



Kwantlen Student Association

Regulations

OF THE

KWANTLEN STUDENT ASSOCIATION

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The Consolidated Regulations of the Kwantlen Student Association were passed by the KSA Board of Directors on January 6, 2006

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SECTION I: GENERAL PROVISIONS

Article 1. Authority and Interpretation of the Regulations

1. These Regulations shall be binding upon the Society throughout all its operations, insofar as they are consistent with the Society Act, Constitution and Bylaws.
2. Pursuant to Bylaw 25, the rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Constitution, Bylaws or Regulations.
3. This document is intended to be free of gender bias. In these Regulations, the feminine gender and the singular shall be construed as the masculine gender and the plural where the context so requires.
4. In these Regulations, unless the context otherwise requires:

Executive Advisor shall mean the permanent full-time senior staff person hired to assist and advise the Board of Directors with the development and compliance of the Societys Regulations and Policies, financial matters and investments, in addition to other duties. This position may be contracted out if deemed necessary.

Chief Financial Officer (CFO) shall mean the permanent full-time staff person hired to assist the Board of Directors, Executive Advisor and General Manager with the financial procedures of the Society.

General Manager shall mean the permanent full-time staff person hired to assist the Board of Directors with the management and implementation of the Societys commercial services and general operations

Technical Advisor (TA) shall mean the permanent full-time staff person hired to handle the technological services of the Society as well as any facilities needs from time to time.

Main Office shall mean the general Society office located on the Surrey campus of the Kwantlen University College.

Student at Large shall mean a member of the Society who does not hold an elected or appointed position on council.

Out of Meeting Motion shall mean the resolution signed and passed by at least three (3) Executive members. Executive members being one of the following: President, Treasurer, Vice President Internal Affairs, Vice President External Affairs, Vice President Events & Student Life. The resolution must be presented to the Board of Directors if another voting Board member wishes to challenge it. The Board may then entertain a motion to disapprove it by a majority vote. .

5. Unless the context otherwise requires, expressions in the Regulations which are defined in the Bylaws shall have the meanings so defined, and words imparting the singular shall include the plural, and vice-versa, and words imparting persons shall include bodies corporate and subsidiary organizations.

Article 2. Amendments to the Regulations, Suspension of the Regulations

1. The Regulations shall only be amended or altered by a Two-thirds (2/3) Resolution of the Board of Directors.
2. Amendments to the Regulations shall take effect immediately after they are approved.
3. No provision of the Regulations may be suspended except by Two-thirds (2/3) Resolution of the Board. When the Board suspends a provision or provisions of the Regulations, such suspension shall only be in effect for the duration of the meeting at which it is made unless the Board sets some other fixed period of time, within the Resolution, for the suspension.
4. When amendments to the Regulations are brought to the Board for consideration, every effort shall be made to ensure that those amendments are consistent with other provisions of the Regulations.
5. When the Board approves amendments that affect other provisions of the Regulations, every provision of the Regulations so affected by the change will automatically assumed to be amended to be consistent with the changes for the duration of the meeting or other specific length of time.

Article 3. Master Copies

1. The Vice President Internal Affairs with the assistance of the Executive Advisor shall cause to be kept the master copies of the Constitution, the Bylaws, the Regulations and the Policy Handbook.

2. The Vice President Internal Affairs with the assistance of the Executive Advisor shall cause amendments to the Regulations and the Policy Handbook to be incorporated in the master copies within thirty (30) days of being approved by the Board.

Article 4. Circulation of the Regulations and other Documents

1. The Executive Advisor shall ensure the circulation and availability of the Regulations and the Societys other documents in accordance with this article.

2. Full copies of the Constitution, Bylaws, Regulations, Policy Manual, and appropriate excerpts from the Society Act and the College and Institute Act shall be:

i. circulated to all Board members at the beginning of their term of office; and

ii. kept in the Societys Main Office at all times, and made available to Members for reference purposes.

3.

i. Copies of the Constitution, Bylaws, Regulations and the Policy Handbook shall be made available to any Member of the Society upon receipt of a refundable deposit equivalent to the cost of printing and binding.

ii. In accordance with section 69 of the Society Act, a Member of the Society may obtain a copy of the Constitution and Bylaws alone for a \$1 fee.

4. Board members and others who by virtue of their office receive handbooks, transition binders or other documents shall return their copies at the end of their term of office or shall be charged for them.

Article 5. Mission Statement of the Kwantlen Student Association

1. The mission of the Kwantlen Student Association (KSA) is to support its members during their time of study by ensuring adequate provision for their welfare, activities, political, and social needs. Through its democratic procedures, the KSA represents and reflects the concerns and priorities of its membership to the University College and beyond, and strives to uphold the rights of each of its members.

SECTION II: Board of Directors

Article 1. Protection of Directors, Officials and Others

1. Every Director, official and employee of the Society and their heirs, executors, administrators and other legal personal representatives shall from time to time be indemnified and saved harmless by the Society from and against:

i. any liability and all costs and expenses that they sustain or incur in respect of any action, suit or proceeding that is proposed or commenced against them for or in respect of anything done or permitted by them in respect of the execution of their duties; and

ii. all costs, charges and expenses that they sustain or incur in respect of the affairs of the Society;

provided that the individual has complied with the Bylaws, Regulations and other relevant rules of the Society and with their other legal obligations.

Article 2. Duties of Directors

Article 2. Duties of Directors

1. As voting members of the Board of Directors, Directors of the Society and owe their first duty to the Society.
2. Each Board member shall be responsible for the orientation of their replacement.
3. At least one Director from each Campus shall make a verbal report at each Board meeting on the current affairs of their Campus.

Article 3. Chair of the Board

1. The Chair shall be a non-voting member of the Board appointed by a Two-thirds (2/3) Resolution.
2. The Chair shall not hold any other elected, staff or appointed position in the Society, including positions on Campus Councils. A Chair who becomes a candidate for an elected position within the Society or any of its Campus Councils immediately ceases to hold the position of Chair.
3. The Chair shall:
 - i. chair Board meetings;
 - ii. post notices of Board meetings no less than forty-eight (48) hours in advance, by any means they deem necessary, including electronic media;
 - iii. ensure, to the best of their ability, adequate security for the Board during, and immediately before and after their meetings;
 - iv. ensure that minutes of Board meetings are posted in a public place within fifteen (15) days of their approval; and
 - v. have such other duties as are outlined in the Regulations or assigned by the Board from time to time.
4. The Chair shall not be the Spokesperson of the Society. The President and Vice President External Affairs is at all times is the Spokesperson of the Society and of the Board of Directors.
5. In the absence of the Chair, the President shall chair Board meetings, provided however that the Board may, by Two-thirds (2/3) Resolution, elect an alternate chair for the meeting.

Article 4. Conflict of Interest

1. Voting members of the Board, as Directors of the Society, shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.
2. Directors shall use the utmost care and discretion in the handling of confidential and privileged information and shall not use such information for personal benefit or gain. Furthermore, Directors shall not disclose any information discussed in an in camera meeting without the authorization of the Board by Resolution.
3. No Director may participate in any decision, exercise an official power or perform an official duty or function in which they may have either a conflict of interest or an apparent conflict of interest.
4. If a Director has a conflict of interest or an apparent conflict of interest relating to an issue being deliberated on, they shall declare the nature of the conflict and abstain from voting on the issue. If an individual, by proxy, is attending in such a Directors place, the individual shall state the nature of the conflict and abstain from casting a vote on the Directors behalf.
5. In the event that a Director is uncertain about whether or not they are in either a conflict of interest or an apparent conflict of interest, the Board shall decide the matter.
6. If a Director believes that another Director may be in a conflict of interest or an apparent conflict of interest, the Board shall decide the matter.
7. A Director has a conflict of interest when they exercise an official power or perform an official duty or function and at the same time know that in the exercise of the

7. A Director has a conflict of interest when they exercise an official power or perform an official duty or function and at the same time know that in the exercise of the power or in the performance of the duty or function there is an opportunity to further their private interest.

8. A Director has an apparent conflict of interest if there is a reasonable perception, which a reasonably well-informed person could properly have, that the Director's ability to exercise an official power or perform an official duty or function may have been affected by their private interest.

9. A Director must not use their office to seek to influence a decision, to be made by another person, to further the Director's private interest.

10. A Directors private interest shall include the private interests of their family and the private interests of a companion, business associate or a close personal friend of the Director.

11.

i. A Director must not accept a fee, a gift, a personal benefit or hospitality, except compensation authorized by the Board, that is offered or tendered by virtue of their position as a Director.

ii. Subsection (i) above does not apply to a gift or personal benefit that is incidental to the protocol or social obligations that normally accompany the responsibilities of office.

iii. If a gift or personal benefit referred to in subsection (ii) above exceeds \$150 in value, or if the total value received directly or indirectly from one source in any twelve (12) month period exceeds \$150, the Director must immediately disclose to the Board, in writing:

a. the nature of the gift or benefit;

b. its source; and

c. the circumstances under which it was given and accepted.

iv. Upon the Boards receipt of a written disclosure referred to in subsection (c), the Board shall either allow the recipient to keep the gift or benefit, or shall direct that the gift or benefit be returned, or shall direct that the gift or benefit be disposed of in any other manner it sees fit.

12. All Directors shall sign an oath of office, prior to their first Board meeting, in which they agree to abide by the provisions of this article.

13. Any Director who contravenes this Section of the Regulations may be:

i. directed by a Resolution of the Board to:

a. pay restitution to the Society for any financial loss suffered by the Society as a direct result of their action;

b. account for, and dispose of, any profits made as a result of a breach of this Section; or

c. return or otherwise restore the Society's property taken, damaged or destroyed by the action of that Director;

and may be removed from office pursuant to the Bylaw 8 of the Society.

14. For the purposes of this article, insofar as it is applicable, individuals who are not normally Directors but who are carrying a proxy vote at a given Board meeting shall be considered Directors.

Article 5. Conflict of Interest for Non-Voting Board Members

1. Non-voting members of the Board shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence, and skill of a reasonably prudent person in carrying out their duties.

2. Non-voting Board members shall abide by the conflict of interest provisions for directors contained in Article 4 above as though they were directors of the Society.

Article 6. Conflict of Interest for others

1. Officers and employees of the Society other than Directors of the Society shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.
2. Officers and employees of the Society other than Directors of the Society shall not, in their capacity as officers or employees of the Society, participate in any decision, exercise an official power or perform an official duty or function in which they may have either a conflict of interest or an apparent conflict of interest.

Article 7. Rules of Order

1. Board members shall, at all times, maintain proper decorum in meetings and respect the role and authority of the Chair and other members.
2.
 - i. The Chair shall call the meeting to order once quorum is present.
 - ii. The Chair shall dissolve the sitting should no quorum be present within forty-five (45) minutes after the scheduled time of the sitting.
 - iii. At any time during the proceedings of the meeting, if quorum as outlined in the Bylaws is not present, the Chair shall dissolve the meeting immediately following completion of the question currently on the floor.
3. Board meetings shall be held the second Friday of each month at 12:00pm on the Surrey Campus, unless the Board resolves, by a Two-thirds (2/3) Resolution, to meet at a different time or place. However, five (5) voting Board members may requisition, in writing, a special meeting, and the President or Chair must call such a meeting at the first available opportunity. All Board meetings must be held on Kwantlen University College campuses.
4. Non-members of the Board may speak if recognized by the Chair, or if a member yields to them. They may not, however, move or second motions, or vote on motions.
5. The Chair shall not move, second, or vote on any motion.
6. Anyone other than the Chair who is acting as Chair, for a meeting or a portion of a meeting, shall not move or second motions while occupying the chair and, if a voting Board member, shall not vote on a motion while occupying the chair except to break or create a tie or otherwise to affect the result.
7. The Chair, and anyone other than the Speaker who is acting as Chair, shall not take part in the debate on any motion except for motions arising from points of order and motions to appeal decisions of the Chair.
8. If the Chair or other person chairing a meeting is involved in an issue under debate, or wishes to enter into the debate, they must relinquish the chair and may not retake it until the issue is resolved. But the Chair or other person chairing a meeting need not relinquish the chair in order to take part in debate on a point of order or on a ruling by the Chair.
9. In order to discuss matters of a confidential nature, the Board may move in camera by a Two-thirds (2/3) Resolution. The Board shall remain in camera until, by Resolution, it moves out of camera. In camera sessions shall follow the rules pertaining to an executive session as stipulated in Roberts Rules of Order.
10. Any member may request that they be recorded in the minutes as supporting, opposing or abstaining from voting on a motion.
11. When the Chair feels that one or several members are using the rules of order to impede the process of a meeting, the Chair shall inform those members of the same, and may refuse to recognize them further. Such a ruling can be appealed by those members affected. A vote of the Board shall prevail in the matter.
12. Before the Board may appoint an individual to a position, that individual must have agreed to be a candidate for that position. Such agreement must be indicated in one of the following ways:

- i. by being present at the meeting and accepting the nomination verbally;
- ii. by written submission to the Chair in which the individual accepts the nomination; or
- iii. by virtue of having applied, in writing, for the position.
- iiii by virtue of contact by telephone; or
- Iv by the authorization of the President

13. A Board member may, if she is unable to attend a meeting, appoint a proxy to attend in her place. Such an appointment is subject to the following provisions:

- i. The person appointed to serve as proxy for a Board must be a Member or Honorary member of the Society. Honorary members are outlined in Bylaw 2
- ii. Under no circumstances may a staff person of the Society or the Kwantlen University College serve as a proxy, unless that individual is already an elected member of the Society.
- iii. Any individual who would be ineligible to serve as a member of the Board shall also be ineligible to serve as a proxy.
- iv. The appointment must be in writing, and be signed by both the member and the appointed proxy, and delivered to the chair, who shall announce the proxy to the assembly.
- v. The chair shall not recognize the authority of any direction or fetter given to the proxy from the voting member, and instead shall treat the proxy as if she was a full voting member.
- vi. Board members may serve as a proxy, but no individual may hold more than one (1) proxy at any one time.
- vii. Individuals serving as proxy are subject to all applicable rules of directors during the duration of the proxy. However, even after the meeting at which an individual serves as proxy, that individual retains a duty to uphold any confidentiality required, such as if a portion of the meeting was in camera.

14. Three (3) voting members present (including proxies) may call for a roll call vote, in which the actual votes of all voting members are recorded in the minutes pursuant to Roberts Rules of Order, Newly Revised.

Article 8. Agendas and Minutes

- 1. The Chair shall ensure that the agenda and any accompanying material for each meeting is circulated no less than forty-eight (48) hours in advance to Board members and other interested parties.
- 2. The Chair of must add to an agenda any motion or presentation submitted by a committee or a Campus Council provided that the submission is made in writing to the Chair, accompanied by all relevant supporting documentation, no less than seventy-two (72) hours before the meeting.
- 3. Motions submitted in accordance with paragraph 2 above shall appear on the agenda under the appropriate topic: for example, motions submitted by a committee shall appear under Committee Reports and Motions.
- 4. The Chair must add to an agenda any motion or presentation submitted by an individual member, provided that the submission is made in writing to the Chair, accompanied by all relevant supporting documentation, no less than seventy-two (72) hours before the meeting.
- 5. Motions submitted in accordance with paragraph 4 above shall appear on the agenda under the appropriate heading.
- 6. The Chair shall not distribute reports or materials in accordance with this article if, in her opinion, they contain religious references or comments that may be inappropriate for a broadly representative political body. Such material shall be reviewed by the President for a final decision.
- 7. During the portion of the meeting set aside for adoption of the agenda or at any other time during the meeting as long as no motion is being discussed, any member may move to amend the agenda by adding a new motion or other new business. Such a motion to take effect must be approved by a Two-thirds (2/3) Resolution. Any

may move to amend the agenda by adding a new motion or other new business. Such a motion, to take effect, must be approved by a two-thirds (2/3) resolution. Any items added to the agenda in this manner shall be added as Other Business, and shall only be discussed once all items that were submitted seventy-two (72) hours in advance have been dealt with.

8. No motions may be discussed unless they are on the agenda prepared by the Chair and circulated forty-eight (48) hours in advance in accordance with paragraphs 2 and 3 above, or unless they are added to the agenda in accordance with paragraph 7 above.

9. The order of business on the agenda of a regular Board meeting shall be as follows:

1. Call to order, confirmation of Chair, and Adoption of the Agenda
2. Membership: Introduction, New Members, Declaration of Vacancies
3. Presentations to the Board
4. Presidents Report
5. Executive Advisor and General Manager Reports
6. Approval of Minutes
7. Unfinished Business of the Previous Meeting
8. Executive & Committee Reports and Motions
9. Campus Council Reports and Motions
10. Liaison and Governance Representative Reports and Motions
11. Other business
12. Submissions
13. Next Meeting
14. Adjournment

10. The minutes of the meeting shall record the resolutions and a summary of discussions. The Vice President Internal Affairs shall sign the minutes once approved by the Board and shall cause them to be kept.

Article 9. Non-Voting Board Members

1. Pursuant to Bylaw 5(3)(2) and Bylaw 5(6), the Board may, by a Two-thirds (2/3) Resolution, establish non-voting seats.

2. Non-voting members, except for the Chair and the Ombudsperson, may move or second motions, and may take part in debate, but shall not vote on any motion. They shall have the same rights as voting members regarding placing items on agendas prior meetings.

3. Non-voting members shall not be considered directors of the Society, nor shall their presence or lack thereof at a meeting have any impact on the quorum of that meeting.

4. The two (2) student representatives of the Kwantlen University College Board of Governors shall be non-voting members.

5. The four (4) student representatives of the Kwantlen University College Education Council shall be non-voting members.

6. There shall be four (4) Liaison positions:

1. the Women's Liaison;
2. the First Nations Liaison;
3. the Students with Disabilities Liaison;
4. the LGBT (Lesbian, Gay, Bisexual, and Transgendered) Liaison;

7. The Liaison positions shall be non-voting members, elected by the membership in a general election for a two-year term concurrent with the terms of the members of Board of Directors. In the event of a vacancy in any Liaison position, the Board may appoint an individual, or run a by-election to elect an individual to serve out the remainder of the term. In the event of the Board appointing a liaison directly, it may set the term of the appointment as it sees fit, up to the date of the next general election.

8. The prime purpose of the Liaison positions shall be to afford particular groups of members who historically face unique challenges to their participation in post-secondary education an opportunity to be specifically represented at the Board. Any member of the Society who self-identifies with a given group may vote for, and run for, the Liaison position representing that group. No member may run for or hold more than one (1) Liaison position at any one time, and no Liaison may hold or run for another elected or appointed position within the Society. No person holding another elected or appointed position within the Society may hold or run for a Liaison position.

9. Liaisons may be removed from their positions by a Two-thirds (2/3) Resolution.

10. Liaisons shall be paid a yearly honorarium set by the Board.. If a Liaison serves less than a full term, the honorarium set by the President shall be pro-rated.

Article 10. Duties of Liaison Positions

1. Liaisons shall:

- i. attend Board meetings to represent the views and concerns of their constituency;
- ii. establish and coordinate a commission pursuant to paragraph 2 below;
- iii. advertise broadly the meetings of the commission to the membership no less than seven (7) days prior to the meeting;
- iv. provide, in consultation with the Vice President Events and Student Life, events, workshops, seminars, etc. concerning their constituency;
- v. submit an annual budget proposal to the Treasurer;
- vi. liaise with external groups, in consultation with the Vice President External Affairs, on issues pertaining to their constituency;
- vii. advise the Vice President External Affairs, in writing, of the members of their commission and any changes thereto;
- viii. provide a monthly written report to the Board; and
- ix. have such other powers and duties as are assigned by the Board or the Executive members from time to time.

2. Liaisons shall maintain a close relationship with the members of their constituency, in part through regular meetings of a commission. The commission shall:

- i. be no fewer than three (3) members of the Society, self-identified with the constituency group, appointed by the Liaison coordinating the commission;
- ii. meet at least monthly, and submit the minutes of such meetings to the Vice President External Affairs;
- iii. be open to all members of the Society;
- iv. provide support and input to the Liaison in the carrying out of her duties;
- v. recommend Policies and Regulations to the Board with regard to their constituency;
- vi. authorize expenditures from the appropriate liaison budget, in accordance with Article 9 below; and
- vii. have such other powers and duties as are assigned by the Board or the Executive members from time to time.

3. Commissions may establish their own procedures, provided that they:

- i. act democratically; and
- ii. keep minutes of their proceedings and submit those minutes, for information, to either the Board or President.

Article 11. Liaison Budget Allocations

1. In the event that the Board, through the Budget, chooses to allocate funds for the activities of the Liaison positions (other than remuneration), the disbursement and use of those funds shall be in accordance with this Article.
2. The prime purpose of funds allocated to the Liaison positions shall be to organize workshops, seminars and other events in order to work towards generally improving the access to post-secondary education, and quality of post-secondary education, for the respective constituency.
- 3 The spending authority for all Liaison account line items in the Budget shall be the appropriate commission representing that constituency. In accordance with Article 8(3) above, commissions may only disperse funds from their account if the Liaison has approval from both the President and Treasurer

Article 12. Executive Advisor

1. The Executive Advisor must be appointed full time staff members for a fixed term of no less than 3 years or may contracted out as the President and Treasurer see fit.
2. The Executive Advisor shall:
 - i. confirm that members of the Board have their office hours posted in compliance with the Bylaws and Regulations;
 - ii. confirm that members of the Board have given notice for, and held, Committee meetings in compliance with the Bylaws and Regulations;
 - iii. confirm that members of the Board have fulfilled their posted office hours in compliance with the Bylaws and Regulations;
 - iv. confirm that members of the Board have submitted reports in compliance with the Bylaws and Regulations; and
 - v. report items (i), (ii), (iii) and (iv) to the Board of Directors.
 - vi. Manage the long term financial affairs of the society and liaise with outside financial institutions.
 - vii. Ensure that all political policies are up to date and accurate.
 - viii. have such other powers and duties as are assigned by the Board from time to time or as outlined in her job description.
3. The members of the Board and the General Manager shall assist the Executive Advisor in the carrying out of her duties when required.

Article 13. Resignation from the Board of Directors

1. Board members, may resign from their elected positions in accordance with this Article.
2. In order to resign, a member must do one (1) of the following:
 - i. submit a signed letter of resignation to the Societys main office;
 - ii. declare her resignation verbally at a meeting; or
 - iii. abandon office.
3. The Board may, by a Two-thirds (2/3) Resolution, deem a member to have abandoned office if she has missed three (3) consecutive regularly scheduled meetings.

4. For the purpose of this Article, members who have been granted a leave of absence by the Board shall not be considered to have missed regularly scheduled meetings during the leave of absence.

5. Resignations received during the nomination period of a by-election shall be effective at the close of nominations.

Section III OMBUDSPERSON

1.

i. The Ombudsperson shall be appointed by a Two-thirds (2/3) Resolution for a two (2) year term.

ii. The Ombudsperson shall not hold any other elected, appointed, or staff position within the Society or the Kwantlen University College.

2. Powers and duties require that the Ombudsperson shall:

i. be responsible for investigating and reporting in writing to the Board, or the appropriate member of the staff, any reasonable complaint or question that a Member or staff member has with the Society;

ii. be responsible for investigating and reporting in writing to the appropriate authority any reasonable complaint or question that a Member has regarding any aspect of Kwantlen University College;

iii. be responsible for the resolution of any such complaint referred to in paragraphs (i) or (ii) above, where possible;

iv. make known to the Members and the staff that she is available for the hearing of complaints, by placing a minimum of one (1) advertisement or notice within a campus publication and by the affixation of posters in conspicuous places on all campuses;

v. post, in or about the Societys offices on each campus, a means by which staff and Members can directly contact the Ombudsperson.

vi. direct and train her successor, and provide a verbal and written report annually to the Board at the end of her term of office, or at such other times as the Board may request by a Two-thirds (2/3) Resolution;

vii. notwithstanding any other provision in the Regulations, have the right to attend any meetings of the Society, including meetings held in camera, provided that she does not participate in the decision-making process at such meetings;

viii. act in an impartial and unbiased manner in the exercise of her duties;

ix. maintain confidentiality in respect of all matters, insofar as such confidentiality is consistent with the Bylaws and the Regulations, that come to her attention in the performance of her duties; and

x. manage and maintain the portfolio of the Ombudsperson, including but not limited to:

a. the recruitment, training and recognition of volunteers, if any;

b. the preparation of a draft budget for the operations of the Ombudsperson, and the submission of that draft to the Treasurer no later than November 25 in any given Fiscal Year for the proceeding fiscal year.

3. A report of the Ombudsperson shall be made available to all interested parties and to the President. If the President is an interested party in the matter, the report shall also be made available to another voting Board member. If the Board as a whole is an interested party, the report shall be made available to the general membership.

4. The Ombudsperson shall be appointed by a Two-thirds (2/3) Resolution for a two (2) year term.

4. The Board may by a two-thirds (2/3) Resolution, either of its own motion or on the application of an interested member or staff member of the Society, direct the Ombudsperson to investigate a matter and report back to the Board.

5. The Ombudsperson may refuse to investigate or may cease investigating a complaint brought by a Member or a staff member, which in the Ombudsperson's opinion is not reasonable. Examples of unreasonable complaints include but are not limited to those in which:

- i. the complaint concerns a matter which last occurred more than one calendar year prior to the date of the complaint;
- ii. the subject matter of the complaint primarily affects a person other than the complainant, and the complainant does not have sufficient personal interest in the issue;
- iii. there are existing administrative procedures for the complaint, and the complainant does not have reasonable justification for not pursuing the complaint using those procedures;
- iv. the complaint is frivolous, vexatious, not made in good faith or concerns a trivial matter; or
- v. in the circumstances, investigation would not benefit the complainant.

The Ombudsperson must investigate a complaint referred to her by the Board.

6. An individual whose complaint has been deemed unreasonable by the Ombudsperson pursuant to paragraph 5 above may appeal the Ombudsperson's decision to the Board. Such an appeal must be in writing, and the Board, through the Vice President Internal Affairs shall request a written opinion from the Ombudsperson as well. The Board shall then decide the matter.

7. The Ombudsperson shall not investigate or shall cease investigating a matter that is or becomes before a court.

8. The Ombudsperson may conduct either a formal or an informal investigation into any matter brought before her. If a complainant makes a written request for a formal investigation, the Ombudsperson must, subject to the discretion granted her in paragraph (5) above, conduct a formal investigation.

9. In conducting a formal investigation pursuant to paragraph 8 above, the Ombudsperson shall, at a minimum:

- i. do research into the rules and regulations, and applicable laws if any, that are pertinent to the complaint;
- ii. interview all parties involved, and invite such parties to make written submissions if they so choose;
- iii. produce a written report, summarizing all information gathered in accordance with clauses (i) and (ii) above, and provide recommendations if appropriate; and
- iv. distribute the report as required in paragraph 3 above.

SECTION IV: COMMITTEES

Article 1. General

1. Pursuant to Bylaw 5(1)(6), the Board may at any time, by a Two-thirds (2/3) Resolution, establish a standing or ad hoc committee it considers necessary or advisable, or discontinue such a committee. The composition, structure and mandate of standing committees shall be placed within the Regulations. Ad hoc committees shall have their composition, structure and mandate set within the resolution that created them, and shall assumed to be dissolved once their mandate has been discharged.

2. In order to maintain effectiveness, the composition of a committee shall not exceed four (4) voting members.
3. Notice for all committee meetings shall be issued publicly by each committees chair no less than forty-eight (48) hours before a meeting. Should this fail to occur, the failure shall be noted in the minutes.
4. Quorum for any committee is a majority of its membership. If quorum is not present at a committee meeting, the lack of quorum shall be noted in the minutes. If a given committee has been granted the authority to spend money, such authority shall not be exercised at a meeting without quorum unless approved by the President.
5. The meetings of all standing and ad hoc committees shall be open to the public, unless otherwise specified in the Regulations, or unless the committee decides otherwise by a Two-thirds (2/3) Resolution.
6. All committees may submit a budget to the Treasurer. If a committee does not submit a budget, the Board member responsible for the committee shall submit one on its behalf to the Treasurer no later than November 10 in any given Fiscal Year.
7. The minutes of all meetings of all committees, once approved by the committee, shall be signed by the chair (or other person presiding over the meeting) and submitted to the Board or President for approval.
8. All society committee meetings must be held on Kwantlen University College campuses unless decided otherwise by a two-thirds (2/3) resolution of the committee

Article 2. Appointment of Committee Members

1. Unless otherwise stipulated in the provisions describing the composition of a committee, the committee Chair, appointed by the Board shall decide the composition of that particular committee. If a vacancy occurs in a position on a committee, the Chair of the committee shall appoint a replacement member as soon as possible.
2. The Vice President External Affairs shall cause to be advertised all at-large positions on committees. Such advertising shall be in the form of posters placed in conspicuous locations, including locations in or about the Societys offices on each campus, and in such other conspicuous locations at the discretion of the Vice President External Affairs. The application deadline shall be no less than seven (7) days after the first day of posting. The committee Chair shall interview applicants in the manner she sees fit. However, a statement alerting the Board that they may review the details of any individual applicant, in confidence, if they so desire
3. Notwithstanding paragraph 2 above, the Board may establish its own interview teams for committee membership if it sees fit.

Article 3. Committee Chairs

1. Unless otherwise specified in the Bylaws or Regulations, the Board shall appoint the chairs of all committees. With the exception of the Elections Committee, all committee chairs must be voting Board members or staff members of the Society. The Board may remove any person it has appointed chair of a committee at any time.
2. The chair shall preside over the meetings of the committee, and shall not vote except to break or create a tie or otherwise to affect the result.
3. The duties of committee chairs shall be to set the agendas for meetings, call meetings, take minutes, ensure quorum is met at meetings, report to the Board on the activities of the committee, and remove and replace committee members who fail to attend meetings. Except for the duty to remove and replace members, these duties may be delegated to another committee member by a Resolution of the committee.
4. If a chair is unable to attend a meeting, the committee shall elect an acting chair for the meeting.
5. The chair shall administer the budget of the committee, and shall be the signing officer of the committee.
6. All chairs shall have access to secretarial support in performance of their duties, and the Executive Advisor shall ensure that chairs have such access.
7. The Vice President Internal Affairs and Executive Advisor shall arrange appropriate training for all chairs, and shall provide each chair with a committee handbook upon request. The handbook shall include operating procedure, a guide to available resources, and the previous years minutes and agendas.
8. Chairs of committees who are not members of the Board or staff members of the Society shall receive a yearly honorarium, set by a Resolution of the Board. In the event that a chair serves for less than a full year, the honorarium shall be pro-rated.

9. Chairs shall notify the Board, at the earliest opportunity, of any vacancies on their committees.

Article 4. Replacement and Attendance

1. The chair may, at their discretion, ask for the resignation of any appointed committee member who has missed at least three (3) regularly scheduled committee meetings during the individuals term on the committee. The committee Chair may also remove the member if she sees fit

Article 5. Standing Committees

1. May be used if a voting Board member requires their assistance in performing her duties or to seek advice at any time. Standing committees may also exist to shoulder workload from the Board of Directors. The committee Chairs shall report findings of the committee back to the Board of Directors.

2. Finance Committee

i. The voting members of the Finance Committee shall be:

a. the Treasurer, who shall be Chair;

b. four (4) members of the society

c. The Chief Financial Officer and Executive Advisor shall attend meetings of the Finance Committee unless directed otherwise by the committee.

ii. The Finance Committee shall:

a. recommend to the Board changes to the Societys budget that are necessary or advisable;

b. ensure compliance with the fiscal procedures by all individuals and organizations within the Society;

c. assist individuals and bodies within the Society with the preparation of budgets;

d. present options and recommendations to the Board regarding policies or plans that are related to its area; and

e. have such other powers and duties as are assigned by the Board from time to time.

2. Student Issues and Actions Committee (SIAC)

i. The voting members of SIAC shall be:

1. the Vice President External Affairs, who shall be Chair;

2. four (4) members of the society

ii. SIAC shall:

a. assist the Vice President External Affairs in promoting communication with other student organizations;

b. assist the Vice President External Affairs in keeping the Board informed of Provincial and Federal Government educational policy;

c. assist the Vice President External Affairs in keeping the Board informed of municipal and community activities as they relate to post-secondary education;

- d. discuss and analyze the impact of Provincial and Federal Government educational policy, and make recommendations;
- e. subject to the approval of the Board, lobby the appropriate level of government or the public on issues of interest to students, including but not limited to transit, student loans, post-secondary education funding, day-care, equity, student housing, and government policies;
- f. prepare briefs, discussion papers, or policy documents with respect to post-secondary education for approval by the Board and for submission to governmental or non-governmental bodies external to the University-college;
- g. present options and recommendations to the Board regarding policies or plans that are related to its area; and
- h. have such other powers and duties as are assigned by the Board from time to time.

3. Events and Communications Committee (ECC)

i. The voting members of the ECC shall be:

- 1. the Vice President Events & Student Life, who shall be Chair;
- 2. the campus Director from each campus or their written proxy to a voting member of their campus council; and
- 3. in the absence of the Vice President Events and Student Life, the Events and Marketing Coordinator shall chair the meeting. .

ii. The Events and Marketing Coordinator shall attend meetings of ECC unless directed otherwise by the committee.

iii. ECC shall:

- a. assist the Vice President Events & Student Life in developing events that will enrich the social, personal and academic lives of students on different campuses;
- b. publicize, or cause to be publicized, events taking place on any campus, whether organized by the Society or otherwise;
- c. assist the Vice President Events & Student Life in making recommendations to the Board regarding Clubs and Program Based Support;
- d. advise the Board on how to communicate information about the activities, events and issues facing the Society to its membership, its staff, the University College, and the community at large in a full, succinct and timely manner in a clearly defined and maintained communication strategy;
- e. establish channels, protocols and programs aimed at encouraging input from and consultation with the Societys membership;
- f. oversee the management of an electronic communications network, including but not limited to the Student Association website;
- g. arrange for the preparation and insertion of Society information supplements into campus publications on a regular basis; and
- h. have such other powers and duties as are assigned by the Board from time to time.

4. Operations and Services Committee

i. The voting members of the Operations and Services Committee shall be:

- 1. the Vice President Internal Affairs, who shall be Chair;
- 2. four (4) members of the society

ii. The General Manager shall attend meetings of the Operations and Services Committee unless directed otherwise by the committee.

iii. The Services Committee shall:

- a. discuss and analyze the services offered by the Society to its members, and make recommendations;
- b. discuss, analyze and make recommendations regarding the operations of the Society, other than human resources issues, as related to the Vice President Internal Affairs portfolio;
- c. examine the revenue generated from commercial services, and recommend changes, expansions or cancellations to such services to the General Manager;
- d. assist the Vice President Internal Affairs in liaising with other student societies concerning the services they offer their membership, and analyze whether or not such services would be appropriate for the Society;
- e. assist the Vice President Internal Affairs and General Manager with the implementation of new services, when appropriate;
- f. present options and recommendations to the Board regarding policies or plans that are related to its area; and
- g. have such other powers and duties as are assigned by the Board from time to time.

6. Election Committee

- i. The Election Committee shall have the composition, powers and duties as specified in the electoral section of the Regulations.
-

Section V. GENERAL MANAGER (GM)

Article 1. General

1. In accordance with Bylaw 13(1), the General Manager shall manage and direct all the staff of the Society with the exception of the Executive Advisor. All requirements of this article requires the consultation of the Vice President Internal Affairs. In the case of a dispute between the two the President shall decide, unless the matter is taken directly to the Board of Directors for a final decision.
2. The General Manager shall establish and maintain all personnel procedures, and such procedures shall be contained in a Personnel Handbook of the Society. The handbook shall set out the basic employment principles and practices to be followed by the Societys management and staff, subject at all times to any legislation, collective agreements or contracts which may be in place from time to time.
3. There may be two separate handbooks, one for permanent employees and one for part-time and/or student employees.
4. All employees of the Society shall be given the appropriate Personnel Handbook at the time they commence employment.
5. The General Manager shall regularly review the Personnel Handbooks and, if necessary, make such changes to them which are prudent and desirable. The Board shall receive copies of the handbook, and any changes thereto. The Board may amend the handbook(s), or reject changes to the handbook(s).
6.
 - i. The General Manager and Vice President Internal Affairs shall determine the appropriate security procedures concerning keys and other access issues to Society offices and facilities, in consultation with the Technical Adviser. Both shall determine who may have access to Society offices and facilities, and under what

circumstances that access may be utilized.

ii. Notwithstanding paragraph (i) above, the General Manager and Technical Adviser shall furnish all members of the Executive and Campus Directors with keys to, at least, the Main Office and their individual offices. In the event of a serious security issue, the General Manager and Technical Adviser may order an Executive member (s) to relinquish their keys, and that Executive member(s) shall so comply. However, the issue must be brought to all the Executive members, and an out of meeting motion to uphold the decision of the General Manager must be deliberated, and ratified by Resolution. If there is no such resolution the President and Vice President Internal Affairs shall decide the matter.

7. The General Manager and Vice President Internal Affairs shall ensure that all offices of the Society be used as a centre for business of the Society, and not as a social gathering place or study group area during normal operating hours.

8. The General Manager and Vice President Internal Affairs shall ensure that Society computers are used only by individuals to whom they are assigned. However, other members or staff of the Society may use computers under the strict supervision of the individual to whom that computer is assigned.

9. The General Manager is responsible for all commercial operations of the society. These include, but are not limited to the Caf Lounge and Fitness Center. The GM may request assistance from time to time in the completion of her duties but is ultimately responsible for all commercial activities.

Article 2. Financial

1. In accordance with Bylaw 13, the General Manager, Chief Financial Officer and Treasurer shall cause to be carried out the financial decisions of the Board and the Executive, insofar as such decisions are consistent with the Society Act, the Bylaws, these Regulations and the Budget.

2. The General Manager shall not carry out, or cause to be carried out, any financial transaction unless it is appropriately approved, and is consistent with the Society Act, the Bylaws, these Regulations and the Budget.

3. In the event that an elected official of the Society disagrees with a decision made by the General Manager pursuant to paragraph (2) above, the General Managers decision may be appealed to at least three (3) members of the Executive, whose decision in the matter shall be final unless the Board decides to intervene. Until such time as the General Managers decision is reversed by the Executive or the Board of Directors, the financial transaction in question shall not proceed.

4. In accordance with Bylaw 13, the General Manager shall deliver written financial reports to the President or directly to the Board of Directors four (4) times per year; in January, April, July and October. Such reports shall include:

i. expenditures to-date in each budgeted line item with assistance from the Executive Advisor, Treasurer and Chief Financial Officer;

ii. revenues to-date in each budgeted line item with assistance from the Executive Advisor, Treasurer and Chief Financial Officer;

iii. reference, in a form determined by the General Manager, to the previous years Budget comparing the current financial status to the same reporting period of the previous year with assistance from the Executive Advisor, Treasurer and Chief Financial Officer;

iv. such other information as the General Manager may determine, or that has been requested by the Board or Executive members.

5. At the request of the Board, by Resolution, the General Manager shall provide interim reports at times other than those specified in paragraph (4) above.

6. In no circumstance may any other elected official request the General Manager outside of their job duties as outlined in these regulations and in the bylaws. The President, Vice President Internal Affairs, Executive Advisor and Chief Financial Officer and Technical Adviser may, from time to time, request updates relating to their portfolio.

SECTION VI: BOARD OF DIRECTORS -EXECUTIVE MEMBERS

This section specifically refers to the following Board members:

- 1)President
- 2)Treasurer
- 3)Vice President Internal Affairs
- 4)Vice President External Affairs
- 5)Vice President Events & Student Life

Article 1. Terms of Office

1. Each member of the Board shall, at the Annual General Meeting where they take office or, in the event of a by-election, at the Council meeting where they take office, sign and date an Oath of Office which includes the following:

"I, _____, in view of the trust that the students of Kwantlen University College have vested in me, as well as my own personal sense of honour and duty, do solemnly affirm to fulfill my responsibilities as a Board member of the Kwantlen University College Student Association. I will do everything in my power to uphold and respect the Constitution, Bylaws, Regulations, and Policies of the Kwantlen University College Student Association. I am aware that my primary reporting responsibility is to the Board of Directors, and that the Board has the authority to reprimand me if I fail to perform my duties in a satisfactory manner. If a conflict of interest arises in which I, as a Board member, have the opportunity to exercise an official power or duty in ways that can lead to personal gain or advantage of any kind, I will relinquish my right to participate in the decision-making process. I will engage in open and honest debate in a process where I am guided by truth and fairness. I will never purposely misrepresent facts in dealing with constituents, other representatives, and the Kwantlen community in an effort to achieve my goals. In executing my office, I will seek out and voice effectively the interests and concerns of the student body, so as to offer the student body a vehicle through which to address issues and improve the quality of life at Kwantlen for all students."

2. Each Board member shall be a salaried employee for the duration of their term of office.
3. Each Executive member shall work, on average, no less than forty (40) hours per week.
4. Executive Officers shall keep no less than ten (20) office hours per week, to take place at any office of the Society during regular business hours.
5. The Executive Advisor shall instruct each Executive member on the operations of the Societys offices when they assume office.
6. Each Executive member shall post, on or about her office door:
 - i. her specific office hours when they will be available to the staff and Members of the Society; and
 - ii. a means by which staff and Members of the Society can contact her outside of the posted office hours.
7. Each Executive member shall be responsible for the orientation of her replacement.
8. Each Executive member shall prepare a budget proposal covering the operations of her office, and all committees and other structures within her portfolio, and submit that proposal to the Treasurer no later than January 10 in any given Fiscal Year.
9. The Treasurer and President will prepare and maintain a strategic plan for the Society that covers at least a three year period with the assistance of the Executive Advisor.

Article 2. President

1. In addition to those powers and duties set out in the Bylaws, President shall:
 - i. co-ordinate, in general, the activities of the Executive and the Society as a whole;

- i. coordinate, in general, the activities of the Executive and the Society as a whole;
- ii. be the spokesperson of the Society on general issues, and fulfill the role of liaison or spokesperson on specific issues if the appropriate other Executive member is unavailable;
- iii. work, on average, an additional five (5) hours per week above and beyond those hours worked in the performance of her primary portfolio;
- iv. write letters on behalf of the Board ;
- v. after a general meeting or referendum, cause to be filed with the Registrar of Companies the documents as required by the Society Act, and any other documents;
- vi. ensure that bodies and individuals report back to the Board on actions the Board has directed them to take;
- vii. be responsible for the management of the Societys offices and facilities, including their use, maintenance and condition in conjunction with the Vice President Internal Affairs;
- viii. be responsible for the Societys referendums, annual general meetings, and special general meetings in conjunction with the Vice President External Affairs;
- xi. be responsible for overseeing the Societys annual daytimer to be produced in conjunction with the Vice President External Affairs, Vice President Events & Student Life as well as the Events Marketing Coordinator;
- x. liaise with the Campus Councils on administrative matters and the use of the Societys offices and facilities in conjunction with the Vice President Internal Affairs;
11. negotiate, with the General Manager, Executive Advisor and Treasurer contracts and other legal agreements concerning the Societys offices and facilities;
12. attend all regularly scheduled meetings of the Board of Directors and Board of Governors and make certain that other Board members are fulfilling their duties in conjunction with the Executive Advisor; and
13. have such other powers and duties as are assigned by the Board from time to time;

Article 3. Treasurer

1. In addition to those powers and duties set out in the Bylaws, the Treasurer shall:
 - i. chair the Finance Committee and be the liaison between that committee and the Board;
 - ii. negotiate, with the President, Executive Advisor and General Manager, changes in the contracts for the staff of the Society and all permanent staff (other than the General Manager and Executive Advisor) and present those changes to the Board for approval, when appropriate;
 - iii. liaise with the Campus Councils on financial matters and their financial relations with the University-College;
 - iv. attend all regularly scheduled meetings of the Board;
 - v. advise the Board with the assistance of the Executive Advisor, in writing, of any changes to the Societys financial investments;
 - vi. ensure, with the help of the Executive Advisor, that the Budget adopted by the Board is adhered to by all areas and departments of the Society;
 - vii. bring motions to the Board proposing amendments to the Budget when necessary;
 - viii. liaise, in cooperation with the Executive Advisor, with organizations or societies who have specifically been contracted to provide universal services to the membership.
 - ix. have such other powers and duties as are assigned by the Board from time to time.

Article 4. Vice President External Affairs

1. In addition to those powers and duties set out in the Bylaws, the Vice President External Affairs shall:

i. chair the Student Issues and Actions Committee and be the liaison between that committee and the Board;

ii. be responsible for community outreach and external political events of the Society;

iii. liaise with, and represent the Society on the Canadian Federation of Students BC Executive Committee, and attend all Canadian Federation of Students events, unless the Board, by Resolution, designates some other elected official to perform these functions;

iv. attend all regularly scheduled meetings of the Board;

v. attend all regularly scheduled meetings of the Kwantlen University College Board Of Governors along with the President and Executive Advisor;

vi

liaise with the Campus Councils on academic matters and academic relations with the University-College;

vii. liaise with organizations at the University College representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning academic affairs;

viii. oversee and ensure the organization and implementation of the annual August new-student orientations as jointly organized by the Campus Councils and the Counseling and Advising Departments on each campus;

9. act as the KSA representative on the KUC First Year Experience Committee, and attend meetings of that committee; and

x. liaise with organizations at the University College representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning external issues and lobbying; and

11. have such other powers and duties as are assigned by the Board from time to time.

Article 5. Vice President Events & Student Life

1. In addition to those powers and duties set out in the Bylaws, Vice President Events & Student Life shall:

i. chair the Events and Communications Committee of Council and be the liaison between that committee and the Board;

ii. advertise Society events to the membership;

iii. develop and co-ordinate a communications strategy between the Society and its members with the Events & Marketing Coordinator;

iv. attend all regularly scheduled meetings of the Board;

v. liaise with Kwantlen University College on matters of student life and recreation;

vi. be responsible for the Societys advertising with assistance from the Events & Marketing Coordinator;

vii. be responsible for the Societys volunteers with assistance from the Events & Marketing Coordinator;

viii. maintain, or cause to be maintained, the Societys web site and ensure that it is up to date with the latest event and activity information with the help of the Technical Advisor and Events & Marketing Coordinator;

ix. have such other powers and duties as are assigned by the Board from time to time.

SECTION VII: CAMPUS COUNCILS

Article 1. General Provisions

1. Pursuant to Bylaw 6, each campus of Kwantlen University College, which falls under the authority of the Kwantlen University College Board of Governors, shall have a Campus Council.

2. In the event of the creation of a new campus, the Board shall ensure that a new Campus Council is established.

3. In addition to the powers and duties stipulated in the Bylaws, Campus Councils shall:

i. research, provide information and raise awareness on issues of concern to the membership at their campus;

ii. offer a democratic venue for students of that campus to express their concerns;

iii. provide campus specific services to the membership, including but not limited to information seminars, public speeches and discussion groups;

iv. propose and lobby for Regulatory and Policy changes within the Society, representing the issues and concerns of their campus;

v. create their own procedures, by Resolution, and place those procedures in a Campus Council Handbook, provided that such a handbook is consistent with the Bylaws, Regulations and Policies of the Society;

vi. forward their minutes, once approved and signed by the Campus Director, to the President for review and possible recommendations thereto; and

vii. shall hold meetings no less than once per month, and shall advertise such meetings throughout their campus no less than seventy-two (72) hours before the scheduled time of the meeting. Meetings must be held on Kwantlen University College campuses.

4. A Campus Councils objectives and activities shall not be contrary to the Constitution, Bylaws, Regulations or Policies of the Society.

Article 2. Space

1. The Board shall do everything in its power to ensure that Campus Councils have organizing space available to them on each campus. The President and Executive Advisor, shall negotiate all contracts and leases with the Kwantlen University College concerning a Campus Councils organizing space.

2. Campus Councils be given priority over Clubs and other groups with regard to booking space in any Society facility, second only to the Board of Directors.

Article 3. Financing

1. The Treasurer along with staff shall annually budget for and provide Campus Councils with a lump-sum allocation within the Budget.

2. Campus Councils shall forward a budget proposal to the Treasurer no later than December 10 for the proceeding Fiscal Year, for her consideration.

3. In the event that a Campus Council fails to forward a budget proposal to the Treasurer in accordance with paragraph 2 above, the Treasurer shall allocate an amount that she deems appropriate for that Campus Council.
 4. Campus Councils shall have the authority to spend funds allocated to them in the Budget, provided that:
 - i. the expenditure is consistent with the Budget;
 - ii. the expenditure is approved by a Resolution of the Campus Council; and
 - iii. the minutes of the approval referred to above have been reviewed by the President and Treasurer.
 5. Pursuant to Roberts Rules of Order Newly Revised, a Resolution of the Campus Council referred to above would require no less than three (3) voting members of that Campus Council to be present at the meeting. If for any reason, the attendance at a meeting of three (3) voting Campus Council member is not possible, a Campus Director may choose to hold the meeting without quorum. In the event that such a non-quorum meeting does approve financial resolutions, the Treasurer or President must ratify those resolutions before such expenditures shall be deemed to be approved. The Treasurer may not alter or amend the referred motion in any way. The Boards discretion, however, shall not be limited or fettered in any way by this Article.
 6. With regard to paragraph 4 above, the minutes of a Campus Council shall be deemed to be approved by the Board simply by being included in the Board package in accordance with these Regulations.
 7. No Campus Council shall make any expenditure or incur any liability that puts it into a deficit situation, or otherwise does not conform to the Budget.
 8. If a Campus Council does not spend all the money budgeted for it in a fiscal year, the unspent money shall be rolled into that Fiscal Years surplus or deficit, unless both the Treasurer and President determines otherwise prior to the end of the Fiscal Year.
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VIII. FINANCES AND BUDGET

Article 1. Fiscal Procedures

1. The General Manager, Executive Advisor and Chief Financial Officer shall maintain, or cause to be maintained, accounts and account codes in accordance with the allocation of monies set out in the Societys Budget. No accounts or account codes shall be created or deleted except with the approval of the General Manager or Executive Advisor. Unless otherwise stipulated in the Regulations, the Executive Advisor and the Treasurer shall jointly determine who has disbursement authority for all accounts.
2. Withdrawals from accounts, including cheque requisitions, shall be made according to the following procedures:
 - i. all withdrawal requests must be signed and authorized by the individual who has authority over the account and, if the individual is the same individual initiating the transaction resulting in the withdrawal request, by another member of the Executive designated by the Treasurer;
 - ii. all withdrawal requests shall be made through the use of the proper forms and shall be accompanied by the appropriate supporting documentation;
 - iii. appropriate supporting documentation shall be receipts, invoices or approved contracts;
 - iv. if receipts, invoices and approved contracts are unavailable, official minutes of the appropriate body authorizing the expenditure may suffice as supporting documentation, upon the approval of the Treasurer;
 - v. if a purchase order is obtained through the procedures described above, such purchase order shall be considered appropriate supporting documentation for the

issuance of cheques;

vi. requests for advances or petty-cash disbursements against accounts may only be made in accordance with procedures established by the Executive Advisor and Chief Financial Officer, with approval of the Treasurer;

vii. notwithstanding the foregoing provisions, expenditures made under the budgeted line items of telephone, office supplies and postage, require no supporting documentation other than the signature of a signing officer; and

viii. in special, emergency situations in which neither minutes nor receipts, invoices, or contracts are available, withdrawals may be made according to procedures established by the Treasurer, President and Executive Advisor.

3. Deposits into accounts shall be made according to the following procedures:

i. any and all monies of the Society, which include any monies in the control of Campus Councils and other Society bodies, shall be deposited into the Societys accounts in a manner determined by the Treasurer and Executive Advisor;

ii. any Campus Council or other Society body found to have monies deposited in a manner other than that established by the Treasurer and Executive Advisor shall have transactions from its accounts suspended and its Society privileges discontinued, and shall suffer such other penalties as deemed appropriate by the Treasurer.

4. The Treasurer may grant Campus Councils additional accounts for sponsored Campus Council events and groups; however, such accounts shall only be approved, and maintained, if funding guarantees are provided by the Campus Council.

5. The Chief Financial Officer shall:

i. ensure that all Campus Councils and other Society bodies and the Societys officials and staff have sufficient monies in their accounts to carry out their financial transactions;

ii. ensure that all of the Societys financial transactions are approved by the appropriate signing officer with the appropriate documentation; and

iii. create other procedures relating to the operation of the Main Office as required from time to time.

6. Internal transfers between accounts must be approved by the organization or individual being charged. The Chief Financial Officer may create such other procedures concerning internal transfers as are deemed necessary.

7. Cheques and other official financial instruments dealing with expenditures shall be signed by one (1) signing officer, once the appropriate level of authority has approved the expenditure. However, if the cheque or other official financial instrument represents an expenditure of one thousand dollars (\$1000.00) or more, it shall require the signatures of two (2) signing officers.

Article 2. Signing Authority

1. The Society signing officers, as designated in the Bylaws, shall be responsible for making sure that they are instructed by the Executive Advisor and General Manager on appropriate procedures for reviewing cheques and the related supporting documentation.

2. A Society signing officer who approves a cheque requisition can also sign the related cheque.

3. Signing officers shall not sign any financial document, contract, or cheque unless there is sufficient documentation accompanying the financial document, contract, or cheque substantiating that the appropriate authority has approved the expenditure or contract.

4. Further to bylaw 9(2)(3) the President shall be a signing officer and further to bylaw 9(3)(4) the Treasurer shall be a signing officer. Further to bylaw 13, both the Executive Advisor and General Manager shall also be signing officers. In no circumstances shall there be other signing officers unless by a two thirds (2/3) resolution the Board decides otherwise.

Article 3. Budget

1. The Board shall adopt a Budget for the Society no later than December 10 in each fiscal year for the upcoming fiscal year.
2. The Budget shall include the budget projections adopted by the Board for the previous year, the actual expenditures and revenues to date, variances, and the next fiscal years budget projections for all the Societys operations, including but not limited to the business operations.
3. The Budget shall include a statement of the amount of money in all the accounts of the Society.
4. The Budget shall provide a detailed breakdown of revenues and expenditures within each department of the Society, a department in this context meaning an individual student service, committee, business, staff department or position, executive member, and so forth.
5. The Budget shall provide figures for the overall revenues and expenditures of each major division of the Society, the major divisions in this context meaning the business operations as a whole, all the departments within student government, and the services as a whole. The Budget shall include detailed line items for the expenditures within the offices of the Executive members, including but not limited to; salary, office supplies, local travel, special projects and volunteer recognition.
6. The Treasurer shall prepare a draft Budget for the Society, and submit that draft to the Board of Directors no later than January 15 in each fiscal year.
7. The detailed notes to each section of the budget shall be considered part of the budget.
8. Approval by the Board of the Budget or any amendment thereto shall be deemed to be authorization for the organization or person responsible for each department mentioned in the Budget to manage the monies allocated to that department. Expenditures shall not deviate from those contained in the Budget, unless an amendment has been approved by a Resolution of the Board or with the approval of the Treasurer, President and Executive Advisor.
9. Before the Budget is approved, normal expenditures (such as expenditures on salaries and office supplies) shall be permitted for each department in accordance with the Budget of the previous fiscal year. Exceptional expenditures (such as for capital projects or special events) may only be authorized at the discretion of the Treasurer provided that such an expenditure:
 - i. is consistent with the draft Budget as prepared by the Treasurer;
 - ii. would not put the Society into a deficit position; and
 - iii. would avoid putting the Society at some risk, regarding the loss of a program, service or opportunity that is in the best interests of the students of Kwantlen University College.
10. The Budget may include a contingency or reserve fund of unallocated monies to be used at some point in the future. Monies may only be spent or transferred from this fund by a Two-thirds (2/3) Resolution of the Board or with the agreement of the President, Treasurer, Vice-President Internal Affairs and Executive Advisor.

Article 4. Contracts

1. The term contract shall include binding agreements, memorandums of understanding, strategic partnerships, binding commitments, or any other business or legal arrangements intended to be enforceable by law. The term shall not include day-to-day commercial transactions or merchandise/food sales under one hundred dollars (\$100.00).
2. The Treasurer and any one (1) of the President, the General Manager, and the Executive Advisor are the only individuals who can bind the Society to a legal contract. The only exceptions to this provision are:
 - i. the General Manager may enter the Society into a contract to maintain or continue a service to the Society, but shall not enter the Society into contracts that would be considered political in accordance with this section, or that represent a new area of service.
 - ii. that the Societys other managers and senior staff may authorize and approve purchase orders, cheque requisitions, invoices and bookings which relate to their area of responsibility; and

iii. that Executive members, managers, and senior staff may enter the Society into an administrative contract provided that the contract is fulfilling the intent of a Resolution passed the Board or a specific order from either the President or Treasurer.

3. Except in accordance with paragraph 2 above, members of Campus Councils, clubs, committees, members of the Board of Directors, and Society employees are not authorized to sign or otherwise engage in any contract on behalf of the Society. If such a non-authorized party signs a contract on behalf of the Society, that party, and not the Society, shall be responsible for the contract.

4. If any individual or group wishes to enter the Society into a contract, the following protocol must be observed:

i. the contract shall be submitted to the President no less than two (2) weeks before the agreement is to take effect;

ii. the President, in consultation with the Executive Advisor, shall ensure that the contract is consistent with the Regulations and Bylaws of the Society;

iii. the President shall determine if the contract is political or administrative, all contracts being administrative unless they result in:

a. a visible limiting of choice for the members of the Society;

b. an exclusive relationship between the Society and the other party to the contract providing the other party with direct or indirect commercial access to the members of the Society;

c. a strategic or far-reaching agreement with the University-College;

d. any other consequences that should reasonably be brought to the attention of the Board of Directors.

iv. the President shall consult all administrative contracts with the Vice President Internal Affairs, Treasurer, Executive Advisor and General Manager, with the Executive body having the power to disapprove with a majority vote in an out-of-meeting motion;

v. in contracts involving a Campus Council, the Treasurer shall ensure that the Campus Council is in good financial standing

5. The Executive members may approve standard administrative contracts for use throughout the Societys operations, including but not limited to bookings agreements, employment contracts and contracts with suppliers. Such standard administrative contracts need not be approved by the Board each time they are used, provided that the purpose and content of the contract have not changed, other than to indicate specific dates, names of parties, and the level of monetary compensation or payment.

6. Any contract that is not administrative shall be considered political. Political contracts may only be approved by a Two-thirds (2/3) Resolution of the Board, or with an out of meeting motion approved by the President, Treasurer and Vice President External Affairs.

Article 5. Asset Inventory

1. All furnishings and equipment of the Society that have an expected life of more than two years shall be entered into an asset inventory.

2. The asset inventory shall be updated every three years by locating all furnishings and equipment and listing them as assets of the Society.

3. The asset inventory shall include the assets of all Society clubs, associations, Campus Councils, services, and shall be conducted by the Vice President Internal Affairs, in consultation with the Societys auditors.

Article 6. Disposal of furnishings and equipment from the Asset Inventory

1. Any asset of the Society may be disposed of (either sold or given away) by a Resolution of the respective body, provided that such disposition is in accordance with the Regulations and is in the best interests of the Society, and is not intended to benefit any individual or company at the expense of the Society. Campus Councils must submit a written request to the Vice President Internal Affairs for review. A dispute between the two parties must be taken to the Board of Directors.

Article 7. Investment of Society Funds

1. Pursuant to Bylaw 13(1) and Bylaw 15(1)(2), the Executive Advisor and the Treasurer shall co-manage the financial investments of the Society in such a manner as to ensure that:

- i. the financial assets of the Society are secure; and
- ii. the Society receives a reasonable return on its investments.

2. Any changes in the financial portfolio of the Society require the signature of both the Treasurer and Executive Advisor, and must be in accordance with this Article. The Executive Advisor shall ensure that a documented copy of all such changes be kept on file for as long as is reasonable, but in no case less than one (1) year.

3. The Executive Advisor and Treasurer, on their joint approval, may liquidate any investment of the Society unless the Board of Directors has specifically mandated by Resolution that an investment be held, or disposed of, in a certain manner.

4. The Executive Advisor and Treasurer, on their joint approval, may purchase or place the Societys assets in investments such as Realestate or reasonably secure land investments.

5. The Society shall not invest in high-risk investments, such as stock speculation, junk bonds or unregulated commodities.

6. The Board may, within this Article, create a list of particular investments or companies that it chooses not to financially engage in for ethic reasons. The Executive Advisor and Treasurer shall ensure that the Societys investments are in accord with such restrictions.

Article 8, Special Purpose Funds

1. The Society may establish Special Purpose Funds, either by referendum or a two thirds (2/3) resolution of the Board. The terms of reference for any such fund shall be included in this section, and shall, in the case of a fund created by referendum, correspond perfectly with the wording and intent of the referendum question itself.

2. Monies from Special Purpose Funds may only be allocated if such allocation:

- i. has been included in the Societys budget;
- ii. conforms with the stated purpose of the fund; and
- iii. has been approved by the President and Treasurer

3. Unspent or unallocated monies from Special Purpose Funds shall remain in the fund and shall not be transferred to any other account, or roll over into the general operating funds of the Society at the end of the fiscal year unless decided otherwise by the Treasurer and President.

4. Special Purpose Funds shall not be used for recurring costs within the budget of the Society.

5. The Special Purpose Funds of the Society are:

- a. The KSA Health and Dental Fund

Established by referendum in the spring of 1999, the fund was designated by the membership to only be used for the purpose of supplying members with health and dental insurance coverage and related services. Included in the fund is a medical and dental financial reserve fund, which shall be used to cover fluctuations and unexpected financial requirements of the health and dental insurance plans and, when feasible, expansions and augmentations to the insurance plans and related services.

b. The KSA Lobby Fund

Established by referendum in the fall of 2003, the fund was designated by the membership to only be used for the purpose of lobbying the government and the University College on tuition and other student issues.

c. The Bursary Fund

Established by referendum in the 2004 General election, the fund was designed to be allocated to those students with young children, primarily for daycare costs. Further rules and eligibility requirements shall be set by the plan administrator, the Vice President Internal Affairs, in consultation with provincial regulations for such a program.

SECTION IX: REMUNERATION AND REIMBURSEMENT OF EXECUTIVES, CAMPUS DIRECTORS, CAMPUS REPRESENTATIVES AND CAMPUS OFFICERS

Article 1. General

1. This section shall outline the manner in which elected officials are remunerated and reimbursed by the Society.
2. Elected officials of the Society, other than the Executive members, shall not be remunerated for their democratic participation in the Society. However, elected officials may receive remuneration for work performed for the Society above and beyond their democratic duties, in accordance with these Regulations.

Article 2. Remuneration of Executive Members

1. The members of the Executive are salaried employees of the Society and shall receive a bi-weekly sum of nine hundred and fifty three dollars (\$953.00) in remuneration for their duties as members of the Executive. This remuneration shall be dispersed to the members of the Executive in a manner determined by the Chief Financial Officer and Executive Advisor and General Manager, consistent with standard employment procedures for salaried employees and this Article.
2. Members of the Executive shall receive a Kwantlen University parking pass in order to assist them in carrying out their duties. If a member of the Executive does not require such a pass, for any reason, that member may choose instead to receive a bus pass subsidy up to the equivalent value of a parking pass.
5. Members of the Executive may be granted a leave of absence, the terms of such shall be determined by the Vice President Internal Affairs and General Manager. Such a leave must not be in excess of 60 days (or such other length of time as mandated by the Employment Standards Act), and no member of the Executive may receive their salary while on leave unless decided otherwise by the Board of Directors.
6. Members of the Executive shall receive a tuition credit representing all or part of their tuition paid to Kwantlen University College, or other post-secondary institution as approved by the General Manager for professional development. The General Manager shall administer and dispense the tuition credit, provided that:
 - i. the maximum tuition credit awarded to any given Executive member be seven hundred dollars (\$700.00) per term of office;
 - ii. Executive members may not apply for, or be granted, any portion of the tuition credit until serving in their current position for ninety (90) days, and Executive members who serve less than ninety (90) days, for any reason, are not eligible for the tuition credit. Incumbent Executives can use their previous term in office provided however that it was during the immediately previous elected term;
 - iii. any course taken at Kwantlen University College or other post-secondary institution, that occurs in whole or in part during an Executive member's term of office, is eligible for the tuition credit;

- iv. proof of initial registration, proof of continued registration after the final date for withdrawal, and such other documentation as the General Manager sees fit must be provided to the KSA in order for an Executive member to be eligible for the tuition credit;
- v. the General Manager may dispense up to 100% of the allotted tuition credit prior to receiving the documents required in (iv) above, provided that the Executive member so requesting has signed an instrument allowing the KSA to recover such funds in the event that documents are not later provided to the KSA; and
- vi. no Executive member may receive more than 50% of the allotted tuition credit in any given semester; and
- vii. the tuition credit may only be used to reimburse the Executive member for the monetary amount actually paid to Kwantlen University College - any amount refunded or not paid due to early withdrawal (or any other reason) shall not be covered by the tuition credit, and if dispenses pursuant to (v) above, must be repaid to the KSA in a manner determined by the General Manager.

7 Members of the Executive Board shall not receive any other remuneration, or any variances in remuneration, from the Society other than what is specified in this article, or specifically approved by a Two-Thirds (2/3) Resolution of the Board of Directors.

Article 3. Remuneration of Elected Officials other than the Members of the Executive

1. The General Manager is vested with the authority to manage the human resources of the Society. This section seeks to offer guidance to her with regard to employing elected officials to carry out the business of the Society. Notwithstanding this section, the General Manager shall have the final authority with regard to all staff and employment issues, and she may interpret and implement this section as she sees fit. However, if she chooses to implement employment procedures which vary significantly from this section, she must advise the Vice President Internal Affairs and President, in writing, of that variance at the earliest opportunity. Either the President or Vice President Internal Affairs may overrule the decision of the General Manager. If the dispute continues the matter must be addressed at the next Board meeting.
2. Subject at all times to the Bylaws, these Regulations, the Budget, and any relevant resolutions of the Board or a Campus Council, elected officials may work and be remunerated subject to the following stipulations:
 - i. Campus Directors must work (30) hours per week, at a rate of \$1,200 per month or \$14,400 annually;
 - ii. Campus Member at Large must work eight (8) hours per week, at a rate of (\$8.40) per hour;
3. Campus Directors shall receive a Kwantlen University parking pass in order to assist them in carrying out their duties. If a Campus Director does not require such a pass, for any reason, that member may choose instead to receive a bus pass subsidy up to the equivalent value of a parking pass.
4. In the event that specific elected officials do not wish to fulfill their available hours, or if the Campus Director chooses not to grant employment hours to an elected official for any reason, the Campus Director may offer those hours to another elected official. Notwithstanding this provision, the Board of Directors shall have the final authority to determine who may fulfill any available hours, and under what conditions.
5. The Vice President Internal Affairs in consultation with the General Manager, or the appropriate Campus Council, may approve projects or events that require staffing at levels at variance to those referred to in (2) above. The General Manager shall ensure that the appropriate level of staffing is made available for the project or event
6. During the summer, and the Christmas break, the Vice President Internal Affairs General Manager shall reduce the number of paid hours as they see fit to reflect the decreased service levels required by the Society during these times.

Article 4. Reimbursement of Expenses for Staff and Elected Officials

1. All staff and elected officials of the Society may incur and be reimbursed for reasonable and justifiable expenses that have been budgeted for and are incurred while

1. All staff and elected officials of the Society may incur and be reimbursed for reasonable and justifiable expenses that have been budgeted for and are incurred while acting on behalf of the Society. Procedures for reimbursement, consistent with this section, shall be implemented by the Chief Financial Officer, Executive Advisor and General Manager at their discretion.
 2. Subject to the Budget, reimbursement may be made for the following expenses incurred by staff and elected officials of the Society while on Society-related business:
 - i. Travel: bus, rail, air, rental car, etc. At the economy rate or below, and as approved by the President and Treasurer on a case by case basis.
 - ii. Meals and food: no more than twenty dollars (\$20) on any given meal, and no more than forty dollars (\$40) in a given day.
 - iii. Accommodation: At the economy rate or below.
 - iv. Incidental expenses: parking fees, pens, etc.
 - v. Local transportation: public transit, auto, taxi etc.
 - a. Costs for public transit shall be fully reimbursed, and the Executive may make further rules concerning reimbursement for up to 50% of the cost of a monthly pass, if they so choose, for any staff member and elected official; for Executive members, this would be in addition to their current remuneration, and would be considered simply a reimbursement.
 - b. reimbursement for use of a privately owned vehicle shall be at a rate of thirty-five cents (.35) per kilometre. The President and Vice President Internal Affairs may set maximums or flat reimbursements for common trips if they see fit.
 - c. Taxi use (and other premium transportation mediums) is discouraged due to the high cost, and will be approved by the President and Treasurer on a case by case basis.
 3. Receipts, invoices, charge slips or other appropriate evidentiary documents are required for all reimbursements. The President and Treasurer shall determine what is appropriate in any given circumstance in consultation with the Executive Advisor and General Manager.
 4. No reimbursement shall be approved that exceeds the appropriate line item within the Budget. Staff and elected officials are responsible for being aware of the available funds prior to acting on any expense, and risk being liable for that expense if it is not within the scope of the Budget allotment. If in doubt, an individual staff member or elected official may seek to have the President and Treasurer approve, in writing, the expense prior to the transaction.
 5. Any items or objects for which a staff member or elected official of the Society has been reimbursed the purchase cost, other than purely personal items or objects of negligible value, shall become wholly owned by the Society and must be surrendered to the General Manager at her discretion.
 6. Expenses shall be reported within sixty (60) days for reimbursement to occur.
 7. Alcoholic beverages shall not be reimbursed.
 8. Notwithstanding this Article, the President, Treasurer and General Manager may make different provisions concerning the staff of the Society and reasonable reimbursement. If they have done so, those provisions shall override the ones presented here, provided such other rules are placed within the Personnel Handbook of the Society, and provided that the Board has received a copy of such rules.
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SECTION X: KSA REGULATIONS - ELECTORAL PROCEDURES

Article 1. Elections Committee

1. The Elections Committee shall be composed of:

- i. the Chief Returning Officer (CRO), who shall be chair; and
 - ii. Two (2) members of the society
2. All members of the Elections Committee shall be appointed by the Board or the CRO, provided that:
- i. The Board may request the assistance of a search committee or other body to recommend an individual for the position of Chief Returning Officer; and
 - ii. Where possible, the Board shall ensure that members of the committee are appointed before the beginning of a nomination period.
3. The Chief Returning Officer may recommend that the Board remove a member of the Committee for failing to maintain impartiality as required in 7(i) below, for failing to attend Committee meetings, or for non-performance of duties.
4. Members of the Elections Committee shall not hold any other elected or appointed position in the Society while serving on the Elections Committee. In addition, members of the Elections Committee must not have been members of the Board during the past year prior to being appointed to the Elections Committee unless otherwise decided by the CRO.
5. Prospective members of the Elections Committee holding positions in the Society other than positions on the Board shall become eligible to serve on the Elections Committee as soon as they resign from their other Society positions. If they accept an appointment to the elections committee they shall immediately cease to hold their other position(s) within the society.
6. Candidates in an election are ineligible to be or to remain members of the Elections Committee. A member of the Committee who becomes a candidate during his or her term of office immediately ceases to be a member of the Committee.
7. Members of the Elections Committee
- i. Shall act impartially and shall not show bias towards any candidate in an election being conducted by the Committee.
 - ii. Shall not sign the nomination form of any candidate in an election being conducted by the Elections Committee. Notwithstanding this provision, a person who has already signed a candidates nomination form may subsequently be appointed to the Elections Committee.

Article 2. Powers and Duties

1. Unless otherwise indicated in this section or elsewhere in the Regulations, the general provisions on committees in Section IV of the Regulations apply to the Elections Committee.
2. The administration and conduct of elections, as defined in Bylaw 7, and of referenda, as defined in Bylaw 4, shall be vested in the Elections Committee. Without limiting the generality of the foregoing, the committee shall:
 - i. conduct elections and referenda in a fair and impartial manner;
 - ii. publicize the opening of nominations for positions in elections in order to encourage as many candidates as possible to run;
 - iii. promote elections and referenda in order to encourage voter turnout;
 - iv. prepare a draft budget for its operations, which shall be submitted to the Treasurer no later than November 31 in any given Fiscal Year;
 - v. submit a working budget for each election and referendum to the Treasurer for information;
 - vi. verify nomination forms;
 - vii. determine the actual amount paid by candidates or slates for materials and services;

- viii. ensure that candidates are informed about the Electoral Procedures contained in this section of Regulations;
 - ix. assist the CRO in monitoring campaigning to ensure that candidates are abiding by the Electoral Procedures and other applicable rules;
 - x. appoint poll clerks, staff to remove campaign material, and other staff deemed necessary and accounted for in the Budget;
 - xi. regulate polling stations in accordance with Article 5;
 - xii. report the results, complaints against and any irregularities of elections and referenda to the Board, and publish the results of such elections and referenda in a campus publication or publications;
 - xiii. record the results of elections and referenda for Society records, including copies of the ballots, a copy of the results, and all relevant Committee files and minutes;
 - xiv. recommend various options to the Board for amendments to this Section of the Regulations if deemed necessary;

 - xv. have the power to rule on election and referendum irregularities in accordance with Article 7 of the Bylaws;
 - xvi. have the power to penalize candidates for election irregularities in accordance with this section;
 - xvii. have the power to rule on the validity of an election or referendum based on whether irregularities have materially affected the results; and
 - xviii. Have such other powers and duties as are outlined in the Bylaws or the Regulations or assigned by the Board from time to time.
3. In the event that, for any reason, the Elections Committee is or becomes defunct, the CRO shall notify the Board in writing immediately. During the absence of the committee, the CRO shall, within reason, assume the duties and responsibilities of the committee as long as necessary.

Article 3. Duties of the Chief Returning Officer

1. The Chief Returning Officer shall:

1. chair the Elections Committee;
2. be the signing officer for the Elections Committee;
3. place ads in a campus publication or publications on behalf of the Committee;
4. cause all necessary election forms to be prepared;
5. cause the ballots for elections to be prepared;
6. be the official spokesperson for the Elections Committee and be responsible for the official release of results and reports to the Board;
7. prepare an election or referendum report;

8. publish the results of an election after they have been reported to the Board;

9. be responsible for the orientation of his or her replacement;

10. keep and maintain all files, records, memoranda, agendas, and minutes of the Committee;

11. be responsible for preparing and distributing information on relevant rules and regulations to poll clerks and other election staff;

12. assign poll clerks to polls, and ensure that the polls are adequately staffed during the polling period;
 13. ensure that poll clerks are adequately trained;
 14. cause ballot boxes to be distributed to and collected from polling stations;
 15. supervise the counting of ballots and the recording of results;
 16. have the power to bar unauthorized persons from the ballot-counting areas during the counting of ballots;
 17. enforce the regulations concerning scrutineers in accordance and have the power to eject scrutineers from ballot-counting areas for violation of the Regulations;
 18. make initial rulings on questionable ballots during the count;
 19. submit a written report on the ballot counting and the results of each election or referendum to the Elections Committee;
 20. have such other powers and duties as are outlined in the Bylaws, the Regulations or assigned by the Board or the Elections Committee from time to time.
2. The Chief Returning Officer may delegate any of the above duties to another member of the Elections Committee except (1), (2), (3), (7), (15), and (16), but shall ultimately retain responsibility for any delegated duties.

Article 4. Exigency Provisions

1. Notwithstanding Article 1(2) herein, if a member of the Elections Committee other than the Chief Returning Officer is removed two (2) weeks or less before the polls for an election or a referendum are to open, the Board may appoint a replacement on the advice of the Chief Returning Officer.
2. If the Chief Returning Officer is removed by the Board pursuant to Bylaw 5(1)(9), the Board must either appoint a new Chief Returning Officer or appoint an outside body or corporation or individual, which shall act in place of the Elections Committee and which shall have all the powers and duties of the Committee and its members. Upon the appointment of such an outside body or corporation or individual, the powers and duties of all remaining members of the Elections Committee shall be suspended. If the Board of Directors decides to contract out the entirety of an election to an outside entity, all provisions of the election section of the regulations shall be suspended and the election governed in a manner decided by the outside entity. The outside entity, however, must try to adhere to the electoral section of the regulations as much as possible.

Article 5. Nomination and Campaign Rules

1. Pursuant to Bylaw 7(9)(4), the Elections Committee shall conduct the election of the Board of Directors according to these Regulations.
2. Nominations
 - i. shall open no later than the first week of January
 - ii. The Elections Committee shall advertise the opening and closing of nominations.
 - iii. Each candidate shall be a Member of the Society, and shall submit in person to the Chief Returning Officer or to the society main office a nomination form duly signed by the candidate and no less than twenty-five (25) nominators, each of whom shall be a Member of the Society entitled to vote in that election. Forms shall be available in the Societys offices of each campus.
 - iv. Even if nominated for more than one position, a candidate may run for only one position in a given election and must declare the position to the CRO before knowing the placement of other candidates.
 - v. The Chief Returning Officer shall submit completed nomination forms to the Elections Committee.
 - vi. The Elections Committee shall confirm the eligibility of candidates and nominators through the Registrars office unless they are honorary members in accordance

with the bylaws

vii. The names of the candidates in an election shall not be made public until the close of nominations, at which time they shall be released by the Chief Returning Officer.

viii. Nomination packages outlining the requirements of this section shall be available at all KSA offices during the nomination period. The Elections Committee shall also ensure that the packages include details of the various positions that are open for election, including but not limited to job duties, work hours and required attendance at meetings.

3. All-Candidates Meeting and Candidate rules

i. The Chief Returning Officer shall organize an All-Candidates Meeting to take place following the close of nominations, preferably on the same day as the close of nominations. At this meeting, the Chief Returning Officer shall provide instructions concerning the parts of the Electoral Regulations relevant to candidates and shall verbally cover various candidate rules and shall direct candidates to read all relevant material available on the societys website.

ii. All candidates must either attend the All-Candidates Meeting or meet privately with the Chief Returning Officer following the close of nominations to receive instructions on these Procedures. Candidates may not begin campaigning until they have satisfied the requirements of this article.

4. Campaigning

i. There shall be an Official Campaign Period beginning immediately after the conclusion of the All-Candidates Meeting referred to in paragraph 3 above and continuing until the end of the voting in an election. Campaigning shall not be permitted at any other time.

ii. Unless otherwise stipulated in these Regulations, each polling station shall be surrounded by a buffer zone in which no campaigning shall be permitted, so as to allow voting to be carried on free of interference from campaigners; this zone shall be five (5) meters in all directions from the polling station, or a greater distance as determined by the Elections Committee in individual cases, having regard to the layout of the building in which a polling station is located. Where possible, such buffer zones shall be clearly identified and marked in a visible way as determined by the Elections Committee.

iii. All campaign material must be approved by the Chief Returning Officer before it is used. For the purposes of this section, campaign material shall be defined as any material that the Chief Returning Officer determines is related or connected to the election

iv. A decision of the Chief Returning Officer to approve or not approve campaign materials may be appealed to the Elections Committee, in accordance with the appeal procedures in Article 11 below or in the case of no committee cannot be appealed.

v. Candidates may choose to run together as a slate. However, any such slate must register itself, in writing, with the Chief Returning Officer prior to the beginning of the All-Candidates Meeting. Such registration must include a complete list of the candidates running on the slate, the candidates signatures agreeing that they are officially on the given slate, and the designation of one (1) of the slate members as the campaign manager for the slate.

vi. Candidates and slates must ensure that their campaign material is removed within one (1) week following the end of the Official Campaign Period. If this is not done, the Elections Committee may appoint staff to remove campaign material and charge candidates for the service.

5. Conflict of Interest

i. Candidates shall not use the materials or resources of the Society, including, but not limited to, office supplies, photocopiers, phones, faxes, computers, and printers. This prohibition does not apply to materials and resources available to Society members generally, such as free phones.

ii. Candidates shall not use the Societys offices for any purpose related to elections, including, but not limited to, the use of such offices as campaign offices and for the creation or storage of campaign materials, display of campaign materials, campaigning, and campaign meetings.

6. Spending Limits and Reimbursement of Expenses

- i. By January 1 of each year, the Elections Committee shall set an upper limit for campaign expenses that may be incurred during the Official Campaign Period..
- ii. Material used during the Official Campaign Period shall be valued at receipt cost

7. Declaration of Expenses

- i. To demonstrate compliance with the spending limits established pursuant to paragraph 6 above, every candidate or slate must submit to the Elections Committee a statement of expenses incurred during the Official Campaign Period. The statement must be submitted to the Elections Committee no later than forty-eight (48) hours after the Official Campaign Period, and must be signed by the candidate or slate campaign manager and supported by itemized receipts. The submitted material may be audited at the discretion of the Elections Committee.
- ii. The Elections Committee shall assess each candidate or slate for actual paid cost. A candidates total assessment must not exceed the upper limit for campaign expenses set by the Committee in accordance with section 6 above, or the candidate(s) must be disqualified by the committee.
- iii. Minor supplies (tape, staples, etc.) as determined by the Elections Committee need not be declared on the statement of expenses
- iv. Members running together as a slate may have their expenses combined together and submitted by their campaign manager. The upper limit for spending shall then be calculated by adding the individual amounts allowed for each individual to come to an upper limit for the slate as a whole.

Article 6. Violations and Penalties

1. The Elections Committee may penalize any candidate and determine the penalty for campaigning in violation of the campaign rules above and for any other breach of the Electoral Regulations and any other election irregularity.
2. In the event that the committee determines that a candidate(s) has committed an offence, the committee must determine whether the offence was serious or minor.
3. Generally, minor offences are characterized by being:
 - i) accidental or unintentional; and
 - ii) are likely to have little or no material impact on the results.
4. Generally, serious offences are characterized by being:
 - i) intentional or deliberate; and
 - ii) are likely to have a material impact on the results.
5. For serious offences, the Elections Committee may disqualify a candidate and may also lodge a complaint against the candidate with the Board of Directors with a view to having the Board suspend some or all of the candidates Society privileges.
6. For lesser offences, the Elections Committee may withdraw one or more of a candidates campaign rights
7. The Elections Committee may, at its discretion, issue a warning rather than imposing a penalty for lesser offences, especially in the case of a first and/or accidental offence.
8. The Elections Committee may not deduct votes as a penalty in any election or referendum.
9. If serious offences have been committed by more than one candidate in an election, the Elections Committee may disqualify multiple candidates or declare the results of that election invalid.
10. Slates, as a whole, are responsible for the electoral conduct of their members. If the entire slate has received a material advantage in the election from the actions of

one or more members of the slate, the entire slate may be penalized.

11. If serious offences have been committed in a referendum, the Elections Committee may declare the results of that referendum invalid.

Article 7. Referendum Regulations

1. The Elections Committee shall conduct referenda in accordance with Bylaw 4, the applicable portions of these Electoral Regulations, and other rules and procedures developed by the Committee, provided that those rules and procedures are consistent with the Constitution, Bylaws and Regulations of the Society.

2. The Elections Committee shall publicize each referendum by means of advertisements containing the wording of the referendum question, such advertisements to appear in a campus publication or publications no later than seven (7) days prior to the referendum and during the week of the referendum.

3. Campaign material must be approved by the Elections Committee before being posted or published. All campaign material must be removed within one (1) week of the end of voting.

4. Neutrality

i. The Society shall be neutral in all referenda unless the Board of Directors decides by Resolution to support a side.

ii. If the Board does not decide to support a side in a referendum, then none of the Societys offices, materials, or resources may be used by any side in the referendum.

5. Yes and No Committees

i. The Board shall allocate up to a maximum of \$250 to fund one Yes committee and up to a maximum of \$250 to fund one No committee in every referendum.

ii. To qualify for funding, a Yes or No committee must submit to the Elections Committee a petition for funding on which must appear the following:

a. the signatures and student numbers of at least 250 Members; and

b. a list of the members of the Yes or No committee identifying them as members of that committee.

iii. The Elections Committee shall verify through the Registrars office that the names and numbers appearing on petitions presented in accordance with paragraph (ii) above are those of Members.

iv. In the case of a referendum initiated by petition, the petitioning side shall be deemed to have fulfilled the requirements of paragraph (ii) above, provided that it includes on the petition for a referendum a list of committee members as required by paragraph (ii).

v. When originally submitting its petition for funding, a Yes or No committee must consist of five members. If the committee fulfils the requirements of this article, the Elections Committee shall designate it as the body entitled to receive referendum funding. Notwithstanding this provision, the Elections Committee may decide to put a different committee in place or to add or subtract members from the original committee.

vi. Funding for each Yes or No committee shall consist of any combination of credits for photocopying on the Societys photocopiers and money provided as reimbursement for campaign expenses incurred elsewhere and approved by the Elections Committee. A Yes or No committee must submit an application for reimbursement and supporting receipts to the Elections Committee in order to receive reimbursement.

vii. The Yes and No committees shall function as regular ad hoc committees, submitting their minutes to the Vice President External Affairs and making spending decisions by Resolution.

Article 8. Polling Regulations

1. The Elections Committee shall establish polling stations at such locations and times so as to ensure that as many Members as possible have an opportunity to vote.

2. Polls shall be in conspicuous locations, including locations in or about the Societys offices on each campus, and in such other conspicuous locations at the discretion of the Elections Committee. Subject to Bylaw 7(9), poll times shall be at the discretion of the Elections Committee. Advance polling may be held at the discretion of the Elections Committee.
 3. Poll locations and times shall be advertised in a campus publication or publications as determined by the Elections Committee. Poll locations and times may be altered from those advertised, depending on the availability of poll clerks.
 4. The Elections Committee shall ensure that each polling station has the equipment and personnel required to conduct the voting in an efficient and secure manner, making sure to preserve the secrecy of each voters ballot and ensuring that voters are properly informed about voting procedures and how to mark their ballots.
 5. Instructions on voting procedures shall be clearly posted at each polling station, including instructions on how to mark the ballot, especially when preferential voting is required.
 6. Each candidate shall be permitted to submit a poster not exceeding 22 cm x 30 cm (8.5 x 11") along with a statement of no more than 100 words which, if approved by the Chief Returning Officer, the Chief Returning Officer will cause to be posted clearly at each polling station.
 7. Each Yes or No committee in a referendum shall be permitted to submit a poster not exceeding 22 cm x 30 cm (8.5" x 11") which, if approved by the Chief Returning Officer, the Chief Returning Officer will cause to be posted clearly at each polling station. At the discretion of the Elections Committee, other groups or individuals wishing to publicize their point of view on a referendum question may be granted the same right to have a sign or poster at each polling station as is granted in this paragraph to the Yes and No committees.
 8. The Elections Committee shall take whatever steps necessary to ensure that only eligible voters cast ballots and to ensure that each eligible voter votes only once.
9. Poll Clerks
- i. Poll clerks shall be hired by the Chief Returning Officer at least one week prior to an election.
 - ii. Poll clerks shall be required to attend a training session arranged by the Chief Returning Officer, at which they shall be given information on the rules and regulations relevant to them.
 - iii. While working at a polling station, no poll clerk shall make remarks supporting or opposing any candidate or referendum question; nor may a poll clerk inspect a voter's marked ballot; nor may a poll clerk vote while working. Any poll clerk who violates the provisions in this paragraph or any other provision in the Electoral regulations shall be subject to disciplinary action by the Chief Returning Officer.
 - iv. Poll clerks shall ensure that loitering does not occur in or around the polling station while the polls are open.
 - v. Poll clerks shall ensure that polling stations are kept clean and free of any debris, campaign materials, or other items that may have been left behind by a student voter;
 - vi. Polling stations shall not be left unattended during polling hours. In the event of an emergency which requires the polling station to be temporarily closed or left unattended, poll clerks shall remove the ballot boxes, ballots and other voting materials to a secure locked location.
10. The Elections Committee may, on or before the last day of nominations for elections and no later than seven (7) days before the voting commences in a referendum, establish rules governing absentee voting in those elections or that referendum.

Article 9. Ballots

1. In elections, each candidates name shall appear on the ballot as requested by the student, except that candidates who do not wish all their given names as recorded on their student card to appear on the ballot may choose to have only one of those given names appear along with their surname. Alternatively, candidates may choose to have one of their given names and the initial of one of their other given names appear along with their surname.
2. Subject to paragraph 3 below, candidates may, in addition to their name, choose to have a nickname or some other word or phrase of not more than fifteen (15)

characters placed on the ballot in parentheses after their name.

3. The nickname or other word or phrase referred to in paragraph 2 above must be submitted to the CRO in writing no less than five (5) days before the opening of polls, and must be approved by the Elections Committee before being added to the ballot and must not, in the opinion of the Elections Committee, be obscene or libelous or constitute an attack on any or all of the other candidates.
4. The names of the candidates shall appear on the ballot surname first and alphabetized by surname.

Article 10. Counting of Ballots and Release of Results

1. The Elections Committee shall take whatever measures necessary to ensure the security of the ballots, including but not limited to measures to ensure that the ballots are kept secure between the time they are removed from the ballot boxes and the time they are counted.
2. A member of the Elections Committee must be present at all times when ballot boxes are being emptied and ballots are being transferred to a secure location in preparation for counting.
3. Ballot counting
 1. The Elections Committee shall take all measures necessary to ensure that an accurate count of the ballots cast is obtained.
 2. The Elections Committee shall take all measures necessary to ensure that only validly cast ballots are counted.
 3. Only correctly marked ballots shall be counted.
 4. At least one member of the Elections Committee must be present at all times during ballot counting.
 5. The Elections Committee shall ensure that the ballots are counted as soon as is reasonably possible after the close of an election, with the exception of enveloped ballots that have student numbers that have to be verified by the Office of the Registrar.
 6. Each candidate may have one scrutineer present during ballot counting. The scrutineer must be a Member and must not be a member of the Elections Committee or the Executive. Candidates may not be scrutineers.
 7. In referenda, the Yes and No committees may each have a scrutineer present during ballot counting. The scrutineer must be a Member and must not be a member of the Elections Committee or the Executive.
 8. Scrutineers shall be responsible for observing the counting of ballots, witnessing all decisions made concerning spoiled or questionable ballots, and reporting to their candidate or committee any perceived problems or irregularities.
 9. The Elections Committee may establish further rules concerning the conduct of scrutineers. The Chief Returning Officer shall be responsible for enforcing such rules and monitoring the conduct of the scrutineers and shall have the power to eject scrutineers from the ballot counting area.
 10. As soon as the counting has been completed in elections and referenda, and all relevant complaints disposed of, the Chief Returning Officer may release unofficial results. The results shall be official as soon as they are declared official by the CRO.
 11. The Chief Returning Officer shall present a written report on the ballot counting, along with the results of the count, to the Elections Committee. This report shall include a record of the daily returns from each polling station, indicating how many ballots were cast in total and for each candidate at each polling station on each day.
 12. The counted ballots shall be kept secure until the results of the election or referendum become official, at which time the ballots shall be moved to storage to be kept for one (1) year.

4 Presentation of Results

11. REGULATION OF RESULTS

- i. The Chief Returning Officer shall prepare a written report on the election or referendum, including the results, to be made public, once any complaints or appeals pending before the Elections Committee have been ruled on in accordance with Article 11 below.
 - ii. As soon as the Chief Returning Officers report is made official, the results shall be official and binding upon the Society. A resolution of the Board to receive or approve the report is not required for the results to be binding. Once the results are binding, the Chief Returning Officer shall ensure they are posted publicly.
 - iii. If the Board has been notified in writing by the Ombudsperson that an application to appeal a ruling made by an Election Committee has been presented to the Ombudsperson, then the CROs report shall not be made public until the Ombudsperson has reported his or her findings to the Board.
 - iv. The Ombudsperson, when considering an appeal pursuant to paragraph (iii) above, shall render a written report to the Board no later than seventy-two (72) hours after receiving a written appeal application of a decision. The Board must hear the Ombudspersons report, and consider any motions presented in said report, before hearing the formal results from the Chief Returning Officer. The Ombudsperson may dismiss the appeal, or may recommend any reasonable remedy if such is appropriate, including the disqualification of a candidate, the re-running of an individual position via by-election or the re-running of the entire election. Notwithstanding any other Regulation, the Board shall have the authority to take any concluded action recommended by the Ombudsperson.
5. In the case of a tie in an election, the winner shall be decided by the toss of a coin, such coin toss to be conducted by the Chief Returning Officer in the presence of the tied candidates and one witness for each of the tied candidates.

Article 11. Interpretations, Rulings, Complaints, and Appeals

1. During an election or referendum, the Chief Returning Officer may make preliminary rulings and interpretations which must be ratified by the Elections Committee within forty-eight (48) hours. Decisions of the Chief Returning Officer regarding the approval of campaign material need not be ratified by the Elections Committee; but such decisions may be appealed to the Elections Committee in accordance with the appeal procedures contained in paragraph 2 below.
2. Protests or complaints of irregularities regarding candidates, referendum campaign groups, or election officials may be submitted to the Elections Committee, provided that the protest or complaint is submitted in writing no more than forty-eight (48) hours after the occurrence or the discovery of the occurrence to which it relates and is signed by at least three (3) Members who personally witnessed or were otherwise privy to the incident, but no protest or complaint shall be submitted more than twenty-four (24) hours after the end of balloting. .
3. Rulings and interpretations made by the Chief Returning Officer must be ratified by the Elections Committee in accordance with paragraph (1) above, and decisions made by the Elections Committee regarding protests or complaints as described in paragraph (2) above, may be appealed to the Ombudsperson. In the case of no elections committee the appeals shall be made directly to the ombudsperson.
4. In the case of an appeal of a ruling or interpretation made by the Chief Returning Officer, the appellant must submit an application in writing to the Ombudsperson no more than forty-eight (48) hours after the Elections Committee ratifies the ruling or interpretation.
5. In the case of an appeal of a decision made by the Elections Committee, the appellant must submit an application in writing to the Ombudsperson no more than forty-eight (48) hours after the Elections Committee has made its decision.
6. The appellants application to the Ombudsperson must include a:
 - i. description of the issue in question;
 - ii. report of the decision being appealed;
 - iii. statement of the remedy being sought; and
 - iv. description of the errors made by the Chief Returning Officer or the Elections Committee.
7. The appellant must also provide the Ombudsperson with copies of all supporting documents that the appellant wishes to have considered.
8. On receiving the appellants application, the Ombudsperson shall decide whether it meets the requirements of paragraphs 6 and 7 above. If it does, the Ombudsperson

shall notify the Board and the Chief Returning Officer in writing of the appeal, and include a copy of the appellants application. If the application does not meet the above requirements, the Ombudsperson must dismiss the application.

9. The Chief Returning Officer may, at her discretion, make a written response to the appellants application.

10. All materials that the parties want considered in the appeal must be submitted to the Ombudsperson in writing. The Ombudsperson must not hear or consider verbal complaints as a part of the appeal process, though the Ombudsperson may choose to informally discuss the appeal with the appellant, the Elections Committee, the CRO, KSA staff or such other people as she deems necessary in order to understand the details of the matter, as presented in the written submissions. The Ombudsperson is not to directly consider the merits of the original matter when considering an appeal, but rather examine the process and rules relating to the decision. In particular, the onus of proof is upon the appellant to demonstrate that the Chief Returning Officer or the Elections Committee erred in some material way in their original decision. The failure of the Chief Returning Officer or the Elections Committee to strictly abide by any given rule shall not be sufficient, in and of itself, to establish the merits of an appeal: a material effect in the result of the election must be established. The Ombudsperson shall deliver a written report to the Board regarding his or her judgment, and any recommendations thereto.

11. Candidates and other persons involved in elections or referenda must comply with rulings of the Chief Returning Officer even if those rulings are under appeal. Only if and when a ruling is officially overturned may compliance with it cease.

Article 12. By-Elections and Other Special Elections

1. Notwithstanding the provisions elsewhere in these Electoral Regulations prescribing the number of polling hours for elections and the procedures to follow for nominations, the Elections Committee may set different polling hours and prescribe different procedures for nominations in the case of a by-election to fill a vacancy and in the case of other special elections.

2. During a by-election, those candidates currently holding office who wish to run for another position in the Society shall be required to resign their currently elected position by submitting their resignation before the start of the nomination period. Further to this:

i) the resignation shall be in writing and presented to the Board before the beginning of the nomination period;

ii) the effective date of their resignation shall be when the results of the by-election are presented to the Board and the member shall continue to hold their position and all the rights therein until that date;

iii) elected officials who do not resign from their current elected position before the beginning of the nomination period shall be considered to have resigned if they submit a nomination package;

iv) the Chief Returning Officer will post an addendum to the notice of By-election listing any positions that may have become vacant between the initial posting of the initial notice and the actual opening of nominations.

SECTION XI: RECORDS OF THE SOCIETY

Article 1. Maintenance of Records

1. For the purposes of this section, the term records shall include books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, which are incidental to the operation of the Society and/or its officials.

2. During an elected officials or staff members time in office, she must maintain and preserve the records associated with her role in her position and in her custody from time to time.

3. All records held in an elected officials or staff members custody are the property of the Society, and shall be rendered-up to and returned to the Society if and when she leaves office, leaves employment or changes position.

4. An elected official or staff member who is leaving a position, for any reason, must transfer her records to her successor in their entirety. No records may be taken from the Society, disposed of or destroyed except in accordance with Article 2 below.

Article 2. Disposal of Records

1. During an elected officials or staff members time in office, she may dispose of or destroy copies of records that she deems are simply encumbering other files and records. Under no circumstances is this paragraph to be construed to permit the disposal or destruction of master copies of any record, or copies that may, for any reason, have any continued value to the Society.

2. Master copies of any record, or copies that may, for any reason, have continued value to the Society, shall only be destroyed or disposed of upon the joint authority of the General Manager and the Vice President Internal Affairs. The General Manager and the Vice President Internal Affairs shall endeavor to consult with any reasonably interested parties within the Society, who may have further use or purpose for the records, prior to their destruction or disposal.

Kwantlen Student Association - Local 26, Canadian Federation of Students

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