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STUDENTS' ASSOCIATION OF RED DEER COLLEGE BYLAW

Articles I – XIII

Approved March 2, 2010

Spring General Meeting

Motion #: 09-10-G-08

Article I - Name

- 1.1 The name of the organization is the Students' Association of Red Deer College, which may also be known as SARDC.

Article II - Definitions

- 2.1 Association means the Students' Association of Red Deer College.
- 2.2 BARC means the By-law amendment and review committee.
- 2.3 Board of Governors (BOG) means the Board of Governors of Red Deer College.
- 2.4 By-laws mean the by-laws of the Association which govern the affairs of the Association.
- 2.5 Chairperson (Chair) means the Chairperson of Students' Association Council.
- 2.6 Collaborative Student means any credit student enrolled in a partnership program endorsed by Red Deer College and another post-secondary institution.
- 2.7 College means Red Deer College.
- 2.8 Directors mean all members of SAC.
- 2.9 Executive Council means the members of the Association's Executive Council.
- 2.10 Ex-Officio means non-voting member.
- 2.11 Good Academic Standing means having received a GPA of at least 2.0 at Red Deer College or a Collaborative Institution.
- 2.12 Member means a member of the Association.
- 2.13 Minister means the Minister of Post Secondary Learning in the Province of Alberta.
- 2.14 Officers mean the President, Internal Vice-President, Academic Vice-President, Student Life Vice-President and the General Manager.
- 2.15 Policies mean the Policies of the Association which provide guidelines in the administration of the Association's By-laws.
- 2.16 Referendum means submission of a question for decision by the Membership.

- 2.17 SAC means Students' Association Council which is the ruling body of the Association.
- 2.18 Society means The Students' Association Council which is the ruling body of the Association.
- 2.19 Student Groups means all student clubs and societies ratified by the Association.

Article III - Membership

- 3.1 Terms of Membership
Membership of the Association shall include:
- All credit students registered at Red Deer College who have paid fees to the Association
 - All Collaborative students at Red Deer College who have paid fees to the Association
- 3.2 Rights and Privileges of Members
Every member of the Association:
- Shall have the right to participate in the activities of the Association
 - Shall be entitled to address SAC as per policy
 - Shall have the right to use Association facilities within the limits set out by policy
 - Shall have the right to be elected/appointed to SAC, Academic Council or Executive Council having met eligibility requirements
 - Shall have the right to serve as a member of an Association or College committee when designated by the appropriate authorized body
 - Shall have the right to exercise any other rights inherent in the Association by-laws and policies.
- 3.3 Voting Rights:
A Member may vote:
- at all Association Elections according to Association bylaws and policies
 - at all Association Referenda according to Association bylaws and policies
 - at all General and Special General Meetings according to Association bylaws and policies
- Proxy voting shall not be permitted.
- 3.4 Resignation or expulsion of members:
A Member shall be deemed to have resigned from the Association upon withdrawal or expulsion from the College or a Collaborative Institution. A member may be expelled from the Association if they fail to adhere to Association By-laws and Policies.

Article IV – General Meetings of the Association

4.1 Meeting Notification

Notification of the Fall General Meeting, the Spring General Meeting and any Special General Meetings shall be made to the Membership through an Association publication at least 21 days in advance of the Meeting. The notice will state the place, date and time of the Meeting, and any business requiring a special resolution.

4.2 The Fall General Meeting

- 4.2.1 The Fall General Meeting shall be held no later than the end of the third week of classes in September of each year.
- 4.2.2 The agenda for the Fall General Meeting will be set by the President and will deal only with matters specified in the meeting notice. No additions to the agenda or amendments to motions or special resolutions will be allowed at the meeting. The agenda will deal with the following matters:
- Approving the agenda
 - Approving the minutes of the last General Meeting.
 - Review of the audited financial statements from the last fiscal year.
 - Reports from Executive Council
 - Opening nominations for Winter SAC
 - Opening nominations for any vacancies on Executive Council
 - Opening nominations for any student vacancies on Academic Council
 - Considering any matters specified in the meeting notice.
- 4.3 The Spring General Meeting
- 4.3.1 The Spring General Meeting shall be held no later than the end of the first week in March.
- 4.3.2 The agenda for the Spring General Meeting will be set by the President and will deal only with matters specified in the meeting notice. No additions to the agenda or amendments to motions or special resolutions will be allowed at the meeting. The agenda will deal with the following matters:
- Approving the agenda
 - Approving the minutes of the last General Meeting
 - Opening nominations for the offices of Association President, Internal Vice President, Student Life Vice President and Academic Vice President.
 - Opening nominations for Summer SAC.
 - Opening nominations for any vacancy on Academic Council.
 - Opening nominations for any vacancy in the Student BOG position
 - Considering any matters specified in the meeting notice.
- 4.4 Special Meetings
- Special Meetings may be called any time during the fall and winter academic terms:
- 4.4.1 By the President or SAC to consider the following matters:
- Any other matters consistent with the objectives of the Association as specified in the meeting notice.
- 4.4.2 By the President within 30 days of receipt, if petitioned to do so by ten (10) percent of the current members of the Association. Such a petition;
- Must include a written statement of the intent of the petition
 - Must include on each page the written statement of intent and the date the petition was initiated
 - Must contain the names (both written and printed) and the student ID numbers of those signing the petition in order to verify their membership in the Association
 - May only be conducted during the Fall or Winter academic terms
 - Must be conducted over a period not longer than 30 days after the initiation of the petition

- 4.5 Quorum at a General Meeting or a Special Meeting will consist of 20 Members of the Association.
- 4.6 Roberts Rules of Order shall govern all Meetings so far as those Rules may be applicable without coming into conflict with the By-laws of the Association.
- 4.7 General Meeting Proceedings:
- 4.7.1 Attendance by the public: All General Meetings are open to the public. A majority of the Members present may ask any persons who are not members to leave.
- 4.7.2 Failure to reach quorum: The Chair cancels the General Meeting if quorum is not present within one half (1/2) hour after the set time. If cancelled, the meeting is rescheduled for one (1) week later at the same time and place. No new notice is required. If a quorum is not present within one-half (1/2) hour after the set time of the second meeting, the meeting will proceed with the Members in attendance.
- 4.7.3 The SAC Chair chairs every General Meeting of the Association. The General Manager chairs in their absence. If neither are present within one-half (1/2) hour after the set time of the General Meeting, the Members present choose one (1) of the Members to chair.
- 4.8 Voting
- 4.8.1 Each Member has one (1) vote. A show of hands decides every vote at every General Meeting. A ballot is used if at least five (5) Members request it.
- 4.8.2 If there is a tie vote, the motion is defeated. The Chair does not have a vote.
- 4.8.3 A Member may not vote by proxy.
- 4.8.4 A majority of the votes of the members present decides each issue, unless the issue needs to be decided by a Special Resolution in which case a vote at least 75% in favour must be cast in order to carry.
- 4.8.5 The Chair declares a question carried or defeated. This statement is final and does not have to include the number of votes for and against the question.
- 4.8.6 The Chair decides any disputes on any vote. The Chair decides in good faith, and this decision is final.
- 4.8.7 Failure to Give Notice of Meeting
No action taken at a General Meeting is invalid due to:
- accidental omission to give any notice to any Member;
 - any Member not receiving any notice; or
 - any error in any notice that does not affect the meaning.

Article V Students' Association Council (SAC)

- 5.1 Governance of the Association
SAC shall be the governing body of the Association. Winter SAC shall govern from the first Winter SAC meeting to April 30 of each year. Summer SAC shall govern from May 1 to the first Winter SAC meeting of each year.
- 5.2 Governing Structure:

Board of Directors: Students' Association Council
 Officers: President, Internal Vice-President, Academic Vice-President,
 Student Life Vice-President, General Manager
 Executive Council: President, Internal Vice-President, Academic Vice-President,
 Student Life Vice-President, General Manager,

5.3 Powers and Duties of SAC

- SAC shall be responsible for the advancement of the Association's objectives.
- SAC shall have vested in it all of the necessary legislative, administrative and executive power for the proper management of the affairs of the Association.
- SAC shall have the power to conduct all actions necessary and expedient in carrying out the objectives and affairs of the Association.
- SAC shall have the power to control, deal with, and expend all monies collected through fees levied against the Membership of the Association.
- SAC shall be under no obligation to refund fees collected to Members withdrawing from the College if withdrawal does not conform to College policy respecting withdrawal dates.
- SAC shall have the power to expel any Member of the Association who is deemed to have seriously violated any portion of the Association's Bylaws and/or Policies.
- SAC shall have the power to establish, administer and/or recognize such student groups, organizations, and committees as it may deem necessary.
- SAC shall approve an annual budget for the Association.
- SAC shall make policies, rules and regulations for operating the Association and using its facilities and assets.
- SAC shall, when deemed necessary, sell, dispose of, or mortgage any or all of the property of the Association.
- SAC shall, without limiting the general responsibility of SAC, delegate its powers and duties to the Executive Council or the General Manager.

5.4 Composition of SAC

Winter SAC

Chairperson (non-voting)
 SAC Secretary (non-voting)
 President (voting)
 Internal Vice-President (voting)
 Student Life Vice President (voting)
 Academic Vice President (voting)
 Student BOG Representative (non-voting)
 General Manager (non-voting)
 College Academic Division Representatives (3 per division, voting)
 College Academic Division Ex-officio Representatives (as many as Executive Council deem necessary, non-voting)
 College Administration Representative (non-voting)

Summer SAC

Chairperson (non-voting)
 SAC Secretary (non-voting)
 President (voting)
 Internal Vice-President (voting)
 Student Life Vice President (voting)
 Academic Vice President (voting)
 Student BOG Representative (non-voting)
 General Manager (non-voting)

Five (5) additional voting members
Ex-officio members (as many as Executive Council deem necessary, non-voting)
College Administration Representative (non-voting)

5.5 Eligibility:

- 5.5.1 Any Member of the Association may let his/her name stand for Winter SAC unless they are a full-time employee of the Association.
- 5.5.2 Any Member of Winter SAC may let his/her name stand for Summer SAC unless they are a full-time employee of the Association
- 5.5.3 Eligibility for the position of Chairperson shall not be restricted to members of the Association.
- 5.5.4 The BOG Representative must:
 - 5.5.4.1 be enrolled in a minimum of 9 RDC credits
 - 5.5.4.2 not be a collaborative student
 - 5.5.4.3 not be an employee of the Association
 - 5.5.4.4 be in good academic standing

5.6 Election of SAC (Voting Academic Division Representatives)

- 5.6.1 Summer SAC is elected by Winter SAC for the Spring/Summer terms as per policy.
- 5.6.2 Winter SAC is elected by the Membership for the Fall/Winter terms, as per policy.

5.7 Duties and Responsibilities of SAC Members

Academic Division Representatives

Academic Division Representatives shall:

- ensure that the opinions and concerns of their student constituents are represented in the decision making of the SAC.
- perform other duties as provided for in the Bylaws or the Policies and/or as assigned by action of the SAC, including but not limited to:
 - i) sitting on at least two (2) SAC-related Committees, (other than JRC),
 - ii) attending prescribed meetings within their academic program;
 - iii) assisting Executive Council members in their duties
 - iv) acting as liaison between SAC and at least one SA recognized Student Group
 - v) attending SAC meetings.
 - vi) submit reports to SAC each meeting
 - vii) submitting an end of term report as per SAC End of Term Reports Policy

Academic Division Ex-officio Representatives

Academic Division Ex-officio Representatives shall:

- assist Members of SAC and Executive Council in the performance of their duties
- sit on at least one (1) SAC Committee (other than JRC)
- not have a vote on SAC but may actively participate in SAC discussions.
- submit bi-weekly reports to SAC
- submit an end of term report as per SAC End of Term Reports Policy

SAC Chairperson

The SAC Chairperson shall:

- chair all SAC meetings.
- act as JRC chair
-

The SAC Chairperson shall NOT

- hold any other SAC position within the Association,
- sit on any committee of the SAC (other than JRC),
- be a part of the Executive of any Student Group,
- act as a spokesperson for either the Association or the SAC,
- have a vote on any matter coming before SAC.

SAC Secretary

The SAC Secretary shall:

- keep accurate minutes of the meetings

BOG Representative

The BOG Representative shall:

- attend all SAC meetings
- make regular reports at all SAC meetings
- submit discussion topics to the President for inclusion on the SAC agenda as needed
- submit bi-weekly reports to SAC
- submit and end of term report as per SAC End of Term Policy Reports Policy
- act as a liaison with the BOG and have regular meetings with the President before each BOG meeting.
- not have a vote but may actively participate in all SAC discussions
- be enrolled in at least 9 RDC credits during the Fall & Winter terms. If exceptions apply, formal permission may only be granted by SAC.

College Administration Representative

The College Administrative Representative shall:

- attend all SAC meetings
- make regular reports at all SAC meetings
- act as a liaison with the College Leadership Team
- not have a vote but may actively participate in all SAC discussions

5.8 Resignation or Removal of a SAC Member

- SAC shall have the power, on a motion passed by a two-thirds (2/3) majority, to remove from office any member of SAC, who is deemed to have seriously violated any portion of the Association's Bylaws and/or Policies.
- Any member of Winter SAC, who has not achieved a GPA of at least 2.0 during the Fall term shall be given a period of not more than one month to resolve his/her academic situation. If he/she is not able to resolve this by February 1, he/she shall immediately resign, relinquish and vacate his/her SAC position, and vacancy procedures shall proceed.
- Any member of SAC, who is found guilty of academic dishonesty, shall immediately resign, relinquish, and vacate his/her SAC position.
- Any member of SAC, may be removed by a two-thirds majority vote of SAC if that member is incapable of maintaining his/her position.
- Any member of SAC, may be removed from office by a two-thirds (2/3) majority vote, if that person becomes bankrupt, or is convicted of an indictable criminal offense.

- The SAC Chairperson shall relinquish his/her position whenever requested by a two-thirds (2/3) majority vote of SAC.
- In the event that a Winter SAC member ceases to be a Member, he/she shall immediately resign, relinquish, and vacate the SAC position held.
- In the event that a SAC member becomes a full-time employee of the Association, he/she shall immediately resign, relinquish, and vacate the SAC position held.
- In the event that a position, other than an Executive Council position, on Summer or Winter SAC becomes vacant, Executive Council shall appoint a new SAC member as per policy.
- In the event that the Student BOG Representative resigns or is removed from their SAC position, the President shall request that the BOG Chair ask the Minister to remove them from the BOG.

5.9 SAC Meetings

- Meetings will be scheduled every two weeks during Fall and Winter terms, with the exception of designated College holidays. Summer SAC shall meet as required.
- Winter SAC must hold their first meeting no later than October 15 of each year.

Agendas

- It is the responsibility of the President to ensure that the agenda is prepared and to approve all items on the agenda.
- The President shall ensure that the agenda is available to all SAC members at least 3 working days prior to the next SAC meeting.
- Items may only be added to the agenda at the meeting with SAC's approval.
- SAC quorum shall be 2/3 of current voting SAC members.
- Meetings will be chaired by the SAC Chairperson.
- Roberts Rules of Order shall govern all Meetings so far as those Rules may be applicable without coming into conflict with the By-laws of the Association.
- Each voting SAC member has one vote. In the event of a tie the motion is defeated.
- Meetings are open to the public and the Membership, however, individuals other than SAC members are not allowed to address the meeting unless they have been invited to do so by the President and/or the Chairperson. A majority of the SAC members present may ask persons who are not Members to leave.
- Meeting Attendance
 - Two consecutive regularly scheduled SAC meetings missed, or four total Winter SAC meetings missed, with or without notice, may, at the discretion of SAC, constitute removal of a SAC member
 - Advance notice of absence must be given to the President and/or the SAC Secretary.
 - A SAC Member is said to have been in attendance if he/she is present for at least three-quarters of the SAC meeting.

- Honoraria is to be paid to all SAC Members, with the exception of the SAC Secretary, the General Manager and the College Administration Representative, the amount to be decided by SAC, per SAC Meeting attended.

Article VI Executive Council

6.1 Executive Council Composition

Executive Council shall consist of the President, the Internal Vice President, the Student Life Vice President, the Academic Vice President, and the SA General Manager. The SA General Manager and shall be an Ex-Officio Member.

6.2 Term of Office

6.2.1 The President, Internal Vice President, Student Life Vice President, and the Academic Vice President are elected for a one year term beginning May 1 of each year as per Election Regulations – Executive Council Policy.

6.2.2 The General Manager is a full-time employee of the Association and will remain an officer of the Association for the duration of his/her employment.

6.3 Executive Transfer of Power

6.3.1 At the last Executive meeting of the fiscal year, Executive Council will appoint the incoming Executive as the Officers of the Association effective May 1 by virtue of the Executive election results.

6.3.2 The General Manager shall remain an ex-officio member of Executive Council and an Officer of the Association for the term of his/her employment.

6.4 Eligibility

6.4.1 Spring Executive Elections (President, Internal Vice President, Student Life Vice President, Academic Vice President)

With the exception of all Collaborative students, who may not stand as candidates for the position of Academic Vice President, any member of the Association may let his/her name stand as a candidate for these positions if:

- i) he/she has achieved a GPA of at least 2.0 during the College's most previous Fall term
- ii) he/she has not previously served two elected terms as a Students' Association Executive. However, he/she may let his/her name stand as a candidate if four years has elapsed since serving his/her second elected term.

6.4.2 Fall Bi-election (President, Internal Vice President, Student Life Vice President, Academic Vice President) With the exception of all Collaborative students, who may not stand as candidates for the position of Academic Vice President, any member of the Association may let his/her name stand as a candidate for these positions if:

- he/she has achieved a GPA of at least 2.0 during the College's most recent Winter or Spring term.
- he/she has not previously served two elected terms as a Students' Association of Red Deer College Executive. However, he/she may let his/her name stand as a candidate if four years has elapsed since serving his/her second elected term.

6.4.3 The General Manager is eligible for membership on Executive Council by virtue of their employment with the Association.

6.5 Executive Job Descriptions

6.5.1 The Executive Council shall:

1. be responsible for upholding and maintaining the Bylaws and Policies of the Association for the effective and efficient administration of the Association.
2. perform, to the best of their abilities, all duties necessary or as provided for in these Bylaws and Policies, or as may be assigned by SAC for the effective administration of the Association and the betterment of its Members.
3. be responsible for the maintenance and administration of the Association Building.
4. at all times hold their responsibilities to the Association and its Members in highest priority.
5. perform their duties as outlined in the Executive Job Description Policy.
6. in consultation with the General Manager, be responsible for personnel matters, including hiring, dismissal, and salary reviews relating to employees of the Association.

6.5.2 The President shall:

1. act as the Chief Executive Officer of the Association.
2. be responsible for the administration of the Association according to the Bylaws and Policies of the Association by:
 - (i) ensuring the due observation of the Bylaws and the Policies,
 - (ii) being responsible for calling all General, Special General, SAC and Executive Meetings and presiding over Executive Meetings.
 - (iii) being responsible for preparing agendas for all General and Special General, SAC and Executive Council Meetings.
 - (iv) ensuring that all motions passed at General and Special General Meetings, SAC and the Executive are carried out in a timely manner,
 - (v) interpreting the Bylaws and Policies of the Association.
 - (vi) being responsible for implementing any revisions to the Bylaws and Policies of the Association.
3. in consultation with the General Manager, be responsible for directing the business affairs and staff of the Association, in accordance with the objectives of the Association.
4. act as a signing authority on all Association bank accounts and official documents,
5. facilitate and promote participation of the Association in any external organizations deemed beneficial to the Association or its Members by the Executive Council or the SAC.
6. facilitate and promote participation of the Association with faculty, administration, government and other organizations deemed beneficial to the Association.
7. be the official spokesperson for the Association.
8. monitor and ensure the continuity of a Student Health and Dental plan.
9. chair BARC Committee.
10. perform any other duties as directed by SAC and as outlined in the Executive `Job Description Policy.

6.5.3 The Internal Vice President shall:

1. act as an Officer of the Association

2. assist the President in the duties of his/her office and assume the responsibilities of the President in his/her temporary absence
3. act as a signing authority on all Association bank accounts and official documents.
4. chair the Issues Committees.
5. perform any other duties as directed by SAC and as outlined in the Executive `Job Description Policy.

6.5.4 The **Student Life Vice President** shall:

1. act as an Officer of the Association.
2. Chair the Events Committee.
3. Chair the CAT Fund Committee
4. oversee all Student Groups
5. perform any other duties as directed by SAC and as outlined in the Executive `Job Description Policy.

6.5.5 The **Academic Vice President** shall:

1. act as an Officer of the Association.
2. be a member of Academic Council.
3. Perform any other duties as directed by SAC and as outlined in the Executive `Job Description Policy.

6.5.6 The **General Manager** shall:

1. act as an Officer of the Association
2. ensure minutes of all SAC and Executive meetings are taken and preserved
3. keep the seal of the Association
4. ensure notices of meetings of the Association are published in a timely manner
5. keep and preserve contracts and other important documents of the Association
6. Keep and preserve a current copy of the Association's by-laws and policies
7. prepare financial statements for the Association and present them to SAC and to the General Membership at the Fall General Meeting of the Association.
8. ensure that GST and payroll remittances are paid on time and report this to Executive Council and SAC
9. in consultation with the President, be responsible for directing the business affairs and staff of the Association in accordance with the objectives of the Association.
10. act as a signing authority on all Association accounts and official documents.
11. prepare the annual budget and records for the annual audit.
12. act as financial advisor to SAC and Executive council.
13. participate in reviews and development of the Bylaws and Policies of the Association.
14. in consultation with Executive Council, be responsible for personnel matters, including hiring, dismissal, and salary reviews relating to employees of the Association.
15. act as treasurer for the CAT Fund committee.
16. perform such other duties, as directed by the President or the Executive Council, related to the affairs of the Association and as outlined in the Executive Job Description Policy.

6.6 Removal of Executive Council Member

- 6.6.1 Any incoming student member of Executive Council, who has not achieved a GPA of at least 2.0 during the Winter term, shall not assume office on May 1. He/she shall be given a period of not more than one month to resolve his/her academic situation. If he/she is not able to resolve this by June 1, his/her office shall be deemed vacant and vacancy procedures shall proceed.
- 6.6.2 Any student member of Executive Council, who has not achieved a GPA of at least 2.0 during the Fall Term, shall be given a period of not more than one month to resolve his/her academic situation. If he/she is not able to resolve this by February 1, he/she shall immediately resign, relinquish and vacate his/her Executive position, and vacancy procedures shall proceed.
- 6.6.3 Any student member of Executive Council who ceases to be enrolled in the required number of academic credits and/or courses at any time during the Fall and Winter terms, shall immediately resign, relinquish and vacate the position held.
- 6.6.3.1 The President must be enrolled in a minimum of 3 RDC credits, or one Collaborative course, to a maximum of 3 credit courses per Fall and Winter term. If exceptions apply, formal permission may only be granted by SAC.
 - 6.6.3.2 The Internal Vice President, the Student Life Vice President and must be enrolled in a minimum of 9 RDC credits, or three Collaborative courses, to a maximum of 5 credit courses per Fall and Winter term. If exceptions apply, formal permission may only be granted by SAC.
 - 6.6.3.3 The Academic Vice President must be enrolled as a student at RDC during the Fall and Winter terms. The Academic Vice President must be enrolled in a minimum of 9 credits, to a maximum of 5 credit courses. If exceptions apply, formal permission may only be granted by SAC.
- 6.6.4 The General Manager will cease to be a member of Executive Council upon leaving his/her employment with the Association.

6.7 Vacancies

- 6.7.1 The Association shall make all possible attempts to fill any vacant Executive Council positions in a timely and efficient manner. Notices of the following vacancies shall be posted for at least one week.
- 6.7.2 In the event that the President's office is deemed vacant before the Fall General Meeting, the Internal Vice President shall assume the position of President. The Internal Vice President shall have until September 1 to permanently assume the position of President for the remainder of the Presidential term. If the Internal Vice President decides to decline the Presidency, a bi-election shall be called for the President's position. Nominations will open at the Fall General Meeting.
- 6.7.3 In the event that the President's office is deemed vacant after the Fall General Meeting, the Internal Vice President shall have a one week period to decide if they will assume the office of President. If they do not assume the role, an ad-hoc committee of SAC shall be

struck to interview nominees for President and recommend their decision to SAC for approval.

- 6.7.4 In the event that the Office of Internal Vice President, Student Life Vice President or Academic Vice President becomes vacant before the Fall General Meeting, the position shall be filled through an Executive bi-election. Nominations will open at the Fall General Meeting.
- 6.7.5 In the event that the Office of Internal Vice President Student Life Vice President or Academic Vice President becomes vacant after the Fall General Meeting, an ad-hoc committee of SAC shall be struck to interview nominees and recommend their decision to SAC for approval.

6.8 Executive Meetings

- 6.8.1 The Executive Council meetings shall be scheduled at least once a week with the exception of designated College holidays (Christmas and Reading Week).
- 6.8.2 The Quorum of Executive Council shall consist of at least three (3) of the voting members of Executive Council.
- 6.8.3 Minutes for each Executive Council meeting will be recorded and be approved by SAC.

6.9 Payment to Officers

- 6.9.1 The President, Internal Vice President, The Student Life Vice-President and the Academic Vice President will be paid a monthly honorarium, the amount to be determined by Winter SAC in the semester prior to these officers' term.

Executives leaving or beginning office part way through a term shall have their honoraria pro-rated to the date of their leaving or beginning.

- 6.9.2 Tuition and SA fees (excluding special and material fees) shall be paid for each student SA Executive, to a maximum of nine (9) RDC credits per academic term.

If an Executive Council Member receives an F (fail) or a W (withdraw) from a course paid for by the Association, that Executive Council Member will reimburse the Association for the tuition and fees paid.

If an Executive Council Member resigns their position, that Executive Council Member will reimburse the Association for tuition and fees paid, the amount to be pro-rated to the date of their resignation.

If an Executive is elected or appointed after May 1, his/her tuition and fees amount will be pro-rated to the date of their election/appointment.

Article VII – SAC Committees

- 7.1 The following committees are standing committees of SAC:
 - 7.1.1 Awards Ceremony Committee
 - 7.1.2 Bylaw Amendment and Review Committee (BARC)
 - 7.1.3 Cultural Activities Trust Fund Committee (CAT Fund)
 - 7.1.4 Issues Committee

- 7.1.5 Events Committee
- 7.2 The following committee will meet as required:
 - 7.2.1 Judicial Review Committee (JRC)
- 7.3 SAC May appoint committees to advise SAC as needed.
- 7.4 General Procedures for Committees:
 - 7.4.1 A SAC Member will chair each committee.
 - 7.4.2 The Committee Chairperson calls each meeting and is responsible for
 - recording minutes of the meeting and submitting to SAC for information
 - reporting to SAC on the committee's activities
 - submitting End of Term Committee Reports to SAC
 - 7.4.3 A majority of the committee members present at a meeting is quorum with the exception of CAT Fund whose quorum is stated in its Terms of Reference, and the Judicial Review Committee whose quorum is stated in the JRC policy.
 - 7.4.4 Full-time employees of the Association may sit on committees as requires in an ex-officio capacity.
 - 7.4.5 At the discretion of the Committee, non-Association members may be invited to sit on SA Committees in an ex-officio capacity.

Article VIII: Student Groups

- 8.1 SAC shall have the authority to recognize Student Groups which meet the requirements set out in the Association's policies.
- 8.2 It shall be the responsibility of the Student Life Vice-President to oversee all Student Groups.
- 8.3 Student Groups must operate in compliance with the policies of the Association.

Article IX: Audit

(refer to Section 97 of the Post-Secondary Learning Act)

- 9.1 The Books of the Association must be audited once a year. The audit shall occur after the year-end of the Association and before the Fall general Meeting.
- 9.2 SAC shall appoint an independent auditor.
- 9.3 The Association shall provide audited financial statements annually to the BOG.
- 9.4 The General Manager shall present the audited financial statements to SAC and to the Membership at the Fall General Meeting.
- 9.5 A copy of the audited financial statements shall be made available to any Member upon request.
- 9.6 The Minister may in writing, appoint an investigator to examine and inspect the financial condition of the Association. If the Investigator finds irregularities in the management of the financial affairs of the Association, the Minister may:
 - Suspend or terminate the term of office of one or more members of SAC.

- Appoint an administrator to exercise the powers and perform the duties of SAC until a new SAC is elected, and
- Take any other action that the Minister considers appropriate to remedy the irregularity.

9.7 An administrator appointed according to 10.5 shall be paid the remuneration and expenses determined by the Minister out of the funds of the Association.

Article X: Finances and other Management Matters

10.1 The fiscal year of the Association ends on April 30 of each year.

10.2 Fees:

10.2.1 All members will be levied a fee per credit, the amount to be determined by Winter SAC each year for the upcoming academic year.

10.2.2 Fees will be collected by the College on the Association's behalf according to the terms of the Fee Collection Agreement.

10.2.3 In the event that a member withdraws from courses at the College, and providing that the student has paid Association fees, the student shall receive a refund as set by the College Refund Policy. Otherwise, there will be no refunding of Association fees.

10.2.4 Fees from Collaborative members shall be collected in accordance with agreements between the Association and the respective student organizations.

10.3 Signing Authority:

10.3.1 The designated Officers shall sign all cheques drawn on the monies of the Association. Two signatures are required on all cheques.

10.3.2 All contracts of the Association must be signed by the designated Officers or other persons authorized to do so by SAC.

10.4 The Seal of the Association shall be kept in the custody of the General Manager and may be used by the authorized signing officers of the Association as required when entering into legal documents or contracts that will affect the Members of the Association.

10.5 SAC shall have the power to borrow any amount of money up to and including the sum of twenty thousand (20 000) dollars and shall have the power to pledge or encumber any of the assets of the Association for this purpose, and specifically shall have the power to issue debentures to raise the said sum. No debenture shall be issued until the proposed issue has passed by a Special Resolution of the Association. Any documents relating to the loan or any security shall be negotiated by the authorized signing officers of the Association, and such signatures will be binding on the Association. SAC shall not have the power to borrow any sum in excess of twenty thousand (20 000) dollars unless approved by a majority of both SAC and the Members of the Association in attendance at the General or Special General Meeting of the Association.

10.6 SAC shall have the authority to expend monies up to and including the sum of fifty thousand (50 000) dollars for the administration or advancement of any single Association enterprise or objective that is, in the opinion of SAC to be of benefit to the Association. For any expenditure over that amount SAC must seek and receive the approval of the Members of the Association at either a General Meeting or a Special General Meeting.

10.7 Executive Council shall have the power and authority to expend monies up to the sum of one thousand (1000) dollars per motion for the needs and purposes of the Association during the sitting of Winter SAC.

- 10.8 Executive Council shall have the power and authority to expend monies up to the sum of ten thousand (10 000) dollars per motion for the needs and purposes of the Association during the sitting of Summer SAC.
- 10.9 Protection and Indemnity of Directors and Officers:
- 10.9.1 Each Director or Officer holds office with protection from the Association. The Association indemnifies each Director or Officer against all costs or charges that result from any act done in his/her role for the Association. The Association does not protect any Director or Officer for acts of fraud, dishonesty or bad faith.
- 10.9.2 No Director or Officer is liable for the acts of any other Director or Officer or employee. No Director or Officer is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Association. No Director or Officer is liable for any loss due to an oversight or error in judgment, or by an act in his role for the Association, unless the act is fraud, dishonesty or bad faith.
- 10.9.3 Directors and Officers can rely on the accuracy of any statement or report prepared by the Association's auditor. Directors or Officers are not held liable for any loss or damages as a result of acting on that statement or report.
- 10.10 Inspecting Books and Records. Members of the Association have the right to inspect the minutes and Audited Financial Statements of the Association upon giving reasonable notice to the President or General Manager that they wish to do so. Such inspection shall take place at the Association office during normal business hours.

Article XI: Referendums

- 11.1 The Association shall call a referendum if:
- 11.1.1 A motion is passed at SAC requesting the Referendum, or
- 11.1.2 A petition is delivered to SAC that is signed by at least 10% of the current members of the Association requesting a Referendum. The signers must include their signature, student identification numbers and print their name legibly for verification of Association membership.
- 11.2 A referendum may only be called and held during Fall and Winter semesters.
- 11.3 Notification to the general membership of a referendum must be published at least 21 days prior to the referendum.
- 11.4 The text of the referendum question should be clear and unambiguous and must be capable of being answered "yes" or "no" where "yes" is the desired outcome. The outcome of the referendum must be within SAC's jurisdiction. If a referendum brought forward by petition does not meet these requirements it will be rejected by SAC.
- 11.5 The results of a referendum will be acted upon if the total number of votes cast is at least 10% of the total number of members of the Association at the time of referendum and at least 60% of those voting either support or reject the referendum.
- 11.6 If the Referendum is successful;
- 11.6.1 If within SAC's jurisdiction, SAC will take action as soon as practically possible.
- 11.6.2 If it is a matter that is beyond SAC powers and must be referred to a General Meeting, the President will place the item in the agenda as a Special Resolution at the next General Meeting for consideration by the Members present.

Article XII: Amending the Bylaws & Policies

- 12.1 Notification to the general membership of Objective and Bylaw changes must be published at least 21 days prior to presentation at a Special or General meeting of the Association.
- 12.2 Objective and Bylaw changes shall take the form of:
 - 12.2.1 a special resolution presented as a recommendation from Winter SAC during a General Meeting of the Association, or
 - 12.2.2 a special resolution presented during a General meeting of the Association, as a result of a petition by at least 10% of the membership during the Fall/Winter Academic Term, or
 - 12.2.3 a Special resolution presented at a General Meeting of the Association as a result of a successful referendum.
- 12.3 Notification of Policy/Procedure changes to Summer or Winter SAC must be in writing at least 14 days prior to presentation.
- 12.4 Policies/Procedures changes shall take the form of a motion presented during a Summer SAC or Winter SAC meeting.
- 12.5 Special Resolutions require 75% support of entitled voting members in order to pass. All other motions require majority (50%+1) support of entitled voting members in order to pass.

Article XIII: Implementation & Dissolution

- 13.1 These Bylaws shall be made available to the Membership. Any amendments to these Bylaws will be recorded by motion number and the date adopted.
- 13.2 These Bylaws and duly made amendments to them, shall remain in effect until such time as:
 - 13.2.1 the Association through referendum or SAC shall take action to replace it or;
 - 13.2.2 the Lieutenant Governor in Council, by order, disestablished a post-secondary institution and dissolve its board, effective on the date named in the order according to the Post-Secondary Learning Act Section 102(1). An order under Section 102(1) dissolves the student organization of the public post-secondary institution on the date specified in the order, or
 - 13.2.3 the assets and liabilities and the rights and obligations of the dissolved Association are transferred to and assumed by the Government or of a public post-secondary institution named in the order or both.