

# **By-Law 1: Students' Representative Council Positions**

**Acadia Students' Union  
Amended in December 2016**

## Article I: Office of the Chairperson

### 1. The Chairperson shall:

- (a) Abide by and maintain the integrity of this Constitution, the By-laws, and regulations of the Union;
- (b) Sit ex-officio on all Union committees and sub-committees;
- (c) Ensure the effective operation of Council and its committees, as well as the effective performance of all members of such entities;
  - i. Assign end of semester reports for Council members and committee chairs as deemed necessary and forward such reports to the Review Board;
  - ii. Bring forward to the Review Board and/or Council any issues regarding any Council or committee member, particularly in regards to the fulfillment of mandated duties;
- (d) Be responsible for setting the date of all regular meetings and one summer meeting of Council and for preparation of the agenda from submissions by members of Council;
- (e) Distribute the agenda and any supporting documents by email for each meeting to members of Council and all relevant parties no later than two days prior to the date of the meeting;
- (f) Preside over all meetings of Council and fairly apply Robert's Rules of Order;
- (g) Conduct a workshop to teach all the rules of procedure governing Council to all members before the first regular meeting of Council in the Fall semester, and make available to all members a copy of the rules of order, a Council Orientation Manual, and the Constitution and By-Laws of the Union;
- (h) Be responsible for ensuring that all information in Council Orientation Manual is up-to-date;
- (i) Keep records of membership on all standing and ad-hoc committees of Council, and all reports from these committees and their members;
- (j) Keep a current copy of the Constitution and By-Laws both in hardcopy and electronically;

- (k) Supervise the work of the Deputy Chairperson as appropriate;
- (l) Act as Chair of the Review Board, Hiring Committee and Governance Committee;
- (m) Ensure that all appointments to any standing committees of Council are made by no later than the second regular meeting of Council;
- (n) Hold a minimum of six (6) regular hours per week during the academic year;
- (o) Propose two (2) tangible goals to Council for ratification for completion before the end of their term;
- (p) Serve as a poll supervisor for all Union elections, plebiscites and referenda, as appropriate;
- (q) Perform such other duties as are assigned by Council.

2. The Deputy Chairperson shall:

- (a) Attend all meetings of Council, and be the official minute-taker;
- (b) Prepare detailed minutes for all Council meetings, under the supervision of the Chairperson, which will be available no later than five (5) days after a meeting, and which will be approved by Council at the next subsequent meeting;
- (c) Aid the Chairperson in the preparation and distribution of the agenda and related documents for all Council meetings;
- (d) Review the minutes of each meeting before distribution and maintain a permanent file of all minutes, agendas and related documents;
- (e) Ensure that electronic versions of all minutes, agendas and related documents, be archived and available online through the Union website;
- (f) Keep an attendance record of all members of Council;
- (g) Assist the Chairperson in promoting the work of Council among members of the Union;
- (h) Chair Council meetings in the Chairperson's absence;
- (i) Act as the Deputy Chief Returning Officer of the Union, as outlined in the elections by-law;

- (j) Perform such other duties as are assigned by the Chairperson.

## **Article II: Executive Board**

### 1. The President shall:

- (a) Be the Chief Executive Officer of the Union , and be responsible to Council for efficient and proper administration of the Union;
- (b) Ensure the enforcement and observation of the Act of Incorporation, Constitution, and By-Laws;
- (c) Be the official spokesperson of the Union;
- (d) Represent the interests of the Union at meetings of those external organizations of which the Union is a member;
- (e) Be a signing officer of the Union;
- (f) Oversee human resource matters of the Union, including those relating both to student and non-student employees of the Union;
- (g) Sit ex-officio on the Board of Governors and Senate;
- (h) Sit ex-officio on all Union Committees and sub-committees;
- (i) Represent the Union on any University Committees which require their presence;
- (j) Act as a liaison between the Executive and Senior Director of Student Affairs;
- (k) Sit on the Wolfville Town and Gown committee and delegate other Town responsibilities to the Executive Board during the summer and the Community Relations Officer during the fall and winter semesters, as appropriate;
- (l) Act as chair of:
  - i. The Presidential Affairs Committee; and
  - ii. The Executive Board.
- (m) Hold a minimum of twenty (20) regular office hours per week during the academic year;

- (n) Take no more than three (3) courses, including correspondence courses, in each of the fall and winter semester;
- (o) Propose a tangible goal document to Council for ratification at the Transition Meeting, as well as the first regular meeting of Council in both September and January;
- (p) Act as the alternate member communications officer in conjunction with the Vice President Events & Promotions;
- (q) Be responsible for such other duties as may be determined by the Council.

2. The Vice President Student Life shall:

- (a) Coordinate internal organizations and assist with the following:
  - i. Prepare, review and ratify their respective constitutions, as necessary;
  - ii. Organize and chair the hiring of all coordinators/editors of internal organizations;
  - iii. Train Coordinators; and  
  
Ensure adherence to the by-laws and discipline non-compliance as required.
- (b) Coordinate clubs and societies and assist with the following:
  - i. Prepare, review and ratify their respective constitutions, as necessary;
  - ii. Train Club Presidents, as necessary; and
  - iii. Ensure adherence to the by-laws and disciplining non-compliance as required;
- (c) Coordinate house councils and assist with the following:
  - i. Train the House Council Presidents,
  - ii. Chair the House Council Presidents Committee, and
  - iii. Assist with and approve all house council programming;
- (d) Coordinate the creation of the Student Handbook;

- (e) In conjunction with the Vice President Finance & Operations, establish budgets for all internal organizations, clubs, and house councils;
- (f) With the assistance of the Union's legal counsel, coordinate a session regarding legal liability for House Council Presidents, Internal Organization Coordinators and Club Presidents;
- (g) Act as the chief liaison with Residence Life;
- (h) Sit on the executive boards of the Athenaeum and Axe Radio;
- (i) Act as chair of the Student Life Committee;
- (j) Coordinate any Union involvement in advertising off-campus housing;
- (k) Propose a tangible goal document to Council for ratification at the Transition Meeting, as well as the first regular meeting of Council in both September and January;
- (l) Hold a minimum of fifteen (15) regular office hours per week during the academic year;
- (m) Take no more than four (4) courses, including correspondence courses, in each of the fall and winter semester;
- (n) Be responsible for such other duties as may be determined by Council.

3. The Vice President Events & Promotions shall:

- (a) Be the communications representative of the Union;
  - i. Propose an effective communication strategy to Council for ratification no later than one week before the start of their elected term;
  - ii. Coordinate the effective advertising and promotion for all Union events and Programs;
- (b) Coordinate and update social media for the Union;
- (c) Organize and coordinate Union involvement in the following events and activities on campus:
  - i. Welcome Week;
  - ii. Frost Week;

- iii. Student Leadership Awards and A.S.U. Teaching Recognition Awards;  
and
  - iv. Other Union events or activities as determined by the Executive or by  
Council.
- (d) Hire individuals to assist them in organizing the events and activities listed in  
subsection (c);
- (e) Coordinate the involvement of other Executive members in the events and  
activities listed in subsection (c), as relevant;
- (f) Draft press releases for local, provincial, or national media, to be approved by  
the Executive Board;
- (g) Maintain and regularly update the Union website;
- (h) Act as a liaison between the Union and volunteer groups and community  
organizations, as well as between the students and these organizations and  
do the following:
- i. Provide Acadia University students information regarding volunteer  
opportunities and to promote student volunteerism;
  - ii. Nominate annually one student to receive the Volunteer of the Year  
student leadership award; and
  - iii. Maintain updated records of those organizations seeking student  
volunteers.
- (i) Act as chair of the Events & Promotions Committee;
- (j) Coordinate Axes in Action fundraising initiatives including:
- i. Overseeing the selection of an Axes in Action volunteer committee; and
  - ii. Remission of funds raised in consort with the Vice President Finance &  
Operations.
- Represent the Union as a delegate to any external programming  
organizations;
- (k) Propose a tangible goal document to Council for ratification at the Transition  
Meeting, as well as the first regular meeting of Council in both September and  
January.

- (l) Hold a minimum of fifteen (15) regular office hours per week during the academic year;
- (m) Take no more than four (4) courses, including correspondence courses, in each of the fall and winter semester; and
- (n) Be responsible for such other duties as may be determined by Council.

4. The Vice President Academic & External shall:

- (a) Be responsible to the President and Council on academic matters of the University;
- (b) Act as a liaison between the Union and the offices of the University Vice President Academic, the Registrar, Admissions, Student Accounts, Financial Aid, Career Services, the Learning Commons, and the Student Resource Centre;
- (c) Act as an advocate for students with academic appeals or complaints;
- (d) Represent the Union as a delegate to any external lobbying organizations of which the Union is a member;
- (e) Be the external lobbying communications officer of the Union and present a strategy for communicating the interests of the Union's membership to any external lobbying organizations of which the Union is a member;

Create initiatives that foster a positive academic and intellectual climate on campus and within the Union;

- (f) Act as chair of the Academic Affairs Committee;
- (g) Sit on the Senate of Acadia University and all University Committees and Boards, as required by the Senate regulations;
- (h) Make all student appointments to appropriate University Senate Committees, in consultation with the Student Senators;  
  
Propose a tangible goal document to Council for ratification at the Transition Meeting, as well as the first regular meeting of Council in both September and January;
- (i) Hold a minimum of fifteen (15) regular office hours per week during the academic year;

- (j) Take no more than four (4) courses, including correspondence courses, in each of the fall and winter semester;
- (k) Be responsible for such other duties as may be determined by Council.

5. The Vice President Finance & Operations shall:

- (a) Be responsible to Council for the supervision of all funds of the Union;
- (b) Receive all revenues into the accounts of the Union and arrange payment of all expenses incurred by the Union;
- (c) Have access to the accounts of the internal organizations, clubs and house councils of the Union, and ensure at all times that they are in good order;
- (d) Monitor and record all capital purchases of internal organizations and house councils, ensuring that they remain available for use by members of the Union;
- (e) Provide financial information to clubs, internal organizations and house councils that is relevant to their operations;
- (f) Provide a minimum of one training session regarding relevant financial practices to the Vice President Finance of each house council;
- (g) Make available a minimum of one general interest financial program per semester;
- (h) Be a signing officer of the Union;
- (i) Supervise the expenditure of all funds which have been approved by Council;
- (j) Receive a certified audit for the previous fiscal year on or before the first day of September each year, and present the audit report to Council at its first regular meeting in September;
- (k) Present to Council a budget for the upcoming fiscal year before Council's last meeting in the current fiscal year;
- (l) Act as chair of the Financial Affairs Committee and the Student Funding Committee;
- (m) In conjunction with other relevant Executives or Coordinators, be responsible for soliciting sponsorship for Union Events and Programs, including:
  - i. Welcome Week;

- ii. Homecoming Weekend;
  - iii. Frost Week;
  - iv. Other Union events or activities as determined by the Executive or by Council.
- (n) Provide monthly reports surrounding the financial position of the Union to Council;
- (o) Be responsible to Council for review and update of any financial policy of the Union;
- Propose a tangible goal document to the Council for ratification at the Transition Meeting, as well as the first regular meeting of the Council. in both September and January;
- (p) Hold a minimum of fifteen (15) regular office hours per week during the academic year;
- (q) Take no more than four (4) courses, including correspondence courses, in each of the fall and winter semester;
- (r) Be responsible for such other duties as may be determined by the Council.

## **Article III: Councillors**

1. The Councillors (4) shall:
  - (a) Be responsible for representing the Acadia student body as a whole, regardless of faculty, year of study, nationality, etc.
  - (b) Be resource councillors for the members of the Executive and other members of Council;
  - (c) Initiate and carry out, with the approval of Council, one project per semester which they feel are of importance to the student body;
  - (d) Sit on at least three Union or University committees;
  - (e) Act as Elections Assistants as required at the discretion of the Chief Returning Officer, in accordance with By-Law 3;
  - (f) Hold at least three (3) regular office hours per week during the academic year;

(g) Be responsible for such other duties as are assigned by Council.

2. The Equity Officer shall:

(a) Be responsible for representing the Acadia student body as a whole, with a particular focus on representing the interests of groups underrepresented on the Acadia campus;

i. Consideration should be given to year of study, nationality, gender, sexual orientation, etc;

(b) Liaise regularly with campus organizations which focus on diverse groups as part of their mandate;

(c) Initiate and carry out, with the approval of Council, one project per semester which they feel are of importance to the student body, with a particular focus on those constituencies which the Equity Officer represents;

(d) Chair the Campus Representation Committee;

(e) Sit on the Student Life Committee and at least one additional Union or University committees;

(f) Act as an Elections Assistant as required at the discretion of the Chief Returning Officer, in accordance with By-Law 3;

(g) Hold at least three (3) regular office hours per week during the academic year;

(h) Be responsible for other such duties as assigned by Council.

3. The Sustainability Officer shall:

(a) Be responsible to nurture an active interest in environmental and sustainability issues and to pursue the creation of a more sustainable Acadia University, Town of Wolfville, and ultimately, a more sustainable Earth;

(b) Be the chief liaison for any environmental and/or sustainability initiatives between the Union and the Acadia Sustainability Office;

(c) Liaise regularly with campus organizations which focus on environmental and sustainability groups as part of their mandate and other inter-university student sustainability initiatives;

(d) Serve as a voice for sustainability and enforce the sustainability policies of the Union offices and Acadia offices;

- (e) Develop internal policies on sustainability, subject to the approval of the Union Executive;
- (f) Aid in the development and lobbying for the implementation of creative sustainability policies, initiatives, educational programs, management systems and networking activities;
- (g) Sit on the Events & Promotions Committee and one (1) other Union committees;
- (h) Chair the Environmental Sustainability Committee;
- (i) Initiate and carry out, with the approval of Council, one project per semester which they feel are of importance to the student body, with a particular focus on sustainability;
- (j) Act as an Elections Assistant as required at the discretion of the Chief Returning Officer, in compliance with By-Laws 3;
- (k) Hold at least three (3) regular office hours per week during the academic year; and
- (l) Be responsible for other such duties as assigned by Council.

4. The Community Relations Officer shall:

- (a) Be responsible for ~~the~~ relations with the Wolfville Town Council;
- (b) Be responsible for attending all Town Council Meetings and Town and Gown Meetings and communicating the events of these meetings to Council;
- (c) Hold regular meetings with the Town of Wolfville Compliance Officer;
- (d) Reports regarding activities/events/plans shall be submitted for presentation to Council prior to the last council meeting of each month;
- (e) Sit on the Student Life Committee and two (2) other Union committees;
- (f) Initiate and carry out, with the approval of Council, one project per semester which they feel are of importance to the student body;
- (g) This position will work with the Executive Board on town relations and connecting students to the community;
- (h) Act as an Elections Assistant as required at the discretion of the Chief Returning Officer, in compliance with By-Laws 3;

- (i) Hold at least three (3) regular office hour per week during the academic year;  
and
  - (j) Be responsible for other such duties as assigned by Council.
5. The First Year Officer shall:
- (a) Be responsible for representing Acadia students in their first year of studies as a whole;
  - (b) Initiate and carry out, with the approval of Council, one project per semester which they feel are of importance to the student body;
  - (c) Sit on the Events and Promotions Committee, the Student Life Committee and the House Presidents Committee;
  - (d) Act as an Elections Assistant as required at the discretion of the Chief Returning Officer, in compliance with By-Laws 3;
  - (e) Hold at least three (3) regular office hours per week during the academic year;
  - (f) Be responsible for such other duties as are assigned by Council.

## **Article IV: Student Senators**

1. One (1) Student from the Faculty of Arts, the Faculty of Pure and Applied Science, the Faculty of Professional Studies, the Faculty of Theology and Graduate Studies shall be tasked with representing the students of their faculty to the Acadia Senate and related bodies.
2. Each Student Senator shall:
  - (a) Sit on at least three (3) University Senate Committees;
  - (b) Serve on the Academic Affairs Committee;
  - (c) Sit on the planning committee of their respective faculties, where applicable;
  - (d) Present a goal document for the year, including an outline of how the position will communicate with constituents, at the first regular meeting of Council upon assuming office;

- (e) Initiate and carry out, with the approval of Council, one project per semester which they feel are of importance to the student body, with a particular focus on their faculty;
- (f) Represent academic related concerns of their students to Council and the Vice President Academic & External;
- (g) Act as Elections Assistants as required at the discretion of the Chief Returning Officer, in compliance with the election by-law;
- (h) Hold at least three (3) regular office hours per week during the academic year;
- (i) Be responsible for such other duties as are assigned by Council.

## **Article V: The Student Board of Governors Representative**

1. The Student Board of Governors Representative shall:
  - (a) Be responsible for representing the Acadia student body to the Acadia Board of Governors and related committees;
  - (b) Sit on the Presidential Affairs Committee and two (2) other Union or University Committees;
  - (c) Present a goal document for the year, including an outline of how the position will communicate with constituents, at the first regular meeting of Council upon assuming office;
  - (d) Keep the student body abreast with issues and projects before the Board, within the limits of publicity outlined by the Board;
  - (e) Initiate and carry out, with the approval of Council, one project per semester which they feel are of importance to the student body;
  - (f) Act as an Elections Assistant as required at the discretion of the Chief Returning Officer, in compliance with the election by-law;
  - (g) Hold at least three (3) regular office hours per week during the academic year;
  - (h) Be responsible for such other duties as are assigned by Council.