



**University of Saskatchewan  
Graduate Students' Association  
Bylaws**

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## **1. Council**

### **1.1. Terms of Reference**

- 1.1.1.* Council shall aim to fulfil its mandate by debating and dealing with Association business in accordance with the Constitution;
- 1.1.2.* Motions to Council meetings may be submitted by the Executive, Councillors, and any Regular Member;
- 1.1.3.* Council has full power to create and redact Position Statements through a majority vote;
- 1.1.4.* Subject to the Constitution, Council shall be empowered to direct the Executive to represent the Association where it deems necessary, and to carry out various duties in the interest of the graduate student body;
- 1.1.5.* Council cannot appoint representatives to the Executive, except in circumstances outlined in the Bylaws governing Elections and Referenda.

### **1.2. Councillors**

- 1.2.1.* A Councillor must be a Regular Member of the Association;
- 1.2.2.* Each Academic Unit may only have one Academic Council;
- 1.2.3.* No Councillor shall represent both an Academic Council and the Indigenous Graduate Students' Council;
- 1.2.4.* The number of Councillors for an Academic Council is determined by the Voting Councillor Allocation.

### **1.3. Alternate Councillors**

- 1.3.1.* An Alternate Councillor must be a Regular Member of the Association and a member of their respective Academic Council;
- 1.3.2.* If a Councillor is unable to attend a Council meeting, their Academic Council may send an existing registered Alternate Councillor in their place;
- 1.3.3.* Alternate Councillors shall be vested with the voting and speaking rights of the Councillor they are replacing.

### **1.4. Councillor Duties**

- 1.4.1.* The duties of a Councillor shall include, but are not limited to:
  - 1.4.1.1.* Representing their Academic Council;
  - 1.4.1.2.* Attending all Council Meetings;
  - 1.4.1.3.* Serving on Association Committees;
  - 1.4.1.4.* Ensuring the well-being of the Association; and,
  - 1.4.1.5.* Being familiar with all governing documents including the Saskatchewan Non-Profit Corporation Act, 1995, Robert's Rules of Order, the Constitution, Bylaws, and Policies.

### **1.5. Voting Councillor Allocation**

- 1.5.1.* The Voting Councillor Allocation for an Academic Council will be based on the most recent University census;
- 1.5.2.* Voting Councillor Allocation for each Academic Council will be:
  - 1.5.2.1.* One (1) for an Academic Council containing less than one hundred (100) Regular Members;
  - 1.5.2.2.* Two (2) for an Academic Council containing one hundred (100) or more Regular Members.
- 1.6.** Removal of a Councillor
  - 1.6.1.* A Councillor will be suspended if the allocated voting seat for their Academic Council is vacant for two (2) or more consecutive, or three (3) per academic year, duly called Council meetings regardless of whether regrets were sent. The Councillor shall be suspended for the next two (2) Council meetings, at the discretion of Council Chair;
  - 1.6.2.* If a Councillor is absent for one (1) duly called Council meeting, the Council Chair shall warn that any further vacancy will result in their suspension;
  - 1.6.3.* The Council Chair shall notify an Academic Council if their Councillor has been suspended;
  - 1.6.4.* Any Councillor may be deemed ineligible to sit on Council by a two-thirds (2/3) vote of Council, usually on recommendation from the Code of Ethics and Discipline Committee;
  - 1.6.5.* Should a Councillor be removed, the Chair will inform their Academic Council;
  - 1.6.6.* Academic Councils are responsible for filling any vacancies;
  - 1.6.7.* A Councillor's eligibility is removed when they are no longer a Regular Member;
  - 1.6.8.* The Council Chair is charged with notifying both Council and the appropriate Academic Council when a Councillor is removed.
- 1.7.** Council Chair
  - 1.7.1.* Must be a Member of the Association;
  - 1.7.2.* Cannot be a Councillor nor a member of the Executive;
  - 1.7.3.* The Chair of Council shall:
    - 1.7.3.1.* Be familiar with all governing documents including, but not limited to, the Saskatchewan Non-Profit Corporation Act, 1995, Robert's Rules of Order, the Constitution, Bylaws, and Policies;
    - 1.7.3.2.* Preside over all Council and General Meetings;
    - 1.7.3.3.* Conduct an orientation for all Councillors which includes a description of their responsibilities as Councillors and the mechanics

of Robert's Rules of Order;

*1.7.3.4.* Maintain an updated list of Voting Councillor Allocation;

*1.7.3.5.* Serve as Chief Electoral Officer and perform all associated duties.

**1.8.** Selection of Council Chair

*1.8.1.* A call for nominations must occur at the start of each academic year, prior to the September Council meeting;

*1.8.2.* A call for nominations for Council Chair must be sent to the Membership at least 15 days prior to the Council Meeting at which the Chair will be elected;

*1.8.3.* Nominations will be presented to Council at that Council meeting;

*1.8.4.* The first order of business of that Council meeting shall be to elect a Council Chair. The President, or their designate, shall act as Council Chair until the Council Chair is elected;

*1.8.5.* Nominees must be present at the meeting to stand for election;

*1.8.6.* The Council Chair will be elected by a majority vote of Council;

*1.8.7.* The Council Chair shall not vote or participate in debate unless there is a tie vote, where the Council Chair shall cast the deciding vote;

*1.8.8.* The Council Chair will receive an honorarium in the value of the graduate student hourly rate for each hour of meeting chaired, including a maximum of two hours total prep time for each Council meeting, and a maximum of three hours of total prep time for General meetings;

*1.8.9.* The Council Chair will receive this honorarium regardless of whether quorum is reached;

*1.8.10.* In the absence of the elected Council Chair, a temporary alternate Council Chair shall be nominated and elected from the floor of Council;

*1.8.11.* The term for Council Chair will be from when Council Chair is elected until election of a new Council Chair occurs at the September Council meeting;

*1.8.12.* A Council Chair is eligible to stand for re-election at the September Council meeting if it is their desire to do so, and in accordance with the above Bylaws.

**1.9.** Resignation of Council Chair

*1.9.1.* The Council Chair may resign from their position at any time during their term by handing in a printed and signed letter of resignation to the President and the Office Manager. The resignation of Council Chair will take effect immediately following the submission of the letter;

*1.9.2.* Following the resignation of Council Chair, a call for nominations will be sent to the Membership and the Selection of a Council Chair Bylaw will be followed.

## **2. Executive Duties**

### **2.1. Executive Members**

- 2.1.1.** Must act in a fiduciary capacity towards the Association;
- 2.1.2.** Are accountable to Council and the Regular Membership;
- 2.1.3.** The Executive committee shall:
  - 2.1.3.1.** Be voting members of Council;
  - 2.1.3.2.** Collectively identify and determine who should sit on committees external to the Association, including University Council committees, College of Graduate and Postdoctoral Studies committees and University governing bodies and their committees. Only an Executive member shall sit on University Council and Senate.
  - 2.1.3.3.** Be familiar with and follow:
    - 2.1.3.3.1.** Saskatchewan Non-Profit Corporations Act, 1995;
    - 2.1.3.3.2.** University of Saskatchewan Act, 1995;
    - 2.1.3.3.3.** The Association Constitution, Bylaws, and Policies;
    - 2.1.3.3.4.** Robert's Rules of Order; and,
    - 2.1.3.3.5.** Other relevant documents.
  - 2.1.3.4.** Conduct themselves in a professional and constructive manner in representing the Association and the University;
  - 2.1.3.5.** Act as an ambassador of the Association and a role model for all graduate students;
  - 2.1.3.6.** Be responsible for the actions and the guidance of the Association;
  - 2.1.3.7.** Be responsible for all duties of vacant Executive positions and carrying out Association duties in the absence of regularly salaried or contracted individuals;
  - 2.1.3.8.** Consult and work with external partners on issues of common interest;
  - 2.1.3.9.** Establish and maintain relationships with graduate students in each department via Council;
  - 2.1.3.10.** Act professionally and courteously in all activities related to position duties and in dealings with each other;
  - 2.1.3.11.** Shall sign the Association non-disclosure agreement in the first month of office;
  - 2.1.3.12.** Collectively identify and determine which individual will attend conferences on behalf of the Association;
  - 2.1.3.13.** Ensure continuity of their role by notifying the Executive of any extended absence and arranging for their regular duties to be filled in their absence; and,

**2.1.3.14.** To perform other duties as assigned by Council.

**2.2. President**

**2.2.1.** The duties of the President shall include, but are not limited to:

**2.2.1.1.** Ethical and responsible leadership of the Association;

**2.2.1.2.** Official spokesperson of the Association;

**2.2.1.3.** The execution of Executive and Council decisions;

**2.2.1.4.** Chair of Executive committee meetings;

**2.2.1.5.** Ensure that the responsibilities of each Executive position are being met by scheduling quarterly meetings with each Executive;

**2.2.1.6.** Responsible for articulation of position statements of the Association as determined by Council. Publications submitted to University or community newspapers must be written in consultation with the Executive and approved by a majority vote of the Executive.

**2.2.1.7.** Work towards establishing a graduate student seat on the University Board of Governors;

**2.2.1.8.** To be the official liaison with government, in consultation with the Vice-President External;

**2.2.1.9.** Prepare an annual report that will be made available to the Membership and its stakeholders. The report will be presented to the entire Membership at the Annual General Meeting.

**2.3. Vice-President Finance and Operations**

**2.3.1.** The duties of the Vice President Finance and Operations shall include, but are not limited to:

**2.3.1.1.** Assume the duties of the President in the President's extended absence;

**2.3.1.2.** Act as recording secretary for the Executive Committee meetings;

**2.3.1.3.** To be responsible for the recruitment of all Academic Council representatives;

**2.3.1.4.** To oversee the coordination and communication of Executive Meetings;

**2.3.1.5.** Ensure the operation of the Association Commons building;

**2.3.1.6.** Oversee the finances of the Association;

**2.3.1.7.** To serve as the Corporate Treasurer for the Association;

**2.3.1.8.** To ensure an annual audit is performed; and,

**2.3.1.9.** To liaise with the bookkeeper to ensure all bookkeeping is conducted.

**2.4. Vice-President Student Affairs**

**2.4.1.** The duties of the Vice President Student Affairs shall include, but are not



limited to:

- 2.4.1.1.** Act as a liaison within the University community relating to graduate student issues;
- 2.4.1.2.** To develop a program of social events for the enhancement of the graduate student experience;
- 2.4.1.3.** To organize the Three Minute Thesis Competition and the Graduate Student Research Conference, if the Executive decided to host these events;
- 2.4.1.4.** To coordinate with the University in its efforts to orient incoming graduate students;
- 2.4.1.5.** Advocate for resources that would improve the academic experience of graduate students at the University;
- 2.4.1.6.** To be an advocate for graduate students in all matters relating to their university experience, as applicable; and,
- 2.4.1.7.** To organize academic workshops of interest to graduate students.

**2.5. Vice-President External**

- 2.5.1.** The duties of the Vice President External shall include, but are not limited to:
  - 2.5.1.1.** To be responsible for the external affairs of the Association, under the oversight of the President;
  - 2.5.1.2.** To be responsible for all of the Association Communication, including social media, in consultation with the Executive;
  - 2.5.1.3.** To work with lobbying organizations the Association has an affiliation with;
  - 2.5.1.4.** Responsible for the organization of activities targeted at promoting mental, physical and emotional well-being for graduate students;
  - 2.5.1.5.** To conduct campaigns graduate students have an interest in on a provincial, national, and international level, in consultation with the Executive;
  - 2.5.1.6.** To organize the Annual Graduate Students' Association Awards Gala in its entirety;
  - 2.5.1.7.** To coordinate fundraising efforts, under the oversight of the President, for the Three Minute Thesis Competition, Graduate Student Research Conference and Annual Graduate Students Awards Gala, as well as other events organized by the Association as needed;
  - 2.5.1.8.** To be responsible for initiating and maintaining liaison activities with local, provincial, and national organizations both on and off campus; and,
  - 2.5.1.9.** To be responsible for communication with provincial, national and

international student associations.

**2.6. Indigenous Liaison**

**2.6.1.** The duties of the Indigenous Liaison shall include, but are not limited to:

**2.6.1.1.** To act as a liaison officer between the Executive and the Indigenous Graduate Students' Council;

**2.6.1.2.** To communicate with the Canadian Federation of Students - Saskatchewan Aboriginal Liaison, the Chair of the Circle of First Nations, Metis and Inuit Students of the Canadian Federation of Students and the Aboriginal National Executive Representative of the Canadian Federation of Students;

**2.6.1.3.** Assist the Executive team on issues involving Indigenous graduate students;

**2.6.1.4.** Encourage Indigenous graduate students to engage with the Association; and,

**2.6.1.5.** Contribute to the orientation of Indigenous graduate students.

**2.7. Overruling**

**2.7.1.** A two-thirds (2/3) majority vote of all members of the Executive shall have the power to overrule the action or decision of any one Executive. Such a decision may not result in violation of the Constitution, Bylaws, or Policies of the Association.

**2.8. Resignation of an Executive Member**

**2.8.1.** Any Executive member may resign from their position at any time during their term by handing in a printed and signed letter of resignation to the President, and Office Manager. The resignation of an Executive member will take effect immediately following the submission of the letter;

**2.8.2.** Following the resignation of an Executive member, the Council Chair will follow the Election and By-Election Bylaw in filling the vacant Executive member position holding a By-Election as soon as possible, but within no more than forty (40) days of the resignation;

**2.8.3.** By a simple majority resolution, Council may appoint an interim Executive to hold office until this By-election is completed. A By-election shall not be necessary if the remaining term of office of the resigned Executive member is four (4) months or less.

**2.9. Suspension or Removal of an Executive Member**

**2.9.1.** An Executive Member may be suspended or removed from office, as the case may be, by a two-thirds (2/3) majority vote of Council or at a General Meeting, normally on a majority recommendation from the Executive or the Code of

Ethics and Discipline Committee;

- 2.9.2. The maximum time period of a suspension shall be one (1) month;
- 2.9.3. A suspended Executive Member shall forfeit their wage for the term of the Suspension;
- 2.9.4. In the event of the removal of an Executive member, a By-election shall be called as soon as possible, but within no more than forty (40) days.
- 2.9.5. By a simple majority resolution, Council may appoint an interim Executive to hold office until this By-election is completed. A By-election shall not be necessary if the remaining term of office of the removed Executive member is four (4) months or less.

### **3. Meetings**

#### **3.1. Types of Meetings and Definitions**

- 3.1.1. This Bylaw governs and defines the following types of meetings within the Association:
  - 3.1.1.1. Council Meeting - a meeting of Council. There are two types of Council Meetings: Regular and Special;
  - 3.1.1.2. Meeting of the Membership - a meeting of the Members of the Association, also called a General Meeting. There are two types of General Meetings: Annual and Special;
  - 3.1.1.3. Executive Meeting - a meeting of the Executive committee;
  - 3.1.1.4. Committee Meeting - a meeting of a Committee of the Association that is not a meeting of Council or the Executive;
  - 3.1.1.5. Town Hall - an information and / or questions and answers meeting hosted by the Association.

#### **3.2. Rules of Order**

- 3.2.1. All business of the Association shall be conducted using Robert's Rules of Order unless a motion has been approved by a majority of voting members, as put forward by those required to attend the meeting.

#### **3.3. Quorum**

- 3.3.1. Quorum for meetings, other than meetings of the Membership, shall be a simple majority of voting members.

#### **3.4. Regular Council Meetings**

- 3.4.1. Council will meet regularly as follows:
  - 3.4.1.1. Once in the spring term (May – June);
  - 3.4.1.2. Once in the summer term (July – August);
  - 3.4.1.3. Monthly over the fall and winter terms (September – April).

- 3.4.2. Regular Council meetings must occur on a business day;
  - 3.4.3. The meeting schedule will be posted on the Association website and a call for Councillors, and Academic Council ratifications, will be made at the beginning of September, at least fifteen (15) days prior to the September Council meeting;
  - 3.4.4. Notification of changes to the meeting schedule will be given by email a minimum of two weeks in advance of Council Meetings; and,
  - 3.4.5. Council Meetings shall be open to the public, except for designated confidential or in-camera sessions.
- 3.5. Special Council Meetings
- 3.5.1. Notice of a Special Council Meeting shall be at least forty-eight (48) hours;
  - 3.5.2. A Special Council Meeting may be called by a majority vote of the Executive;
  - 3.5.3. A Special Council Meeting shall be called upon receipt of a petition to the Association Office, signed by at least ten (10) voting members of Council;
  - 3.5.4. The petition must include the time, date, suggested venue, and agenda of the Special Council Meeting.
- 3.6. Meetings of the Membership
- 3.6.1. Annual General Meetings must occur on a business day;
  - 3.6.2. Notice of the meeting, and a call for agenda items, shall be made at least thirty (30) days prior to the meeting;
  - 3.6.3. Agenda and any attachments, shall be made available to the Membership at least one (1) week prior to the meeting and shall be posted on the Association website;
  - 3.6.4. General Meetings shall be open to the public, unless a motion to go in-camera is approved by a majority of the Members present.
- 3.7. Special General Meeting
- 3.7.1. Special General Meetings will be held only under circumstances outlined in Section 8 of the Constitution.

#### **4. Elections and Referenda**

##### **4.1. Definitions**

4.1.1. In this Bylaw,

4.1.1.1. "By-election" means a By-election for one or more positions on the Executive;

4.1.1.2. "Campaign material" means material whose purpose is to advertise a campaign and includes electronic materials;

4.1.1.3. "Candidate" means a nominee whose nomination has been ratified by the Elections Committee;

- 4.1.1.4. “Election or By-election” means a free, fair and open election for the Executive;
- 4.1.1.5. “Election official” means voting members of the Elections Committee;
- 4.1.1.6. “Election Schedule” means the election schedule prepared by the Chief Electoral Officer;
- 4.1.1.7. “Gift” includes any product whose dominant purpose is to buy votes rather than provide information about a candidate or stimulate legitimate political debate;
- 4.1.1.8. “Nominee” means a Regular Member who has submitted a nomination form;
- 4.1.1.9. “Referenda” means a direct vote by which a specific proposal is accepted or rejected by Regular Members;
- 4.1.1.10. “Representative” means a representative of a candidate in an election or are representative of a campaign committee in a referendum; and,
- 4.1.1.11. “Voter” means a Regular Member and includes those Members who are also Elections Committee members.

## 4.2. Scope

- 4.2.1. This Bylaw applies to all Members, employees, and appointees of the Association.

## 4.3. Elections Committee

- 4.3.1. The Elections Committee is composed of:
  - 4.3.1.1. The Chief Electoral Officer, as chair;
  - 4.3.1.2. Three (3) Councillors appointed by the Council; and,
  - 4.3.1.3. Three (3) Regular Members who are not members of Council, appointed by Council.
- 4.3.2. The Elections Committee shall
  - 4.3.2.1. Conduct elections and referenda in accordance with the Constitution, Bylaws and Policies of the Association;
  - 4.3.2.2. Conduct elections in accordance with the Election Schedule;
  - 4.3.2.3. Conduct referenda in accordance with the Referendum Schedule;
  - 4.3.2.4. Be knowledgeable about other procedures and policies necessary for a proper election;
  - 4.3.2.5. Interpret and enforce this Bylaw;
  - 4.3.2.6. Preside over the vote-counting mechanism and election data;
  - 4.3.2.7. Remain explicitly and implicitly impartial by not supporting any candidate or registered campaign committee during an election or

- referendum;
- 4.3.2.8. Develop policies as required; and,
      - 4.3.2.9. Perform other tasks as delegated by Council.
    - 4.3.3. Before attending a meeting of the Elections Committee or taking part in any business thereof, every member of the Elections Committee shall make a written declaration that, during his or her membership on the Elections Committee, he or she shall not:
      - 4.3.3.1. Seek a position or be a representative in an Election or By-Election;
      - 4.3.3.2. Nominate any person for an Election or By-Election; or
      - 4.3.3.3. Participate in a campaign committee for a referendum.
    - 4.3.4. Quorum is a majority of voting members.
  - 4.4. Chief Electoral Officer
    - 4.4.1. The Chair of Council shall be the Chief Electoral Officer;
    - 4.4.2. The Chief Electoral Officer shall be responsible for administering and enforcing this Part and shall:
      - 4.4.2.1. Cultivate an atmosphere of commitment to the election and referendum process;
      - 4.4.2.2. Not endorse any candidate and must remain neutral;
      - 4.4.2.3. Address issues raised by members of the Elections Committee in a timely manner;
      - 4.4.2.4. Organize and Chair a Candidates Forum to be held during the campaign period;
      - 4.4.2.5. During Elections, By-Elections, and Referenda, hold meetings, as required, with the Elections Committee, which may include meetings by telephone or email or through other means;
      - 4.4.2.6. Secure the voters' registry;
      - 4.4.2.7. Make all of the physical arrangements for Elections, By-Elections; Referenda;
      - 4.4.2.8. Not vote in the regular election or referendum period; and,
      - 4.4.2.9. Provide a sealed envelope containing a ranked ballot of all candidates or options for the Election, By-Election, or Referenda that will only be opened and counted in the case of a tie.
    - 4.4.3. The Chief Electoral Officer shall receive an honorarium in the value of the graduate student hourly rate for each hour of work committed to the election process.
  - 4.5. Substantial Violation
    - 4.5.1. Notwithstanding any other section in this Bylaw, in the case of substantial

violation of this Bylaw, the Elections Committee is authorized to ratify or refuse to ratify any person's candidacy, ratify or refuse to ratify, the results for any position, or declare an election invalid.

**4.6. Third parties**

**4.6.1.** No third party shall participate in Elections or By-Elections;

**4.6.2.** No third party shall participate in a Referendum unless the third party submits to the Elections Committee's jurisdiction in writing and obtains the permission of the Elections Committee.

**4.7. Association staff**

**4.7.1.** Association staff shall provide information to Members about Elections, By-Elections, and Referenda in an unbiased manner and shall remain neutral throughout.

**4.8. General Elections and By-elections**

**4.8.1. Election or By-Election Schedule**

**4.8.1.1.** The Chief Electoral Officer shall prepare the Election or By-Election Schedule, subject to the Elections Committee approval, and shall include:

**4.8.1.1.1.** The dates for the call for nominations, the orientation meeting, the nomination period, the procedures meeting, the campaign period, the voting period, and the complaints period.

**4.8.2. Call for nominations**

**4.8.2.1.** The Chief Electoral Officer shall make the call for nominations and shall publicize it by all reasonable means, including posters, mass e-mail, Association social media and the Association website;

**4.8.2.2.** The call for nominations shall be at least seven (7) calendar days in an Election or By-Election.

**4.8.3. Orientation Meeting**

**4.8.3.1.** After the call for nominations, the Chief Electoral Officer shall chair an Orientation Meeting for nominees for the Executive and may in his or her discretion hold subsequent Orientation Meetings during the nomination period;

**4.8.3.2.** A member must attend an Orientation Meeting to be eligible for ratification as a candidate for the Executive.

**4.8.4. Nominations and nomination period**

**4.8.4.1.** Nomination forms shall be released only after the end of the first Orientation Meeting;

- 4.8.4.2. In an Election or By-Election, the nomination period shall follow the release of the nomination forms, shall be at least three (3) working days, and shall begin and end at the times specified in the Election or By-Election Schedule;
  - 4.8.4.3. A nomination form for an Executive position must include:
    - 4.8.4.3.1. The full name, signature, and student number of the nominee;
    - 4.8.4.3.2. The full name, signature, and student number of ten (10) nominators.
    - 4.8.4.3.3. The University confirmation of enrollment of the nominee.
  - 4.8.5. A nominee:
    - 4.8.5.1. Must be a Regular member;
    - 4.8.5.2. Must not be an election official; and,
    - 4.8.5.3. Must not nominate another person for the same position that he or she is seeking.
  - 4.8.6. A nominator:
    - 4.8.6.1. Must be a Regular member;
    - 4.8.6.2. Must not be an Election Official; and
    - 4.8.6.3. Must not be a nominee for the same position for which he or she has nominated another person.
  - 4.8.7. The names of nominees are confidential;
  - 4.8.8. The names of nominators are confidential unless the nominee chooses to release them;
  - 4.8.9. No person may seek more than one position on the Executive;
  - 4.8.10. If, after the regular nomination period has ended, there are no nominees for a position on the Executive, the Elections Committee may extend the nomination period for one week for that position;
  - 4.8.11. If no nomination is received after the extension of the nomination period, the Chief Electoral Officer shall refer the vacant position(s) to the next General Meeting or Council Meeting, whichever comes first, to fill the position(s) through nomination and election at the meeting. Voting shall be by secret ballot;
  - 4.8.12. A nominee must provide a twenty-five (25) dollar deposit that is refundable unless the nominee has violated Elections procedures or caused damage to University property, as determined by the Elections committee.
- 4.9. Procedures Meeting**
- 4.9.1. After the end of the nomination period, the Chief Electoral Officer shall chair



the Procedures Meeting and shall ensure that nominees and Elections Committee members attending the meeting have received the necessary sections of this Bylaw, rules, and information;

- 4.9.2.** A nominee for an Executive position must attend the Procedures Meeting to be eligible for ratification as a candidate. If a nominee is unable to attend a scheduled Procedures Meeting and provides sufficient reason to the Election Committee in advance of the meeting, the Election Committee may hold an alternate Procedures Meeting in advance of the campaign period to ensure the nominee(s) has received the necessary sections of the Bylaw, rules, and information.

#### **4.10. Ratification**

- 4.10.1.** The Elections Committee shall ratify a nominee as a candidate where:

**4.10.1.1.** The nominee has submitted a valid nomination form; and,

**4.10.1.2.** The nominee has attended the Orientation Meeting, submitted the deposit, and attended the Procedures Meeting.

#### **4.11. Campaigning**

- 4.11.1.** Prior to the campaign period, no one shall:

**4.11.1.1.** Publicly advertise the intent of any person to seek election; or,

**4.11.1.2.** Campaign on behalf of any candidate.

- 4.11.2.** The campaign period shall be no less than seven (7) calendar days for an Election or three (3) business days for a By-Election and shall not take place during any period of time when a substantial portion of the student body is likely to be absent from campus;

- 4.11.3.** The Chief Electoral Officer, with advice from the Elections Committee, shall organize an Election Forum for Executive candidates that will take place in the Commons, unless substantive reason is provided to hold it elsewhere;

**4.11.3.1.** In the case of not being able to attend, the candidate is able to send a representative or a form of media to represent their platform;

- 4.11.4.** Candidates or their representatives shall not misrepresent the character or policies of other candidates, nor shall they interfere in any manner with the campaign materials of other candidates;

- 4.11.5.** No candidate or representative shall deliver campaign speeches or information about a slate in regularly scheduled classes, labs, computer labs, the Commons, or University Culinary Services locations, unless it is at the scheduled Election Forums;

- 4.11.6.** No candidate or representative shall engage in door-to-door soliciting within University residence buildings and University offices;

- 4.11.7.** Candidates and representatives shall adhere to the poster restrictions for each building on campus;
- 4.11.8.** Any poster, related to their candidacy for the GSA Elections, on which a candidate's name appears, shall count towards the candidate's poster limit;
- 4.11.9.** Candidates and representatives may use websites and may send mass email for campaign purposes and are responsible for learning and following applicable University rules, regulations, and policies regarding electronic communication. These websites and email lists must be the Candidates own and not provided or belonging to others;
- 4.11.10.** No candidate or representative shall offer gifts to voters;
- 4.11.11.** No candidate or representative shall distribute products to voters unless the products have been approved by the Elections Committee;
- 4.11.12.** No candidate or their representative(s) shall use personal funds to acquire campaign materials. Any such material to promote a candidate will be considered unauthorized and any such incident shall be remedied at the discretion of the Chief Electoral Officer;
- 4.11.13.** Candidates may print up to a maximum of fifty (50) posters with dimensions no larger than 11 inches by 17 inches. The Association will cover costs for printing up to a maximum of fifty (50) dollars;
- 4.11.14.** Candidates shall ensure that their campaign materials are taken down by 11:59 PM on the last day of voting;
- 4.11.15.** The Commons shall be a neutral forum. No promotional materials shall be displayed or distributed within the Commons. Only one poster from each Executive candidate shall be placed in the Commons;
- 4.11.16.** No candidate or representative shall engage in door-to-door soliciting during the voting period.

#### **4.12. Ballots**

- 4.12.1.** Position titles shall be listed on the ballot in the order in which they appear in this Bylaw;
- 4.12.2.** Full names of the candidates shall be listed on the ballot in random order, with the option to "abstain" listed last;
- 4.12.3.** Upon the candidate's request, the candidate's name on the ballot may differ from the candidate's given name, provided that the Elections Committee approves the alternate name and the random order of candidates' names does not change;
- 4.12.4.** Slate names shall not appear on the ballot.

#### **4.13. Withdrawal**

**4.13.1.** A candidate seeking to withdraw from an election must provide written notice of withdrawal to the Chief Electoral Officer at least 24 hours prior to the beginning of voting.

**4.14. Acclamations**

**4.14.1.** If there is only one candidate for one position on the Executive, the acclamation must be affirmed in a vote of confidence in which the candidate receives a majority of ‘yes’ votes;

**4.14.2.** If the candidate does not receive a majority of ‘yes’ votes, the process detailed in section 4.8.10 of this Bylaw shall be followed.

**4.15. Voting**

**4.15.1.** For an Election or By-Election, the voting period shall be at least two (2) days and shall begin and end at the times specified in the Election or By-Election Schedule;

**4.15.2.** Voting shall be publicized by all reasonable means;

**4.15.3.** Voting shall be by secret and secure electronic ballot, using Personalized Access to Web Services (PAWS), or its equivalent;

**4.15.4.** A minor technological failure shall not invalidate an election and election officials shall work to minimize the impact of any disruption in voting;

**4.15.5.** At the end of the voting period, the results shall be immediately sent to the Chief Electoral Officer by email;

**4.15.6.** After the Elections Committee has reached quorum and has dealt with outstanding complaints, the Chief Electoral Officer shall communicate the results to the Elections Committee for ratification;

**4.15.7.** Eight (8) percent of the total student graduate body must vote in an Election or By-Election. In cases where this does not occur a new vote must be held or the voting period can be extended, at the discretion of the Elections Committee;

**4.15.8.** The Elections Committee shall ratify results where there is no significant violation of this Bylaw.

**4.16. Method of voting**

**4.16.1.** All positions are to be elected by single member plurality.

**4.17. Results**

**4.17.1.** The CEO shall release results to candidates, students, and other necessary outlets at a place and time as set out in the Election or By-Election Schedule, and shall cause the results to be posted on the Association website immediately upon ratification.

**4.18. Referenda**

**4.18.1.** A referendum shall be held:

- 4.18.1.1. Where the referendum is proposed by Council, if at least two-thirds (2/3) of the Councillors present at the Council meeting where the referendum is proposed approve of the referendum; or
    - 4.18.1.2. Where the referendum is proposed by a Regular Member, if a petition containing the names, student numbers, and signatures of at least one hundred (100) Regular Members is presented to Council.
  - 4.18.2. A referendum shall be held if Council seeks to
    - 4.18.2.1. Establish or eliminate a dedicated student fee; or,
    - 4.18.2.2. Increase a dedicated student fee, other than the Health and Dental Plan fee, by more than five percent (5 %);
    - 4.18.2.3. Council will remain a neutral body with respect to all referendum issues.
  - 4.18.3. Call for Referendum Questions
    - 4.18.3.1. Once per year, the Chief Electoral Officer shall make the call for campaigns in which referendum questions may be submitted;
    - 4.18.3.2. The Chief Electoral Officer shall publicize the call for referendum questions by all reasonable means, including mass e-mail, the Association website and Association social media accounts;
    - 4.18.3.3. The call for referendum questions shall be at least seven (7) calendar days inclusive of three (3) working days;
    - 4.18.3.4. The call for referendum questions should occur in October, and shall not take place during a time when a large portion of membership is not on campus.
    - 4.18.3.5. A secondary call for referendum questions may occur if:
      - 4.18.3.5.1. Extenuating circumstances justify it as determined by the Chief Electoral Officer; and,
      - 4.18.3.5.2. A secondary call has been approved by a two-thirds (2/3) vote by Council.
  - 4.18.4. Referendum Schedule
    - 4.18.4.1. The Chief Electoral Officer shall prepare the Referendum Schedule, subject to the Elections Committee approval, and shall include:
      - 4.18.4.1.1. The dates for Campaign Registration, the Procedures Meeting, the Campaign Period, the Voting Period, and the Complaints Period; and,
      - 4.18.4.1.2. The place and time of the release of results of the referendum;
      - 4.18.4.1.3. The Referendum Schedule must be ratified at least one (1)

month before a referendum vote is held.

**4.18.5. Notice**

**4.18.5.1.** The date for the vote on a referendum question must be at least twenty-eight (28) days after the question is initiated.

**4.18.6. Referendum Questions**

**4.18.6.1.** Signature requirements for referenda questions shall be ratified by the Elections Committee prior to the commencement of the campaign period;

**4.18.6.2.** A referendum question pertaining to changes to the fees charged to Members shall state the previous fee amount (if it exists) and the amount of the proposed increase.

**4.18.7. Application Period and Campaigns**

**4.18.7.1.** Any Regular Member wishing to run a campaign on either side of the issue may apply to register a campaign committee;

**4.18.7.2.** Application forms shall be released at the end of the call for campaigns;

**4.18.7.3.** The application period shall be at least five (5) working days;

**4.18.7.4.** An application form must include an outline of the campaign platform and contact information for each of its leaders.

**4.18.8. Procedures Meeting**

**4.18.8.1.** After the Application Period ends, the Chief Electoral Officer shall chair the Procedures Meeting for all campaign committees and shall ensure that campaign committee members have the necessary bylaws and information;

**4.18.8.2.** All members of a campaign committee must attend the Procedures Meeting in order for the campaign to be eligible for registration.

**4.18.9. Registration**

**4.18.9.1.** The Elections Committee shall register a campaign where all the campaign committee members have attended the Procedures Meeting.

**4.18.10. Campaigning**

**4.18.10.1.** No one shall campaign prior to the campaign period;

**4.18.10.2.** No one shall campaign during the campaign period unless he or she is a member of a registered campaign committee;

**4.18.10.3.** Subject to this bylaw, a third party may be a member of a registered campaign committee;

**4.18.10.4.** The campaign period shall begin after the Procedures Meeting according to the Referendum Schedule, and shall end on the final day

of voting;

**4.18.10.5.** The Chief Electoral Officer, with advice from the Elections Committee, shall organize voluntary referendum forums in accessible locations during the campaign period;

**4.18.10.6.** No one shall misrepresent the character or policies of other campaigns, nor shall they interfere in any manner with the campaign materials of other campaigns;

**4.18.10.7.** No one shall affix anything to material that has been disseminated by the Association or the Elections Committee;

**4.18.10.8.** No registered campaign committee or member shall deliver campaign speeches or information in regularly scheduled classes, labs, computer labs, the Commons, or University Culinary Services locations, unless it is during the scheduled forums;

**4.18.10.9.** No campaign committee member shall use personal funds to acquire campaign materials;

**4.18.10.10.** The Association will cover costs for printing up to fifty (50) posters with dimensions no larger than 11 inches by 17 inches. The association shall cover the cost of printing up to a maximum of fifty (50) dollars;

**4.18.10.11.** No campaign committee member shall use their personal funds to acquire campaigning material;

**4.18.10.12.** No campaign committee member shall engage in door-to-door soliciting within any University residence buildings or University offices;

**4.18.10.13.** No registered campaign committee or member shall release campaign materials, including electronic materials, unless the materials have been approved by the Chief Electoral Officer;

**4.18.10.14.** Registered campaign committees and members shall adhere to the poster restrictions for each building on campus;

**4.18.10.15.** Registered campaign committees shall ensure that their campaign materials are removed by 11:59 PM on the last day of voting;

**4.18.10.16.** No campaign committee or member shall engage in door-to-door soliciting during the voting period.

**4.18.11.** Ballots

**4.18.11.1.** Referendum ballots must contain a neutrally worded question as approved by a majority vote of the Election committee.

**4.18.12.** Voting

- 4.18.12.1.** The voting period shall be at least two (2) business days and shall begin and end at the times specified in the Referendum Schedule;
- 4.18.12.2.** Voting shall be publicized by all reasonable means, including email, Association social media accounts and the Association website;
- 4.18.12.3.** Voting shall be by secret and secure electronic ballot, using Personalized Access to Web Services (PAWS), or its equivalent;
- 4.18.12.4.** Quorum for a referendum is ten percent (10 %) of the Membership;
- 4.18.12.5.** A minor technological failure shall not invalidate a referendum and election officials shall work to minimize the impact of any disruption in voting;
- 4.18.12.6.** At the end of the voting period, the results shall be immediately sent to the Chief Electoral Officer by email;
- 4.18.12.7.** After the Elections Committee has reached quorum and has dealt with outstanding complaints, the Chief Electoral Officer shall communicate the results to the Elections Committee for ratification;
- 4.18.12.8.** The Elections Committee shall ratify results where there is no significant violation of the Constitution or this Bylaw.

**4.18.13. Results**

- 4.18.13.1.** The Chief Electoral Officer shall release results to candidates, students and media at a place and time as set out in the Referendum Schedule, and shall cause the results to be posted on the Association website immediately;
- 4.18.13.2.** The results of a referendum are binding on the Executive and Council.

**4.19. Violations and Complaints**

- 4.19.1.** Candidates are liable for violations by representatives;
- 4.19.2.** Registered campaign committees are liable for violations during Referenda; including the actions of any individual or group working on behalf of the campaign;
- 4.19.3.** Complaints arising out of any Election or Referenda must be submitted in writing to the Association office within five (5) working days after the final ballot count;
- 4.19.4.** The Chief Electoral Officer, in consultation with the Elections Committee, shall investigate and deal with alleged violations of this Bylaw and the schedules arising from the beginning of the academic year to the deadline to file complaints;

- 4.19.5. Complaints concerning the Chief Electoral Officer shall be reviewed during a meeting of the Elections Committee, excluding the Chief Electoral Officer, who shall forward complaints to Council if appropriate;
  - 4.19.6. The Elections committee shall investigate all other complaints of violations of this Bylaw and its schedules;
  - 4.19.7. The Elections Committee may take such steps as it deems necessary to fulfill its mandate;
  - 4.19.8. The Elections Committee may disqualify a candidate where appropriate.
- 4.20. Review**
- 4.20.1. Any person affected by a decision of the Elections Committee may make an application for review by submitting a complaint to the Office Manager;
  - 4.20.1. The Office Manager shall forward the application to the Code of Ethics and Discipline Committee. If the Chair of the Code of Ethics and Discipline Committee is also the Chief Electoral Officer, an interim chair shall be appointed by and from the members of the Code of Ethics and Discipline Committee to chair the meeting at which the complaint is considered;
  - 4.20.2. Where the Code of Ethics and Discipline Committee is of the opinion that the application is not frivolous or vexatious, they shall notify the Council of the complaint;
  - 4.20.3. Where a hearing is required, the matter shall be referred to the Code of Ethics and Discipline Committee, to hear the complaint. The CEO shall not participate in the hearing;
  - 4.20.4. The review panel may overturn a decision of the Elections Committee if the Elections Committee;
    - 4.20.4.1. Acted without jurisdiction, acted beyond its jurisdiction, or refused to exercise its jurisdiction;
    - 4.20.4.2. Failed to observe a principle of natural justice or procedural fairness;
    - 4.20.4.3. Based its decision on an erroneous finding of fact that it made in a perverse or capricious manner or without regard for the material before it; or,
    - 4.20.4.4. Acted in any other way that was contrary to law.
  - 4.20.5. A decision of the review panel is final;
  - 4.20.6. All applications must be made within fourteen (14) days of the Elections Committee's final decision.



## **5. Finances**

### **5.1. Vice-President Finance and Operations**

- 5.1.1.** Under the oversight of the Board of Directors, will oversee the finances of the Association;
- 5.1.2.** Will ensure that the finances of the Association are in accordance with the Saskatchewan Non-Profit Corporations Act, 1995;
- 5.1.3.** Ensure that revenue for the Association will only be used to serve the mandate of the Association;
- 5.1.4.** Ensure that fees are collected from all Members, as defined by the Constitution.

### **5.2. Signing Officers**

- 5.2.1.** The signing officers of the Association shall be the President, the Vice-President Finance and Operations, and the Office Manager;
- 5.2.2.** At least two signatures are required to approve financial expenditures;
- 5.2.3.** No signing officer may be a signatory on expenditures where they are a recipient of funds;
- 5.2.4.** The Office Manager shall only sign cheques in the extended absence of the President or Vice-President Finance and Operations, and for cheques pertaining to an expenditure in which the President or Vice-President Finance and Operations are the recipients of funds;
- 5.2.5.** In the case where one of these positions is vacant, the Executive must appoint another Executive member, within five (5) business days, as a third co-signer by a majority vote of the Executive.

### **5.3. Financial Reports**

- 5.3.1.** Every month, a financial report, including all expenditures and revenues for that month, shall be made available to any Member upon request;
- 5.3.2.** The annual financial report shall be written in conjunction with the consolidated financial statements, and shall be posted to the Association website prior to the end of the fiscal year.

### **5.4. Budget**

- 5.4.1.** The new budget is to be prepared by the Budget and Finance Committee and presented to Council by the Vice-President Finance and Operations prior to the end of the fiscal year;
- 5.4.2.** The budget shall be approved by a majority vote of the Executive and Council;
- 5.4.3.** Executive members cannot spend more than five hundred (500) dollars, of any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive;

- 5.4.4. The Executive shall not authorize the expenditure of money not approved or accounted for in the budget;
- 5.4.5. Council can amend the budget by two-thirds (2/3) majority vote;
- 5.5. Executive Honoraria
  - 5.5.1. The President shall receive a yearly honorarium to be paid monthly in equal amounts by cheque;
  - 5.5.2. The Vice-Presidents and Indigenous Liaison shall receive the same yearly honorarium to be paid monthly in equal amounts by cheque;
  - 5.5.3. The Association shall not pay an Executive above their determined honoraria;
  - 5.5.4. The honoraria rate will be specified in the budget and cannot be changed during the academic year;
  - 5.5.5. The honoraria rate must be publicized on the Association website;
  - 5.5.6. An Executive may lose their honorarium on the ruling of the Code of Ethics and Discipline Committee;
  - 5.5.7. Any monetary compensation paid to members of the Executive for Association business from a source other than the Association honorarium must be reported on the Association website. Both the source and the amount of the compensation must be posted;
  - 5.5.8. Any in-kind gift or form of compensation to an Executive valued at more than fifty (50) dollars must be reported on the Association website. Both the source and the amount of the compensation must be posted.