**By-Laws of**

**The St.F.X. Students’ Union**

St. Francis Xavier University

Antigonish, Nova Scotia, Canada

The Council of the St. F.X. Students’ Union, St. Francis Xavier University, Antigonish, Nova Scotia, under and by virtue of the powers conferred upon it by Chapter 128, Statutes of Nova Scotia, 1965, and amendments thereto, “St. Francis Xavier University Students' Union Act, 1972,” does hereby make and publish the following by-laws.

(First Published March 30th, 1965, Revised February 23rd, 2017)

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# BLANK PAGESECTION 1: Definitions

### Article 1: Definitions

1. “Board” means the Executive Board of the Union
2. “By-laws” means by-laws made under the authority of the Students’ Council
3. “Council” means the Students’ Union Representative Council
4. “Student” means a registered student at St. Francis Xavier University
5. “Union” means the St. Francis Xavier University Students’ Union

# SECTION 2: BY-LAWS

### Article 1: General

1. The By-Laws are the supreme governing documents of the Union, and their provisions shall take precedence over any and all rules, regulations, or policies enacted by the Union.
2. Motions from Council initiating a referendum for a By-Law amendment must be passed by a two-thirds (2/3) majority vote. Quorum for these motions shall be two-thirds (2/3) of the eligible voting members of Council.
3. The By-Laws may be amended by referendum or by a two-thirds (2/3) majority vote of Council. Quorum for such amendments will be two-thirds (2/3) of the eligible voting members of Council. There must be public notice of proposed changes to the By-Laws for the benefit of the membership.

### Article 2: Amending of By-laws

The By-Laws are the binding constitutional authority of the Union. They will be subjected to amendment only by the following criteria:

1. Notice is given to Council in the form of one meeting or 25 days, whichever is shortest in duration;
2. Public Notice is given to the ordinary members of the Union within a minimum of twenty-five (25) days or one meeting, whichever is shortest in duration in advance.
3. All Amendments will require a two-thirds (2/3) majority vote by council a council with quorum to be binding.

### Article 3: Superseding Clause

1. The By-Laws supersedes and repeals all previous By-Laws of the Union.

# SECTION 3: MEMBERSHIP

### Article 5: General

1. Members of the St. F.X. Students' Union shall be comprised of the following.
2. Full-Time Students, full-time meaning at least 3.5 courses
3. Part-Time Students, part-time meaning at least one-half credit
4. Honorary Members, which shall comprise:
	1. All persons upon whom honorary membership may, from time to time be conferred by two-thirds (2/3) majority vote of the Students' Council.
	2. Students participating in the Coady Diploma Program.

\*Honorary members shall be called associate members of the Union. Honorary members shall not be required to pay Students’ Union fees, nor shall they ever be construed as having voting rights or privileges.

###

### Article 6: Membership and Fees

1. All students registered at St. F.X. University during the regular course of the academic year (September to April) will be members of the Union, including students who are only enrolled in courses outside the Antigonish campus.
2. Every member shall be entitled to vote in any election or referendum held by the Union, subject to any restrictions in these By-Laws and the St. F.X. Students’ Union Elections Act (See Appendix A).
3. Friends of the Union may be admitted by the Students' Council as Honorary Members. These members may not vote in Union elections or referenda.
4. The Union fees and other student fees may only be modified through referendum, unless the increase is 3% of that fee or less, in which case Council can increase the fee with at least twenty-one (21) days public notice. Once modified, the Union fee and other student fees cannot be modified for a period of twelve (12) calendar months.

# SECTION 4: ORGANIZATION & STRUCTURE

## SUB-SECTION 1 - THE UNION

The By-Laws of the St. F.X. Students’ Union are the binding Constitutional Authority of the Union.

### Article 1: Name

1. The official name of St. Francis Xavier University's student organization is the St. Francis Xavier University Students' Union Inc. (referred to throughout this document as the Union).

### Article 2: Aims

1. The Union will protect and promote the common welfare and interests of St. F.X. students.
2. The Union will provide services to enhance the educational, cultural, financial, and social conditions of its members.
3. The Union will promote and assist in maintaining a university environment free of prejudice and discrimination on the basis of (but not limited to) gender, race, language, religion, age, national or social status, sexual orientation, physical ability, or marital status.
4. The Union will represent the students of St. F.X. University to the University's administrative, faculty, staff, and alumni, to the federal, provincial, and municipal governments, and to other appropriate external bodies.
5. The Union will participate fully and actively within the University community in the decision-making concerning university life.
6. The Union, in representing the student body of the university, will develop the practice and spirit of responsible government.

### Article 3: Student Union Values

St. F.X. Student Union Core Values

1. Servant Leadership to Students
2. Trust, Integrity, Respect
3. Transparency and Accountability
4. Fun, Inclusive Student Engagement
5. Sustainable, Innovative Practices

## SUB-SECTION 2 – THE COUNCIL

### Article 1: Authority of the Union

1. SUPREME AUTHORITY - The supreme authority of the Students' Union shall be held by the student body of St FX.
2. PRIMARY AUTHORITY - The primary authority of the Students' Union shall be the Council.
3. SECONDARY AUTHORITY - The secondary authority of the Students' Union shall be the Executive Board.

### Article 2: Functions of Council

1. The governing body of the Union shall be known as the Council, and shall be empowered to make all decisions and take all actions on behalf of the Union by operation of its regular meetings.
2. Meetings of Council shall be conducted according to the most recent edition of Robert's Rules of Order Newly Revised.

### Article 3: Responsibilities and Limitations

1. Each elected member of Council shall have one vote on all matters coming before Council.
2. Members of the Students' Council are required to attend all meetings of the Students' Council and all Committees (standing or ad hoc) or commissions to which they belong. Failure to do so will result in a deduction of their honoraria by the Chair of Council.
3. If a permanent member of Council shall be unable to attend a particular Council meeting, the member may appoint a substitute (who shall have all the powers of the permanent member, except voting rights) by notifying the Chair of Council in writing at least eight (8) hours before the posted time of the meeting. A substitute shall be a resident of the constituency the member represents.
4. A Council Representative must call a meeting of their constituency within twenty-four hours of receipt of a petition signed by ten (10) members of the constituency.
5. Any representative can be impeached by a fifty percent vote of the total membership of their constituency, unless otherwise stated in a particular constituency which has been approved by Council.
6. Each Council member shall keep their constituents well informed in the dealings of the Students’ Union.
7. Each Council member shall be required to communicate with their constituents regularly, shall speak for their constituents in the Council and shall introduce any idea put to them by ten members of the constituency.
8. Councillors shall be members of at least two (2) Standing Committees of Council during their tenure on Council.
9. Council members should be knowledgeable of the general state of the Union and of matters brought before Council for their consideration in the form of motions.

### Article 4: Composition of Council

1. Composition of Council should include:
	1. President of the Students' Union (voting)
	2. VP-Academic Affairs (voting)
	3. VP-Finance and Operations, VP-Activities and Events, VP-Residence Affairs, and VP External Affairs
	4. 2 Board of Governors Representatives (voting)
	5. 1 Equity Representative (voting)
	6. 1 Students of African Descent Representative (voting)
	7. 1 Aboriginal Students Representative (voting)
	8. 1 Arts Representatives (voting)
	9. 1 Education Representative (voting)
	10. 1 Graduate Student Representative (voting)
	11. 1 International Representative (voting)
	12. 1 Science Representatives (voting)
	13. 1 Schwartz School of Business/IS Representatives (voting)
	14. First Year Student Representative (voting)
	15. Faculty Advisor (non-voting)
	16. Students’ Union General Manager (non-voting)
	17. Chair of Council\*
	18. Deputy Chair of Council (non-voting)

 \* Voting privileges may be extended to the Chair in the event of where his/her vote will affect the result, in the event where the vote is a tie, or when the vote is by written secret ballot.

1. Only members of the Union will be eligible to run for or hold a Council seat.
2. No member of the Union may hold more than one position on Council.
3. Members of Council will have a term of office, which will begin on the first (1st) of May following their election and will end on the thirtieth (30th) of April the following year.

### Article 5: Eligibility

1. Voting representatives to Council shall be elected by their respective constituencies.
2. All members of Council must be qualified full-time students.
3. A Councillor is no longer eligible to hold their seat if they are no longer a member of the constituency they were elected to represent.

### Article 6: Meetings of Council

1. Council meetings shall be open to all members of the Union and invited guests, unless closed by a two-thirds (2/3) majority to discuss staff-related and other highly sensitive matters.
2. Council meetings will be convened by the Chair no less than once a month during the fall and winter terms.
3. The Chair shall call a Council meeting to be convened upon a majority vote by the Council.
4. The Chair shall call a special Council meeting to be convened no less than seventy-two (72) hours and no more than one week after having received a request for a Council meeting from:
5. The President, or
6. A letter signed by any two (2) Councillors submitted to the Chair.
7. Members of the Union Special Council meetings can deal with no more than three items on the agenda.

1. Any member of the Union, and any guests, with the permission of Council, may speak at a Council meeting.
2. Quorum for a Council meeting will consist of 50% + 1 of the voting members.
3. Meetings shall follow The Order of Business save for an alteration by the passing of a motion by a regular majority.

The Order of Business for regular meetings shall be as follows:

1. Call to order

2. Roll Call

3. Approval of the Agenda

4. Opening remarks of the Chair of Council

5. Mi’Kmaq Acknowledgment

6. Approval of Minutes of preceding regular meeting and held since last such meeting

7. Business Arising

8. Constituency Reports

9. Executive reports:

* President
* VP-Academic Affairs
* VP-Finance and Operations
* VP-Activities and Events
* VP-Residence Affairs
* VP External Affairs

10. Faculty Representative’s Report

11. Student’s Union General Manager’s Report

12. Report of Committees

* Standing Committees
* Special Committees

13. Special Reports from elected or appointed officials (Ex: Student Senators or Board of Governors representatives)

14. Old Business

15. New Business

16. Closing Remarks of the Chair of Council

17. Adjournment

### Article 7: Committees of Council

1. Council shall have committees, which will provide Council with advice and recommendations for particular policy and service areas of the Union.
2. The Chair shall keep an updated list of all committees, their mandate, and their memberships.
3. There shall be eight (8) Standing Committees of Council with permanent mandates. All standing Committees of Council are responsible to Council. Their membership shall be finalized by the Chair of Council after the first Council meeting of each academic year subject to the restrictions outlined in these By-Laws. Unless elsewhere specified in these By-Laws quorum for all standing Committees shall be one half (1/2) of the membership. The twelve (12) permanent standing Committees of Council shall be:
4. The By-law & Policy Committee
5. The Budget & Finance Committee
6. The Campus Affairs Committee
7. The Health Insurance Plan Committee
8. The Society Review Committee
9. The Organizational Review Committee
10. The External Affairs Advisory Committee
11. The Equity Advisory Committee
12. Council has the ability to create additional standing committees at it sees fit. In addition it may create Ad hoc committees with a temporary mandate. Council has the power to determine the membership, budget, mandate as well as the time restrictions of any committee it creates.
13. All Standing Committees may move motions to council by way of any voting council member. All Standing Committees must deliver a report to council after having met regardless if any motions are produced.
14. All Standing Committees are required to meet a minimum of twice each term, with the exception of the Campus Affairs Committee, which shall meet bi-weekly. Unless elsewhere specified in the contents of these By-Laws, a meeting of a Standing Committee may be called by:
15. The designated Chair (or Co-Chair) of the Committee;
16. Any two (2) members of the committee giving written notice to the designated Chair (or Co-Chair) of the Committee;
17. A petition produced by fifty (50) ordinary members of the Union presented to the Chair of Council and the designated Chair (or Co-Chair) of the Committee;
18. The Chair of Council

1. In all cases a minimum of twenty-four (24) hours notice is required to call a meeting of a Standing Committee.
2. Membership in each Standing Committee includes scheduled meetings as well as using email communication throughout the committee.

##  SUB-SECTION 3 – THE EXECUTIVE BOARD

### Article 1: The Executive Board

1. There shall be a body of the Union called the Executive Board, which shall govern the Union between meetings of Council, in a manner consistent with policies set out by the Council.

### Article 2: Mandate

1. The Executive Board shall have general supervision of the affairs of the Union between Council meetings, make recommendation to the Council and shall perform such other duties as are specified in these by-laws. The Board shall be subject to the orders of the Council and none of its acts shall conflict with action taken by the Council.

### Article 3: Organization

1. The officers of the Union, namely: President, VP-Academic Affairs, VP-Finance and Operations, VP-Activities and Events, VP-Residence Affairs, and VP External Affairs shall constitute the Executive Board.
2. Quorum for a meeting of the Executive Board shall be 50% plus one.
3. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be each week from May to April inclusive. The President, who is the presiding officer of the Board, can call special meetings of the Board.
4. Each member of the Executive Board shall submit for ratification to each regular meeting of Council a report of all matters upon which the executive officer has acted since the previous meeting of Council.
5. The order in the Executive Board is as follows:
6. President (Signing Officer)
7. VP-Academic Affairs
8. VP-Finance and Operations (Signing Officer)
9. VP-Activities & Events
10. VP External Affairs
11. VP-Residence Affairs
12. No member of the Students' Union Executive may hold a full or part-time paying job, during the course of their term (May – April inclusive).
13. Executive officers must remain members of the Union throughout their term of office.

## SUB-SECTION 4 – COUNCIL ELECTIONS

### Article 1: General

1. Elections shall be conducted in accordance with the Students’ Union Elections Act (See Appendix B).

## SUB-SECTION 5 - REMOVAL FROM OFFICE

### Article 1: Procedures

1. If a member of Council fails to attend three (3) or more Council meetings, their seat may be declared vacant by a two-thirds (2/3) majority vote of all members of Council. Extraordinary circumstances may be considered by the Chair of Council.
2. Removal of any Councillor will be considered after written notice has been received by the Chair from either:
3. Ten (10) members of Council.
4. At least fifteen percent (15%) of their constituency membership.
5. Councillors can then only be impeached by a two-thirds (2/3) majority vote of the Council by secret ballot.
6. Removal of the Chair of Council will be considered after written notice has been received by the President from either:
7. Ten (10) members of Council.
8. At least fifteen percent (15%) of their Union membership.
9. The Chair of Council can then only be impeached by a two-thirds (2/3) majority vote of the Council by secret ballot.
10. Removal of the President or VP-Academic Affairs will be considered after written notice has been received by the Chair from either:
11. Ten (10) members of Council.
12. At least fifteen percent (15%) of the Union membership.
13. The President or VP-Academic Affairs can then only be impeached by a two-thirds (2/3) majority vote of the Council by secret ballot.
14. Removal of an Executive officer will be considered after written notice has been received by the Chair from either:
15. The President and VP-Academic Affairs.
16. Ten (10) members of Council.
17. At least fifteen percent (15%) of the Union membership.
18. Executive officers can then only be impeached by a two-thirds (2/3) majority vote of the Council by secret ballot.
19. Removal of a member of the Chair’s office (other than the Chair) will be considered after written notice has been received by the President from either:
20. The Chair of Council.
21. At least fifteen percent (15%) of the Union membership.
22. Members of the Chair’s office can then only be impeached by a two-thirds (2/3) majority vote of the Council by secret ballot.
23. Removal of any Sub-Executive will be considered after written notice has been received by the Chair from either:
24. The President and the VP-Academic Affairs whose office the Sub-Executive falls under.
25. Ten (10) members of Council.
26. At least fifteen percent (15%) of the Union membership.
27. Sub-Executives can then only be impeached by a two-thirds (2/3) majority vote of the Council by secret ballot.
28. A person against whom a motion is made to remove is directed shall be given the opportunity to respond to the allegations made.
29. If any Councillor is removed from office (or resigns) there will be a by-election held within fourteen (14) days for the position to be replaced. The Chair of Council shall also inform the Council as well as the members of the constituency, of the actions taken.
30. If the Chair of Council is removed from office (or resigns) a new Chair will be selected by Council as soon as possible.
31. If the President or VP-Academic Affairs is removed from office (or resigns) there will be a by-election held within twenty-five (25) days for the position to be replaced. The VP-Academic Affairs is eligible to run for the Presidency in the event the President is removed (or resigns) but must first resign from the VP-Academic Affairs position. If the VP-Academic Affairs maintains their position, there will be an election for President. If the VP-Academic Affairs resigns to run for the Presidency, there will be an election for both the President and VP-Academic Affairs roles.
32. If an Executive Officer is removed from office (or resigns) a replacement will be hired with the same hiring panel structure that hired the removed (or resigned) officer.
33. If a Sub-Executive Officer or member of the Chair’s office is removed from office (or resigns) a replacement will be hired with the same hiring panel structure that hired the removed (or resigned) officer

## SUB-SECTION 6 - REFERENDA

### Article 1: General

1. Referenda shall be conducted in accordance with the Students’ Union Referendum Act (See Appendix C)

### Article 2: Policy Manual

1. There shall be a permanent document of the Union known as the Policy Manual, in which shall be inscribed all policy motions passed by referenda, a general meeting, or Council.
2. All policies listed in the Policy Manual shall be binding upon the Union.
3. The policy manual shall be a public document.
4. The policy manual shall be reviewed and updated with due diligence.
5. Policies shall not conflict with or attempt to vary any provision of the By-Laws of the Union.

# SECTION 5: COUNCIL AND ELECTED POSITIONS

# TERMS OF REFERENCE

**SUB-SECTION 1 - STUDENT REPRESENTATIVES TERMS OF REFERENCE**

**Article 1: General**

1. Arts, Business, Science, Education, Graduate, First year, International, Equity, Board of Governors (2), Aboriginal & Students of African Descent representatives will be elected by plurality vote and will sit on the Student Council.
2. If vacancy occurs in the Student Representative position it shall be filled by a plurality vote of the members of the constituency within 30 days of vacancy.
3. Shall hold a term of office for a period of one year, May 1to April 30.
4. Will sit on council in the summer at the discretion of the Chair.
5. Will sit on council and meet with the Executive and Chair prior to each meeting.

**Article 2: Responsibilities**

1. Shall be members of Standing committees of Council as prescribed by the by-laws or as otherwise appointed by the Chair of Council.
2. Shall be comfortably knowledgeable of the Bylaws and Policy Manual.
3. Shall make contact with as many members of the Xaverian Community (including students, faculty, staff, administration, alumni, potential students and townspeople) as possible.
4. Shall be responsible for attending meetings when appropriately called. Failure to attend a meeting may result in deduction from honoraria at the discretion of the Chair of Council. Repeated failure to attend meetings may result in dismissal at council's discretion.
5. Shall be responsible for a mid-year and final report to be submitted to the Chair of Council in December and at the end of their respective term. Failure to do so will result in the refusal a portion of their honorarium.
6. Shall be available to participate in training week in April as part of the preparation for their duties. The first year councillor and those being elected under special circumstances will be responsible for participating in a one-on-one training with the Chair.
7. Shall be required to participate in a minimum of 3 activities per semester in their roles as councillor. One of these events must be the General elections speakers’ night. Other events may include but are not limited to faculty society socials, house events, etc. Student Representatives are entitled to free admission to these 3 events provided they attend clearly as a student representative.
8. Shall be required to hold 3 office hours every week. During this time they shall respond to constituency emails and telephone calls, become informed on Union activities, work to increase council awareness, proactively seek out constituent input, and be available for personal meetings with constituents and committees.
9. Must submit to the Chair of Council written constituency report 72 hours prior to council meetings. This should include updates from the constituents (i.e. issues within the constituency, upcoming events, work student representative is doing, etc.).
10. Shall be required to hold a council information session directed at the entire membership in September of each year.
11. Shall work at polling station at request of the Returning Officers for a minimum of three hours a year. Refusal to do so will result in a deduction of honorarium.
12. Shall make themselves available to sit on interview panels at the request of the incoming executive and the Chair of Council. Refusal to do so will result in a deduction of honorarium.
13. May draft policy to be presented to the By-Law and Policy committee for revision and tabling at Council.

**Article 3: Powers**

* 1. Elective student representative shall have the power to call a student representative meeting with the signature of one other student representative.
	2. Each student representative will receive an honorarium as set yearly by the Student Council within the budget. The Chair of Council will administer deductions to honoraria.

**Article 4: Limitation**

1. Student representatives can only be considered for impeachment by the Student Council and such only after a written petition for impeachment stating cause, signed by 7 members of the Council or a petition of 10% of the constituency has been received by the Chair of Council. The chair must call a meeting of the Council within 5 days after of such a petition. A student representative may only be impeached by 2/3 majority vote of the Council by secret ballot.

**Article 5: Special Constituencies**

1.     First year Student Representative

* 1. Members of the Union entering their first year of study at St. FX shall be eligible to run or vote for the position of First year student representative. Candidate receiving the highest number of votes shall be elected.
	2. The election of said student representative will be at the start of every school year.

2.     International Student Representative

* 1. Members of the Union paying international fees to the university shall be eligible to run and vote for the position. There shall be one representative on council and the candidate receiving the highest number of votes will be elected.
	2. Must attend International Student Society meetings.
	3. Shall participate in the International Student Welcome Week.

3. Equity Student Representative

* 1. Members of the Union will be eligible to run and vote for this position. Candidate receiving the highest number of votes shall be elected:
		1. Student will have to get nomination from Accessible Learning, Aboriginal Student Advisor, Office for students of African descent, Human rights and equity officer, Advisor for X-Pride and International Advisor.
	2. Maintain positive relationships with society groups, both on and off-campus, representing equity issues on campus and promote diversity and inclusivity around campus.
	3. Organize inclusive, diverse, and open events. Lobby and liaise the University to do the same:
		1. Must organize a minimum of one (1) equity campaign per semester. The campaign should promote the understanding of diversity, inclusivity and tolerance including but not limited to the LGBTQ, Accessibility, Discrimination, etc.
	4. Formulate policy regarding equity issues, and submit policy to by-law and policy committee.
	5. Shall participate in the International Student Welcome Week.
	6. Shall participate in Bringing in the Bystander training, Cultural Competency training and positive space training as provided by the Students’ Union.
	7. Shall maintain a positive relationship with the Director of Student Life, Residence Services, Human Rights and Equity Advisor.
	8. Shall hold six (6) office hours a week.
		1. Shall hold at least one (1) office hour a week in the Aboriginal Students Office.
1. Students of African Descent Representative
	* 1. Members of the Union who self-identify as Students of African Descent with the Office of the Registrar will be eligible to run for this position.
			1. Will be required to get a nomination from the Coordinator for Students of African Descent and the Human Rights and Equity Officer.
		2. Students who identify with the African Descent community will be eligible to vote for this position.
		3. Shall organize a minimum of one (1) equity initiative per semester. The initiative(s) should promote students of African Descent and equity on campus.
		4. Shall hold one (1) office hour a week in the Students of African Descent office.
		5. Shall maintain a positive relationship with the Director of Student Life, Residence Services, Human Rights and Equity Advisor and the Coordinator for Students of African Descent Affairs.
		6. Shall sit on the Equity Advisory Committee.
		7. Shall sit on the Committee for Aboriginal and Black Student Success (CABSS).

5. Aboriginal Students Representative

* + 1. Members of the Union who self-identify as Aboriginal with the Office of the Registrar will be eligible to run for this position.
			1. Will be required to get a nomination from the Coordinator for Aboriginal Student Affairs and the Human Rights and Equity Officer.
		2. Students who identify with the Aboriginal community will be eligible to vote for the position.
		3. Shall organize a minimum of one (1) equity initiative per semester. The initiative(s) should promote Aboriginal students and equity on campus.
		4. Shall hold at least one (1) office hour a week in the Aboriginal Students Office.
		5. Shall maintain a positive relationship with the Director of Student Life, Residence Services, Human Rights and Equity Advisor and the Coordinator for Aboriginal Student Affairs.
		6. Shall sit on the Equity Advisory Committee.
		7. Shall sit on the Indigenization Committee.
		8. Shall sit on the Committee for Aboriginal and Black Student Success (CABSS).

**Article 6: Faculty Student Representatives**

1. Five seats on the University Senate are reserved for student representation. There will be a representative from the Faculty of Arts, Faculty of Science, Faculty of Business, Faculty of Education and Faculty of Graduate Studies.
2. Shall caucus with the VP Academic Affairs before each senate meeting and/or bi-weekly to discuss issues of concern for students.
3. Responsibilities:
	1. The determination of:
		1. The objectives of the University in its academic role;
		2. The general objectives of the Extension Department, the Coady International Institute and of any other similar entities administered through the University.
	2. Determination of the priorities of the University and recommend its findings through the President of the University, to the Board of Governors for implementation where appropriate.
	3. Shall represent students’ view at Senate with regard to all academic matters and policy issues, which are dealt with by the University Senate. Shall speak and vote on behalf of the Union.
	4. Shall keep Union population informed as to all matters of importance regarding the University Senate.
	5. Shall solicit the opinions of the students regarding all issues under consideration by the University Senate.
	6. Shall be responsible for communication with their respective constituents through their term
	7. Shall maintain constant communication with the Vice President Academic regarding concerns of students which need to be addressed at the University Senate.
	8. Education must sit on the Education Society board

**Article 4: Board of Governors Student Representatives**

1. There shall be three representatives from the Student Union on the Board of Governors. One representative will be the President of the Union. The remaining two will be elected by the Union during the annual General Election and will be known as the Union during the annual General Election and will be known as the Student Board of Governors Representatives. Their term of office is for one year beginning in May.
2. Will convene with the office of the President.
3. Shall keep the Union population informed as to all matters of importance regarding BOG
4. Responsibilities
	1. Shall represent students’ view on the Board with regard to all financial matters and policy issues which are dealt with by the Board of Governors. Shall speak and vote on behalf of the Union.
	2. Shall keep Union population informed as to all matters of importance regarding the Board of Governors.
	3. Shall solicit the opinions of the students regarding all issues under consideration by the Board of Governors.
	4. Shall maintain constant communication with the President regarding concerns of students which need to be addressed at the Board of Governors.

## SUB-SECTION 2: PRESIDENT - TERMS OF REFERENCE

### Article 1: General

1. The President shall be elected by a plurality vote of the qualified members.
2. If a vacancy occurs in the office of President, it shall be filled by a plurality vote of the qualified students within thirty (30) days of the vacancy.
3. The President is the official spokesperson for the Students' Union.
4. The President shall hold office for a period of one year, from May 1st to April 31st.
5. The President will be responsible for a final report to be submitted to the Chair of Council at the end of his/her term. Failure to do so will result in the refusal of the final portion of the positions' honoraria.

### Article 2: Responsibilities

1. The President shall be the Chief Executive Officer of the Union and shall have general responsibility for the operation of the Union and for the determination and implementation of its objectives.
2. The President is a member ex-officio of all Committees and other bodies of the Union.
3. The President shall co-ordinate all student representation on University Committees.
4. The President is responsible for all relations with other Students' Unions, schools, governments and outside organizations.
5. The President shall work with the VP External Affairs in representation of all St. F.X. students at all Students Nova Scotia meetings and conferences, and is a member of the Students Nova Scotia executive board.
6. The President shall work with the VP External Affairs in representation of all St. F.X. students at all Canadian Alliance of Student Associations (CASA) meetings and conferences, and is a member of the CASA general assembly.
7. The President is responsible for concerns of all students. This includes student groups not represented on the Students’ Union Representative Council.
8. The President is responsible for relations with the Coady International Institute.
9. The President is responsible for relations with University administration.
10. The President is responsible for the carrying out of all matters pertaining to the actual operation of the Union. Without limiting the generality of the foregoing, the President shall:

	1. Uphold the By-Laws of the Union.
	2. Report on the status of the Annual Giving campaign from the previous year.
	3. Have the authority to call a special meeting of Council and any Committees.
	4. Appoint or have appointed administrative staff and assign or have assigned such duties as the President may deem proper, subject to whatever conditions or restrictions may be specified by these by-laws.
	5. Appoint special committees provided that these do not infringe on the jurisdiction of Standing Committees.
	6. Represent the Union at all formal functions and perform all duties as are usually incident to the office of President, or that may be required by Council.
	7. Volunteer with the Coady Conversation Partner Program to maintain an active relationship with the Coady International Institute
11. The President shall be part of the following committees:
12. Athletic Advisory Committee;
13. Alcohol Advisory Committee
14. University Board of Governors, Executive Committee;
15. University Board of Governors;
16. Convocation Committee;
17. Executive Board of the Students’ Union, as chair (voting member);
18. Fitness & Recreation Advisory Committee;
19. Food Service Liaison Committee;
20. Students’ Union Representative Council, as a voting member;
21. Occupational Health and Safety Committee;
22. X-Project Board of Directors (this responsibility may be delegated to another member of the Executive if s/he has previous experience with X-Project);
23. X-Ring Committee, as chair;
24. By-law and Policy Committee, as Co-chair;
25. Safety and Security Advisory Committee
26. The President shall participate in Positive Space Training Levels 1 and 2.
27. The President shall be responsible for working thirty (30) hours per week during regular office hours from May-April inclusive.

### Article 3: Powers

1. The President shall have authority over the other members of the Executive and all executive officers.
2. The President shall receive an honorarium as set yearly by the Students' Council.

### Article 4: Limitations

1. The President of the Union may only be considered for impeachment by the Students' Union Representative Council and only after a written petition for impeachment stating cause, signed by the (10) members of the Council has been received by the Chair of Council. The Chair must call a meeting of Council within five (5) days after receipt of such a petition. The President may only be impeached by a 2/3 majority vote of Council by secret ballot.

## SUB-SECTION 3: VICE PRESIDENT – ACADEMIC AFFAIRS - TERMS OF REFERENCE

### Article 1: General

1. The VP-Academic Affairs shall be elected by plurality vote of the qualified members.
2. The VP-Academic Affairs shall hold a term of office for a period of one year, from May 1st to April 30th
3. If a vacancy occurs in the office of the VP-Academic Affairs, it shall be filled by a vote of the qualified students within thirty (30) days of vacancy.
4. The VP-Academic Affairs shall receive an honorarium as set yearly by the Students' Council. The VP-Academic Affairs will be responsible for a final report to be submitted to the Chair of Council at the end of his/her term. Failure to do so will result in the refusal of the final portion of the positions' honoraria.

### Article 2: Responsibilities

1. In the absence of the President, the VP-Academic Affairs shall be the Chief Executive Officer and shall assume all responsibilities there within.
2. The VP-Academic Affairs shall deal with all matters of an educational nature brought before the Council and be knowledgeable of all activities of an educational or academic nature that pertains to students.
3. The VP-Academic Affairs shall supervise student representation on all academic committees and make recommendations to these members when necessary.
4. The VP-Academic Affairs shall make all appointments, in consultation with the Students' Union President, of student representatives on Academic University Committees.
5. The VP-Academic shall be responsible for the coordination of any Students' Union academic programming offered each year.
6. The VP-Academic Affairs shall be the main liaison between the Students’ Union and the University Vice President and Provost, as well as departmental Deans.
7. The VP-Academic Affairs shall participate in Positive Space Training Levels 1 and 2.
8. The VP-Academic Affairs shall supervise and advise the activities of the other student Senators. They are responsible for ensuring regular meetings with the student Senators are held.
9. The VP-Academic Affairs shall represent the interests of the student body of St. F.X. through the office on all educational or academic matters;
10. The VP-Academic Affairs shall be part of the following committees and boards:
11. Bookstore Advisory;
12. Committee of Students with Disabilities;
13. External Affairs Standing Committee;
14. Executive Board of the Students’ Union, as a voting member;
15. Library Committee;
16. Quality of Life Committee;
17. Recruitment Campaign Committee;
18. Scholarships and Bursary Committee;
19. Senate Steering Committee;
20. Students’ Union Representative Council, as a voting member;
21. University Senate.

1. The VP-Academic Affairs shall be responsible for the development, maintenance, and effective management of the Students’ Union Tutoring @ X website. This includes, but is not limited to:
2. Contacting professors, department chairs, and academic society presidents about collecting accessible information about the different tutoring services on campus.
3. Promoting the service through signage, the Xaverian Weekly, and any other means necessary
4. Maintaining the X-Tutoring website
5. The VP-Academic Affairs shall be responsible for working thirty (30) hours per week during regular office hours from May-April inclusive.

### Article 3: Limitations

1. The VP-Academic Affairs of the Union may only be considered for impeachment by the Students' Council and such only after a written petition for impeachment stating cause, signed by ten (10) members of the Council has been received by the Chair of Council. The Chair must call a meeting of the Council within five (5) days after receipt of such a petition. The VP-Academic Affairs may only be impeached by a 2/3 majority vote of the Council by secret ballot.

## SUB-SECTION 4 : CHAIR OF THE STUDENTS' UNION REPRESENTATIVE COUNCIL - TERMS OF REFERENCE

### Article 1: General

1. The Chair shall be elected by the Students’ Union Representative Council at the first meeting of Council in March and shall take office officially on May 1st and serve for a one year period ending on April 30th.
2. The Chair shall abstain from all partisanship.
3. The Chair shall call the meeting to order at the time and place appointed, to preside over all the meetings for Council, to announce the business before the assembly in the order set, to state and put all questions properly before the assembly, to preserve order and decorum and to decide all questions of order (subject to appeal).
4. The Chair shall vote in all cases where the vote would affect the result, or where the vote is by secret ballot.
5. The Chair shall call all meetings of the Council. The first meeting of the Council in the scholastic year shall be held as early as possible, and no later than October. Meetings shall also be called as prescribed by the By-Laws at least once a month after the first meeting of the scholastic year.
6. The Chair must call a meeting of the Council within five (5) days of the receipt of a petition signed by at least one-sixth (1/6) of Councillors.
7. The Chair shall give seventy-two (72) hours written notice of any meeting, specifying a time, date and place of the holding and detailed agenda of such meeting must be given by the Chair of Council to the members of Council.
8. The Chair shall run meetings of the Council by Parliamentary procedures according to Robert’s Rules of Order (Newly Revised), unless otherwise provided for in the Constitution.
9. The Chair shall ensure that no member leaves the Council nor enters the Council without the permission of the Chair.
10. The Chair shall ensure all the reports of the committees, boards and individual persons be submitted to the Chair of Council.
11. The Chair shall be a member ex-officio of all committees, boards, and commissions, societies or associations of the Students ‘ Union.
12. The Chair shall assure that Councillors are appointed to Council's committees, boards and commissions in consultation with the President of the Union.
13. The Chair shall be responsible for accurate and complete records of the Students' Union being kept. This includes updating previous changes to the By-Laws.
14. The Chair shall uphold the By-Law Authorities.
15. The Chair shall conduct an information session for all members of Council, in order to prepare them for their term. This is to include familiarizing them with Roberts Rules of Order and the Students’ Union. The Chair will repeat this session with the First Year Councillor when this position is filled in September.
16. The Chair shall organize the Students' Union Awards Banquet. The Chair will initiate selection of co-chairs for this event to help organize all the particulars of the banquet.
17. The Chair and Deputy Chair will chair the Senior Awards Committee and the Students' Union Awards Committee with its qualified membership, in order to select the recipients of the various awards that are submitted to the board in the form of nominations.
18. The Chair shall assist and oversee the Returning Officers in their duties concerning campus elections.
19. The Chair shall be responsible for the day-to-day management of the Executive during the academic year. This shall include, and be limited to, the management of sick days, vacation days during the school year, and other instances when members of the Executive Board are unable to make their posted office hours.
20. The Chair shall have the authority to control monthly and periodic honoraria requisitions in consultation with the Executive Board.
21. The Chair shall take minutes at the Executive Board meetings
22. The Chair shall initiate the meeting date, time and place for all the boards and committees s/he chairs.
23. The Chair shall chair:
	1. Students’ Union Awards Committee;
	2. The By-law and Policy Committee (co-chair);
	3. Society Review Committee
	4. Students’ Union Representative Council.
24. The Chair is responsible for a final report to be submitted to the Deputy Chair of Council at the end of his/her term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.
25. The Chair is responsible for submitting an up to date copy of the By-laws to the President at the end of every year. Failure to do so will result in refusal of the final portion of the positions honoraria.
26. The Chair shall work with the Human Rights and Equity Office to make Positive Space Training available to Councillors each year.
27. Shall draft policy on behalf of the Students Union.

### Article 2: Responsibilities

1. The Chair has the power to supervise the activities of any office of the Union, or of any of the Union's sub-organizations.
2. The Chair has the power to speak on committees' activities and order Chairs of committees to report to Council.
3. The Chair has the power to verify that all of Council's officers are doing the will of the Council, and as such may call for reports (an Order), call any officer to appear before the Council or one of its committees to inform on its activities.
4. The Chair shall receive an honorarium as set by Council yearly.
5. The Council may overrule any action of a society or suspend its society/residence constitution through the Chair of Council. Amendments must be ratified by Council before taking effect; failure to do so is grounds for expulsion.
6. Should the Chair campaign for a position on the Students' Union Executive as a candidate, the Chair shall take a leave of absence until the conclusion of the hiring process.
7. The Chair shall hold twenty (20) office hours in the summer, and fifteen (15) office hours for the duration of the academic year.

## SUB-SECTION 5: DEPUTY CHAIR OF COUNCIL - TERMS OF REFERENCE

### Article 1: General

1. The Deputy Chair of Council shall be hired during the spring of each year. The interview panel shall consist of the Incoming Chair of Council, the Outgoing Chair of Council, the outgoing Deputy Chair of Council and two (2) Councillors from the Students’ Union Representative Council.
2. The duties of the Deputy Chair shall be to act as Chair in the absence of the Chair, and to assist in carrying out the duties of the Chair’s Office and the Students' Union Representative Council.
3. Council may remove the Deputy Chair of Council by a two-thirds vote of Council.
4. The Deputy Chair shall receive an honorarium as set yearly by the Students’ Union Representative Council. The Deputy Chair is responsible for a final report to be submitted to the Chair of Council at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

### Article 2: Responsibilities

1. The Deputy Chair shall perform all duties assigned by the Chair of Council.
2. The Deputy Chair shall be the acting Chair of Council when necessary.
3. The Deputy Chair shall act as recording secretary for Council.
4. The Deputy Chair shall abstain from all partisanship
5. The Deputy Chair shall circulate the minutes of meetings to the appropriate members of the various boards for which the Chair is responsible.
6. The Deputy Chair shall assist the Returning Officers in the organization and participation in all campus elections.
7. The Deputy Chair shall be responsible for formulating Council Packages that are to be distributed to all members of Council well in advance of the meeting date. The Package should include the meeting's agenda, executive reports, minutes from the previous meeting and any particulars regarding motions or new business.
8. In the event of a disagreement between the Returning Officers in the interpretation of the Elections Act or the Referendum Act, or in any other matter, the Deputy Chair of Council shall be responsible for the final decision.
9. The Deputy Chair shall hold five (5) office hours per week.

# SECTION 6: PERFORMANCE REVIEW

### Article 1: General

1. The Performance Review Committee shall be co-chaired by the Chair of Council and the Students’ Union President.
2. The membership of the Performance Review Committee shall consist of the following members:
3. Chair of Council, voting;
4. President, voting;
5. Three (3) Councillors, voting;
6. Students’ Union General Manager, non-voting.

\*Members of this committee must remove themselves from the committee when/if they are under review. If a member of the Performance Review Committee is currently under review they may not sit on the committee until the matter at hand has been resolved.

### Article 2: Purpose

1. The purpose of the Performance Review Committee is to evaluated documented grievances filed in respect to any position held within the Students’ Union, including but not limited to: Executive Board, Councillors, Chair’s Office, Students Board of Governors Representatives, Student Senators, Sub-executive positions and the Full and Part-time staff. If the issue presented to the Chair of Council or the President is contrary to the Community Code or provincial rules or regulations then the Chair of Council/President must suggest that the person follows up with the appropriate body, ie. Director, Student Life or RCMP. The process involved in those situations does not limit the Students’ Union from acting according to the processes outlined in the By-laws.

### Article 3: Process

1. Complaints made against any person(s) who has a specific role within the Students’ Union must be submitted in writing to the Chair of Council. In the case that the complaint is concerning the Chair/Chair’s Office, the complaint must then be submitted to the President.
2. The Chair will review the complaint and meet with the individual filling the complaint to determine the level of severity and if any further investigation is required.

### Article 4: Informal Resolution

1. If the complaint is determined to be minor in nature, the Chair of Council will bring the matter directly to the Executive or Full Time Staff member that the person whom a complaint was written about, reports to.
2. The Chair of Council and the Executive/Full Time Staff member will then provide notice via email to the repellent. That email will clearly state that a complaint has been made with a brief description of the actual complaint, the date(s) the incident(s) occurred, and a meeting time to discuss the complaint with Chair of Council and appropriate Executive/Full Time Staff.
3. Once the meeting has occurred, a determination of outcome can be made. See Sub-Section 6: Outcomes.
4. The repellent must be informed in writing of the decision made. They must also be informed of the appeal process. See Article 53: Informal Appeal Process.

### Article 5: Formal Resolution

1. If the complaint is determined to be major in nature, the Chair of Council will bring the matter directly to the President. As Co-Chairs they will then decide to:
	* 1. Bring the matter directly to the Performance Review Committee
		2. Investigate the matter further. Once the investigation has been completed, the matter is then brought before the Performance Review Committee.
2. The Chair of Council will provide notice via email that the repellent will need to appear before the Performance Review Committee. This notice will clearly outline the date and time the committee will meet; a brief description of the actual complaint, and the date(s) the incident(s) occurred.
3. The Chair of Council will arrange any witnesses to be present at the Performance Review Committee meeting.
4. The Chair of Council will provide all copies of the actual complaint; and any witness statements to the members of the Performance Review Committee at the time of the meeting only and not prior to the meeting.
5. Upon reviewing all materials presented by the Chair of Council, the Performance Review Committee will then call in the person(s) that made the original complaint to provide additional information concerning the complaint.
6. All other witnesses will be called individually to provide additional information. The Performance Review Committee will take only first person information into consideration.
7. The repellent will then be called in to meet with the Performance Review Committee. The repellent may present their interpretation of the complaint at that time, and provide the Performance Review Committee with any additional information that they feel is relevant for the committee to make an informed decision.
8. Once all parties have been heard from, the committee will then deliberate.
9. Once an outcome has been determined, the Chair of Council will inform the repellent of the outcome via email. This letter must also include details concerning the appeal process.

### Article 6: Informal Appeal Process

1. In the event that the outcome is deemed too harsh by the repellent, they have the opportunity to appeal the decision.
2. The repellent has 3 business days from the time that the email outcome was sent to write a letter of appeal to the Chair of Council. This letter must document the original complaint, the outcome received and outline why the outcome is felt to be too harsh.
3. The Chair of Council must bring any letter of appeal to the Performance Review Committee.
4. The Committee will decide as to whether the appeal has merit and will be heard or will not be heard.
5. The repellent will be informed by the Performance Review Committee, via the Chair of Council the date and time of the appeal if accepted.
6. The Performance Review Committee will review all materials that lead to the appeal.
7. The repellent will be given the opportunity to provide information to the Performance Review Committee.
8. The Performance Review Committee will deliberate and decide to uphold the original decision, remove the outcome previously provided, change the outcome, or send the appeal to council in the event the Performance Review Committee cannot come to consensus on the new outcome.
9. The Chair of Council will inform the repellent of the Performance Review Committee’s decision via email.

### Article 7: Formal Appeal Process

1. In the event that the repellent feels that the outcome provided by the Performance Review Committee is too harsh, the repellent can appeal the decision to the Students’ Union Representative Council.
2. The repellent has 3 business days from the time that the email outcome was sent to write a letter of appeal to the Chair of Council. This letter must document the original complaint, the outcome received and outline why the outcome is felt to be too harsh.
3. The Chair of Council must bring any letter of appeal to the Students’ Union Representative Council.
4. The Students’ Union Representative Council will decide as to whether the appeal has merit and will be heard or will not be heard.
5. The repellent will be informed by the Students’ Union Representative Council, via the Chair of Council the date and time of the appeal.
6. The Students’ Union Representative Council will go *in camera* to review all materials that lead to the appeal.
7. The repellent will be given the opportunity to provide information to the Students’ Union Representative Council.
8. The Students’ Union Representative Council will deliberate and decide to uphold the original decision, remove the outcome previously provided, or levy a new outcome.
9. The Chair of Council will inform the repellent of the Students’ Union Representative Council’s decision via email.

## Article 8: Offences

1. Offences which may be addressed under this document include but are not limited to:
	1. Consistently missing scheduled office hours as outlined in the Students’ Union By-Laws;
	2. Acting in a manner that would discredit the Students’ Union, its policies or core values;
	3. Consistently failing to attend scheduled meetings specific to the position;
	4. Breach of Elections Act;
	5. Failure to adhere to terms of reference as outlined in the Students’ Union By-Laws;
	6. Abuse of Students’ Union resources;
	7. Violations of the Community Code of Conduct, federal or provincial laws, or St. Francis Xavier University or Students’ Union policies.

## Article 9: Outcomes

1. The following outcomes may be used:
2. Suspension from Position;
3. Removal from Position;
4. Honorarium Deduction;
5. Loss of Honorarium;
6. Additional Training;
7. Reparations;
8. Formal Complaint Documentation.

# SECTION 7: GENERAL MEETINGS

### Article 1: General

1. A general meeting may establish, amend, or rescind any bylaw or policy of the Union except:
2. Membership fees or any other financial matters of the Union
3. The composition of the Union's staff
4. Policies to be discussed at a General Meeting must have at least two (2) week of public notice. Policies adopted by a General Meeting shall be inscribed in the Policy Manual and may not be amended by motion of Council for a period of one (1) year.
5. General Meetings shall be held either upon a resolution of a majority vote of Council, or upon a written request signed by fifteen percent (15%) of the members of the Union. There must be at least two (2) weeks public notice for General Meetings.

### Article 2: Procedures

1. Quorum for a General Meeting shall be one percent (1%) of the Union's membership. Should quorum not be reached, the General Meeting will become an Informational General Meeting.
2. The rules contained in the current edition of Robert’s Rules of Order shall govern all General Meetings in all cases to which they are applicable.
3. To vote in a General Meeting, a Member shall produce a valid University student identification card and must register by recording their name, student identification number, and signature. In the event a Member does not have a University student identification card, they may produce proof of enrollment and a piece of government-issued photo identification.
4. Voting shall be by a show of hands or secret ballot at the discretion of the Chair.
5. There shall be no voting by proxy at any General Meeting.
6. The Chair of Council shall preside over any General Meeting unless Council votes by Ordinary Resolution that another person shall preside over the meeting.

**Article 3: Annual General Meeting**

1. An Annual General Meeting of the Union shall be held between the first day of classes at the University in September and October 15th of each year.
2. Members shall consider the following business:
3. Presentation of the audited financial statements for the previous fiscal year;
4. Ratification of the appointment of the auditor;
5. Proposals to amend these Bylaws and/or the Policy Manual
6. Report from the President regarding the activities of the Union;
7. Report on the status of the current Strategic Plan of the Union; and
8. Member resolutions served with notice, as per these Bylaws.
9. Members who wish to make resolutions at the Annual General Meeting must submit a petition containing the names, student numbers, and signatures of at least 100 Members containing the resolution to be considered. Such a petition must be submitted to the Chair at least ten (10) days in advance of the Annual General Meeting and the Chair shall include the draft resolutions as part of the agenda.

**Article 4: Special General Meeting**

1. A Special General Meeting is a general meeting of the Members that considers business other than the business outlined in Annual General Meetings.
2. A Special General Meeting may be called by Council solely for the purpose of considering specific resolutions proposed by Council, which shall be included in the notice of the meeting.
3. A Special General Meeting shall be called by the Chair upon the receipt of a petition signed by at least one (1) percent of the Members which calls for a meeting and includes the specific resolutions to be considered at the meeting.
4. The Chair must inform Council about the petition within 48 hours of the receipt.
5. A Special General Meeting must be convened within 30 days of receipt of the petition.
6. Notice of the Special General Meeting shall include the text of the resolutions to be considered.

# SECTION 8: FINANCES

### SUB-SECTION 1: GENERAL

### Article 1: Finances

1. The fiscal year for the Union shall be from the first (1st) of May to the thirtieth (30th) of April of the following year.
2. The financial statements of the Union shall be published annually, no later than the fifteenth (15th) of November of each year, in a Union publication, and shall be made available on the Union’s website.
3. The Union will not operate at a deficit budget unless this has been approved by a referendum.

## SUB-SECTION 2: HOUSE COUNCIL DUES

### Article 1: Payment

1. Every resident of MacIsaac Hall, Lane Hall, O’Regan Hall, New Residence B, Chillis, TNT, MacNeil, MacPherson, MacDonald, Fraser, Plessis, and Burke House is required to pay mandatory house dues of $60 each academic year.
2. The Business Office will place the House Dues charge on student accounts in the fall of each academic year.

### Article 2: Stipulations

1. Six percent of all House Dues collected will be distributed to other groups on campus whose purpose is to benefit or support students living in residence. The allocation of this amount will be decided upon by the SURC during the first council meeting of each academic year. The six percent allocation is dependent upon House Dues being collected on student accounts.
2. The remaining house dues will be divided up amongst all of the aforementioned residences based on the number of students living in each residence. The amount of money allocated to each house will be that house’s fund for the year.
3. During the first House Council meeting of each academic year, each House Council must determine a specific amount of their house fund to be dedicated for RA programming.
4. Any house dues that are left over at the end of each academic year will be pooled into one fund that will be administered by the on-campus affairs committee the following year. It will be up to the discretion of the committee to determine where those leftover funds are allocated.
5. If any residence is found to have spent more money than allocated in a given year, then the house fund of that same residence in the following year will be used to cover the cost.

### Article 3: Distribution

1. All house spending must first be approved by each residence’s house council before final approval by the VP-Residence Affairs.
2. House Presidents, at their own discretion, may use up to 3% of their total house dues before the formation of their house council. The 3% does not include the cost of house shirts.
3. House dues will be distributed by the VP-Finance and Operations through online bank accounts. Each House President will have the use of a debit card for the academic year.
4. House Presidents are solely responsible for the security of their debit card. Lost, stolen or broken debit cards will be replaced at the cost of the House President.
5. Purchases that cannot be made with debit cards will be made by cheque or petty cash. The VP-Affairs and the VP-Finance and Operations are the signing officers on the ‘House Presidents’ banking account.
6. House Presidents must keep all records of purchases. Receipts must be submitted to the VP-Residence Affairs. House Presidents will not be able to make further purchases until they have submitted their records.
7. Misuse or mismanagement of House Dues by a House President or House Council member will be promptly addressed in accordance with the disciplinary procedures outlined in the House President Terms of Reference and may result in impeachment.

### Article 4: Use of Funds

1. House dues will be used each year to cover the cost of individual house shirts.
2. House dues are intended to provide residences with funds for events, equipment, furniture, prizes, food, supplies, materials, sessions, speakers, etc. and can be used to help supplement costs of house clothing, intramural needs or ticket prices.
3. House Dues may only be used for causes or events that are inclusive and that are open to or benefit all members of the house.
4. House councils are prohibited from spending any portion of House Dues towards the purchase of alcohol, drugs or alcohol/drug paraphernalia.
5. House Dues will not fund events that are held off-campus, unless a similar service or venue is not provided by the University (ex. Bowling).
6. Any additional funds that a residence may collect (through ticket sales, etc.) will go directly to the house fund of that residence and may be used for any of the above reasons.

### Article 5: Management of House Accounts

1. Debit card charges will be manually recorded and organized a minimum of once a month by the VP-Residence Affairs.
2. Cheques and petty cash will be administered by the VP-Finance and Operations after being approved by the VP-Residence Affairs.
3. At the end of each month, both the VP-Residence Affairs and the VP-Finance and Operations will evaluate the actions of the other to ensure the accuracy and completeness of records.
4. At the end of each month, the Accounts Coordinator of the Students’ Union will perform a bank reconciliation of the house dues account to ensure the accuracy and completeness of records.
5. The finance representative of each house will keep accurate track of expenditures and will meet with the VP-Finance and Operations at the beginning of each month to update and compare records.

## SUB-SECTION 3: DONATIONS

### Article 1: General

1. The size of the Students’ Union Donations Fund (SDF) for the current year will be decided upon by the Council at the last meeting of the previous year.
2. Requests for funding from the SDF will be initially considered by the Budget and Finance Committee. The committee’s recommendations on monies to be donated will be brought to council where the final decision will be voted on and passed.
3. All applications for donation must be made through formal letter and submitted to the office of the VP-Finance and Operations. Each application must specifically explain the reason for the request, as well as provide an overview of the known or estimated total cost of the activity being considered for donation. Supporting documentation (i.e. photocopy of conference expenses for which the group is requesting funds) should also be included.
4. Donation requests will be considered on a first-come, first-serve basis.
5. Actual donations need not equal the requested donation.
6. Donation requests must be submitted to Council at least seven (7) days before an upcoming council meeting to be considered at said meeting.
7. The monetary values within the criteria section of this policy must be evaluated each year if the donation budget increases/decreases from the previous year. The monetary values will be passed at Council at the first council meeting of each year.

### Article 2: Criteria and Stipulations

1. Donations will only be given to current St.FX students or groups. The event or cause being considered for donation must benefit and/or enrich the lives of St. FX student(s) and/or the university community.
2. Donations will not be given to current St.FX students or groups for the purpose of a direct contribution to an outside organization, event or individual.
3. The St.FX Student’s Union will donate monies only to those causes or groups of whose activities are of a non-profit seeking nature.
4. The St. FX Student’s Union will donate monies to conflicting groups and causes without discrimination, providing that the use of funds be of a purely educational matter.
5. The St. FX Students’ Union will not donate monies to groups seeking to promote their cause in opposition to other existing groups or causes, unless that cause is stated and supported within the Union’s By-laws.
6. Each applicant for a donation will be categorized into one of five categories and receive a donation amount according to the respective criteria. The categories are as follows: St.FX societies, St.FX individual students, internal groups of the Students’ Union, university groups, and residences.

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### Article 3: Societies

1. Any society that has received more than $400.00 through society allocations in a semester is unable to apply for donations within that semester.
2. Any society that has received more than $1000.00 from the Students’ Union Annual Giving Fund within the current year will not be eligible to apply for funding from the Students’ Union Donations Fund.
3. Donations will only be given for specific events or conferences/ trips/ competitions, etc. They will not be given to help cover debts or for the general operating expenses of the society.
4. Societies whose events are accessible to other individuals outside of the society will be more likely to receive funds.
5. The Union will not donate monies to societies for the purpose of pure social events such as banquets, parties, potlucks, etc.
6. The Union will donate up to $250.00 to societies who wish to hold a charitable event in which the proceeds are not kept within the society.
7. Competitive societies who have received more than $400.00 in society allocations for a given semester may apply for a donation in the event that the society qualifies for a championship tournament in which they were not previously aware they would attend
8. Societies can receive a maximum of $300.00 from the SDF.
9. Societies applying for funding for a trip can receive a maximum of $300.00 to either help cover the costs of the trip or to use towards fundraising initiatives.
10. The $300.00 limit may be increased at the discretion of the Council if a society applies for a donation on behalf of another group on campus.

### Article 4: Internal SU Groups

1. An internal Students’ Union group is any organization, office, or service that is already explicitly included within the Students’ Union Annual Budget.
2. Internal Students’ Union groups can receive a maximum donation of $500.00.
3. Donations will only be given for special circumstances that are not explicitly included within the Student Union Annual Budget.
4. Donations will not be given for the general operations of the Internal Students’ Union group or to help cover previous debts.
5. Internal Students’ Union groups who have received more than $1000.00 from the Students’ Union Annual Giving Fund are not eligible to apply for funding from the SDF for the current year.

### Article 5: Individual St.FX Students

1. The Union will donate monies to individual St.FX students attending conferences, trips or events in which that student is representing St.FX. These trips/conferences must be either educational or of a world/community outreach nature. The events can be competitive, athletic or academic in nature.
2. Whereas the Union recognizes the increased difficulty of fundraising alone, the Union will cover the lower of 10% or $150.00 of the total cost for an individual attending a qualified trip or conference.
3. If a St.FX student is one of three or more St.FX individuals attending the same conference/trip, etc., he/she cannot receive donations as an individual, and must apply within a group to receive funding.
4. The $150.00 limit may be increased if the individual’s experience or knowledge gained from the event will be directly passed on to more St.FX students upon return. This includes students who will be training, teaching or leading St.FX students.
5. Groups applying for funding for a trip can receive a maximum of $300.00 to either help cover the costs of the trip or to use towards fundraising initiatives.
6. The Union will donate monies towards St.FX students who have experienced extenuating or disastrous circumstances resulting in that student experiencing extreme financial difficulty.
7. The Union will use their discretion in donating monies towards extenuating or disastrous circumstances.

### Article 6: Residences

1. Only residences with under 70 occupants are eligible to apply for donations.
2. Residences can receive a maximum donation of $200.00.
3. The cause for donation must be either a charity function or must directly benefit the St.FX community and/or a wide variety of students outside the applicant residence.

### Article 7: Clubs

1. Clubs can receive a maximum donation of $500.00.
2. Clubs who have received more than $1000.00 from the Students’ Union Annual Giving Fund are not eligible to apply for funding from the SDF for the current year.

### Article 8: University Groups

1. A university group is any organization, office or service, not included in one of the previous categories, that is run by the University and is not controlled by or affiliated with the Union.
2. The Students’ Union will donate up to $500.00 to university groups.
3. The cause or event being considered must be directly beneficial to a variety of St.FX students.
4. Any University group that has received over $3000.00 from the Students’ Union Annual Giving Fund for a specific project for the current year is not eligible to receive money from the SDF for the same project in the current year.

# SECTION 9: HOUSE COUNCIL

### Article 1: Structure

1. The House Council is chaired by the House President.
2. The minimum voting membership of the House Council include namely:
	1. The House Vice President
	2. The Hall Director
	3. The Financial Representative
	4. The Activities (House Events and Intramural) Representative
	5. The Activities (Health and Wellness) Representative
	6. The Communication Representative
	7. The Campus Equity and Sustainability Representative
	8. The House Spirit Representative
	9. The House Charity Representative
3. The House President may appoint additional House Council voting membership.
4. A House Council meeting shall be considered valid if a quorum of 2/3 of the voting membership is present. If this quorum has not been met action may not be taken on any decision during the meeting. However, program and event planning may continue and any matters that do not require a voting process.

### Article 2: General

1. House Council Representatives shall be members within their constitution.
2. House Council applicants shall fill out a centralized House Council Application provided by the VP Residence Affairs and distributed by the House Executives.
3. All Application shall be submitted to the House President with in the first three weeks of the academic year.
4. The House President, House Vice President(s) and Hall Director shall choose the House Council Representatives by no later than September 20th.
5. The House President, House Vice President(s) and Hall Director shall hold a term of one (1) year from May 1st to April 30th.
6. House Council representatives will hold a term of office for a period of seven (7) months, from September 30th to April 30th.

### Article 3: Mandate

1. The mandate of the House Council is to discuss, deliberate and plan a wide variety of programs and activities focused on such areas as community building (social), health education and diversity. The House Council representatives comprise the decision making body for the House and have general supervision of all programs and events with in the House.

### Article 4: Responsibilities

1. The House Council shall be accountable directly to the House President and VP Residence Affairs.
2. The House Council shall organize a minimum of 3 (three) events/ programs per term, of which 1 (one) must be a charity/ fundraising program/ event.
3. All events and activities shall be consistent with the Community Code, Students’ Union By-laws and Residence Life Handbook and their leadership position as external representatives of the House.
4. House Council members shall participate and motivate the residents of their House to take part in all events and programs.
5. House Council representatives shall attend their respective training session at the end of September as part of their preparations for their duties on House Council.
6. House Council Representatives shall attend all their respective committees and submit oral reports to the House Council.
7. All House Council representatives shall attend House Council meeting as called by the House President, Vice President or the Hall Director if they have been given 48 hours of notice.
8. All House Council meetings shall take place on a bi-weekly basis in an area accessible to the rest of the house and all minutes must be forwarded to the House President and the VP Residence Affairs.
9. Each House Council shall be responsible for the implementation of a House bulletin board which shall highlight all House Council representatives, meeting times, house events, and Students’ Union events.
10. House Council shall cooperate and support the residence staff and, residence office and student services in their efforts to maintain discipline, order and cleanliness in the House.
11. House money shall be spent by the House President using the House debit card if:
	1. The House Council votes with a 2/3 majority vote
	2. Spending has been approved by the VP Residence Affairs and the VP-Finance and Operations.

# APPENDIX A

# ACT WITH RESPECT TO INCORPORATION OF THE

# ST. F.X. STUDENTS’ UNION

**Act with Respect to Incorporation of the ST.FX Students’ Union**

St. Francis Xavier University

Antigonish, Nova Scotia, Canada

(Amended to March 14th, 2004)

PREAMBLE TO THE ACT OF INCORPORATION

1. To promote by all legitimate means the general and higher education of the students of St. Francis Xavier University;
2. To contribute among the students of St. Francis Xavier University to the development of their scientific,literary, and artistic formation, and to the development for their social and religious sense;
3. To promote the interest of Saint Francis Xavier University in general and of its student body in particular;
4. To develop among the students of Saint Francis Xavier University the sense of personal and community responsibility, and to promote their actual involvement in society;
5. To participate fully and actively within the University community in the decision-making concerning university life;
6. To create and preserve among the students on the one hand, and on the other hand between the students, the administration and the faculty of Saint Francis Xavier University, true friendship and close cooperation;
7. To develop among the students the practice and spirit of responsible government;
8. To develop games and sports among the students of the Saint Francis Xavier University community;
9. To represent the entire group of student members of the elected and/or appointed authorities of the
university, with other student organizations and with all other bodies, public or private, and at any convention, manifestation or meeting where it sees fit to be represented;
10. To exercise power of control, supervision and sanction over all student activities or manifestations in which its own interests or those of all its student members may be involved.

AN ACT TO INCORPORATE

1965 CHAPTER 128

An Act to Incorporate, St. F.X. University Students' Union

(Assented to the 30th day of March, A.D. 1965)

Be it enacted by the Governor and Assembly as follows: 1. James W. Sutton, Paul J. Rusynak, Thomas McGowan, Joseph B. Coffey and Robert K. Hutton all of Antigonish, in the County of Antigonish, Province of Nova Scotia, and their associates and successors, and such other persons as shall become members of the Union hereby incorporated, in accordance with the provisions of the by-laws are hereby created a body incorporate under the name of "St. Francis Xavier University Students' Union," hereinafter referred to as the "Union.' Council approval granted 22 March 1972 at Regular Council meeting for 1973 amendment act of 1965.

AN ACT TO AMEND

1972 CHAPTER 130 21 Eliz. II III

An Act to Amend Chapter 128 of the Acts of 1965,

An Act to Incorporate St. F.X. University Students' Union

(Assented to the 15th day of May, A.D. 1972)

Be it enacted by the Governor and Assembly as follows:

1. This Act may be cited as the "St. Francis Xavier University Students' Union Act, 1972."

2. In this Document, unless otherwise indicated:

(a) "Act of Incorporation" means Chapter 128 of the Acts of 1965, as amended herein.

(b) "Board" means the Executive Board of the Union;

(c) "By-laws" means by-laws made under the authority of the Students' Council

(d) "Constitutional Authority" means:

(i) the Act of Incorporation herein;

(ii) the Constitution of the Union while enforce;

(iii) by-laws;

(iv) regulations made under the by-laws;

(e) "Council" means the Students’ Union Representative Council;

(f) “Student” means a registered student at St. Francis Xavier University, Antigonish, Nova

Scotia, including the Coady International Institute;

(g) "University" means Saint Francis Xavier University, at Antigonish, Nova Scotia

(h) "Union" or "The Union" means the St. Francis Xavier University Students' Union.

(i) “Vice President” means the Vice President of the Union.

(j) “VP-Finance and Operations” means that Vice-President Finance of the Union.

(k) “VP-Activities & Events” means the Vice-President Activities and Events of the Union.

(l) “VP-Communications” means the Vice-President Communications of the Union.

(m) “VP-Student Relations” means the Vice-President Student Relations of the Union.

(n) “VP-Union Services” means the Vice-President Union Services of the Union.

3. (a) The Saint Francis Xavier University Students' Union, Antigonish, Nova Scotia, a body corporate as presently constituted, shall continue to be a body corporate.

(b) All acts of the officers and council of the Union and the acts of their respective

predecessors are hereby ratified and confirmed, not withstanding any irregularity of form, provided the said acts are or were within the authority and powers of the constitutional authority.

(c) The Constitution of the Union and the By-Laws of the Union in effect at the time of

the enacting of this Act shall continue to be in full force and effect until amendment or repeal in the required manner; provided that any article or part of the constitution, or any By-Law or part of any By-Law which is repugnant to this Act of Incorporation shall be void.

4. The aims, objects and purposes of the Union shall be:

(a) To co-ordinate, promote and direct the activities of the members of the Union,

including activities in the artistic, literary, religious, recreational and sporting fields;

(b) To encourage communication between the student body, faculty, administration, and

alumni of the University so as to promote the common benefit of the University;

(c) To provide a medium whereby the student body may contribute to the well being of

the University and to the area which it serves.

5. (a) The Union is hereby deemed to be the official organization representing the studentsof the University.

(b) The registered students at the University shall be deemed to be members of the Union.

(c) Membership in the Union shall:

(i) cease on death, or when any member of the Union ceases to be a registered

student at the University;

(ii) be extended to include honorary members on such terms as may be provided by

the by-laws.

6. (a) The Union may sue or be sued in its corporate name in relation to all matters touching the property of the Union, and in relation to activities carried on by the Union, and in relation to activities carried on by the Union.

(b) No member or officer of the Union shall be personally liable for the debts or liabilities of the Union unless he/she shall have expressly undertaken to make him/herself personally liable.

7. The Union, through its proper officers and its Council, acting under the scope of this Act of Incorporation and the by-laws, is empowered:

(a) To take and hold by purchase, grant, lease, gift, donation, device, legacy, or bequest,

real and personal property; to sell, lease, mortgage or otherwise dispose of any such real and personal property as may be deemed necessary for carrying out the objects and purposes of the Union; and to invest or otherwise use of the objects and purposes of the Union any moneys received;

(b) To erect, maintain, improve, repair any building or buildings for the purpose of the

Union;

(c) To borrow money for the purposes of the Union, and secure the repayment of same

by any form of debenture, bond, mortgage, promissory note or other security; and without restricting the generality of the foregoing to make and issue debentures or bonds and secure the repayment of same by deeds of trust or mortgage;

(d) To make, execute, issue and endorse bills of exchange, cheques, promissory notes, and such other instruments as may be necessary or convenient;

(e) To raise money for the purpose of the Union by subscription, the holding of fairs,

exhibitions or auctions, the giving of entertainment, the conduct of athletic and sporting events, and other like means;

(f) To levy fees on its membership for the purposes of the Union, and to collect and

recover the same by action or suit, if necessary; and further, to appoint or delegate such bodies as may be suitable to collect the said fees on behalf of the Union.

8. (a) The Union shall continue to have a common seal, and to have all the powers and

privileges necessary or incidental to the carrying on of its objects, aims and purposes.

(b) All contractual documents, bills of exchange, and promissory notes required for the

conduct of the ordinary business of the Union shall be executed by the President or Vice President of the Union, and by the VP-Finance and Operations, or by an officer or member of the Union authorized in that behalf by resolution of the Council, or by regulation or By-Law;

(c) The Chair of Council, in addition to the required officers or members referred to in

subsection (2) of this Section, shall execute all documents which relate to:

(i) any conveyance or deed, or mortgage or assignment of mortgage, of real property;

(ii) any contract, document, bill of exchange, promissory note which is required to be

signed by the Chair of Council under the by-laws.

(d) No conveyance or deed, or mortgage or assignment of mortgage on real property shall be signed by the proper officers of the Union unless approved by resolution of a majority of Council.

9. (a) The general administration of the affairs of the Union and the exclusive power to

propose amendments to the Act of Incorporation, or to enact by-laws shall be vested in the Council.

(b) The Council shall be constituted in accordance with the By-Laws and the rules

contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not consistent with the Act of Incorporation, the By-Laws or any special rules of order expressly provided for the Council.

(c) The Council shall have charge and control of the property and resources of the Union and may, if and when it sees fit, make such by-laws as are not inconsistent with this Act or any other law of the Province of Nova Scotia for the following purposes, namely:

(i) the management and conduct of the business of the Union;

(ii) the general management of the Union and its various organs;

(iii) the appointment, selection, and qualifications of officials and other employees of

the Union, and the regulation of salaries or wages to be paid them;

(iv) the management and investment of funds entrusted to it, and the expenditure of

the proceeds there from;

(v) the regulation of the Council's own meetings and the procedure and order of

business to be followed thereat;

(vi) the duties and powers of committees of the Council appointed under this Act;

(vii) the discipline of the membership of the Union;

(viii) the appointment of honorary members of the Union;

(ix) the election of Council members, including the appointment of returning officers

and the creation of electoral districts;

(x) the requirement of signatures or execution by the Chair of Council on certain

documents referred to in Section 8 herein;

(xi) the appointment of standing committees and the personnel and chairmen of

these committees;

(xii) all such of the matters as may appertain to and be deemed expedient in the best

interests of the Union.

10. (a) The Council shall elect a Chair, who shall be elected by the Council at its second last meeting of the term of the Council, and shall hold office for a period of one year or until a successor is appointed.

(b) Unless the Chair resigns, this officer shall not be replaced during the term of office

unless:

(i) a resolution calling for a new election of Chair is passed by a two-thirds majority

of the Council; and

(ii) the succeeding Chair is elected by a two-thirds majority vote.

(c) The Chair shall:

(i) be a member ex-officio of Committees, Boards and Commissions, Societies or

Associations of the Union.

(ii) have access to all meetings, records, and minutes of all bodies referred to in this

Section;

(iii) keep accurate minutes of all proceedings of the Council.

(d) At the request of Council, or the Chair's own discretion, unless expressly prohibited by a resolution of the Council, the Chair shall exercise a power of review, investigation and supervision over the activities of any bodies referred to in this Section, including the power to order the attendance of any Chair of any Committee of the Council or of any officer of the Council or of the union or of any of its sub-organizations to report to Council.

(e) The Chair of the Council shall report to the Council such matters within his/her

knowledge which relate to activities of the bodies referred to in this Section which in his/her discretion he considers to be the proper concern of the Council.

11. (a) The Union shall be served by an Executive Board which shall consist of the following

officers of the Union:

(i) the President

(ii) the Vice President

(iii) the Chair of Council

(iv) the VP-Finance and Operations

(v) the VP-Activities & Events

(vi) the VP-Communications

(vii) The VP-Student Relations

(viii) The VP-Union Services

(b) The Executive Board shall have power to deal with any and all matters pertaining to

the Council which may arise between meetings of the Council, and shall report regularly to the Council.

(c) The Executive Board's actions shall be in accordance with the general policies of the

Council.

12. (a) The President of the Union shall be the principal officer of the Union and shall be responsible for the implementation of the activities and policies of the Union and the Council.

(b) The President shall have the following powers, namely:

(i) to have the authority to convene special meetings of Council and any committees

of Council;

(ii) to appoint or have appointed administrative staff and assign or have assigned to

them such duties as deemed proper, subject to the constitutional authority;

(iii) to appoint special committees provided that these committees do not infringe on

the jurisdiction of standing committees.

13. (a) The Vice President shall be responsible for those duties which have been delegated by the President or by Council.

(b) In the absence of the President, the Vice President shall be the chief executive officer

of the Students' Union.

(c) The President and Vice President are to be elected jointly by the members of the

Union for a one year term.

14. (a) The VP-Finance and Operations is the chief financial officer of the Union and is appointed by the

President in accordance with procedures outlined in the by-laws.

(b) The VP-Finance and Operations shall:

(i) have the custody of the corporate seal, and affix the same upon all contracts and

instruments requiring the seal;

(ii) be charged with the custody of all papers and documents relating to the financial

interests of the Council;

(iii) deposit all funds of the Union in the Union's name in such bank as the Council

shall designate or approve;

(iv) render to the Council whenever requested and at least twice a year, an accurate

account of all transactions as VP-Finance and Operations and chief financial officer and of the

financial state or condition of the Union;

(v) have authority to approve ordinary expenditures;

(vi) consult in matters of extraordinary expenditures with the President, and through

the President with the Council;

(vii) in consultation with the Budget and Finance Committee, prepare the annual

budget of the Union for presentation to the Council.

15. (a) The officers of the Union or members of the Executive Board may be impeached for gross dereliction of duties.

(b) Impeachment proceedings shall commence with a written petition for impeachment

stating the grounds for the impeachment, signed by ten members of the Council being

submitted by the Chair of Council.

(c) The Chair of Council shall call a meeting of the Council written five days after

receiving the Petition to consider the impeachment.

(d) The impeachment shall be effected by a three-quarter majority vote of the Council by

secret ballot.

16. Proposals to amend the Act of Incorporation may be placed before the Legislature of the Province of Nova Scotia, and the Constitution of this Union may be amended whenever:

(a) notice of the form and laws of the proposed amendments have been given to the Council at a regular meeting; and

(b) a two-thirds majority of the Council at a regular subsequent meeting of the council favours the amendment.

# APPENDIX B: STUDENTS’ UNION ELECTIONS ACT

## SUB-SECTION 1: ELECTION SCHEDULING

1. The polling for the Student's Union General Election shall begin on the fourth Tuesday of January in the academic year and last for two days. Campaigning for the Students’ Union General Election must begin after the second Monday of January.
	1. The Students’ Union General Election will include the elections of the Students’ Union President, Students’ Union Vice President, Education Student Representative and the Graduate Student Representative.
2. The polling for the Student Representative Council shall begin on the Tuesday following the end of the campaign period. Campaigning shall begin in February on the Monday following the nomination deadline and run for a seven-day period.
3. Nominations for the Student Representative Election should be released one (1) week following the last day of voting of the General Election.
4. Active campaigning shall cease at midnight the night before the opening of the election polls. Non-active campaigning (i.e. Facebook pages/events) may remain posted during the election period. No new information can be posted to these social media pages after midnight.
5. All other elections, including by-elections, and referenda will be scheduled by the Chair's Office of the Students' Union.
6. Deadlines for opening and closing nominations will be set by the Chair’s Office within the rules outlined in Sub-Section Two.

## SUB-SECTION 2: NOMINATIONS PROCEDURE

1. Nominations for the Students' Union General Election shall be opened on the Feast Day of St. Francis Xavier, December 3rd, of each year and closed a minimum of fourteen (14) days before the first election polling date.
2. Nominations for the Student Representative Council shall be open for a minimum of seven (7) days prior to the all candidates meeting. Nominations for this election shall be closed 24 hours before the all candidates meeting.
3. Nominations for all other elections, including by-elections, shall be opened for seven (7) days before the candidates meeting and closed for seven (7) days before the election polling date.
4. All elected positions must run separate election campaigns.
5. Where fewer nominations than available positions/seats have been received, the Chair’s Office may extend the nomination period for up to an additional seven (7) days.
6. The Chair’s Office shall issue a proclamation not later than the day the nominations are opened indicating:

	1. The position(s) to be run for;
	2. When nominations open;
	3. When nominations close (including the exact hour);
	4. Where to receive a nominations form (i.e. Students' Union Information Desk, 3rd Floor Bloomfield Centre);
	5. Any other information deemed appropriate.
7. Valid nomination forms must be returned to the Students' Union Information Desk by the exact hour nominations close.
8. To be valid, nomination forms must contain the requisite number of eligible signatures. Students may not sign any more than one nomination form for any given position.
9. President requires twenty-five (25) nomination signatures;
10. Vice President requires twenty-five (25) nomination signatures of current students within the appropriate constituency;
11. Student Representatives requires ten (10) nomination signatures within appropriate constituency, while the Equity Student Representative who requires the additional signatures of the following: ……..Accessible Learning, Aboriginal Student Advisory, Office for Students of African Descent, Human Rights and Equity Officer, Advisor for X-Pride, International Student Advisor.

1. In addition candidates seeking nomination:
2. May not hold more than one elected position in the Union at any one time.
3. Any Students’ Union Student Representative, Returning Officers, Chair, or Deputy Chair intending to run for any position within the Union must give the Chair’s Office written notice of a leave of absence of their term of office for the period of the campaign and election. During this time, the absent member of the Chair’s Office or Council may not conduct business within their office. (They may however be in the office for matters pertaining to their own campaign.)
4. Any member of the Students’ Union Executive or sub-executive intending to run for any position within the Union will be required to manage their respective portfolio during the campaign and election.
5. These candidates outlined in Sub-Section 2.9, clause ii and seeking office may resume their positions after the validation of the elections (48 hours). If a re-election has been granted after an appeal process (see Sub-Section Seventeen), the said candidates are required to re-submit a notice of their leave of absence.
6. The Chair’s Office reserves the right to re-issue invalidated nomination forms for a time period of one (1) hour to allow the candidate to correct it. Candidates failing to correct invalidated nomination forms within the one (1) hour period will void their applications for nomination and will no longer be eligible.
7. The Chair’s Office will inform all candidates for the General Election who have been successfully nominated that their nomination has been accepted, and inform them of the date and time of the one-on-one candidate(s) meeting which must occur within forty-eight (48) hours of successful nomination and must take place prior to said candidate undertaking campaign activities. The purpose of this meeting is for the Returning Officers to go over campaign rules/regulations and to give the candidates a copy of the Elections Act.
8. The Chair’s Office will inform all candidates for all other elections who have been successfully nominated that their nomination has been accepted, and inform them of the date and time of the all candidates meeting. The purpose of this meeting is for the Returning Officers to go over campaign rules/regulations and to give the candidates a copy of the Elections Act.
9. All candidates must meet the eligibility requirements. Subsequent to meeting these requirements, candidates must not have outstanding academic or non-academic disciplinary sanctions, including but not limited to an average below sixty percent (60%) for December grades, Academic Probation, outstanding disciplinary fines, or non-academic probations. The Chair’s Office, as part of the nomination procedure, will secure the candidates’ permission to consult the Director of Student Life or another university official on these matters prior to a candidate receiving official status in election. No candidate will be officially accepted without meeting these requisite requirements.
10. Nominations will not be accepted without submission of the required deposit (See Sub-Section Five).

## SUB-SECTION 3: WITHDRAWAL OF NOMINATION PROCEDURE

1. Candidates may withdraw their nominations any time before the poll opens.
2. Candidates withdrawing their nomination may do so by delivering a signed written notice to the Chair’s Office.

## SUB-SECTION 4: CAMPAIGNING REGULATIONS

1. Active campaigning on or off campus shall be defined as, but not necessarily limited, to:
2. Distribution of campaign materials;
3. Speaking to residences, or individuals for the purpose of representation of a platform as a candidate or representative of a referendum position, or hosting any sessions to the same effect in the general student populace.
4. For the Students’ Union General Election the Returning Officers shall hold at least one (1) All Candidates Debate.
5. All advertisements used during the campaign shall not be discriminatory on the basis of gender, sexual orientation, age, race, class, religion, creed, ancestry, and country of origin, ethnicity, or other grounds. The advertisements shall not be in violation of; Copy Rights, The Canadian Charter of Rights and Freedoms, or any applicable municipal, provincial, and federal laws. All signage must follow the Bloomfield S.U.B. poster policy and the poster policy of any other locations on campus. It is the candidate’s responsibility to find out the details of these poster policies and candidates will be held responsible if the Chair’s office is notified that they are in violation of any policies.
6. All candidates are responsible for the actions of their campaign workers, including scrutineers and campaign managers. Campaign workers who violate this act will cause the candidate to be disciplined as outlined in Sub-Section Seven.
7. All Students’ Union employees and elected representatives shall remain officially neutral1 while acting in their capacity2 as Union employees.

1 “Officially neutral” shall be defined as:

- Engaging in no campaigning whatsoever;

- Being non-exclusive in providing information and/or insight to candidates.

2 “Acting in their capacity” shall be defined as carrying out the duties of the Students’ Union employee’s position as indicated by their respective terms of reference, including but not limited to:

- Designated office hours;

- Attending Union-sanctioned events such as:

- Society meetings;

- Council meetings;

- House council meetings;

- House events.

1. The Chair of Council, Deputy Chair, Returning Officers, debate moderators, and, Web Administrators shall remain impartial throughout the campaign.
2. The Students’ Union President and Vice President shall remain impartial throughout the campaign, See 2.9.

i. The suspension of By-law 4.7 is automatically applied to the Students’ Union President or Vice President who are running upon the approval of the Chair’s Office.

1. All elected Student Representatives and hired executives (VP-Finance and Operations, VP Residence Affairs, VP External Affairs, VP Activities and Events) shall be restricted from active campaigning as outlined in Section 4.1 at all times. They may, however, be involved with non-active campaigning. This includes, but is not limited to:
2. Attending campaign meetings;
3. Helping to develop candidate platforms;
4. The production of media advertisements, including posters, t-shirts, static (website) and social networking electronic media.

The suspension of By-law 4.8 is automatically applied to any Executive Member running upon the approval of the Chair’s Office.

* + 1. Under such suspension, the candidate shall maintain neutrality for all other open candidacies in said election.
1. Students’ Union employees not mentioned previously may actively campaign at any time when not acting in an official capacity.
2. All electronic publicity material shall remain static (unchanged) during the voting period. All physical; publicity material (ie. posters) must be removed within 48 hours of the closing of the polls. Failure to comply shall result in sanctions determined by the Chair’s Office.
3. Any nominees or incumbent employees of the Students’ Union including Executives and sub-executives are forbidden from using any resources not accessible to non-incumbent employee’s including, but not limited to:
4. Printing, photocopying, email list-serves, advertising, monetary funds, office space, areas in Bloomfield (unless monetary compensation is paid to Bloomfield Centre); or any other resources that they may be privy to as a result of their position.
5. Nominee’s found using these resources will be subject to sanctions as found in Sub-Section Seven.
6. Students’ Union employees found aiding a nominee using resources not accessible to non-incumbent employees will be dealt with by the Students’ Union Performance Review Committee.

## SUB-SECTION 5: DEPOSIT

1. Deposits must be submitted to the Students’ Union Information Desk along with the nomination form.
2. Deposits will be as follows:
	1. President candidates will deposit $50.00;
	2. Vice President Academic Affairs candidates will deposit $50.00;
	3. Student Representatives will deposit $25.00

1. All deposits collected will be given to the Chair’s Office. The Chair’s Office will keep the deposits until the election is over and a candidate/slate has been declared elected.
2. Deposits are reserved for potential incurred fines during the election process.
3. If a candidate's/slate’s deposit is depleted due to incurred fines during the campaign, the candidate/slate will be required to submit a second deposit in the same amount as the initial deposit in order to continue campaigning.
4. The VP-Finance and Operations will issue cheques to the respective candidates for reimbursement of deposit and campaign expenses at the close of the election process.

## SUB-SECTION 6: PUBLICITY MATERIAL POLICY

1. Candidates are responsible for the following:
2. Ensuring that all publicity materials do not violate the Elections Act, including any material produced by campaign managers or those external to the campaign;
3. Ensuring the acquisition of expressed written consent for use of any copyrighted material from the holder of that copyright. The Returning Officers may ask to see proof of this consent at any time during the campaign;
4. Assuming the full costs without reimbursement for any items contravening the Elections Act;
5. Submitting a copy of all mass-produced publicity materials to the Returning Officers prior to the opening of the polls.
6. Candidates and slates must also keep a log and expense report including all original receipts of all publicity materials produced for the campaign. Candidates must provide a market value for products not purchased for, but used in their campaign. This log must be submitted to the Chair’s Office prior to the opening of the polls.
7. The Returning Officers may request that material violating the Elections Act be removed. Candidates and slates must comply within 24 hours of this request and may be subject to further discipline as outlined in Sub-Section Seven.
8. Publicity materials must not slander other slates or candidates. Slander includes false or malicious attacks on person’s character and reputation.
9. All publicity materials must abide by Canadian Copyright Laws.
10. Candidates and slates shall be responsible for any damage caused in the placement or removal of publicity materials, and shall be held liable financially or otherwise.
11. Candidates and slates shall be responsible for any materials in violation of the Elections Act, university rules and regulations or the laws and regulations set forth by another entity’s legal jurisdiction. Those found in violation shall be held liable financially and/or otherwise.
12. The advertisement of a slate, candidate, or platform during a referendum on a St.FX university chalkboard or in any St. FX classroom is strictly prohibited.
13. The Students' Union recognizes the limit it has to regulate what students wear and that the body is private property. However, any publicity materials after the deadline, or in violation of the aforementioned publicity material limitations, regardless if they are on one's own person or not are in violation of this act. It should also be stated that any person wearing any kind of publicity material around the polling station will be asked to leave immediately.
14. With respect to the Union’s concern for the environment, the Chair’s Office shall impose the following limits on the number of paper based publicity items (equally for all candidates).
	1. President and VP-Academic Affairs - the equivalent of 150 sheets of 11 x 17 paper per candidate
	2. Student Representatives- the equivalent of 50 sheets of 11x 17 paper per candidate
	3. Candidates may use publicity materials of different sizes as long as they do not exceed the equivalency measurements of the dimension limits listed above
15. Other internet messaging such as groups on online web spaces (such as Twitter or Facebook) may be used as long as students willingly join these groups to receive updates from the candidate. Candidates cannot however send out unsolicited electronic messages (i.e. mass Emails) to students asking for support, and no one may send them out on the candidate’s behalf. All candidates using electronic materials must make the Returning Officers aware of such materials, and must include the Returning Officers on any electronic social networking group or contact list. Any further social media not mentioned in this act will be monitored and regulated at the discretion of the Chair’s Office.
	1. If candidates elect to use Facebook for campaigning they must add the Returning Officers as an administrator to the group.
	2. All social media campaigning shall remain static following 11:59pm the day before the election until the end of the official elections period.

## SUB-SECTION 7: VIOLATIONS AND DISCIPLINE POLICY

### Article 1: General

1. Candidates and slates that violate regulations in this act will be subject to disciplinary action on behalf of the Chairs office or the Elections Committee depending on the severity or frequency of violations.
2. The membership of the Elections Committee shall consist of the following members:
	1. Chair of Council;
	2. Deputy Chair of Council;
	3. Chief Returning Officer;
	4. One (1) Student Representative;
	5. Students’ Union General Manager.

\*Members of this committee must remove themselves from the committee when/if they are under review. If a member of the Elections Committee is currently under review they may not sit on the committee until the matter at hand has been resolved.

### Article 2: Purpose

1. The purpose of the Elections Act Violations and Discipline Policy process is to evaluate documented complaints or violations filed about candidates, in respect to the Elections Act.

\*If the issue presented to the Chair of Council or the President is contrary to the Community Code or provincial rules or regulations then the Chair of Council/President must suggest that the person follows up with the appropriate body, i.e. Director, Student Life or RCMP. The process involved in those situations does not limit the Students’ Union from acting according to the processes outlined in the By-laws.

### Article 3: Process

1. The Chairs Office will review any complaint, or act on any witnessed violation of the Elections Act and meet with the complainant to determine the level of severity and determine the appropriate level of action required.
2. To submit a complaint about an Elections Act violation the complainant shall complete an Elections Act Complaint Form
3. Upon receipt of an Elections Act Complaint form and follow up investigation (if required), the Chief Returning Officer, in consultation with the Chair of Council, will determine whether an informal or a formal resolution is required.

### Article 4: Informal Resolution

1. Upon determination that the violation(s) of the Elections Act is minor in nature, based on the information provided on the Elections Act Complaint form, the Chief Returning Officer shall:
	* 1. Verify the validity of the complaint by contacting witnesses and, where possible, by visually verifying the infraction;
		2. Upon verification, send an outline of the complaint to the accused(s), and request an explanation;
		3. Act as the primary arbiter for Union elections and take disciplinary action (if necessary) according to By-Laws (See Appendix G) within 48 hours; and
		4. Send a written response to the complainant and the accused candidate within 48 hours.

### Article 5: Formal Resolution

1. Upon determination that the violation(s) of the Elections Act is more severe in nature, based on the information provided on the Elections Act Complaint form, the Chief Returning Officer shall:
	* 1. Bring the matter directly to the Elections Committee
		2. Investigate the matter further. Once the investigation has been completed, the alleged violation(s) is then brought before the Elections Committee.
2. The Chair will provide notice via email that the repellent will need to appear before the Election Committee. This notice will clearly outline the date and time the committee will meet; a brief description of the actual complaint, and the date(s) the incident(s) occurred.
3. The Chair will arrange any witnesses to be present at the Election Committee meeting.
4. The Chair will provide all copies of the actual complaint; and any witness statements to the members of the Election Committee at the time of the meeting only and not prior to the meeting.
5. Upon reviewing all materials presented by the Chair, the Election Committee will then call in the person(s) that made the original complaint to provide additional information concerning the complaint.
6. All other witnesses will be called individually to provide additional information. The Election Committee will take only first person information into consideration.
7. The candidate will then be called in to meet with the Elections Committee. The candidate may present their interpretation of the complaint at that time, and provide the Elections Committee with any additional information that they feel is relevant for the committee to make an informed decision.
8. Once all parties have been heard from, the committee will then deliberate.
9. Once an outcome has been determined, the Chair will inform the candidate of the outcome via email. This letter must also include details concerning the appeal process.

### Article 6: Appeal Process

1. In the case where the complainant or the accused(s) is unsatisfied with the resolution provided by the Chief Returning Officer from an informal resolution process they may appeal to the Elections Committee
	* 1. The complainant or accused shall complete and submit a Letter of Appeal to the Chief Returning Officer;
		2. The Chief Returning Officer shall convene the Elections Committee within 24 hours of a request for appeal;
		3. The original Election Act Complaint form shall be provided to the Elections Committee by the Chief Returning Officer;
		4. The complainant or accused shall be allowed time to explain the basis for their appeal, and then shall leave;
		5. The Elections Committee shall decide upon the validity of the appeal and take appropriate disciplinary action according to (need right bylaw) within 24 hours; and
		6. The Elections Committee shall send a written response to the complainant, the accused candidate and the Chief Returning Officer within 24 hours.
2. In a case where the complainant or the accused(s) is unsatisfied with the resolution provided by the Elections Committee from a formal resolution process they may appeal to the Students Union Representative Council.
3. The complainant or the accused has 3 business days from the time that the email outcome was sent to write a letter of appeal to the Chair of Council. This letter must document the original complaint, the outcome received and outline why the outcome is felt to be too harsh.
4. The Chair of Council must bring any letter of appeal to the Elections Committee.
5. The Elections Committee will decide as to whether the appeal has merit and will be heard or will not be heard.
6. The Elections Committee, via the Chair of Council, will inform the complainant of the date and time of the appeal if accepted.
7. The Elections Committee will prepare and review all materials that lead to the appeal for the Students’ Union Representative Council.
8. The complainant or the accused will be given the opportunity to provide information to the Students’ Union Representative Council.
9. The Students’ Union Representative Council will deliberate in camera and decide to uphold the original decision, remove the outcome previously provided, or change the outcome.
10. The Chair of Council will inform the complainant or the accused of the Students’ Union Represented Council’s decision via email.

## Article 7: Offences

1. Offences which may be addressed under this document include but are not limited to:
	1. Active campaigning prior to receiving official candidate status
	2. Active campaigning after the deadline
	3. Unsolicited e-mailing, electronic messaging in spam form, slander, gross obscenity, misuse of classroom chalkboards for campaigning purposes
	4. Exceeding the spending limit
	5. Use of Students’ Union resources
	6. Any infringement of the Elections Act or Students’ Union Bylaws
	7. Any infringement of the Community Code of Conduct
	8. Harassment of Chairs office and/or polling staff

## Article 8: Outcomes

1. Candidates that are found in violation may have one or more outcomes placed on them:
2. Warning Letter outlining infraction and consequences if violation occurs again;
3. Forfeiture of deposit in full or in part;
4. Public apology for infraction;
5. Loss of campaign reimbursement;
6. Disqualification;
7. Reparations’

## SUB-SECTION 8: FINANCING POLICY

1. The spending limits for candidates (slates) are as follows:
	1. President: $150
	2. Vice President: $150
	3. Student Representatives$75
2. All candidates and slates which receive at least 10% of the popular vote are eligible to receive reimbursement amounting to one-half (½) of the spending limit. Candidates and slates must submit to the Returning Officer a complete report of their election expenses.
3. Candidates will only receive reimbursement on material costs of publicity materials and expenses directly related to the production of campaigning material, or used specifically to promote the candidate. Whether an expense is deemed relevant to a candidate’s campaign shall be determined by the Returning Officers and is subject to review by the VP-Finance and Operations.
4. An election expense report must include:
5. An itemized list of all expenses;
6. Dated receipts for all their election expenses;
7. Signed statement validating their submission.
8. All publicity material, events, entertainment, or otherwise must be financed at market value by the amount allotted.
9. Any involvement of corporate, professional, or other groups or individuals (i.e. campaign managers) in a campaign must be declared in expense reports to the Returning Officers, unless such involvement is from current students of St.FX University. All such involvement shall be accorded a reasonable market value as determined by the Chair’s Office.

## SUB-SECTION 9: QUALIFICATIONS OF ELECTORS

1. In any electoral constituency in which an election or referendum is held, both full-time and part-time students, who at the time of proclamation are a member of the St. Francis Xavier Students' Union, and is a member of the electoral constituency, is eligible to cast one vote.

## SUB-SECTION 10: PREPARING THE POLL

1. Grant of Poll; If by the end of the nomination period only as many nominations have been validated as there are seats, the Returning Officers will call a poll. The ballot will consist of a “YES/NO” vote, and the slate or candidacy requires 50%+1 of the votes to be declared elected.
2. If there are more votes in the “NO” then the position will be reopened. The candidate receiving the “NO” vote is still allowed to participate in the by-election if they choose to.
3. The Returning Officers shall ensure notice of polls, declaring the dates and times of the polls as well as, the procedures for voting at least seven (7) days prior to the polling day.
4. All ballots will be inputted into the Students’ Union Online voting database using the most current official Students’ Union election system, unless otherwise publicized.
5. If a candidate withdraws from an election following the establishment of the online ballot, their name will be removed from the ballot.
6. No phrases or slogans may be attached to a candidate's name on the ballot. The name that will appear on the ballot must be the name for which the candidate is normally known. Nicknames can be permitted at the discretion of the Chair’s Office.
7. The online ballot will be maintained by an employee of the Chair’s Office.
8. The online ballot will be available until 4:00 pm on the final day.
9. The names of candidates shall be shown alphabetically by surname on the ballot. The names of slates shall be shown alphabetically by surname of the nominee (President in the case of a slate) on the ballot.
10. The Chair’s Office shall compile the official electoral list for voting. The official electoral list should contain the names of all students eligible to vote in the upcoming election.
11. Polling stations shall be established for all elections, the hours of which shall be set by the Chair’s Office and communicated by the Students’ Union before the opening of the polls.
12. The location of the polls may be decided at the discretion of the Chair’s Office at least ten (10) calendar days before the first day of polling.
13. An advance poll may be called and arranged if the Chair's Office, after consultation with the candidates, feels the numbers warrant.
14. Eligible electorate may vote by proxy if:
	1. Legitimate reason is given to the Chair’s Office as to why the electorate cannot vote during the polling period. It cannot be used as a convenience, only as a necessity;
	2. The proxy is presented to the Chair’s Office either personally or by the constituent’s House President/ Student Representative in a sealed envelope with the name of the student printed clearly, their identification number and place of residence, either on or off campus. The voter’s signature must be signed across the seal. In the event that the constituent’s House President or Student Representative has resigned their position, the constituent must present the proxy vote directly to the Chair’s Office;
	3. The proxy vote is presented to the Chair’s Office in a sealed blank envelope. This envelope is to be inserted into a second envelope with the name of the student printed clearly, their ID # and place of residence. The voter's signature must be signed across the seal.
15. All Proxy votes will be kept by the Chair’s Office until the close of the polls. The inner (blank) envelopes will then be removed and deposited into a ballot box for counting.

NOTE: The Chair’s Office will have sole discretion as to the acceptance of a proxy vote.

## SUB-SECTION 11: PROCEDURE AT THE POLL

1. All polls must be opened and closed by one of the five members of the Chair's Office. No voting will occur before the opening of the poll (besides proxy).
2. The Chair’s Office may appoint Poll clerks. Poll clerks will be empowered by the Chair’s Office to attend and oversee the polling station for the duration of the poll. Poll clerks shall not discuss any matter pertaining to an election/referendum with anyone except the members of the Chair’s Office. There will be at least one (1) delegated Students’ Union member overseeing a poll station at all times during the polling times. In addition:
	1. All Student Representatives are required to work hours at the polls for the Students’ Union General Election if requested to do so by the Chair’s Office. Exception is made to those who are running in the Election.
3. Each poll will be supplied with one computer, which must have Internet access.
4. The list from the Registrar’s Office should contain all names of registered students. Should a name not be on the list, notification that is signed and certified from the Registrar is needed to permit this individual to vote.
5. Candidates, and all their campaign workers, except scrutineer, are not to be seen nor heard at any polling station location other than for the purpose of casting their own ballot.
6. Each voter will be allowed to log into the voting system and electronically cast their ballot. Each voter must cast their own ballot.
7. Electorate who do not wish to vote for a certain electoral seat or position may choose to spoil their ballots.
8. Once the scheduled hour for the closing of the poll arrives, the poll will close exactly on time. No late votes will be permitted. Any of the five members of the Chair's Office may open and close the polls.

## SUB-SECTION 12: SCRUTINEER

1. Any eligible elector, excluding the candidates themselves, members of the Chair’s Office, or poll clerks, are eligible to serve as a scrutineer.
2. One scrutineer may be appointed by a candidate or representative of a referendum per poll station.
3. Appointments for scrutineer must be approved by the Chair’s Office to be valid. Appointments must be made in writing by the candidate, and include the signature of the candidate, the scrutineer to be appointed, and the Chair’s Office. All submissions for scrutineer must be received by the Chair’s Office prior to the opening of the polls to be accepted.
4. The Chair’s Office will set a date to provide an opportunity for any scrutineers to familiarize themselves with the security features of the online voting system.
5. The candidate may appoint a scrutineer in shifts for the scrutinizing of polls. Any desired rotations of this nature must be approved by the Chair’s Office and marked in writing by the candidate prior to the opening of the polls. Shift-work scrutineers will be expected to leave once their shift has expired, as they then fall under the providence of campaign workers and are no longer permitted to be within sight or sound of the polling station.
6. The absence of a scrutineer at any point during the polling will not in any way invalidate an election or referendum. Candidates are not required to have a scrutineer.
7. While at the polling station, a scrutineer is authorized only to observe the balloting procedure.
8. The appointment of a scrutineer is a privilege validated by the Returning Officers. Should the scrutineer contravene any election rule, or become disruptive to the polling process, the Chair’s Office has the express right to revoke their status as a scrutineer. In addition, if this Election Act has been violated by the scrutineer, the candidate whom the scrutineer is volunteering for may be disciplined by the Chair’s Office as outlined in Sub-Section Seven.

SUB SECTION: CAMPAIGN MANAGERS

1. Candidates may appoint a campaign manager for the election process.
2. All campaign volunteers must be disclosed to the Chair’s Office.
3. Candidates are responsible for all actions of the campaign manager as they pertain to the election, including but not limited to:
	1. Physical promotions both during and after the campaign period
	2. Electronic promotions both during and after the campaign period (i.e. any social media posts)

## SUB-SECTION 13: BALLOT COUNTING PROCEDURE

1. The candidate who receives the plurality of the votes shall be declared the winner. Results are not official for another forty-eight (48) hours.
2. After the documentation of the results the Chair’s Office will ask all witnesses to sign the document verifying the results. After verification, all recount requests are now appeals and must follow Sub-Section Sixteen.

## SUB-SECTION 14: ANNOUNCING THE RESULTS

1. The winning candidate, or winning side in the case of a referendum, shall be made public in an announcement by the Returning Officers at a location accessible to all students immediately following the completion of the counting procedure. The Returning Officer must mention that the results are not official for another forty-eight (48) hours.
2. The complete detailed results will be published on the U.ca within twenty-four (24) hours after the results are announced.
3. The Chair of Council will declare the candidate duly elected at the first regular meeting of Council after the election.

## SUB-SECTION 15: RUN-OFF ELECTION PROCEDURE

1. In the event of a tie vote in an election or referendum, the Chair of Council will call another election, referred to from here on as a run-off election. The run-off election will be identical to the previous election in all respects save:
	1. No new nominations will be accepted;
	2. All Election dates and time periods may be compressed by the Chair of Council in recognition of time restraints created by the second election;
	3. Only the candidates or slates which actually tied may participate in the run-off election and will appear on the new ballot.

## SUB-SECTION 16: APPEAL PROCEDURE

1. An appeal may be launched by any member who is of the electorate corresponding to the election being appealed. However, the appeal must meet all of the following criteria:
2. The appeal must significantly alter the outcome of the election in question. If an error in the election, if avoided, would have declared someone in second or third place elected as the winner, an appeal would thus be rightly justified.
3. The criteria of the appeal must be valid; that is, the contents of the appeal had to have happened during the course of the electoral process, and can be thus substantiated by concrete evidence.
4. The appeal must have the written consent of one-half (½) of the regular members of the Students’ Union Representative Council. This would include the Students’ Union President and Vice President, Student Representatives, Faculty Advisor, and Students’ Union General Manager. This does not include the Chair of Council or Deputy Chair. Members of Council that have resigned their positions as a result of an election are NOT considered regular Council members that constitute this quota. Endorsements for an appeal by any Council member are subject to inquiry of authenticity by the Chair’s Office.
5. All appeals must take place within forty-eight (48) hours of the results being announced by the Returning Officers.
6. All appeals must be sent to the Returning Officers.
7. All appeals must be in a written form with the charges and reasons explicitly set out, with all evidence if possible.
8. The Returning Officers will investigate the charges within an appeal. The Returning Officers shall reconsider their initial decision based purely on the charges and evidence contained within the appeal. From herein this decision will be referred to as a “ruling”.
9. If the Returning Officers should make a ruling to reject the appeal, the results of the election will stand. This ruling will be announced at the first regular meeting of Council along with the official results of the election or referendum, and the declaration of the winning candidate as duly elected if applicable.
10. Once the Returning Officers makes a ruling to reject an appeal, the Returning Officers will inform the elector(s) who launched the appeal immediately.
11. If an election or referendum has been appealed in the prescribed manner as outlined in Sub-Section Sixteen, and if the challenger(s) has (have) not been satisfied by the decision of the Returning Officers, the challenger may launch a second appeal to the Chair of Council.
12. An appeal to the Chair of Council must be in written form and be received by the Chair within forty-eight (48) hours of notification of the Returning Officers ruling on the initial appeal.
13. The appeal to the Chair of Council must contain the identical charges, reason, and evidence as contained in the appeal to the Returning Officers. New evidence and new charges are inadmissible. (If new evidence is found, it is put in the appeal and given back to the Returning Officers for reconsideration.)

## SUB-SECTION 17: APPEAL COMMITTEE

1. The Chair of Council will appoint and call together a committee to investigate all appeals accepted by the Returning Officers or the Chair of Council. The committee would be comprised of the following members:
	1. The Chair of Council;
	2. The Deputy Chair of Council;
	3. One (1)voting members of the Student’ Union Student Representative Council, who have not been previously involved or affected by the election, appeal or appeal process in any way;
	4. The Students’ Union General Manager.
2. The Chair of Council will Chair the Appeal Committee.
3. The Appeal Committee will call before it the following parties:
4. The elector(s) who launched the appeal;
5. The Returning Officers
6. Any candidates or slates of the election or official representatives of a referendum, regardless if the appeal challenges any of their actions or not.

1. All those called before the Appeal Committee will be dispersed before the Appeal Committee finalizes a ruling.
2. The Appeal Committee will concern itself only with the challenges contained within the written appeal. If new evidence is found, a new appeal process must be re-initiated (see Sub-Section Sixteen).
3. The Appeal Committee, once it has investigated the appeal to its complete satisfaction, will report to Council whether there have been any irregularities in the election or referendum or not. The Appeal Committee may uphold the ruling of the Returning Officers or impose a new ruling and invalidate the election.
4. The Appeal Committee may rule to remove the Returning Officers for the duration of the election. The Chair of Council shall at his/her discretion appoint an interim Returning Officer to carry out a new election or the remaining portion of the election.

## SUB-SECTION 18: CUSTODY OF DOCUMENTS

1. Records retained from each election/referendum by the Returning Officers shall include, but not be limited to:
	1. The report of the Returning Officers to Council;
	2. A copy of the current campaign rules, and poll clerk procedures instruction sheet;
	3. A log of poll clerks, detailing the hours and polling stations worked.
2. Records shall be retained by the Union for a period of three years and shall be archived thereafter.
3. All voter lists used in an election or referendum shall be stored for safe-keeping by the Chair of Council for a period of forty-eight (48) hours after an election. If an appeal is launched, the voters list will be kept until all appeal processes are finalized. Once a candidate has been officially declared duly elected after any appeal processes are finalized, the voters list is to be destroyed.

ANY SITUATIONS NOT OUTLINED IN THIS ACT WILL BE ADDRESSED AT THE DISCRETION OF THE CHAIR’S OFFICE

# APPENDIX C

#  STUDENTS’ UNION REFERENDUM ACT

## SUB-SECTION 1: GENERAL REFERENDUM

### Article 1: General

1. Referenda may be initiated by Council or by students.
2. Each referendum question will deal with only one issue.
3. The Chief Returning Officer will ensure that all referendum questions are concise and clear, and, unless they are proposed amendments to the By-Laws, do not violate the By-Laws.
4. Referenda are regularly held during the periods from the eighth (8) of February to the fifteenth (15) of March and from the eighth (8) of October to the fifteenth (15) of November. Council may define exceptional referendum periods by a two thirds (2/3) majority vote.
5. Policies adopted by referenda shall be inscribed in the Union’s Policy Manual and shall not be amended by motion of Council for one (1) year.
6. Quorum for all referenda shall be twenty percent (20%) of the membership.

### Article 2: Council Initiated Referenda

1. Any motion to place a question before the Union through a referendum must be presented as a written motion and signed by at least four (4) members of Council and distributed to all Council members at a meeting of Council. The motion shall then be put on the agenda of the next Council meeting at which time it will be discussed and voted upon. If passed, the question will be put to the membership during the following referendum period.
2. The wording of the referendum question must be approved by Council no less than twenty-one (21) days prior to the beginning of the referendum vote.
3. The majority necessary for the adoption of policies in a Council-initiated referendum shall be decided by Council on an issue-by-issue basis. A majority shall be either:

* 1. Fifty percent (50%) of voters plus one vote, or;
	2. Sixty percent (60%) of voters.

1. If a majority is obtained in a Council-initiated referendum, the policy change proposed by the referendum shall be adopted immediately after the referendum result is declared official.

### Article 3: Student Initiated Referenda

1. Any member of the Union may initiate a referendum by presenting a question to the Chief Returning Officer, who shall indicate within twenty-four (24) hours whether the proposed question respects the Constitution and By-Laws. The member must then collect on a petition, clearly stating the referendum question on the top of each page, the signatures of at least twenty percent (20%) of the Union’s membership. Any signatures shall be collected in the academic year in which the referendum is held.
2. The member shall submit the completed petition to the Chief Returning Officer at least twenty-one (21) days prior to the beginning of the referendum vote.
3. Student-initiated referenda may not alter the composition of the Union’s staff or membership fees or other financial matters of the Union.
4. The majority necessary for the adoption of policies proposed by a student-initiated referendum shall be fifty percent (50%) of voters plus one (1) vote.
5. If a majority is obtained in a Student-initiated referendum, the policy change proposed by the referendum shall be adopted immediately after the referendum result is declared official.

### Article 4: Official Representatives of a Referenda

1. There can only be one (1) Official Representative For and one (1) Official Representative Against the proposed policy changes in each referendum question.
2. Prior to being declared Official Representative, a Union member must make a $25.00 deposit to the CRO and sign a Letter of Intent. The Letter of Intent will be drafted by the CRO and shall indicate that as Official Representative, the Union member will comply with all regulations set forth in the Referenda Act, and he/she will be subject to disciplinary action should he/she violate any of these regulations.
3. In a student-initiated referendum, the initiator of the referendum shall be the Official Representative for the proposed policy change. In a Council-initiated referendum, the Official Representative For the proposed policy change shall be any member of Council, chosen by a majority of Council.
4. The first Union member to present a signed Letter of Intent and a $25.00 deposit to the CRO shall be the Official Representative Against the proposed policy change.

### Article 5: Campaigning

1. Within fourteen (14) days of the approval of the referendum question, the CRO shall hold an Official Representatives Meeting at which time the CRO and DCRO will outline the particular restrictions of the upcoming campaign.
2. There shall be a period of active campaigning, which shall begin following the Official Representatives Meeting and which shall end at five PM (5:00 p.m.) two (2) calendar days before the referendum vote commences.
3. Official representatives of a referendum must campaign according to the regulations outlined in Section Five of the Students’ Union Elections Act, with the following exception:

* 1. There shall be no Midnight Madness for a referendum vote. Members of the Chair’s office will not check all posters and publicity material prior to distribution. Official representatives of the referendum shall be responsible for ensuring that all posters and/or publicity material comply with the regulations outlined in Section Seven of the Students’ Union Elections Act. The CRO and DCRO will periodically check material for compliance with referendum regulations.

1. Official representatives who violate campaign regulations shall be subject to the disciplinary action outlined in the official Elections Act.

### Article 6: Polling Procedures

1. Preparation of the poll and polling for a referendum shall follow the procedure outlined in Sections Eleven and Twelve of the Students’ Union Elections Act.
2. Any eligible voter, excluding official representatives of the referendum, the CRO, DCRO, Poll Clerks, Chair and Deputy Chair, is eligible to serve as scrutineer. All scrutineers shall be subject to all regulations outlined in Section Thirteen of the Students’ Union Elections Act.
3. The ballot counting and the announcement of referendum results shall follow the procedures outlined in Sections Fourteen and Fifteen of the Students’ Union Elections Act.

## SUB-SECTION 2: IN-HOUSE INITIATED REFERENDUM

### Article 1: General

1. Referenda may be initiated by Students’ Union Council, by the House Council for a particular residence House or Hall, or by residents of a particular residence House or Hall.
2. A referendum will be centered on one core initiative.
3. The Returning Officers are responsible for ensuring that the initiative either proposes amendment(s) to a current Policy, (of either the Students’ Union or the House or Hall for which the referendum is to be held,) or aims to create a new policy without violating the current Students’ Union By-laws, or House Constitution.
4. Students’ Union Council, or the House Council may define referendum periods by a two-thirds (2/3) majority vote.
5. Policies adopted by referenda shall be inscribed in the Union’s Policy Manual and shall not be amended by motion of Students’ Union Council or House Council until the defined referendum period of the academic year following the one in which the referendum was passed.
6. Quorum for all house or hall referenda shall be fifty percent (50%) plus one (1) of the number of residents in a particular house or hall, or seventy-five (75) residents; whichever is fewer.

### Article 2: House Council Initiated Referenda

1. Any motion to place a question before the House through a referendum must be presented as a written motion and signed by at least four (4) members of the House Council and distributed to all House Council members at a meeting of House Council. If passed, the question will be put to the membership during the defined referendum period.
2. The wording of the referendum question must be approved by the House Council.
3. The majority necessary for the adoption of policies in a House-initiated referendum shall be fifty percent (50%) of voters plus one vote.
4. If a majority is obtained in a House-initiated referendum, the policy change proposed by the referendum shall be adopted immediately after the referendum result is declared official.

### Article 3: Students’ Union Council-Initiated Referenda

1. Any motion to place a question before a House through a referendum must be presented as a written motion and signed by at least four (4) members of the Students’ Union Representative Council and distributed to all Students’ Union Representative Council members at a meeting of Students’ Union Representative Council. If passed, the question will be put to the membership during the defined referendum period.
2. The wording of the referendum question must be approved b y the Students’ Union Representative Council.
3. The majority necessary for the adoption of policies in a Council-initiated referendum shall be fifty percent (50%) of voters plus one vote.
4. If a majority is obtained in a Council-initiated referendum, the policy change proposed by the referendum shall be adopted immediately after the referendum result is declared official.

### Article 4: In-House Student-Initiated Referenda

1. Any resident of a particular residence House or Hall may initiate a referendum by presenting a question to the Returning Officers, who shall indicate within twenty-four (24) hours whether the proposed question respects the House Council Constitution and the Students’ Union By-laws. The member must then collect on a petition, clearly stating the referendum question at the top of every page, the signatures of a minimum of twenty-per cent (20 %) of the residents of the House or Hall involved in the referendum. All signatures must be collected during the academic year for which the referendum question is to be voted on.
2. The resident shall submit the completed petition to the Returning Officers at least twenty-one (21) days prior to the beginning of the referendum vote.
3. A Student initiated in-house referendum may not alter the composition of the Union’s or the House/Hall’s staff or its membership fees, or any other financial matters of the Union or of the House Council.
4. The majority necessary for the adoption of policies in a House student-initiated referendum shall be fifty percent (50%) of voters plus one vote.
5. If a majority is obtained in a Student initiated House referendum, the policy change proposed by the referendum shall be adopted immediately after the referendum result is declared official.

### Article 5: Official Representatives of a Referendum

1. There can only be one (1) Official Representative For and one (1) Official Representative Against the proposed policy changes in each referendum question.

### Article 6: Campaigning

1. Within fourteen (14) days of the approval of the referendum question, the Returning Officers shall hold an Official Representatives Meeting at which time the Returning Officers will outline the particular restrictions of the upcoming campaign.
2. There shall be a period of active campaigning, which shall begin following the Official Representatives Meeting and which shall end at five PM (5:00 p.m.) two (2) calendar days before the referendum vote commences.
3. Official representatives of a referendum must campaign according to the regulations outlined in Section Five of the Students’ Union Elections Act, with the following exception:

i. There shall be no Midnight Madness for a referendum vote. Members of the Chair’s office will not check all posters and publicity material prior to distribution. Official representatives of the referendum shall be responsible for ensuring that all posters and/or publicity material comply with the regulations outlined in Section Seven of the Students’ Union Elections Act. The Returning Officers will periodically check material for compliance with referendum regulations.

1. Official representatives who violate campaign regulations shall be subject to the disciplinary action outlined in Section Eight of the Students’ Union Elections Act.

### Article 7: Polling Procedures

1. Preparation of the poll and polling for a referendum shall follow the procedure outlined in Sections Eleven and Twelve of the Students’ Union Elections Act.
2. Any eligible voter, excluding official representatives of the referendum, the Returning Officers, Poll Clerks, Chair and Deputy Chair, is eligible to serve as scrutinizer. All scrutinizers shall be subject to all regulations outlined in Sub-Section 13 of the Students’ Union Elections Act.
3. The ballot counting and the announcement of referendum results shall follow the procedures outlined in Sub-Sections 14 and 15 of the Students’ Union Elections Act.

ANY SITUATIONS NOT OUTLINED ARE AT THE DISCRETION OF THE STUDENTS’ UNION ELECTIONS ACT AND THE OFFICE OF THE CHAIR

# APPENDIX D

# STANDING COMMITTEES OF COUNCIL – TERMS OF REFERENCE

## SUB-SECTION 1: BY-LAW & POLICY COMMITTEE

### Article 1: Structure

1. The By-law & Policy Committee is Co-Chaired by the President of the Students’ Union and the Chair of Council.
2. The membership of the By-law & Policy Committee is to include:
	1. At least two (2) Representative Councillors so designated by the Chair of Council (voting)
	2. The Chair of Council (voting)
	3. President of the Students’ Union (voting)
	4. Additional members of the Union invited by the Co-chairs at the request of the committee(non-voting)
3. A Councillor designated by the Co-Chairs will report to Council on the deliberations of the committee after each meeting of the committee.

### Article 2: Mandate

1. The mandate of the By-law & Policy Committee is to discuss, deliberate, recommend and report on all matters of procedure called before its attention. This may include but not be limited to recommending amendments to the By-Laws, Policy Manual, Acts, or any document of the Union including the Constitutions of the sub-organizations of the Union. This may also include the drafting of new documents.
2. Each member of the By-law & Policy Committee shall have a copy of the By-laws, Policy Manual and Acts and shall be well versed in them.
3. The By-law & Policy committee shall review, from time to time, the Constitutional Authorities of the Students’ Union and present motions for its improvement.

## SUB-SECTION 2: BUDGET AND FINANCE COMMITTEE

### Article 1: Structure

1. The Finance Committee is Co-Chaired by the VP-Finance and Operations and one (1) Students’ Union Councillor selected by the committee membership.
2. The membership of the Finance Committee is to include:

	1. Two (2) Representative Councillors so designated by the Chair of Council (voting)
	2. The VP-Finance and Operations (voting)
	3. The Society Coordinator (non-voting)
	4. House Accounts Coordinator (non-voting)
	5. Accounts Manager (non-voting)
	6. Additional members of the Union invited by the Chair of Council in consultation with the Co-Chairs. (non-voting)
3. The Councillor designated Co-Chair will report to Council on the deliberations of the committee after each meeting of the committee.

### Article 2: Mandate

1. The mandate of the Finance Committee is to discuss, deliberate, recommend and report on all matters of finance called before its attention. This may include but not be limited to making recommendations for the annual budget, auditing the budgets of all societies, houses, and sub-groupings of the Union, the allocation of funds to student societies, the adjustment and setting of Union salaries, wages and honorarium creation, abolishment, and adjustments brought to its attention.

## SUB-SECTION 3: CAMPUS AFFAIRS COMMITTEE

### Article 1: Structure

1. The Campus Affairs Committee is Co-Chaired by the VP Residence Affairs and one (1) Students’ Union Councillor selected by the committee membership (both voting).
2. The additional membership of the Campus Affairs Committee is to include all of the twelve (12) House Presidents, the one (1) Senior Off Campus Leader and two Council Representatives (all voting). The House Council Coordinator shall also sit on this committee (non-voting).
3. The Councillor designated Co-Chair will report to Council on the deliberations of the committee after each meeting of the committee.

### Article 2: Mandate

1. The mandate of the Campus Affairs Committee is to discuss, deliberate, recommend and report on all matters involving Student Residence Life called before its attention. The activities of the Campus Affairs Committee shall include but not be limited to the supervision of Residence Council activities and the review of Residence Policy.

## SUB-SECTION 4: HEALTH INSURANCE PLAN COMMITTEE

### Article 1: Structure

1. The Health Insurance Plan Committee will be comprised of the following members:
2. The VP-Finance and Operations
3. The Benefit Plan Administrator
4. The Students’ Union General Manager
5. The Students’ Union Accounts Manager
6. One Council Representative
7. Two (2) students at large
8. International Health Plan Advisor

1. The VP-Finance and Operations will act as Chair of the HIP Committee, and in the absence of the Vice-President, the council member will be acting Chair.
2. The committee will record the minutes of their meetings for review by members, Executive and Council. A recording secretary will be appointed at each meeting.
3. Decisions of the committee will be determined by a majority vote among the committee members in attendance at the meeting. Decisions may also be made by majority written agreement in circumstances where a meeting cannot be arranged.
4. Quorum of a meeting will consist of the Chair (or Vice Chair) and three other committee members.
5. The HIP committee will meet no less than four times per year – winter, spring, summer and fall. Other meetings may be called to deal with specific issues or at the discretion of the Chair to ensure that committee members remain current on issues relating to the benefit plan and its operations.

### Article 2: Mandate

1. The committee will be responsible for the following main categories relating to the financial, administrative and managerial aspects of the benefit plan.

1. Establish the operating budget
2. Administrative practices, including the collection of fees, opt-outs, addition of coverage, maintenance of eligibility, claims handling, billings and other administrative related duties and issues.
3. Promotion and communications of the plan
4. Claims payment / abuse and fraud
5. Benefit plan accounting and other financial matters
6. The coverage offered to students
7. Student complaints
8. Recommend changes to coverage and rates for council approval
9. Deal directly with other advisers, including, but not limited too, consultant, legal counsel, auditor, administrator and Trustees of The campus Trust.
10. Monitor plans claims experience
11. Make recommendations to the University regarding coverage and rate changes for the International Student Medical Plan.
12. Member appeals and complaints and the resolution of same
13. Provide a report to council on a regular basis
14. Arrange for training for new committee members, such training to be provided for by the Consultant.

1. This document will be developed, amended, and changed as determined and agreed upon by the committee members as the committee develops and issues and needs arise.

## SUB-SECTION 5: SOCIETY REVIEW COMMITTEE

### Article 1: Structure

1. The Society Review Committee is Co-Chaired by the Chair of Council and the Society Coordinator.
2. The membership of the Society Review Committee is to include:
	1. One (1) Representative Councilors so designated by the Chair of Council (voting)
	2. The Chair of Council (voting)
	3. The VP-Activities and Events (voting)
	4. The Society Coordinator (voting)
	5. The Students’ Union General Manager
3. A councilor designated by the Co-Chairs will report to Council on the deliberations of the committee after each meeting of the committee.

### Article 2: Mandate

* 1. The mandate of the Society Review Committee is to discuss, deliberate, and recommend and report on all matters regarding Societies called before its attention. This may include but is not limited to; reviewing and evaluating societies prior to ratification, reviewing all by-laws and policies relating to societies.

**SUB-SECTION 6: ORGANIZATIONAL REVIEW COMMITTEE**

**Article 1: Structure**

1. The Organizational Review Committee is Co-Chaired by the President, of the Students’ Union and the Chair of Council.
2. The membership of the Organizational Review Committee is to include:

i. At least two (2) Representatives Councillors so designated by the Chair of Council (voting)

ii. The Chair of Council (voting)

iii. One additional member of the Executive Board, as selected by the President of the Students’ Union (voting)

iv. President, of the Students’ Union (voting)

v. General Manager, Students’ Union (non-voting)

1. A Councillor designated by the Co-Chairs will report to Council on the deliberations of the committee after each meeting of the committee.

**Article 2: Mandate**

1. The mandate of the Organizational Review Committee is to discuss, deliberate, recommend and report on all matters of organization structure.
2. The Organizational Review Committee will make recommendations for structural changes to Elected Representatives of the Students’ Union, Executive, Sub-executive, and Full Time Staff positions.
3. These recommendations will be presented to and voted on by The Students’ Union Representative Council.

**SUB-SECTION 7: EXTERNAL AFFAIRS ADVISORY COMMITTEE**

**Article 1: Structure**

1. The External Affairs Advisory Committee is Co-Chaired by the VP-External Affairs and International Student Representative.
2. The additional membership of the External Affairs Advisory Committee is to include:
	1. Two (2) students-at-large;
		1. Given that the demographic of the student population will vary annually, students-at-large will be appointed by the discretion of the VP-External Affairs from those students who have expressed interest through application. Applicants shall be appointed by the VP External Affairs, International Student Representative, and the Equity Student Representative.
	2. Research and Policy Associate.
	3. Equity Student Representative.
3. The Student Representative designated Co-Chair will report to Council on the deliberations of the committee after each meeting of the committee.
4. All members of the committee are voting members.

**Article 2: Mandate**

1. The mandate of the External Affairs Advisory Committee is to provide the VP-External Affairs with feedback from students regarding post-secondary education in Nova Scotia and Canada. The feedback will be used to help develop advocacy policy to lobby to the government through Students Nova Scotia and the Canadian Alliance of Student Associations.
2. It is an expectation of the VP-External Affairs to ensure that all committee members be well-versed in Students Nova Scotia and the Canadian Alliance of Student Associations. The first meeting of the committee will include presentations of the organizations in the agenda.
3. This committee will act as an open space for students to voice their concerns about post-secondary education, including but not limited to financial aid, student employment, and tuition, which will aid in policy decisions for the Students' Union.

## SUB-SECTION 8: EQUITY ADVISORY COMMITTEE

### Article 1: Structure

1. The Equity Advisory Committee (EAC) will be comprised of the following members:
2. The Equity Student Representative
3. The VP Activities & Events
4. The Aboriginal Representative
5. The African Descent Representative
6. The International Student Representative
7. One (1) LGBTQ+ Student at Large
8. Two (2) Students at Large
9. One (1) University Representative

1. All committee members shall be voting members with the exception of the VP Activities and Events and the University Representative.
2. The committee must elect one (1) Chair and one (1) Vice Chair, one of the chairs must be on the representative council. The Vice Chair will also be responsible for minutes at all meetings.
3. Decisions of the committee will be determined by a majority vote among the committee members in attendance at the meeting. Representatives who are absent must give their input within 48 hours of the minutes being sent out.
4. The quorum of the meeting shall be one (1) chair, and five (5) other members.
5. The EAC committee will meet at least once between every council meeting. Other meetings may be called to deal with specific issues or at the discretion of the Chair to ensure that committee members remain current on issues relating to equity & diversity.

**Article 2: Selection of the Committee**

1. The students at large who have expressed interest through application will be selected by the elected representatives of the committee and VP Activities and Events. The LGBTQ+ Student at Large must self-identify as a member of the LGTBQ+ community.

### Article 3: Mandate

1. The committee will assess inequity within the Students’ Union and come up with solutions to make the Students’ Union a more equitable place. They will also examine ways that the university can improve in regards to equity and present recommendations to the administration at the end of each year.
2. The committee will provide a place for marginalized groups to have their voices heard. The Chair and Vice Chair will present a report every council meeting updating the Council the happenings of the EAC.

# APPENDIX E

# EXECUTIVE TERMS OF REFERENCE

## SUB-SECTION 1: VICE PRESIDENT-FINANCE AND OPERATIONS -TERMS OF REFERENCE:

**Article 1: General**

1. The VP-Finance and Operations shall be nominated by the President and Vice President of the Students’ Union and be ratified by the Council. This shall be done in the spring of each year.
2. The VP-Finance and Operations shall hold a term of office for a period of one year, from May 1st to April 30th, renewable.
3. The VP-Finance and Operations shall receive an honorarium as set yearly by the Students’ Council. The VP-Finance and Operations will be responsible for a final report to be submitted to the Chair of Council at the end of his/ her term. Failure to do so will result in the refusal of the final portion of the positions’ honorarium.

**Article 2: Responsibilities**

1. The VP-Finance and Operations shall be a member of the following committees:

	1. The Students’ Union Representative Council, as a non-voting member;
	2. The Budget and Finance Committee, as the Co-Chair;
	3. The Executive Board of the Students' Union, as a voting member;
	4. The University Budget Committee, as a voting member;
	5. The Investment Committee, as the Co-Chair;
	6. The Health Plan Committee, as a voting member
	7. The Food Service Liaison Committee

1. The VP-Finance and Operations shall have all the powers, privileges and assume all duties required to perform the above roles; these shall not restrict the generality of the above or powers and duties specified in the Act of Incorporation.
2. The VP-Finance and Operations shall be the Chief Financial Officer of the Union.
3. The VP-Finance and Operations shall revise, in consultation with the Budget and Finance Committee, the detailed estimates within the budget of the fiscal year as accepted by the previous Students' Union Representative Council, where appropriate.
4. The VP-Finance and Operations shall prepare the consolidated budget, in consultation with the Budget and Finance Committee of Council for the next fiscal year and bring it before the Council for approval at the second last council meeting of the year. The Chair of the Budget and Finance Committee shall call before the Committee the President and Vice-President elected, VP Events and Activities, CFXU Station Manager, and Xaverian Weekly Editor-in-Chief, and all others concerned, to assist in the drawing up of the budget.
5. The VP-Finance and Operations shall table financial statements before the Council twice a year and shall present a comparison of the estimates’ approval and the actual (accrual) disbursement of funds for each fiscal quarter. Presented at the last council meeting in first semester and the second last meeting in second semester
6. The VP-Finance and Operations shall not dispense any unallocated monies accruing from any source without prior approval of Council.
7. The VP-Finance and Operations shall be responsible for all financial systems of the Union.
8. The VP-Finance and Operations shall prepare, with advice and consent of the Budget and Finance Committee, any supplementary budget with the detailed estimates and shall present such to Council for approval.
9. The VP-Finance and Operations shall consult and shall keep informed the Administrator of the Students' Union and Accounts Coordinator on all financial matters affecting the Students' Union.
10. The VP-Finance and Operations shall be responsible for advising the CFXU Radio and Xaverian Weekly on financial matters.
11. The VP-Finance and Operations shall oversee all operations of Drive-U.
12. The VP-Finance and Operations shall oversee all operations of the Student Food Resource Centre (SFRC).
13. All major financial undertakings in the budget of the CFXU Radio and Xaverian Weekly must be undertaken by the office of the VP-Finance and Operations, especially in regards to major expenditures on equipment such as computers, cameras and radio equipment and also in regards to the entering into major contracts. The VP-Finance and Operations shall assume the responsibility both legally and to Council for the payment for such equipment and the fulfillment of contract obligations.
14. The VP-Finance and Operations is the controlling signature on all documents signed on behalf of the Students' Union. This includes all entertainment contracts and any other legally binding document that entails a financial obligation to the Students' Union. S/he shall assume the responsibility both legally and to Council for the fulfillment of contract obligations.
15. The VP-Finance and Operations shall represent the Students’ Union to the Campus Trust.
16. The VP-Finance and Operations shall oversee all sponsorship initiatives for the Students’ Union, including but not limited to Frosh Week, Drive U and other major event sponsorship for the year.
17. The VP-Finance and Operation shall oversee the selection of; and be responsible for ensuring that the following positions are fully aware of their duties under their respective terms of reference and shall ensure that these sub-executive positions perform said duties accordingly:
	1. One (1) Sponsorship Coordinator
	2. One (1) House Accounts Coordinator
	3. One (1) Senior Drive U
	4. Drive U Drivers
	5. One (1) Student Food Resource Centre Coordinator
18. The VP-Finance and Operations shall ensure that all ratified student societies receive all documents required to submit a budget to the Budget and Finance Committee, and that these budgets are completed and submitted to the Society Coordinator for ratification by Council no later than November 1st.
19. The VP-Finance and Operations shall participate in Positive Space Training Levels 1 and 2.
20. The VP-Finance and Operations shall be responsible for working thirty (30) hours per week during regular office hours from May-April inclusive.

## SUB-SECTION 2: VICE PRESIDENT-ACTIVITIES AND EVENTS- TERMS OF REFERENCE

### Article 1: General

1. The VP-Activities and Events shall be nominated by the President and Vice President of the Students’ Union and be ratified by the Students’ Union Representative Council in the spring of each year.
2. The VP-Activities and Events shall hold a term of office for a period of one year, from May 1st to April 30th, renewable.
3. The VP-Activities and Events shall receive an honorarium as set yearly by the Students’ Union Representative Council. The VP-Activities and Events will be responsible for a final report to be submitted to the Chair of the Student Representative Council at the end of his/her term. Failure to do so will result in the refusal of the final portion of the positions’ honoraria.

### Article 2: Responsibilities:

1. The VP-Activities and Events shall be responsible for policy concerning all student activities.
2. The VP-Activities and Events shall be the only officer to disburse funds to be used for activities programming or by activities organizations, subject to budgetary authority.
3. The VP-Activities and Events shall be responsible for all financial systems for all activities functions.
4. The VP-Activities and Events shall perform all of the duties, tasks, and roles in such a way that a broad and balanced program offering is provided for the university community and that the many interests and projects of the students are heard, considered and equitably provided for.
5. The VP-Activities and Events shall be responsible for organizing events for the following: Orientation, Shinerama, Homecoming, Frost Week, Senior Week, Graduation Weekend, and any other events in which the Executive Board may wish to pursue.
6. The VP-Activities and Events shall be responsible for overseeing the Orientation Executive Members during the planning and during said week.
7. The VP-Activities and Events shall attend ‘The Canadian Organization of Campus Activity’ (COCA) Conference. In addition, s/he will also attend the COCA Regional conference held once a year.
8. The VP-Activities and Events shall be responsible for initiating a professional relationship with the organizing staff at the Keating Centre.
9. The VP-Activities and Events shall be responsible for the programming of all the entertainment at Students’ Union events. This includes the booking and offers of bands or other in collaboration with the Executive Board.
10. The VP-Activities and Events shall be responsible for organizing events in conjunction with the Athletic Department and the Intramural Office.
11. The VP-Activities and Events shall be responsible for the ratification of societies and the solicitation of proposed budgets from societies for review by the Budget and Finance Committee.
12. The VP-Activities and Events shall oversee the selection of; and be responsible for ensuring that the following positions are fully aware of their duties under their respective terms of reference and shall ensure that these sub-executive positions perform said duties accordingly:
	1. Two (2) Entertainment Coordinators;
	2. Two (2) Orientation Co-chairs;
	3. Society Coordinator

1. The VP-Activities and Events shall be part of the following committees:
	1. Activities and Events Advisory Committee, as Co-Chair;
	2. Executive Board of the Students' Union, as a voting member;
	3. Student Orientation Committee (SOC) , as a voting member;
	4. Homecoming Committee, as a voting member;
	5. Performing Arts Committee, as a voting member;
	6. Recruitment Campaign Committee;
	7. Students’ Union Representative Council, as a non-voting member.
2. The VP-Activities and Events shall perform all other functions as requested by the President of the Students’ Union.
3. The VP-Activities and Events shall assist the Society Coordinator in the co-ordination of societies.
4. The VP-Activities and Events shall aid the Society Coordinator in the organization of Society Night; to be held in the first week of September.
5. The VP-Activities and Events shall provide risk assessment training to all sub-executives of the Students’ Union.
6. The VP-Activities and Events shall participate in Positive Space Training Levels 1 and 2.
7. The VP-Activities and Events shall be responsible for aiding the House Presidents, Vice Presidents, and Off-Campus Leaders in the planning of hockey cups.
8. The VP-Activities and Events shall be responsible for working thirty (30) hours per week during regular office hours from May-April inclusive.

## SUB SECTION 3: VICE PRESIDENT- EXTERNAL AFFAIRS -TERMS OF REFERENCE

### Article 1: General

1. The VP External Affairs shall be nominated by the President of the Students’ Union and be ratified by the Students’ Union Representative Council in the spring of each year.
2. The VP External Affairs shall hold a term of office for a period of one year, from May 1st to April 30th, renewable.
3. The VP External Affairs shall receive an honorarium as set yearly by the Students’ Union Representative Council. The VP External Affairs is responsible for a final report that must be submitted to the incoming VP External Affairs at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

### Article 2: Responsibilities

1. The VP External Affairs is responsible for External Affairs, including but not limited to all relations with Universities, governments and outside organizations.
2. The VP External Affairs is responsible for representation of all St. F.X. students at all Students Nova Scotia meetings and conferences, and is a member of the Students Nova Scotia executive board.
3. The VP External Affairs is responsible for representation of all St. F.X. students at all Canadian Alliance of Student Associations (CASA) meetings and conferences, and is a member of the CASA general assembly.
4. The VP External Affairs is responsible for issues including but not limited to government funding, tuition, student aid, and summer jobs.
5. The VP External Affairs is responsible for creating working relationships and liaising with community groups.
6. The VP External Affairs is responsible for developing, organizing and implementing various lobby efforts that are designed to further the interests of students.
7. The VP External Affairs is responsible for researching and developing policy positions in regards to relevant external student issues in consultation with the President.
8. The VP External Affairs is responsible to increase the engagement of students in the political process, including all municipal, provincial and federal elections.
9. The VP External Affairs is responsible for coordinating any events, or campaigns related to post-secondary awareness, education or student issues related to government policy.
10. The VP External Affairs shall be responsible for the planning and execution of the Trick-or-Eat program to take place annually.
11. The VP External Affairs shall oversee the selection of and be responsible for ensuring that the following positions are fully aware of their duties under their respective terms of reference and shall ensure that these sub-executive positions perform said duties accordingly:
12. One (1) Research and Policy Associate
13. The VP External Affairs shall be a part of the following committees:
14. Executive Board of the Students’ Union, as a voting member;
15. Students’ Union Representative Council, as a non-voting member;
16. Social Issues Committee, as Co-Chair
17. The VP External Affairs shall be responsible for working thirty (30) hours per week during regular office hours from May-April inclusive.

## SUB-SECTION 4: VICE PRESIDENT – RESIDENCE AFFAIRS – TERMS OF REFERENCE

### Article 1: General

1. The VP-Residence Affairs shall be nominated by the President and Vice President of the Students’ Union and be ratified by the Students’ Union Representative Council in the spring of each year.
2. The VP-Residence Affairs shall hold a term of office for a period of one year, from May 1st to April 30th, renewable.
3. The VP-Residence Affairs shall receive an honorarium as set yearly by the Student Representative Council. The VP-Residence Affairs will be responsible for a final report to be submitted to the Chair of the Student Representative Council at the end of his/her term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

### Article 2: Responsibilities

1. The VP-Residence Affairs shall organize two (2) training sessions:
	* A training session for House Presidents, Vice Presidents and Off-Campus Leaders to take place the week prior to Orientation Week.
	* A training session in January of a minimum of one (1) day for House Presidents, Vice Presidents and Off-Campus Leaders.
2. The VP-Residence Affairs shall organize a training session for the House Council Coordinators to take place prior to House President, Vice President, and Off-Campus Leader training.
3. The VP-Residence Affairs shall be the primary liaison with the St.FX Residence Services. As the liaison the VP-Residence Affairs shall maintain regular communications with the Residence Life Manager and Residence Life Coordinators.
4. The VP-Residence Affairs shall coordinate the activities of House Council in the event that neither the House President nor the House Vice President returns to active office in September. The VP-Residence Affairs shall do so until a new House President and Vice President are elected as outlined in the House Constitution.
5. The VP-Residence Affairs shall be responsible for overseeing the actions of the House Presidents, Vice Presidents, Off-Campus Leaders and House Council Coordinators with regards to their duties to the St. F.X. Students’ Union.
6. The VP-Residence Affairs shall hold biweekly meetings of the Campus Affairs Committee.
7. The VP-Residence Affairs shall hold semi-annual meetings with the Off-Campus Leaders, and the Director of Student Life to discuss issues faced by off-campus students. More meetings can be called if need arises.
8. The VP-Residence Affairs shall ensure that all House events requiring a Risk Assessment form are received from the House President and/or Vice President and/or Off Campus Leader and that they are approved by the Event Review Committee.
9. The VP-Residence Affairs shall host an information session before the House President and Vice President hiring takes place for all students who wish to apply for these positions.
10. The VP-Residence Affairs shall be responsible for upholding the Students’ Union’s Condom Policy and ensuring the policy is communicated to Councillors and residence Health representatives.
11. The VP-Residence Affairs shall oversee the selection of and be responsible for ensuring that the following positions are fully aware of their duties under their respective terms of reference and shall ensure that these sub-executive positions perform said duties accordingly:
12. One (1) Senior Off-Campus Leader
13. One (1) Off-Campus Leader
14. Twelve (12) House Presidents
15. Fourteen (14) House Vice Presidents
16. One (1) House Council Coordinator
17. Three (3) Student Advocates
18. The VP-Residence Affairs shall be part of the following committees:
19. Campus Affairs Committee, holding the post of Co-Chair;
20. Social Issues Committee, as a voting member
21. Alcohol Policy Committee;
22. Students’ Union Executive Board, as a voting member;
23. Students’ Union Representative Council, as a non-voting member.
24. Committee on Aboriginal and Black Students, as a voting member
25. Equity Advisory Committee, as a voting member
26. The VP-Residence Affairs shall provide training to the Student Advocates including, but not limited to, negotiations training, and training on the core values of the Students’ Union.
27. The VP-Residence Affairs shall work with the University Health and Counseling Centre to provide Mental Health First Aid training to the Student Advocates.
28. The VP-Residence Affairs shall participate in Positive Space Training Levels 1 and 2.
29. The VP-Residence Affairs shall be responsible for working thirty (30) hours per week during regular office hours from May-April inclusive.

# APPENDIX F

#  THE SUB-EXECUTIVE TERMS OF REFERENCE

**SUB-SECTION 1: THE U MARKETING COORDINATOR ( Print Media) – TERMS OF REFERENCE**

**Article 1: General**

1. The U Marketing Coordinator (PM) shall be hired during the spring of each year. The interview panel shall consist of the Communications and Marketing Manager, the outgoing U Marketing Manager, and two (2) Councilors from the Students’ Union Representative Council.
2. The U Marketing Coordinator (PM) is responsible for regular communication and consultation with the Communications and Marketing Manager, who is the direct supervisor of the U Marketing Coordinator (PM).
3. The Marketing Coordinator (PM) must demonstrate skills and experience with graphic design, photography, videography, and executing communication plans.
4. The U Marketing Coordinator (PM) shall receive an honorarium as set yearly by the Students’ Union Representative Council. The U Marketing Coordinator (PM) is responsible for a final report to be submitted to the Communications and Marketing Manager at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

**Article 2: Responsibilities**

1. The U Marketing Coordinator (PM) shall be responsible for the print media marketing of all Students’ Union events, services, promotions and activities throughout the year.
2. The U Marketing Coordinator (PM) shall ensure that all marketing material produced by The U Marketing Team (TUMT) and by said manager, for any purpose or reason, be of a nature that is clear and appropriate. Any and all content produced by the TUMT or the U Marketing Coordinator (PM), shall be approved by the Communications and Marketing Manager.
3. The Marketing Coordinator (PM) and the Marketing Manager (EM) shall be responsible for coordinating House Council Communications representatives.
4. The Marketing Coordinator (PM) and The Marketing Coordinator (DM) shall present to Society Presidents twice a year at Society President training to review PEPP forms
5. The U Marketing Coordinator(s) shall manage the transition of the incoming and outgoing U Marketing Coordinator(s) and Team with direction provided by the Communications and Marketing Manager.
6. The Marketing Coordinator (PM) shall keep a record of expenses in form of a monthly report to be submitted to the Students’ Union VP-Finance and Operations. The Communications and Marketing Manager should first approve all expenditures.
7. The U Marketing Coordinator (PM) shall perform all other duties requested of them by the Marketing and Communications Manager.
8. The U Marketing Coordinator (PM) shall manage the Proposed Events Promotion Plan (PEPP) form process for the TUMT.
9. The U Marketing Coordinator (PM) shall be responsible for working twelve (12) office hours per week during regular office hours.

**SUB-SECTION 2: STUDENT MARKETING COORDINATOR DIGITAL MEDIA – TERMS OF REFERENCE**

**Article 1: General**

1. The Marketing Coordinator (DM) shall be hired during the spring of each year. The interview panel shall consist of the Communications and Marketing Manager, Outgoing U Marketing Managers, and two (2) members from the Students’ Union Representative Council.
2. The Marketing Coordinator (DM) is responsible for regular communication and consultation with the Communications and Marketing Manager, who is the direct supervisor of the Marketing Managers.
3. The Marketing Coordinator (DM) must demonstrate skills and experience with social media platforms, developing content for website, and videography.
4. The Marketing Coordinator (DM) shall receive an honorarium as set yearly by the Students’ Union Representative Council. The Marketing Coordinator (DM) is responsible for a final report to be submitted to the Communications and Marketing Manager at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

**Article 2: Responsibilities**

1. The Marketing Coordinator (DM) shall be responsible for the electronic media marketing of all Students’ Union events, services, promotions and activities throughout the year.
2. The Marketing Coordinator (DM) shall ensure that all electronic material produced by the The U Marketing Team (TUMT) for any purpose or reason, be of a nature that is clear and appropriate. Any and all content produced by the TUMT or the Marketing Manager(PM), shall be approved by the Communications and Marketing Manager.
3. The Marketing Manager (PM) and the Marketing Coordinator (DM) shall be responsible for coordinating House Council Communications representatives.
4. The Marketing Manager (PM) and the The Marketing Coordinator (DM) shall present to Society Presidents twice a year at Society President training to review PEPP forms
5. The U Marketing Manager shall manage the transition of the incoming and outgoing U Marketing Managers and Team with direction provided by the Communications and Marketing Manager.
6. The Marketing Manager (PM) shall keep a record of expenses in form of a monthly report to be submitted to the Students’ Union VP-Finance and Operations. The Communications and Marketing Manager should first approve all expenditures.
7. The U Marketing Manager shall perform all other duties requested of them by the Communications and Marketing Manager.
8. The U Marketing Manager shall assist the Communications and Marketing Manager manage all content for the web environment, social media channels, and mobile application platform.
9. The U Marketing Manager shall be responsible for working (12) office hours per week during regular office hours.

**SUB-SECTION 3: THE U MARKETING TEAM – TERMS OF REFERENCE**

**Article 1: General**

1. The Students’ Union Marketing Team (TUMT) shall be hired in the spring of each year. The interview panel shall consist of the Communications and Marketing Manager, the outgoing Marketing Coordinators, incoming Marketing Coordinators and two (2) Councilors from the Students’ Union Representative Council.
2. TUMT is responsible for weekly communication and consultation with the Marketing Coordinators, who is the direct supervisor of the TUMT. There will be weekly consultation on the status and operation of the Union’s Publicity, between the Communications and Marketing Manager, the Marketing Coordinators and the TUMT.
3. Individual TUMT members shall receive an honorarium, equal to all members, as set yearly by the Students’ Union Representative Council. Individual TUMT members are responsible for a final report to be submitted to the Communications and Marketing Manager at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.
4. TUMT will consist of five (5) members all must show relevant skills in the various media arts of promotions, photography, video production, layout or design.

**Article 2: Responsibilities**

1. The TUMT shall be responsible for publicity of and at, all Students’ Union events, services and activities throughout the year.
2. The TUMT shall be responsible for executing promotional plans for all services, activities, events, revenue generators and advocacy as directed by the Marketing Managers and the Communications and Marketing Manager.
3. The TUMT shall perform all other duties requested of them by the Marketing Coordinators.
4. At least one (1) Representative from the TUMT shall be in attendance at all Students’ Union sponsored events, and campus activities, to take pictures for promotion on the Students’ Union website. If no members of the TUMT can be in attendance it is their responsibility to ensure a Students’ Union representative is there to fulfill their duties. Members of the TUMT will incur no personal financial burden for their attendance at said events.
5. The TUMT shall be responsible for production and distribution of Students’ Union publicity and marketing material both on campus and in the greater Antigonish community.
6. Each member of the TUMT shall be responsible for three (3) office hours each week as directed by the Marketing Coordinators. This includes but is not limited to design work, research, and promotional activities outside the office.
7. The Photographer/Videographer shall be responsible for photographing Union events, sharing said photos and posting to various social media platforms, and producing promotional videos each semester with support from the Marketing Coordinator (DM) and the Communications and Marketing Manager.
8. TUMT shall perform all other duties requested of them by the Marketing Coordinators

## SUB SECTION 4: ORIENTATION CO-CHAIRS – TERMS OF REFERENCE

### Article 1: General

1. The Orientation Co-Chairs shall be hired during the spring of each year. Applicants apply individually and will be selected based on the experience and skills displayed in their completed application and interview. The interview panel shall consist of the Incoming Vice President: Activities and Events, the outgoing Orientation Co-Chairs and three (3) Councillors from the Students’ Union Representative Council.
2. The Orientation Co-Chairs are directly accountable to the St. Francis Xavier Students’ Union and report to the Vice President: Activities and Events.
3. The Orientation Co-Chairs shall receive an honorarium as set yearly by the Students’ Union Representative Council. The Orientation Co-Chairs are responsible for a final report to be submitted to the Vice President: Activities and Events by October 1st of the current year.
4. The Orientation Co-Chairs are required to be at St. FX during the Orientation Crew Training and Orientation Week itself. It is also recommended that the Co-Chairs be at St. F.X. for a minimum of two (2) weeks prior to the start of Orientation Crew Training.
5. The Orientation Co-Chairs shall act responsibly in a manner that is consistent with the community code and Students’ Union By-laws.

### Article 2: Responsibilities

1. The Orientation Co-Chairs will be responsible to attend the First Week Committee meetings beginning from the time they are selected. If residing out of area during the summer months, they will be responsible for reading over the meeting minutes and forwarding any comments, questions or recommendations to the First Week Committee.
2. The Orientation Co-Chairs are responsible for regular communication and consultation with each other and the VP-Activities and Events including but not limited to:
	1. Bi-weekly conference calls during the summer months
	2. Weekly emailing with updates, recommendations, tasks completed and any questions.
	3. Monthly on-campus meeting (if residing in close proximity to St. FX)

1. The Orientation Co-Chairs shall be responsible for the development, maintenance and effective management of the Students’ Union Orientation Week.
2. The Orientation Co-Chairs shall modify and update the structure of the Orientation Executive team and Orientation Crew including but not limited to position descriptions and contracts.
3. The Orientation Co-Chairs shall select the Orientation Executive and assist with the selection of the Orientation Crew. The selection process will consist of a formal application and interview. The formal application and interview process will be created by the Orientation Co-Chairs with consultation and approval from the Vice President: Activities and Events.
4. The Orientation Co-Chairs shall work in conjunction with the Vice President: Activities and Events and First Week Committee in order to devise an internal (Orientation Crew) and external (First Year Students) schedule for Orientation Week.
5. The Orientation Co-Chairs shall attend and oversee the execution of all Orientation Week activities and events including the supervision of the Orientation Executive and Orientation Crew.
6. The Orientation Co-Chairs shall lead daily Orientation Crew meetings during Orientation Week to assign any additional tasks for the day, go over the updated internal and external schedules and get the Orientation Crew motivated for the day ahead. These meetings should be scheduled prior to the start of the week

## SUB-SECTION 5: SOCIETY COORDINATOR – TERMS OF REFERENCE

### Article 1: General

1. The Society Coordinator shall be hired during the spring of each year. The interview panel shall consist of the Incoming VP-Activities and Events, Outgoing Society Coordinator, and two (2) Councillors from the Students’ Union Representative Council.
2. The Society Coordinator shall hold a term of office for a period of one year, from May 1st to April 30th, renewable.
3. The Society Coordinator shall receive an honorarium as set yearly by the Students’ Union Representative Council. The Society Coordinator is responsible for a final report to be submitted to the VP-Activities and Events at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

### Article 2: Responsibilities

1. The Society Coordinator shall be responsible for overseeing the operations of and effective management of all Student Societies, in conjunction with the VP-Activities and Events.
2. The Society Coordinator shall organize Society Night with the assistance of the VP-Activities and events; to be held in September.
3. The Society Coordinator shall be responsible for ensuring that all required documentation necessary for ratification of Student Societies is available to interested parties, and that forms are submitted to Chair of Council for ratification by Council, no later than October 1st
4. The Society Coordinator shall be responsible for assisting the VP- Finance in ensuring that all ratified Student Societies receive all documents required to submit a budget to the Finance Committee, and that these budgets are completed and submitted to the Chair of Council for ratification by council, no later than November 1st .
5. The Society Coordinator shall be responsible for the organization and creation of the yearly Society Handbook.
6. The Society Coordinator shall be responsible for he planning and execution of two Society President training sessions each year; the first in September and the second in January.
7. The Society Coordinator shall act as a liaison between the Society Presidents and the VP Activities & Events voicing the concerns of the Society Presidents to the appropriate parties to be brought to the Students’ Union Representative Council.
8. The Society Coordinator shall be responsible to organize and manage coat check for the Golden X Inn in conjunction with the Students’ Union Bar Manager
9. The Society Coordinator shall work a minimum of twelve (12) office hours per week.

## SUB-SECTION 6: STUDENT ADVOCATES- TERMS OF REFERENCE

### Article 1: General

1. Five (5) Student Advocates shall be hired during the spring of each year. The interview panel shall consist of the Incoming VP-Residence Affairs, an outgoing Student Advocate, a faculty advisor, and two (2) Councillors from the Students’ Union Representative Council
2. The Student Advocates shall be responsible for regular communication and consultation with the VP-Residence Affairs, who is the direct supervisor of the Student Advocate.
3. The Student Advocates shall receive an honorarium as set yearly by the Students’ Union Representative Council. The Student Advocate is responsible for a final report to be submitted to the VP-Residence Affairs at the end of their term. Failure to do so will result in the refusal of the final portion of the positions’ honoraria

### Article 2: Responsibilities

1. The Student Advocates shall be responsible for the development, maintenance, and effective management of the Student Advocate Office.
2. The Student Advocates will focus on disciplinary issues within the Community Code, dealing with residence issues, and any other sanctions that fall under the discipline process in the St.FX community. They must have a full understanding of the St.FX Community Code as well the Appeal and Discipline hearing processes.
3. The Student Advocates will seek consultations in addition to the VP-Residence Affairs, when necessary from the Dean’s Office, Registrar’s Office, and the Chair of Senate. They will use these people as resources to help them accomplish their required tasks and research.
4. The Student Advocates must have a full understanding of the Academic Calendar and the student’s rights there under. Through this understanding they will inform the student of his or her rights and obligations as instructed under the Academic Calendar. The Advocates will also provide students with any information requested regarding the Academic Calendar and its guidelines.
5. The Student Advocates will be trained by the VP-Residence Affairs, the Director of Student Life, and the Student Conduct Coordinator in matters of the community code regulation, student representation, and the appeals system.
6. The Student Advocates shall be responsible for researching specific cases of students being charged and present a defense of those students to the appeals committee or as the case requires to the individual professors and Deans.
7. The Student Advocates shall be responsible for researching and presenting said cases before the Appeals Board or as the case requires, to individual professors and Deans. The Student Advocates’ work will be evaluated be the accused student following the appeal presentation but before the decision by the Appeal Committee has been issued.
8. The Student Advocates shall meet with the VP-Residence Affairs following any appeal to discuss the decision and the process to ensure that there is communication and an acknowledgement of where there is room for improvement.
9. The Student Advocates shall be responsible for working nine (9) office hours per week during regular office hours.

## SUB-SECTION 7: STUDENT FOOD RESOURCE CENTRE COORDINATOR- TERMS OF REFERENCE

### Article 1: General

1. The Student Food Resource Centre Coordinator (SFRCC) shall be hired during the spring of each year. The interview panel shall consist of the Incoming VP-Finance and Operations, the outgoing Student Food Resource Centre Coordinator and two (2) Councilors from the Students’ Union Representative Council.
2. The SFRCC is responsible for regular communication and consultation with the Food Strategy Coordinator and VP-Finance and Operations, who is the direct supervisor of the SFRCC. The SFRCC is responsible to submit monthly reports.
3. The SFRCC shall receive an honorarium as set yearly by the Students’ Union Representative Council. The SFRCC is responsible for a final report to be submitted to the VP Residence Affairs at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

### Article 2: Responsibilities

1. The SFRCC shall be responsible for the development, maintenance, and effective management of the Students’ Union Student Food Resource Centre.
2. The SFRCC shall be required to attend Society Night in the Fall to recruit new volunteers
3. The SFRCC shall be responsible for selecting, training and scheduling Food Resource Centre volunteers each semester
4. The SFRCC shall be responsible for collecting donations of food items and transporting them to the Student Food Resource Centre.
5. The SFRCC shall be responsible for maintaining communication between the VP-Finance and Operations and the Food Strategy Coordinator
6. The SFRCC shall be responsible for organizing at least one (1) food drive per term.
7. The SFRCC shall be responsible for coordinating the Community Garden and greenhouse including the training and scheduling of volunteers.
8. The SFRCC shall be responsible for six (6) office hours per week.

## SUB-SECTION 8: SENIOR DRIVE U DRIVER TERMS OF REFERENCE

### Article 1: General

1. The Senior Drive U Driver shall be appointed in the fall of each year by the Students’ Union VP-Finance and Operations, with assistance from the General Manager. \

1. To be eligible for this position, the appointee must be a Drive U Driver.
2. The Senior Drive U Driver insured under the Drive U must meet all requirements as outlined in Section 9, Sub-Section 18, Article 123.
3. The Senior Drive U Driver shall receive an hourly wage rate as set yearly by the VP-Finance and Operations.
4. The Senior Drive U Driver is responsible for a final report that must be submitted to the VP-Finance and Operations at the end of each semester.

### Article 2: Responsibilities

1. The Senior Drive U Driver will create biweekly schedules in consultation with the VP-Finance and Operations.

1. The Senior Drive U Driver must report any internal and/or external damage to the vehicle to the VP-Finance and Operations immediately.
2. The Senior Drive U Driver will conduct a damage check of the vehicle on Sunday of each week.

1. If a Drive U shift is vacant, it is the responsibility of the Senior Drive U Driver to find a replacement for that shift.

1. The Senior Drive U Driver is responsible for regular communication with all Drive U Drivers as it pertains to scheduling, absences, damages, etc.

1. Cancellation of Drive U for weather purposes is under the discretion of the Senior Drive U Driver in consultation with the VP-Finance and Operations.

1. When working shifts, the Senior Drive U Driver is responsible to fulfill the duties of a Drive U Driver as outlined in Section 9, Sub-Section 18, Article 124 and 125.
2. The Senior Drive U Driver is responsible to submit biweekly payroll information to the Students’ Union payroll administrator, at a schedule set by the payroll administrator.
3. The Senior Drive U Driver is responsible for having a one-on-one meeting with the VP-Finance and Operations on a bi-weekly basis.
4. The Senior Drive U Driver is responsible for any further duties listed in the latest edition of the Drive U Driver Manual or those assigned by the VP-Finance and Operations

## SUB-SECTION 9: DRIVE U DRIVER TERMS OF REFERENCE

### Article 1: General

1. Drive U Drivers shall be hired during the Spring of each year. The interview panel shall consist of the VP-Finance and Operations, the Senior DriveU Driver, one signing officer of the Students’ Union, and two (2) Councillors.
2. Drivers insured under the Drive U vehicle must meet the following driving requirements:
* A valid Canadian Class 5 Driver’s License or equivalent;
* At least three legal years of driving experience;
* A clean driving record as defined by the Students’ Union insurance company;
* A minimum of one hour of defensive driver training, at which point the instructor will deem the driver successful or recommend for further training;
* Certified in Emergency First-Aid
1. Drivers must provide a driving abstract from Access Nova Scotia or their equivalent upon application.
2. The Drive U Drivers shall receive mandatory training during September of each year.
3. Drive U Drivers shall receive monthly schedules as set out by the Senior Drive U Driver in consultation with the VP-Finance and Operations.
4. The Drive U Drivers are responsible for regular communication and consultation with the Senior Drive U Driver who is the direct supervisor of the Drive U Drivers. The Drive U Drivers are responsible to attend monthly meetings with the Senior Drive U Driver.
5. The Drive U Drivers shall receive an hourly wage rate as set yearly by the VP-Finance and Operations.

### Article 2: Responsibilities

1. Drive U Drivers are responsible for notifying the Senior Drive U Driver of any confirmed shift switches via email or verbal communication twenty-four (24) hours prior to the start of the shift.
2. Drive U Drivers are responsible for reading and understanding the information contained in the Drive U Driver Manual.
3. Before operating the Drive U vehicle, Drivers must sign out the key with the Information Desk personnel. At the end of the shift the keys must be returned to the Information Desk.
4. The Driver must show up at least 15 minutes prior to the shift in order to fill out the pre-shift checklist. The Driver must ensure that the Drive U vehicle is clean, free of garbage, and fully functional before and after its use.
5. The Driver must report any internal and/or external damage to the vehicle to the Senior Drive U Driver immediately.
6. Drive U Drivers must report any accident incurred while operating the Drive U vehicle to the Senior Drive U Driver and the VP-Finance and Operations immediately.
7. If, while operating the Drive U vehicle, the Driver has been charged with an infraction set forth under the Nova Scotia Motor Vehicles Act and/or the Town of Antigonish, the Driver who incurred the infraction must pay for any resulting tickets.
8. Drive U Drivers are prohibited from picking up passengers at any location other than the front of the Students’ Union Building.
9. Drivers shall only drop students off at their place of residence and shall only proceed from a residence when the passenger has entered the building.
10. Drivers must keep a log of all passengers during the Drive U service’s operational hours. This log will include the starting/ending odometer readings, a record of how many students were taken on each trip, which street each student went to, the time of the trip, and any other stops made while operating (i.e. fuel stops). These nightly log sheets shall be dropped off to the Information Desk at the end of each shift.
11. Drive U Drivers shall reserve the right to cancel a shift if they feel the conditions are not suitable for driving in. In the case of cancellation, the Driver must notify the Senior Drive U Driver, Information Desk Staff, Campus Security and the VP-Finance and Operations immediately, as to notify the general student population.
12. Drive U Drivers shall reserve the right to choose not to transport individuals who are extremely intoxicated or show signs of aggression. In this case, Drive U Drivers are required to notify Campus Security.
13. Drivers shall be allowed one fifteen (15) minute break each shift for their own nourishment. Drivers shall not make any other food stops throughout the shift.
14. In the event of a delay in service, the Driver must make every effort to inform the Information Desk.
15. Drive U Drivers are responsible for any further duties listed in the Drive U Driver Manual or those assigned by the VP-Finance and Operations.

###  Article 3: Limitations

1. Drivers must, at all times, follow the rules and regulations set forth under the Nova Scotia Motor Vehicles Act while operating the Drive U vehicle. Should a Driver break these rules, the following actions will be enforced:
2. For a first time infraction, the Driver will be suspended from operating the Drive U vehicle at the discretion of the Students’ Union General Manager
3. For a second time infraction, the Driver shall be removed from operating the Drive U vehicle for the rest of the academic school year.
4. If the severity of the infraction is high, the Students’ Union General Manager shall reserve the right to immediately dismiss the driver.
5. The Students’ Union General Manager shall reserve the right to levy further sanctions on the Driver if they are warranted.

## SUB-SECTION 10: HOUSE COUNCIL COORDINATOR – TERMS OF REFERENCE

### Article 1: General

1. One (1) House Council Coordinator shall be hired by the incoming VP-Residence Affairs each spring.
2. Each House Council Coordinator shall hold a term of office for a period of one year, from May 1st to April 30th, renewable.
3. The House Council Coordinator shall act responsibly in a manner that is consistent with the community code, Students’ Union by-laws and Residence Life Community Standards.
4. The House Council Coordinator shall receive an honorarium as set yearly by the Students’ Union Representative Council. The House Council Coordinator is/are responsible for a final report that must be submitted to the VP Residence Affairs at the end of each semester during their time in office. Failure to do so will result in the refusal of the final portion of the position’s honoraria.
5. The House Council Coordinator shall each hold twelve (12) office hours per week.

### Article 2: Responsibilities

1. The House Council Coordinator shall manage all House Council representatives. This shall include ensuring meeting attendance, agenda setting and minute taking at House Council meetings.
2. The House Council Coordinator shall be responsible for ensuring all committees involving House Council Representatives are meeting regularly and fulfilling their duties.
3. The House Council Coordinator shall conduct an evaluation of House Councils bi-annually. This evaluation will also give House Council representatives the opportunity to evaluate House Presidents and Vice Presidents.
4. The House Council Coordinator shall attend two (2) House Council meetings per house per semester.
5. The House Council Coordinator shall ensure that all House Councils are following the proper structure as outlined in the St.FX Students’ Union By-Laws.

1. The House Council Coordinator shall act as a liaison between House Councils and the Students’ Union.
2. The House Council Coordinator shall attend and actively participate in the House President, Vice President, and Off-Campus Leader training program at the end of August or the beginning of September.
3. The House Council Coordinator shall hold **monthly** meetings with each House President, and Senior Off-Campus Leader.
4. The House Council Coordinator shall hold **bi-monthly** meetings with each Vice President and Off-Campus Leader.
5. The House Council Coordinator shall be a member ex-officio and supervise the activities of all House Councils. The House Council Coordinator shall not have voting rights at House Council meetings.
6. The House Council Coordinator shall be responsible to ensure that all houses have their House Council By-Laws on file.
7. The House Council Coordinator shall ensure, in conjunction with each respective House President, that House Council members attend their respective committee meetings.
8. The House Council Coordinator shall have weekly team meetings with the VP-Residence Affairs.
9. The House Council Coordinator shall be in attendance at each meeting of the Campus Affairs Committee.
10. The House Council Coordinator shall be responsible for compiling monthly house point’s reports. The House Council Coordinator shall send the monthly house point’s reports to the Communications and Marketing Manager to be released on the Students’ Union webpage.
11. The House Council Coordinator shall have a fluent relationship with the Students’ Union Advocates.
12. The House Council Coordinator shall be responsible for all duties assigned by the VP-Residence Affairs.

## SUB-SECTION 11: RESEARCH OFFICER – TERMS OF REFERENCE

### Article 1: General

1. One (1) Research Officer shall be hired during the spring of each year. The interview panel shall consist of the Marketing and Communications Manager, the outgoing Research Officer, and two (2) councillors from the Students’ Union Representative Council.
2. The Research Officer shall be responsible for regular communication and consultation with the Marketing and Communications Manager, who is their direct supervisor.
3. The Research Officer will receive an honorarium as set yearly by the Students’ Union Representative Council. The Research Officer shall be responsible to submit a final report to the Marketing and Communications Manager at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honorarium.
4. Research material is for the Students’ Union use only. Public release of research without the approval of the Students’ Union Executive Board or Council can result in disciplinary action or termination.

### Article 2: Responsibilities

1. The Research Officer shall be responsible for researching and surveying issues relating to St.FX students.
2. The Research Officer shall be responsible for completing two (2) projects per semester.
3. The Research Officer shall present a summary of each project following the completion of the project.
4. The Research Officer must conduct their research in a fair, equitable and unbiased manner.
5. The Research Officer shall receive their mandate for research and survey topics based upon the recommendation the Executive Board or the Students’ Union Representative Council.
6. The Research Officer shall be given deadlines set by the Marketing and Communications Manager. They may request extensions to be approved by the Marketing and Communications Manager.
7. The Research Officer must submit all final research documents to the Marketing and Communication Manager.

1. The Research Officer is responsible for publishing material based on factual evidence and student input.
2. The Research Officer shall be responsible for holding three (3) office hours per week and three (3) working hours per week.

## SUB-SECTION 12: HOUSE ACCOUNTS COORDINATOR – TERMS OF REFERENCE

### Article 1: General

1. The House Accounts Coordinator shall be hired during the spring of each year. The interview panel shall consist of the Incoming VP-Finance and Operations, Incoming VP-Residence Affairs, Outgoing House Accounts Coordinator and two (2) Councillors from the Students’ Union Representative Council.
2. Each House Accounts Coordinator shall hold a term of office for a period of one year, from May 1st to April 30th, renewable.
3. Each House Accounts Coordinator shall receive an honorarium as set yearly by the Students’ Union Representative Council. The House Accounts Coordinator is responsible for a final report to be submitted to the VP-Finance and Operations at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

### Article 2: Responsibilities

1. The House Accounts Coordinator shall be responsible for overseeing the finances of all House Councils and the Off Campus Council.
2. The House Accounts Coordinator shall act as a liaison between the House Council Finance Representatives, the VP-Finance and Operations and the VP-Residence Affairs.
3. The House Accounts Coordinator shall be responsible for holding bi-monthly one-on-one meetings with the Finance Representatives.
4. The House Accounts Coordinator shall be responsible for enforcing the Purchase Order System for house spending.
5. The House Accounts Coordinator shall be responsible for the organization and creation of house spending guidelines.

1. The House Accounts Coordinator shall be responsible for organizing all House Council related reimbursement requests.
2. The House Accounts Coordinator shall work a minimum of six (6) office hours per week.
3. The House Accounts Coordinator shall attend any meetings at the request of the VP-Finance and Operations or VP-Residence Affairs with 48 hours notice.

## SUB-SECTION 13: HEALTH AND WELLNESS ADVOCATE – TERMS OF REFERENCE

**Article 1: General**

1. The Health and Wellness Advocate shall be hired during the spring or fall of each year. The interview panel shall consist of the Incoming President, and two (2) Councillors from the Students’ Union Representative Council.
2. The Health and Wellness Advocate is responsible for regular communication and consultation with the President who shall act as their direct supervisor. The Health and Wellness Advocate is responsible to submit monthly reports to the President.
3. The Health and Wellness Advocate shall receive an honorarium as set yearly by the Students’ Union Representative Council. The Health and Wellness Advocate is responsible for a final report to be submitted to the President at the end of each semester during their time in office. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

Article 2: Responsibilities

1. The Health and Wellness Advocate shall be responsible for working three (3) office hours per week and two (2) flex hours per week.
2. The Health and Wellness Advocate shall promote the importance of healthy living and mental health awareness.
3. The Health and Wellness Advocate shall be a liaison between the Students’ Union and but not limited to:
	* 1. StFX Recreation
		2. StFX Director of Health, Counseling, and Accessible Learning
4. The Health and Wellness Advocate shall be responsible for attending all meetings of the Student Health Advisory Committee, Fitness & Recreation Advisory Committee, and the Mental Health Committee.
5. The Health and Wellness Advocate shall work in conjunction with the President in their initiatives throughout the year.
6. The Health and Wellness Advocate shall be responsible for upholding the Students’ Union Condom Policy and ensuring the policy is communicated to all Students’ Union employees and volunteers.
7. The Health and Wellness Advocate shall be responsible for training the Wellness Representatives of each residence and schedule monthly meetings with them.
8. The Health and Wellness Advocate shall work with the Wellness Representatives to increase health and wellness awareness and provide an understanding of health and wellness in residences and off campus.
9. The Health and Wellness Advocate shall be responsible for organizing or supporting at least one new or ongoing Health and Wellness Awareness Campaign per semester. This campaign should promote Mental Health Awareness and/or Healthy Living and work in conjunction with other stakeholders as required.
10. The Health and Wellness Advocate shall follow the goals outlined in the Mental Health Strategic Plan.
11. The Health and Wellness Advocate shall complete proper training as outlined by the President, in order to be successful in this role.

## SUB-SECTION 14: ‘BRINGING IN THE BYSTANDER’ (BITB) COORDINATOR – TERMS OF REFERENCE

**Article 1: General**

1. The BITB Coordinator shall be hired in March of each year. The interview panel shall consist of the Incoming Student Union VP-Academic Affairs, the Outgoing BITB Coordinator and two (2) Representative Councillors.
2. The BITB Coordinator shall hold a term of office from May 1st to April 30th.
3. The BITB Coordinator shall receive an honorarium as set yearly by the Students’ Union Representative Council.
4. The BITB Coordinator is responsible for a final report to be submitted to the VP-Academic Affairs at the end of their term. This final report will be presented to the university, community stakeholder, and the BITB committee. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

**Article 2: Responsibilities**

1. The BITB Coordinator shall work a minimum of six (6) office hours per week throughout the academic year.
2. The BITB Coordinator shall organize BITB workshops throughout the school year, with the goal of having these workshops train at least 500 people (focusing primarily on St. FX students).
3. The BITB Coordinator shall be responsible for collecting BITB survey information, compiling a report, and presenting BITB survey information to council each semester.
4. The BITB Coordinator shall be responsible for overseeing the BITB facilitators, and ensuring each student BITB facilitator presents at least three BITB workshops each semester.
5. The BITB Coordinator shall develop and regulate an online application for those seeking training, so the needs of the group can be assessed and the appropriate trainers can be assigned.
6. The BITB Coordinator shall sit on the BITB Committee as a representative of the Students’ Union.
7. The BITB Coordinator shall act as a liaison between the Students’ Union and the Antigonish Women’s Resource Center for the purpose of continued improvement on the improvement of the BITB program.
8. The BITB Coordinator will also sit on the Workshop Development sub-committee of the BITB Committee that oversees adaptations to program materials, and the Implementation Committee that is responsible for implementing the research that was done by the ‘Preventing Violence Against Women’ initiative at St. FX.
9. The BITB Coordinator shall be an active member of the ‘Unsilence the Violence’ society.
10. The BITB Coordinator shall plan an event each semester in advocating and supporting the ‘Unsilence the Violence’ activism and anti-violence work.
11. The BITB Coordinator shall be responsible for the planning and execution of two

refresher meetings to review materials with BITB committee members, the VP-Academic Affairs, and BITB Facilitators in September and January.

1. The BITB Coordinator shall organize an easily accessible binder that can be passed to all new trainers and committee members with major documents, training materials, and supporting documentation.
2. The BITB Coordinator is also responsible for keeping major documents, training materials, and supporting documentation up-to-date on the BITB Moodle Page.
3. The BITB Coordinator shall be responsible for hiring BITB facilitators (approximately 15) from different facets of the St. FX campus in mid-March.
4. The BITB Coordinator shall schedule an incoming/outgoing committee meeting in late March to review binder, successes, challenges, strategic plan and develop objectives for the coming year.
5. The BITB Coordinator will also prepare documents and materials to aid the incoming BITB Coordinator.

## SUB-SECTION 15: INTERNATIONAL HEALTH PLAN ASSOCIATE- TERMS OF REFERENCE

### Article 1: General

1. The International Health Plan Associate shall be hired during the spring of each year. The

interview panel shall consist of the Incoming VP-Finance and Operations, the outgoing

International Health Plan Associate and two (2) Councillors from the Students’ Union

Representative Council.

1. The International Health Plan Associate is responsible for regular communication and

consultation with the VP-Finance and Operations, who is the direct supervisor.

1. The International Health Plan Associate must be enrolled in the Students’ Union International Medical Plan.
2. The International Health Plan Associate shall receive an honorarium as set yearly by the

Students’ Union Representative Council. The International Health Plan Associate is

responsible for a final report that must be submitted to the VP-Finance and Operations at the end of each semester during their time in office. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

### Article 2: Responsibilities

1. The International Health Plan Associate shall be responsible for working three (3) office hours per week during regular office hours.
2. The International Health Plan Associate shall be knowledgeable in all aspects of the the International Student Medical Plan.
3. The International Health Plan Associate shall assist the VP-Finance and Operations and the Accounts Coordinator in administration of the International Student Medical Plan.
4. The International Health Plan Associate shall attend Welcome Day in September and January to assist the VP-Finance and Operations and the Accounts Coordinator with the administration of the International Student Medical Plan.
5. The International Health Plan Associate shall attend Aspiria presentations during Training Week and Orientation Week.
6. The International Health Plan Associate shall be a member of the Students’ Union Health Plan Committee.

## SUB-SECTION 16: RESEARCH AND POLICY ASSOCIATE- TERMS OF REFERENCE

### Article 1: General

1. The Research and Policy Associate shall be hired during the spring of each year. The

interview panel shall consist of the Incoming VP External Affairs, the outgoing

Research and Policy Associate and two (2) Councillors from the Students’ Union

Representative Council.

1. The Research and Policy Associate is responsible for regular communication and

consultation with the VP External Affairs, who is the direct supervisor.

1. The Research and Policy Associate shall receive an honorarium as set yearly by the

Students’ Union Representative Council. The Research and Policy Associate is

responsible for a final report that must be submitted to the VP External Affairs at the end of each semester during their time in office. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

### Article 2: Responsibilities

1. The Research and Policy Associate shall be responsible for working six (6) office hours per week during regular office hours.
2. The Research and Policy Associate shall assist the VP External Affairs with researching and developing policy positions in regards to relevant external student issues.
3. The Research and Policy Associate shall undertake timely, regular and relevant research work on post-secondary educational issues in conjunction with the VP External Affairs.
4. The Research and Policy Associate shall undertake research related to the external advocacy goals and campaigns of the Students’ Union.
5. The Research and Policy Associate shall compile all research findings into reports or briefing documents for future use by the Students’ Union.
6. The Research and Policy Associate shall attend local, provincial or federal lobby meetings with the VP External Affairs upon request.
7. The Research and Policy Associate shall attend Students Nova Scotia (SNS) and Canadian Alliance of Student Associations (CASA) functions upon the request and approval of the Students’ Union Executive Board.

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# APPENDIX G:

# CHIEF RETURNING OFFICER & RETURNING OFFICERS TERMS OF REFERENCE

## SUB-SECTION 1: CHIEF RETURNING OFFICER – TERMS OF REFERENCE

### Article 1: General

1. The Chief Returning Officer shall be hired during the spring of each year. The interview panel shall consist of the Incoming Chair of Council, the Outgoing Chair of Council, the Outgoing Returning Officers and two (2) Councillors from the Students’ Union Representative Council.
2. Council may remove the Chief Returning Officer by a two-thirds vote of Council.
3. The Chief Returning Officer shall receive an honorarium as set yearly by the Students’ Union Representative Council. The Chief Returning Officer is responsible for a final report to be submitted to the Chair of Council at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

### Article 2: Responsibilities

1. The Chief Returning Officer shall conduct all polls, elections, by-elections, and referendums for the Union including the General Election.
2. The Chief Returning Officer shall conduct said elections within the bounds and under the authority of the St. Francis Xavier Students’ Union Elections Act, (See Appendix A).
3. The Chief Returning Officer shall become proficient with the knowledge of the requirements and constraints of the Elections Act.
4. The Chief Returning Officer shall maintain and provide all electoral lists for the elections.
5. The Chief Returning Officer shall abstain from all partisanship.
6. The Chief Returning Officer shall not vote in any election under the jurisdiction of the Union.
7. The Chief Returning Officer shall be responsible to the Chair of Council.
8. The Chief Returning Officer shall make regulations in the manner of elections, within the authority of the Elections Act. (See Appendix A)
9. The Chief Returning Officer shall recommend the dates and times of the election polls to the Chair of Council for approval.
10. The Chief Returning Officer shall post the dates of election and nomination, make available the nomination papers and shall provide for the printing of ballots for the election.
11. The Chief Returning Officer may recommend punishment to the Students' Discipline Committee for infractions of any of the regulations established for an election.
12. The Chief Returning Officer must share decision making powers regarding interpretation of the Elections Act and the Referendum Act via open debate. In the event that there is no agreement between Returning Officers, the decision will be deferred to the Deputy Chair of Council.
13. The Chief Returning Officer shall hold five (5) office hours per week.

## SUB-SECTION 2: RETURNING OFFICERS – TERMS OF REFERENCE

### Article 1: General

1. Two (2) Returning Officers shall be hired during the spring of each year. The interview panel shall consist of the Incoming Chair of Council, the Outgoing Chair of Council, the Outgoing Returning Officers and two (2) Councillors from the Students’ Union Representative Council.
2. Council may remove a Returning Officer by a two-thirds vote of Council.
3. The Returning Officers shall receive an honorarium as set yearly by the Students’ Union Representative Council. The Returning Officers are each responsible for a final report to be submitted to the Chair of Council at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

### Article 2: Responsibilities

1. The Returning Officers shall conduct all polls, elections, by-elections, and referendums for the Union including the General Election.
2. The Returning Officers shall conduct said elections within the bounds and under the authority of the St. Francis Xavier Students’ Union Elections Act, (See Appendix A).
3. The Returning Officers shall become proficient with the knowledge of the requirements and constraints of the Elections Act.
4. The Returning Officers shall maintain and provide all electoral lists for the elections.
5. The Returning Officers shall abstain from all partisanship.
6. The Returning Officers shall not vote in any election under the jurisdiction of the Union.
7. The Returning Officers shall be responsible to the Chair of Council.
8. The Returning Officers shall make regulations in the manner of elections, within the authority of the Elections Act. (See Appendix A)
9. The Returning Officers shall recommend the dates and times of the election polls to the Chair of Council for approval.
10. The Returning Officers shall post the dates of election and nomination, make available the nomination papers and shall provide for the printing of ballots for the election.
11. The Returning Officers may recommend punishment to the Students' Discipline Committee for infractions of any of the regulations established for an election.
12. The Returning Officers must share decision making powers regarding interpretation of the Elections Act and the Referendum Act via open debate. In the event that there is no agreement between Returning Officers, the decision will be deferred to the Deputy Chair of Council.
13. The Returning Officers shall hold five (5) office hours per week during election periods and two (2) office hours per week during non-election periods.

# APPENDIX H:

# FULL TIME STAFF TERMS OF REFERENCE

## SUB-SECTION 1: General Manager, Students’ Union - Term of Reference

### Article 1: General

1. The General Manager– is responsible to the Students’ Union Council through the Students’ Union President. The General Manager will also report to the Director, Ancillary Services for the University in regards to matters pertaining to Bloomfield Centre and the Students’ Union.
2. The role of the General Manager - Students’ Union Administrator of Bloomfield Centre and the St. Francis Xavier University Students’ Union is twofold:
	1. The General Manager of the Students’ Union must focus on those functions of the Students’ Union that are strategic, financial, or managerial.
	2. The General Manager must focus on and serve as an advisor to the St. Francis Xavier University Students’ Union Executive and Representative Council on matters of policy and operations of the Students’ Union that best serve both the student body and university community.

### Article 2: Responsibilities

1. The General Manager shall provide strategic management of the Students’ Union involving the development of new services to meet the needs of the building users, such as the Maritime Bus Services as an example.
2. The General Manager shall monitor and update building policies and procedures.
3. The General Manager shall perform strategic and long-term planning for the Students’ Union.
4. The General Manager shall monitor and set rental fees for the Students’ Union designated spaces within the Bloomfield Centre.
5. The General Manager shall negotiate contracts, leases on long tern agreements for the Students’ Union.
6. The General Manager shall oversee the design and implementation of renovations to the Students’ Union spaces in Bloomfield Centre in consultation with the Director, Ancillary Services.
7. The General Manager shall instruct the Cleaning Department on any cleaning requirements for the Centre on a weekly basis.
8. The General Manager shall check the building regularly for any repairs that must be reported to the Physical Plant Department.
9. The General Manager shall meet with tenants, vendors on bookings of events or table space within the Centre.
10. The General Manager shall meet on a regular basis with all other departments within the Centre, Student Services, Chaplaincy, Bookstore, Cafeteria, and Art Gallery, to review any requirements pertaining to their areas.
11. The General Manager shall oversee the operations and management of DriveU.
12. The General Manager’s managerial duties including supervising, hiring, training and evaluating all the full-time staff.
13. The General Manager shall meet weekly with the Golden X Inn Bar Manager on the performance of the Golden X Inn.
14. The General Manager shall ensure the hiring, training, scheduling, and evaluating of all part-time staff with the Golden X Inn Bar Manager, Accounts Coordinator and the USCS Manager.
15. The General Manager’s financial responsibilities involve monitoring finances, preparing yearly budgets and analyzing financial statements for the Students’ Union with the Accounts Coordinator, VP-Finance and Operations and the Golden X Inn Bar Manager.
16. The General Manager shall advise the Students’ Union on matters of policy that is of value to the operations of the Union.
17. The General Manager shall provide as liaison between the Students’ Union and the St. Francis Xavier University Administration.
18. The General Manager shall negotiate contracts, leases on term agreements with the Students’ Union Executive that is beneficial to the Union and to ensure that the terms of contracts are kept by both parties.
19. The General Manager shall carry out all policy directives of the Students’ Union.
20. The General Manager shall plan and provide advice on generating revenues with the Students’ Union.
21. The General Manager shall negotiate purchases on equipment for the Students’ Union, i.e. Computers, Drive - U Van, or other assets of the Union.
22. The General Manager shall provide advice to the VP-Finance and Operations on financial status of the Union, and outline areas that can be improved.
23. The General Manager is responsible for conducting monthly one-on-ones with each executive, reviewing goals in each office, and planning professional development.
24. The General Manager shall run three (3) Professional Development sessions for the Students’ Union Executive over the course of their term. These sessions shall be determined in consultation with the Executive as to best address their needs
25. The General Manager shall ensure the smooth hiring, training, or dismissal of any members of the Union with the Students’ Union executive or sub-executive.
26. The General Manager shall ensure that adequate measures of financial control are implemented and maintained by all staff members of the Union.
27. The General Manager shall meet with Student Council as an advisor to the Council.
28. The General Manager shall perform any other duties and responsibilities that are necessary for the smooth operations of the Union.
29. The General Manager shall meet regularly with the USCS Manager and VP-Finance and Operations in regards to operations, sales and marketing of the USCS and its products.
30. The General Manager shall assist in the planning and execution of the SU Awards Banquet each year.
31. The General Manager shall be a primary contact and delegate for all matters relating to the SU Health and Dental Plans. He/she shall develop and implement policies and strategies pertaining to the Health and Dental Plans.
32. The General Manager shall, with the assistance of the VP-Finance and Operations, oversee and negotiate sponsorship for all Union events in conjunction with the soft drink and brewery companies.

## SUB-SECTION 2: Accounts Coordinator - Terms of Reference

### Article 1: General

1. The Accounts Coordinator is responsible to the Bloomfield Centre General Manager and the Students’ Union President.
2. The role of the Accounts Coordinator of the St. Francis Xavier University Students’ Union is threefold:

i) The Accounts Coordinator must focus on the day to day operations of both the St. Francis Xavier University Students’ Union and Bloomfield Centre.

ii) As Accountant the Accounts Coordinator must oversee all the accounting functions of the Centre, implement computer software, and supervise the Information Desk Staff including the services of the Acadian Lines Bus Services.

iii) The Accounts Coordinator shall help to coordinate the health and dental plan opt-out process and maintain accurate records in regards to payment and master list.

### Article 2: Responsibilities

1. The Accounts Coordinator shall have financial responsibilities involving monitoring finances for all departments within the St. Francis Xavier University Students’ Union.
2. The Accounts Coordinator shall meet weekly with the VP-Finance and Operations to review and input invoices for accounts payable, accounts receivable, or any budget issues of the Union.
3. The Accounts Coordinator shall review with the VP-Finance and Operations any cash requirements for the week.
4. The Accounts Coordinator shall review weekly with the VP-Finance and Operations any expenses for each department of the Union that are not in line with the budget of the Students’ Union.
5. The Accounts Coordinator shall review weekly with the VP-Finance and Operations any personal expenses of the members of the Union that are in question and may need to be resolved. i.e., personal telephone, credit card expenses, travel, conference, or other expenses of the members.
6. The Accounts Coordinator shall review weekly with the Union Station Clothing Store Manager in regards to invoices and deposits related to the USCS.
7. The Accounts Coordinator shall provide training to The U Shop Clothing Store Coordinator and staff with implementing on-line services.
8. The Accounts Coordinator shall advise the VP-Finance and Operations on the financial status of the Union, and outline areas where departments can improve on it services at savings to the Students’ Union.
9. The Accounts Coordinator shall ensure that actuate measures of financial controls are implemented and maintained by all staff members of the Union.
10. The Accounts Coordinator shall provide support to the VP-Finance and Operations in preparing of the yearly projected budget for review and approval by the Student Council.
11. The Accounts Coordinator shall assist with the bi-weekly payroll for the Students’ Union part time staff; in the absence of the Student’ Union Bar Services Manager.
12. The Accounts Coordinator shall provide all necessary documents required by the auditors during the year-end audit.
13. The Accounts Coordinator shall monitor the finances of the Students’ Union.
14. The Accounts Coordinator shall prepare all invoices weekly for accounts payable and accounts receivable for the Students’ Union.
15. The Accounts Coordinator shall prepare with management the Financial Statements for the Students’ Union on a monthly, yearly and year-end basis.
16. The Accounts Coordinator shall prepare with management yearly budgets for the Students’ Union including all departments such as the Golden X Inn, Information Desk and Union Station Clothing Store.
17. The Accounts Coordinator shall discuss with management any improvements to revenues and expenses on a monthly basis.
18. The Accounts Coordinator shall implement with management any improvements with cash reporting policy.
19. The Accounts Coordinator shall review with management daily bar reports, both the inventory and cash sales for any discrepancies.
20. The Accounts Coordinator shall review and audit with management any expenses that are over budget, any personal expense such as telephone, credit cards, travel, conferences or other expenses pertaining to staff members.
21. The Accounts Coordinator shall provide support with management with the training of all part-time staff.
22. The Accounts Coordinator shall provide training to part-time staff on the services of the Maritime Bus Service.
23. The Accounts Coordinator shall review all part-time staff payroll.
24. The Accounts Coordinator shall provide all necessary requirements of year-end reports for the annual audit with the auditors.
25. The Accounts Coordinator shall ensure the hiring, training, supervising, and evaluating all the part-time Information Desk staff including the clerks for the Maritime Bus Services.
26. The Accounts Coordinator shall act as coordinator for the SU Health and Dental plan opt out process and to facilitate the payments for the health and dental plan between the Students’ Union and the University.
27. The Accounts Coordinator shall be responsible for the development, maintenance, and effective management of the Off Campus Housing website.
28. The Off Campus Housing Officer shall act as a liaison between the Students’ Union and local landlords who wish to advertise rental properties on the St.FX Campus.

## SUB-SECTION 3: GOLDEN X INN BAR MANAGER, St.FX Students’ Union - Terms of Reference

### Article 1: General

1. The Golden X Inn Bar Manager is responsible to the General Manager, Students’ Union.
2. The role of the Golden X Inn Bar Manager for the St. Francis Xavier University Students’ Union is twofold:
	1. The Golden X Inn Bar Manager must oversee the bar services of the Golden X Inn within the Centre.
	2. The Golden X Inn Bar Manager for the Students’ Union shall also be responsible for controlling and processing the payroll for the Students’ Union part time staff.

### Article 2: Responsibilities

1. The Golden X Inn Bar Manager shall monitor the financial situation of the Golden X Inn on a weekly basis, by policing financial reports for management.
2. The Golden X Inn Bar Manager shall promote responsible consumption of alcohol.
3. The Golden X Inn Bar Manager shall ensure the provincial liquor control regulations and university policies are observed and followed.
4. The Golden X Inn Bar Manager shall hire, train, schedule, supervise, and evaluate all bar staff of the Golden X Inn and produce regular reports and records for management.
5. The Golden X Inn Bar Manager shall order, stock, and maintain all bar supplies with the Liquor Control Clerk.
6. The Golden X Inn Bar Manager shall ensure proper inventory on a daily, weekly and monthly basis is maintained.
7. The Golden X Inn Bar Manager shall review and monitor pricing and inventory policies.
8. The Golden X Inn Bar Manager shall ensure that regular maintenance and upkeep of the Golden X Inn is obtained.
9. The Golden X Inn Bar Manager shall ensure promotions, themes, and specials of the Golden X Inn are supported on a regular basis.
10. The Golden X Inn Bar Manager shall work closely with the VP Activities and Events when coordinating and promoting events or entertainment that are both beneficial for the Golden X Inn and the Students’ Union.
11. The Golden X Inn Bar Manager shall ensure that all cash floats are prepared daily.
12. The Golden X Inn Bar Manager shall ensure that cash is collected, agreed to the cash sales slips, and deposited daily by staff.
13. The Golden X Inn Bar Manager shall work with management in preparing yearly projected budgets, and analyze variance of the Golden X Inn.
14. The Golden X Inn Bar Manager shall ensure the provincial liquor control regulations and the St. Francis Xavier University policies are observed and followed.
15. The Golden X Inn Bar Manager shall prepare all bar purchases and other supplies for the bar services on a weekly basis.
16. The Golden X Inn Bar Manager shall review and monitor inventory and pricing policies.
17. The Golden X Inn Bar Manager shall prepare daily and monthly inventories for all bar services events with the Liquor Control Clerk.
18. The Golden X Inn Bar Manager shall supervise all part-time bar service staff, bartenders, liquor clerks, ticket sellers, and the campus police at each event.
19. The Golden X Inn Bar Manager shall ensure that the cash is collected, agreed to the cash sales, and deposited daily by the staff.
20. The Golden X Inn Bar Manager shall ensure that shortages are accounted for and differences are reported regularly.
21. The Golden X Inn Bar Manager shall meet regularly with the Liquor Control Clerk to maintaining liquor inventory, or other supplies for the bar.
22. The Golden X Inn Bar Manager shall promote society events for the St. F.X. Students’ Union in conjunction with the VP Activities and Events.
23. The Golden X Inn Bar Manager shall compile and submit bi-weekly payroll for the part time student staff.
24. The Golden X Inn Bar Manager shall manage all aspects of the Students’ Union payroll, including but not limited to adding new staff, terminations, vacation pay, T4 collection and distribution etc.
25. The Golden X Inn Bar Manager shall manage the Bloomfield Centre Coat Check
26. The Golden X Inn Bar Manager shall supervise the Golden X Inn Marketing Team.

## SUB-SECTION 4: Custodian - Terms of Reference

### Article 1: General

1. The Custodian is responsible to Conference Services and the Students’ Union through the General Manager, Students’ Union.
2. The role of the Custodian of Bloomfield Centre and is to provide maintenance and general custodian services for the Centre, as well as other duties for the Students’ Union.

### Article 2: Responsibilities

1. The Custodian shall provide cleaning services for the Golden X Inn bar on a daily basis.
2. The Custodian shall arrange the Golden X Inn daily for events held there.
3. The Custodian shall set up meeting rooms in the Bloomfield Centre; i.e. Council Chambers, Alumni Lounge, Executive Boardroom, and Jack’s Bar on a daily basis.
4. The Custodian shall set up MacKay Room, MacKay Lounge in anticipation of events being held such as conferences, pubs, socials and wedding receptions.
5. The Custodian shall arrange lounge furniture on a regular basis throughout the building.
6. The Custodian shall receive inventory supplies such as soft beverages, liquor, and draft for the Centre.
7. The Custodian shall transport liquor and other bar supplies to other assigned locations on campus.
8. The Custodian shall assist both the Bar Services Manager and Liquor Control Clerks with the setup and take down of bars at other locations of campus.
9. The Custodian shall perform errands to the bank with daily deposits, or picking up coin for cash floats.
10. The Custodian shall perform errands for Bloomfield Centre staff and the Students’ Union.
11. The Custodian shall perform general and light duty maintenance within the Centre.
12. The Custodian shall assist both the Bar Services Manager and Liquor Control Clerk with monthly and year-end inventory of liquor supplies.
13. The Custodian shall assist both the Bar Services Manager and Liquor Control Clerk with monthly and year-end inventory of soft beverages and other supplies.
14. The Custodian shall perform other duties incidental to the operations of the Bloomfield Centre, or Students’ Union that would be required of a custodian by an employer.

# APPENDIX I

# HOUSE COUNCIL AND OFF-CAMPUS LEADERS

## SUB-SECTION 1: HOUSE PRESIDENT – TERMS OF REFERENCE

### Article 1: General

1. Each House President shall be hired in the spring of each year. The hiring process shall consist of two interviews. The first interview shall consist of a group interview process, to be determined by the Incoming VP Residence Affairs. The second interview panel shall consist of the Incoming VP Residence Affairs, Outgoing House President and Vice President(s), two (2) Councillors and one (1) advisor (non-voting).
2. To be considered eligible for this position, applicants must be current residents of the house to which they are applying, and be nominated by at least 20% of the residents of that house.
3. Each House President shall hold a term of office for a period of one year, from May 1st to April 30th, renewable.
4. The House President must be a current resident of the house to which they are serving as House President of.
5. The House President shall act responsibly in a manner that is consistent with the community code, Students’ Union by-laws and Residence Life Community Standards.
6. Each House President will receive an honorarium as set yearly by the Students’ Union Representative Council on the condition that the House President meets all conditions of their Terms of Reference and signed contract. Furthermore, the House President is responsible for a final report to be submitted to the VP Residence Affairs at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

### Article 2: Responsibilities

1. The House President shall act as Chief Executive Officer of their respective House Council.
2. As Chief Executive Officer, each House President is required to submit to the VP Residence Affairs the following items:
	1. An appended House Council contact list by no later than September 30th
	2. A student event planning and risk assessment form for approval of all House programs/events by no later than 7 (seven) business days prior to the program or event. The House President must sign the form upon the request of the VP Residence Affairs.
	3. Program/event review report no later than ten business days after the program/event.
3. The House President shall ensure the House Council organizes at least 3 (three) programs/events per term, of which 1(one) must be a charity/fundraising program/event.
4. The House President shall attend every Campus Affairs meeting throughout the academic year and reports all happening from these committees to House Council.
5. The House President shall attend a meeting of the Students’ Union Representative Council upon receiving 48 hours notice from the VP Residence Affairs or Chair of Council.
6. The House President shall attend and actively participate in the training program at the end of August or the beginning of September as a part of the preparation for their duties as House President. The House President will also attend any on-going training sessions which are planned through-out the academic year to enhance their leadership skills and experience.
7. The House President shall attend a bi-weekly meeting with the VP Residence Affairs to discuss house issues, goal setting, leadership development and program/events resources and support.
8. The House President shall be responsible for planning 1 (one) One Team event per semester. This event will include the Hall Director, all Residence Assistants and all House Council members.
9. The House President shall participate and motivate the residents of their House to participate in all Orientation Week events and throughout the year.
10. The House President shall be the secondary PEO for their respective House Cup.
11. The House President shall attend all meetings at the request of the VP Residence Affairs if they have been given 48 hours notice of the meeting.
12. The House President shall be aware that as an elected representative, they are to serve their constituents and are directly responsible to them.
13. The House President is accountable directly to the VP Residence Affairs, and Students’ Union.
14. The House President shall ensure that all representative members of House Council are aware of their accountability to the St. Francis Xavier University Students’ Union.
15. The House President shall submit all documents related to the Students’ Union web-site as requested by the VP Residence Affairs or the Marketing Manager.
16. The House President shall co-operate and work effectively with the residence staff, residence services and department of student services in their efforts to create and maintain safe and secure residence communities with an emphasis on cleanliness and damage reduction.
17. The House President shall be responsible for planning one positive-rivalry event per semester. The event must be a non-competitive event. Examples of events include: Fast Friends, charity events. The house rivalries are as follows:
	1. Chillis-TNT
	2. MacNeil-MacDonald-MacPherson
	3. Burke-MacIsaac
	4. Lane-Fraser
	5. Plessis-Off Campus
	6. O’Regan-Riley
18. The House President shall be responsible for the actions of their respective House Council members. If the members of House Council do not act in a manner consistent with their terms of reference, the House President shall have the ability to:
19. Ask the House Council member to resign;
20. Bring the issue of their resignation to House Council which shall have the power to impeach the House Council member with a 2/3 majority vote.

The Hall Director shall only be asked to resign from House Council if:

1. The House President first addresses the situation to the Residence Life Manager and the VP Residence Affairs.
2. The issue of their resignation is then brought before House Council which shall have the power to impeach the Hall Director with a 2/3 majority vote.

### Article 3: Sanction and Impeachment Processes

1. If the House President is not meeting expectations and duties as outlined in the House President Terms of Reference, the following sanction process will occur:
	1. A discussion meeting with the VP Residence Affairs
	2. A discussion meeting with the VP Residence Affairs and Students’ Union President and verbal warning
	3. Written warning from the Students’ Union documenting any previous meetings and informing House President of the next sanction process (impeachment)
	4. Begin process of impeachment.
2. The House President may be removed from their position in 3 (three) ways:
3. Impeachment by the House, as detailed within the House Constitution
4. Impeachment by the Students’ Union Representative Council
5. Suspension from Residence
6. Fines and Educational sanctions can be assigned to the House President in addition to the above meetings and warnings as decided upon by the VP Residence Affairs and Students’ Union President.

## SUB-SECTION 2: HOUSE VICE PRESIDENT – TERMS OF REFERENCE

### Article 1: General

1. Each respective Vice President shall be hired in the spring of each year. The hiring process shall consist of two interviews. The first interview shall consist of a group interview process, to be determined by the Incoming VP Residence Affairs. The second interview panel shall consist of the Incoming VP Residence Affairs, Outgoing House President and Vice President(s), two (2) Councillors and one (1) advisor (non-voting).
2. To be considered eligible for this position, applicants must be current residents of the house to which they are applying and be nominated by at least 20% of the residents of that house.
3. Each Vice President shall hold a term of office for a period of one year, from May 1st to April 30th, renewable.
4. The House President shall act responsibly in a manner that is consistent with the community code, Students’ Union by-laws and Residence Life Community Standards.
5. The House President must be a current resident of the house to which they are serving as House President of.
6. Each Vice President will receive an honorarium as set yearly by the Students’ Union Representative Council on the condition that the Vice President meets all conditions of their Terms of Reference and signed contract. Furthermore, the Vice President is responsible for a final report to be submitted to the VP Residence Affairs at the end of their term. Failure to do so will result in the refusal of the final portion of the position’s honoraria.

### Article 2: Responsibilities

1. The Vice President shall act as Chief Executive Officer of their respective House Council if for any reason the House President is unavailable.
2. The Vice President shall plan, in conjunction with the House President, and the House Council at least 3 (three) programs/events per term, of which 1(one) must be a charity/fundraising program/event.
3. The Vice President shall attend every Activities Committee meeting with the VP Activities and Events
4. The Vice President shall act responsibly in a manner that is consistent with the Community Code, Students’ Union By-laws, Residence Life Handbook and their leadership position as an external representative of the house.
5. The Vice President shall attend and actively participate in the training program at the end of August or the beginning of September as a part of the preparation for their duties as House President. The Vice President will also attend any on-going training sessions which are planned through-out the academic year to enhance their leadership skills and experience.
6. The Vice President shall participate and motivate the residents of their House to participate in all Orientation Week events.
7. The Vice President shall attend monthly meetings with the VP Residence Affairs to discuss house issues, goal setting, leadership development, programs, events, resources and support.
8. The Vice President shall attend all meetings at the request of the VP Residence Affairs if they have been given 48 hours notice of the meeting.
9. The Vice President shall be aware that as an elected representative, they are to serve their constituents and are directly responsible to them.
10. The Vice President is accountable directly to the VP Residence Affairs, and the Students’ Union.
11. The Vice President shall co-operate and work effectively with the residence staff, residence services and department of student services in their efforts to create and maintain safe and secure residence communities with an emphasis on cleanliness and damage reduction.
12. The Vice President shall assist the House President in planning one positive-rivalry event per semester. The event must be a non-competitive event. Examples of events include: Fast Friends, charity events. The house rivalries are as follows:
	1. Chillis-TNT
	2. MacNeil-MacDonald-MacPherson
	3. Burke-MacIsaac
	4. Lane-Fraser
	5. Plessis-Off Campus
	6. O’Regan-Riley

### Article 3: Sanction and Impeachment Processes

1. If the Vice President is not meeting expectations and duties as outlined in the Vice President Terms of Reference, the following sanction process will occur.
	1. A discussion meeting with the VP Residence Affairs
	2. A discussion meeting with the VP Residence Affairs and Students’ Union President and verbal warning
	3. Written warning from the Students’ Union documenting any previous meetings and informing the Vice President of the next sanction process (impeachment)
	4. Begin process of impeachment.
2. The Vice President may be removed from their position in 3 (three) ways:
3. Impeachment by the House, as detailed within the House Constitution
4. Impeachment by the Students’ Union Representative Council
5. Suspension from Residence
6. Fines and educational sanctions can be assigned to the Vice President in addition to the above meetings and warnings as decided upon by the VP Residence Affairs and Students’ Union President.

## SUB-SECTION 3: FINANCE REPRESENTATIVE – TERMS OF REFERENCE

### Article 1: General

1. The Finance Representative shall be chosen by the House President, House Vice President and Hall Director by September 30th.
2. The Finance representative shall serve a term of 7 (seven) months from September 30th to April 30th.

### Article 2: Responsibilities

1. The Finance Representative shall be directly accountable to the House President and the VP Residence Affairs.
2. The Finance Representative shall be the Chief Financial Officer of the House Board.
3. The Finance Representative shall be the primary liaison between the House Board and the House Accounts Coordinator.
4. The Finance Representative shall ensure the House Accounts Coordinator is aware of expense approvals in House Board minutes.
5. The Finance Representative shall attend monthly meetings with the House Accounts Coordinator.
6. The Finance Representative shall attend all bi-weekly House Board meetings as called by the House President if they have been given 48 hours of notice.
7. The Finance Representative shall give monthly budget updates at the first House Board meeting of each month.
8. The Finance Representative shall be responsible for the budgeting of events in collaboration with the House President, Vice President, and Activities Representatives.
9. The Finance Representative shall ensure each House Board upholds the house spending guidelines.
10. The Finance Representative shall be responsible for completing reimbursement requests.
11. The Finance Representative shall attend a training session at the end of September as preparation for their duties on House Board.
12. The Finance Representative shall attend all bi-weekly House Board meetings as called by the House President if they have been given 48 hours of notice.

## SUB-SECTION 4: ACTIVITIES (HOUSE EVENTS AND INTRAMURAL) REPRESENTATIVE – TERMS OF REFERENCE

### Article 1: General

1. The Activities (House Events and Intramural) Representative shall be chosen by the House President, House Vice President and Hall Director by September 30th.
2. The Activities (House Events and Intramural) Representative shall serve a term of 7 (seven) months from September 30th to April 30th.

### Article 2: Responsibilities

1. The Activities (House Events and Intramural) Representative shall be directly accountable to the House President and the VP Residence Affairs
2. The Activities (House Events and Intramural) Representative shall receive Event Review Committee (ERC) Training during the Fall.
3. The Activities (House Events and Intramural) Representative shall perform any duties delegated by the House Board with regards to house activities and events (such as movie nights, house dinners, etc.).
4. The Activities (House Events and Intramural) Representative shall be the primary liaison between the residence and VP Activities and Events office.
5. The Activities (House Events and Intramural) Representative shall attend bi-weekly meetings with the Manager of the Intramural Office.
6. The Activities (House Events and Intramural) Representative shall assist the House President and Vice President in the organization of at least two (2) events per semester.
7. The Activities (House Events and Intramural) Representative shall plan and execute one (1) de-stressing event per semester (i.e. yoga, meditation, board games, etc.) in collaboration with the House President and Vice President.
8. The Activities (House Events and Intramural) Representative shall promote house engagement and support of varsity sporting events.
9. The Activities (House Events and Intramural) Representative shall be responsible for informing students in their house about various intramural activities and to encourage as many people to participate in the spirit of sportsmanship and fair play.
10. The Activities (House Events and Intramural) Representative shall attend all bi-weekly House Board meetings as called by the House President if they have been given 48 hours of notice.

## SUB-SECTION 5: ACTIVITIES (HEALTH AND WELLNESS) REPRESENTATIVE – TERMS OF REFERENCE

### Article 1: General

1. The Activities (Health and Wellness) Representative shall be chosen by the House President, House Vice President and Hall Director by September 30th.
2. The Activities (Health and Wellness) Representative shall serve a term of 7 (seven) months from September 30th to April 30th.

### Article 2: Responsibilities

1. The Activities (Health and Wellness) Representative shall be directly accountable to the House President and the VP Residence Affairs.
2. The Activities (Health and Wellness) Representative shall receive Positive Space Training (levels one and two).
3. The Activities (Health and Wellness) Representative shall work in collaboration with the “X Mental Health Connections” Society and the VP Residence Affairs to promote mental health initiatives on campus.
4. The Activities (Health and Wellness) Representative shall receive Peer to Peer Support Training.
5. The Activities (Health and Wellness) Representative shall encourage members of the house to participate in their own choice of religion and/or spirituality.
6. The Activities (Health and Wellness) Representative shall plan and execute one (1) campaign per semester to promote mindfulness and wellbeing of students in the house.
7. The Activities (Health and Wellness) Representative shall sit on the Food Service Advisory Committee.
8. The Activities (Health and Wellness) Representative shall meet biannually with the Director of Health and Counseling.
9. The Activities (Health and Wellness) Representative shall promote health and safety in residence.
10. The Activities ( Health and Wellness) Representative shall attend all meetings as required by the University Chaplains.
11. The Activities (Health and Wellness) Representative shall attend all bi-weekly House Board meetings as called by the House President if they have been given 48 hours of notice.

## SUB-SECTION 6: COMMUNICATION REPRESENTATIVE – TERMS OF REFERENCE

### Article 1: General

1. The Communication Representative shall be chosen by the House President, House Vice President and Hall Director by September 30th.
2. The Communication Representative shall serve a term of 7 (seven) months from September 30th to April 30th.

### Article 2: Responsibilities

1. The Communication Representative shall be directly accountable to the House President and the VP Residence Affairs.
2. The Communication Representative shall promote House events by:
	1. Making posters and other creative means of advertisements.
	2. Making an effort to talk to all residences of the House about the event/ program.
3. Communication Representative shall organize volunteers for all events and comprise a volunteer schedule to be communicated to those involved.
4. The Communication Representative shall find volunteers to help facilitate a cleanup post event/ program.
5. The Communication Representative shall be responsible for assisting the House Board in planning fundraising events for a charity(s) or charitable Students’ Union Society for the House.
6. The Communication Representative shall keep the House informed of the status of the all charity events.
7. The Communication Representative shall attend bi-weekly meetings with the Digital Media Manager, Print Media Manager, and the Students’ Union Full-Time Communications and Marketing Manager.
8. The Communication Representative shall communicate with the Students’ Union Radio (CFXU) and Newspaper (The Xaverian).
9. The Communication Representative shall attend all meetings as requested by the Students’ Union Full-Time Marketing and Communications manager if they have been given 48 hours of notice.
10. The Communication Representative shall attend a training session at the end of September in preparation for their duty on House Board.
11. The Communication Representative shall attend all bi-weekly House Board meetings as called by the House President if they have been given 48 hours of notice.

## SUB-SECTION 7: CAMPUS EQUITY AND SUSTAINABILITY REPRESENTATIVE – TERMS OF REFERENCE

### Article 1: General

1. The Campus Equity and Sustainability Representative shall be chosen by the House President, House Vice President and Hall Director by September 30th.
2. The Campus Equity and Sustainability Representative serve a term of 7 (seven) months from September 30th to April 30th.

### Article 2: Responsibilities

1. The Campus Equity and Sustainability Representative shall be directly accountable to the House President and the VP Residence Affairs.
2. The Campus Equity and Sustainability Representative shall promote safe and inclusive house activities.
3. The Campus Equity and Sustainability Representative shall communicate, celebrate and promote the various history months and international days (e.g. World Oceans Day, International Women’s Day, etc.)
4. The Campus Equity and Sustainability Representative shall co-ordinate house participation in existing activities and events around promoting diversity and understanding.
5. The Activities (Health and Wellness) Representative shall be responsible for planning at least one (1) inclusive training session for members of the house (i.e. Positive Space, Bringing in the Bystander, Anti-Oppression Training etc.) in conjunction with the House President and Vice President.
6. The Campus Equity and Sustainability Representative shall voice concerns about inequitable and/ or offensive house activities.
7. Students’ Union Equity Student Representative shall be the primary liaison with the Students’ Union Equity Student Representative.
8. The Campus Equity and Sustainability Representative shall attend monthly meetings with the Students’ Union Equity Student Representative.
9. The Campus Equity and Sustainability Representative shall be the primary liaison between the Students’ Union International Student Representative.
10. The Campus Equity and Sustainability Representative shall attend monthly meetings with the Students’ Union International Student Representative.
11. The Campus Equity and Sustainability Representative shall receive Positive Space Training (levels one and two).
12. The Campus Equity and Sustainability Representative shall post information about recycling and conserving energy.
13. The Campus Equity and Sustainability Representative shall work in collaboration with the environmental society.
14. The Campus Equity and Sustainability Representative shall work with Facilities Management to ensure a clean and sustainable residence environment.
15. The Campus Equity and Sustainability Representative shall champion the Residence Energy Challenge.
16. The Campus Equity and Sustainability Representative shall be responsible for a refundable program in residence.
17. The Campus Equity and Sustainability Representative shall attend all bi-weekly House Board meetings as called by the House President if they have been given 48 hours of notice.

## SUB-SECTION 8: HOUSE SPIRIT REPRESENTATIVE – TERMS OF REFERENCE

### Article 1: General

1. The House Spirit Representative shall be chosen by the House President, House Vice President and Hall Director by September 20th.
2. The House Spirit Representative shall serve a term of 7 (seven) months from September 30th to April 30th.

### Article 2: Responsibilities

1. The House Spirit Representative shall be directly accountable to the House President and the VP Residence Affairs.
2. The House Spirit Representative shall work alongside the activities representatives to promote house events, intramurals, and house pride.
3. The House Spirit Representative shall be responsible for organizing house clothing orders (included but not limited to bringing forward pricing, designs, and deadlines).
4. The House Spirit Representative shall work alongside the Finance Representative to collect payments for house clothing orders.
5. The House Spirit Representative shall support resident engagement in the various leadership conferences held on campus, which will be communicated through bi-annual meetings with the VP Residence Affairs.
6. The House Spirit Representative shall promote positive rivalry on campus, and will plan and execute (with the House Board), at least one (1) positive rivalry event per term that is non-competitive in nature.
7. The House Spirit Representative shall attend all bi-weekly House Board meetings as called by the House President if they have been given 48 hours of notice.

## SUB-SECTION 9: HOUSE CHARITY REPRESENTATIVE – TERMS OF REFERENCE

### Article 1: General

1. The House Charity Representative shall be chosen by the House President, House Vice President and Hall Director by September 20th.
2. The House Charity Representative shall serve a term of 7 (seven) months from September 30th to April 30th.

### Article 2: Responsibilities

1. The House Charity Representative shall be directly accountable to the House President and the VP Residence Affairs.
2. The House Charity Representative shall be responsible for championing the residence’s charity of choice through promotion, student engagement, and education.
3. The House Charity Representative shall work with the House President, Vice President and Communications Representative to plan and execute two (2) charitable events per semester.
4. The House Charity Representative shall assist with “Trick or Eat” in conjunction with the VP External Affairs and the Student Food Resource Coordinator.
5. The House Charity Representative shall be the main liaison between the House Board, the Students’ Union, and the charity of choice.
6. The Charity Representative shall attend all bi-weekly House Board meetings as called by the House President if they have been given 48 hours of notice.

## SUB-SECTION 10: SENIOR OFF-CAMPUS LEADER – TERMS OF REFERENCE

### Article 1: General

1. One (1) Senior Off-Campus Leader (Senior OCL) shall be hired in the spring of each year. The hiring process shall consist of two interviews. The first interview shall consist of a group interview process, to be determined by the VP Residence Affairs. The second interview panel shall consist of the Incoming VP Residence Affairs, Outgoing OCL, two (2) Councillors and one (1) advisor (non-voting).
2. The Senior OCL shall hold a term of office for a period of one year, from May 1st to April 30th, renewable.
3. The OCL shall act responsibly in a manner that is consistent with the community code, Students’ Union By-laws and Residence Life Community Standards.
4. The OCL will receive an honorarium as set yearly by the Students’ Union Representative Council on the condition that the OCL meets all conditions of their Terms of Reference and signed contract.

### Responsibilities

1. The Senior OCL is responsible for working with the OCL and Off-Campus Council to organize three (3) events per term for Off-Campus students. At least one (1) of these events must be a charity event.
2. The Senior OCL shall attend and actively participate in the training program at the end of August or the beginning of September as a part of the preparation for their duties as Senior OCL. The Senior OCL will also attend any on-going training sessions which are planned through-out the academic year to enhance their leadership skills and experience.
3. On Welcome Day, the Senior OCL will be responsible for communicating with Off-Campus Frosh, obtaining their e-mails and distributing Off-Campus t-shirts.
4. The Senior OCL shall act as Chief Executive Officer of their respective House Council.
5. The Senior OCL shall attend every Campus Affairs meeting throughout the academic year and report all happenings from this committee to the Off Campus Council.
6. The Senior OCL shall attend a bi-weekly meeting with their assigned House Council Coordinator to discuss any Off Campus issues, goal setting, leadership development and program/events, resources and support.
7. The Senior OCL is directly responsible to the VP Residence Affairs and shall attend all meetings at the request of the VP Residence Affairs if they have been given 48 hours notice of the meeting.
8. The Senior OCL shall ensure that all representative members of Off Campus Council are aware of their accountability to the St. FX Students’ Union.
9. The Senior OCL shall coordinate in conjunction with the VP Residence Affairs participation in all Frosh Week events for new off-campus students.
10. The Senior OCL shall have frequent communication with the Off-Campus Councillors to discuss the needs of Off-Campus students.
11. The Senior OCL shall attempt to make contact with and develop good relations with as many towns’ people as possible.
12. The Senior OCL will be responsible for budgeting the Off-Campus funds for the year.
13. The Senior OCL will be responsible for creating an Off-Campus letter to send to first year Off-Campus students during the summer.
14. The Senior OCL shall keep a minimum of three (3) designated office hours per week in the Off-Campus Office.
15. The Senior OCL shall submit all documents related to the Students’ Union website as requested by the VP Residence Affairs or the VP-Communications.
16. The Senior OCL shall be responsible for the actions of their respective Off Campus Council members. If the members of Off Campus Council do not act in a manner consistent with their terms of reference, the Senior OCL shall have the ability to:
	1. Ask the Off Campus Council member to resign;
	2. Bring the issue of their resignation to Off Campus Council, which shall have the power to impeach the Off Campus Council member with a 2/3-majority vote.
17. The Senior OCL shall hold semi-annual meetings with the Off-Campus Leader, the VP- Internal, and the Director of Student Life to discuss issues faced by off-campus students. More meetings can be called if need arises.
18. The Off Campus Leaders are responsible for planning one positive-rivalry event per semester with the House President and Vice President of Plessis. The event must be a non-competitive event. Examples of events include: Fast Friends, charity events.

## SUB-SECTION 11: OFF-CAMPUS LEADERS – TERMS OF REFERENCE

### General

1. One (1) Off-Campus Leader (OCL) shall be hired during the spring of each year. The interview panel shall consist of the incoming VP Residence Affairs, the outgoing Off-Campus Leaders, and two (2) Councillors from the Students’ Union Representative Council.
2. The OCL shall hold a term of office for a period of one year, from May 1st to April 30th renewable.
3. The OCL shall receive an honorarium as set yearly by the Students’ Union Representative Council. The OCL will be responsible for a final report to be submitted to the VP Residence Affairs at the end of their term. Failure to do so will result in refusal of the final portion of the positions honoraria.

### Responsibilities

1. The OCL is responsible for working with the Senior OCL and the Off Campus Council to organize three (3) events per term for Off-Campus students. At least one (1) of these events must be a charity event.
2. The OCL shall attend and actively participate in the training program at the end of August or the beginning of September as a part of the preparation for their duties as OCL. The OCL will also attend any on-going training sessions that are planned throughout the academic year to enhance their leadership skills and experience.
3. In the case that the Senior OCL cannot attend an Off Campus Council meeting, the OCL shall act as Chief Executive Officer.
4. The OCL shall attend monthly meetings with their assigned House Council Coordinator to discuss any Off Campus issues, goal setting, leadership development and program/events, resources and support.
5. The OCL are directly responsible to the VP Residence Affairs and shall attend all meetings at the request of the VP Residence Affairs if they have been given 48 hours notice of the meeting.
6. The OCL shall assist the Senior OCL in whatever manner necessary for the Senior OCL to complete his/her responsibilities as listed in these bylaws.
7. The OCL shall each keep designated office hours in the Off-Campus Office a minimum of three (3) hours a week.
8. The OCL shall attend semi-annual meetings with the Senior Off-Campus Leader, the VP Residence Affairs, and the Director of Student Life to discuss issues faced by off-campus students. More meetings can be called if need arises.

## SUB-SECTION 12: INTRAMURAL/ VARSITY REPRESENTATIVE – TERMS OF REFERENCE

### Article 1: General

1. The Intramural/ Varsity Representative shall be chosen by the OCLs by September 30th.
2. The Intramural/ Varsity Representative shall serve a term of 7 (seven) months from September 30th to April 30th.

### Article 2: Responsibilities

1. The Intramural/ Varsity Representative shall be directly accountable to the OCLs and the VP Residence Affairs
2. The Intramural/ Varsity Representative shall be responsible for informing students in their house about various intramural activities and to encourage as many people to participate in the spirit of sportsmanship and fair play.
3. The Intramural/ Varsity Representative shall attend all bi- weekly meetings as required by the Manager of the Intramural Office.
4. The Intramural/ Varsity Representative shall ensure that all teams who have signed up to participate in intramurals attend their games.
5. The Intramural/ Varsity Representative shall promote involvement and support of varsity sports to members of their house.
6. The Intramural/ Varsity Representative shall attend a training session at the end of September as preparation for their duty on Off Campus Council.
7. The Intramural/ Varsity Representative shall attend all bi-weekly Off Campus Council meetings as called by the OCLs if they have been given 48 hours of notice.

## SUB-SECTION 13: COMMUNITY RELATIONS AND ACTIVITIES REPRESENTATIVE – TERMS OF REFERENCE

### Article 1: General

1. The Community Relations and Activities Representative shall be chosen by the Off Campus Leaders, one Off Campus Councillor and VP Residence Affairs by September 20th.
2. The Community Relations and Activities Representative shall serve a term of 7 (seven) months from September 30th to April 30th.

### Article 2: Responsibilities

1. The Community Relations and Activities Representative shall be directly accountable to the Off Campus Affairs Committee and the VP Residence Affairs.
2. The Community Relations and Activities Representative shall meet frequently with the Dean of Students to help plan and facilitate activities and programs to strengthen the relationship between the Town of Antigonish and Saint Francis Xavier University.
3. The Community Relations and Activities Representative shall be responsible for helping facilitate charity events and ensuring that the Off Campus Affairs Committee plans a minimum of 1 (one) charity events per semester.
4. The Community Relations and Activities Representative shall keep all Off Campus students informed of all off campus events. This includes but is not limited to; creating posters, recommending website updates and by speaking directly with students on campus.
5. The Community Relations and Activities Representative shall attend all bi- weekly Off Campus Affairs meetings as called by the VP Residence Affairs if they have been given 48 hours of notice.

## SUB-SECTION 14: INTERNATIONAL REPRESENTATIVE – TERMS OF REFERENCE

### Article 1: General

1. The International Representative shall be chosen by the House President, House Vice President and Hall Director by September 30th.
2. The International Representative shall serve a term of 7 (seven) months from September 30th to April 30th.

### Article 2: Responsibilities

1. The International Representative shall be directly accountable to the House President and Vice President Residence Affairs.
2. The International Representative shall promote activities and events to ensure the participation of International Students.
3. The International Representative shall facilitate communication between International Students and House Council.
4. The International Representative shall be responsible for promoting all campaigns as requested by the International Student Advisor.
5. The International Representative shall meet monthly with the International Student Advisor and report all information to their respective House Councils.
6. The International Representative shall attend all meetings as requested by the International Student Advisor if they have been given 48 hours of notice.
7. The International Representative shall attend a training session at the end of September in preparation for their duty on House Council.
8. The International Representative shall attend all bi-weekly House Council meetings as called by the House President if they have been given 48 hours of notice.

# APPENDIX J

# STUDENTS’ UNION REPRESENTATIVE COUNCIL FACULTY ADVISOR - TERMS OF REFERENCE

## SUB-SECTION 1: STUDENTS’ UNION REPRESENTATIVE COUNCIL FACULTY ADVISOR

### Article 1: Role

1. There shall be a representative of the University faculty on Council. The faculty advisor shall be nominated by the Chair and subject to the ratification of Council.
2. The faculty advisor shall be conversant with the policies, procedures and the goals of the University and its faculties.
3. The faculty advisor shall be familiar with the administrative policies and practices of the University goals and of the Students.
4. The faculty advisor shall offer constructive criticism of council proposals and suggest alternatives where deemed necessary and desirable.
5. The faculty advisor shall report at regular meetings of Council.
6. The faculty advisor shall be a non-voting member of Council.

# APPENDIX K

#  AWARDS

## SUB-SECTION 1: OBJECTIVE

1. The object of these awards is to perpetuate the memory of the people whose names the awards bear, to promote intellectual, extra-curricular and athletic endeavor and to develop character among the students at St.FX University.
2. All students of the university are eligible for the award of their respective academic year.

## SUB-SECTION 2: INDIVIDUAL AWARD DESCRIPTIONS

1. SISTER CATHERINE MACNEIL: Female students in their freshman year and first year at St. F.X. Female Students in their first year of university at St. FX but as a sophomore.
2. MEECH: Male students in their freshman year and first year at St. F.X. Male students in their first year of university at St. FX but as a sophomore.
3. CHARTERS: Students in their sophomore year at St. FX or male and female students in their freshman year but second year at St. F.X.
4. BLIZZARD: Students in their junior year.
5. POST GRADUATE AWARD: Students in post graduate studies.
6. LARKIN: Male Students in their senior year.
7. SISTER CARMEL LOSIER: Female students in their senior year.
8. MARCEL LUSSIER : The Marcel Lussier Award shall consist of a permanent trophy kept at the Bloomfield Center. The Award shall commemorate Marcel Lussier, a third year Physical Education student, from Franklin Center, Huntington, Quebec who died in a car accident on December 30, 1970. He was a transfer student in 1970. Marcel played defensive half-back on the Varsity Football team. The Award shall be given to a deserving student of any year for the student’s contribution to the community as a whole, including the University and surrounding communities.
9. BIRKS AWARD: Shall be awarded annually to a graduating student for outstanding contribution to student government. The Student’s Union Representative Council shall nominate and then elect, by secret ballot, the recipient of the Award. There shall be a permanent trophy bearing the names of all the recipients. The trophy will be kept in the University Centre.
10. PETER FOLEY MEMORIAL AWARD: Peter Foley was a student of the class of 1987 at St. F.X. who died of cancer on March 24 of that year. Criteria for the Award is as follows:
11. Awarded to a full time student of St. F.X. who has shown perseverance in the face of exceptional difficulty or hardship in striving for a university education. “Difficulty or hardship” is to be interpreted broadly and need not be related to illness, but should not be interpreted primarily in terms of financial need.
12. Beyond the primary criterion of perseverance in the face of exceptional difficulty or hardship, the other criteria for the award are to be those normally applied to Students’ Union awards.
13. The recipient may be a member of any class, including post-graduate.
14. It is not to be given in a year when the Students’ Union Committee is unable to determine that there is a deserving recipient.
15. THE GOLD X: The Gold X is awarded to those candidates who have given distinguished service in a number of student affairs. There shall be a maximum of ten (10) X’s awarded yearly.
16. THE SILVER X: The Silver X is awarded to those candidates who have served in a specified area. There shall be a maximum of ten (10) X’s awarded yearly.
17. THE MEDIA X: The Media X certificates shall be awarded to senior students or post-graduates for involvement in the CFXU radio, The Annual or The Xaverian Weekly. There shall be a maximum of ten (10) X’s awarded yearly.
18. JASON SIMMONS MEMORIAL AWARD: Michael Jason Simmons ‘96 was a Business Administration student who died in a tragic car accident on February 7, 1997. He was the House President of Lane B and served two terms as Activities Commissioner of the Students’ Union. The award is to recognize a member of Council who enjoys life to the fullest both socially as well as extra-curricularly. This award is not judged on academics but rather on enthusiasm, energy, and X-spirit displayed throughout the Xaverian community. This person is a true ambassador of St. FX both here and away from our university. The Students’ Union Representative Council will choose the award annually by secret ballot. The award is not to be given in a year if Council does not feel there is a deserving recipient.
19. DR. SEAN RILEY AWARD: Dr. Sean Riley was the President of StFX from 1996-2014. Dr. Riley graduated from StFX in 1974 with a Bachelor of Arts, Honours (First Class), where he was awarded the Governor General's Gold Medal for highest academic standing at graduation. He was chosen by the student body as recipient of the Larkin Trophy as outstanding male student. As President of X-Project, a student and community outreach organization, he received the Marcel Lussier Award for community service. In 1974 Riley also was chosen StFX Male Athlete of the Year. Following a career in government, finance, and business, Dr. Riley served ‬

## SUB-SECTION 3: GENERAL AWARD CRITERIA

1. A symbol for each award shall be presented annually to bonafide student(s) of this University by the Saint Francis Xavier University Students’ Union.

1. In the event that more than one person is deserving of such an award, all persons should be presented with an award.

1. Before the last day of February, the Chairperson of the Student’s Union Awards Committee shall call for nominations for each award from the student body. Persons so nominated will be asked to submit a resume to the Chairperson of the Student’s Union Awards Committee.

1. The lists of candidates containing up to ten (10) nominations for each award shall be forwarded to the Academic Deans of the University who shall verify if the candidate has a 60% average or not. The 60% average will be taken into account over the time period in which the award pertains.

1. Candidates with an average of 60% or better shall remain on the final list while those below shall be dropped from the list. New candidates may be nominated to replace the dropped candidates and checked for 60% average.

1. The Student’s Union Awards Committee and the Senior Awards Committee should base their decisions on the degree to which the candidate has fulfilled and/or exceeded the basic requirements of their respective award categories and by the heavy consideration of the extent to which nominees possess some or all of the following criteria:

* 1. The candidates’ talent and scholastic achievement
	2. The candidates’ participation in student affairs
	3. The candidates’ character, integrity and sincere concern
	4. The candidates’ involvement in athletics

## SUB-SECTION 4: THE STUDENTS’ UNION AWARDS COMMITTEE

1. The Student’s Union Awards Committee is chaired by the Chair of Council. The Chair of Council does not vote.
2. The additional membership of the Students’ Union Awards Committee is to include:
	1. The Senior Class President (voting)
	2. A student appointee of the Union President (voting)
	3. Student appointee from Student Services (voting)
	4. The Dean of Students’ or one other member of Student Services as determined by the Dean of Students’ (voting)
	5. An Off-Campus Councillor as appointed by the VP Residence Affairs (voting)
3. The mandate of the Students’ Union Awards Committee is to designate the recipients of the following awards: Sr. Catherine MacNeil; Meech; Charters; Blizzard; Post Graduate; Marcel Lussier and Peter Foley Awards. The Students’ Union awards Committee is to designate the Riley, Lussier, and Foley awards only if all candidates are not seniors. If any candidates are seniors, then the Seniors Awards Committee will select the recipient.

1. The committee shall present the names of the final nominees to the Chair of Council for announcement at the Students’ Union Awards Banquet.

1. In the event that the Chair of Council is nominated as a candidate to receive an award, then a new Chairperson shall be elected by the Students’ Union Awards Committee.

## SUB-SECTION 5: THE SENIOR AWARDS COMMITTEE

1. The membership of the Senior Awards Committee is to include.

* 1. Four (4) student appointees of the Chair of Council (voting)
	2. An appointee of the University Student Services Office (voting)
	3. A faculty appointee from the Dean of Science (voting)
	4. A faculty appointee from the Dean of Arts (voting)

1. The Committee will be chaired by one of the four student appointees whom is to be elected by the membership of the Senior Awards Committee. The mandate of the Senior Awards Committee is to designate the awarding of the Larkin, Foley, the Carmel Losier Trophy, the Birks’ Trophy, as well as the Media, Gold, and Silver X’s. The Committee shall present the names of the final nominees to the Chair of Council for announcement at the Students’ Union Awards Banquet.

1. In the event that the Chair of the Senior Awards Committee is nominated as a candidate to receive an award, he or she will be asked to step out of the room as the decision is made, and a temporary Chairperson with voting powers is to be appointed until return of the Chair.

# APPENDIX L

#  STUDENTS’ UNION SOCIETIES ACT

##

## SUB-SECTION 1: RATIFICATION OF SOCIETIES

1. A society is considered to be any group of students that have a common interest. A society may be ratified by the StFX Students’ Union Representative Council and eligible to the rights provided to those ratified when having met the following conditions:
2. A society must have a unique name that no other society at StFX already maintains.
3. Opens its membership to all persons. A group may however, restrict membership to a limited number of cases where such limitation is necessary to avoid a complete undermining of the essence of the club. For example, limitation on the basis of sex is justifiable in the case of a Women’s Rugby Club. The onus is on the club to demonstrate that such a need is warranted.
4. Intends to carry on activities which do not infringe federal, provincial, municipal or university laws and which will not interfere with the ordinary course of business at the university or infringe on the rights or privileges of others, which include the rights to privacy and freedom of expression and association.
5. Benefits the student body.
6. A completed constitution form must be filed with the Society Coordinator each year to remain active. This constitution must be supplemented with the appropriate Status Application form for ratification.
7. All societies must apply for ratification each academic year.
8. At least one member of the Society Executive must complete Risk Assessment and Event Planning Training
9. The Society President must complete Society President Training
10. All societies must participate in Society Night in September.
11. Applications for society ratification are due to the Society Coordinator and will be accepted each September and then once again in January for all new societies.
12. The society’s constitution and club status application form must be approved by the Representative Council.
13. Societies shall be notified by the Society Coordinator via e-mail within one week of their ratification.
14. All societies must meet all of the criteria for one of the following society categories:
15. Athletic – Competitive: are societies that are created to bring individuals together to compete together and against other students within Canada and abroad.
	1. Requirements:
		1. Must have experienced coach in the specific field of athletics being participated in
		2. Must be able to provide a schedule of competition dates
		3. Must take necessary steps to provide all safety equipment needed
		4. Must have waivers of participation signed by all St. FX student player participants
	2. Examples: Equestrian Society, Cheerleading Society, Baseball Society, Ultimate Frisbee Society
16. Athletic – Non-Competitive: are societies that are created to bring individuals together to share skills and a love of a specific activity that is athletic in nature.
	1. Requirements:
		1. Must have experienced coach or instructor in the specific field of athletics being participated in during all sessions, events, practices, etc.
		2. Must take necessary steps to provide all safety equipment needed
		3. Must have waivers of participation signed by all St. FX student player participants
	2. Examples: X-Karate, X-Judo, Ski and Snowboard, X-Scuba, Waterpolo
17. Charitable: are societies whose central mandate is to promote a cause or raise funds for outside charities or organizations relative to STFX or the greater world.
	1. Requirements:
		1. Must provide documentation that proceeds raised during the course of the academic year are going to registered charities
	2. Examples: Free the Children, Relay for Life, WUSC
18. Social: are those societies created to bring individuals with similar interests together in a social atmosphere.
	1. Requirements:
		1. Must provide participation waiver forms as directed by the Event Review Committee
		2. Examples: X-Gaming, X-Knitting, X-Pride
19. Academic: are those societies created to bring individuals with similar interests together in a social atmosphere.
	1. Requirements:
		1. Must have a faculty advisor who is a current faculty member of St. FX University
		2. Must provide participation waiver forms as directed by the Event Review Committee
	2. Examples: Chemistry, X-Debate, Invest X, Sociology Women in Business
20. Council may consider a society ineligible for ratification when:
21. Their mandate is not in accordance with StFX University or Students’ Union policies.
22. Their mandate discriminates on the basis of sex, religion, race, color, national or ethnic origin, age, disability, or sexual orientation.
23. The Students’ Union reserves the right to not grant funding or allow space rentals to societies who do not submit year-end reports.
24. Council may revoke or suspend the operation of a society for the full year period by a two-thirds majority vote when:
25. A group has not followed the mandate of its constitution.
26. The group has failed to comply with policies set forth by the Students’ Union or StFX University.
27. The group commits an offense that violates federal, provincial, or municipal law.
28. The society abuses any services or privileges of the Students’ Union

## SUB-SECTION 2: RIGHTS AND RESPONSIBILITIES OF SOCIETIES

1. The rights of ratified societies are as follows:
	1. Reserve rooms for meetings without charge, in accordance with Bloomfield Centre room allocation policies
	2. Use the Students’ Union communication resources, including but not limited to advertising, publicity, and media services, provided at the discretion of the VP Communications
	3. Call upon the VP Activities and Events for assistance in organizing events
	4. Apply for society funding up to $100
	5. Apply to operate the Bloomfield Centre coat check
	6. Apply for society funding without limitations
2. All societies are required to:
3. Record accurate statements of all financial transactions.
4. Maintain an updated member list.
5. Present a Midterm Report and budget statement to the Society Coordinator at the end of first semester, which shall include:
	1. A list of events carried out that term
	2. An accurate member list
	3. A detailed financial report of first semester
	4. Any concerns or questions for Council or the Society Coordinator
	5. Plans for the following term
6. Present a Year End Report and budget statement to the Society Coordinator at the end of second semester, which shall include:
	1. All which the midterm report entails
	2. The name and contact information for the incoming president
	3. The signatures of both the outgoing and incoming president
7. The Students’ Union reserves the right to not grant funding or allow space rentals for the following semester to societies who do not submit year end reports.
8. Act in accordance with the Bloomfield Centre Poster Policy
9. Societies are responsible to take all necessary precautions to limit liability while hosting or participating in events or activities.
10. Any society which plans to hold an event must fully complete all necessary forms and procedures as outlined by the Event Review Committee.
11. All events must comply with university policies and Students’ Union by laws.
12. The St. FX Students’ Union has the right to discipline any society that does not act in accordance with these policies or does not follow the Event Review Committee procedure. Discipline may include, but is not limited to, the retraction of the society’s ratification. Further discipline may follow under the Community Code and the Student Life Office.

## SUB-SECTION 3: SOCIETY FUNDING

* + - 1. All funding of societies by the Students’ Union shall be determined in adherence to the following policies:
1. Any society wishing to use the Students’ Union or University name, receive funding from the Students’ Union, solicit membership from Students’ Union members, use the facilities provided to societies by the Students’ Union, must complete the required society documentation and be ratified by the Representative Council of the Students’ Union on the recommendation of the Society Coordinator.
2. The Students’ Union will not recognize any society whose mandate or constitution does not uphold the provisions and spirit of the Nova Scotia Human Rights Act as amended by the Canadian Charter of Rights and Freedoms, or allow open membership to all members of the Students’ Union.
3. The Students’ Union shall not be legally responsible for the activities of a society that are not approved by the Event Review Committee.
4. Societies may be reimbursed only for legitimate business, please see the list of Eligible and Ineligible items in Section 2.
5. Societies shall have the option to collect an internal society membership fee, minimum of $1 per society member to cover low incidental or administrative costs.
	* + 1. Terms for being considered eligible for society allocations:

The Budget and Finance Committee/Society Review Committee shall approve up to a maximum of $500 per event regardless of the number of people attending. The allocation amount for which each society category is eligible shall be as follows:

1. The society must be ratified and in good standing with the University and Students’ Union
2. Applicants must demonstrate fundraising efforts
3. The Union will not fund societies that have failed to present a mid-term report to the Society Coordinator.
4. Applicants must demonstrate the benefit of the event that they are wishing to hold the St. FX community
5. Applicants must attach an event budget.
6. Societies are eligible to receive maximum funding of $500 per event, which is to be distributed evenly among societies. While there is no limit on the amount of funding allocated per society, after the first request, distribution shall be up to the discretion of the Budget and Finance Committee.
7. Should the Budget and Finance Committee find that there is an insufficient number of eligible and worthy requests by societies they have the ability to allocate funds in addition to the maximum amount.
8. There may be only one Society Fund Allocation Form submitted per event.

Eligible Items:

* Conference costs
* Building and Facilities rental
* Staffing and Security costs
* Production equipment rental
* Event decorations
* Banquet fees not associated with food cost
* Group travel
* Guest speakers
* Posters, Flyers, other advertising
* \*Sustainable Purchases

\*A Sustainable purchase is defined as equipment or materials that will be used and passed on from year to year by the society.

Ineligible Items:

* Promotional or participant clothing
* Surplus final budgets
* Alcohol at any event
* Expenses for non-students
* Loan payments
* Bottled Water
* Courses or certifications
* Food purchases associated with regular meetings
	+ - 1. Society Funding Request Form Process
1. Email the Society Coordinator to receive the Society Fund Allocation Form.
2. If requesting funding for an event, please complete the Society Fund Allocation Request Form (listed after section 3) simultaneously with the Event Risk Assessment Form.
3. If requesting funding for a sustainable purchase, in lieu of the Event Budget Form, please include the following information: outline who will be tasked with the responsibility of storing/managing the item, how the item will be stored in the summer months, and how the item will go to benefit the society in the long term. Submit this information to the Budget/Finance Committee via VP Finance and Operations.
4. Society Fund Allocation Forms must be submitted two weeks plus the Friday prior to the funding being needed.
5. Submit a hardcopy of the Society Fund Allocation Form to the Budget/Finance Committee via VP Finance and Operations and include a photocopy of the Society Fund Allocation Form with your ERC submission.
6. The Budget/Finance Committee will review your Society Fund Allocation Form within 7 business days of the submission.
7. The Budget/Finance Committee upon review may require additional information prior to presenting the formal society fund allocation request to council. Societies will have until the next scheduled council meeting to prepare additional information. If the requested information is not submitted in a timely manner to the Budget and Finance Committee the society fund allocation request will not move forward as outlined.
8. If the Budget/Finance Committee is satisfied with the submitted documentation as outlined in the Society Fund Allocation Form, the formal request will be presented at council at the next scheduled council meeting.
9. The Society Coordinator will notify the applicant (Society Executive) of the council decision within 48 hours of the council meeting.
10. The Society Coordinator will notify the ERC of the decision within 48 hours of the council meeting, to inform the ERC that the event has secured funding.
11. The approved funds will be available within 5 business days of notification for pick-up at the Info Desk on the 3rd floor of the Bloomfield Centre.
12. If the event expenses include On-Campus Services copy the Students’ Union Accounts Coordinator on the email correspondence between yourself and Conference Services.
	1. Notify Conference Services that the bill can be sent directly to the Students’ Union Accounts Coordinator once the services have been cleared to be booked.
	2. The Students’ Union Accounts Coordinator will email you once the services have been paid for.

## SUB-SECTION 4: BLOOMFIELD CENTER COAT CHECK

1. The following policies regarding the Bloomfield Centre Coat Check will be followed:
2. The operation of Coat check shall fall under the responsibility of the Golden X Inn Manager
3. All societies operating coat check must sign a Coat Check Contract to be submitted to the Golden X Inn Manager

## SUB-SECTION 5: SOCIETY CONSITUTION AND EXECUTIVE

1. The Society’s Constitution must include the following:

Name of the Society

Mandate of the Society

Requirements of Membership

Executive Positions

Duties of the Executive

Meetings

Election Procedures

Impeachment of Officers

Constitutional Amendments

Finances

Plans for the Upcoming Year

1. The Executive Committee of the society shall administer the society and oversee its events. The members of the Executive Committee, and their responsibilities, shall be as follows:
2. The President shall:
3. Be the chief executive officer and spokesperson of the society
4. Oversee all aspects of the society
5. Chair all meetings
6. Keep an open and on-going relationship with the Society Coordinator
7. Be responsible to hand in a mid-term and year end activities and budget booklet detailing the years successes, failures, and future executive.
8. The Vice-President shall:
9. Oversee and coordinate the programming activities and events of the club.
10. Act on behalf of the president when incumbent.
11. Maintain an up to date member list
12. Keep an open and on-going relationship with the Society Coordinator
13. The Treasurer shall:
14. Be responsible for the collection of any membership fees
15. Submit the society’s budget proposal and allocation form to the Society Coordinator on or before the deadline set at the beginning of each semester
16. Maintain updated and accurate records of all income and disbursements to be passed into the VP of Finance or Society Coordinator at the end of each term
17. Retain all receipts of society expenses
18. Ensure the funding and financial stability of the club
19. The Secretary shall:
20. Prepare minutes for all meetings
21. Assist in booking and arranging meetings and drafting agendas for general meetings
22. Ensure the executive creates and hands in an accurate financial and activities report at the end of each semester

## SUB-SECTION 6: SOCIETY PRESIDENT – TERMS OF REFERENCE

### Article 1: General

1. The Society President shall be chosen by the society membership via election by March 31st.
2. The Society President shall serve a term of one (1) year from May 1st to April 30th.
3. There shall only be one President of the society.

### Article 2: Responsibilities

1. The Society President shall be directly accountable to the Society Coordinator and the society membership.
2. The Society President shall act as Chief Executive Officer and spokesperson of the society
3. As Chief Executive Officer, the Society President is responsible to submit to the Society Coordinator the following items:
	1. A Society Constitution Form
	2. A Mid-Year Report on behalf of the society in December
	3. An End-of-Year Report and Budget on behalf of the society in April
4. The Society President shall oversee all aspects of the society
5. The Society President shall chair all meetings of the society
6. The Society President shall keep an open and on-going relationship with the Society Coordinator, and shall be the primary contact for communication with the Society Coordinator
7. The Society President shall be responsible for informing students in their society about society events and to encourage as many people as possible to participate.
8. The Society President is responsible for submitting a mid-year and end-of-year report to the Society Coordinator.
9. The Society President shall attend and actively participate in Society President training and Risk Assessment training with the Society Coordinator
10. The Society President shall ensure that Risk Assessment forms are filled out for all society events
11. The Society President shall oversee society elections
12. The Society President shall ensure that all Society Executives are aware of their accountability to the St. Francis Xavier Students’ Union.
13. The Society President shall attend all meetings at the request of the Society Coordinator if they have been given 72 hours notice of the meeting.
14. The Society President shall be responsible for the actions of the society
15. The Society President shall be responsible for ensuring the society is represented at Society Night
16. The Society President is responsible for ensuring a funding application is submitted to the Budget and Finance Committee if the society membership so desires.

## SUB-SECTION 7: SOCIETY VICE-PRESIDENT – TERMS OF REFERENCE

### Article 1: General

1. The Society Vice President shall be chosen by the society membership via election by March 31st.
2. The Society Vice President shall serve a term of one (1) year from May 1st to April 30th.

### Article 2: Responsibilities

1. The Society Vice President shall be directly accountable to the Society Coordinator and the society membership.
2. The Society Vice President shall act as Chief Executive Officer of the society if for any reason the Society President is unavailable.
3. The Society Vice President shall maintain an up-to-date member list
4. The Society Vice President shall keep an open and on-going relationship with the Society Coordinator, and shall be the secondary contact for communication with the Society Coordinator
5. The Society Vice President shall make all efforts to attend and actively participate in Society President training session and Risk Assessment training
6. The Society Vice President shall oversee and coordinate the programming activities and events of the club if they have received appropriate Risk Assessment training.

# APPENDIX M

#  STUDENTS’ UNION COUNCIL INITIATIVES FUND

## SUB-SECTION 1: INITIATIVES FUND TERMS OF REFERENCE

* + - 1. All funding for the initiatives fund by the Students’ Union shall be determined in adherence to the following policies:
1. Any student wishing to apply for funding through the initiatives fund must first complete the Initiatives Fund Form, found online at [www.theu.ca](http://www.theu.ca).
2. The Union will not recognize any initiative fund requests that do not uphold the provisions and spirit of the Nova Scotia Human Rights Act as amended by the Canadian Charter of Rights and Freedoms, or allow open participation to all members of the Students’ Union.
3. The Students’ Union shall not be legally responsible for the activities of an initiatives fund recipient, or participating project members.
4. Council must approve initiative fund allocations by two-thirds (2/3) majority vote. Quorum for these motions shall be two-thirds (2/3) of the eligible voting members of Council.

	* + 1. Terms for being considered eligible for the Initiatives fund:

The Budget and Finance Committee shall review all initiative fund proposals and inform the Chair of Council when a proposal has merit to be presented to Council for approval. The allocation amount for each initiative fund applicant shall be as follows:

1. The applicant must be in good standing with the University and Students’ Union.
2. Applicant must complete the Initiatives Fund Form with all appropriate documentation as outlined.
3. While there is no limit on the amount of funding allocated per initiative, distribution shall be at the discretion of the Council.
4. Should the Budget and Finance Committee find that there are insufficient numbers of eligible requests, the committee has the ability to allocate additional funding.

Ineligible Items:

* Promotional or participant clothing
* Alcohol
* Expenses for non-students
* Loan payments
* Bottled Water
* Courses or certifications
* Food purchases associated with regular meetings
	+ - 1. Initiative Funding Request Form Process
1. Please complete the Initiatives Form found on theu.ca (include link)
2. The Budget/Finance Committee will review your Initiatives Form within 7 business days of the submission.
3. The Budget/Finance Committee upon review may require additional information prior to the presentation to council. Applicants will have until the next scheduled council meeting to prepare additional information. If the requested information is not submitted in a timely manner to the Budget and Finance Committee, the request will not move forward as outlined (this form shall be available on theu.ca).
4. If the Budget/Finance Committee is satisfied with the submitted documentation as outlined in the Initiatives Form, the applicant will present their request to council at the next scheduled council meeting.
5. The VP Finance and Operations will notify the applicant of the council decision within 48 hours of the council meeting at which the vote occurred.