

# Bylaws of the Augustana Students' Association

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## DEFINITIONS

- Students' Association:** Refers to the Augustana Students' Association, hereinafter referred to as the ASA, which is a non-profit organization incorporated pursuant to the Societies Act (Alberta).
- Students' Council:** Comprised of the elected representative governing body of the ASA, hereinafter referred to as the ASC.
- Members:** Shall include all full time and part time members in the current academic year who have paid their required ASA fees.
- Full time member:** Shall be those undergraduate students taking full time courses at Augustana Faculty in the current academic year who have paid their required ASA fees.
- Part time member:** Shall be those students taking part time courses at Augustana Faculty in the current academic year who have paid their required ASA fees.
- Honorary member:** Shall be those persons who have been given lifetime standing as an ASA member by the Augustana Students' Council. These persons shall not be required to pay any fees to the Students' Association in order to obtain full time status.
- First Year Student:** Shall be any student with the potential to have 0-23 completed credits by the end of the academic year.
- Second Year Student:** Shall be any student with the potential to have 24-53 completed credits by the end of the academic year.
- Third Year Student:** Shall be any student with the potential to have 54-83 completed credits by the end of the academic year.
- Fourth Year Student:** Shall be any student with the potential to have 84+ completed credits by the end of the academic year.
- Executive Council:** Comprised of five elected positions including the President, Vice-President Academic, Vice-President Finance, Vice-President Communications, Vice-President Student Life, and the Executive Director who is an ex-officio, non voting member.
- Executive Director:** Shall be that person employed by the ASA to assist the Executive Council.
- Robert's Rules:** Shall be the guidelines by which meetings of the ASC shall be conducted as designated in Robert's Rules of Order, latest edition.
- Chairperson:** Shall be that person who is appointed to chair all ASC meetings, and who has non-voting status.

- Voting member:** Shall mean any ASC member present at the meeting, excluding the chairperson.
- Majority vote:** Shall be the number of votes which includes or exceeds 2/3 of the total amount of votes cast.
- Simple majority:** Shall be the number of votes cast by 50% + 1 of the members present.
- Term:** Shall mean the period of time, as prescribed in the Bylaws, to which an official of the ASA holds office or position with the ASC.

**ASA Policy and Procedures Manual:** Shall refer to the policy and procedures of the ASC. The manual shall be ratified and amended by the ASC upon recommendation of the Executive, as deemed appropriate. This is located on the association website.

**Student Review Board:** The primary arbitration body for any internal ASA issues, and any student concerns with ASA organizations or the ASA itself.

**University of Alberta Students' Union:** Hereinafter referred to as UASU, is the governing body of students at the University of Alberta.

### **Bylaw 1 NAME OF ORGANIZATION**

The name of this organization shall be the Augustana Students' Association, hereinafter referred to as the ASA, a non-profit, non-partisan organization incorporated pursuant to the Societies Act (Alberta).

### **Bylaw 2 OBJECTIVES OF ORGANIZATION**

~~The objectives of the ASA shall be to provide the administration of the affairs for students of Augustana Faculty, including:~~

- ~~1. to act as a representative voice of the students of Augustana, including:
 
  - ~~a. the development and maintenance of a liaison with municipal, provincial, and federal governments of Canada concerning all areas of education and student welfare;~~
  - ~~b. development and maintenance of student representation on various committees and boards at Augustana Faculty; and~~~~

- ~~c. to promote the policies, positions or opinions of the ASA to Administration and any group(s) or individuals(s) not associated with the Augustana Campus.~~
- ~~2. To promote the welfare of the student body, and to provide and encourage the provision of services and facilities for the benefit of the student body.~~
- ~~3. To encourage effective student participation in planning and in administering student affairs.~~
- ~~4. To promote intercollegiate cooperation and communication.~~
- ~~5. To promote academic, cultural, and social interests on campus.~~
- ~~6. To act in an advisory capacity to the Professors and Administration of the Augustana Campus.~~
- ~~7. To encourage student involvement and participation in their post secondary education.~~
- ~~8. To administer the business interests, any assets, and monies generated and collected by the Students' Association for the benefit of the student members.~~
- ~~9. To acquire lands, by purchase or otherwise, erect or otherwise provide a building or buildings for social and community purposes.~~
- ~~10. To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.~~

## **Bylaw 2 PREPARING AND KEEPING BOOKS AND RECORDS**

The Executive Director or designate shall keep and prepare all books and records of the Augustana Students' Association. These include, but are not limited to, meeting minutes, policies and procedures, and association bylaws.

## **Bylaw 3 MEMBERSHIP**

### **3.01 Membership**

The membership of the Students' Association shall consist of:

- i. all full time members;
- ii. all part time members; and
- iii. honorary members.

### **3.02 Definition of Membership**

1. Full time members shall be those undergraduate students taking full time courses at Augustana Faculty in the current academic year, and who have paid their required ASA fees.

2. Part time members shall be those students taking part time courses at Augustana Faculty in the current academic year, and who have paid their required ASA fees.
3. Honorary members shall be those persons who have been given lifetime standing as an ASA member by the Augustana Students' Council. These persons shall not be required to pay any fees to the Students' Association in order to obtain full time status. Honorary membership shall be conferred to persons who have contributed greatly to the ASA.
4. Members in good standing shall be all full and part time students at Augustana Faculty who have paid their required ASA fees.
5. Non-standing members shall be those full and part time students at Augustana Faculty who have not paid their ASA fees in their entirety or students who have voluntarily withdrawn from the ASA. These students may therefore be banned from all services, events, and functions sponsored by the Students' Association, and will not be entitled to any rights and privileges of membership.

### **3.03 Eligibility**

1. For the purposes of these bylaws, any full or part time student attending Augustana Faculty is eligible for membership in the ASA as defined in ~~our~~ **these** bylaws.
2. All members in good standing of the ASA shall be entitled to exercise any of the rights and/or privileges of the **Augustana** Students' Association.

### **3.04 Withdrawal from Augustana Students' Association**

If a member wishes to withdraw from the Augustana Students' Association written notice must be delivered to the Executive Council. Upon receipt of notification, that person shall cease to be a member, and ~~his/her~~ **their** Students' Association fees shall be forfeited to the ASA.

### **3.05 Rights and Responsibilities of Membership**

1. All Members in Good Standing of the Augustana Students' Association have the right to:
  - a. access all services provided by the ASA;
  - b. attend and participate in all functions and events organized by the ASA;
  - c. attend all ASC meetings and voice concerns and opinions to the Council;
  - d. serve as ASA representatives on any boards, committees, and councils as deemed necessary;
  - e. vote in Students' Association elections, referendums, and plebiscites;
  - f. form and participate in clubs and organizations that are under the direction of the Students' Association; and
  - g. exercise any other rights as set out in these Bylaws.

2. All members in good standing of the Augustana Students' Association have the responsibility to act in accordance with the Bylaws of the ASA.

### **3.06 Loss of Membership**

Membership in the ASA shall cease when a student graduates or withdraws from Augustana Faculty, unless they have been given an honorary membership from the Augustana Students' Association.

### **3.07 Membership Fees**

1. The fee structure shall reflect student status during a given academic term:
  - a. all full and part time students shall pay the full ASA fee; and
  - b. any part time auditing student shall not pay the ASA fee.
2. ASA fees will be established through the ~~ASA Fee Policy~~ by the Faculty Association Membership Fee Policy, 3.2.5 and the Campus Association Transfer Payment Policy, 3.2.6.
3. All ASA fees shall be collected by the University of Alberta and remitted through the University of Alberta Students' Union.
4. ASA fees are non-refundable for students who withdraw from Augustana Faculty after the thirtieth calendar day of the academic term, and the University of Alberta shall not refund ASA fees for students who withdraw after this time period.

### **3.08 Budget**

Fees shall be broken down into the specified categories established and approved through the provisions of the ASA ~~Fee~~ Budget Policy 3.2.4. The fee structure and accompanying information will be provided to the appropriate administrative bodies at Augustana Campus and the University of Alberta, for information.

## **Bylaw 4 GENERAL MEETINGS**

### **4.01 Bi-Annual General Meetings**

1. There shall be two (2) ~~Annual~~ General Meetings of the ASA membership per academic year.
2. The meeting dates shall be prior to November 31<sup>st</sup> and March 31<sup>st</sup> of each academic year.
3. Notice of any General Meeting of the Augustana Students' Association shall be in accordance with the provisions of the Societies Act (Alberta) and shall be given not less than twenty-one (21) days before the date of any General Meeting of the Students' Association. Notice shall consist of advertisement through campus and student social media. ~~ASA website, posters located in high traffic areas, and verbal announcements to the student body.~~ All notifications shall include the date, time, and location for the meeting.

4. Unless otherwise stated in the Bylaws or standing resolution of the Augustana Students' Association, procedure for all meetings of the ASC and ASA shall be in accordance with Robert's Rules of Order, latest edition.

#### **4.02 Special Meetings**

Special General Meetings of the Augustana Students' Association may be called by the Students' Council and/or by the President of the Students' Association providing that notice is given as indicated in Bylaw 4.01(3).

#### **4.03 Quorum**

Quorum for all General and Special Meetings shall consist of ~~sixteen (16)~~ **ten (10)** full time members in attendance and shall be counted at the start of each meeting.

### **Bylaw 5 STUDENTS' COUNCIL**

#### **5.01 Students' Council**

1. The members of the **Augustana** Students' Council shall be those students of the ASA who are elected in the Annual and/or by-elections **and those who are appointed to vacant seats after the by-election has passed.**
2. The ASC shall be the representative governing body of the Augustana Students' Association, and shall promote the purposes and objectives of the ASA.
3. The ASC is responsible and accountable to the Augustana Students' Association for all of its actions.
4. The ASC shall have the power to:
  - a. administer the finances of the ASA, and to control, maintain, and safeguard the property of the ASA;
  - b. be independent of, but act in cooperation with, the Augustana Faculty administration to promote the welfare of students through its position as a policy making body; and
  - c. represent the ASA membership in relations with the university and its constituent bodies, the community, other student organizations, and the provincial and federal governments and their agents.

#### **5.02 Membership**

The membership of Students' Council shall be elected from the student body, will comprise the Directors and Officers of the entire membership, and shall consist of the following:

- i. Executive Council; and
- ii. Eleven (11) Student Representatives.

### **5.03 Qualifications for Office**

1. All candidates for membership on **the Augustana** Students' Council must be full time members in good standing of the Augustana Students' Association.
2. All full time members who wish to run for a position on the **Augustana** Students' Council must have a G.P.A. of 2.0 or higher and must not be on disciplinary probation. All full time members must be taking courses in both 11 week semesters of the current academic year.
3. A student may run for a Council position but cannot serve on Executive in the semester that ~~he/she~~ **they** commences studies at Augustana Faculty.

### **5.04 Meetings of Students' Council**

1. Executive Council shall meet once per week in both the Fall and Winter terms. The ASA Executive Director shall attend all Executive meetings unless deemed otherwise by the Executive.
2. Students' Council shall meet once per week in both the Fall and Winter terms.
3. All ASC meetings shall be called by the ASA President, and shall be open to all members of the Augustana Students' Association.
4. Special meetings may be called by any member of the Executive Council with at least two (2) days notice to the ASC.
5. If an ASC member misses three meetings without valid excuse, the member may be replaced by the ASC in accordance with Bylaw 9.01.
6. Quorum for all Executive meetings shall consist of three (3) members, and for all Students' Council meetings shall be two thirds (2/3) of all elected representatives.

### **5.05 Voting**

1. Each member of the ASC shall be entitled to one vote.
2. Voting shall be by voice, by show of hand, or upon request, by secret ballot. The ASC Chair shall not vote except in the event of a tie.
3. The Students' Council shall allow proxy voting in extenuating circumstances with the following guidelines:
  - a. proxy votes on ASC agenda items shall only be taken if a decision must be made before the next meeting or in emergency situations. The ASA President and Executive Director must be informed of all proxy votes before they are put forth to ASC members. All proxy ballots must be turned in to the Executive Director;
  - b. proxy votes can only be utilized if regular quorum requirements are met by the ASC;
  - c. approval of an item must constitute a simple majority (50% +1);

- d. a ceiling figure of two thousand dollars (\$2,000) shall be imposed on proxy votes;
- e. all proxy votes must be put forth for consideration to ASC members in writing and verbally with a minimum of twelve (12) hours notice;
- f. proxy votes may not be cast on Bylaw amendments, calling referendum questions, or the review/recall of ASC positions/impeachments; and
- g. a written proposal will accompany the proxy voting form with a section for comments.

## **5.06 Minutes**

A permanent record shall be kept of all meetings of the Students' and Executive Councils, including Special Meetings, and shall be available upon request to any member of the Augustana Students' Association. Copies of all minutes shall be available from the ASA Office. The responsibility of taking and maintaining these records shall be that of the Executive Director and/or elected representative as designated by the Executive Council. Copies of the minutes shall be **made available on the ASA website and sent to the Students' Union UASU upon request.**

## **Bylaw 6 DUTIES OF STUDENTS' COUNCIL**

### **6.01 Duties of Students' Council**

The ASC shall consist of the Executive and Representative bodies.

#### **1. The Executive shall:**

- a. be the chief executive body of the ASC and ASA;
- b. recommend general policy to the ASC;
- c. recommend activities and programs to the ASA and be responsible for their implementation;
- d. serve on boards, commissions, or committees as directed by the ASA President;
- e. maintain a cumulative GPA of 2.0 or greater. All members must submit their GPA status by the end of the second week of winter term classes. Failure to submit by the above date will result in immediate dismissal from office; and
- f. not be on disciplinary probation. A member of the Executive who goes on disciplinary probation may lose all rights and privileges associated with their position on the Students' Council, subject to the decision of ASC and the Student Review Board, for the term of their probation.

- 2. Failure to comply with these criteria shall result in dismissal from office. This dismissal may be prevented by a two thirds (2/3) majority vote of the ASC and approval by the Student Review Board as per Bylaw 13.01, except in the case of a G.P.A. lower than 2.0 where dismissal will be automatic.

3. The Executive shall consist of the following officers:

a. The President, who shall

- i. act as the Chief Executive Officer of the ASA;
- ii. call all ASA general information and ASC meetings;
- iii. be an ex-officio member of all ASA boards, commissions, and committees;
- iv. be responsible for communication between ASC and the Augustana administration;
- v. be responsible for communication between the ASA and the UASU;
- vi. annually provide the UASU with officer contact information;
- vii. uphold and enforce the ASA Bylaws and Policy Manual;
- viii. ensure that efficient office practices are implemented and maintained for the administration of the ASA;
- ix. be a signing officer of the ASA;
- x. decide whether to chair ASC meetings or to appoint a chair from the Students' Council;
- xi. fulfill the role of student advocate by representing students in issues between the Administration, Staff, and Professors;
- xii. conduct an annual job and salary review for the Executive Director; and
- xiii. follow the policy and update as approved by the ASC.

b. The Vice-President Academic, who shall

- i. review, change, and update the ASA Bylaws and Polices as suggested by the ASC;
- ii. perform the duties of the President if they are unable to do so;
- iii. be responsible for communication between the ASA and the Students' Union;
- iv. be responsible for annually providing the Students' Union with officer contact information;
- v. be a signing officer of the ASA;
- vi. make recommendations to ASC on the appointment of students to sit on committees of Augustana, as well as represent the ASA on certain committees of the institution if deemed important by the ASC;
- vii. follow the policy and update as approved by the ASC; and
- viii. in the event that the ASA wishes to advocate for a policy that is contrary to a Students' Union political policy, it is the responsibility of the Vice-President Academic to prepare the required presentation to the Students' Union Council.

c. The Vice-President Finance, who shall

- i. either choose to form a budget committee or personally prepare a budget for ASC's approval;
- ii. ensure Augustana clubs and media are accountable to the ASA for all expenditures made;
- iii. keep an ongoing search of ways that the ASA can expand revenue sources;
- iv. present a budget review in January and upon request of the ASA;
- v. be the primary signing officer of the ASA; and
- vi. follow the policy and update as approved by the ASC.

- d. The Vice-President Communications, who shall
  - i. deal with all of the external communications and memberships of the Students' Association;
  - ii. oversee the day-to-day running of internal publications and media of the Students' Association;
  - iii. be a signing officer of the ASA;
  - iv. be responsible to represent or to appoint someone to represent ASA at Preview Days and Welcome Weekend; and
  - v. follow the policy and update as approved by the ASC.
  
- e. The Vice-President Student Life, who shall
  - i. put on activities for ASA members. These activities should include a variety of educational and entertainment opportunities to enrich the ASA members' time at Augustana;
  - ii. be responsible for ticket sales and security at all ASA events;
  - iii. shall chair all Student Activities Coordinating Committee meetings;
  - iv. maintain on-going communication with club presidents;
  - v. be a signing officer of the ASA; and
  - vi. follow the policy and update as approved by the ASC.
  
- f. The Executive Director, who shall
  - i. be an ex-officio advisory member of the Executive and Students' Council with non-voting status, and whose presence shall not be a factor in determining quorum at any meetings;
  - ii. attend all Executive and Students' Council meetings as deemed necessary by the Executive;
  - iii. carry out all managerial functions for the Augustana Students' Association. The Executive Director shall be responsible for taking minutes at all meetings of the society, and all minutes of the society shall be kept by the Executive Director;
  - iv. keep permanent and accurate records of all financial transactions of the ASA and report the same when requested by ASC;
  - v. be responsible for providing all receipts and records for an annual audit;
  - vi. be responsible for all financial transactions (payments and receipts) of the ASA;
  - vii. ensure Augustana clubs and media are accountable to the ASA for all expenditures;
  - viii. keep an ongoing search of ways that the Students' Association can expand revenue sources; and
  - ix. be the primary signing officer of the ASA.
  
4. The ASC shall also consist of eleven (11) elected representative members. Each representative will be elected from a constituency as defined in this Bylaw.
  - a. The elected representative members shall consist of the following positions:
    - i. Two (2) First Year Representatives who shall be Augustana faculty students who hold a maximum of 23 completed credits during their representative term;

- ii. Two (2) Second Year Representatives who shall be Augustana faculty students who hold 24-53 completed credits during their representative term;
- iii. One (1) Third Year Representative who shall be an Augustana faculty student holding 54-83 completed credits during their representative term;
- iv. One (1) Fourth Year Representative who shall be an Augustana faculty student holding a minimum of 84 completed credits during their representative term;
- v. One (1) Councillor-At-Large who can be any Augustana faculty student;
- vi. Two (2) Off Campus Representatives who are Augustana faculty students who intend to live off campus for the entirety of their representative term;
- vii. One (1) International Students' Representative who is a current international student (not holding Canadian citizenship or permanent residency) at the Augustana faculty;
- ix. One (1) Indigenous Students' Representative who is a current self-identifying Indigenous student at the Augustana faculty.

b. Each elected representative shall:

- i. be a voting member of the ASC;
  - ii. be responsible for organizing and initiating programs of benefit or interest to their constituency;
  - iii. serve on boards, commissions, or committees as directed by the ASC Executive;
  - iv. serve a minimum of one office hour per week; those who fail to fulfill this duty for more than 3 weeks in succession may be replaced by the ASC according to Bylaw 9.01;
  - v. attend all gGeneral mMeetings, eCouncil mMeetings, Governance Training, and all other ASA retreats and workshops;
  - vi. maintain a cumulative G.P.A. of 2.0 or greater. All members must submit their GPA status by the end of the second week of winter term classes. Failure to submit by the above date will result in immediate dismissal from office; and
  - vii. not be on disciplinary probation. A member of Council who goes on disciplinary probation may lose all rights and privileges associated with their position on the Students' Council, subject to the decision of the ASC and the Student Review Board, for the term of their probation.
5. Failure to comply with these criteria shall result in dismissal from office. This dismissal may be prevented by a two thirds (2/3) majority vote of the ASC and approval by the Student Review Board as per Bylaw 13.01, except in the case of a G.P.A. lower than 2.0 where dismissal will be automatic.

## 6. Annual Spring Elections

a. The following positions will be elected in the Annual Spring Election:

- i. President, Vice-President Academic, Vice-President Finance, Vice-President Communications, and Vice-President Student Life: Candidates shall be current Augustana Faculty students. All Augustana Faculty students at the time of elections can cast ballots for these candidates;
- ii. Two (2) Second Year ASA Representatives: Those casting ballots for these candidates shall be those students with the potential of having 24-53 credits during the academic year in which the representatives shall serve;
- iii. One (1) Third Year ASA Representative: Those casting ballots for these candidates shall be those students with the potential of having 54 – 83 credits during the academic year in which the representative shall serve;
- iv. One (1) Fourth Year ASA Representative: Those casting ballots for these candidates shall be those students with the potential of having a minimum of 84 credits during the academic year in which the representative shall serve;
- v. One (1) Councillor-At-Large: Those casting ballots for these candidates shall be current Augustana Faculty students at the time of the elections;
- vi. Two (2) Off Campus Representatives: Those casting ballots for these candidates shall be any Augustana Faculty student who resides off campus at the time of the elections;
- vii. One (1) International Students' Representative: Those casting ballots for these candidates shall be Augustana Faculty International students at the time of the elections; and
- viii. One (1) Indigenous Students' Representative: Those casting ballots for these candidates shall be Augustana Faculty Indigenous students at the time of elections.

b. Should any position remain vacant following the Annual Spring Election, nominations for those positions will be accepted in the Annual Fall Election.

c. The Annual Spring Election will take place no later than the last week of March.

## 7. Annual Fall Elections

a. The following positions will be elected in the Annual Fall Election:

- i. Two (2) First Year ASA Representatives: Those casting ballots for these candidates shall be those students with the potential of having a maximum of 23 credits during the academic year in which the representatives shall

serve; and

- ii. Any vacant position not filled in the Annual Spring Election. Those casting ballots for these candidates shall be current members of the constituency at the time of the election as specified in Bylaw 6.a.
- b. The Annual Fall Elections will take place no later than the last week of September.

## **6.02 Term of Office**

1. Executive Members: The newly elected members of the Executive shall assume the responsibilities of office no later than April 25<sup>th</sup> of each academic year when the current Council dissolves. They shall retain their position until the end of the following academic year.
2. Representative members: The newly elected representatives shall assume the responsibilities of office no later than April 25<sup>th</sup> of each academic year when the current Council dissolves. They shall retain their positions until the end of the following academic year.
3. After the Annual Election, both new and old ASA Executives will be functional with regard to Bylaw 6.03. Responsibility rests with the outgoing Executive to complete commitments, and to ensure that all long-term goals are communicated to the incoming Executive. The incoming Executive and Council shall assume planning and implementation responsibilities for the coming academic year. The incoming ASC members will have non-voting status until the outgoing Council and Executive are dissolved. Incoming Executive and Council members are required to attend the remainder of the Executive and Council meetings respectively.
4. During the months of May through August the Executive Council shall be responsible for all ASC operations.

## **6.03 Transition Training**

1. The outgoing Executive members will ensure the occurrence of a Transition Week where any new Executive members will get extensive training in the fundamentals of their position and the organization's function within the Augustana community. Items to be covered are listed below.
  - a. Many topics will be discussed in detail amounting to a minimum of one week of intensive interaction and training. This week will occur within fourteen (14) days of the Annual elections (for details on topics, see Policy 2.3.9 in the ASA Policy and Procedures Manual).
  - b. In addition to this one-on-one training, each outgoing Executive will create a "Transition Manual" containing all information dealt with in (a) above and found in Policy 2.3.9, plus any other pertinent information. The purpose of this manual is to provide a reference for the new Executives in the coming year.
  - c. Write a "Final Report" (as indicated in Executive contracts) that shall also be given to

provide a time line of events for the last year, and an overarching sense of the operations of the Augustana Students' Association and the role that the Executive members play within it.

- d. In the event that a particular position is not filled and a one-on-one training week is not possible because the outgoing Executive member is graduating, this person will provide the "Training Manual" and "Final Report" for the new Executive member. If the position is filled in the By-election of the following year and the outgoing Executive member is accessible, the one-on-one training shall occur the week after the By-elections.
  - e. Failure to comply with Bylaw 6.03(1) will result in a loss of the final bursary payment.
2. Outgoing Council Representatives will spend one day, to be held within fourteen (14) days of the Annual Elections, with new Reps in transition training where they will discuss topics pertaining to their positions and the fundamentals of belonging to the ASA.
    - a. Outgoing Reps will provide a "Final Report" to be used as a reference guide for new Reps as well as a "Job Description".
    - b. In the event that a particular Rep position is not filled (and for First Year Reps) and a one-on-one training day is not possible because the outgoing Council Rep is graduating, this person will provide the "Final Report" for new Representatives. If the position is filled in the By-election of the following year and the outgoing Rep is accessible, the one-on-one training shall occur the week after the By-elections.
    - c. Failure to comply with Bylaw 6.03(2) will result in a reduction in honorarium of \$20.

#### **6.04 Vacant Elected Positions**

1. If an ASC member vacates their office before January 1<sup>st</sup>, there shall be a by-election within fifteen academic days to fill the vacancy.
2. The ASC shall have the power to appoint a representative to a vacant position in the event that:
  - a. the office is vacated after one by-election has already been held;
  - b. an office remains vacant following the annual Fall **by**-elections; or
  - c. an office is vacated after January 1<sup>st</sup> and prior to the regular election date.

All appointees must come from the representative constituency.

3. In the event that a Vice-President's position is vacated after January 1<sup>st</sup>, the ASC shall appoint a new Vice-President from within its membership, as per Bylaw 6.04(6), to fill the position until the Annual Election is held. A student from the Students' Association body at large may be appointed if replacement cannot be found within the ASC.
4. In the event that the President's position is vacated after January 1<sup>st</sup>, the ASC shall appoint a new President from within its membership, as per Bylaw 6.04(6), to fill the position until the Annual Election is held. A student from the Students' Association body at large may be appointed if replacement cannot be found within the ASC.

5. By-elections must be carried out in accordance with the procedures stated in the ASA Policy and Procedures Manual.
6. Regarding appointments for vacant positions, priority will be given in this order (from highest to lowest): Vice-President Academic, Vice-President Finance, Vice-President Communications, Vice-President Student Life, Council Representatives, student body.

#### **6.05 Recall Procedure**

1. Any member of the ASA may submit a written proposal (petition attached) to begin the recall procedure of any member of the ASC.
2. Upon submission of a written request for recall of any elected student official(s) with a petition of at least 20% of the representative's constituents at Augustana Faculty, the Student Review Board shall meet to call a vote.
3. The vote must:
  - a. be held within 14 calendar days of the receipt of the petition;
  - b. allow all constituents of the elected student official(s) to vote; and
  - c. must have quorum of 20% of the constituency vote.
4. The Student Review Board shall report the results of the vote to the ASC, and if over 50% voted in favour of the recall, the elected student official(s) shall be informed that they are no longer a member(s) of the ASC.

#### **6.06 Faculty/Staff Advisor Liaison**

1. There shall be one (1) member of the Faculty in Session to advise the ASC for each academic year, selected by the ASA President and approved by the ASC, if the Council deems appropriate.
2. The Faculty ~~Advisor~~ **Liaison** shall:
  - a. **attend ASC meetings when invited by the President, the Executive, or a majority vote of Council; and**
  - b. ~~advise the ASC on any student government matters.~~ **provide information and context, when requested, to Augustana Students' Council on issues pertaining to academics, faculty relations, and other issues within their expertise.**
3. The ASC shall have the power to remove the advisor and elect/appoint a new advisor if Council deems that the current advisor can no longer fulfill their duties.

## **Bylaw 7 ELECTIONS**

#### **7.01 Elections**

1. There shall be an Annual election before March 31<sup>st</sup> of each academic year and a by-

election by October 15<sup>th</sup> of each academic year. The date(s) of the elections shall be set by the Deputy Returning Officer. The following offices will be open for elections: ASA President, Vice-President Academic, Vice- President Finance, Vice-President Communications, and Vice-President Student Life. The additional representatives of the ASA shall be elected from their respective constituencies in the Annual election except for two (2) First Year Reps who shall be elected in the By-Election. The date(s) for elections shall be set by the Deputy Returning Officer.

2. Elections must be carried out in accordance with the procedure stated in the ASA Policy and Procedures Manual.

## **7.02 Deputy Returning Officer**

1. Criteria for nomination of the Deputy Returning Officer shall include:
  - a. appointment by the ASC to be the Deputy Returning Officer;
  - b. responsible to the ASC, and shall be an ex-officio member of the Executive Council during election periods;
  - c. shall take an Oath of Office which shall be retained by the ASC; and
  - d. shall be paid such honoraria, allowances, or expenses as the Council may deem appropriate, from time to time, in conjunction with his/her official duties.
2. Duties of the DRO shall include the following:
  - a. responsible for taking the votes of the members at General Elections, Bylaw Elections, and for voting on a Referendum;
  - b. administer provisions of this Bylaw (7.02) so as to ensure that it is complied with;
  - c. report directly to the ASC;
  - d. conduct such schools of instruction or workshops as may be necessary to familiarize candidates and election officials with their rights and responsibilities under this Bylaw;
  - e. hear, in confidence, any appeal or request for review made with respect to any election, by-election, or referendum, or the conduct of any candidate or candidates, officials, or ASA members;
  - f. review questionable candidate advertisements to ensure that they are fit for public consumption at his or her discretion;
  - g. disqualify candidates, materials, representatives, or members who, in the opinion of the DRO, have contravened the provisions of any ASA Bylaws or policies and procedures that pertain to election conduct. Any grievances/appeals with respect to disqualification of candidates may be overruled by a unanimous vote of the Student Review Board;

- h. investigate all claims and questions brought before the office, and recommend to the Council appropriate measures regarding remedial action to be taken;
  - i. take immediate remedial action as described within the limits of any ASA Election Bylaws to rectify any infraction identified during the course of an election; and
  - j. appoint any assistants, deputy returning officers, and poll clerks as deemed necessary, and who shall act within accordance of this Bylaw.
3. All communications regarding elections, by-elections, and referenda must be channeled through the DRO.
4. At an advanced poll, the Deputy Returning Officer shall mark an unspoiled ballot for each position or question and shall retain it in confidence to be cast in the event of a tie in the count of ballots. Should the vote not be used, it must be destroyed without revealing its content.
5. The DRO is appointed for a period ending with the conclusion of the current academic year.

### **7.03 Notice of Elections**

1. Upon deciding the date(s) of the election, by-election, or referendum, the DRO shall publish a Notice of Election which shall be a form containing either:
  - a. In the case of a General Election or By-Election:
    - i. the constituencies or positions to which a candidate will be elected;
    - ii. the actual dates and times during which a nomination paper may be filed with the ASA Main Office; and
    - iii. the dates, times, and places that voting is to take place at polling stations.
  - b. In the case of a Referendum:
    - i. the actual dates on which the voting on a referendum is to take place;
    - ii. the locations of each polling station;
    - iii. a clearly worded, neutral statement of the question to be voted upon. Such a question is to be capable of being responded to with a YES or NO answer.

## **Bylaw 8 REFERENDA**

### **8.01 Referenda**

1. A referendum shall be defined as a vote by the ASA on an issue of general concern to the Students' Association. The result of this vote shall be binding.
2. A referendum shall only be called:

- a. by resolution of the ASC; or
  - b. by a petition to the ASC bearing the text of the motion to be voted upon and supported by the signatures of at least fifteen (15) percent of the members of the ASA.
3. The text of the motion to be voted upon in the referendum shall be so drafted as to present a clear question, sufficiently narrow in scope for there to be no ambiguity with respect to answers. The text of the referenda must be approved by the Student Review Board.

## **8.02 Procedure**

1. Text(s) of the motion(s) to be voted upon in referendums will be made available to all members of the ASA at least seven (7) days (excluding weekends and holidays) prior to voting.
2. Prior to the vote, the ASC shall schedule an open meeting to discuss motion(s) to be voted upon in the referendum and address any questions students may have.
3. In order to pass, the motion voted upon in a referendum must:
  - a. be voted upon by at least fifteen percent (15%) of the members of the ASA; and
  - b. be approved by a **simple** majority (50% plus 1) of the votes cast.

## **Bylaw 9 DISCIPLINING AND REMOVAL**

### **9.01 ASA Executive and Council**

1. In the event a member of the ASC or Executive Council is found to be in breach of any provision of the ASA Bylaws or personal contracts, that person's actions must be reviewed by the Executive Council.
2. The Executive shall then recommend to ASC the appropriate disciplinary action be taken. This recommendation, regardless of its content, must be reviewed by the ASC.
3. The ASC shall review the recommendation of the Executive and decide upon the action to be taken, if any.
4. The decision come to by Students' Council, regardless of its content, must be reviewed and approved by the Student Review Board.
5. Should the Student Review Board reject the Council's decision, the issue shall be returned to Council, with rationale, to be re-examined until a solution can be found that is approved by both the ASC and the Student Review Board.

### **9.02 ASA Media**

In the event a member of the ASA Media is found in breach of any provision of the ASA Bylaws or personal contracts, the procedure for disciplining and/or removal of a member must be done

according to the policy set out in Bylaw 9.01 and 9.03.

### **9.03 Procedure**

1. If ~~no~~ disciplinary action is to be taken against a person found to be in violation of the ASA Bylaws or personal contracts, prevention of ~~disciplining~~ **disciplinary action** will require a two thirds (2/3) majority vote of the ASC.
2. Disciplinary action, wherever it occurs in the ASA Bylaws or Policy and Procedures Manual of the Students' Association shall be interpreted to mean any action approved by the ASC and Student Review Board to reprimand members or employees for issues such as, but not limited to: breach of contract, violation of Bylaws and/or personal contracts, activity contrary to federal or provincial law, etc. The actions may include, but are not limited to: the garnishing of wages, suspension, and dismissal.
3. In the event that the person involved is appealing anything that is a factor in determining their status relative to the ASA, that person shall be suspended from their office until the appeal decision is heard. In the event the appeal is successful and that person is no longer in conflict with the ASA Bylaws or personal contracts, they shall be reinstated in their position and will be compensated fully for the period of suspension. Otherwise, the person's case shall proceed as outlined in Bylaws 9.01 or 9.02.

## **Bylaw 10 FINANCES**

### **10.01 Fees**

Upon approval of the fee structure by ASC, fees shall be collected by the University of Alberta and remitted to the ASA through the University of Alberta Students' Union.

### **10.02 Signing Authority**

1. All ASA cheques require 2 signatures from approved signing officers.
2. The signing officers of the ASA shall be the following:
  - a. President
  - b. Vice-President Academic
  - c. Vice-President Finance
  - d. Vice-President Communications
  - e. Vice-President Student Life
  - f. Executive Director

### **10.03 Audit**

1. The ASC shall provide detailed written financial reports to all students once per academic year.
2. The ASC shall appoint a qualified accounting firm by April 15<sup>th</sup> 30<sup>th</sup> of each academic year to complete an annual audit of the ASA finances.

3. The Executive Director shall present all required financial records to the accounting firm by July 30<sup>th</sup> of each year.
4. The ASC shall present the audited financial statements to the student body at the Fall General Meeting.

#### **10.04 Borrowing Powers**

The ASA shall have the power to borrow money as deemed necessary by the Executive and Students' Council. Borrowing power will only be granted upon written approval of the ASC. On approval, the ASA may borrow money in order to perform its duties and to further its objectives. Repayment of any monies borrowed by the Augustana Students' Association shall be made in accordance with the terms agreed to with its lender.

#### **10.05 Finances for Clubs and Organizations**

1. For any spending, all clubs and organizations will be required to submit receipts for reimbursement to the ASA Executive Director.
2. The ASA Office shall have a listing of 2 Executive members' signatures for all existing clubs. These persons shall be authorized, on behalf of the club membership, to receive money for expenditures of that club.

#### **10.06 Financial Reporting**

1. Financial reports shall be submitted to the Students' Union no more than six months after the ASA fiscal year end.
2. It is the responsibility of the Vice-President Finance to ensure that the financial report is submitted annually.

### **Bylaw 11 INSPECTION OF RECORDS**

All published records and the most recent audited financial statements of the Augustana Students' Association shall be open and available for inspection to any ASA member in good standing. Written notice for inspection must be given to the ASA President or Executive Director at least two (2) days prior to said inspection. Members may view records at the Students' Association Office during regular office hours.

### **Bylaw 12 CORPORATE SEAL**

The Augustana Students Association will have a Corporate Seal. The Seal shall consist of the Students' Association logo, and the ASA President will have custody of the Seal. Permission to use the Seal shall be authorized by ASC and will be authenticated by the signature of the ASA President.

## Bylaw 13 BOARDS

### 13.01 Student Review Board

The mandate of the Student Review Board is to examine any issues brought before it from the ASC, the Executive Council of ASA, or a member of the student body. All Student Review Board conclusions will be based on whether or not the ASC made decisions or acted in accordance with their own legislation (i.e. Bylaws and Policy and Procedures Manual).

1. Membership will consist of five (5) students appointed by the President and approved by the ASC and one (1) alternate in case one voting member is unavailable, for a one-year term. These students shall be appointed by the 2<sup>nd</sup> week of September. These students may not serve on the ASC nor hold any other ASC appointments during their term on the Board. The Students' Association Faculty/Staff Adviser **Liaison** will serve as a non-voting advisor to the Student Review Board and is to be invited to all meetings unless this would cause a conflict of interest. The Dean of Augustana Faculty or ~~his/her~~ **their** appointee may be invited to sit in as an observer.
2. ~~The Chairperson will be selected from the Board membership.~~ **The members will elect a Chairperson at their first meeting.**
3. The Board shall;
  - a. interpret any item of ASC legislation which is referred to the Board by the ASC for interpretation;
  - b. act as a hearing and review board for all grievances arising between students and Students' Association organizations on matters related to student or organizational conduct using the following procedure:
    - i. Grievances shall be referred in writing to the Board or chairperson by one of the parties involved.
    - ii. The written appeal shall cite the grievance, relevant details, and recommended solution(s).
    - iii. The Board shall meet within three (3) academic days of receiving the grievance. Parties to the dispute may be summoned to appear. After Board investigation, the Board shall reach a decision in camera. This decision shall immediately be communicated to the parties involved and shall be binding upon the parties involved. The ASA President and the parties involved shall also be informed within one (1) working day.
  - c. review all decisions involving the appointment, disciplining, or removal of all ASC members, Executive, and the Executive Director, and;
  - d. review and accept all petitions to Council and Referenda questions.
4. The Student Review Board has the authority to accept any item for action brought to it, or return that recommendation to the ASC without approval.
5. A vote to "accept" means the Board approves the item of action and the item will proceed

as the recommendation makes clear.

6. A vote to “return” means the Board declines the recommendation of Council and the item will be returned to Council until an agreement can be reached in which both the ASC and the SRB accept the recommendation.
7. These are the acceptable criteria for a vote to “reject”:
  - a. clarity - if the SRB feels the recommendation brought to it is not sufficiently clear to make a proper decision, it must vote to return; and/or
  - b. consistency - any recommendation must be consistent with the Bylaws and Policy and Procedures Manual of the ASC.
8. Any vote to return an item to Council must make specific reference to the criteria used for rejection (clarity or consistency). In the event that consistency is cited in a vote to return, the Board must make specific reference to the provision of the Bylaws or Policy and Procedures Manual that the recommendation offends 9. Changes to these terms of reference must be approved by both the SRB and the ASC.

### **13.02 Special Committees**

The Executive Council of the Students’ Association may appoint any special committees as the need arises.

## **Bylaw 14 CLUBS AND ORGANIZATIONS**

### **14.01 Definition**

Clubs and organizations are groups that provide specific leisure **and extra-curricular** events and activities to the students of Augustana Campus.

1. Clubs shall be recognized by the Augustana Students’ Association upon receipt and approval of club ~~application~~ **registration** forms.
2. **Upon recognition**, Clubs may **apply for and** receive funding from the ASA. ~~upon recognition and approval.~~
3. All clubs and organizations **at Augustana Faculty** must be approved by the ASC.
4. Clubs and organizations with political or religious affiliations are not eligible to receive funding from the ASC. However, they shall be recognized as groups on campus.
5. The ASC reserves the right to refuse clubs and organizations that may be considered in excess liability and those that harbour discrimination toward other students.

### **14.02 Liability**

The Augustana Students’ Association is not responsible or liable for any damages, costs, suits, or claims arising from the actions of any clubs or organizations.

### 14.03 Student Activities Coordinating Committee

The Student Activities Coordinating Committee (SACC) shall consist of the Students' Association Vice-President Student Life, who shall chair all meetings, and at least one representative from each club and organization on campus. SACC shall meet regularly throughout the academic year according to a schedule set by the Vice-President Student Life.

#### Bylaw 15 MEDIA AND PUBLICATIONS

1. Newspaper
  - a. the name of the student newspaper shall be The Daglightale; and
  - b. the editor(s) shall be responsible for the entire operations required to produce a student newspaper as per responsibilities outlined in the ASA Policy and Procedures Manual and employment contracts.
2. All media and publication managers/editors/coordinators shall receive a bursary from the ASA as recommended by the Vice-President Communications and Vice-President Finance and upon approval by the ASC.
3. All above positions are open to any full time ASA member who is not on disciplinary probation.

#### Bylaw 16 REMUNERATION

##### 16.01 Bursaries

1. ~~There shall be no remuneration of the Executive members of the Augustana Students' Association other than the amount of any bursary or honoraria.~~ shall receive a bursary as remuneration which Executive bursaries will be paid over a period of ten (10) months, with the months of May to August constituting two (2) of the ten (10) months.
2. All ASA bursaries remuneration shall be allocated by the ASC, and are is given out according to the ASA Policy and Procedures Manual.
3. The ASC shall be able to compensate persons, as deemed necessary, for services rendered.
4. There shall be no additional remuneration for any officers receiving these bursaries except for expenses incurred with ASC approval.
5. The ASA Executive and Daglightale staff receiving bursaries remuneration from the Augustana Students' Association shall provide a final report on or before April 30<sup>th</sup> of each academic year. All other individuals receiving a bursary from the ASA must submit a final report on or before the predetermined date set by the ASC. The requirements for the respective final reports shall be outlined in the ASA Policy and Procedures Manual. Failure to submit a final report and office keys will result in the withholding of the remainder of the bursary until such time as an adequate report and keys are submitted to

the ASC.

## **16.02 Honoraria**

1. An honorarium is the amount given to members in recognition of their service to the Augustana Students' Association. Honoraria amounts shall be established and allocated by the ASC.
2. Criteria for receiving honoraria will be the fulfillment of all duties as prescribed by these Bylaws and the ASA Policy and Procedures Manual.

## **Bylaw 17 AMENDMENTS TO BYLAWS**

1. In the future, these Bylaws may only be amended by special resolution of the ASC in accordance with Section 1(d) of the Societies Act. To be ratified, an amendment(s) must be approved by three quarters (3/4) of the ASC membership.
2. The text of the proposed amendment(s) must be made available to the ASA membership and conspicuously posted at least twenty one (21) calendar days before it is brought to an ASC vote.
3. Bylaws must be reviewed by the ASC at least once every two (2) years.
4. Amendments will not come into effect until they are registered with **the** Corporate Registry of Alberta.

## **Bylaw 18 PROTECTION OF ASC**

The Augustana Students' Association (ASA) shall indemnify the members of the Executive and Students' Council and their heirs and legal representatives against all costs, charges, and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by them in respect of any civil, criminal, or administrative action or proceeding to which they are made a party by reason of being a member of the ASA Executive or Council, if:

- a. they were acting in their capacity as a member of Council or Executive and they acted honestly and in good faith with a view to the best interest of the Augustana Students' Association; and
- b. in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, they had reasonable grounds for believing that their conduct was lawful.

## **Bylaw 19**

## **DISSOLUTION**

In the event of dissolution, all obligations of the ASA shall cease. All assets will first be devoted to any debts of the Augustana Students' Association, and then all remaining assets will be distributed to a Canadian non-profit organization or fund as selected by the dissolving ASC.