

## **BYLAW 1: THE STUDENTS' ASSOCIATION OF MOUNT ROYAL UNIVERSITY**

### **1.1 Name:**

The name of the organization is The Students' Association of Mount Royal University, which is also known as SAMRU.

### **1.2 Objects**

The objects of the Students' Association shall be to provide for the administration of the affairs of the students of Mount Royal University, including:

- a. the development and management of student institutions;
- b. the development and enforcement of a system of student law;
- c. the promotion of the general welfare and furtherance of total education of the students consistent with the purposes of Mount Royal University;
- d. the acting as the representative voice of the students of Mount Royal University through:
  - i. the development and maintenance of a system of student representation on decision-making boards and committees of Mount Royal University; and
  - ii. the development and maintenance of a liaison with the Government of Alberta and the Government of Canada concerning all areas of advanced education and general student welfare; and
  - iii. advancing all official policies, procedures, positions or opinions of the Association to the Administration or Board of Governors of the University, or to any group(s) or individual(s) not associated or connected to the University, when it is deemed in the best interests of the Members to do so;
- e. the development and management of services including various recreational activities and student facilities which enhance student life at Mount Royal University;
- f. administering any properties, business interests, any other assets or monies, whether collected through the conduct of student affairs, donated or otherwise generated by the Association, including student fees collected by the University for the Association, in a proper and business-like manner for the benefit and betterment of the Members of the Association;
- g. the production and distribution of student publications;

- h. the collection and administration of membership fees for the purpose of meeting the objects of the Students' Association;
- i. the collection and distribution of Reflector Publications Society of Calgary membership fees for the purpose of meeting the objectives of the Reflector Publication Society of Calgary.

## **BYLAW 2: MEMBERSHIP**

### **2.1 Membership Eligibility**

2.1.1 All credit students who are registered at Mount Royal University in the current academic semester are members of the Students' Association subject to the exceptions within these bylaws.

2.1.2 Students registered in credit classes at Mount Royal University in the current academic semester who have not paid their membership fees will not be members in good standing and will not be entitled to any of the rights and privileges of membership.

2.1.3 Employees of the Students' Association are ex officio members of the Students' Association and have the same rights as Honorary Members.

### **2.2 Active Members**

Active members are students currently registered in credit classes at Mount Royal University who have paid Students' Association fees for the current academic semester.

### **2.3 Honorary Members**

Honorary members are people who have been granted membership by a special resolution of the Students' Council. Such membership may also be revoked by a special resolution of the Students' Council. Honorary members are not required to pay any fees to the Students' Association.

### **2.4 Active Member's Rights**

2.4.1 Active members of the Students' Association have the following rights:

- a) The right to be a member and to participate in the activities of the Students' Association
- b) The right to vote in Students' Association elections, referenda and plebiscites.
- c) The right to attend and vote at general and special general meetings.
- d) The right to serve as a member of any Students' Association committee or any Mount Royal University committee when designated by the appropriate authorized body.
- e) The right to establish and join organizations under the control of the Students' Association.
- f) The right to use the facilities of the Students' Association within the limits set out by the Students' Council.
- g) The right to be a member of the Students' Council, General Faculties Council, or Executive Committee if qualified and properly elected or appointed.
- h) The right to appear before and speak to Students' Council on any matter within the authority of Students' Council.
- i) The right to exercise any other rights inherent in the bylaws.

## **2.5 Honorary Member's Rights**

2.5.1 Honorary Members have the following rights:

- a) To be a member and to participate in the activities of the Students' Association.
- b) To make use of the facilities of the Students' Association within the limits set out by the Students' Council.

## **2.6 Membership Termination**

2.6.1 Anyone wishing to withdraw membership in the Students' Association may notify the Student Executive Committee in writing to that effect. Upon receipt of this notice by the Executive Committee, the student will cease to be a member and the membership fee will be forfeited to the Students' Association.

2.6.2 An individual's membership will cease if the requirements in these bylaws for membership are not fulfilled.

2.6.3 An individual's membership will be terminated if a resolution is passed to revoke the membership by a special resolution of the Students' Council.

## **BYLAW 3: STUDENTS' ASSOCIATION FEES**

### **3.1 Membership Fees**

The Students' Association levies a membership fee for all active members.

### **3.2 Setting Membership Fees**

Students' Council approves the membership fees for the following year in November.

The General and Operating Fee (G&O) is scheduled to increase yearly based on the annualized Alberta CPI from May to April of the previous year.

The Capital Campaign Fee will increase incrementally by no more than the annualized Alberta CPI from May to April of the previous year to a maximum of \$40 per full-time student and \$24 per part-time student .

The Scholarship fee will remain at the \$3.00 per student per semester until the principal and accumulated interest of the scholarship fund reaches its goal of \$1 million, at which time the fee will no longer be collected.

The Students' Council has authority to modify the combined Health and Dental fee by up to 10% in any given year to account for premium fluctuations without amending the fee schedule.

Students' Council may add other fees that it sees fit from time to time to respond to changing students' needs, or the results of students' decisions made through referenda or annual general meetings.

### **3.3 Membership Fee Collection**

The Students' Association has an agreement with Mount Royal University that the Business office of Mount Royal University will collect Students' Association fees from students on the days of student registration. If this agreement is terminated, Students' Association fees may be collected by any means deemed appropriate by Students' Council subject to the terms of the Post Secondary Learning Act.

### **3.4 Membership Fee Refunds**

If a student withdraws from his or her program at Mount Royal University before the official university drop/add date, the Students' Association fee will be automatically refunded in full. There will be no refunding of the Students' Association fee beyond this drop/add date, except in extreme circumstances, as determined by the Executive Committee.

## **BYLAW 4: GENERAL MEETINGS**

### **4.1 General Meeting Scheduling**

4.1.1 There will be at least one general meeting of the Students' Association in each academic year.

4.1.2 General meetings will be held in the city of Calgary and on the Mount Royal University Lincoln Park campus if possible.

4.1.3 The annual general meeting will be held on a date before February 1 determined by an ordinary resolution of the Students' Council.

### **4.2 Calling Special General Meetings**

4.2.1 Students' Council may convene special general meetings of the Students' Association with 75% board approval.

4.2.2 Special general meetings will be convened by the Students' Council if a written request of 3% of the Active members of the Students' Association is received and appropriate notice is given.

### **4.3 General Meeting Notice**

4.3.1 Notice of the time and place of all general and special general meetings and an agenda for the meetings will be posted at in highly visible and obvious location in Wyckham House, the Students' Association offices, SAMRU designated bulletin boards in the University, the SAMRU website and notice will be published in a newspaper available at Mount Royal University.

4.3.2 Notice will be provided at least twenty-one (21) days before the meeting.

### **4.4 General Meeting Quorum**

Quorum, or the minimum number of voting members present to allow business to be conducted, consists of 101 Active members of the Students' Association.

Students' Council will review this quorum number annually to ensure this number represents approximately 1% of the Active members of the Students' Association.

### **4.5 General Meeting Voting Procedure**

4.5.1 At every general and special general meeting of the Students' Association, each Active member present is entitled to one vote.

4.5.2 No proxy votes are permitted at general and special general meetings

4.5.3 Resolutions may pass with a simple majority (50% plus one) of the votes of the Active members. Persons present at the meeting who do not vote will not be counted for the purposes of determining whether a motion has been passed or defeated.

4.5.4 Special Resolutions require a 75% majority of votes to pass.

4.5.5 The Chair does not have a casting vote in the event of a tie.

4.5.6 Tie votes will be deemed to have been defeated.

4.5.7 Voting will be conducted by a show of hands unless any Active member present requests a poll. In response to this request, the Chair may conduct a poll if the Chair determines that the vote result is ambiguous based on a show of hands. The Chair is not obligated to conduct a poll if the request is considered frivolous.

## **BYLAW 5: STUDENTS' COUNCIL**

### **5.1 Students' Council Definition**

The Students' Council is established within the Post Secondary Learning Act of Alberta and within these bylaws as the body which governs the business and affairs of the Students' Association. The Students' Council is a policy making body of the Students' Association and has the legislative authority of the Students' Association.

Students' Council is a corporate body, working together as a whole for the betterment of the students of Mount Royal University through the students' collective organization, the Students' Association of Mount Royal University.

### **5.2 Students' Council's Principles of Governance**

In its governance role, Students' Council:

- a) Articulates and communicates the vision of the Students' Association;
- b) Focuses on strategic planning and direction;
- c) Focuses on the whole organization;
- d) Speaks with one voice;
- e) Directs the Students' Association work in the Students' Association's pursuit of both its mission and vision;
- f) Is responsible for its own management; and
- g) Avoids making management and operational decisions.

### **5.3 Students' Council Membership**

The following representatives make up the Students' Council:

- a) The Executive Committee consisting of the duly elected or appointed President, Vice-President External, Vice-President Student Life, and Vice-President Academic.
- b) The Chair is a member of the Executive Committee appointed on a rotating schedule approved each semester by Students' Council.
- c) Six representatives elected in the annual winter election representing the following areas:
  - Arts;
  - Business and Entrepreneurial Studies;
  - Communication Studies;
  - Health and Community Studies;
  - Science and Technology; and
  - Conservatory and Continuing Education.
- d) Four diversity representatives elected in the annual winter semester election:
  - Aboriginal Students' Representative;
  - Women Students' Representative;
  - Students with Disabilities' Representative; and
  - Immigrant, International and Visible Minority Students' Representative.
- e) Four student commissioners appointed by Students' Council based on recommendations from the Executive Committee.

## **5.4 Qualifications For Students' Council Membership**

5.4.1 All candidates for Students' Council must be active members of the Students' Association and enrolled in at least one credit course and all candidates for Executive positions must be active members of the Students' Association and must be full time credit students.

5.4.2 All candidates for positions on Students' Council must have a cumulative Grade Point Average (GPA) of at least 2.0.

- a) Any member who has not previously attended a semester at Mount Royal University is excluded from this requirement for the purpose of his/her candidacy.
- b) Any member of Students' Council who fails to maintain the minimum required GPA at Mount Royal University in the fall or winter semesters must resign from the Students' Council. If this person is a member of the Executive Committee, he/she will be ineligible to run in any bi-election caused by her/his disqualification.
- c) Proof of academic standing must be submitted to the Chief Returning Officer or the Nominations Committee prior to the ratification of the candidate.
- d) Proof of academic standing must be submitted to the Chair of Students' Council following the fall semester prior to the end of January.

5.4.3 Any member who has been terminated from a Students' Association operated business or service or has been otherwise sanctioned by the Students' Association for endangering students, vandalising or stealing SAMRU property, or neglecting his/her fiduciary responsibility to the Students' Association will not be eligible for nomination in any Students' Association election for a period of 5 years from when such disciplinary action was ratified.

## **5.5 Requirements for Students' Council Membership**

In order to serve on Students' Council, all members must:

- Commit to the work and mission of the Students' Association of Mount Royal University;
- Be willing to serve on committees;
- Attend bi-weekly Students' Council meetings;
- Attend meetings of assigned committees;
- Attend annual and special general meetings;
- Attend membership meetings as assigned;
- Support, and participate in, Students' Association fundraising events; and
- Fulfill all other volunteer requirements as outlined in the Students' Association's policies and procedures.
- Commissioners must also support the Executive Officers in their day to day work as defined in policy.

## **5.6 Students' Council Meeting Scheduling**

5.6.1 Students' Council shall have a minimum of six meetings in the fall semester and six meetings in the winter semester. There will be two meetings per month during the fall and winter semesters when possible.

5.6.2 The times and places of Students' Council meetings will be determined by a resolution of the Students' Council.

5.6.3 If Students' Council fails to determine the meetings by resolution, the President of the Students' Association shall call the meetings.

5.6.4 Special meetings of the Students' Council may be called at the discretion of any member of the Executive Committee.

### **5.7 Students' Council Meeting Notice**

At least two days notice must be given of meetings to each member of Students' Council unless Students' Council waives this requirement.

### **5.8 Students' Council Meeting Quorum**

No business will be conducted at a meeting of the Students' Council unless a quorum of 60% of members of Students' Council is present.

### **5.9 Students' Council Meeting Voting Procedure**

5.9.1 Each member present at a meeting of the Students' Council is entitled to one vote.

5.9.2 No proxy votes are permitted under any circumstances.

5.9.3 All ordinary resolutions of Students' Council require a simple majority (50% plus one) of members present to pass.

5.9.4 Special resolutions require a 75% majority of members present at the meeting to pass.

5.9.5 The Chair does have a vote but does not have a casting vote in the event of a tie.

5.9.6 Tie votes will be deemed to be defeated.

5.9.7 All voting members of Students' Council have the same authority in meetings of Students' Council.

5.9.8 Unless otherwise indicated in these bylaws, Students' Council meetings will be conducted according to Robert's Rules of Order.

### **5.10 Students' Council Minutes**

5.10.1 The Students' Council will ensure minutes are prepared for each of their formal meetings.

5.10.2 Once approved, the minutes from Students' Council meetings, excluding meeting packages and briefing materials, shall be made available to the Students' Association membership who may review these minutes upon request and within normal business

hours. Meeting packages include any minutes or reports submitted to Students' Council by its committees or subcommittees.

5.10.3 Students' Council, at its sole discretion, may make part or all of its meeting packages and briefing materials available to the Students' Association membership for their review.

### **5.11 Students' Council Duties**

5.11.1 The duties of the Students' Council are to govern the affairs of the students at Mount Royal University:

- a) Students' Council is responsible for the organization's highest level of decision-making and legal authority.
- b) Students' Council is accountable for the organization's resources and activities.
- c) Students' Council defines, through policy, the parameters of the organization that govern the activities and affairs of the Students' Association.

5.11.2 Notwithstanding the generality of the foregoing, Students' Council must:

- a) Approve, where appropriate, policy and other recommendations received from its standing committees and senior staff.
- b) Monitor all Board policies.
- c) Review the bylaws and policy manual, and recommend bylaw changes to the membership.
- d) Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
- e) Participate in the development of the Students' Association of Mount Royal University's organizational plan and annual review.
- f) Approve the Students' Association of Mount Royal University's non-deficit budget.
- g) Assist in developing and maintaining positive relations among Students' Council, its committees, staff members, and community to enhance the Students' Association of Mount Royal University's mission.
- h) Review and approve all Terms of Reference for Board committees and subcommittees.
- i) Promote the general welfare of students consistent with the purposes of Mount Royal University.
- j) Approve all unbudgeted financial commitments and expenditures in excess of \$200.
- k) Appoint commissions to investigate any matter or concern that may arise concerning the student body of Mount Royal University or members of the Students' Association.
- l) Approve all decisions made by the Executive Committee regarding Students' Association personnel matters including the following:
  - a) The hiring and dismissal of the Students' Association Executive Director; and
  - b) Personnel policies and the staff salary scale governing the employment of Students' Association personnel.
- m) Administer an oath to persons elected or appointed to an office or position on Students' Council prior to assuming his/her office or position.
- n) Appoint student members to the student caucus of Academic Council, based on recommendations provided by the Executive Committee.

p) Is the official interpreter of these bylaws if there is any uncertainty as to their meaning. All such interpretations shall be final and binding.

### **5.12 Student Councillors' Term of Office**

5.12.1 Newly elected or appointed Students' Councillors shall serve a one-year term of office from the first of May following election, until the thirtieth of April the following year.

5.12.2 In the event of a bi-election or appointment, the newly elected Students' Council member shall serve for the remainder of the current Students' Council's term commencing from the date of election or appointment.

5.12.3 Students' Councillors may serve a maximum of five terms in office in non-executive positions.

### **5.13 Students' Council Oath of Office**

The Oath of Office is as follows for all positions on Students' Council:

*I (person's name) do solemnly and sincerely promise and swear:*

- *That I will administer the office to which I have been (elected or appointed) to the best of my ability and judgment, in conformity with the Objects and Bylaws of the Students' Association of Mount Royal University.*
- *That I will adhere to and enforce the Students' Association's Code of Conduct.*
- *That I will, in all my acts, be governed by the principles of honesty, justice and fair play, and in every manner possible endeavour to promote and safeguard the best interest of the Students' Association of Mount Royal University, the high purposes of our Board, and the welfare of our membership.*

## **BYLAW 6: CHAIR OF STUDENTS' COUNCIL**

### **6.1 The Chair of Students' Council**

The Executive Officers of the Students' Association will take turns acting as the Chair of Students' Council. A rotating schedule for this will be determined by the Executive Committee and approved by Students' Council.

### **6.2 Duties of the Chair of Students' Council**

6.2.1 The Chairing member of the Executive Committee will preside over all meetings of Students' Council.

6.2.2 The Chair, or his/her designate, presides over all general and special meetings of the Students' Association as directed.

### **6.3 Responsibilities of the Chair of Students' Council**

The Chair of Students' Council must:

- a) Chair Students' Council meetings.
- b) Ensure that meeting agendas and packages are assembled and distributed in advance of each meeting.
- c) Ensure that committee chairs are appointed.
- d) Monitor the board to make sure the board follows its own bylaws, policies and procedures.

### **6.4 Voting Eligibility of the Chair of Students' Council**

The Chair is entitled to full voting rights as a full member of Students' Council and in the same manner as all other Students' Councillors. The Chair does not have an additional tie-breaking vote.

## **BYLAW 7: EXECUTIVE COMMITTEE**

### **7.1 Executive Committee Definition**

The Student Executive Committee of the Students' Association of Mount Royal University (referred to as the 'Executive Committee' in these bylaws) is a standing committee of Students' Council delegated by Students' Council as the body responsible for the executive governance functions of the Students' Association and the Students' Council.

### **7.2 Executive Committee Membership**

7.2.1 The Executive Committee is made up of officers holding these four positions:

- a) President
- b) Vice-President Academic
- c) Vice-President External
- d) Vice-President Student Life

7.2.2 The members of the Executive Committee are elected by and from the Active Members of the Students' Association as outlined in these bylaws.

### **7.3 Executive Committee Term of Office**

7.3.1 Newly elected or appointed Executive Committee members serve a one year term of office from the first of May following election, until the fifteenth of May the following year.

7.3.2 In the event of a bi-election or appointment, the newly elected Executive Committee member shall serve for the remainder of the current Executive Committee's term commencing from the date of election or appointment.

7.3.3 Newly elected or appointed Executive Committee members shall work with outgoing Executive Committee members from the date of election until the end of the outgoing Executive Committee members' current term (the 15<sup>th</sup> of May). During this period, only members of the outgoing Executive Committee are entitled to vote. However, the incoming members of the Executive Committee will have speaking rights at Executive Committee meetings during this transition period.

### **7.4 Executive Committee Meeting Scheduling**

7.4.1 The Executive Committee shall meet regularly during the spring and summer semesters and weekly during the fall and winter semesters.

7.4.2 Any member of the Executive Committee may call Executive Committee Meetings.

### **7.5 Executive Committee Meeting Quorum**

Quorum of Executive Committee, or the minimum number of members present required to hold a meeting of the committee, is 75% of the committee members.

## **7.6 Executive Committee Meeting Voting Procedures**

7.6.1 Motions and Resolutions are passed at Executive Committee by a simple majority vote.

7.6.2 The President has a regular vote on Executive Committee and no additional vote in the event of a tie.

7.6.3 Tie votes will be deemed to be defeated.

## **7.7 Executive Committee Minutes**

7.7.1 The Executive Committee will ensure minutes are prepared for each of their formal meetings.

7.7.2 The minutes from Executive Committee meetings, once approved, shall be presented to Students' Council, as part of Students' Council's meeting packages, for their consideration and review.

## **7.8 Executive Committee Duties**

7.8.1 The duties of the Executive Committee and its individual officers are described in Bylaw 12: Officers.

7.8.2 The Executive Committee is considered an active agent of Students' Council.

## **BYLAW 8: SPECIAL COMMITTEES**

### **8.1 Special Committee Formation**

8.1.1 The Executive Committee may appoint special Board or Governance committees, including sub-committees, standing committees, and ad hoc committees, as the need arises.

8.1.2 Terms of reference for all special Board or Governance committees must be submitted to Students' Council for review and ratification in advance. In exceptional circumstances that are subject to time constraints and urgent, the Executive Committee as active agents of Students' Council can create terms of reference for committees and these committees can begin meeting as long as such terms of reference are presented for approval at the next Students' Council meeting.

8.1.3 The Chair of any committee convened by either Students' Council or the Executive Committee shall be either an executive or non-executive member of Students' Council, or a public member of the Advisory Committee.

8.1.4 The authority for special Board or Governance committees comes from Students' Council through the Students' Association bylaws.

## **BYLAW 9: SAMRU ADVISORY COMMITTEE**

### **9.1 Definition and Purpose**

The primary purpose of this committee is to advise Students' Council on issues that may affect the organization's strategic direction or purpose and the fulfilment of its fiduciary responsibilities.

Generally, this standing committee acts in an advisory capacity to Students' Council, investigating issues within its purview and recommending action to Students' Council for approval. On an ad hoc basis, this standing committee may also act as a limited agent of Students' Council, whereby it will be authorized to take actions defined within project charters approved by Students' Council from time to time.

The authority for this committee comes from Students' Council through the Students' Association's bylaws.

### **9.2 Key Duties and Responsibilities**

9.2.1 The Students' Association of Mount Royal University Advisory Committee is expected to discuss and investigate each of the following issues, which have or may have important strategic or fiduciary implications for the Students' Association of Mount Royal University:

- a) The Students' Association's long-term strategic plans;
- b) Any new or modified contractual relationships between the Students' Association and Mount Royal University or its Board of Governors that materially affect the organization's operations, mandate, assets, or value (fiduciary duty);
- c) Any new or modified Students' Association policies or initiatives that may materially affect the organization's operations, mandate, assets, or value (fiduciary duty);
- d) New financial debt, individually or cumulatively, exceeding 2% of the organization's gross operating budget; and
- e) Any other business as deemed appropriate by the Executive Committee or Students' Council of the SAMRU.

9.2.2 The SAMRU Advisory Committee will also be expected to raise any concerns or issues it may have about any of the following areas or the operations of the Students' Association with Students' Council, submitting advice and recommendations as appropriate:

- a) Any new or modified Students' Association policies or initiatives that may materially affect the organization's operations, mandate, assets or value (fiduciary duty);
- b) Committee building, including the identification of gaps among the committee's skill-set and strengths, and the active recruitment of potential new committee members to fill such gaps; and
- c) The public members of the Advisory Committee are responsible for reviewing Executive Honoraria every two years (in even-numbered years) and recommending any changes to the Students' Council for approval.

9.2.3 At the request of either Students' Council or the Executive Committee, the Advisory Committee may also be asked to discuss and investigate any or all of the following issues:

- a) Students' Association's planning documents for new business opportunities;
- b) The Students' Association's annual financial audit (including financial statements, schedules, exit interview, and management letter); and
- c) Investment strategies and results related to the Students' Association's internally and externally restricted funds.

### **9.3 Member's Responsibilities**

9.3.1 Public members of the SAMRU Advisory Committee may be asked to sit on a minimum of one other SAMRU committee, including:

- a) Appeal Board (standing committee);
- b) Scholarship Selection committee (sub-committee, sitting twice annually in late Fall and late Spring);
- c) Membership Development Fund Committee (standing committee); or
- d) Students' Council Grievance committee (standing committee). Please refer to bylaw 11.

9.3.2 The members of the SAMRU Advisory Committee are considered "directors" of the organization, and therefore are required to act prudently within the best interests of the Students' Association itself and the Students' Association's members.

### **9.4 Membership**

9.4.1 This standing committee shall be composed of:

- a) All members of the Students' Association's Executive Committee, in a voting capacity;
- b) Up to six public members appointed by Students' Council, in a voting capacity; and
- c) The Executive Director of the Students' Association, by virtue of his or her office, and in a non-voting capacity.

### **9.5 Terms**

9.5.1 The chair of the SAMRU Advisory Committee will serve a one-year term and be elected by the committee from among the public members on this committee. The vice-chair of the SAMRU Advisory Committee will also serve for one-year term and be elected by the committee from among the public members of this committee. If, for whatever reason, the chair of this committee is unable to perform his or her duties temporarily or permanently, the vice-chair will serve in this leadership capacity until the chair is able to resume his or her duties.

9.5.2 The terms of the Students' Association's Executive Committee members shall be limited to their terms on the Executive Committee.

9.5.3 The public members on this committee shall be appointed by Students' Council for a one-year term which is renewable.

9.5.4 Students' Council will make appointments or renewals of public members in March of each year.

## **9.6 Meetings**

9.6.1 The SAMRU Advisory Committee is expected to meet formally a minimum of three times over the course of each year. The SAMRU Advisory Committee should meet a minimum of one time each during the Fall and Winter semesters. The meeting schedule for the SAMRU Advisory Committee shall be determined at the beginning of each year by the members on the committee.

9.6.2 SAMRU Advisory Committee members are expected to attend the Students' Association's annual and special general meetings.

9.6.3 The Students' Association's President, with the support of the Executive Committee, will work with the committee Chair on meeting arrangements.

## **9.7 Resources**

9.7.1 Students' Council will allocate the financial resources for this committee annually. The financial resources required for any of this committee's projects will be approved concurrently with the project charter.

9.7.2 The names of the members of this committee shall be explicitly added to the Students' Association's directors' and officers' liability insurance policy, the premiums for which are paid by the Students' Association.

9.7.3 The Students' Association will appoint a staff person who will serve as the committee secretary, preparing agendas, minutes and meeting packages according to the Chair's direction. Staff resources required for any of this committee's projects will be approved concurrently with the project charter.

## **9.8 Reports**

9.8.1. The Chair (or his/her designate) of the SAMRU Advisory Committee is expected to present a written update on the committee's work to Students' Council within thirty days of each formal advisory committee meeting. The Chair (or his/her designate) is also expected to provide an oral report to Students' Council, highlighting the committee's findings and recommendations. The Chair may also be asked to answer any questions from Students' Councillors on the committee's report, findings and recommendations.

## **9.9 Review and Evaluation Process**

9.9.1 By February of each year, the members of the committee are expected to review these terms of reference and their current project charters, making recommendations to Students' Council for improvements and refinements.

## **9.10 Honoraria**

Public members of the SAMRU Advisory Committee may receive an honorarium in an amount to be determined by Students' Council.

## **BYLAW 10: ELECTIONS**

### **10.1 Annual Elections**

There shall be an annual election for all members of Students' Council including the Executive Officers.

### **10.2 The Chief Returning Officer**

10.2.1 Students' Council shall appoint a Chief Returning Officer (CRO) by ordinary resolution prior to October 31 of each year.

10.2.2 The Chief Returning Officer performs her/his duties in accordance with provisions of the SAMRU Elections and other Campaigns Policies and Procedures and these bylaws.

10.2.3 The Chief Returning Officer is responsible for interpreting and applying the provisions of the SAMRU Elections and Other Campaigns Policies and Procedures.

### **10.3 Elections Timelines**

The Students' Council shall approve a timeline for the annual election and set voting dates, according to the provisions of the Elections and Other Campaigns Policies and Procedures, no later than October 31.

### **10.3 Elections Appeals**

Appeals on matters concerning elections shall be made to the SAMRU Appeal Board according to the provisions of the SAMRU Appeal Board policy.

### **10.4 Post-Election Vacancies**

10.4.1 If the President of the Students' Association vacates or resigns from office:

- In the Spring, summer months and fall semester, a by-election will be held to fill the position
- during the winter semester, a remaining Executive Officer (after nomination) shall be elected President by Students' Council

10.4.2 If any Vice President of the Students' Association vacates or resigns from office:

- during the spring or summer months or in the fall semester, a bi-election will be held to fill the position.
- during the winter, the remaining Executive Officers will divide the duties and responsibilities amongst themselves.

10.4.3 If any Executive positions are not filled by the annual spring election, the Executive Committee Nomination Committee will convene, advertise the vacancies, collect and review applications, and recommend appointments to Students' Council as outlined in policy. If Students' Council rejects the recommendation, a bi-election will be held to fill the vacancy.

10.4.4 If a non-executive position on Students' Council is not filled by the annual spring election, the Students' Council Nomination Committee may recommend an appointment which must be ratified by Students' Council.

10.4.5 If any non-executive position on Students' Council becomes vacant after the elections, Students' Council may appoint someone to fill the position.

### **10.5 Bi-elections**

10.5.1 Any bi-election to fill an Executive Officer position shall occur within 28 days of the creation of the vacancy.

10.5.2 Any bi-election will be governed by the same rules as the most recent annual election.

### **BYLAW 11: REMOVAL FROM OFFICE**

11.1 Any member of the Students' Council, including both executive and non-executive members, can be subject to disciplinary proceedings pursuant to this bylaw.

#### **11.2 Misconduct Warranting Disciplinary Proceedings**

11.2.1 Any executive or non-executive member of Students' Council will be subject to disciplinary proceedings under this bylaw if s/he is found to have committed any of the following:

- a) A persistent or serious breach of these bylaws;
- b) A persistent failure to perform duties of his or her office including, without limitation, failure to attend three consecutive meetings (unless their absence is excused in advance by the Council or the Executive Committee as the case may be);
- c) Breach of his or her fiduciary obligations to the SAMRU;
- d) Persistent or serious actions which are inconsistent with the established policies of the Students' Council or the Executive Committee or the Students' Association;
- e) Dereliction of the duties and responsibilities as set forth by the Students' Association's bylaws or by resolution of Students' Council;
- f) Persistent or serious disobedience of any Students' Council or Students' Association policies (including motions), bylaws and/or regulations; or
- g) Persistent or serious violation of any terms of the Students' Association's Code of Ethics, confidentiality agreements, or intellectual property agreements.

#### **11.3 Disciplinary Procedure**

11.3.1 All disciplinary proceedings pursuant to this bylaw shall be commenced by motion to the Students' Council.

11.3.2 Any Student Councilor who believes that an executive or non-executive member of Students' Council has committed any of the prohibited acts listed in 11.2 above may bring a motion to discipline the executive or non-executive member in question. The

motion must be submitted to the Students' Council in writing and must set out in detail the wrongdoing alleged and must be seconded by another Student Councilor.

11.3.3 In the event that the Students Council shall receive a petition in writing from members of the Students' Association and signed by not less than 1% of the active membership of the Association at the time, requesting that an executive or non-executive member of Students' Council be subject to disciplinary proceedings, and setting out the basis for that discipline, a member of the Executive Committee of the SAMRU shall bring a motion that the impugned member of Students' Council be subject to disciplinary proceedings, and that the motion shall be seconded by another member of Students' Council.

11.3.4 Upon receipt of a disciplinary motion, Students' Council shall refer the motion to the Grievance Committee. Any member of the Grievance Committee named in or with personal knowledge of the matters alleged in the disciplinary motion shall disqualify himself or herself and shall not participate.

11.3.5 The Grievance Committee shall review the disciplinary motion to ensure that the misconduct alleged is properly the subject of disciplinary proceedings as set out in Article 11.2 of this bylaw, and shall investigate, in its discretion, to determine whether the disciplinary motion is unfounded, baseless or motivated by malice.

11.3.6 If satisfied that the disciplinary motion is properly brought (based on the criteria set out in 11.3.5. above), the Grievance Committee shall refer the disciplinary motion to Students' Council by vote of the Grievance Committee.

#### **11.4 Disciplinary Hearing**

11.4.1 Upon having the disciplinary motion referred to it by the Grievance Committee as described in 11.3.6, above, the Students' Council shall convene a special meeting of the Students' Council to take place not less than 14 days afterwards.

11.4.2 Before the special Students' Council meeting, the respondent to the disciplinary motion shall be entitled to know the case against him or her, and Students' Council will provide the respondent with a concise statement of the allegations against him or her, along with a brief summary of the evidence of such action.

11.4.3 Evidence of the wrongdoing alleged against the respondent shall be presented to Students' Council by:

- a) the member of Students' Council who brought the disciplinary motion, in the case of disciplinary proceedings initiated by motion; or
- b) by a member of the Grievance Committee appointed by vote of the Grievance Committee if the disciplinary proceeding is initiated by student petition.

11.4.4 The respondent to a disciplinary motion shall be permitted to ask questions of any witness or party during the disciplinary hearing, and shall be entitled to be represented by an Alberta qualified lawyer, or by him or herself.

11.4.5 After the evidence of the alleged wrongdoing has been presented to Council, the respondent shall be entitled to present any evidence to the contrary, but there is no obligation for him or her to do so.

11.4.6 After hearing all evidence, Council shall vote by secret ballot, as to whether the respondent has committed, on the balance of probabilities, the wrongdoing alleged.

11.4.7 If more than three quarters of the Students' Council votes that the respondent has committed the wrongdoing alleged against him or her, the respondent shall be removed from his or her office immediately, and shall be ineligible to hold any executive or non-executive position on Students' Council for a period of time determined by Students' Council, and for a period not less than the remainder of their current term.

11.4.8 Any disciplinary proceeding brought against an executive or non-executive member of Student's Council must be brought pursuant to these bylaws or the policies of the Students' Association, but not both. As a result, and in addition to the foregoing, such disciplinary proceeding may only hear and adjudicate upon the same matter once and, subject to appeal or review as may be allowed, such determination (and any discipline associated with such review and adjudication) shall be final and binding on the parties. Members of Students' Council will be disciplined under the more senior of the bylaws or the policies of the Students' Association relating to the matter at hand.

## **BYLAW 12: OFFICERS**

### **12.1 Officers of the Students' Association**

12.1.1 The Officers of the Students' Association are the members of the Executive Committee. These are the following:

- I. President
- II. Vice-President Academic
- III. Vice-President External
- IV. Vice-President Student Life

### **12.2 Eligibility for Office**

12.2.1 The eligibility requirements for office are as follows:

- a) All candidates for office must be individually bondable and reveal any criminal record.
- b) All candidates must meet the eligibility requirements for membership in the Students' Association and in the Students' Council as outlined by these bylaws.
- c) All Officers may serve a maximum of four terms on the Executive Committee, with a maximum of two terms in any one position.

### **12.3 Common Requirements of the Officers**

12.3.1 All Officers have the following conditions or requirements for office:

- a) They are elected for a single one-year term;
- b) All are full-time positions;
- c) All must be active members of the Students' Association for the duration of their term in office;
- d) All must report to the Executive Committee any part-time employment and may not hold full-time employment outside of the Students' Association; and
- e) All must avoid conflicts of interest and/or conflicts of loyalty that may arise from paid or volunteer work or extracurricular activities with SAMRU-affiliated external organizations. Final determination of such circumstances will be made by Students' Council.

### **12.4 Common Duties of the Officers**

12.4.1 All Officers have the following conditions and duties:

- a) To govern the affairs of the Students' Association in a manner consistent with the decisions of the Students' Council and in consultation with the Executive Director;
- b) To monitor and develop all four areas of governance, including framework governance, board self-governance, operational governance, and advocacy governance;
- c) To implement all or part of projects, in the role of "service volunteers", and as delegated by Students' Council or the Executive Committee;
- d) To be accountable to Students' Council for the conduct of the affairs of the Students' Association;

- e) To obtain and review information about the Students' Association and its operations as part of their fiduciary responsibilities, including insurance coverage, regular financial reports, budgets, audit reports, contractual obligations, and to report the findings of such reviews to Students' Council;
- f) To maintain full committee membership and participation, serving as representatives of the Mount Royal University students and of the Students' Association of Mount Royal University, on:
  - I. the SAMRU Advisory Committee;
  - II. the Academic Council of Mount Royal University;
  - III. all Mount Royal University committees assigned annually through Executive Committee; and
  - IV. all internal SAMRU committees as assigned annually through Executive Committee;
- g) To act as signing authorities of the Association for cheques and other documents, such as contracts and grant applications;
- h) To report in writing at least monthly to both the Executive Committee and the Students' Council on the status of her/his position duties, projects and official communications;
- i) To accept additional responsibilities as delegated by Students' Council and the Executive Committee;
- j) To maintain complete minutes of all Executive Committee meetings;
- k) To be responsible, in consultation with the Executive Director, for the governance of the personnel of the Students' Association and all related personnel matters including:
  - I. The hiring and dismissal of the Students' Association Executive Director;
  - II. Personnel policies governing the employment of Students' Association personnel; and
  - III. Salary scale and benefits packages available for Students' Association personnel;
- l) To determine the Executive Committee's policy priorities by August 15<sup>th</sup> of each year;
- m) To meet in the months of March and April in consultation with the Executive Director to formulate the Students' Association budget. This budget must be ready for presentation to Students' Council for approval in time for the second last regularly-scheduled Students' Council meeting of the academic year;
- n) To be involved with or aware of all external committees of the Students' Association and all external activities of the Students' Association;
- o) To be the official medium of communication between the students of Mount Royal University and the University Board of Governors and community;
- p) To provide orientation and board training to the non-executive members of Students' Council and committee chairs to the Board;
- q) To ensure the Students' Council adheres to its bylaws and constitution by focusing Students' Council's activities on the Students' Association's mission;
- r) To encourage members of Students' Council to participate in meetings and activities, by:
  - a) Determining agendas for Student's Council meetings and publishing them two school days in advance of the meetings, with input from all Executive Committee members and the Executive Director;

- b) Preparing a report for Annual and Special General Meetings;
- c) Creating and maintaining positive working relationships between board members and SAMRU staff, and between board members; and
- d) Making sure that executive and non-executive members of Students' Council remain in their governance role when appropriate;
- s) To play a leading role in supporting fundraising activities;
- t) To promote the organization's purpose in the community and to the media;
- u) To be responsible for developing, monitoring and enforcing norms established by Students' Council and the Executive Committee as part of their board self-governance function;
- v) To oversee the appointment of student representatives on committees requiring student representation;
- w) To recruit and nominate candidates to fill vacancies on Students' Council.
- x) To hold each other accountable for the implementation of individual and common job duties as defined in the bylaws, and for the adherence to SAMRU policies; and
- y) As a committee, to interpret these bylaws, subject to Students' Council's approval, if there is any uncertainty as to their meaning.

12.4.2 One of the Executive Officers will be chosen by the Students' Council to represent the Students' Association on the Mount Royal University Board of Governors. It is that representative's responsibility to bring student concerns to the Board and report back on the Board meetings to the Executive Committee.

## **12.5 Duties of the President**

12.5.1 In addition to his/her other duties as an officer of the Students' Association, the President of the Students' Association:

- a) Shall develop and maintain awareness of significant issues that impact students;
- b) Is the primary spokesperson for the Students' Association;
- c) Is responsible, in consultation with the Executive Committee and the Executive Director, for the development of plans in the area of framework governance, for approval by the Students' Council;
- d) Directs the work of the Executive Director;
- e) Is an ex-officio member of all Students' Association Committees;
- f) Is an interpreter of these bylaws if there is any question as to their meaning. Students' Council has the right to override any interpretation;
- g) Is the official spokesperson for the Executive Committee to Students' Council and the Advisory Committee on all matters affecting Students' Council's fiduciary or trustee responsibilities;
- h) Chairs meetings of the Executive Committee, including preparation of meeting agendas following input from other committee members and the Executive Director;
- i) Evaluates, with the other members of the Executive Committee, the effectiveness of Students' Council's decision-making process and ensures there is a process to evaluate the effectiveness of committees and boards, using measurable criteria;
- j) Orients his/her successor in the role of President;

- k) Participates in all student lobby organizations in which the Students' Association holds membership; and
- l) Is responsible for communicating with Mount Royal University personnel and departments, as deemed appropriate by the Executive Committee.

### **12.6 Duties of the Vice-President Academic**

12.6.1 In addition to his/her other duties as an officer of the Students' Association, the Vice-President Academic of the Students' Association:

- a) Shall develop and maintain awareness of significant academic issues that impact students;
- b) Shall advocate on behalf of the Students' Association on academic issues;
- c) Shall lead and coordinate the Students' Association's efforts on academic advocacy;
- d) .Provides guidance and assistance to students dealing with University policies.
- e) Arranges, with the outgoing Vice-President Academic (when applicable) in consultation with the Executive Committee, the appointment of student representatives on Academic Council and its subcommittees and recommends these to Students' Council for approval;
- f) Organizes and chairs the Academic Council Student Caucus committee, and arranges for appropriate training;
- g) Orients his/her successor in the role of Vice-President Academic; and
- h) Is responsible for communicating with Mount Royal University personnel and departments, as deemed appropriate by the Executive Committee.

### **12.7 Duties of the Vice-President External**

12.7.1 In addition to his/her other duties as an officer of the Students' Association, the Vice-President External of the Students' Association:

- a) Shall develop and maintain awareness of significant issues external to Mount Royal University and that impact students;
- b) Shall advocate, in consultation and cooperation with the President, on behalf of the Students' Association to the federal, provincial and municipal governments;
- c) Shall lead and coordinate the Students' Association's efforts on advocacy external to Mount Royal University, including participation in all student lobby organizations in which the Students' Association holds membership;
- d) Oversees all press releases and media interviews issued by the Students' Association;
- e) Orients his/her successor in the role of Vice-President External; and
- f) Is responsible for communicating with Mount Royal University personnel and departments, as deemed appropriate by the Executive Committee.

### **12.8 Duties of the Vice-President Student Life**

12.8.1 In addition to his/her other duties as an officer of the Students' Association, the Vice-President Student Life of the Students' Association:

- a) Shall develop and maintain awareness of significant non-academic issues internal to Mount Royal University and that impact students;

- b) Shall advocate on behalf of the Students' Association on non-academic issues internal to Mount Royal University;
- c) Shall lead and coordinate the Students' Association's efforts on advocacy on non-academic issues internal to Mount Royal University;
- d) Acts as the executive liaison for a team of service volunteers whose goals are to provide a visible Students' Association presence at events, to gather student feedback on non-academic issues and to provide a vehicle for communicating Students' Association information to the University community;
- e) Acts as the Executive Committee liaison responsible for gathering student feedback and evaluative information on non-academic issues as deemed appropriate by the Executive Committee;
- f) Orients his/her successor in the role of Vice-President Student Life; and
- g) Is responsible for communicating with Mount Royal University personnel and departments, as deemed appropriate by the Executive Committee.

## **BYLAW 13: EXECUTIVE DIRECTOR**

### **13.1 Duties of the Executive Director**

13.1.1 The Executive Director of the Students' Association acts with the authorization of Students' Council and its Executive Committee, with a focus on management and accountability to the Executive Committee. In this role, the Executive Director shall:

- a) Manage and administer day to day operations of the Students' Association;
- b) Assist the Students' Association board and committees in clarifying student needs and Students' Association problems;
- c) Assist the Students' Association board and committees with policy development;
- d) Direct policies and establish implementation procedures;
- e) Administer the Students' Association;
- f) Prepare draft budgets for the Executive Committee;
- g) Implement all policies adopted by the Students' Association board;
- h) Ensure the hiring, supervision, and evaluation of staff;
- i) Prepare long and short term plans;
- j) Provide professional expertise and objective feedback to the board and committees of the Students' Association;
- k) Report to the Students' Association's board and liaise between the board and the Association staff;
- l) Interpret programs and services to the membership, the university community and the external community;
- m) Seek member, university and external community support and understanding for the Students' Association;
- n) Support the Students' Association's board in fulfilling their functions; and
- o) Attend board committee meetings as requested.

13.1.2 The Executive Director is *ex officio* at all board and committee meetings of the Students' Association, which means that s/he attends by virtue of his/her position. The Executive Director attends the meetings, participates, and receives reports, but has no vote.

### **13.2 Responsibilities of the Executive Director**

13.2.1 The Executive Director has responsibilities in ten key areas:

#### **I. Policy Management**

In the area of "policy management", the Executive Director:

- I. Administers the day-to-day operations of the organization;
- II. Directs the staff's and service volunteers' implementation of policy;
- III. Prepares procedure statements for board policies; and
- IV. Supports board committees as needed, while refraining from doing the work of the committees.

#### **II. Strategic Planning**

In the area of "strategic planning", the Executive Director:

- I. Conducts both an internal and external environmental scan to identify emerging issues that affect the organization. The internal scan brings to the

board's attention issues arising from within the organization, such as the increased need for technological resources. The external scan identifies issues that may have an impact on the organization, such as a change in provincial funding policies;

- II. Sets specific organizational goals and outcomes, under the direction of the Students' Council;
- III. Sets goals for management practices;
- IV. Sets program and service goals within the SAMRU's policy and budgetary framework;
- V. Identifies the required resources to achieve the goals;
- VI. Communicates with key stakeholders to identify the changing needs and conditions of the community that is served by the organization; and
- VII. Considers the impact of several alternative plans to address the changing conditions.

### III. Visioning

In cooperation with the Students' Council and Executive Committee, the Executive Director has the following responsibilities in the area of "visioning":

- I. Participates in the creation of an organizational vision; and
- II. Develops programs and services that work towards the vision, within the policy guidelines set by the board.

### IV. Leadership

In the area of "leadership", the Executive Director:

- I. Works in collaboration with staff, and relevant community agencies and groups, to accomplish objectives and fulfill responsibilities;
- II. Encourages team-building by facilitating communication and positive working relationships with staff; and
- III. Establishes control and follow-up mechanisms for the organization.

### V. Program Management

In the area of "program management", the Executive Director:

- I. Facilitates the research, planning, development, implementation and evaluation of program and services activities;
- II. Makes sure that programs and services meet the board's policy guidelines and reflect the board's priorities; and
- III. Supervises the implementation of the organization's programs and services.

### VI. Personnel Management

In the area of "personnel management", the Executive Director:

- I. Interprets board policy decisions to staff;
- II. Hires, supervises, evaluates, and releases staff;
- III. Trains and motivates staff;
- IV. Sets clear, results-oriented goals, with realistic and measurable outcomes;
- V. Supports goal achievement, and coaches and monitors performance;

- VI. Assists individuals in developing the necessary skills to be successful within the organization;
- VII. Supports and encourages staff initiatives;
- VIII. Observes and evaluates ongoing performances;
- IX. Provides regular, appropriate, and constructive feedback;
- X. Supervizes the recruitment, selection, orientation, and training of service volunteers; and
- XI. Assists the Executive Committee in the area of personnel governance.

#### VII. Financial Management

In the area of “financial management”, the Executive Director:

- I. Implements the board’s policies for the allocation and distribution of resources
- II. Maintains sound bookkeeping procedures;
- III. Provides the board with regular statements of revenues and expenditures
- IV. Administers the funds of the organization, according to the budget approved by the board;
- V. Advises the Executive Committee on areas of financial governance; and
- VI. Serves as a signing authority for the Students’ Association.

#### VIII. Risk Analysis

To keep the board informed about the organization, the Executive Director:

- I. Evaluates, in broad-based terms, the potential assets and liabilities of a project, proposal, or strategy
- II. Makes certain that both risks and opportunities have been identified and evaluated
- III. Assesses potential threats to the organization’s image
- IV. Assesses risks to the organization’s financial security and growth
- V. Provides regular, reliable, and comparable reports on the organization’s progress

#### IX. Advocacy Management

In the area of “advocacy management”, the Executive Director:

- I. Promotes community awareness of the organization’s mission and aims
- II. Participates in networking and community relations activities on behalf of the organization;
- III. Builds strong working relationships with others, both inside and outside the organization, and enlists their support for accomplishing tasks;
- IV. Assists the Executive Committee in preparing an advocacy program, and acts as an advocate for the organization and its programs in the community;
- V. Works with key external stakeholder groups;
- VI. Identifies and researches funding opportunities;
- VII. Facilitates a communication plan that informs the community of the activities and direction of the organization; and
- VIII. Supervises the membership recruitment campaign.

#### X Executive Director’s Performance Appraisal Process

In the “performance appraisal process”, the Executive Director:

- I. Cooperates with, and participates in, the performance appraisal process;
- II. Assists in the assessment of outcomes;
- III. Recommends change when necessary; and
- IV. Informs the Executive Committee about situations that affect the Executive Director’s ability to meet his/her goals.

### **13.2 Eligibility for Executive Director Position**

The Executive Director must be bondable and may be bonded upon hiring. The Executive Director must be a mature person with considerable business and financial experience.

## **BYLAW 14: FINANCES**

### **14.1 Signatories**

14.1.1 All Students' Association cheques require the signatures of the Executive Director, or in her/his absence the duly appointed Director (as appointed by the Executive Director), and two members of the Executive Committee.

14.1.2 The signatures of the Executive Director, or in her/his absence the duly appointed Director (as appointed by the Executive Director), and two members of the Executive Committee are required to execute and to affix the corporate seal of the Students' Association to any contracts, agreements, engagements, documents, instruments or any obligation entered into by the Students' Association.

14.1.3 Notwithstanding Section 14.1.2, the Executive Director is hereby authorized to sign, as the sole signatory, various deeds, transfers, assignments, contracts, obligations and other instruments for and on behalf of the Students' Association which are operational in nature and within the limits and guidelines of the departmental budgets approved by Students' Council from time to time.

### **14.2 The Fiscal Year**

The fiscal year for the Students' Association is from July 1 to June 30.

### **14.3 The Auditors**

The Students' Association auditor is appointed at the annual or a special general meeting. The auditor will audit all financial records in accordance with Generally Accepted Accounting Principles and Generally Accepted Audit Standards as soon as possible following the end of the fiscal year.

### **14.4 Financial Authority**

14.4.1 No student society, club or other organization including the Reflector has the authority to represent or financially bind the Students' Association.

14.4.2 The Students' Council shall control the disbursement of the Students' Association funds through approval of the annual Association budget.

### **14.5 Honoraria**

14.5.1 Officers will be paid an honorarium in recognition of their service to the Students' Association. Honorarium amounts will be established by Students' Council and incorporated into the Students' Association budget.

14.5.2 Members of the Executive Committee shall not receive any Students' Association benefits or money other than the honorarium established by Students' Council upon recommendation of the public members of the Advisory Committee. This honorarium

includes an annual salary, health and dental benefits, a parking pass, a Mount Royal Recreation Membership for the duration of their term in office, and reimbursement for a maximum of one, five credit, or its equivalent, Mount Royal University Course, in the fall and in the winter semesters, with the option of a Spring semester course.

14.5.3 Members of Students' Council and other Students' Association committees shall not receive any Students' Association benefits or money other than the honorarium established by the Executive Committee and those regular membership benefits available to all members of the Students' Association.

14.5.4 The criteria for receiving Honorarium is:

- a) Regular meeting attendance;
- b) Fulfilment of duties as established in these bylaws;
- c) Completion of assigned duties to the satisfaction of the Students' Council or Executive Committee.

#### **14.6 Borrowing Powers**

14.6.1 The Students' Association may borrow money required for the performance of its duties or to further its objects if it has the prior approval of the Students' Council and the proposal has been recommended to Students' Council by the SAMRU Advisory Committee.

14.6.2 A debenture or mortgaging of any Students' Association property must always receive prior approval through a special resolution at a general meeting.

14.6.3 Repayment of both the money borrowed and the interest on the amount can be secured through negotiable instruments including a mortgage on property and/or the assignment of current or future fees with the approval of the Students' Council and any other approval deemed necessary by these bylaws.

## **BYLAW 15: INSPECTION OF RECORDS**

### **15.1 The Audited Financial Statements**

The audited financial statements will be open to any member for inspection during normal business hours at the Students' Association office provided that reasonable notice is given.

### **15.2 Other Published Records**

The published records of Students' Council and the Students' Association will be open to any member for inspection during normal business hours at the Students' Association office provided that reasonable notice is given.

## **BYLAW 16: REFERENDUM**

### **16.1 Calling a Referendum**

16.1.1 The President of the Students' Association may call a referendum if:

- a) A resolution is passed at Students' Council requesting the referendum; or
- b) A petition is delivered to Students' Council that is signed by at least 10% of the active members of the Students' Association requesting a referendum. The signers must include their student identification numbers for verification of Students' Association membership.

16.1.2 A referendum may only be called during the fall and winter semesters of Mount Royal University.

### **16.2 Referendum Questions**

The text of the referendum question should be clear and unambiguous and must be capable of being answered "yes" or "no". If a referendum brought forward by petition does not meet these requirements in the opinion of Students' Council, in consultation with the Chief Returning Officer as and when deemed necessary by Students' Council, it will be referred back to the petitioners to be re-written.

### **16.3 Referendum Results**

The results of a referendum will be acted upon if the total number of votes cast is at least 5% of the total number of full-time Active Members of the Students' Association at the time of referendum and at least a simple majority of those voting either support or reject the referendum.

## **BYLAW 17: AMENDING THE BYLAWS**

### **17.1 Bylaw Amendment Procedure**

17.1.1 Written notice of the proposed bylaw amendment must be posted conspicuously at the Students' Association office at least twenty-one days prior to the vote on the amendment.

17.1.2 Any amendment to the bylaws, with the exception of those changes noted in bylaw 17.1.2.1, must be approved by special resolution at a general meeting conducted in accordance with these bylaws.

17.1.2.1 Housekeeping changes, such as grammatical or spelling changes or name changes, to these bylaws may be made and approved through special resolution by Students' Council as long as such changes do not alter the meaning or substance of these bylaws. Notice of such changes will be prominently posted for membership review for a period of not less than 21 days. On petition made within 60 days of the approval of such bylaw changes, the membership may rescind such housekeeping changes and refer these changes instead to a general meeting for a membership vote.

## **BYLAW 18: DISSOLUTION**

### **18.1 Criteria for Dissolution**

The Students' Association may be dissolved according to the provisions of the Post-Secondary Learning Act of Alberta. Should the Students' Association of Mount Royal University dissolve, after paying debts and liabilities, any gaming assets remaining will be donated to another charitable organization.