



Grenfell Campus Student Union
CANADIAN FEDERATION OF STUDENTS LOCAL 36

Grenfell Campus Student Union
Canadian Federation of Students – Local 36

CONSTITUTION AND BY-LAWS

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PART I: Articles of the Constitution

TITLE I: The Union

Article 1: Name

- 1 - 1 The official name of the Union shall be the Grenfell Campus Student Union.

Article 2: Purpose

- 2 - 1 The purpose of the Union is to unify and represent all its members and to protect and promote their welfare and interests. The Union shall provide, to the best of its resources, activities and services to enhance the educational, cultural, environmental, political, and social conditions of its members.
- 2 - 2 The Union shall act in the best interests of its membership as a whole.

Article 3: Membership and Fees

- 3 - 1 As required to meet contractual obligations, ensure financial stability, and/or enhance and maintain service quality, Grenfell Campus Student Union has the authority to adjust its Union Fees by 2/3 majority vote of council. Notice shall be given to union members at least fifteen (15) days prior to the vote on any amendment. Once modified, the Union Fee cannot be modified for a period of twelve (12) calendar months.
- 3 - 2 Council has the authority to adjust health and dental plan fees based on increases in annual rates not to exceed the annual inflation rate of student health and dental plans.
- 3 - 3 Membership of the Union is open to and limited to all full-time and part-time students attending Grenfell Campus, Memorial University of Newfoundland who have paid the Union fee.
- 3 - 4 "Union Fees" are all fees collected from the Union's full-time and part-time membership for the purpose of student union services, programs, activities, and Canadian Federation of Students National and Provincial memberships. Union Fees are as follows Grenfell Campus Student Union Membership Fee, Canadian Federation of Students National and Provincial Membership Fees, GCSU Building Fund Fee, GCSU Health Plan Fee, and GCSU Dental Plan Fee.
- 3 - 4.1 Grenfell Campus Student Union Membership Fee: Payable each semester by both full-time and part time students of Grenfell Campus, Memorial University of

Newfoundland. These fees fund all activities and operations of the union including, but not limited to: clubs and societies, student project funding, student entertainment, and the GCSU Backlot. Fee adjustments may only be enacted as required to meet contractual obligations, ensure financial stability, and/or enhance and maintain the service quality of the Union.

3- 4.2 Student Union fees listed herein shall be exempt from Title I, Article 3 -1 of the GCSU Constitution and By-Laws.

3-4.2.1 Canadian Federation of Students National and Provincial Membership Fees: These fees will be collected on behalf of the Canadian Federation of Students, Canadian Federation of Students-Services, and the Canadian Federation of Students-Newfoundland and Labrador, Inc. from all full-time and part-time students belonging to the Students' Union and remitted to the Federation each semester.

3-4.2.2 Membership fees for the Canadian Federation of Students, Canadian Federation of Students- Services, and the Canadian Federation of Students-Newfoundland and Labrador, Inc. will be adjusted automatically each academic year by the rate of change in the Canadian Consumer Price Index during the previous calendar year in accordance with the applicable by-laws of the Federation.

3-4.2.3 Membership fees for the Canadian Federation of Students, Canadian Federation of Students- Services, and the Canadian Federation of Students-Newfoundland and Labrador, Inc. may be adjusted according to the by-laws of the Federation.

3 - 4.3 GCSU Building Fund Fee: Payable each semester by both full-time and part-time students of Grenfell Campus, Memorial University of Newfoundland. These fees fund the maintenance, expansion, and development of the student centre and any other future student centre developments and construction. These fees may also be used to maintain and purchase equipment and materials related to the use and operation of the student centre and the services offered within the student centre. Fee adjustment may only be enacted as required to meet contractual obligations, ensure financial stability, and/or enhance and maintain service quality of the current and/or future student centre(s).

3 - 4.4 GCSU Health Plan Fee: Payable each semester by full-time students of Grenfell Campus, Memorial University of Newfoundland who do not have alternate/comparable coverage. These fees fund operations of the plan including, but not limited to: payment of plan premiums, plan administration and staffing cost, and student reimbursements. An increase to this fee is subject to Part 1, Title 1, Article 3, Clause 2.

3 - 4.5 GCSU Dental Plan Fee: Payable each semester by full-time students of Grenfell Campus, Memorial University of Newfoundland who do not have alternate/comparable coverage. These fees fund operations of the plan including, but not limited to: payment of plan premiums, plan administration and staffing cost, and student reimbursements. An increase to this fee is subject to Part 1, Title 1, Article 3, Clause 2.

Article 4: Finances

- 4 - 1 The financial year of the Union shall terminate on the last day of March in each year unless otherwise resolved by Council or the Executive Committee.
- 4 - 2 The financial statements of the Union shall be made available, upon the request of a member, to any member of the Union.
- 4 - 3 Only clubs or societies ratified by Council shall be funded by the Union for the year in which they were ratified.
- 4 - 4 The Union shall budget to avoid operating at a deficit.

TITLE II: Organization

Section I: The Union's Legislative Body

Article 5: Functions of Council

- 5 - 1 The governing body of the Union shall be known as the Council and shall be empowered to make all decisions and take all actions on behalf of the Union by operation of its meetings.

Article 6: Composition of Council

- 6 - 1 Council shall be composed of the following:

- A) The Executive Officers as described in Section II of this Title elected in accordance with this Constitution and By-Laws.

Seven (7) Councillors-at-Large as described in Section II of this Title elected in accordance with this Constitution and By-Laws.

- B) The Chairperson (non-voting) chosen in accordance with By-Law II of this Constitution.

- C) The General Secretary (non-voting) chosen in accordance with By-Law II of this Constitution.

- 6 - 2 No member of the Union may hold more than one position on Council.

Article 7: Standing Committees of Council

- 7- 1 The following shall be the standing committees of Council:

- Appeals Board Committee
- Entertainment Committee
- Environmental Affairs Committee
- Executive Committee
- Financial Management Committee
- Mental Health and Wellness
- Nominating Committee

- Policy Committee

The terms of reference of these Committees shall be inscribed in By-Law IX of this Constitution, with exception to the Executive Committee, which is inscribed in Section II of this Constitution.

7 - 2 Council may establish other ad-hoc committees as it deems necessary.

Article 8: Caucuses

8-1 General Description:

A Caucus shall be comprised of any group of members of the Union with a common interest or concern and/or individual(s) that the Caucus believes will be an asset to its operations.

8-2 Establishment of Caucuses:

A Caucus shall be established subject to the following procedure:

8-2.1 Upon receipt of an application by a prospective Caucus, Council shall strike a review committee, comprised of at least one representative of the proposed Caucus and such other persons as selected by Council, to review and make recommendations concerning the application.

8-2.2 In the event that the Review Committee recommends the establishment of the Caucus, its report to Council must consist of a draft resolution outlining the goals, membership, and general by-law provisions of the Caucus.

8-2.3 A Caucus must, as a stated goal, support the statement of purpose of the Union.

8-2.4 Any recommendation of the Review Committee must be approved by Council.

8-3 Designated Caucuses:

Any Caucuses that have been established by the appropriate procedures shall be listed in the by-laws.

8-4 Caucus Rights:

8-4.1 *Establishment of Committees*

A Caucus may establish steering committees or other standing committees.

8-4.2 *Policy*

- A Caucus shall retain the right to name/rename itself.
- A Caucus may establish policy in its own name provided the policy does not contradict the policy of the Union.
- Changes to Caucus by-laws and policy are subject to the same regulations governing changes to the By-laws and Policy of the Union.

8-4.3 *Council Representation*

A Caucus shall be allowed one (1) non-voting seat on Council, through its respective Chairperson or Commissioner. This representative shall have equivalent speaking rights to any voting member of Council.

8-4.4 *Finances*

Caucuses shall have the ability to request funding from council for any of its initiatives. Further, any expenditures of the Caucus must be approved by Council.

8-5 Voting in Caucus Meetings:

8-5.1 *Voting*

Each member belonging to a Caucus shall be allowed one (1) vote at a meeting of the Caucus

8-5.2 *Proxy Voting*

Each Caucus member wishing to vote must do so in person at the meeting of the Caucus for the vote in question, voting by proxy is prohibited.

8-6 Dissolution of Caucuses:

8-6.1 A Caucus wishing to dissolve, shall send a petition in writing to Council, signed by at least 10 Caucus members

8-6.2 Upon receipt of the petition from the Caucuses, Council shall table the petition and strike a review committee, comprised of at least two (2) caucus representatives, two representatives from council, and chaired by an Executive Officer of Council.

8-6.3 The Review Committee shall convene a meeting of the Caucus within two (2) weeks of the receipt of the petition.

8-6.4 The Review Committee shall designate an officer to oversee a vote of the Caucus on the Dissolution of the Caucus. A two-thirds (2/3) majority vote of caucus members present shall be required to ratify the petition.

8-6.5 The Review Committee shall report the outcome of the Caucus vote to Council, at which point Council shall vote to ratify the dissolution vote by simple majority.

8-7 Notice

A notice of at least one week of general meetings of a Caucus shall be given to each member of the Union who has self-identified as belonging to the Caucus. Further, meetings of a Caucus shall be advertised for at least one (1) week prior to the general meeting to encourage new membership.

Article 9: Meetings of Council

9 - 1 Meetings of Council shall be conducted on a regular basis as determined by Council.

9 - 2 Council shall not meet less than once every three (3) weeks, with exception to the Spring Semester, Summer Semester, and December – January Break.

9 – 3 Meetings of Council shall be conducted in accordance with the latest edition of Robert’s Rules of Order.

9 - 4 Meetings of Council shall be open and limited to all Union members and shall include a period of time for questions from Union members. Council may invite non-Union members to participate in Council meetings.

9 - 5 The President may call a special meeting of Council on seventy-two (72) hours written notice to all council members.

9 - 6 A meeting of Council may be held at any time without notice with concurrence of eight (8) Councillors.

Article 10: Quorum

10 - 1 Quorum of a meeting of Council shall be half plus one of all active Councillors as defined by Title II, Article 6.

Article 11: Right to Vote

- 11 - 1 Notwithstanding article 10-2, all members of Council, as defined by Title II, Article 6 of this Constitution, have the right to vote on all decisions made by Council at meetings of Council.
- 11 - 2 The Chairperson and General Secretary have no right to vote at meetings of Council.

Article 12: Proxies

- 12 - 1 Proxies shall only be accepted by Council with prior full approval of all active Councillors and must be specific to the issue being voted upon by means of a written letter stating the motion or vote and signature of the Councillor.

Article 13: Affirmation of Office

- 13 - 1 All elected members and officials of the Grenfell Campus Student Union must be affirmed. The affirming will ensure that each elected official will uphold the Constitution and its By-Laws and is wholly responsible for their actions. The affirming will hold the elected official accountable to the student body from which they were elected.
- 13 - 2 The affirming will follow this procedure:

I, (elected Councillor), affirm to uphold the Constitution and By-Laws of the Grenfell Campus Student Union. I affirm to act in a responsible and diligent fashion in my office as (position) and to best serve the student body that elected me. I affirm, to the best of my abilities, to represent all students in every decision I make.

Section II: Governing Body

Article 14: The Executive Committee

- 14 - 1 There shall be a body of the Union called the Executive Committee which shall govern the Union between meetings of Council in a manner consistent with Policies and Directives approved by Council.
- 14 - 2 The Executive Committee shall have all the powers of Council between meetings of Council except that it shall not:
- Entertain Motions to amend this Constitution or By-Laws;
 - Select or Remove the Operations and Services Supervisor of the Union;
 - Select or Remove the Financial Clerk of the Union; or
 - Overturn any decision of Council.
- 14 - 3 The Executive Committee shall submit for ratification to each meeting of Council a report of all matters upon which it has acted since the previous meeting of Council.
- 14 - 4 The Executive Committee shall be composed of the following officers:
- The President of the Union
 - The Vice-President Academic
 - The Vice-President Executive
 - The Vice-President External
 - GCSU Operations and Services Supervisor (ex-officio, non-voting) as Chairperson
 - GCSU Financial Clerk (ex-officio, non-voting) as Secretary
- 14 - 5 Quorum of the meeting shall be three (3) voting members.

Article 15: Powers and Duties of Councillors

- 15 - 1 All Councillors must fulfill the requirements of Title II, Section II, Article 15 of this Constitution to remain officials of the Union.
- 15- 2 All Councillors must submit a year-end report.
- 15 - 3 The duties of the President shall be, but are not limited to:

- To serve as the Chief Executive Officer of the Corporation;
- To be spokesperson for the Union in a matter consistent with the policies set out by Council;
- To enforce the Constitution and By-laws of the Union;
- To Call Meetings and set the agenda for Council;
- To coordinate relations between the Union and the Administration of Grenfell Campus, Memorial University of Newfoundland;
- To attend meetings of the Memorial University of Newfoundland Senate;
- To carry out the duties of an absent Vice-President;
- To act as a signing officer of the Union;
- To submit a written report to Council regarding any meeting attended as a delegate of the Union; and
- To complete at minimum twenty (20) office hours per week.

15 - 4 The duties of the Vice-President Executive shall be, but are not limited to:

- To chair the Entertainment Committee;
- assume the role of the Chairperson in that person's absence;
- To assume the role of the President in that person's absence;
- To act as a signing officer of the Union;
- To attend to all internal matters and relations of the Union;
- Be responsible for overseeing the financial procedures and records of the Union;
- To manage relations between Council and its Clubs and Societies;
- To attend to all of the services of the Union;
- To Provide a weekly memo informing the Union of current events;
- To submit a written report to Council regarding any meeting attended as a delegate of the Union; and
- To complete at minimum twenty (20) office hours per week.

15- 5 The duties of the Vice-President Academic shall be, but are not limited to:

- To maintain relations between the Union and the faculty of Memorial University of Newfoundland in all respects to Grenfell Campus, Memorial University of Newfoundland students;
- To chair the Nominating Committee;
- To facilitate communications between Council and members of the Union;
- To attend meetings of the Memorial University of Newfoundland Senate;
- To manage relations between Council and its Caucuses;
- To maintain awareness of current academic issues and developments and to inform the Council of the same;

- To prepare academic policy recommendations for consideration by the appropriate authority;
- To advise students of the campus regarding academic appeals;
- To submit a written report to Council regarding any meeting attended as a delegate of the Union; and
- To complete at minimum twenty (20) office hours per week.

15– 6 The duties of the Vice-President External shall be, but are not limited to:

- To chair the Environmental Affairs Committee;
- To represent the union and communicate positions and policies taken by the Union to external bodies and agencies;
- To coordinate and manage all campaigns being approved by the Union on the Local, Provincial, and National level;
- To Communicate to Council any external issues which may affect Grenfell Campus, Memorial University of Newfoundland or its students;
- To promote an ongoing relationship with international, national, provincial, civic, and community groups in accordance with the Union's policies;
- To submit a written report to Council regarding any meeting attended as a delegate of the Union; and
- To complete at minimum twenty (20) office hours per week.

15 - 7 The duties of the Councillors-at-Large shall be, but are not limited to:

- To perform general office duties;
- To act as aides to Executive Officers and the Union staff;
- To act as representatives of the Union to university and internal committees;
- To act as representatives of the Union to each designated University Division (see definitions, Part III);
- To submit a written report to Council regarding any meeting attended as a delegate of the Union; and
- To complete at minimum six (6) office hours per week.

15 - 8 In the event of the resignation or removal of the President of the Union, The Vice President Executive shall assume the duties of the President until a by-election, if deemed necessary by Council, can be held in accordance with this Constitution and By-Laws. In the event of the resignation or removal of the Vice President Executive of the Union, Council may, if deemed necessary, hold a by-election in accordance with this Constitution and By-Laws.

15 – 9 All Councillors must attend regular meetings of Council.

15 – 10 All Councillors must complete assigned office hours.

15 – 11 All Councillors must submit a year-end report to be ratified at the final Council meeting.

Section III: Elections

Article 16: General

- 16 - 1 Elections and referenda shall be conducted in accordance with this Constitution and By-Laws.
- 16 - 2 Elections are passed by plurality and referenda shall be passed by simple majority.

Article 17: Electoral Officers

- 17 - 1 A Chief Returning Officer (hereinafter referred to as the CRO), hired by Council at the changeover meeting of Council at the end of the year shall be responsible for the conduct and execution of elections, by-elections, and referenda. The CRO must uphold this Constitution and By-Laws.
 - 17 – 1.1 In the case that the CRO position cannot be appointed at the end of the term, then a new call for a CRO shall be completed prior to the calling of the September election.
- 17 - 2 The CRO may be removed or replaced upon vacancy by two-third (2/3) majority vote. Quorum for this meeting shall be two-thirds (2/3) of all active Councillors.
- 17 - 3 A decision by the CRO concerning the interpretation of Articles in this Constitution and By-Laws regarding elections, by-elections, and referenda shall be considered binding, subject only to appeal of the Appeals Board Committee.
- 17 - 4 The CRO shall hire, subject to Council's approval, Deputy Returning Officers (hereinafter referred to as DROs).
- 17 - 5 The CRO and DRO(s) are to carry out all functions that are required of them under By-Law I.

Article 18: Eligibility

- 18 - 1 All members of the Union in clear academic standing, as determined by the Registrar's Office, shall be eligible to stand for election to Council.
- 18 - 2 A person who is enrolled in two (2) courses at Grenfell Campus, Memorial University of Newfoundland will be eligible to serve as any elected position.

18 - 3 All elected members must remain members of the Union throughout their term of Office.

18 - 4 All elected members must submit to the Financial Clerk proof of enrolment and proof of academic standing at the commencement of each semester.

Article 19: Procedures

19 - 1 The Executive Officers of the Union shall be elected by and from amongst the full membership of the Union in a general election held at least four (4) weeks prior to the end of each winter semester.

19 - 2 The Councillors-at-Large shall be elected by and from amongst the full membership of the Union in a general election held no later than the first (1st) of October each year.

19 - 3 One Councillor-at-Large position will be elected by and from Nursing students only. Nursing students are hereby excluded from Title 2, Article 18-2.

Article 20: Terms of Office

20 - 1 The term of Office for the Executive Officers shall be from the first (1st) of May of the year in which they are elected to the thirtieth (30th) of April of the following year.

20 - 2 The term of Office for Councillors-at-Large shall be from the Fall elections of the year they were elected to the following thirtieth (30th) of April.

Section IV: Referenda

Article 21: General

- 21- 1 Referenda may be initiated by Council or by the general membership.
- 21 - 2 Each referenda may deal with up to five (5) issues.
- 21 - 3 Council shall ensure that referenda questions are clear and concise and do not violate this Constitution and By-Laws (unless they are proposed amendments to this Constitution.)
- 21 - 4 Policies adopted by virtue of referenda may not be amended for one (1) year.
- 21 - 5 Quorum for all referenda shall be ten percent (10%) of the full membership.

Article 22: Council-Initiated Referenda

- 22 - 1 Any motion to place a question before the Union must be signed by at least four (4) Councillors and distributed to all Councillors at a meeting of Council. The motion shall then be inscribed on the agenda of the next meeting of Council at which time it will be discussed and voted upon. If passed, the motion will be put to the Union within twenty-four (24) calendar days.
- 22 - 2 The wording of a referenda question must be approved by Council at least ten (10) days prior to the opening of the polls.

Article 23: Student-Initiated Referenda

- 23 - 1 Any member of the Union may initiate referenda by presenting a question to Council who shall indicate to the member within twenty-four (24) hours whether the proposed question respects the requirements of Article 21-3.
- 23 - 2 The member must then collect on petition, clearly stating the referenda question at the top of the page, the signatures and Memorial University of Newfoundland Student Numbers of two hundred (100) Union members. All signatures shall be collected in the academic semester during which the referendum is to be held.

Section V: General Assemblies

Article 24: Generalities

24 - 1 General Assembly may establish, amend, or rescind any policy of the Union except:

- The Constitution of the Union;
- The membership fees or other financial matters of the Union; and
- The composition of Union staff.

24 - 2 Policies adopted by a General Assembly may not be amended by motion of Council for one (1) year.

Article 25: Procedures

25 - 1 The Chairperson of Council shall call a General Assembly if requested to do so in writing by not less than six (6) Councillors or by petition by the general membership with not less than two hundred (200) signatures and Memorial University of Newfoundland Student Numbers.

25 - 2 Quorum for a general assembly shall be two hundred (200) members of the Union.

25 - 3 General assemblies shall be chaired by the Chairperson of Council and governed by the latest edition of Robert's Rules of Order and special rules of procedure established by Council.

Section VI: Removal from Office

Article 26: Procedures

- 26 - 1 The Office of a Councillor shall become vacant upon any of the following events:
- The person is no longer in clear academic standing;
 - The person is no longer taking at least two(2) courses at Grenfell Campus, Memorial University of Newfoundland;
 - The person is no longer a member of the Union; or
 - The person persistently neglects the duties of a Councillor.
- 26 - 2 Where the minutes of Council meetings reveal that a member has missed three (3) meetings, a vote of confidence shall be issued by the President or presiding officer to that member.
- 26 - 3 Any Councillor or Officer may be removed from Office for impropriety, violation of the provisions of this Constitution, delinquency of duties, or misappropriation of Union funds. A person against whom a motion to remove is directed shall be afforded the opportunity to respond to the allegations made.
- 26 - 4 A motion to remove a Councillor or Officer must be signed by at least seven (7) Councillors or two hundred and fifty (250) members of the Union and distributed to all members of Council. The motion shall then be inscribed on the agenda of the next regular meeting of Council.
- 26 - 5 Quorum for a motion to remove shall require a simple majority of Council.
- 26 - 6 Passage of a motion to remove shall require a two-thirds (2/3) majority vote of Council.
- 26 - 7 No motion to remove shall be debated unless the person in question has been given written notice of the intention to make such a motion seven (7) days prior to the meeting at which it is made. The person in question shall have the right to address Council both at the beginning and the end of the debate on any such motion.
- 26 - 8 Any vacancy created as a result of action under Article 26 may be filled by by-election and the person removed may be a candidate in such by-election.
- 26- 9 Any vacancy that occurs sixty (60) days prior to the end of the Winter Semester, as defined by the Memorial University Calendar will not be sent to a by-election.

Section VII: Additional Provisions

Article 27: Freedom of Information

- 27 - 1 All minutes and documents of Council shall be public documents.
- 27 - 2 The Council shall not be obliged to release information on actions which were not acted upon.

Article 28: Protection of Members of Council

- 28 - 1 No Councillor or Officer is liable for the acts, receipts, neglects, or defaults of any other Councillor or Officer or employee which is liable for the loss, damage, or expense happening to the Union through the insufficiency or deficiency of the title to any property acquired by order of Council for or on behalf of the Union or for the insufficiency or deficiency of any security in which any funds of the Union had been invested, or for any other loss, damage, or misfortunes which may happen in the execution or supposed execution of the duties of his or her office or trust or in relation there to unless it happens by or through her or his own willful act or neglect.

Article 29: Notices

- 29 - 1 Any notice to be given to a member, Councillor, or Officer of the Union shall be delivered by registered mail or university e-mail service.

Article 30: The Seal of the Union

- 30 - 1 The Seal of the Union may, when required, be affixed to documents by Councillors or any other person authorized by Council.
- 30 - 2 The seal impressed on this Constitution is adopted as the Seal of the Union.

TITLE III: Financial Matters

Article 31: Expenditure of Funds

- 31 - 1 The funds of the Union shall be expended pursuant to a budget approved by Council.
- 31 - 2 From time to time unforeseen and unbudgeted expenditures may arise. The Executive Committee may authorize these expenditures, unless it is more than one percent (1%) of Council's budget, in which case the expenditure must be made by a majority vote of Council.
- 31 - 3 Any expenditures under one hundred dollars (\$100.00) may be paid out of petty cash and do not need a motion of Council to be authorized.

Article 32: Budget

- 32 - 1 A budget will be presented to Council in the fall and winter semesters of each year. These budgets are to be compiled by the Financial Management Committee.

Article 33: Approval of Budget

- 33 - 1 The budgets are to be ratified by a vote of Council during each semester.
- 33 - 2 With exception to Article 31 - 2, no expenditure of Union monies shall be permitted until such time as Council has received and approved the budget of the Union.

Article 34: Borrowing

- 34 - 1 The Council may borrow money on the credit of the Union with a two-thirds (2/3) majority vote of Council.

Article 35: Honoraria

- 35 - 1 Payment of any type of stipend to an individual shall cease in the event of the resignation or removal of that individual.
- 35 - 2 Full stipend will be awarded during the fall and winter semesters to those Union positions outlined in Title II, Section 1 of this Constitution unless any member of Council

makes a written request to the Appeals Board Committee that a specific councillor's honorarium be reviewed. The review will be carried out by the Appeals Board Committee.

35 - 3 The following positions may receive a stipend according to the following framework:

- President: \$5000.00
- Vice-Presidents: \$4000.00 each
- Councillors-at-Large and Nursing Representative: \$800.00

The Committee as outlined in Article 34-2 of this Title shall base the stipend on the following scale:

- Low: Zero (0) to one-third ($\frac{1}{3}$) of the stipend.
- Medium: One-third ($\frac{1}{3}$) to two-thirds ($\frac{2}{3}$) of the stipend.
- High: Two-thirds ($\frac{2}{3}$) to full stipend.

35 - 4 There will be a three (3) year evaluation period for any new position applying for stipend already not included in Article 35 - 3 of this Title.

TITLE IV: The Constitution

Article 36: Suspending Clause

36 - 1 This Constitution supersedes and repeals all previous Constitutions of the Union.

Article 37: Amendments to the Constitution and By-Laws

37 - 1 This Constitution may only be amended by referendum in accordance with Title II, Section IV of this Constitution, but allowing for the amendment of clerical edits that maintain the original intent and meaning of the section or article being amended.

37 - 2 Motions from Council initiating a referendum for a Constitutional amendment must be passed by a two-thirds (2/3) majority vote. Quorum for these motions shall be two-thirds (2/3) of the eligible voting members of Council.

37 - 3 Notices for such amendments must be at least one week.

37 - 4 The existing wording as well as the proposed Constitutional amendment shall be provided at every polling station.

37 - 5 The By-Laws of this Constitution may be amended by a two-thirds (2/3) majority vote. Quorum for these motions shall be two-thirds (2/3) of the eligible voting members of Council.

37 - 6 All amendments to this Constitution or By-Laws shall not be subject to change by Council or by referendum for one (1) calendar year.

Article 38: Coming into Force

38 - 1 This Constitution and By-Laws shall come into force on the nineteenth (19) of March, 2015.

BY-LAWS

PART II: By-Laws of the Constitution

By-Law I:

Electoral and Referenda Regulations

Article 1: General

- 1 - 1 The Chief Returning Officer (hereinafter referred to as the CRO) shall be hired by a majority vote of the changeover meeting at the end of the year.
- 1 - 2 The CRO shall review all nominations submitted to the Union's Office.
- 1 - 3 A signature for nomination and/or petition purposes shall be valid if and only if it is accompanied by a name and Memorial University of Newfoundland Student Number.
- 1 - 4 Neither candidates nor members of 'yes' and or a 'no' committees during a referendum may work for the CRO.
- 1 - 5 No current officer or member of the Council shall lend any support, financial or otherwise, to any nominee to elected positions.
- 1 – 5.1 Supporting a candidate also includes but is not limited to:
- Signatures to Candidate's Nomination Form.
 - Public Declarations of Support.
- 1 - 6 Any member or candidate that causes the cancellation of an election, by-election, or referendum, due to violations of %this Constitution or its By-Laws, shall be charged the full cost of that election or referendum.
- 1 - 7 There shall be a forum at least one (1) business day prior to the opening of polls of an election or referenda for candidates of an election or a member of a 'yes' and or a 'no' committee to speak with the Union.
- 1 - 8 All candidates or members of 'yes' and or a 'no' committees must sign a contract with the CRO stating that they have read the pertinent rules and regulations and agree to follow the constitution while campaigning. Campaigning cannot be started prior to signing this contract.

Article 2: General Elections

- 2 - 1 Nomination for Executive Officers and Councillors-at-Large shall be open for at least five (5) business days.
- 2 - 2 The deadline for nominations for any elected position shall be extended for forty-eight (48) hours if only one candidate is nominated for that position, or if nobody has offered themselves for that position.
- 2 - 3 Nominations must be signed by the number of members of the Union as follows:
 - Twenty-five (25) for nominations for Executive Officers.
 - Ten (10) for nominations for all other councillors.
- 2 - 4 A member of the Union may not nominate more than one (1) candidate for each position in accordance to Article 1-5
- 2- 5 The CRO shall organize and promote an information meeting for all candidates before the start of the election campaign period. The purpose of this meeting is to inform the candidates of the rules and regulations of the Constitution.
- 2 - 6 Council may approve a list of no more than ten (10) items on which candidates will be asked to voice their opinion during each election and/or by-election. The CRO shall be responsible for facilitating a consensus among Councillors of the items to be included.
- 2- 7 When only one candidate is nominated for a position after the forty-eight hour extension, the singular candidate for that position will go through a vote of confidence to determine if they will be appointed to the position.

Article 3: By-Elections

- 3 - 1 When a vacancy occurs on Council a by-election may be held until forty-five (45) days prior to the end of classes in the winter semester. The CRO hired by the previous crossover Council meeting shall conduct the by-election to fill the vacancy.
- 3 - 2 Nominations will be received by the CRO for at least three (3) days and a by-election shall take place within four (4) business days after closing of nominations.

- 3 - 3 By-elections are to be carried out by the CRO in accordance with all articles and by-laws of the Constitution.

Article 4: Referenda Committees

- 4 - 1 Council may pass a motion forming a 'Yes' and or a 'No' committee for accepted referenda questions. A 'Yes' and or a 'No' committee may be formed by a member of the Union provided that a petition signed by at least one hundred (100) members of the Union, the name of a chairperson, and a signed list of committee members is submitted to the CRO at least five (5) days prior to opening of the polls.
- 4 - 2 Council, in consultation with the CRO, shall establish spending limits for referenda questions. 'Yes' and or the 'No' committees are entitled to equal financial support from the Union.
- 4 - 3 There shall be a campaign period of at least ten (10) days prior to the opening of polls.
- 4 - 4 Notice of the referendum shall be posted at least fifteen (15) days prior to the opening of polls.

Article 5: Withdrawals

- 5 - 1 Withdrawals of candidates or referenda questions will be accepted by the CRO until forty-eight (48) hours prior to the opening of polls.

Article 6: Campaigning

- 6 - 1 Campaigning shall not take place before designated campaigning time or in the stipulation mentioned in Article 1 Section 8.
- 6 - 2 Each candidate shall be entitled to display campaign material in accordance with the rules and regulations enforced by the administration of the University and students' union.
- 6 - 3 All campaign material must be produced on reused or recycled material unless such material is unavailable.

- 6 - 4 No mention of any other candidate whatsoever in a candidate's campaign or its material.
- 6 - 5 The CRO has the right to prohibit the distribution of campaign material which, in his/her judgement, contravenes the Constitution, By-Laws, or policies of the Union.
- 6 - 6 The campaign period shall be at least one (7) seven calendar days.
- 6 - 7 The campaign period for by-elections shall last four (4) calendar days.
- 6 - 8 Campaigning shall not take place in the GCSU Offices, GCSU Backlot, Ferriss Hodgett Library or the Health Sciences Library at Western Memorial Regional Hospital
- 6 - 9 Campaign materials cannot contain any prejudice (Sexism, Racism, Homophobia, etc.) or references to sex, alcohol or drugs. Or anything deemed inappropriate by the CRO.
- 6 - 10 Campaigning must stop at 8:00 a.m. or 30 minutes before the polls open on election day.
- 6 - 11 Loitering within view of a polling station is strictly prohibited.
- 6 - 12 To inhibit violation of Article 7 Clauses 1,3,4,5, and 9 all campaign materials, including but not limited to, posters banners and online or internet-based campaigning must be pre-approved by the CRO before use in the candidate's campaign

Article 7: Campaign Funding

- 7 - 1 Each candidate seeking an Executive Office shall be permitted to spend a maximum of two hundred dollars (\$200.00) on his/her campaign [of their money].
- 7 - 2 Each candidate seeking a Councillor-at-Large position shall be permitted to spend a maximum of one-hundred dollars (\$100.00) their own money to fund their campaign related expenses.
- 7 - 3 Candidates are to submit their campaign receipts and or a campaign material inventory list to the CRO within five (5) business days of the announcement of the election results if requested by the CRO.
- 7 - 4 Each candidate is entitled to request an inquiry into the campaign spending of other candidate(s) within three (3) days of the CRO's publication of the candidate

expenditures. In the case of an inquiry, the CRO shall evaluate the campaign spending of the candidate(s) in question based on fair market value of his/her campaign materials.

- 7-5 No candidate(s) may run a slate team or party campaign with a fellow candidate or fellow candidates.

Article 8: Sanctions for Campaign Violations

- 8 - 1 Materials that contravene the Constitution will be confiscated by the CRO.
- 8 - 2 The CRO is empowered to invalidate the election or referendum for the continued use of material that contravenes the Constitution
- 8 - 3 Any violation of the campaign funding rules shall result in the disqualification of the candidate(s) or the referendum.
- 8 – 4 Any tampering of campaign materials by other candidates is grounds to be removed or disqualified from the election.
- 8 – 5 Any violation of the rules as outlined in the constitution is grounds for removal from the election as deemed by the CRO.

Article 9: Polling

- 9 - 1 The CRO shall hire an adequate number of DROs to aid the CRO with polling stations. Members of Council, the Secretary, and the Chairperson are ineligible for these jobs. Candidates and chairs of referenda committees are entitled the removal, with just cause, of any DRO. The CRO's decision regarding the removal of any DRO shall be final.
- 9 - 2 Each DRO, with the assistance and approval of the CRO, will be responsible for the following:
- The removal of a Candidate's election or Committee's referendum materials from general area of a polling station;
 - Informing candidates or committee members that they are not permitted to loiter in the general area of the polling station;
 - Ensuring the secrecy of the vote;
 - Taking steps to prevent disorderly conduct at or near the polling station, particularly if such conduct may induce any voter to vote in a particular way; and

- Reporting any breaches of or irregularities in the above to the CRO immediately.
- 9 - 3 Should any complaints concerning the way in which a poll is being conducted be received by the CRO, steps to remedy the situation shall be taken immediately. In such a case the CRO must submit a written report to Council.
- 9 - 4 Upon completion of voting, ballot boxes must be sealed, signed and transported back to the designated counting area by the CRO and/or a DRO with the company of at least one witness. This witness shall not be a candidate, member of a candidate's committee, scrutineer or a member of a yes or no committee.

Article 10: Scrutineering

- 10 - 1 Each candidate or committee is entitled to the services of one (1) scrutineer at each poll. Anyone intending to act in such capacity must present, upon request of the CRO, an explicit authorization signed by the candidate or chairperson of the committee.
- 10 - 2 A scrutineer is entitled to object to the conduct of the poll. Such an objection shall be made to the CRO.
- 10 - 3 A scrutineer who abuses his/her rights, by the judgment of the CRO, may be expelled by the CRO.
- 10 - 4 Each candidate or committee is entitled to have one (1) scrutineer present at the area where the ballots are being counted. Scrutineers are not permitted to participate in the count, they may observe, object if there is cause and appeal to the CRO for misconduct.
- 10 - 5 A candidate cannot be a scrutineer.

Article 11: Voting

- 11 - 1 A poll must be open to students for a minimum of 8 hours.
- 11 - 2 The date, time, and location of the polls will be posted. Polls whose locations have not been posted shall be deemed unofficial and all ballots cast at an unofficial poll will be null and void unless all candidates or committees involved agree otherwise prior to the opening of the poll(s) concerned.
- 11 - 3 At the time designated by the CRO for the closing of any poll, electors who are waiting in line may vote, but no voters thereafter may be admitted to the waiting line.

- 11 - 4 An elector may only vote at his/her assigned poll during an election or referendum.
- 11 - 5 Under no circumstances may an elector vote without a Memorial University of Newfoundland Student Identification or any other proof of membership to the Union.
- 11 - 6 Each qualified elector wishing to vote must do so in person to the poll, voting by proxy is prohibited.
- 11 - 7 A record shall be kept of every person voting in an election or referenda by a method determined by the CRO.
- 11 - 8 Polls are to operate in two polling times defined as a morning polling time from 8:30 a.m. to 12:30 p.m. shift and a afternoon polling time from 12:30 p.m. – 4:30 p.m. on the day of the vote. Unless determined by the CRO that the time must be changed.
- 11 – 9 In the case of a morning school closure or cancellation the election shall be moved to the next business day. In the case of a school closure or cancellation that occurs in the afternoon then the polls shall be sealed and resumed on the next day in the same afternoon polling time.

Article 12: The Count

- 12 - 1 No ballot shall be counted in the presence of less than three (3) persons, one (1) of whom shall be the CRO.
- 12 - 2 If the vote is to be manually tabulated, a ballot is to be rejected if:
- There is no clear indication of preference for a single candidate or referendum question; or
 - The initials of the DRO or CRO do not appear on the ballot paper.
- 12 - 3 Any candidate or a 'Yes' and or the 'No' committee chairperson may request a recount that will take place before that person and the CRO.
- 12- 4 The CRO must retain all records and ballots pertaining to the election or referendum for a fourteen (14) calendar day period. After which the ballots must be destroyed
- 12 - 5 All complaints, protests, or petitions for recount must be made to the CRO no later than five (5) business days after the closing of the polls. They must be in written form and signed by the candidate or chairperson of the 'Yes' and or a 'No' committee.

12 – 6 There must be an automatic recount if the final vote tally is within (5) five votes.

Article 13: Tie Votes

13 - 1 If two (2) or more candidates have received an equal number of votes for a winning position, a new election will be held with only the names of those candidates appearing on the ballot.

13 – 2 New election under a tie vote stipulation will be called at the CRO discretion.

13 - 3 In the event of a tie, a referendum question shall be deemed defeated.

Article 14: Announcement of Results

14 - 1 Upon completion of the ballot counting, the CRO shall announce publicly the results of the elections, post the names of the successful candidate(s) or referendum question(s), and submit the results in writing to the Financial Clerk of the Union.

Article 15: Invalidations and Disqualifications

15 - 1 In the case of any grave violation of the Constitution or By-Laws on the part of a candidate, or a referendum committee, such as but not limited to:

- Ballot stuffing;
- Interference with voting;
- Persistence with voting in illegal distribution of campaign material;
- Campaigning outside the allotted campaign period;
- Campaigning in an area deemed inappropriate by the CRO; or
- Any other continued campaigning deemed inappropriate by the CRO.

The CRO will invalidate an election or referendum if a violation of the Constitution, By-Laws, and electoral regulations had adversely affected the outcome of that election or referendum. In making this decision, the CRO will consider the conduct of the parties and the seriousness of the violations.

Article 16: Appeals

- 16 - 1 Any decision made by the CRO concerning these electoral regulations may be appealed to the Appeals Board Committee as defined in Article 2 of By-Law VIII of this Constitution.

By-Law II: Right to Vote

Article 1: Executive

- 1 - 1 For the purposes of voting at Council and Executive meetings between April 1 and April 30, the Executive shall be defined as those members of the Executive who were elected in the previous executive election and subsequent by-elections if such elections occurred.

By-Law III:

The Chairperson and General Secretary of the Council

Article 1: The Selection of the Chairperson and General Secretary of Council

- 1 - 1 The Chairperson and General Secretary shall be selected from interested candidates of the General Membership and elected by a simple majority vote of Council within the first two meetings of council immediately following the general councilor election.
- 1 - 2 Notice for these positions shall be posted for at least one (1) week prior to the selection of the candidate(s).

Article 2: The Duties of the Chairperson

- 2 - 1 The duties of the Chairperson of the Council shall be:
 - The calling to order of the meetings of Council;
 - To conduct Council meetings in accordance with the latest edition of Robert's Rules of Order;
 - Present all motions and resolutions requiring a vote by Council;
 - Direct the General Secretary in the recording of the minutes of Council;
 - Call and Chair General Assemblies in accordance with the latest edition of Robert's Rules of Order; and
 - Declare meetings of Council adjourned.

Article 3: Removal of the Chairperson

- 3 - 1 The Chairperson may be removed by a two-thirds (2/3) majority vote of Council.
- 3 - 2 If the Chairperson is absent for three (3) meetings, without acceptable cause as deemed by the Executive Committee, the Chairperson may be removed.

Article 4: Absence of the Chairperson

- 4 - 1 In the absence of the Chairperson, the Vice-President Executive of the Union (If the Vice-President Executive is absent, another Vice-President) shall preside as Chairperson.

Article 5: The Duties of the General Secretary

5 - 1 The duties of the General Secretary shall be:

- To record minutes of all meeting of Council;
- To record minutes of all General Assemblies;
- To prepare the written or electronic copies of the minutes of all meetings of Council and distribute them to all members of Council at least three (3) days prior to the next regular meeting of Council;
- To ensure that the minutes of Council meetings are made available to the Union members after they are ratified; and
- To ensure the written minutes are distributed to the GCSU Operations and Services Supervisor and Financial Clerk after they are ratified by Council.

Article 6: Removal of the General Secretary

6 - 1 The General Secretary may be removed by a two-thirds (2/3) majority vote of Council.

6 – 2 If the General Secretary is absent for three (3) meetings, without acceptable cause as deemed by the Executive Committee, the General Secretary may be removed.

Article 7: Absence of the General Secretary

7 - 1 In the absence of the General Secretary, the Vice-President Academic of the Union (If the Vice-President Academic is absent, another Vice-President) shall preside as General Secretary.

By-Law IV: Staff

Article 1: General

- 1 - 1 All employees hired shall be employed by the Grenfell Campus Student Union.
- 1 - 2 The Corporation shall have a Board of Directors that consists of all members of the Union's Legislative Council as outlined in Title I, Section 1, Article 6-1 a) of this Constitution.
- 1 - 3 The Corporation shall have an Executive Committee of the Board of Directors that shall consist of all members of the Executive Committee of the Council as outlined in Title I, Section 2, Article 13-4 of this Constitution.
- 1 - 4 No member of the Union's Legislative Council as outlined in Title I, Section 1, Article 6-1 a) shall be eligible for any hired position of the Union.

Article 2: The Board of Directors/Hiring Committee

- 2 - 1 The Executive Committee of the Board of Directors as outlined in By-Law IV, Article 1-3 shall be responsible for the conduct, discipline, and dismissal of all paid employees of the Corporation.
- 2 - 2 The Board of Directors outlined in By-Law IV, Article 1-2 shall also be known as the Hiring Committee of the Corporation, whom shall be responsible for all hiring of employees of the Corporation except that of Article 4 of the By-Law.
- 2 - 3 The Board of Directors, minus the Operations and Services Supervisor of the Union, along with representative(s) of the Department of Student Affairs at Grenfell Campus, Memorial University of Newfoundland shall be responsible for the hiring the Operations and Services Supervisor under Article 4 of By-Law IV.
- 2 - 4 The Executive Committee of the Board of Directors shall submit for ratification to each regular meeting of Council all matters upon which it has acted since the previous meeting of Council.
- 2 - 5 Quorum for a meeting of the Executive Committee of the Board of Directors shall be three (3) voting members.

- 2 - 6 The Hiring Committee may include voting members such as union staff or any other person the Board of Directors deems appropriate.

Article 3: Removal from Office

- 3 - 1 Any member of the Board of Directors may be removed for impropriety, violation of the provisions of the Union's Constitution or an applicable By-Law of the Union or the Corporation.
- 3 - 2 The procedure for removal from the Board shall follow the guidelines set forth in Title II, Section 6, Article 25 of this Constitution.

By-Law V: Per Diem

Article 1: Per Diem

- 1 - 1 Each Councillor is entitled to receiving his/her traveling and other expenses incurred in attending meetings or otherwise participating in affairs of the Union.
- 1 – 2 Per Diems for meals will only be approved at times when meals are not provided.
- 1 – 3 Per Diems will follow the rules and regulations set out by Memorial University only where they do not contravene clause 1-2. Of this article

By-Law VI:

Accreditation of Clubs and Societies

Article 1: Accreditation

- 1 - 1 Clubs and Societies seeking accreditation must submit a copy of their constitution to the Vice-President Executive of the Union, along with a membership list of at least ten (10) student names. Upon recommendation by the Vice-President Executive, Council may grant recognition by a simple majority vote.
- 1 - 2 The membership of each accredited Club and Society must be open and limited to all members of the Union, all faculty and staff, and all Alumni of Grenfell Campus, Memorial University of Newfoundland.
- 1 - 3 Only members of the Union may become officers of Clubs and Societies.

Article 2: Ratification

- 2 - 1 First-time Clubs and Societies will be placed upon a trial period, called “Ratification”.
- 2 - 2 A “Recognized” Club and/or Society is organized without full funding from the Union, but with all of the other services and privileges as given to a regular or “Ratified” GCSU Club or Society.
- 2 - 3 The “Recognized” status will last for exactly one term.
- 2 - 4 If renewed in the following term (either the next Fall or Winter semester respectively), the Club and/or Society will be eligible for (but not guaranteed) full funding and thus given “Ratified” status. In addition, a Club or Society must clearly outline recent achievements and demonstrate betterment to the student body/members.

Article 3: Funding

- 3 - 1 Clubs and Societies shall be funded based upon the submission of a Budget Request Form along with the application for accreditation. Funding shall be at set amounts for each different activity such as field trips, etc. that the group plans. The Budget Request Form must specifically state the following:

- Amount of money currently in the account of the Club/ Society;
 - Amount of money raised through fundraisers;
 - Amount of money requested and for which purposes the money is requested; and
 - Amount of money received the previous term.
- 3 - 2 Recognized Clubs/Societies will receive basic funding, up to fifty (50.00) dollars. Ratified Clubs/Societies will receive full funding, up to two (200.00) hundred dollars.
- 3 - 3 All Clubs and Societies shall be required to submit a balance sheet and receipts upon end of each semester. This must outline the expenditures of all Council funds. Failure to submit the balance sheet will result in the loss of accreditation for a period of three (3) consecutive semesters.
- 3 - 4 Council reserves the right to investigate the Financial activities of any Club or Society and to revoke their ratification if violations of the By-Law occur.
- 3 - 5 Upon revocation of a Club or Society, Council reserves the right to reclaim any funding that the Club or Society has received.

Article 4: Conduct of Clubs and Societies

- 4 - 1 All students' personal information (phone numbers, student numbers, etc.) which is at any time made known through any activity of all clubs or societies must be kept in highest confidence, not reused or distributed, during use and discarded upon the end of the need for such information.
- 4 - 2 All clubs and societies must first apply to use Campus facilities and services for all events and activities when and wherever possible unless they are unavailable or unsuitable for the event.
- 4 - 3 All clubs and societies must attend the Annual Clubs and Societies Fair.
- 4 - 3.1 Clubs and Societies that cannot attend must make arrangements with the Vice-President Executive to have a separate viewing.
- 4 - 4 All clubs and societies must have a minimum of three open and advertised events per year.
- 4 - 5 All clubs and society notices or bulletins based through email **must** be sent through the GCSU, unless all Councilors, Executive and Staff are otherwise indisposed indefinitely.

4 - 6 All club or society posters, marketing, and notice materials must display the GCSU Logo.

Article 5: Revocation

5- 1 Council may revoke the accreditation of a Club and Society by a two-thirds (2/3) majority vote. Council must give the Club or Society seven (7) days' notice of the meeting of council at which the motion to revoke accreditation will be tabled. This notice must be given in writing.

By-Law VII:

Undergraduate Senators

Article 1: Distribution of Senate Seats

1 - 1 Distribution of the two (2) seats allocated to Grenfell Campus, Memorial University of Newfoundland Undergraduate Senators on Memorial University's Senate shall be as follows:

- One (1) seat for the President of the Union; and
- One (1) seat for the Vice-President Academic of the Union.

By-Law VIII: Council Awards

Article 1: Merit Awards

- 1 - 1 Up to ten (10) awards shall be presented to full-time students in their first-year studies or beyond at Grenfell Campus, Memorial University of Newfoundland. These Merit Awards should be presented to students who, in the opinion of their peers, have contributed to the quality of life at the Campus through involvement in extracurricular activities on campus and consideration will be given for off campus activities. Recipients should have been able to combine these activities with a strong academic performance. Award winners should have maintained an average of not less than sixty-five percent (65%) in the preceding.
- 1 - 2 These awards shall be decided by a committee struck by Council consisting of the Financial Clerk of the Union (ex officio, Chair), four (4) students chosen by recommendation of Council and four (4) faculty and/or staff from the University who are chosen by recommendation of Council.

Article 2: The Arthur M. Sullivan Award

- 2 - 1 This award should be made to a full-time student of Grenfell Campus, Memorial University of Newfoundland, who in the opinion of his/her peers, has contributed most to the quality of life at the Campus through involvement in extracurricular activities on campus and consideration will be given for off campus activities. In addition to this, the recipient should be strong academically, having maintained an average of not less than seventy percent (70%) in the preceding Fall Semester. The winner should be an outstanding student who has been able to combine academics with involvement in other fields.
- 2 - 2 This award shall be decided by the same Ad-Hoc committee of Council as defined in By-Law VIII, Article 1-2.

Article 3: Teaching and Learning Awards

- 3-1 These awards shall be presented to no more than two (2) eligible candidates each academic year. Candidates should be teachers of any form at Grenfell Campus including but not limited to professors and instructors. Candidates should show exemplary

teaching qualities. This award is designed to recognize teachers who students believe need to be acknowledged for their dedication to teaching, learning and the progress of students in all aspects of life. This award can only be won by any individual once every two (2) years.

- 3-2 Students are not eligible to win this award.
- 3-3 These awards shall be decided by the nominating committee after collecting nominations for no less than three (3) weeks. The committee shall make a recommendation to council for final approval.
- 3-4 Nominations can only be made by students and should be submitted to the Chair of the Nominating Committee.
- 3-5 Nomination forms must include a description of the teaching qualities of the nominee, the signature of the nominee as well as the signatures of five (5) student nominators; one (1) primary nominator and four (4) secondary nominators.

By-Law IX: Council Committees

Article 1: General

- 1 - 1 All standing committees of Council are open to any member of the Union and/or individual(s) that the Council believes will be an asset to the committee.

Article 2: Appeals Board Committee

- 2 - 1 There shall be a standing committee of Council known as the Appeals Board Committee that shall be responsible for adjudicating student appeals regarding elections and Council honoraria. Decisions of the Appeals Board Committee shall be final.
- 2 - 2 The Appeals Board Committee shall consist of:
- The President of the Student Union who shall act as chairperson of the committee (non-voting); and
 - Three (3) members of Council, who shall be selected by a vote of Council.
 - In case of a vacancy within the Appeals Board Committee, the Council shall have the right to vote to appoint a new member.
- 2 - 3 All members of the Appeals Board Committee shall be entitled to vote on any question and decisions shall be by simple majority vote. The Appeals Board Committee will have the right to consider any information it deems necessary for rendering a decision.
- 2 - 4 In the case that a union member or a candidate in a Student Union election or by-election wishes to appeal a decision of the CRO or the results of the election, he/she will do so by means of a written appeal to the Appeals Board Committee. The appeal must be received within 48 hours of the counting of the ballots for the election or by-election in question. Upon receipt of the appeal, the Appeals Board Committee shall have seven (7) days to render a decision. In the event that a member of the Appeals Board Committee is a candidate in the election or by-election that is being appealed, that member shall take leave from the Committee for the duration of the appeals process.
- 2 – 4.1 In event of a violation which could potentially influence the results of an election, there should be several factors should be taken into consideration by the Committee to determine with an election is considered valid:

- Overall results, mainly the difference in the number of votes that each candidate receives.
- Number of violations which are said to have taken place.
- Number of individuals that were present when the violation(s) took place and their overall testimony.

2 – 4.2 Possible actions to be taken if allegations regarding elections are seen, by the Committee, to be proven true:

- If in the case of a general member, with connections to any candidates are proven, fines may be levied against the member(s) for the full cost of that Election, By-Election, or Referendum.
- If in the case of a Councillor or Executive, action may be taken to reduce or alter their honorarium as per Title III, Article 34 of the Constitution.
- If actions are engaged in by any member associated with the Candidate's Committee, the cost of the election, whichever is least, and cost divided between the members of the Committee.
- Overturn elections results.

2-5 If an appeal is received in regard to election results, all candidates will be informed by the chair of the committee within 24 hours of receiving an appeal. Candidates will be informed of the appeal and its nature in writing or accepted email or digital format. The committee shall not meet until this notice.

2 - 6 The Appeals Board Committee will carry out duties as specified in Article 34-2 of the Constitution in accordance with the procedures outlined above. In the event that the honorarium of a member of the Appeals Board Committee is appealed, that member shall take leave from the Committee for the duration of the appeals process.

Article 3: Entertainment Committee

3 - 1 There shall be a standing Committee of Council known as the Entertainment Committee which shall recommend policy and programs concerning the provision of recreation, entertainment, or other services to be provided by the Union for its members.

3 - 2 The Entertainment Committee shall consist of:

- The Vice-President Executive as Chairperson;
- The Councillor-at-Large representing entertainment;

- Two (2) members elected by and from Council;
- At least one (1) student appointed by Council;
- One (1) member elected by and from Chalet Council;
- One (1) member elected by and from Residence Council;
- GCSU Operations and Services Supervisor (ex-officio, non-voting); and
- The Entertainment Committee shall be open to the Unions general membership.

Article 4: Environmental Affairs Committee

4 – 1 There shall be a standing committee of Council known as the Environmental Affairs Committee, which shall promote environmental issues at the Campus.

4 – 2 The Environmental Affairs Committee shall consist of:

- The Vice-President External as Chairperson;
- The Councillor-at-Large representing the Environment;
- Two (2) members elected by and from Council; and
- The Environmental Affairs Committee shall be open to the Unions general membership.

4 – 3 The Environmental Affairs Committee shall support and encourage the divestment of Memorial University from the fossil fuel industry, and shall encourage fossil fuel divestment as a general principle, as well as establish a sub-group of the EAC to further research fossil fuel divestment, request information from Memorial University about its investments in the fossil fuel industry, help facilitate fossil fuel divestment, and open lines of communication with other student unions and organizations with fossil fuel divestment mandates.

Article 5: Financial Management Committee

5 - 1 There shall be a standing committee of Council known as the Financial Management Committee which shall:

- Advise Council on all financial matters of the Union;
- Submit to Council regular reports of its activities;
- Propose budgets to Council; and
- Plan financial 'plans of attack' for the Union.

5 - 2 The Financial Management Committee shall consist of:

- The Vice-President Academic as Chairperson;
- The President;
- The Vice-President Executive;
- GCSU Financial Clerk (ex-officio, non-voting);
- GCSU Operations and Services Supervisor (ex-officio, non-voting); and
- Two (2) members elected by and from Council.

Article 6: Nominating Committee

6 - 1 There shall be a standing committee of Council known as the Nominating Committee which shall make nominations to Council for all the committees that student representatives are required.

6 - 2 The Nominating Committee shall consist of:

- The Vice-President Academic as Chairperson;
- The President; and
- Two (2) members elected by and from Council.

Article 7: Policy Committee

7 - 1 There shall be a standing Committee of Council known as the Policy Committee which shall recommend and review current and proposed policies of the Union.

7 - 2 The Policy Committee shall consist of:

- The Vice President Academic as Chairperson;
- The President and Two (2) members elected by and from Council;
- The Policy Committee shall be open to the Unions general membership.

By-Law X: Conflict of Interest

Article 1: Conflict of Interest

- 1 - 1 No councillor, executive, committee member or employee of the Union shall use his/her position to give unfair advantage, influence or prejudice to the operation of the Union.
- 1 - 2 Conflict of interest shall include, but not be limited to, circumstances whereby the personal interests of an individual or an associated party will benefit or could be perceived to benefit – particularly in the form of, but not limited to, financial benefit – as a result of the individual's position with the union and/or its services. Conflict of interest shall also include, but not be limited to, circumstances, actions or influences where the advancement of those interests are detrimental to the interests and/or reputation of, or potentially harmful to, the Grenfell Campus Student Union.
- 1 - 3 Any councillor, executive, committee member or employee of the Union who believes himself/herself to be in a conflict of interest must notify Council. Onus is on the individual to report potential conflicts of interest.
- 1 - 4 Any councillor, executive, committee member or employee of the Union who believes that he/she is in a potential conflict of interest shall abstain from discussion and voting on the subject of conflict.
- 1 - 5 Determination of a conflict of interest shall be made by a majority vote at a regular Council meeting. Potential conflicts of interest shall be assessed on an individual basis.
- 1 - 6 Failure to abide by conflict of interest guidelines shall be grounds for termination of employment, censure, reprimand or other disciplinary action.
- 1 - 7 Nothing in this section shall prevent a councillor, executive or committee member or an employee from entering into a contract with the Union.
- 1 - 8 Interpretation of this section shall be made in accordance with the terms of the Canadian Charter of Rights and Freedoms.
- 1 - 9 As per the above, Councillors and Executive members of council shall not be employed in any additional student position(s) with the Union, for example: Staff at the GCSU Backlot, CRO, etc.

By-Law XI: Constitutional Succession

Article 1: The Coming into Force of a Revised Constitution.

- 1 - 1. When proposing referenda, as a matter of procedure, on sections of the constitution of the Grenfell Campus Student Union, the 'Coming into Force' date, as referenced in Title IV, Article 37, Clause 1 must be proposed to be edited as well, so as reflect wherein the new constitution can come into effect if successful in referenda.
- 1 - 2. This measure is to be taken to accurately reflect the spirit and application of Title IV, Article 35, Clause 1 – The Suspending Clause – of the Constitution of the Grenfell Campus Student Union.
- 1 -3. All existing, new, amended and previous copies of the Constitution must be archived along with relevant documentation in a coherent package with oversight given by the President of the Union and the Operations and Services Supervisor of the Union, following successful referenda.
 - 1 – 3.1. Relevant documentation includes, but is not limited to, the previous Constitution, the Referendum Questions, the official referendum results, the new Constitution, all Minutes of the Meetings of Council which contain information regarding the Referenda process and any other documentation which is seen by Council as having been important within the processes which led to the Referendum and thus, the new Constitution

By-Law XII: Standing Policy

Article 1: Rationale of Standing Policy

- 1.1. Standing Policy regards, in particular, such motions which would establish changes or precedent within the Union's day-to-day operations (setting standard meeting times, etc) or make a political or social statement (such as banning a particular product, issuing documented support or condemnation for the actions of another organization, etc.).
- 1.2. Standing Policy has, in an order of precedence, less legislative authority than the *Constitution and Bylaws of the Union* and cannot be used to overrule them.

Article 2: The Passage of Standing Policy

- 2.1. Standing Policy may be set forth by any regular motion of Council, requiring no special provisions.
- 2.2. Standing Policy can be enacted via a simple majority vote of Council.
- 2.3. Standing Policy may be amended, edited or removed by Council at any meeting of Council via a two-thirds majority vote.
 - 2.3.1. All Standing Policy of the Union may not be amended, edited or removed by Council for a semester after its initial creation.
- 2.4. Quorum for motions that would result in the creation of standing policy are identical to the quorum for a meeting of Council, as set by *Title II, Section 1, Article 9, Clause 1*.

Article 3: Collection of Standing Policy

- 3.1. All Standing Policy must be collected and recorded, in addition to the noting of their passing in meeting minutes, in a document called the *GCSU Policy Handbook*.
- 3.2. All Standing Policy, when placed in the *GCSU Policy Handbook*, must be dated according to its passage by Council.
- 3.3. All Standing Policy in the *GCSU Policy Handbook* can be organized under the grouping of either Operational or Issues-Based Standing Policy.
- 3.4. The *GCSU Policy Handbook* must be maintained by Council, through the Office of Vice-President Academic of the Union, in consultation with both the General Secretary and the Operations and Services Supervisor of the Union.

Article 4: Review of Standing Policy.

- 4.1. All Standing Policy of the Union must be placed under review every two years, based on the recorded date of its passing in Council.
- 4.2. Such a review may be undertaken by Council as a whole or by an ad-hoc committee established to make recommendations to Council.
- 4.3. All Standing Policy which Council deems fit to retain must be reaffirmed via a motion to renew said policy. The date for this renewal of Standing Policy would then be recorded in the *GCSU Policy Handbook* as well.
- 4.4. During the period in which a Standing Policy is being reviewed and before the rejection or renewal of said policy, the most current version of it prior to the review remains in place and active.

Article 5: Suspension of Standing Policy.

- 5.1. All Standing Policy can be temporarily suspended by Council, by a simple majority vote of Council.
- 5.2. All suspensions of Standing Policy must be given a fixed end date, no longer than one month. This date of suspension will also be recorded in the *GCSU Policy Handbook*.
- 5.3. All suspensions of Standing Policy must be recorded in the minutes in which they occur, giving detailed reasoning as to the reasoning for the suspension.
- 5.4. Any Standing Policy which has been already once suspended cannot be again suspended for one month to the day of its previous suspension.

By-Law XIV: Pay Advances

Article 1: Councillors and Officers of the Union.

- 1 – 1. The Union shall, under no circumstance, provide for pay advances of any kind for any elected official, Councillor or Executive office of the Union.

Article 2: Employees of the Union.

- 2 – 1. The Union shall, under no circumstance, provide for pay advances of any kind for any unelected staff member or employee of the Union.

By-Law XV: Caucuses

Article 1: Designated Caucuses

- 1 – 1 Standing Caucuses of the Union as listed below:
 - GCSU International Student Caucus
 - GCSU Queer Caucus
 - GCSU Women’s Caucus
 - GCSU Indigenous Caucus

Article 2: Naming of Caucuses

- 2 – 1 Every Caucus shall follow the naming format of GCSU _____ Caucus.
- 2 – 2 Name changes or recommendations shall be forwarded to council for final approval.

Article 3: Funding

- 3 – 1 Caucuses are eligible to apply for GCSU funding up to a maximum of five-hundred (500.00) dollars per fall and winter semester; GCSU Caucus funding is not available in the summer semester.
- 3 – 2 Funding is allocated per semester; unused funds are not transferable from one semester to another.
- 3 – 3 Caucuses may make funding request for less than one-hundred (100) dollars directly to the GCSU Vice-President Academic;
- 3 – 4 Caucuses may make funding requests over one-hundred (100) through the Vice-President Academic to the council of the Union;
- 3 – 5 Monies allocated for Caucuses in the GCSU budget shall be used for campaigns, advocacy, educational purposes, transitional initiatives, and otherwise suitable events.
- 3 – 6 The Council of the Union shall determine what qualifies as campaigns, advocacy, educational purposes, transitional initiatives, and otherwise suitable events; other requests will be considered on an individual basis.
- 3 – 7 Once disbursed monies have been expended Caucuses shall submit a copy of all receipts into the Vice-President Academic;
- 3 – 8 The Vice-President Academic shall notify Caucuses of the maximum funding limit per semester within the first two (2) weeks of each semester;

- 3 – 9 The Caucus shall not have independent bank accounts from those of Council.
- 3 – 10 Any monies that the Caucuses receive through external sources shall be deposited with the GCSU Financial Clerk.
- 3 – 11 Council reserves the right to investigate the financial activities of any Caucus and to revoke their funding if violations of the By-Law occur.
- 3 – 12 Upon dissolution of a Caucus, Council reserves the right to reclaim any unused funding that the Caucus has received.

Article 4: Conduct of Caucuses

- 4 - 1 All students' personal information (Phone Numbers, Student Numbers, etc.) which is at any time made known through any activity of all Caucuses must be kept in highest confidence, not reused or distributed, during use and discarded upon the end of the need for such information.
- 4 - 2 Caucuses should first apply to use Campus facilities and services for all events and activities when and where possible unless they are unavailable, unsuitable for the event, or at the discretion of the Vice-President Academic.
- 4 - 3 Caucus notices or bulletins based through mass email or other mass notification services must be sent through the GCSU, unless all Councilors, Executive and Staff are otherwise indisposed indefinitely.
- 4 - 4 Caucus posters, marketing, and notice materials must display the GCSU Logo.

Article 5: Events and Media

- 5 – 1 Caucuses planning events shall consult with the Vice-President Executive for allocation of Union resources and support;
- 5 – 2 Caucuses engaging with the media shall consult with the Vice-President External prior to any contact, official releases, or interviews with the Media except in the case of impromptu circumstances;
- 5 – 3 Caucus officers will be encouraged to receive media training from the GCSU.

Article 6: Bylaws of Caucuses

- 6 – 1 Caucus Bylaws shall only pertain to naming, composition, meetings, decision making, power/duties and removal of officers, and access to funding.

CAUCUSES

PART III: By-laws of the Caucuses

By-Laws: International Student Association Caucus

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Article 1: By-Law Authority

- 1-1 These By-Laws and Regulations shall be subject to the Constitution, By-Laws, and Standing Policy of the Grenfell Campus Student Union (GCSU).

Article 2: Name

- 2 - 1 The official name of the Caucus shall be International Student Association Caucus..

Article 3: Purpose

- 3 - 1 The purpose of this Caucus is to unify and represent all of its members and to protect and promote their welfare and interests. The Caucus shall provide, to the best of its resources, activities and services to enhance the educational, cultural, environmental, political, and social conditions of its members.
- 3 - 2 The Caucus shall act in the best interests of its membership as a whole.

Article 4: Composition

- 4-1 The Caucus shall be comprised of any group of members of the Union who are international students and/or individual(s) that the Caucus believes will be an asset to its operations.
- 4-2 An individual considered to be an asset to the Caucus shall include but shall not be limited to faculty, staff and International Graduate Students at Grenfell Campus.
- 4-3 An international student at Grenfell shall be a student attending Grenfell Campus who is not a citizen or a permanent resident of Canada.
- 4-4 The Caucus reserves the right to determine who it considers to be an asset in accordance with the process stipulated in Article 5-4.
- 4-5 The Caucus shall elect a member to the position of Speaker in accordance with the process stipulated in Article 5-4.
- 4-5.1 The Speaker is expected to serve for 1 academic semester or longer should they be voted to continue by the members of the Caucus.
- 4-6 The Caucus shall elect a member to the position of Secretary in accordance with the process stipulated in Article 5-4.
- 4-6.1 The Secretary is expected to serve for 1 academic semester or longer should they be voted to continue by the members of the Caucus.

Article 5: Meetings of the Caucus

- 5-1 Meetings of the Caucus shall be conducted on a regular basis as determined by the Caucus.
- 5-2 The Caucus shall meet not less than once a month with the exception of the Spring semester, summer semester, and the December to January break.
- 5-3 Meetings of a Caucus shall be open to the entire membership of the Caucus.
- 5-4 Decisions concerning the activities of the Caucus shall be made by 50 percent plus one vote majority. Quorum for this meeting of the Caucus shall be 20 percent of all active members as defined by Article 4.
- 5-5 A notice of meetings shall be sent to the Vice-President Academic of the GCSU at least one week in advance, to distribute to members of the union.
- 5-6 In case of extraordinary circumstances the Caucus may call an emergency meeting on a 24-hours written notice to the Vice President Academic.
- 5-7 Minutes shall be taken of every official meeting of the Caucus and sent to the Vice-President Academic.

Article 6: Right to Vote

- 6-1 Each member belonging to the Caucus, save and except persons who are not members of the Union, shall be allowed one (1) vote at a meeting of the Caucus.
- 6-2 Each Caucus member wishing to vote must do so in person at the meeting of the Caucus for the vote in question, voting by proxy is prohibited.

Article 7: Power and Duties of Speaker/Secretary

- 7-1 The duties of the Caucus Speaker shall be, but are not limited to:
 - Have the right to speak on behalf of the Caucus to the Council of the GCSU;
 - Give a verbal and/or written report to the Vice-President Academic following each meeting of the Caucus;
 - Direct, conduct, and set agenda for meetings of the Caucus;
 - Manage relations between the Caucus and Council.
- 7-2 The duties of the Caucus Secretary shall be, but are not limited to:
 - To record minutes of all meeting of the Caucus;
 - To send of notice of Caucus Meetings to Caucus Members;
 - To ensure the written minutes are distributed to the Vice-President Academic;
 - Be responsible for any funds authorized by Council for Caucus use.
 - To assume the role of the Speaker in that person's absence.

Article 8: Access to Funding

- 8-1 The Caucus shall apply to the Vice-President Academic to access funds from the GCSU Budget.
- 8-2 The Caucus shall not have funds independent from those of Council.

Article 9: Removal of Speaker/Secretary

- 9-1 If the Secretary or Speaker is absent for three (3) meetings then they may be removed.
- 9-2 The Secretary or Speaker may be removed by a two-thirds (2/3) majority vote of the members present at its Caucus meeting.

By-Laws: Queer Caucus

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Article 7: Power and Duties of Officers63

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Article 9: Removal of an Officer64

Article 1: By-Law Authority

- 1-2 These By-Laws and Regulations shall be subject to the Constitution, By-Laws, and Standing Policy of the Grenfell Campus Student Union (GCSU).

Article 2: Name

- 2-1 The official name of the Caucus shall be the Queer Caucus.

Article 3: Purpose

- 3-1 The purpose of The Queer Caucus is to unify and represent all of its members and to protect and promote their welfare and interests. The Caucus shall provide, to the best of its resources, activities and services to enhance the educational, cultural, environmental, political, and social conditions of its members.
- 3-2 The Caucus will provide a voice and safe space for the LGBTQ* constituency of the GCSU membership and bring forward concerns of the constituency group to council.
- 3-3 The Caucus shall act in the best interests of its membership as a whole.

Article 4: Composition

- 4-1 The Queer Caucus shall be comprised of any group of members of the Union who self-identify as LGBTQ*, with a common interest or concern and/or individual(s) that the Caucus believes will be an asset to its operations.
- 4-2 The Caucus retains the right to vote on a case-by-case basis to allow non-voting, speaking member assets from outside the constituency group to attend the meetings of caucus.
- 4-3 The Caucus shall elect a member to the position of Speaker per semester.
- 4-4 The Caucus shall elect a member to the position of Scribe per semester.

Article 5: Meetings of the Caucus

- 5-1 Meetings of the Caucus shall be conducted on a regular basis as determined by the Caucus.
- 5-2 Meetings of the Caucus shall be open to the entire membership of the Caucus.
- 5-3 A notice of meetings shall be sent to the Vice-President Academic of the GCSU at least one week in advance, to distribute to members of the union.
- 5-4 Minutes shall be taken of every meeting of the Caucus, reviewed by members of the Caucus, and then sent to the Vice-President Academic.

Article 6: Right to Vote

- 6-1 Each member belonging to the Caucus shall be allowed one (1) vote per motion at a meeting of the Caucus
- 6-2 Each Caucus member wishing to vote must do so in person at the meeting of the Caucus for the vote in question, voting by proxy is prohibited.
- 6-3 The Queer Caucus will use a consensus model of decision-making. A decision will only pass if everyone is in agreement. If a member of the Caucus votes to veto a motion, the motion is renegotiated followed by another vote. This process will continue until a full consensus has been reached.
- 6-4 The consensus model of decision-making does not apply to article 9 of the Queer Caucus By-Laws.

Article 7: Power and Duties of Speaker/Scribe

- 7-1 The duties of the Caucus Speaker shall be, but are not limited to:
 - Have the right to speak on behalf of the Caucus to the Council of the GCSU;
 - Give a verbal and/or written report to the Vice-President Academic following each meeting of the Caucus;
 - Direct, conduct, and set agenda for meetings of the Caucus;
 - Manage relations between the Caucus and Council.
- 7-2 The duties of the Caucus Scribe shall be, but are not limited to:
 - To record minutes of all meeting of the Caucus;
 - To send of notice of Caucus Meetings to Caucus Members;
 - To ensure the written minutes are distributed to the Caucus members and the Vice-President Academic;
 - Be responsible for any funds authorized by Council for Caucus use.
 - Attend meetings of the Council of the GCSU in the case that the speaker is unable to attend.

Article 8: Access to Funding

- 8-1 The Caucus shall apply to the Vice-President Academic to access funds from the GCSU Budget.
- 8-2 The Caucus shall not have funds independent from those of Council.

Article 9: Removal of Speaker/Secretary

- 9-1 If the Scribe or Speaker is absent for three (3) meetings they may be removed.
- 9-2 The Scribe or Speaker may be removed by a two-thirds (2/3) majority vote of the Caucus.

By-Laws: Women’s Caucus

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Article 1: By-Law Authority

- 1-3 These By-Laws and Regulations shall be subject to the Constitution, By-Laws, and Standing Policy of the Grenfell Campus Student Union (GCSU).

Article 2: Name

- 2 - 1 The official name of the Caucus shall be the GCSU Women's Caucus.

Article 3: Purpose

- 3 - 1 The purpose of this Caucus is to unify and represent all its members and to protect and promote their welfare and interests. The Caucus shall provide, to the best of its resources, activities and services to enhance the educational, cultural, environmental, political, and social conditions of its members.
- 3 - 2 The Caucus shall act in the best interests of its membership as a whole.

Article 4: Composition

- 4-1 The Caucus shall be comprised of any group of members of the Union who self-identify as belonging to the Caucus and/or individual(s) that the Caucus deems to be an asset to its operations.
- 4-2 An individual considered to be an asset to the Caucus shall include but shall not be limited to faculty, staff and graduate students at Grenfell Campus.
- 4-3 The Caucus shall elect a member to the position of Speaker.
- 4-4 The Caucus shall elect a member to the position of Secretary.

Article 5: Meetings of the Caucus

- 5-1 Meetings of the Caucus shall be conducted on a regular basis as determined by the Caucus.
- 5-2 The Caucus shall meet not less than once a month with exception of the spring semester, summer semester, and the December to January break.
- 5-3 Meetings of a Caucus shall be open to the entire membership of the Caucus.
- 5-4 A notice of meetings shall be sent to the Vice-President Academic of the GCSU at least one week in advance, to distribute to members of the union.
- 5-5 In case of extraordinary circumstances the Caucus may call an emergency meeting with 24-hour notice to the Vice-President Academic.
- 5-6 Minutes shall be taken of every meeting of a Caucus and sent to the Vice-President Academic.

Article 6: Decision Making

- 6-1 Decisions of the Caucus will be made on a consensus-based model.

- 6-2 A decision will be reached when all Caucus members are in accordance.
- 6-3 If a member opposes the motion the Caucus must work towards finding a solution.
- 6-4 A member can indicate opposition and still allow the motion to pass.
- 6-5 If the Caucus feels there are not enough members present to make a decision, the decision will be tabled until the next meeting of the Caucus.

Article 7: Power and Duties of Speaker/Secretary

- 7-1 The duties of the Caucus Speaker shall be, but are not limited to:
- Have the right to speak on behalf of the Caucus to the Council of the GCSU;
 - Give a verbal and/or written report to the Vice-President Academic following each meeting of the Caucus;
 - Direct, conduct, and set agenda for meetings of the Caucus;
 - Manage relations between the Caucus and Council.
- 7-2 The duties of the Caucus Secretary shall be, but are not limited to:
- To record minutes of all meeting of the Caucus;
 - To send of notice of Caucus Meetings to Caucus Members;
 - To ensure the written minutes are distributed to the Vice-President Academic;
 - Be responsible for any funds authorized by Council for Caucus use;
 - In absence of the Speaker, the Secretary may assume the duties of the Speaker.
- 7-3 The Speaker and/or Secretary shall serve for one (1) academic semester.
- 7-4 The Speaker and/or Secretary shall serve for additional semesters if re-elected by the caucus.

Article 8: Access to Funding

- 8-1 The Caucus shall apply to the Vice-President Academic to access funds from the GCSU Budget.
- 8-2 The Caucus shall not have funds independent from those of Council.

Article 9: Removal of Speaker/Secretary

- 9-1 If the Secretary and/or Speaker is absent for three (3) meetings they may be removed.
- 9-2 The Secretary and/or Speaker may be removed by a two-thirds (2/3) majority vote of the Caucus.

By-Laws: Indigenous Student Caucus

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Article 1: By-Law Authority

- 1-4 These By-Laws and Regulations shall be subject to the Constitution, By-Laws, and Standing Policy of the Grenfell Campus Student Union (GCSU).

Article 2: Name

- 2-1 The official name of the Caucus shall be GCSU Indigenous Student Caucus

Article 3: Purpose

- 3-1 The purpose of this Caucus is to unify and represent all its members and to protect and promote their welfare and interests. The Caucus shall provide, to the best of its resources, activities and services to enhance the educational, cultural, environmental, political, and social conditions of its members.
- 3-2 The Caucus shall act in the best interests of its membership as a whole.

Article 4: Composition

- 4-1 The Caucus shall be comprised of anyone who self identifies as indigenous, no status card necessary, and/or individual(s) that the Caucus deem to be an asset to its operations.
- 4-2 An individual considered to be an asset to the Caucus shall include but shall not be limited to faculty, staff, and graduate students.
- 4-3 The Caucus shall elect a member to the position of Speaker.
- 4-4 The Caucus shall elect a member to the position of Secretary.
- 4-5 Secretary and Speaker must be elected every semester.

Article 5: Meetings of the Caucus

- 5-1 Meetings of the Caucus shall be conducted on a regular basis as determined by the Caucus.
- 5-2 The Caucus shall meet not less than once a month with exception of the Spring/Summer semester, and the December to January break.
- 5-3 Meetings of a Caucus shall be open to the entire membership of the Caucus.
- 5-4 A notice of meetings shall be sent to the Vice-President Academic of the GCSU at least one week in advance, to distribute to members of the union.
- 5-5 A notice of meetings shall be sent to members who self-identify as belonging to the Caucus.
- 5-6 In case of extraordinary circumstances the Caucus may call an emergency meeting on a 24-hours written notice to the Vice-President Academic.

- 5-7 Minutes shall be taken of every meeting of the Caucus and sent to the Vice-President Academic.

Article 6: Right to Vote

- 6-1 Each member belonging to the Caucus shall be allowed one (1) vote per motion at a meeting of the Caucus
- 6-2 Each Caucus member wishing to vote must do so in person at the meeting of the Caucus for the vote in question, voting by proxy is prohibited.

Article 7: Power and Duties of Speaker/Scribe

- 7-1 The duties of the Caucus Speaker shall be, but are not limited to:
- Have the right to speak on behalf of the Caucus to the Council of the GCSU;
 - Give a verbal and/or written report to the Vice-President Academic following each meeting of the Caucus;
 - Direct, conduct, and set agenda for meetings of the Caucus;
 - Manage relations between the Caucus and Council.
- 7-2 The duties of the Caucus Scribe shall be, but are not limited to:
- To record minutes of all meeting of the Caucus;
 - To send of notice of Caucus Meetings to Caucus Members;
 - To ensure the written minutes are distributed to the Caucus members and the Vice-President Academic;
 - Be responsible for any funds authorized by Council for Caucus use.
 - In absence of Speaker, Secretary to assume duties.

Article 8: Access to Funding

- 8-1 The Caucus shall apply to the Vice-President Academic to access funds from the GCSU Budget.
- 8-2 The Caucus shall not have funds independent from those of Council.

Article 9: Removal of Speaker/Secretary

- 9-1 If the Scribe or Speaker is absent for three (3) meetings they may be removed.
- 9-2 The Scribe or Speaker may be removed by a two-thirds (2/3) majority vote of the Caucus.

By-Laws: Black Caucus

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Article 1: By-Law Authority

1 - 1 These By-Laws and Regulations shall be subject to the Constitution, By-Laws, and Standing Policy of the Grenfell Campus Student Union (GCSU).

Article 2: Name

2 - 1 The official name of the Caucus shall be Black Student Caucus.

Article 3: Purpose

3 - 1 The purpose of this Caucus is to unify and represent all of its members and to protect and promote their welfare and interests. The Caucus shall provide, to the best of its resources, activities and services to enhance the educational, cultural, environmental, political, and social conditions of its members.

3 - 2 The Caucus will provide a voice and safe space for the Black constituency of the GCSU membership and bring forward concerns of the constituency group to council.

3 - 3 The Caucus shall act in the best interests of its membership as a whole.

Article 4: Composition

4 - 1 The Black Student Caucus shall be comprised of any group of members of the Union who self identify as Black, of known Afro-heritage, with a common interest or concern and/or individual(s) that the Caucus believes will be an asset to its operations.

4 - 2 An individual considered to be an asset to the Caucus shall include but shall not be limited to faculty, staff and Graduate Students at Grenfell Campus.

4 - 3 The Caucus reserves the right to determine who it considers to be an asset in accordance with the process stipulated in Article 5-4.

4 - 5 The Caucus shall elect a member to the position of Speaker in accordance with the process stipulated in Article 5-4

- 4 - 5.1 The Speaker is expected to serve for 1 academic semester or longer should they be voted to continue by the members of the Caucus.
- 4 - 6 The Caucus shall elect a member to the position of Secretary in accordance with the process stipulated in Article 5-4.
- 4 - 6.1 The Secretary is expected to serve for 1 academic semester or longer should they be voted to continue by the members of the Caucus.

Article 5: Meetings of the Caucus

- 5 - 1 Meetings of the Caucus shall be conducted on a regular basis as determined by the Caucus.
- 5 - 2 The Caucus shall meet not less than once a month with the exception of the spring semester, summer semester, and the December to January break.
- 5 - 3 Meetings of the Caucus shall be open to the entire membership of the Caucus.
- 5 - 4 Decisions concerning the activities of the Caucus shall be made by 50 percent plus one vote majority. Quorum for this meeting of the Caucus shall be 20 percent of all active members as defined by Article 4.
- 5 - 5 A notice of meetings shall be sent to the Vice-President Academic of the GCSU at least one week in advance, to distribute to members of the union.
- 5 - 6 In case of extraordinary circumstances the Caucus may call an emergency meeting on a 24-hours written notice to the Vice President Academic.
- 5 - 7 Minutes shall be taken of every official meeting of the Caucus and sent to the Vice-President Academic.

Article 6: Right to Vote

- 6 - 1 Each member belonging to the Caucus, save and except persons who are not members of the Union, shall be allowed one (1) vote at a meeting of the Caucus.
- 6 - 2 Each Caucus member wishing to vote must do so in person at the meeting of the Caucus for the vote in question, voting by proxy is prohibited.

Article 7: Power and Duties of Speaker/Secretary

- 7 - 1 The duties of the Caucus Speaker shall be, but are not limited to:
- Have the right to speak on behalf of the Caucus to the Council of the GCSU;

- Give a verbal and/or written report to the Vice-President Academic following each meeting of the Caucus;
- Direct, conduct, and set agenda for meetings of the Caucus;
- Manage relations between the Caucus and Council.

7 - 2 The duties of the Caucus Secretary shall be, but are not limited to:

- To record minutes of all meeting of the Caucus;
- To send of notice of Caucus Meetings to Caucus Members;
- To ensure the written minutes are distributed to the Vice-President Academic;
- Be responsible for any funds authorized by Council for Caucus use.
- To assume the role of the Speaker in that person's absence.

Article 8: Access to Funding

8 - 1 The Caucus shall apply to the Vice-President Academic to access funds from the GCSU Budget.

8 - 2 The Caucus shall not have funds independent from those of Council.

Article 9: Removal of Speaker/Secretary

9 - 1 If the Secretary or Speaker is absent for three (3) meetings then they may be removed.

9 - 2 The Secretary or Speaker may be removed by a two-thirds (2/3) majority vote of the members present at its Caucus meeting.

By-Laws: Student with Disabilities Caucus

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Article 1: By-Law Authority

- 1-5 These By-Laws and Regulations shall be subject to the Constitution, By-Laws, and Standing Policy of the Grenfell Campus Student Union (GCSU).

Article 2: Name

- 2-1 The official name of the Caucus shall be GCSU Students with Disabilities Caucus.

Article 3: Purpose

- 3-1 The purpose of this Caucus is to unify and represent all its members and to protect and promote their welfare and interests. The Caucus shall provide, to the best of its resources, activities and services to enhance the educational, cultural, environmental, political, and social conditions of its members.
- 3-2 The Caucus shall act in the best interests of its membership as a whole.

Article 4: Composition

- 4-1 The Caucus shall be comprised of anyone who self identifies as indigenous, no status card necessary, and/or individual(s) that the Caucus deem to be an asset to its operations.
- 4-2 An individual considered to be an asset to the Caucus shall include but shall not be limited to faculty, staff, and graduate students.
- 4-3 The Caucus shall elect a member to the position of Speaker.
- 4-4 The Caucus shall elect a member to the position of Secretary.
- 4-5 Secretary and Speaker must be elected every semester.

Article 5: Meetings of the Caucus

- 5-1 Meetings of the Caucus shall be conducted on a regular basis as determined by the Caucus.
- 5-2 The Caucus shall meet not less than once a month with exception of the Spring/Summer semester, and the December to January break.
- 5-3 Meetings of a Caucus shall be open to the entire membership of the Caucus.
- 5-4 A notice of meetings shall be sent to the Vice-President Academic of the GCSU at least one week in advance, to distribute to members of the union.
- 5-5 A notice of meetings shall be sent to members who self-identify as belonging to the Caucus.

- 5-6 In case of extraordinary circumstances the Caucus may call an emergency meeting on a 24-hours written notice to the Vice-President Academic.
- 5-7 Minutes shall be taken of every meeting of the Caucus and sent to the Vice-President Academic.

Article 6: Right to Vote

- 6-1 Each member belonging to the Caucus shall be allowed one (1) vote per motion at a meeting of the Caucus
- 6-2 Each Caucus member wishing to vote must do so in person at the meeting of the Caucus for the vote in question, voting by proxy is prohibited.

Article 7: Power and Duties of Speaker/Scribe

- 7-1 The duties of the Caucus Speaker shall be, but are not limited to:
- Have the right to speak on behalf of the Caucus to the Council of the GCSU;
 - Give a verbal and/or written report to the Vice-President Academic following each meeting of the Caucus;
 - Direct, conduct, and set agenda for meetings of the Caucus;
 - Manage relations between the Caucus and Council.
- 7-2 The duties of the Caucus Scribe shall be, but are not limited to:
- To record minutes of all meeting of the Caucus;
 - To send of notice of Caucus Meetings to Caucus Members;
 - To ensure the written minutes are distributed to the Caucus members and the Vice-President Academic;
 - Be responsible for any funds authorized by Council for Caucus use.
 - In absence of Speaker, Secretary to assume duties.

Article 8: Access to Funding

- 8-1 The Caucus shall apply to the Vice-President Academic to access funds from the GCSU Budget.
- 8-2 The Caucus shall not have funds independent from those of Council.

Article 9: Removal of Speaker/Secretary

- 9-1 If the Scribe or Speaker is absent for three (3) meetings they may be removed.
- 9-2 The Scribe or Speaker may be removed by a two-thirds (2/3) majority vote of the Caucus.

DEFINITIONS

PART IV:

Definitions of the Constitution

- 1 - 1 'By-Law' means any By-Law of the Union that can be amended by Council by majority.
- 1 - 2 'Constitution' means the governing rules and regulations that bind the daily activities of the Union.
- 1 - 3 'Campus' Means the Grenfell Campus, Memorial University of Newfoundland of Memorial University of Newfoundland, as located in Corner Brook, Newfoundland and Labrador.
- 1 - 4 'Council' or 'legislative Council' means the Grenfell Campus Student Union body that makes decisions and day to day operations of Union services.
- 1 - 5 'Executive Officer' or 'Officer' means a member of the Executive Committee.
- 1 - 6 'Executive' or 'Executive Committee' means the Executive of the Union referred to in Title II, Section 2 of the Constitution.
- 1 - 7 'Member' means a student at Grenfell Campus, Memorial University of Newfoundland that has paid Union fees.
- 1 - 8 'Chairperson' means the Chairperson of the Council of the Student Union that maintains order in meetings.
- 1 - 9 'The Board of Directors' or 'Board' means the board of directors of the Corporation as referred to in By-Law III, Article 2.
- 1 - 10 'Union' or 'Corporation' means the Grenfell Campus Student Union of Grenfell Campus, Memorial University of Newfoundland, Inc.
- 1 - 11 'Division Representative' shall be each Councillor-at-Large's part time duty of being a liaison to each of the following Divisions and its students:
- Arts
 - Entertainment (aide to the Vice-President Executive)
 - Environment (aide to the Vice-President External)
 - Fine Arts
 - Nursing
 - Science
 - Social Science
- 1 - 12 'Candidate' means a single person that aspires to be nominated or elected to a position.

- 1 – 13 'Business Days' are any of the following: Monday, Tuesday, Wednesday, Thursday, Friday.
- 1 – 14 'Calendar Days' are any of the following: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.
- 1 – 15 'Assigned Polls' means the station in which a union member is asked to vote.

GCSU POLICY HANDBOOK

As per By-Law XII: Standing Policy

Operational Standing Policy

Backlot Purchase/Credit Card

- a. A credit card will be provided to the GCSU Backlot & Special Events Coordinator for the purchase of budgeted Backlot expenses and GCSU services under the portfolio of the office. Under no circumstances shall credit card be used for personal use.
- b. Whenever possible, the preferred method of payment for any disbursement by GCSU shall be purchase order, cheque, or invoice.
- c. When not in use during regular semester periods, the credit card shall be held by the GCSU Operations & Services Supervisor or GCSU Finance Clerk. The card must be signed in if the GCSU Backlot & Special Events Coordinator is on leave or out of the office during GCSU break/shutdown periods.
- d. All purchases, including online, must be requested in writing and be pre-approved by the GCSU Operations & Services Supervisor.
- e. Any unapproved purchases, including online shall be at the cost of the individual in the position of GCSU Backlot & Special Events Coordinator
- f. All purchases that are not accompanied by receipts shall be at the cost of the individual in the position of GCSU Backlot & Special Events Coordinator
- g. A monthly Expense Report of all purchases including receipts must be completed by the GCSU Backlot & Special Events Coordinator.
- h. GCSU Operations & Service Supervisor, Finance Clerk, and GCSU President shall review monthly credit card statements and all related Expense Reports.
- i. GCSU President must present monthly card statements and Expense Reports to GCSU Council each month for review and approval.
- j. Purchase card discrepancies and noncompliance to related policies must be reported to GCSU Council and GCSU Finance Committee.

Issues-Based Standing Policy –