

ARTS & SCIENCE STUDENTS' UNION (ASSU)

CONSTITUTION

ARTICLE I: Name

The organization shall be known as the "Arts and Science Students' Union", "ASSU", hereinafter referred to as the "Union".

ARTICLE II: Definitions

Section 1: For this Constitution:

- a) "Faculty" refers to the Faculty of Arts and Sciences.
- b) "Council" and "Executive" refers to the Council and the Executive of the Union respectively.
- c) "Course Union" refers to a body of students within the Faculty representing students in a Department or Programme within the Faculty, having the object of the Union, constituted and funded under this Constitution. Only one (1) Course Union shall be Constituted for a given department or programme.
- d) "Ex-officio" refers to the temporary status granted to a Course Union given limited rights and privileges as specified under this Constitution.
- e) "President" refers to one (1) member elected by and directly responsible to Council for a term of one (1) year at the last regular meeting of Council in March. The President shall be primarily responsible for co-ordinating Executive activities and duties in accordance with Article VII of this Constitution.
- f) "Executive" refers to six (6) members elected by and directly responsible to Council for a designated term in accordance with Article VII of this Constitution.
- g) "Departmental Course Union" refers to course unions which represent departmental programmes as defined by the Faculty of Arts and Science. "Programme Course Union" refers to Course Unions representing Programmes not covered by a single Department

Section 2: Departmental Course Unions shall be given full rights and privileges as Course Unions as defined in this constitution. A Programme Course Union shall be given full rights and privileges as a Course Union if, and only if, they fit the following criteria:

- a) there must be a minimum of fifty (50) students registered in the programme.

Section 3: If a Programme Course Union previously given full rights and privileges as a Course Union falls below a minimum of fifty (50) students registered in the programme, they may be granted ex-officio status. A Programme Course Union with ex-officio status shall be given limited rights and privileges for a period of up to four (4) consecutive years upon falling under the minimum of fifty (50) students registered in the programme. These limited rights and privileges are specified under Article XI, Section 9, (d) and Article XI, Section 10, (b).

ARTICLE III: Object, Duties and Functions

Section 1: The object of the Union shall be to improve, and to provide services for the improvement of, the education and academic life of all undergraduates in the Faculty.

Section 2: Toward the object stated in Section 1, the Union shall:

- a) act as the umbrella organization for Course Unions;
- b) administer and distribute funds available for the object of the Union;
- c) provide funding for Course Unions without neglecting its duties under Section 2(b);
- d) organize new Course Unions in the Faculty as constituted herein;
- e) aid Course Unions in the preparation, publishing and distribution of course evaluations;
- f) promote student representation on Faculty and departmental committees;
- g) provide and assist all other services as may contribute to the object of the Union.

ARTICLE IV: Membership

The following persons shall be members of the Union:

- a) all full-time undergraduate students of the Faculty registered on the St. George campus;
- b) any other undergraduate student in the Faculty registered on the St. George campus who pays the Union fee.

ARTICLE V: Discrimination

No member of the Union, individually or collectively, shall discriminate on the grounds of race, colour, creed, gender, sexual orientation, sexual preference, age, national origin, citizenship status, marital status, parental status, positive Human Immune Deficiency Virus (HIV) test, Acquired Immune Deficiency Syndrome (AIDS), Gender Expression and Gender Identity, political or religious beliefs, political activity and physical ability.

ARTICLE VI: Council

Section 1: There shall be a Council to be the governing body of the Union, which shall consist of representatives of the Course Unions and all members of the Executive.

Section 2: Each Course Union shall have two (2) seats on Council:

- a) Presidential Seat
- b) Executive Member Seat

If the President is unable to attend they shall send an alternative representative by proxy form as provided by ASSU. If there are co-Presidents, one must be designated as the Presidential Seat.

Section 3: All Course Unions must fill at least fifty percent (50%) plus one (1) of their seats at Council meetings from September to January, inclusive; failure to comply with this requirement shall result in the eligibility for second term funding for academic seminars only. It shall be incumbent upon the ASSU Executive to inform a Course Union before any Council meeting at which the Course Union's non-attendance would jeopardize their funding.

Section 4: Without restricting the generality of its authority, the duties of Council shall include:

- a) decisions respecting the general policy of the Union;
- b) the approval of the annual budget of the Union and general supervision of the financial affairs of the Union;
- c) the election of all members of the Executive;
- d) adjudicating complaints by members of the union as outlined in Article VIII and recommending remedies as needed

ARTICLE VII: Procedure

Section 1: Regular meetings of Council shall be held at least three times per term at the call of the Executive.

Section 2: Notice of regular meetings of Council shall be given no less than two (2) weeks prior to such a meeting.

Section 3: A special meeting of Council may, and on the request of twenty percent (20%) of the members or any twenty (20) members of Council, whichever is less, shall, be called by the Executive to consider only such business as may be specified in the notice of the meeting.

Section 4: The Executive shall set and post dates for the regular Council meetings of each term within the first month of said term.

Section 5: Notice of meetings of Council shall be provided for members in their designated mailboxes in the ASSU office at least ten (10) days before a regular meeting and at least five (5) days before a special meeting.

Section 7: Each member of Council shall have one (1) vote.

Section 8: No person shall hold more than one (1) seat nor exercise more than one (1) vote in the Council at any one time.

Section 9: At all meetings of Council every question shall be decided by a majority of the members present and voting unless otherwise required by this Constitution or by the rules of procedure and when the votes are equal the decision shall be deemed to be in the negative.

Section 10: The Council may adopt rules of procedure consistent with this Constitution to facilitate the performance of its duties.

Section 11: The Rules of Procedure (By-law 1) may only be suspended for the duration of a meeting of Council, and only with unanimous consent.

Section 12: In all cases not provided for in this Constitution, or in the Rules of Procedure, the proceeding of the meetings of Council shall be governed by the latest edition of Bourinot's Rules of Order, in as far as applicable.

Section 13: The Council may strike as many committees as it may deem necessary for the performance of its duties.

Article VIII: Complaints Process

Any member of the Union who believes that the Executive has not followed the letter and spirit of this constitution and bylaws, or failed to perform their duties as outlined above, may initiate a formal complaint process.

Procedures:

- a. The complainant shall make a written submission outlining the nature of their complaint and any relevant facts and address it to the President, or if the President is the named party of the complaint, the Executive as a whole.

- b. The President, or if the President is the named party, a delegated member of the Executive will respond in writing to the complainant within one week.
- c. If the complainant is not satisfied with the response, they may request a meeting with any named party to try to effect a mutually satisfactory resolution. This meeting shall be mediated by the President, or if the President is the named party, a mutually agreeable third party. This meeting shall take place no more than two weeks after the written response to the complaint is received.
- d. If the matter cannot be resolved satisfactorily at the meeting, the complaint shall be forwarded to the next regularly scheduled ASSU Council for adjudication. If the next regularly scheduled ASSU Council meeting is more than 30 days away, a special meeting of council shall be called.
- e. At ASSU Council, one representative from each side shall present their case and answer questions from the council. Once Council has heard the case, the resolution of the complaint shall be decided by majority vote of council members present and voting.

ARTICLE IX: Executive

Section 1: The Executive of the Union shall consist of seven (7) members, as specified under Article II, Section 1, (d) and (e).

Section 2: Five (5) members of the Executive, including the President, shall be elected annually for a term of one(1) year, at the regular meeting of Council to be held in the third (3rd) week of March. The term of office shall be May 1st to April 30th. At least one (1) of the four (4) members of the Executive elected can not be entering their graduating year. Executives must be available during the summer to participate in ASSU initiatives and attend meetings in person.

Section 3: Two (2) members of the Executive shall be elected annually for a term of seven (7) months, or until April 30th, at the first regular meeting of Council in September. At least one (1) of the two (2) members of the Executive elected can not be in their graduating year.

Section 4: In the case of a vacancy occurring on the Executive, the remaining members of the Executive may, at their option, select an eligible member to fill the vacancy until a by-election may be held. That by-election shall occur during the first regularly scheduled Council meeting which is not less than two (2) weeks after the vacancy occurs. This by-election shall be run, as far as possible, in a similar manner to the regular Executive elections in March.

Section 5: Members of the Executive, elected in by-elections, shall take office after the meeting at which they were elected.

Section 6: Members of the Executive may be removed by the affirmative vote of two-thirds (2/3) of the members of Council present and voting, provided that:

- a) Two (2) weeks notice of motion is given to all members of Council, and
- b) The number of those voting in favour is equivalent to at least fifty percent (50%) plus one (1) vote of all members of Council.

Section 7: Meetings of the Executive shall be called by the President at least every three (3) weeks or on the request of any member of the Executive.

Section 8: The Executive shall meet as soon as possible after the March Regular Meeting of the Council to allocate duties to the Executive members in such a way as may be deemed appropriate by that Executive.

Section 9: Each member of the Executive shall have one (1) vote and decisions of the Executive shall be made on the affirmative vote of:

- a) three (3) members of the Executive, from May 1st to the September Council meeting; and
- b) four (4) members of the Executive, from the September Council meeting to April 30th.

Section 10: Any Executive member who is absent for two (2) consecutive Executive meetings shall be in jeopardy of losing their seat. The member must inform the Executive the reason(s) the meetings were missed by the meeting immediately following the missed meetings. The remaining Executive members must, by a majority vote, accept the reason(s). If the majority does not accept the reason(s) or if no reason(s) have been submitted, the member shall lose their seat.

Section 11: a) The President shall preside as the Chairperson at meetings of the Executive or may appoint another member to act as Chairperson.

b) The Chairperson of the meetings of the Executive shall retain their vote, if applicable.

c) A Chairperson shall be appointed by the Executive to preside at meetings of Council and shall not be entitled to a vote.

Section 12: The Executive shall be responsible for the keeping of the financial records of the Union.

Section 13: The Executive shall report on its activities and the activities of the Union at each meeting of the Council.

Section 14: The duties of the Executive shall be as follows:

- a) the administration of the Union under the direction of the Council;
- b) the implementation of the policies established by the Council;
- c) the preparation of the budget of the Union for the approval of the Council;
- d) the notification to the Council on the appointment of employees of the Union and the Chief Returning Officer; and
- e) such other duties as may be assigned to the Executive by this Constitution or by the Council.

Section 15: The Executive may delegate tasks or responsibilities as it may deem necessary for the performance of its duties.

Section 16: The President shall receive an honorarium of \$12,500. per year. The honorarium shall be paid on a monthly basis at the end of each completed month.

Section 17: Members of the Executive shall receive an honorarium of \$100 per month during the summer (May to August) and \$200 per month during the academic year (September to April). The honorarium shall be paid on a monthly basis at the end of each completed month.

ARTICLE X: Course Unions

Section 1: All Course Unions are required to have a set of by-laws, to be filed in the ASSU office, which shall make provisions for: election of officers and their responsibilities, rights of members, procedure for meetings and the procedure for amendment. Failure to have a set of by-laws filed in the ASSU office shall result in loss of funding until such time as the by-laws are passed and submitted.

Section 2: Membership in a Course Union shall consist of those students registered in at least one (1) course in the respective department or programme, or enrolled in a programme (minor, major, or specialist) in the department or programme which the Course Union represents who are members of ASSU, as defined by Article IV;

Section 3: Each Course Union shall have a President or Co-Presidents, or equivalent, and such other officers as the by-laws of the Course Union may provide, all of whom shall be elected annually from among the students in the discipline group represented by the Course Union whether at a general meeting of said students or by such other means as the by-laws of the Course Union may specify, providing that a similar degree of democratic representation is thereby achieved. The Executive members shall be members of ASSU, as defined in Article IV. Results from all Course Union elections or by-elections shall be submitted to ASSU within two (2) weeks of said election.

Section 4: Each Course Union shall have a minimum of two (2) signing officers to their current account and there must be at least two (2) signatures on each cheque issued against their account.

Section 5: Each Course Union shall:

- a) notify the ASSU office of all elections, and
- b) clearly advertise all elections, at least two (2) weeks prior to the date of the elections.

Section 6: Elections:

- a) Ballots shall be used for all Executive elections, whereas ballots must be clearly distinguishable and controlled using sign-in sheets indicating the students' names, university ID numbers and signatures. Ballots and sign-in sheets must be kept for a minimum of four (4) weeks in a secure area.
- b) No campaigning, in any form, may take place once the balloting for the election has started.
- c) Two (2) weeks shall be allowed for any appeals relating to the Course Union elections. Appeals should be filed with the Course Union and/or ASSU.
- d) ASSU shall have final ruling on all appeals.

Section 7: No Course Union shall adopt by-laws that are inconsistent with the ASSU Constitution or policies.

Section 8: Each Course Union shall submit at least one (1) copy of their by-laws, and all subsequent changes, to the ASSU office within fourteen (14) days of adoption.

Section 9: The Council shall not withhold recognition or funds from any organization that would otherwise be a Course Union under this Constitution, unless said organization refuses to abide by the terms of this Constitution or the policies of the Union established Council.

Section 10: The Council shall not interfere with the internal affairs of a particular Course Union, whatever its power may be to affect the affairs of Course Unions in general, except as follows:

- a) the budget of the Union shall specify the budgets of each Course Union;
- b) the Council shall make financial regulations under Article IX;
- c) the power of Council to amend this Constitution shall not be restricted by this section; and

d) this section shall not limit the power of Council to ensure that Course Unions act in accordance with this Constitution nor to withhold or give recognition under this section.

ARTICLE XI: Election Rules

Section 1: Chief Returning Officer

- a) The Chief Returning Officer (CRO) shall be selected by the ASSU Executive and presented to Council for approval. The CRO must be independent outside of ASSU with no affiliation to ASSU.
- b) The CRO is responsible for overseeing all election procedures, as specified in each of the following Articles of the ASSU Executive Elections Procedures document.
- c) The CRO shall be responsible for chairing and running the elections.
- d) Should there be a conflict of interest between the CRO and any candidate, all candidates shall be notified by the CRO within 24 hours of the close of the nomination period. If candidates are not comfortable with this conflict, a new CRO will be sought out.
- e) If a new CRO is necessary they shall be chosen by the ASSU Executive.

Section 2: Timeline

- a) There must be a minimum of two (2) weeks for the Nomination Period when the elections must be advertised – using posters, and any ASSU social media.
- b) There must be a minimum of five (5) working days for the Campaign Period.

Section 3: Nominations

- a) Positions available for elections must be posted.
- b) All full-time undergraduate students in the Faculty of Arts and Science, registered on the St. George campus, and fee-paying members of the Arts and Science Students' Union (ASSU) as defined by the ASSU Constitution are eligible to run for the position of ASSU President or Executive.
- c) Nominations shall be open for a period of at least ten (10) working days.
- d) Nomination forms shall be filled out properly and completely as per the requirements of the Elections Nomination Forms, and submitted to an ASSU Staff Member before the nomination period closes.
- e) Candidates can run for only one position within the ASSU Executive.
- f) Nominators shall also be members of ASSU, as defined in Section 2. Nominators can only sign one (1) Executive Nomination Form and one (1) Presidential Nomination Form.
- g) Each candidate for Executive must have a minimum of 15 nominators. Each candidate for President must have a minimum of 25 nominators.
- h) Any violations of any or all of the above regulations shall be just cause for the CRO to revoke a candidate's nomination. Appeals must be made, within three (3) working days of the end of the nomination period, to the Election Appeals Board, which is made up of 5 members elected by ASSU Council. The Board shall have at least 1 member from each of the Humanities, the Social Sciences and the Sciences, with no two members from the same course union. The Election Appeals Board must meet and reveal their verdict within 48 hours of the appeal being made. Their decision will be final.

Section 4: Campaigning

- a) Campaigning includes any intentional act, planned or organized by or on behalf of any candidate to promote one or more specific candidate(s). This may occur with or without campaigning material. Unless campaigning can be demonstrated to be initiated by an independent third party, and/or can be demonstrated to be unrelated to the campaign, it is still regarded as campaigning.
- b) No campaigning shall be allowed until after the nomination period ends.
- c) The campaign period will end at 11:59 PM the day before the ASSU Council Meeting at which elections are being held.
- d) All campaigning materials and correspondence must abide by Article V of the ASSU Constitution and must be approved by the Chief Returning Officer.
- e) Candidates are restricted to two (2) 8 ½" by 11" double-sided pages of advertising. Printing will be done exclusively at the ASSU office. Maximum limits shall be imposed by the CRO.
- f) Candidates can post one (1) piece of advertising (as described in Section 5) in the ASSU office, and may place one (1) page of advertising material in each Course Union mail box.
- g) No candidate may campaign in the ASSU office at any time during the campaign period, with the exception of the advertising mentioned in Section 6.
- h) Candidates may only contact Course Unions via email through their official emails as listed on the ASSU website.
- i) The official statements (maximum 250 words) of the candidates written on the Nomination Form shall be posted on the ASSU website at the end of the nomination period. This shall be considered official campaign material, and is subject to Article V of the ASSU Constitution and approval by the CRO.
- j) Any violations of any or all of the above regulations shall be just cause for the CRO to revoke a candidate's nomination. Appeals must be made, within five (5) working days of the end of elections to the Election Appeals Board, elected by ASSU Council. Their decision will be made within 48 hours of end of the appeals period, and this decision will be final.
 - a. Any violations of the above within the campaign period or prior to the elections shall be made known by the CRO to ASSU Council before elections begin. The candidate in question who is appealing the CRO's decision to remove them from the candidate's list will be allowed to run in the election, but the

process of appeal will still be carried out by the Election Appeals Board after the election, and their decision will be final.

Section 5: Elections

- a) The date of the ASSU Council meeting at which elections or by-elections are being held shall be scheduled for a time when regularly scheduled classes are taking place.
- b) Every candidate shall be given the opportunity to address Council on the date of the election. Equal time shall be allotted to all Executive candidates. The time shall be determined by the CRO. Candidates should contact the ASSU office after the nomination period closes to find out how much time will be allotted for their speeches.
- c) A question period shall be held for Executive candidates. Questions shall be submitted to the CRO at the meeting before the question period begins. The CRO will randomly select questions, which will be answered by all candidates. The CRO shall determine if any question is deemed inappropriate prior to asking that question. Time allotted for the question period shall be determined by the CRO on advice from Council.
- d) No candidate, course union member or observer may attempt to communicate with voters entering or within the voting area, which will be determined by the CRO. Voters may enter the voting area only to complete his/her ballot, and must leave immediately afterwards.
- e) Each ballot shall contain a list of positions and for each a list of candidates. The candidates will be ordered from top to bottom, sorted in alphabetical order.
- f) Each candidate may designate an agent to act as scrutineer during the counting (or recounting) of ballots. Should a scrutineer act in an obtrusive manner to the election procedures they may be banned from the voting area at the discretion of the CRO.
- g) A ballot shall not be deemed spoiled so long as the voter's intentions can be reasonably ascertained from the ballot by the CRO.
- h) For each vote, the ballots must be placed within a sealed box. The seal may not be broken until the election period is complete and can only be opened under the supervision of the CRO and in the presence of the scrutineers.
- i) If a candidate receives a simple majority of the eligible votes cast, that candidate shall be elected.
 - a. As per the ASSU Constitution, Article VIII, Section 3, at least one (1) of the elected Executives shall not be in their graduating year.
- j) In the event of a tie, the election shall be resolved immediately by a re-vote between the tied candidates. This shall be done by writing the name of the candidate voted for on a ballot to be placed in the ballot box. Counting procedures remain the same.
- k) Any candidate may demand one recount if there is less than a 10% margin of victory in his/her category. Exactly one recount must be performed if there is less than a 1% margin of victory. The CRO shall personally perform each recount. If the tabulation changes after a recount, there must automatically be a new tabulation.
- l) Ballots must be kept under the supervision of the CRO until the end of the Appeals process and the confirmation of the election results.
- m) Any candidate may present their concerns to the Election Appeals Board no earlier than two (2) days after the election meeting and no later than five (5) days after the election meeting. Their decision will be final.

ARTICLE XII: Finance

Section 1: The fiscal year end of the Union shall be April 30th of each year.

Section 2: At the March Regular Meeting of Council the Executive shall submit a draft budget for the period from May 1st to September 30th of the new fiscal year.

Section 3: Upon taking office on May 1st, the new Executive shall have the accounts of the Union audited and shall prepare a draft budget for the full fiscal year, in consultation with Council, to be submitted along with the Financial Statement for the preceding year.

Section 4: The Executive shall present to Council the Report on the Audit at the first meeting of Council following the Audit.

Section 5: Notwithstanding any other provisions of the Constitution, Council may adopt such financial regulations as may be deemed necessary for the conduct of the financial affairs of the Union which shall include funding of any or all Course Unions.

Section 6: The Council shall adopt a regulation providing the terms under which the Executive may approve disbursements in excess of budgetary provisions.

Section 7: Each Course Union shall either keep sufficient financial records so as to be able to be audited or shall allow its financial records to be kept centrally as part of the records of the Union.

Section 8: There shall be a Budget Review Committee (BRC) to be struck each year at the September Regular Meeting of Council whose purpose shall be to review Course Union budget requests and make recommendations to Council concerning Course Union grants.

Section 9: a) The BRC shall be composed of seven (7) members of Council such that two (2) are Executive members, one (1) of which shall be the Treasurer, and that no Course Union shall have more than one (1) representative.

- b) Council members shall be elected from among, and by, all members of Council at the September Regular Meeting.
- c) Executive members shall be chosen from among, and by the Executive.
- d) Council members representing Course Unions with ex-officio status may not have a representative on the BRC.
- e) In the case of a vacancy, the remaining members of the BRC may, at their option, select an eligible person to fill the vacancy.

Section 10: a) Decisions of the BRC shall be made on the basis of total available funds for Course Union grants as well as the validity of the requests.

b) Grants awarded to Course Unions with ex-officio status may only be considered through Special Project Funding.

Section 11: Council must pass a motion to accept the guidelines of the BRC.

Section 12: A recommendation of the BRC concerning Course Union grants shall require a two-thirds (2/3) majority of Council, present and voting to be overturned.

Section 13: Each Course Union shall send their President and/or Treasurer to a Course Union finance seminar during the first term. Only those Course Unions having attended a seminar will be granted second term funding.

ARTICLE XIII: Responsibility to the Environment

All Arts and Science students and their union representatives acknowledge their responsibility towards the environment. Thus, they are committed to minimizing any negative impact on the environment. Their responsibilities include, but are not limited to: reducing waste of food and water; limiting or even eliminating the use of non-reusable items; abiding the university's standards and not using water bottles as promotional material; and to the best of their ability, maintaining relations with relevant environmental groups to improve environmental practice.

Accordingly, the environmental practice of students and their representatives should reflect:

- a) The desire to reduce or fully eliminate any damage to the environment.
- b) The importance of reducing negative impact on climate change.
- c) The respect for all spectrums of life: humans and nonhumans, animals, plants, species, and ecological systems.
- d) Aldo Leopold's land ethic of the maintenance of the "integrity, stability, and beauty of the biotic community".

ARTICLE XIV: Amendments

Section 1: Amendments to this Constitution shall be made on the affirmative vote of at least two-thirds (2/3) of the members of Council, present and voting.

Section 2: Any and all proposed amendments to this Constitution must be given in writing to all members of Council no less than three (3) weeks prior to the date of the meeting of Council.

Section 3: Any amendments to this Constitution shall come into effect immediately following the meeting of Council at which it was adopted.

As amended March 2024

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ASSU BY-LAWS

RULES OF PROCEDURE

1. Voting at Council shall be by a standing vote, unless otherwise decided.
2. The quorum at all meetings of the Council shall be twenty percent (20%) of all members or twenty (20) members, whichever is less.
3. The order of business at each Regular Meeting of Council shall be as follows: Approval of the Agenda; Approval of the Previous Minutes; Executive Reports; By-elections; Unfinished Business; New Business; Other Business; Annual Elections; Question Period; Adjournment.
4. Notice of motion shall be given in writing and placed in Course Union mailboxes no later than two (2) weeks prior to a Regular meeting of Council.
5. Notice of motion shall not be required for a related or alternative motion on the questions under consideration at that time.
6. Any motion may be made without notice having been given unanimous consent of the members present and voting.
7. Any motion that suspends the ASSU Constitution shall require full consent of all members present and voting.
8. For each meeting of Council, the Executive shall prepare the agenda from all the notices of motion submitted and shall include this agenda with the notice of meeting.
9. A motion that "the debate now be closed" may be made on any debatable question but it may not be amended or debated, nor may it be moved or seconded by a member of the Council who has already spoken on the original motion. If such a motion for closure carries, the Chairperson must immediately put the original question without further debate. If it is defeated, debate on the original question shall continue as if no motion for closure had been made. A motion for closure shall carry only on the affirmative vote of two-thirds (2/3) of the members of Council present and voting.
10. The question period shall be for the purpose of permitting the asking of questions of members of the Council by other members for the purpose of obtaining information relevant to the functioning of ASSU. In putting and answering questions, no argument or opinion is to be offered and any facts stated must be relevant to the question at issue. A question may not contain charges which the questioner is not prepared to substantiate. A series of supplementary questions may be asked by the questioner. A question or answer must be concise and cannot be made the pretext for debate and when a question has been answered it cannot be renewed.

A question may be posed via two (2) channels:

(a) written questions appearing on the agenda must be answered during the question period.

Such questions require one (1) weeks' notice of motion;

(b) oral questions may be allowed without the required notice. The member being asked may reply at the next or a subsequent meeting.

REFERENDUM BY-LAWS

- I. Council may, by a majority vote, initiate a referendum of the Union members, with respect to any subject or policy within its jurisdiction. Normally, any changes in the ASSU fee shall be put to a referendum.
- II. Council shall determine the exact question, set a voting date and give public notice of the question at least two (2) weeks prior to the voting date.
- III. The voting date must fall within sixty (60) days of the decision by Council to hold the referendum.
- IV. Only members of the Union, as defined in the Constitution, shall be eligible to vote.
- V. Council shall select a Chief Returning Officer for each referendum. The Chief Returning Officer shall be responsible for the selection of Deputy Returning Officers and for ensuring that the sections of this By-Law are properly adhered to.
- VI. Voting Procedure and Conduct of Polls:
 - i) Voting shall be by on-line ballot, utilizing the approved Office of Student Life votingportal.

ii) The Chief Returning Officer shall be responsible for ensuring that the online voting system process is begun at least two weeks before the date of the referendum, and that all Office of Student Life guidelines are followed.

iii) The Chief Returning Officer shall receive and act upon any written request for a recount or written allegation of election misconduct. The Chief Returning Officer must report their findings to Council at the next Council meeting for final disposition of any requests or allegations.

iv) At the discretion of the Chief Returning Officer, physical voting stations may be set-up during the referendum period to encourage voter turnout. These polling stations shall be run by a Deputy Returning Officer

v) Each Deputy Returning Officer is responsible for the conduct of their polling station:

(a) They shall ensure that all campaign materials within sight of the polling station are removed and that no person performs any act of campaigning in the general area of the polling station.

(b) A maximum of two (2) people including the Deputy Returning Officer, may be allowed to sit at the polling station for the purposes of administering the vote.

(c) If physical polling stations are used, there must be at least one (1) station in the Lobby of Sid Smith Hall.

(d) Two (2) days and only two (2) days shall be allotted for the casting of ballots. Polling stations shall be in operation for a minimum of six (6) hours and a maximum of eight (8) hours on each of the polling days.

(e) Voting at these polling stations shall be by computer, configured in such a way as to preserve the anonymity of votes cast using the on-line voting system approved by the Office of Student Life.

VII. Campaign Expenditures:

i) Any referendum campaign undertaken which encourages Union members to mark "yes" or "no" on their ballots shall be limited to \$ 1750.00 in campaign expenditures.

ii) The Chief Returning Officer may request a full disclosure of campaign expenditures incurred by anybody that encourages members to mark their ballots "yes" or "no".

VIII. Referendum Appeals Board:

i) Prior to a vote by referendum, ASSU Council shall elect from among itself three (3) members to sit on the Referendum Appeals Board. Their term of office shall be for the duration of the referendum and a period of not more than one month following the vote.

ii) All decisions and actions of the CRO or any of his/her deputies or delegates shall be subject to appeal. After exhausting the procedures provided for under Article VI.

iii) Of these By-laws, any member of the Union may file an appeal in writing with the Referendum Appeals Board concerning alleged violations of the referendum procedures no later than three (3) days after the polls have closed. The Referendum Appeals Board shall meet in closed session within two (2) days of the appeal being filed and shall hand down its decision on any appeal within three (3) days of receiving the appeal.

iv) Before or during the decision of the Referendum Appeals Board, strict confidentiality shall be observed by all members of that Board.

v) The Board shall interview those involved and any other parties it deems necessary, and shall have free access to obtain such documentation as it requires.

vi) The Board shall prepare a detailed report of its decision. The decision of the Board is subject to ratification by ASSU Council.

vii) The Board shall make any decision and shall recommend any such remedy as it sees fit, including invalidation of the referendum and may require that another referendum be held.

As amended October 2016