

By-laws of the Algoma University Students' Union

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By-law 1: Rights, Privileges and Responsibilities of Membership

1.1 Definitions:

- a. The defined terms in the Constitution shall apply to the Bylaws.

1.2 Members of AUSU shall have the following rights and privileges:

- a. To act as the sole authority of AUSU to make decisions through referenda or General Meetings on all questions of membership in AUSU, subject to the other provisions of AUSU's Constitution and bylaws; and
- b. To have their interests represented collectively in AUSU through their constituency representatives, but will not themselves have voting rights at Board Meetings, or Executive Meetings; and
- c. To be represented collectively to Algoma University through AUSU, and through membership in a provincial and national student association, to provincial and federal governments; and
- d. To the protection and support of AUSU in accordance with the mandate of AUSU; and
- e. To attend meetings of all decision-making bodies of AUSU, with the exception of in-camera sessions and other situations in which confidentiality is required; and
- f. To speak, make proposals, amend, repeal and vote at Annual General Meetings and any Members Meeting; and
- g. To speak, at the discretion of the Chair, at Annual Board Meetings and any Members Meeting; and
- h. To run for Executive and Non-Executives office; and
- i. To vote in AUSU elections, by-elections, recalls and referenda; and
- j. To access all minutes of the AUSU Board of Directors and Executive Committee, subject to restrictions in these bylaws; and
- k. To access the services, research, information, materials and other resources of AUSU; and access official financial reports and board meeting minutes for AUSU subsidiaries subject to restrictions in these bylaws.
- l. To access AUSU's Health and Dental Plan within the provisions of the plan; and
- m. To access information on associations to which AUSU belongs including, but not limited to, the Canadian Federation of Students.

1.3 Members of AUSU shall have the following responsibilities

- a. Payment of the designated AUSU and CFS membership fees; and
- b. Payment of any fees voted on by referendum; and
- c. To respect the goals and objectives as they are specified in the Preamble of the Constitution, the rules of the present Constitution and bylaws, as well as any legal agreement adopted by AUSU in their name.

By-law 2: Membership Fees

2.1 Setting of Membership Fees

- a. Except as hereinafter provided, AUSU membership fees may be set by the members of AUSU voting in a referendum provided that sufficient notice has been served as per these bylaws.
- b. CFS provincial and national fees shall be set as per the relevant provisions in the CFS Constitution and bylaws.
- c. Fee information including up-to-date amounts and prescribed reasons for fee collection are to be made available publicly to the AUSU membership.

2.2 AUSU Membership Fees

- a. The membership fee shall be adjusted annually by the Ontario Consumer Price Index (CPI). Hereinafter, membership fees may also be set by Members of AUSU voting in a referendum.
- b. Membership fee adjustments require Board approval.

2.3 Provincial and National Federation Membership Fees

- a. The membership fees shall be adjusted annually by the Consumer Price Index (CPI).

2.4 Verification of Federation Membership Fees

- a. The President, Finance Manager, and AUSU's Ontario CFS Representative shall be jointly responsible for verifying the correct rates of the AUSU and CFS membership fees in each academic year no later than September 1, and the board will be notified at the next meeting.

2.5 Fee Collection and Remittance

- a. Algoma University will collect AUSU membership fees and remit them to AUSU in a timely fashion.
- b. Algoma University will collect CFS Provincial membership fees and remit them to the CFS-Ontario office in a timely fashion.
- c. Algoma University will collect CFS National membership fees and remit them to the CFS-Ontario office in a timely fashion.
- d. Algoma University will collect the Health and Dental Insurance fees and remit them to AUSU in a timely fashion.
- e. Algoma University will collect fees for Bus passes and directly pay the service provider in a timely fashion.

By-law 3: Board of Directors

3.1. Composition of the Board

- a. The affairs of AUSU shall be managed by a Board of Directors of between five (5) and fifteen (15) positions elected or appointed as applicable in accordance with bylaw 3.12

- b. The composition of the Board shall be:
 - i. **Executive**
 1. President
 2. Vice President Programming
 3. Vice President Campus Affairs
 4. Vice President Indigenous

 - ii. **Representatives**
 1. Queer and Trans* Representative
 2. Mature & Part-time Student Representative
 3. Womens' Affairs Representative
 4. Diversity Representative
 5. GTA Representative
 6. Timmins Representative
 7. SSM Representative
 8. Academic Representative
 9. Graduate Representative
 10. SASA Representative
 11. Residence Representative

- c. A position on the Board shall be held by no more than one person.

- d. A Board Member shall hold no more than one office at any time, except as an emergency replacement. A Board Member cannot hold a paid staff position with AUSU. In the event a Board Member wishes to accept a paid staff position offer, they must resign from their board position prior to their paid staff position start date.

- e. If there is a failure to elect a position during the General Election, and the Members hold the exclusive right to elect the position, the Board Members then in office shall call a special meeting of the Members to fill the vacancy.

3.2. Term of the Board

- a. Each Board cycle shall be from May 1 to April 30. The term for each Board Member shall be one (1) Board cycle.
- b. Board Members may serve a maximum of two (2) consecutive terms in any elected position, subject to their re-election. Candidates are required to stand for re-election on an annual basis.
- c. Successors for each office shall be chosen by the Members through a General Election or By-election, or by appointment by AUSU in accordance with these bylaws.
 - i. The VP Indigenous and SASA Representative will be appointed by SASA and their respective Board according to their Constitution and bylaws.
 - ii. AUSU shall be notified of the VP Indigenous and SASA Representative' appointment in writing no later than April 15th or as approved by SASA at a later date which will be ratified at the next AUSU Board Meeting.
 - iii. If the new VP Indigenous and/or SASA Representative is not appointed by May 1st, the outgoing VP Indigenous' position can be extended on an interim basis or a temporary appointment can be made by SASA.

3.3 Indemnity

- a. Except where otherwise prohibited by law, every officer or member of the Board or of any committee or subcommittee of the Board and the heirs, executors and administrators and the estate and effects of each of them, respectively, shall be indemnified and saved harmless out of the funds of AUSU, from and against all costs, charges and expenses whatsoever (including amounts paid to settle an action or satisfy a judgment), that is reasonably incurred by such member or officer in respect of any civil, criminal, administrative, investigative or other action or proceeding in which the member or officer is involved because of their association with AUSU, except where such member or officer is judged by any court or other competent authority to have committed any fault or omitted to do anything that the member or officer ought to have done, and provided such member or officer acted honestly and in good faith with a view to the best interests of AUSU and, if the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, that such member or officer had reasonable grounds for believing that their conduct was lawful.

3.4 Executive, Director and Representative Qualification

- a. In order to seek election on the Board, a candidate must meet the requirements of the AUSU Elections Policy.
- b. At all times, every Board Member shall:
 - i. Be a registered student at Algoma University; and
 - ii. Be registered in at least one (1) course in the Fall semester and at least one (1) course in the Winter semester at the time of election. For the purpose of this bylaw a co-op class or placement shall be considered a course.

- c. Exception to a: In the case that an elected Board Member is unable to attend school for one (1) term, such Board Member may maintain their position and duties as long as they return to class the following term. If classes are not resumed in the term immediately following their break from classes, the Board Member must resign effective the first day of the term following their break from class.
- d. An individual is not eligible to hold a position as a Board Member if any of the following apply:
 - i. They do not meet the minimum qualifications of a director of a corporation under the Act;
 - ii. They have been found to have violated Algoma University's Student Code of Conduct and such finding would objectively have a negative impact on the reputation of AUSU or its Members.

3.5 Duties of the Executives, Directors and Representatives

- a. Each Board Member shall:
 - i. Act in the best interests of AUSU in respects of matters for which the Board has the authority to act; and
 - ii. Honour and protect the special relationship between AUSU and SASA, and practice allyship; and
 - iii. Act in the best interest of the Constituency that they are representing, or in the best interest of students in general in the position they were elected to; and
 - iv. Attend all meetings of the Board, any committees to which they are elected or appointed, unless other arrangements approved by a simple Board majority have been made; and
 - v. Act as a liaison and act with consultation between their Constituency and AUSU, and vice versa; and
 - vi. Carry out such other duties as the Board may from time to time assign them with.
 - vii. Act honestly and in good faith with a view to the best interests of the corporation; and
Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
 - viii. Shall submit availability to the Recording Secretary for the purposes of the Recording Secretary formulating a schedule of operations.
 - ix. All members of AUSU shall use their AUSU email account, equipment, and resources for business purposes and fulfilling their set forth duties to ensure institutional memory, professionalism, and consistency.
 - x. Student and personal email are prohibited for AUSU related matters.
 - xi. Maintain an overall grade percentage of 60% or a GPA of 2.0.

3.6. Honorariums and Compensation for Board Members

- a. Each Non-Executive Board Member shall be eligible to receive an honorarium for each of Spring, Fall, and Winter semesters, provided that they are performing their duties as set forth in bylaw 6 as determined by the Executive, acting reasonably, and they submit a report outlining the specific duties performed by them. Details of honorarium compensation amounts are outlined in the Board Compensation Policy.
- b. Each Executive Member shall receive wage compensation as outlined in the Board Compensation Policy.
- c. Each Board Member shall be entitled to be reimbursed for their reasonable expenses which are budgeted and properly incurred in the course of transacting affairs on behalf of AUSU.

3.7. Disciplining Board Members

- a. AUSU shall have the right to discipline its Board Members. Grounds for disciplinary action include, but are not limited to, the following:
 - i. Absences from Board meetings without a valid excuse (e.g. 3 meetings missed without providing prior notice is cause for discipline up to and including recall);
 - ii. Just cause (e.g. discriminatory/inappropriate actions, incurring criminal charges);
 - iii. Theft, fraud, or embezzlement of funds;
 - iv. Failure to disclose a significant or obvious conflict of interest;
 - v. Breach of confidentiality;
 - vi. Failure to attend AUSU Board Training;
 - vii. Misuse of AUSU property;
 - viii. Failure to perform their duties as specified in the Constitution or bylaws;
 - ix. Failure to complete the required number of office hours as outlined in bylaw 5 or bylaw 6.

The disciplinary action to be taken against any Board Member shall be decided on a case by case basis in an in-camera session of the Board to respect privacy. Any disciplinary action must be done in a respectful manner to minimize negative impacts on an individual and be approved by a two-thirds (2/3) majority vote of Board Members present. Disciplinary action can include, but is not limited to, verbal reprimand, letter of censure, denial or reduction of Honorarium or temporary suspension without pay. The Board Chair is responsible for issuing disciplinary decisions in writing.

3.8. Recall of Board Members

- a. The Members may, by ordinary resolution at a special meeting called in accordance with this Bylaw, remove a Board Member, with the exception of any Board Member who holds their position by virtue of office.
- b. A special meeting for the purpose of voting to remove a Board Member may be called if a written request is supported by at least five percent (5%) of the Members. The request must clearly state the purpose of the meeting, including the name(s) of the Board Members proposed for removal and the reasons for the proposed removal.
- c. A quorum for the special meeting to remove a Board Member shall consist of at least ten percent (10%) of the Members. If quorum is not met, the special meeting cannot proceed and no resolution on the removal of the Board Member can be passed.

3.9 Vacancy of the Office of a Board Member

- a. The office of a Board Member shall be automatically vacated upon the occurrence of any of the following events:
 - i. If a Board Member is appointed to fill the vacancy of an Executive, and such Board Member accepts the position, such Board Member shall be deemed to have immediately vacated their elected position on the Board in favour of the new office;
 - ii. If a Board Member ceases to be eligible for appointment or election to the Board in accordance with this bylaw before the end of their term;
 - iii. If an order is made declaring such Board Member to be incapable of fulfilling their duties as outlined in bylaw 5 or bylaw 6;
 - iv. If by notice in writing to AUSU such Board Member resigns their office (in which case such resignation, if not effective immediately, becomes effective in accordance with its terms);
 - v. If such Board Member is absent, without valid excuse, for a total of three (3) Board meetings during a Board cycle.;
 - vi. If a board member is recalled by the membership in accordance with Section 3.8.
 - vii. The board member dies.

3.10 Determination of Valid Excuse

- a. For the purposes of Section 3.9 the determination of a valid excuse shall be made by the Board, in an in-camera meeting.

3.11 Appointment of Board Member

- a. Except as provided otherwise in this bylaw, where a vacancy on the Board occurs, the Board may determine to fill a vacancy by either of the following:
 - i. By ordinary resolution passed by the Board at a special meeting for the purpose of filling the vacancy; or
 - ii. By a vote of the Members through a by-election.
- b. A by-election shall be held in the Fall semester for any vacancies in the Board that occur before October 1st that were not filled in accordance with this bylaw. The dates of the nominations and election shall be approved by the Board based on the recommendation of the Elections Committee provided that it must occur in the fall semester of each year. Any person appointed to the Board under these circumstances, shall serve the unexpired remainder of the term of the departed Board Member.

3.12 Advertising of Appointments

- a. Where the position of a Board Member is to be filled by an appointment of the Board, notice of such process must be posted in and around the University for no less than five (5) business days prior to the meeting of the Board at which the appointment is to take place.
- b. Such notice shall invite expressions of interest from or on behalf of interested persons and shall include the date of the meeting at which such appointment is to take place, the requirements and responsibilities of the position, contact number(s) for further information, and information on the appointment process.

3.13 Officers of the Board

- a. The Officers of the Board shall be the following:
 - i. Chair
 - ii. General Manager
 - iii. Recording Secretary
 - iv. Finance Manager
 - v. Administrator
 - vi. Such other officers as the Board may establish and appoint from time to time.
- b. The Officers shall attend all meetings of the Board and shall be responsible for the duties and responsibilities assigned to them by the Board.
- c. The Board shall elect annually a Chair from amongst the Board Members. In the case that the Chair is unavailable for a meeting, the Board shall temporarily appoint a chair amongst themselves for the duration of the applicable meeting.

By-law 4: Powers of the Board

- a. The Board shall administer the affairs of AUSU in all things and may make or cause to be made for AUSU, in its name, any kind of contract which AUSU may lawfully enter into and, save as hereinafter provided, generally, may exercise all such powers and do all such other acts and things as AUSU, by its Letters Patent or otherwise, is authorized to exercise and do.
- b. The Board shall have the power to authorize expenditures on behalf of AUSU and may delegate, by resolution, to the Executive Committee the right to make such expenditures on such terms and conditions as it deems appropriate.
- c. The Board may appoint agents and engage employees as it may deem necessary and such persons shall have authority and perform duties as prescribed by the Board at the time of such appointment.
- d. The Board is expressly empowered, to purchase, lease or otherwise acquire, sell, exchange, or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned, for such consideration and upon such terms and conditions as the Board may deem advisable.
- e. The Board shall have the authority to establish committees to exercise any function of AUSU.
- f. The Board shall exercise general supervision over all the disbursements of the members' monies to all members' organizations and generally exercise supervision over financial operations.
- g. The Board shall consider the budgets of all committees, operations, and services, and approve the annual operating budget for AUSU no later than June 30 of the current fiscal year.
- h. The Board shall have the power to inspect and audit any activity sponsored by AUSU.
- i. The Board shall set down and implement any financial programmes and procedures, including the method of requisition of funds, which shall govern the operations of AUSU and its committees.

By-law 5: Executive Members

5.1. Composition of the Executive Committee

- a. The Executive Committee shall be composed of The President, Vice President Campus Affairs, Vice President Programming, Vice President Indigenous.
- b. The General Manager shall attend all meetings of the Executive Committee.

5.2. Signing Authority

- a. President, Vice President Campus Affairs, Vice President Indigenous, Vice President Programming, AUSU General Manager, and the Finance Manager shall be the signing officers in accordance with the Financial Policy.

5.3. Responsibilities of Board Executive Members

Responsibilities of the President

- a. The duties and the responsibilities of the President shall include, but not be limited to:
 - i. Be the official spokesperson of AUSU to the general public, Algoma University, campus groups, and at University functions
 - ii. To establish new projects and complete existing projects initiated by the previous Board
 - iii. To oversee all AUSU governance and affairs and oversee general management for all operational functions.
 - iv. To ensure the timely deliverance of AUSU services to its members
 - v. To be a signing officer of AUSU in accordance with Finance Policy; and
 - vi. To coordinate the Executive Committee
 - vii. To act on behalf of the Board and the Executive Committee between meetings where immediate action is necessary
 - viii. To act as the chair of the Executive Committee
 - ix. To act as the chair of the Policy Committee
 - x. To act as Chair or to be responsible for the recruitment of a CFS Chairperson at the Annual General Meeting, and other meetings of the members.
 - xi. To serve as the chief liaison between the Union and the University Administration
 - xii. To serve as the chief liaison to all organizations and unions external to Algoma University;

- xiii. To serve as the chief liaison to the municipal, provincial and federal governments;
- xiv. To oversee that the AUSU Board Executives liaise with campus representatives on a regular basis to ensure that their student life needs, and campus affairs are being met.
- xv. To liaise with other external representatives from post-secondary students' unions and national student organizations on issues of common concern
- xvi. To be the official representative to the Canadian Federation of Students and Canadian Federation of Students Ontario.
- xvii. To ensure that all governance policy documents are up to date and relevant.
- xviii. To develop, recommend and present the annual budget to the Board in consultation with the Executive Committee and the Finance Manager To consult with the General Manager regarding the financial status of AUSU including budget variances and make recommendations to the Board regarding major expenditures
- xix. To appoint members of the Board to sit on Algoma University committees, Senate or otherwise, subject to the approval of the Board
- xx. To nominate a member or serve as a nominee for appointment to the Board of Governors of the University in accordance with the bylaws of the University;
- xxi. To participate in government committees regarding student issues
- xxii. To sit on at least one (1) Algoma University committee
- xxiii. To prepare an annual report for their successor, ensuring a smooth transition for the succeeding President
- xxiv. Shall create/maintain a transition binder for the incoming President.
- xxv. To attend weekly executive committee meetings and monthly board meetings as planned.
- xxvi. TO maintain the minimum required posted office hours per week within the academic year.
- xxvii. To complete other duties as required.

Responsibilities of the Vice President Campus Affairs

- a. The duties and responsibilities of the Vice President Campus Affairs shall include, but not be limited to:
 - i. To assist the President in the regular execution of duties and also act as president in their absence.
 - ii. To maintain public awareness of AUSU as well as all the Campaigns it runs
 - iii. To be a signing officer of AUSU in accordance with Finance Policy.
 - iv. To work alongside the Communication team to update the AUSU website, Instagram, Twitter, Facebook, Snapchat and any other forms of communication related to campaigns on a frequent basis
 - v. To maintain membership on any University or AUSU committees that may pertain to equity, diversity or issue-based Campaigns.
 - vi. To coordinate with VP Student Life and Communication and Social Media Coordinator on the development and revisions of AUSU publications.
 - vii. To ensure that matters of security, safety, health and sexual violence are addressed and reported properly as needed.
 - viii. To promote equity on campus.
 - ix. To facilitate anti-oppression workshops made available for all staff, students and community members
 - x. To establish relationships with All On-Campus Departments and community groups;
 - xi. To liaise with the Algoma University Director of Student Affairs, Residence Coordinator, Residence Council, Residence Advisors, the Algoma University Athletic Manager, and any other department related to student concern on a regular basis.
 - xii. To liaise with campus representatives on a regular basis to ensure that their student life needs, and campus affairs are being met.
 - xiii. To work with the learning center in planning workshops related to academics learning strategies.
 - xiv. To sit on and act as the Chair of the AUSU Campaigns Committee and to ensure the development of the program throughout the year
 - xv. To follow through and implement all plans laid out for Campaigns as discussed with the Campaigns Committee.
 - xvi. To be responsible for advertising all AUSU campaigns events on all promotional platforms for at least **2 weeks** prior to any event

- xvii. To work with the Vice President Programmings and Communication Team to ensure effective promotion and advertising of all AUSU activities and events on all promotional platforms
- xviii. To work with AUSU General Manager and the Communication Team in developing an advertising plan for special events and programs for the year
- xix. To sit on any Algoma University Committee, as required, representation must follow the spirit of decision made by the Executive and the Board of Directors
- xx. To prepare an annual report for their successor, ensuring a smooth transition for the succeeding Vice President Campus Affairs.
- xxi. Shall create/maintain a transition binder for the incoming VP Campus Affairs
- xxii. To assist any Board, Executive or Staff member when required
- xxiii. To maintain the minimum required posted office hours per week within the academic year
- xxiv. To attend weekly executive committee meetings and monthly board meetings as planned
- xxv. To complete other duties as required.

Responsibilities of the Vice President Programming

- a. The duties and responsibilities of the Vice President Programming shall include, but not be limited to:
 - i. To assist the President in the regular execution of duties.
 - ii. To be a signing officer of AUSU in accordance with Finance Policy
 - iii. To be responsible for encouraging student involvement in all aspects of Campus Recreation, Varsity Athletics Programs, Residence and AUSU events
 - iv. To work with AU Student Life services department in coordinating Orientation week(s) and other student life events.
 - v. To work alongside the Communication Team and/or VP Campus Affairs to update the AUSU website, Twitter, Facebook, Instagram, Snapchat and any promotional platforms on a frequent basis.
 - vi. To be responsible for promoting and advertising all AUSU events to include but not limited to selling tickets, handing out flyers, interacting with students, posting posters and calendars around campus for at least 2 weeks prior to any AUSU event.
 - vii. To liaise with University or AUSU committees that may pertain to campus recreation, campus spirit or events (AU Varsity Council, AU Residence Council, Residence Advisors, AUSU Clubs & Services Committee).

- viii. To establish relationships with All On-Campus Departments and community groups.
- ix. To work in conjunction with the AUSU Board, and General Manager to develop and implement a plan to maintain and increase student spirit and involvement that is congruent with AUSU's objectives.
- x. To develop and maintain a schedule of events and activities; and communicate the schedule with the Communication Team to be posted on the website.
- xi. To work with the Vice President Campus Affairs and Communication Team to ensure effective promotion and advertising of all AUSU activities and events on all promotional platforms.
- xii. The chair of the Services Committee shall be the Vice President Student Life.
- xiii. To prepare an annual report for their successor, ensuring a smooth transition for the succeeding Vice President Student Life.
- xiv. Shall create/maintain a transition binder for the incoming VP Student Life.
- xv. To assist any Board member or Executive member when required.
- xvi. To maintain the minimum required posted office hours per week within the academic year
- xvii. To complete other duties as required
- xviii. To attend weekly executive committee meetings and monthly board meetings as planned.

Responsibilities of Vice President Indigenous

- a. The duties and responsibilities of the Vice President Indigenous shall include, but not be limited to:
 - i. Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning Indigenous Students in higher education.
 - ii. Be an advocate for Indigenous Students at Algoma University to create a safer, open environment.
 - iii. Co-Coordinate the advocacy and programming efforts of AUSU on issues concerning Indigenous students.
 - iv. Promote leadership for Indigenous Students on campus.
 - v. Act as the chief liaison and ambassador between AUSU, SASA, and Shingwauk Kinoomaage Gamig

- vi. Identify and develop areas of involvement in Indigenous Student affairs in which AUSU should engage.
- vii. Inform students of issues and legislation of importance and gather student opinions
- viii. Advise the Executive Committee on Indigenous Student issues.
- ix. Report to the AUSU Board at least once per month on the campaigns and goals of the Indigenous Student empowerment.
- x. VP Indigenous to coordinate with the SASA and students to organize events and initiatives.
- xi. Coordinate Indigenous Cultural Competency Training during the AUSU board meeting in May and in addition to each semester as deemed appropriate.
- xii. Shall create/maintain a transition binder for the incoming Vice President Indigenous; and
- xiii. Shall train and advise the incoming Vice President Indigenous.
- xiv. To complete other duties as required.

Responsibilities of the Chair

- a. The Chair shall preside at all meetings of the Board. The Chair has the duty to preserve order and decorum at meetings of the Board. The Chair shall also have such other powers and duties as may from time to time be assigned by the Board or as are incidental to the office.

Responsibilities of the General Manager

- a. The duties and responsibilities of the General Manager shall include, but not be limited to;
 - i. The duties and responsibilities as outlined in their employment contract; and
 - ii. Attend all Board and Executive Committee meetings;
 - iii. Shall act as the Chair of the Elections Committee; and
 - iv. Shall ultimately be responsible to the Board and the Executive Committee at the direction of the Board.
 - v. To maintain the minimum required posted office hours per week within the academic year
 - vi. To complete other duties as required.

Responsibilities of the Recording Secretary

- a. The Recording Secretary shall be automatically appointed as secretary of the Board at the commencement of their employment.
- b. The Recording Secretary is an officer of the board whose purpose is to ensure the integrity of the board's documents. Therefore, the secretary has the responsibility to ensure that the Board's documents accurately reflect the decisions of the Board and are provided to the Board in a timely manner.
- c. The assigned result of the secretary's job is to ensure that all board documents and filings are accurate and timely. The Board's documents include letters of incorporation, bylaws, board meeting minutes, board attendance records, board committee minutes, accurately filing employee records and personal contact information, creating and maintaining a database of volunteer and external contacts, and ensuring institutional memory.
- d. The Board expects the following:
 - i. That updates of any and all documents will be distributed before each board meeting
 - ii. The Recording Secretary will reach out to all meeting participants and coordinate their schedules and choose an appropriate date
 - iii. Collect all discussion and agenda items for that meeting
 - iv. Coordinate Booking of meeting rooms with AUSU Admin staff as required and
 - v. Print out/ distributematerials prior to the scheduled meeting time
 - vi. Recording Secretary shall be present at all BPIC meetings and shall be responsible for forwarding all minutes and records of transcriptions to the AUSU board
 - vii. Coordinaterefreshments with Admin Staff as required
 - viii. That Board meeting minutes will be handled as follows:
 1. Minutes will be taken at all official board meetings
 2. Proceedings will be recorded and transcribed
 3. Minutes will be sent to the entire board for review and feedback
 4. Approved minutes will be reviewed and signed by two (2) members of the Board
 5. Approved minutes will be sent to all board members for their records
 6. Signed minutes will be placed in the official board file and available for the auditor's Review.

- ix. The Secretary must communicate board meetings to the AUSU student body.
- x. Shall create/maintain a transition binder for the incoming Recording Secretary
- xi. The board will ensure that it regularly reviews and clarifies its expectations (format, level of detail, timeliness, etc.) for the preparation of board documents (policies, minutes, etc.) and communicates this to the Recording Secretary.

Responsibilities of the Finance Manager

- a. The Finance Manager shall be automatically appointed as treasurer of the Board at the commencement of their employment.
- b. The duties and responsibilities of the Finance Manager shall include, but not be limited to:
 - i. Shall coordinate financial transactions with the signing officers of AUSU in accordance with Finance Policies.
 - ii. Shall work alongside the Executive Committee in planning and aligning funds to projects, events and Orientation week.
 - iii. Shall co-chair the Budget Planning and Implementation Committee.
 - iv. Shall verify cheques and deposits while ensuring that all approved motions requiring fund disbursements are processed in a timely manner.
 - v. Shall work with VP Student Life to coordinate the Club Funding, to award and administer funds according to its policies and procedures.
 - vi. Shall manage and monitor the club funding budget line and approval processes.
 - vii. Shall verify and sign off on honorariums for the Board of Directors.
 - viii. To maintain the minimum required posted office hours per week within the academic year.
 - ix. Shall work with the AUSU General Manager in preparing YTD financials and reconciling monthly banking statements for club executives.
 - x. To attend all AUSU meetings.
 - xi. To prepare an annual report for the AGM.
 - xii. To complete other duties as required.

Responsibilities of the Administrator

1. The Administrator shall automatically be appointed as administrator of the Board at the commencement of their employment.
2. The Administrator will provide support to the Chair to assure the integrity of the board's processes, including as follows:
 - a. Provides guidance and direction on following Robert's Rules at all meetings
 - i. Meeting discussion content will typically only be those issues, which, according to Board policy, clearly belong to the Board to decide or to monitor.
 - ii. Deliberation will be fair, open, and thorough, but also timely, orderly and kept to the point.
 - iii. Information that is for neither monitoring performance nor board decisions will be avoided or minimized and always noted as such.
 - iv. The Administrator must attend all meetings unless there is an extenuating circumstance.
 - v. The Administrator is expected to assist the Finance Committee as necessary.
 - vi. To prepare an annual report for their successor, ensuring a smooth transition for the succeeding Administrator.
 - vii. Shall create/maintain a transition binder for the incoming Administrator.
 - viii. To complete other duties as required.

By-law 6: Representatives

6.1. Responsibilities of Representatives

- a. The duties and responsibilities of all representatives shall include, but not be limited to:
 - i. Representatives must complete a minimum of one (1) hour/ week promoting AUSU events and services.
 - ii. Representatives must complete a minimum of six (6) office hours a week servicing their constituencies' needs.
 - iii. Representatives must set an example for students at all times.
 - iv. Representatives must base all decisions on what is best for the organization and the students.
 - v. Representatives must obtain feedback from all stakeholders on projects and board issues.
 - vi. Representatives will sit on committees and councils as necessary.
 - vii. Representatives will come prepared to all meetings by reviewing the agenda, support material, and any additional research that may be needed.
 - viii. Representatives must attend all meetings.
 - ix. Liaise with AUSU executives to ensure that the events and initiatives that are carried out are inclusive and accessible to their student constituents.
 - x. Representatives have a duty of care to act in the best interest of AUSU *Representatives have a duty to prepare and submit a report to the President which includes but is not limited to their work performed each semester.*
 - xi. Representatives must meet the specific eligibility requirements included within Bylaw 6.

Responsibilities of the Diversity Representative

- a. The eligibility requirements of the Diversity Representative include:
 - i. Must identify as a person who is part of a marginalized group of students.
 - ii. Must be able to represent the interests of Members who are part of marginalized groups.

- b. The duties and responsibilities of the Diversity Representative shall include, but not be limited to:
 - i. Shall promote equity on campus, especially in conversations about racism, discrimination, systemic oppressions, colonialism, and Islamophobia whilst actively challenge these notions within policies and/or activities of the University and the community
 - ii. Shall be an ally for marginalized students at Algoma University
 - iii. Shall work directly with the Vice President Campus Affairs on planning and implementing the Campaigns Committee initiatives.
 - iv. Shall maintain a working relationship with the Shingwauk Anishinaabe Students Association (SASA), Anishinaabe Initiatives Division (AID) and International Students.
 - v. Shall promote cultural competency and celebration on campus at all times.
 - vi. Shall communicate and liaise with the International Students body and departmental leads to contribute to programming initiatives.
 - vii. Shall be an active member of the Diversity and Equity Committee (DEC) at Algoma University
 - viii. Shall create/maintain a transition binder for the incoming Diversity Representative
 - ix. Shall train and advise the incoming Diversity Representative
 - ix. To complete other duties as required

Responsibilities of the Queer and Trans* Representative

- a. The eligibility requirements of the Queer and Trans* Representative include:
 - i. Must identify as a person who is a member and ally to the Queer and Trans community.
 - ii. Must be able to represent the interests of Queer and Trans* Members of AUSU.
- b. The duties and responsibilities of the Queer and Trans* Representative shall include, but not be limited to:
 - i. Shall be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning Queer and Trans* students in higher education.

- ii. Shall be an advocate and mentor for Queer and Trans* students at Algoma University and the community at large to create a safe, open environment whilst challenging all forms of homophobia and transphobia in the local community and campus.
- iii. Shall recognize the intersectionality of Queer and Trans* identities e.g., racialized, two-spirited, non-gender binary and social class
- iv. Shall co-coordinate the advocacy and programming efforts of AUSU on issues concerning Queer and Trans* students.
- v. Shall promote leadership for Queer and Trans* students on campus.
- vi. Shall identify and develop areas of involvement in Queer and Trans* affairs in which AUSU should engage.
- vii. Shall inform students of issues and legislation of importance and gather student opinion on the issues.
- viii. Shall advise the Executive Committee on Queer and Trans* issues and facilitate or organize workshops for the board when needed.
- ix. Shall coordinate with AUSU executives on sex education and consent culture
- x. Shall create/maintain a transition binder for the incoming Queer and Trans* Representative
- xi. Shall train and advise the incoming Queer and Trans* Representative
- xii. To complete other duties as required.

Responsibilities of the Part Time & Mature Student Representative

- a. The eligibility requirements of the Part Time & Mature Student Representative include:
 - i. Must be considered to be enrolled as a part time student as per the Algoma University definition of “part time” during the semester of the election and must maintain part time status during the term of the position; and
 - ii. Must be 21 years old or older at the time of being nominated; and
 - iii. Must be able to represent the interests of Part Time and Mature Members of AUSU.

- b. The duties and responsibilities of the Part Time & Mature Student Representative shall include, but not be limited to:
 - i. Shall be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning Part-Time & Mature Students in higher education.
 - ii. Shall be an advocate for Part-Time & Mature Students at Algoma University to create a safer, accessible, open environment.
 - iii. Shall co-ordinate the advocacy and programming efforts of AUSU on issues concerning Part-Time & Mature students. E.g., childcare, financial aid, etc.
 - iv. Shall promote leadership for Part-Time & Mature Students on campus.
 - v. Identify and develop areas of involvement in Part-Time & Mature Student affairs in which AUSU should engage.
 - vi. Shall inform students of issues and legislation of importance and gather student opinion on the issues.
 - vii. Shall advise the Executive Committee on Part-Time & Mature Student issues.
 - viii. Shall create/maintain a transition binder for the incoming Part-time & Mature Student Representative; and
 - ix. Shall train and advise the incoming Part-time & Mature Student Representative
 - x. To complete other duties as required.

Responsibilities of the Women's Affairs Representative

- a. The eligibility requirements of the Women's Affairs Representative include:
 - i. Must identify as a Woman and be able to represent the interests of women who are Members of AUSU.
- b. The duties and responsibilities of the Women's Affairs Representative shall include, but not be limited to:
 - i. Shall be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning women in higher education.

- ii. Shall be an advocate and leader for women, female identifying, gender non-conforming, genderQueer* and gender fluid individuals at Algoma University and in the local community
- iii. Shall promote education and awareness campaigns for feminism
- iv. Shall work to create a safer, accessible, open environment. E.g., childcare, breastfeeding spaces and the right to accessible menstrual products, etc.
- v. Promote leadership for women, female identifying, gender non-conforming, gender queer and gender fluid individuals on campus.
- vi. Identify and develop areas of involvement in women's affairs in which AUSU should engage.
- vii. Shall inform students of issues and legislation of importance and gather student opinion on the issues.
- viii. Shall focus specifically on issues on sexual violence and consent culture ix. Shall advise the Executive Committee on women's issues and maintain confidentiality and professionalism when necessary
- ix. Shall create/maintain a transition binder for the incoming Women's Affairs Representative; and
- x. Shall train and advise the incoming Women's Affairs Representative
- xi. To complete other duties as required.

Responsibilities of the GTA Representative

- a. The eligibility requirements of the GTA Representative include:

Must be attending their program at any Algoma University campus located in the Greater Toronto Area and be able to represent their Member's interests.

- b. The duties and responsibilities of the GTA Representative shall include, but not be limited to:
 - i. Shall be responsible for gathering and tracking information, and conducting research on issues or policies concerning students attending the GTA campus.
 - ii. Shall act as the liaison between AUSU GTA, its members and AUSU Board in Sault Ste. Marie
 - iii. Shall support programming initiatives lead by the VP Programming for all AUSU events at the GTA Campus
 - iv. Shall support advocacy initiatives led by the VP Campus Affairs.

- v. Shall support other Board member initiatives impacting the GTA campus students
- vi. Shall create/maintain a transition binder for the incoming GTA Representative; and
- vii. Shall train and advise the incoming GTA Representative
- viii. To attend monthly board meetings as planned
- ix. To complete other duties as required.

Responsibilities of the Timmins Representative

- a. The eligibility requirements of the Timmins Representative include:
 - i. Must be attending their program at the Timmins campus and be able to represent their Member's interests.
- b. The duties and responsibilities of the Timmins Representative shall include, but not be limited to:
 - i. Shall be responsible for gathering and tracking information, and conducting research on issues or policies concerning students attending the Timmins campus.
 - ii. Shall act as the liaison between AUSU Timmins, its members and AUSU Board across all Algoma University campuses.
 - iii. Shall support programming initiatives led by the VP Programming for all AUSU events. Shall support advocacy initiatives led by the VP Campus Affairs.
 - iv. Shall support other Board member initiatives impacting the Timmins campus students.
 - v. Shall create/maintain a transition binder for the incoming Timmins Representative; and
 - vi. To complete other duties as required.

Responsibilities of the SSM Representative

- a. The eligibility requirements of the SSM Representative include:
 - i. Must be attending their program at the Sault Ste. Marie campus and be able to represent their Member's interests.
- b. The duties and responsibilities of the SSM Rep shall include, but not be limited to:

- i. Shall be responsible for gathering and tracking information, and conducting research on issues or policies concerning students attending the SSM campus.
- ii. Shall act as the liaison between AUSU SSM, its members and AUSU Board in GTA.
- iii. Shall support programming initiatives lead by the VP Programming for all AUSU events at the SSM Campus
- iv. Shall support advocacy initiatives lead by the VP Campus Affairs
- v. Shall support other Board member initiatives impacting the SSM campus students
- vi. Shall create/maintain a transition binder for the incoming SSM Representative; and
- vii. Shall train and advise the incoming SSM Representative
- viii. To attend monthly board meetings as planned
- ix. To complete other duties as required.

Responsibilities of the Academic Representative

- a. The eligibility requirements of the Academic Representative include:
 - i. Must be a registered Algoma University student and member of AUSU.
- b. The duties and responsibilities of the Academic Rep shall include, but not be limited to:
 - i. Shall work with the VP Programming and will jointly be responsible for representing the interests of AUSU academic clubs with the AUSU Board
 - ii. Shall be the official AUSU club liaison to the Board
 - iii. Shall maintain an active list of academic clubs
 - iv. Shall regularly liaise with academic club leadership to understand club business
 - v. Shall support academic related advocacy initiatives lead by the VP Campus Affairs
 - vi. Shall support other Board member initiatives as they arise
 - vii. Shall create/maintain a transition binder for the incoming Academic Representative; and
 - viii. Shall train and advise the incoming Academic Representative
 - ix. To attend monthly board meetings as planned
 - x. To complete other duties as required

Responsibilities of the Graduate Representative

- a. The eligibility requirements of the Graduate Representative include:
 - i. Must be a registered Algoma University student in a graduate program.
 - ii. Must be able to represent the interests of graduate student Members of AUSU.
 - iii. Be in good academic and financial standing
 - iv. Posses a history of leadership positions
 - v. Be able to provide one reference
 - vi. Good written and communication skills
 - vii. Advanced level English
 - viii. Be a returning student
- b. The duties and responsibilities of the Graduate Rep shall include, but not be limited to:
 - i. Shall be responsible for representing the interests of AUSU graduate students with the AUSU Board
 - ii. Shall be the official AUSU graduate student liaison to the Board
 - iii. Shall maintain an active list of graduate students
 - iv. Shall regularly liaise with graduate students and graduate student clubs to understand concerns and initiatives
 - v. Shall support academic related advocacy initiatives impacting graduate students lead by the VP Campus Affairs
 - vi. Shall support other Board member initiatives as they arise
 - vii. Shall create/maintain a transition binder for the incoming Graduate Representative; and
 - viii. Shall train and advise the incoming Graduate Representative
 - ix. To attend monthly board meetings as planned
 - x. To complete other duties as required.

Responsibilities of the SASA Representative

- a. The eligibility requirements of the SASA Representative include:
 - i. Must meet the requirements to be a member of SASA's Executive, as determined by the SASA Board.
- b. The duties and responsibilities of the SASA Rep shall include, but not be limited to:

- i. Shall work with the VP Indigenous and will jointly be responsible for representing the interests of SASA members with the AUSU Board.
- ii. Shall be the official SASA liaison to the Board.

Responsibilities of the Residence Representative

- a. The eligibility requirements of the Residence Representative include:
 - i. Must be living within any Algoma University Campus Residence at the time of nomination and plan on living within the Campus Residence during the term of office.
- b. The duties and responsibilities of the Residence Rep shall include, but not be limited to:
 - i. Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning campus residence student life.
 - ii. Be an advocate for students living on campus within any Algoma University Campus Residence and to advocate for a safe, open environment when necessary
 - iii. Will focus on target areas of Academic success for those living in residence, ensuring that proper resources are available and accessible to these students.
 1. These can include but are not limited to:
 - a. Concerns about Food security
 - b. Student life programming in residence
 - c. Health and well-being (physical, mental, etc.) of students residing on campus
 - d. Housing prices
 - iv. Will be required to liaise with Campus Residence advisors, Residence council, Residence life staff, the Director of Student Experience and Manager of Student Success.
 - v. Will support campaigns and be an advocate for accessible and affordable services and resources on campus.
 - vi. Be a leader for residence life programming and campaigning.
 - vii. Be knowledgeable about living conditions and identify concerns about structural and maintenance issues, as well as response time and satisfaction from Physical Plant/Algoma U administration.
 - viii. Consult with campus residential students and other stakeholders regarding changes and policies being made in dormitories.
 - ix. Be knowledgeable about appeals and disciplinary processes for campus residences and support the fair treatment of students.

By-law 7: Committees

7.1. Standing Committees

The Board shall maintain the following 5 standing subcommittees:

- a. Executive Committee
- b. Campaigns Committee
- c. Budget Planning and Implementation Committee
- d. Services Committee
- e. Policy Review Committee

7.2. Composition and Terms of Reference for Standing Committees

- a. *Executive Committee*
 - i. The Chair of the Executive Committee shall be the President.
 - ii. The voting members of the Executive Committee shall be the President, Vice President Campus Affairs, Vice President Indigenous, Vice President Programming.,
 - iii. AUSU General Manager shall be required to attend all meetings of the Executive Committee.
 - iv. Quorum for the Executive Committee shall be fifty (50) percent plus one (1) of the filled positions.
 - v. The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the union. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
 - vi. The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the bylaws of AUSU or by any applicable statute or law are regularly and properly kept.
 - vii. The Executive Committee shall have the authority to approve expenditures in accordance with the AUSU Finance Policy. Authority to exceed this limit shall be granted by the Board as they deem appropriate.
 - viii. The Executive Committee may recommend policy but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.
 - ix. The Executive Committee is required to make a report to the Board once a month summarizing its activities.

- x. The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.

b. Campaigns Committee

- i. The Chair of the Campaigns Committee shall be the Vice President Campus Affairs or their designate.
- ii. The Campaigns Committee shall be open to all members of the Board, as well as the general membership. Each member of the Campaigns Committee, present in person, shall be entitled to a vote.
- iii. The Campaigns Committee shall meet as needed to develop new campaigns, determine how these campaigns will be implemented, assess the success of campaigns that have been implemented, determine how to improve upon those campaigns, and report the final results of campaigns that have concluded.
- iv. The Campaigns Committee shall have the responsibility to consider all matters relating to municipal, provincial and national policy on education and equity, and recommend to the Board campaigns on all issues relating to these policies.
- v. The Campaigns Committee is responsible for the implementation of federal, provincial and municipal campaigns at the local level.

c. Budget Planning and Implementation Committee (BPIC)

- i. The Finance Manager shall co-chair the BPIC alongside the General Manager
- ii. The BPIC shall be composed of the Finance Manager, General Manager, two (2) members of the board, and two (2) students at large
- iii. Quorum of the BPIC shall be fifty (50) percent plus one of the committee compositions. Each member of the BPIC present in person shall be entitled to a vote.
- iv. The Recording Secretary shall be present at BPIC meetings and shall be responsible for forwarding all minutes and records of transcriptions to the AUSU board
- v. The BPIC shall be consulted in the creation of the annual budget for the fiscal year that coincides with the elected term and shall present recommendations to the board.

d. Services Committee

- i. The chair of the Services Committee shall be the Vice President Programming or their designate
- ii. The Services Committee shall consist of the Vice President Programming, the Vice President Campus Affairs, two (2) members of the Board, a representative of each recognized AUSU service (AUSU Food Pantry, The People's Garden, The Sentient, AURA) and two (2) students at large.
- iii. Quorum of the Services Committee shall be fifty (50) percent plus one of the committee compositions. Each member of the Services Committee, shall be present in person, shall be entitled to a vote.
- iv. The Services Committee shall appoint from among its members a Recording Secretary of the Services Committee, who shall be responsible for forwarding all minutes and records of transcriptions to the AUSU board
- v. The Services Committee shall be tasked with investigating the expansion of AUSU services
- vi. The Services Committee shall be tasked with overseeing the implementation of CFS services, and investigating the expansion of the CFS services in the Sault Ste. Marie, Timmins and Brampton community (such as selecting discounts for the Student Saver Program)

e. Policy Review Committee

- i. The Chair of the Policy Review Committee shall be the President or their designate.
- ii. The Policy Review Committee shall consist of the President, Vice President Campus Affairs, two (2) staff members, two (2) board members as appointed by the Board and two (2) students at large.
- iii. Quorum of the Policy Review Committee shall be fifty (50) percent plus one (1) of the committee composition. Each member of the Policy Review Committee, shall be present and shall be entitled to a vote.
- iv. All changes and recommendations of AUSU policies must be recorded and presented to the board and AGM for ratification
- v. The Policy Review Committee shall convene within the elected term to assess the state of AUSU's Constitution, bylaws and Policies, and develop initial amendments. These amendments shall be presented to the Board and are subject to Article 7 of the Constitution.
- vi. The Policy Review Committee may also recommend Issues Based Policies to the Board for adoption. These new policies shall be subject to Article 7 of the Constitution.

7.3. Meetings of Standing Committees

- a. Meetings shall be held at the call of the Chair of the Standing Committee.
- b. Meetings may also be held at the request of any two members of the committee.
- c. Meetings shall be held at such places within the Province of Ontario and at such times as the Chair or members of the committee, respectively, may designate to be appropriate and convenient.
- d. Notice of the time and place of the meeting of a Standing Committee shall be communicated by the Chair to each member of that committee at least forty-eight (48) hours prior to the scheduled commencement of such a meeting. The notice should, if possible, be accompanied by an agenda.
- e. A meeting may also be held at any time and any place within the Province of Ontario without notice if all the members of the committee are present and consent thereto, or before the meeting is held those absent members signify in writing their consent to the meeting being held in their absence.
- f. The unintentional omission to give notice to any member or any accidental irregularity in connection with the giving of notice shall not invalidate the proceedings at a meeting.
- g. The Chair of each committee shall preside at meetings and in their absence the committee shall appoint another of its members to act as chair.
- h. A record shall be kept of the proceedings of every meeting of each Standing Committee, and it is the responsibility of each committee to submit a report of such proceedings to the Secretary as soon as possible thereafter.

7.4. Resolutions of Standing Committees

A resolution signed by all members of a committee shall have the same force and effect as if passed at a regular constituted meeting.

7.5. Ad-Hoc Committees

The Board may establish ad hoc committees for such purposes and on such terms as it deems appropriate.

By-Law 8: Meetings of the Board

- a. The Chair of the Board shall be any person duly hired or appointed to act as Chair as per bylaw 3.13.
- b. Quorum of the Board shall be fifty (50) percent plus one (1) of all filled positions.
- c. Meetings of the Board may be formally called by the President, any Vice President, or upon the direction in writing of two Board Members.
- d. Notice of meetings of the Board shall be communicated (telephoned, posted in the office, or electronically mailed) to Board Members no less than two business days before the meeting is to take place.
- e. The unintentional omission to give notice to any member or any accidental irregularity in connection with the giving of notice shall not invalidate the proceedings at a meeting.
- f. The Board may appoint a day or days in any month or months for regular meetings at an hour to be named, and for such regular meetings no notice need be sent.
- g. A meeting of the Board may also be held at any time and at any place within the Province of Ontario without notice if all the members of the Board are present and consent thereto or, before the meeting is held, those absent members signify in writing their consent to the meeting being held in their absence. If a two-thirds (2/3) majority of the Board consents to such a meeting, that meeting shall be considered in order and the absence of consent from any other Board members shall not be taken to invalidate the proceedings at that meeting.
- h. Meetings of the Board may also be held, without notice, immediately following the annual general meetings of members of AUSU.
- i. Board Members may consider or transact any business, either special or general, at any meeting of the Board, except as otherwise required by law.
- j. Except as otherwise required by law, the Board may hold its meetings at such place or places as it may from time to time determine, including virtual meetings.
- k. Any member of AUSU may attend any open regular or special meeting of the Board subject to the provisions of the Act and these bylaws. Speaking privileges shall be obtained from the Chair.
- l. Questions arising at any meeting of the Board shall be decided on a majority of votes cast.
- m. Cases not provided for in these bylaws of AUSU shall be governed by the current version of Robert's Rules of Order, the interpretation of which shall be made by the Chair.
- n. A ruling of the Chair may be appealed at any time. A two-thirds (2/3) majority vote of the Members of the Board present shall be required to override the Chair's ruling.

- o. All votes at any meeting of the Board shall be from Robert's Rules of Order or by ballot if requested by any Board Member present. If no such demand is made, the vote shall be taken by simple indication of assent or dissent. This procedure may be superseded by a ballot vote, which in turn may also be superseded by a roll call vote.
- p. A declaration by the Chair that a resolution has been carried or defeated and an entry to that effect in the minutes shall be admissible as prima facie evidence of the number or proportion of the votes recorded in favour of or against such resolution.
- q. A record of the proceedings of all meetings of the Board shall be kept in a book or books provided for that purpose and the minutes of every such meeting shall be submitted at the next meeting of the Board and shall be open to the inspection of any general member of AUSU at any time during the regular office hours of AUSU.
- r. Closed meetings:
 - i. Where a matter to be considered by the Board is determined to be confidential to AUSU, that part of the meeting concerning such confidential matter may be held in camera. The following matters are considered confidential to AUSU:
 1. Individual personnel matters.
 2. Strategic labour relations.
 3. Real and personal property transactions.
 4. Litigation in which the corporation is involved.
 5. The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
 6. Consideration about whether a matter or issue is to be discussed in camera.
 7. Information that is prohibited from disclosure under privacy legislation.
 8. Other matters that, in the opinion of the majority of Board Members, the disclosure of which might be prejudicial to an individual or to the best interests of AUSU.
 - ii. Notwithstanding a meeting or part of a meeting being held in camera, decisions may be reported in open session as information items.
 - iii. All Board Members and other persons attending the in-camera meetings shall keep all information, discussions, and proceedings at in camera sessions of the Board strictly confidential. Even when the resulting decision is made public, all discussions and all information provided at an in-camera session shall remain confidential unless the board decides by resolution, to make the information public.

By-law 9: Member Meetings

- a. Every year, one annual meeting of the general membership shall be held during the elected term.
- b. The annual general meeting (AGM) of AUSU shall always be held virtually and on campus.
- c. Notice of the meeting must be communicated to members (telephoned, posted in the office, or electronically mailed) not less than ten (10) business days prior to such meetings.
- d. The agenda and other such relevant material concerning the annual or special meetings of the membership shall be made available for distribution to the members not less than seventy-two (72) hours prior to such meetings.
- e. Any error or omission in giving notice of an annual or general meeting or any adjourned meetings, whether annual or general, of the members of AUSU shall not invalidate such meeting or make void any proceedings taken there at and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had there at.
- f. At the annual general meeting the audited financial statements for AUSU's preceding fiscal year, and a budget for the current fiscal year, shall be presented by the Finance Manager and General Manager.
- g. At the annual general meeting a report to the general membership will be supplied by the Executive Committee.
- h. Except as otherwise required by these bylaws, thirty (30) members present shall form quorum at the annual, or any other meetings of the members of AUSU. If no quorum is present the meeting shall be adjourned until the next regular meeting of the Board.
- i. Subject to the provisions, if any, contained in the letters patent of AUSU, each member of AUSU shall be at all meetings, entitled to one vote.
- j. At all meetings of the members every question shall be decided by a simple majority of votes of the members present in person or by proxy.
- k. Members shall be entitled to submit to the Board notice of a matter the Member proposes to raise at an annual or general meeting of the membership. Such a proposal must be submitted to the Chair of the Board at least sixty (60) days prior to the date of the meeting. The Board shall include the proposal in the notice of the meeting and, upon the request of the proposing Member at the cost of the proposing Member, such notice will include a statement of up to 2,000 words by the proposing Member in support of their proposal and the name and address of the proposing Member.

- i. The Board may refuse to include a Member proposal at a meeting if any of the following apply:
 - 1. The proposal is not submitted at least sixty (60) days before the meeting;
 - 2. It clearly appears the primary purpose of the proposal is to enforce a personal claim or redress a personal grievance against AUSU or its directors, officers, members or debt obligation holders;
 - 3. It clearly appears that the proposal does not relate in a significant way to the activities or affairs of AUSU;
 - 4. Where refusal is otherwise permitted by law.
 - ii. If the proposal is refused, the Board shall provide the Member with notice of refusal within ten (10) days after the proposal was received, including the reasons for the refusal.
- I. Members are entitled to speak at an annual or general meeting of the membership on any membership proposal and otherwise may speak, at the discretion of the Chair, at Annual Board Meetings and any Members Meeting; any such meeting of the membership.

By-law 10: Special Meetings of AUSU

- a. A Special General Meeting of the members may be called by the Executive Committee solely for the purpose of considering special resolution(s) proposed by the Executive Committee. Such proposed resolution(s) shall be included in the notice of the meeting. Special General Meetings may amend such proposed resolution(s) to the extent that such amendments pertain to the same topic as the original resolution(s). Resolution(s) adopted by a Special General Meeting of members are binding upon AUSU until they have been repealed or amended by the members in a Special General Meeting or a referendum. Quorum for a Special General Meeting shall consist of two (2) percent of the members present in person.
- b. A Special General Meeting of the members may also be called by the presentation of a petition signed by at least ten (10) percent of the members to the Chair. Such a petition must set out the reasons for the meeting and the specific resolution(s) to be considered at such meeting. The Chair of the Board must inform the Board of such a petition at the earliest possible time and, where the request for the meeting complies with these bylaws and the Act, call the meeting within thirty (30) days from receiving the petition.
- c. The petition must designate up to three (3) members of the Board as the promoters of the petition. The promoters may cancel the Special General Meeting called by their petition by giving written notice to this effect to the President of the Board.

By-law 11: Referendum

11.1. Proclamation of Referendum

- a. AUSU shall give no less than thirty (30) calendar days and no more than sixty (60) calendar days notice of a referendum.
- b. Sufficient notice shall be deemed to have been given by the posting of no less than thirty (30) proclamations on or about Algoma University not less than 8.5" by 11" in size, which shall include the following:
 - i. Notice of intent to conduct a referendum; and
 - ii. The tentative date(s) and time(s) of voting for the referendum; and
 - iii. The tentative location of the polling booths for the referendum.
- c. The Board may issue a proclamation of referendum, consistent with these bylaws, at any time following a majority vote cast at a regular meeting of the Board assenting to such referendum.
- d. One (1) or more members of AUSU may require the Board to issue a proclamation of referendum, by submitting to the Board a completed petition in the form prescribed by AUSU, containing the following:
 - i. A referendum question that complies with clause 11.1. (b); and
 - ii. The signatures of, and other required information relating to, at least ten (10) percent of all current members of the Union.
- e. At the first meeting of the Board after the receipt of a petition pursuant to clause 11.1. (d), the Board shall appoint members to a Petition Review Committee consisting of three members of the Board who have had no previous involvement with the petition in the question and no greater interest in the substantive issues to which it relates than does the Union's membership in general.
- f. Within ten (10) business days after such Board meeting, the Petition Review Committee shall file a report to the Board as to whether the petition complies with clause 11.1. (d), and was compiled in a fair and reasonable manner.
- g. Upon receiving the report from the Petition Review Committee approving the petition, where the Petition Review Committee confirms the petition is compliant with these bylaws, the Board shall cause the referendum to be conducted as provided herein.

11.2. Referendum Question

- a. Before issuing the proclamation, the Board shall approve the referendum question in accordance with 11.1. (b).
- b. Subject to 11.1. (b), the proposed question for a referendum shall be submitted to the Board, which may approve the question in the form submitted, amend the question and approve it as amended, or reject the question.
- c. A referendum question shall be positively worded, so that a vote of “yes” signifies agreement with the initiative proposed, and a vote of “no” signifies disagreement with it.

11.3. Referendum Committee

- a. The Board or its designate shall appoint or hire a Chief Returning Officer and a Referendum Committee, who shall exercise and perform the duties specified herein these bylaws.
- b. The term of office of the Chief Returning Officer and Referendum Committee shall expire upon the completion of such duties.
- c. As soon as possible after the issuance of a proclamation, the Referendum Committee shall:
 - i. Inform the membership, by such means as the Referendum Committee considers appropriate, of the referendum question, the date(s) and time(s) of voting for the referendum, the location(s) of the polling booths and the general manner in which the referendum will be conducted; and
 - ii. Appoint one Deputy Returning Officer and one Polling Clerk for each poll declared in due course by the Referendum Committee in accordance with clause 11.3. (c).
- d. If a member of the Referendum Committee is deceased, resigns in writing to, or is removed by the Board or individual authorized to make appointments to that officer’s position, the Board or individual, as the case may be, shall appoint or hire another individual to that position.
- e. The Chief Returning Officer and the Referendum Committee shall:
 - i. Exercise general direction and supervision over the administrative conduct of the referendum and enforce compliance with this policy and the pertinent provisions of AUSU’s bylaws; and

- ii. Issue such instructions as may be necessary to ensure effective execution of the provisions of this policy and the pertinent provision of AUSU's bylaws; and
- iii. Exercise all other powers and perform all other duties assigned to their respective offices by this policy and AUSU's bylaws.
- iv. The Chief Returning Officer may authorize any member of the Referendum Committee to exercise any of the powers and perform any of the duties assigned to the Chief Returning Officer by this policy or AUSU's bylaws.

11.4. Advocating Committees

- a. If requested, the Referendum Committee shall register one committee authorized to promote the "yes" answer to a referendum question, and one committee authorized to promote the "no" answer, provided that the members of each committee shall be members of AUSU unless otherwise agreed by the Referendum Committee.
- b. In order to participate in the referendum campaign, individuals must familiarize themselves with the referendum rules as outlined in this and any other relevant policies. Any person who wishes to campaign in the referendum may request and shall receive an orientation to the referendum policies by the members of the Referendum Committee.
- c. An advocating committee may apply for registration by filing with the Referendum Committee, at any time during the referendum period, an application signed by the chief agent of the advocating committee setting out:
 - i. The full name of the committee; and
 - ii. The name, student number, email address, and telephone number of the chief agent of the committee; and
 - iii. The name, email address, student number, telephone number and title of each member of the committee.
- d. Each advocating committee shall:
 - i. Ensure that all campaigners are aware of and understand all relevant bylaws, referendum policies and rulings of the Referendum Committee; and
 - ii. Ensure that all campaigners comply with all relevant bylaws, referendum policies and rulings of the Referendum Committee.
- e. The Referendum Committee shall determine the resources to be made available to each advocating committee in a particular referendum, and the Referendum Committee shall administer those resources in a fair and reasonable manner at the request of each committee.
- f. The Referendum Committee shall maintain a registry of registered advocating committees.

- g. Where the position of chief agent of a registered advocating committee or of an advocating committee that has applied for registration becomes vacant or the chief agent is unable to perform the duties of the positions, the committee shall forthwith appoint a new chief agent and inform the Referendum Committee in writing of the name, student number, email address and telephone number of the new chief agent.
- h. Advocating committees shall provide the Referendum Committee with a written description of the proposed campaign material. The Referendum Committee shall provide in confidence a written approval or refusal of campaign materials and shall respond within twelve (12) hours of receiving a completed request.
- i. The Referendum Committee will not approve materials that are defamatory, potentially libelous or factually incorrect. Materials that have not received Committee approval cannot be distributed.
- j. The Referendum Committee will not approve materials that:
 - i. Cannot be removed at the conclusion of the campaign; and
 - ii. Materials that are likely to damage property including stickers and paint applied to building surfaces; and
 - iii. Cannot be monitored for compliance with all relevant bylaws.
- k. No registered advocating committee shall advertise in any medium, or post or distribute any material, unless the advertisement or other material:
 - i. Identifies that committee and indicates that the advertisement is authorized by it; and
 - ii. Has the documented, prior authorisation of the Referendum Committee. Version:
- l. Where the Referendum Committee determines that campaign materials which have not been approved by the Referendum Committee are being distributed, displayed or used by a campaign, the Committee shall order the materials immediately withdrawn or removed and shall confiscate the materials from the campaign for a period of twenty-four (24) hours.
- m. The Referendum Committee may assign an additional penalty, which may include destruction of the materials or a restriction on campaigning provided that the penalty is balanced against the volume of the materials distributed or its effect, and that no destruction shall take place until the appeal period is expired.
- n. No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libelous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.

- o. Further, no one, whether a member of a registered advocating committee or otherwise, shall:
 - i. Make any statement of fact either in support of or opposition to a referendum question, without evidence substantiating that statement of fact to the satisfaction of the Referendum Committee; or
 - ii. Discuss any aspect of the referendum in a manner that the Referendum Committee considers to constitute harassment.
- p. During the referendum period, the Referendum Committee may, at its discretion, arrange public forums for the advocating committees to make oral presentations to the general membership.
- q. No person shall, for the purpose of supporting or opposing a referendum question, violate any pertinent regulations contained in AUSU's bylaws.

11.5. Polling Procedure

- a. Each general member of AUSU shall be allowed to cast one (1) secret, non-transferable ballot in a referendum.
- b. The Referendum Committee shall establish and maintain a register of members of AUSU, to be known as the register of electors.
- c. Each polling station shall contain either one (1) or two (2) voting compartments arranged so that each elector may be screened from observation and may mark a ballot without interference or interruption.
- d. In each voting compartment, there shall be a table or desk, and a suitable writing instrument.
- e. At the time set for opening a poll, one (1) agent for each registered advocating committee may inspect each ballot box to ensure that no elector is impeded or harassed at or about the polling station.
- f. The Chief Returning Officer and Deputy Returning Officer shall ensure that no elector is impeded or harassed at or about the polling station.
- g. The Chief Returning Officer and Deputy Returning Officer and Polling Clerk at each poll shall initial the back of each ballot before it is given to an elector.
- h. Each elector shall produce the elector's student card or other conclusive identification, whereupon the poll clerk shall strike the elector's name off the register of electors and give the elector a ballot paper bearing the Deputy Returning Officer and Polling Clerk's initials on the back in accordance with 11.5. (g).

- i. After receiving a ballot, an elector shall proceed directly to the voting compartment, mark the ballot to clearly indicate the elector's choice adjacent the word "yes" or "no", fold the ballot so that the initials on the back are visible without unfolding it, and place it in the ballot box.
- j. Polling Clerks shall under no circumstances instruct an elector on how to vote or provide information about the referendum other than the referendum question.

11.6. Security of ballot boxes

- a. All ballot boxes and ballots shall be secured in a location approved by the Referendum Committee.
- b. The ballot boxes shall be sealed and not opened until counting.

11.7. Counting of Votes

- a. Immediately after the close of a poll, in the presence and full view of such agents of registered advocating committees or witnesses who are present, the Deputy Returning Officer and Polling Clerk shall cause all ballot boxes to be transported to the location prescribed by the Referendum Committee for the counting of ballots.
- b. Advocating committees shall each appoint two (2) scrutineers to observe the counting procedure, provided that once the scrutineers have entered the count room, they may not leave the facility until completion of counting or with the consent of the Referendum Committee.
- c. As soon as reasonably possible after all ballot boxes have been transported to the location prescribed for the counting of ballots, in the presence and full view of all Referendum Committee members and the scrutineers, and the Referendum Committee shall, with respect to each polling station in the following order:
 - i. Count the number of names stricken from the register of electors, and make an entry on the line immediately below the name of the last elector on the list that states, "The number of electors who voted at this referendum in this polling station is (stating the number)", and sign the list; and
 - ii. Open the ballot box and empty its contents on a table; and
 - iii. Count the number of votes cast for the "yes" answer and those cast for the "no" answer to the referendum question, as well as the number of spoiled ballots, on one of the tally sheets supplied, giving full opportunity to those present to examine each ballot paper.

- d. In counting the votes, the Referendum Committee shall declare “spoiled ballot”, those:
 - i. That have not been supplied by the Referendum Committee;
 - ii. That have not been marked with any answer to the referendum question;
 - iii. On which more than one (1) answer to a referendum question has been marked;
 - iv. On which there is any writing or mark by which the elector could be identified.
- e. Spoiled ballots shall count towards the establishment of total vote participation but will not be considered to in the calculation of a majority.
- f. Forthwith after the official addition of the votes, the Referendum Committee shall prepare a written statement showing the total number of votes cast for each of the “yes” answer and the “no” answer to each referendum question and the number of spoiled ballots. The Referendum Committee shall, at least two (2) business days but not more than five (5) business days after all polls have closed, submit that statement to the Board.
- g. Upon receiving the Referendum Committee’s statement showing the votes cast in a referendum, the Board shall by resolution ratify the result of the referendum.
- h. A fifty one percent (51%) “yes” vote is required for the referendum to pass.
- i. Before the close of polling on the last day of voting, the chief agent of each registered advocating committee shall file with the Referendum Committee a true return, signed by the chief agent, showing all referendum expenses incurred by the committee for which the committee wishes to be reimbursed.
- j. The Referendum Committee shall retain all documents submitted in connection with a referendum for at least two (2) months after submitting the statement provided for in 11.7 (f).

11.8. Grievance Procedure

- a. All alleged violations of the bylaws or referendum rules shall be investigated and ruled upon by the Referendum Committee.
- b. The complaint must include the following:
 - i. The specific bylaw or referendum policy that is alleged to have been violated;
 - ii. The specific campaign or individual that is alleged to be in violation;
 - iii. The specific facts which constitute the alleged violation;
 - iv. The evidence of these facts; and
 - v. The name and contact information including email address and telephone number for the complainant.

- c. No complaint will be considered by the Referendum Committee unless it is in writing and received within twenty-four (24) hours of the alleged violation.
- d. Where a complaint is received and found to be complete, the Referendum Committee shall investigate the facts, and shall rule on the complaint within forty-eight (48) hours thereof.
- e. Where a violation has occurred, regardless of cause or intent of the parties involved, and that violation has provided an unfair advantage to a campaign, the Referendum Committee shall assign a penalty that:
 - i. Fully counterbalances any unfair advantage gained;
 - ii. Penalizes the campaign for committing a violation; and
 - iii. Is of the same type or character as the advantage which was gained.
- f. Penalties available to the Referendum Committee include, but are not limited to:
 - i. The confiscation or destruction of campaign materials;
 - ii. Limits, restrictions and prohibitions on any type of campaigning for any period of time; and
 - iii. Disqualification.

By-law 12: Policies of AUSU

12.1. Establishment of Policy

Policy for AUSU may be established from time to time by the Board in accordance to the following guidelines:

- a. Operational Policy
 - i. Operational Policy consists of policy that outlines the framework of managing the operations of AUSU.
 - ii. To adopt, amend, or rescind Operational Policy, a majority of two-thirds (2/3) vote of the Board must be in favour.
- b. Issues Policy
 - i. Issues Policy consists of policy that AUSU takes a stance on. It is policy that either opposes, supports and/or condones, but not limited to, actions that AUSU or a third-part carries out.
 - ii. To adopt, amend, or rescind Issues Policy, a simple majority of the Board must vote in favour.

12.2. Duration of Policy

- a. All policy remains the policy of AUSU until it is changed or retracted by a vote of the same or higher authority as that which established the policy.

12.3. Policy Binder

- a. All policies of AUSU shall be maintained in the Policy Binder of AUSU.