



Acadia Students' Union
Operating Procedures

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Operating Procedure 1:

Internal Organizations of the Union **Amended in December 2016**

1. The official Internal Organizations of the Union must meet the following criteria:
 1. They will benefit all or a significant portion of the student population.
 2. The Financial Affairs Committee will have ratified the existence of these organizations through a two-thirds vote and will approve their budgets each year.
 3. The mandate of these organizations will include one or more of the following:
 - i. Peer support
 - ii. Promotion of equality of opportunity and treatment among groups on campus;
 - iii. Inter-student communication; and/or iv. Student education.
 4. Internal organization will only be granted this status if they cannot provide the above benefits as a club.
2. The Internal Organizations of the Union are:
 5. Acadia Graduate Students (AGS)
 6. Acadia Pride
 7. Axe Radio
 8. Centre for Global Education (CGE)
 9. Community Outreach
 10. The Athenaeum
 11. The Axe Yearbook
 12. The Mental Health Society
 13. The Women's Centre
3. Internal Organizations are governed by the following stipulations:

- a) Hiring for coordinators is conducted by the outgoing Vice President Student Life, incoming Vice President Student Life (non-voting), two members of Council and the current coordinator (non-voting).
 - i The hiring of the Editor-in-Chief of *The Athenaeum* shall be conducted by *The Athenaeum* Publishing Board, as outlined in *The Athenaeum* Constitution, in conjunction with the incoming Vice President Student Life (with vote).
 - ii The removal of the Editor-in-Chief shall be done by *The Athenaeum* Publishing Board, in conjunction with the Vice President Student Life (with vote).
 - b) The coordinator/editor/executive of an Internal Organization is eligible to receive an honorarium.
 - c) Internal Organizations shall submit budgets to the Vice President Finance and Operations at his/her request and are responsible for keeping a complete and accurate account of all transactions, which shall be submitted to the S.R.C. or the Executive Board upon request.
4. Any Internal Organization Coordinator, except for the Editor-in-Chief of *The Athenaeum*, may be removed from their position by the Review Board if a recommendation is made by the appropriate Vice President and relevant standing committee,
- a) This decision may be overturned to the S.R.C. through a two-thirds majority vote.
5. The Union shall not exercise any editorial control over the content of *The Athenaeum*.
6. The Internal Organization Coordinators shall have one non-voting seat on Council to be shared between all IOs coordinators or determined by vote between IO coordinators.
7. The Internal Organization Coordinators shall have one general voting seat on the Financial Affairs Committee, to be determined by vote between IO coordinators.

Operating Procedure 2:

Student Organization Registration

1. Definitions

- a) Annual Report refers to an annual submission in which a Student Organization acknowledges that it was active in the past year and continues to meet ASU Student Organization registration criteria.
- b) Club Executive refers to the officers or members that compose the primary decision-making body of a Student Organization.
- c) Club Year refers to the year beginning September 1st and ending April 30th.
- d) Governing Document refers to a Student Organization's constitution or bylaws, which establish the purpose of the Student Organization and the rules that govern its affairs.
- e) Provisional Registration refers to a status that may be granted to a Student Organization if its Registered status is pending or subject to validation.
- f) Student Organizations with provisional status may have limited access to ASU Services, resources, and other benefits for a specified time period.
- g) Registered/Registration refers to status achieved by Student Organizations that demonstrate compliance with the criteria and terms of registration established in this procedure.
- h) Student Organization refers to a formal third-party student group such as a club, association, or society that may choose to register with the ASU for access to services, resources, and other benefits.

2. Authority

- a) Section 2 of the Act to Incorporate Acadia Students' Union legislates that the Acadia Students' Union (ASU) shall co-ordinate, promote and direct the activities of the students of Acadia University, including the development and management of student committees, the development and enforcement of rules relating to student affairs and the promotion of the general welfare of the students consistent with the purposes of the Act.
- b) The Student Life Committee is delegated authority by the Students' Representative Council (SRC) to establish principles, strategies and procedures for how the Acadia Students' Union (ASU) supports and engages Student Organizations at Acadia University.

3. Purpose

- a) The purpose of this procedure is to: (a) Provide clarity regarding the ASU's relationship with third-party Student Organizations; (b) Outline the criteria for Student Organizations to obtain Registered Status with the ASU; (c) Outline the terms by which Registered Student Organizations may access ASU services, resources, and other benefits.

4. Principles

- a) The ASU believes that Student Organizations can add value to the student experience. In accordance with this, the ASU encourages the formation of sustainable and financially responsible Student Organizations that practice good governance and create an inclusive, respectful, and fun environment for students.
- b) Statement of Independence
- c) The views and activities of any registered Student Organization shall not necessarily represent the views of the ASU or current Elected or Appointed Officials.

5. Criteria for Registering Student Organizations

- a) At the discretion of the Student Life Committee, a Student Organization may be Registered with the ASU if it can demonstrate that it fulfills the following criteria:
 - i. Student Organizations must consist of 15 members, two-thirds of whom must be Union Members;
 - ii. All Club Executive members must be Union Members;
 - iii. The Student Organization's mandate or objectives must promote the general welfare of students at Acadia University;
 - iv. Membership in the Student Organization must be open to all Union Members;
 - v. The Student Organization operates according to a complete and properly ratified Governing Document;
 - vi. The Student Organization has submitted a completed Registered Club Agreement in the proper form; and
- b) The ASU shall not Register a Student Organization that:
 - i. Intends to restrict membership or participation based on grounds of discrimination protected under the Canadian Human Rights Act or the Nova Scotia Human Rights Act;
 - ii. Is perceived to substantially duplicate the name, mandate, objectives, or activities of an existing Registered Student Organization;

- iii. Is perceived to substantially duplicate the name, mandate, objectives, or activities of an ASU program or service;
- iv. Has or intends to violate ASU or Acadia University policies and procedures;
- v. Has or intends to violate federal, provincial, or municipal legislation;
- vi. Exists to solicit political financial contributions for partisan activities; or
- vii. Exists to fulfill a short-term, time limited mandate.

6. Terms of Registration

- a) The ASU Student Life Committee may deny, revoke, or temporarily suspend a Student Organization's Registered status or access to ASU services and resources if the Student Organization:
 - i. Fails to meet requirements outlined in Union Policy;
 - ii. Fails to submit an insurance fee form, or pay the prescribed insurance fee in a timely manner (if applicable);
 - iii. Fails to pay for goods or services provided by the ASU within the prescribed time period for payment;
 - iv. Fails to submit an event proposal form in a timely manner;
 - v. Fails to collect or submit waivers when notified by the ASU of a requirement to do so;
 - vi. Fails to pay for repairs or replacement of ASU or Acadia University property, for which any of its members are responsible for damage, either through willful action or negligence;
 - vii. Applies for or receives funding or services on behalf of another party; or
 - viii. Applies for or receives funding or services by falsifying or omitting relevant information;
 - ix. Fails to report income.

7. Internal Autonomy

- a) The ASU recognizes Student Organizations provided they comply with:
 - i. (a) Their own Governance Documents; and
 - ii. (b) ASU policies and procedures.

8. Membership Fees
 - a) Student organizations may charge an annual membership fee.
9. Provisional Registration
 - a) At the discretion of the Student Life Committee, the ASU may grant Student Organizations Provisional Registration with specified conditions for continued Registration.
10. University and Other Third-Party Complaints
 - a) The ASU may investigate complaints or charges that a Student Organization has acted in a manner that is inconsistent with this procedure or other ASU policies and procedures.
 - b) As stated in Section 9(a), the Student Life Committee may impose Provisional Registration on a Student Organization while a matter is being investigated and addressed.
 - c) If the ASU receives complaints that a Union Member affiliated with a Student Organization has violated Acadia University policies or procedures, the ASU may refer the matter to the relevant Acadia University authority.
11. Applications to the Review Board
 - a) Union Members may appeal Student Life Committee decisions related to the Student Organization Registration Procedure by submitting a written application to the Review Board within 10 business days of receiving the decision.

Operating Procedure 2: Student Organization Funding and Services Amended in December 2016

1. Definitions

- a) Special Events Funding refers to funds allocated to help finance Student Organization (clubs and Internal Organizations) events that develop and enhance student life.

2. Authority

- a) Section 2 of the Act to Incorporate Acadia Students' Union legislates that the Acadia Students' Union (ASU) shall co-ordinate, promote, and direct the activities of the students of Acadia University, including the development and management of student committees, the development and enforcement of rules relating to student affairs, and the promotion of the general welfare of the students consistent with the purposes of the Act.
- b) Financial Affairs Committee is delegated by the Students' Representative Council (SRC) to establish principles, strategies, and procedures for how the Acadia Students' Union (ASU) supports and engages Student Organizations at Acadia University.
- c) The Financial Affairs Committee is further delegated authority to make funding allocation decisions in accordance with the ASU's Annual Budget, Clubs Committee Procedures, and ASU operational procedures.

3. Purpose

- a) The purpose of this procedure is to:
 - i) Ensure transparency and consistency in how Student Organizations may access ASU funding and services; and
 - ii) Establish high level principles to guide Club and Internal Organizations decisions.

4. General

- a) All funding and services made available to Student Organizations are subject to the availability of funds, equipment, or space, as provided for in the current Annual Budget.

- b) Annual allocations of funding and services for Student Organizations shall be based on a Club Year, as defined in the Student Organization Registration Procedure.
- c) All funding and services made available to Student Organizations may be subject to operational procedures including deadlines and administrative processes established by the Financial Affairs Committee. A Student Organization may not be provided with a type of funding or service that is not generally made available to other Student Organizations.
- d) As established in the Student Organization Registration Procedure, the ASU may limit a Student Organization's access to funding and services for any failure to comply with the Terms of Registration.
- e) All funding shall be distributed on a reimbursement basis via direct deposit to the Student Organization by name; funding shall not be distributed to an individual under any circumstances.

5. Special Event Funding and Expense Reimbursement

- a) Financial Affairs Committee, in accordance with funding availability, may allocate funds for expense reimbursement to Student Organizations for events that:
 - i. Align with the Student Organization's objectives and provide a clear benefit to its members;
 - ii. Does not duplicate an existing program or service provided by Acadia University and/or the ASU;
 - iii. Are inclusive of all union members;
 - iv. Are either innovative and unique or are part of an annual undertaking;
 - v. Demonstrate financial need; and
 - vi. Demonstrate valid expenses.
- b) Special Event Funding applications must be received by the established deadline in the format established by the Financial Affairs Committee or designate. Applications received after the published deadline will not be considered by the Financial Affairs Committee.
- c) The Financial Affairs Committee may require a Student Organization to provide additional information necessary to determine if it is eligible for Special Event Funding.
- d) The Financial Affairs Committee shall not consider Special Event Funding applications that:

- i. Do not align with the funding criteria established in s. 5(1);
 - ii. Are fundraisers for another cause or organization;
 - iii. Will generate a profit for the Student Organization;
 - iv. Duplicate funding requested by another Student Organization for the same event; or
 - v. Request funding for alcohol, tabaco, cannabis, gifts, or honorariums.
6. Discounts
- a) The ASU may allocate free or discounted rentals on rooms, spaces, tables, and equipment as approved under the authority of the Financial Affairs Committee or designate.
 - b) The ASU may provide a discount at ASU businesses, as approved under the authority of the Financial Affairs Committee or designate.
7. Applications to the Review Board
- a) Union Members may appeal Financial Affairs Committee decisions related to the Student Organization Funding and Services Procedure by submitting a written application to the Review Board within 10 business days of receiving the decision.
8. Independence
- a) The ASU will not be held responsible for unforeseen expenses or damages incurred by a student organization in the planning or execution of an event or activity that is funded in full or in part by the ASU.

Operating Procedure 3:

Policy Development Amended in December 2016

1. When an issue that requires action presents itself, the ASU shall write Policy expressing its opinion, sentiment, or position on behalf of all ASU members, on which it will advocate. These procedures outline the process in which Policy shall be drafted, presented, and ratified by the SRC.
2. The Chairperson shall be responsible for upholding these procedures in consultation with the Executive.
3. Policies shall be filed under the combination of a letter corresponding to the Executive Office responsible for it and a number.
 - a) The Executive Offices shall be noted by the following letters:
 - i. President (P)
 - ii. Vice President Academic & External (A & E)
 - iii. Vice President Events & Promotions (E & P)
 - iv. Vice President Finance & Operations (F & O)
 - v. Vice President Student Life (SL)
 - vi. Chairperson (C)
4. Policy must contain the following information:
 - a) The Executive Office responsible for the Policy;
 - b) The date of enactment and the date of expiration;
 - c) “Whereas” clauses to establish the reasons for expressing an opinion, sentiment, or position;
 - i. The rationale for why the ASU is addressing the issue;
 - ii. This may be expressed in consecutive whereas clauses or in multiple paragraphs following a “Whereas” preface.
 - d) A resolution declaring the opinion, sentiment, or position of the ASU; and

- e) Any further resolutions, if necessary, prescribing action to be taken to advance the opinion, sentiment, or position including the office authorized by the SRC to take said action.
5. Any member of SRC may present proposed Policy to Council. The proposed policy will then be referred to a standing committee of Council for review. If a relevant committee does not exist, proposed Policy shall be brought to the Executive Board or an ad Hoc Committee for review. After review, proposed Policy shall be brought back to the SRC for ratification.
 6. The committee has discretion, upon their review, to make any amendments necessary to the proposed Policy and shall recommend the Policy be brought to SRC for approval by way of a majority vote.
 - a) Any policy may be amended, repealed, or ratified at a meeting of SRC by a majority of the members present; and
 - b) Policy shall not conflict with or vary from any other provision of the Constitution, Bylaws, or other established Policy.
 7. Policy becomes effective immediately upon SRC ratification and remains active for five (5) years. Five (5) years past the date of SRC affirmation, the Policy will be deemed inactive.
 - a) Inactive Policy will be brought to SRC and by a majority vote to be either reaffirmed, referred to a committee for review and brought back to SRC for reaffirmation, or will be deemed indefinitely inactive; and
 - b) The Chairperson shall be responsible for presenting inactive or soon-to-be inactive policy to SRC for reaffirmation.
 8. Extenuating circumstances requiring immediate Policy intervention may cause the President to forgo Steps 5 and 6 above, and present policy for immediate ratification to the SRC.
 - a) The “extenuating circumstances” must be outlined by the President upon presentation of any Policy for which Steps 5 and 6 of this Operating Procedure have been forgone. Should a majority of the voting Council members present not agree that the situation dictates “extenuating circumstances” for policy intervention, the Chair shall immediately seek a motion to refer the policy to the appropriate committee per Section 5 of this Policy Development Procedure.

Operating Procedure 4:

House Council Constitution **Amended in April 2017**

Article I: Purpose and Intent

1. House Councils shall strive to:
 - a) Foster a sense of community, house pride, and spirit among the residents of the House;
 - b) Represent residents' interests to Vice President Student Life;
 - c) Afford opportunities for all residents to meet new people and engage in social activities designed for their enjoyment and benefit;
 - d) Foster a sense of pride in the accomplishments of residents and of the House;
 - e) Make all residents aware of the resources available across campus.

Article II: Membership

1. Any resident of the house is eligible for any House Council position provided that they:
 - a) Retain a 2.0 GPA at the time of hiring/nomination
 - b) Conform with University and ASU Policy and Federal, Provincial, and Municipal Law
2. The House Council shall consist of the following voting members:
 - a) Executive Board (appointed):
 - i. President;
 - ii. Vice President of Communications; and
 - iii. Vice President of Events.
 - b) Representatives (elected):
 - i. First Year Representative;
 - ii. The Diversity and Inclusion Representative;
 - iii. Sports Representative;
 - iv. International Representative;

- v. Environmental Representative; and
- vi. Health & Wellness Representative.
3. The Senior Residence Assistant (SRA) of the residence shall be invited to participate in all meetings as a non-voting member.
4. Honorary, non-voting members may be invited to attend regular meetings upon consensus of House Council.
5. The Vice President Student Life may, at their option, attend any meeting of House Council.

Article III: Responsibilities

1. The President shall:
 - a) Preside over all meetings of House Council and the executive board;
 - b) Promote constructive student spirit;
 - c) Provide a monthly report detailing the activities of the House Council to the Vice President Student Life;
 - d) Represent residents at all House Presidents Committee meetings of the Students' Representative Council (SRC);
 - e) Provide detailed communication about House activity during each meeting of the House Presidents Committee;
 - f) Supervise the work of the Executive Vice President and all other House Council members;
 - g) Supervise the day-to-day affairs of the House Council;
 - h) Supervise all programs of the House Council;
 - i) Draft a year-long budget to be ratified at the first meeting of House Council in order to ensure finances are responsibly used throughout the year;
 - j) Report to House Council on the financial affairs of the House;
 - k) Work with all members on House Council to ensure projects are fiscally responsible; and
 - l) Maintain a sessional GPA of 2.0.
2. The Vice President of Communications shall:

- a) Perform the duties of the President in their absence;
- b) Assume the position of President if the President is removed from or leaves office;
- c) Develop a communication strategy to advertise all meetings, events, and activities within the House;
- d) Draft social media posts and submit them to the President for approval;
- e) Take the Minutes for House Council meetings;
- f) Share and invite students over social media to all campus events directed by House President and the SRC;
- g) Take all reasonable steps necessary to ensure the safety and well-being of all students at House events;
- h) Communicate with the appropriate Residence Assistant(s) and Senior Resident Assistant of their residence and the Vice President of Student Life about House events and activities; and
- i) Attend the regularly scheduled House Council meetings.

3. The Vice President of Events shall:

- a) Serve as the main resource for event planning within their residence;
- b) Coordinate with, attend scheduled meetings with, and serve as the main point of contact for the VP Events and Promotions of the ASU;
- c) Provide a proposal of events at the first regular meeting of House Council in each semester, including at least one event each month, four of which must be alcohol-free;
- d) Serve as the liaison with the ASU Bar Manager, ASU Building Manager and any other event contacts;
- e) Organize and oversee all social events approved by House Council;
- f) Ensure that events being held are inclusive or that alternative options are available and being held to promote maximum involvement;
- g) Book and gather equipment and supplies necessary for sanctioned events;
- h) Take all reasonable steps necessary to ensure the safety and well-being of all students at House events;

- i) Work with the House Council President and ASU VP Finance and Operations to ensure fiscally responsible events;
 - j) Coordinate House Council involvement in all House events and activities; and
 - k) Attend the regularly scheduled House Council meetings.
4. The First Year Representative shall:
- a) Serve as the voice of all first-year residents in meetings of House Council;
 - b) Facilitate communications with first-year residents of the House;
 - c) Work with the Executive Vice President to ensure that programming meets the expectations of under-age residents;
 - d) Encourage first-year residents to actively participate in the events of the House.
5. The Diversity and Inclusion Representative shall:
- a) Promote the student inclusion and diversity on-campus;
 - b) Meet on a regular basis with the ASU Diversity & Inclusion Representative as determined by the ASU Diversity & Inclusion Representative;
 - c) Provide information campaigns and events that support the equity and inclusion efforts of the ASU.
6. The Sports Representative shall:
- a) Arrange all intramural teams of the House;
 - b) Encourage resident participation at House games;
 - c) Coordinate practice times, if requested;
 - d) Be responsible for promotions of sporting games on campus;
 - e) Be responsible for bi-weekly or monthly meeting with Intramural Coordinator or as determined by Intramural Coordinator;
 - f) Be responsible for meeting with Acadia Athletics Department at the start of every month or as determined by ASU Vice President Events and Promotions.
7. The International Representative shall:
- a) Serve as the voice of international residents at House Council;

- b) Facilitate communications with international residents of the House and ensure adequate programming;
 - c) Serve as a liaison with the ASU Centre for Global Education and the Acadia University Wong International Centre.
8. The Environmental Representative shall:
- a) Encourage House Council to be environmentally conscious;
 - b) Meet on a regular basis with the ASU Sustainability Representative as determined by the ASU Sustainability Representative;
 - c) Provide information campaigns and events that support the sustainability efforts of the ASU.
9. The Health and Wellness Representative shall:
- a) Encourage House Council to be conscious of the sexual, mental, emotional, and physical health of students when planning events;
 - b) Work with the Acadia Sexual Health Working Group, Acadia Mental Health Initiative, Peer Support Centre, Women’s Centre, and other on- and off-campus groups to build events, policy and programs that address the needs of all on-campus students;
 - c) Actively engage and participate in the promotion of all sexual, mental, emotion and physical health related events or campaigns hosted by the ASU;
 - d) Promote all forms of wellness within the context of Welcome Week and throughout the year.

Article IV: Finances

1. All funds collected through membership dues or fundraising shall be managed in the best interest of all residents.
2. Any student may request a copy of the President’s Report on the financial affairs of the House.
3. A detailed report of all financial activities of the term will be made available to students upon request within reasonable amount of time.
4. If any resident should have a concern regarding the fiscal management of House Council, they may submit a complaint, in writing, to the ASU Vice President Student Life. The complaint shall include a summary of the nature of the concern regarding the financial management of the House Council including the particulars of any alleged financial

mismanagement. A reply will be provided to the complainant by the Vice President Student Life within five (5) business days starting on the day the complaint was submitted.

5. All reimbursement requests for House Council expenditures must be signed by the House Council President and Executive Vice President.

Article V: Meetings

1. Meetings shall provide an opportunity for robust discussion and debate of all issues relevant to residents.
2. House Council shall meet at least once per month, at a time announced by the President, at a time determined by general consensus. Members will be informed of all House Council meetings at least seven (7) days in advance of the meeting.
3. The Executive Board shall meet at least twice a month, at a time announced by the President, at a time determined by general consensus.
4. House Council meeting times shall be published on the lobby bulletin board, in all House emails, and in the residence Facebook Group.
5. All meetings of House Council shall be open to residents, unless in-camera status is deemed necessary by two-thirds of House Council.
6. Each member is responsible for providing notice of absence at least 12 hours in advance of the meeting. If a member fails to provide adequate notice, they may be subject to disciplinary action as outlined in this constitution.
7. The Vice President shall keep record of the Minutes of all meetings of House Council and shall provide the approved Minutes to the ASU Vice President Student Life.

Article VI: Hiring of Executive Board

1. The President and Executive Vice President of each House Council shall be hired by a hiring committee comprised of the incoming ASU Vice President Student Life, the outgoing House President, two (2) non-Executive Members of the ASU Students' Representative Council, and the incoming Senior Residence Assistant (SRA) as a voting member.
2. The hiring process shall consist of the following elements and timeline dates;
 - a) The application period shall open no later than the 15th day of February at 4pm in each year and shall close no later than the 15th day of March in the same year.
 - b) Applicants shall submit a cover letter, resume, and unofficial transcript as well as a creative submission that illustrates why they would be the best candidate for the position and what the Acadia University student experience, event planning, and residence life means to the candidate.

- c) After the application period closes, the Vice President Student Life shall short list and contact all applicants of sufficient quality to invite them to a group interview session.
 - d) The group interview process shall be determined by the Vice President Student Life, in consultation with the House Presidents Committee and Residence Life staff to ensure that all aspects of the positions are evaluated in a fair and equitable manner.
 - e) During the group interview process, outgoing House Presidents and Vice President Communications who are not running for re-appointment will participate as facilitators and observers.
 - f) All facilitators and observers shall provide some form of written documentation on each candidate at their station (i.e. scoring rubric, comment card, etc.) for the Hiring Committee to review.
 - g) After the group interview(s) are completed, the Hiring Committees shall meet collectively to discuss the selection for each House. Facilitators and note takers can share their input on every House contest with the decision to be made by the individual Hiring Committee of each residence.
 - h) Successful candidates shall be contacted by the Vice President Student Life within 48 hours of the decision to inquire if they accept the position.
 - i) All candidates and members of each House will be informed of the hiring decisions within 48 hours of the successful candidate's acceptance of the offer to serve by the Vice President Student Life.
3. The Acadia Students' Union retains the right to not fill the position and also reserves the right to offer any position to an applicant and is not limited to the position for which the applicant applied.

Article VII: Election of Representatives

- 1. The By-Election, for all Representatives shall take place no later than the first Wednesday of October.
- 2. All candidates shall submit a nomination form to the Vice President Communications, including the signatures of ten residents, supporting their candidacy.
- 3. All candidates will have the opportunity to make a presentation at a Candidate Forum held by the Vice President Communications and the President.
- 4. The ballots shall list all candidates in alphabetical order by last name.
- 5. A candidate who receives the most votes cast shall be declared elected.

6. Any candidates running unopposed must receive a majority of ballots cast in order to win the election in the Yes/No election for that position.
7. In the event of electronic balloting House President shall certify the election results.
8. Any election complaints will be heard the ASU Student Life Committee.

Article VIII: Impeachment

1. Any member of House Council can be impeached upon:
 - a) A motion supported by two-thirds of House Council;
 - b) Missing three meetings without notice
 - c) A motion supported by two-thirds of the ASU Student Life Committee.
2. The President of House Council will be impeached if they miss three meetings of the House Presidents Committee, provided that they do not send a delegate.

Article IX: Complaints

1. Any resident may submit a complaint, in writing, about a member on House Council regarding the fulfillment of their respective duties.
2. Complaints will be submitted to the ASU Vice President Student Life.
3. The complaint will be heard by the ASU Student Life Committee.
4. If the Committee determines that an action committed by a member of House Council breached the duty of the member as an Executive or Representative, then the Committee shall provide impose appropriate discipline which may include:
 - a) Written warning;
 - b) Full or partial reduction in benefits or honorarium;
 - c) Suspension of duties;
 - d) Other measures deemed appropriate up to and including termination or removal of office.

Operating Procedure 5:

Acadia Pride Constitution Amended in December 2016

1. Name
 - a) The name of this organization shall be Acadia Pride.
2. Objectives
 - a) The purpose of Acadia Pride is to provide a positive atmosphere to students, faculty, staff and alumni of Acadia University who are homosexual, bisexual, transsexual, transgender, and those who are either curious or supportive of any of the lifestyles.
3. Membership
 - a) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of Acadia Pride;
 - b) Honorary membership may be bestowed on non-union members at the discretion of the coordinator; and
 - c) An active member is defined as someone who attends scheduled meetings and events and/or is included on the Acadia Pride email list.
4. Officers
 - a) There will be one (1) coordinator to oversee the operations of Acadia Pride;
 - b) The coordinator will be hired by the outgoing coordinator, the outgoing ASU Vice President Student Life and the incoming ASU Vice President Student Life;
 - c) The coordinator shall appoint the following officers to assist with operations of Acadia Pride:
 - i. Financial officer; ii. Communications officer; and iii. Events officer.
5. Duties of Officers
 - a) The coordinator:
 - ii. Shall attend all scheduled meetings with the ASU Vice President Student Life; ii. Shall hold a minimum of three (3) office hours per week;

- iii. Shall enforce the organization's constitution;
 - iv. Shall be the primary officer responsible for recruiting new members; v. Shall sit on the Campus Representation Committee vi. Shall organize and facilitate regular meetings of the organization; vii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
 - viii. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office; and
 - ix. Shall present a semesterly report to the ASU Vice President Student Life.
- b) The financial officer:
- iii. Shall oversee the administration of the organization's budget in conjunction with the coordinator and the ASU Vice President Finance & Operations;
 - iv. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
 - v. Shall keep a record of all the organization's purchased property; iv. Shall organize any necessary fundraising for the organization; and
 - v. Shall be responsible for any other duties as requested by the coordinator.
- c) The communications officer:
- i. Shall ensure regular meetings are publicized to members and to the general student body;
 - ii. Shall advertise any events held by the organization;
 - iii. Shall be responsible for publicizing the coordinator position to members during the hiring process; and
 - iv. Shall be responsible for any other duties as requested by the coordinator.
- d) The events officer:
- i. Shall work in conjunction with the coordinator to determine special events for the organization;
 - ii. Shall be responsible for organizational elements of special events such as booking event space, arranging catering, soliciting guest speakers, etc.;
 - iii. Shall work with the financial officer to ensure events follow the organization's budget; and

- iv. Shall be responsible for any other duties as requested by the coordinator.
6. Meetings
- a) Acadia Pride shall meet regularly at a time determined by the coordinator;
 - b) Meetings shall be publicized to members and the general student body at least a week in advance; and
 - c) The regular meeting time shall be publicized by means including but not limited to:
 - vi. Notice on the ASU website; ii. Posters; iii. Notice to email list; and/or iv. Notice in the ASU all student email.
7. Impeachment of Officers
- a) Either the financial, communications or events officer may be impeached by an anonymous vote of all officers including the coordinator but excluding the officer in question;
 - vii. Any impeachment vote by the two officers not affected and the coordinator must be unanimous to take effect; and
 - viii. Any successful impeachment vote must be reported to the ASU Vice President Student Life before the next regular meeting of the organization.
 - b) A recommendation to dismiss the coordinator may be made to the Review Board if:
 - ix. A recommendation is made by the ASU Vice President Student Life to the Student Life Committee; and
 - x. The Student Life Committee votes with a majority (50% +1) in favour of the recommendation.
8. Finance and Audit
- a) The coordinator of the organization will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the financial officer and the ASU Vice President Finance & Operations;
 - b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
 - c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;

- d) Both the coordinator and the financial officer must sign all reimbursement requests and/or purchase orders; and
 - e) All expenditures for the organization shall be subject to the approval of the ASU Vice President Finance & Operations.
9. Property
- a) Any items purchased by the organization shall be recorded by the financial officer and be included in the semesterly reports submitted by the coordinator;
 - b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.
10. Internal Policies
- a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Student Life.
11. Constitutional Amendment
- a) Either the coordinator or the ASU Vice President Student Life may propose amendments to this constitution;
 - b) The ASU Vice President Student Life shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

Operating Procedure 6: Centre for Global Education Constitution

Amended in December 2016

1. Name
 - a) The name of this organization shall be the Centre for Global Education.
2. Objectives
 - a) The purpose of the Centre for Global Exchange is to facilitate and promote cultural celebration and inclusiveness within the student population and the broader community by providing students, faculty, staff and alumni of Acadia University with cultural event opportunities.
3. Membership
 - a) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of the Centre for Global Education;
 - b) Honorary membership may be bestowed on non-union members at the discretion of the coordinator; and
 - c) An active member is defined as someone who attends scheduled meetings and events and/or is included on the Centre for Global Education email list.
4. Officers
 - a) There will be one (1) coordinator to oversee the operations of the Centre for Global Education;
 - b) The coordinator will be hired by the outgoing coordinator, the outgoing ASU Vice President Student Life and the incoming ASU Vice President Student Life;
 - c) The coordinator shall appoint the following officers to assist with operations of the Centre for Global Education:
 - i) Financial officer;
 - ii) Communications officer; and
 - iii) Events officer.
5. Duties of Officers

- a) The coordinator:
 - i. Shall attend all scheduled meetings with the ASU Vice President Student Life; ii. Shall hold a minimum of three (3) office hours per week;
 - iii. Shall enforce the organization's constitution;
 - iv. Shall be the primary officer responsible for recruiting new members;
 - v. Shall sit on the Campus Representation Committee
 - vi. Shall organize and facilitate regular meetings of the organization;
 - vii. Shall act as an International Ambassador during international student orientation in both September and January, hosting one event per orientation;
 - viii. Shall organize and host at least two (2) events during the fall semester aimed at integrating Canadian and international students, with one event being held before October 31st and one before December 31st;
 - ix. Shall organize and host at least two (2) events during the winter semester aimed at integrating Canadian and international students, with one event being held before March 1st and one being the International Banquet;
 - x. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
 - xi. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office;
 - xii. Shall present a semesterly report to the ASU Vice President Student Life; and xiii. Shall oversee and assist officers in the performance of their duties.
- b) The financial officer:
 - ii. Shall oversee the administration of the organization's budget in conjunction with the coordinator and the ASU Vice President Finance & Operations;
 - iii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
 - iv. Shall keep a record of all the organization's purchased property;
 - v. Shall organize any necessary fundraising for the organization; and
 - vi. Shall be responsible for any other duties as requested by the coordinator.
- c) The communications officer:

- i. Shall ensure regular meetings are publicized to members and to the general student body;
 - ii. Shall advertise any events held by the organization;
 - iii. Shall be responsible for publicizing the coordinator position to members during the hiring process; and
 - iv. Shall be responsible for any other duties as requested by the coordinator.
 - d) The events officer:
 - i. Shall work in conjunction with the coordinator to determine special events for the organization;
 - ii. Shall be responsible for organizational elements of special events such as booking event space, arranging catering, soliciting guest speakers, etc.;
 - iii. Shall work with the financial officer to ensure events follow the organization's budget; and
 - iv. Shall be responsible for any other duties as requested by the coordinator.
6. Meetings
- a) The Centre for Global Education shall meet regularly at a time determined by the coordinator;
 - b) Meetings shall be publicized to members and the general student body at least a week in advance; and
 - c) The regular meeting time shall be publicized by means including but not limited to:
 - i. Notice on the ASU website;
 - ii. Posters;
 - iii. Notice to email list; and/or
 - iv. Notice in the ASU all student email.
7. Impeachment of Officers
- a) Either the financial, communications or events officer may be impeached by an anonymous vote of all officers including the coordinator but excluding the officer in question;

- v. Any impeachment vote by the two officers not affected and the coordinator must be unanimous to take effect;
 - vi. Any successful impeachment vote must be reported to the ASU Vice President Student Life before the next regular meeting of the organization.
- b) A recommendation to dismiss the coordinator may be made to the Review Board if:
- vii. A recommendation is made by the ASU Vice President Student Life to the Student Life Committee; and
 - viii. The Student Life Committee votes with a majority (50% +1) in favour of the recommendation.
8. Finance and Audit
- a) The coordinator of the organization will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the financial officer and the ASU Vice President Finance & Operations;
 - b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
 - c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
 - d) Both the coordinator and the financial officer must sign all reimbursement requests and/or purchase orders; and
 - e) All expenditures for the organization shall be subject to the approval of the ASU Vice President Finance & Operations.
9. Property
- a) Any items purchased by the organization shall be recorded by the financial officer and be included in the semesterly reports submitted by the coordinator;
 - b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.
10. Internal Policies
- a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Student Life.
11. Constitutional Amendment

- a) Either the coordinator or the ASU Vice President Student Life may propose amendments to this constitution;
- b) The ASU Vice President Student Life shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

Operating Procedure 7:

Community Outreach Constitution Amended in December 2016

1. Name
 - a) The name of this organization shall be Community Outreach.
2. Objectives
 - a) The purpose of Community Outreach shall be to inform Acadia students, faculty, staff, and community members about the multi-dimensional nature of hunger; and to enable anyone who is interested to participate in initiatives to help combat hunger in the surrounding community.
3. Membership
 - a) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of Community Outreach;
 - b) Honorary membership may be bestowed on non-union members at the discretion of the coordinator; and
 - c) An active member is defined as someone who attends scheduled meetings and events and/or is included on the Community Outreach email list.
4. Officers
 - a) There will be one (1) coordinator to oversee the operations of Community Outreach;
 - b) The coordinator will be hired by the outgoing coordinator, the outgoing ASU Vice President Finance & Operations and the incoming ASU Vice President Student Life;
 - c) The coordinator shall appoint the following officers to assist with operations of Community Outreach:
 - i) Financial officer;
 - ii) Promotion and Education officer;
 - iii) Human Resource officer; and

iv) Donation and Community Outreach officer.

5. Duties of Officers

a) The coordinator:

- i) Shall attend all scheduled meetings with the ASU Vice President Student Life;
- ii) Shall hold a minimum of three (3) office hours per week;
- iii) Shall enforce the organization's constitution;
- iv) Shall be the primary officer responsible for recruiting new members;
- v) Shall organize and facilitate regular meetings of the organization;
- vi) Shall act as the chief liaison between the organization and the national Meal Exchange office;
- vii) Shall act as the chief coordinator for the Trick-or-Eat, Skip-a-Meal and Clear-the-Shelves programs;
- viii) Shall oversee and sign all reimbursements and/or purchase orders of the organization;
- ix) Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office; and
- x) Shall present a semesterly report to the ASU Vice President Student Life; and
- xi) Shall oversee and assist officers in the performance of their duties.

14. The financial officer:

- i) Shall oversee the administration of the organization's budget in conjunction with the coordinator and the ASU Vice President Finance & Operations;
- ii) Shall be responsible for completing a monthly budget form;
- iii) Shall oversee and sign all reimbursements and/or purchase orders of the organization;
- iv) Shall keep a record of all the organization's purchased property;
- v) Shall organize any necessary fundraising for the organization;

- vi) Shall be the officer in charge of securing and depositing any funds; and
- vii) Shall be responsible for any other duties as requested by the coordinator.

15. The promotion and education officer:

- i) Shall ensure volunteer opportunities are publicized to members and to the general student body;
- ii) Shall advertise any events held by the organization;
- iii) Shall be the liaison between the organization and local and campus media;
- iv) Shall be responsible for awareness and education campaigns about local hunger;
- v) Shall be responsible for promoting the organization's vision to other groups on campus as well as administration;
- vi) Shall be responsible for publicizing the coordinator position to members during the hiring process; and
- vii) Shall be responsible for any other duties as requested by the coordinator.

b) The human resources officer:

- i) Shall work with the coordinator to recruit new committee members and volunteers;
- ii) Shall be responsible for any records of volunteers' involvement;
- iii) Shall be responsible for recognizing efforts of volunteers;
- iv) Shall be responsible for increasing on campus presence of the organization; and
- v) Shall be responsible for any other duties as requested by the coordinator.

c) The donation and community outreach officer:

- i) Shall be the liaison between the organization and community agencies;
- ii) Shall coordinate food deliveries;
- iii) Shall be responsible for conveying the mission of the organization to the community;
- iv) Shall liaise with the financial officer on event budgets;

- v) Shall be responsible for corresponding all campaign information with the national office; and
 - vi) Shall be responsible for any other duties as requested by the coordinator.
- 6. Meetings
 - a) Officers of Community Outreach shall meet regularly at a time determined by the coordinator; and
 - b) The coordinator shall publicize the regular meeting time to the officers by emails.
- 7. Impeachment of Officers
 - a) Any officer may be impeached by an anonymous vote of all officers including the coordinator but excluding the officer in question;
 - i) Any impeachment vote by the three officers not affected and the coordinator must be unanimous to take effect; and
 - ii) Any successful impeachment vote must be reported to the ASU Vice President Student Life before the next regular meeting of the organization.
- 16. A recommendation to dismiss the coordinator may be made to the Review Board if:
- 17. A recommendation is made by the ASU Vice President Student Life to the Student Life Committee; and
- 18. The Student Life Committee votes with a majority (50% +1) in favour of the recommendation.
- 8. Finance and Audit
 - a) The coordinator of the organization will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the financial officer and the ASU Vice President Finance & Operations;
 - b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
 - c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
 - d) Both the coordinator and the financial officer must sign all reimbursement requests and/or purchase orders; and

- e) All expenditures for the organization shall be subject to the approval of the ASU Vice President Finance & Operations.
9. Property
- a) Any items purchased by the organization shall be recorded by the financial officer and be included in the semesterly reports submitted by the coordinator; and
 - b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.
10. Internal Policies
- a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Student Life.
11. Constitutional Amendment
- a) Either the coordinator or the ASU Vice President Student Life may propose amendments to this constitution; and
 - b) The ASU Vice President Student Life shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

Operating Procedure 8: Acadia Mental Health Initiative Constitution
Amended in December 2016

1. Name
 - a) The name of this organization shall be the Acadia Mental Health Initiative.
2. Objectives
 - a) Promote mental wellness in the Acadia community through both individual peer support and advocacy initiatives;
 - b) Create and maintain a supportive and collaborative working environment for the executive officers and membership;
 - c) Create and maintain a safe, inclusive and stigma-free environment in all meetings and events in which participants may speak openly about mental health and related topics;
 - d) Provide training and workshop opportunities that empower students with the knowledge and skills needed to promote mental wellness and respond to mental distress as a community;
 - e) During coordinator office hours, provide a safe, inclusive and stigma-free environment, assistive listening, and referral to additional supports;
 - f) Promote Acadia- and community-based resources and mental health supports to the student body;
 - g) Strive to generate discussion and action on mental health that is inclusive of the interests of students of all identities and cultural backgrounds;
 - h) Strive to dismantle the stigma surrounding psychiatric disability and promote acceptance of neurodiversity in the Acadia community; and
 - i) In all operations, understand and approach mental health and psychiatric disability as issues of social justice.
3. Membership
 - a) All ASU members;
 - b) Honorarium membership may be bestowed on non-union members at the discretion of the coordinator; and

- c) An active member is defined as someone who attends scheduled meetings and events and/or is included on the Acadia Mental Health Initiative email list or social media.

4. Officers

- a) There will be one (1) coordinator to oversee the operations of the Acadia Mental Health Initiative;
- b) The coordinator will be hired by the outgoing coordinator, the outgoing ASU Vice President Student Life and the incoming Vice President Student Life;
- c) The coordinator shall appoint the following officers to assist with operations of the Acadia Mental Health Initiative;
 - i) Finance and Administration Officer;
 - ii) Communications and Marketing Officer;
 - iii) Events Officer; and
 - iv) Community Outreach Officer.

5. Duties of Officers

- a) The coordinator:
 - i) Shall attend all scheduled meetings with the ASU Vice President Student Life;
 - ii) Shall hold a minimum of three (3) office hours per week;
 - iii) Shall enforce the organization's constitution;
 - iv) Shall be the primary officer responsible for recruiting new members;
 - v) Shall organize and facilitate regular meetings of the organization;
 - vi) Shall oversee and sign all reimbursements and/or purchase orders of the organization;
 - vii) Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office; and
 - viii) Shall present a semesterly report to the ASU Vice President Student Life.

- ix) Shall attend training and professional development opportunities hosted by the ASU or externally to qualify the coordinator to provide peer support to the student body.
- b) The Finance and Administration Officer:
 - i) Shall oversee the administration of the organization's budget in partnership with the coordinator and the ASU Vice President Finance & Operations;
 - ii) Shall oversee and sign all reimbursements and/or purchase orders of the organization;
 - iii) Shall keep a record of all the organization's purchased property;
 - iv) Shall organize any necessary fundraising for the organization; and
 - v) Shall be responsible for any other duties as requested by the coordinator;
- c) The Communications and Marketing Officer;
 - i) Shall ensure regular meetings are publicized to members and to the general student body;
 - ii) Shall work in partnership with the coordinator in managing the organization's social media;
 - iii) Shall advertise any events held by the organization; and
 - iv) Shall be responsible for any other duties as requested by the coordinator.
- d) The Events Officer:
 - i) Shall work in partnership with the coordinator to determine special events for the organization;
 - ii) Shall be responsible for organizational elements of special events such as booking event space, arranging catering, soliciting guest speakers, etc.;
 - iii) Shall work with the Finance and Administration Officer to ensure events follow the organization's budget; and
 - iv) Shall be responsible for any other duties as requested by the coordinator.
- e) The Community Outreach Officer:
 - i) Shall work in partnership with the coordinator to identify and liaise with on-campus and community resources relevant to, or that share the mission of, the organization;

- ii) Shall work in partnership with the coordinator and the Communications and Marketing Officer to identify and promote on-campus and community resources relevant to student wellness to the Acadia student body.

6. Meetings

- a) The Acadia Mental Health Initiative shall meet regularly at a time determined by the coordinator;
- b) Meetings shall be publicized to the organization's membership and the general student body at least a week in advance; and
- c) The regular meeting time shall be publicized by means including but not limited to:
- d) Notice on the ASU website;
- e) Posters;
- f) Notice to email list; and/or
- g) Notice to the ASU all student email.

7. Impeachment of Officers

- (a) Either the financial, communications or events officer may be impeached by an anonymous vote of all officers including the coordinator but excluding the officer in question;
 - i. Any impeachment vote by the two officers not affected and the coordinator must be unanimous to take effect; and
 - ii. Any successful impeachment vote must be reported to the ASU Vice President Student Life before the next regular meeting of the organization.
- (b) A recommendation to dismiss the coordinator may be made to the Review Board if:
 - i. A recommendation is made by the ASU Vice President Student Life to the Student Life Committee; and
 - ii. The Student Life Committee votes with a majority (50% +1) in favour of the recommendation.

8. Finance and Audit

- a) The coordinator of the organization will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the financial officer and the ASU Vice President Finance & Operations;

- b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
- c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
- d) The coordinator or the Finance and Administration Officer must sign all reimbursement requests and/or purchase orders; and
- e) All expenditures for the organization shall be subject to the approval of the ASU and Vice President Finance & Operations.

9. Property

- a) Any items purchased by the organization shall be recorded by the financial officer and be included in the semesterly reports submitted by the coordinator; and
- b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.

10. Internal Policies

- a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Student Life.

11. Constitutional Amendment

- a) Either the coordinator or the ASU Vice President Student Life may propose amendments to this constitution; and
- b) The ASU Vice President Student Life shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

Operating Procedure 9:

The Women's Centre Constitution **Amended in December 2016**

1. Name
 - a) The name of this organization shall be the Women's Centre.
2. Objectives
 - a) The purpose of the Women's Centre is to raise awareness of women's issues on the Acadia University campus, provide a safe and welcoming environment for any person in need of peer counselling or referral services, create unity among the female population of Acadia University, recognize important events/dates for females, and promote gender equality.
3. Membership
 - a) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of the Women's Centre;
 - b) Honorary membership may be bestowed on non-union members at the discretion of the coordinator; and
 - c) An active member is defined as someone who attends scheduled meetings and events and/or is included on the Women's Centre email list.
4. Officers
 - a) There will be one (1) coordinator to oversee the operations of the Women's Centre;
 - b) The coordinator will be hired by the outgoing coordinator, the outgoing ASU Vice President Student Life and the incoming ASU Vice President Student Life;
 - c) The coordinator shall appoint the following officers to assist with operations of the Women's Centre:
 - i) Financial officer;
 - ii) Communications officer; and
 - iii) Events officer.
5. Duties of Officers

- a) The coordinator:
 - i. Shall attend all scheduled meetings with the ASU Vice President Student Life;
 - ii. Shall hold a minimum of three (3) office hours per week;
 - iii. Shall enforce the organization's constitution;
 - iv. Shall be the primary officer responsible for recruiting new members;
 - v. Shall sit on the Campus Representation Committee;
 - vi. Shall organize and facilitate regular meetings of the organization;
 - vii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
 - viii. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office;
 - ix. Shall present a semesterly report to the ASU Vice President Student Life; and
 - x. Shall oversee and assist officers in the performance of their duties.

- b) The financial officer:
 - i) Shall oversee the administration of the organization's budget in conjunction with the coordinator and the ASU Vice President Finance & Operations;
 - ii) Shall oversee and sign all reimbursements and/or purchase orders of the organization;
 - iii) Shall keep a record of all the organization's purchased property;
 - iv) Shall organize any necessary fundraising for the organization; and
 - v) Shall be responsible for any other duties as requested by the coordinator.

- c) The communications officer:
 - i) Shall ensure regular meetings are publicized to members and to the general student body;
 - ii) Shall advertise any events held by the organization;
 - iii) Shall be responsible for publicizing the coordinator position to members during the hiring process; and
 - iv) Shall be responsible for any other duties as requested by the coordinator.

- d) The events officer:
 - i) Shall work in conjunction with the coordinator to determine special events for the organization;
 - ii) Shall be responsible for organizational elements of special events such as booking event space, arranging catering, soliciting guest speakers, etc.;
 - iii) Shall work with the financial officer to ensure events follow the organization's budget; and
 - iv) Shall be responsible for any other duties as requested by the coordinator.

6. Meetings

- a) The Women's Centre shall meet regularly at a time determined by the coordinator;
- b) Meetings shall be publicized to members and the general student body at least a week in advance; and
- c) The regular meeting time shall be publicized by means including but not limited to:
 - i) Notice on the ASU website;
 - ii) Posters;
 - iii) Notice to email list; and/or
 - iv) Notice in the ASU all student email.

7. Impeachment of Officers

- a) Either the financial, communications or events officer may be impeached by an anonymous vote of all officers including the coordinator but excluding the officer in question;
- b) Any impeachment vote by the two officers not affected and the coordinator must be unanimous to take effect;
- c) Any successful impeachment vote must be reported to the ASU Vice President Student Life before the next regular meeting of the organization.
- d) A recommendation to dismiss the coordinator may be made to the Review Board if:
 - i) A recommendation is made by the ASU Vice President Student Life to the

- ii) Student Life Committee; and ii. The Student Life Committee votes with a majority (50% +1) in favour of the recommendation.

8. Finance and Audit

- a) The coordinator of the organization will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the financial officer and the ASU Vice President Finance & Operations;
- b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
- c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
- d) Both the coordinator and the financial officer must sign all reimbursement requests and/or purchase orders; and
- e) All expenditures for the organization shall be subject to the approval of the ASU Vice President Finance & Operations.

9. Property

- a) Any items purchased by the organization shall be recorded by the financial officer and be included in the semesterly reports submitted by the coordinator;
- b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.

10. Internal Policies

- a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Student Life.

11. Constitutional Amendment

- a) Either the coordinator or the ASU Vice President Student Life may propose amendments to this constitution; and
- b) The ASU Vice President Student Life shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

Operating Procedure 10:

The *Axe Yearbook* Constitution Amended in December 2016

1. Name
 - a) The name of this organization shall be the *Axe Yearbook*.
2. Objectives
 - a) The purpose of the *Axe Yearbook* is to publish a yearbook of the highest quality that represents as many aspects of the Acadia University experience as possible while striving to include high quality journalism.
3. Membership
 - a) Members shall include all staff and volunteer positions;
 - b) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to apply for staff or volunteer positions;
 - c) Staff positions will be hired by the Publication Coordinator and subject to the discretion of the ASU Vice President Student Life; and
 - d) Volunteer positions will be assigned by the Editor and subject to the discretion of the ASU Vice President Student Life.
4. Officers
 - a) Publication Coordinator;
 - b) Assistant Editor;
 - c) Photography Editor;
 - d) Head Photographer; and
 - e) Digital Design Editor.
5. Duties of Officers
 - a) Publication Coordinator:

- i) Shall attend all scheduled meetings with the ASU Vice President Student Life;
- ii) Shall hold a minimum of three (3) regular office hours per week;
- iii) Shall enforce the Axe Yearbook's constitution;
- iv) Shall organize and facilitate regular meetings of the organization;
- v) Shall oversee and sign all reimbursements and/or purchase orders of the organization;
- vi) Shall present a semesterly report to the ASU Vice President Student Life;
- vii) Shall oversee officers in the performance of their duties;
- viii) Shall design the Axe Yearbook using creativity and imagination;
- ix) Shall design and layout ads for inclusion in the Axe Yearbook;
- x) Shall ensure that the information featured in the Axe Yearbook is accurate and conveys a positive image for the ASU;
- xi) Shall solicit and collect information for publication, including information and pictures pertinent to student life;
- xii) Shall ensure that each event featured in the Axe Yearbook has a description and/or write-up of at least 75 words;
- xiii) Shall promote use of the Axe Yearbook within the ASU;
- xiv) Shall coordinate the flow of information generic to Axe Yearbook;
- xv) Shall ensure that at least $\frac{1}{4}$ of all pictures have a caption or names;
- xvi) Shall liaise with the publisher to ensure proper and effective communication regarding the publishing of the Axe Yearbook, including dates of publication and deadlines;
- xvii) Shall adhere to publication deadlines set by the Editor and the ASU Vice President Student Life together;
- xviii) Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of the academic year of their term of office;
- xix) Shall liaise with the ASU Advertising Manager regarding the placing and quality of advertising within Axe Yearbook; and

- xx) Shall submit a semesterly report as well as a report upon completion of the Axe Yearbook to the ASU Vice President Student Life.
- b) Assistant Editor:
 - i) To assist the editor in planning and producing the Axe yearbook;
 - ii) To attend weekly staff meetings;
 - iii) To design and produce layouts;
 - iv) To be involved in all aspects of producing the Axe yearbook as needed; and
 - v) To hold regular office hours (minimum 3 hours per week).
- c) Photography Editor:
 - i) To choose photos for layouts;
 - ii) To design and produce layouts;
 - iii) To act as a photographer as needed;
 - iv) To attend weekly staff meetings; and
 - v) To hold regular office hours (minimum 3 hours per week).
- 19. Head Photographer:
 - i) To arrange for volunteer photographers to attend and photograph all campus events;
 - ii) To liaison between the volunteer photographers and the Axe Yearbook staff;
 - iii) To attend weekly staff meetings; and
 - iv) To hold regular office hours (minimum 3 hours per week).
- 20. Digital Design Editor:
 - i) To design and create all digital art needed for the Axe Yearbook; and
 - ii) To meet with the Editor for approval of digital art.
- 21. Financial Officer:
 - i) Shall oversee the administration of the organization's budget in conjunction with the Editor and the ASU Vice President Finance & Operations;

- ii) Shall oversee and sign all reimbursements and/or purchase orders of the organization;
- iii) Shall keep a record of all the organization's purchased property; and
- iv) Shall organize any necessary fundraising for the organization.

6. Meetings

- a) Meetings shall be held on a weekly basis;
- b) All staff members are required to attend each weekly meeting unless excused at the discretion of the Editor.

7. Impeachment of Officers

- a) Either the Assistant Editor, the Photography Editor, the Head Photographer, or the Digital Design Editor may be dismissed by the coordinator subject to the approval of the ASU Vice President Student Life;
- b) A recommendation to dismiss the coordinator may be made to the Review Board if:
 - i) A recommendation is made by the ASU Vice President Student Life to the Student Life Committee; and
 - ii) The Student Life Committee votes with a majority (50% +1) in favour of the recommendation.

8. Finance and Audit

- a) The funds for the *Axe Yearbook* are derived from its annual operating budget as provided by the Acadia Students' Union as well as from funds solicited for advertising in the *Axe Yearbook*;
- b) The Publication Coordinator will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the ASU Vice President Finance & Operations;
- c) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
- d) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
- e) Both the Publication Coordinator and the financial officer must sign all reimbursement requests and/or purchase orders; and

- f) All expenditures for the organization shall be subject to the approval of the ASU Vice President Student Life and Vice President Finance & Operations.

9. Property

- a) Any items purchased by the organization shall be recorded by the Publication Coordinator and included in the semesterly reports submitted to the ASU Vice President Student Life; and
- b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.

10. Internal Policies

- a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Student Life.

11. Constitutional Amendment

- a) Either the coordinator or the ASU Vice President Student Life may propose amendments to this constitution;
- b) The ASU Vice President Student Life shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

Operating Procedure 11:

The Athenaeum Constitution Amended in December 2016

1. Name
 - a) The name of this organization shall be *The Athenaeum*.
2. Objectives
 - a) Facilitate the production and printing of Acadia's weekly student newspaper;
 - b) Create and maintain a positive and creative working environment for staff and volunteers;
 - c) Provide staff and volunteers with basic training and skills in journalism;
 - d) Provide staff and volunteers with a safe and welcoming environment in which to debate and express ideas;
 - e) Strive to be a medium of expression for socially underrepresented groups;
 - f) Be an active member of the Acadia and Wolfville communities; and
 - g) Maintain the standards of journalistic integrity and ethics as established by the Canadian University Press (CUP) guidelines and the Mission Statement formulated annually by the staff of *The Athenaeum*.
3. Membership
 - a) Any Acadia student who is currently a member of the Acadia Students Union. Membership may also be extended to any member of the Acadia and local community, broadly defined. Membership includes the right to contribute to the Athenaeum.
4. Officers
 - a) The title of Chief Executive Officer of *The Athenaeum* refers to the "Editor-in-Chief." The Editor-in-Chief is responsible for the hiring of the following paid members
 - i) Managing Editor;
 - ii) Business Manager;

- iii) News Editor;
 - iv) Features Editor;
 - v) Arts & Culture Editor;
 - vi) Sports Editor;
 - vii) Opinions Editor;
 - viii) Science Editor;
 - ix) Photography & Graphics Editor;
 - x) Advertising Manager;
 - xi) Web Manager;
 - xii) Distribution Manager;
 - xiii) Production Manager ;
 - xiv) Copy Editor; and
 - xv) Staff Writer/Photographer.
- b) Several of the positions listed in Section 4(a) require the hiring of two or more officers in order to further the efficiency of the newspaper. The Editor-in-Chief shall hire additional officers to fill any of the positions in Section 4(a) if they feel the newspaper would benefit from their doing so.
 - c) It is at the discretion of the Editor-in-Chief to decide which of these positions will be filled. The Editor-in-Chief shall choose not to fill a position if he or she feels the newspaper would benefit from their doing so.
 - d) Officers hired for positions listed in Section 4(a) shall be paid an honorarium determined by the Editor-in-Chief.

5. Duties of Officers

- a) Editor-in-Chief:
 - i) Shall act as Chief Executive Officer for The Athenaeum.
 - ii) Shall appoint all other staff members of The Athenaeum.
 - iii) Shall foster communication and openness within the staff and volunteers at The Athenaeum.

- iv) Shall maintain amicable relations with Canadian University Press and its affiliated organizations.
 - v) Shall facilitate the training of staff and volunteers. vi. Shall be responsible for the integrity and quality of content within The Athenaeum.
 - vi) Shall be responsible for ensuring the financial stability of The Athenaeum.
 - vii) Shall ensure that all material printed in The Athenaeum is in accordance with legal codes and the ethical and procedural codes of Canadian University Press.
 - viii) Shall act as spokesperson for The Athenaeum, and as such shall encourage and respond promptly to correspondence between the readership/public and the office of the Editor-in-Chief.
 - ix) Shall be responsible to ensure the maintenance of archives for the Athenaeum.
 - x) Shall keep office hours for a minimum of four hours per week.
- b) Managing Editor:
- i) Shall oversee the editorial content of The Athenaeum.
 - ii) Shall facilitate communication between the editorial staff and provide constructive feedback regarding the quality, breadth and integrity of textual content.
 - iii) Shall communicate the needs and comments of the editorial department to the Editor-in-Chief.
 - iv) Shall be responsible for staff development and training.
 - v) In the absence of the Editor-in-Chief, the Managing Editor shall be required to perform the EIC's duties including, but not restricted to heading meetings and overseeing production.
 - vi) Shall attend interviews and advise the Editor-in-Chief in the hiring of Section Editors, when possible.
 - vii) Shall keep office hours for a minimum of three hours per week.
 - viii) Shall attend all required meetings of the Athenaeum unless excused by the Editor-in-Chief.
- c) Business Manager:

- i) Shall be responsible for monitoring the financial stability of The Athenaeum
 - ii) Shall be responsible for the organization and management of the business branch of The Athenaeum.
 - iii) Shall be readily available through electronic communication and shall communicate effectively and regularly with the Editor-in-Chief, The Athenaeum business partners, and advertisers.
 - iv) Shall issue weekly reports to the Editor-in-Chief of The Athenaeum and monthly reports to the Vice President Finance & Operations regarding the financial situation of The Athenaeum.
 - v) Shall investigate and pursue new streams of revenue and possible clients for the benefit of The Athenaeum and work with the members of the Business Branch and the Editor-in-Chief to pursue these changes.
 - vi) Shall attend interviews and advise the Editor-in-Chief in the hiring of the Advertising Manager and Advertising Designer.
 - vii) Shall assume the responsibilities of the Advertising Manager if no Advertising Manager is hired for that year.
 - viii) Shall attend all required meetings of the Athenaeum unless excused by the Editor-in-Chief.
- d) Section Editor (The following description shall apply for the News Editor, Features Editor, Opinions Editor, Arts & Cultures Editor, Science Editor, and Sports Editor of the Athenaeum):
- i) Shall be responsible for maintaining the quality of their section of The Athenaeum.
 - ii) Shall be readily available through electronic communication and shall communicate effectively and regularly with the Editor-in-Chief, The Athenaeum staff and volunteers.
 - iii) Shall formulate ideas for the stories appearing in their section of The Athenaeum.
 - iv) Shall read and edit all articles appearing in their section, editing each for grammar and punctuation errors, general fluidity and libelous/slandering materials.
 - v) Shall be responsible to ensure full, fair, balanced and honest coverage of issues pertaining to their section.

- vi) Shall be accountable for the layout and production of their section, in collaboration with the Editor-in-Chief, the Managing Editor, the Multimedia team, and the Production Editor.
 - vii) Shall recruit and train interested students for staff writer positions, both volunteer and paid.
 - viii) Shall attend all required meetings of the Athenaeum unless excused by the Editor-in-Chief.
- e) Photography & Graphics Editor:
- i) Shall be responsible for maintaining the quality of the photography and graphics of The Athenaeum.
 - ii) Shall formulate ideas for images to complement the textual elements of the newspaper.
 - iii) Shall recruit and train interested students for staff photographer positions, both volunteer and paid. The distribution of honorarium to staff writers shall be determined by the Editor-in-Chief.
 - iv) Shall develop and digitally prepare photographs and images for inclusion in both web and paper versions of the newspaper.
 - v) Shall work with the production department to ensure that the visual elements of the newspaper are incorporated in an appropriate and creative manner
 - vi) Shall monitor the maintenance and safety of the Athenaeum digital camera and other photography equipment
 - vii) Shall attend all required meetings of the Athenaeum unless excused by the Editor-in-Chief.
- f) Advertising Manager
- i) Responsible for the solicitation of all advertisements.
 - ii) Responsible for design and placement of all advertisements.
 - iii) Must maintain communication with the Accounting Manager of the Acadia Students' Union regarding overdue accounts.
 - iv) Responsible for communicating with Campus Plus and ensuring that payments are received from this organization
 - v) Reports to the Editor-in-Chief.

- vi) Shall always endeavour to preserve and uphold the integrity, quality, and reputation of The Athenaeum.
 - vii) Shall take steps to ensure that editorial policy is not breached by the sale of any advertisement.
 - viii) Shall be responsible for coordinating the sale of any advertisements to appear on the online version of The Athenaeum
 - ix) Shall attend all required meetings of the Athenaeum unless excused by the Editor-in-Chief.
- g) Advertising Designer
- i) Shall design and be responsible for the placement of all paid advertising received by The Athenaeum, including advertising received from Canadian University Press.
 - ii) Shall ensure that ads are placed in the newspaper at least 24 hours prior to the production of the newspaper.
 - iii) Shall ensure that the advertisements designed for placement in The Athenaeum reflect the editorial policies and quality standards of The Athenaeum.
 - iv) Shall ensure that all advertisements designed for placement in The Athenaeum reflect, as closely as possible, the wishes of the client.
 - v) Shall attend all required meetings of the Athenaeum unless excused by the Editor-in-Chief.
- h) Web Manager:
- i) Shall be responsible for maintaining and updating the official website of The Athenaeum.
 - ii) Shall facilitate the creative development of The Athenaeum website.
 - iii) Shall communicate with the Editorial Branch and Editor-in-Chief to facilitate the interaction between the text and digital versions of The Athenaeum.
 - iv) Shall communicate with the Business Branch regarding online advertising.
 - v) Shall maintain the Athenaeum's web presence via social media platforms including Facebook and Twitter.

- vi) Shall attend all required meetings of the Athenaeum unless excused by the Editor-in-Chief.
- i) Distribution Manager:
 - i) Shall distribute The Athenaeum to regular drop-off points.
 - ii) Should consider the business possibilities inherent in newspaper distribution and develop a plan to assist The Athenaeum in accomplishing its advertising objectives through strategic distribution.
 - iii) Shall report to the Editor-in-Chief on the success of distribution points.
 - iv) Shall be responsible for the maintenance of all the Athenaeum's newsstands.
 - v) Shall attend all required meetings of the Athenaeum unless excused by the Editor-in-Chief.
- j) Production Manager:
 - i) Shall be responsible for ensuring the high quality, clarity, and creativity of the newspaper's print editions.
 - ii) Shall act as director of the Production branch of The Athenaeum.
 - iii) Shall facilitate communication between the members of the production team, and between the editorial and production branches of The Athenaeum.
 - iv) Shall communicate the needs and comments of the Production Branch to the Editor-in-Chief.
 - v) Shall assume the responsibilities of the Advertising Designer if no Advertising Designer is hired.
 - vi) Shall attend all required meetings of the Athenaeum unless excused by the Editor-in-Chief.
- k) Production Assistant:
 - i) Shall assist in the layout of the print issues of The Athenaeum.
 - ii) Shall aim to incorporate quality, professionalism and creativity in the layout of The Athenaeum.
 - iii) Shall attend all required meetings of the Athenaeum unless excused by the Editor-in-Chief.

- l) Copy Editor:
 - i) Shall review pre-production copies of The Athenaeum each week for errors in grammar and layout.
 - ii) Shall create and manage writing resources.
 - iii) Shall attend all required meetings of the Athenaeum unless excused by the Editor-in-Chief.
- m) Staff Writer/Photographer:
 - i) A volunteer writer is made a staff writer after the publication of three pieces by that author.
 - ii) Shall attend weekly General meetings.
 - iii) Shall be eligible to write the featured piece or photograph the featured photo essay in The Athenaeum.
 - iv) Shall receive training in journalism from Athenaeum staff.
 - v) The distribution of honorarium to staff writers shall be determined by the Editor-in-Chief.
 - vi) Shall attend all required meetings of the Athenaeum unless excused by the Editor-in-Chief.

6. Appointment of Officers

- a) All officers except the Editor-in-Chief will be hired by The Editor-in-Chief.
- b) The Editor-in-Chief should consult with the Managing Editor, Business Manager, Production Manager and Web Manager concerning the hiring of certain positions. No position will be filled without consultation from at least one member aside from the Editor-in-Chief.
- c) The Editor-in-Chief shall be appointed at least 6 weeks before the end of the academic year for the following year. The Editor-in-Chief shall be appointed by the outgoing Publication Board.

7. *The Athenaeum* Publishing Board

- a) *The Athenaeum* Publishing Board exists to handle issues of editorial policy relating to *The Athenaeum*.
- b) The mandate of The Athenaeum Publishing Board is to discuss, interpret, and identify solutions to any problems or complaints that emerge in relation to editorial

policy, as set by the Editor-in-Chief in September; and to act as a reference and resource body for the Editor-in-Chief whenever an editorial issue arises that cannot be resolved internally, as determined by the Editor-in-Chief.

- c) The Publishing Board shall consist of the following membership:
 - i) The Editor-in-Chief of The Athenaeum;
 - ii) One member of The Athenaeum staff (selected internally);
 - iii) One Acadia University faculty representative (2-year term);
 - iv) One Acadia University faculty representative (3-year term);
 - v) One member of the SRC (shall not be a member of the ASU Executive, or a member of the ASU Review Board);
 - vi) One member from the general student population (cannot be a member of any other ASU committee)
- d) The Chairperson shall be selected from within the Board for a period of one year.
 - i) The Editor-in-Chief shall not be eligible to serve as Chairperson.
 - ii) The Chairperson of The Athenaeum Publishing Board is eligible to vote.
- e) All other members of The Athenaeum Publishing Board shall have one vote.
- f) Quorum shall consist of five members of the Board, one whom must be a representative of The Athenaeum, and one of whom must be the Chairperson.
- g) The Athenaeum Publishing Board shall meet at least five times over the publishing year. One meeting shall be held in September (following publication of the first issue); one in October; one in November; one in January; one in February.
- h) Special meetings of The Athenaeum Publishing Board can be held outside of the five regular meetings on an as-needed basis. Special meetings of The Athenaeum Publishing Board can be called by the Editor-in-Chief or the Chairperson.
- i) The Editor-in-Chief shall present a report of recent activities and/or any problems that may have arisen for the consideration of The Athenaeum Publishing Board.
- j) Potential faculty representatives and the student at large must submit a statement of interest for the consideration of current members at the January meeting of The Athenaeum Publishing Board.
- k) Prior to the publication of the first issue, Board members will attend a seminar on legal liability.

- l) Prior to the publication of the first issue, the Editor-in-Chief will present The Athenaeum Publishing Board a series of editorial goals and objectives. Further, it is the responsibility of The Athenaeum Publishing Board to ensure that the Editor-in-Chief consistently satisfies these goals and objectives.
 - m) The Athenaeum Publishing Board shall be responsible for the hiring of the Editor-in-Chief for the subsequent year and shall meet as circumstances dictate.
 - n) The Editor-in-Chief for the subsequent year shall be hired by March 1.
 - o) Meetings of The Athenaeum Publishing Board shall be open to the public.
 - p) Discussion of sensitive issues shall be held in camera as deemed necessary.
8. Finance and Audit
- a) The funds for *The Athenaeum* are derived from its annual operating budget as provided by the Acadia Students' Union, as well as funds solicited for advertising in *The Athenaeum*.
 - b) The coordinator of *The Athenaeum* will be responsible for the proper allocation of the funds provided by the Acadia Students' Union.
 - c) All additional funds collected by *The Athenaeum* through fundraising initiatives shall be held in trust by the Acadia Students' Union. The coordinator of *The Athenaeum* shall have full authority as to how that money is to be allocated. The coordinator's wishes must be communicated to the Vice President Finance & Operations in writing.
 - d) The fiscal period for *The Athenaeum* shall coincide with the fiscal period of the Acadia Students' Union.
 - e) The President and Vice President Finance & Operations shall act as signing officers for *The Athenaeum*.
 - f) All expenditures for *The Athenaeum* shall be overseen by the Vice President Finance & Operations and ASU Vice President Student Life.
 - g) In the case that *The Athenaeum* exceeds its budgeted advertising revenues for advertising sold by *The Athenaeum* staff and Campus Plus, and when this results in *The Athenaeum* concluding the fiscal year in a deficit less than that which has been budgeted for, subject to the Union's fiscal audit, the Editor-in-Chief of *The Athenaeum* shall have full authority as to how those additional funds are to be allocated, subject to the usual spending practices of *The Athenaeum* and the ASU and Generally Accepted Accounting Principles, including the option of spending additional funds through specific payable amounts. The Editor-in-Chief's wishes

must be communicated to the Vice President Finance & Operations in writing before the end of the ASU fiscal year.

9. Constitutional Amendment

- a) The Editor-in-Chief shall review the constitution of *The Athenaeum* and make amendments available to the Review Board of the SRC.

10. Property

- a) Items purchased through money budgeted to *The Athenaeum* are thereafter the property of *The Athenaeum* and can only be revoked by other members of the Acadia Students Union through the expressed authorization of the Editor-in-Chief.

11. Internal Policies

- a) The Publishing Board shall maintain a document concerning the Operational Policies of the Athenaeum which should outline Editorial Policies, Operational Policies, External Relations, and a Code of Conduct.

Operating Procedure 12: Acadia Graduate Students Constitution
Amended in December 2016

1. Name
 - a) The name of this organization shall be the Acadia Graduate Students (AGS).
2. Objectives
 - a) The purpose of the Acadia Graduate Students is to advocate for the graduate students of Acadia University, promote their interests, and provide the best academic, political, and recreational environment possible.
3. Membership
 - a) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation, who are enrolled in a full- or part-time graduate program are eligible to become members of AGS;
 - b) Honorary membership may be bestowed on non-union members at the discretion of the President; and
 - c) An active member is defined as someone who has paid graduate student dues, attends scheduled meetings and events and/or is included on the AGS email list.
4. Officers
 - a) There shall be one (1) President hired in April.
 - b) The hiring committee for the AGS President shall be composed of:
 - i) Outgoing AGS President
 - ii) Vice President Student Life
 - iii) Vice President Academic
 - iv) One other out-going member of the AGS
 - c) In addition to the President, there shall be four (4) Faculty Representatives and four (4) Counsellor at large positions, forming the AGS Executive:
 - i) Faculty of Science Representative;
 - ii) Faculty of Arts Representative;

- iii) Faculty of Professional Studies Representative;
- iv) Faculty of Theology Representative; and
- d) Four (4) Councillors at large.
- e) Faculty Representatives and Councillors are to be appointed by the AGS President and approved by the Dean of Research and Graduate Studies.

5. Duties of Officers

- a) The President:
 - i) Shall sit on Acadia University's Senate and the Acadia Students' Union SRC as Graduate Student Senator;
 - ii) Shall act as a liaison with the Department of Research and Graduate Studies;
 - iii) Shall act as the AGS Representative at any external academic lobbying group;
 - iv) Shall hold a minimum of three (3) office hours per week;
 - v) Shall enforce the AGS's constitution;
 - vi) Shall be the primary officer responsible for recruiting new members;
 - vii) Shall organize and facilitate regular meetings of the organization;
 - viii) Shall oversee and sign all reimbursements and/or purchase orders of AGS; and
 - ix) Shall oversee and assist Faculty Representatives in the performance of their duties.
 - x) Shall liaise with the Vice President Finance & Operations to ensure all departmental events are fiscally responsible;
- b) The Faculty Representatives:
 - i) Shall liaise with all Departmental Representatives within their respective faculties;
 - ii) The Faculty Representatives for Sciences, Professional studies and Arts shall sit on the senate committee for graduate studies;

- iii) Shall solicit members of their respective faculties for regular updates to the AGS website, including contact information, upcoming events, news, important dates, and relevant links;
- iv) Shall ensure each department (or combination of smaller departments) within their respective faculties holds at least one event each per academic year aimed at integrating graduate students;
- v) Shall assist in advertising any events held by their respective faculties; and
- vi) Shall be responsible for any other duties as requested by the President.

6. Meetings

- a) AGS shall meet regularly at a time determined by the President;
- b) Meetings shall be open to all members;
- c) Meetings shall be publicized to members at least one week in advance;
- d) The regular meeting time shall be publicized by means possibly including but not limited to:
 - i) Notice on the website;
 - ii) Posters;
 - iii) Notice to email list; and/or
 - iv) Notice in the ASU all student email.
- e) The President and all Faculty Representatives are required to attend all meetings; and
- f) Only the President and Faculty Representatives shall have voting privileges.

7. Impeachment of Officers

- a) Either the President or any Faculty Representative may be impeached by an anonymous vote of all AGS Executive members;
- b) Any impeachment vote by the Executives not affected must be unanimous to take effect;
- c) Any successful impeachment vote must be reported to the ASU Vice President Academic & External before the next regular meeting of the Association.

8. Finance and Audit

- a) The President shall be responsible for the proper allocation of the funds provided by the ASU and the Department of Research and Graduate Studies, in conjunction with the ASU Vice President Finance & Operations;
- b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
- c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
- d) Both the President and one Faculty Representative must sign all reimbursement requests and/or purchase orders; and
- e) All expenditures for the organization shall be subject to the approval of the ASU Vice President Academic and Vice President Finance & Operations.

9. Property

- a) Any items purchased by the organization shall be recorded by the President;
- b) All items purchased by AGS shall remain property of AGS and held in trust by the ASU.

10. Internal Policies

- a) The organization may develop internal policies as the Executive sees fit, subject to the approval of the ASU Vice President Academic & External.

11. Constitutional Amendment

- a) Either the AGS President or the ASU Vice President Academic & External may propose amendments to this constitution; in consultation with one another.
- b) The ASU Vice President Academic & External shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.

Operating Procedure 13:

Axe Radio Constitution Amended in December 2016

1. Name
 - a) The name of this organization shall be the *Axe Radio*.
2. Objectives
 - a) The purpose of the *Axe Radio* is to provide information and entertainment that is generally an alternative to mainstream, media; to promote access to the media for individuals or groups with ideas and views not readily available from other media sources; to create an awareness of global, national, and local issues for the purposes of stimulating the free flow of information and encouraging constructive debate between members of society; to provide technical and stylistic training for interested individuals; to offer consulting services for any group wishing to establish a new radio station under the government definition of “campus and community” radio; and to discuss any potentially controversial content in a manner conducive to free thought and open debate, while maintaining a focus on factual information and not condoning irrational contempt of any particular group.
3. Membership
 - a) All ASU members, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of the *Axe Radio*;
 - b) All community members who have paid the membership fee are eligible to become members of the *Axe Radio*;
 - c) Executive positions will be hired by the director and subject to the discretion of the ASU Vice President Student Life;
 - d) Volunteer positions will be assigned by the director and subject to the discretion of the ASU Vice President Student Life; and
 - e) Any upstanding member who can provide quality programming, either live at an appropriate time or recorded, shall be eligible to host a show.
4. Officers
 - a) Director;

- b) Program Director;
- c) Spoken Word Coordinator;
- d) Music Coordinator;
- e) News Coordinator;
- f) Sports Coordinator;
- g) Technical Coordinator;
- h) Promotions and Public Relations Coordinator;
- i) Production Coordinator;
- j) Financial Coordinator;
- k) Webmaster; and
- l) Secretary.

5. Duties of Officers

- a) Director:
 - i) Shall attend all scheduled meetings with the ASU Vice President Student Life;
 - ii) Shall hold a minimum of three (3) regular office hours per week;
 - iii) Shall enforce the Radio's constitution;
 - iv) Shall organize and facilitate regular meetings of the organization;
 - v) Shall oversee and sign all reimbursements and/or purchase orders of the organization;
 - vi) Shall present a semesterly report to the ASU Vice President Student Life;
 - vii) Shall oversee coordinators and officers in the performance of their duties;
 - viii) Shall promote the Radio within the ASU;
 - ix) Shall perform at least two (2) hours of transition with the incoming director before the completion of the academic year of their term of office;
 - x) Shall have the final authority over any expenditures, programming, advertisements or events; and

- xi) Shall submit a semesterly report to the Vice President Student Life.
- b) Program Director:
 - i) Shall assist the Director in the regular operation of the Radio;
 - ii) Shall attend weekly staff meetings;
 - iii) Shall develop new programs and program ideas;
 - iv) Shall determine and implement the programming schedule; and
 - v) Shall attend weekly staff meetings.
- c) Spoken Word Coordinator:
 - i) Shall oversee all talk-radio programming (that is not music-, news-, or sports related);
 - ii) Shall assist the Program Director in the development of new talk-radio programming;
 - iii) Shall host a general talk-radio program, if necessary or desired; and
 - iv) Shall attend weekly staff meetings.
- d) Music Coordinator:
 - i) Shall oversee all music programming;
 - ii) Shall assist the program director in the development of new music programming;
 - iii) Shall host a general music program, if necessary or desired; and
 - iv) Shall attend weekly staff meetings;
- e) News Coordinator:
 - i) Shall oversee all news programming;
 - ii) Shall solicit relevant news items from as many on and off campus sources as possible;
 - iii) Shall assist the program director in developing new news programming;
 - iv) Shall host a general news program, if necessary or desired; and
 - v) Shall attend weekly staff meetings;

- f) Sports Coordinator:
 - i) Shall oversee all sports programming;
 - ii) Shall coordinate broadcasting of Acadia Athletics events;
 - iii) Shall assist the program director in developing new sports programming;
 - iv) Shall host a general sports update program, if necessary or desired; and
 - v) Shall attend weekly staff meetings.
- g) Technical Coordinator:
 - i) Shall coordinate the technical needs of each radio program;
 - ii) Shall provide necessary technical support for live broadcasts;
 - iii) Shall maintain good working order of all technical assets of the Radio, and
 - iv) Shall attend weekly staff meetings.
- h) Promotions and Public Relations Coordinator:
 - i) Shall coordinate and implement all advertising for the Radio and its programs;
 - ii) Shall act as the liaison between the Radio and any external organizations;
 - iii) Shall attend weekly staff meetings.
- i) Production Coordinator:
 - i) Shall coordinate and oversee the production of each program;
 - ii) Shall instruct show hosts on basic production elements;
 - iii) Shall ensure each program is prepared for production by the necessary time; and
 - iv) Shall attend weekly staff meetings.
- j) Financial Coordinator:
 - i) Shall oversee the administration of the Radio's budget in conjunction with the Director and the ASU Vice President Finance & Operations;
 - ii) Shall oversee and sign all reimbursements and/or purchase orders of the organization;

- iii) Shall keep a record of all the organization's purchased property;
 - iv) Shall coordinate any necessary fundraising for the organization; and
 - v) Shall attend weekly staff meetings.
- k) Webmaster:
- i) Shall ensure relevant information is posted to the website in an expedient manner;
 - ii) Shall ensure all programming is streamed efficiently through the website;
 - iii) Shall provide non-equipment technical support to any coordinator or host who so requires;
 - iv) Shall administer any social media of the Radio; and
 - v) Shall attend weekly staff meetings.
- l) Secretary:
- i) Shall keep record of any internal policies of the Radio, to be submitted with the semesterly report of the director;
 - ii) Shall record all purchases of the Radio, also to be submitted with the semesterly report;
 - iii) Shall record the numbers for all votes of the directors/coordinators; and iv. Shall attend weekly staff meetings.

6. Meetings

- a) Meetings shall be held on a weekly basis at a time to be determined by the director;
- b) All staff members are required to attend each weekly meeting unless excused at the discretion of the Director; and
- c) Volunteers are required to attend meetings at the discretion of the Director.

7. Impeachment of Officers

- a) Any Coordinator, the Webmaster or the Secretary may be dismissed by the Director subject to the approval of the ASU Vice President Student Life;
- b) A recommendation to dismiss the Director may be made to the Review Board if:

- i) A recommendation is made by the Vice President Student Life to the Student Life Committee,
- ii) The Student Life Committee votes with a majority (50% +1) in favour of the recommendation.

8. Finance and Audit

- a) The funds for the *Axe Radio* are derived from its annual operating budget as provided by the Acadia Students' Union as well as from funds solicited for advertising;
- b) The Director will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the ASU Vice President Finance & Operations;
- c) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
- d) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
- e) Both the Director and the financial officer must sign all reimbursement requests and/or purchase orders; and
- f) All expenditures for the organization shall be subject to the approval of the ASU Vice President Student Life and Vice President Finance & Operations.

9. Property

- a) Any items purchased by the organization shall be recorded by the Secretary and included in the Director's semesterly reports submitted to the ASU Vice President Student Life;
- b) All items purchased by the organization shall remain property of the organization and held in trust by the ASU.

10. Internal Policies

- a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Student Life.

11. Constitutional Amendment

- a) Either the coordinator or the ASU Vice President Student Life may propose amendments to this constitution;

- b) The ASU Vice President Student Life shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.