

PREAMBLE**P1. INTRODUCTION**

The following package represents the governing policies of the Nipissing University Student Union. The package contains five parts: Preamble, Constitution, By-laws, Operating Resolutions and Policies.

The Preamble states the purpose of the document. It contains terms of reference to the above-mentioned elements of the student governance package.

The Constitution outlines the guiding principles of the organization. It describes the fundamental characteristics of NUSU and includes its statement of principles.

The By-Laws of the Constitution describe the specific activities and responsibilities the corporation shall undertake in order to fulfill the missions set out in the Constitution.

The Operating Resolutions are guidelines the organization shall adopt regarding the specific operating issues of the corporation.

Finally, the Policy Statements refer to the specific policy NUSU must take in regards to the actions of members and/or affiliates. These policies shall be taken into account in following the procedures set out in the By-Laws, in the theme of fulfilling the mission set out in the Constitution.

P2. DEFINITIONS

The following definitions shall be used in the interpretation of these By-laws:

NUSU - Shall be the authorized identification symbol of the corporation (Nipissing University Student Union).

Member - Shall refer to any registered student at Nipissing University paying membership fees.

Executive - Shall refer to the NUSU Executive acting as such.

Council - Shall refer to the NUSU student representatives acting as such.

Ex Officio - is a member of any body by virtue of office. The Ex Officio member has the same privileges of office and/or membership as any other, but does not have the right to vote, unless it is expressly provided to the contrary in any respect. No one can be a member Ex officio except by virtue of by-law; where an Ex Officio member ceases to hold office, their status is automatically terminated.

Senator - Shall mean a student member of the Nipissing University Academic Senate.

Senate - Shall refer to the Academic Senate of the University.

Governor - Shall refer to the Student Governor on the Board of Governors of Nipissing University.

BOG - Shall refer to the Board of Governors of Nipissing University.

NU - Shall refer to Nipissing University.

Duly Called Meeting - Shall mean a meeting called pursuant to provisions of notice as provided for these by-laws, whether or not the meeting obtains quorum.

Quorum - Shall mean the simple majority of Executive or Council members in attendance to officially conduct business.

NUSU CONSTITUTION

<http://web.archive.org/web/20010817083554/www.nusu.com/constitution.htm>

2/29

Academic Year - Shall refer from the first day of classes in September to April 30th as in academic calendar.

Clubs - Shall refer to clubs and societies that have been recognized by the NUSU pursuant to the procedures set out in by-law 11.

BOD - Shall refer to the Board of Directors (Executives) of NUSU.

Speaker - Shall be the official designated speaker (chair) at NUSU meetings. The speaker acts as a non voting member (ex-officio).

NUSAC □ Shall be the authorized identification symbol of the Nipissing University Student Athletic Council

CONSTITUTION

STATEMENT OF PRINCIPLES

We, the Nipissing University Student Union, Inc., do hereby state these as the fundamental principles, goals and objectives of the organization.

The Nipissing University Student Union, Inc., is a democratic, non-profit organization. It is committed to providing an environment wherein its members can pursue academic excellence as well as personal and social growth free from all forms of discrimination and harassment.

We are committed to study the academic, social and physical growth or decline of the university and the educational system, and to make suitable recommendations and/or responses to the appropriate bodies, groups and individuals.

We are to act in the interests of supporting, encouraging and developing social functions and other services for the benefit of Nipissing University Students.

We are further committed to democratic principles at all levels of government, including, but not limited to: the student, administrative and academic bodies of Nipissing University. Further, it is our objective to enhance student participation in all aspects of government of the university community.

It is our goal to represent, promote and act in the best interests of the students of Nipissing University.

BY-LAWS (BY-LAW 1 TO BY-LAW 16)

***BY-LAW 1* INCORPORATION**

1.1 Head Office

1.1.1. The Nipissing University Student Union Head Office shall be located at Nipissing University in the City of North Bay, District of Nipissing, in the Province of Ontario and at such place therein as the Executive may determine.

1.2 Seal

1.2.1 The Seal, an impression of said stamped in the margin hereof, shall be the Corporate Seal of NUSU.

BY-LAW 2 MEMBERSHIP

2.1 Every student of Nipissing University shall be a member of NUSU subject to the following conditions:

- i)** That s/he be a registered student of Nipissing University;
- ii)** That s/he pay the prescribed fee known as the NUSU fee, the amount of which shall be determined by the NUSU Council; and
- iii)** That those students who are taking less than a full course load (3.5 courses) pay a prorated fee.

2.2 Only a registered NUSU member may be eligible to run for and hold any NUSU Executive or Council position.

2.3 In the case where NUSU belongs to external organizations and associations, the fees of NUSU will increase as the fees of the external organization increases. This will be at the discretion of the Council, who may or may not choose to go to referendum.

BY-LAW 3 JURISDICTION

3.1 The NUSU Council shall:

- i)** Be the final authority on all matters of Nipissing University student governance, with other student governments, or with any other person or organization within or outside the university.
- ii)** Approve a budget for the annual operations of NUSU.
- iii)** Recognize other organizations at its discretion.
- iv)** Consider, set and enforce NUSU policy.
- v)** Establish and abide by by-laws for the conduct of its affairs.
- vi)** Appoint NUSU members to University and other committees not provided for in this governance package.
- vii)** Observe and uphold the purposes and objectives of NUSU.
- viii)** Be responsible for the implementation of all decisions made by NUSU Council.
- ix)** Be responsible for the management of the office and staff of NUSU and its business operations.
- x)** Administer the affairs of NUSU in all things and make or cause to be made for NUSU in its name, any kind of contract into which NUSU may lawfully enter, subject to the discretion of Council.
- ix)** Be expressly empowered to purchase, lease, acquire, sell, exchange or otherwise dispose from time to time of shares, stocks, rights, warrants, options, and other securities: lands, buildings or other property, moveable or immovable, real or personal; or any right or interest therein owned by NUSU for such consideration and upon such terms as the Council deems advisable.
- xii)** Be the only legal sponsor of all elections to NUSU positions as well as of all referenda pertaining to NUSU.

3.2 A decision as a result of a NUSU Referendum shall have the authority of Council and be executed as such; Council cannot overrule a Referendum.

3.3 Executive shall be regarded as having authority of Council during the time between the NU final examination in April and the NUSU Council Representative Election in September.

3.4 Should there not be quorum of Council present at meetings, the meeting cannot proceed. However, quorum can only be reached if majority of Executive is present. Quorum shall be established under By-Law 9 of The Governance Package.

3.5 In the event of extenuating circumstances where the Executive is forced to make a decision on behalf of Council without the Council's authority, the Executive will immediately inform the Council in writing of its rationale for the decision, and include the matter on the agenda of the next Council meeting.

BY-LAW 4 STRUCTURE

4.1 Board of Directors

4.1.1 The NUSU Board of Directors shall be comprised of the Executive. The Executive of NUSU shall consist of the President, Vice-President External, Vice-President Student Life and Vice-President Clubs and Operations.

4.1.2 Executives shall be elected no later than the last day of March and shall take office the first day of May.

4.1.3 Executive terms shall be one year. They shall be from the first day of May until the last day of April of the following year.

4.2 Council

4.2.1 The Representatives shall consist of Part-Time, Humanities, Mature, Science, Social Science, Professional Schools, Upper Residence, Founders House, Muskoka, Primary/Junior, Junior/Intermediate and Intermediate/Senior. Representatives shall be elected no later than the first week of October.

4.2.2 The Council of NUSU shall consist of NUSU members elected by their constituents. The Executive and the 12 Representatives shall constitute the Council as voting members.

4.2.3 Athletics shall be represented on Council by an appointment from the NUSAC Executive as chosen by the NU Athletics Coordinator and NUSAC. This seat shall be a non-voting seat on Council. This appointed member shall have all the privileges and responsibilities of elected representatives.

BY-LAW 5 ELECTORAL PROCESS AND TERMS OF OFFICE

5.1 Nominations

5.1.1 All elections and referenda shall be under the supervision of the Chief Returning Officer (CRO), who shall be directly responsible to Council for the proceedings.

5.1.2 The Vice-President Clubs and Operations shall serve as CRO and shall

NUSU CONSTITUTION

<http://web.archive.org/web/20010817083554/www.nusu.com/constitution.htm>

5/29

appoint a Deputy Returning Officer (DRO). If the Vice-President Clubs and Operations cannot serve in the position of CRO, Council shall appoint another executive to do so, by simple majority vote.

5.1.3 The position of poll clerks shall be advertised in NU at the same time as notices of election are posted at the discretion of the CRO.

5.1.4 The CRO, DRO and poll clerks must forfeit their rights to candidacy and nominating; they may vote, but only at a time when they are not performing their official duty at the poll; if they are not council members, all polling officials shall receive remuneration for their services in an amount to be approved by a simple majority vote of Council.

5.1.5 Only members are eligible to be named as nominees in any NUSU election, unless they seek a nomination during an Executive term.

5.1.6 Nominations must contain signatures of five members and may include Executive and Council Members who are neither the CRO, DRO nor hired poll clerks.

5.1.7 No member may nominate more than one candidate for the same position, nor may they withdraw their nomination of a candidate once it has been received by the CRO or DRO; however, a candidate may withdraw from an election any time before balloting.

5.1.8 Nominees will be allowed to run for only one office in any election and must specify on their nomination form the position that they are seeking.

5.1.9 A candidate must signify willingness to run by endorsing the nomination in the presence of the CRO or DRO on or before the first day of campaign week.

5.1.10 Knowledge of any and all nominations received shall remain privileged to the CRO and DRO only, until the close of nominations. At such time a meeting shall be held with all candidates to review the election procedures.

5.1.11 Candidates in the elections must each receive a copy of the current NUSU Governance Package on or before the end of the nomination period.

5.1.12 The nomination period shall consist of 5 school days directly before the campaign period. If no nominations are received for positions, then the nomination period will be extended by 2 school days for those positions only. However, this will decrease the campaign period for the affected positions.

5.1.13 The official list of nominees shall be posted by the CRO or DRO within twenty four hours of the close of nominations.

5.1.14 If only one member is nominated for a position, that member will not be acclaimed, but will have to participate in a Yes/No vote.

5.1.15 If no one has been nominated for a position after the extension date, the CRO shall run a by-election.

5.2 Campaigns

5.2.1 The campaigning period shall consist of a minimum of 5 school days up to a maximum of 10 school days.

5.2.2 Campaigning will begin at 8 a.m. on the first day of the campaigning period and shall end at 8 a.m. on the first day of voting.

5.2.3 All candidates must conduct their campaigns in a suitable manner, subject to the discretion of the CRO or DRO. No candidate may slander another candidate.

5.2.4 The CRO and DRO may exhibit no bias for or against any candidate.

5.2.5 Candidates must remove any campaign material from campus within twenty- four hours of the close of the polls.

5.2.6 No campaign material shall exist within view of the polling stations during the two polling days.

5.2.7 At the meeting of all candidates at the close of nominations, the CRO shall announce the areas in which posters and campaign materials will not be permitted.

5.2.8 The name that appears on the electoral ballot shall be the candidate's legal name, or a short-form thereof, as it appears on at least two legal government documents. These documents must be shown to the CRO and/or the DRO at the time of the all-candidates meeting.

5.2.9 Candidates for representative elections shall be limited to a maximum of \$100.00 in campaign spending. Candidates for executive elections shall be limited to a maximum of \$200.00 in campaign spending. Any candidate who the CRO has deemed to have spent in excess of the stated limit shall be automatically disqualified from the election.

5.2.10 Fines for illegally placed posters or slanderous material shall be \$1.00 per 8.5 x 11 sheet of paper and shall count toward the maximum spending limit. The CRO or DRO has the authority to fine a candidate up to a maximum of \$50.00. Any candidate exceeding \$50.00 in fines shall be automatically removed from the election.

5.2.11 Hallways and areas of University administration, Student Union Offices, Alumni Hall and The Wall shall remain free of all campaign material for elections and referenda/plebiscites.

5.2.12 The CRO or DRO has the authority to disqualify any candidate from the election if any rules have been violated.

5.2.13 Election for executive positions on NUSU must have an open forum with a question and answer period.

5.3 Polling

5.3.1 All members are eligible to vote in all NUSU elections. They may cast only one vote per election. They may vote for only one representative position and may vote once for every position in the executive elections.

5.3.1.1 Students living in one of the two Nipissing University residence facilities may vote once for their respective residence representative and once for another council representative.

5.3.2 Voting shall occur by secret ballot (unless the member is disabled and then the poll official shall make the mark at the request of the disabled member). The member shall vote in private, fold the ballot in two and the poll clerk shall initial the ballot and place it in the ballot box. Ballots that have not been initialed by a poll clerk shall be deemed spoiled.

5.3.3 Two poll clerks must be in attendance at each polling station, at all times. The ballots and ballot boxes shall never be left unattended.

5.3.4 The CRO shall specify the polling locations and times two weeks prior to voting. Polling should last a minimum of two school days and the hours must be long enough to accommodate those students who only have night classes.

5.3.5 Before a member can vote, s/he must present his/her student card and his/her name must then be crossed off the official list of students.

5.3.6 Voters must mark their vote with an "X" on the ballot space provided.

5.3.7 Candidates are only permitted in the polling area when they are voting. Once they have cast their ballot they must

leave immediately.

5.3.8 No person shall harass or attempt to influence voters or poll officials in the course of voting.

5.3.9 Each candidate shall appoint one scrutineer. This must be done at the same time as the nomination form is presented to the CRO.

5.3.10 Ballot boxes shall be opened by the CRO in the presence of the scrutineers at a time and location specified by the CRO.

5.3.11 Ballots will be deemed spoiled if anything other than an official mark is made on the ballot, or if more than one mark is made.

5.3.12 A recount shall occur immediately if a tie occurs or if it is requested by any candidate or his/her scrutineer.

5.3.13 Any member of NUSU who suspects there may have been an infraction of Election procedures may, no later than 2 weeks following the close of polling, claim to the CRO that an investigation is needed. The CRO shall investigate the charge and take appropriate action. The CRO shall keep Council informed of the investigation, and Council may, by a two thirds majority vote, overturn the results of the Election, upon evidence of an infraction as found by the CRO. Should the CRO be accused of the infraction, the DRO or another member of NUSU shall be appointed by the President to conduct the investigation. If the President is the CRO, then Council will appoint another member of NUSU by majority vote to conduct the investigation.

5.4 By-Elections

5.4.1 Any vacancies between the fall (Representative) and spring (Executive) elections must result in a by-elections which shall adhere to the elections procedures.

5.4.2 If no candidates are nominated for the by-elections, Council may nullify the by-election and appoint a member of their choosing to fill a vacancy. The appointed member must have a majority vote from the Council.

5.4.3 Any by-election must be held within one month of a vacancy. Should there be a vacancy of an Executive position following the spring election, the by-election shall be held in conjunction with the representative elections in the fall. No by-elections shall be held after the second academic week of January.

5.5 Appointments

5.5.1 If no elected Members of Council or Executives are a part-time or a mature student (as defined in the NU Academic Calendar) or if no Member of Council or Executive who is a part-time student wishes to be appointed as representative of said students on Senate, Executives shall launch a search for such a student who shall be appointed as a Part-Time Senator and shall automatically become a voting representative on council representing part-time and mature students.

5.5.2 The Arts Senators shall be chosen from amongst Council Members enrolled in Arts and Science.

5.5.3 The President may appoint nonvoting members to participate in open council meetings as deemed necessary.

5.5.4 The Education Senators shall be chosen from amongst Council Members enrolled in Education.

5.5.5 All appointees to Senate and BOG shall be chosen no later than the first Council meeting following the Fall election: appointees require a simple majority vote of approval by council.

5.6 Rules of Referenda

5.6.1 Referenda will only take place if initiated by the Council.

5.6.2 Each referendum question shall pertain to one issue only.

5.6.3 Any motion to place a question before the Council for referendum must be presented as a written motion and presented to the Council no later than four weeks before the referendum/plebiscite.

5.6.4 The Council may pass a motion forming a Yes or No committee for accepted referenda questions. A Yes or No committee may also be recognized if formed by any member of NUSU (unless otherwise decided by majority vote of Council) by providing a petition signed by no less than twenty-five members of NUSU.

5.6.5 Spending limit for each referendum question shall not exceed \$500 for each side. Expenses include any material or object used by a committee to campaign for a Yes or No side. Expenses also include salaries of campaigners, fines from the CRO and any fees associated with the referendum question. Expenses do not include travel and accommodation expenses. All receipts and/or proofs of purchase and cost must be given to the CRO at the earliest possible opportunity.

5.6.6 Violations of the spending limit established for referenda/plebiscites are subject to a fine, payable to NUSU, equal to the amount by which the expenditure exceeded the limits plus an additional amount not to exceed two hundred dollars.

5.6.7 Notice of a referendum/plebiscite shall be made public in the same manner as prescribed for elections.

5.6.8 Referenda/plebiscites shall be decided by a simple majority of those voting where no less than 5% of Union Members vote.

5.6.9 The campaign period for a referendum shall be no less than five school days.

5.6.10 All campaigners must conduct their campaigns in a manner which is deemed suitable by the CRO.

5.6.11 The CRO and DRO shall oversee all campaigns in a fair manner, and shall exhibit no bias for or against any candidate or referendum or plebiscite position.

5.6.12 Those campaigning for any referendum or plebiscite position shall register themselves in the form of written application with the CRO or DRO before campaigning begins, for purposes of their identification regarding any conflict concerning the suitability of campaign materials, and for organizing any forums or debates regarding the referendum or plebiscite. Voting for referendum will be conducted at voting stations. There will be no less than 16 hours of voting over a period of no less than 2 school days.

5.6.13 Declared proponents of referendum or plebiscite positions are responsible for their posters and other campaign materials, and must see that such are removed from NU within 24 hours of the close of the polls.

5.6.14 All campaign materials suggesting a reference for or against a referendum or plebiscite position must be removed from any and all polling areas before polls may be officially open; polling areas must remain free of all campaign material during voting.

5.6.15 Hallways and areas of the University administration, Student Union offices, Alumni lounge and The Wall (Student Centre), must remain free of all campaign material.

5.6.16 Referenda/plebiscites must have no less than one open forum (with question and answer period) to be organized and conducted by the CRO.

5.6.17 The Chief Returning Officer shall have authority over the conduct of the referendum. The CRO may submit for the

approval of the Council any referenda procedures, not inconsistent with this or any particular by-law, for the proper conduct of the referendum. Such regulations shall be deemed to be repealed after the end of the referendum.

5.6.18 Parties may appeal the validity of any campaign material, or ruling of the CRO. Once an appeal has been filed concerning the ruling of the CRO, a decision must be reached within thirty-six hours of the time the appeal was filed. The onus shall be on the party who filed the appeal to prove its position, and the decision is to be made by majority vote of Council.

5.6.19 All NUSU members are eligible to vote in referenda and plebiscites but may only vote once at any poll, and must vote in person.

5.6.20 Each referendum/ plebiscite position shall be allowed a maximum of two scrutineers at any poll and at the tabulation of the results; the CRO or DRO may expel any scrutineer or other person who attempts to disrupt polling or tabulation, or who attempts to destroy, deface, remove or manipulate ballots in the polling or tabulation process.

5.6.21 The CRO shall personally supervise secure storage and tabulation of the ballots; ballot boxes are not to be opened until a time and at a location specified by the CRO. This information will be communicated to all referendum or plebiscite positions.

5.6.22 Any Member of NUSU who believes that there may have been an infraction of referendum procedures may, no later than two weeks following the close of polling, claim to the CRO that an impropriety has occurred; the CRO shall then investigate that charge and take appropriate action (the CRO shall keep Council informed of such investigation -- only Council, by a two-thirds majority vote shall have the power to nullify any referendum or plebiscite result, upon evidence of impropriety found by the CRO). Should the CRO be accused of committing an infraction, the President shall appoint the DRO or another NUSU member to execute the investigation.

5.6.23 A recount shall be held immediately in the case of tied vote or may be requested within two school days of the original count of the ballots by any referendum or plebiscite position losing by less than 10 percent of the total ballots cast.

5.6.24 In the case of referenda, a tie vote shall be considered a defeat (having not attained a simple majority).

5.6.25 All ballots cast shall be kept by NUSU for two weeks following each referendum or plebiscite, after which time they shall be destroyed by the CRO.

5.7 Removal from Office

5.7.1 A member of Executive or Council can be removed from office (impeached) for incompetence, dereliction of duty, missing too many meetings or any other act contrary to the NUSU Council Code of Conduct (By-Law 15).

5.7.2 A member of Executive or Council may be removed from office by means of a two thirds majority vote of Council (not counting vacancies); such a motion must be given to Council one week prior to said vote. Executive or Council member in question must be given four days notice by the President prior to said vote. A member of Executive or Council may be removed automatically if they miss more meetings than allowed under By-law 5.7.3.

5.7.3 If a Council member misses two consecutive meetings or three non-consecutive meetings, they will be warned by a letter from the President, reciting applicable by-laws concerning duty and the impeachment process. If a Council member misses four non-consecutive meetings without just cause, they will automatically be removed from office. If a Council member misses three consecutive meetings without just cause, they will automatically be removed from office. If a Council member misses more than seven meetings, they will be automatically removed from office. Bachelor of Education students shall only be judged by these standards when they are not on placement.

5.7.4 Just cause shall be defined as any unforeseen circumstance beyond reasonable foresight or control of the member in question. These shall be: an emergency such as a death or illness in the family, illness to the Councilor, a scheduled exam, attending conferences on behalf of NUSU, or any other circumstance deemed as unforeseen by the President.

5.7.5 Just cause may be argued by written or verbal means and shall be submitted to the President within two weeks of removal from office. The appeal shall be submitted for the consideration of the Council at the next regularly scheduled meeting. Following consideration of a Council member's argument of just cause, a simple majority vote of Council is required to reinstate that member to office.

5.7.6 Any Executive or Council member removed from office may make an appeal to the Executive to reverse the decision to remove; such an appeal must be made by means of a motion that must be passed by a two-thirds majority vote of Council at three consecutive meetings.

5.7.7 When removing an Executive or Council member from office, Council must discuss and vote in open session. At no time may an impeachment process go in-camera.

5.7.8 Any Executive or Council member removed from office shall be sent a letter by the President to that effect within seven calendar days after the passage of the motion of dismissal; in the case of the President being removed from office, the letter acknowledging such removal must be signed by the three Executive members.

5.8 Resignations and Vacancies

5.8.1 Resignations must be submitted, in writing, to the President unless it is the President who is resigning, in which case the letter shall be given to the Vice-President External.

5.8.2 The CRO shall call a by-election if a seat on Council or Executive is vacated. Said by-election shall adhere to by-law 5.4.

BY-LAW 6 DUTIES OF THE NUSU EXECUTIVE

6.1 Duties of the President

The NUSU President shall:

6.1.1 Be charged with the supervision of the Corporation, and shall establish and coordinate the goals and objectives of the Executive and Council.

6.1.2 Be responsible to NUSU for all actions taken by Council as representing the students of NU.

6.1.3 Authenticate, by signature when necessary, all acts, orders and proceedings of NUSU, declaring its will and in all things obeying its command.

6.1.4 Sign all contract and purchase orders unless otherwise approved by the Executive.

6.1.5 Be responsible for the supervision of the finances of the corporation, and shall have responsibility of all monies and securities of the corporation. As such, the President shall ensure, through the Administrator of Council's Business Affairs, Office Manager or otherwise, that:

i) an adequate set of records of finances is kept and that some form of this is presented in a manner which can be easily understood by any member.

ii) a detailed report of NUSU finances is presented to Council on a monthly basis. The report shall contain the amounts and balances of

NUSU CONSTITUTION

<http://web.archive.org/web/20010817083554/www.nusu.com/constitution.htm>

11/29

all accounts and a complete breakdown of each account's expenditures for that month.

iii) an adequate budget is drawn up and that each section of NUSU receive an amount of funds with which to operate; the appropriate budget is to be based on the estimated NUSU revenues and expenditures, and must be approved by Council.

iv) a professional auditor is sought in order to audit NUSU's year-end financials.

6.1.6 Act as the liaison between NUSU and NU administration.

6.1.7 Ensure that a record of NUSU activities is maintained in the active files of the NUSU office for three years following them, and archived thereafter.

6.1.8 Be responsible for all NUSU employees.

6.1.9 Be responsible to the business of The Student Centre.

6.1.10 Act as a co-chair, along with the President of the Canadore Students Representative Council, of the Student Centre Management Committee.

6.1.11 Be responsible for the coordination and maintenance of the NUSU web site.

6.1.12 Submit in writing, no later than two weeks after having returned from a conference, a report on the activities at the conference. The report shall be presented to the NUSU Council at a scheduled meeting.

6.1.13 Appoint a speaker by the fall representative elections.

6.1.14 Arrange bi-weekly Executive meetings, weekly Council meetings and the Annual General Meeting.

6.1.15 Act as Chair or appoint a speaker of all NUSU Council meetings, and govern them with parliamentary procedures as set out in Robert's Rules of Order and Bylaw 7.2.

6.1.16 Be entitled to vote at NUSU Council meetings unless acting as speaker. If the President is acting as Chair, s/he shall only vote in a tied situation.

6.1.17 Be responsible for designating students to NU and NUSU committees.

6.1.18 Act as the chair of the NUSU Constitutional Committee in accordance with Operating Resolution 8.

6.1.19 Act as the chair of the NUSU Finance Committee in accordance with Operating Resolution 7.

6.1.20 Be a voting member of the Athletics Facility Management Committee.

6.1.21 Be a member of the NUSU External Affairs Committee.

6.1.22 Be a voting member of the Senate.

6.1.23 Serve, and be one of two voting student representatives on BOG.

6.1.24 Act in accordance with the NUSU Council Code of Conduct as outlined in Bylaw 15.

6.1.25 Sign and act in accordance with the Student Centre Executive Code of Conduct (Policy Statement #1)

6.1.26 Undertake any additional duties as deemed necessary by NUSU.

6.1.27 Maintain NUSU office hours at a minimum of 35 hours per week.

6.1.28 Be limited to a maximum of 12 credits during the academic year.

6.2 The Duties of the Vice-President External

The NUSU Vice-President External shall:

6.2.1 Serve as chief delegate and/or liaison for NUSU at all conferences and with any provincial and national organizations that Council deems appropriate. When a tie vote occurs between the NUSU caucus at a conference, the chief delegate shall have the deciding vote.

6.2.2 Gather and maintain media contacts while being responsible for overseeing the implementation of an effective communication and promotions program for the corporation.

6.2.3 Maintain regular contact with provincial and national organizations or any other organizations as deemed necessary by Council, and report correspondence to Council on a weekly basis.

6.2.4 Submit in writing, no later than two weeks after having returned from a conference, a report on the activities at the conference. The report shall be presented to the NUSU Council at a scheduled meeting.

6.2.5 Be responsible for the organization and co-ordination of student issue campaigns (i.e. Shinerama, Alcohol Awareness Week, etc.) and referenda deemed suitable by Council.

6.2.6 Be responsible for recovering revenue - be it through fundraising, sponsorship, or other sources - commensurate to the approved amount of the NUSU budget lines entitled VP External Revenue, for the purposes of defraying the costs of campaigns.

6.2.7 Be responsible for the facilitation of the student health plan in coordination with NU Student Services.

6.2.8 Submit to the President a written financial report for all projects before and after they take place, including proposed campaigns and social events, outlining any and all projected expenses and revenue.

6.2.9 Act as the chair of the NUSU External Affairs Committee in accordance with Operating Resolution 10.

6.2.10 Act as the chair of the NUSU BACCHUS Committee in accordance with Operating Resolution 9.

6.2.11 Be a member of the NUSU Finance Committee.

6.2.12 Be a member of the NUSU Constitutional Committee

6.2.13 Be a member of the Nipissing University Women's Centre Committee.

6.2.14 Be a voting member of the Student Centre Management Committee.

6.2.15 Assume the position of President on a temporary basis should that position become vacant.

6.2.16 Act in accordance with the NUSU Council Code of Conduct as outlined in By-Law 15.

6.2.17 Sign and act in accordance with the Student Centre Executive Code of Conduct (Policy Statement #1).

- 6.2.18 Submit a weekly outline of activities to council.
- 6.2.19 Undertake any additional duties as deemed necessary by NUSU.
- 6.2.20 Maintain NUSU office hours at a minimum of 25 hours per week.
- 6.2.21 Be limited to a maximum of 18 credits during the academic year.

6.3 Duties of the Vice-President Student Life

The NUSU Vice-President Student Life shall:

- 6.3.1 Be concerned with academic issues within NU and shall be available for consultation with individuals or groups with academic grievances.
- 6.3.2 Shall keep the minutes of all NUSU meetings and present them at the following respective meetings unless a different recording secretary has been appointed.
- 6.3.3 Keep a copy of the Constitution, Policy and Procedures Manual, minutes and other appropriate reference texts at each NUSU meeting.
- 6.3.4 Be responsible for coordinating Frosh Week in September and appointing Frosh Coordinators and Frosh Leaders for the succeeding year in conjunction with the VP Student Life-Elect.
- 6.3.5 Be responsible for recovering revenue - be it through fundraising, sponsorship, or other sources - commensurate to the approved amount of the NUSU budget line entitled VP Student Life Revenue - Sponsors/Ads - Frosh Week, for the purposes of defraying the expenses associated with Frosh Week.
- 6.3.6 Coordinate and organize the Winter Formal(s).
- 6.3.7 Submit to the President a written financial report for all projects before and after they take place, including Frosh Week, proposed social events and Winter Formal(s), outlining any and all projected expenses and revenue.
- 6.3.8 Submit in writing, no later than two weeks after having returned from a conference, a report on the activities at the conference. The report shall be presented to the NUSU Council at a scheduled meeting.
- 6.3.9 Attend any NUSU or joint-CSRC-sponsored social event unless a designate has been appointed.
- 6.3.10 Act as a co-chair of the NUSU Social Committee in accordance with Operating Resolution 11, coordinating social events and other functions deemed relevant by Council.
- 6.3.11 Be a member of the NUSU BACCHUS committee.
- 6.3.12 Be a member of the NUSU Constitutional Committee.
- 6.3.13 Be a voting member of the Student Centre Management Committee.
- 6.3.14 Be a voting member of the Athletics Facility Management Committee.
- 6.3.15 Be a voting member of the Senate.
- 6.3.16 Assume the position of President on a temporary basis should that position and that of the Vice-President External become vacant.

6.3.17 Act in accordance with the NUSU Council Code of Conduct as outlined in By-Law 15.

6.3.18 Sign and act in accordance with the Student Centre Executive Code of Conduct (Policy Statement #1).

6.3.19 Submit a weekly outline of activities to council.

6.3.20 Undertake any additional duties as deemed necessary by NUSU.

6.3.21 Maintain NUSU office hours at a minimum of 25 hours per week.

6.3.22 Be limited to a maximum of 18 credits during the academic year.

6.4 Duties of the Vice President Clubs and Operations

The NUSU Vice-President Clubs and Operations shall:

6.4.1 Oversee all NUSU recognized clubs, ensuring that their needs and undertakings are being addressed and/or brought to the attention of Council The Vice-President Clubs and Operations is responsible to NUSU for the activities of these clubs, and shall be responsible for enforcing By-Law 11 of the Governance Package.

6.4.2 Hold bi-weekly club presidents meetings to discuss issues affecting clubs, receive updates on clubs' progress and events, and facilitate any fundraising/promotion.

6.4.3 Attend any NUSU club sponsored social event unless a designate has been appointed.

6.4.4 Act as Chief Returning Officer (CRO), unless in conflict of interest, for any NUSU elections, By-Elections, Referenda or Plebiscites.

6.4.5 Be responsible for preparing the student handbook, which must be made available to NUSU members by the first week of September.

6.4.6 Be responsible for recovering revenue - be it through fundraising, sponsorship, or other sources - commensurate to the approved amount in the NUSU budget line entitled VP Clubs and Operations Revenue - Advertising Handbook, for the purposes of defraying the expense associated with the production of the student handbook.

6.4.7 Submit to the President a written financial report of all projects before and after they take place, including proposed social events, elections and handbook, outlining any and all projected expenses and revenue.

6.4.8 Submit in writing, no later than two weeks after having returned from a conference, a report on the activities at the conference. The report shall be presented to the NUSU Council at a scheduled meeting.

6.4.9 Co-ordinate NUSU Food Bank activities.

6.4.10 Act as a co-chair of the NUSU Social Committee in accordance with Operating Resolution 11, coordinating social events and other functions deemed relevant by Council.

6.4.11 Be a member of the NUSU BACCHUS Committee.

6.4.12 Be a member of the NUSU Constitutional Committee.

6.4.13 Be a voting member of the Athletics Facility Management Committee.

6.4.14 Assume the position of President on a temporary basis should that position and that of the Vice-President External

and Vice-President Student Life become vacant.

6.4.15 Act in accordance with the NUSU Council Code of Conduct as outlined by By-Law 15.

6.4.16 Sign and act in accordance with the Student Centre Executive Code of Conduct (Policy Statement #1).

6.4.17 Submit a weekly outline of activities to council.

6.4.18 Undertake any additional duties as deemed necessary by NUSU.

6.4.19 Maintain NUSU office hours at a minimum of 25 hours per week.

6.4.20 Be limited to a maximum of 18 credits during the academic year.

BY-LAW 7 DUTIES OF COUNCIL

7.1 Duties of the Representatives

The Council Representatives must:

7.1.1 Do their utmost to represent the best interests of their constituents and shall actively seek out their constituents' concerns.

7.1.2 Make a presentation in a minimum of one class per week on upcoming NUSU events and activities, and take any student comments back to council

7.1.3 Maintain NUSU office hours at a minimum of 2 hours per week apart from Council and Committee meetings.

7.1.4 Be available to help members of the Executive with NUSU projects and events, including working door shifts and information tables when needed.

7.1.5 Be familiar with all information (constitution, policy procedure manual, press releases, publications, etc.) put out by NUSU and other organizations with which NUSU is affiliated.

7.1.6 Be an active member of a minimum of one NU or NUSU operating committee and must give a report to Council on the activities of the committee(s). Residence representatives must attend operating meetings of their residence and bring forth appropriate concerns to Council.

7.1.7 Adhere to the Council Code of Conduct (By-Law 15).

7.2 Duties of the Speaker

The Speaker shall:

7.2.1 Open the Duly Called Meeting at the time at which it has been scheduled by taking the Chair and calling Members to order, so long as quorum has been reached.

7.2.2 Recognize members entitled to the floor.

7.2.3 State and put to a vote all questions which are regularly moved or necessarily arise in the course of proceedings, and announce the result of the vote.

7.2.4 Protect the meeting from annoyance and evidently frivolous or dilatory motions by refusing to recognize them.

7.2.5 Ensure that the business of Council is conducted as expeditiously as possible, compatible with the rights of the Members, by allowing brief remarks when non-debatable motions are pending.

7.2.6 Conduct all meetings of Council in accordance with Robert's Rules of Order and ensure that these rules are followed during debates.

7.2.7 Enforce on all occasions the observance of order and decorum among those deciding all questions before them (questions of procedure are subject to appeal as prescribed in the accepted rules of order).

7.2.8 Be intimately familiar with Robert's Rules of Order.

7.2.9 Serve on the NUSU Constitutional Committee.

7.2.10 Appoint a Deputy Speaker. The Deputy Speaker will assume the role and all inherent privileges and responsibilities of the Speaker in his/her absence.

7.3 Duties of Senators

7.3.1 The Arts Senators shall be elected by Arts and Science Members only.

7.3.2 The Education Senators shall be elected by Education Members only.

7.3.3 The Extension Senators shall do their utmost to represent the best interests of all part-time and mature students in Senate and any Senate committees on which they serve.

7.3.4 The Senators shall do their utmost to represent the best interests of all NUSU Members in Senate and any Senate committees on which they serve.

7.4 Duties of Governors

7.4.1 The President of NUSU shall take one of the two voting positions on BOG. The second voting seat will be available to any other Executive, with priority of order given to the Vice-President External, Vice-President Student Life, and Vice-President Clubs and Operations.

7.4.2 The Governors shall represent the best interests of all Members on any BOG committees on which they serve.

7.4.3 Report regularly to Council on BOG activities.

7.4.4 The student representative board members sit on the following board sub-committees:

- I.** Audit and Finance;
- II.** Public Relations and Development;
- III.** Plant and Property;
- IV.** Academic Planning.

7.4.5 The President shall delegate which member will sit on the above committees.

7.4.6 All Executives are ex-officio members of the Board of Governors.

BY-LAW 8 SALARIES/HONORARIUMS/FRINGE BENEFITS**8.1 Salaries**

8.1.1 The Executive honorariums shall be known as Executive salaries. The total allotted Executive salaries shall be given a separate line item in the NUSU budget and be held in trust for the Executive.

8.1.2 The Executive salaries shall be distributed to the Executive in bi-weekly payments within their term of office.

8.1.3 Executive Members shall be granted annual Executive salaries at an amount to be determined by the equations as follows:

- I) President - 35 hours x minimum wage x 46 weeks
- II) VP External - 25 hours x minimum wage x 46 weeks
- III) VP Student Life - 25 hours x minimum wage x 46 weeks
- IV) VP Clubs and Operations - 25 hours x minimum wage x 46 weeks.

8.1.4 In the event that any Executive Member does not complete his/her term of office or is deemed delinquent in his/her duties, the Member shall not be granted the remainder of the salary (or any portion thereof), except upon successful completion of an appeal.

8.1.5 An appeal for the remainder of an Executive salary (or any portion thereof) must be made by means of a motion for such passed by two-thirds majority vote of the Council present at each of three consecutive Council meetings.

8.1.6 If an appeal for a portion of an Executive salary is granted, denied or no appeal is made, the remainder of the originally allocated Executive salary for the position shall be awarded to the Member assuming the position for the remainder of the term of office; if the position remains vacant or any portion of any Executive salary is not granted, the original allotment shall be credited to the "Contingency" line item in that year's NUSU budget.

8.1.7 Council Representatives shall receive an honorarium of \$150 for their services to be paid in April. Should a position become vacant, payment of honorarium will be made at the discretion of Council.

8.2 Fringe Benefits

8.2.1 All members of Council shall be granted certain "fringe benefits"

8.2.2 Unless otherwise specified, they and no more than one guest at any event shall not pay an entry fee to any NUSU functions (excluding club activities and live performances).

8.2.3 Gas mileage, at a rate determined by a simple majority vote of Council, shall be paid for the use of any vehicle for NUSU business.

8.2.4 All Members attending out-of town conferences and meetings as NUSU representatives shall, given approval of a simple majority vote of Council, receive a per diem above and beyond registration, travel and accommodations costs; the amount of the per diem shall be at a rate which shall be no less than \$30.99, to be determined by a simple majority vote of the Executive no later than September 30th of any year.

BY-LAW 9 MEETINGS/RULES OF ORDER

9.1 Meetings

9.1.1 A quorum of Executive or Council shall be a simple majority of the elected members (50% plus one).

9.1.2 A quorum must be present to officially conduct business.

9.1.3 No Council or Executive member may delegate another member to take his/her voting place at any meeting.

9.1.4 There must be at least one meeting of Council per week during the academic year.

9.1.5 There must be at least one General Meeting per year that is addressed and conducted as such.

9.1.6 There must be at least two meetings of the Executive each month.

9.1.7 All council meetings shall be open to all members unless notice has been given otherwise as outlined in the By-laws.

9.1.8 All meetings require at least five days posted notice except General Meetings which require at least two weeks posted notice; emergency meetings may be called on the directive of at least two Executive Members, and require at least two days posted notice.

9.1.9 No Council member shall leave during a meeting without prior consideration.

9.1.10 No person in attendance shall be permitted to eat food at a NUSU meeting.

9.1.11 Table talk is not permitted at meetings. Members may speak only after the Chair has recognized them.

9.1.12 NUSU Council meetings shall start between 8:30 a.m. and 4:30 p.m. Monday to Friday, at the discretion of Council.

9.2 Rules of Order

9.2.1 Robert's Rules of Order shall be the standing rules of meetings of NUSU, unless these rules conflict with the NUSU Constitution and By-laws, in which case the latter shall take precedence.

9.2.2 If a vote is in progress at any meeting, quorum cannot be lost by a Member leaving for a short period or for the balance of the meeting.

9.2.3 Except for procedural motions, no motion or amendment may be introduced to a meeting before a written copy is provided for the Chair.

9.2.4 To go "in camera" (a closed meeting), a motion of such must be moved, seconded and followed by a two thirds majority vote of the voting Members present at the meeting. The "in camera" session must follow the adjournment of the Executive or Council meeting.

9.2.5 When "in camera", outside parties may only be allowed into a meeting with the approval of a two-thirds majority vote of the voting Members present. Following such approval, a five minute recess shall occur prior to proceeding.

9.2.6 No Member shall leave an "in camera" session until its conclusion unless: a) for health reasons; b) a conflict of interest has been declared; c) having heard the testimony of one person and his/her request to leave, voting Members deem, by two-thirds majority vote, that leaving is justified..

9.2.7 An "in camera" session requires a two-thirds majority of voting Members for quorum except in emergencies, where quorum shall be a simple majority of the voting Members.

NUSU CONSTITUTION

<http://web.archive.org/web/20010817083554/www.nusu.com/constitution.htm>

19/29

9.2.8 Subject to a two-thirds majority vote of the Members of the applicable body, a proven breach of "in camera" confidence shall result in the offending Member(s) being withheld from attending future "in camera" sessions and may also be considered grounds for consideration of a motion for removal from office for dereliction of duty.

9.2.9 All procedural motions shall be made orally at the table.

9.2.10 All other motions must be written and submitted to the NUSU Office Manager by no later than noon the day before a Council meeting. The Office Manager shall publish all motions to be presented and deliver them to all council mailboxes by no later than 4:30 p.m. the day before the Council meeting.

9.2.11 A written motion may still be made at the table on the day of the Council meeting, but it shall be tabled until the next meeting, unless Council, by a two thirds majority vote, decides to deal with it immediately.

9.2.12 All motions shall be added to the minutes of the meeting and to the published list of motions in the Minutes binder.

BY-LAW 10 COMMITTEES

10.1 If deemed necessary, a standing committee may be formed to assist any Executive Member.

10.2 The Executive Member responsible for each standing committee shall be considered to be the Chair of that committee and shall run its meetings according to NUSU's accepted rules of order.

10.3 Chairs of committees shall be responsible for the control and coordination of their committees.

10.4 The Chair of a committee shall have the discretion to declare any committee meeting to be public or "in camera".

10.5 Ad hoc committees may be formed by Council or Executive in order to study or deal with any issues of concern to NUSU.

10.6 Membership of an ad hoc committee shall be determined by the body forming it (Council or Executive).

10.7 The Chair of any ad hoc committee shall be chosen from and by the body forming it (Council or Executive).

10.8 Membership on any NUSU standing or ad hoc committee shall be open to all Members; the Chair of the committee shall ensure that a minimum of one week's posted notice is made to publicize the openings for committee membership.

10.9 Committee members who are not Members of Council may not be granted "fringe benefits" without the approval of the Executive (by simple majority vote).

10.10 All committee decisions, motions or suggestions must be reported to Council by the committee chair in the form of a monthly written report which must be ratified by a simple majority vote of Council before being acted upon.

10.11 A Constitutional Conflict Committee shall mediate any dispute over the Constitution, its By-laws or NUSU electoral procedures and proceedings.

10.12 A Constitutional Conflict Committee shall consist of three members of the NU community (students, staff, faculty, and administration) who shall be appointed, when the need arises, as follows: One member to be chosen by each side of the dispute, and one member to be chosen by the first two members.

10.13 Rulings of a Constitutional Conflict Committee shall be final upon receipt by Council of a written report on the dispute and its outcome. The report shall be appended to the Constitution and By-Laws.

NUSU CONSTITUTION

<http://web.archive.org/web/20010817083554/www.nusu.com/constitution.htm>

20/29

10.14 Rulings of a Constitutional Conflict Committee shall be approved by a simple majority vote of the committee; NUSU must abide by rulings of a Constitutional Conflict Committee.

10.15 The NUSU operating committees shall be: The Constitutional Committee, The Social Committee; The External Affairs Committee; The BACCHUS Committee; The Finance Committee; and The Constitutional Conflict Committee. The operation of these committees shall be in accordance to their constitutions, provided in the Operating Resolutions of The Governance Package.

BY-LAW 11 CLUBS

11.1 Any new organization which consists of at least ten NUSU Members may submit to Council, through the Vice-President Clubs and Operations, a constitution and a proposed budget for consideration and approval by Council.

11.2 Any such organization whose constitution provides for continuity of recognition and is approved by a simple majority of Council, becomes a standing organization.

11.3 A club's constitution shall consist of:

- I)** name of the organization
- II)** mission statement
- III)** rationale for formation
- IV)** qualifications for membership
- V)** officers and their membership
- VI)** meetings of the organization
- VII)** methods of amending the constitution
- VIII)** any other pertinent information

11.4 NUSU recognition of a club may be removed by a two-thirds majority vote of Council upon evidence being produced that the organization is no longer an effective body or not a democratic organization; two days' prior notice of motion for removal of recognition must be given to any of the club leaders.

11.5 A budget line in the amount of \$3000.00 shall be established for the purpose of club start-up funds. NUSU clubs that do not have any specific political or religious affiliation are eligible for funding to a maximum of \$200, on a first-come, first-served basis. Joint NUSU and CSRC clubs that meet the criteria for funding shall be eligible for a maximum of \$100.00 in funding.

11.6 Unless permission to function through the summer is granted by Executive, a club must be dormant between May 1st and August 31 of each calendar year.

11.7 All monies earned by clubs during an academic year will be carried over until the forming of the club in the succeeding year.

11.8 Any recognized organization shall be worthy of its NUSU recognition and be accountable for its actions; the program of the club should only be financed by the organization itself and NUSU. If outside contributions are offered, the organization must be under no obligation to the donor.

11.9 Any clubs who are directly affiliated with any political party are not entitled to receive any direct funding from NUSU.

11.10 Any clubs who are directly affiliated with any religious group are not entitled to receive any direct funding from NUSU.

11.11 All clubs may require their members to pay a membership fee to be determined by the organization/club executives and approved by a simple majority vote of the club executive.

11.12 All clubs should acknowledge NUSU's support of all their advertising and publications.

11.13 Council reserves the right to deny funding (in whole or in part) to, but may recognize, clubs that receive student monies from other sources.

11.14 Any capital purchases made by NUSU-financed clubs are the property of NUSU.

11.15 All clubs are required to submit their financial records to the NUSU Executive for random audit within 72 hours on request of the President or the Vice-President Clubs and Operations.

11.16 The club presidents must attend the monthly club presidents meeting with the Vice-President Clubs and Operations to discuss relevant issues and club progress.

BY-LAW 12 FINANCES

12.1 No member may make a financial obligation, including the hiring of personnel, in the name of NUSU without prior approval in the form of a motion by the Council.

12.2 If a member contravenes by-law 12.1, said member shall be considered personally liable for such obligations.

12.3 The NUSU fiscal year shall be May 1st to April 30th.

12.4 The Council is expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned by NUSU for such consideration and upon such terms and conditions as they deem advisable.

BY-LAW 13 GRADUATION

13.1 The Executive elected in spring shall be responsible for appointing one or more members of that Executive to organize the graduation social for the following year's convocation; whoever is appointed shall be responsible for the supervision of the actual social when it occurs.

BY-LAW 14 AWARDS

14.1 At the annual spring Executive retreat, the incoming and outgoing Executives shall consider nominees for NUSU Awards.

14.2 The President shall see that the selections of the NUSU Awards committee are submitted to the proper parties at the proper times.

14.3 Council shall, given notice of motion, set up an ad hoc committee to consider the establishment of NUSU awards, whether bursaries, scholarships, in recognition of teaching excellence or for any other circumstances as may be deemed appropriate.

14.4 Only NUSU shall have approval over NUSU awards: whether regarding their establishment, the recipients or the value or nature of such awards.

BYLAW 15 NUSU COUNCIL CODE OF CONDUCT

15.1 The Nipissing University Student Union must recognize the need for guidelines, regulations and standards of acceptable behaviour. This behaviour includes both the responsibility of duty as well as action. The NUSU Council must be guided by a sense of responsibility to its members, other members of the Nipissing community, and the student body at large. Dishonesty, willful misconduct, dereliction of duty, incompetence and failure to respect the Nipissing University Student Union Governance Package will not be tolerated on a representative council that is dedicated to the development and responsible representation of the Nipissing University student body. All Council members are expected to be familiar with the regulations defined within The Governance Package as well as ad hoc policies adopted from time to time.

15.2 The NUSU Council Code of Conduct focuses on the inherent obligations of the NUSU Council, including its Executives, Representatives, Officers and Staff. It provides directives to ensure behaviour that is consistent with the themes of the NUSU Governance Package, provincial and federal laws, and the overall mandate of the corporation. By-law 15 is intended to be used for the purpose of clarifying the expectations of a Council member's conduct and make provisions for disruptive behaviour that is deemed to be detrimental to the purpose and goals of the Student Union.

15.3 By accepting a position as an Executive, Representative, Officer or Staff of the NUSU Council, a member agrees to be bound by all of the Council's rules and regulations, both explicit and implicit.

15.4 Without exception, all Council Members are expected:

i) to abide by all by-laws, policies, and operating resolutions set forth within The NUSU Governance Package as well as any subsequently adopted policy.

ii) to fully complete their duties as prescribed by the by-laws of The NUSU Governance Package.

iii) to respect the Executive Code of Conduct for the Student Centre (Policy Statement #1).

iv) to conduct themselves in a professional manner and meet reasonable expectations of acceptable public behaviour at meetings, conferences, university events, and during office hours.

v) to refrain from unprofessional conduct which

- harms or threatens harm to NUSU's professional image.

- undermines the integrity of any NUSU member, Executive, Representative, or Professional Partner.

- harms NUSU as a whole.

vi) to act on behalf of and in accordance with the best interests of the majority of NUSU members, regardless of personal belief.

vii) to act on NUSU's behalf or under the guise of NUSU's title only when expressly empowered to do so by their job description or at the direction of Council.

viii) to afford professional courtesies in all correspondence on behalf of NUSU.

ix) to abide by reasonable instructions given orally or in writing by the Council (in whole or in part) provided that the Council(or) is acting in an official capacity.

x) to maintain an image off-campus that is congruent with the NUSU mandate of respect, honesty and compassion.

xi) to abide by the Nipissing University Code of Student Conduct.

15.5 Any NUSU council Member whose actions contradict the expectations set forth under the Standards of NUSU Council Conduct shall be charged with dereliction of duty. A Council member whose dereliction of duty has been proven shall be disciplined through the appropriate channels by any one or a combination of the following reprimands, which shall be applied according to the severity of the offence.

i) Informal warning: An oral statement to the member in question, indicating their actions to be unacceptable.

ii) Formal Warning: A written notice to the member in question stating the nature of the offence, and the expected corrective actions to be taken.

iii) An order for restitution: Reimbursement to NUSU for damages to equipment, materials or property.

iv) Probationary Period: Defined time during which a repeated incident will be grounds for removal from office.

v) A monetary fine not to exceed \$500.00 for Executives and \$100.00 for Representatives.

vi) An order of removal from office by the procedures described in By-law 5.7.

15.6 If a Council member has been formally reprimanded for the same offence three times, they shall be automatically removed from office. If a Council member is reprimanded more than five times in total, they shall be automatically removed from office.

15.7 Disciplinary measures shall be initiated and carried out by the President (unless it is the President who has had dereliction proven, in which case the VP External shall initiate disciplinary proceedings), except in case of removal from office. Any member may approach the President and ask for him/her to initiate an investigation into any alleged dereliction. The President must, in open session, inform full Council of all disciplinary actions (other than an informal warning) that have been taken.

BY-LAW 16 AMENDMENTS

16.1 The NUSU By-laws may be amended or replaced by a two thirds majority vote of the entire Council. Prior to voting, amendments must be publicly posted for one week and then two readings at two consecutive meetings are required with a majority vote needed at both of these readings.

16.2 The NUSU Operating Resolutions may be amended or replaced by a two thirds majority vote of the entire Council. Prior to voting, amendments must be publicly posted for one week and then two readings at two consecutive meetings are required with a majority vote needed at both of these readings.

16.3 The NUSU Policy Statements may be amended or replaced by a two thirds majority vote of the entire Council. Prior to voting, amendments must be publicly posted for one week and then two readings at two consecutive meetings are required with a majority vote needed at both of these readings.

16.4 Amendments to the by-laws, operating resolutions, and policy statements of The Governance Package may only be proposed following the fall Representative elections.

BY-LAW 17 GOVERNANCE PACKAGE**17.1 Preamble****17.2 Constitution**

17.2.1 The Nipissing University Student Union Governance Package and any amendments, repeal and replaces all previous ones in existence as of the date of May 1, 2000.

17.3 By-Laws

17.3.1 NUSU shall adopt and maintain by-laws on the following:

Incorporation, Membership, Jurisdiction, Structure, Electoral Process and Terms of Office, Duties of the Executive, Duties of Council, Salaries/Honorariums/Fringe Benefits, Meetings/Rules of Order, Committees, Clubs, Finances, Graduation, Awards, Preamble/Constitution/By-Laws, Operating Resolutions/Policy Statements, Amendments, Council Code of Conduct.

17.4 Operating Resolutions**17.5 Policy Statements****OPERATING RESOLUTIONS (Resolution 1 to Resolution 11)****Resolution 1. Human Resources****Resolution 2. Media**

Any Media relation shall be handled by the Vice President External. In the absence of the Vice President External, media relations shall be handled by the President.

Resolution 3. Advertising**Resolution 4. Student Centre**

NUSU shall be directly responsible for the operations of the Student Centre. If any loss in the Student Centre budget shall occur NUSU shall be directly liable to cover the cost of this loss on a fifty percent basis share with CSRC. Council shall at any time direct the President or the members of the Student Centre Management Committee to examine the management practices of the Student Centre.

Resolution 5. National/Provincial Representation

NUSU shall be a member local of the Canadian Federation of Students until such time that NUSU feels that its interests are not being represented by this organization. At that time, a Membership Referendum shall be held according to NUSU and Canadian Federation of Students policies.

Resolution 6. Petty Cash and Safe Procedures

Resolution 7. NUSU Finance Committee**Mandate:**

To ensure that Nipissing University students are receiving the best, most efficient service possible for their investments in the University, the Student Union, The Student Centre, the Canadian Federation of Students, and in their post-secondary education in general.

Responsibilities:**Re: NUSU:**

- To review, evaluate, and make recommendations on the NUSU budgets and financial statements.
- To review, evaluate, and make recommendations on the NUSU financial policies and procedures.
- To review, evaluate, and make recommendations on the NUSU information system, including, but not limited to, computer systems (hardware and software), Internet and Web page development, financial systems (Quickbooks, cash register, etc.), telephone systems, fax systems, photocopying systems, etc.
- To review, evaluate, and make recommendations on the NUSU long-term planning and capital projects.
- To review, evaluate, and make recommendations on other NUSU organizational development issues.

Re: Nipissing University:

- To review, evaluate, and make recommendations on the Nipissing University budgets, and financial statements.
- To review, evaluate, and make recommendations on the Nipissing University Audit and Finance Committee reports and minutes.
- To assist in the preparation of presentations to the Nipissing University Audit and Finance Committee.

Re: Government Policies:

- To review, evaluate, and make recommendations on the provincial and federal budgets.
- To review, evaluate, and make recommendations on the provincial and federal policies and practices affecting post-secondary education.
- To assist in the preparation of lobbying materials and information packages.

Re: CFS/ CFS-O:

- To review, evaluate, and make recommendations on the Federation budgets and financial statements.
- To review, evaluate, and make recommendations on the Federation Budget and Committee reports and minutes.

Re: Student Budgeting:

- To provide the student body with the information and assistance needed to make sound financial decisions.

Re: Research:

- To review, evaluate, and make recommendations on NUSU research policies and procedures.
- To provide NUSU with research needed to operate effectively.

Structure:

The NUSU Finance Committee shall be comprised of the following individuals:

- NUSU President (Chair)
- NUSU Professional Schools Representative
- NUSU Vice-President External
- NUSU Office Manager (non-voting)
- Administrator of Council's Business Affairs (non-voting)
- Any other NUSU member who wishes to participate

Quorum shall be reached with the attendance of at least three members, one of which must be the Chair.

The committee shall convene no later than the second week of October, and shall meet at least once monthly.

The committee shall conform to Robert's Rules of Order.

Resolution 8. NUSU Constitutional Committee**Mandate:**

To review all NUSU By-laws, Policies, and Operating Resolutions contained within the NUSU Governance Package, and recommend amendments as needed.

Responsibilities:**Re: By-laws**

- To review and evaluate the by-laws of The Governance Package, ensuring that they aid in fulfilling the mission of the NUSU Constitution.

Re: Operating Resolutions

- To review and evaluate the operating procedures of NUSU, ensuring that they aid in fulfilling the mission of the NUSU Constitution and are responsible to the integrity of NUSU operations.

Re: Policy Statements

- To review and evaluate the policies of NUSU, ensuring that they are responsible in providing for the completion of the NUSU mission and the integrity of NUSU operations.

Structure:

The NUSU Constitutional Committee shall be comprised of the following individuals:

- NUSU President (Chair)
- NUSU Vice-President External
- NUSU Vice-President Student Life
- NUSU Vice-President Clubs and Operations
- NUSU Speaker
- NUSU Deputy Speaker
- Any other NUSU member who wishes to participate.

Quorum shall be reached with the attendance of at least three members, one of which must be the President.

The committee shall convene no later than the second week of October, and shall meet at least twice monthly until all proposed constitutional amendments are completed.

The committee shall conform to Robert's Rules of Order.

Resolution 9. NUSU BACCHUS Committee**Mandate:**

The NUSU BACCHUS Committee shall be a member of the national BACCHUS organization that promotes information regarding responsible alcohol consumption and safe sex. The committee shall promote this information during Frosh Week, NCAAW (National Collegiate Alcohol Awareness Week), SafeBreak week, and whenever else as deemed relevant by the committee.

Structure:

The NUSU BACCHUS committee shall be comprised of the following individuals:

- NUSU Vice-President External (Chair)
- NUSU BACCHUS Committee Vice-Chair (appointed by the Chair)
- NUSU Vice-President Student Life
- NUSU Vice-President Clubs and Operations
- Any other Nipissing University student who wishes to participate.

NUSU CONSTITUTION

<http://web.archive.org/web/20010817083554/www.nusu.com/constitution.htm>

27/29

Quorum shall be reached with the attendance of at least three members, one of which must be the Chair or Vice-Chair.

The committee shall convene no later than the second week of October, and shall meet at least twice monthly.

The committee shall conform to Robert's Rules of Order.

Resolution 10. NUSU External Affairs Committee

Mandate:

To ensure that Nipissing University students are aware of provincial, national and international threats to an accessible and responsible post-secondary educational environment. The committee shall mount awareness campaigns to this effect and may also form coalitions with University and community groups in order to accentuate awareness. All campaigns deemed appropriate by the External Affairs Committee must be endorsed by Council.

Responsibilities:

Re: NUSU

- To review, evaluate, and make recommendations on any NUSU campaign, and/or event.
- To provide assistance to any NUSU campaign or events that the committee has approved of by a majority vote.
- The committee is to give its assistance in any of the following fashions:
 1. Planning
 2. Researching, compiling and the release of valid data
 3. Running information tables
 4. Constructing and distributing pamphlets and/or leaflets
 5. Public or classroom addresses/speeches
 6. Conducting a petition drive
 7. Any other method as deemed appropriate by the Chair.

Re: CFS/CFS-O

- To review, evaluate, and make recommendations on any CFS campaign.
- To provide assistance for any CFS campaign that has the approval of a majority of the committee.
- The committee can provide its assistance in the following fashions:
 1. Running information tables
 2. Distributing CFS information via a paper medium
 3. Assisting a petition drive
 4. Classroom addresses
 5. Any other method as deemed appropriate by the VP External

Re: "Days"

- To assist in the preparation and/or conduction of events in regards to a NUSU, CFS, Canadian Government, or United Nations sponsored day(s), which has the approval of a majority of the committee.
- Examples of days that should be recognized are:
 1. Remembrance Day (November 11)
 2. World AIDS Day (December 1)
 3. Earth Day (April 22)
 4. International Women's Day (March 8)
 5. Anti-Racism Day (March 21)
 6. National Aboriginal Day (June 21)

Structure:

The NUSU External Affairs Committee shall be comprised of the following individuals:

- NUSU Vice-President External (Chair)
- NUSU External Affairs Committee Vice-Chair (appointed by the Chair)
- NUSU President
- Any other Nipissing University student who wishes to participate.

NUSU CONSTITUTION

<http://web.archive.org/web/20010817083554/www.nusu.com/constitution.htm>

28/29

Quorum shall be reached with the attendance of at least three members, one of which must be the Chair or Vice-Chair.

The committee shall convene no later than the second week of October, and shall meet at least twice monthly.

The committee shall conform to Robert's Rules of Order.

Resolution 11. NUSU Social Committee

Mandate:

To help organize, promote, and facilitate NU, Residence, Wall, NUSU and Club social events, including the Winter Formal and convocation. The Social Committee shall ensure that said events do not conflict with any other NU events.

Structure:

The NUSU Social Committee shall be comprised of the following individuals:

- NUSU Vice-President Clubs and Operations (Co-Chair)
- NUSU Vice-President Student Life (Co-Chair)
- Any other Nipissing University student who wishes to participate.

Quorum shall be reached with the attendance of at least three members, one of which must be a Co-Chair.

The committee shall convene no later than the second week of October, and shall meet at least once monthly.

The committee shall conform to Robert's Rules of Order.

POLICIES

Policy 1: Student Centre Executive Code of Conduct

Purpose:

Canadore Students Representative Council (CSRC) and Nipissing University Student Union (NUSU), in an effort to ensure the integrity of the Student Centre and The Wall as a business have developed the following guidelines outlining acceptable behaviour of Executives and Executive-elect while in the Student Centre. Along with these guidelines are a set of disciplinary actions that shall be enforced against any violations of these rules.

EXECUTIVE CONDUCT

- Executive Identification and Behavior

Photo identification will be issued to each member of both Executive teams. This ID is to be presented to door security upon entrance to The Wall in order to gain executive access. At no time can an Executive act in a manner contrary to the liquor license and/or House Policy.

- Access to The Wall from Offices

Access to The Wall from the council offices during any night event is prohibited when the main doors are open to the public. Access will be permitted only with the explicit approval from the Student Centre Management Team.

- Intoxication

As representative operators of the Student Centre, at no point while within the Student Centre shall an Executive be at such a level of intoxication that he/she should be asked to leave by Bar Staff, Security, the Student Centre Management Team and/or the Security Crew Chief.

- Alcohol Within the Student Union/Council Offices

Alcohol shall be restricted to licensed areas only. No alcohol is permitted in the offices. Alcohol in the licensed Board Rooms (for Green Room purposes, special events, etc.) shall be served by Bar Staff with the approval of the Student Centre

NUSU CONSTITUTION

<http://web.archive.org/web/20010817083554/www.nusu.com/constitution.htm>

29/29

Management Team and/or the Security Crew Chief.

- Drugs

Illegal drugs will not be tolerated at any time within the Student Centre.

- Access to the Offices After-Hours

Bar patrons, other than the members of both Executive Teams, shall not be allowed into the offices upon leaving the bar. This is to protect the liability of the Student Centre. Exceptions shall only be made with the explicit approval of the Student Centre Management Team and/or Security Crew Chief. It is the responsibility of the Executives to ensure that all accesses to the Student Centre are locked when they leave.

DISCIPLINARY ACTIONS

Executives are responsible to OBEY and UPHOLD the above guidelines. If an Executive is in violation of these rules, he/she will be subject to any of the following disciplinary actions.

1. Removal of mezzanine key privileges.
2. Fine of up to \$500.00
3. Administrative suspension from office and/or permanent removal through established processes.

Disciplinary decisions shall be made by the President of the Council/Union of the Executive charged. Should the President be charged, disciplinary decisions shall be made by the next in command. The President of the Council/Union of the Executive charged must inform the President of the other Council/Union that the situation has been dealt with.