

<b>Union Bylaw</b>		
<b>Parent Policy:</b>	Post-Secondary Learning Act, SA 2003 c P-19.5	
<b>Related Documents:</b>	--	
<b>Approval Authority:</b>	Students' Legislative Council	
<b>Passed:</b>	April 13, 2010	
<b>Amended:</b>	March 14, 2023	

**Preamble ..... 3**

**Part 1: Interpretation ..... 3**

1 Definitions ..... 3

2 Paramountcy and Severability ..... 4

3 Interpretation ..... 4

**Part 2: The Students' Union ..... 4**

4 Name ..... 4

5 Object ..... 4

6 Active Membership ..... 5

7 Honorary Membership ..... 5

8 Petitions ..... 5

9 Town Hall Meetings ..... 6

**Part 3: Elections ..... 6**

10 Chief Returning Officer ..... 6

11 Elections ..... 6

12 Plebiscites and Referenda ..... 7

13 Appeals ..... 8

**Part 4: The Students' Legislative Council ..... 9**

14 Composition ..... 9

15 Role, Powers, and Responsibilities ..... 10

16 Faculty Representatives ..... 12

17 Executives ..... 13

18 Vacancies and Appointments ..... 18

19 Terms of Office, Resignation, and Removal from Office ..... 19

20 Conduct and Discipline ..... 20

21 Committees ..... 20

**Part 5: Students' Legislative Council Meetings ..... 21**

22 Meetings ..... 21

23 Annual First Meeting (Colour Night) ..... 22

24 Speaker ..... 22

25 Recording Officer ..... 23

26 Attendance ..... 23

27 Voting ..... 24

28 Resolutions ..... 24

29 Special Resolutions ..... 24

30 Resolutions in Writing ..... 25

31 Conflicts of Interest ..... 25

**Part 6: Finances and Budget ..... 26**

32 Fiscal Year ..... 26

33 Students' Union Fees ..... 26

34 Banking and Financial Records ..... 27

35 Annual Budget ..... 27

36 Audited Financial Statements ..... 27

37 Deficits and Surplus ..... 27

38 Lending and Borrowing Powers ..... 28

39 Extra-Budgetary Expenditures ..... 28

40	Emergency Expenditures .....	29
41	Signing Authorities.....	29
42	Financial Procedures .....	29
43	Executive Compensation.....	29
44	Faculty Representative Compensation .....	30
45	Elected Official Compensation Review .....	30
<b>Part 7: General .....</b>		<b>31</b>
46	Strategic Plan.....	31
47	Annual Report.....	31
48	Privacy and Confidentiality .....	32
49	External Memberships .....	32
50	General Manager.....	32
<b>Part 8: Amendment.....</b>		<b>32</b>
51	Review .....	32
52	Amendment and Repeal.....	32
<b>Part 9: Transitory Provisions.....</b>		<b>32</b>
53	Transition and Coming into Force .....	32
<b>History .....</b>		<b>33</b>

## Preamble

THE STUDENTS' UNION, THE UNIVERSITY OF CALGARY (the "SU") can trace its earliest roots as far back as 1906, but as we might recognize it today, it began in 1945—originally as the students' union for the Calgary Branch of the Faculty of Education at the University of Alberta. The SU was incorporated in 1965 as "the Students' Union, the University of Alberta at Calgary" by *An Act to amend The University Act*, SA 1965, c 95.

The SU was continued in 1966 by *An Act respecting Provincial Universities*, SA 1966, c 105, and was given its current name, alongside the creation of the University of Calgary as an independent institution from the University of Alberta.

In 2004, the *Post-Secondary Learning Act*, SA 2003, c P-19.5 (the "PSLA") was proclaimed into force, and it once again continued "the Students' Union, the University of Calgary," as the "students association" for the University of Calgary. As a "students association," the SU is charged with providing for the administration of student affairs at the University of Calgary, as set out in section 93 of the PSLA. In accordance with the PSLA, the SU is managed by a council, elected by and from the undergraduate students at the University of Calgary. This council is called the Students' Legislative Council, commonly referred to as "SLC."

SLC approves these bylaws per section 95 of the PSLA, and either directly or indirectly controls everything at the SU, in line with the purposes given to it by the PSLA.

The above preamble is not a part of the bylaws and has no legal effect.

## Part 1: Interpretation

### 1 Definitions

- (1) In the **Union Bylaw** and all **Union Policy**, except where otherwise specified:
  - (a) "**Act**" means the Alberta *Post-Secondary Learning Act*, SA 2003 c P-19.5 and any applicable amendments, regulations, or replacement legislation enacted by the Province of Alberta;
  - (b) "**Active Member**" means an undergraduate student enrolled at the University of Calgary who meets the qualifications for membership as provided by the **Union Bylaw**;
  - (c) "**Elected Official**" means anyone who currently holds an elected position within the Students' Union, or anyone duly appointed to such a position, including the Executives, Faculty Representatives, Board of Governors Student-at-Large Representative, and Senate Student-at-Large Representatives;
  - (d) "**SLC**" means the Students' Legislative Council;
  - (e) "**SU**" means the Students' Union, the University of Calgary;

- (f) “**Union Bylaw**” means the most recently approved version of the Union Bylaw, the collection of properly approved bylaws enacted by the Students’ Legislative Council; and
  - (g) “**Union Policy**” means the collection of properly approved policies and procedures enacted by the Students’ Legislative Council or its delegate.
- (2) In the **Union Bylaw** and all **Union Policy**, except where otherwise specified:
- (a) “must” and “shall” shall be interpreted as imperative;
  - (b) “may” shall be interpreted as permissive and empowering; and
  - (c) the identification of an individual or body may be interpreted as referring to a duly assigned or appointed delegate or alternate, where one is available.

## 2 **Paramountcy and Severability**

- (1) In the event of a conflict between the **Union Bylaw** and the **Act**, the **Act** prevails to the extent of the inconsistency.
- (2) In the event of a conflict between the **Union Bylaw** and **Union Policy**, the **Union Bylaw** prevails to the extent of the inconsistency.
- (3) The invalidity or unenforceability of any provision of the **Union Bylaw** shall not affect the validity or enforceability of the remaining provisions of the **Union Bylaw**.

## 3 **Interpretation**

- (1) **SLC** is the sole authority for the interpretation of the **Union Bylaw** and the decision of **SLC** on any question of interpretation is final and binding.

# **Part 2: The Students’ Union**

## 4 **Name**

- (1) The students association at the University of Calgary is “the Students’ Union, the University of Calgary,” pursuant to its continuation under section 126(6) of the **Act**.

## 5 **Object**

- (1) Per section 93(3) of the **Act**, the object of the **SU** is to provide for the administration of student affairs at the University of Calgary, including:
  - (a) the development and management of student committees;
  - (b) the development and enforcement of rules relating to student affairs; and
  - (c) the promotion of the general welfare of the students consistent with the purposes of the University of Calgary.

## 6 Active Membership

- (1) In accordance with the **Act**, a person becomes an **Active Member** when that person becomes an undergraduate student at the University of Calgary and registers in at least one undergraduate credit course, including Credential Students, Open Studies Students, and Visiting Students, [as defined by the University of Calgary](#).
- (2) A person stops being an **Active Member** when that person is no longer an undergraduate student at the University of Calgary.
- (3) **Active Members** must:
  - (a) pay mandatory **SU** fees as set out in section 33; and
  - (b) comply with the **Union Bylaw** and **Union Policy**.
- (4) **Active Members** may:
  - (a) vote in any **SU** election, referendum, or plebiscite;
  - (b) be a member of **SLC**, if duly elected or appointed;
  - (c) make use of the facilities and services provided by the **SU** to **Active Members**; and
  - (d) exercise any other rights or privileges set out for **Active Members** in the **Union Bylaw** or **Union Policy**.
- (5) The **SU** may require a person to provide confirmation from the University of Calgary of their student status to verify that person's valid **Active Membership** prior to that person being able to exercise any right or privilege associated with **Active Membership**.

## 7 Honorary Membership

- (1) The President may grant Honorary Membership to any person who has rendered outstanding services to the **SU**.
- (2) A person stops being an Honorary Member when:
  - (a) that person resigns their Honorary Membership in writing to the President; or
  - (b) that person has their Honorary Membership terminated by special resolution of **SLC**.
- (3) Honorary Members are not required to pay **SU** fees.
- (4) Honorary Members are not entitled to any rights or privileges of the **SU**.

## 8 Petitions

- (1) Per section 98(1) of the **Act**, **Active Members** may, by a petition signed by at least 10% of **Active Members**, require **SLC** to conduct a vote on and implement any resolution pertaining to the affairs of the student organization.
- (2) The signatures must include a full name, University of Calgary email address, and valid student identification number provided by the University of Calgary.

## 9 Town Hall Meetings

- (1) The President shall call a Town Hall Meeting for the purpose of discussion and sharing information about any issue within the scope or object of the **SU** if at least 100 **Active Members** submit a request in writing to the President, detailing the issue(s) to be discussed at the Town Hall meeting.

## Part 3: Elections

### 10 Chief Returning Officer

- (1) The **SU** shall hire and delegate authority to a Chief Returning Officer, who shall be responsible for the independent and impartial administration and conduct of **SU** elections, referenda, and plebiscites, in accordance with the **Union Bylaw** and **Union Policy**.

### 11 Elections

- (1) The **SU** shall hold a General Election in the Winter term of each year for the purpose of electing the following **Elected Officials**:
  - (a) the members of **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 **SU** shall hold a By-Election in the Fall term of each year for the purpose of filling any vacant **Elected Official** positions.
- (3) All **Active Members** are eligible to run in **SU** elections, subject to additional eligibility requirements established by the **Union Bylaw** or **Union Policy**.
- (4) Unless declared ineligible by **SLC**, an **Active Member** who has resigned, been disqualified, or had their seat declared vacant is eligible to run in future **SU** elections.
- (5) At the end of the Nomination Period for an **SU** election:
  - (a) any positions for which no valid nominations were received will be declared vacant;
  - (b) any positions for which a number of valid nominations were received that is equal or fewer than the number of positions available will be held for election as a vote of confidence; and

- (c) any positions for which a number of valid nominations were received that exceeds the number of positions available were received will be held for election.
- (6) At the end of voting in a contested election, the candidate who receives the most votes for each position will be declared provisionally elected to that position.
- (7) At the end of voting in an uncontested (vote of confidence) election, a candidate who receives more “yes” votes than “no” votes will be declared provisionally elected to that position.
- (8) If two or more candidates, or referendum or plebiscite answers, in an **SU** election receive the same number of votes, the Chief Returning Officer shall write the names of those candidates, or those answers, on blank sheets of paper of equal size, colour, and texture, deposit them in a receptacle, withdraw one of the sheets, and declare that candidate or answer whose name appears on that sheet to have one more vote than the other candidate(s) or answer(s).
- (9) The provisional results of an **SU** election will be announced as soon as possible after the close of voting.
- (10) Provisional election results become official after the conclusion of any applicable appeals deadlines or proceedings have concluded.
- (11) **SLC** shall create additional **Union Policy** pertaining to **SU** elections outlining:
  - (a) principles for how **SU** elections shall be administered;
  - (b) additional eligibility requirements for candidates in **SU** elections;
  - (c) delegated authority to the Chief Returning Officer and the General Manager or designate to create operational policies and procedures regarding nominations, campaigning, voting, and the conduct of **SU** elections;
  - (d) referendum and plebiscite policies;
  - (e) rules for the timing of **SU** Elections; and
  - (f) other rules for the administration and conduct of **SU** elections, as appropriate.
- (12) No alteration (including the creation, amendment or repeal) of the **Union Bylaw** or **Union Policy** related to or affecting **SU** elections may take effect for an election during that election or the four weeks preceding the Notice of Nomination for that election, unless the alteration is to comply with University of Calgary policy or procedure or federal, provincial, or municipal law.

## 12 Plebiscites and Referenda

- (1) The **SU** may ask a plebiscite or referendum question of **Active Members** in an **SU** election:
  - (a) if **Active Members** initiate such a question by valid petition; or

- (b) if **SLC** approves such a question by majority vote, preceded by the recommendation of an **SLC** committee, or a dedicated discussion period at a separate **SLC** meeting.
- (2) A plebiscite or referendum question must:
    - (a) align with the **SU**'s object;
    - (b) align with the **SU**'s strategic plan; and
    - (c) permit the General Manager to exercise professional judgment in the administration and operations of the **SU**.
  - (3) A plebiscite question may have two or more possible responses.
  - (4) Referenda must only have two possible responses, such as "yes" and "no," or an effective equivalent.
  - (5) Plebiscites and referenda pertaining to an **SU** fee must include in the text of the question that appears on the ballot:
    - (a) information on the purpose of the fee;
    - (b) the university sessions during which the fee will be levied;
    - (c) the level of the fee in all faculties, programs, and sessions in which the fee level may be different;
    - (d) the duration of the fee;
    - (e) if applicable, the current per-student, per-session level of the fee; and
    - (f) the future per-student, per-session level of the fee, if the referendum were approved.
  - (6) A plebiscite or referendum question will be determined:
    - (a) if there are two possible responses, by a majority of voters; or
    - (b) if there are three or more possible responses in a plebiscite, by a plurality of voters.
  - (7) The results of a plebiscite or referendum question:
    - (a) must be announced on a provisional basis as soon as possible following the close of voting; and
    - (b) become official and final after any the conclusion of any applicable appeals deadlines or processes.
  - (8) **SLC** may establish **Union Policy** to further provide for the administration of referenda and plebiscites.

### 13 Appeals

- (1) Any **Active Member** who wishes to contest the validity of an **SU** 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 by contacting the Chief Returning Officer with their request in writing; or
  - (b) make an appeal application to the Review Board within five **SU** business days after the last day of voting, in accordance with the Review Board's terms of reference and applicable **Union Policy**.

## **Part 4: The Students' Legislative Council**

### **14 Composition**

- (1) **SLC** consists of the following members:
  - (a) the Executives, including:
    - (i) the President;
    - (ii) the Vice President Academic;
    - (iii) the Vice President External; and
    - (iv) the Vice President Internal; and
  - (b) Faculty Representatives, in an amount determined by 14(2), from each of the following faculties of the University of Calgary:
    - (i) the Cumming School of Medicine;
    - (ii) the Faculty of Arts;
    - (iii) the Faculty of Kinesiology;
    - (iv) the Faculty of Law;
    - (v) the Faculty of Nursing;
    - (vi) the Faculty of Science;
    - (vii) the Faculty of Social Work; and
    - (viii) the Faculty of Veterinary Medicine.
    - (ix) the Haskayne School of Business;
    - (x) the School of Architecture, Planning and Landscape;
    - (xi) the Schulich School of Engineering; and
    - (xii) the Werklund School of Education.

- (2) Each faculty listed in 14(1)(b) shall be represented by:
  - (a) one Faculty Representative; and
  - (b) one additional Faculty Representative for every two thousand (2000) enrolled undergraduate students in that faculty, beginning with a second Faculty Representative at 2000 enrolled students, and including part-time and full-time students, as calculated at each General Election with the most recently published data from the University of Calgary's Office of Institutional Analysis.
- (3) A Faculty Representative position will only be added per 14(3)(b) if the total number of enrolled undergraduate students exceeds a threshold of an additional two thousand (2000) students for two consecutive years of published data from the Office of Institutional Analysis.
- (4) If the enrollment in a faculty drops below the threshold of a multiple of two thousand (2000) enrolled undergraduate students for two consecutive years of published data from the Office of Institutional Analysis, the number of Faculty Representative positions shall be reduced accordingly.
- (5) Despite subsections (3) and (4), if the enrollment in a faculty crosses above or below a multiple of two thousand (2000) by more than 200 students in a single year, **SLC** may vote by majority to adjust the number of Faculty Representatives for that faculty accordingly, without having to wait for two consecutive years.

## **15 Role, Powers, and Responsibilities**

- (1) In accordance with the **Act**, the role of **SLC** is to:
  - (a) manage the business and affairs of the **SU**, including by establishing the **Union Bylaw**, and approving, or delegating authority to approve, **Union Policy**;
  - (b) serve as the official channel of communication between the students of the University of Calgary and the University of Calgary Board of Governors; and
  - (c) carry out any other role, power, or responsibility granted to it by the **Union Bylaw** or **Union Policy**.
- (2) **SLC** shall carry out its powers, duties, and functions only by:
  - (a) resolution;
  - (b) bylaw or **Union Policy**; or
  - (c) referendum.
- (3) **SLC** may delegate, or revoke the delegation of, its authorities to any person or body, except the power to make bylaws.

- (4) **SLC** is responsible for:
- (a) ensuring the role, powers, and responsibilities granted to **SLC** by the **Act** and the **Union Bylaw** are appropriately carried out;
  - (b) ensuring the policies and programs of the **SU** are appropriately developed and evaluated;
  - (c) considering the welfare and interests of the **SU** as a whole;
  - (d) ensuring **SLC**, **Elected Officials**, and the **SU** are compliant with and accountable to:
    - (i) the **Act**;
    - (ii) the **Union Bylaw**;
    - (iii) the strategic plan; and
    - (iv) **Union Policy**;
  - (e) issuing a monthly report on behalf of the **SU** to **Active Members**, detailing where appropriate:
    - (i) the activities of the **SU** and of **SLC** in the previous month, such as events, programs, services, and **Elected Official** attendance or absences;
    - (ii) in collaboration with the Senate Student-at-Large Representatives and the Board of Governors Student-at-Large Representative, any relevant updates from those respective bodies;
    - (iii) important decisions made by the University of Calgary or the **SU** that are relevant to **Active Members**; and
    - (iv) any important information relevant to **Active Members** from the **SU** or **SLC** for the month ahead, such as notable deadlines, events, or activities;
  - (f) any other responsibilities, as may be assigned to **SLC** by **SLC** or **Union Policy**; and
  - (g) all other responsibilities of the **SU** not explicitly granted to another person or body by the **Union Bylaw** or **Union Policy**.
- (5) **SLC** members are responsible for:
- (a) preparing for, attending, and participating meetings of **SLC** and of **SLC** committees to which they have been appointed;
  - (b) working within their role and reasonable capacity to further the object and strategic plan of the **SU**;
  - (c) familiarizing themselves with:

- (i) **SLC's** role in governing the **SU**;
  - (ii) the **Union Bylaw** and **Union Policy**;
  - (iii) the strategic plan;
  - (iv) the terms of reference for any committee to which they are appointed; and
  - (v) the programs and services offered by the **SU** to **Active Members**;
- (d) making informed decisions;
  - (e) maintaining confidentiality;
  - (f) abiding by the **Union Bylaw** and **Union Policy**, including reporting requirements;
  - (g) respecting the authority of **SLC** and **SLC** decisions;
  - (h) acting in the best interests of the **SU** and of **Active Members**;
  - (i) participating in the training and orientation activities planned by the General Manager or designate;
  - (j) participating in the training and orientation of their successors, including:
    - (i) by having meetings with their successor; and
    - (ii) preparing transition materials; and
  - (k) fulfilling any other duty or responsibility that may be assigned or delegated to them by **SLC**.

## 16 Faculty Representatives

- (1) Faculty Representative positions are established in accordance with section 14(1)(b).
- (2) Faculty Representatives are responsible for:
  - (a) the roles and responsibilities assigned to them as an **SLC** member;
  - (b) developing an awareness and understanding of issues affecting students within their faculty, including through consultation or collaboration with students and student groups or clubs;
  - (c) communicating and engaging with students in their faculty about those students' student experiences, the University of Calgary and post-secondary education issues, the **SU**, and **SLC**;
  - (d) communicating and engaging with University of Calgary administration, faculty, and staff as appropriate about the needs and experiences of students in their faculty; and

- (e) representing the **SU** and students in their faculty on governance bodies or committees to which they are appointed or designated by **SLC** or the University of Calgary, including as may be appropriate:
  - (i) committees of **SLC**;
  - (ii) faculty councils and their committees;
  - (iii) General Faculties Council and its committees; and
  - (iv) other groups or committees formed by the **SU** or the University of Calgary.
- (3) A Faculty Representative who is appointed to any governing body, committee or group by the **SU** or the University of Calgary by virtue of their position as a Faculty Representative is appointed or designated to those bodies, committees, or groups on an ex-officio basis, and if they cease to hold their position as a Faculty Representative for any reason, they automatically and immediately resign from any such ex-officio memberships or appointments, unless otherwise authorized by **SLC**.

## 17 Executives

- (1) The following Executive offices are established:
  - (a) the President;
  - (b) the Vice President Academic;
  - (c) the Vice President External; and
  - (d) the Vice President Internal.
- (2) Executives must post and maintain regular office hours of 35 hours per week, during which they must be accounted for.
- (3) Executives must enrol in a maximum of one 3-unit or equivalent course, non-credit course or other equivalent per term during regular **SU** office hours.
- (4) Executives are not permitted to take Wellness Days except if approved in advance by **SLC** during:
  - (a) the last two weeks of April;
  - (b) the first two weeks of May; or
  - (c) University of Calgary orientation days.
- (5) An Executive is not permitted to work for the **SU** in any capacity other than as an **Elected Official** within 3 years of the last day of their term in office as an Executive.
- (6) The Executives are responsible for:

- (a) the roles and responsibilities assigned to them as an **SLC** member;
  - (b) maintaining an awareness of current issues and developments relevant to the **SU** and their respective portfolios;
  - (c) understanding and communicating the policies and positions of the **SU**;
  - (d) developing and presenting an annual plan of goals and tactics to further the strategic plan, in accordance with the strategic plan and the approved annual budget, to **SLC** for approval by majority vote at or before the first regular **SLC** meeting in September;
  - (e) working towards the goals and tactics prescribed in the annual plan throughout the duration of their term of office;
  - (f) reporting monthly to **SLC** regarding:
    - (i) all significant information from within their portfolio that may affect the **SU**'s operations or **Active Members**, excluding any information required to be withheld for confidentiality or by law; and
    - (ii) appropriate updates on the Executives' annual plan goals;
  - (g) participating in the orientation of their successors;
  - (h) engaging with other **Elected Officials** regarding issues within their portfolio; and
  - (i) any other responsibilities or duties as may be assigned by the **Union Bylaw, SLC, or Union Policy**.
- (7) An Executive who is appointed to any governing body, committee or group by the **SU** or the University of Calgary by virtue of their position as an Executive is appointed or designated to those bodies, committees, or groups on an ex-officio basis, and if they cease to hold their position as an Executive for any reason, they automatically and immediately resign from any such ex-officio memberships or appointments, unless otherwise authorized by **SLC**.
- (8) The President has the following roles and responsibilities:
- (a) representing the **SU** to:
    - (i) the University of Calgary Board of Governors, and its committees as appropriate;
    - (ii) the University of Calgary General Faculties Council, and its committees as appropriate; and
    - (iii) other University of Calgary committees or officials as appropriate and relevant to the President's portfolio;
  - (b) providing leadership, support, and oversight for **SU** and **Elected Official** goals and initiatives related to equity, diversity, inclusion, and accessibility;

- (c) developing an understanding of, and working to advance student interests in, issues pertaining to:
    - (i) the cost of education;
    - (ii) student awards and financial aid;
    - (iii) campus planning, facilities management, and facilities development, including the cultural and physical accessibility of campus facilities;
    - (iv) the reputation of the University of Calgary or the **SU**; and
    - (v) University of Calgary senior leader searches and performance reviews; and
  - (d) overseeing the negotiation and interpretation of agreements pertaining to **SU** owned and managed spaces, together with the Vice President Internal;
  - (e) acting as the primary spokesperson for the **SU**;
  - (f) coordinating efforts to communicate with students and the public;
  - (g) developing the engagement of **Active Members** with **SLC**;
  - (h) organizing meetings with the other Executives as needed or upon request of another Executive; and
  - (i) other roles and responsibilities as may be assigned to the President by the **Union Bylaw**, **SLC**, or **Union Policy**.
- (9) The Vice President Academic has the following roles and responsibilities:
- (a) representing the **SU** to:
    - (i) the University of Calgary General Faculties Council, and its committees as appropriate; and
    - (ii) other University of Calgary committees or officials as appropriate and relevant to the Vice President Academic's portfolio; and
  - (b) developing an understanding of, and working to advance student interests in, issues pertaining to:
    - (i) teaching and learning;
    - (ii) academic curriculum and program quality;
    - (iii) academic advising, accommodations, and academic barriers related to equity, diversity, inclusion, and accessibility;
    - (iv) Indigenization, particularly regarding teaching, learning, and research;

- (v) admissions, enrolment, and registration;
  - (vi) experiential learning and career development;
  - (vii) library and educational resources, copyright, and open educational resources;
  - (viii) student academic misconduct and related appeals processes;
  - (ix) undergraduate research;
  - (x) student rights; and
  - (xi) University of Calgary senior leader searches and performance reviews; and
- (c) other roles and responsibilities as may be assigned to the Vice President Academic by the **Union Bylaw, SLC, or Union Policy**.
- (10) The Vice President External has the following roles and responsibilities:
- (a) representing the **SU** to:
    - (i) the University of Calgary Senate;
    - (ii) all municipal, provincial, and federal lobby groups that the **SU** is a member of; and
    - (iii) other University of Calgary committees or officials as appropriate and relevant to the Vice President External's portfolio; and
  - (b) developing an understanding of, and working to advance student interests in, issues pertaining to:
    - (i) government issues;
    - (ii) the cost of education;
    - (iii) University of Calgary community initiatives;
    - (iv) University of Calgary alumni relations; and
    - (v) other community issues or initiatives relevant to the **SU** and its **Active Members**; and
  - (c) representing the interests and policies of the **SU** and its **Active Members**, including Indigenization, and topics related to equity, diversity, inclusion and accessibility, during policy formulation by government and other relevant external organizations;
  - (d) working to increase the engagement of students in the political process;
  - (e) promoting the **SU** to, and building working relationships with, the external community and advocacy groups, including community associations in surrounding neighbourhoods;

- (f) researching and developing policy positions regarding relevant external student issues in consultation with **SLC** committees, as appropriate; and
  - (g) other roles and responsibilities as may be assigned to the Vice President External by the **Union Bylaw, SLC, or Union Policy**.
- (11) The Vice President Internal has the following roles and responsibilities:
- (a) representing the **SU** to:
    - (i) the University of Calgary Senate; and
    - (ii) other University of Calgary committees or officials as appropriate and relevant to the Vice President Internal's portfolio; and
  - (b) developing an understanding of, and working to advance student interests in, issues pertaining to:
    - (i) student wellbeing, including:
      - (A) the **SU's** health and dental plans;
      - (B) physical health and wellness;
      - (C) mental health and emotional wellness;
      - (D) spiritual wellness; and
      - (E) equity, diversity, inclusion, and accessibility; and
    - (ii) Indigenization, particularly regarding student services, relationships, and cultural inclusion;
    - (iii) sustainability;
    - (iv) student life and engagement, including:
      - (A) leadership development
      - (B) volunteering and community service learning;
      - (C) student clubs; and
      - (D) non-academic misconduct and related appeals processes;
    - (v) University of Calgary ancillary services, including Residence Services; and
    - (vi) Dinos Athletics and campus recreation; and
  - (c) overseeing **SU** governance and financial processes;

- (d) overseeing the negotiation and interpretation of agreements between the **SU** and third-party organizations, including those jointly handled with the President pertaining to **SU** owned and managed spaces; and
  - (e) other roles and responsibilities as may be assigned to the Vice President Internal by the **Union Bylaw, SLC, or Union Policy**.
- (12) The roles and responsibilities of an Executive may be delegated:
- (a) to another **SLC** member, by two-thirds majority vote of **SLC**; or
  - (b) to another Executive, by majority vote of the Executive Cabinet.

## 18 Vacancies and Appointments

- (1) If an **Elected Official** position other than the President is vacant at a point more than 45 days before the Notice of Nomination for the next **SU** election, **SLC** may appoint an eligible person to fill that position on an interim basis until the next **SU** election, per subsection (4).
- (2) If the position of President is vacant, the roles and responsibilities of the President shall be divided among the other Executives for the balance of the term, or until the position is filled at the next **SU** election.
- (3) Only incumbent Faculty Representatives may be appointed to fill a vacancy in an Executive position.
- (4) Appointments made under this section will follow the following process:
  - (a) **SLC** or its delegate solicits applications for the position for a period of at least 10 business days;
  - (b) **SLC** or its delegate interviews selected applicants for the position;
  - (c) if the interview process is delegated, the delegate provides a recommendation of one applicant for appointment to **SLC**; and
  - (d) **SLC** votes by two-thirds majority to appoint the recommended candidate; or
  - (e) if the recommended candidate does not receive the necessary votes, **SLC** may begin the appointments process over again, or leave the position vacant until the next election.
- (5) An **Elected Official** appointed per this section holds all of the roles, responsibilities, rights, obligations, and privileges afforded to **Elected Officials**, and of their specific appointed position, by the **Union Bylaw** and **Union Policy**.
- (6) If a Faculty Representative who has been appointed to an Executive position declares that they will not run in the By-Election prior to the posting of the Notice of Nomination for the By-Election, they may resume their previous position as a Faculty Representative after the official results of

the By-Election are declared; otherwise, both the Executive position and the Faculty Representative position will be declared vacant and will be open for election in the By-Election.

## 19 Terms of Office, Resignation, and Removal from Office

- (1) The term of office for an **Elected Official** elected in a General Election begins at the Colour Night held after that election, and concludes at the Colour Night held the following year.
- (2) The term of office for an **Elected Official** elected in a By-Election begins after the results of that election are declared official, and concludes at the next Colour Night.
- (3) The term of office for an **Elected Official** appointed per section 18 begins on the effective date of the resolution appointing them, and concludes:
  - (a) if appointed prior to the By-Election, at the official results of the By-Election; or
  - (b) if appointed after the By-Election, at the next Colour Night.
- (4) If an **Elected Official** appointed per section 18 is elected in the By-Election to the position they were appointed to fill, their term of office continues without interruption until the next Colour Night.
- (5) An **Elected Official** may resign from their position by giving written notice to the President or to **SLC**, effective from:
  - (a) a date provided in the notice of resignation; or
  - (b) if no date is provided, effective immediately upon receipt by the President or **SLC**.
- (6) An **Elected Official** is automatically and immediately removed from their position and any associated ex-officio appointments or positions if:
  - (a) they are no longer an **Active Member**;
  - (b) they carry a debt greater than \$75.00 with the **SU** for more than 60 days, unless they have entered into a written agreement with the **SU** to repay the debt and they are not behind in payments under that agreement;
  - (c) they are absent without excusal from three consecutive, or four total, regular **SLC** meetings between September and April (inclusive), in accordance with section 26;
  - (d) they cease to be eligible for their position, such as if a Faculty Representative transfers faculties;
  - (e) subject to any available appeals processes, the Review Board or Tribunal declares them to be disqualified from their position or overturns the election by which they came into their position; or
  - (f) subject to any available appeals processes, **SLC** votes to remove them from office, per section 20(4)(d).

## 20 Conduct and Discipline

- (1) **SLC** may develop a code of conduct and related **Union Policy** to further provide for the expectations for professionalism, ethics, and conduct of **Elected Officials**, and the processes by which misconduct can be addressed.
- (2) No provision of the **Union Bylaw** or **Union Policy** prevents anyone from pursuing legal or administrative action against an **Elected Official** separate from any processes of the **SU**, including actions in accordance with the University of Calgary policies or procedures, or municipal, provincial, or federal law.
- (3) Formal disciplinary proceedings should be used only in necessary circumstances, and perceived misconduct, neglect of duty, or breach of bylaw or **Union Policy** should, when reasonable, first be addressed informally to allow for learning opportunities and time for improvement prior to advancing with formal action.
- (4) If **SLC** finds that an **Elected Official** has broken the **Union Bylaw** or **Union Policy**, including a Code of Conduct as may be established, **SLC** may apply one or more of the following disciplinary actions:
  - (a) issuing a formal warning to the **Elected Official**, by majority vote;
  - (b) issuing a formal reprimand to the **Elected Official**, including greater specificity as to the misconduct and an expression of disapproval of **SLC** of the behaviour, by majority vote;
  - (c) withholding certain powers, privileges, or benefits afforded to the **Elected Official** by the **SU**, by majority vote; or
  - (d) removing the **Elected Official** from their position, by special resolution with two-thirds majority votes.
- (5) Disciplinary actions against an Elected Official applied by **SLC** may be appealed to the Review Board, in accordance with its terms of reference and applicable Union Policy.

## 21 Committees

- (1) The following standing committees of **SLC** are established:
  - (a) the Executive Cabinet;
  - (b) the Operations and Finance Committee;
  - (c) the Programs and Services Committee, and the following subcommittees:
    - (i) the Quality Money Committee;
    - (ii) the Teaching Excellence Awards Committee; and
    - (iii) the Refugee Student Program Committee; and

- (d) the Governance and Oversight Committee;
  - (e) the Review Board; and
  - (f) the Tribunal.
- (2) **SLC** may establish special committees to fulfil a specific, temporary mandate or purpose.
  - (3) A committee may only create a subcommittee or delegate its roles, responsibilities, or powers to a subcommittee if permitted to do so by its terms of reference.
  - (4) **SLC**, or in the case of subcommittees the parent committee, must establish terms of reference for each standing or special committee, including a mandate, scope, composition, authorities, duties and responsibilities, procedures for meeting and voting, reporting requirements, and any other provisions deemed necessary for the effective functioning of the committee.
  - (5) **SLC**, and in the case of subcommittees the parent committee, may override any decision made by a committee by two-thirds majority vote.
  - (6) The President is an ex-officio, non-voting (unless voting rights are specified) member of all committees and other bodies established by the **SU**, except for the Review Board and the Tribunal.

## **Part 5: Students' Legislative Council Meetings**

### **22 Meetings**

- (1) **SLC** shall meet as scheduled, at least twice per month, subject to the following criteria:
  - (a) regular meetings must not be scheduled on or during recognized holidays, scheduled **SU** closures, or exam periods or term breaks, as scheduled in the University of Calgary academic schedule; and
  - (b) special meetings may be held at any time with at least 24 hours' notice to all **SLC** Members, the Speaker, and the General Manager or designate, to address the specific business detailed in the notice of special meeting (unless, by unanimous consent of all **SLC** members, **SLC** decides to address other business), if a special meeting is:
    - (i) deemed necessary by the President;
    - (ii) requested, by a majority of either **SLC** or the Executives, in writing to the President; or
    - (iii) authorized or required for any other reason provided by the **Union Bylaw** or **Union Policy**.

- (2) **SLC** shall be governed by the rules of the current edition of *Robert's Rules of Order Newly Revised* in all cases to which they are applicable and in which they are not inconsistent with the **Union Bylaw** or **Union Policy**.
- (3) Quorum for any **SLC** meeting is a majority of **SLC** members.
- (4) If quorum is lost during an **SLC** meeting, **SLC** cannot vote on any resolution until quorum is met again.
- (5) The Speaker has 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.
- (6) The General Manager or designate is responsible for preparing and distributing an agenda for a regular **SLC** meeting at least 48 hours in advance of the meeting.
- (7) At the discretion of the President or the Speaker, guests may attend and participate in discussions during **SLC** meetings.
- (8) An **SLC** meeting may consist of one or both of:
  - (a) an open session, which may be attended by the public (subject to limitations, including space/participant limits), and during which most **SLC** business should be tended to; and
  - (b) an in-camera session, which may be attended only by **SLC** members, the Speaker, the General Manager or designate, and any guests invited to remain for all or a portion of the session, and during which **SLC** may tend to confidential or otherwise sensitive business.
- (9) All decisions made or actions taken during an **SLC** meeting, including during an in-camera session, will be recorded in the minutes and made publicly available upon request, except where prohibited by law or confidentiality.

## **23 Annual First Meeting (Colour Night)**

- (1) The first meeting of the **SLC** cohort elected at a General Election, to be recognized as "Colour Night," must be held between the last day of the exam period of the Winter term (determined by the University of Calgary academic schedule) and the first Monday of May in each year.
- (2) No official business of **SLC** is permitted to occur at Colour Night, and minutes do not need to be taken during Colour Night.

## **24 Speaker**

- (1) There shall be a Speaker for **SLC**, responsible for the conduct of **SLC** meetings in accordance with the **Union Bylaw** and **Union Policy**.
- (2) The Speaker may attend all sessions of **SLC** meetings as if an **SLC** member, but they cannot vote.

- (3) The Speaker must be an **Active Member**.
- (4) An **Active Member** is not permitted to be the Speaker if:
  - (a) they are an **Elected Official**;
  - (b) they are a voting member of any **SLC** committee;
  - (c) they hold any other position of employment with the **SU**;
  - (d) they have held any Executive position within the prior twelve months; or
  - (e) they have violated **Union Policy**.
- (5) In the absence of the Speaker from an **SLC** meeting, their role may be filled by an Executive.

## 25 Recording Officer

- (1) The General Manager or designate is the recording officer for **SLC** meetings, and may attend all sessions of **SLC** meetings as if an **SLC** member, but cannot vote.
- (2) The recording officer is responsible for:
  - (a) recording meeting minutes for all **SLC** meetings; and
  - (b) providing additional administrative meeting support, as required.

## 26 Attendance

- (1) To be counted in attendance for an **SLC** meeting, an **SLC** member must be present for a substantive portion of the meeting's business, at the discretion of the Speaker or their alternate.
- (2) **SLC** members must attend all **SLC** meetings, unless their absence is excused for:
  - (a) illness or medical emergency;
  - (b) personal or family emergency;
  - (c) religious convictions;
  - (d) required course components (including lectures/class, tutorial or lab sessions, practicum, or mandatory internships)
  - (e) **SU** business, such as **SU** work-related travel or other obligations; or
  - (f) other reasonable accommodation provided by law or **Union Policy**.
- (3) An **SLC** member may request an excusal for their absence from an **SLC** meeting any time prior to the next regular **SLC** meeting after their absence by articulating their absence in accordance with this section in writing to the General Manager or designate.

- (4) The General Manager or designate may request supporting documentation to validate an absence excusal, such as a course outline, exam schedule, medical note, supervisory letter, or statutory declaration.

## **27 Voting**

- (1) Each **SLC** member has one vote on matters put to a vote at an **SLC** meeting, unless the member is required to abstain from voting in accordance with the **Union Bylaw** or **Union Policy**.
- (2) All votes of **SLC** and its committees are decided by a majority (50% plus one of present and validly-cast votes, not counting any abstentions), unless a two-thirds majority is specified by the **Union Bylaw** or **Union Policy**.
- (3) Votes may be conducted by a show of hands, voice vote, unanimous consent, or where necessary to maintain confidentiality, secret ballot administered by the General Manager or designate.
- (4) If there are an equal number of votes in favour of, and opposed to, a matter brought to a vote, the motion is defeated.
- (5) No person other than an **SLC** member may exercise that **SLC** member's rights on **SLC**.
- (6) **SLC** members may abstain from voting on any matter, and abstentions do not affect the result of the vote or jeopardize quorum or unanimous consent.

## **28 Resolutions**

- (1) Prior to **SLC** voting on any resolution, the resolution must be presented in writing.
- (2) Unless the resolution otherwise specifies, a resolution comes into effect the day after it is approved.
- (3) Resolutions may be amended at any time by **SLC**.
- (4) Amendments to resolutions shall require the same voting majority required to approve the resolution.
- (5) The General Manager or designate may correct a typographical or grammatical error in a resolution by non-substantively amending it at any time, and must report any such amendment to **SLC** at the next regular **SLC** meeting.

## **29 Special Resolutions**

- (1) The **Union Bylaw** or **Union Policy** may require a decision of **SLC** to require a special resolution.
- (2) A special resolution is a resolution that must be read by **SLC** two times: once each at two separate meetings, held on different days, within 30 days of each other.
- (3) If the second reading does not occur within 30 days of the first reading, or if the second reading does not pass, the first reading is nullified.

- (4) Each reading of a special resolution requires a vote with the appropriate threshold, and time for discussion before the vote.
- (5) If a special resolution is amended after the first reading but prior to its second reading, the first reading remains valid for the purposes of this section and it is not necessary to have a “third” reading.
- (6) Amendments to a previously passed special resolution do not require two readings.

### **30 Resolutions in Writing**

- (1) A resolution in writing passed by the appropriate majority of **SLC** members entitled to vote on it, including by email or other method of recorded written response, is valid as if it had been passed at an **SLC** meeting.
- (2) Resolutions in writing are only to be used for simple, straightforward motions, or when it is not reasonable or possible to call or wait for an **SLC** meeting, and should be used rarely.
- (3) Special resolutions may not be passed as a resolution in writing.
- (4) **SLC** may approve a resolution in writing electronically, according to the following process:
  - (a) the General Manager or designate will distribute the resolution and an electronic poll, such as by email or digital ballot, to **SLC** members, including a reasonable deadline by which they must cast their vote;
  - (b) the General Manager or designate may extend the deadline to cast votes once, for up to seven days;
  - (c) voting on the resolution will end after the deadline or any extension thereof;
  - (d) a majority of **SLC** members must respond to the poll (either indicating a vote or abstention), otherwise the resolution does not pass, but may be tried again;
  - (e) if the resolution receives the required votes by the end of voting, the resolution is passed;
  - (f) if the resolution does not receive the required votes by the end of voting, it does not pass;
  - (g) the General Manager or designate must tally the votes and inform **SLC** of the outcome, and include the result in the minutes of the next regular **SLC** meeting.

### **31 Conflicts of Interest**

- (1) **Elected Officials**, the Speaker, the Chief Returning Officer, and members of any **SLC** committee must declare a conflict of interest with any business in which they or a person or organization directly associated to them has a real or perceived private interest, including:
  - (a) during meeting proceedings, such as discussions or votes; and

- (b) when using information or influence available to them because of their role with the **SU**, or undertaking any other official duty or responsibility associated with their role.
- (2) For the purposes of this section, “private interest” includes any personal, professional or monetary benefit to an **Elected Official** or person or organization directly associated to an **Elected Official**, including gifts exceeding token significance or value, appointment of such a person to a position, or any other interest or benefit, but not including those that affect them as part of a broader class of students.
- (3) The Speaker or chair of a committee may rule on whether a member has a conflict of interest, subject to appeal by two-thirds majority vote of **SLC** or the respective committee.
- (4) After declaring or being determined to have a conflict of interest, a person must:
  - (a) not participate in discussion about that item of business or vote; and
  - (b) abstain from voting on the matter or otherwise recuse themselves from taking action related to the matter.
- (5) A member of **SLC** or a committee may be excluded from all or part of a meeting by the Speaker at **SLC** or the chair of a committee where a matter that member has a conflict of interest with is being discussed or voted on by discussing the matter in an in-camera session and excluding that member.
- (6) Declared or determined conflicts of interest must be reflected in the minutes.

## **Part 6: Finances and Budget**

### **32 Fiscal Year**

- (1) The fiscal year for the **SU** is July 1 to June 30.

### **33 Students’ Union Fees**

- (1) Information about **SU** fees, including the fee amounts, a description of each fee, and when the fee is levied, must be made publicly available to **Active Members**.
- (2) The increase, decrease, creation, or removal of an **SU** fee must be approved by a majority of voters in a valid referendum administered by the **SU**.
- (3) The creation of a new **SU** fee is only permitted if the fee is for the maintenance of the **SU**, in accordance with the **Act**.
- (4) Despite subsection (2):
  - (a) fees for the health and dental plans may be increased with the Alberta Consumer Price Index, up to an annual limit of 4 per cent, without a referendum question being put to members, to ensure the financial sustainability of the plans; and

- (b) **SLC** may, if substantially all the students registered in a particular faculty, session, or program do not have reasonable access to a significant portion of the services covered by a fee, vote by two-thirds majority to reduce that fee for the affected students by an amount that fairly represents the services that those students can not access.
- (5) **SLC** may vote by two-thirds majority to reduce the **SU** General Fee, the Health Plan Fee, or the Dental Plan Fee for one year for a period of no more than one year, effective from the end of the term of office of that **SLC**.

### **34 Banking and Financial Records**

- (1) The General Manager or designate is responsible for maintaining a complete set of financial records, including accounts and records of revenue, expenditures, inventory, capital assets, debts, and audited financial statements.

### **35 Annual Budget**

- (1) The General Manager or designate must prepare the annual budget and present it to **SLC** for approval by majority vote on or before June 30.
- (2) The annual budget must 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) If **SLC** fails to approve an annual budget before the start of the fiscal year, the **SU** shall continue to operate in a manner consistent with the most recent annual budget approved by **SLC**.

### **36 Audited Financial Statements**

- (1) The Operations and Finance Committee shall appoint a qualified external auditor for the **SU** on the recommendation of the General Manager or designate and the Vice President Internal before June 1.
- (2) As soon as practical after June 30 each year, the external auditor of record shall prepare a complete set of audited financial statements of the **SU's** accounts for the preceding fiscal year.
- (3) The audited financial statements must be presented to **SLC** for approval by majority vote no later than January 31.
- (4) Upon approval of the audited financial statements by **SLC**, two Executives shall sign the statements on behalf of the **SU**.

### **37 Deficits and Surplus**

- (1) The **SU** shall not approve a deficit budget.

- (2) If the audited financial statements confirm the **SU** posted a surplus of revenues over expenditures in the previous fiscal year, the **SU** may:
  - (a) accelerate debt repayment;
  - (b) eliminate previous operating deficit(s);
  - (c) increase, or accelerate, capital expenditures; or
  - (d) increase retained earnings.

### **38 Lending and Borrowing Powers**

- (1) The **SU** shall not lend money.
- (2) The **SU** may utilize the following borrowing means:
  - (a) borrow funds on the credit of the **SU** under the following criteria:
    - (i) the funds are for long-term capital debt or operation line of credit;
    - (ii) the funds are solely used for the purposes they were borrowed;
    - (iii) the term of the borrowing does not exceed the probably lifetime of the capital property; and
    - (iv) the funds request shall include the purpose of borrowing, the amount to be borrowed, the terms and conditions of the borrowing, the security to be given, and the source of funds to be used to repay the borrowed amounts; or
  - (b) issue, sell, or pledge debt obligations for the **SU**, including bonds, debentures, notes, or other similar obligations, whether secured or unsecured; or
  - (c) charge, mortgage, or pledge currently owned or subsequently acquired real or personal property of the **SU**, including student fees collected on behalf of the **SU**, book debts, rights, powers and undertaking, to secure debt obligations or funds borrowed, or other debt or liability of the **SU**.
- (3) All borrowing means must:
  - (a) be recommended to **SLC** for approval by the Operations and Finance Committee; and
  - (b) be approved by a special resolution of **SLC**, with two-thirds majority votes.

### **39 Extra-Budgetary Expenditures**

- (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**; and
- (c) amounts over \$15,000 require the joint recommendation of the General Manager and the Operations and Finance Committee, with **SLC** approval by special resolution with two-thirds majority votes.

#### **40 Emergency Expenditures**

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

#### **41 Signing Authorities**

- (1) 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 **SU** must be signed by one of the President, Vice President Internal, or Vice President Academic, together with one of the General Manager or the Controller.

#### **42 Financial Procedures**

- (1) Any vote by **SLC** or a committee of **SLC** pertaining to the disbursement of **SU** funds requires a two-thirds majority approval.
- (2) The Operations and Finance Committee may establish financial procedures with recommendations from the General Manager for the financial administration and system of internal controls for the **SU**.
- (3) All banking business of the **SU** 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.
- (4) The **SU** 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.

#### **43 Executive Compensation**

- (1) The Executives shall receive:

- (a) a total compensation equal to the total compensation received by the previous term's Executives, subject to adjustment following a compensation review in accordance with section 45; and
  - (b) all benefits afforded to full-time regular employees of the **SU** deemed appropriate by both the General Manager or designate and the Executive Cabinet.
- (2) If an Executive does not serve a full term, the total compensation payable to that Executive is divisible and payable in proportion to the total amount of time they were in office.
  - (3) Changes to the benefits received by an Executive must be reported to **SLC**.

#### **44 Faculty Representative Compensation**

- (1) Faculty Representatives shall receive a monthly honorarium of:
  - (a) in the months of September through April, inclusive, \$300.00 per month, adjusted annually with the projected salary increase among not-for-profit employees as reported in the Conference Board of Canada's Compensation Planning Outlook report from the prior year; and
  - (b) in the months of May through August, inclusive, \$100.00 per month, adjusted annually with the projected salary increase among not-for-profit employees as reported in the Conference Board of Canada's Compensation Planning Outlook report from the prior year.
- (2) If the change in the Conference Board of Canada projected salary increase data per subsection (1)(a)-(b) is negative, no change shall be made to the honoraria amount.
- (3) On the recommendation of an Executive, Faculty Representatives may receive an additional \$50.00 per month, based on the satisfactory achievement of goals mutually set with that Executive.

#### **45 Elected Official Compensation Review**

- (1) Monetary compensation for the Executives and Faculty Representatives shall undergo a comprehensive review every three years.
- (1) If a compensation review per subsection (1) finds that total compensation for Executives is below the median average of peer Alberta public post-secondary institutions' student associations' Executive compensations, the total compensation for Executives shall increase in accordance with the projected salary increase among not-for-profit employees as reported in the Conference Board of Canada's Compensation Planning Outlook report from the prior year.
- (2) If the change in the Conference Board of Canada projected salary increase data per subsection (2) is negative, no change shall be made to the Executives' total compensation.

- (3) Outside of the regular three-year compensation review cycle, the Operations and Finance Committee may initiate a supplementary review of the Executives' total compensation once per fiscal year, prior to the approval of the budget for the next fiscal year.
- (4) Following a supplementary review initiated per subsection (4), the Operations and Finance Committee may recommend that the total compensation for Executive positions increase in accordance with the projected salary increase among not-for-profit employees as reported in the Conference Board of Canada's Compensation Planning Outlook report from the prior year, subject to:
  - (a) the Total Rewards Policy's compensation philosophy for **SU** staff;
  - (b) the financial means of the **SU**; and
  - (c) approval by majority vote of **SLC**.
- (5) Any changes to monetary compensation shall take effect during the next **SLC's** term after the review was conducted.

## **Part 7: General**

### **46 Strategic Plan**

- (1) **SLC** must approve a strategic plan for the **SU**, prepared by the Executives and the General Manager or designate, by special resolution with two-thirds majority votes.
- (2) The strategic plan must:
  - (a) include a mission statement, a vision statement, and organizational values; and
  - (b) comply with the object of the **SU** provided by the **Union Bylaw** and the **Act**.
- (3) The Executives and General Manager or designate must undertake a comprehensive review of the strategic plan every four years and provide a report to **SLC** with the results of the review, including:
  - (a) an assessment of the progress the **SU** made towards the mission, vision, and values prescribed in the strategic plan since the last review; and
  - (b) recommendations for amendment to the strategic plan, if any.

### **47 Annual Report**

- (1) The President shall deliver an Annual Report to the Community, including:
  - (a) highlights from the annual budget of prior fiscal year;
  - (b) any approved extra-budgetary expenditures approved in the prior fiscal year; and
  - (c) any approved **Union Bylaw** or **Union Policy** changes that may impact **Active Members**.

#### **48 Privacy and Confidentiality**

- (1) Despite anything in the **Union Bylaw** or **Union Policy**, the **SU** shall act in accordance with all federal, provincial, and municipal laws regarding privacy, confidentiality, and the collection of personal information.

#### **49 External Memberships**

- (1) **SLC** may approve or terminate an external membership, excluding professional association memberships, by special resolution with two-thirds majority votes.

#### **50 General Manager**

- (1) **SLC** may appoint or dismiss the General Manager on the recommendation of the Executive Cabinet by special resolution with two-thirds majority votes, in compliance with applicable contracts, employment law, and established employment practices.

### **Part 8: Amendment**

#### **51 Review**

- (1) The Governance and Oversight Committee is responsible for reviewing the **Union Bylaw** at least once every three years.

#### **52 Amendment and Repeal**

- (1) Any proposed amendment to the **Union Bylaw** must be submitted in writing to a meeting of **SLC** at least five days prior to the **SLC** meeting at which the amendment will be voted on.
- (2) **SLC** may amend or repeal the **Union Bylaw**:
  - (a) on the recommendation of the Governance and Oversight Committee, by two-thirds majority vote; or
  - (b) by special resolution, with two-thirds majority votes.

### **Part 9: Transitory Provisions**

#### **53 Transition and Coming into Force**

- (1) Section 14(2)(b)(x) comes into effect for the 2024 **SU** General Election, meaning the position of Faculty Representative for the School of Architecture, Planning and Landscape will first be available for nominations and election in the 2024 **SU** General Election.
- (2) The sections of the **Union Bylaw** providing for the Vice President Internal come into effect for the 2024 **SU** General Election, meaning that the position of Vice President Internal will first be available for nominations and election in the 2024 **SU** General Election.

- (3) Despite anything in the **Union Bylaw** or **Union Policy** as may be amended during the transition to the implementation of the Vice President Internal role, the Executive positions of Vice President Student Life and Vice President Operations and Finance remain in place until the **SLC** cohort elected in the 2024 **SU** General Election takes office, under the applicable terms of the version of the **Union Bylaw** that was in force on March 31, 2021.
- (4) Sections 43, 44, and 45 come into effect May 1, 2024, until such time the provisions of the **Union Bylaw** pertaining to Executive Compensation, Non-Executive SLC Member Compensation, and Compensation Review (sections 120 – 127) as were in force on March 31, 2021 remain in effect.
- (5) If and when they are no longer applicable, this part and section of the **Union Bylaw**, or applicable subsections of this section, may be removed by majority vote of the Governance and Oversight Committee, with timely reporting to **SLC** about the removal.

## History

- April 13, 2010 (Students' Legislative Council): The SU's Finance Bylaw, Governance Bylaw, Elections Bylaw, and Media Bylaw were each repealed and replaced by the Union Bylaw, which was approved and enacted on this date.
- August 20, 2013 (Students' Legislative Council): Amended.
- February 25, 2014 (Students' Legislative Council): Amended.
- April 1, 2014 (Students' Legislative Council): Amended.
- March 10, 2015 (Students' Legislative Council): Amended.
- March 17, 2015 (Students' Legislative Council): Amended.
- February 23, 2016 (Students' Legislative Council): Amended.
- March 8, 2016 (Students' Legislative Council): Amended.
- April 12, 2016 (Students' Legislative Council): Amended.
- January 12, 2017 (Policy Development and Review Committee): Non-substantively amended.
- January 26, 2017 (Policy Development and Review Committee): Non-substantively amended.
- February 7, 2017 (Students' Legislative Council): Amended.
- March 7, 2017 (Students' Legislative Council): Amended.
- March 28, 2017 (Students' Legislative Council): Amended.
- June 20, 2017 (Students' Legislative Council): Amended.
- February 6, 2018 (Students' Legislative Council): Amended.
- April 10, 2018 (Students' Legislative Council): Amended.
- January 15, 2019 (Students' Legislative Council): Amended.
- May 21, 2019 (Students' Legislative Council): Amended.
- March 30, 2021 (Students' Legislative Council): Amended.
- March 14, 2023 (Students' Legislative Council): Comprehensive revision.