



KING'S
STUDENTS' UNION

BYLAWS

Bylaws
of
The Society of the Students' Union of the University of King's College
As amended March 31st, 2016

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Founding Provisions

The King's Students' Union is one, democratic body. It affirms that all students have the following fundamental rights and resolves to work towards the realization and protection of said rights:

- I. The right to be treated with dignity and respect;
- II. The right to participate in the governance of their University;
- III. The right to receive an education based on merit, and not be prevented from receiving such an education because of financial need;
- IV. The right to freedom of conscience, religion, thought, belief and opinion;
- V. The right to freedom of expression, precluding reasonable restrictions on incitement towards violence and advocacy of hatred;
- VI. The right to form a society or political organization on campus and apply for funding and ratification for said body as per the criteria set out by the Union;
- VII. The right to vote for their representatives on the King's Students' Union;
- VIII. The right to be evaluated fairly by their academic instructors;
- IX. The right to live, work and study in an environment free from violence, degradation, cruelty, humiliation and any form of bodily or psychological abuse;
- X. The right to not to be discriminated against in the delivery of University or Union services, based on the following grounds: race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, gender identity, disability, religion, conscience, belief, culture, language and birth.

These Bylaws are fully binding on the Union and all its members.

Important Terms

In these Bylaws,

- A. The name of the society is “The Society of the Students’ Union of the University of King’s College”, herein referred to as the “Union”.
- B. The “Bays” means one or more of the residences of Chapel Bay, Middle Bay, Radical Bay, North Pole Bay, and Cochran Bay.
- C. “Alexandra Hall” means one or more of the wings or floors of the Alexandra Hall residence.
- D. “Day student” means any student who is a member of the Union and does not live in residence at the University of King’s College.
- E. “Academic year” means the period from the beginning of classes in the Fall Term to the end of the exam period in the Winter Term.
- F. A “Special Resolution” is a motion presented at Council or a General Meeting for which:
 - i. One (1) week’s notice must be given;
 - ii. A three-quarters (3/4) majority vote is required to pass;
 - iii. A three-quarters (3/4) majority vote of members at that meeting is required to amend.
- G. "Books and records" means all documents held by the Union, with the exception of medical records and documents pertaining to search committees and hiring committees.
- H. “University” and “Administration” mean the administrators and administrative bodies of the University of King’s College in general, unless otherwise specified.
- I. “Council” means the Council of Students, or a meeting of the Council of Students.
- J. The terms “councillor” and “member of Council” are synonymous.
- K. The terms “executive officer”, “executive member”, and “member of the Executive” are synonymous.

Section I – MEMBERSHIP AND FEES

- 1.1 The Union authorizes the Administration of the University to collect fees set by the Union from each registered student, on behalf of the Union, called the Students' Union Fees.
- 1.2 All students registered at the University of King's College for one or more credits and who have paid the Students' Union Fees are members of the Union. The Union may admit other students or groups of students upon payment of fees equal to the Students' Union Fees, or on such terms as Council will decide.
- 1.3 Any student leaving the University of King's College may also seek to withdraw from the Union and receive a full reimbursement of Union fees. Applications for refunds will be accepted until the close of business on the last business day of September. Formal documentation of withdrawal from the University of King's College must be presented. No portion of the Fees will be refunded after this deadline.
- 1.4 Council may expel any member for non-payment of the Students' Union Fees. Union membership will cease if a member fails to pay the Fees set by the Union at the time, and in the manner specified, unless the member makes suitable arrangements with the Union.
- 1.5 Any member of the Union may be expelled from the Union by Special Resolution.
- 1.6 Students' Union Fees may be changed by Special Resolution or Referendum only.

Section II – RIGHTS OF MEMBERS

2.1 The hierarchy of decision-making precedence is as follows, in increasing order of authority: Executive, Council, General Meeting, Referendum.

2.2 The following rights apply to all Union members, except where otherwise stated in the Bylaws:

- a) Any Union member may propose or speak to a main motion at any meeting of Council, propose or speak to a motion at a General Meeting, and participate in any vote at a General Meeting and in a Referendum;
- b) Any Union member may vote in any Union election of their constituency;
- c) Any Union member may, within three (3) days of submitting a petition by at least fifteen (15) Union members to the President of the Union, inspect the books and records of the Union;
- d) Any member may propose a Special Resolution to amend these Bylaws;
- e) Any member may propose a Special Resolution to impeach any director or officer of the Union for any reason;
- f) Should constitutional conflicts or concerns arise, any member of the Union may appeal, in writing, to the Chair of the Union, who, in turn, will render a written decision in no more than seven (7) days;
- g) Any member of the Union may run for any elected positions within the Union, within the limits of their constituency. This right is reserved for members of the Union.

Section III – EXECUTIVE OFFICERS

3.1 The executive officers of the Union are:

- a) The President;
- b) The Student Life Vice-President;
- c) The Financial Vice-President;
- d) The External Vice-President;
- e) The Communications Vice-President.

No person may hold more than one of these offices at any given time.

3.2 In the absence or inability or refusal to act of any executive member, their duties will be assumed by the remaining executive members until such a time that a by-election can be held.

3.3 The duties of the President are:

- a) To enforce a due observation of these Bylaws;
- b) To have the power to execute all contracts, deeds, bills of exchange, and other instruments and documents on behalf of the Union, subject to authorization by Council;
- c) To act as a signing authority on all Union financial accounts;
- d) To be an ex-officio member of all committees appointed by Council unless otherwise stated in the Bylaws;
- e) To ensure that all members of the Executive, Council, and committees, and all other elected and appointed persons are fulfilling their proper duties, and to bring the matter before Council if these duties are not being fulfilled;
- f) To serve as one of three student representatives on the University's Board of Governors, and to be the student representative on the Executive thereof;
- g) To oversee the operations and sit on the executive committee of the HMCS King's Wardroom, where they will:
 - i. Ensure monthly reports are delivered to the Wardroom Board of Management;
 - ii. Act as a liaison between the Wardroom Executive and Executive Committee and Council;
 - iii. Review and make changes to brands in the bar and approve corporate sponsorships;
 - iv. Be a signing officer on the Wardroom account;
 - v. Review Wardroom business strategies;
 - vi. Represent the Wardroom Executive on the Wardroom Board of Management Renovation Committee.

- h) To maintain an official log of any official complaints lodged against any employee of the Union;
- i) To maintain custody of the Seal of the Union, to keep it properly secure when not in use, and to ensure that it is used only when authorized by the Executive or Council, as the case may be;
- j) To act as supervisor to the Orientation Week Coordinators;
- k) To act as supervisor to the Services and Campaigns Coordinator and the Hospitalities Coordinator;
- l) To act as the President of the King's Galley Incorporated and to oversee the operations of the King's Galley Incorporated;
- m) To represent the interests of the KSU in drafting and negotiating employee contracts;
- n) To organize, in cooperation with the incoming President and the remainder of the outgoing executive, the orientation of new members of the Executive to their positions;
- o) Upon the designation and appointment of a successor, facilitate in a professional manner a changeover procedure to ensure that the successor is properly prepared to assume the role of President, including, but not limited, to providing a detailed explanation, in person and in writing as appropriate.
- p) To organize the orientation of new members of KSU Council to their positions;
- q) To ensure the maintenance and upkeep of the office of the Union;
- r) To hold a minimum of five hours in the office of the Union a week, to answer questions and direct concerns of Union members;
- s) To perform other such duties as Council may determine;

3.4 The duties of the Student Life Vice-President are:

- a) To oversee the campus award system known as the "K-point" system;
- b) To act as the coordinator and promoter of King's Students' Union societies and student organizations;
- c) To aid in the coordination of day student activities and act as the Executive's liaison with the Day Students' Society;
- d) To be responsible, under the direction of Council, for the purchase, sale, rental, maintenance, and proper use of all Union property including that for which the Union is responsible, unless otherwise listed in these Bylaws;
- e) To be an ex-officio member of all committees appointed by Council that concern Section 3.4.c;

- f) To be responsible for proper implementation of Section 8 of this document (Society Recognition);
- g) To keep on file updated copies of the constitutions of all King's Students' Union societies and their lists of officers;
- h) To ensure clear lines of communication between the Executive and all societies and their officers;
- i) To organize and deliver training for society officers at least once during their term, including but not limited to:
 - i. Ladder training and safety procedures;
 - ii. Alcohol compliance training consistent with the *Liquor Control Act* in order to maintain the good standing of the Wardroom's liquor license in cooperation with the Hospitalities Coordinator
- j) To act as a signing authority on all Union financial accounts;
- k) To act as supervisor to the CUBE Coordinators;
- l) To foster involvement in the union and facilitate leadership skills through workshops and events;
- m) To actively promote athletics on campus;
- n) To act as an advocate for the academic and athletic concerns of the membership;
- o) To approve, along with the president of the Senior Common Room, bookings of the G. Peter Wilson Room.
- p) Upon the designation and appointment of a successor, facilitate in a professional manner a changeover procedure to ensure that the successor is properly prepared to assume the role of Student Life Vice-President, including, but not limited, to providing a detailed explanation, in person and in writing as appropriate.
- q) To hold a minimum of five hours in the office of the Union a week, to answer questions and direct concerns of Union members;
- r) To perform other such duties as Council may from time to time determine.

3.5 The duties of the Financial Vice-President are:

- a) To be responsible for the care and custody of the funds of the Union;
- b) To be responsible for the financial administration of the Union;
- c) To, without restricting the generality of 3.5.a and 3.5.b:
 - i. Receive and account for monies belonging to the Union;
 - ii. Arrange payment of all expenses incurred by the Union, or its authorized agents;
 - iii. Deposit the funds of the Union in a chartered bank designated by Council;

- iv. Maintain complete and accurate books of accounting.
- d) To present to the Union an account of the Union's finances at the first General Meeting of the academic year;
- e) To report within three (3) business days on the financial state of the Union, when directed to do so by Council or the Executive;
- f) To be responsible for the formation and revision of the financial policy of the Union, subject to the approval of Council;
- g) To sign documents and instruments that fall within the scope of their duties, subject to the authorization of Council;
- h) To act as a signing authority on all Union financial accounts;
- i) To supervise the SCC in their administration of the extended health care plan and any successor plans;
- j) To present an operating budget of the Union for approval at a General Meeting;
- k) To oversee the financial operations of the HMCS King's Wardroom in conjunction with the President and the Wardroom Board of Management;
- l) To supervise the work of the Graduation Committee;
- m) To sit on the Watch Board of Publishers and report to the Executive regarding the use of funds levied by the KSU for the Watch;
- n) To sit on the Galley Board of Directors as Treasurer;
- o) To supervise the Hospitalities Coordinator in the formation and revision of the financial policy of the Galley;
- p) To liaise with the Hospitalities Coordinator regarding the books of accounting of the Galley and the timely completion of the Galley's annual financial statements;
- q) Upon the designation and appointment of a successor, facilitate in a professional manner a changeover procedure to ensure that the successor is properly prepared to assume the role of Financial Vice-President, including, but not limited, to providing a detailed explanation, in person and in writing as appropriate;
- r) To ensure the maintenance and upkeep of the office of the Union;
- s) To hold a minimum of five hours in the office of the Union a week, to answer questions and direct concerns of Union members;
- t) To perform other such duties as Council may determine.

3.6 The duties of the External Vice-President are:

- a) To be responsible for the implementation of the Union's policies regarding external affairs, ethical spending, and sustainability, under the direction of the Executive;

- b) To actively support and engage members of the Union through internal and external campaigns;
- c) To liaise with and maintain coalition partners as they relate to external affairs;
- d) To sit on the Canadian Federation of Students Nova Scotia Component Provincial Executive as Local 11 Representative (King's Students' Union) until such a time as:
 - i. The Union is no longer an active and participating member;
 - ii. The External Vice-President holds a different position on the Canadian Federation of Students Nova Scotia Component Provincial Executive.
- e) To act as chair of the External Action Committee, to co-chair the Sustainability Committee with the External Commissioner (Sustainability), and to maintain and oversee their subcommittees;
- f) To act as the Union's official liaison with the South House Sexual & Gender Resource Centre and report to the Executive regarding the use of funds levied by the KSU for South House;
- g) To sit on the WUSC (King's Chapter) Levy Board and report to the Executive regarding the use of funds levied by the KSU for WUSC (King's Chapter);
- h) To act as the Union's official liaison with Nova Scotia Public Interest Research Group and report to the Executive regarding the use of funds levied by the KSU for NSPIRG;
- i) To act as a supervisor to the External Commissioner (Sustainability) and External Commissioner (Equity & Advocacy)
- j) Upon the designation and appointment of a successor, facilitate in a professional manner a changeover procedure to ensure that the successor is properly prepared to assume the role of External Vice-President, including, but not limited, to providing a detailed explanation, in person and in writing as appropriate;
- k) To ensure the maintenance and upkeep of the office of the Union;
- l) To hold a minimum of five hours in the office of the Union a week, to answer questions and direct concerns of Union members;
- m) To perform other such duties as Council may determine.

3.7 The duties of the Communications Vice-President are:

- a) To produce and distribute a document, entitled "This Week at King's", on or before every Sunday preceding each week in the academic year;
- b) To ensure that accurate, complete and updated information concerning Union activities is placed on appropriate bulletin boards and on the Union website;
- c) To have charge of the minute-books of the Union and Council;
- d) To record accurately the proceedings of the Union and Council and bind and submit these to Council at the end of each term;

- e) To strive to maintain an accurate record of the names and addresses of the members of the Union in a register kept for that purpose;
- f) To organize and promote General Meetings of the Union, in coordination with the Chair of the Union and the Executive;
- g) To provide assistance and resources to the Chief Returning Officer in the promotion of Union elections as necessary;
- h) To act as a supervisor to the Scribe;
- i) To sit on the Board of Directors of CKDU 88.1 FM and report to the Executive regarding the use of funds levied by the KSU for CKDU;
- i) To keep available updated copies of these Bylaws and the Operations Policy;
- j) To assist the Student Life Vice-President in the promotion of Union activities and involvement in the Union
- k) Upon the designation and appointment of a successor, facilitate in a professional manner a changeover procedure to ensure that the successor is properly prepared to assume the role of External Vice-President, including, but not limited, to providing a detailed explanation, in person and in writing as appropriate;
- l) To ensure the maintenance and upkeep of the office of the Union;
- m) To hold a minimum of five hours in the office of the Union a week, to answer questions and direct concerns of Union members;
- n) To perform other such duties as Council may determine.

Section IV – COUNCIL OF STUDENTS

- 4.1 The Council of Students is the governing body of the Union, and functions as its board of directors. The members of Council are the directors of the Union, as defined by the Societies Act of Nova Scotia. The directors of the Union are volunteers, and are not paid.
- 4.2 The executive officers of the Union are members of Council. The following are also members of Council and thereby directors of the Union:
- a) The First Year Representative;
 - b) The two (2) Day Students' Society Representatives;
 - c) The Residence Representative;
 - d) The Arts Representative;
 - e) The Science Representative;
 - f) The Journalism Representative;
 - g) The two (2) Board of Governors Representatives;
 - h) The Member-at-Large.
- 4.3 Members of Council must be members of the constituency for which they are elected; such office will terminate if they move out of their constituency. No person may hold more than one seat on Council at any given time. In order to accept a different position on Council, a councillor must first resign from their original position.
- 4.4 The Council positions of the two Day Students' Society Representatives will first be offered to the Financial Vice-President of the Day Students' Society and then to either the President or Communications Vice-President of the Day Students' Society. If either declines the Council position or is impeached from Council, then the position may be filled by a day student elected at a Day Students' Society General Meeting.
- 4.5 The Day Students' Society Financial Vice-President or President is to sit on the Wardroom Board of Management Committee as a voting member.
- 4.6 The duties of councillors include, but are not limited to, the following:
- a) The First Year Representative will:
 - i. Represent the interests and concerns of first-year students, with special effort to inform and involve these students in the King's community;
 - ii. Direct involvement of students in issues of an academic nature;
 - iii. Sit on the Academic Committee;
 - iv. File a report no later than March 31 with the Communications Vice President, detailing activities and projects undertaken over the course of the councillor's term;

- v. Receive and review a summary of decisions made by the Executive Committee;
 - vi. Hold a minimum of one hour in the office of the Union a week, to answer questions and direct concerns of Union members;
 - vii. Create the official Foundation Year Programme T-Shirts.
- b) The Arts Representative will:
- i. Represent the interests and concerns of Bachelor of Arts students, with special effort to inform and involve these students in the King's community;
 - ii. Sit as a voting member of the Dalhousie Arts and Social Sciences Society, represent King's students' interests as a member of this Society, and report to Council on its proceedings;
 - iii. Coordinate events independently or in liaison with the DASSS, as they deem suitable for Arts students;
 - iv. Direct involvement of students in issues of an academic nature;
 - v. Sit on the Academic Committee;
 - vi. File a report no later than March 31 with the Communications Vice President, detailing activities and projects undertaken over the course of the councillor's term;
 - vii. Receive and review a summary of decisions made by the executive committee;
 - viii. Hold a minimum of one hour in the office of the Union a week, to answer questions and direct concerns of Union members;
 - ix. Hold a minimum of one monthly meeting with the presidents of the CSP, EMSP, and HOST societies to discuss current academic issues.
- c) The Science Representative will:
- i. Represent the interests and concerns of Bachelor of Science students, with special effort to inform and involve these students in the King's community;
 - ii. Sit as a voting member of the Dalhousie Science Society, represent King's students' interests as a member of this Society and report to Council on its proceedings;
 - iii. Direct involvement of students in issues of an academic nature;
 - iv. Sit on the Academic Committee;
 - v. Oversee the King's Students' Union Science Society;
 - vi. File a report no later than March 31 with the Communications Vice President, detailing activities, projects undertaken over the course of the councillor's term;
 - vii. Receive and review a summary of decisions made by the executive committee;

- viii. Hold a minimum of one hour in the office of the Union a week, to answer questions and direct concerns of Union members.
- d) The Journalism Representative will:
- i. Represent the interests and concerns of students in all Journalism programs, with special effort to inform and involve these students in the King's community;
 - ii. Work as a liaison with the Executive Committee of the Union in any discussion pertaining to the Department of Journalism;
 - iii. Direct involvement of students in issues of an academic nature;
 - iv. Sit on the Academic Committee;
 - v. File a report no later than March 31 with the Communications Vice President, detailing activities and projects undertaken over the course of each councillor's term;
 - vi. Receive and review a summary of decisions made by the executive committee;
 - vii. Hold a minimum of one hour in the office of the Union a week, to answer questions and direct concerns of Union members.
- e) The Board of Governors Representatives will:
- i. Represent the interests and concerns of all Union members, with special effort to inform and involve these students in the King's community;
 - ii. Sit with the President as the Union's representatives at the King's Board of Governors meetings;
 - iii. Alternate as observers at the Board of Governors Executive meetings;
 - iv. Report to Council on appropriate occasions on the proceedings of all Board of Governors meetings;
 - v. File reports no later than March 31 with the Communications Vice President, detailing activities and projects undertaken over the course of each councillor's term;
 - vi. Receive and review a summary of decisions made by the executive committee;
 - vii. Hold a minimum of one hour in the office of the Union a week, to answer questions and direct concerns of Union members;
 - viii. Sit on the Senate Disciplinary Committee.
- f) The Member-at-Large will:
- i. Represent the interests and concerns of all Union, members with special effort to inform and involve these students in the King's community;
 - ii. Receive and review a summary of decisions made by the Executive Committee during a weekly meeting with the President;

- iii. Sit on the Finance Committee as a non-voting member;
 - iv. Hold a minimum of one hour in the office of the Union a week, to answer questions and direct concerns of Union members;
 - v. Hold a monthly meeting with the Executive Committee, and submit a report of this meeting to the Communications Vice-President for discussion and review at Council.
- g) The Residence Representative will:
- i. Represent the interests and concerns of residence students, with special effort to inform and involve these students in the King's community;
 - ii. Communicate regularly with the Dean of Students to help organize events and coordinate services for residence students.

4.7 Council will put into effect all resolutions of the Union and generally manage the affairs of the Union, and will have the authority to create regulations to better manage those affairs. Its powers include but are not restricted to:

- a) Leasing, purchasing, renting or otherwise acquiring for the Union real or personal property which the Union is authorized to acquire;
- b) Appointing persons to accept and hold in trust for the Union property belonging to the Union;
- c) Instituting, conducting, defending, and abandoning legal proceedings by or against the Union;
- d) Making and giving receipts, releases, and other discharges from all things, including anything which may be due to the Union.
- e) Dealing with the assets of the Union and determining at its discretion whether and how to invest such assets in securities, bonds, stocks, mortgages, or other forms;
- f) Borrowing, raising and securing the payment of money in such a manner as Council will determine at its discretion, and, with the sanction of a Special Resolution, issuing debentures or mortgaging its real property to secure the payment of money borrowed by it;
- g) Presenting, at its discretion, formal letters of appreciation to persons who have extended great services to the Union, the University, or to the Community;
- h) Doing all things incidental for the reasonable management of the affairs of the Union;
- i) Informing Union employees of any Council business that affects their duties;
- j) Appointing a member to hold the position of Local 11 Representative to the Canadian Federation of Students Nova Scotia Component Provincial Executive, should that position become vacant;
- k) Hiring, dismissing, and suspending staff persons and UHPs.

Section V – CHAIR OF THE UNION

5.1 Council will appoint the Chair of the Union after hearing the recommendations of the appropriate search committee. The Chair will take office on April 15 and will receive a stipend upon completion of their duties.

5.2 The Chair's duties include but are not restricted to:

- a) Presiding at all meetings of the Union, Council, and the Watch Board of Publishers;
- b) Following and enforcing Robert's Rules of Order (latest edition);
- c) Acting as the interpreter of the Bylaws in the event that a constitutional concern or conflict arises and is brought forward to the Chair, in writing, by a Union member;
- d) Instructing the members of Council in the use of these Bylaws at the first meeting of Council following general elections;
- e) Deciding on rule-based election appeals.

5.3 The Executive Committee may, in the absence of the Chair, appoint a temporary chair at any meeting of Council to carry out the duties of the Chair until the Chair returns or, in the case of resignation, impeachment, or inability, is replaced.

Section VI – COUNCIL MEETINGS

- 6.1 There will be at least one (1) regular meeting of Council during each month of the academic year, except for December and April, which may be excepted by a motion passed at the November meeting. The incoming Council must meet at least once between March 15 and the end of the academic year.
- 6.2 An extraordinary meeting of Council will be called within three (3) days of being requested by any member of Council.
- 6.3 The quorum at Council meetings is two thirds (2/3) of councillors.
- 6.4 Each member of Council has one vote. The Chair has no vote except in the case of a tie.
- 6.5 In the event that a member of Council is elected or appointed to a position on the Executive through a scheduled Executive by-election, or is no longer a member of the Union, the position that has been vacated will be struck and will not count towards a full rendering of Council quorum until the position is filled through the next scheduled by-election for that position.
- 6.6 All meetings of Council will be conducted in accordance with the latest edition of Robert's Rules of Order, except when they conflict with these Bylaws, in which case these Bylaws take precedence.
- 6.7 In extraordinary circumstances, meetings of Council may be conducted by teleconference.

Section VII – GENERAL MEETINGS

- 7.1 The Annual General Meeting must be held on or before November 1. There must be at least one other General Meeting, in the Winter Term. Other General Meetings of the Union may be called:
- a) By a decision of Council;
 - b) By petition to the President, signed by at least one tenth (1/10) of the total number of Union members;
 - c) By the President of the Union.
- 7.2 A minimum of seven (7) days notice must be given for a General Meeting called by virtue of Section 7.1 or 7.1.a. For a General Meeting called by virtue of Section 7.1.b or 7.1.c, at least twenty-four (24) hours notice must be given. Notice, for the purposes of this section, is defined as email to the Union membership and physical advertisement on the King's College campus.
- 7.3 Books and records of the Union, with the exception of any medical records or references, will be made available for inspection by members of the Union between 6:00 P.M. and 9:00 P.M. on the two (2) days preceding the first General Meeting of the academic year.
- 7.4 Quorum for a General Meeting is five percent (5%) of the total number of Union members.
- 7.5 All General Meetings will be conducted according to Robert's Rules of Order (latest edition) except when they conflict with these Bylaws, in which case these Bylaws will take precedence.

Section VIII – SOCIETY RECOGNITION

8.1 Any King's Students' Union student society, club, or organization that wishes to use the University name, use the facilities of the Union, apply for funding from the Union, be included in the Union's budget for that fiscal year, have items placed on the agenda for a Council meeting, be mentioned in King's Students' Union society promotional work, or have its members recognized in the "K-point" system, will make application for recognition to Council and will conform in its constitution to these Bylaws and to any regulations made by Council pursuant to their constitution.

8.2 Any King's Students' Union society applying for recognition must:

- a) File with the Union an accurate copy of its constitution, which must include a clause allowing membership to the entire membership of the Union;
- b) File a list of current or proposed officers of the organization;
- c) Ensure that a King's student holds at least one position on the society's Executive.

8.3 Every King's Students' Union society that has been previously recognized must every year:

- a) File with the Union the KSU society information sheet, and a copy of the society's updated constitution, and further to file the KSU society information sheet, a copy of the society's updated constitution, and an end of term report by March 15th of each year;
- b) Operate the society and its elections in a democratic manner.

Council may refuse funding to any organization that does not fulfill 8.3.a and 8.3.b.

8.4 Council may recognize any organization as a King's Students' Union society by a majority vote.

8.5 Council may revoke society recognition by a two-thirds (2/3) vote at a meeting for which two (2) weeks public notice and notice to the society of such a resolution has been given.

Section IX – COMMITTEES OF THE UNION

General

- 9.1 The committees of the King's Students' Union are divided into committees of the Union and committees of Council. Council has jurisdiction over committees of Council, and items concerning these committees are laid out in the Operations Policy. The Union, in the form of a General Meeting or Referendum, has jurisdiction over committees of the Union, and items concerning these committees are below.
- 9.2 The committees of the Union are divided into standing committees and special committees.
- a) Standing committees of the Union are permanent. The creation of new Union standing committees, and changes to their structure, mandate, and terms of reference, requires a Special Resolution at a General Meeting or Referendum.
 - b) Special committees of the Union are temporary, and exist to accomplish one specific task. Special committees of the Union are struck and filled when necessary by a General Meeting or Referendum in order to accomplish their task, and are dissolved when this task is complete.
- 9.3 The standing committees of the Union are the Elections Committee, the Executive Committee, and the Bylaw Review Committee.
- 9.4 All standing committees of the Union must be filled by May 1. All members of standing committees of the Union must be Union members, unless stipulated otherwise in the Bylaws or the committee terms of reference.
- 9.5 It is the duty of the Executive Committee and Council to ensure that the general membership is informed of all positions on Union standing committees that are open to Union members in general. Unless otherwise specified in these Bylaws, appropriate advertisement must take place for a minimum of seven (7) days for all such committees.
- 9.6 The general members of the Elections Committee and the Bylaw Review Committee will be elected at the last General Meeting of the academic year. Nominations for these positions will be heard at the General Meeting, and may be accepted by the nominee or by a Union member who has been informed by the nominee of their intention to accept.
- 9.7 In the case that either of the committees in Section 9.4 is not filled at the last General Meeting of the academic year, Council may elect interim members to fill the committee until the first General Meeting of the next academic year. At this General Meeting nominations will reopen and the committee will be filled again as outlined above.

Elections Committee

- 9.8 There is hereby constituted the Elections Committee, consisting of:
- a) A chair, who will be known as the Chief Returning Officer, who will be appointed by Council by April 15, and who will be paid a stipend at the completion of their term upon receipt of a report;

- b) Six (6) other Union members, and two (2) alternates who will assume responsibilities should a conflict arise, all of whom will be elected at the last General Meeting of the academic year, none of whom may serve as councillors;
- c) A Deputy Returning Officer, to be elected by the Elections Committee from their membership as their first order of business, who will fulfill the duties of the CRO in the event of the absence or inability or refusal to act of the CRO;
- d) In the event of a vacancy, the Elections Committee may elect new members from the general membership to fill that vacancy.

9.9 The Elections Committee will follow the Union Election Policy as provided in Appendix A.

Executive Committee

9.10 There is hereby constituted the Executive Committee, consisting of:

- a) The President;
- b) The Student Life Vice-President;
- c) The Financial Vice-President;
- d) The External Vice-President;
- e) The Communications Vice-President.

9.11 A meeting of the Executive will be called immediately if requested to the President by any member of the Executive Committee. Quorum is three (3) persons, one being the President, or, in their absence, the Student Life Vice-President.

9.12 The duties of the Executive Committee are:

- a) To prepare the agenda for all Council meetings;
- b) To ensure that all policy laid down by Council is carried out;
- c) To prepare the budget;
- d) To transmit within forty-eight (48) hours decisions made at an Executive Committee meeting to the members of Council.

9.13 The Executive Committee may appoint ad hoc committees to various functions, subject to the Societies Act of Nova Scotia, these Bylaws, and the ratification of Council. If requested by the chairs of these committees, they will be given a formal letter under the seal of the Union defining the aim, powers, authority, terms of reference, composition, and expiry date of the committee.

Bylaw Review Committee

9.14 There is hereby constituted a Bylaw Review Committee, consisting of:

- a) The Chair of the Union, who will act as chair of the committee;
- b) The Communications Vice-President;

c) Three (3) other Union members, who will be elected at the last General Meeting of the academic year.

9.15 The Bylaw Review Committee will review all proposed constitutional amendments and recommend changes to ensure that amendments are in keeping with the laws of Canada and Nova Scotia and are consistent in meaning and format with these Bylaws. It will bring any discrepancies or disparities in these Bylaws to the attention of the Union. The committee will meet at least once per academic year.

9.16 Opinions or recommendations of the Bylaw Review Committee are not binding on the Union.

Section X – ELECTIONS, REFERENDA, AND STRAW POLLS

- 10.1 The primary function of the KSU Election Policy is to provide for an orderly and democratic succession from one KSU Council of Students to another. Therefore, the Election Policy is based on the following principles that:
- a) There is respect for the democratic process;
 - b) The Candidates, Returning Officers, and Elections Committee members treat each other with fairness and respect;
 - c) Candidates have the right to participate in a fair and just election and to expect that their campaign material and their person be treated with respect and dignity by fellow candidates;
 - d) There is an established process for electoral policy rulings;
 - e) There are transparent rules for discipline and disqualification.
- 10.2 The Elections Committee will preside over all elections for
- a) Executives of the Union;
 - b) Council Members;
 - c) Other elections deemed necessary by the Executive Committee.
- 10.3 The Elections Committee will follow the Union Election Policy as outlined in Appendix A.
- 10.4 A referendum will be held if decided by either
- a) A three-quarters (3/4) vote of Council;
 - b) A majority vote at a General Meeting.
- 10.5 The Elections Committee will administer and the CRO will make notice of referenda.
- 10.6 Proposed referenda will be publicized with a public forum, moderated by the CRO with one speaker for and one speaker against the issue at hand. This forum will be held on King's College Campus no later than 14 days after the referenda motion passes at a General Meeting or Council meeting, with referenda elections held no more than five business days after the public forum.
- 10.7 All referenda will be decided by:
- a) Secret ballot voting;
 - b) At least twenty-five percent (25%) of eligible voters;
 - c) A plurality decision.
- 10.8 All referenda are binding upon the Union pending subsequent referenda.
- 10.9 The decision to hold a straw poll and the content of said poll will be decided by a majority vote of Council or at a General Meeting.

- 10.10 The CRO and Elections Committee will administer and make notice of straw polls.
- 10.11 Proposed straw polls will be brought up as a motion to Council or at a General Meeting and, provided the motion's passage, will be publicized as a written survey, moderated by the CRO, and preceded by a public forum to discuss the issues that the straw poll is concerning. This forum will be held no later than 14 days after the Council or General Meeting at which said motion is passed. The straw poll will then be held within no more than five business days after the public forum.
- 10.12 The results of a straw poll should be considered reflections of the will of the student body, but need not result in action on part of the Union.
- 10.13 All straw polls will be decided by
- a) Secret ballot voting;
 - b) At least twenty-five percent (25%) of eligible voters;
 - c) A plurality decision.

Section XI – CONFLICT OF INTEREST

- 11.1 No executive officer of the Union may occupy a position on either the executive of a King's Students' Union society or a funded standing committee, unless the position is ex-officio.
- 11.2 Any Union member may bring a complaint to Council concerning an apparent conflict of interest. In such a case, Council will immediately strike an ad hoc committee to investigate and report at the next Council meeting.
- 11.3 In the event of a conflict of interest, Council will order the member in question to resolve the conflict within a time and in a manner prescribed by Council. If the member fails to resolve the conflict, an automatic motion for their impeachment will be put before Council.

Section XII – RESIGNATIONS AND IMPEACHMENTS

- 12.1 In the event that an elected member of Council or a person hired by the Union resigns, a written letter of resignation must be submitted in person to the Chair. The acceptance or rejection of the resignation will be decided by Council; if the resignation is not accepted, the member may either resume their regular duties or decline in writing to the Chair.
- 12.2 Executive officers and councillors of the Union can be impeached for offences that include but are not limited to the following: a failure to perform their constitutional duties, bringing disrepute to the Union, or breach of the Bylaws.
- 12.3 A motion of impeachment can be brought as a Special Resolution to a General Meeting or to Council.
- 12.4 If a member of Council is absent from three (3) regular meetings without regrets, an automatic motion for their impeachment will be put before Council. If this motion to impeach the councillor fails, then a motion to impeach them will automatically be put forward after each subsequent absence of that member of Council. The Journalism Representative is exempt from the automatic motion for impeachment for meetings missed during the four-week internship period within the Journalism program.
- 12.5 It is left to the discretion of Council to decide whether or not any absences as a result of a duty or responsibility as designated to a councillor or executive officer by the Bylaws may be considered exempt from the automatic motion for impeachment for meetings missed.
- 12.6 If a vacancy is created by the impeachment or resignation of a member of Council or of the Executive, the members of the Union must be notified of the vacancy within three days, and a by-election must be called according to the Union's Election Policy as outlined in Appendix A.
- 12.7 If a position of a Vice-President is vacated, it is left to the discretion of the Executive to distribute that Executive's duties and responsibilities amongst the Executive Committee until the position is filled through a by-election.
- 12.8 If the position of President is vacated, an emergency Council meeting must be held within one week to appoint an interim President from the members of Council through a plurality decision.
- 12.9 Such an emergency Council meeting must:
- a) Be held in camera;
 - b) Elect an interim President through run-off elections, the regulations of which are as follows:
 - i. During the first run-off, an unlimited number of candidates are eligible to run;
 - ii. The two candidates who emerge from the first round with the highest number of votes will proceed to the second round;

- iii. The candidate who wins a plurality of votes through as many runoffs as necessary will be appointed interim President until replaced by an elected candidate through an appropriate by-election.
- iv. If the final runoff remains tied, it will be at the Chair's discretion to appoint the interim President from the two remaining candidates.

Section XIII – AMENDMENTS TO THE BYLAWS

- 13.1 These Bylaws may be amended by Special Resolution at a General Meeting in a manner consistent with the Societies Act of Nova Scotia.
- 13.2 After each General meeting at which these bylaws are amended, the Communications Vice-President, subject to the approval of Council, is hereby empowered to:
- a) Renumber the provisions of these Bylaws to accommodate the changes that have been made;
 - b) Correct cross-references between provisions that are no longer accurate;
 - c) Correct errors of spelling;
 - d) Replace gendered language with non-gendered language.

APPENDIX A – ELECTIONS PROCEDURE

Nominations and Election Periods

- 1 Nominations for the executive officers of the Union and the two student representatives on the Board of Governors will open on or before twenty one (21) days before February Reading Week and will close at 7:00 pm after remaining open for five (5) consecutive school days.
- 2 Elections for these seven (7) positions will take place for two (2) consecutive days between the Monday and Thursday of the week before February Reading Week. The term of these positions is from March 15 to March 14 of the following year.
- 3 Nominations for the positions of Residence Representative, First Year Representative, Arts Representative, Science Representative, Journalism Representative, and Member-at-Large will open at least two (2) weeks before Thanksgiving, and close at 7:00pm after being open for five (5) consecutive school days.
- 4 Elections for these six (6) positions will take place for two (2) consecutive days on or before the Wednesday before Thanksgiving weekend. These members will take office forty-eight (48) hours after the results are posted. The term of these positions is from the time that they take office to the time that their successors take office.
- 5 Candidates for all positions will be nominated by submission to the Elections Committee of a nominating paper containing the names of fifteen (15) members of the Union and requiring written consent of the nominee.

Campaigning

- 6 Nominated candidates may begin campaigning upon the submission of their nomination form to the Chief Returning Officer and their attendance at the candidate's meeting.
 - a) The candidate's meeting will be held the day after nominations close.
 - b) If a candidate is unavailable for the candidate's meeting, they and the Chief Returning Officer must arrange to meet at another time before the candidate may begin campaigning.
- 7 Third party campaigning on behalf of nominated candidates is prohibited. Third party campaigning includes, but is not limited to:
 - a) Putting up posters on behalf of a candidate;
 - b) Encouraging people to vote for a specific candidate in any way.
- 8 Third party campaigning is prohibited whether or not it is sanctioned by the candidate. Third party campaigning may result in the disqualification of the candidate on behalf of whom third party campaigning is carried out.
- 9 All campaigning must cease by midnight the night before the first day of elections.
- 10 Campaigning includes, but is not limited to:
 - a) The presence of posters in public places;

- b) The existence or accessibility of online campaign materials, including but not limited to:
 - i. Websites;
 - ii. Facebook pages, groups, posts, and comments;
 - iv. Tweets and active Twitter accounts;
 - v. Blog posts;
 - vi. Other posts, comments, profiles, groups, or pages on other social media platforms or websites.
 - c) Encouraging people to vote for a specific candidate in any way.
- 11 Candidates are required to number every poster that is put up during their campaign, and to compile a list of the locations of all campaign materials. Candidates must also compile a list of online materials such as those laid out above, including, when applicable, the web address or URL of the material, the date and time of posting, and the location of the material. Candidates are further required to clearly mark on these lists any campaign materials that are missing as of the close of campaigning.
- 12 Upon the close of campaigning, candidates are required to submit these lists, with any missing materials clearly marked, to the Chief Returning Officer. The Chief Returning Officer will also accept any removed materials that candidates ask them to hold.
- 13 A lack of full understanding of the functioning of websites and social media platforms will not be accepted as a valid excuse for breaching any of the rules laid out in these Procedures.
- 14 Any campaign materials that are discovered after the close of campaigning (midnight the night before the first day of elections) will be in breach of these rules and will be grounds strikes or disqualification, as outlined in “Strikes & Disqualification.”
- 15 The Elections Committee will correct any rules violations committed by campaigns on behalf of re-opening nominations.
- 16 After the close of campaigning, candidates may continue to promote voting in general.

Expenses

- 17 The total expenditures incurred by any one candidate in their campaign will not exceed twenty-five dollars (\$25.00). This figure does not include posters made on the KSU photocopier as outlined in item 19.
- 18 Each candidate will provide a detailed expense report of the expenses incurred in their campaign to the Chief Returning Officer by the close of campaigning.
- 19 Candidates will be given access to the KSU photocopier to make no more than seventy-five (75) posters.

Strikes & Disqualification

- 20 Upon discovery of any breaches of election procedures, elections committee will meet as soon as possible to determine what action should be taken. Elections committee will award strikes to any candidate found to be in breach of these Election Procedures. Candidates who receive three (3) strikes will immediately be disqualified.
- a) Strikes will be awarded on the following basis. Elections committee may, at its discretion, reduce or eliminate strikes in response to mitigating circumstances.
 - i. One (1) strike will be awarded as a result of minimal or accidental breaches of Election Procedures. This may include but is not limited to single posters or online posts left up past the campaign deadline.
 - ii. Two (2) strikes will be awarded for severe or purposeful breaches of Election Procedures. This may include but is not limited to multiple or large numbers of posters or online posts left up past the campaign deadline or failure to attend the candidate's meeting.
 - iii. Three (3) strikes will be awarded for malicious or ethical breaches of Election Procedures. This may include but is not limited to failing to rectify prior violations, attempts to tamper with the electoral system, or bribery.
 - b) Notice of all strikes will be posted near the polling station and on Union social media pages immediately after they are awarded. Candidates will be further notified of all strikes awarded to them by email.

Speeches

- 21 The time, date and place for speeches will be announced by the Chief Returning Officer.
- 22 The Elections Committee will take every reasonable measure to ensure that all of the appropriate constituencies are informed of the date, time, and place both of the speeches and of the election itself.
- 23 Speeches will be limited to five (5) minutes per candidate and a question period will follow the speeches.

General

- 24 The Elections Committee will solicit platforms from all candidates in elections under their jurisdiction, with a suggested length of roughly three hundred (300) words. These platforms will be posted at the polls and online to inform the electorate of their options.
- 25 If any member of Council is impeached, declines their position, or resigns before March 15 of the current academic year:
 - a) Nominations will open immediately, and will remain open for at least seven (7) days.
 - b) Nominations will close at a time decided upon by the Chief Returning Officer and the Chair of the Union;

- c) Campaigning will open for a period of seven (7) days starting 24 hours after the close of nominations;
 - d) Elections will be held for two (2) consecutive weekdays immediately following the close of campaigning;
 - e) Councillors elected under these rules will take office forty-eight (48) hours after the results are posted.
- 26 In extraordinary circumstances, the dates and times of elections may be adjusted by a ruling of the Chair in order to ensure a fair and open election for candidates and electors.
- 27 All elections will be decided by plurality.
- 28 All elections will require a quorum of twenty-five percent (25%) of eligible voters.
- 29 All elections will be by secret ballot except as stipulated in the Bylaws. Each qualified voter may cast only as many votes as there are positions to be filled in a given election (i.e. one vote for President, two for Board of Governors Representative, one for Student Life Vice-President, etc.). Voters may only cast one vote for any candidate.
- 30 Votes may be cast only by members of the constituency wherein the election is being held;
- a) The Residence Representative will be elected by those Union members living in residence on the campus of the University of King's College;
 - a) The First Year Representative will be elected by those students whose present year is their first academic year;
 - b) The Arts Representative will be elected by those students registered as candidates for Bachelor of Arts degrees;
 - c) The Science Representative will be elected by those students registered as candidates for Bachelor of Science degrees;
 - d) The Journalism Representative will be elected by those students registered as candidates for Journalism degrees;
 - e) The executive officers, Board of Governors Representatives, and Member-at-Large will be elected by all current Union members.

Voting

- 31 Voting will take place between 9:00am and 7:00pm on the election days.
- 32 The two (2) Electioneers on duty during voting will be members of the Elections Committee, and will sit at the voting booth while voting is in progress.
- 33 The Chief Returning Officer will obtain a record of Union members, as well as the constituencies to which they belong, from the appropriate authorities at the beginning of the school year, and will ensure that only those eligible to vote do so.
- 34 Each voter will present their University of King's College student identification card or their King's Students' Union International Student Identification Card as identification.

35 The option to re-open nominations will be included on every ballot.

Counting Procedure

36 The count will be conducted the night of the close of voting, on the King's campus.

37 Only members of the Elections Committee as per Section IX (9) of the Bylaws may count ballots.

38 The Chief Returning Officer will remove each ballot from the ballot box and read out loud the names marked. Two (2) members of the Elections Committee will independently record the votes read by the Chief Returning Officer during the above process.

a) The Chief Returning Officer will present the results of any online votes cast. Scrutineers may request to view proof of these results with all voters' identifying information removed at their request.

39 The Chief Returning Officer will keep the ballots for five (5) days after the election, pending appeals.

40 Each candidate may send one scrutineer to the count to observe and to lodge appeals and complaints on behalf of the candidates they represent. The scrutineer may be appointed at any time up until the close of balloting. Scrutineers may not also be candidates in any election that they are observing. Scrutineers' names will be made public.

41 The list of voters will be inspected by the Election Committee, and will then be open to inspections by the scrutineers.

42 Only members of the Elections Committee and the scrutineers may be present at the count.

43 Following the count, the Chief Returning Officer will notify Union members by midnight, by posting on Union notice boards in the King's Arts and Administration Building and outside the King's Students' Union office, of the unofficial vote totals of each candidate, still subject to appeal, and, where applicable, the bid to re-open nominations.

44 The procedures within the counting room are confidential.

Recounts and Appeals

45 The procedure for recounts is as follows:

a) Should the margin between the candidate with the most votes and the second-place candidate be less than five one-hundredths ($5/100$) of the total number of votes cast for that position, a recount will be conducted;

b) Should any candidate feel that the Elections Committee has violated the elections regulations outlined in the Bylaws, the candidate may request a recount;

c) The recount must be requested within eight (8) hours of the count, and the request must be made in writing to the Chief Returning Officer to conduct the recount by midnight of the day following the election;

d) The recount will be conducted according to Section 8 of this Election Policy;

- e) Recounts for each position will be conducted only once.
- 46 Should any candidate feel that the Elections Committee violated this Election Policy, the candidate may make an appeal.
- b) The appeal must be requested within twenty-four (24) hours of the notice of disqualification or the release of unofficial results, and must be made in writing to the Chair who will issue a ruling within forty-eight (48) hours of receiving the appeal;
 - c) Pending a candidate appeal, the election may be delayed forty-eight (48) hours, or, should that election already have taken place, the results will not be official until all appeals have been resolved;
 - d) The decision of the Chair on any appeal is final.
- 47 Should a candidate be disqualified from an election during or after balloting, the Elections Committee will reschedule the election, without that candidate and without re-opening nominations, as soon as possible at the discretion of the Elections Committee.