

ACADIA STUDENTS' UNION BYLAWS

Bylaw #1 Mission Statement

(a) Acadia Students' Union is a student governed organization dedicated to serving its members through effective representation and communications. The Students' Union offers innovative and quality services while providing a variety of opportunities which enhance the overall University experience of the students of Acadia.

(b) Acadia Students' Union believes in and upholds the values of integrity, excellence, and respect, while recognizing the importance of fun, community spirit, and the tradition upon which the ASU was founded.

Bylaw #2 Membership

- (a) There shall be three classes of membership in the ASU which are:
- (b) Ordinary members, who shall consist of every student who is registered at Acadia University as a full-time student and has paid the prevailing regular membership fees for full-time students. Ordinary members defined: Any student registered in three or more courses.
- (c) Associate members, who shall be all students who are registered at Acadia University as part-time students and have paid the prevailing membership fee for part-time student. Associate members defined: Any student registered in fewer than three courses.
- (d) Honorary members, who shall be non-student and include the Chancellor, President, Faculty, Administrative Staff, Alumni of Acadia University, the Administrative Staff of the ASU, and those individuals who are granted Honorary Membership by the Students' Representative Council.

Bylaw #3 Students Representative Council

- (a) There shall be a council of students designated as the "Students' Representative Council," hereinafter referred to as the "SRC" which shall be elected by the members of the ASU in accordance with these bylaws and relevant policy.
- (b) Subject to the Act of Incorporation, all powers of the ASU are vested in the SRC.

Article 1: Composition

- (a) The Students' Representative Council (the "SRC") shall be composed of the following voting members:
 - i. The President (elected);
 - ii. Vice President Academic and External (elected);
 - iii. Vice President Finance (elected);

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- iv. Vice President Student Life (elected);
- v. **Faculty Senator**, One representative from each of the following faculties:
 - a. Arts (elected);
 - b. Professional Studies (elected);
 - c. Pure and Applied Science (elected);
 - d. Theology (elected);
 - e. Graduate Studies (elected).
- vi. Two Councillors 'At Large' (elected);
- vii. One First Year Councillor (elected);
- viii. Community Relations Councillor (elected);
- ix. Diversity and Inclusion Councillor (appointed); and
- x. Sustainability Councillor (elected)

(b) The SRC shall also include the following non-voting members:

- i. One member of the Acadia University Administration (appointed);
- ii. One member of the Acadia University Board of Governors (appointed);
- iii. One member of the Acadia University Faculty (appointed).

(c) All members of the SRC shall attend all regular and special meetings of the SRC.

(d) Members of the SRC shall attend all meetings of standing or special committees of the SRC of which they are members, unless they are excused on reasonable grounds by the Chair of such committee.

Article 2: Purpose, Powers, Duties and Functions

(a) Subject to the Bylaws, all powers of the ASU are vested in the SRC.

(b) The SRC shall carry out its powers, duties, and functions only by:

- i. resolution;
- ii. procedure, when permitted to do so by the ASU Bylaws and policies;
- iii. Bylaw when required to do so by the ASU Bylaws; or
- iv. referendum or plebiscite when required to do so by ASU Bylaws.

(c) The SRC is responsible for:

- i. ensuring the powers, duties, and functions of the SRC are appropriately carried out according to the ASU Bylaws and policies;
- ii. ensuring that policies and programs of the ASU are appropriately developed and evaluated;
- iii. considering the welfare and interests of the ASU as a whole;
- iv. ensuring the timely creation and reporting to the SRC of the Executive Goals;
- v. overseeing the progress and implementation of the Executive Goals; and

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- vi. all other responsibilities of the ASU not explicitly granted to another person or body by the ASU Bylaws.

Article 3: Oath of Office

- (a) SRC members shall both take and sign the Oath of Office before taking office and commencing their duties.
- (b) The Oath of Office for all elected and appointed officials shall be:

"I, [official's name], affirm that I will honour my office by acting in the best interests of the Acadia Students' Union.

I will act with integrity in all my roles and responsibilities.

I will respect the values of the Bylaws of the ASU.

I will strive to free myself from personal bias and make informed decisions. I will work together with my fellow officials for the benefit of all students.

I will serve to the best of my ability and hold myself accountable for the standard of my service."

Article 4: SRC Members Roles and Responsibilities

- (a) The President shall:
 - i. Be the Chief Executive Officer of the ASU, and be responsible to SRC for efficient and proper administration of the ASU;
 - ii. Ensure the enforcement and observation of the Act of Incorporation, Bylaws, and policies;
 - iii. Be the official spokesperson of the ASU;
 - iv. Represent the interests of the ASU at meetings of those external lobby organizations of which the ASU is a member;
 - v. Be responsible for representing the Acadia student body to the Acadia Board of Governors and related committees;
 - vi. Sit ex-officio on the Senate;
 - vii. Sit ex-officio on all ASU Committees and subcommittees;
 - viii. Represent the ASU on any University Committees which require their presence;
 - ix. Act as a liaison between the ASU Executive and the President and Vice- Chancellor of Acadia University;
 - x. Sit on the Wolfville Town and Gown Committee and delegate other Town responsibilities to the Executive Board during the summer, and to the Community Relations Councillor during the fall and winter semesters, as appropriate;
 - xi. Act as chair of the Executive Board;
 - xii. Act as the alternate communications representative of the ASU in conjunction;
 - xiii. Be responsible for other duties as outlined in Executive Board Policy and may be determined by the SRC.

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(b) The Vice President Student Life shall:

- i. Coordinate with Faculty Senators to train Faculty Student Association Executives.
- ii. Ensure adherence to the Bylaws and Policies, and discipline noncompliance as required.
- iii. Coordinate a session regarding legal liability for Faculty Student Association Presidents, Residence Hall President, and Club Presidents;
- iv. Organize and coordinate ASU involvement in the following events and activities on campus:
 - a. ASU Annual Premium Event (Welcome Week, Frost Week)
 - b. Student Leadership Awards and ASU Teaching Recognition Award; and
 - c. Any Acadia-led programming in conjunction with the ASU.
- v. Represent the ASU as a delegate to any external programming organizations;
 - a. Canadian Organization of Campus Activities
- vi. Act as the chief liaison with Residence Life;
- vii. Act as chair of the Student Life Committee;
- viii. Be responsible for other duties as outlined in Executive Board Policy and may be determined by SRC.

(c) The Vice President Academic and External shall:

- i. Be responsible to the President and SRC on academic matters of the University;
- ii. Act as a liaison between the ASU and the offices of the University Vice President Academic, the Registrar, Admissions, Student Accounts, Financial Aid, Career Services, the Learning Commons, and the Student Resource Centre;
- iii. Act as an advocate for students with academic appeals or complaints;
- iv. Represent the ASU as a delegate to any external lobbying organizations of which the ASU is a member;
- v. Be the external lobbying communications officer of the ASU and present a strategy for communicating the interests of the ASU's membership to any external lobbying organizations of which the ASU is a member;
- vi. Create initiatives that foster a positive academic and intellectual climate on campus and within the ASU;
- vii. Act as chair of the Academic Affairs Committee;
- viii. Sit on the Senate of Acadia University and all University Committees and Boards, as required by the Senate regulations;
- ix. Make all student appointments to appropriate University Senate Committees, in consultation with the Student Senators;
- x. Be responsible for such other duties as outlined in Executive Board Policy and may be determined by SRC.

(d) The Vice President Finance shall:

- i. Be responsible to SRC for the supervision of all funds of the ASU;

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- ii. Monitor and record all capital, ensuring that they remain available for use by members of the ASU;
- iii. Supervise the expenditure of all funds which have been approved by SRC;
- iv. **Coordinate Axes in Action fundraising initiatives including:**
 - a. **Overseeing the selection of an Axes in Action volunteer committee with the Vice President, Student Life; and**
 - b. **Remission of funds raised in consort.**
- v. Receive a certified audit for the previous fiscal year on or before the last day of November, and present the audit report to SRC;
- vi. Present to SRC a budget for the upcoming fiscal year before the last meeting in the current fiscal year;
- vii. Act as chair of the Financial Affairs Committee;
- viii. In conjunction with other relevant Executives or Coordinators, be responsible for soliciting sponsorship for ASU Events and Programs, including:
 - a. ASU Annual Premium Event (Welcome Week, Frost Week)
 - b. Student Leadership Awards and ASU Teaching Recognition Award.
- ix. Other ASU events or activities as determined by the Executive or by SRC.
 - i. Provide a mid-year report surrounding the financial position of the ASU to SRC;
 - ii. Be responsible to SRC for review and update of any financial policy of the ASU;
 - iii. Be responsible for other duties as outlined in Executive Board Policy and may be determined by the SRC.

(e) Councillors

- i. The Councillors shall be responsible for representing the Acadia student body, regardless of faculty, year of study, nationality, or other personal characteristics or prohibited grounds of discrimination;
- ii. Be resource Councillors for the members of the Executive and other members of SRC;
- iii. Sit on at least three ASU or University committees;
- iv. Act as Elections Assistants as required at the discretion of the Chief Returning Officer, in accordance with Bylaw 8 and Elections and Referenda Policy;
- v. Be responsible for other duties as assigned by SRC.

(f) Diversity and Inclusion Councillor

- i. In the appointment of the Diversity and Inclusion Councillor, SRC shall engage in a proactive recruitment and appointment practice and shall take all reasonable steps to ensure that the successful applicant for the position is representative of one or more of the following designated groups: women, LGBTQ2S+, people with disabilities, indigenous peoples, and visible minorities.
- ii. Acts as a general advocate for greater diversity and inclusion on campus and recommends programs, services, activities, and initiatives that create a welcoming environment for, and promotes the education and awareness of, issues impacting those students with diverse identities based upon race, ethnicity, culture, heritage, religion, gender, and sexual orientation;

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- iii. Liaise regularly with campus organizations which focus on diverse groups as part of their mandate;
- iv. Chair the Diversity and Inclusion Committee;
- ~~v.~~ Sit on the Student Life Committee and at least one additional ASU or University committee; and
- vi. Be responsible for other duties as assigned by SRC.

(g) The Sustainability Councillor shall:

- i. Nurture an active interest in environmental and sustainability issues and to pursue the creation of a more sustainable campus community;
- ii. Be the chief liaison for any environmental and/or sustainability initiatives between the ASU and the Acadia Sustainability Office;
- iii. Liaise regularly with campus organizations which focus on environmental and sustainability groups as part of their mandate and other inter-university student sustainability initiatives;
- iv. Serve as a voice for sustainability and advance the sustainability policies of the ASU offices and Acadia offices;
- v. Develop policies on sustainability, in accordance with the Policy Development Policy;
- vi. Aid in the development and lobbying for creative sustainability policies, initiatives, educational programs, management systems, and networking activities;
- vii. Chair the Environmental Sustainability Committee; and
- viii. Be responsible for other duties as assigned by SRC.

(h) The Community Relations Councillor shall:

- i. Act as ASU liaison to the Wolfville Town Council;
- ii. Attend all Town Council Meetings and Town and Gown Meetings;
- iii. Hold regular meetings with the Town of Wolfville Compliance Officer;
- iv. Issue a report regarding relevant activities, events, and plans of the Town of Wolfville for presentation to SRC prior to the last SRC meeting of each month;
- ~~v.~~ Sit on the Student Life Committee ;
- vi. Work with the Executive Board to promote town relations and to promote student engagement in the community;
- vii. Represent the interests of "off campus" students;
- viii. Act as the liaison between the "off campus" students and the Town of Wolfville; and
- ix. Be responsible for other duties as assigned by SRC.

(i) The First Year Councillor shall:

- i. Represent Acadia students in their first year of studies;
- ii. Initiate and carry out, with the approval of SRC, one project per semester which they feel is of importance to the student body;
- ~~iii.~~ Sit on the Student Life Committee, and
- iv. Be responsible for other duties as are assigned by SRC.

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- (j) Faculty Senators
 - i. One Student from the Faculty of Arts, the Faculty of Pure and Applied Science, the Faculty of Professional Studies, and the Faculty of Theology and Graduate Studies shall be tasked with representing the students of their faculty to the Acadia Senate and related bodies;
 - ii. Each Faculty Senator shall:
 - a. Sit on at least three University Senate Committees or any other related University Committee with SRC approval;
 - b. Serve on the Academic Affairs Committee;
 - c. Sit on the planning committee of their respective faculties, where applicable;
 - d. Present a goal document for the year, including an outline of how the Faculty Senator(s) will communicate with constituents, at the first regular meeting of SRC upon assuming office;
 - e. Represent academic concerns of students to SRC and to the Vice President Academic and External; and
 - f. Be responsible for other duties as are assigned by SRC.

Article 5: SRC Meeting Process

- (a) A quorum of SRC shall consist of a majority of SRC members (50 percent, plus one) including at least two members of the Executive Board. Unfilled positions shall not be included in determining the number of SRC members;
- (b) Meetings of SRC shall be governed by Robert's Rules of Order as outlined by the Chairperson.
- (c) All regular meetings of the SRC shall be open to all members of the ASU, subject to the discussion of the SRC while in camera.
- (d) All resolutions, motions, and decisions of the SRC shall be recorded in writing or electronically and shall be accessible to students on request;
- (e) Each voting member present at an SRC meeting has one vote on matters put to a vote at the meeting unless the member is required to abstain from voting under a Bylaw or fiduciary duty.
- (f) A resolution is valid by simple majority of the SRC voting members present at the meeting, except where the Bylaws state by special resolution;
- (g) If there is an equal number of votes in favor or opposed to any matter requiring a simple majority, the resolution on motion is defeated;
- (h) SRC members present at an SRC meeting may abstain from voting on any or all motions and resolutions;
- (i) Abstentions herein shall not jeopardize quorum or unanimous consent;
- (j) SRC members shall not exercise their right to vote unless physically or virtually present at an SRC meeting, except where a voting member of the SRC has given a Proxy Statement to the SRC Chair and in accordance with Council Procedural Policy;
- (k) All members of the ASU and guests invited by SRC shall have the right to speak to SRC upon recognition by the Chairperson. All individuals who are neither ASU members nor invited guests may speak to SRC upon recognition by a simple majority of SRC.
- (l) Meetings of SRC shall be convened and chaired by the Chairperson.

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- (m) Regular meetings of SRC shall be held at a time to be decided upon by SRC at the beginning of each academic term.
- (n) Special meetings of SRC shall be held under the following circumstances:
 - i. At the request of the President;
 - ii. At the discretion of the Chairperson;
 - iii. When a majority vote of SRC calls one; or
 - iv. Upon receipt by the Chairperson of a written or electronic request signed by at least 50 ordinary members of the ASU. Such a request must contain the reason for the special meeting.

Article 5: SRC – Attendance

- (a) Attendance during the attendance check shall be required for a member of the SRC to be considered present for an SRC meeting;
- (b) An SRC member who arrives up to 15 minutes after the meeting comes to order may be excused and added to the first attendance check at the discretion of the Chair;
- (c) The SRC may vote, by a simple majority of SRC members present, to excuse a member from an SRC meeting;
- (d) A motion to excuse a member must be made:
 - i. Prior to the SRC member's absence; or
 - ii. At the first SRC meeting after the SRC member's absence.
- (e) Excusable absences from SRC may include:
 - i. Medical emergencies;
 - ii. Family emergencies;
 - iii. Religious convictions;
 - iv. A required course component; or
 - v. Reasonable accommodation as required or permitted by law, or ASU Bylaws, or Policy.
- (f) In contemplating an excusal, the SRC may request documentation, including but not limited to course outlines, medical notes, supervisory letters, or statutory declarations;
- (g) An SRC member is not considered to be absent from a meeting if the member is absent on ASU business;
- (h) The SRC may vote, by simple majority of SRC members present, whether a member's absence is considered ASU business;
- (i) An SRC member who has been absent without SRC excusal on three occasions is automatically vacated from their office.

Article 6: Proxy Statements

- (a) Each voting member of SRC may give a proxy statement to any other voting member of that body.
- (b) Proxy Statements shall:

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- i. Be submitted, in written or electronic form, to the Chairperson's Office no later than 24 hours prior to the meeting where said statement is to be used, except in emergency situations where the Chairperson may use **their** discretion to shorten the notice period;
- ii. Be given in writing to the member who is to hold said proxy no later than 24 hours prior to that meeting unless permission to shorten the notice period has been given by the Chairperson;
- iii. Mandate the holder of the proxy as to how they should vote on specific resolutions;
- iv. Not apply to votes of procedure;
- v. Not apply to votes for which no mandate was given (amendments etc.); and
- vi. Not apply to quorum calculations.

Article 7: Chairperson

- (a) The **Chairperson Hiring Committee shall hire** a Chairperson (the "Chair") who shall **carry out their duties as described in the job description and** be responsible for the conduct of SRC meetings in accordance with the ASU Bylaws, and policies;
- (b) The Chair shall abide by and enforce the established procedures regarding the role of the Chair and the conduct of SRC meetings;
- (c) The Chair shall abide by and maintain the integrity of the ASU Bylaws, Policies, and Procedures and, as an SRC official, the Chair shall be governed by the SRC Code of Conduct;
- (d) A person is not qualified for the position of Chair of SRC if that person:
 - i. Ceases to be an active member of the ASU;
 - ii. Is nominated for an elected position of the SRC;
 - iii. Is an elected or appointed ASU official;
 - iv. Holds any other position of employment within the ASU; or
 - v. Does not have a sessional GPA of at least 2.0 at the time of the appointment.

Article 8: Deputy Chairperson

- (a) The SRC shall appoint a Deputy Chairperson (the "Deputy Chair") from the existing member of the SRC;
- (b) The Deputy Chair is who shall be responsible for assisting the Chair with respect to the conduct of SRC meetings in accordance with the ASU Bylaws, and policies;
- (c) The Deputy Chair shall abide by and maintain the integrity of the ASU Bylaws, policies, and Procedures of the ASU and, as an SRC official, the Deputy Chair shall be governed by the SRC Code of Conduct;
- (d) A person is not qualified to be the Deputy Chair if that person:
 - i. Ceases to be an active member of the ASU;
 - ii. Is nominated for an elected position of the SRC;

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- iii. Is an elected or appointed ASU official;
 - iv. Holds any other position of employment with the ASU; or
- (e) The Deputy Chair shall attend all meetings of SRC and shall be the Recording Secretary of the SRC;

Article 9: Transition of Authority

- (a) The authority of the SRC shall transition from the outgoing SRC to the incoming SRC annually on April 30 (midnight) with the authority of the incoming SRC immediately vesting in the new Executive Board until the first day of the Fall Term.
- (b) Prior to the transition of authority from the outgoing SRC to the incoming SRC and no later than the last day of March, the outgoing SRC shall appoint a non-executive member of the incoming SRC as the Board of Governors Representative.
- (c) All authority of SRC is delegated to the Executive Board during:
 - i. The winter break; and
 - ii. From the last day of exams until the first day of the academic year, unless SRC passes a motion to the contrary, or a special meeting is called during the summer break.

Article 10: SRC Members - Roles and Responsibilities

- (a) All SRC members shall be responsible to:
 - i. Prepare for, attend, and participate in SRC and SRC committees;
 - ii. Make informed decisions;
 - iii. Abide by all ASU Policy;
 - iv. Maintain confidentiality;
 - v. Respect the authority of the SRC and SRC decisions;
 - vi. Act in the best interest of the ASU;
 - vii. Be informed and aware of ASU programs, services, and policies;
 - viii. Participate in training and orientation activities planned by the General Manager, Chairperson, or SRC;
 - ix. Participate in training and orientation of their successors by having meetings and preparing transition materials; and
 - x. Fulfill any other duty that may be assigned or delegated by the SRC.

Article 11: SRC Faculty and University Administration and Acadia Board of Governors - Roles and Responsibilities

- (a) Faculty representative, University Administration representative, and the Acadia Board of Governors representative shall be responsible to:
 - i. Be aware of and understand issues that impact students;

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- ii. Attend and participate in SRC meetings and in SRC committees as appointed or designated by the SRC or Acadia University for the purpose of representing student needs and interests;
- iii. Communicate with students about the ASU's programs, policies, and decisions made by the SRC;
- iv. Advise the SRC on any changes regarding University Policy or Procedure.

Article 12: SRC Members – Reporting

- (a) All SRC members may give a report at each regular SRC meeting regarding:
 - i. Emerging and ongoing issues impacting students; and
 - ii. All recent activities related to their roles and responsibilities as a member of the SRC.
 - iii. Committee Chairs or the Committee Chair alternate shall submit a report (written or verbal) of the Committee's activities at SRC meeting;
 - iv. The President shall present to the SRC all issues of pertinent relevance to students after each Board of Governors meeting;
 - v. Faculty Senators shall report to the SRC on all issues of pertinent relevance to the ASU members after each Senate meeting;
- (b) Each Executive Member shall submit a report to the SRC on the status of their executive goals:
 - i. At the first SRC meeting in September;
 - ii. At the first SRC meeting in January; and
 - iii. At the SRC meeting prior to the end of their term.

Article 13: SRC Members – Resigning

- (a) A member of SRC may resign from office at any time by delivering a signed resignation to the Chairperson. Such resignation is effective at the next meeting of the SRC, when the Chairperson delivers the resignation to SRC, and the resignation is subsequently accepted by the SRC;
- (b) A resignation cannot be withdrawn once it has been delivered to the Chairperson;
- (c) Notwithstanding the provisions of Bylaw 8, if the seat of the President is vacated by resignation in or after January, the Presidential Alternative shall serve the rest of the President's term of office as President;
- (d) During the period in which an Executive Board seat is vacated, the Executive Board shall delegate the resigned member's duties among themselves in a mutually agreeable manner.

Article 14: SRC Members - Impeachment and Suspension

- (a) Any member of SRC will be required to forfeit their position on SRC upon the SRC Chairperson receiving a petition by an ASU member containing the following:
 - i. A clear statement of reason for impeachment based in verifiable actions and evidence;

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- ii. The student number, full name, signature, and Acadia e-mail address of each signatory;
 - iii. The total number of signatories being in excess of 15% of the ASU membership.
- (b) Should an SRC member or other ASU member challenge the merit of 14(a), a final judgement shall be rendered by the Review Board.
- (c) In the event the SRC member being impeached is on the Review Board, they must abstain from any participation in the proceedings outside of presenting their arguments of defense.
- (d) All proceedings of the Review Board are in camera with the exception of the final decision and accompanying report provided to the SRC at the subsequent meeting.
- (e) Any member of SRC may, at the discretion of SRC, by special resolution, be required to forfeit their position on SRC for:
 - i. Not attending two or more consecutive meetings of SRC, or missing a total of four or more meetings through the year, without providing written notification to the Chair 24 hours in advance;
 - ii. Failing to submit two consecutive reports to the Chairperson before a regular meeting of the SRC;
 - iii. Having any semester's honorarium withheld by the Review Board, based on reports received;
 - iv. Any gross violations of ASU Bylaws or Policy; or
 - v. Failure to maintain a sessional GPA of 2.0 or above.
- (f) The Procedure for Impeachment by SRC shall be as follows:
 - i. Any member or official of SRC may be removed from office through a motion of impeachment at a regular or special meeting of SRC;
 - ii. A written notice containing the motion of impeachment, as well as the basis for impeachment shall be presented to SRC at least seven days before the meeting;
 - iii. At the meeting, the author of the motion and the member or official facing impeachment, shall be given an opportunity to present a statement to SRC in public session.
 - iv. After both parties have been provided the opportunity for statements, they must exit the room at which time the remaining Councillors will go in camera for discussion. SRC will return to public session for a vote.
 - v. A special resolution is needed to carry the motion of impeachment.
- (g) If a voting member of SRC is facing impeachment, they will not be eligible to vote on the motion, and their vote will not be included in quorum;
- (h) If a voting member of SRC has authored the motion of impeachment, they will not be eligible to vote on the motion, and their vote will not be included in quorum;
- (i) Quorum for a motion of impeachment shall be 75 percent of the voting members of SRC. All abstentions during the vote shall not be counted in quorum. Failure to meet 75 percent quorum of present voting members shall result in a re-vote, to be held in the same meeting, following further discussion as directed by the Chairperson.
- (j) Any member of SRC may be suspended from office by a majority vote of SRC for a period not exceeding 90 days. Written notice containing the motion of suspension, as well as the basis for

suspension, must be provided to SRC at least seven days before the meeting at which the matter will be discussed in camera and voted on in public session. All or a commensurate apportionment of the suspended member's honoraria will be retained by the ASU in the event of suspension.

Bylaw #4 Standing Committees of SRC

Article 1: General Information

- (a) The Chair of each standing committee is responsible for:
 - i. Creating a meeting agenda and distributing it to committee members no later than 48hrs in advance of the meeting;
 - ii. Ensuring minutes are recorded and distributed to members no later than 48hrs in advance of the ensuing meeting;
 - iii. Forwarding all adopted committee minutes to the SRC Chair;
 - iv. Meet no less than once per month during the Fall and Winter Terms unless otherwise stated in these bylaws.
 - v. **Communicating with internal members and external stakeholders on behalf of the committee.**
- (b) Quorum for all standing committees shall be 50% of voting members unless otherwise stated in these bylaws.
- (c) SRC retains the right to not accept, in whole or in part, any recommendation made to it by its Standing Committees, or any other Committee of SRC unless otherwise stated in bylaw.
- (d) All standing committees are open for members to attend with the exceptions of Executive Board, Review Board, Financial Affairs Committee and Elections Committee.
- (e) Members do not have voting privileges but may be granted speaking rights at the discretion of the Chair.
- (f) Members who wish to have voting privileges can be formally appointed to the committee by the SRC after receiving an approved motion by committee members.
- (g) Meetings shall be made known to the membership on the ASU website and promoted by any other means determined by the committee.

Article 2: Executive Board

- (a) Membership:
 - i. The President, who shall chair the committee;
 - ii. The Vice President Academic and External;
 - iii. The Vice President Finance;
 - iv. The Vice President Student Life;
 - v. The Chairperson of SRC (non-voting); and
 - vi. The General Manager (non-voting), who shall act in the capacity of experienced professional advisor and as a resource for institutional history and precedent to the voting members of the Executive Board

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(b) Rights and Responsibilities

- i. The administrative and operational authority of the ASU shall be vested in the Executive Board;
- ii. Voting members of the Executive Board of the ASU shall:
 - a. Be responsible to SRC; and
 - b. Meet at least once a week during their term of office, as necessary;
- iii. The Executive Board shall have a Presidential Alternate;
- iv. The Presidential Alternate shall be chosen by a majority of the Executive Board;
- v. Should the President leave office or become incapacitated before completion of their term of office, the Presidential Alternate shall become the acting President.
- vi. The Executive Board shall appoint a Vice President to be a Board of Governors Representative.

(c) Meetings

- i. The Executive Board shall meet at the call of the President or a majority of the members of the Executive Board;
- ii. Quorum for the Executive Board shall be fifty percent of the voting members, including the President.

Article 3: Review Board

(a) Membership

- i. The Chairperson of SRC (non-voting), who shall act as chair of the Review Board;
- ii. The President;
- iii. One additional member of the Executive Board of SRC;
- iv. Two non-executive, voting members of SRC, to be appointed by SRC at the first regular meeting of SRC after the By-Election
- v. Two members at large, to be appointed by SRC at the first regular meeting of SRC after the By-Election.
- vi. The General Manager, or designated shall act as a resource person for the Review Board, when deemed necessary.

(b) Rights and Responsibilities

- i. The Review Board shall act impartially, in good faith, and in the best interests of the ASU;
- ii. Interpret and enforce the Bylaws and policies, and act as a resource for the Chairperson in performing their duties;
- iii. Interpret and enforce the SRC Code of Conduct;

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- iv. Review all relevant reports concerning the performance and undertakings of the Executive, SRC, Committees, and Officers of SRC regarding their responsibilities;
- v. Determine the amount of honoraria to be withheld to those eligible positions based on performance reports;
- vi. Review and make recommendations to SRC on any amendments to honoraria for the ensuing year;
- vii. The Review Board shall be invested with the judicial function of the ASU;
- viii. Perform other duties as SRC may deem necessary.

(c) Meetings

- i. The Review Board shall meet at the request of the Chairperson or President;
- ii. All discussions and documentation regarding performance of the Executive, SRC, Committees, and Officers of SRC shall be considered confidential, and the minutes of such discussions shall be sealed. SRC may unseal the minutes and related documentation for their reference regarding an appeal through a majority vote of SRC. The contents of any unsealed minutes and documents shall only be referred to while SRC is in camera and shall be resealed after the deliberations of SRC regarding the appeal.

Article 5: Academic Affairs Committee

- (a) The Academic Affairs Committee is established to address any issues pertinent to the office of the Vice President Academic and External, or any matters referred to it by SRC;
- (b) The Committee shall consist of:
 - i. The Vice President Academic and External, who shall Chair the Committee;
 - ii. One Academic Affairs Director to be appointed by the committee;
 - iii. The Faculty Senators; and
 - iv. One non-executive, voting member of SRC, as selected by SRC.
- (c) The Committee shall perform other duties as deemed necessary by SRC.

Article 6: Financial Affairs Committee

- (a) The Financial Affairs Committee is established to address any issues and projects pertinent to the office of the Vice President Finance , or any matters referred to it by SRC;
- (b) The committee shall be responsible for proposing the yearly budget of the ASU to SRC;
- (c) After the budget has been approved by SRC, further requests for finances shall be made to the committee, which will then forward recommendations to SRC;
- (d) The committee shall be responsible for performing annual club and house council financial account audits. The committee will also notify SRC of any recommended club or house council status changes, including recommending club and house council disciplinary actions up to de-ratification on the basis of an audit;
- (e) The committee shall be responsible for reviewing grant applications.
- (f) The committee shall consist of:

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- i. The Vice President Finance, who shall chair the committee;
 - ii. One Financial Affairs Director to be appointed by the committee;
 - iii. The President;
 - iv. An Internal Organization Coordinator, as selected by the Internal Organization Coordinators at the first meeting;
 - v. Three non-executive, voting members of SRC, as selected by SRC; and
 - vi. The General Manager or designate (non-voting).
- (g) The committee shall perform other duties as deemed necessary by SRC.

Article 7: Student Life Committee

- (a) The Student Life Committee is established to liaise with clubs, off-campus affairs and general student affairs, and address issues and projects pertinent to the office of the Vice President Student Life, or any matters referred to it by SRC;
- (b) The committee shall be responsible for ratifying all Student Organizations and notifying SRC of any recommended status changes, including recommending club and house council disciplinary actions up to de-ratification;
- (c) The committee will meet no less than twice a month during the academic year;
- (d) The committee shall develop a document to present to Council for ratification including but not limited to, the following
 - i. An outline of event themes, timing, promotion, and location of events
- (e) The committee shall work with the Residence Hall Association and Faculty Student Association program events on/off campus and evaluate the success and report to the Financial Affairs Committee about financial outcome of each event.
- (f) The committee shall consist of:
 - i. The Vice President Student Life, who shall chair the committee;
 - ii. One Student Life Director to be appointed by the committee;
 - iii. The Diversity and Inclusion Councillor;
 - iv. Two non-executive, voting members of SRC, as selected by SRC;
 - v. **The President of the Residence Hall Association;**
 - vi. The First Year Councillor;
 - vii. The Community Relations Councillor; and
 - viii. General Manager or designate (non-voting)
- (g) The committee shall perform other duties as deemed necessary by SRC.

Article 9: Diversity and Inclusion Committee

- (a) The Diversity and Inclusion Committee is established to liaise with associated clubs, as well as inform and recommend best-in-class equity, diversity, and human rights programs, tools, and initiatives that will build and strengthen the capacity of the ASU and Acadia to effectively serve the diverse population of the student community.

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- (b) The Committee shall consist of:
 - i. The Diversity and Inclusion Councillor, who shall chair the committee;
 - ii. The President or designate;
 - iii. One voting member of SRC;
 - iv. A self-identified student member of the LGBTQ2S+ community;
 - v. An international student member;
 - vi. A self-identified female student member
 - vii. A self-identified student member of the Black community;
 - viii. A self-identified student member of the Indigenous community;
 - ix. A self-identified student member with a disability.
- (c) The committee shall perform other duties as deemed necessary by SRC.

Article 10: Governance Committee

- (a) The Governance Committee is established to deal with all matters concerning the governance of the ASU, the Bylaws, and policies, or any matters referred to it by SRC;
- (b) The committee shall be responsible for reviewing the Bylaws, including any additions or amendments prior to appearing in a referendum for ratification, and ensuring that they are consistent with and reflective of the values of the ASU;
- (c) The committee shall consist of:
 - i. The Chairperson of SRC (non-voting), who shall Chair the committee;
 - ii. The Deputy Chairperson of SRC, who shall act as a non-voting Recording Secretary for the committee;
 - iii. The President;
 - iv. Two non-executive, voting members of SRC; and
 - v. The General Manager (non-voting).
- (d) The committee shall perform other duties as deemed necessary by SRC.

Article 11: Sustainability Committee

- (a) The Environmental Sustainability Committee is established to nurture an active interest in environmental and sustainability issues and to pursue the creation of a more sustainable campus community;
- (b) The Committee shall consist of:
 - i. The Sustainability Councillor, who shall Chair the committee;
 - ii. Two voting members of SRC;
 - iii. The Vice President Student Life;
 - iv. Two members at large.
- (c) The committee shall perform other duties as deemed necessary by SRC.

Article 12: Nominating Committee

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- (a) The Nominating Committee is established to make recommendations to SRC with respect to all appointed positions of SRC including but not limited to the positions of Diversity and Inclusion Councillor, Deputy Chairperson of SRC, and Deputy Chief Returning Officer.
- (b) The Nominating Committee shall consist of:
 - i. The Chairperson of SRC (non-voting), who shall chair the committee;
 - ii. The President or designate;
 - iii. One member of the Executive;
 - iv. One non-executive SRC member; and
 - v. Two ordinary or associate members of the ASU representing one or more of the following four designated groups: women, LGBTQ2S+, people with disabilities, indigenous peoples, and visible minorities.
- (c) Any member on the committee shall abstain from discussion and voting if the position they currently hold is being considered for nomination.
- (d) All committee positions shall be filled at the first regular meeting of SRC;
- (e) Any conflicts of interest among members of the Nominating Committee shall be made known at the beginning of the Nomination process;
- (f) Any member with a conflict of interest shall temporarily step down for the duration of the nominating of that position;
- (g) The committee shall publicly advertise all appointed positions for a minimum of 14 days through ASU media, emails, and posters;
- (h) The committee shall make a recommendation to SRC regarding the appointment of the applicant that receives the majority of the votes of the committee;
- (i) SRC shall consider the recommendation of the committee at the earliest opportunity. If SRC has not completed the ratification process by April 30, the incoming Executive Board shall be responsible for completing the appointment process;
- (j) All discussions and material referenced by the committee shall remain strictly confidential and any Committee members found to be in breach of the confidentiality provisions shall be dismissed from the committee and replaced by a suitable candidate as approved by SRC.

Bylaw #5 General Manager

- (a) The ASU shall employ a General Manager, who shall be the most senior employee of the ASU.
- (b) The General Manager shall:
 - i. manage the general business affairs of the ASU as determined from time to time by the Executive Board;
 - ii. assist the Executive Board in the implementation of their directives;
 - iii. advise the Executive Board members in the performance of their duties;
 - iv. assist in the development, implementation, and maintenance of the bylaws and policies as required;
 - v. ensure appropriate long-term planning for the ASU;
 - vi. ensure administrative continuity for the ASU;
 - vii. ensure the long-term financial stability of the ASU in cooperation with the Vice-President Finance;

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- viii. assist with the preparation and implementation of budgets;
 - ix. manage the ASU's human resources in cooperation with the President;
 - x. implement and maintain workplace occupational health and safety requirements per applicable statutes;
 - xi. manage the ASU's offices and space;
 - xii. oversee the management of technology within the ASU;
 - xiii. foster, develop, advance, and maintain the ASU's business relationships with external organizations;
 - xiv. in cooperation with the President and Vice-President Academic and External, oversee the organization of the ASU's general meetings;
 - xv. make emergency decisions, when necessary, to be ratified at the next meeting of the Executive Board;
 - xvi. serve as a signing authority for the ASU;
 - xvii. assist, as required, the auditors in their audit of the ASU;
 - xviii. in cooperation with the President, liaise with the ASU's legal counsel and auditors as required from time to time;
 - xix. in cooperation with the President, assist with planning of the strategic direction and development of the ASU;
 - xx. in cooperation with the President, oversee orientation for new Executive Officers;
 - xxi. ensure that appropriate insurance policies are in place, including Directors' and Officers' liability insurance; and
 - xxii. have such other powers and duties as may be set out in bylaw or policy or assigned by the Executive Board from time to time.
- (c) The General Manager shall report to the President and may only be dismissed with cause after a special resolution of SRC.
- (d) Should the General Manager become aware of any bylaw or policy breaches by the President, they are duty bound to report such breaches to the Chairperson of the SRC after having informed the President and seeing no remedy within a reasonable period of time.

Bylaw #6 General Meetings

- (a) The general meeting of the ASU shall be convened and presided over by the Chairperson of the SRC.
- (b) The Executive and the SRC are bound by any and all votes of the general meeting of the ASU.
- (c) A quorum for a general meeting of the ASU shall be 2% or 100 of the student members of the ASU whichever is greater.
- (d) Notice of all motions to be considered by the general meeting of the ASU shall be presented to the Chairperson of the SRC at least 20 days before the date of the general meeting, and shall be signed by the mover, seconder, and 10 other student members of the ASU before being added to the agenda for approval at SRC, approval not being unreasonably withheld.

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- (e) A general meeting of the ASU shall have all powers inherent in the ASU granted by the Act of Incorporation including the power to revoke any decision of the SRC or the Executive if appearing on the agenda.

Article 1: Annual General Meeting

- (a) The ASU shall schedule an annual general meeting not before September 30 and no later than November 30.
- (b) The agenda shall be approved by the SRC at least 15 days in advance of the general meeting and distributed to the membership through e-mail and on the ASU website no later than 10 days prior to the general meeting.
- (c) Mandatory agenda items shall be:
 - i. A presentation of the financial audit;
 - ii. Executive Board report on the year to date and forthcoming goals;
 - iii. The provision of a question period, the length of which shall be determined by the Chairperson.

Article 2: Special General Meeting

- (a) A special general meeting of the ASU may be called by the President as they consider it necessary; or shall be called by the Chairperson of the SRC on receipt of petition signed by the majority of the SRC, or by 10% of the student members of the ASU setting forth the reasons for the proposed meeting. At least 10 days notice will be given of such a meeting to the membership with an accompanying agenda, but it shall be held within 15 days of receipt of such a request.

Bylaw #7 Bylaws and Policies

- (a) SRC members are responsible for knowing and abiding by ASU bylaws and policies.
- (b) Any decision or action not in accordance with bylaw or policy is deemed void and unenforceable and may result in that SRC member incurring personal liability for any loss or damage as a result of non-compliance.

Article 1: Bylaw amendments

- (a) SRC may amend these bylaws only in the circumstance of bringing the ASU into legal compliance resulting from an action outside of its control.
- (b) Bylaw amendments shall be voted on by the membership through a referendum during the General Election and in accordance with Election and Referenda Policy and meet the following conditions:

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- i. Notice of the exact terms of the proposed amendment shall be given to the SRC at a regular meeting.
- ii. The proposed amendment shall be given wide publicity beyond the minutes of the SRC.
- iii. The SRC, at a regular meeting subsequent to the meeting at which notice was given, must agree to the amendment appearing in a referendum by special resolution.

Article 2: Policy amendments

- (a) Policies may be proposed or amended at SRC in accordance with the Policy Development and Amendment Policy.
- (b) Notice of motion must be provided for a proposal or amendment to be considered.

Bylaw #8 Elections and Referenda

Article 1: Principles

- (a) The ASU shall ensure that ASU Elections are administered in accordance with the ASU's mission, vision, and values and that ASU Elections shall be:
 - i. Fair and equitable for all participants;
 - ii. Administered in a manner that is independent and impartial;
 - iii. Transparent and accountable;
 - iv. Democratic;
 - v. Environmentally and financially sustainable; and
 - vi. Grounded in professionalism and respect for all parties.

Article 2: Statement of Independence

- (a) The ASU and members of the SRC will not endorse or support the views of any candidate in any ASU Election and the views of any candidate during the campaign shall not necessarily represent the views of the ASU, or current elected or appointed officials.
- (b) The Chief Returning Officer, Deputy Chief Returning Officer, Poll Supervisors, Poll Clerks, and all other election officials shall not endorse or support any candidate in any ASU Election in which they serve in their respective capacity.

Article 3: General Election, By-Election and Elected Positions

- (a) The ASU shall hold a General Election annually for the following elected positions in accordance with Elections and Referenda Policy:
 - i. President;
 - ii. Vice President Academic and External;

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- iii. Vice President Finance ;
 - iv. Vice President Student Life;
 - v. Two Councillors at large;
 - vi. Sustainability Councillor;
 - vii. Community Relations Councillor;
 - viii. Faculty Senators.
- (b) The ASU shall hold a By-Election annually for the following elected positions and in accordance with Elections and Referenda Policy:
- i. First Year Councillor;
 - ii. Any vacant SRC seats not filled in the General Election;
 - iii. Any vacant SRC seats (including Executive members) that become vacant following the General Election and prior to the Close of Nominations for the By- Election.
- (c) If any office of any member of the Executive Board is vacant or vacated (by resignation or impeachment) after the close of nominations for the By-Election, but prior to the last day of classes in the fall semester, a Special Election shall be held within 30 days of the date that the seat was vacated. Any of the 30 days that fall within the Christmas Break shall not be counted as part of the 30 day period within which the Special Election shall be held.

Article 4: Chief Returning Officer

- (a) The Chairperson (“Chair”) of SRC shall act as a Chief Returning Officer (“CRO”) to serve a fixed term continuing until the end of that academic year.
- (b) The Chair shall not be eligible to serve as a CRO if they are:
- i. A current ASU elected or appointed official;
 - ii. A candidate or official agent in an ASU Election;
 - iii. Employed by the ASU in any other department.
- (c) The CRO shall not be eligible to be nominated in any Election during their term of office and, for greater certainty, the CRO remains ineligible to be nominated in any ASU Election during their term of office from September 15 to the end of the academic year even if they resign their position or are removed from office by SRC.
- (d) The CRO shall be governed by the SRC Code of Conduct as if they were an SRC official.

Article 5: Deputy Chief Returning Officer

- (a) The SRC shall appoint a Deputy Chief Returning Officer no later than August 1 to serve a fixed term commencing on August 1 and continuing until the end of the following academic year.
- (b) An active member shall not be eligible to serve as the Deputy CRO if they are:
- i. A current ASU elected or appointed official;
 - ii. A candidate or official agent in an ASU Election;
 - iii. Employed by the ASU in any other position.
- (c) The Deputy CRO shall not be eligible to be nominated in any ASU Election during their term of office and, for greater certainty, the Deputy CRO remains ineligible to be nominated in any ASU

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Election during their term of office from August 1 to the end of the following academic year even if they resign their position or are removed from office by the SRC.

- (d) The Deputy CRO shall be governed by the SRC Code of Conduct as if they were a SRC official.

Article 6: Elections Committee

- (a) The Elections Committee shall be composed of the following members:
- i. The Chairperson of SRC who shall serve as the Chair of the Elections Committee;
 - ii. The President, who shall serve as the Vice-Chair of the committee;
 - iii. Two members for the Executive
 - iv. Two non-executive voting members of SRC as appointed by SRC.
 - v. One Faculty Senator
- (b) All members of the committee shall remain officially neutral during any ASU Election, Referendum, or Plebiscite and shall not engage in any campaigning for any candidate during their term as a member of the committee;
- (c) No member of SRC is eligible to sit as a member of the committee if that member is nominated to run in any ASU Election;
- (d) All committee positions shall be filled at the first regular meeting of SRC;
- (e) The Elections Committee shall:
- i. Adjudicate complaints filed against the CRO or DCRO;
 - ii. Adjudicate appeals filed in relation to decisions of the CRO;
 - iii. Provide advice on any issue related to an ASU Election including Referendum and Plebiscites, to the CRO as requested by the CRO or as deemed necessary by the committee;
 - iv. Confirm the form of the nomination paper to be used in an ASU Election;
 - v. Confirming that the name of the candidate as it appears on the ballots meets the requirements and that the list of names of candidates on the ballots meets the requirements; and discipline any candidate or election official who contravenes the provisions of bylaw or policy;
 - vi. At the request of the CRO and upon hearing all of the relevant information and upon being satisfied that the ASU Election was not conducted in accordance with the Principles outlined in Article 1, the committee may recommend to SRC that an ASU Election or Referendum, in whole or in part, be overturned, in which case SRC shall make a determination on the issue within seven days of receiving the recommendation of the committee.
 - vii. Make recommendations to SRC with respect to all appointed positions of SRC including but not limited to the positions of Diversity and Inclusion Councillor, Deputy Chairperson of the SRC and Deputy Chief Returning Officer.
 - viii. Publicly advertise all appointed positions for a minimum of 14 days through ASU media, emails and posters;
- (f) The committee shall hold as many meetings in each year as it considers necessary to deal with election issues.

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- (g) Quorum shall be a majority of the members of the committee.
- (h) Meetings of the committee may be called by the Chair of the Elections Committee, or President.
- (i) All discussions and material referenced by the committee shall remain strictly confidential and any committee members found to be in breach of the confidentiality provisions shall be dismissed from the committee and replaced by a suitable candidate as approved by SRC.

Article 7: Election Officials

- (a) The following persons are Election Officials:
 - i. The Chief Returning Officer;
 - ii. The Deputy Chief Returning Officer;
 - iii. The Poll Clerks.
- (b) Election Officials will:
 - i. Carry out their duties in an impartial and objective manner;
 - ii. Not support or endorse any candidate in any manner;
 - iii. Not sign the nomination form for any candidate;
 - iv. Not be eligible for nomination for any position in an election for which they are an official;
 - v. Not submit nomination papers for an elected position in an election for which they are an official.
- (c) Members of SRC are eligible to serve as Poll Clerks at the discretion of the Chief Returning Officer.

Article 8: Voting

- (a) Only members of the ASU may vote in an ASU Election, Referendum, or Plebiscite.
- (b) In the case of a tie vote for an elected position, the CRO will determine the winner by way of a coin toss. The Elections Committee shall set the time and place of the coin toss.
- (c) There is no Proxy voting permitted in any ASU Election.

Article 9: Overturning Election Results

- (a) SRC may, on the recommendation of the Elections Committee, and after hearing all of the evidence and upon being satisfied that the ASU Election was not conducted in accordance with the Principles contained in Article 1, declare that the results of the ASU Election are overturned and further declare that the ASU Election results are null and void, in which case SRC shall set the date of the new ASU Election.
- (b) The new ASU Election shall be held within 30 days of the decision of SRC to declare that the results of the ASU Election are overturned.

Article 10: Referendum and Plebiscites

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- (a) A Referendum or Plebiscite (as the case may be) may be initiated by SRC on any issue through a special resolution of SRC.
- (b) The wording on the ballot shall be approved by SRC.
- (c) A Referendum shall be held prior to the ASU implementing a new student fee, adjusting an existing student fee outside of the originally approved levy parameters, or amending these bylaws.
 - i. A fee designated as a Student Association fee must be renewed every five years by referendum.
- (d) All Referenda and Plebiscites shall require a quorum of 15 percent of eligible voters in order to be considered valid.
- (e) All Referenda and Plebiscites shall be posed in such a way that only "YES", "NO", or "UNDECIDED" responses are available on the ballot.
- (f) "UNDECIDED" votes shall not be counted toward the 15% quorum.
- (g) The ballot shall be ordered as follows:
 - i. "YES";
 - ii. "NO";
 - iii. "UNDECIDED".
- (h) A spoiled ballot shall not be counted as an eligible vote.
- (i) Only members of the ASU are eligible to vote in any Referendum or Plebiscite.
- (j) Each voter shall be allowed to vote for one option.
- (k) There is no Proxy voting permitted in any Referendum or Plebiscite.
- (l) The provisions for overturning an Election Result as provided in Article 9 shall apply in the case of Referendum or Plebiscites with such necessary modifications as the Elections Committee deems appropriate.

Article 11: Amendments

- (a) No amendments to the Elections and Referenda Policy will be made by SRC during the nomination period, campaign period, or voting period of any ASU Election, Referendum, or Plebiscite.

Bylaw 9 External Student Organizations

- (a) The ASU may become a member of an external student organization that requires the ASU or its members to pay a membership fee to that organization, but only if the ASU and the organization enter into a binding, written agreement that guarantees the following:
 - i. The ASU's membership in the organization does not preclude the ASU's membership in any one or more other organizations;
 - ii. Any organization which the ASU is a member of must be open and transparent in its decision-making processes;
 - iii. The external organization must be financially open and transparent. The ASU must be able to hold the organization accountable for all of its

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- expenditures in order to allow the ASU to be fully accountable to its members for any funds paid to the external organization;
 - iv. The ASU's constitution shall always supersede those of the organization's and at no time may the ASU enter into a binding agreement with an organization that has a constitution and bylaws that are in contradiction to those of the ASU's;
 - v. The ASU's membership rights and privileges always supersede those of the organization's and at no time may the ASU enter into a binding agreement with an organization that has a constitution, bylaws or policies that make claim over the membership of the ASU;
 - vi. The organization recognizes that the ASU reserves the right to terminate its membership in the organization according to the ASU's own bylaws and policies.
- (b) Only after determining membership requirements as per (a) have been met and prior to becoming a trial or full member of an external student organization, any obligations between the parties will be reviewed by the ASU's legal counsel and an opinion letter shall be provided to SRC for review.