

**THE STUDENTS' ASSOCIATION OF
ST. MARY'S UNIVERSITY
CONSTITUTION**

Background

On January 30, 2009, at the Annual General Meeting of the Students' Association, this Constitution and Bylaws were ratified by a more than two-thirds majority vote. From this date (until further amendments to the Constitution and Bylaws have been made), this Constitution and Bylaws shall be the governing documents of the Association, and all previous Constitutions or Bylaws of the Association shall be of no further force or effect.

Article I: Name

The organization responsible for student government at St. Mary's University (hereinafter referred to as the "University") shall be The Students' Association of St. Mary's University (hereinafter referred to as the "Association").

Article II: Objectives

The purpose and objectives of the Association shall be:

- A. to exist and operate in compliance with all applicable federal, provincial, and municipal laws and University policies and bylaws;
- B. to promote the general welfare of and advocate for the rights of students without discrimination and in a manner consistent with the Mission and Vision Statements, the Educational Objectives and the Statement of Educational Philosophy of the University;
- C. to retain autonomy over Association affairs including the control of student finances;
- D. to facilitate and act as an authorized channel of communication between Association members and the University;
- E. to coordinate and/or promote Association activities and programs to meet the diverse needs of the membership; and
- F. to encourage the development of student clubs and organizations.

Article III: Definitions

In this Constitution and Bylaws, the following terms shall have the following meanings:

- A. "Active Member" means a Member in Good Standing with the Association, and does not include *ex officio* Members of the Association;

- B. "Administration" means all staff and other persons employed by the University;
- C. "Association" means The Students' Association of St. Mary's University;
- D. "Autonomy" means, in connection with the Association, the facility of self-governance in adherence to and in compliance with the Association's Constitution and Bylaws;
- E. "Board of Governors" means the Board of Governors of the University as appointed or elected;
- F. "Bylaws" means the bylaws of the Association as attached to this Constitution and which may be amended as necessary and in accordance with the provisions of this Constitution and Bylaws;
- G. "Constitution" means this Constitution, as may be amended or updated as necessary and in accordance with the provisions of this Constitution and Bylaws;
- H. "*ex officio* Member" means an appointed non-voting member of the SLC, who shall not have the powers and rights otherwise granted to active members, as set out in Article V of this Constitution (*ex officio* Members shall include honorary members, the Faculty Liaison, and University alumni);
- I. "Expulsion" means the procedure whereby an officer of the SLC is dismissed pursuant to the Bylaws;
- J. "Faculty Liaison" means the member of the University Administration who has been designated by the University as a liaison to the Association;
- K. "Member in Good Standing" means a registered student of the University not currently on academic or non-academic probation;
- L. "SLC" means The Student Legislative Council, who shall be elected by official process in accordance with this Constitution and Bylaws by Members in Good Standing of the Association;
- M. "Suspension" means a decision by the SLC to suspend the SLC voting privileges of any officer or representative of the SLC for a period of one month.

Article IV: Membership

The following parties shall be considered Members of the Association:

- A. all registered students of the University;
- B. all alumni of the University in non-voting, *ex officio* capacities;

- C. all persons who are designated as honorary members of the Association by the SLC shall be members in a non-voting, *ex officio* capacity; and
- D. the University-appointed Faculty Liaison to the Association in a non-voting, *ex officio* capacity.

Article V: Powers and Rights of Association Members

All members of the Association shall have the following powers and rights:

- A. to be nominated for a position on the SLC providing they are Members in Good Standing;
- B. to nominate a Member of Good Standing of the Association to run for a position on the SLC;
- C. to be entitled to vote in any Association election or referendum if a Member in Good Standing;
- D. to petition the SLC to take or not to take action on Association business matters;
- E. to submit a written petition to the Faculty Liaison regarding the conduct of the SLC or any member thereof; and
- G. to exercise any other powers of members of the Association which are inherent in this Constitution or established in the Bylaws.

Article VI: Governing Councils

- A. Student Legislative Council
 1. The SLC shall be the highest governing body of the Association.
 2. Each officer or member of the SLC shall be elected from and by the Active Members of the Association.
 3. The purpose of the SLC shall be to manage the affairs of the Association through its position as the governing body of the Association.
 4. The SLC shall be composed of:
 - a. President;
 - b. Vice-President Internal;
 - c. Vice-President External;
 - d. Vice-President Finance;
 - e. Vice-President Events; and
 - f. A minimum of three (3) to a maximum of ten (10) Student Body Representatives (the number of such representatives to be determined on an annual basis by the SLC).

B. SLC Executive Council

1. The purpose of the SLC Executive Council shall be to manage and oversee the affairs of the Association through its position as the administrative and operating authority of the SLC.
2. The Executive Council shall consist of the following elected officers of the SLC:
 - a. President;
 - b. Vice-President Internal;
 - c. Vice-President External;
 - d. Vice-President Finance; and
 - e. Vice-President Events.

Article VII: Meetings of the Association

- A. A General Meeting of the Association shall be scheduled and held each semester of the University year.
- B. A Special General Meeting of the Association shall be called and held to discuss special business of the Association whenever either:
 - 1 the SLC, on motion, approves the calling of a Special General Meeting; or
 - 2 fifty or more Association members provide a petition or request in writing to the SLC to hold a Special General Meeting.
- C. Members of the Association shall be given at least one week's notice of each General Meeting or Special General Meeting in accordance with the Bylaws.

Article VIII: Elections

- A. The Association shall hold a general election every year for the purpose of electing the officers and other representatives of the SLC as outlined in Article VI of this Constitution.
- B. In the event a position on the SLC becomes vacant, the SLC may (but is not required to) hold a by-election to fill such position.
- C. All elections or by-elections held by the Association shall be held and conducted in accordance with the election procedures set out in the Bylaws.

Article IX: Finances

- A. The SLC shall, on an annual basis and prior to the end of the spring semester in each year, determine, in conjunction with the Administration of the University, the amount of Association membership fees to be assessed and to be payable by Active Members of the Association during the following University year commencing in September.

- B. The fiscal year of the Association shall start in May 1st in each year and end on April 30 of the following year.
- C. The Association shall establish a bank account or bank accounts for the deposit of student fees (paid by Active Members of the Association to the University and with such fees to be subsequently transferred to and paid by the University to the Association on an annual basis) for the payment of approved and authorized expenses and liabilities of the Association.
- D. At each scheduled General Meeting of the Association, the Vice-President Finance (or failing the Vice-President Finance, the President) shall present the annual budget of the Association as well as an update as to the current status of Association finances.
- E. All Association bank accounts, financial records and financial statements shall be subject to a Review Engagement on an annual basis by a professional independent accounting firm to be retained by the SLC and approved by the University.
- F. The Association has established and shall continue the operation of a Heritage Fund, which Fund shall be used solely for the purpose of funding capital requirements for the future development, construction, and operation of a student operated and controlled Students' Association building on the campus of the University or for similar type of capital expenditures related to the development of Students' Association facilities. The SLC shall set aside and invest a minimum of 15% of school fees paid annually by Association members into the Heritage Fund. No money shall be withdrawn or authorized for expenditure from the Heritage Fund by the SLC for a purpose other than for the development and construction of a Students' Association building or capital improvements to other facilities for the benefit of the Students' Association, unless such alternate purpose is presented at and approved by the vote of at least two-thirds of Association members who have voted at a General Meeting or a Special General Meeting of the Association called for such purpose.

Article X: Amendment Process

- A. Amendments to the Constitution of the Association may only occur in the following manner:
 - 1 any amendments to the Constitution may be proposed on either the two-thirds majority affirmative vote of all voting members of the SLC or upon the SLC receiving a petition signed by a minimum of ten (10%) percent of Active Members of the Association;
 - 2 all proposed amendments to the Constitution shall be submitted for vote by way of a referendum at a General Meeting or Special Meeting of the Association in accordance with the Bylaws; and
 - 3 all and any proposed amendment or amendments to the Constitution shall only be made and enacted upon such amendment receiving a minimum of two-thirds of all votes of Active Member of the Association cast at such General Meeting or Special Meeting.

- B. Amendments to the Bylaws of the Association may only occur in the following manner:
- 1 any amendment or amendments to the Bylaws of the Association shall require at least a two-thirds (2/3) affirmative vote of all votes cast by Voting Members of the SLC at any regular, scheduled meeting; and
 - 2 prior to the consideration of and vote on any proposed amendment to the Bylaws, all members of the SLC shall be given written notice of such proposed amendment or amendments to the Bylaws at least five (5) days prior to the SLC meeting at which such amendment is to be voted on.

THE STUDENTS' ASSOCIATION OF ST. MARY'S UNIVERSITY BYLAWS

Article I: Interpretation

- A. These Bylaws are attached to and form part of the Constitution of the Association dated January, 2009.
- B. These Bylaws shall be enacted and come into force and effect upon the Constitution of the Association being approved at a vote of Active Members dated January, 2009.
- C. Upon enactment of these Bylaws, all other bylaws pertaining to the governance and general operation of the Association which conflict with the express provision of these Bylaws will be of no further force and effect.
- C. Defined Terms in the Constitution shall have the same meaning in these Bylaws.

Article II: Student Legislative Council ("SLC")

A. Association Governing Body

The business and affairs of the Association shall be managed by a body to be known as the Student Legislative Council ("SLC"), the members of which shall be elected by and from Association members as provided in these Bylaws.

B. Duties

The officers and representatives of the SLC shall:

- 1 act as representatives of the Association on committees concerning academic, political, social interest, and developmental interests while in term;
- 2 coordinate and oversee the administration of the Association in accordance with the Constitution and the Bylaws;
- 3 coordinate and oversee the development and implementation of Bylaws, programs, policies, and services for the Association;
- 4 seek to create positive relations between members of the Association and the faculty, staff and administration of the University;
- 5 maintain positive relations between the University and the surrounding community;
- 6 establish and maintain relations with private and/or public agencies at the discretion of the Association;
- 7 oversee the financial procedures of the Association and ascertain that the procedures are followed and meet generally accepted accounting procedures and principles;

- 8 consider and promote the welfare and interests of the Association and its members;
- 9 uphold and support the Bylaws, programs, policies, services and interests of the Association and its members while representing them in office;
- 10 have the power to create and dismiss committees for Association purposes;
- 11 fill a term of office commencing May 1st following the election and ending on to April 30th in the following year;
- 12 post and maintain a minimum of two regularly scheduled office hours per week for each position during the fall and winter semester and ensure that they are available to meet with Association members during their posted office hours (office hours must be posted by the fall course add/drop deadline, or within one week of being elected, whichever is later);
- 13 participate in the orientation of their successor(s) unless the position is vacant at the end of their term of office;
- 14 have the power to disqualify, suspend, or remove members of the SLC in accordance with Article IV:D of these Bylaws; and
- 15 perform the duties or functions delegated to the SLC by the Constitution, Bylaws, or by the University.

C. Membership of the SLC

The SLC shall consist of the following members, who shall be elected at a general election (or by-election), of Active Members of the Association on an annual basis in accordance with these Bylaws.

1. President

a. Qualifications:

- i. must be a member of the Association;
- ii. must be a Member in Good Standing with the University;
- iii. must maintain a University GPA of 2.0 or higher; and
- iv. may be enrolled in no more than four (4) courses per semester.

b. Duties:

- i. act as chief elected official of the Association;
- ii. act as student representative on the University's Board of Governors but is not required to participate in the Board committee membership;
- iii. create and annually review a mission statement that ensures that the purposes of the SLC are achieved for their term of office, in accordance to the Association's Constitution;

- iv. represent the Association at formal, official, and/or ceremonial functions;
- v. chair and call to order all meetings, regular and irregular, of the SLC unless an impartial Chair Pro Tempore has been named in advance of the meeting by the President to carry out that duty;
- vi. support and be accountable for all authorized actions and decisions of the SLC;
- vii. co-sign cheques with other designated signing officers of the SLC (it being the policy of the SLC that on all regular expenses for the Association, one of the two signatures on the cheque must be the signature of the VP Finance or the President);
- viii. oversee all Association accounting with outside banking institutions in association with the Vice-President Finance;
- ix. maintain posted office hours as set in Article II.B.12 of these Bylaws; and
- x. carry out other duties as may be assigned to the President by the SLC or required under the Constitution or these Bylaws.

2. Vice-President Internal

a. Qualifications:

- i. must be a member of the Association;
- ii. must be a Member in Good Standing with the University; and
- iii. must maintain a University GPA of 2.0 or higher.

b. Duties:

- i. act as an executive member of the SLC;
- ii. act as Student Representative on the University's Academic Council;
- iii. may act as a member of any committee struck by the SLC;
- iv. create and maintain a binder during term of office that contains all minutes and amendments to those minutes;
- v. keep an accurate record of SLC meeting minutes including attendance and proceedings, distribute by way of e-mail a copy of the minutes to all SLC members and the faculty liaison within two days of the meeting, subsequently present all meeting minutes and amendments to those minutes at the next regularly scheduled SLC meeting, and then, upon approval of the SLC, file the minutes (in case of absence from a SLC meeting, a Pro Tempore secretary shall be chosen at the beginning of the meeting from one of the executive members present);
- vi. be responsible for overseeing all communication within the SLC and between the SLC and the Association and the University;
- vii. be responsible for contacting maintenance for repairs required to the Student's Association Building;
- viii. act as a liaison between the student body and the Director of Athletics/Wellness Coordinator;
- ix. maintain all postings and SLC publicity on Association bulletin boards; and
- x. maintain posted office hours as set out in Article II.B.12 of these Bylaws.

3. Vice-President External

a. Qualifications:

- i. must be a member of the Association;
- ii. must be in a Member in Good Standing with the University; and
- iii. must maintain a University GPA of 2.0 or higher.

b. Duties:

- i. act as an executive member of the SLC;
- ii. act as Student Representative on the University's Academic Council;
- iii. act as a Student Representative on the Community Advisory Council but may send another SLC delegate;
- iv. may act as a member of any committee struck by the SLC or the Association;
- v. responsible for communication and interaction with the SLC and the outside community as a representative of the interests of the Association;
- vi. create and maintain relations and affiliations with private and/or public agencies and/or organizations at the discretion of the SLC; and
- vii. maintain posted office hours as set out in Article II.B.12 of these Bylaws.

4. Vice-President Finance

a. Qualifications:

- i. must be a member of the Association;
- ii. must be a Member in Good Standing with the University; and
- iii. must maintain a University GPA of 2.0 or higher.

b. Duties:

- i. act as an executive member of the SLC;
- ii. may act as a member or consultant to committees whereby Association funding is requested or required;
- iii. present committee budgets to SLC for approval;
- iv. create and submit a term of office budget for the Association for the approval of the SLC and work with Vice-President Events in creating an appropriate events budget;
- v. ensure the allocation and use of all Association funds are in accordance with the approved Association budget and be responsible for maintaining an organized and orderly record of incoming and outgoing Association funds;
- vi. co-sign cheques with other designated signing officers of the SLC (it being the policy of the SLC that on all regular expenses for the Association, one of the two signatures on the cheque must be the signature of the VP Finance or the President);
- vii. handle all Association accounting with outside banking institutions along with and in conjunction with the President of the SLC;
- viii. keep and file all bills obtained during the term in an organized and timely fashion;
- ix. comply with all requirements of the Constitution and the Bylaws of the Association relating to financial matters;
- x. maintain posted office hours as set out in Article II.B.12 of these Bylaws;

- xi. submit a financial report to the SLC as to the status of the Association's finances at the last regular meeting of the fall and winter semesters, as well as at such other times as requested at an SLC meeting;
- xii. present the annual budget of the Association as well as the status of the Association's finances at all General Meetings of the Association and at all Special Meetings of the Association if called upon to do so; and
- xiii. maintain office until the yearend Review Engagement and books are complete.

5. Vice-President Events

a. Qualifications:

- i. must be a member of the Association;
- ii. must be a Member in Good Standing with the University; and
- iii. must maintain a University GPA of 2.0 or higher.

b. Duties:

- i. act as an executive member of the SLC;
- ii. plan and organize events in conjunction with and as the head of the SLC Events Committee;
- iii. must adhere to and ensure regulations are followed for licensed events as outlined in these Bylaws and the Constitution including, but not limited to, obtaining a proper liquor license when required and appropriate;
- iv. coordinate appropriate publicity and advertising for association events as presented by members of the SLC Events Committee;
- v. maintain posted office hours as set out in Article II.B.12 of these Bylaws;
- vi. maintain a publicly displayed SLC events calendar
- vii. manage SLC event publicity throughout the University campus;
- viii. create a year-long outline of possible events to be presented within thirty (30) days of first regular meeting in the fall semester;
- ix. work with the VP Finance to create an appropriate events budget;
- x. co-sign cheques with other designated signing officers of the SLC (it being the policy of the SLC that on all regular expenses for the Association, one of the two signatures on the cheque must be the signature of the Vice-President Finance or the President);
- xi. notify the faculty liaison regarding events no later than one week prior to the event taking place; and
- xii. be responsible for obtaining appropriate insurance for Association events.

6. Student Body Representatives:

There shall be a minimum of three (3) to a maximum of ten (10) Student Body Representatives on the SLC, with the actual number in any year to be determined by the other members of the SLC.

a. Qualifications:

- i. must be a member of the Association;
- ii. must be a Member in Good Standing with the University; and
- iii. must maintain a GPA of 2.0 or higher.

- b. Duties:
 - i. act as a non-executive member of the SLC;
 - ii. represent and voice issues, concerns, and interests of Association members;
 - iii. actively build and maintain relationships with the Association members of the University in an official capacity;
 - iv. sit as a member of the SLC Events committee;
 - v. report to the Vice-President Events in addition to the SLC;
 - vi. fulfill any other roles and obligations delegated and outlined by the Bylaws, the Constitution or by the SLC;
 - vii. be responsible for creating and displaying appropriate publicity in a timely manner as delegated by the SLC Events Committee of the SLC; and
 - viii. maintain posted office hours as set out in Article II.B.12 of these Bylaws.

D. Executive Committee

The Executive Committee of the SLC shall consist of the President, Vice-President Internal, Vice-President External, Vice-President Finance and Vice-President Events. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business. During intervals between meetings of the SLC, the members of the Executive Committee shall possess and may exercise all the powers and authority of the SLC, excepting those requiring affirmative vote of two-thirds of those present and voting at either an SLC meeting or an Association meeting. If the Executive Committee shall have occasion to act, it shall report its action at the first following meeting of the SLC after such action has been taken. The Executive Committee shall meet at the discretion of the President and on a minimum of three (3) days' notice having been provided to other members of the Executive Committee.

E. SLC Meetings

1. The SLC shall schedule at least two regular SLC meetings per month, and any member of the Executive Committee may call for an additional SLC meeting or meetings on a minimum of three (3) days' notice to other SLC members.
2. A minimum of three (3) SLC members, one of whom is a member of the Executive Committee, present at an SLC meeting shall constitute a quorum.
3. The Vice-President Internal shall act as Secretary and take minutes from each meeting, and if the Vice-President Internal is not present, another member of the Executive Committee shall take minutes for the meetings and file and circulate them to other SLC members prior to the next regularly scheduled SLC meeting.
4. Unless otherwise determined by the SLC, meetings of the SLC shall not be open to the public.
5. Meetings of the SLC shall generally be conducted in accordance with Robert's Rules of Order.

6. Any motion (other than a special motion or a proposal which requires a two-thirds (2/3) majority vote as specified in the Constitution or these By-laws) will be passed if a majority of the members present at an SLC meeting vote in favour of such motion, and in the event of a tie, the President of the SLC shall not have a casting vote.
7. The SLC shall hold in strict confidence, unless required by law to disclose, all confidential information obtained or acquired in the course of a member's duties on the SLC which if divulged would be prejudicial to the interests of any or all members of the Association.

Article III: Elections

A. General Elections

The Association shall hold a General Election each year for the purpose of electing those positions on the SLC, such elections to be held on the following terms:

1. the date for the General Election must be set by the SLC before the last day of the fall semester; and
2. unless otherwise determined by the SLC, the regular voting days for a General Election shall be scheduled on a Thursday or a Friday in April of each year.

B. By-Elections

In the event any position on the SLC is or becomes vacant during the term of office, then the SLC may (but is not required to) schedule a By-Election to be held on the following terms;

1. to fill a position which has either not been filled in the General Election or has otherwise become vacant at the beginning of the fall term, a By-Election shall be scheduled either the Thursday or the Friday in the fourth week of the fall semester; and
2. if other positions become vacant over the course of the academic year, By-Election dates shall be determined by the SLC,

C. Chief Returning Officer

1. The SLC will appoint the University Registrar or an appropriate delegate of the University Registrar to act as the Chief Returning Officer (hereinafter referred to as the "CRO") for the purpose of conducting Association elections and by-elections.
2. The CRO will conduct the election in accordance with the procedure outlined in these Bylaws.

D. Nominations

1. Any Active Member may be nominated as a candidate for any position on the SLC, provided they meet the qualifications set out in these Bylaws for such position.
2. Nominations for any election shall close at least one week prior to the election date, and the CRO shall, at least seven (7) days prior to the close of nominations, provide notice at least once in a highly visible, easily accessible area in the University campus, along with an e-mail to all Association members, of the close of nominations, along with information as to where the nomination package or forms for nomination for a position to the SLC can be obtained.
3. Nominees must properly complete a student nomination package as provided by the CRO, and incomplete or unsigned nomination packages may be rejected.
4. The CRO shall receive nominations until noon on the date set for closing of nominations, and any nomination package received later will be rejected and unopened.
5. The CRO shall make completed, eligible nomination packages available for viewing by all Association members.
6. Nominees may withdraw their nominations up to twenty-four (24) hours after the close of the nomination period and at any time prior to the election by submitting their withdrawal in writing to the CRO.
7. If, at the close of nominations, the number of candidates for a position is equal to or less than the number required to be elected, the CRO shall declare the candidate(s) to be acclaimed to the position for which they were nominated.
8. If, at the close of nominations, the number of candidates for a position is more than the number required to be elected, the CRO shall declare an election be held to determine the representative(s) for the position(s) for which the candidate(s) was nominated.
9. A "meet the candidates" forum shall be called by the CRO at a date which is a minimum of two (2) days prior to the election date and, at such forum, nominees may deliver a 5-minute speech regarding platform and intentions and may be questioned by Association members in attendance at such forum.

E. Voting Procedures

1. Only registered students of the University shall be entitled to vote on General Elections or By-elections held by the Association.
2. The CRO, in conjunction with the SLC, shall establish the location and the manner in which votes will be cast, locations or methods where voting may occur, the closing time for voting, and procedures for counting and tabulating votes.

3. The candidate who receives the most votes from Association members shall be elected to their nominated position.
4. The results of any election with the vote counts for all candidates shall be published by the CRO as soon as possible, but not later than the day following the close of voting.
5. Any disputes relating to election procedures, the nomination process, or the tabulation of votes shall be directed to the CRO, whose decision on such matters shall be final.

Article IV: General Bylaws

A. Petitions

1. Association members are entitled to petition the SLC to act on any given matter within the authority of the SLC. This includes, but is not limited to, changes to Bylaws and the Constitution.
2. Petitions must be signed by at least ten percent of active members of the Association. The petition must contain the University identification number and printed name of each Association member who signs the petition. In the case of a petition calling for a Referendum or Plebiscite, the statement of purpose must include the wording of the referendum or plebiscite in question.

B. Finances

The SLC shall manage the finances of the Association as a not-for-profit organization.

C. Resignations

An SLC member may resign at any time, with no obligation for an explanation. This is done by giving a signed notice of resignation to the President, attested to by two Association members as witnesses, neither of which can be the SLC President. The resignation takes effect from the moment the resignation is received by the President, or at the time set out in the resignation, whichever is later. In the case of the President resigning, he/she will also submit notice of resignation to the Faculty Liaison in addition to providing it to the SLC.

D. Disqualification and Dismissal

An elected member of the SLC may be suspended from their position if:

1. the member is absent from three or more consecutive SLC meetings without approval of reasonable absence by the President of the SLC;
2. the member is absent from five or more meetings total in a given semester without approval of reasonable absence by the President of the SLC;

3. the member fails to fulfill the obligations in a timely manner as set out in this constitution or as assigned by the SLC, including, but not limited to, the powers, duties, and functions required of SLC members;
4. the member violates the philosophical or educational beliefs of the University;
5. the member uses information gained through their position as an SLC member to gain financial benefit either directly or indirectly;
6. the member has a perceived conflict of interest directly or indirectly related to Association affairs and fails to either or both disclose that conflict and abstain from voting on any business item relating to such conflict;
7. the member fails to remain in good academic standing with the University; and/or
8. a resolution to dismiss an SLC member is valid only if at least two-thirds (2/3) of the SLC vote in favour of the dismissal and written notice of the intention to dismiss must be given to the member in question at least seventy-two (72) hours prior to the SLC meeting.

E. Vacancy Procedure

If an elected position becomes vacant, the position will be filled by a by-election or filled by another member of the SLC at the discretion of the remaining executive members of the SLC.

Article V: University Clubs

A. The SLC may sanction a group as a Club if the group has a common purpose or mandate which serves the University community or the general welfare of students and is consistent with the philosophical and educational objectives of the University, the policies and bylaws of the University and the principles established by the Association's Constitution. All Clubs shall have the right to internal autonomy provided that their actions are not in violation of these policies and bylaws or the philosophical and educational objectives of the University. The criteria for ratifying an Association Club shall be:

1. the Club consists of at least five Association members;
2. the SLC has received a properly completed Students' Association Club Application form signed by a current executive member of the Club;
3. the Club has applied for and received ratification on an annual basis outlined in the Students' Association Club Application Form;
4. the Club submits an annual report including, but not limited to, budget, membership, and any other pertinent information (clubs will not be granted continuance if in breach of this requirement);
5. a minimum of two-thirds (2/3) of Club members must be members of the Association; and

6. The Club does not exist for or provide for the financial betterment of its members.

B. Criteria Governing Club Funding

1. only Clubs which have been ratified by the SLC may apply for Association funding;
2. the Association is under no responsibility to fund Clubs, and the Club must have methods of fundraising to support its own monetary needs, if any, for Club operation throughout the year in addition to any funds that may be provided by the Association;
3. a Club must properly complete a Student's Association Club Application for Monetary Support signed by a current executive member of the Club if it is requesting funding from the Association; and
4. a Club may apply for a Special Events Grant, whereby a grant may be awarded to the Club for a specific event: although there is no monetary limit to this grant, a complete budget on the use of the Special Events Grant must be submitted to the SLC with the application.

C. Club Status

The SLC may remove Club status or withhold funding or services from a Club at any time if the group:

1. fails to submit its annual report as outlined in Article V.A.4 of these Bylaws;
2. fails to renew its Students' Association Club Application form each year as required by the SLC; and/or
3. does not continue to meet the requirements for sanctioning by the Association as established in these Bylaws.

D. Appeals

Any Association Club that is refused ratification, funding, or is removed or suspended may appeal the decision of the SLC to the Faculty Liaison within thirteen days of being notified of the SLC decision in writing.

Article VI: Licensed Events of the Association

- A. The following regulations apply to licensed events to be held by the Association:
1. notice of intention to hold an event in the name of the Association must be given to appropriate members of Administration in a timely manner;
 2. licensed events must be held in compliance with University policies;
 3. licensed events held by the Association must be conducted in a safe and secure environment;

4. members staging such an event shall put policies and procedures in place to ensure that the service of alcohol to a person who appears to be intoxicated will be suspended; and
5. members staging or responsible for such an event shall ensure that resources are available for the thorough cleanup of any facility used for the event on conclusion of the event.