

# **By-Law 5: Students' Representative Council Policies**

**Acadia Students' Union**

**Amended in December 2016**

# Article I: Appointed Positions

## 1. Hiring Committee

- (a) The hiring committee for all hired positions of Council shall consist of the Chairperson of the Council who shall chair the committee, the President, the VP Finance & Operations, one (1) non-executive Council member and two (2) ordinary or associate members of the Union;
- (b) Any member on the committees shall abstain from discussion if the position they currently hold is being hired;
- (c) All committee positions shall be filled at the first regular meeting of Council;
- (d) Any conflicts of interest among members of the hiring committees should be made known at the beginning of the hiring process;
- (e) Any member with a conflict of interest shall temporarily step down for the duration of the hiring of that position.

## 2. Applications

- (a) The hiring committee shall publicly advertise all hired positions, including the VP Finance & Operations, the Chairperson, the Deputy Chairperson and the Chief Returning Officer, for a minimum of fourteen (14) days through use of all union media, emails and posters;
- (b) Applications for hired positions shall be submitted by 4:30 pm on the last day of the general election.

## 3. Interviews

- (a) The hiring committee shall set up dates and times for interviews with applicants that the hiring committee deems qualified to pursue;
- (b) The applicants shall be informed of their application status, including interview times, by the Chairperson within one (1) week following the application deadline;
- (c) Should applicants wish to retract their application, reschedule their interview or request additional accommodations, they shall be permitted to do so up to two (2) days before their interview;
- (d) Monitoring the consistency and fairness of the interviews shall rest with the Chairperson.

- (e) Upon completion of all interviews, deliberations within the committee shall begin and shall last no more than three (3) days;
- (f) In the event that a unanimous vote cannot be reached, the committee shall put forward all suitable applicants to Council;
- (g) All discussion and materials created and held by the hiring panel shall remain strictly confidential;
- (h) Committee members found to be in breach of confidentiality shall be dismissed by the appointed Chair and replaced by a suitable candidate as approved by the Council.

#### 4. Appointment

- (a) The recommended applicant's cover letter and resumé shall be made available to all outgoing and incoming council members through the Office of the Chairperson;
- (b) A candidate recommended by the hiring committee shall be considered by Council at the earliest possible date for ratification;
- (c) If a candidate is not ratified by Council by the changeover meeting, the application process shall be reviewed by the Interim Review Board, which shall make a recommendation to the Council at the earliest possible date;
- (d) Any position not filled shall remain vacant until a candidate is ratified by Council.

## **Article II: Resignation**

1. If a member of Council wishes to resign from their role, they shall submit a written notice for resignation and provide a minimum of fourteen (14) days of notice to the Chairperson, unless the Chairperson waives such notice for special circumstances.
2. At the next meeting of Council, the chair shall delegate the President, or in the case of the President's resignation the Vice President Finance and Operations, to inform the Council of the notice of resignation.
3. Notice regarding resignation shall be given to Students within twenty-four (24) hours of the resignation.
4. In the event that an elected Council seat is vacated by resignation within the fall or winter semesters, the Chief Returning Officer shall call a by-election within thirty (30) days of the resignation.

5. In the event that the seat of the President is vacated by resignation in or after January, the Presidential Alternate shall serve the rest of his/her term of office as President.
6. During the period of time in which an Executive Board seat is vacated, the Executive Board will delegate the resigned individual's tasks among themselves.

## **Article III: Impeachment**

### 1. Reasons for Impeachment:

- (a) Any member of Council may, at the discretion of Council, acting through a two-thirds majority vote, be required to forfeit his/her position on Council for:
  - i. Not attending two or more consecutive meetings of Council, or who misses a total of four or more meetings through the year, without providing written notification to the Chairperson twenty-four (24) hours in advance;
  - ii. Failing to submit end of semester reports to the Chairperson before a regular meeting of Council two times in a row, or four times throughout the course of the year;
  - iii. Having any semester's honorarium withheld by the Review Board, based on reports received;
  - iv. Any gross violations of Union Constitutions, By-Laws, or Mission Statement;
  - v. Failure to maintain a sessional GPA of 2.0 or above.

### 2. Procedure for Impeachment:

- (a) Any member or official of Council may be removed from office through a motion of impeachment at a regular or special meeting of Council;
- (b) A written notice containing the motion of impeachment, as well as the basis for impeachment shall be presented to Council at least seven (7) days before the meeting;
- (c) At the meeting, the author of the motion, the member or official facing impeachment, and all members of Council shall be given an opportunity to discuss the motion;
- (d) A two-thirds majority is needed to carry the motion of impeachment;

- i. If a voting member of Council is facing impeachment, they will not be eligible to vote on the motion, and his/her vote will not be included in quorum;
- ii. If a voting member of Council has authored the motion of impeachment, they will not be eligible to vote on the motion, and his/her vote will not be included in quorum.
- iii. Quorum for a motion of impeachment shall be 75% of Council's voting members. All abstentions during the vote shall not be counted in quorum. Failure to meet 75% quorum of present voting members shall result in a re-vote, to be held in the same meeting, following further discussion as directed by the Chair.

### 3. Procedure for Impeachment by Constituents:

- (a) Any voting member of Council may be removed from office by their constituents, through a motion of impeachment at a meeting at which 35 percent of that member's constituents are present;
- (b) A written notice containing the motion of impeachment, as well as the basis for impeachment shall be presented to the Chairperson of Council and the President at least seven (7) days in advance of the constituents' meeting at which the motion will be considered, and shall be signed by at least 50 student members of the Union;
- (c) The Chairperson of Council shall preside over the constituents' meeting;
- (d) At the constituents' meeting the author of the motion, the member facing impeachment, and constituents will be given an opportunity to discuss the motion;
- (e) A two-thirds majority of the constituents' present is needed to carry the motion of impeachment.

### 4. Filling Vacant Seats:

- (a) In the event that a seat on Council is vacated the Chairperson of Council shall call a by-election to fill the vacancy within thirty (30) days of the removal/impeachment;
- (b) Any member of Council removed from office in accordance with subsections 1, 2 or 3 of this section shall have as their only means of appeal the chance to contest the vacant seat in the upcoming by-election.

5. Replacing Impeached Appointed Executive Board Members:

- (a) In the event that an appointed Executive member is impeached, a selection committee shall be formed to fill the position;
- (b) The committee shall be comprised of:
  - i. The President;
  - ii. One elected Executive;
  - iii. Three members of Council.
- (c) This committee shall bring a candidate to Council for ratification within fourteen (14) days of the impeachment;
- (d) The impeached Executive is not eligible to be re-appointed.

6. Replacing Impeached Council Officials

- (a) In the event that an official of Council is impeached, a selection committee shall be formed to fill the position;
- (b) The committee shall be comprised of:
  - i. The President;
  - ii. One Council Official; and
  - iii. Three members of Council
- (c) This committee shall bring a candidate to Council for ratification within fourteen (14) days of the impeachment;
- (d) The impeached official is not eligible to be re-appointed.

7. Suspension from Office:

- (a) Any member or official of Council may be suspended from office by Council for a period not exceeding ninety (90) days;
- (b) A written notice containing the motion of suspension, as well as the basis for suspension shall be presented to Council at least seven (7) days before the special meeting.

## Article IV: Remuneration

1. The amounts remunerated to the parties listed below shall be pegged to the Consumer Price Index (CPI), and shall be adjusted yearly in accordance with the CPI's measure of inflation. The amounts listed below shall serve as the remunerated amounts for the 2006-2007 year, with subsequent years adjusted accordingly.

2. Members of the Executive shall receive a salary in the following amounts:

	Summer	Academic
i) President	\$8,085	\$8,085
ii) Vice Presidents	\$8,085	\$4,512

3. Members of the Executive shall receive the following honorarium:

i) President	\$2250
ii) Vice President Student Life	\$2250
iii) Vice President Events & Promotions	\$2250
iv) Vice President Academic & External	\$2250
v) Vice President Finance & Operations	\$2250

4. Coordinators of Internal Organizations shall receive honoraria not to exceed \$750, unless otherwise specified below.

a) Staff members of the Athenaeum will receive honoraria not to exceed the following amounts:

i) Publication Coordinator	\$2,000
ii) Managing Editor	\$1000
iii) Section Editors	\$1000 (each)
iv) Production Manager	\$1000
v) Artistic Director	\$800
vi) Photo Editor	\$800
vii) Copy Editor	\$500
viii) Distribution Manager	\$250
ix) Business Manager	\$1000
x) Webmaster	\$500
xi) Staff Writers	\$200

b) The *Axe Yearbook* staff will receive honoraria not to exceed the following amounts:

i) Publication Coordinator	\$1,300
ii) Assistant Editor	\$650

iii) Sub Editors \$250 (each)

5. Officers of the SRC shall receive honoraria not to exceed the following amounts:

	Summer	Academic
i) Chairperson	\$150	\$2000
ii) Deputy Chairperson		\$1000
iii) Chief Returning Officer		\$750

a) Non-Executive voting members of S.R.C. shall not receive an honorarium beyond \$700.

6. Honoraria is an amount paid by the Union in recognition of the services rendered and the fulfillment of the professional duties by members of the S.R.C. and associated organizations. When deciding upon appropriate amounts per candidate, The Review Board shall take into consideration the professional performance of the individual, in regards to both their mandated and non-mandated projects and what they have contributed throughout their term to the Union and students.

7. Honoraria shall be distributed in two installments for all members with the following exceptions of the Executive Board and the Chairperson of the S.R.C., who shall receive three installments to coincide with the end of the Summer, Fall and Winter terms.

8. Honoraria for Yearbook staff shall be distributed in three installments, the first by December 31<sup>st</sup>, the second by April 30<sup>th</sup> and the third upon completion of the *Axe Yearbook*.

9. When considering honoraria each trimester, the Review Board shall consider a maximum eligible amount to be the total potential honoraria divided by the number of installments the relevant position is entitled to.

10. Disbursement of honoraria to all eligible members is subject to the discretion of the Review Board.