



# By-Laws

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April 6, 2011, Annual General Meeting

November 19, 2013 Annual General Meeting

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# Student Association of George Brown College

## By-Laws

Be it enacted as a by-law of the Student Association of George Brown College (“the corporation”), which was incorporated under the Canada Not-for-Profit Corporations Act (“Act”), as follows:

### Constitution of the Corporation

The corporation shall have a Constitution that shall govern the duties, jurisdiction and mandate of the corporation.

### Definitions

“Act” means the *Canada Not-For-Profit Corporations Act* S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;

“articles” means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;

“Board” means the Board of Directors of the Corporation and "Director" means a member of the Board;

“by-laws” means these by-laws and any other by-laws of the Corporation as amended and which are, from time to time, in force and effect;

“meeting of members” includes an annual meeting of members or a special meeting of members;

“special meeting of members” includes a special meeting of all members entitled to vote at an annual meeting of members;

“ordinary resolution” means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution;

“Regulations” means the regulations made under the Act, as amended, restated or in effect from time to time; and

### Article 1: Organization of the Corporation

1.1 The corporation’s membership shall consist of all individuals who are either:

- a. Currently enrolled as students of George Brown College (“the college”) and either have paid the student activity fee for the current term of study or belong to a category of students in respect of which the corporation has accepted a grant in lieu of such fee; or

- b. The elected members of the executive of the corporation as defined in these by-laws; or
- c. Currently enrolled students of George Brown College belonging to a category of students in respect of which the corporation has granted associated membership and negotiated the terms and conditions of membership fees.

**1.2** The property and business of the corporation shall be managed by a Board of Directors that shall be elected and function in accordance with Articles 2 and 3.

**1.3** The Board of Directors shall be assisted by committees, which shall be appointed by the Board and function in accordance with the Voting Directors Accountability Manual.

**1.4** The Board of Directors shall delegate the ongoing operation of the corporation to an Executive Director.

## Article 2: Board of Directors Composition

**2.1** The Board of Directors shall consist of at least 8 and not more than 30 voting directors.

**2.2** Executive Members:

- a. Director ~~Internal Affairs~~Communications and Internal
- b. Director ~~Finance and Operations~~Operations
- c. Director ~~Student Life~~Campus Life
- d. Director ~~Education and Equity~~
- e. Director ~~Public Relations~~Equity

**2.3** Voting Directors:

- a. Campus Directors
  - i. St James Campus Director
  - ii. Casa Loma Campus Director
  - iii. Waterfront Campus Director
  - iv. Satellite Campuses Director (Ryerson, Sunnybrook, Distillery, etc.)
- b. Educational Centre Representatives
  - i. Arts and Design Representative
  - ii. Business Representative
  - iii. Community Services Representative
  - iv. Construction and Engineering Representative
  - v. Health Sciences Representative
  - vi. Hospitality Representative
  - vii. Liberal Arts and Preparatory Studies Representative

- c. Constituency Representatives
  - i. Aboriginal Representative
  - ii. ~~Accessibility~~ Representative
  - iii. International Representative
  - iv. LGBTQ Representative
  - v. Women and Trans People Representative

**2.4** The Board of Directors shall be assisted by committees, which shall be appointed by the Board and function in accordance with the Voting Directors Accountability Manual.

**2.5** The Board of Directors shall delegate the ongoing operation of the corporation to an Executive Director.

### **Article 3: Board of Directors Requirements**

**3.1** Each voting director shall be a member of the corporation, at least 18 years of age, with the power under law to contract. Each voting director shall:

- a. Be a member in accordance with Article 1;
- b. Be at least 18 years of age; and
- c. Not be an undischarged bankrupt.

**3.2** Each campus director, educational centre representative and constituency representative shall also be a member registered at their respective campus or in the respective academic program or constituency that they represent.

**3.3** Each director shall have read and agreed to abide by the job descriptions of the Directors as set forth in the By-Laws.

**3.4 No voting director can be employed by George Brown College while also holding a seat on the Board of Directors.**

**3.5 No individual member may hold a position on the executive for more than two consecutive terms.**

**3.6 Executive members shall be enrolled in no more than a 40% course load throughout the term of office. Executive members must present their time tables to the Executive Director and Board of Directors at the start of each semester and notify the Executive Director and Board of Directors if there are any changes to their timetable.**

**3.7 Every voting director subject to an hours requirement shall complete the hours required as set forth in the By-Laws. The voting director's honorarium shall be reduced by a pro rated amount for that week if the voting director's full hours are not completed. Hours worked per week are determined by the voting director clocking in and out on the Student Association's punch clock system.**

Each director with an hours requirement is allowed to take 4% of their total hours requirement in vacation days.

Each director with an hours requirement is allocated 4% of their total hours requirement in sick days.

Each director with an hours requirement is allocated 2% of their total hours requirement in bereavement leave.

The Executive Director shall be empowered to approve special exceptions, so long as that the total hours requirement is cumulatively met.

**3.84** The term of office of each director shall be from May 1<sup>st</sup> until April 30<sup>th</sup> of the following year.

## Article 4: Board of Director Duties and Honoraria

~~4.1~~ ~~No individual member may hold a position on the executive for more than two consecutive terms.~~

**4.2** Director ~~Internal Affairs~~Communications and Internal

a. Shall be the official spokesperson of the corporation to the general public, George Brown College, campus groups, and at College functions.

~~a.b.~~ Work with Executive Director to ensure viability of organizational structure.

~~b.c.~~ Aid in creation and removal of positions within organizational structure.

~~c.d.~~ Keep track of all Board of Director personnel files and related HR documents.

~~d.e.~~ Be responsible for calling at least One (1) General Meeting of the Members, and monthly meetings of the Board of Directors.

~~e.f.~~ Monitor the performance of Voting Directors to ensure adherence to By-Laws, Constitution, Voting Director's Accountability Manual and other subsequent governing documents.

~~f.g.~~ Develop and improve methods of evaluating Board Member performance.

~~g.h.~~ Act as Chair of the Policy and By-Laws Committee.

i. Act as Chair of the Executive Committee.

j. Act as Chair of the Communications Committee.

~~h.k.~~ Sit as one of the SA Representatives on College Council.

~~i.l.~~ Receive grievances and act as Chair of the Board Mediation Committee

~~j.m.~~ Sit on appropriate hiring committees.

~~k.n.~~ Assist with training of all appointed board members and board members elected during by-elections.

~~l.o.~~ Serve as a signing officer of the Student Association

~~m.p.~~ Learn and understand current legislation and governing policies of the organization.

q. In conjunction with Publications and Communications Coordinator, ensure the monthly newsletter is presentable and contains all relevant information for students and is sent out in a timely manner.

r. Work in conjunction with the Executives to plan an advertising strategy for activities and events and ensure they are promoted.

- s. Develop, in conjunction with the Communications Committee, marketing and public relations strategies for the SA.
- t. Serve as primary representative responsible for encouraging student participation in elections of the Board of Directors, activities and events.
- u. Ensure the Dialog is operating within budgetary restrictions.
- ~~h-v.~~ With the Communications Committee, plan and recommend updates for web and publications.
- ~~o-w.~~ Report on work and future work to Board of Directors monthly.
- ~~p-x.~~ Shall work 40 hours a week.
- ~~q-y.~~ Shall receive an honorarium of \$28,500 per year, paid out in an equal, bi-weekly payment of \$1,096.15.
- ~~r.~~ The honorarium shall be adjusted each year based on CPI increases.

### 4.3 Director ~~Finance and~~ Operations

- a. Review monthly financial statements and be informed on the financial position of the SA.
- b. Present budgetary updates to Executive Committee and Board of Directors when directed
- c. Make recommendations on capital expenditures and budgetary issues.
- d. In conjunction with SA departments, Finance Coordinator and the Finance Committee prepare the annual budget for presentation to the Board of Directors.
- e. Review domestic health and dental student insurance plan on a semi-annual basis and makes recommendations to the Board.
- f. Collaborate with Member Services Coordinator and stakeholders to ensure student needs are addressed in health plan negotiations.
- g. Review international and ESL health and dental student insurance plan on a semi-annual basis and make recommendations to the Board.
- h. Oversee the SafeWalk and TTC Metropass Sales programs and sit on SafeWalk Advisory Board.
- i. Oversee and review merchandise sales, including, but not limited to Run GBC, movie ticket sales and bar operations.
- j. Make recommendations concerning auditor appointment at the Annual General Meeting.
- k. Present any proposed ancillary fee changes to Finance Committee and make recommendations to the Board.
- l. Review applications for co-sponsorship and make recommendations to Finance Committee for approval.
- m. Chair the Finance and Operations Committee.
- n. Sit on appropriate hiring committees.
- o. Report on work and future work to Board of Directors monthly.
- p. Shall work 40 hours a week during the spring/summer semesters, and 25 hours a week during the fall/winter semesters.
- q. Shall receive an honorarium of \$28,500 per year, paid out in an equal, bi-weekly payment of \$1,096.15.
- ~~q.~~ ~~Shall receive an honorarium of \$22,800 per year, paid out in equal, bi-weekly payments \$1,140 over the spring/summer semesters, and \$712.50 over the fall/winter semesters~~
- r. The honorarium shall be adjusted each year based on CPI increases.

4.4 Director ~~Campus Life~~ Student Life

- a. In conjunction with the Coordinator of Events and Marketing, oversee planning of events calendar.
- b. Plan and oversee events on all campuses.
- c. Work to ensure an events calendar that reaches all programs and all campuses and disperses budget reasonably equitably among campuses.
- d. Collaborate with Athletics and Student Life departments of George Brown College concerning joint initiatives, including Orientation.
- e. Monitor events budget and ensure that expenses are within budgetary limitations.
- f. Work in conjunction with Director of ~~Public Relations~~ Communications and Internal to plan an advertising strategy for activities and events and ensure they are promoted.
- g. Oversee clubs administration, including ratification and de-ratification.
- h. Review and recommend Clubs Policies updates to Policy and By-Law Committee as needed.
- i. Review Sponsorship packages to ensure they are up to date.
- j. Chair the ~~Student-Campus~~ Life Committee.
- k. Sit on appropriate hiring committees.
- l. Report on work and future work to Board of Directors monthly.
- m. Shall work 40 hours a week.
- n. Shall receive an honorarium of \$28,500 per year, paid out in an equal, bi-weekly payment of \$1,096.15.
- o. The honorarium shall be adjusted each year based on CPI increases.

4.5 Director Education ~~and Equity~~

- a. Serve as the primary representative to the Canadian Federation of Students.
- b. Provide regular updates and information concerning the initiatives, activities, services and campaigns of the Canadian Federation of Students to members and council Board.
- ~~c. Serve as a member of the College's Diversity, Equity and Safety Committee.~~
- ~~d.~~c. Chair the Education ~~and Equity Issues~~ Committee.
- ~~e.~~d. Create an annual campaigns plan to raise awareness concerning current student issues, to be included in the Executive annual plan.
- ~~f.~~e. Plan and implement campaign activities and events on all campuses.
- ~~g. Develop equity-based awareness campaigns within the College.~~
- ~~h. Work collaboratively with the Life Works Centre and advocate for the needs of its constituencies.~~
- ~~i.~~f. Provide information to student groups concerning Student Association initiatives.
- ~~j.~~g. In conjunction with the Commissioner of Academic Rights, act as the primary advocate for student academic rights on all campuses.
- ~~k.~~h. In conjunction with the staff resource person, assist with the recruitment, selection and training of students to carry out appeals on all campuses.
- ~~l.~~i. Track all student appeals and complaints and update the Academic Issues Committee at each meeting.
- ~~m.~~j. Track all student appeals and complaints and prepare a report for the Student Association Board of Directors and College each semester.
- ~~n.~~k. Review and recommend changes to the College academic / educational policies.
- ~~o.~~l. Serve as a member of the College's Academic Excellence Committee.
- ~~p.~~m. Establish positive working relationships with Coordinators, Chairs, Directors and Deans.



- ~~q-n.~~ Co-Chair the Academic Issues Committee.
- ~~r-o.~~ Plan and implement program based forums.
- ~~s-p.~~ In conjunction with the Director of ~~Public Relations~~Communications and Internal, create advertising plans for advocacy and appeals services.
- ~~t-q.~~ Shall work 40 hours a week
- ~~u-r.~~ Shall receive an honorarium of \$28,500 per year, paid out in an equal, bi-weekly payment of \$1,096.15
- ~~v-s.~~ The honorarium shall be adjusted each year based on CPI increases

**4.6** Director ~~Public Relations~~Equity

- a. Serve as a member of the College's Diversity, Equity and Safety Committee.
- b. Develop equity-based awareness campaigns within the College.
- c. Work collaboratively with the Life Works Centre and advocate for the needs of its constituencies.
- d. Shall promote the Board's initiatives and activities that aim to raise awareness of discrimination on campus and in the community.
- e. Shall be responsible for ensuring that all activities and endorsements of the Board reflect the anti-oppressive mandate of the corporation.
- f. Shall be responsible for ensuring that all Voting Directors and Staff receive anti-oppression training within five months of the elected term.
- g. Shall be responsible for observing all activities of the Board and those supported by the Board to ensure that they are not exclusionary or discriminatory in nature and address any problems as they arise.
- h. Shall act as the official liaison between the corporation and relevant College organizations, offices and departments dedicated to awareness and elimination of discrimination.
- i. Shall represent the organization when issues regarding discrimination and equity are raised in the George Brown College community and need to be addressed.
- j. Shall work with the Director Communications and Internal and the Director Education to develop political and equity based campaigns.
- k. Shall act as chair of the Equity committee.
- l. Shall represent the organization on relevant College committees and taskforces concerning uses of University space, security and admissions.
- m. Shall work 40 hours a week
- n. Shall receive an honorarium of \$28,500 per year, paid out in an equal, bi-weekly payment of \$1,096.15
- o. The honorarium shall be adjusted each year based on CPI increases
- ~~a. In conjunction with Publications and Communications Coordinator, ensure the monthly newsletter is presentable and contains all relevant information for students and is sent out in a timely manner~~
- ~~b. Work in conjunction with Director of Student Life to plan an advertising strategy for activities and events and ensure they are promoted~~
- ~~c. Develop, in conjunction with Public Relations Committee, marketing and public relations strategies for the SA~~
- ~~d. Serve as primary representative responsible for encouraging student participation in elections of the Board of Directors, activities and events~~
- ~~e. Ensure the Dialog is operating within budgetary restrictions~~
- ~~f. Oversee planning and creation of the Source handbook, including content and cover~~

- ~~g.—Review website bi-weekly to ensure correctness of information, all upcoming events and recent achievements are represented~~
- ~~h.—With Public Relations Committee, plan and recommend updates for web and publications~~
- ~~i.—Recruit students for SRC initiative~~
- ~~j.—Plan, organize and facilitate meetings of the SRC within budgetary restrictions~~
- ~~k.—Sit as one of the SA representatives on College Council~~
- ~~l.—Chair the Public Relations Committee~~
- ~~m.—Sit on appropriate hiring committees~~
- ~~n.—Report on work and future work to Board of Directors monthly~~
- ~~o.—Shall work 40 hours a week during the spring/summer semesters, and 25 hours a week during the fall/winter semesters~~
- ~~p.—Shall receive an honorarium of \$22,800 per year, paid out in equal, bi-weekly payments \$1,140 over the spring/summer semesters, and \$712.50 over the fall/winter semesters~~
- ~~q.—The honorarium shall be adjusted each year based on CPI increases~~

#### 4.7 Campus Directors

- a. Participate in and give feedback at monthly Board of Director meetings
- b. Report on work and future work to Board of Directors monthly
- c. Ensure students in your constituency are aware of who you are and how to contact you
- d. Act as a liaison between the Student Association and your area of representation by bringing student issues and concerns to the Executive and following through to ensure they are being addressed
- e. Ensure educational centre representatives are serving their respective constituencies.
- f. Inform students of the services and upcoming events and Board Member and Executive roles and contact information
- g. Distribute information on upcoming events, campaigns and services to students.
- h. Hold other Board Members and Executives accountable
- i. Advocate on behalf of students facing issues in respective programs
- j. Attend SA events and activities and solicit feedback from students
- k. Attend each board meeting
- l. Maintain membership on at least one standing committee
- m. Shall work 10 hours a week.
- n. Shall receive an honorarium of \$7,000 per year, paid out in equal, bi-weekly payments of \$269.23
- o. The honorarium shall be adjusted each year based on CPI increases

#### 4.8 Education Centre Representatives

- a. Report on work and future work to Board of Directors monthly.
- b. Ensure students in your constituency are aware of who you are and how to contact you.
- c. Act as a liaison between the Student Association and your area of representation by bringing student feedback, issues and concerns to the Executive and following through to ensure they are being addressed.
- d. Inform students of the services and upcoming events and Board Member and Executive roles and contact information.
- e. Distribute information on upcoming events, campaigns and services to students.
- f. Hold other Board Members and Executives accountable.

- g. Advocate on behalf of students facing issues in respective programs.
- h. Attend SA events and activities and solicit feedback from students.
- i. Attend monthly board meetings.
- j. Shall receive an honorarium of \$2,000 per year, paid out in installments of \$1,000 at the end of each the fall and winter academic semesters.

#### 4.9 Constituency Representatives

- a. Report on work and future work to Board of Directors monthly.
- b. Ensure students in your constituency are aware of who you are and how to contact you.
- c. Act as a liaison between the Student Association and your area of representation by bringing student feedback, issues and concerns to the Executive and following through to ensure they are being addressed.
- d. Inform students of the services and upcoming events and Board Member and Executive roles and contact information.
- e. Distribute information on upcoming events, campaigns and services to students.
- f. Hold other Board Members and Executives accountable.
- g. Advocate on behalf of students facing issues in respective programs.
- h. Attend SA events and activities and solicit feedback from students.
- i. Promote and attend events at the Community Action Centre.
- j. Attend monthly board meetings.
- k. Shall receive an honorarium of \$2,000 per year, paid out in installments of \$1,000 at the end of each the fall and winter academic semesters.

### **Article 5: Disciplining Directors**

**5.1 The Board of Directors shall have the right to discipline its Directors. Grounds for disciplinary action include, but are not limited to, the following:**

- a. poor attendance at Board meetings;**
- b. just cause;**
- c. theft, fraud, or embezzlement of funds;**
- d. failure to disclose a significant or obvious conflict of interest;**
- e. breach of confidentiality;**
- f. failure to attend SA Board Retreat;**
- g. misuse of corporation property; or**
- h. failure to perform their duties as specified by the Constitution or By-Laws.**

**5.2 The disciplinary action to be taken against any Director shall be decided on a case by case basis in an in-camera session of The Board. Any disciplinary action must be approved by a two-thirds majority of Directors present. Disciplinary action can include, but is not necessarily limited to, verbal reprimand, letter of censure, and removal from The Board.**

### **Article 6: Board of Directors Vacancies and Pro-term Appointment**

**6.1 The position of director shall be deemed vacant if:**

- a. The director dies, ceases to be qualified or resigns in writing to the Director ~~of Internal Affairs~~Communications and Internal Affairs, or, in the case of the Director ~~of Internal Affairs~~Communications and Internal Affairs, to the Executive Director;
- b. The director becomes bankrupt or is found by a court to be of unsound mind;
- c. The director commences legal action against the corporation;
- d. At two consecutive meetings of the Board or one general meeting of members, a resolution that the director be removed from office is passed by a two-thirds majority vote; or
- e. At two consecutive meetings of the Board, the director is absent without having provided written regrets to the Director ~~of Internal Affairs~~Communications and Internal Affairs or the Executive Director in advance.

**6.2** In the event of a vacancy in the Directors offices, the Board of Directors shall call a by-election to fill the vacant position. If such an office becomes vacant after September 1<sup>st</sup>, the Board of Directors may appoint a member of the respective constituency to fill the vacancy.

**6.3** In the event of a vacancy in the Executive offices, the Board of Directors shall call a by-election to fill the vacant position. If such an office becomes vacant after September 1<sup>st</sup>, the Board of Directors shall appoint a member of the respective constituency to fill the vacancy, no later than 30 days following such vacancy. Until the vacancy is filled, the Executive Committee shall designate another member of the Executive Committee to fill the vacant office with no additional pay.

## Article 7: Committees

**7.1** The Board shall maintain Standing Committees as outlined in the Constitution.

**7.2** The membership and mandate of these committees is set forth in the Voting Directors Accountability Manual.

**7.3** The Board may establish *ad hoc* committees for such purposes and on such terms as it deems appropriate.

**7.4** The Board shall appoint an individual to chair each *ad hoc* committee of the Board.

**7.5** Each standing committee shall be called as needed by the Chair of said committee.

**7.6** The Chair of each *ad hoc* committee shall attend and submit a report of the committee's activities at a meeting of the Board whenever given notice of the meeting in accordance with these by-laws and accompanied by a request to attend from the Director of ~~Internal Affairs~~Communications and Internal Affairs or a majority of the Board. The Board may impose such further requirements on any committee as it deems appropriate.

**7.7** Committee members shall receive a reasonable stipend as determined by the Board from time to time for reasonable expenses and for serving the corporation in another capacity.

## Article 8: Officers

**8.1** The officers of the Association shall consist of the Executive Committee.

**8.2** The Executive committee is made up of the following five (5) Executive Members:

- a. Director ~~Internal Affairs~~Communications and Internal
- b. Director ~~Finance and~~ Operations
- c. Director ~~Student Life and Campus Relations~~Campus Life
- d. Director ~~Public Relations~~Equity
- e. Director Education ~~and Equity~~

## Article 9: Meetings of the Board and Committees of the Board

**9.1** The Director ~~of Internal Affairs~~Communications and Internal shall call one meeting of the Board to be held each month during the fall and winter semesters, and other meetings of the Board at the Executive Committee's discretion and whenever requested to do so in writing by a majority of the other directors. In the event that no Board meeting is scheduled during a period longer than one month a simple majority of Board members may request in writing to the Director ~~of Internal Affairs~~Communications and Internal to call a meeting of the Board.

**9.2** The Chair of each committee shall call meetings of the committee at the Chair's discretion and whenever requested to do so in writing by the Executive Committee, the Board or a majority of the other members of the committee.

**9.3** The Director ~~of Internal Affairs~~Communications and Internal shall cause notice of a meeting of the Board to be given to all committee members at least five (5) business days prior to the meeting. Such notice shall disclose the date and time of the meeting and at which office of the corporation within the City of Toronto the meeting shall be held.

**9.4** A meeting of the Board may be held at any time without notice if all members of the Board are present and consent to the holding of the meeting, or those who are absent have consented, in writing, to the Director ~~of Internal Affairs~~Communications and Internal, to the meeting being held in their absence.

**9.5** The Board shall appoint a Chair at each meeting of the members and of the Board of Directors.

**9.6** If all individuals entitled to vote at a meeting of the Board have consented, any individual may participate in the meeting by means of conference telephone or other communications equipment that allows all individuals in the meeting to communicate with on another. Any individual participating in such a manner shall be deemed present at the meeting.

**9.7** Quorum for a meeting of the Board of a committee shall be a majority of voting members during the fall and winter semesters (September to April), and at least nine (9) members during the spring/summer semester (May to August).

**9.8** The Director ~~of Public Relations~~Communications and Internal, or such other individual as appointed by the Board, shall serve as secretary at each meeting of the members or of the Board, with the exception of *in camera* sessions of the Board, provided that no minutes shall be effective until approved at a subsequent meeting.

**9.9** The minutes of all meetings of the Board, once approved, shall be available for inspection by members at the corporation's head office.

**9.10** All matters to be decided at a meeting of the Board of Directors or a committee shall be decided by majority vote of those in attendance and entitled to vote, including the individual chairing the meeting, unless the Act, the Student Association of George Brown College Policies and Procedures Manual or these By-laws otherwise provide. In the event of a tie, the motion shall be considered defeated.

## **Article 10: Meetings of Members**

**10.1** The Board shall call an annual general meeting of the membership to be held in or around the fall of each year, at which the corporation's financial statements and reports of the directors and of the auditor shall be presented.

**10.2** The Director ~~of Internal Affairs~~Communications and Internal shall call special meetings of the members and whenever requested to do so in writing by a majority of the Board or at least five percent (5%) of the members, provided that such writing also discloses the special business requested to be conducted at the meeting and enough information to allow the members to make a reasoned decision on the matter.

**10.3** The Director ~~of Internal Affairs~~Communications and Internal shall cause notice of a meeting of the members to be posted on all the corporation's notice boards and published in the corporation's newspaper at least five (5) days prior to the meeting, indicating the date and time of the meeting and at which office of the corporation within the City of Toronto the meeting shall be held. Notice of a meeting of the members shall remind members of the right to vote by proxy. In the case of a special meeting of the members, such notice shall also disclose the special business to be conducted at the meeting and enough information to allow the members to make a reasoned decision on the matter. Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the By-laws of the corporation to change the manner of giving notice to members entitled to vote at a meeting of members.

**10.4** Quorum for a meeting of the members shall be thirty (30) current members present in person or by proxy. The individual chairing any meeting for which quorum is not obtained within thirty (30) minutes after the meeting is scheduled to begin, or for which quorum ceases to exist, shall adjourn such meeting to another day and time of which no further notice need be given.

**10.5** All matters to be decided at a meeting of the members shall be decided by majority vote of those in attendance and entitled to vote, including the individual chairing the meeting, unless the Act, the Student Association of George Brown College Policies and Procedures Manual or these By-laws otherwise provide. In the event of a tie, the motion shall be considered defeated.

**10.6** Members shall be entitled to attend and vote at a meeting of members by proxy, by providing a written proxy to another member in the form prescribed by the Board. Any one member may hold not more than five (5) proxies. Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the by-laws of the Corporation to change this method of voting by members not in attendance at a meeting of members.

## **Article 11: Legal and Financial**

**11.1** The head office of the corporation shall be in the city of Toronto, in the province of Ontario.

**11.2** The seal, an impression of which is stamped in the margin, shall be the seal of the corporation. The seal shall remain in the custody of the Director ~~Internal Affairs~~Communications and Internal, or such other director as the Board may designate, and shall be affixed by such individual documents requiring it.

**11.3** The fiscal year of the corporation shall be from June 1 to May 31.

**11.4** Contracts, cheques and other documents to be executed by the corporation shall be signed by two individuals: the Executive Director, and in that person's absence or unavailability, the Operations Manager or Equity and Campus Services Manager, and one of either the Director of ~~Student Life~~Operations or the Director ~~of Internal Affairs~~Communications and Internal.

**11.5** The corporation may borrow funds whenever authorized to do so by a two-thirds majority vote of the Board of Directors.

**11.6** The Board shall cause all proper accounts, books and records to be regularly and properly kept on behalf of the corporation.

**11.7** An external auditor shall be appointed at each annual general meeting of the members to audit the corporation's financial statements and report to the members. The auditor shall serve as such until the next annual general meeting unless in the meantime another auditor is appointed by the members or the auditor resigns. If the auditor resigns, the Board shall appoint another auditor to serve until the next annual general meeting.

**11.8** All directors, officers and other employees and their respective heirs, executors and administrators shall at all times be indemnified and saved harmless by the corporation from and against all liability incurred as a result of the execution of duties owed to the corporation, except to the extent that such liability results from the individual's willful neglect or default.

**11.9** The corporation is committed to providing a fair wage to all students employed in part-time positions. As such, the minimum wage of the corporation will be 125% of the province of Ontario's legal minimum wage.

**11.10** Each fiscal year, a minimum of 5% of the General Operating Budget will be distributed evenly amongst the constituency centres for programming and student staff.

## **Article 12: Adoption and Amendment of By-laws, Policies and Procedures**

**12.1** These By-laws may be amended or replaced by a majority vote of the Board and a subsequent majority vote of the members, provided that the full text of such amendment or replacement is included in the respective notices for such meetings. This section does not apply to a By-law that requires a special resolution of the members according to subsection 197(1) (fundamental change) of the Act.

**12.2** Notwithstanding paragraph 11.1, no amendment or replacement of these By-laws shall be effective until approved by the Ministry of Industry Canada.

**12.3** The Board shall produce such policies and procedures as are required by these By-laws, and may produce such other policies and procedures not inconsistent with these By-laws as it deems appropriate. The Board shall cause the policies entitled Student Association of George Brown College Policies and Procedures Manual.

**12.4** Policies and Procedures may be amended or replaced by majority vote of the Board, provided that the full text of such amendment is available not less than ten (10) business days prior to the meeting at which the amendment or replacement is to be considered and the amendment or replacement is included in the respective notices for such meetings.

## **Article 13: Policy of the Student Association**

### **13.1** Establishment of Policy

- a. Policy for the Student Association may be established from time to time by the Board in accordance to the following guidelines:
- b. Operational Policy:
  - i. Operational Policy consists of policy that outlines the framework of managing the operations of the Student Association.
  - ii. To adopt, amend, or rescind Operational Policy, a majority of two-thirds (2/3) of the Board must vote in favour.
- c. Issues Policy:
  - i. Issues Policy consists of policy that the Student Association takes a stance on. It is policy that either opposes, supports and/or condones, but not limited to, actions that the Student Association or a third-party carries out. An example of such policy is taking a stance on international, national and domestic issues, such as tuition fees.
  - ii. To adopt, amend, or rescind Issues Policy, simple majority (1/2) of the Board must vote in favour.

**13.2** All policy remains the policy of the Student Association until changes, or retracted by a vote of the same or higher authority as that which established the policy

**13.3** All policy of the Student Association shall be maintained in the Policy Booklet of the Student Association.



## **Article 14: Elections**

### 14.1 Administration of Elections

The Student Association of George Brown College is committed to an elected leadership, chosen from and by its student membership. The Student Association, by way of these By-laws, seeks to ensure that the election process is conducted in a fair, consistent and accessible manner. The students of George Brown College are entitled to full representation at all levels of the Student Association. The Student Association is strongly committed to the ideals of safety, equity and accessibility and encourages students of diverse backgrounds and from traditionally underrepresented groups to run in elections.

The Student Association shall govern all the elections of the Student Association. Procedures for elections shall be found in the By-laws of the Student Association. A best practices manual will be maintained to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the Elections Process. No candidate shall run for more than one position during the same election. In circumstances where there is a contradiction between the By-Laws and the Best Practices manual (BPM), the By-laws shall supersede the Best Practices manual. A fact sheet, based upon the Best Practices manual, will be drafted in accessible language to assist students' understanding of the Elections Processes.

### 14.2 Election Committee

The Elections Committee will be as follows:

- Executive Director (Chair)
- Two Members of the Board
- Chief Returning Officer (CRO) of the Elections

The Elections Committee will be empowered to:

- a. Hire the Chief Returning Officer (CRO).
- b. Recommend election dates to the Board.
- c. Publicise important election dates and information.
- d. Oversee logistics of the elections.
- e. Solicit feedback from members regarding the Elections Process in each year.
- f. To study the recommendations of the CRO and ensure they are fully considered; review good practices from previous elections and be responsible for implementing any recommendations approved by the Board.
- g. Maintaining and updating the BPM; and secure office space for the CRO to work.

h. Members of the Elections Committee are not permitted to seek office with the Federation and must remain neutral during the election process.

#### 14.3 Roles and Responsibilities of the Chief Returning Officer (CRO)

The CRO is responsible for the overall logistical administration of Student Association elections. The CRO shall be hired for the duration of each election. The CRO's responsibilities will include the following:

- a. The hiring and training of Deputy Returning Officers (DROs).
- b. The hiring and training of polling clerks.
- c. Obtaining a voters list from the George Brown College Administration in order to verify a voter's identity as well as the voter's Faculty and College.
- d. Securing voting spaces on campus to set up polling stations as well as obtain tables and chairs.
- e. Prepare and maintain the voter registration database.
- f. Obtain ballot boxes, seals, and voter screens from Elections Canada.
- g. Promoting the elections.
- h. Organize and run the All Candidates Meeting(s).
- i. Approval of all campaigning material.
- j. Adjudicate and provide rulings on complaints filed by candidates during the electoral process.
- k. Overseeing the ballot counting process.
- l. Publishing voting results.
- m. Prepare the CRO's report to be presented to the Board of Directors for ratification.
- n. All other elections materials and communications.

#### 14.4 Methodology for Hiring of the CRO

The job posting for the CRO will be publicized on the Student Association website. The job posting will include the CRO job description and the necessary qualifications. The Elections Committee will review applications, interview the top three candidates and hire the best candidate for the CRO position.

#### 14.5 Election Periods

##### Spring Elections

An election shall be held in the Winter term for the election of the following positions:

- All Executive Members

- Campus Directors
- Educational Representatives
- Constituency Representatives

The date of the nominations and election shall be approved by The Board based on the recommendation of the Elections Committee, provided that elections must occur in the Winter Semester of each year. Notice of the date of the election and the nomination procedures shall be given to members by publication in a campus newspaper at least fourteen (14) days prior to the start of the nomination period.

#### Fall Elections

An election shall be held in the Fall term for any vacancies in The Board or Executive that occurs before September 1. The dates of the nominations and election shall be approved by The Board, based on the recommendation of the Elections Committee provided that it must occur in the Fall Semester of each year. Notice of the date of the election and the nomination procedures shall be given to members by publication in a campus newspaper at least fourteen (14) days prior to the start of nomination period. If no member is nominated to fill a vacancy from among the members of the Constituency to which the vacancy applies The Board of Directors shall appoint.

#### 14.6 Eligibility of Candidates

All members who meet the qualifications as outlined in By-law 1.1. shall be eligible to run.

No individual member may hold a position on the executive for more than two consecutive terms.

Voting Positions on the Board shall be filled as follows:

- Five (5) Executive Members who shall be elected by the members.
- Each of the four (4) Campus Directors shall be elected by the members registered in an academic program in their respective campuses.
- Each of the seven (7) Educational Centre Representatives shall be elected by the members registered in an academic program in their respective educational centres.
- Each of the five (5) Constituency Representatives shall be elected by the members of the constituency from among all campuses.

#### 14.7 Nomination of Directors

Candidates for Campus Director, Educational Centre Representative and Constituency Representative positions shall be nominated pursuant to a nomination form found in the BPM, and submitted to the CRO. Candidates must obtain signatures from individuals in their faculty, from their campus or their constituency respectively who are also members of the Student Association (e.g Waterfront Campus Director Candidates can only be nominated by Waterfront Campus students, Business Representative Candidates can only be nominated by Business students, etc.)

Candidates are required to obtain the following valid signatures:

- Campus Directors – Forty (40) valid signatures.
- Educational Centre Representatives – Thirty (30) valid signatures.
- Constituency Representatives – One (1) valid signature.

To the extent possible, candidates will be notified if their nomination form is deficient or incomplete to permit re-submission before the nomination deadline. It is the responsibility of the candidate to submit a bona fide nomination form.

#### 14.8 Nomination of Executive

Candidates for the Executive positions shall be nominated pursuant to a nomination form found in the BPM, signed by at least 100 members of the Student Association, and submitted to the CRO. To the extent possible, candidates will be notified if their nomination form is deficient or incomplete to permit re-submission before the nominations deadline. It is the responsibility of the candidate to submit a bona fide nomination or application form.

#### 14.9 Withdrawals of Candidates

A candidate may withdraw from the Student Association elections so long as his/her withdrawal is in writing and is submitted to and accepted by the Elections Committee twenty-four (24) hours before the voting period commences.

#### 14.10 All-Candidates meeting

- a. All nominees, or an authorized representative of each nominee, must attend the All-Candidates Meeting in its entirety or arrange to meet with the CRO in person within twenty-four (24) hours of the meeting.
- b. For an authorized representative to be valid, they must possess a signed statement from the nominee that the representative has the authority to act on their behalf for the duration of the meeting.
- c. Any candidate who fails to attend or send an authorized representative to the All-Candidates meeting, or fails to meet with the CRO, shall be disqualified from the election.
- d. A candidate's eligibility is not official until the CRO has verified the entire set of applicable nomination forms and posted an "Official Candidates List" on which the potential candidate's name appears. The Official Candidates List must, at a minimum, be posted on the doors of all Student Association offices.
- e. The topics at the all-candidates meeting shall include, but not limited to:
  - I. The elections process established in By-law 4;
  - II. The Election schedule;
  - IV. The duties and functions of the Election officials.
- f. Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates s/he understands the rules and regulations governing the Election.
- g. It is the responsibility of each candidate to understand all information provided at the All-Candidates meeting.

#### 14.11 Nomination Period

The nomination period will be at least five (5) business days and will be advertised on all Student Association bulletin boards and in the campus newspaper.

There shall be no campaigning during the nomination period. Candidates may only tell individual students that they intend to run in the election for the purpose of being nominated.

#### 14.12 Campaigning

The definition of campaigning includes, but is not limited to the following:

- Verbally soliciting a student's vote
- Handing out materials soliciting a student's vote
- Making announcements concerning an individual's candidacy in an election, including in hallways or classrooms
- Any action that ought to be reasonably known to be soliciting a student's vote or influencing students to vote for a particular candidate.

All candidates must abide by the following rules relating to conduct and behavior of candidates during campaigning and assume responsibility for those campaigning on behalf of candidates. Campaigners are bound by the same rules as candidates. A list of official campaigners for each candidate or team shall be provided to the CRO prior to the commencement of campaign period. This list shall remain confidential and is for CRO use only.

a. No campaigning shall take place before the nomination period and before the start of the campaigning period.

b. The campaign period shall last for a period of a minimum of ten (10) business days including a five (5) business day overlap with the voting period.

c. Any current member of the Board, staff, volunteers, and committee members of the corporation who decides to run for an elected position shall disassociate from all areas of their position relating to the Elections from the commencement of the nomination period.

d. Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact.

e. It is the responsibility of the Candidates that all campaign materials and/or advertisements, conform to all policies and regulations of the Student Association, and with all municipal, provincial, federal laws, as well as individual campus residences.

f. All campaign material and/or advertisement need approval by the CRO in advance of posting or distribution. All submissions made to the CRO shall be returned with or without approval within two (2) business days. Though not an exhaustive list, campaign material can include: posters, leaflets, banners, websites, new media (i.e. Facebook, Twitter, and Instagram), clothing, buttons, stickers, logos, audio & video recordings, etc. Publications like opinion pieces and advertisements created and/or provided by a

candidate or campaign volunteer. Tactics for the distribution of campaign materials, such as but not limited to, the distribution of student newspapers, are not subject to approval and are permitted.

g. All campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please recycle after the election."

h. A limit on the quantity of posters shall be the following:

- I. Executive Candidates 300
- II. Campus Director Candidates 100
- III. Educational Centre Representative Candidates 100
- IV. Constituency Representative Candidates 50

i. The following shall also apply to candidate posters and relevant campaign materials:

- I. Poster size shall not exceed 11'x17' (297mmx420mm)
- II. No more than three banners are allowed, and are not to exceed 9'x3' (2.75mx0.92m).
- III. No laminated posters are allowed.
- IV. Each candidate's poster may not overlap another candidate's poster.
- V. Each candidate may not post one of their posters within one (1) foot of another one of their own posters.
- VI. All posters may only contain information that is relevant to the election.
- VII. All posters must be removed within 72 hours after the close of the voting period.
- VIII. Posters and banners must be placed on brick or cinderblock walls using only masking tape. Materials cannot be posted on painted drywall. Candidates are strictly prohibited from placing their materials on these surfaces, as the tape used may cause damage during removal.
- IX. Materials must not be posted inside or on the doors of elevators (fire hazard).
- X. Banners can be hung from ceilings but cannot obstruct views down a hallway or corridor. Hanging the banner cannot damage ceiling tiles.
- XI. The candidate is liable for any damage done to the property of George Brown College or the Student Association as a result of campaigning.
- XII. Candidate's materials must be in compliance with George Brown College's and the Student Association's Human Rights policies.

j. Campaign materials shall not:

- I. Overlap or be attached to a campaign materials already affixed to something.
- II. Be posted in classrooms or seminar rooms.
- III. Be removed from any posted location, legal or illegally, without the authorization of the CRO or designate, except a candidate's own materials removed by that candidate or person(s) authorized by that candidate to remove such materials.

k. Restrictions regulating campaigning, that are unique to the following, shall be followed. It is the responsibility of the candidates to familiarize themselves with the different rules that govern each of the aforementioned entities such as:

- I. No campaigning of any form is permitted in the Student Association offices, or any area that can be perceived to be under the jurisdiction of the Student Association unless otherwise stated by the CRO.
- II. Campaigning within a classroom is forbidden without the expressed permission of its presiding faculty member(s). To campaign in a classroom, a candidate must obtain consent from the professor/lecturer before the start of class.

- III. Campaigning is not allowed within Student Residence.
- IV. Campaigning is not allowed within the Library.
- III. Campaigning is not allowed within computer labs.

I. Restrictions concerning Student Association polling stations include:

- I. Campaigning shall not take place within ten (10) metres of a designated polling station during the election voting days.
- II. Any and all campaign materials found within ten (10) metres of a designated polling station shall be removed during the election voting days.
- III. Designation of polling station is at the discretion of the CRO.

m. Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.

n. Cross campaigning is allowed between candidates in the election governed by this Code.

o. Cross campaigning is allowed between candidates being elected through other organizations and candidates in the election governed by this code.

p. Campaigning During Voting Period will be permitted.

#### 14.13 Campaign Expenses and Campaign Financing

a. All candidates shall submit to the CRO original receipts of all campaign expenditures within seventy-two (72) hours of the close of voting. The CRO may at any time request from any of the candidates original receipts for expenditures prior to the close of voting.

b. All campaign donations must be brought to the attention of the CRO and included in the campaign expense report to be submitted by each candidate. Donated materials shall be assigned a dollar value based on fair market value by the CRO and shall be calculated as campaign expenses but will not be considered in the calculation of a refund against election campaign expenditures.

c. Fair Market Value of a product or service shall be the lowest price, without special concessions or discounts that is available in Toronto, Ontario for that product or service, to all persons who approach a person or company that sells, or deals in, that product or service.

I. The CRO shall contact three (3) major suppliers in the Toronto area and shall adopt the lowest price as the FMV. The candidate may rebut such FMV if the candidate is able to produce/submit receipts from the Toronto area merchants which evidence a lower FMV than that obtained by the Committee.

II. Where a candidate purchases goods or services at a discounted price, or receives them as a donation, the FMV of the purchase will be used to determine a candidate's campaign expenditure.

III. In determining a candidate's total campaign expenditure, the CRO reserves the right to include the Fair Market Value (FMV) of any materials that endorse or support a candidate. This may at the discretion of the CRO, include situations whereby a party producing the material or advertising does so without the consent of the candidate, but where the candidate knows, or reasonably ought to know, about such material or endorsement.

d. Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.

e. Student Clubs may endorse but not financially support a candidate.

f. Funds for the purpose of elections shall be provided for in the operating budget of the Student Association.

g. Campaign expenses shall not exceed \$300 for each Executive candidate. The campaign expense limit will be adjusted annually by the rate of change in the Consumer Price Index (CPI).

h. Campaign expenses shall not exceed \$100 for each Campus Director, Educational Centre Representative or Constituency Representative candidate. The campaign expense limit will be adjusted annually by the rate of change in the Consumer Price Index (CPI).

i. Alcoholic beverages will not be considered a legitimate campaign expense.

j. Candidates may request from the elections committee to receive a portion of their campaigning expenses in advance of the campaigning period, as long as a draft budget of expenses is submitted.

k. Failure by a candidate to submit a campaign expense form and original receipts by the deadline may result in disqualification upon decision of the CRO. Any candidate who exceeds the campaign limit shall be disqualified by the CRO. Disqualification may be appealed only to the Election Appeals Committee whose decision shall be considered final and binding as per By-Law 10.22(e).

l. Each candidate, except those who are declared ineligible for refund or disqualified by the CRO, shall receive a full refund from the Student Association against election campaign expenditures as prescribed herein.

m. A sample budget form shall be provided in the BPM for all candidates to review.

#### 14.14 Violation of Campaign Rules

a. CRO shall have the sole authority to administer the provisions of these By-laws.

b. The CRO reserves the right to make rulings on issues and events not otherwise covered in this code, or to add in such rulings to supplement existing sections.

c. Allegations of violations of these By-laws shall be submitted to the CRO in writing. Such allegations must be made within 48 hours after the incident occurred.

d. The CRO may lay charges of violations of campaign rules at her/his own initiative.

e. The CRO shall render a decision within 48 hours in writing to the candidates in questions and the complainant, unless the complaint is time sensitive, in which case the CRO shall render a decision within



one business day. A complaint shall be deemed time-sensitive when the activity outlined in the complaint are ongoing. All rulings of CRO shall be done in a fair and consistent manner.

f. It is the responsibility of the candidate to ascertain his/her position with respect to decisions made by the CRO regarding alleged violations committed by the candidate. This shall be done on a regular basis by consulting the CRO, a published list, or minutes posted on the designated elections space in the Union office.

g. Where the CRO finds there has been a violation of these By-laws, the CRO must publish the details of the violation in a designated elections space in the Student Association office. Published notification of violations will only take place once all appeals have been exhausted.

h. Regarding penalties for violations the CRO may:

- I. Assign a demerit point penalty.
- II. Assign multiple penalties where the violation encompasses more than one offence.
- III. Declare that an election of a candidate be ruled void.

i. Demerit points as outlined in the above section is assessed on, but not limited to, the following basis. The values listed below are a **guide** for issuing demerit points. Values may be increased or decreased at the discretion of the CRO.

a. Campaign Material

Violation .....	Demerit Point
Unintentional Misrepresentation of Facts .....	3
Multiple violation in the same location/building .....	4
Unapproved material .....	5
Displayed in an unauthorized area.....	5
Pre campaign materials .....	6
Intentional misrepresentation of facts.....	10

b. Campaigning

Violation .....	Demerit Point
Unintentional Misrepresentation of Facts .....	3
Distribution of campaign material within 10 metres of a polling station. ....	10
Improper distribution of campaign materials .....	8
Multiple violations within ten (10) metres .....	8
Intentional misrepresentation of facts.....	10
Campaigning in an unauthorized area.....	12
Pre-campaigning.....	10

c. Fair Play

Violation .....	Demerit Point
Candidates enforcing these By-laws.....	5
Unsanctioned use of Union resources .....	15
Gross misrepresentation of facts .....	20
Malicious or intentional violation of these By-laws.....	25
Abuse of position or status.....	15

- d. Violations of the following nature will result in an automatic disqualification of a candidate:
  - I. Anyone improperly declared an eligible candidate.
  - II. Failure to attend the All-Candidates meeting.
  - III. Any candidate spending over the maximum spending limit as set by these By-laws or failing to submit a campaign expense report.
  - IV. Intentional misrepresentation of campaign expenditures.
  - V. A candidate accruing greater than one-hundred (100%) per cent of their allowable demerit point limit, as follows is disqualified:
    - i. Executive Candidates .....35
    - ii. Director Candidates .....20
  - VI. Solicitation of George Brown College Administration to interfere in the Election Process. Solicitation of Interference includes, but is not limited to, actions that encourage the George Brown Administration to apply pressure on the CRO or Elections Officials to make or change specific decisions, interference in the voting or ballot counting process, withholding vital election document such as voters' list and ballot boxes, and withholding Student Association funds.

j. In the event a winning candidate in any election is disqualified, the runner-up will take the place of the disqualified winner.

14.15 Polling Stations

- a. Campaigning is strictly prohibited within the polling station vicinity of at least 10 metres.
- b. Polling clerks will be trained to assist students in the voting process.
- c. Polling clerks will be responsible for checking each polling station after a voter leaves the station to ensure that any campaign material left behind by a voter is removed.
- d. Each polling station will be equipped with written instructions on how to vote and how to bring forward concerns regarding inconsistencies in ballots given to the voter and other voting procedures.
- e. Where possible it will be regular practice to obtain ballot boxes, seals and voter shields from Elections Canada.
- f. Scrutineers will be given the opportunity to examine the construction of the ballot box at the opening of the polling station and the closure of the ballot boxes at the closing of the polling station. Failure to send a scrutineer will not invalidate the opening and closing of the polling stations.

14.16 Voting Process

- a. Voting will normally take place on each day between Monday and Friday over a period of not more than two (2) weeks.
- b. The method for voting in the Election Process shall be through a paper ballot voting process; valid identification from members is required for voting. Voting must take place in person at prescribed voting stations.

- c. Each ballot will be numbered.
- d. The names of candidates for each Executive and Director candidate will appear alphabetically on water marked paper.
- e. The Team names where applicable will appear under each candidate's name.
- f. Sealed ballot boxes shall be stored in a location to which no other individual student, administrator or Elections Committee official other than the CRO would have access to. Locations may include but not be limited to the Ombudsman Office or campus security. The ballots will be removed by the CRO when the vote is to be counted.
- g. If the College Administration fails to provide the Elections Committee with an up-to-date voters list to verify the identity of a voter, a double envelope system will be used to protect the sanctity of the ballot and the integrity of the vote.
- h. Those with special needs shall be instructed to contact the CRO who will ensure the appropriate voting accommodations are made.
- i. Ballots for each election year shall have a different design.

#### 14.17 Ballot Counting Process

- a. The ballot counting process will commence no later than 24 hours after the polls officially close.
- b. All ballots will be counted in one secure location designated by the CRO.
- c. The CRO will supervise the ballot counting with two-poll clerks counting ballots per station. One member of the Elections Committee shall also be in attendance.
- d. Independent candidate non-affiliated with a team may select one scrutineer.
- e. Each team will be permitted one scrutineer per counting table.
- f. The ballots for any position will not be counted simultaneously. The ballots for a position must be counted in a manner to ensure that the scrutineer witnesses the counting of all the ballots for the particular candidate's position.
- g. Scrutineers are not permitted to handle the ballots at any time.
- h. No persons shall be permitted to use communications devices while in the room where the ballots are being counted. If anyone must leave the ballot counting room during ballot counting, the person must be accompanied by an escort.
- i. Failure to send a scrutineer(s) will not invalidate the ballot counting process.

j. The results of the ballot counting process will be announced as unofficial results within 24-48 hours of the close of ballot counting.

k. Any concerns about the ballot counting procedures should be directed to the CRO who will be monitoring the count.

l. Detailed practices of ballot counting process shall be maintained in the BPM.

#### 14.18 Election of Candidates

a. In the event that the candidates nominated for a Director or Executive office is greater than the number of candidates available to be elected, the winner(s) shall be elected by a plurality of the votes cast.

b. In the event that number of candidates nominated for election for any Director or Executive position, is lesser than the number of candidates available to be elected, the candidate shall be declared as winner by acclamation.

#### 14.19 Equality of Votes

In the event of a tie, the winner will be decided in a run-off election held two-weeks (14 days) after the closing of the voting period.

#### 14.20 Elections Appeals Committee

The Elections Appeals Committee will be as follows

- the chair of the Board
- two (2) general members not elected to the Student Association or hired by the Student Association

The Elections Appeals Committee will be empowered to:

a. Any candidate appealing a ruling of the CRO will present their case to the Elections Appeals Committee.

b. The Elections Appeals Committee will convene a meeting within 72 hours of a receipt of appeal. At the said meeting the appellant will have the opportunity to address the committee; the committee may at its discretion invite other individuals to the meeting.

c. Following the meeting of the Elections Appeals Committee shall render a decision within 24 hours.

d. There will be an automatic meeting of the Elections Appeals Committee if a candidate is disqualified.

e. Once the Elections Appeals Committee makes a decision, it will be final and not open to be appealed again; the Elections Appeals Committee will ensure detailed reasons are given when decisions are made

#### 14.21 Methodology for appointing the Elections Appeals Committee

a. The request for applications for the Elections Appeals Committee will be publicized on the Student Association website, and the request will be advertised for two weeks in a student newspaper. The request will include the Elections Appeals committee duties and the necessary qualifications. The Elections Committee will review applications and recommend the top three candidates—where possible—to the Board of Directors; the top three candidates will have the ability to answer questions from the Board to help Directors make an informed decision. The Board shall select the successful candidate by secret ballot.

#### 14.22 Appeals of Election Results

a. Any candidate may challenge the validity of the his/her election result in a written submission containing his/her reasons to the Elections Appeals Committee no later than 72 hours after the close of the voting period.

b. The Elections Appeals Committee shall investigate any appeal and make a recommendation to the Board on the appropriate action.

c. The Board, at its discretion, may refuse to ratify any singular Director or Executive office election, upon the recommendation of the Elections Appeals Committee. The Board may not amend rulings of the CRO or Elections Appeals Committee.

#### 14.23 Recounting Ballots

If there is a difference of 5 per cent or less between candidates an automatic recount shall take place. The CRO at their discretion reserves the right to call a recount.

#### 14.24 Ratification

Candidates shall not be deemed elected until they have:

a. Been ratified by the Student Association's Board at the subsequent meeting following the election results with the condition that there are no outstanding appeals involving a candidate.

b. Attained the age of majority of eighteen (18) years of age.

Upon ratification by the Board all ballots will be destroyed.