power or perform that duty with the same effect as though it were performed by SLC.

- (3) A Committee cannot delegate a power or duty delegated to it by SLC except when the Union Bylaw, the Constitution, or SLC permits otherwise.

## Administration of Committees

- 102 (1) Each Committee shall have a Terms of Reference, as approved by SLC, which must include information on the Committee's mandate, authority, size or membership, membership qualifications, term of office, voting, duties of the chair, duties and responsibilities, Committee meeting protocol, record keeping, and quorum.
  - (2) Only SLC has the ability to approve amendments to, or repeal, a Committee's Terms of Reference.
- 103 (1) All Committee Chairs or the Committee Chair designate shall submit an oral report of the Committee's activities at each SLC meeting.
- 104 (1) All Executives shall be appointed to Committees by virtue of office.
  - (2) The Nominations Committee shall be nominated by SLC no later than the first SLC meeting in June.
  - (3) SLC shall nominate SLC Members to be appointed to the Operations and Finance Committee no later than the first SLC meeting in May.
  - (4) All Committee members shall be appointed by the Nominations Committee with the exception of the Nominations Committee, Operations and Finance Committee, and Clubs Committee.
  - (5) The Nominations Committee shall keep an up-to-date record of all Terms of Reference for all Committees and inform SLC of any unfilled positions on Committees.
  - (6) Each Committee Chair shall fulfill all acts necessary to ensure the appointment process for each of their Committees is referred to the Nominations Committee.
- 105 (1) SLC may override any decisions made by a Committee.
- 106 (1) The President shall be an ex-officio, non-voting member of all Committees and other bodies established by the Union, unless the Committee's Terms of Reference state otherwise.

## Discipline

### Disciplinary Process

- 107 (1) In order to serve and protect the interests of Active Members and the Union as a whole, the purpose of disciplinary proceedings is to establish and promote a code of ethics and standards for professional practice by elected and appointed officials.
- (2) Elected and appointed officials refer to SLC Members and Students-at-Large.
- 108 (1) SLC may make procedures, including a Code of Conduct:
- (a) Respecting the conduct of elected and appointed officials when acting or perceived to be acting as a representative of the Students' Union;
  - (b) Establishing complaint and disciplinary procedures; and
  - (c) Further defining any term related to the discipline of elected and appointed officials.
- 109 (1) Elected or appointed officials may be subject to discipline by SLC on the following grounds:
- (a) Ceasing to fulfill eligibility requirements outlined in Union Policy;
  - (b) Failing to adequately fulfill one's duties and responsibilities as outlined in Union Policy;
  - (c) Failing to adhere to any Code of Conduct established by SLC;
  - (d) Engaging in Professional Misconduct when acting or perceived to be acting as representatives of the Students' Union;
  - (e) Failing to disclose a Conflict of Interest;
  - (f) Failing to respect confidentiality;
  - (g) Inappropriately using one's position for personal gain; and
  - (h) Engaging in willful deceit.
- 110 (1) A complaint may be initiated by any of the following in accordance with Procedures established by SLC:
- (a) Any Active Member;
  - (b) Any corporate body or association that the SU is a member of;
  - (c) Any member of the university community; or
  - (d) The Government of Alberta.
- (2) A complaint may also be initiated by a Petition, in accordance with section 56 of this Union Bylaw.
- (3) A complaint may be dismissed as Frivolous or Vexatious in accordance with Procedures established by SLC.



111 (1) SLC may, in accordance with any Procedures established by SLC, impose one or more of the following sanctions on elected and appointed officials who have been found to have engaged in behaviours outlined in Union Bylaw section 109. SLC may:

- (a) Issue a Warning;
- (b) Issue a Reprimand;
- (c) Remove or suspend remuneration and benefits;
- (d) Temporarily or permanently revoke powers and privileges; or
- (e) Move for impeachment.

### **Resignation of Elected and Appointed Officials**

112 (1) An elected or appointed official wishing to resign may do so by giving a signed notice of Resignation, attested to by two Active Members as witnesses, to the President.

(2) Notwithstanding section 112(1), if the President is unavailable, an elected or appointed official wishing to resign may do so by giving a signed notice of Resignation, attested to by two Active Members as witnesses, to SLC.

113 (1) A Resignation shall take effect from the date stated in the letter of Resignation; if no date is specified, the Resignation shall be effective upon receive by the President or SLC.

### **Disqualification of Elected and Appointed Officials**

114 (1) An elected or appointed member of SLC shall be Disqualified from remaining on that body if:

- (a) The member ceases to be an Active Member;
- (b) The member ceases to fulfil Union Election eligibility requirements established by SLC in accordance with section 44(2)(b); or
- (c) The Review Board or Tribunal declares the member to be Disqualified.

(2) An elected or appointed member of SLC shall be Disqualified from remaining on that body if the member is absent for:

- (a) Three consecutive SLC meetings for which the member had notice during either a Fall or Winter Session; or
- (b) A total of four SLC meetings for which the member had notice during either a Fall or Winter Session.

(2) An elected or appointed Student-at-Large representative may be Disqualified from their position if:

- (a) The Student-at-Large carries a debt greater than \$75 with the Union for more than 60 days, unless the member has entered into a written agreement with the Union to repay the debt and the member is not behind in payments under the agreement;
- (b) The Review Board or Tribunal declares the Student-at-Large to be Disqualified; or
- (c) The Student-at-Large ceases to be an Active Member.

115 (1) Elected or appointed officials who are Disqualified shall be required to immediately vacate their positions.

## **Conflict of Interest**

116 (1) Elected and appointed officials, the Speaker, Chief Returning Officer, Review Board Members, and Tribunal Members shall not engage in any business or transaction of a financial or personal nature that may compromise, or be perceived to compromise, the fair and honest discharge of their duties.

(2) No elected or appointed official, Speaker, Chief Returning Officer, Review Board Member, or Tribunal Member shall make a decision or participate in making a decision related to the exercise of an official power, duty, or function if the member knows, or reasonably should know, that in making the decision, they would be in a Conflict of Interest.

(3) No elected or appointed official, Speaker, Chief Returning Officer, Review Board Member, or Tribunal Member shall give preferential treatment to any Directly Associated Person or Organization or use information or influence obtained in their position that is not available to the public to improperly further their private interests or the private interests of a Directly Associated Person or Organization.

117 (1) Elected and appointed officials shall immediately declare any potential Conflict of Interest for themselves or on behalf of any Directly Associated Person or Organization and shall not participate in deliberations or vote on any Resolution pertaining to that interest.

(a) The official minutes of the meeting shall note the individual's Conflict of Interest declaration.

(2) SLC may choose to exclude any SLC Member from deliberations pertaining to a Conflict of Interest by moving In-Camera.

(3) If a disagreement arises regarding whether an SLC Member has a Conflict of Interest in a matter before SLC, SLC shall decide by a Super-Majority vote whether the member has a Conflict of Interest and the SLC Member in question shall not take part in that vote, but be bound by it.

- (4) An elected or appointed official who is not permitted under this section to participate in deliberations or vote on a Resolution shall not be counted for the purpose of determining Quorum.

## **Appeals**

- 118 (1) Elected and appointed officials may appeal any decision resulting from the disciplinary process to the Review Board and Tribunal according to Procedures established by SLC.

## **Elected Official Remuneration**

### **Executive Remuneration**

- 119 (1) Subject to any disciplinary proceedings undertaken by the President or SLC, the President and the four Vice Presidents of the Union shall receive a total remuneration equal to the amount received by the previous term's Executive plus an adjustment equal to the annual change in the Alberta Consumer Price Index for January of that year as calculated by Statistics Canada.
  - (2) In the event that the change in the Alberta Consumer Price Index calculated pursuant to Section 119(1) is negative, no change shall be made to the total annual remuneration for the President and the four Vice Presidents.
- 120 (1) The President and the four Vice Presidents shall receive all Benefits afforded to full-time employees of the Union deemed appropriate by both the Human Resources Manager and the Cabinet.
  - (2) The President shall report to SLC any and all changes made to the Benefits received by any of the President and the four Vice Presidents.
- 121 (1) If an Executive Member does not serve a full term, the total amount payable to the Executive Member is divisible and payable in proportion to the total amount of time they were in office.

### **Non-Executive SLC Member Remuneration**

- 122 (1) Subject to any disciplinary proceeding undertaken by the President or SLC, the Union shall pay each non-Executive SLC Member \$300 on a monthly basis, which shall be the minimum base pay set for non-Executive SLC Members from the months of September to April.
  - (2) Notwithstanding section 122(1) an adjustment equal to the annual change in the Alberta Consumer Price Index for January of that year as calculated by Statistics Canada, shall be added to each non-Executive SLC Member remuneration.

- (3) In the event that the change in the Alberta Consumer Price Index calculated pursuant to section 122(2) is negative, no change shall be made to the total annual remuneration for non-Executive SLC Members.
- 123 (1) Subject to any disciplinary proceeding undertaken by the President or SLC, the Union shall pay each non-Executive SLC Member \$100 on a monthly basis, which shall be the minimum base pay set for non-Executive SLC Members for the months of May to August.
- (2) Notwithstanding section 123(1) an adjustment equal to the annual change in the Alberta Consumer Price Index for January of that year as calculated by Statistics Canada, shall be added to each non-Executive SLC Member remuneration.
- (3) In the event that the change in the Alberta Consumer Price Index calculated pursuant to section 123(2) is negative, no change shall be made to the total annual remuneration for non-Executive SLC Members.
- 124 (1) Notwithstanding section 122 and 123 non-Executive SLC Members may receive an additional \$50 per month, based on the achievement of goal(s) mutually set with an executive member, and on the recommendation of the executive member as to the satisfactory achievement of that goal(s).
- (2) Section 124(1) shall not be subject to the annual change of the Alberta's Consumer Price Index.

## **Remuneration Review**

- 125 (1) Remuneration for the Executives and non-Executive SLC Members shall undergo a comprehensive review once every three years beginning with a comprehensive review in the 67th SLC.
- (2) Subsequent to section 125(1), the remuneration review shall be administered by the Operations and Finance Committee and the Operations and Finance Committee shall provide a recommendation to SLC.
- 126 (1) Any changes to remuneration shall be in effect during the next SLC's term after the review was conducted.
- (2) SLC shall be able to mandate a remuneration review prior to the three years which shall follow section 126(2).

## **Town Hall Meetings**

- 127 (1) In accordance with Article V of the Constitution, the President shall call a Town Hall meeting upon receiving a request in writing from at least 100 Active Members.

- (2) Town Hall meetings shall be held solely for the purpose of discussion and information on any issue within the scope of the SU's authority, or related to the general welfare of students within the institution.

## **Privacy and Confidentiality**

- 128 (1) Notwithstanding any other section of the Union Bylaw, the Union shall act in accordance with all federal, provincial, and municipal laws regarding privacy, confidentiality and the collection of personal information.
- 129 (1) The Union shall not, for any reason, collect personal information for commercial marketing purposes or distribution to any private organizations.

## History of Amendments

The SU's Finance Bylaw, Governance Bylaw, Elections Bylaw, and Media Bylaw were repealed on April 13, 2010 and replaced by the Union Bylaw.

The Union Bylaw:

- Created April 13, 2010
- Amended August 20, 2013 (71.10)
- Amended February 25, 2014 (71.54)
- Amended April 1, 2014 (71.63)
- Amended March 10, 2015 (72.68-72)
- Amended March 17, 2015 (72.76)
- Amended February 23, 2016 (73.40-41)
- Amended March 8, 2016 (73.47)
- Amended April 12, 2016 (73.55)
- Amended January 12, 2017 (PDRC 74.08)
- Amended January 26, 2017 (PDRC 74.09)
- Amended February 7, 2017 (74.27)
- Amended March 7, 2017 (74.30)
- Amended March 28, 2017 (74.33)