

Bylaw #1: Students' Representative Council

Article 1: Composition

1. The Students' Representative Council (the "SRC") shall be composed of the following voting members:
 - (a) The President (elected);
 - (b) Vice President Academic & External (elected);
 - (c) Vice President Student Life (elected);
 - (d) Vice President Finance & Operations (elected);
 - (e) Vice President Events & Promotions (elected);
 - (f) One representative from each of the following faculties:
 - (i) Arts (elected);
 - (ii) Professional Studies (elected);
 - (iii) Pure & Applied Science (elected);
 - (iv) Theology (elected);
 - (v) Graduate Studies (elected);
 - (g) Two Councillors 'At Large' (elected);
 - (h) One First Year Representative (elected);
 - (i) Community Relations Officer (elected);
 - (j) Diversity & Inclusion Representative (appointed); and
 - (k) Sustainability Representative (elected).
2. The SRC shall also include the following non-voting members:
 - (a) one member of the Acadia University Faculty (appointed)
 - (b) one member of the Acadia University Administration (appointed)
 - (c) one member of the Acadia Board of Governors (appointed)
3. All members of the SRC shall attend all regular and special meetings of the SRC.
4. Members of the SRC shall attend all meetings of standing or special committees of the SRC of which they are members, unless they are excused on reasonable grounds by the Chair of such committee.

Article #2: Purposes, Powers, Duties & Functions

1. The ASU has the powers conferred upon it by **An Act to Incorporate Acadia Students' Union**, S.N.S. 1967, C-129 at section 3.

2. Subject to the Bylaws, all powers of the ASU are vested in the SRC.
3. The SRC shall carry out its powers, duties, and functions only by:
 - (a) resolution;
 - (b) procedure, when permitted to do so by the ASU Bylaw;
 - (c) bylaw when required to do so by the ASU Bylaw;
 - (c) constitutional amendment when required to do so by the Constitution; or
 - (d) referendum or plebiscite when required to do so by the Constitution or ASU Bylaw.
4. The SRC is responsible for:
 - (a) ensuring the powers, duties, and functions of the SRC are appropriately carried out according to the Constitution and ASU Bylaws;
 - (b) ensuring that policies and programs of the ASU are appropriately developed and evaluated;
 - (c) considering the welfare and interests of the ASU as a whole;
 - (d) ensuring the timely creation and reporting to the SRC of the Executive Goals;
 - (e) overseeing the progress and implementation of the Executive Goals; and
 - (f) all other responsibilities of the ASU not explicitly granted to another person or body by the Constitution or ASU Bylaw.
5. The SRC may make procedures regarding the role of the Chairperson/Presiding Officer and the conduct of SRC meetings.

Article #3: Oath of Office

1. SRC members shall take an Oath of Office before taking office and commencing their duties.
2. The Oath of Office for all elected and appointed officials shall be:

“I, [official’s name], affirm that I will honour my office by acting in the best interests of the Acadia Students’ Union.
I will act with integrity in all my roles and responsibilities.
I will respect the values of the Constitution and Bylaws of the ASU.
I will strive to free myself from personal bias and make informed decisions.
I will work together with my fellow officials for the benefit of all students.
I will serve to the best of my ability and hold myself accountable for the standard of my service.”

Article #4: SRC Member Roles & Responsibilities

Executive Board

1. The Executive Board shall consist of the President, Vice President Student Life, Vice President Events & Promotions, Vice President Academic & External and Vice President Finance & Operations.
2. 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 lobby 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) Be responsible for representing the Acadia Student Body to the Acadia Board of Governors and related committees;
 - (h) Sit ex-officio on the Senate;
 - (i) Sit ex-officio on all Union Committees and sub-committees;
 - (j) Represent the Union on any University Committees which require their presence;
 - (k) Act as a liaison between the ASU Executive and the President and Vice-Chancellor of Acadia University;
 - (l) 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;

- (m) Act as chair of the Presidential Affairs Committee and the Executive Board;
 - (n) Hold a minimum of twenty (20) regular office hours per week during the academic year;
 - (o) Take no more than three (3) courses, including correspondence courses, in each of the fall and winter semester and take no more than two (2) intersession courses from May 1st to August 31st provided that the Executive may approve up to one (1) additional course to be taken in this period;
 - (p) Propose a tangible goal document to Council for ratification at the final meeting of the outgoing Council, as well as the first regular meeting of Council in both September and January;
 - (q) Act as the alternate member communications officer in conjunction with the Vice President Events & Promotions;
 - (r) 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/or chair the hiring of all coordinators/editors of internal organizations;
 - iii. Train Coordinators; and
 - iv. 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) 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;
 - (f) Act as the chief liaison with Residence Life;
 - (h) Act as chair of the Student Life Committee;
 - (i) Propose a tangible goal document to Council for ratification at the final meeting of the outgoing Council, as well as the first regular meeting of Council in both September and January;
 - (j) Hold a minimum of fifteen (15) regular office hours per week during the academic year;
 - (k) Take no more than four (4) courses, including correspondence courses, in each of the fall and winter semester and take no more than three (3) intersession courses from May 1st to August 31st; and
 - (l) 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 and is primarily responsible for coordinating 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) Maintain and regularly update the Union website;
- (g) 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.
- (h) Act as chair of the Events & Promotions Committee;
- (i) 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.
 - iii. Represent the Union as a delegate to any external programming organizations;
 - (j) Propose a tangible goal document which shall include an effective communication strategy to Council for ratification at the final meeting of the outgoing Council, as well as the first regular meeting of Council in both September and January.
 - (k) Hold a minimum of fifteen (15) regular office hours per week during the academic year;
 - (l) Take no more than four (4) courses, including correspondence courses, in each of the fall and winter semester and take no more than three (3) intersession courses from May 1st to August 31st; and
 - (m) 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;
 - (f) Create initiatives that foster a positive academic and intellectual climate on campus and within the Union;

- (g) Act as chair of the Academic Affairs Committee;
 - (h) Sit on the Senate of Acadia University and all University Committees and Boards, as required by the Senate regulations;
 - (i) Make all student appointments to appropriate University Senate Committees, in consultation with the Student Senators;
 - (j) Propose a tangible goal document to Council for ratification at the final meeting of the outgoing Council, as well as the first regular meeting of Council in both September and January;
 - (k) Hold a minimum of fifteen (15) regular office hours per week during the academic year;
 - (l) Take no more than four (4) courses, including correspondence courses, in each of the fall and winter semester and take no more than three (3) intersession courses from May 1st to August 31st; and
 - (m) 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 President 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 last 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 bi-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;
- (p) Propose a tangible goal document to the Council for ratification at the final meeting of the outgoing Council, as well as the first regular meeting of the Council in both September and January;

- (q) Hold a minimum of fifteen (15) regular office hours per week during the academic year;
- (r) Take no more than four (4) courses, including correspondence courses, in each of the fall and winter semester and take no more than three (3) intersession courses from May 1st to August 31st; and
- (s) Be responsible for such other duties as may be determined by the Council.

Councillors, Representatives & Officers

1. The Councillors (2) shall:

- (a) Be responsible for representing the Acadia student body as a whole, regardless of faculty, year of study, nationality or other personal characteristics or prohibited grounds of discrimination;
- (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. Diversity and Inclusion Representative

- (a) Acts as a general advocate for greater diversity and inclusion on campus and recommends programs, services, activities and initiatives that create a welcoming environment for, and promotes the education and awareness of issues impacting those students with diverse identities based upon race, ethnicity, culture, heritage, and religion, gender and sexual orientation;

- (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 includes the delivery of programs, services, events, activities, or initiatives that further the education and awareness on the diversity and inclusion of students with diverse identifies and creates a welcoming community for such students;
 - (d) Chair the Diversity and Inclusion 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; and
 - (h) Be responsible for other such duties as assigned by Council.
3. The Sustainability Representative shall:
- (a) Be responsible to nurture an active interest in environmental and sustainability issues and to pursue the creation of a more sustainable campus community;
 - (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 advance the sustainability policies of the Union offices and Acadia offices;
 - (e) Develop internal policies on sustainability, subject to the approval of the Union Executive or Council (as appropriate);

- (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 ~~for~~ 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) Represent the interests of "off campus" students;

- (i) Assist in the transition of “on campus” students to “off campus” students;
- (j) Act as the liaison between the “off campus” students and the Town of Wolfville;
- (k) Act as an Elections Assistant as required at the discretion of the Chief Returning Officer, in compliance with By-Laws 3;
- (l) Hold at least three (3) regular office hour per week during the academic year; and
- (m) Be responsible for other such duties as assigned by Council.

5. The First Year Representative 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; and
- (f) Be responsible for such other duties as are assigned by Council.

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; and
- (i) Be responsible for such other duties as are assigned by Council.

Students' Representative Council Meeting Process

1. A quorum of Council shall consist of a majority of Council members (50% + 1) including at least two (2) members of the Executive Board provided that unfilled positions shall not be included in determining the number of Council members
[NOTE – revised to reflect Constitution, Article 2, section 3(g)]
2. SRC Meetings shall be open to the public expect when the SRC moves in camera as provided in the Council Procedural Policy.
3. All resolutions, motions and decisions of the SRC shall be recorded in writing or electronically and shall be accessible to students on request.
4. Each voting member present at a SRC meeting has one vote on matters put to a vote at the meeting unless the member is required to abstain from voting under a by-law or abstains from voting after having declared a conflict of interest.

5. A resolution is valid only if a majority of the SRC voting members present at the meeting vote in favor of it, except where the by-laws state otherwise.
6. If there are an equal number of votes in favor or proposed to any matter requiring a simple majority, the resolution on motion is defeated.
7. SRC members present at an SRC meeting may abstain from voting on any or all substantive motions and resolutions.
8. Abstentions under the previous section shall not jeopardize quorum or unanimous consent.
9. SRC members shall not exercise their right to vote unless physically present at an SRC meeting with the exception that a voting member of the SRC may give a Proxy Statement to any other voting member of that body.
10. Proxy Statements shall:
 - (a) Be submitted, in written or electronic form, to the Chairperson's office no later than twenty four (24) hours prior to the meeting where said Statement is to be used, except in emergency situations where the Chairperson may use their discretion to shorten notice;
 - (b) Be given in writing to the member who is to hold said proxy no later than twenty four (24) hours prior to that meeting unless permission to shorten the notice period has been given by the Chairperson;
 - (c) Mandate the holder of the proxy as how they should vote on a specific resolution (s);
 - (d) Not apply to votes of procedure;
 - (e) Not apply to votes for which no mandate was given (amendments, etc.);
 - (f) Not apply to quorum calculations.

Students' Representative Council - Attendance

1. Attendance during the attendance check shall be required for a member of the SRC to be considered present for an SRC meeting.

2. An SRC member who arrives up to fifteen (15) minutes after the meeting comes to order may be excused and added to the first attendance check at the discretion of the Chair.
3. An SRC member who arrives more than fifteen (15) after the meeting comes to order may be excused and added to the first attendance at the discretion of the Chairperson.
4. The SRC may vote, by a simple majority of SRC members present, to excuse a member from an SRC meeting.
5. A motion to excuse a member must be made:
 - (a) Prior to the SRC member's absence; or
 - (b) At the first SRC meeting after the SRC member's absence;
6. Excusable absences from SRC may include:
 - (a) Medical emergencies;
 - (b) Family emergencies;
 - (c) Religious convictions;
 - (d) A required course component; or
 - (e) Reasonable accommodation as required or permitted by law or ASU By-Law or policy.
7. In contemplating an excusal under Section 6 (above), the SRC may request documentation, including but not limited to course outlines, medical notes, supervisory letters, or statutory declarations.
8. An SRC member is not considered to be absent from a meeting if the member is absent on Union business.
9. The SRC may vote, by simple majority of SRC members present, whether a member's absence is considered Union business.

Chairperson

1. The SRC shall appoint a Chairperson (the "Chair") who shall be responsible for the conduct of SRC meetings in accordance with the ASU Constitution, Bylaws and SRC Procedural Policy.

2. The Chair shall abide by and enforce the established procedures regarding the role of the Chair and the conduct of SRC meetings.
3. The Chair shall abide by and maintain the integrity of the ASU Constitution, Bylaws, Policies and Procedures and, as an SRC official, the Chair shall be governed by the Council Code of Conduct.
4. A person is not qualified for the position of Chair of SRC if that person:
 - (a) Ceases to be an active member of the ASU;
 - (b) Is nominated for an elected position of the SRC;
 - (c) Is an elected or appointed union official;
 - (d) Holds any other position of employment within the ASU; or
 - (e) Does not have a sessional GPA of at least 2.0 at the time of the appointment.
5. The Chair shall ensure the effective operation of the SRC as well as the effective performance of all members of the SRC and shall bring forward to the review board and/or the SRC any issues regarding any SRC member, particularly in regards to the fulfillment of mandated duties.
6. The Chair shall be responsible for setting the date of all regular meetings of SRC and for the preparation of the agenda from submissions by members of council.
7. The Chair shall distribute the agenda and any supporting documents by email for each meeting to members of the SRC no later than two (2) days prior to the date of meeting.
8. The Chair shall arrange for an educational workshop to teach all the rules of procedure governing the SRC to all members before the first regular meeting of the SRC in the fall semester, and shall make available to all members a copy of the SRC Procedural Policy, Rules of Order, and the ASU Constitution and Bylaws.
9. The Chairperson of Council is responsible for ensuring all appointments are made and presented for ratification no later than the second regular meeting of Council at the beginning of the academic year.
10. The Chair shall ensure that records are kept regarding the membership on all standing and ADHOC Committees of the SRC and shall also ensure that all reports from these committees are maintained.
11. The Chair shall supervise the work of the Deputy Chairperson as appropriate.

12. The Chair shall act as Chair of the Review Board, Hiring Board, Elections Committee and Governance Committee.
13. The Chair shall hold a minimum of six (6) regular hours per week during the academic year.
14. The Chair shall propose two (2) tangible goals to Council for ratification for completion before the end of their term.
15. The Chair shall perform such other duties as are assigned by Council.

Deputy Chairperson

1. The SRC shall appoint a Deputy Chairperson (the "Deputy Chair") who shall be responsible for assisting the Chair with respect to the conduct of SRC meetings in accordance with the ASU Constitution, Bylaws and SRC Procedural Policy.
2. The Deputy Chair shall abide by and maintain the integrity of the ASU Constitution, the Bylaws, policies and procedures of the ASU and, as an SRC official, the Deputy Chair shall be governed by the Council Code of Conduct.
3. A person is not qualified to be the Deputy Chair if that person:
 - (a) Ceases to be an active member of the ASU;
 - (b) Is nominated for an elected position of the SRC;
 - (c) Is an elected or appointed union official;
 - (d) Holds any other position of employment with the ASU; or
 - (e) Does not have a sessional GPA of at least 2.0 at the time of the appointment.
4. The Deputy Chair shall attend all meetings of Council and shall be the Secretary of the SRC.
5. The Deputy Chair shall prepare detailed minutes of all council meetings, under the supervision of the Chair, which shall be available no later than five (5) days after meeting, and which will be presented for approval by Council at the next subsequent meeting.
6. The Deputy Chair shall aid the Chair in the preparation distribution of the agenda and related documents for all council meetings.

7. The Deputy Chair shall review the minutes of each meeting before distribution and shall maintain a permanent file of all minutes, agendas, and related documents.
8. The Deputy Chair shall ensure that electronic versions of all minutes, agendas and related documents, are achieved and available online through the ASU website.
9. The Deputy Chair shall maintain a record of the attendance of all members of the SRC at council meetings.
10. The Deputy Chair shall act as Chairperson at council meetings in the Chair's absence.
11. The Deputy Chair shall perform such other duties as are assigned by the Chairperson or by the SRC.

Transition of Authority

1. The authority of the SRC shall transition from the outgoing Council to the incoming Council annually on April 30th (midnight) with the authority of the incoming Council immediately vesting in the new Executive Board as provided in the *Constitution* at Article II, section 2(c).

SRC Members - Roles and Responsibilities

1. All SRC members shall be responsible to:
 - (a) Prepare for, attend, and participate in SRC and SRC committees;
 - (b) Make informed decisions;
 - (c) Abide by all ASU policy;
 - (d) Maintain confidentiality;
 - (e) Respect the authority of the SRC and SRC decisions;
 - (f) Act in the best interest of the ASU;
 - (g) Be informed and aware of ASU programs, services and policies;
 - (h) Participate in training and orientation activities planned by the General Manager, Chairperson or SRC;

- (i) Participate in training and orientation of their successors by having meetings and preparing transition materials; and
- (j) Fulfill any other duty responsibility that may be assigned or delegated by the SRC.

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

1. Faculty representatives, university administration representatives and the Acadia Board of Governors representative shall be responsible to:
 - (a) Become aware of and understand issues that impact students;
 - (b) Attend and participate in SRC meetings and in SRC committees as appointed or designated by the SRC or Acadia University for the purpose of representing student needs and interests;
 - (c) Communicate with students about the ASU's programs, policies and decisions made by the SRC.
 - (d) Advise the SRC on any changes regarding University Policy or Procedure.

SRC Members - Reporting

1. All SRC members may give a report at each regular SRC meeting regarding:
 - (a) Emerging and ongoing issues impacting students; and
 - (b) All recent activities related to their roles and responsibilities as a member of the SRC.
2. Committee Chairs or the Committee Chair alternate shall submit a report (written or verbal) of the committee's activities at each SRC meetings.
3. The President shall present to the SRC all issues of pertinent relevance to students after each Board of Governor meetings.
4. Student Senators shall report to the SRC on all issues of pertinent relevance to the ASU members after each senate meeting.

5. Each Executive Member shall submit a trimester report to the SRC on the status of their executive goals:
 - (a) At the first SRC meeting in September;
 - (b) At the first SRC meeting in January; and
 - (c) At the SRC meeting prior to the end of their term.
6. The President shall deliver an annual report to the SRC which shall include information on the highlights of the annual budget including approvals of any extra budgetary additions and any legislative changes to the Union that significantly affect the members.

SRC Members - Resigning

1. A member of Council may resign from office at any time by delivering to the Chairperson a signed resignation and such resignation is effective on delivery by the Chairperson to the next meeting of the SRC at which time the resignation shall be accepted by the SRC.
2. A resignation cannot be withdrawn once it has been delivered to the Chairperson.
3. Notwithstanding the provisions of the Elections Bylaw, in the event that the seat of the President is vacated by resignation in or after January, the Presidential Alternative shall serve the rest of the President's term of office as President.
4. During the period of time in which an Executive Board seat is vacated, the Executive Board shall delegate the resigned member's duties among themselves in the manner that the Executive Board sees fit.

SRC Members - Impeachment & Suspension

1. Any member of Council may, at the discretion of Council, acting through a two-thirds majority vote, be required to forfeit their position on Council for:
 - (a) 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;

- (b) 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;
 - (c) Having any semester's honorarium withheld by the Review Board, based on reports received;
 - (d) Any gross violations of Union Constitutions, By-Laws, or Mission Statement; or
 - (e) Failure to maintain a sessional GPA of 2.0 or above.
2. The Procedure for Impeachment shall be as follows:
- (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 their 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 their 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. Any member of Council may be suspended from office by a majority vote of Council for a period not exceeding ninety (90) days provided that written notice containing

the motion of suspension, as well as the basis for suspension, is provided to Council at least seven (7) days before the meeting at which the matter will be decided.

