



Student Union of NSCAD University

2025-2026 Bylaws & Standing Resolutions

As Amended April, 2025



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Purpose & Objectives of the Union

We, the students of NSCAD University, recognizing the need to speak with one voice in asserting our legitimate needs and concerns, wish to express our support for a Union of students whose basic aims and functions will be as follows:

1. To promote the artistic, educational, social, professional, and recreational activities of the students.
2. To represent, promote and defend the common interests of students, and facilitate cooperation amongst students within a common, democratic framework.
3. To serve as a medium of communication between students and the administration.
4. To recognize and promote the need for belonging to the National Student Organization and the Provincial Student Organization in achieving quality, accessible, and free education; and to represent students on the Provincial and National levels. To organize students on a democratic, cooperative basis in advancing our own interests, and in advancing the interests of our community.
5. To provide a common framework within which students can communicate, exchange information, and share experience, skills, and ideas.
6. To ensure the effective use and distribution of resources such as the health plan and finances acquired from the Union.
7. To bring students together and discuss and cooperatively achieve change.
8. To facilitate cooperation among students and develop a sense of community with our peers.
9. To articulate the desire of students to fulfill these duties, and be accorded the rights of citizens in our society and in the international community.
10. To achieve our ultimate goal; a system of post secondary education which is accessible to all, which is of high quality, which is nationally planned, which recognizes the legitimacy of student representation and validity of student rights, and whose role in society is clearly recognized and appreciated.
11. To recognize the need for belonging to the National Student Organization and the Provincial Student Organization in achieving quality, accessible education.



Definitions

Council

The individuals holding elected positions within the Union.

Discrimination

Discrimination refers to intentional or unintentional treatment which imposes burdens, obligations, or disadvantages on the basis of grounds protected by the Nova Scotia Human Rights Act and for which there is no legally justifiable reason.

Full Time Student

A student taking nine (9) or more credits in an academic term.

General Meeting

A meeting of the members of the Union

Membership

The members of the Union.

National Student Organization

The Canadian Federation of Students (CFS).

Part Time Student

A student taking up to and including six (6) credits in an academic term.

Plebiscite

The practice of putting a question to a vote by the membership, with the results of such vote being considered as advice to Council.

Provincial Student Organization

The Nova Scotia component of the Canadian Federation of Students (CFS).

Present at a meeting in the context of a Council meeting or a general meeting

Present at the time roll call is taken or when quorum is called.

Shall

The performance of an act or the fulfillment of any requirement is compulsory.

**Staff**

Any individual employed by the Union.

Student

A person attending the University.

Subject to the authority of Council

The Council shall by a majority vote, confirm or deny the actions taken.

The Union

The collective body consisting of all Union members

University

NSCAD University.



Bylaw 1: Rights of the Union

- A. The Union may acquire, hold, and enjoy property, real or personal, whether it be acquired by grant, gift, bequest, purchase, lease or otherwise.
- B. The Union may sell, lease, convey, mortgage, or otherwise charge and dispose of said property as may be deemed necessary for carrying out the purpose and objectives of the union.
- C. The Union may invest or otherwise use any money made on such endeavors towards the purpose and objectives of the Union.
- D. The Union may enter arrangements with any authorities, governmental, municipal, or otherwise, that may seem conducive to the attainment of the Union's purpose and objectives.
- E. The Union may erect, maintain, improve, or otherwise deal with any building to further the purpose and objectives of the Union.
- F. The Union may borrow money to further the purpose and objectives of the Union.
- G. The Union may draw, make, accept, endorse, execute, and issue bills of exchange, promissory notes and such other instruments as may be necessary for the purpose and objectives of the union.



Bylaw 2: Membership

Section 1: Requirement

Members of the Union shall include:

- i. All students registered at the University,
- ii. Who are taking courses for credit, and
- iii. Who have paid the prescribed fee,
- iv. Unless otherwise stated in these bylaws.

Section 2: Rights

- A. Only members of the Union shall be entitled to vote in Union elections.
- B. Only members of the Union shall be entitled to hold elected or appointed office in the Union, subject to the provisions of Bylaws 3 and 4.
- C. Members of the Union shall be entitled to any benefits, subsidies or services as may be available subject only to such limitations as imposed within these bylaws.



Bylaw 3: Make-up of Council

Section 1: The Executive

- A. The members of the Executive shall be selected from amongst the members of the Union, taking no less than 3 credits at NSCAD, and who shall be elected by the membership for the positions of:
- i. President
 - ii. Vice President Academic
 - iii. Vice President External
 - iv. Vice President Finance
 - v. Vice President Internal

Section 2: SUNSCAD Councilors -Divisional & Constituency Representatives

- A. Councilors shall be selected from amongst the members of the Union.
- B. Councilors must identify as a member of the student group whom they seek to represent.
- C. If at-least three out five Executive positions are filled, and a Union Member comes forward to fill a council position, they may be ratified at a regular council meeting after filling out a nomination form
- i. However, if there are three or more vacant Executive positions, no positions can be ratified by the Council until after the By-election.
- D. In so far as is possible, the Council shall include the following councilors:
- i. Academy Campus Rep
 - ii. Port Campus Rep
 - iii. Health and Safety Rep
 - iv. Bachelor of Arts Representative
 - v. Bachelor of Design Representative
 - vi. Campaigns, Mobilization, and Direct Action Council Representative
 - vii. SUNSCAD History Council Representative
 - viii. Decolonizing SUNSCAD Council Representative
 - ix. BIPOC Students' (Interest and Liberation) Council Representative
 - x. Queer and Femme Students' (Interest and Liberation) Council Representative
 - xi. Indigenous Students' (Interest and Liberation) Council Representative



- xii. International Students' (Interest and Liberation) Council Representative
- xiii. Graduate Students' (Interest and Liberation) Council Representative
- xiv. Accessibility Council Representative
- xv. Member at Large Council Representative (A)
- xvi. Member at Large Council Representative (B)
- xvii. Member at Large Council Representative (C)

E. The Council Shall appoint individuals to fill the following named positions:

- i. Chairperson
 - a. The Chairperson must, insofar as is possible, be a member of the Union
 - b. An elected official cannot fill the position of Chairperson.
- ii. Secretary
 - a. The Secretary must, insofar as is possible, be a member of the Union.
 - b. An elected official cannot fill the position of secretary
- iii. Food Bank Coordinator
 - a. The Food Bank Coordinator does not need to be a Union Member

Section 3: Regulations

- A. The Council shall be the governing body of the Union, determining policies and making regulations for the Union. The union's affairs shall be governed by: (in ascending order of authority) Executive, Council, General Meeting, Referendum.
- B. The duties and responsibilities of Councilors elected shall be determined according to Bylaw 4 and according to the policies and directives passed by the Council or through a general meeting.
- C. No person shall hold more than one Council position at a time.
- D. The Council shall hold office from 12 o'clock noon on May 1 of the year of their election, until 12 o'clock noon on May 4 of the following year. However, the newly elected Council shall have the power to make appointments pursuant to these Bylaws and Standing Resolutions twenty-four hours after the official election results are returned.



- E. Students elected to Council not attending classes in the summer semester may act as full members of the Council.
- F. Council meetings shall be called by the President, and shall be held at least once every two weeks or once a month if a General Meeting falls within the same month, during the Fall and Winter terms, at least once each month during the summer semester, or at any time when:
 - i. The Chairperson is requested to call a meeting by twenty-five percent of the members of the Union, or fifty members—whichever is greater.
 - ii. Three members of the Executive request the Chairperson to call such a meeting.
- G. Quorum for Council meetings shall be fifty percent plus one of the members in good standing elected or appointed during the fall and winter terms and four members of the Council during the summer semester.
- H. All resignations of members of the Council shall be made in writing to The Executive, who shall bring such before the Council at the next regular meeting.
- I. Should a vacancy arise in any of the elected positions, that position will remain vacant until an appointment can be made or an election can be held. These newly elected positions shall begin their term after being ratified at the next Council meeting.



Bylaw 4: Duties of Council

Section 1: Duties of All Council Members

- A. All executive and council members of SUNSCAD are required to complete anti-oppression training within one month of being appointed to their position.
 - i. The anti-oppression training must be completed using an organization approved by the Canadian Federation of Students (CFS/FCEEÉ)
 - ii. The training will be paid for by SUNSCAD, but Executive and council members will not be paid for their time during the training.
 - iii. If a member cannot attend the training provided by SUNSCAD, they will have to schedule and pay for their own training.

Section 2: Duties of the Executive

- A. Each Executive Officer shall keep accurate records and files concerning their activities and responsibilities.
- B. Each Executive Officer shall submit to Council a written report on their activities at each regular meeting of Council.
- C. Each Executive Officer shall attend all meetings of the Council, unless reasonable excuses is given in the form of regrets.
- D. Following any change to the makeup of the executive, or any election regardless of whether the membership of the Executive has changed, The Executive shall, by majority vote, select any two of its members to be granted access to an administrative email account (suadmin@nscad.ca)
 - i. The Executive shall take full responsibility for ensuring that
- E. The President of the Union shall:
 - i. Be the Chief Executive Officer of the Union.
 - ii. Be responsible for maintaining efficient administration of the affairs of the Union.
 - iii. Be the spokesperson for the Union, representing the opinions of the Union, as determined by Council.
 - iv. Represent the Union at all official functions of the University, where possible.
 - v. Represent the Union on the Board of Governors.
 - vi. Be an ex-officio member of all Student Union committees



- vii. Exercise signing authority on the financial affairs of the Union.
- viii. Have the authority to grant extended, paid, hours to executives as standing resolutions [1: Renumeration of SUNSCAD Executive & Staff.]
- ix. Call General Meetings as deemed necessary by Council as per bylaw 8: General Meetings
- x. Be in liaison with the Alumni Association and FUNSCAD
- xi. Have the right to organize a committee of the student's union on any issues of concern to the students as per standing resolutions.
- xii. Be the Staffing Relations Officer for temporary or permanent staff hired by the Union as outlined in the standing resolutions.
- xiii. Perform such other duties as Council may determine.

F. The Vice President Academic of the Union shall:

- i. Be responsible to Council for the development and formulation of policy on academic matters.
- ii. Act as an advocate for students on academic matters.
- iii. Advocate for communications between NSCAD administration and students on supports for marginalized students, alongside VP Finance.
- iv. Represent the Union as one of the student representatives in the official academic governing bodies as created by the faculty.
- v. If possible, represent the Union on university committees dealing with academic appeals, instructional assessment forms, and disciplinary action.
- vi. Form the SUNSCAD Academic Committee when necessary
- vii. Perform such other duties as Council may determine.

G. The Vice President External of the Union shall:

- i. Be responsible to Council for the development and formulation of policy on external affairs.
- ii. Have the right to organize a student Union committee on any external issue.
- iii. Be responsible for maintaining the Union's active participation in and communication with the provincial student organization and the national student organization.
- iv. Be responsible for implementing the campaigns of both the provincial and national student organizations.
- v. Be responsible for coordinating the preparation for delegates to conferences and meetings of affiliate student organizations.



- vi. Be responsible for informing students about those organizations.
- vii. Be one of the delegates to all conferences or meetings of affiliate student organizations.
- viii. Sit on at least one other committee within the University (includes SUNSCAD committees).
- ix. Act as a liaison between local artist run centers and Council
- x. Perform such other duties as Council may determine.

H. The Vice President Finance of the Union shall:

- i. Represent the student Union on the Board of Governors of NSCAD University, hereafter to be referred to as the 'Board'.
- ii. Be responsible to Council for the development and formulation of policy on
- iii. issues that arise from the Board.
- iv. Be responsible for maintaining active communication with the members of the Board.
- v. Sit on as many committees of the board as possible.
- vi. With the President and Council, develop briefs for submission to the Board.
- vii. Ensure that pay cheques are signed on payday.
- viii. Present a monthly report to Council on the financial state of the Union.
- ix. Ensure that expenditures are in accordance with the budget.
- x. Prepare a yearly budget to be passed at the AGM.
- xi. Be responsible, with Vice President External, for the development of campaigns and formulation of policy on social justice and human rights
- xii. issues.
- xiii. Advocate for communications between NSCAD administration and students on support for marginalized students.
- xiv. Act as a liaison between local non-profit social justice organizations, The Vice President External, and Council.
- xv. Coordinate information sessions, workshops etc. pertaining to local art community or social justice issues, as required.
- xvi. Perform such other duties as Council may determine.

I. The Vice President Internal of the Union shall:

- i. Be responsible for the effective dissemination and distribution of information to the membership.
- ii. Distribute internal communications.
- iii. Be responsible for updating and maintaining the SUNSCAD website.
- iv. Monitor and update bulletin boards.



- v. Coordinate the organization of at least one event per semester.
- vi. Coordinate information sessions, workshops etc. pertaining to internal issues of the NSCAD community, as required.
- vii. Be responsible for the collection of copy, layout, publication and distribution of the student publication.
- viii. Be responsible for the coordination of the activities that initiate student participation in the student publication.
- ix. Strike an Events committee when necessary and be the chair
- x. Be responsible for the oversight of Clubs and Collectives, including facilitation of workshops
- xi. Publish a list of active clubs by no later than October 31, of each Academic year and keep updated
- xii. Perform such other duties as Council may determine.

Section 3: Duties of Councilors

A. Each Councilor shall:

- i. Act as a liaison between the group of students who are being represented and the Council.
- ii. Organize a committee, as necessary, to better address the needs of the students who are being represented.
- iii. Maintain the right to receive funding for the students who are being represented.
- iv. Help the Executive in the dissemination of the information and implementation of campaigns.
- v. Maintain the right to sit on University committees as determined by the Council (not including SUNSCAD committees).



Bylaw 5: Financial Matters

Section 1: Budget

- A. For each fiscal year a draft budget shall be approved by the Council before April 15 of the preceding fiscal year.
- B. The budget shall be subject to amendment by the Council
- C. Each year, before October 31, the Council shall cause to be published:
 - i. A detailed summary of the accountant review of SUNSCAD's financial statements for the Previous fiscal year, which shall include any comments made by the accountant as to the Union's accounting procedures, and the income statement and the balance sheet.
 - ii. A detailed summary of the current annual budget for the Union and such other parties under the jurisdiction of the Union as the Council deems appropriate.

Section 2: Administering of Finances

- A. The fiscal year of the Union shall be from May 1 to April 30.
- B. The Board of Governors of the University or their agent is authorized to collect from each student, in every fiscal year a sum, the amount of which shall be changed only by a majority vote of the membership at a general meeting, and which shall be fixed by the Council in office for the year preceding, to be paid by the Board of Governors of the University or their agent in the Union.
 - i. In the case where the Union is advised that the cost of a service the Union administers is set to increase by 0-10%, the increase may be approved if passed at a Council Meeting; subject to the Standing Resolution governing Council Meetings.
 - ii. In the case where the Union is advised that the cost of a service that the Union administers is set to increase beyond 10%, a General Meeting shall be held to adequately consult students on this issue; subject to Bylaw 8: General Meetings.
- C.** All funds received by the Union shall be placed under the administration of the VP of Finance.
- D. The Council shall be responsible for the allotment and distribution of all funds received by the Union.



- E. The VP of Finance shall update the council monthly on the state of the Union's finances.
- F. All liabilities incurred by the Union or its authorized agents shall be paid by cheque on the general fund of the Union, signed by the designated officers.
- G. Council may, make amendments to Standing Resolution 8: Funding Requests and Grants, regarding the criteria to which groups applying for Union funds must adhere, provided that Council retains the right to grant or deny funds where it considers either course of action appropriate.
- H. Council shall retain the right to withdraw any grant where the group receiving the grant is using such a grant for purposes other than those specified in the original application by the group.
- I. All expenditures of the Union or its agents shall conform to budgetary allocations as approved by Council.
- J. If a need is perceived, then a finance committee shall be struck consisting of:
 - i. Two members of Council who are not members of the Executive.
 - ii. The President of the Union.
- K. An external agency of the University will be engaged to perform a financial review at the end of each fiscal year.



Bylaw 6: Other Groups

Section 1: Requirements

A. Any Internal Student group whose current or intended membership is predominantly students at the University that wish to:

- i. Use the University name,
- ii. Solicit funds, or membership from among the membership of the Union,
- iii. Or use the facilities of the University for the activities of such a group

Shall submit an application for ratification by the Council and shall conform to the bylaws and Constitution of the Union and to any Standing Resolutions made pursuant to those bylaws.

Section 2: Regulations

A. Any Internal student group under the jurisdiction of the Union may be required to present to the Council a written report of the activities and financial condition of the group.

B. For the better administration of finances and activities of the Union and its members, the President shall have the right, if they are so instructed by Council, to examine the records, reports, or minutes of any student group under the jurisdiction of the Union.



Bylaw7: General Elections & By-Elections

Section 1: Conditions

- A. There shall be a General Election called each winter semester to determine which members shall hold office for the upcoming year, beginning on the 1st of May.
- B. The General Election shall be held in accordance with these Bylaws.
- C. By-elections may be held at any time, as deemed necessary by Council, and shall be held according to these Bylaws.
- D. Under any circumstances where only one position of The Executive is filled, it shall be the duty of the sole Executive member to conduct an emergency election, at-least every two months, until another Executive position is filled.

Section 2: Election Personnel

- A. When a General Election or By-election is called, a Chief Returning Officer (CRO) shall be appointed by the Union to oversee the election.
 - i. The CRO shall be hired by Council at least three weeks before the date of the election.
 - ii. The CRO shall be paid pursuant to Standing Resolution 2.
- B. Council shall make regulations regarding the administration of elections under its jurisdiction, and the CRO shall make such rules pursuant to those Standing Resolutions as it deems necessary to ensure the effective administration and good conduct of such elections, referenda, and plebiscites
- C. The CRO shall:
 - i. Administer all General Elections, By Elections, referenda, and plebiscites under the jurisdiction of Council.
 - ii. Decide all disputes regarding the administration and conduct of elections, referenda, and plebiscites under the jurisdiction of the Council.
 - iii. Have the power to disqualify any candidates breaching any rule or Standing Resolution or declare the results of any referendum or plebiscite to be void where there has been a breach of any rules or regulations subject to the powers and responsibilities of the Union.
 - iv. Advertise throughout the University and on SUNSCAD social media platforms the dates of the election
 - v. Post the names of the candidates within twenty-four hours of the close of nominations



- vi. Provide each candidate with a copy of the Standing Resolutions regarding the Election and campaigning
- vii. Provide each candidate with written copies of any special instructions and regulations governing the conduct of the election
- viii. Review all campaign materials regarding cost and accuracy
- ix. Arrange and publicize at least one forum during the election campaign where all candidates will be given an opportunity to speak and present their platform
- x. Determine whether it is necessary to hold elections in person
- xi. Ensure the election is active online during the specified period
- xii. Notify the Executive of the elections results within twenty-four hours of its conclusion
- xiii. report to the Council following the elections any suggestions or comments on the election procedures.

D. In the event that voting is to occur in person:

- i. The CRO shall, in addition to their regular duties:
 - a. Advertise for and hire poll clerks no later than two days before polls open
 - b. Advertise the location of polls, and their hours of operation prior to the first day of the election
 - c. Ensure that polls are open at the hours and locations as advertised
 - d. Provide each poll clerk and scrutiner with a copy of relevant information including voting procedure and election rule
- ii. Poll Clerks Shall:
 - a. Be members of the union, who are not active candidates or campaign workers for active candidates
 - b.** Maintain polls as outlined below
 - c. Maintain a list of students, and cross off each student's number as they are issued a ballot.
 - d. Vote when not on duty as a poll clerk
- iii. Scrutinizers Shall
 - a. Be members of the Union who did not work as polling clerks, and are not active candidates or campaign workers for active candidates
 - b. Be present when the ballots are counted
 - c. Be present in the event of a recount



Section 3: Nominations

- A. Nominations for all positions will open at least 21 days prior to the general election, and all will close at 9:00 am on the fourteenth day prior to the general election.
- B. The positions of the executive of the Council shall be nominated by submission of a prescribed nominating paper signed by the nominee and fifteen members of the Union, including information for contacting the candidate.
- C. Divisional representatives and those constituency positions designated to go to the election shall be nominated by submission of a nomination paper signed by the nominee and ten members of the Union, including information for contacting the candidate.
 - i. The President shall be responsible for informing the constituencies of their right to appoint a representative from within the constituency. The President shall also be responsible for relaying to the Chief Returning Officer and Council those constituencies that wish to go to the general election.
- D. All nominations for any other positions which Council may call for shall be in similar form to the forgoing nomination papers.

Section 4: Campaigning

- A. All campaigning is subject to review by the CRO. Failure to conform with the regulations laid out below in any way may result in disqualification from the election, subject to the discretion of the CRO.
- B. All election and referendum campaigning will begin no earlier than 9:00 am on the fourteenth day preceding the election.
- C. All election and referenda campaign materials must be removed, and campaigning ceased by 11:00 pm on the day preceding the election. It is the responsibility of the candidates to remove their own materials.
- D. It is the responsibility of the Chief Returning Officer to remove referendum materials. Information on the referendum questions may remain posted as determined by the Chief Returning Officer.
- E. Campaign materials can be posters, videos, or social media posts



- F. Each candidate is required to post a minimum of ten posters in prominent places in the University.
- G. Campaign materials may be produced at the expense of the Union. The cost of campaign materials shall not exceed ten dollars per candidate.
- H.** Campaign materials whose cost will be incurred by the Union may be reproduced by the Chief Returning Officer
- I. Campaign materials shall not include information which is deemed false by the Returning Officer or Elections Committee. The decision of the Chief Returning Officer is final.

Section 5: Election Procedure

- A. General elections will include elections for the following positions:
 - i. All positions composing The Executive
 - ii. The Divisional Representatives
 - iii. Such other positions associated with the Union as the Council may determine
 - iv. Representatives of Constituency Groups that wish to partake in the election as a way of determining their representation
- B. Voting will occur on three consecutive class dates prior to April 4. The dates shall be decided by the Executive.
- C. In the event that voting occurs in person:
 - i. At least one poll shall be taken on each of the three days, between the hours of 2:00 am and 2:00 pm, in three locations best suited to reach the population of the University. The master polling station shall be in the student lounge.
 - ii. At least one poll shall be taken between the hours of 5:00 pm and 8:00 pm, on the evening in which there are the most classes being held. The poll shall be at the master polling station located in the lounge.
 - iii.** A master student list will be maintained at the master polling station. All other polling stations are required to contact the master location immediately after a student has voted, to provide the name of the student so that the master student



list is updated immediately. All polling stations will update their voter's list after each vote has been cast, to ensure that no double voting is possible

Section 6: Voting Procedure

- A. Voting shall be done through an online voting portal. In person voting: Voting shall be by secret ballot.
- B. Candidates for the office who receive a simple majority of the votes cast shall be elected.
- C. The Chief Returning Officer shall vote before the polls open on the first day of the election. This ballot shall be sealed in an envelope and only opened in the event of a tie.
- D. Persons elected to the Board of Governors are subject to approval and appointment by that body.
- E. There shall be no voting by proxy
- F. In the event that voting is to occur in person:
 - i. Any candidate may provide a scrutinizer, at their own cost, to any poll where votes could be cast for them.
 - ii. Each candidate reserves the right to have a scrutinizer present during the ballot counts.
- G. In the event that voting is to occur in person, the Chief Returning Officer shall, in addition to their regular duties:
 - i. Be responsible for the counting of ballots and any recounts that may become necessary
 - ii. Count the ballots in the presence of at least three (3) scrutinizers
 - iii. Reject any ballots which have been spoiled
 - iv. Place the ballots in a sealed package, in the presence of the scrutinizers, and deposit them with the Spokesperson for safekeeping for a period of two weeks after the election
- H. A ballot has been spoiled if:
 - i. It is not the official ballot form chosen by the Chief Returning Officer
 - ii. It contains votes for more than the maximum number of candidates



- iii. It contains a mark in more than one block, making the intention of the voter unclear
- iv. It Contains Any mark is present which identifies the voter
- v. No clearly marked vote is discernable

Section 7: Recounts

- A. There are to be no recounts for elections determined by online voting
- B. In the event that voting occurs in person:
 - i. Any candidate shall be granted a recount of the ballots cast for the position for which they were running, upon submission to the Returning Officer, within 48 hours after the posting of the election results, a written request signed by the candidate and ten other members of the Union.
 - ii. Any Union member shall be granted a recount of ballots cast in a referenda or plebiscite by submitting to the Chief Returning Officer, within 48 hours after the posting of the results, a written request signed by twenty-five members of the Union asking for such an action to be taken.



Bylaw 8: Referenda & Plebiscites

Section 1: Requirement

- A. A referendum shall be held when:
 - i. Two thirds of those present at a Council meeting vote to hold one.
 - ii. The President is presented with a bona fide petition signed by five percent of the members of the Union, requesting that one be held.
 - iii. The cost of any service provided by the Union to students is set to rise 10% or more in any given year. As pursuant to Bylaw 5: Financial Matters.
- B. A plebiscite shall be held when:
 - i. Two thirds of those present at a Council meeting vote to hold one.
 - ii. The President is presented with a bona fide petition signed by five percent of the members of the union, requesting that one be held.

Section 2: Regulations

- A. Any referendum or plebiscite shall present two or more options from which those voting must choose, and the form of the questions shall not be such as to request suggestions from those voting.
- B. Referenda and Plebiscites shall be administered by the CRO.
- C. The CRO shall be responsible for:
 - a. The wording of the ballot in question, subject to the approval of Council.
 - b. Determining the results of referenda or plebiscites this bylaw pursuant to all related Standing resolutions contained within this document.
 - c. Communicating these results to Council.
- D. Council shall not be bound by the result of any referenda or plebiscite unless at least twenty members of the Union, or 4% of the membership, whichever is greater, has participated.



Bylaw 9 Meeting Procedures

Section 1 Council Meetings

- A. The order of business at Student Council Meetings Shall be as follows:
 - i. Call to order and land acknowledgment
 - ii. Roll Call
 - iii. Approval of agenda
 - iv. Approval of last meetings minutes/business arising out of minutes
 - v. Ratifications
 - vi. Reports: Roundtable of council, committee chairs, staff and guests
 - vii. Discussion
 - viii. Old business
 - ix. New business
 - x. Announcements
 - xi. Time and date of next meeting
 - xii. Adjournment
- B. New business shall be drawn from items submitted to the chairperson by any member of Council if given to the chairperson before the meeting is called to order. If it is not, Council may add items during the meeting by a majority vote
- C. The executive shall prepare written reports for each meeting of Council. Copies of all reports shall be given to the Chairperson at least six hours in advance of the meeting.
- D. For a motion to be carried by Council the motion must win by fifty percent plus one votes, including abstentions.
- E. Copies of all reports shall be distributed to each member of Council at the beginning of each meeting.
- F. No Council meeting shall exceed three hours unless extended by a two third majority of Council.
- G. The Chairperson shall:
 - i. Give notice of a Council meeting to all members of Council at least seventy-two hours before the time of the meetings.
 - ii. Conduct the meetings in accordance with Roberts Rules of Order
 - iii. Prepare the agenda for each Council meeting
 - iv. Only vote in the event of a tie



- H. The Chairperson is not counted in the total number of members present on the Council in order to determine quorum.
- I. In the Chairperson's absence, the Council may appoint an acting Chairperson to perform the Chairperson's duties.
- J. Any member of the Union or other persons the Chairperson feels may contribute to a fuller understanding of the issue under debate may, upon being recognized by the Chairperson, address the meeting

Section 2 General Meetings

- A. All decisions of a General Meeting of the Union that are consistent with these bylaws shall be binding upon the Council.
- B. Once compelled to call a General Meeting, the President shall do so within two weeks
- C. General Meetings of the Union shall be called by the President:
 - i. At least once annually
 - ii. When they consider it necessary
 - iii. When they are compelled to do so by a two-thirds vote of those present at a Council Meeting
 - iv. When they are presented with a bona fide petition signed by fifty (50) members of the Union requesting that one be called
- D. For constitutional amendments/revisions, notice and text must be published at least one week before the meeting.
- E. Quorum at a General Meeting shall be twenty members of the Union, or 4% of the membership, whichever is greater; unless the a motion for a student strike is included on the General Meeting agenda, in which case the quorum at the meeting shall be forty members of the Union, or 8% of the membership, whichever is greater.
- F. The Chairperson of the Council shall chair the General Meeting, unless Council votes by a simple majority that another person may chair the meeting, or the members in attendance at the general meeting appoint an alternate chairperson for that meeting.



- G. The General Meeting shall be conducted in accordance with Robert's rules as needed.
- H. If a General Meeting is called in lieu of a council meeting. Councilors are expected to attend.
- I. Proxy voting shall be permitted at any meeting subject to the following provisions:
 - i. A member may designate another member as their proxy for part or all of a meeting by issuing a signed letter stating the date, meeting and the member that will be voting on their behalf.
 - ii. A member that is unable to remain until the adjournment of the meeting, may designate another member as their proxy for part or all of the remainder of the meeting by issuing a signed letter stating the date, times in the meeting and the member that will be voting on their behalf
 - iii. A member may act as proxy for any number of members at any given time.



Bylaw 10: Conflict Of Interest

- A. Any decision maker who believes they are in a conflict of interest should proceed as follows:
 - i. Declare the Conflict of Interest immediately upon becoming aware of it
 - ii. Leave the meeting when the issue is discussed, to avoid any possibility of influencing the votes of other members on the issue
 - iii. Take steps to avoid influencing the decision in any way, both at and outside of meetings.
- B. A member who is not sure whether they/she/he has a real or potential conflict of interest should declare this concern and a motion to have the individual removed from the discussion should be held.
- C. If a member notices a perceived conflict of interest that another member hasn't disclosed. That member has a right to immediately motion for said member to be removed from the discussion and vote on whether or not said member is in a conflict of interest.



Bylaw 11: Impeachment

Section 1: Grounds for Impeachment

- A. A motion for impeachment may not be brought before the Council absent of just cause. Just cause for impeachment may include any of the following:
 - i. Noncompliance with these bylaws (particularly their duties in Bylaw 4), or the standing resolutions without reasonable excuse.
 - ii. Non-attendance at committee meetings mandated to that Councilor without reasonable excuse.
 - iii. Conduct likely to bring the Union into disrepute.
- B. A motion to impeach a member of Council shall automatically be considered when a member has, without reasonable excuse as determined by the Chairperson, failed to attend the last two Council meetings.
- C. Any member of Council shall automatically be declared impeached when a petition requesting the impeachment of that member, signed by 40 members of the Union, is presented to the Chairperson, subject to the Chairpersons determination that the petition rests, in reality, on reasonable grounds as outlined in Section 1, article A of this bylaw.
 - a. Such an impeachment shall not be subject to review by the Council.

Section 2: Impeachment Procedures

- A. Once a motion of impeachment has been brought to Council, The Chairperson must notify the Councilor in question.
- B. Once fourteen (14) days have passed since the notification, the Council may vote on the Impeachment at the next council meeting.
- C. Persons declared impeached may appeal in writing to the Chairperson within fourteen calendar days from the time of impeachment for a review, which shall be conducted within 28 calendar days following the submission of the written appeal. To conduct a review, Council shall:
 - i. Conduct a meeting for which all members are present,
 - ii. Review the written appeal,
 - iii. Solicit a short presentation from the appealing individual, if deemed appropriate by Council,



- iv. Conduct a vote by secret ballot, to be collected and counted by the Chairperson

Section 3: Consequences of Impeachment

- A. Person Impeached may not serve in, or run for, any position on council for a period of twelve (12) months following the declaration of their impeachment.
- B. After that twelve (12) month period, they are free to participate as a candidate in any and all elections.



Bylaw 12: Anti-Harassment and Discrimination

Section 1: Preamble

- A. SUNSCAD prohibits acts of discrimination and any form of harassment and as such; this policy applies to all active members of SUNSCAD, on and off Campus.
- B. SUNSCAD recognizes that harassment and discrimination affect individuals on a deeply personal level, and as such the policies outlined under this bylaw seek to defer to the complainant's discretion wherever possible and appropriate.

Section 2: Procedures

- A. If any member of the NSCAD community believes that they have been subjected to or witnessed an act of discrimination or harassment by a member of the NSCAD community, they should first submit a complaint following the procedure outlined in NSCAD's Discrimination & Harassment Policy
- B. Should the harasser be a member of the SUNSCAD Executive, SUNSCAD Council or an independent contractor to the Union, the harasee may additionally submit a complaint to any executive or council member of SUNSCAD (the Confidant).
 - i. The complainant shall at all times maintain the right to confidentiality and anonymity
- C.** Any such complaint against a member of council or the executive will constitute just cause for a motion of impeachment subject to the procedures outlined in Bylaw 11b
 - i. Whether a motion for impeachment is in fact put forward shall be left to the discretion of the complainant
- D. Any such complaint against an independent contractor of the union may constitute grounds for termination of their contract, subject to consideration by the executive
 - i. Whether termination is considered shall be left to the discretion of the complainant
- E. Should the complainant wish to pursue alternative forms of mediation, in addition to or in lieu of the termination/impeachment process, the confidant may work to facilitate other informal means of resolution such as;
 - i. Writing a letter to the respondent
 - ii. Organizing a meeting between the respondent and Council
 - iii. Other methods deemed mutually appropriate by Council and the complainant



Bylaw 13: SUNSCAD Zine Press

Section 1: Statement of Purpose

- A. The SUNSCAD Zine Press shall be dedicated to publishing short form print materials in a manner which is accessible to NSCAD students.
- B. The Zine Press shall have a focus on the publication of Student works
- C. All materials distributed by the Zine Press shall be socially engaged, whether on a local or international scale.
- D. The Zine Press shall emphasize experimental publishing, and the dissemination of new and relevant ideas across NSCAD's campuses.
- E. The Press shall emphasize the contemporary issues and struggles of NSCAD students.

Section 2: Organization of the Zine Press

- A. The Press shall be governed by The Zine Press Committee, the makeup of which shall consist of;
 - i. Two Members of Council
 - ii. The Zine Press Editor (*Independent Contractor*)
 - iii. The Zine Press Printer (*Independent Contractor*)
 - iv. Up to two members of Faculty, or other individuals deemed hold relevant expertise
- B. The positions of Zine Press Editor and Printer are to be filled by Council in accordance with Standing Resolution 2: Independent Contractors to the Union
- C. All other positions shall be filled by a vote of the Council
- D. Positions on the Zine Press Committee are not subject to a predefined term limit, once appointed members of the committee will remain in their positions until such time as they vacate, are removed by council, or become otherwise ineligible.



Section 3 Financing of the Zine Press

- A. The Zine press shall be granted the right to hold its own Bank account, and to oversee the administration of funds being drawn from that account as it sees fit
- B. Each year the Zine Press Committee shall submit to the Council, no later than April 1st, a request for funding for the upcoming Fiscal Year intended to cover:
 - i. Printing Costs
 - ii. Distribution Costs
 - iii. Advertising Costs etc.
 - iv. This funding is not intended to cover the remuneration of the Zine press editor & Printer, who will be compensated in accordance with Standing Resolution 1
- C. Subject to approval by council, the amount requested, or some other amount as deemed reasonable by the Council, shall be deposited into the Zine Press Account on the 1st day of the Fiscal year
- D. Should the need arise, the Zine Press Committee may make additional requests for to Council on an Ad. Hoc. Basis

Section 4 Operation of the Zine Press

- A. All publications of the Zine Press are to be made available to NSCAD students on campus free of charge
- B. Any proceeds from sales made off campus or to individuals who are not members of the NSCAD community shall be retained by the Zine Press to be used in the furtherance of their objectives.



Bylaw 14: Amendment and Revision of the Constitution

Section 1: Amendments to the Bylaws

- A. These Bylaws may be revised or amended by the majority vote of those present at a General Meeting.
- B. The Act of Incorporation may be revised or amended by the majority vote of those present at a General Meeting, subject to the consent of the Provincial Legislature.
- C. It is mandatory to advertise at General Meetings that a request for a constitutional committee can be made at any time, and that such a committee shall be struck upon request, to perform the following duties:
 - i. Consider and make recommendations regarding amendments or revisions to the Act of Incorporation and/or Bylaws and standing resolutions of the Union.
 - ii. Assist in the drafting of any such amendments or revisions of the above mentioned
 - iii. Present their recommendations to Council, and if necessary, at a general meeting
- D. No amendments shall be made until the committee has conducted a review and brought that review to a General Meeting.
- E. A Constitutional Committee can only be disbanded by a General Meeting

Section 2: Amendments to Standing Resolutions

- A. Notice of a motion to adopt, amend, revise, or repeal any Regulation or Policy may be given at any Council Meeting, and shall not be considered until the next Council Meeting.
- B. The Council may by a two-thirds majority present at a meeting during the academic year but not during the summer semester, adopt, amend or repeal any Standing Resolution or policy for the good and effective governance of the Union



Standing Resolution 1: Remuneration of SUNSCAD Executive

Section 1: Payment of Executive

- A. The payment of all Executive is contingent upon the adequate and successful fulfillment of duties outlined in each respective portfolio pursuant to Bylaw 4, and duties which include but are not limited to;
 - i. Being present and doing work in the office during scheduled office hours,
 - ii. Working in the office on issues within one's portfolio,
 - iii. Attending meetings mandated by one's portfolio,
 - iv. Attending meetings on issues arising from Council,
- B. Executive committee members may receive payment for executive meetings equaling no more than one hour of compensation per week.
- C. Payment will not be received for attending regular Council meetings or general meetings of the Union.
- D. The wage for the president is based on a maximum of 30 hours every two weeks at a locked rate of minimum wage or \$18/hr; whichever is greater. This rate can be reviewed whenever council deems necessary. The locked rate can be changed at a General Meeting.
 - a. Subject to approval by council and sufficient availability of funds, the President of the Union shall have the option of working up to a maximum of 20 hours per week during the summer session, provided they are not enrolled in full time classes.
- E. The wage for the following positions is based on a maximum of 20 hours every two weeks at a locked rate of minimum wage or \$18/hr; whichever is greater. This rate can be reviewed whenever council deems necessary. The locked rate can be changed at a General Meeting.
 - i. Vice President Academic
 - ii. Vice President Finance
 - iii. Vice President External
 - iv. Vice President Internal



- F. Wages shall be disbursed through Council every two weeks, subject to submission of a time sheet to Vice President Finance
 - i. Hours recorded on time sheets must be accompanied by a description of duties performed during those hours.
 - ii. Time sheets must be submitted on the date specified for the pay period, otherwise the office must wait until the date specified for the next pay period.
 - iii. Time sheets will not be considered valid if submitted to the more than eight weeks after the pay period which they cover.
- G. If an Executive exceeds the maximum allotted hours of work in any given pay period they shall only be paid for twenty hours of work.
- H. If an Executive completes less than the maximum allotted hours of work in any given pay period, they shall only be paid for the hours which they have worked.
- I. The president may authorize, with the council's approval, another member of the Executive to be paid for hours worked exceeding the 20-hour biweekly limit.



Standing Resolution 2: Independent Contractors to the Union

Section 1: Engagement of Independent Contractors

- A. Pursuant to its powers of financial discretion under Bylaw 5, the Union retains the right to hire independent contractors to perform services as deemed necessary by the Council.
- B. When hiring independent contractors, a committee must be struck which consists of the President, one other Council member, and a third member of the Union.
- C. Members of the Union shall be given preference for Independent contracting positions, however discretion in selection ultimately lies with the Council.
- D. Standing positions which are to be filled in this manner include;
 - i. The Chairperson
 - ii. Chief Returning Officer
 - iii. Secretary
 - iv. Food Bank Coordinator
 - v. Zine Press Editor
 - vi. Zine Press Printer
- E. Additional positions for independent contractors may be created as deemed necessary by two-thirds majority vote of Council.
- F. Independent contractors filling named positions will be paid at a rate deemed appropriate by Council and will be subject to a maximum allotment of working hours per bi-weekly pay period as determined Council.
- G. If an independent contractor exceeds the maximum allotted number of hours for any two-week pay period, they shall only be compensated for hours worked up to the allotted amount.
 - E. If an independent contractor completes less than the maximum allotted number of hours in any two-week pay period, they shall only be compensated for the hours worked.



Standing Resolution 3: Miscellaneous Compensation

Section 1: Honoraria

- A. Pursuant to its powers of financial discretion under Bylaw 5, the Union retains the right to award Honoraria to individuals who perform services for the union the nature of which is such that compensation as an independent contractor would be inappropriate

Section 2: Per Diems

- A. A per diem of thirty dollars, plus six dollars per meal not provided at the event, shall be granted to those individuals who are sent to conferences or meetings as representatives of the Union.



Standing Resolution 4: Funding Requests and Grants

- A. Constituency Groups or Organizations of the Union applying for funding shall:
 - i. Make a written request to the Executive by filling out the Funding Request form (see Appendix).
 - ii. Be prepared to make a verbal request to the Executive.
 - iii. Include in their request details of their goals.
 - iv. Detail in writing revenues and expenditures of the undertaking.
 - v. Detail in writing the overall financial situation of the Constituency group or Organization
 - vi. Detail in writing alternate funding sources and activities proposed for the future.
 - vii. Make a report of completed activity to the Executive.
 - viii. Applicants not observing these guidelines will be ineligible for a grant under this resolution.
- B. All requests for funding shall be presented to the Executive, who shall:
 - i. Consider all such requests for funding and evaluate the need and anticipated use of all donations and grants.
 - ii. Have the right to consider requests up to a maximum of \$300 for any constituency group or society of the Union and then make a recommendation to the Council for their review.
 - iii. Have the right to consider requests up to a maximum of two hundred dollars for an event to be organized by a student, society, or constituency group of the Union and then make a recommendation to Council.
- C. The Executive shall approve, deny or request revisions of all funding requests for constituency groups, societies, and special events.



Standing Resolution 5: Organizations and Collectives

- A. Any Student Organization, representing the common interests of a specific group of students, on applying for ratification by the Union for the first time shall file with the Vice President Finance:
 - i. An accurate copy of its constitution or statement of purpose.
 - ii. A list of its current or proposed officer(s), organizers, or facilitators.

- B. Every Constituency group or Organization which has been ratified by the Union shall agree to:
 - i. Make a presentation to the Council on the current work of the group, upon request.
 - ii. Work in solidarity with the Student Union.
 - iii. Ensure that their representative is present at Council meetings.
 - iv. Set a regular meeting date, time and location of the student organization, which will be advertised throughout the University at least one week in advance of the meeting.

- C. No fees shall be payable in respect to applications under this resolution.

- D. The Vice President Finance shall be responsible for:
 - i. The proper implementation of this resolution;
 - ii. Keeping proper records of those Student Organizations recognized by the Union.
 - iii. Keeping and updating all constitutions and statements of purpose.
 - iv. Publishing each year on or before October 31, a list of those Constituency Groups and Organizations recognized by the Union.



Standing Resolution 6: Committees of The Union

- A. The Council, the Executive, or the President may form such ad-hoc committees of the Union as are necessary to facilitate the activities and goals of the Union.
- B. The President Shall keep an updated file on such committees.
 - i. The minutes of all such committees shall be filed in the respective committees' file.
- C. The Chairperson and/or members of all Union committees shall be appointed by the Council.
- D. The Chairperson of all committees shall present to the Council a report detailing the activities of the committee and include in this report any recommendations the committee wishes to make.