



GUELPH-HUMBER
STUDENT ASSOCIATION

Terms of Reference of the
Guelph-Humber Student Association

Part I – Constitution and By-Laws

13 September 2010

Version Control

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THE CONSTITUTION OF THE GUELPH-HUMBER STUDENT ASSOCIATION

1. The Guelph-Humber Student Association (hereafter referred to as the GHSA or the Association) will play an integral role in community building and student representation at the University of Guelph-Humber.
2. Since the GHSA is composed of elected students, it is responsible for unifying the University of Guelph-Humber student population through the planning and implementation of social, cultural and academic events and activities.
3. The GHSA will raise, discuss, and act upon issues of concern to students of the University of Guelph-Humber.
4. The Members of the GHSA shall be elected by a vote open to all University of Guelph-Humber students at an annual election. They shall consist of the: President, Vice-President of Academics, Vice-President of Activities, Vice-President of Communications, Vice-President of Finance, Vice-President of Operations and Program Representatives.
5. These representatives shall form the GHSA government.
6. The President, Vice-President of Academics, Vice-President of Activities, Vice-President of Communications, Vice-President of Finance, and Vice-President of Operations shall form the executive body of the GHSA.
7. All GHSA business shall be managed by the GHSA government, which shall meet on a regular basis. All elected members of the GHSA shall be entitled to one vote each at every official meeting of the GHSA.
8. An amendment of the Terms of Reference shall require a motion to be submitted in writing to the GHSA council. The motion must be prominently publicized one week prior to the meeting at which it will be discussed. The motion must be passed by a 2/3 majority of those voting, quorum being present.
9. The GHSA is also responsible for maintaining relationships with the University of Guelph-Humber Administration, Humber Students' Federation, Central Student Association and the University of Guelph Senate.

BYLAWS OF THE GUELPH-HUMBER STUDENT ASSOCIATION OF THE UNIVERSITY OF GUELPH-HUMBER

Article 1 Interpretation

1.1 Definitions. In the Terms of Reference of the Guelph-Humber Student Association, unless the text otherwise requires:

- (1) **“Advisor”** is a full time staff member of the University of Guelph-Humber, who oversees the members of the council and fulfills the duties particular to the position as described in the Terms of Reference;
- (2) **“Appointed Members”** are non-elected members of the Association. This includes Ex-Officio members;
- (3) **“Assistant Electoral Officer”** is appointed by the Association to assist the Chief Electoral Officer in all election matters;
- (4) **“Association”** refers to the Guelph-Humber Student Association and is interchangeable with the term GHSA;
- (5) **“Associates”** refers to members of the Guelph-Humber Student Association who are students of the University of Guelph-Humber but were not elected;
- (6) **“Atrium”** is located near the front entrance of the Guelph-Humber building in front of the Plant Wall;
- (7) **“Bi-Elections”** are elections that take place in the fall semester if all the positions on the Association are not filled during the General Elections;
- (8) **“Board of Directors” or “Board”** are used interchangeably and is the Board of Directors of HSF, as described in the HSF Constitution. The GHSA President is the Guelph-Humber representative on the Board;
- (9) **“Board of Governors”** means the Board of Governors of the College, as provided by the rules and regulations of the Council of Regents;
- (10) **“Campus”** means the location of the University of Guelph-Humber, 207 Humber College Blvd., Toronto, Ontario, M9W 5L7;
- (11) **“Chief Electoral Officer”** is appointed by the GHSA and makes all formal decisions for election matters;

- (12) **“Chairperson”** is the person who facilitates meetings in accordance with the Terms of Reference and Robert’s Rules of Order;
- (13) **“Club or Association”** is an organization of students from the University of Guelph-Humber and or Humber ITAL, who come together to pursue a specific purpose or interest for the good and enjoyment of its members, and run in accordance with the HSF Constitution, and the Club and Association Manual;
- (14) **“College”** means the Humber Institute of Technology and Advanced Learning (Humber ITAL) and all post-secondary education institutions with operating agreements with Humber ITAL;
- (15) **“Committees”** refers to a group of individuals that are mandated to perform certain actions;
- (16) **“Council”** refers to the elected Guelph-Humber Student Association members who form the student government;
- (17) **“Executive Body”** consists of the President, the Vice President of Operations, the Vice President of Finance, the Vice President of Communications, the Vice President of Academics and the Vice President of Activities;
- (18) **“Ex-Officio Members”** are individuals who have the same rights and responsibilities as elected members, with the exception of voting or making motions during official GHSA meetings;
- (19) **“Final Examination Period”** takes place beginning the second week of December in the fall semester and beginning the second week of April in the winter semester;
- (20) **“General Membership”** consists of the University of Guelph-Humber student body;
- (21) **“GHSA”** means the Guelph-Humber Student Association;
- (22) **“HSF”** refers to the Humber Students Federation;
- (23) **“HSF Executive Director”** is a paid full time member of the HSF who manages finances and helps with decisions alongside the HSF President;
- (24) **“Humber Students Federation”** is the Student Government on the Humber ITAL campus, an Ontario non-share capital corporation;
- (25) **“Lakeshore Campus”** means the Lakeshore Campus of the College located at 3199 Lake Shore Blvd. West, Toronto Ontario, M8V 1K8;

- (26) **“Letter of Reference”** is a letter of approval from a professor and/or a Program Advisor;
- (27) **“Letter of Resignation”** is a letter provided to Council by the member of the Association who wishes to terminate their position before the end of their term;
- (28) **“Majority Vote”** means 50% + 1 votes (rounded to the next whole number) of those present and voting in favour of or against the motion;
- (29) **“Members”** are students of the University of Guelph-Humber who are voted in at the General Elections and the Bi-Elections by the University of Guelph-Humber student body;
- (30) **“Memorandum of Understanding”** is a document signed between the GHSA and HSF outlining the relationship, responsibilities and rights of each organization towards each other;
- (31) **“North Campus”** means the North Campus of the College located at 205 Humber College Blvd., Toronto, ON, M9W 5L7;
- (32) **“Official Meeting”** an official meeting of the GHSA must meet quorum and have an agenda. Motions and discussions can occur at an official meeting of the Association.
- (33) **“Program Committees”** are sub-committees headed by Program Representatives to encourage students in specific programs to voice their opinions and assist Program Representatives with their goals;
- (34) **“Quorum”** is the minimum number of members who must be present at a meeting for business to be legally transacted (i.e. motions, voting);
- (35) **“Referendum”** is a polling of the eligible students on a particular question, and is governed by the Terms of Reference;
- (36) **“Robert’s Rules of Order”** is the standard form of language used in parliamentary procedures. The Association has adopted the rules to formalize official meetings of the Association.
- (37) **“Schedule A”** is a document that contains additions to the Memorandum of Understanding addressing dispute resolution protocols between the GHSA and HSF;
- (38) **“Schedule B”** is a document that contains additions and clarifications to the Memorandum of Understanding;

- (39) **“Schedule C”** is a document that contains amendments to the Memorandum of Understanding, mainly discussing the specifics of the GHSA office;
- (40) **“Semester”** is one third of the year. The fall semester begins in September and ends in December. The winter semester begins in January and ends in April. The summer semester begins in May and ends in August;
- (41) **“Special Meeting”** means a special meeting of the elected GHSA members for the purposes defined in Article 6.2 of the HSF Constitution;
- (42) **“Student Activity Fee”** is the fee collected by the College each Semester from all Full-Time and Part-Time Day students and which is provided by the College to HSF for its use on behalf of and in the interests of the student body. The amount of the student activity fee is decided yearly by the Board of Directors and approved by the Fee Protocol Committee and the Board of Governors;
- (43) **“Student Senators”** are representatives of the University of Guelph Senate;
- (44) **“Terms of Reference”** refers to the Constitution and By-Laws; The Memorandum of Understanding and the Code of Ethics, which together collectively form the Terms of Reference. These documents must be reviewed annually by Council;
- (45) **“Transition Report”** are reports created by the current council for the incoming council to outline all events and initiatives that were accomplished during the current member’s term;
- (46) **“Two-Thirds Majority Vote”** is when twice as many people vote in favour of a motion as against a motion; and
- (47) **“University of Guelph-Humber Student Life, Career and Alumni Services Department”** is the University of Guelph-Humber department that is located in GH 204, and is mandated to encourage student involvement on campus, facilitate new student orientation and provide career support to students and alumni;

1.2 Grammar. In all instances within the Terms of Reference, if circumstances dictate, the singular shall include the plural, and the plural shall include the singular. The masculine shall include the feminine, and the word “person” shall include bodies corporate, corporations, companies, partnerships, syndicates, and any number or aggregate of persons.

THE ASSOCIATION

Article 2 Name

2.1 Name. An organization will exist and be known as the Guelph-Humber Student Association, hereinafter referred to as the GHSA or the Association.

- 2.2 Membership/Relationship.** No other body, person or persons may identify themselves with the GHSA without the express and written permission of the Association, and without adherence to the Terms of Reference of the GHSA.

Article 3 Office

- 3.1 Head Office.** The head office of the GHSA shall be located at the University of Guelph-Humber, address 207 Humber College Blvd, in the City of Toronto, in the Province of Ontario, in room GH 119.

Article 4 GHSA Logo and Identity

- 4.1 Logo Ownership.** The GHSA logo is owned by the Association.

Article 5 Mandate

- 5.1 Mandate.** The mandate of the GHSA is:

- (1) to represent all students of the University of Guelph-Humber in conjunction with the Humber Students' Federation (hereinafter referred to as the HSF) as per the Memorandum of Understanding, Schedule A, Schedule B and Schedule C;
- (2) to foster a sense of community among University of Guelph-Humber students;
- (3) to raise, discuss, and act upon issues of concern to students attending the University of Guelph-Humber; and
- (4) to create and/or take part in academic or social events that facilitates learning and promotes the betterment of student life at the University of Guelph-Humber.

Article 6 GHSA Descriptor

- 6.1 Relationship.** The Guelph-Humber Student Association is a fully funded subsidiary of the Humber Students Federation tailored to the University of Guelph-Humber community. The Association operates within the policy and procedural framework of the Humber Students Federation on the basis of the following agreements: the Terms of Reference, the Memorandum of Understanding and the attached Schedules. The Guelph-Humber Student Association is also affiliated with the Guelph-Humber Student Life, Career and Alumni Services Department, and the University of Guelph Senate.

Article 7 Term of Office

- 7.1 Term.** The term of office of all members of the GHSA will be from May 1, the date of election or appointment, until April 30 of the following year.

Article 8 Duties of Members

8.1 Elected Members. Each elected Member of the Association will:

- (1) with the exception of the Advisor(s), be registered in a program at the University of Guelph-Humber as a full-time student during both the fall and winter semesters of his or her term of office;
- (2) serve in only one position of the GHSA during his or her term of office, with the exception of:
 - a. Guelph Student Senator positions; and
 - b. a Member who previously held a position and has moved on to another, has the opportunity to tentatively hold an interim position if in the immediately following term served in office, the position has no representation. The Member will only be granted one vote at an Official Meeting during a motion.
- (3) abide by the Terms of Reference;
- (4) attend all meetings of the Association with no more than three unexcused absences;
- (5) notify Council at least twenty-four hours in advance, if possible, of any intention to be absent from, or late for, a meeting of Council, if such notification is possible;
- (6) create a Transition Report which includes, but is not limited to, a description of all events, initiatives and programs run by the Council Member during their term of office;
 - a. The report must also include all financial information relating to the member's position, e-mail account information, hard and soft copies of important documents and a review of their term in office;
 - b. The review shall include:
 - i. things that went wrong (if any);
 - ii. how problems (if any) may be remedied in the future;
 - iii. advice to future Council Members;
 - c. the Transition Report should be half-way completed by the beginning of the winter semester. The fully completed document shall be presented to his or her successor(s) no later than two weeks before the end of their term in office or no later than 1 week before the end of classes in the winter term, whichever is sooner;

- (7) inform the incoming Member into their position at the end of their term of his or her duties, responsibilities, and expectations in their upcoming term of office;
- (8) be prepared, at or near the end of Council's term of office, to assist with the efficient transition from the outgoing to the incoming Council;
- (9) perform other duties as assigned by a two-thirds majority vote of the GHSA;
- (10) upon request, whenever possible, attend all special meetings held by the executive or staff members of the HSF;
- (11) attend at least one Bi-Annual General Meeting of the HSF;
- (12) be familiar with Robert's Rules of Order;
- (13) undertake all events and activities on a break even or profit basis unless designated as a special event or activity to address a specific student issue or concern;
- (14) be expected to uphold the integrity and consensus of the GHSA; and
- (15) adhere to proper archiving of emails, documents, minutes and notes for future GHSA Members as governed by the current GHSA Archiving Policy revised and maintained by the Vice President of Operations.

8.2 Executives: The Executives will:

- (1) hold and attend weekly executive meetings once a week as necessary;
- (2) maintain consistent office hours as agreed upon by Council through a majority vote;
- (3) make Executive Meeting minutes available upon request;
- (4) be familiar with all the duties of the Executive Members, Advisors and Ex-Officios;
and
- (5) in the case of an Executive being unable to fulfill their duties of office, the duties will then be absorbed by all Executives.

8.3 President. The President, unless the President reassigns duties with the approval of the Vice Presidents or the Program Representative taking on the duties, will:

- (1) be familiar with the duties of each elected GHSA member, Ex-Officios and Advisors;
- (2) have sat on the GHSA for at least one term prior to position;

- (3) act as the primary liaison between the GHSA and bodies both internal and external to the University of Guelph-Humber;
- (4) coordinate and chair the meetings with the Executive Members of the Association;
- (5) ensure, in conjunction with the Chairperson, that the agenda for each meeting of Council is prepared and distributed;
- (6) act as the primary liaison between the GHSA and the HSF executive;
- (7) act as the University of Guelph-Humber Director on the HSF Board of Directors as per Schedule B of the Memorandum of Understanding;
- (8) coordinate and collect all business pertinent to GHSA Official Meetings and prepare meeting agendas;
- (9) act as the primary user of the president@ghsaweb.com account, including the management of all email use under this account;
- (10) act as a mediator between members, as necessary;
- (11) authorize all deposits and cheque requisitions, alongside the Vice President of Finance;
- (12) plan, coordinate, and implement at least one teambuilding activity for the GHSA each semester;
- (13) be available on a daily basis, including the summer session, and act as an official spokesperson for the Association in all matters pertaining to the business of Council;
- (14) during the summer, complete tasks from the previous mandate as agreed to with the out-going President;
- (15) learn phone numbers, locations, and names of the heads of the University of Guelph-Humber, University of Guelph, and Humber ITAL offices, organizations, and student governments important to the GHSA; and
- (16) maintain consistent office hours as agreed upon by the GHSA Executive through a majority vote.

8.4 Vice President of Academics. The Vice President of Academics, unless the Vice President of Academics re-assigns duties with the approval of the President and the Vice President or the Program Representative taking on the new duties, will:

- (1) act as a student advocate on behalf of students if they have concerns on campus relating to academic matters;

- (2) represent the GHSA in any matter of academic importance, and keep Council informed of any pertinent academic information or decisions;
- (3) chair the meetings of the GHSA in the absence of the Chairperson;
- (4) assist the President in ensuring that adequate communication on academic matters is maintained between the University of Guelph-Humber faculty and administration;
- (5) serve as the University of Guelph-Humber Representative on the Humber Academic Council, as per Schedule B of the Memorandum of Understanding,
- (6) identify student representation for all University of Guelph-Humber academic and non-academic committees and/or boards requiring student representation;
- (7) ensure that committee and/or board representatives deliver committee and/or board reports within one week of meeting to the Association;
- (8) chair the TOR Review Committee, which will be an option for all Associates of the GHSA, plus a minimum of three GHSA Members;
- (9) maintain and distribute to Members of the GHSA an up-to-date hardcopy of the Terms of Reference;
- (10) sit on the Academic Management and Program Committee (AMAP) chaired by the Vice Provost, unless academic schedule conflicts with meeting times;
- (11) act as the primary user of the vpacademics@ghsaweb.com account, including the management of all email use under this account;
- (12) assist the Vice President of Activities with the planning and execution of at least one academic related event in both fall and winter semesters;
- (13) maintain consistent office hours as agreed upon by the GHSA Executive through a majority vote;
- (14) ensure that students are familiar with the various academic resources available on the campus, and the pertinent contact information, such as names, office locations, e-mail addresses, and phone numbers;
- (15) ensure all interested GHSA Members and relevant sub-committee members are trained in the academic appeals process;
- (16) act as a liaison between the GHSA and the University of Guelph Senate; and
- (17) ensure that reports to the GHSA include updates on Academic Committee affairs.

8.5 Vice President of Operations. The Vice President of Operations, unless the Vice President of Operations reassigns duties with the approval of the President and the Vice President or the Program Representative taking on the new duties, will:

- (1) be familiar with the duties of Executives, Ex-Officios and Advisors;
- (2) have sat on the GHSA for at least one term prior to position;
- (3) act as the primary user of the vpoperations@ghsaweb.com account, including the management of all email use under this account;
- (4) chair the Executive Meetings of the GHSA in the absence of the Chairperson;
- (5) be knowledgeable about minutes and motions at all Executive Meetings;
- (6) maintain an accurate list of all Members of the GHSA, including telephone numbers, e-mail addresses, and any other information deemed appropriate by Council, and to ensure that the aforementioned list is available and distributed to all Members of Council;
- (7) ensure the coordination of Council activities, and to ensure that such activities do not conflict with other associated groups;
- (8) be responsible for the scheduling of office hours of Executive Members, including the organization of an up to date schedule which is to be displayed prominently outside the Council office space;
- (9) act as the Administrator for the GHSA email accounts and build an adequate calendaring system for the Association;
- (10) act as main purchaser and administrator for all technology within the office included but not limited to projectors, desktop computers, laptops, routers, and printers;
- (11) act in the role of “Office Manager” ensuring adequate supplies are purchased and the general upkeep of the Council office is maintained;
- (12) create a weekly office cleaning schedule for all of Council and ensures that the schedule is faithfully followed;
- (13) write and maintain policies to govern the use of the GHSA office by both Members and outside individuals, in conjunction with the President;
- (14) oversee the attendance and proper conduct of Members during office hours, and report to Council any problems arising thereof;

- (15) create and maintain a binder designated for complaints which will include all valid complaints in text. Each complaint must be followed up by the President in a timely fashion, and inform the Executive Body and Council when necessary; and
- (16) act as secondary liaison between the GHSA and outside organizations including but not limited to, the HSF, University of Guelph-Humber, University of Guelph, Humber ITAL and the College Student Alliance.

8.6 Vice President of Communications. The Vice President of Communications, unless the Vice President of Communications reassigns duties with the approval of the President and the Vice President or the Program Representative taking on the new duties, will:

- (1) be familiar with the duties of the Executives, Ex-Officios and Advisors;
- (2) submit a regular report to all Members, outlining communication priorities, events and activities taking place;
- (3) ensure that thorough and detailed minutes are taken and attendance is recorded at each official meeting of the Association;
- (4) oversee the proper handling and storage of the recorded minutes of all meetings of Council, and ensure that all appendices, reports, letters, and other applicable documents are physically attached to the minutes;
- (5) ensure minutes are distributed within 48 hours following official GHSA meetings;
- (6) maintain a collection of approved GHSA meeting minutes, in a hard and soft copy format, for referral within 3 business days;
- (7) build, maintain and update the GHSA's official website (www.ghsaweb.com) or appoint a developer with approval of Council;
- (8) supervise content and manage the GHSA's official website: www.ghsaweb.com;
- (9) publicize the Association's events, activities and initiatives, assisted by all other Members;
- (10) ensure that photos are taken at all GHSA events and make them available on the GHSA website;
- (11) be responsible for the communication of GHSA press releases, position statements, and other vehicles of communication to the external media and student body of the University of Guelph-Humber under the guidance of the Executive Body;

- (12) coordinate advertising for all GHSA operations and events including the responsibility for the printing of posters and tickets for all GHSA operations and events;
- (13) ensure that the GHSA bulletin boards and white boards are updated;
- (14) track and monitor all GHSA postings, in accordance to the Posting Policy;
- (15) be in charge of all social media (e.g. Facebook etc.); and
- (16) act as the primary user of the vpcommunications@ghsaweb.com and info@ghsaweb.com accounts, including the management of all email use under these accounts.

8.7 Vice President of Finance. The Vice President of Finance, unless the Vice President of Finance reassigns duties with the approval of the President and the Vice President or the Program Representative taking on the new duties, will:

- (1) chair the Budget Sub-Committee, which consists of all Members;
- (2) generally oversee financial procedures of Council, and to ensure that they are carried out in accordance with the Terms of Reference or other subsidiary regulation concerning such financial procedures;
- (3) maintain an up-to-date and accurate record of all GHSA financial transactions, receipts and disbursements of the monies of Council in conjunction with the HSF Executive Director;
- (4) present a monthly financial summary to the Association;
- (5) monitor and report any inconsistencies in Council's banking accounts;
- (6) shall have the authority to call for a budgetary review at any time, should he or she feel that GHSA monies are not being spent as directed in the budget of the current fiscal year;
- (7) shall be responsible for the maintenance and security of the financial records of the GHSA, including the establishment of adequate internal controls. This shall be done in accordance with the following procedures:
 - a. accounting records of all receipts and disbursements must be kept up to date;
 - b. receipts for all cash outlays must be kept and filed in an orderly manner;

- c. close control must be kept of cash on hand, keeping as little as necessary in the GHSA office;
 - d. reporting on at least a quarterly basis the financial position of the GHSA, specifically the comparison of actual expenditures to proposed expenditures in the approved budget;
 - e. doing all banking on a regular basis as necessary.
- (8) prepare a recommended budget for the fiscal year following his or her term, in conjunction with the Budget Sub-Committee, and present this budget to the current Council for approval no later than the second last meeting of the term;
- (9) be knowledgeable about finances, records, minutes, and motions at all Budget Sub-Committee Meetings, Executive Meetings, and GHSA Meetings;
- (10) oversee the disbursements of Council funds under the direction of Council, and therefore hold coincidental signing authority with the President;
- (11) authorize all deposits and cheque requisitions, alongside the President;
- (12) ensure that reports to Council include updates on Budget Sub-Committee affairs;
and
- (13) act as the primary user of the vpfinances@ghsaweb.com account, including the management of all email use under this account.

8.8 Vice President of Activities. The Vice President of Activities, unless the Vice President of Activities reassigns duties with the approval of the President and the Vice President or the Program Representative taking on the new duties, will:

- (1) plan, coordinate, and implement all GHSA events, in conjunction with the GHSA Events and Publicity Squad and other Members of the GHSA;
- (2) work with the HSF Programming Director, the HSF Vice President of Campus Life, (both North Campus and Lakeshore Campus), and the Central Student Association (CSA) to coordinate GHSA, HSF, and CSA joint events;
- (3) plan and execute at least one event per month in both fall and winter semesters;
- (4) keep a log that summarizes the cost, primary contacts, number of attendees, number of buses and types of supplies ordered for each event coordinated;
- (5) oversee, investigate, and report to Council on all aspects of events; including finances, ticket prices, and additional responsibilities of Members for such events;

- (6) ensure that the Vice President of Finance is fully briefed on costs of an event before purchasing or committing funds;
- (7) respond to requests for, and promote any activities and events that are deemed to be culturally and socially enriching to the students of the University of Guelph-Humber;
- (8) co-chair the GHSA Events and Publicity Squad alongside the Vice President of Communications;
- (9) maintain consistent office hours as agreed upon by the GHSA Executive through a majority vote;
- (10) act as the primary user of the vpactivites@ghsaweb.com account, including the management of all email use under this account; and
- (11) ensure that reports to the GHSA include updates on the affairs of the Events and Publicity Squad.

8.9 Program Representatives. The Program Representatives will:

- (1) be an informed advocate of student concerns and issues, in particular at the meetings of the GHSA;
- (2) carry out any reasonable duties which the GHSA may assign;
- (3) be responsible for accurate and regular communication of GHSA policies and decisions to his or her constituents;
- (4) facilitate the success of GHSA operations and services through participation;
- (5) sit on a minimum of two standing committees of the GHSA;
- (6) if needed, create and chair program committees comprised of students of their respective program;
- (7) ensure that reports from Program Committees, if applicable to the GHSA, include updates on Program Committee affairs;
- (8) have the option to sit in on any of the Executive Meetings;
- (9) sit on the Curriculum Committee chaired by the Program Head. It is up to the Program Head to nominate another student if there is only one program representative;
- (10) plan and execute at least two events in both the fall and winter semesters;

- (11) keep a log that summarizes the cost, primary contacts, number of attendees, number of buses and types of supplies ordered for each event coordinated;
- (12) act as the primary user, including the management of all email use under this account, respective of their program, including management of all email use under the following accounts: business@ghsaweb.com, computing@ghsaweb.com, earlychildhood@ghsaweb.com, fcss@ghsaweb.com, justice@ghsaweb.com, kinesiology@ghsaweb.com, media@ghsaweb.com and psychology@ghsaweb.com;
- (13) meet with their Program Heads and Program Advisor at least once a month;
- (14) notify Council at least twenty-four hours in advance, if possible, of any intention to be absent from, or late for, a meeting of Council, if such notification is possible;
- (15) inform incoming Program Representative of his or her duties, responsibilities, and expectations in their upcoming term of office;
- (16) be prepared, at or near the end of Council's term of office, to assist with the efficient transition from the outgoing to the incoming Council;
- (17) spend, as required, a minimum of one half of their allocated budget by the end of the fall semester. If this requirement is not met then the funds may be dispersed throughout the GHSA budget as decided upon by the Budget Sub-Committee; and
- (18) carry out the duties assigned to all Members, as prescribed in this Article, and as required in the Terms of Reference, or any other subsidiary regulation.

8.10 Advisor. The Advisor will:

- (1) be appointed as an Ex-Officio member of the Association;
- (2) provide guidance to the Association at its request;
- (3) provide the Association with general information about events, programs, or activities that are affecting or will affect the University of Guelph-Humber students;
- (4) perform any other duties as agreed to by him or her and the Association; and
- (5) act as a neutral third party member.

8.11 Chairperson. The Chairperson will:

- (1) be appointed as an Ex-Officio member of the Association;
- (2) chair meetings of the GHSA with impartiality and to preserve order and decorum;

- (3) regulate and mediate the discussion;
- (4) remove any Member who is deemed by the Chairperson of
 - a. creating a disturbance,
 - b. failing to abide by rulings of the Chairperson, or
 - c. does not respect other Members of Council,
 - i. will be immediately removed for the duration of that particular meeting;
- (5) be familiar with the Terms of Reference;
- (6) uphold and enforce the Terms of Reference and all subsidiary regulations;
- (7) interpret the Terms of Reference in a fair and unbiased manner;
- (8) ensure that all members of the GHSA are familiar with and abide by Robert's Rules of Order during Official Meetings;
- (9) ensure, in conjunction with the President, that the agenda for each meeting of Council is prepared and distributed;
- (10) be replaced by another Member, an Ex-Officio or an Advisor, in case of a conflict of interest with a particular motion; and
- (11) notify the President at least twenty-four hours in advance, if possible, of any intention to be late, or absent from a meeting of Council, if such notification is possible.

8.12 Ex-Officio. The Ex-Officio will:

- (1) not have any voting rights;
- (2) be welcome to attend GHSA meetings on a regular basis;
- (3) have the right to be included in private sessions, if specified within motion to go private;
- (4) will include all past GHSA Members, Advisors and current Senators;
- (5) have speaking rights at all Official GHSA Meetings; and
- (6) not extend speaking rights to guests.

8.13 Customer Service Representative. The Customer Service Representative (CSR) will:

- (1) not have any voting rights;
- (2) be provided by the HSF during business hours in accordance with Schedule “C”;
- (3) be knowledgeable about and advocate on behalf of the Association’s services and events offered; and
- (4) complete the duties as assigned by the Vice President of Operations and HSF Staff.

Article 9 Composition and Mandates of Committees
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9.1 Committee Creation and Provisions.

- (1) The provisions of this Article shall apply to every Committee created by Council, unless Council otherwise directs;
- (2) Council may, from time to time, create Committees to conduct such business as Council shall determine;
- (3) Council shall appoint the Chair of each Committee, who shall hold office at the pleasure of Council;
- (4) The Chair of every Committee shall report to Council when required by Council;
- (5) Every Committee of Council shall continue to serve until discharged by Council or until the submission of a final report, or until the end of a Council term, whichever comes first;
- (6) The size and membership of each Committee shall be determined by Council, or by such other person as Council may authorize. The members of each Committee shall hold office at the pleasure of Council;
- (7) Unless otherwise specified by Council, the President is an Ex-Officio non-voting member of every Committee, but shall not be counted in any quorum;
- (8) The presence of at least a majority of the voting Members of a Committee shall be necessary to constitute a meeting of such Committee;
- (9) Meetings of a Committee shall be called by the Chair of that Committee, or upon the direction, in writing, of any two Members of that Committee;
- (10) The Chair of any Council Committee shall in all cases have a vote;

- (11) A resolution or report signed by all Members of a Committee shall have the same force and effect as if passed at a regular constituted meeting; and
- (12) Any Member of Council who is not a member of a particular Committee may, unless Council or the Committee concerned otherwise orders, take part in the public proceedings of the Committee, but may not vote or move any motion, nor be part of any quorum.

9.2 TOR Review Committee. The TOR Review Committee will:

- (1) be chaired by the Vice President of Academics;
- (2) thoroughly review the current Terms of Reference and suggest amendments to the document;
- (3) be an option for all Associates of the GHSA, plus a minimum of three Members;
- (4) hold meetings at least once a semester; and
- (5) designate a minute taker. These minutes must be made available to the GHSA no later than seven days after the meeting and sent to the Vice President of Communications for archiving.

9.3 Events and Publicity Squad Sub-Committee. The Events and Publicity Squad Sub-Committee will:

- (1) be chaired by the Vice President of Activities;
- (2) assist the Vice President of Activities in planning and developing social events that foster a sense of community among students at the University of Guelph-Humber, in accordance to Article 8.8;
- (3) be responsible for the development and promotion of activities that reflect the diversity of students;
- (4) under the direction of the Vice President of Communications, inform students of GHSA events, activities and decisions;
- (5) hold meetings at least once a month;
- (6) consist of any interested students at the University of Guelph-Humber; and
- (7) designate a minute taker. These minutes must be made available to the GHSA no later than seven days after the meeting and sent to the Vice President of Communications for archiving.

9.4 Elections Sub-Committee. The Elections Sub-Committee will:

- (1) consist of five people, including the Chief Electoral Officer (hereafter referred to as the CEO) and the Assistant Electoral Officer (hereafter referred to as the AEO) and three other members being of Ex-Officio status or any impartial GHSA Members;
- (2) be picked by the impartial GHSA Members who are not participating in the current election;
- (3) be able to over-turn the CEO's decision through simple majority vote;
- (4) serve to assist the CEO and AEO as impartial supervisors of elections and referendums;
- (5) assist the CEO and AEO in developing the campaign guidelines, facilitating promotions of the elections, and in reaching decisions concerning infractions;
- (6) assist the CEO and the AEO in their enactment of Article 12.1.4, Article 12.1.5, Article 12.1.6, Article 12.1.16, Article 12.1.17, Article 12.1.18, Article 12.1.22 and Article 12.1.24; and
- (7) have the final decision in all matters concerning election processes.

9.5 Budget Sub-Committee. The Budget Sub-Committee will:

- (1) be chaired by the Vice President of Finance;
- (2) assist the Vice President of Finance in compiling a budget in accordance with Article 8.7.8;
- (3) consist of all Executive Members and any other Members interested;
- (4) approve and present to Council the annual budget by the end of July in their term of office;
- (5) advise the Association on the funding allocation;
- (6) hold meetings as dictated by budget issues and deadlines; and
- (7) designate a minute taker. These minutes must be made available to the Association no later than seven days after the meeting and sent to the Vice President of Communications for archiving.

Article 10 Appointment of Ex-Officio Members to Committees

10.1 Appointment to Committees. The appointment of Ex-Officio Members to committees:

- (1) can be requested by any Member, when deemed necessary;

OFFICIAL MEETING PROTOCOL

Article 11 Official Meetings of the Association

11.1 Meetings. All GHSA meetings will:

- (1) meet fifty percent plus one of the voting Members, thereby establishing quorum before an Official Meeting can be held;
- (2) have Members submit their regrets 24 hours in advance for scheduled Official Meetings unless there is an emergency. All absences must be approved by the President;
- (3) be held at least once a week as necessary, during both the fall and winter semesters, excluding:
 - a. final examination periods; and
 - b. when the President, upon the advice of Council, cancels a meeting;
- (4) not be cancelled more than three times during each fall and winter semester;
- (5) make all Official Meetings open to the public, unless closed by a two-thirds majority vote of Council;
- (6) choose as necessary, to hold all or part of any Council meeting, or any meeting of any Committee or sub-committee *in camera*;
 - a. A meeting held *in camera* shall be held behind closed doors, without public minutes taken, and without guests present;
 - b. Notwithstanding the provisions of section 11.1(6)(a), the Council may invite any individual or group to address the Council within an *in camera* meeting, provided said individual agrees to abide by this Article;
 - c. No person present at an *in camera* meeting shall repeat any of what was discussed within the *in camera* meeting to any individual not present at said meeting, except to communicate a decision in accordance with the directions of the Council;

- d. Any person who violates section 11.1(6)(c) shall report to the Council as a whole, which may impose discipline as it sees fit, including but not limited to censure, suspension, or impeachment;
- (7) be conducted in accordance with the Terms of Reference and Robert's Rules of Order;
- (8) in cases where Robert's Rules of Order conflicts with the Terms of Reference, allow the Terms of Reference to take precedence;
- (9) limit all Official Meetings to two hours and thirty minutes; and
- (10) automatically adjourn its meeting when the time limit is reached, unless a member of Council moves to extend the meeting, which requires a two thirds majority vote to pass.

11.2 Motions. Motions:

- (1) can only take place once quorum is met;
- (2) can be proposed by any Member;
- (3) must be discussed before the motion is made;
- (4) can be made by any Associate as long as they receive twenty signatures from the student body;
- (5) will require a majority vote in its favour to carry, unless otherwise stipulated by Robert's Rules of Order;
- (6) which propose:
 - a. an amendment to the Terms of Reference;
 - b. the approval of a budget;
 - c. the impeachment, suspension or censure of a Member; and/or
 - d. a referendum
 - i. will require a two-thirds majority vote of those present and voting in its favour in order to carry, and where those on the prevailing side represent at least a majority of the total number of voting Members on Council;
- (7) that violate the Terms of Reference can be ruled out by the Chairperson;

- (8) fail in the case of a tie vote;
- (9) cannot be motioned again in the case of a failed motion, unless it has been amended in a fashion that promotes additional discussion on the motion;
- (10) sent out by email, must have a pre-stated Motioner and Seconder.
- (11) sent by email, will be forwarded to the Vice President of Operations at vpoperations@ghsaweb.com and he or she will act as the primary contact;
- (12) sent by email, will be sent to GHSA Council Members by the Vice President of Operations via their official GHSA email accounts. Email voting will then take place;
- (13) sent out by email, will be kept by the primary contact, in lieu of minutes; and
- (14) must be made available in the minutes archive.

11.3 Voting. Voting:

- (1) can only take place once quorum is met;
- (2) can be done by Members, who each have one vote;
- (3) collected by emails, can only take place once a motion has been sent out by the Vice President of Operations or the primary contact;
- (4) collected by email, must be casted within forty eight hours of the original motion and returned to the Vice President of Operations or the primary contact;
- (5) collected by email, will be considered a noted abstention if no email response is received within the stated time frame;
- (6) collected by email, will be kept by the primary contact, in lieu of minutes; and
- (7) casted by secret ballots must be destroyed within a reasonable time frame after being tabulated.

11.4 Executive Meetings. All Executive Meetings will:

- (1) be attended by every Executive Member;
- (2) be held at least once a week as necessary, during both the fall and winter semesters, excluding:
 - a. final examination periods; and

- b. when the Executives collectively decide to cancel a meeting;
- (3) not be cancelled more than three meetings during each fall and winter semester;
- (4) be scheduled by the President;
- (5) recommend agenda items for the GHSA's Official Meetings; and
- (6) follow Robert's Rules of Order.

ELECTIONS AND REFERENDUMS

Article 12 General Election Duties

12.1 Chief Electoral Officer. The Chief Electoral Officer hereafter referred to as the CEO, will:

- (1) not need previous electoral procedure experience for the position;
- (2) be appointed by Council by the end of December in the fall semester;
- (3) be a GHSA Member or Ex-Officio who is not participating in the elections as a candidate;
- (4) serve as the impartial supervisor of the elections and/or referendums;
- (5) act as the primary user of the elections@ghsaweb.com account, including the management of all email use under this account;
- (6) ensure that elections and/or referendums are held in accordance with commonly accepted democratic principles and the Terms of Reference;
- (7) ensure that the Terms of Reference is available to all candidates and voters;
- (8) initiate the formation of the Elections Sub-Committee;
- (9) initiate approval of the election timeline at an Official Council Meeting at least two weeks prior to the start of the nomination period;
- (10) initiate approval of the campaign policies and procedure guidelines at an Official Council Meeting at least two weeks prior to the start of the nomination period;
- (11) ensure the promotion of GHSA elections and/or referendums at least one week prior to the beginning of the nomination period;

- (12) initiate approval of the campaign policies and procedure guidelines at an Official Council Meeting at least two weeks prior to the start of the nomination period;
- (13) distribute campaign policies and procedures to the University of Guelph-Humber student body upon approval from the GHSA;
- (14) receive and certify all nominations;
- (15) ensure that all nominees are certified and meet the “Qualifications of Candidates” within one business day following the end of the nomination period;
- (16) contact all nominees to verify certification or disqualification within twenty four hours of the nomination period;
- (17) accept a “Letter of Recommendation” on the candidate’s behalf, if needed, from the University of Guelph-Humber staff or faculty member with their nomination package. The “Letter of Recommendation” will automatically excuse the nominee of the academic requirement;
- (18) circulate all of the candidates’ biographical submissions to the University of Guelph-Humber student body on the first day of the campaigning period;
- (19) remove and discard of biographical submissions on the last day of the campaigning period;
- (20) ensure that candidates are aware of and follow the regulations governing the elections and the campaigning period;
- (21) assess campaign infractions concerning general elections, referendums and bi-elections, and penalize candidates when necessary;
- (22) determine a price value for materials that do not have a receipt in a candidates nomination package;
- (23) ensure that the Assistant Electoral Officer or CEO or designated GHSA Member approves of all marketing material prior to it being posted;
- (24) obtain an up-to-date list of qualified voters two weeks prior to the start of the campaign period. This can be received from the registrar;
- (25) design a schedule for the polling station, which will include dates, times and names of those operating the station and present it to the Association at least one week prior to the voting period;
- (26) receive and certify all ballots and the election and/or referendums results;

- (27) appoint impartial members of the Elections Sub-Committee to assist in the collection, tabulation and certification of votes;
- (28) have the discretion, in consultation with the Assistant Electoral Officer, Elections Sub-Committee and GHSA Executive Body, to make suitable decisions in the event that there is an election related discrepancy or conflict that is not clearly outlined by the elections' policy;
- (29) prepare a elections transition report which should securely include election records within two weeks following the announcement of the results; and
- (30) have the final decision in all matters related to the elections, unless overturned by the Elections Sub-Committee.

12.2 Assistant Electoral Officer. The Assistant Electoral Officer, hereafter referred to as the AEO, will:

- (1) be appointed by Council by the end of December in the fall semester;
- (2) be an Ex-Officio or be a GHSA full-time staff advisor not holding an elected position;
- (3) be a GHSA Member or Ex-Officio who is not participating in the elections as a candidate;
- (4) serve as the impartial supervisor of the elections and/or referendums;
- (5) assist the CEO in his or her enactment of Article 12.1.6 through Article 12.28, inclusive; and
- (6) assist the CEO in arriving to their final decisions.

Article 13 General Election Process

13.1 Nomination Period. The nomination period will:

- (1) occur at a time recommended by the CEO and approved by Members;
- (2) recommend a finish date that is one month before the final examination period begins; and
- (3) last five business days in duration, unless otherwise approved by Council.

13.2 Certification Period. The certification period will:

- (1) occur at a time recommended by the CEO and approved by Council;

- (2) last two business days in duration, unless otherwise approved by Council; and
- (3) allow the CEO to certify or disqualify nominees in the first two business days, and to contact them within this time frame.

13.3 Campaigning Period. The campaigning period will:

- (1) occur at a time recommended by the CEO and approved by Council;
- (2) last five business days in duration, unless otherwise approved by Council; and
- (3) end at least twenty four hours before the beginning of the ballot period.

13.4 Balloting Period. The balloting period will:

- (1) occur at a time recommended by the CEO and approved by Council;
- (2) last five business days in duration, unless otherwise approved by Council; and
- (3) begin at least twenty four hours after the campaigning period.

13.5 Qualification of Candidates. A candidate is eligible to participate in the GHSA general elections if:

- (1) the candidate is registered in a full-time program at the University of Guelph-Humber as a student at the time of the general election;
- (2) the candidate obtains forty signatures from students who are attending the University of Guelph-Humber, for an Executive position;
- (3) the candidate obtains twenty signatures from students who are attending the University of Guelph-Humber in their respective program for a Program Representative position;
- (4) no candidate submits a nomination package for President or the Vice President of Operations, the nomination period for that position re-opens, negating the requirement of one term experience;
- (5) the candidate has not previously held the position for two terms, unless:
 - a. no candidates submitted nomination packages; or
 - b. a Member who previously held a position and has moved on to another has the opportunity to tentatively be in an interim position, if immediately following the term served in office there is no representation for that position. This

Member will only be granted one vote at an Official Meeting or during a motion;

- c. this type of candidate must notify the CEO of their intention to run for the position if it remains vacant, prior to the end of the nomination period;

(6) the candidate is running for a maximum of one position, with the exception of:

- a. a Guelph Student Senator; and
- b. in accordance to Article 13.5.b;

(7) the candidate maintains a GPA of 70%; and

(8) the candidate provides the CEO with a “Letter of Recommendation” on their behalf from a University of Guelph-Humber staff or faculty member to support their nomination if the candidate fails to meet the GPA of 70% requirement, in accordance to Article 12.1.17.

13.6 Nomination. Nominations will:

- (1) be in the form of signatures from students of the University of Guelph-Humber who would like to nominate any candidate running for the position; and
- (2) require the CEO to collect all nominations in a manner decided by him or her.

13.7 Campaigning. Campaigning will:

- (1) be run fairly and in accordance with democratic principles and the Terms of Reference;
- (2) begin and end at the date and time designated by the CEO and approved by Council;
- (3) end with the removal of campaigning materials, or this will result in an infraction;
- (4) result in an infraction or disqualification if a candidate makes any slanderous remarks towards another candidate;
- (5) have the approval of the CEO and AEO for all posted materials prior to posting, or an infraction will be issued;
- (6) result in an infraction or disqualification if a candidate spams school wide communities or emails;

- (7) result in an infraction or disqualification if a candidate uses campaign material that includes sexist, homophobic, racist and/or offensive or detrimental language, as determined by the CEO;
- (8) require the CEO to investigate allegations of occurrences of slanderous remarks, and he or she, along with the AEO, will bear the responsibility of disqualifying or issuing an infraction to the candidate should such a penalty be warranted;
- (9) allow all infractions to be made public to the voting population by detailing the circumstances to which the infraction was based on;
- (10) not exceed \$25 for candidates running for Program Representative positions and \$50 for candidates running for Executive positions, this will not be reimbursed;
- (11) require a list of materials and receipts for materials purchased for the campaign to be submitted with the nomination package. The CEO and AEO will determine a price value for materials that do not have a receipt;
- (12) allow each candidate one table in the Atrium for promotions provided that they follow the rules of the Atrium;
- (13) require each candidate to submit a 250 word maximum biographical submission to the CEO with their election packages;
 - a. result in an infraction being issued to any candidate who exceeds the pre-determined length of the biographical submission;
- (14) be governed by the “Campaign Policies” approved by Council at least two weeks prior to the start of elections. This document will be provided to all candidates in their election packages; and
- (15) require the CEO to resolve any election discrepancies or conflicts not clearly outlined for remedy by the elections policy, after engaging in consultation with the AEO, the Elections Sub-Committee and Council.

13.8 Polling stations and Balloting. Polling stations and balloting will:

- (1) use the option of casting votes through a:
 - a. paper ballot system, approved by Council;
 - b. computerized system, approved by Council; and
 - c. mail based system, approved by Council;
- (2) have secret ballots casted for general elections and referendums;

- (3) assign signed paper ballots by the person(s) operating the station;
- (4) be located in the middle of the North Atrium in front of the plant wall away from the entrance of the GHSA Office, unless otherwise approved by Council;
- (5) require the CEO to design a schedule for the polling station, which will include dates, times and names of those operating the station, and present it to Council at least one week prior to the voting period;
- (6) not have candidates standing within a ten meter radius of the polling stations, for more than five minutes, unless they are:
 - a. voting; or
 - b. walking to and from class, first floor offices and washrooms.
 - i. Candidates who violate Article 13.8.6 will receive an infraction and can be disqualified at the discretion of the CEO and the AEO;
- (7) require candidates to avoid entering the GHSA Office during the voting period, whether it be before, during or after business hours;
- (8) require all members of the Elections Sub-Committee to not discuss the candidates or referendum question with voters while working at the station;
- (9) require the CEO, AEO and the Elections Sub-Committee to sign a statement of confidentiality, collected by the CEO and presented to Council, prior to assuming their position;
- (10) provide paper ballots for voters who request it if the Association uses a computerized voting system;
- (11) have mail in votes sent to Chief Electoral Officer, 207 Humber College Blvd, Room GH 119, Toronto, Ontario, M9W 5L7; and
- (12) maintain a professional atmosphere.

13.9 Quorum. Quorum for a general election and/or referendum will be fifteen per cent of eligible voters for the general election and/or referendum to be considered valid.

13.10 Qualification of Voters. Qualification of voters are students who:

- (1) are enrolled in a full time program at the University of Guelph-Humber; and
 - a. any full time student who provides their valid student identification card and/or valid photo identification; or

- b. a student with a disability that is taking a reduced course load and opts-in to full time Student Activity Fees; or
- c. a student who is enrolled in a co-op program and is currently in a registered Co-op work-term.

13.11 Tabulation of Votes and Counting of Ballots. Tabulation of votes and counting of ballots will:

- (1) be tabulated immediately upon the closing of the balloting period by the CEO, the AEO and at least a minimum of one member of the Elections Sub-Committee;
- (2) allow all candidates running to have one scrutinizor during vote tabulation;
- (3) not allow the scrutinizor to be an active participant in the elections;
- (4) require the CEO and the AEO to announce the results and the number of votes received to all candidates, and then to the Association, immediately upon completion of the counting of ballots and tabulation of votes;
- (5) require the CEO to announce the election results to the general public within five business days after the announcement to the candidates and GHSA Members; and
- (6) be maintained in accordance with the voting procedures contained within this document, or else improper ballots will be discarded.

13.12 Vote Requirement of Elections and Referendum. The vote requirement of elections and referendum will:

- (1) require a candidate to obtain the most votes in his or her favour out of the candidates to be elected;
- (2) require the question posed to obtain a majority vote in its favour in order to pass a referendum. Each voter, as an indication of his or her preference, will use a 'yes';
- (3) require a 'yes' to be used by each voter as an indication of his or her preference in cases where only one candidate is running for a position;
- (4) require a distinct indication of voting preference; and
- (5) in cases where there are two positions available, voters will be allowed to vote for a maximum of two distinct candidates. The candidate with the most votes and the runner-up will be selected for the positions.

13.13 Appeals and Recount. An appeal will:

- (1) outline the reasons of appeal in the form of a letter;

- (2) only be accepted in writing, to the CEO, or to the membership of the Elections Sub-Committee, within forty-eight hours of the CEO's and the AEO's announcement of his or her decision in regards to the general election and/or referendum;
- (3) be in accordance with the Terms of Reference, and require the Elections Sub-Committee to uphold, retract, or alter the decision in question as necessary;
- (4) make the decisions of the Election final;
- (5) require the Elections Sub-Committee to recount the ballots;
- (6) allow any candidate to request the re-tabulation of votes or, in the case of a referendum, by any student; and
- (7) have the recount done with new parties, thus eliminating individuals involved in the original vote tabulation.

Article 14 Referendum

14.1 Referendum Initiation. A referendum will:

- (1) only be initiated through a motion or petition presented to the Association, as explained in the Terms of Reference;
- (2) be motioned to forward a question to the University of Guelph-Humber student body through:
 - a. an Official Meeting of Council by any member of the Association; or
 - b. a petition signed by five per cent of the University of Guelph-Humber student body; and
- (3) include the proposed referendum question in the motion or petition.

14.2 Debate and Ratification of Referendum Question(s). Debate and ratification of referendum question(s) will:

- (1) be after a motion or petition to initiate a referendum is presented, and require the Mover and Seconder, or the Petitioner to have the opportunity to explain their motivation for initiating the referendum;
- (2) have the motion debated after the Mover and Seconder, or the Petitioner have had the opportunity to explain their motivation for initiating the referendum; and
- (3) require a vote of Council to determine the acceptance or rejection of the motion after debate of the motion has concluded in accordance with Article 11.2 and Article 11.3.

Article 15 Bi-Elections

15.1 Purpose. A bi-election is:

- (1) to be held in the case of:
 - a. a Member's resignation;
 - b. removal of a Member from office; or
 - c. no Member being elected for a specific position in the election immediately prior to the bi- election;
- (2) the Association's right to select a new member will be based on a school wide bi-election which will follow the steps in accordance with Article 13, or by a majority vote of Council during an Official Meeting;
- (3) done in order to fill all the positions that were not filled during the general election; and
- (4) to be finished within the first two months of the school year and, for any purpose, will not be held after the fall semester.

15.2 Chief Electoral Officer. Refer to Article 12.1.

15.3 Assistant Electoral Officer. Refer to Article 12.2.

15.4 "Qualifications of Candidates" and Nominations. Refer to Article 13.5. and 13.6.

15.5 Nomination Period. Refer to Article 13.1.

15.6 Certification Period. Refer to Article 13.2.

15.7 Campaigning Period. Refer to Article 13.3.

15.8 Balloting Period. Refer to Article 13.4.

15.9 Campaigning. Refer to Article 13.7.

15.10 Presentation of Candidates at an Official Meeting. The presentation of candidates at an Official Meeting will be based on a majority vote of Council and will:

- (1) be held in an open session at an Official Meeting;

- (2) be addressed to the Council for no more than five minutes before voting begins; and
- (3) be questioned by the Council before voting occurs.

15.11 Balloting. Balloting will:

- (1) be cast by secret ballots;
- (2) will be collected by the CEO and the AEO;
- (3) will follow Article 13.8 if a school wide vote is decided upon by the Council; and
- (4) occur at an Official GHSA Meeting in a closed session if decided upon by Council through a majority vote.

15.12 Quorum and Qualifications of Voters. If the vote is:

- (1) being done internally through the GHSA, it must be done at an Official Meeting of Council; and
- (2) decided to be a school wide vote by Council, it must follow Articles 13.9 and 13.10.

15.13 Tabulation of Votes and Counting of Ballots. Refer to Article 13.11.

15.14 Vote Requirement of Bi-Elections. Refer to Article 13.12.

15.15 Appeals and Recount. Refer to Article 13.13.

Article 16 Referendum

16.1 Referendum Initiation. Refer to Article 14.1.

16.2 Debate and Ratification of Referendum Question(s). Refer to Article 14.2.

LEAVING THE ORGANIZATION

Article 17 Leave of Absence

17.1 Leave of Absence Reason. A Member of the GHSA may request a leave of absence for the following reasons:

- a. religious;
- b. scholastic;

- c. personal;
- d. traumatic;
- e. health; or
- f. reasons justified and accepted by the Association.

17.2 Acceptance of the Leave of Absence. A Member's leave of absence may be accepted if:

- (1) the Member presents the reason for the leave of absence and the estimated duration time of absence, as soon as possible to the President of the GHSA; and
 - a. if the Member is unable to return to their regular duties within the estimated time, the GHSA may choose to take appropriate action, including but not limited to, requesting further explanation, extending the leave of absence, or initiating disciplinary measures against the Member in accordance with Article 19;
- (2) the Member's duties and responsibilities have been adequately distributed with the consent of the other GHSA Members who are taking on the responsibilities and duties, before Member takes their leave of absence.

Article 18 Resignation

18.1 Resignation Letter and Date of Effect. If a member chooses to resign, he or she must:

- (1) present a Letter of Resignation to the entire GHSA, specifying the:
 - a. date at which the resignation will take effect; and
 - b. details of the resignation.
- (2) present the Letter of Resignation to the Executive Body at least two weeks prior to the date of resignation;
- (3) return all GHSA property and monies; and
- (4) provide an updated Transitional Report before the date of resignation.

18.2 Acknowledgement of Resignation. After receiving the Letter of Resignation:

- (1) the President, or in the case of the President's resignation, the Vice President of Operations, will forward the Letter of Resignation to the Association to motion the acknowledgement of the resignation;

18.3 Bi-Elections After a Resignation. A bi-election will take place after a resignation and will:

- (1) fill a position left vacant as a result of a resignation in accordance with Article 15; and
- (2) be optional, at the discretion of Council, if more than two thirds of the term in office has already passed.

18.4 Distribution of Duties After Resignation: The Member resigning will:

- (1) have their daily responsibilities distributed to other members of Council if the resignation occurs after bi-elections, or if more than two thirds of the term in office has elapsed.

Article 19 Disciplinary Measures

19.1 Grounds for Impeachment, Suspension or Censure. Council may, for any reason(s) it consider(s) appropriate, impeach, suspend, or censure any Member of the Association. A Member of the Association:

- (1) may warrant impeachment, suspension or censure for committing one of the following acts:
 - a. failing to uphold the Terms of Reference;
 - b. failing to perform his or her duties;
 - c. financial misconduct;
 - d. making slanderous, threatening or harassing remarks towards any persons;
 - e. consistently failing to attend meetings of the Association without notice or cause;
 - f. missing three or more meetings in accordance with Article 11;
 - g. breaching the leave of absence contract;
 - h. violating the University of Guelph-Humber policies; and
 - i. violating Humber Students' Federation policies;

19.2 Mediation Prior to Motion for Impeachment, Suspension or Censure. A Member of the Association who disciplinary proceedings have been initiated, will:

- (1) participate in a mediation meeting prior to a notice for a motion of impeachment, suspension or censure being enacted, which will discuss the reason(s) for the disciplinary action and provide opportunity for circumstances to be explained by the Member in question. The meeting will include, at minimum, an Advisor and the President.

19.3 Motion for Impeachment, Suspension or Censure. A motion for impeachment, suspension or censure of a Member of the Association will:

- (1) only be initiated by a formal motion presented at an Official Meeting with the Member who is named in the motion therein referred to as the Primary Subject;
- (2) outline the complaints that warrant the Primary Subject's disciplinary requirements;
- (3) be presented as a notice to the Association at an Official Meeting and to the Primary Subject at least fourteen days before the meeting at which the motion will arise. A notice of motion will include the motion to be proposed to Council;
- (4) in the case of severe dereliction of duty, or if a member is deemed to be hazardous to the integrity of the Council, the Council can expedite the proceedings. Reasons for expediting the proceedings must be given and supported by the Chairperson and President. Then, through a vote of consensus (excluding the accused) the notice for the motion can be given at a minimum of seven days before the meeting of disciplinary action is motioned;
- (5) be passed by a two-thirds majority vote of those present and voting and where those on the prevailing side represent at least a majority of the total number of voting Members on Council;
 - a. in the case of a motion for impeachment, will have an accompanying petition signed by a minimum of two percent of the relevant student body who are enrolled full-time at the University of Guelph-Humber;
 - i. the petition must state:
 1. the reasons and justification for the motion of impeachment against the named member,
 2. prior resolutions attempted before the motion of impeachment was brought against the member, and
 3. the relevant consequences a motion of impeachment will bring about.

- (6) be considered *in camera* unless Council, by a two-thirds vote, determines that consideration should be public;
- (7) by a two-thirds vote, be amended to be a motion of a lesser disciplinary measure; and
- (8) be tabled until the next meeting of Council before it may be passed.

19.4 Conduct of the Meeting for the Motion of Impeachment, Suspension or Censure. The conduct of the meeting will require that:

- (1) the Chairperson of a meeting at which a motion for impeachment, suspension or censure is presented will not be:
 - a. the Primary Subject of the motion;
 - b. the Mover of the motion;
 - c. the Secunder of the motion; or
 - d. a witness of the motion;
- (2) the Chairperson will present the list of offences against the Member to which a motion of impeachment, suspension, or censure applies or, if the person is absent, shall state the offences to Council;
- (3) the Mover and Secunder will have an opportunity to present evidence and witnesses to justify their motion immediately after the motion is read;
- (4) the Primary Subject will have the opportunity to question the Mover and Secunder, and their witnesses (if applicable) in that order, after the Mover and Secunder's presentation;
- (5) the Association will pose their own questions to the Mover, the Secunder and witnesses after the Primary Subject has had the opportunity to make their presentation;
- (6) the Primary Subject will have an opportunity to respond to the complaints listed in the motion, and to present his or her own evidence and witnesses;
- (7) the Mover and the Secunder will have the opportunity to question the Primary Subject and his or her witnesses, in that order, after his or her response;
- (8) the Primary Subject shall make a final statement and answer questions posed by the Council, and thereafter shall withdraw during the time the matter is in debate;

- (9) a debate of the motion for impeachment, suspension, or censure will ensue after the Primary Subject has presented their final statement and there are no other questions of him or her;
- (10) the Mover, Seconder, and Primary Subject will lose speaking rights during the debate of the motion for impeachment, suspension or censure; and
- (11) all present members of Council will vote by secret ballot after debate, in order to determine the acceptance or rejection of a motion for impeachment, suspension or censure in accordance with Article 11.2.

AMENDMENTS

Article 20 Amendments to the Terms of Reference

20.1 Motion. A motion to amend the Terms of Reference will:

- (1) be presented by the Chairperson of the TOR Review Committee at an Official Meeting of the Association;
- (2) have a notice of a motion or petition to amend the Terms of Reference presented at an Official GHSA Meeting seven days before the motion or petition will arise, and will include the actual motion or petition to be presented;
- (3) be proposed by:
 - (a) any member of the Association; or
 - (b) petition signed by five per cent of the University of Guelph-Humber student body;
- (4) include the section(s) that will be affected by the amendment, and the changes proposed.

20.2 Debate and Ratification. A debate and ratification will:

- (1) require the Mover and Seconder, or the Petitioner, to explain all proposed changes after a motion or petition to amend the Terms of Reference is presented;
- (2) debate the motion to amend the Terms of Reference after the Mover and Seconder, or the Petitioner have explained all proposed changes; and
- (3) determine the acceptance or rejection of the motion or petition to amend the Terms of Reference after debate of the motion has concluded with a vote by the Association in accordance with Article 11.2 and Article 11.3.

20.3 Ratification of the Terms of Reference of the Guelph-Humber Student Association. The Terms of Reference of the Association will:

- (1) be approved by a two-thirds majority vote of the Association no later than October 31st of semester one of each year; and
- (2) if necessary, be ratified by a two-thirds majority vote of the Association no later than February 15 of semester two of each year.

COMPETING INTERESTS OF ELECTED MEMBERS

Article 21 Conflict of Interest

21.1 Conflict of Interest Encountered During an Elected Members' Term on Council. No Member is entitled to:

- (1) vote upon, motion or debate any question in which that Member has a conflict of interest and the vote of any Member so interested shall be disallowed or annulled by the Chairperson or Members present at a duly constituted meeting;
- (2) vote upon, motion or debate any question in which, in the opinion of the Chairperson or of Council Members present at a duly constituted meeting, that the Member in question has a direct monetary interest and the vote of any Member who has such an interest shall be disallowed by the Chairperson;
- (3) vote on a matter affecting someone with whom the Member is intimate, or is closely related, as in the case, but not solely inclusive of, a son, daughter, brother, sister, or parent;
- (4) use information that is gained in the execution of the Member's office, and which is not available to the general public, to further or seek to further the Member's private interest; and
- (5) use his or her office to seek to influence a decision made by another person to further the Member's private interest.

21.2 Gifts, Fees and Benefits. Every Elected Member who:

- (1) accepts a fee, gift, or personal benefit that is connected directly or indirectly with the performance of the Member's duties of office, the Member shall, at the next meeting of Council, disclose this information, and indicate the nature of the fee, gift or benefit, its source, and the circumstances under which it was given and accepted.

21.3 Duties of Council When a Conflict of Interest Arises. Council shall do the following:

- (1) note in the minutes the circumstances of any alleged conflict of interest, as well as the decision and reasons, if any, given by the Chairperson or Council as to whether or not a conflict of interest exists;
- (2) pass a motion requesting that the Chairperson give an opinion on any matter respecting the compliance of a Member with the provisions of this Article; or
 - a. make an application, when a Member who has reasonable and probable grounds to believe another Member is in contravention of this Article, in writing, setting out the grounds for the belief and the nature of the contravention alleged, and request that the Chairperson give an opinion respecting the compliance of the other Member with the provisions of this Article;
- (3) allow the Member in question to only explain the circumstances of the conflict of interest; and
- (4) upon being duly satisfied with the intent of the Member, Council may motion with a two-thirds majority roll call vote to pass the option to temporarily override the provisions of Article 21.1(1) and allow the Member to debate or vote on a matter that is held to be in his or her conflict of interest.

ACCESS TO INFORMATION

Article 22 Freedom of Information

22.1 Transparency of Information. Council shall provide:

- (1) access to all public documents of Council, and Council shall maintain a copy of each for perusal by interested persons in the Council office and other location(s) designated by Council; and
 - a. Each of the following shall be considered a public document:
 - i. the Terms of Reference;
 - ii. minutes of each meeting of Council unless Council has expressly declared a particular set of minutes, or part thereof, not to be public;
 - iii. every document tabled in Council meetings unless Council has expressly declared a particular document, or part thereof, not to be public, and
 - iv. any other document Council deems fit to declare a public document.
 - b. Despite subsection 1(a), any document which is requested by any person and which at that time would be defined as a public document, may be temporarily declared by the Chairperson or President not to be a public document until Council determines such question.
- (2) a photocopy of any public document within a reasonable time of making such request.

EXTRAORDINARY PROCEDURES

Article 23 Emergency Special Powers

23.1 Authority for Temporary Emergency Special Powers. Council will:

- (1) from time to time, find it expedient and/or necessary to empower an Emergency Committee to take special measures to deal with special problems in abnormal times;
 - a. The Emergency Committee shall be composed of:
 - i. the President,
 - ii. one Executive Member, and
 - iii. three elected Members.
- (2) give the Emergency Committee the power and authority to act for Council in and in relation to any matter which, in its opinion and in good faith and reasonable grounds, is an urgent matter, and a matter which must be dealt with immediately or so quickly that time does not permit the holding of a regular or special meeting of Council;
- (3) ensure that the Emergency Committee in exercising the power(s) authorized by this Article, will under no circumstances, allow any more power to be exercised or action(s) taken than is absolutely necessary to manage and alleviate the purported urgent matter;
- (4) ensure that after the exercising of the power(s) authorized by this Article, the President or Chairperson shall call a meeting of Council within a reasonable time so that other Members can be informed of any action taken, and consider the merits of the exercise of the power(s) conferred;
- (5) ensure that it is a fundamental requirement and precondition that no power may be exercised by any person under the authority of this Article unless:
 - a. The person purporting to exercise such power(s) actually believes in good faith in what they are doing, and
 - b. A reasonable person would believe that a situation exists so urgent, pressing and immediate, that the power set out in this Article must be invoked.
- (6) investigate if the criteria set out in subsection (5), and elsewhere in this Article were met by the Member(s) exercising the power(s) set out in this Article. If it is found that there was an inappropriate use of power, it will be the duty of Council to censure, suspend, or impeach the Member, or to impose some other reasonable form of disciplinary measure; and

(7) ensure, for greater certainty, that nothing in this Article shall be construed or applied so as to confer on any person the power or authority to alter the provisions of the Terms of Reference.

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