

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 Events & Promotions (elected);
 - (d) Vice President Finance & Operations (elected);
 - (e) Vice President Student Life (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 Representative (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 Administration (appointed);
 - (b) One member of the Acadia University Board of Governors (appointed);
 - (c) One member of the Acadia University Faculty (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 Bylaws;
 - (c) Bylaw when required to do so by the ASU Bylaws;
 - (d) constitutional amendment when required to do so by the Constitution; or
 - (e) referendum or plebiscite when required to do so by the Constitution or ASU Bylaws.
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 Bylaws.
5. The SRC may establish 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

1. Executive Board

- (a) The Executive Board shall consist of the President (elected), Vice President Academic & External (elected), Vice President Events & Promotions (elected), Vice President Finance & Operations (elected), and Vice President Student Life (elected).

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 Bylaws;
- (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 subcommittees;
- (j) Represent the Union on any University Committees which require their presence;

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- (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 to the Community Relations Representative during the fall and winter semesters, as appropriate;
 - (m) Act as chair of the Executive Board;
 - (n) Hold a minimum of 20 regular office hours per week during the academic year;
 - (o) During the summer months (May 1 to August 31), the President shall commit at least 37.5 hours per week (Monday to Friday) to the duties of the Office of President. During this period, the President is entitled to two personal days per month and ten days vacation during the summer period (May 1 to August 31);
 - (p) Take no more than three courses, including correspondence courses, in each of the fall and winter semesters and take no more than two intersession courses from May 1 to August 31. The Executive may approve up to one additional course to be taken in this period;
 - (q) 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;
 - (r) Act as the alternate communications representative of the ASU in conjunction with the Vice President Events & Promotions;
 - (s) Be responsible for other duties as may be determined by the Council.
3. 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 Bylaws and discipline non-compliance as required.
 - (b) Coordinate Clubs and assist with the following:
 - (i) Prepare, review, and ratify their respective constitutions, as necessary;
 - (ii) Train Club Presidents, as necessary; and

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- (iii) Ensure adherence to the Bylaws and discipline noncompliance 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;
 - (g) Act as chair of the Student Life Committee;
 - (h) 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;
 - (i) Hold a minimum of 15 regular office hours per week during the academic year;
 - (j) During the summer months (May 1 to August 31), the Vice President Student Life shall commit at least 37.5 hours per week (Monday to Friday) to the duties of the Office of Vice President Student Life. During this period, the Vice President Student Life is entitled to two personal days per month and ten days vacation during the summer period (May 1 to August 31);
 - (k) Take no more than four courses, including correspondence courses, in each of the fall and winter semester and take no more than three intersession courses from May 1 to August 31; and
 - (l) Be responsible for other duties as may be determined by Council.
4. 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 ASU 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 Section (c);
- (e) Coordinate the involvement of other Executive members in the events and activities listed in Section (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:
- (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 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;
- (j) Represent the Union as a delegate to any external programming organizations.
- (k) 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.
- (l) Hold a minimum of 15 regular office hours per week during the academic year;
- (m) During the summer months (May 1 to August 31), the Vice President Events and Promotions shall commit at least 37.5 hours per week (Monday to Friday) to the duties of the Office of Vice President Events and Promotions. During this period, the Vice President Events and Promotions is entitled to two personal days per month and ten days vacation during the summer period (May 1 to August 31);

- (n) Take no more than four courses, including correspondence courses, in each of the fall and winter semesters and take no more than three intersession courses from May 1 to August 31; and
 - (o) Be responsible for other duties as may be determined by Council.
5. 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 15 regular office hours per week during the academic year;
 - (l) During the summer months (May 1 to August 31), the Vice President Academic and External shall commit at least 37.5 hours per week (Monday to Friday) to the duties of the Office of Vice President Academic and External. During this period, the Vice President Academic and External is entitled to two personal days per month and ten days vacation during the summer period (May 1 to August 31);

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- (m) Take no more than four courses, including correspondence courses, in each of the fall and winter semesters and take no more than three intersession courses from May 1 to August 31; and
 - (n) Be responsible for such other duties as may be determined by Council.
6. 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 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 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 of Council in September;
 - (k) Present to Council a budget for the upcoming fiscal year before the last meeting in the current fiscal year;
 - (l) Act as chair of the Financial Affairs 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 15 regular office hours per week during the academic year;
- (r) During the summer months (May 1 to August 31), the Vice President Finance and Operations shall commit at least 37.5 hours per week (Monday to Friday) to the duties of the Office of Vice President Finance and Operations. During this period, the Vice President Finance and Operations is entitled to two personal days per month and ten days vacation during the summer period (May 1 to August 31);
- (s) Take no more than four courses, including correspondence courses, in each of the fall and winter semesters and take no more than three intersession courses from May 1 to August 31; and
- (t) Be responsible for other duties as may be determined by the Council.

7. Councillors

- (a) The Councillors shall be responsible for representing the Acadia student body, regardless of faculty, year of study, nationality, or other personal characteristics or prohibited grounds of discrimination;
- (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 is 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 Bylaw 3;
- (f) Hold at least three regular office hours per week during the academic year;
- (g) Be responsible for other duties as assigned by Council.

8. Diversity and Inclusion Representative

- (a) In the appointment of the Diversity and Inclusion Representative, Council shall engage in a proactive employment practice and shall take all reasonable steps to ensure that the successful applicant for the position is representative of one or more of the following four designated groups: women, people with disabilities, aboriginal peoples, and visible minorities;
 - (b) Acts as a general advocate for greater diversity and inclusion on campus and recommends programs, services, activities, and initiatives that create a welcoming environment for, and promotes the education and awareness of, issues impacting those students with diverse identities based upon race, ethnicity, culture, heritage, religion, gender, and sexual orientation;
 - (c) Liaise regularly with campus organizations which focus on diverse groups as part of their mandate;
 - (d) 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 of, the diversity and inclusion of, students with diverse identifies and creates a welcoming community for such students;
 - (e) Chair the Diversity and Inclusion Committee;
 - (f) Sit on the Student Life Committee and at least one additional Union or University committee;
 - (g) Act as an Elections Assistant as required at the discretion of the Chief Returning Officer, in accordance with Bylaw 3;
 - (h) Hold at least three regular office hours per week during the academic year; and
 - (i) Be responsible for other duties as assigned by Council.
9. The Sustainability Representative shall:
- (a) 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;

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- (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 creative sustainability policies, initiatives, educational programs, management systems, and networking activities;
 - (g) Sit on the Events & Promotions Committee and one other Union committee;
 - (h) Chair the Environmental Sustainability Committee;
 - (i) Initiate and carry out, with the approval of Council, one project per semester which they feel is 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 Bylaw 3;
 - (k) Hold at least three regular office hours per week during the academic year; and
 - (l) Be responsible for other duties as assigned by Council.
10. The Community Relations Representative shall:
- (a) Act as ASU liaison to the Wolfville Town Council;
 - (b) Attend all Town Council Meetings and Town and Gown Meetings;
 - (c) Hold regular meetings with the Town of Wolfville Compliance Officer;
 - (d) Issue a report regarding relevant activities, events, and plans of the Town of Wolfville for presentation to Council prior to the last Council meeting of each month;
 - (e) Sit on the Student Life Committee and two other Union committees;
 - (f) Initiate and carry out, with the approval of Council, one project per semester which they feel is of importance to the student body;
 - (g) Work with the Executive Board on to promote town relations and to promote student engagement in the community;
 - (h) Represent the interests of “off campus” students;
 - (i) Act as the liaison between the “off campus” students and the Town of Wolfville;
 - (j) Act as an Elections Assistant as required at the discretion of the Chief Returning Officer, in compliance with Bylaw 3;
 - (k) Hold at least three regular office hours per week during the academic year; and

- (l) Be responsible for other duties as assigned by Council.

11. The First Year Representative shall:

- (a) Represent Acadia students in their first year of studies;
- (b) Initiate and carry out, with the approval of Council, one project per semester which they feel is 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 Bylaw 3;
- (e) Hold at least three regular office hours per week during the academic year; and
- (f) Be responsible for other duties as are assigned by Council.

12. Student Senators

- (a) One Student from the Faculty of Arts, the Faculty of Pure and Applied Science, the Faculty of Professional Studies, and the Faculty of Theology and Graduate Studies shall be tasked with representing the students of their faculty to the Acadia Senate and related bodies;
- (b) Each Student Senator shall:
 - (i) Sit on at least three University Senate Committees;
 - (ii) Serve on the Academic Affairs Committee;
 - (iii) Sit on the planning committee of their respective faculties, where applicable;
 - (iv) 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;
 - (v) Initiate and carry out, with the approval of Council, one project per semester which they feel is of importance to the student body, with a focus on their faculty;
 - (vi) Represent academic concerns of students to Council and to the Vice President Academic & External;
 - (vii) Act as Elections Assistants as required at the discretion of the Chief Returning Officer, in compliance with Bylaw 3;

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

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

13. Students' Representative Council Meeting Process

- (a) A quorum of Council shall consist of a majority of Council members (50 percent, plus one) including at least two members of the Executive Board. Unfilled positions shall not be included in determining the number of Council members;
- (b) SRC Meetings shall be open to the public except when the SRC moves *in camera* as provided in the Council Procedural Policy;
- (c) All resolutions, motions, and decisions of the SRC shall be recorded in writing or electronically and shall be accessible to students on request;
- (d) Each voting member present at an SRC meeting has one vote on matters put to a vote at the meeting unless the member is required to abstain from voting under a Bylaw or abstains from voting after having declared a conflict of interest;
- (e) 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 Bylaws state otherwise;
- (f) If there is an equal number of votes in favor or opposed to any matter requiring a simple majority, the resolution on motion is defeated;
- (g) SRC members present at an SRC meeting may abstain from voting on any or all substantive motions and resolutions;
- (h) Abstentions herein (Bylaw 1, Article 4, Section 13) shall not jeopardize quorum or unanimous consent;
- (i) SRC members shall not exercise their right to vote unless physically present at an SRC meeting, except where a voting member of the SRC has given a Proxy Statement to another voting member of that body;
- (j) Proxy Statements shall:
 - (i) Be submitted, in written or electronic form, to the Chairperson's office no later than 24 hours prior to the meeting, where said Proxy is to be used, except in emergency situations where the Chairperson may use their discretion to shorten the notice requirement;
 - (ii) Be given in writing to the member who is to hold said Proxy no later than 24 hours prior to that meeting unless permission to shorten the notice requirement has been given by the Chairperson;
 - (iii) Mandate the holder of the Proxy as to how they should vote on a specific resolution(s);

- (iv) Not apply to votes of procedure;
- (v) Not apply to votes for which no mandate was given, such as amendments to motions;
- (vi) Not apply to quorum calculations.

14. Students' Representative Council – Attendance

- (a) Attendance during the attendance check shall be required for a member of the SRC to be considered present for an SRC meeting;
- (b) An SRC member who arrives up to 15 minutes after the meeting comes to order may be excused and added to the first attendance check at the discretion of the Chair;
- (c) An SRC member who arrives more than 15 minutes after the meeting comes to order may be excused and added to the first attendance at the discretion of the Chairperson;
- (d) The SRC may vote, by a simple majority of SRC members present, to excuse a member from an SRC meeting;
- (e) A motion to excuse a member must be made:
 - (i) Prior to the SRC member's absence; or
 - (ii) At the first SRC meeting after the SRC member's absence.
- (f) Excusable absences from SRC may include:
 - (i) Medical emergencies;
 - (ii) Family emergencies;
 - (iii) Religious convictions;
 - (iv) A required course component; or
 - (v) Reasonable accommodation as required or permitted by law, or ASU Bylaws, or Policy.
- (g) In contemplating an excusal under Bylaw 1, Article 4, Section 14f (above), the SRC may request documentation, including but not limited to course outlines, medical notes, supervisory letters, or statutory declarations;
- (h) An SRC member is not considered to be absent from a meeting if the member is absent on Union business;

- (i) The SRC may vote, by simple majority of SRC members present, whether a member's absence is considered Union business;

15. Chairperson

- (a) 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;
- (b) The Chair shall abide by and enforce the established procedures regarding the role of the Chair and the conduct of SRC meetings;
- (c) The Chair shall abide by and maintain the integrity of the ASU Constitution, Bylaws, Policies, and Procedures and, as an SRC official, the Chair shall be governed by the Council Code of Conduct;
- (d) A person is not qualified for the position of Chair of SRC if that person:
 - (i) Ceases to be an active member of the ASU;
 - (ii) Is nominated for an elected position of the SRC;
 - (iii) Is an elected or appointed Union official;
 - (iv) Holds any other position of employment within the ASU; or
 - (v) Does not have a sessional GPA of at least 2.0 at the time of the appointment.
- (e) 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 regarding the fulfillment of mandated duties;
- (f) 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;
- (g) The Chair shall distribute the agenda and any supporting documents by email for each meeting to members of the SRC no less than 48 hours before the meeting;
- (h) The Chair shall arrange for an educational workshop to instruct all members in the procedures governing the SRC 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, the ASU Constitution, and Bylaws;
- (i) 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;

- (j) The Chair shall ensure that records are kept regarding the membership on all standing and ad hoc Committees of the SRC and shall also ensure that all reports from these committees are maintained;
- (k) The Chair shall supervise the work of the Deputy Chairperson as appropriate;
- (l) The Chair shall act as chair of the Review Board, Hiring Board, Elections Committee, and Governance Committee;
- (m) The Chair shall hold a minimum of six regular hours per week during the academic year;
- (n) The Chair shall propose two tangible goals to Council for ratification for completion before the end of their term;
- (o) The Chair shall perform other duties as are assigned by Council.

16. Deputy Chairperson

- (a) 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;
- (b) The Deputy Chair shall abide by and maintain the integrity of the ASU Constitution, Bylaws, Policies, and Procedures of the ASU and, as an SRC official, the Deputy Chair shall be governed by the Council Code of Conduct;
- (c) A person is not qualified to be the Deputy Chair if that person:
 - (i) Ceases to be an active member of the ASU;
 - (ii) Is nominated for an elected position of the SRC;
 - (iii) Is an elected or appointed Union official;
 - (iv) Holds any other position of employment with the ASU; or
 - (v) Does not have a sessional GPA of at least 2.0 at the time of the appointment.
- (d) The Deputy Chair shall attend all meetings of Council and shall be the Recording Secretary of the SRC;
- (e) 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 days after meeting, and which will be presented for approval by Council at the next meeting;
- (f) The Deputy Chair shall assist the Chair in the preparation and distribution of the agenda and related documents for all Council meetings;

- (g) 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;
- (h) The Deputy Chair shall ensure that electronic versions of all minutes, agendas, and related documents, are available online through the ASU website;
- (i) The Deputy Chair shall maintain a record of the attendance of all members of the SRC at Council meetings;
- (j) The Deputy Chair shall act as Chairperson at Council meetings in the Chair's absence;
- (k) The Deputy Chair shall perform other duties as are assigned by the Chairperson or by the SRC.

17. Transition of Authority

- (a) The authority of the SRC shall transition from the outgoing Council to the incoming Council annually on April 30 (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);
- (b) Prior to the transition of authority from the outgoing Council to the incoming Council and no later than the last day of March, the outgoing Council shall appoint a non-executive member of the incoming Council as the Board of Governors Representative.

18. SRC Members - Roles and Responsibilities

- (a) All SRC members shall be responsible to:
 - (i) Prepare for, attend, and participate in SRC and SRC committees;
 - (ii) Make informed decisions;
 - (iii) Abide by all ASU Policy;
 - (iv) Maintain confidentiality;
 - (v) Respect the authority of the SRC and SRC decisions;
 - (vi) Act in the best interest of the ASU;
 - (vii) Be informed and aware of ASU programs, services, and policies;
 - (viii) Participate in training and orientation activities planned by the General Manager, Chairperson, or SRC;

(ix) Participate in training and orientation of their successors by having meetings and preparing transition materials; and

(x) Fulfill any other duty that may be assigned or delegated by the SRC.

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

(a) Faculty representative, University Administration representative, and the Acadia Board of Governors representative shall be responsible to:

(i) Be aware of and understand issues that impact students;

(ii) Attend and participate in SRC meetings and in SRC committees as appointed or designated by the SRC or Acadia University for the purpose of representing student needs and interests;

(iii) Communicate with students about the ASU's programs, policies, and decisions made by the SRC;

(iv) Advise the SRC on any changes regarding University Policy or Procedure.

20. SRC Members – Reporting

(a) All SRC members may give a report at each regular SRC meeting regarding:

(i) Emerging and ongoing issues impacting students; and

(ii) All recent activities related to their roles and responsibilities as a member of the SRC.

(b) Committee Chairs or the Committee Chair alternate shall submit a report (written or verbal) of the Committee's activities at each SRC meeting;

(c) The President shall present to the SRC all issues of pertinent relevance to students after each Board of Governors meeting;

(d) Student Senators shall report to the SRC on all issues of pertinent relevance to the ASU members after each Senate meeting;

(e) Each Executive Member shall submit a report to the SRC on the status of their executive goals:

(i) At the first SRC meeting in September;

(ii) At the first SRC meeting in January; and

(iii) At the SRC meeting prior to the end of their term.

- (f) 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.

21. SRC Members – Resigning

- (a) A member of Council may resign from office at any time by delivering a signed resignation to the Chairperson. Such resignation is effective at the next meeting of the SRC, when the Chairperson delivers the resignation to SRC, and the resignation is subsequently accepted by the SRC;
- (b) A resignation cannot be withdrawn once it has been delivered to the Chairperson;
- (c) Notwithstanding the provisions of Bylaw 3, if the seat of the President is vacated by resignation in or after January, the Presidential Alternative shall serve the rest of the President's term of office as President;
- (d) During the period in which an Executive Board seat is vacated, the Executive Board shall delegate the resigned member's duties among themselves in a mutually agreeable manner.

22. SRC Members - Impeachment & Suspension

- (a) 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:
 - (i) Not attending two or more consecutive meetings of Council, or missing a total of four or more meetings through the year, without providing written notification to the Chairperson 24 hours in advance;
 - (ii) Failing to submit two consecutive end of semester reports to the Chairperson before a regular;
 - (iii) Having any semester's honorarium withheld by the Review Board, based on reports received;
 - (iv) Any gross violations of Union Constitution, Bylaws, or Mission Statement; or
 - (v) Failure to maintain a sessional GPA of 2.0 or above.

23. 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 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 percent of the voting members of Council. All abstentions during the vote shall not be counted in quorum. Failure to meet 75 percent quorum of present voting members shall result in a re-vote, to be held in the same meeting, following further discussion as directed by the Chair.
24. Any member of Council may be suspended from office by a majority vote of Council for a period not exceeding 90 days. Written notice containing the motion of suspension, as well as the basis for suspension, must be provided to Council at least seven days before the meeting at which the matter will be decided.

BYLAW #2: Students' Representative Council Committees

Article 1: Executive Board

1. Membership

- (i) The Executive Board of the Union shall consist of:
- (ii) The President, who shall chair the committee;
- (iii) The Vice President Academic & External;
- (iv) The Vice President Events & Promotions;
- (v) The Vice President Finance & Operations;
- (vi) The Vice President Student Life; and
- (vii) The General Manager (non-voting).

2. General Manager (non-voting) shall:

- (a) Act as resource for institutional history and precedent to the voting members of the Executive Board;
- (b) Appoint a Recording Secretary; and
- (c) Be responsible for other duties as may be determined by the Executive Board.

3. The Recording Secretary shall:

- (a) Act as minute taker for meetings of the Executive Board;
- (b) Be responsible for other duties may be determined by the Executive Board.

4. Rights and Responsibilities

- (a) The administrative and operational authority of the Union shall be vested in the Executive Board;
- (b) Voting members of the Executive Board of the Union shall:
 - (i) Be responsible to Council; and
 - (ii) Meet at least once a week during their term of office, as necessary;
- (c) The Executive Board shall have a Presidential Alternate;
 - (i) The Presidential Alternate shall be chosen by a majority of the Executive Board;

- (ii) Should the President leave office or become incapacitated before completion of their term of office, the Presidential Alternate shall become the acting President.
- (d) The Executive Board shall appoint a Vice President to be a Board of Governors Representative.

5. Meetings

- (a) The meetings of the Executive Board shall be chaired by the President;
- (b) The Executive Board shall meet at the call of the President or a majority of the members of the Executive Board;
- (c) Quorum for the Executive Board shall be fifty percent of the voting members, including the President.

Article 2: Review Board

1. Membership

- (a) The Review Board shall consist of:
 - (i) The Chairperson of Council (non-voting), who shall act as chair of the Review Board;
 - (ii) The Deputy Chairperson of Council (non-voting), who shall act as Recording Secretary for the Board;
 - (iii) The President;
 - (iv) One additional member of the Executive Board of Council;
 - (v) Two non-executive, voting members of Council, to be appointed by Council at the first regular meeting of Council after the By-Election.
- (b) The Union lawyer shall act as a resource person for the Review Board, when deemed necessary.

2. Rights and Responsibilities

- (a) The Review Board shall act impartially, in good faith, and in the best interests of the Union;
- (b) Interpret and enforce the Constitution, and act as a resource for the Chair in performing their duties;
- (c) Interpret and enforce the Council Code of Conduct;

- (d) Review all relevant reports concerning the performance and undertakings of the Executive, Council, Committees, and Officers of Council regarding their responsibilities;
- (e) Determine the amount of honoraria to be issued to those eligible applicants based on recommendations for remuneration;
- (f) Subject to the Constitution, the Review Board shall be invested with the judicial function of the Union;
- (g) Perform other duties as Council may deem necessary.

3. Meetings

- (a) The Review Board shall meet at the request of the Chairperson, Deputy Chairperson, or President;
- (b) Quorum for meetings of the Review Board is three voting members;
- (c) All discussions and documentation regarding performance of the Executive, Council, Committees, and Officers of Council shall be considered confidential, and the minutes of such discussions shall be sealed. Council may unseal the minutes and related documentation for their reference regarding an appeal through a majority vote of Council. The contents of any unsealed minutes and documents shall only be referred to while Council is *in camera* and shall be resealed after the deliberations of Council regarding the appeal.

Article 3: Standing Committees of Council

1. General Information

- (a) All the Standing Committees mentioned in Article 3, are open to any ordinary or associate member of the Union, unless meeting *in camera*;
- (b) Unless otherwise specified, Standing Committees of Council shall meet once a month during the academic year;
- (c) All Standing Committees of Council shall be accountable to Council.

2. Chairs of each committee shall:

- (a) Be responsible for the fair application of the Procedural Policy during committee meetings;
- (b) Be responsible for setting the date and time of the committee meetings;
- (c) Be responsible for compiling meeting agendas and supporting documents and distributing these to the members in advance of each meeting;
- (d) Be responsible for communicating reports on the committee to Council.

3. Events & Promotions Committee

- (a) The Events & Promotions Committee is established to address any issues and projects pertinent to the office of the Vice President Events & Promotions, or any matters referred to it by Council;
- (b) The committee shall develop a document to present to Council for ratification including, but not limited to, the following:
 - (i) A communication and promotion strategy; and
 - (ii) An outline of event themes, timing, promotion, and location of events.
- (c) The committee shall evaluate the success and financial outcome of each event;
- (d) The committee shall consist of:
 - (i) The Vice President Events & Promotions, who shall chair the committee;
 - (ii) One Associate Events & Promotions Director to be hired by the committee;
 - (iii) Three non-executive, voting members of Council, as selected by Council;
 - (iv) The First Year Representative;
 - (v) One House President, appointed by the House Presidents Committee;
 - (vi) The Diversity and Inclusion Representative; and
 - (vii) The General Manager or designate (non-voting).
- (e) The committee shall perform other duties as deemed necessary by Council.

4. Academic Affairs Committee

- (a) The Academic Affairs Committee is established to address any issues pertinent to the office of the Vice President Academic & External, or any matters referred to it by Council;
- (b) The Committee shall consist of:
 - (i) The Vice President Academic & External, who shall Chair the Committee;
 - (ii) One Associate Academic Affairs Director to be hired by the Committee;
 - (iii) The Student Senators of Council; and
 - (iv) One non-executive, voting member of Council, as selected by Council.

- (c) The Committee shall perform other duties as deemed necessary by Council.

5. Financial Affairs Committee

- (a) The Financial Affairs Committee is established to address any issues and projects pertinent to the office of the Vice President Finance & Operations, or any matters referred to it by Council;
- (b) The committee shall be responsible for proposing the yearly budget of the Union to Council;
- (c) After the budget has been approved by Council, further requests for finances shall be made to the committee, which will then forward recommendations to Council;
- (d) The Financial Affairs Committee shall be responsible for monitoring the status of the Internal Organizations under the purview of the Vice President Finance & Operations;
- (e) The Financial Affairs Committee shall be responsible for reviewing applications to the Student Activities Fund and the Wellness Fund;
- (f) The committee shall consist of:
 - (i) The Vice President Finance & Operations, who shall chair the committee;
 - (ii) One Associate Financial Affairs Director to be hired by the committee;
 - (iii) The President;
 - (iv) An Internal Organization Coordinator, as selected by the Internal Organization Coordinators at the first meeting; and
 - (v) Three non-executive, voting members of Council, as selected by Council.
- (g) The committee shall perform other duties as deemed necessary by Council.

6. The Student Life Committee

- (a) The Student Life Committee is established to liaise with clubs, off-campus affairs and general students affairs, and address issues and projects pertinent to the office of the Vice President Student Life, or any matters referred to it by Council;
- (b) The committee shall be responsible for ratifying all Union Clubs and notify Council of any recommended status changes;
- (c) The committee shall be responsible for planning the Student Life Summit;
- (d) The committee will meet no less than twice a month during the academic year;

- (e) The committee shall consist of:
 - (i) The Vice President Student Life, who shall chair the committee;
 - (ii) One Associate Student Life Director to be hired by the committee;
 - (iii) The Diversity and Inclusion Representative;
 - (iv) Two non-executive, voting members of Council, as selected by Council;
 - (v) The First Year Representative; and
 - (vi) The Community Relations Representative.
- (f) The committee shall perform other duties as deemed necessary by Council.

7. *The Athenaeum* Publishing Board

- (a) The Publishing Board is mandated by the Operating Procedure of *The Athenaeum* Constitution.

8. House Presidents Committee

- (a) The House Presidents Committee shall address all issues and concerns of those students living in University residences;
- (b) The House Presidents Committee shall be composed of the following members:
 - (i) The Vice President Student Life, who shall chair the committee;
 - (ii) The Deputy Chairperson of Council, who shall act as a non-voting Recording Secretary for the committee;
 - (iii) The First Year Representative; and
 - (iv) The House President from each University residence.
- (c) The committee shall perform other duties as deemed necessary by Council.

9. The Diversity and Inclusion Committee

- (a) The Diversity and Inclusion Committee is established to develop and implement best-in-class equity, diversity, and human rights programs, tools, and initiatives that will build and strengthen the capacity of the ASU and the SRC to effectively serve the diverse population of the student community;
- (b) The Committee shall consist of:
 - (i) The Diversity and Inclusion Representative, who shall chair the committee;

- (ii) The President or designate;
 - (iii) One voting member of Council;
 - (iv) The Coordinator of Acadia Pride;
 - (v) The Coordinator of Centre for Global Education;
 - (vi) The Coordinator of the Acadia Women's Centre;
 - (vii) The Coordinator of the Acadia Mental Health Initiative;
 - (viii) Any additional interested student as appointed by the Committee.
- (c) The Diversity and Inclusion Representative will submit a report to the Vice President Finance and Operations and Vice President Student Life to ensure committee effectiveness, allocation of funds, and accountability;
 - (d) Meetings will occur on a biweekly basis and all meetings shall be advertised through Union social media;
 - (e) The committee shall perform other duties as deemed necessary by Council.

10. Governance Committee

- (a) The Governance Committee is established to deal with all matters concerning the governance of the Union, the Bylaws, Policies, and Constitution, or any matters referred to it by Council;
- (b) The committee shall be responsible for reviewing the Bylaws and ensuring that they are consistent with and reflective of the values of the Union;
- (c) The committee shall consist of:
 - (i) The Chairperson of Council (non-voting), who shall Chair the committee;
 - (ii) The Deputy Chairperson of Council, who shall act as a non-voting Recording Secretary for the committee;
 - (iii) The President;
 - (iv) One non-executive, voting members of Council; and
 - (v) Two ordinary or associate members of the Union.
- (d) The committee shall perform other duties as deemed necessary by Council.

11. The Environmental Sustainability Committee

- (a) The Environmental Sustainability Committee is established to nurture an active interest in environmental and sustainability issues and to pursue the creation of a more sustainable campus community;
- (b) The Committee shall consist of:
 - (i) The Sustainability Representative (Chair);
 - (ii) Three voting members of Council; and
 - (iii) Any additional interested student as appointed by the Committee.
- (c) The Sustainability Representative, as chair of the Environmental Sustainability Committee will submit a report to the Vice President Finance and Operations and Vice President Events and Promotions to ensure committee effectiveness, allocation of funds, and accountability;
- (d) Meetings will occur on a biweekly basis and all meetings shall be advertised through Union media;
- (e) The committee shall perform other duties as deemed necessary by Council.

12. Hiring Committee

- (a) The Hiring Committee is established to make recommendations to Council with respect to all appointed or hired positions of Council including but not limited to the positions of Diversity and Inclusion Representative, Chairperson of SRC, Deputy Chairperson of SRC, Chief Returning Officer, and Deputy Chief Returning Officer.
- (b) The Hiring Committee shall consist of:
 - (i) The Chairperson of Council (non-voting), who shall chair the committee;
 - (ii) The President or designate;
 - (iii) One member of the Executive;
 - (iv) One non-executive Council member; and
 - (v) Two ordinary or associate members of the Union representing one or more of the following four designated groups: women, people with disabilities, aboriginal peoples, and visible minorities.
- (c) Any member on the committee shall abstain from discussion if the position they currently hold is being hired.
- (d) All committee positions shall be filled at the first regular meeting of Council;

- (e) Any conflicts of interest among members of the Hiring Committee shall be made known at the beginning of the hiring process;
- (f) Any member with a conflict of interest shall temporarily step down for the duration of the hiring of that position;
- (g) The Hiring Committee shall publicly advertise all appointed or hired positions for a minimum of 14 days through Union media, emails, and posters;
- (h) The Hiring Committee shall make a recommendation to Council regarding the appointment or hiring of the applicant that receives the majority of the votes of the Committee;
- (i) The Hiring Committee shall provide Council with the recommended applicant's cover letter and resume;
- (j) Council shall consider the recommendation of the Hiring Committee at the earliest opportunity. If Council has not completed the ratification process by April 30, the incoming Executive Board shall be responsible for completing the appointment process;
- (k) All discussions and material referenced by the Committee shall remain strictly confidential and any Committee members found to be in breach of the confidentiality provisions shall be dismissed from the Committee and replaced by a suitable candidate as approved by Council.

13. Ad hoc Committees of Council

- (a) Committees other than the Standing Committees of Council may be constituted by Council at any time for any purpose, but these Committees must be given explicit terms of reference, office, and membership by Council motion which creates them.

BYLAW #3: Students' Representative Council Elections

Article 1: Authority

1. The Act to Incorporate Acadia Students' Union at Section 5(b) states that the ASU may make Bylaws relating to the election of officers of the Union and of the Council and the election and appointment of members of the Council.

Article 2: Principles

1. The ASU shall ensure that Union Elections are administered in accordance with the ASU's mission, vision, and values and that Union Elections shall be:
 - (a) Fair and equitable for all participants;
 - (b) Administered in a manner that is independent and impartial;
 - (c) Transparent and accountable;
 - (d) Democratic;
 - (e) Environmentally and financially sustainable; and
 - (f) Grounded in professionalism and respect for all parties.

Article 3: Statement of Independence

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

Article 4: General Election, By-Election, & Elected Positions

1. The ASU shall hold a General Election annually for the following elected positions:
 - (a) President;
 - (b) Vice President Academic & External;
 - (c) Vice President Events & Promotions;
 - (d) Vice President Finance & Operations;
 - (e) Vice President Student Life;

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- (f) Two Councillors;
 - (g) First Year Representative;
 - (h) Sustainability Representative;
 - (i) Community Relations Representative;
 - (j) Student Senators.
2. The General Election shall have a campaign period of ten days and a voting period of five days. The last five days of the campaign run concurrent with the five voting days.
3. The Campaigning Days and the Voting Days for the General Election shall be as follows:
- (a) Nominations shall at open at 8:30 am ten days before the date referenced in Section 3(b) (below);
 - (b) Friday two weeks before reading week - Close of Nominations;
 - (c) 2nd Monday before reading week - All Candidates Meeting;
 - (d) 2nd Tuesday before reading week - Campaign Day #1;
 - (e) 2nd Wednesday before reading week - Campaign Day #2;
 - (f) 2nd Thursday before reading week - Campaign Day #3
 - (g) 2nd Friday before reading week - Campaign Day #4;
 - (h) Saturday before reading week - Campaign Day #5;
 - (i) Sunday before reading week - Campaign Day #6 / Voting Day #1;
 - (j) Monday before reading week - Campaign Day #7 / Voting Day #2;
 - (k) Tuesday before reading week - Campaign Day #8 / Voting Day #3;
 - (l) Wednesday before reading week- Campaign Day #9 / Voting Day #4; and
 - (m) Thursday before reading week - Campaign Day #10 / Voting Day #5.
4. The ASU shall hold a By-Election annually for the following elected positions:
- (a) First Year Representative;
 - (b) Any vacant Council seats not filled in the General Election;

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- (c) Any vacant Council seats (including Executive members) that become vacant following the General Election and prior to the Close of Nominations for the By-Election.
5. The By-Election shall have a campaign period of ten days and a voting period of five days. The last five days of the campaign run concurrent with the five voting days.
6. The campaign days and the voting days for the By-Election shall be as follows:
 - (a) Nominations shall open at 8:30 am ten days before the date referenced in Section (6)(b) (below):
 - (b) Friday two weeks before the Thursday prior to the Thanksgiving Weekend – Close of Nominations;
 - (c) 2nd Monday before the Thanksgiving Weekend – All Candidates Meeting;
 - (d) 2nd Tuesday before the Thanksgiving Weekend – Campaign Day #1;
 - (e) 2nd Wednesday before the Thanksgiving Weekend – Campaign Day #2;
 - (f) 2nd Thursday before the Thanksgiving Weekend – Campaign Day #3;
 - (g) 2nd Friday before the Thanksgiving Weekend – Campaign Day #4;
 - (h) Saturday before the Thanksgiving Weekend – Campaign Day #5;
 - (i) Sunday before the Thanksgiving Weekend – Campaign Day #6 / Voting Day #1;
 - (j) Monday before the Thanksgiving Weekend – Campaign Day #7 / Voting Day #2;
 - (k) Tuesday before the Thanksgiving Weekend – Campaign Day #8 / Voting Day #3;
 - (l) Wednesday before the Thanksgiving Weekend – Campaign Day #9 / Voting Day #4; and
 - (m) Thursday before the Thanksgiving Weekend – Campaign Day #10 / Voting Day #5.
7. Notwithstanding the above provisions, the following positions may be elected by their constituencies based on the procedure in their organization's Constitution:
 - (a) Graduate Studies Senator; and
 - (b) Theology Senator.
8. If any office of any member of the Executive Board is vacant or vacated (by resignation or impeachment) after the close of nominations for the By-Election, but prior to the last

day of classes in the fall semester, a Special Election shall be held within 30 days of the date that the seat was vacated. Any of the 30 days that fall within the Christmas Break shall not be counted as part of the 30 day period within which the Special Election shall be held.

9. A Special Election shall have a campaign period of ten days and a voting period of five days. The last five days of the campaign run concurrent with the five voting days.
10. The Campaign Days and the Voting Days for the Special Election shall be scheduled to follow the schedule as set out in Article 4, Section 3 with such necessary modifications as the Elections Committee deems appropriate.

Article 5: Eligibility

1. Subject to the provisions of this Bylaw, only ordinary or associate members of the Union are eligible to file a nomination form for any elected position of the Union if they meet the requirements as outlined in Article II of the Acadia Students' Union Constitution.
2. Candidates for First Year Representative must be a student in their first year of studies at Acadia University at the time of nomination.
3. Candidates for Student Senator must be a registered student in their respective faculties at the time of nomination.
4. All candidates must possess a sessional GPA of at least 2.0 at the time of election and this requirement shall be confirmed by the Chief Returning Officer within 72 hours of the close of nominations. This requirement is waived for all students in the first semester of their first year of post-secondary study at Acadia University.

Article 6: Nominations

1. Potential candidates in any Union Election shall submit completed nomination papers to the Chief Returning Officer prior to the close of nominations.
2. No person shall be nominated for or hold more than one position on Council at any one time.
3. Notwithstanding the above, the Chief Returning Officer may extend the close of nominations by no more than 24 hours for an elected position that has no candidate nominated for the position. If no candidate is nominated for the position at the end of the extension period, the position shall be filled in the following Union Election.
4. Nomination papers must be signed by the nominee and 25 ordinary or associate members of the Union and shall include the student number of the nominee and the student numbers of the 25 ordinary or associate members who have signed the nomination papers.

5. A nomination paper shall be considered invalid and shall be rejected by the Chief Returning Officer if:
 - (a) the nominee has failed to sign or if the signature of the nominee is determined to be a forgery;
 - (b) any person who signed it is not an ordinary or associate member of the Union;
 - (c) there less than 25 signatures from ordinary or associate members of the Union;
or
 - (d) it is submitted after the close of nominations.

Article 7: Chief Returning Officer

1. The SRC shall appoint a Chief Returning Officer (“CRO”) by no later than August 1 to serve a fixed term commencing on August 1 and continuing until the end of the following academic year.
2. The CRO shall be an active member of the ASU and shall possess a sessional GPA of at least 2.0 at the time of the appointment.
3. An active member shall not be eligible to serve as a CRO if they are:
 - (a) A current ASU elected or appointed official;
 - (b) A candidate or official agent in a Union Election;
 - (c) Employed by the ASU in any other position.
4. The CRO shall not be eligible to be nominated in any Union Election during their term of office and, for greater certainty, the CRO remains ineligible to be nominated in any Union Election during their term of office from August 1 to the end of the following academic year even if they resign their position or are removed from office by the SRC.
5. The CRO shall be governed by the Council Code of Conduct as if they were an SRC official.
6. The CRO shall be responsible for the conduct of the Union Elections in accordance with the Constitution and Bylaws of the ASU.
7. The CRO shall discharge their duties in a fair and impartial manner.
8. In addition to any specific duties or responsibilities specified elsewhere in the Constitution and Bylaws, the CRO is responsible for:
 - (a) Preparing and presenting an Election Plan for approval by SRC at the first meeting in September which includes but is not limited to the following:

- (i) An election calendar which includes all the relevant dates associated with the General Election and the By-Election;
 - (ii) A plan for the promotion and advertising of the Union Elections (General Election, By-Election and any Plebiscite or Referenda);
 - (iii) A plan for increasing voter turnout among the student body;
 - (iv) The debate format; and
 - (v) Any other information that the CRO deems to be relevant to the administration of the Union Elections.
- (b) Keeping the public, the SRC, and all election candidates informed of any issues arising related to the election or voting;
 - (c) Ensuring that all voter lists are accurate;
 - (d) Ensuring that no person has access to ballots or voter's lists before the date of the election except for those persons involved in the creation of the ballots;
 - (e) Having the Elections Committee confirm how names are to appear on the ballots;
 - (f) Ensuring ballots are accurate and having the SRC confirm how names are to appear on said ballots;
 - (g) Ensuring that candidates are reimbursed for campaign expenses where appropriate;
9. Overseeing the work of Election Officials;
- (a) Overseeing the campaigns of each candidate and enforcing the campaign rules as contained in the Bylaw;
 - (b) Recommending disciplinary action to the Elections Committee;
 - (c) Arranging a public debate before all elections, referenda, and plebiscites;
 - (d) Announcing election results to candidates at a meeting to be held before results are made publicly available;
 - (e) Announcing election results to the general student body within 24 hours after the closing of the voting period through all student email, ASU social media, and the ASU website, as well as through the CRO social media;
 - (f) Providing a paper copy to Council, *The Athenaeum* or any other Union member who so requests results of any Union Election, Referendum, or Plebiscites;

- (g) Providing a full exit report to Council which includes all information that the CRO deems to be relevant to the election and posting same on the ASU website;
 - (h) Validating each nomination paper with their signature or initials after confirming that all eligibility requirements have been met by the candidate within 24 hours after the end of the nomination.
10. The CRO shall hold at least six office hours per week during the nomination, campaign, and voting periods provided that the office hours do not run concurrently.

Article 8: Deputy Chief Returning Officer

1. The SRC shall appoint a Deputy Chief Returning Officer no later than August 1 to serve a fixed term commencing on August 1 and continuing until the end of the following academic year.
2. The Deputy CRO shall be an active member of the ASU and shall possess a sessional GPA of at least 2.0 at the time of the appointment.
3. An active member shall not be eligible to serve as the Deputy CRO if they are:
 - (a) A current ASU elected or appointed official;
 - (b) A candidate or official agent in a Union Election;
 - (c) Employed by the ASU in any other position.
4. The Deputy CRO shall not be eligible to be nominated in any Union Election during their term of office and, for greater certainty, the Deputy CRO remains ineligible to be nominated in any Union Election during their term of office from August 1 to the end of the following academic year even if they resign their position or are removed from office by the SRC.
5. The Deputy CRO shall be governed by the Council Code of Conduct as if they were a SRC official.
6. The Deputy CRO shall be responsible for the conduct of the Union Election in accordance with the Bylaws of the ASU.
7. The Deputy CRO shall discharge their duties in a fair and impartial manner.
8. The Deputy CRO shall assist the CRO as required during Union Elections, Plebiscites, and Referenda.
9. The Deputy CRO is responsible for completing any reasonable tasks assigned to them by the CRO.
10. The Deputy CRO shall be responsible for determining the location and staffing of each poll station during elections.

11. The Deputy CRO shall serve as a poll supervisor and is responsible for informing all poll clerks of their duties and responsibilities.
12. If the CRO resigns or is otherwise unable or unwilling to fulfill their duties, the Deputy CRO shall fulfill the duties of the CRO for the remainder of the CRO's term.
13. The SRC shall have the power to appoint an alternate Deputy CRO should the Deputy CRO have to assume the duties of the CRO, resign, or be otherwise unable to fulfill the duties of their office.
14. The Deputy CRO shall hold at least three office hours per week during the campaign and voting periods provided that the office hours do not run concurrently.
15. The Deputy CRO is responsible for encouraging students to participate in the election process and educating students with respect to Union Elections.

Article 9: The Elections Committee

1. The Elections Committee is established as a Standing Committee of Council.
2. The Elections Committee shall be composed of the following members:
 - (a) The Chairperson of Council who shall serve as the Chair of the Elections Committee;
 - (b) Two members of the Executive Board of Council as appointed by Council (one of whom shall serve as the Vice-Chair of the Elections Committee);
 - (c) Two non-executive voting members of Council as appointed by Council.
3. All members of the Elections Committee shall remain officially neutral during any Union Election, Referendum, or Plebiscite and shall not engage in any campaigning for any candidate during their term as a member of the Elections Committee;
4. No member of Council is eligible to sit as a member of the Elections Committee if that member is nominated to run in any Union Election;
5. The Elections Committee shall:
 - (a) Adjudicate complaints filed against the Chief Returning Officer or Deputy Chief Returning Officer;
 - (b) Adjudicate appeals filed in relation to decisions of the CRO;
 - (c) Provide advice on any issue related to a Union Election including Referendum and Plebiscites, to the CRO as requested by the CRO or as deemed necessary by the Elections Committee;
 - (d) Confirm the form of the nomination paper to be used in a Union Election;

- (e) Confirming that the name of the candidate as it appears on the ballots meets the requirements of Article 18, Section 1 and that the list of names of candidates on the ballots meets the requirements of Article 18, Section 2; and discipline any candidate or election official who contravenes the provisions of this Bylaw;
 - (f) At the request of the CRO and upon hearing all of the relevant information and upon being satisfied that the Union Election was not conducted in accordance with the Principles outlined in Article 2, the Elections Committee may recommend to Council that a Union Election or Referendum, in whole or in part, be overturned, in which case Council shall make a determination on the issue within seven days of receiving the recommendation of the Elections Committee.
6. The Elections Committee shall hold as many meetings in each year as it considers necessary to deal with election issues.
 7. Quorum shall be a majority of the members of the Election Committee.
 8. Meetings of the Election Committee may be called by the Chair of the Elections Committee, or President of the ASU, or at the request of the CRO, or the Deputy CRO.

Article 10: Withdrawal of Nomination

1. A candidate may withdraw their nomination before the closing of the nomination period and such candidate shall be deemed to not have been officially nominated.
2. Any withdrawal of nomination must be submitted in writing to the Chief Returning Officer and must be signed by both the Chief Returning Officer and the candidate wishing to withdraw their nomination.
3. Any candidate wishing to withdraw from an election after the closing of the nomination period but prior to the first day of campaigning may do so by submitting a Withdrawal of Nomination in writing to the Chief Returning Officer and upon receipt of the withdrawal form, the Chief Returning Officer shall declare that the candidate has withdrawn from the election and is no longer eligible to be elected to any office.
4. The creation and/or publication of a false statement of withdrawal intended to prevent an election of a candidate constitutes an offence under this Bylaw.

Article 11: Death of a Candidate

1. If a candidate dies at any point during a Union Election, the deceased candidate shall be deemed to not have been officially nominated for the position. Subject to the provisions below, the election will continue as if the deceased candidate was not officially nominated and any votes cast for the deceased candidate shall be treated as spoiled ballots.
2. If the deceased candidate was the only candidate nominated for a non-executive position, then the Chief Returning Officer will defer the election to the non-executive position to the By-Election.

3. If the deceased candidate was the only candidate nominated for an Executive position, the Chief Returning Officer shall hold a By-Election to fill the position within thirty days of the date of the General Election.

Article 12: Campaign Funding

1. The maximum amount permitted for each candidate to spend on campaign material is:
 - (a) President: \$300.00;
 - (b) Vice President (all offices): \$250.00;
 - (c) All other candidates: \$150.00.
2. Campaign material includes goods, skilled services (excluding unskilled services), or material used in association with a candidate's campaign (hereinafter referred to as "Campaign Material") including, but not limited to, posters, signs, sheets, banners, photocopying, pins, buttons, food items, and beverages but does not include the following exempt items: tape, sticky tack, staples, push pins, thumb tacks, glue, and similar adhesive material.
3. The value of all Campaign Material used in the campaign will be included in calculating the total amount that a candidate spent on Campaign Material and, for greater certainty, the market value of items that are donated to the candidate or otherwise provided to the candidate at no cost, or at a cost below fair market value, will be included in calculating the total amount that a candidate spent on Campaign Material.
4. Candidates are required to provide proof of cost for all Campaign Material purchased for use in the campaign to the Chief Returning Officer within seven days after the election results are announced to the candidates. Failure to provide this information as required constitutes an offence under this Bylaw.
5. Candidates are also required to provide a list of donated Campaign Material or Material provided at no cost, or at a cost below fair market value, within seven days after the election results are announced to the candidates. Failure to provide this information as required constitutes an offence under this Bylaw.
6. The Chief Returning Officer shall provide a reasonable estimate of the market value of any Campaign Material that was donated to the candidate for use during the campaign or otherwise provided at no cost or at a cost below fair market value to the candidate. The market value as determined by the CRO will be included in calculating the total maximum amount that a candidate spent on Campaign Materials.
7. Candidates for the position of President or Vice-President (all offices) are eligible to receive reimbursement for the costs of Campaign Material and, in particular, the candidates for the position of President or Vice-President (all offices) are eligible to receive 50 percent of the amount spent on campaign materials provided that the candidate has received a minimum of 15 percent of the total votes cast for their

respective position, and further provided that the candidate has not committed an offence set out in Article 22, Section 4 of this Bylaw.

Article 13: Campaign Rules and Regulations

1. Campaigning includes all activities related to the promotion of a candidate in a Union Election and is not limited to electronic campaigning on social media and static media (websites).
2. All Campaigning will be positive in nature and in accordance with:
 - (a) The rules of fair play outlined in Article 14;
 - (b) The community standards established in Article 15.
3. No candidate will:
 - (a) publish a false statement that is damaging to another candidate's reputation (libel); or
 - (b) make a false or damaging statement about another candidate (slander).
4. No candidate will engage in Campaigning before 8:00 am on the first day of campaigning.
5. The Chief Returning Officer will hold the All Candidates Meeting on the Monday following the close of nominations. At the All Candidates Meeting, the CRO will provide a summary of the Election Rules and Regulations and an overview of scheduling for the Election period.
6. All Candidates are required to attend the above mentioned All Candidates Meeting either in person or by agent. A candidate may be excused from attending the meeting with the consent of the CRO. Such consent shall not be unreasonably denied.
7. If the CRO does not consent to a candidate's request to be excused from the All Candidates Meeting, the candidate can appeal the decision of the CRO to the Elections Committee.
8. A candidate that is excused from the attending the All Candidates Meeting is responsible for obtaining the information discussed at the meeting from the CRO.
9. An unexcused failure to attend the All Candidates Meeting constitutes an offence under this Bylaw.
10. Candidates are prohibited from forming a slate wherein two or more candidates run on a common election platform, and candidates are further prohibited from participating in shared publicity.
11. All Campaign Material will be approved by the Chief Returning Officer to confirm compliance with this Bylaw prior to its being used in a campaign by a candidate.

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12. No candidate or person acting on the instructions of a candidate may deliberately cover, destroy, damage, deface, or remove any campaign material of any other candidate during the Election period. The action of any such person acting on the instructions of a candidate shall be deemed to be the actions of the candidate.
13. Campaigning is not permitted in the following areas:
 - (a) In any class, classroom, lab, or laboratory of the University;
 - (b) On the second floor, third floor, or fourth floor and in the basement of the University library;
 - (c) In the dining area (second floor) of Wheelock Dining Hall; and
 - (d) In any office belonging to the Acadia Students' Union.
14. Campaigning in a University Residence will be arranged through House Council and is subject to the regulations of the University Residence or as set by Residence Life.
15. Campaigning in the Athletics Complex is permitted subject to applicable rules of the facility.
16. Campaigning in the Axe Bar & Grill is permitted subject to the applicable rules regarding the placement of posters.
17. Campaigning at any social event of the Acadia Students' Union, Internal Organization, House Council, or Club of the Union shall only be permitted with the consent of the ASU, Internal Organization, House Council, or Club of the Union.
18. No candidate is permitted to use the logo, corporate seal, or any other copyright material of the Union in their campaign or as part of their Campaign Material.
19. No candidate or supporter of a candidate is permitted to use their position as a member of the SRC to their advantage over other candidates by using resources from their office, or by virtue of the fact that they were elected to that office in the last Union Election.
20. The maximum number of posters that can be displayed by each candidate is as follows:
 - (a) President: 125;
 - (b) Vice President (all offices): 100;
 - (c) All other candidates: 75.
21. A candidate is not permitted to display a poster that exceeds 11 x 17 inches in size with the following exceptions:
 - (a) Executive Board candidates may display a maximum of two posters exceeding 11 x 17 inches in size; and

- (b) Candidates for other elected positions may display a maximum of one poster exceeding 11 x 17 inches in size.
- 22. Candidates are required to number every poster that they display during the campaign.
- 23. Candidates are required to remove Campaign Material that is within eight meters of a polling station and visible to those students attending at the polling station at least 24 hours prior to the opening of the polls.
- 24. Candidates are responsible for removing all Campaign Material within 48 hours after the public announcement of election results. This includes the removal of all electronic campaigning material.
- 25. The Chief Returning Office will advise all candidates of the All Candidates Debate and the All Candidates Debate will include an opportunity for audience questions.
- 26. Any candidate that contravenes any of the Campaign Rules and Regulations outlined in Article 13 of this Bylaw is guilty of an offence and subject to disciplinary action as provided in this Bylaw.

Article 14: Rules of Fair Play in Union Elections

- 1. In accordance with the principles established in Article 2, Section 1, Candidates in any Union Election are required to conduct themselves in accordance with the following rules of fair play:
 - (a) Candidates will demonstrate respect for others;
 - (b) Candidates will engage in fair competition;
 - (c) Candidates will compete on equal terms in order for voters to make a fair decision;
 - (d) Candidates will demonstrate integrity by adhering to a code of moral values, particularly honesty, during Union Elections;
 - (e) Candidates will regard Union Elections with a sense of respect for the democratic process, and with an ultimate goal of enhancing the welfare of students at Acadia University;
 - (f) Candidates will demonstrate an ability and willingness to tolerate opposing opinions, behaviours, and decisions; and
 - (g) Candidates will demonstrate concern for and attach importance to the interests of members of the ASU and the Acadia Students' Union;
 - (h) Any candidate that contravenes any of the Rules of Fair Play in Union Elections outlined in Article 14 of this Bylaw is guilty of an offence and subject to disciplinary action as provided in this Bylaw.

Article 15: Community Standards in Union Elections

1. In accordance with the principles established in Article 2, Section 1, candidates in any Union Election are required to conduct themselves in accordance with the following community standards:
 - (a) As students at Acadia University and members of the ASU, all participants in Union Elections, including candidates, volunteers, and voters, shall be required to comply with University and ASU Bylaws, Policies, and Procedures, including rules related to harassment, discrimination, and other types of non-academic misconduct;
 - (b) ASU welcomes debate and dissent; however, campaign activities are not permitted to harm the reputation of any individual, the ASU, or Acadia University;
 - (c) Campaign activities are not permitted to interfere with or cause unwelcome disruption to any person or group including faculty, staff, or students who continue to study, attend class, and work during the Union Elections;
 - (d) Campaign activities will not insult, attack, harass, bully, threaten, demean, or impersonate others;
 - (e) Campaign activities will not advocate hate, violence, or contempt against any individual or group based on race, ethnicity, religion, sexual orientation, sex, gender identity, personal expression, or ability;
 - (f) Campaign activities will not contain content that is graphic, violent, or obscene and this includes content is construed to be explicit, overly suggestive, or intentionally shocking;
 - (g) Campaign activities will not promote the excessive consumption of cannabis, alcohol or drinking games, or smoking;
 - (h) Candidates shall comply with all municipal, provincial, and federal laws and campaign activities will not promote or depict illegal activities;
 - (i) Participants in Union Elections have a right to privacy and campaign activities will not reveal the personal information of others without their consent.
2. Any candidate that contravenes any of the Community Standards in Union Elections outlined in Article 15 of this Bylaw is guilty of an offence and subject to disciplinary action as provided in this Bylaw.

Article 16: Union Media in Elections

1. Union Media is defined as:
 - (a) *The Athenaeum*;

- (b) Axe Radio; and
 - (c) Any other Internal Organization or ASU-ratified Club that acts as a means of mass communication to students.
2. All candidates are entitled to have a photo of themselves and a limited write-up of their election platform published in *The Athenaeum*.
 3. The deadline and directions for submitting these write-ups and photos will be established by the Chief Returning Officer in cooperation with the Editor-in-Chief of *The Athenaeum* and given to candidates at the All Candidates Meeting. Should a candidate miss the deadline or choose not to attend the meeting, no additional space shall be granted in *The Athenaeum*.
 4. All photos must be in head-shot format and should be appropriate for publication, subject to the discretion of the Chief Returning Officer and the Editor-in-Chief of *The Athenaeum*.
 5. Written submissions for the candidates shall not exceed the following word maximums:
 - (a) Presidential candidates: 300 words;
 - (b) Vice Presidential candidates: 250 words;
 - (c) All other candidates: 150 words.
 6. *The Athenaeum* shall publish the photos and written submissions no earlier than Campaign Day #1 and no later than Campaign Day #5.
 7. The Editor-in-Chief shall ensure that no person(s) reads any of the candidates' written submissions before publication, except for *The Athenaeum* staff member(s) responsible for laying-out the content. These staff members shall be bound to confidentiality.
 8. Acceptability of *The Athenaeum* written submissions shall be determined by the Chief Returning Officer in cooperation with the Editor-in-Chief. If a written submission is determined to be unacceptable, the Chief Returning Officer will advise the candidate immediately and provide the candidate with an opportunity to provide a replacement written submission.
 9. Any Union Media staff member who is a candidate in the election shall not in any way be involved with Union Media from the opening of the campaign period to the end of the Election.
 10. Union Media shall have the right to report and analyze election news but shall not have the right to endorse or oppose any candidate or platform.
 11. Union Media must offer every candidate for each position equal opportunity to participate in and comment on any reporting published by Union Media.

12. Any publicity purchased by a candidate that is published in Union Media and pertains to a specific candidate will include a disclaimer stating that the ideas printed are those of the author, not of Union Media, or the Acadia Students' Union.
13. No candidate may slander another candidate in Union Media or in their written submission. Candidates may address another candidate's platform, but attacks of a personal nature will not be tolerated.

Article 17: Election Officials

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

Article 18: Ballots

1. The name of the candidate shall appear on the ballot as listed in the Student Information System (which is also referred to as Acadia Central).
2. The list of names of candidates on ballots shall be listed in alphabetical order according to last name.
3. No campaign logos, slogans, or photos shall be displayed on ballots.
4. The Chief Returning Officer shall be responsible for the creation of electronic ballots in conjunction with Technology Services.
5. A spoiled ballot shall not be counted as an eligible vote.

6. A spoiled ballot shall be defined as a ballot in which a voter selects more than the requisite number of positions available in the Election.
7. Should only one candidate be nominated for any elected position in a Union Election, the Chief Returning Officer shall declare that candidate to be acclaimed to the position.

Article 19: Voting

1. Only ordinary or associate members of the Union may vote in a Union Election, Referendum, or Plebiscite.
2. Each voter shall be allowed to vote for only one candidate for each position of which they are an eligible voter except for the position of Councillor, for which each voter may choose up to two candidates.
3. Only first year students are eligible to vote in the election for the First Year Representative and only students in the respective faculty are eligible to vote for the respective position of Senator.
4. The right of the Chief Returning Officer and the Deputy Chief Returning Office to vote in any Union Election is withheld and Technology Services shall be directed to disable their online voting ability.
5. In the case of a tie vote for an elected position, the Chief Returning Officer will determine the winner by way of a coin toss. The Elections Committee shall set the time and place of the coin toss.
6. There is no Proxy voting permitted in any Union Election.

Article 20: Polling

1. Polling will take place online from at least 8:30 am on the first day of voting until 4:30 pm on the fifth day of voting. All eligible students will be able to login to the University Network and vote during this time.
2. The Chief Returning Officer will ensure that on Voting Day #4 and Voting Day #5 there are (at a minimum) polling stations in the Beveridge Arts Centre, Huggins Science Hall, the Athletics Complex, Patterson Hall, Students' Centre, and Wheelock Dining Hall (second floor) where students may vote online.
3. Polling stations will be open from 8:30 am to 4:00 pm on all voting days and this time period will be strictly enforced by the Poll Clerks with no late voting permitted.
4. For a candidate to be successfully elected, they must receive the largest number of all eligible votes cast. For Councillor positions, the top two candidates with the largest individual number of all eligible votes cast are declared as the elected representatives, subject to the number of positions being contested.

5. All eligible votes cast includes all votes received by Technical Services from the time the polls open on the first day of voting to the time that the polls close on the fifth day of voting except for those ballots deemed spoiled.
6. The Chief Returning Officer will announce the results to the candidates at a meeting to be held after voting has concluded and prior to emailing students the results as provided in Section 7 (below).
7. The Chief Returning Officer will announce the results of the Election to the student body within 24 hours after the closing of the polls on the last voting day through all student email and shall distribute the information through the ASU social media, the ASU website, and the CRO social media.

Article 21: Offences

1. Any person who is a candidate or Election Official in a Union Election will be subject to discipline by the Elections Committee for contraventions of this Bylaw.
2. Any ordinary or associate member of the ASU may make a complaint against a candidate.
3. To submit a complaint, the complainant shall complete and submit an Official Complaints Form to the Chief Returning Officer any time after the close of nominations but no later than five days after the closing of the voting period. If the subject of the complaint is the Chief Returning Officer, the complainant will complete and submit the Official Complaints Form to the Chair of the Elections Committee.
4. The Official Complaints Form will include the name of the candidate who is being accused of contravening this Bylaw, the name of at least one witness to the alleged offence, the Section of the Bylaw that is alleged to have been violated, and a brief description of the offence.
5. Upon receipt of an Official Complaints Form, the Chief Returning Officer will:
 - (a) Investigate the complaint and determine if there is a *prima facie* case, that is if the evidence provided by the complainant and/or witness is sufficient to establish a violation of the Bylaw, provided that the evidence is not rebutted by the other party;
 - (b) If it is determined that a *prima facie* case does not exist, the Chief Returning Officer will advise the complainant in writing that the complaint has been dismissed;
 - (c) If it is determined that a *prima facie* case does exist, the Chief Returning Officer will contact the accused and advise them of the allegations, provide the accused with a copy of the complaint, and request that the accused provide a response to the complaint;

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- (d) Following the receipt of the response to the complaint from the accused, the Chief Returning Officer will determine if there was a contravention of the Bylaw and will advise the accused and the complainant in writing of the decision;
 - (e) If the Chief Returning Officer finds that there was a contravention of the Bylaw, the Chief Returning Officer shall recommend disciplinary action (if deemed necessary) to the Elections Committee within 48 hours and shall advise the accused and complainant in writing of the recommended disciplinary action;
 - (f) The Election Committee shall render a decision on discipline within 48 hours of receiving the recommendation from the Chief Returning Officer.
6. If the accused or the complainant is not satisfied with a decision rendered by the Chief Returning Officer as provided in Article 21, Section 5 then the accused or the complainant (as the case may be) may appeal the decision to the Elections Committee as follows:
- (a) The complainant or accused shall complete and submit an Official Appeals Form to the Deputy Chief Returning Officer, who shall inform the Chairperson of the Elections Committee of the filing of the Appeal.
 - (b) The Chairperson shall convene the Elections Committee within 48 hours of the filing of the Official Appeals Form;
 - (c) The original Official Complaints Form shall be provided to the Elections Committee by the Chief Returning Officer together with any information provided by the Accused;
 - (d) At the hearing of the Appeal, the Chief Returning Officer will be permitted 20 minutes to explain the original complaint, their investigation, any information provided by the accused in response to the complaint, and the reasoning behind their decision, and any additional time required to answer any questions posed by the Elections Committee;
 - (e) The appellant will be permitted five minutes to explain the basis of their appeal and any additional time required to answer any questions posed by the Elections Committee;
 - (f) The Elections Committee shall render a decision on the appeal and take disciplinary action (if necessary) within 48 hours of hearing the appeal;
 - (g) The Elections Committee will send a written response to the complainant, the accused, and the Chief Returning Officer within 48 hours of rendering the decision on the appeal.
7. If there is a complaint filed against the Chief Returning Officer, the Chair will convene the Elections Committee within 24 hours of receiving the Official Complaints Form.
8. Upon receipt of the Official Complaints Form, the Election Committee will:

- (a) Investigate the complaint and determine if there is a *prima facie* case, that is if the evidence provided by the complainant and/or witness(es) is enough to establish a violation of the Bylaw, provided that the evidence is not rebutted by the other party;
 - (b) If it is determined that a *prima facie* case does not exist, then the Chair of the Elections Committee will advise the complainant in writing that the complaint has been dismissed;
 - (c) If it is determined that a *prima facie* case exists then the Chair of the Elections Committee will contact the Chief Returning Officer and advise them of the allegations, provide them with a copy of the complaint, and request that they provide a response to the Chair;
 - (d) Following the receipt of the response to the complaint from the Chief Returning Officer, the Elections Committee will determine whether there was a contravention of the Bylaw and will advise the Chief Returning Officer and the complainant in writing of the decision;
 - (e) If the Elections Committee finds that there was a contravention of the Bylaw then the Elections Committee has 48 hours to take disciplinary action (if deemed necessary) and advise the Chief Returning Officer and complainant in writing of the disciplinary action taken.
9. The filing of a frivolous or vexatious complaint by a candidate is an offence under this Bylaw.
 10. A frivolous complaint is a complaint that has no merit.
 11. A vexatious complaint is a complaint which is brought, regardless of its merits, solely to harass a candidate.
 12. The Chief Returning Officer will determine if a complaint is frivolous or vexatious and any such complaint shall be dismissed and any candidate filing such a complaint will be subject to disciplinary action.
 13. The decision of the Chief Returning Officer which identifies a complaint as frivolous or vexatious may be appealed to the Elections Committee.

Article 22: Sanctions

1. Candidates who have been found to have contravened this Bylaw may be subject to one or more of the following sanctions:
 - (a) A written warning;
 - (b) A fine (not to exceed \$50.00);
 - (c) A reduction in the amount of election refund eligibility;

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- (d) Imposition of limits, restrictions, or prohibitions on any campaigning for any period;
 - (e) A ban from participating in any debate;
 - (f) A requirement to remove all or part of Campaign Material (on or off campus);
 - (g) A recommendation for impeachment if already a member of Council; and/or
 - (h) Disqualification as a candidate in the Union Election.
2. The Elections Committee may establish a schedule outlining how fines may be levied for specific violations.
 3. Disqualifications will be based on the accumulation of points, with no candidate permitted to continue running in a Union Election or assume office if they acquire 100 or more points.
 4. The following point allocations may be levied against a candidate by the Elections Committee for contravention of the following Sections of the Bylaw:

Article Section	&	Offence Description	Points
10(4)		Creation of False Statement of Withdrawal	75
12(1)		Exceeding Spending Limits	1/\$
12(4)		Failure to Submit Receipts	10/receipt
12(5)		Failure to Submit List of Donated Items	10/item
13(3)		Libel / Slander in Campaigning	50 – 100
13(4)		Pre-Campaigning	30
13(9)		Unexcused Failure to Attend All Candidates Meeting	50
13(10)		Slate	100
13(10)		Shared Publicity	50
13(11); 13(20-22)		Use of Unapproved Campaign Material	20
13(12)		Destruction of Campaign Material	50
13(13)-(17)		Campaigning in Restricted Area	10-50/ per poster

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13(18)	Use of Corporate Logo	10
13(19)	Use of Union Resources	60
13(23)-(24)	Failure to Remove Campaign Material	5/poster 10/website
14(1)	Breach of Rules of Fair Play	10 - 50
15(1)	Breach of Community Standards	10 – 50
16(13)	Slander in Union Media	100
21(12)	Filing a Frivolous or Vexatious Complaint	50

Article 23: Overturning Election Results

1. At the request of the CRO, and upon hearing all the relevant information, and upon being satisfied that the Union Election was not conducted in accordance with the Principles outlined in Article 2, the Elections Committee may recommend to Council that a Union Election or Referendum, in whole or in part, be overturned.
2. Council may, on the recommendation of the Elections Committee, and after hearing all of the evidence and upon being satisfied that the Union Election was not conducted in accordance with the Principles contained in Article 2, declare that the results of the Union Election are overturned and further declare that the Union Election results are null and void, in which case Council shall set the date of the new Union Election.
3. The new Union Election as established pursuant to Article 23, Section 2 will be held within 30 days of the decision of Council to declare that the results of the Union Election are overturned.

Article 24: Referendum & Plebiscites

1. A Referendum or Plebiscite (as the case may be) may be initiated by Council on any issue through a two-thirds vote of Council.
2. The wording on the ballot shall be approved by Council.
3. Notwithstanding Section 1, a Referendum shall be held prior to the ASU implementing a new student fee.
4. All Referenda and Plebiscites shall require a voter turnout of 25 percent of eligible voters in order to be considered valid.
5. All Referenda and Plebiscites shall be posed in such a way that only “YES” or “NO” responses are available on the ballot.
6. The ballot shall be ordered as follows:

- (a) "YES";
 - (b) "NO".
7. Campaign Material shall not be displayed on the ballot.
 8. The CRO shall be responsible for the creation of the electronic ballot with Technology Services.
 9. A spoiled ballot shall not be counted as an eligible vote.
 10. Only ordinary or associate members of the ASU are eligible to vote in any Referendum or Plebiscite.
 11. Each voter shall be allowed to vote for one option.
 12. There is no Proxy voting permitted in any Referendum or Plebiscite.
 13. The campaigning days and voting days for a Referendum or Plebiscite shall be as set out in Article 4, Section 3 with any such modification as the Elections Committee deems appropriate.
 14. Polling will take place online from at least 8:30 am on the first day of voting until 4:30 pm on the fifth day of voting. All eligible students will be able to login to the University Network and vote during this time.
 15. The Elections Committee shall establish Campaign Funding limits for a Referendum or Plebiscite which shall be enforced by the CRO.
 16. All campaigning in a Referendum or Plebiscite is subject to Articles 13, 14, and 15 with such necessary modification as the Elections Committee deems appropriate.
 17. No person shall engage in campaigning in a Referendum or Plebiscite unless they have registered with the Elections Committee.
 18. The use of Union Media in a Referendum or Plebiscite is subject to Article 16 with such necessary modification as the Elections Committee deems appropriate.
 19. The investigation of complaints of violations of Article 24 shall be conducted in the same manner as provided in Article 21 with such modifications as the Elections Committee deems appropriate.
 20. Any person found to have violated any of the provisions of Article 24 by the Elections Committee shall be subject to the sanctions provided in Article 22 with such necessary modification as the Elections Committee deems appropriate.
 21. Subject to Section 4 (above), all Referenda, except for those described in the Constitution, Article III, Section 3, shall be determined by a simple majority of the eligible votes cast.

22. The provisions for overturning an Election Result as provided in Article 23 shall apply in the case of Referendum or Plebiscites with such necessary modifications as the Elections Committee deems appropriate.

Article 25: Amendments

1. No amendments to this Bylaw will be made by Council during the nomination period, campaign period, or voting period of any Union Election, Referendum, or Plebiscite.