



Student Union of NSCAD University
Bylaws & Standing Resolutions
As amended Apr 2017



Contents

- 1 Objectives of the Union
- 3 Statement of Purpose
- 4 Definitions

Bylaws

- 7 Bylaw 1: Rights of the Union
- 8 Bylaw 2: Membership
- 9 Bylaw 3: Governance
- 12 Bylaw 4: Duties of Council
- 16 By Law 5: Financial Matters
- 18 Bylaw 6: Other Groups
- 19 Bylaw 7: Elections
- 20 Bylaw 8: General Meetings
- 21 Bylaw 9: Referenda and Plebiscites
- 22 Bylaw 10: Impeachment
- 24 Bylaw 11: Amendment and Revision of the Constitution

Standing Resolutions

- 26 Standing Resolution 1: Remuneration of SUNSCAD Executive & Staff
- 29 Standing Resolution 2: Staff
- 31 Standing Resolution 3: Per Diems
- 32 Standing Resolution 4: Union Management
- 33 Standing Resolution 5: Procedure for Council Meetings
- 35 Standing Resolution 6: Organizations and Collectives
- 36 Standing Resolution 7: Committees of the Union
- 37 Standing Resolution 8: Funding Requests and Grants
- 38 Standing Resolution 9: Constitution Committee
- 39 Standing Resolution 10: Election Process
- 40 Standing Resolution 11: Election Personnel
- 42 Standing Resolution 12: Nominations
- 43 Standing Resolution 13: Campaigning for Elections and Referenda
- 45 Standing Resolution 14: Recounts
- 46 Standing Resolution 15: Voting Procedure

47 **Appendix**

- 48 ii SUNSCAD Funding Request Form

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 NSCAD University students whose basic aims will be as follows:

- 1.To organize students on a democratic, cooperative basis in advancing our own interests, and in advancing the interests of our community.
- 2.To provide a common framework within which students can communicate, exchange information, and share experience, skills, and ideas.
- 3.To ensure the effective use and distribution of resources such as the health plan and finances acquired from the Union.
- 4.To bring students together and discuss and cooperatively achieve change.
- 5.To facilitate cooperation among students and develop a sense of community with our peers.
- 6.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.
- 7.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.
- 8.To recognize the need for belonging to the National Student Organization and the Provincial Student Organization in achieving quality, accessible education.
9. To work within a framework of anti oppression as stated below
The Student Union of Nova Scotia College of Art and Design (SUNSCAD) recognizes that there are power imbalances in all social relations. By anti-oppression we mean the practice of combating all forms of oppressions based on race, ethnicity, creed, class, gender, sexual orientation, gender identity, gender expression, immigration status, country of origin, religion, mental health status, age, and ability. These power inequities, which are socially constructed or learned ideologies create hierarchical relationships that benefit dominant or privileged individuals or groups, while marginalizing others, either implicitly or explicitly.

Oppression occurs when a person or group is excluded from opportunities for self development, disallowed full participation in society, and/or denied equal or equitable rights of the dominant group. Such limitations are not related to individual talent, merit or failure, but because of identity or membership to a particular group of people.

Oppressions based on race, ethnicity, creed, class, gender, sexual orientation, gender identity, gender expression, immigration status, country of origin, religion, mental health status, age, and ability intersect and are interrelated.

Aspects of social differences can't be understood fully without considering them in relation to each other. Individuals and/or groups can simultaneously experience privileges and oppressions from more than one source of their identity. Anti-oppression practice recognizes that identity and oppression is complex, takes many forms and exists through intersecting relationships.

Power and privilege are relative to one's location or position in society. Deconstructing and 'unlearning' oppression is possible by engaging in ongoing conscious and active processes of challenging previously held personal and organizational values, beliefs, perceptions, and attitudes. Oppression is learned and therefore anti-oppression can be viewed as a process of identifying, deconstructing, and trying to 'unlearn' privilege.

SUNSCAD recognizes that as a public educational institution, NSCAD is not exempt from systemic forms of oppression. By acknowledging systematic oppression individuals can locate their positions and begin to challenge and deconstruct it.

This requires all students to acknowledge the powers and privileges associated with their identities. Strategies for change require that we all share responsibility to challenge oppression. SUNSCAD strives to implement this framework of anti-oppression in all the work we do to make NSCAD a more equitable and accessible place for everyone.

In the consideration of these needs, the students of NSCAD University formed the Student Union of NSCAD University in November 1970

Statement of Purpose

The Student Union of NSCAD University exists to perform the following functions:

- 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.
- 3.To serve as a medium of communication between students and the administration.
- 4.To promote, coordinate and direct the activities of students.
- 5.To represent students on a Provincial and National level.
- 6.To do all other things that are incidental or conducive to these purposes.

Definitions

Council

The individuals holding elected positions within the Union.

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.

Petition

A written address, embodying an application from the person or persons preferring it, to the power, body or person to whom it is presented for the exercise of their authority in the redress of some wrong, or the grant of some favour, privilege, or license.

Policy

Any statement of belief or principle adopted by Council pursuant to these Bylaws.

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.

Publish

To cause to be printed in a manner approved by Council, and posted on notice boards in a manner likely to draw the attention of the membership.

Recall

To remove a person from office, leaving that office vacant

Referendum

The practice of putting a question to a vote by the membership with the result of such a vote being binding on Council.

Regulations

Union regulations made pursuant to these bylaws.

Roberts Rules of Order

The most recent edition of Robert's Rules of Order as recognized by the Chairperson.

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.

Union

All students paying the union fee.

University

NSCAD University.

These definitions are only valid if held in accordance with these bylaws.

Bylaws

Bylaw 1: Rights of the Union

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

Bylaw 2: Membership

Section 1: Requirement

- A. All students registered at the University who are taking courses for credit and who have paid the prescribed fee shall be members of the Union 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:
 - i any benefits, subsidies or services as available or as may be available from time to time; this is subject only to such limits as may be imposed by regulation.

Bylaw 3: Governance

Section 1: Requirement

- 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.

Section 2: Make-up of Council

A. The Executive

The members of the Executive shall include, students of the Union, taking no less than 3 credits at NSCAD at the time of their election and during their time in office 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 Cultural Affairs
- v. Vice President Internal
- vi. Vice President Finance

B. SUNSCAD Councilors—Divisional Representatives

The Council shall include the following Councilors, insofar as it is possible. Councilors must be members of the Union. Each Councilor must identify as a member of the group of students who are being represented and may be decided upon by a General Election or by election from within that group, **or** appointed by council. Positions on the council shall

Divisional Representatives:

- i. Art History Representative
- ii. Craft Representative
- iii. Fine Art Representative
- iv. Media Arts Representative
- v. Design Representative
- vi. Graduate Representative
- vii. Foundation Representative
- viii. Film Representative
- ix. Port Campus Representative

Constituency Representatives:

- i. Women's Representative
- ii. Gay, Lesbian, Bisexual, Transgendered, Queer (LGBTQ) Representative
- iii. Black Student's Representative
- iv. Indigenous Students Representative
- v. Accessibilities Representative
- vi. International Students' Representative
- vii. Mature Students' Representative
- viii. Part-time Students' Representative
- ix. Students living in Residence Representative
- x. Member at Large
- xi. Racialized Student's Representative

C. Chairperson

The Council shall appoint a Chairperson who, insofar as possible, must be a member of the Union, paying the applicable union fee at the time of their appointment and during their term in office. An elected council member cannot fill the position of chairperson.

D. Secretary

The Council shall appoint a Secretary to take minutes at all Council meetings. The Secretary, insofar as possible, must be a member of the Union, paying the applicable union fee at the time of their appointment and during their term in office. An elected council member cannot fill the position of secretary.

Section 3: Regulations

A. 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.

B. No person shall hold more than one Council position at a time.

C. 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.

D. Students elected to Council not attending classes in the summer semester may act as full members of the Council.

E. All meetings of the Council shall be conducted in accordance with the Standing Resolution Policy and directives passed by Council or general meetings.

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 Assembly 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:

iThe Chairperson is requested to call a meeting by twenty five percent of the members of the Union, or fifty members—whichever is greater.

iiThree 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 President and the Chairperson, 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.

Bylaw 4 Duties of Council

Section 1: Executive Makeup

A. The Executive shall be made up of:

- i. The President
- ii. The Vice President Academic
- iii. The Vice President External
- iv. The Vice President Cultural Affairs
- v. The Vice President Internal
- vi. The Vice President Financial

Section 2: Duties of the Executive

A. 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. Hold a position on the Student Union constitution committee
- vii. Be an ex-officio member of all other Student Union committees
- viii. Exercise all signing authority with the Resource Coordinator on all of the financial affairs of the Union.
- ix. Have the authority to grant extended, paid, hours to executives as per the standing resolutions [1: Renumeration of SUNSCAD Executive & Staff.]
- x. Call General Meetings as deemed necessary by Council as per bylaw 8: General Meetings
- xi. Be in liaison with the Alumni Association and FUNSCAD
- xii. Chair all the meetings of the executive.
- xiii. Organize the student representatives on all internal University Committees.
- xiv. Have the right to organize a committee of the student's union on any issues of concern to the students as per standing resolutions.
- xv. Be the Staffing Relations Officer for temporary or permanent staff hired by the Union as outlined in the standing resolutions.
- xvi. Perform such other duties as Council may from time to time determine.

B. 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. Represent the Union as one of the student representatives in the official academic

governing bodies as created by the faculty.

iv.If possible, represent the Union on university committees dealing with academic appeals, instructional assessment forms, and disciplinary action.

v.File all documents regarding complaints with the Resource Coordinator that was brought to SUNSCAD's attention. These will be kept for up to 7 years.

vi.As necessary, chair the academic committee of the Union;

vii.Perform such other duties as Council may from time to time determine.

C. 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.Chair the external committee of the Union.

x.Perform such other duties as Council may from time to time determine.

D. The Vice President Cultural Affairs of the Union shall:

i.Be responsible with Vice President External, for the development of campaigns and formulation of policy on social justice and human rights issues.

ii.Act as a liaison between local artist run centres and Council.

iii.Act as a liaison between local non-profit social justice organizations and Council.

iv.Coordinate information sessions, workshops etc. pertaining to local art community or social justice issues, as required.

v.Sit on at least one other committee within the University (includes SUNSCAD committees).

vi.Be responsible for coordinating the SUNSCAD Food Bank.

vii.Perform such other tasks as Council may from time to time determine.

E. 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 such as posters and weekly student e-mail announcements

- iii. Be responsible for updating and maintaining the SUNSCAD website.
- iv. Monitor and update the SUNSCAD bulletin boards.
- v. Allot bulletin board space to councilors as required and requested.
- vi. Coordinate the organization of at least one dance per semester.
- vii. Coordinate information sessions, workshops etc. pertaining to internal issues of the NSCAD community, as required.
- viii. Be responsible for the collection of copy, layout, publication and distribution of the student publication.
- ix. Be responsible for the coordination of the activities that initiate student participation in the student publication.
- x. As necessary, chair the Communications committee and the Events committee.
- xi. Manage the petty cash fund
- xii. Perform such other duties as shall be determined from time to time by Council.

F. The Vice President Financial 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 issues that arise from the Board.
- iii. Be responsible for maintaining active communication with the members of the Board.
- iv. Sit on as many committees of the board as possible.
- v. With the president and Council, develop briefs for the submission to the Board.
- vi. Ensure that pay cheques are signed on payday.
- vii. Meet regularly with the resource coordinator to go over finances.
- 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 for the oversight of Clubs and Societies including facilitation how to workshops and allotting bulletin board space to these groups as required in accordance with Bylaw 6: Other Groups.
- xii. Publish a list of active clubs by no later than October 31st of each Academic year and keep updated.
- xiii. Perform such other duties as Council may from time to time determine.

Section 3: Responsibilities of the Executive

A. Each officer shall keep accurate records and files concerning their activities and responsibilities.

A.B. Each officer shall submit to Council a written report on his or her activities at each regular meeting of Council.

B.C. Each officer shall attend all meetings of Council unless reasonable excuses is given in the form of regrets.

Section 4: Council Make-up

A. The Councilor and Divisional Representative positions shall be made up of:

Divisional Representatives:

- i. Art History Representative
- ii. Craft Representative
- iii. Fine Art Representative
- iv. Media Arts Representative
- v. Design Representative
- vi. Graduate Representative
- vii. Foundation Representative
- viii. Film Representative
- ix. Port Campus Representative

Constitutency Representatives:

- i. Women's Representative
- ii. Gay, Lesbian, Bisexual, Transgendered, Queer (LGBTQ) Representative
- iii. Racialized Student's Representative
- iv. Aboriginal Representative
- v. Accessibilities Representative
- vi. International Students' Representative
- vii. Mature Students' Representative
- viii. Black Student's Representative
- ix. Part-time Students' Representative
- x. Students living in Residence Representative
- xi. Port Campus Representative
- xii. Member at Large

Section 5: 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).
- vi. Be a member of at least two of the following SUNSCAD committees:
 - a) External Committee
 - b) Events Committee
 - c) Communications committee

- d) Constitution Committee
- e) Academic Committee

By Law 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 from time to time by the Council.
- C. Each year, before October 31, the Council shall cause to be published:
 - i. A detailed summary of the audited financial statements for the
 - ii. Previous fiscal year, which shall include any comments made by the auditors as to the Union's accounting procedures, and the income statement and the balance sheet.
 - iii. 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 the Finances

- A. The fiscal year of the Union shall be from May 1 to April 30.
- B. The Board of Governors of NSCAD University or their agent is authorized to collect from each student in every 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 NSCAD 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 referendum 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 Resource Coordinator.
- D. The Council shall be responsible for the allotment and distribution of all funds received by the Union.
- E. The VP 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, from time to time, 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:
 - i. Any business or accounting procedures laid down from time to time by the Resource Coordinator.
 - ii. Budgetary allocations as approved from time to time 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.
 - iii. The Resource Coordinator.
- K. An external agency of the University will be engaged to perform an audit at the end of each fiscal year, and a copy of said audit will be forwarded to the Board of Governors of NSCAD University.

Bylaw 6: Other Groups

Section 1: Requirements

A. Any internal student group whose current or intended membership is predominantly NSCAD University students who wishes:

- i. To use the University name
- ii. To solicit funds, or membership from among the members of the Union
- iii. To use the facilities of the University for the activities of such a group

Shall make application for ratification by 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 Resource Coordinator and 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.

Bylaw 7: Elections

Section 1: Conditions

There shall be an election called each winter to determine which members shall hold office for the upcoming year. The election shall be held in accordance with these Bylaws and the following Standing Resolutions.

Section 2: Procedure

- A. When possible, an elections committee shall be struck by Council.
- B. When an Election or By-election is called, a Chief Returning Officer shall be appointed by the Union to oversee the election.
- D. The Chief Returning Officer (CRO) shall be hired by Council at least three weeks before the date of the election.
- C. The Chief Returning Officer (and persons working the polls) shall be paid pursuant to Standing Resolution 2: Staff.
- E. The Chief Returning Officer and committee shall administer all elections, referenda, and plebiscites under the jurisdiction of Council.
- F. Council shall from time to time 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.
- G. The CRO shall decide all disputes regarding the administration and conduct of elections, referenda, and plebiscites under the jurisdiction of the Council. The CRO shall also 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.
- H. The CRO shall report to the Council following the elections any suggestions or comments on the election procedures.

Section 3: Regulations

- A. Quorum for elections shall be at least twenty percent of the membership.

Bylaw 8: General Meetings

Section 1: Requirement

- A. All decisions of a General Meeting of the Union that are consistent with these bylaws shall be binding upon the Council.

Section 2: Regulations

- B. There shall be at least one General Meeting per Academic year.
- C. General Meetings of the Union shall be called by the President when:
 - i. They consider it necessary.
 - ii. They are required to do so by a two thirds vote of those present at a Council meeting.
 - iii. They are presented with a bona fide petition signed by fifty members of the Union requesting that a General Meeting be called.
- D. The President shall call a General Meeting of the Union to take place within two calendar weeks of the need to do so being established.
- E. Where a General Meeting is called to deal with business arising out of Bylaw Amendment and Revision of the Constitution, notice of the General meeting and copies of the text of any proposed amendments or revisions to the Act of Incorporation or these Bylaws must be published at least one week before the General Meeting.
- F. Quorum at a General Meeting shall be twenty members of the Union, or 4% of the membership, whichever is greater
- G. 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.
- H. The General Meeting shall be conducted in accordance with Robert's rules as needed.
- I. If a General Meeting is called in lieu of a council meeting. Councilors are expected to attend.
- J. 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 no more than 2 members at any given time.

Bylaw 9: Referenda and 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 Chief Returning Officer.

C. The Chief Returning Officer shall be responsible for:

- i. The wording of the ballot question, subject to the approval of Council.
 - ii. Determining the results of referenda or plebiscites held under this bylaw pursuant to all related Standing Resolutions contained within this document.
 - iii. Communicating these results to Council.
- D. Council shall not be bound by the result of any referenda or plebiscite unless at least twenty percent of the membership votes.

Bylaw 10: Impeachment

Section 1: Requirements

- A. No member of Council shall be impeached without just cause, or in a manner not specified in this bylaw.
- B. Just cause for impeachment includes:
 - i. Non-compliance without reasonable excuse with the mandatory requirements of these Bylaws.
 - ii. Conduct likely to bring the Union into disrepute.
 - iii. Non-attendance at committee meetings mandated to that Councilor without reasonable excuse.
 - iv. Non-compliance with the honoraria Standing Resolution.
- C. Any member of Council shall automatically be declared impeached by the Chairperson when a bona fide petition requesting the impeachment of that member, signed by fifty percent plus one of the members of the Union is presented to the Chairperson. The Chairperson shall, taking whatever steps are necessary for the continued administration of the Union, call an election within one month of such dissolution.
- D. The Council may not over-rule the petition spoken of in Section C.

Section 2: Regulations

- E. Where fourteen calendar days of notice of the motion has been given to the Councilor in question, the Council may by a two thirds vote of the members present at a meeting impeach any member of the Council when fourteen calendar days notice has been given.
- F. A motion to impeach a member of Council shall automatically be considered when anyone at a Council meeting draws the attention of the Chairperson to the fact that the member has, without reasonable excuse as determined by the Chairperson, failed to attend the last two Council meetings. The Chairperson shall determine movers and seconders for the motion and proceed accordingly.
- G. Persons impeached shall have the right to participate as a candidate in an election held to fill the vacant position and shall have the right to participate in an appointment to the position.
- H. 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 in which all members were present,
- ii. Review the appeal,
- iii. Solicit a short presentation from the member who wishes to appeal their impeachment if appropriate,
- iv. Conduct a vote by secret ballot.
- v. The decision of council shall be binding.

Bylaw 11: Amendment and Revision of the Constitution

Section 1: Amendments to the Bylaws

A. A General Meeting may amend or revise the Act of Incorporation or these bylaws by a majority vote of those present, subject in the case of the Act of Incorporation to the consent of the Provincial Legislature.

B. Proposed amendments or revisions to the Act of Incorporation or these Bylaws may also be voted on by the membership at a general meeting of the Student Union Members held in accordance with these bylaws.

C. It is mandatory to *advertise* at G.A.s that a request for a constitutional committee can be made at any time

D. Once a constitutional committee is struck do to bylaw changes. No Bylaw change shall be amended until the constitutional committee has reviewed it and brought it to a general meeting.

E. Once a Constitutional Committee is struck it will only be disbanded by a general meeting.

Section 2: Amendment of the Policy Manual and Standing Resolutions

A. Notice of Motion to adopt, amend or repeal any Regulation or Policy shall be given at a meeting of Council, and shall not be considered until the next meeting of Council.

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 government of the Union, subject only to these bylaws.

Standing Resolutions

Standing Resolution 1: Remuneration of SUNSCAD Executive & Staff

Section 1: Requirements

- A. All payment shall be conditional on adequate performance. Adequate performance includes but is not limited to fulfilling the requirements of the portfolio being filled as per the bylaws.

Section 2: Payment of Executive

- A. The payment of all Executive is contingent upon the successful fulfillment of duties outlined in each respective portfolio as outlined in 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. Payment will not be received for attending regular Council meetings or general meetings of the Union. Executive committee members may receive payment for executive meetings equaling no more than one hour of compensation per week.
- C. The wage for the president is based on a maximum of 34 hours every two weeks at a locked rate of \$10.70 which can be reviewed whenever council deems necessary. The locked rate can be changed at a General Meeting.
- D. The wage for the following positions is based on a maximum of 20 hours every two weeks at a locked rate of minimum wage which can be reviewed whenever council deems necessary. The locked rate can be changed at a General Meeting.
 - i. Vice President Academic
 - ii. Vice President Cultural Affairs
 - iii. Vice President External
 - iv. Vice President Internal
 - v. Vice President Finance
- E. The wages shall be disbursed through Council every two weeks.
- F. If an Executive exceeds the maximum twenty hours of work in any two week pay period they shall only be paid for twenty hours of work.
- G. If an Executive completes less than twenty hours in any given pay period they shall only be given payment for the hours they have completed.

Section 3: Payment of Staff hired by Council

A. All payment to students who fill positions which are paid a regular wage shall be governed by this standing resolution. Titled staff positions governed by this Standing Resolution are as follows:

- i. Chairperson
- ii. Chief Returning Officer
- iii. Secretary

Other positions which are governed by this Standing Resolution who are hired from time to time include but aren't limited to:

- i. Persons doing office work. (excluding secretary)

B. The duties of these positions are as follows:

1. The Chairperson of the Council shall:

- i. Be responsible for calling and organizing regular Council meetings in consideration of Council members' schedules.
- ii. Develop an agenda for each meeting.
- iii. Fulfill other duties as outlined in Standing Resolution 5: Procedure for Council Meetings.

2. The Chief Returning Officer shall:

- i. Fulfill any duties as outlined in Standing Resolutions 11 through 16.

3. The Secretary shall:

- i. Be appointed by the Executive to take minutes at all council and executive meetings.
- ii. Complete other office duties as requested.

C. Staff governed by this standing resolution shall receive payment based on a maximum 20 hours in any two week pay period of work at a locked rate of \$10.50 per hour.

D. If a staff person exceeds the maximum 20 hours of work in any two week pay period they shall only be paid for 20 hours of work.

E. If a staff person completes less than 20 hours in any two week pay period they shall be only be given payment for the hours they have completed.

F. Additional staff positions may be created as necessary by two-thirds majority vote of Council.

Section 4: Honoraria

A. General staff positions which receive Honoraria are as follows:

- i. Persons working as election personnel hired by the Chief Returning Officer.
- ii. Persons working at dances, or social events.
- iii. Persons doing office work.
- iv. Bartenders
- v. Persons doing secretarial duties (excluding secretary)

B. Bartenders in the employ of the Council shall:

- i. Have taken the approved beverage service course as provided by the Office of Student and Academic Services.
- ii. Set up, run and take down the beverage service area at any licensed Council event under direction of the Vice President Internal.

Section 5: Regulations

- A. All those hired by the Union whose wage is regulated by this Standing Resolution must be members of the Union.
- B. A standard time sheet administered by the Resource Coordinator must be adhered to in order to receive payment.
- C. Hours recorded on time sheets must be accompanied by a description of duties performed during those hours.
- D. Time sheets must be submitted to the Resource Coordinator on the date specified for the pay period, otherwise the office must wait until the date specified for the next pay period.
- E. Time sheets will not be considered valid if submitted to the Resource Coordinator more than eight weeks after the pay period which they cover.

Section 6: Exceptions

- A. . If the President of the Union is not enrolled full-time in the summer session, they shall have the option of working up to a maximum of 25 hours per week at the rate mentioned in (B.) above, provided they have paid the prescribed full-time union fee and that SUNSCAD has sufficient financial resources to budget for the added honoraria amount
- B. In circumstances that are determined from time to time, the president may authorize another member of the Executive to be reimbursed for hours worked over the 20/two week period limit.

Standing Resolution 2: Staff

Section 1: Conditions of payment

- A. All payment to staff shall be considered to be taken and their payment conditional on the adequate performance of those duties for which they are hired.
- B. Additional staff may be created as necessary by two-thirds majority vote of Council.

Section 2: Resource Coordinator

A. Payment

- i. The Resource Coordinator shall receive compensation of \$25 per hour 4 days per week payable bi-weekly; plus free health coverage, paid sick time and vacation time, minus Employment Insurance and Canada Pension Plan deductions. This wage will be adjusted every year on April 1st to match the previous years Halifax Consumer Price Index inclusive of food and energy costs.
- ii. A standard time sheet must be adhered to and be approved of by the president in order to receive payment.
- iii. Hours recorded on time sheets must be accompanied by a description of duties performed during those hours.
- iv..

B. Duties

The Resource Coordinator shall:

1. Be responsible to the Executive by:

- i. Assisting and support the members of the Executive.
- ii. Assisting in the planning and coordination of orientation sessions for newly elected members of the Executive.
- iii. Assisting the Executive with the production of the Annual Report.
- iv. Providing monthly financial reports to the Executive.
- v. Assisting the Executive with the development of financial strategy and long-term financial planning.
- vi. Reporting to the Union President on a day to day basis.

2. Be responsible for general research by:

- i. Assisting with monitoring of media for issues relevant to the Students' Union.
- ii. Maintaining awareness of Federation research and research from other social justice organizations that may be relevant to the work of the Students' Union.
- iii. Undertaking general research initiatives as may be required.

3. Have various internal and administrative duties including:

- i. Assisting with the preparation of the members' handbook.
- ii. Advising the executives of deadlines.
- iii. Performing general office work as required.
- iv. Assisting with the development and provision of Students' Union services.
- v. Ensuring the maintenance, and continuity of the Union's files.
- vi. Assisting with the supervision of casual and temporary employees of the Students' Union.

4. Have Financial Management Responsibilities including:

- i. Assisting in the preparation of the annual budget.
- ii. Ensuring timely reimbursement of expenses to Executive members.
- iii. Ensuring timely disbursements of funds to clubs and other groups under the auspices of the Union.
- iv. Recording all financial disbursements and receipts.
- v. Ensuring all financial records are available to Executive members at all times.
- vi. Acting as a signing authority.
- vii. Ensuring timely payment of all payables.
- viii. Preparing invoices and ensure timely collection of all receivables.
- ix. Maintaining an inventory of merchandise of the Union.
- x. Making regular deposits as required.
- xi. Maintaining regular communication with the Union's financial institutions with respects to all loans, accounts, signing authorities, investments and other financial aspects.
- xii. Overseeing the handling off all SUNSCAD accounts.
- xiii. Preparing regular statements of financial position of the Union.
- xiv. Preparing annual financial statements for submission to an external auditing firm and ensure that the annual audit is produced in a timely manner.
- xv. Assisting the Union's auditors as required.

5. Be Responsible for Societies Registration by:

- i. Regularly filing Notice of Change with the Nova Scotia Joint Stocks Companies within thirty days of a change in the composition of the Executive.
- ii. Regularly filing other reports and notices as required with the Nova Scotia Joint Stocks Companies in a timely manner.

Standing Resolution 3: 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 SUNSCAD.

Standing Resolution 4: Union Management

- A. The President will be the General Manager of the Union Office. Duties include the following:
 - i.Overseeing the functions and performances of all persons paid by the Union or organizations for which the Union provides on-going funding.
 - i.Overseeing such staff as may be employed by the Union.
 - ii.Overseeing operations of the office.
 - iii.Performing such other duties as required from time to time by Council.

- B. When hiring staff for a term position a committee must be struck which consists of the President, one other Council member, and a third member of the Union.

Standing Resolution 5: Procedure for Council Meetings

- A. The order of business at Student Council Meetings shall be as follows:
- i. Call to order
 - 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. The agenda for each Council meeting shall be prepared by the Chairperson of Council.
- C. 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.
- D. Any member of Council wishing to have items placed on the agenda for a regular meeting of Council must give notice to the Chairperson before the meeting is called to order. If the Chairperson does not receive this notice, or if it is determined that a motion is necessary during Discussion, the Council may vote to include agenda items under New Business by a simple majority vote.
- E. 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.
- F. For a motion to be carried by Council the motion must win by fifty percent plus one votes, including abstentions.
- G. Copies of all reports shall be distributed to each member of Council at the beginning of each meeting.
- H. It shall be the duty of the Chairperson to give notice of a Council meeting to all members of Council at least seventy two hours before the time of the meetings.
- I. No Council meeting shall exceed three hours unless extended by a two third majority of Council.
- J. The Chairperson shall:

- i. Conduct the meetings in accordance with Robert's Rules of order when necessary.
- ii. Only vote in the event of a tie.

K. The Chairperson is not counted in the total number of members present on the Council in order to determine quorum.

L. In the Chairperson's absence, the Council may appoint an acting Chairperson to perform the Chairperson's duties.

M. 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

Standing Resolution 6: 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 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 7: Committees of the Union

- A. The Council, the Executive, or the President may from time to time 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.
- C. The Chairperson and/or members of all Union committees shall be appointed by Council.
- D. The minutes of all such committees shall be filed in the respective committees file.
- E. The Chairperson of all committees shall present to Council a report detailing the activities of the committee and include in this report any recommendations the committee wishes to make.

Standing Resolution 8: Funding Requests and Grants

A. All requests for funding shall be presented to the Executive.

B. B. The Executive shall:

i. Consider all 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 \$1,000 for any constituency group or society of the Union and then make a recommendation to 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. Executive shall approve, deny or request revisions of all funding requests for constituency groups, societies, and special events.

D. Constituency Groups or Organizations of the Union applying for funding shall:

i. Make a written request to 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 (budget) 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.

E. Applicants not observing these guidelines will be ineligible for a grant under this resolution.

Standing Resolution 9: Constitution Committee

A. The committee shall be struck as necessary by any union member that requests as such:

Consider and make recommendations regarding amendments or revisions to the Act of Incorporation and/or bylaws or standing resolutions to the Union, as required by Bylaw 11: Amendment and Revision of the Constitution.

Assist in the drafting of any such amendments or revisions of the above mentioned.

Review the policy manual and present to Council those policies which need to be reaffirmed, and to ensure that the policy manual is updated to include policy passed by that year's Council. It is mandatory to *advertise* at G.A.s that a request for a constitutional committee can be made at any time

Standing Resolution 10: Election Process

- A. General elections shall be held on three consecutive class dates before April 4, such to be determined by Council. The dates shall be decided by the Executive no later than February 10.
- B. General elections will include elections for the following positions:
 - i. The President
 - ii. The Vice President Academic
 - iii. The Vice President Cultural Affairs
 - iv. The Vice President External
 - v. The Vice President Internal
 - vi. The Board of Governors Representative
 - vii. The divisional representatives
 - viii. Such other positions associated with the Union as the Council may from time to time determine.
 - ix. Any Constituency Groups that wish to partake in the election as a way of determining their representative.
- C. At least one poll shall be taken on each of the three days, on days in which classes are regularly scheduled, 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.
- D. 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.
- E. By elections shall be held at any time when the Council deems necessary to fill vacancies on the Council and shall be held according to the regulations for elections.
- F. 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.

Standing Resolution 11: Election Personnel

- A. The Chief Returning Officer shall be hired no later than three weeks before nominations open.
- B. The Chief Returning Officer has the right to strike a volunteer elections committee that will number no more than four persons. Elections committee members shall not be candidates in the election and must be members of the Union.
- C. Duties of the Chief Returning Officer or Committee shall be fully shared with the Elections Committee.
- D. The Chief Returning Officer shall:
 - i. Advertise for and hire poll clerks no later than two days before polls open.
 - ii. Advertise throughout the University the date of the election and the location of the polls at least four days before the first day the polls are open.
 - iii. Post the names of the candidates within twenty four hours of the close of nominations.
 - iv. Give each candidate a copy of the Standing Resolution that deals with the Election and campaigning.
 - v. Give each candidate written copies of special instructions and regulations governing the conduct of the election.
 - vi. Review all campaign materials regarding cost and accuracy.
 - vii. Arrange and publicize at least one forum and one debate during the election campaign where all candidates will be given an opportunity to speak and present their platform.
 - viii. Give written notification of the times and locations using posters well in advance of the election.
 - ix. Ensure the polls are open at the hours and locations set out on posters giving notice of the election.
 - x. Be responsible for the counting of ballots and any recounts that may become necessary.
 - xi. Count the ballots in the presence of at least three (3) scrutinizers.
 - xii. Place the ballots in sealed packages in the presence of the scrutinizers and shall deposit them with the Spokesperson for safe keeping for a period of two weeks after the election.
 - xiii. Give each poll clerk and scrutinizers a copy of relevant information including voting procedures and election rules.
- E. Scrutinizers shall be members of the Union who did not work as polling clerks, and are not candidates or active campaign workers in the election. They may be concurrently holding an elected position in the Union.
- F. Scrutinizers shall:
 - i. Be present when the ballots are counted.
 - ii. Be present in the event of a recount.

G. Poll clerks may be any member of the Union except a candidate or an active campaign worker for any candidate.

H. Poll clerks shall:

i. Maintain polls as outlined in the Standing Resolution above .

ii. Vote when not on duty as a poll clerk.

iii. Maintain a list of students, and cross off each student's student number as they are issued a ballot.

Standing Resolution 12: 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 nominating paper signed by the nominee and ten members of the Union, including information for contacting the candidate.
- D. 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.
- E. All nominations for any other position which Council may call for shall be in similar form to the foregoing nomination papers.

Standing Resolution 13: Campaigning for Elections and Referenda

- A. All campaigning is subject to review by the Chief Returning Officer or Elections Committee.
- B. All election and referendum campaigning will begin at 9:00 am on the fourteenth day preceding the election.
- C. All election and referenda campaign materials must be removed and campaigning shall cease by 11:00 pm on the day preceding the election. It is the responsibility of the candidates to remove their own materials. If election materials are not removed the candidate may be disqualified from participating in the election.
- 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 are to be posted on bulletin boards on the property of the University. Each candidate is limited to one piece of material not to exceed 18" × 24" in total size per bulletin board.
- F. Each candidate is required to post a minimum of ten posters in prominent places in the University.
- G. Campaign materials shall be approved by the Chief Returning Officer before posting.
- H. Campaign materials may be produced at the expense of the Union. The cost of campaign materials shall not exceed five cents per electorate or ten dollars per candidate, whichever is greater.
- I. Campaign materials whose cost will be incurred by the Union may be reproduced by the Chief Returning Officer.
- J. 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.
- K. The Chief Returning Officer shall be fully empowered to decide if any candidate has not complied with the bylaws and standing resolutions in any way. If a candidate has not complied with the regulations, they may be disqualified from running in the election.

- L. If a referendum campaign encroaches the regulations, the decision of the Chief Returning Officer shall consider alternate penalties such as fines, removal of materials or restriction of personnel.

Standing Resolution 14: Recounts

- A. 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 are needed to perform a recount.

- B. 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.

Standing Resolution 15: Voting Procedure

- A. 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. Any candidate may provide a scrutinizer, at their own cost, to any poll where votes could be cast for them.
- F. Each candidate reserves the right to have a scrutinizer present during the ballot counts.
- G. The Returning Officer shall reject any ballot papers that:
 - i. Are not the official ballot form chosen by the Chief Returning Officer.
 - ii. Are marked in any way that identifies the voter who filled out the ballot.
- H. There shall be no voting by proxy.
- I. A ballot is spoiled if:
 - iv. It contains votes for more than the maximum number of candidates.
 - v. It contains a mark in more than one block which makes unclear the intention of the voter.
 - vi. No clearly marked vote is discernible.
 - vii. A mark is present that identifies the voter.

Appendix

SUNSCAD Funding Request Form

Persons or groups wishing to request funding or other support from SUNSCAD must submit the following form, filled out in full.

_____ name of applicant

_____ phone number

_____ organization or club name

_____ nature of request or event

.....
.....
.....
.....
.....
.....
.....
.....
.....

_____ location of event

_____ detailed budget or description of event (please attach any supporting documents)

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

_____ Please indicate the following by circling YES or NO.

Alcohol involved YES NO

Transportation involved YES NO

Sports activity YES NO

Waiver forms required YES NO

_____ Signature of Applicant Date: _____

_____ Received by Date: _____