



**Memorial University of Newfoundland Students' Union
Canadian Federation of Students Local 35**

CONSTITUTION and BYLAWS

As Amended March, 2007

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An Act to Incorporate Memorial University of Newfoundland Students' Union

(MAY 23,1968)

Be it enacted by the Lieutenant_Governor and House of Assembly in Legislative

Session convened, as follows:

A. TITLE

This Act may be cited as The Memorial University of Newfoundland Students' Union Act, 1968.

B. INTERPRETATION

The term:

- (1) by_laws" means by_laws under this Act, and includes what are deemed to be by_laws by virtue of Section J;
- (2) "Council" means the Council of Students' referred to in Section F;
- (3) "Union" means the Memorial University of Newfoundland Students' Union incorporated in this Act; and
- (4) "University" means the Memorial University of Newfoundland constituted by The Memorial University Act, chapter 108 of The Revised Statutes of Newfoundland, 1952.

C. INCORPORATION

- (1) Fraser March, Derek Green, Gerald Barbour, David Baird and John Frecker, all of the City of St. John's in the province, together with such other persons as may hereafter become members of the Union, are hereby incorporated, created and constituted a body corporate under the name "Memorial University of Newfoundland Students' Union."
- (2) The head office of the Union shall be situated in the City of St. John's in the province.
- (3) Section 20 of The Interpretation Act, chapter 1 of The Revised Statutes of Newfoundland, 1952, applies to the Union.
- (4) The property and assets of that unincorporated body known as the Memorial University of Newfoundland Students' Union shall as from the date of the coming into force of this Act become the property of the Union and shall be vested in it, and all liabilities of that body as of such date shall become liabilities of the Union and shall be paid and satisfied by it.

D. OBJECTIVES

The objects of the Union are to:

- (1) promote artistic, literary, educational, social, recreational, charitable and sporting activities for the advancement of the interests of its members and others;
- (2) act as the official organisation of the students of the University, and
- (3) co_ordinate, promote and direct the activities of the students of the University.

E. POWERS AND AUTHORIZATION

The Union is authorized and empowered to:

- (1) take and hold by purchase, grant, lease, gift, donation, devise, legacy or bequest or otherwise howsoever, real and personal property of every kind, nature and description, and sell, lease, mortgage, alienate or otherwise howsoever dispose of any such real personal property as may be deemed necessary for carrying out the objects and purposes of the Union;
- (2) invest or otherwise use for the objects of the Union any moneys received;

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- (3) enter into arrangements with any authorities, governmental, municipal, local or otherwise that may seem conducive to the attainment of the Union's objects, or any of them, and obtain from any such authority any rights, privileges and concessions which the Union may have capacity to receive and may think desirable to obtain, and carry out, exercise or comply with any such arrangements, rights, privileges and concessions;
- (4) erect, maintain, improve, repair and otherwise deal with any building or buildings in order to further the objects of the Union;
- (5) borrow money for any of the purposes of the Union, and secure the repayment of any money so borrowed by any form of debenture, bond, pledge, charge, mortgage, promissory note or other security howsoever, and, without restricting the generality of the foregoing, make and issue debentures or bonds and secure the repayment of any debentures or bonds so made and issued by deeds of trust or mortgage;
- (6) draw, make, accept, endorse, discount, execute and issue bills of exchange, promissory notes and such other instruments as may be necessary or convenient;
- (7) raise money for the objects of the Union by all suitable means; and
- (8) do such other things and exercise such other powers as are incidental or conducive to the attainment of its objects or to the carrying out of any of the purposes of this Act.

F. CREATION

- (1) There shall be a Council of the Students, the members of which shall be elected or appointed from the members of the Union in accordance with the by_laws.
- (2) Subject to the by_laws, the control, management and administration of the Union are vested in the Council and the powers of the Union are exercised by the Council.
- (3) All the powers and authority vested in the Union or the Council by or under this Act shall be capable of full and complete exercise and implementation notwithstanding the fact that any or all of the members of the Union or of the Council may be under the age of twenty_one years when such exercise or implementation takes place, and anything done or agreed to be done in such exercise or implementation shall be fully effective and capable of complete enforcement.

G. BY LAWS

The Union may make by_laws not inconsistent with this Act or any other Act of the province providing:

- (1) for membership of the Union;
- (2) for the election of officers of the Union and the Council, and the election and appointment of members and committees of the Council;
- (3) for the convening and holding of meetings of the Union and the Council;
- (4) for the government and discipline of members involved in activities of the Union;
- (5) for the imposition of fines and other penalties and sanctions, provided, however, that no such by_laws shall be effective until approved by The Board of Regents of the University;
- (6) for the appointment of employees of the Union and the Council;
- (7) for the fixing and collecting of annual and other fees, provided, however, that no such fee shall be effective until approved by The Board of Regents of the University;
- (8) for the entering into agreements and contracts with any person;
- (9) for the conduct, control and management of the affairs of the Union; and
- (10) generally for any purpose necessary or desirable for or incidental to the carrying out of its objects and the exercise of its powers.

H. COUNCIL SEAL

- (1) The seal of the Union is the seal of the Council.
- (2) Subject to the by_laws, all deeds, and documents to which the Council is a party and to which a seal is requisite shall be authenticated by the seal of the Council and signed by such person or persons as may be authorized to affix the seal to any deed or document by resolution of the Council.

I. BY LAWS

Subject to the by_laws, the Council may

- (1) appoint committees and delegate to them such powers, functions, and duties as it considers necessary or desirable; and
- (2) make rules and regulations relating to the performance of its own powers, functions and duties and the performance of powers, functions and duties of any committee appointed under paragraph (1).

J. EFFECTIVE BY LAWS

Until repealed or amended under this Act.

- (1) the constitution of that unincorporated body known as the Memorial University of Newfoundland Students' Union; and
- (2) the by_laws made under the constitution referred to in paragraph (1) In effect immediately before the coming into force of this Act shall together be deemed to be the by_laws of the Union in so far as they are not inconsistent with this Act.

K. OFFICERS AND WORKERS

The officers and members of the Council of Students of that unincorporated body known as the Memorial University of Newfoundland Students' Union elected by the students and appointed by the Council and in office immediately before the coming into force of this Act shall be the officers and members of the Council for the purposes of this Act and shall hold office in accordance with the provisions of the by_laws.

L. UNIVERSITY ACT

This Act and any power or authority vested in the Union, the Council or any person by or under this Act are subject to The Memorial University Act, chapter 108 of The Revised Statutes of Newfoundland, 1952, as now or hereafter amended, and to any power or authority conferred by, and any rules and regulations now or hereafter made under, the last_mentioned Act.

An Act to Amend the By-laws of the Memorial University of Newfoundland Students' Union

Section 1:

General

A. PREAMBLE

Whereas the Students' Union is committed to the provision of goods and services to students and to the representation of the Student body in matters affecting the quality of student life:

B. INTERPRETATION

1. The terms "Students' Union", "MUN Students' Union" and "MUNSU" shall denote the Memorial University of Newfoundland Students' Union, as incorporated on May 23, 1968.
2. The term "Council of the Students' Union", "Council", "Board", and "Board of Directors", shall refer to the elected Council which supervises and administers the campaigns, services and operations of the Students' Union.
3. "CRO" shall denote the Chief Returning Officer of the Memorial University of Newfoundland Students' Union.
4. The terms "MUN" and "University" shall refer to Memorial University of Newfoundland.
5. The Memorial University of Newfoundland Students' Union Act (R.S.N. 1968) shall be considered the constitution of the MUN Students' Union. All matters discussed herein shall be considered by-laws of the Students' Union.
6. The term "executive" shall refer to the Executive Committee of the Union, which shall consist of the President, the Vice-President Finance, the Vice-President Academic, the Vice-President Internal and Vice-President External Relations and Communications.
7. "Regular Board Meeting" shall be defined as the scheduled meetings of the Council of the Students' Union, as approved each term.
9. "Emergency Board Meeting" shall be defined as a meeting called outside of the regular meeting schedule, according to the processes outlined in Section 9.
10. "Appropriate Student Media" shall be defined to include CHMR Radio, World Wide Web, and Posters.

C. IMPLEMENTATION

Upon proper adoption of this Act, all other by-laws of the Council of the Students' Union shall be deemed repealed. The terms and conditions of this Act shall take effect on March 31, 1986.

Section 2**Bylaws Pertaining to Bylaws****A. AMENDMENTS**

1. Any proposed changes to these by-laws shall require two weeks public notice to be given at a regular Board of Directors meeting.
2. All proposed amendments shall show which portions of the by-laws shall be deleted or amended, and proposed replacements and additions for these by-laws.
3. The proposals must be placed on public display on MUNSU's webpage, as well as published in appropriate student media, at least one week in advance of the regular Board of Directors meeting at which they shall be voted on.
4. A 2/3 vote of councilors present at a regular meeting of Board of Directors shall be necessary to amend by-laws.
5. If passed, the chairperson shall forward amendments to the Resources Coordinator for inclusion in the official sealed copy, subject to the minutes being accepted by the Board of Directors.
6. The by-laws may be amended only during the regular fall and winter semesters.

B. RESPONSIBILITY

1. The Chairperson of the Board and the Resources Coordinator are charged with keeping up to date, sealed copies of the by-laws.
2. The by-laws must be made readily available to all Union members on an annual basis. A current version of the by-laws shall be provided on the Students' Union website.
3. All new by-laws shall be accompanied by the date of implementation for each clause.

C. SUSPENSATORY POWERS

1. Clauses may be suspended by the Board at a council meeting where a quorum of two thirds (2/3) of all elected councilors is present.
2. A reasonable effort must be made to provide at least 24 hours notice to all Board members of any motion proposing suspension.
3. A quorum of 2/3 of Board members must be achieved at a meeting in order to consider a motion proposing the suspension of a clause or clauses. Two-thirds consent of those present is then required to pass a motion proposing the suspension of a clause or clauses.
4. Motion presented to the Board proposing suspension must state which clause(s) are to be suspended. These motions must also state a reason for suspension.
5. Clause(s) can be suspended for a period no longer than two (2) weeks.
6. If the Board wishes to suspend a clause or clauses for longer than two weeks, Council must follow the procedures for suspension as set out in clauses 2 through 6 of this subsection at the end of each two-week period.
7. The following sections and clauses cannot be suspended using the powers contained in this subsection:
Section 1
Section 2
Section 10
Section 13

Section 3**Finances****A. GENERAL**

1. The Finance Committee shall be charged with the responsibility of overseeing the financial affairs of the Students' Union.
2. The Finance Committee shall normally be chaired by the Vice President Finance.

B. FEES

1. No Students' Union membership fee or levy may be removed or adjusted without a referendum favouring the change unless otherwise specified herein.
2. The Health Insurance Fee and Dental Insurance Fee may be adjusted through a two-thirds majority vote of all elected members of the Council.
3. Membership fees will be collected on behalf of the Canadian Federation of Students, Canadian Federation of Students-Services, and the Canadian Federation of Students-Newfoundland and Labrador, Inc. from all full-time and part-time students belonging to the Students' Union and remitted to the Federation semesterly.
4. Membership fees for the Canadian Federation of Students, Canadian Federation of Students-Services, and the Canadian Federation of Students-Newfoundland and Labrador, Inc. will be adjusted each academic year by the rate of change in the Canadian Consumer Price Index during the previous calendar year in accordance with the applicable bylaws of the Federation.
5. Membership fees for the Canadian Federation of Students, Canadian Federation of Students-Services, and the Canadian Federation of Students-Newfoundland and Labrador, Inc. may be adjusted according to the by-laws of the Federation, upon ratification by the Board.

C. AUDIT AND ACCOUNTING

1. An independent audit of the the Students' Union books shall be conducted annually. The audits shall be presented to the Council and shall be accessible to the membership upon ratification.
2. The MUN Students' Union will follow Generally Accepted Accounting Principles of Canada.

D. DISBURSEMENT OF FUNDS AND CHEQUE SIGNING

1. Any cheque issued by the Students' Union for a sum of less than \$5000 must be signed by any two executive members.
2. Any cheque issued by the Students' Union for a sum of \$5000 or greater must be signed by any three executive members

E. EXECUTIVE COMPENSATION

1. Unless directed otherwise by the Board, the base rate for the Executive salary shall be the previous year's salary adjusted by the annual rate of change in the Consumer Price Index for the previous calendar year
2. The executive compensation package shall include the following:
 - i. All executive members shall be entitled to an academic benefit not to exceed the value of three credit hours per semester
 - ii. All executive members shall be enrolled in the Health and Dental plan offered by the Students' Union to its members.

Section 4**Elections**

1. The exact dates for nomination and voting shall be determined by the Board of Directors, with the following restrictions:
 - a. The dates will be set such that voting will take place over two consecutive working days.
 - b. Nominations will be opened for at least five consecutive business days.
 - c. At least two weeks notice prior to the first day of voting must be given for all MUNSU Elections and by-elections.
 - d. The annual General Election shall take place between the sixth and not after the tenth week of classes of the fall or winter semesters.
 - e. No general election may be held during final exams or mid-term break.
2. Candidates for all positions must be in clear academic standing at the university in the semester in which they are a candidate, which must be verified by the Chief Returning Officer.
3. Only paid members of the union may file a nomination form and run for office of any elective position of the Board of Directors of the Students' Union. Work term students may also run and hold a seat as long as Students' Union fees are paid.
4. All candidates for the Board of Directors must be at least part-time students at Memorial University of Newfoundland.
5. No person may run for, or hold, more than one elected position of the Union at any one time.
6. Only members of the Union may vote in any union election. Only those who belong to one ward can vote for that ward's representatives. Union members may vote only once.
7. The definition of an eligible voter in a union election for the positions of the:
 - a. President shall be all union members (including part-time students)
 - b. Vice-Presidents shall be all union members (including part-time students)
 - c. Faculty/school representatives: business, medicine, nursing, pharmacy, education, science, arts, physical education, music, social work, engineering shall be those students belonging to that particular faculty/school
 - d. Male residence representative shall be all residents living in Paton College
 - e. Female residence representatives shall be all residents living in Paton College
 - f. Burton's Pond Representative shall be all students living in Burton's Pond Apartments
 - g. Councillor-at-Large positions shall be all union members (including part-time students)
 - h. Part-time Representative positions shall be all part-time students
 - i. The position of Women Student Representative shall be all self-identified women members of the Students' Union.
 - j. The position of International Student Representative shall be all international student members of the Students' Union.
 - k. All other constituency representative positions shall be all members of the Students' Union.
8. The Chief Returning Officer and the Deputy Returning Officer shall be responsible for the Memorial University of Newfoundland Students Union elections, subject to Section A:9.
9. Elections shall be conducted in accordance with the Elections Section of the Students' Union Policy Manual.

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10. For the following faculties and schools, the society may nominate a member to hold the respective Council seat; however, the Students' Union must still advertize the fact that the seat is open, and if any other students within that faculty or school submit nomination papers, then there shall be an election between those other students, and the society nominated individual. Those faculties and schools are the School of Music, Faculty of Engineering, Faculty of Business, School of Nursing, Faculty of Medicine, School of Pharmacy, School of Social Work, School of Physical Education and Faculty of Education.
11. In the event that one of the representatives of the aforementioned Faculties or Schools must step down due to work term, or Faculty/School Society regulations, then it is at the discretion of the executive whether a by-election shall be called, or whether a nomination from the Society will be put to the Board of Directors for ratification.

Section 5**Overturning of an Election**

1. If a candidate is unsatisfied with the election results or the generality of the Elections Policy then he/she will submit an appeal to the Chief Returning Officer. If this avenue is unsatisfactory to the candidate then appeal can be brought before the executive of the Memorial University of Newfoundland Students' Union, who will read the complaint and set up an interview with the particular candidate. The executive will then bring it to the full council and make its recommendation to the entire council. A vote will be held and the council will have the final say as to whether the complaint is warranted enough to overturn either any one race or the entire election. A vote of 2/3 of council will be required.
2. Candidates for election, or their campaign workers on the official list, who are current members of council, cannot take part in the debate. If, without these members quorum cannot be met, the executive will have the final say.
3. In the event an election is overturned, a second general election will immediately be organized.

Section 6**By-Elections**

1. By-elections shall be considered at the first regular council meeting after the vacancy rises.
2. In the case where only one vacancy exists, the Chief Returning Officer may, with the Council's approval, allow the election to take place in that ward. The ward's choice will then be ratified by Council. If and when such an election takes place, the Chief Returning Officer or someone appointed by him/her must be present.
3. If the total number of elected councillors falls below one-half of the available seats, the Board will be dissolved, and a new election called.
4. In the event of a by-election, all of the procedures outlined in Section 5 of the By-Laws and in the Elections Policy apply.

Section 7**Referenda**

1. Referenda may be initiated at any time by the Board of the Memorial University of Newfoundland Students' Union, or a petition of the union members. A referendum of issue to all students may only take place in the Fall or Winter semesters.
2. In the case of the Board calling the referendum, the meeting must have a quorum of 2/3 of elected members of the Board, and the question must be passed by 2/3 of those present. The Board shall be responsible for determining the exact question and voting dates.
3. Union members may initiate a referendum by filing a petition containing the signatures of 5% of the Union members. The petition must contain the question and the purpose of calling the referendum. It must also contain the date of the commencement and shall be invalid if not presented within three weeks to the Executive, Chairperson of the Board, or Resource Coordinator.
4. Within one week, the Board must meet and set the dates for the referendum. The referendum must not be held more than four and not less than two class weeks from the meeting calling the referendum.
5. The question of referendum shall be published by appropriate student media at least two weeks before the referendum is to be held.
6. One week's notice of a public meeting, chaired by the Chief Returning Officer, will be given from the call of a referendum. The purpose of this meeting shall be to provide the opportunity for the formation of 'yes' and 'no' committees. In the event that one or both of these committees is formed, each committee shall elect a chairperson at that meeting who will be held responsible for rule infractions and be responsible for the management of committee funds. In the event that either or both committees is not formed, the referendum shall proceed regardless.
7. The council shall make funds available to each committee equally and without prejudice. The Union shall not otherwise lend material assistance to referenda committees.

Section 8**Council Membership and Responsibilities****A. REPRESENTATION**

Directors shall be elected to represent the following four wards:

1. Faculty/School Directors
 - a. The following Faculty/School Directors shall be elected:
 - i. Arts Students' Representatives
 - ii. Business Students' Representatives
 - iii. Centre for Nursing Studies Students' Representative
 - iv. Education Students' Representative
 - v. Engineering Students' Representatives
 - vi. Human Kinetics and Recreation Students' Representative
 - vii. Medicine Students' Representative
 - viii. Nursing Students' Representative
 - ix. Pharmacy Students' Representative
 - x. Science Students' Representatives
 - xi. Social Work Students' Representative
 - xii. Music Students' Representative
 - b. Proportionate representation will be based upon the number of full-time students in the Faculty or School. Faculties consisting of less than 750 but not less than 50 will be entitled to one representative. Faculties consisting of less than 1500 but not less than 750 students shall be entitled to two representatives. Faculties consisting of not less than 1500 students shall be entitled to four representatives.
2. Directors at Large
 - a. The ward of Directors at Large shall elect five representatives.
3. Constituency Directors
 - a. The following Constituency Directors shall be elected:
 - i. Aboriginal Students' Representative
 - ii. International Students' Representative
 - iii. Lesbian-Bisexual-Gay-Transgendered Students' Representative
 - iv. Students with Disabilities Representative
 - v. Women Students' Representative
 - vi. Female Residence Representative (Paton College)
 - vii. Male Residence Representative (Paton College)
 - viii. Burtons Pond Apartments Representative
 - ix. Part-Time Students' Representative
 - b. Union members enrolled in MUN undergraduate programs at Cape Breton University may elect from among their number a representative to serve as a liaison with the Board. The CBU Representative will not be considered a regular Director but will be eligible to apply for honourarium.
4. Executive Directors
 - a. The following Executive Directors shall be elected:
 - i. Executive Director of Campaigns

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- ii. Executive Director of Finances and Services
- iii. Executive Director of Advocacy
- iv. Executive Director of Student Life
- v. Executive Director of External Affairs and Communications

B. DUTIES AND RESPONSIBILITIES

1. All Directors shall:
 - a. Serve in office from May 1 to April 30
 - b. Be a student and a member of the Union during the fall and winter semesters.
 - c. Attend all regular and special meetings of the Board and of the Union or provide acceptable reason to the Chair for missing a meeting. Any Director who has missed three regularly scheduled Board meetings in any semester without prior written notice to the Chair, except in the case of documented illness, shall be considered to have resigned.
 - d. Hold one vote in Board meetings.
 - e. Serve on the Faculty or Academic Council of the Faculty or School deemed appropriate by his/her major, where eligible
 - f. Prepare semester end reports for the fall semester and a year-end report in the winter semester, outlining duties and responsibilities held throughout their term of office, problems or issues of concern and suggestions or recommendations for future Board members.
 - g. Represent the Students' Union on at least one committee
 - h. Provide assistance with the campaigns, initiatives and services of the Union, to a minimum of four hours per semester.
 - i. Prepare reports for all conferences or meetings attended as an official representative of the Students' Union
 - j. Be in clear academic standing.
 - k. Promote the campaigns, initiatives, services and actions of the Union and the Federation within the ward, faculty, school or constituency they represent
 - l. Provide the perspectives and insight of members of the ward, faculty, school or constituency they represent and endeavour to ensure those perspectives are integrated in the campaigns, initiatives and services of the Union
2. Faculty/School Directors
 - a. Faculty/School Directors must be students within the ward they represent.
 - b. Faculty/School Directors must serve on the Faculty or Academic Council of their ward, wherever student representative positions exist for which they are eligible.
3. Directors at Large
 - a. Directors at Large shall serve on at least one standing committee of Senate.
 - b. Directors at Large shall spend a minimum of six hours per week assisting with Students' Union campaigns, initiatives and services.
4. Constituency Directors
 - a. Members serving as Constituency Directors must identify as members of the constituency they represent.
 - b. The Female Residence Representative, Male Residence Representative and Burtons Pond Apartments Representative shall serve on and attend meetings of residence such as but not limited to the Inter-Residence Food Committee, Paton College Presidents Committee, Paton College Council, and/or the Burtons Pond Student Association, as appropriate and eligible.
5. Executive Directors - General
 - a. Executive Directors shall post scheduled hours of at least 30 hours a week during regular

office hours throughout the fall, winter, and spring/summer semesters. These hours shall include committee work and any official Students' Union business conducted outside the office.

- b. Executive Directors will be permitted 15 days of vacation between the months of May and August.
 - c. Executive Directors will each hold one vote in executive meetings.
 - d. Executive Directors will administer the Union on a day to day basis, implementing the campaigns, initiatives, services and other directives of the Board
 - e. The executive committee shall, at its first meeting, select from among themselves a chair to facilitate executive meetings on a regular basis.
 - f. Executive Directors shall submit weekly work reports to the Board while classes are in session during the fall and winter semesters, and monthly work reports during the spring/summer semester.
 - g. Executive Directors shall adhere to decisions and directives made by the Board of Directors and respect the Board as the decision-making body of the Union.
 - h. Executive Directors shall participate in all training, awareness, and transition meetings and workshops of the Board or Executive Committee.
 - i. Executive Directors shall perform other duties, not assigned in their duties, as directed by the Board of Directors.
6. Executive Directors – Specific
- a. Executive Director of Campaigns
 - i. Coordinate the implementation of all campaigns of the Union
 - ii. Chair meetings of the Student Rights and Action Committee
 - iii. Coordinate the implementation of Federation campaigns on campus
 - iv. Work with clubs and Resource Centres to assist in the facilitation of their campaigns, and to integrate their campaigns, concerns and issues in the wider campaigns of the Union
 - v. Work, in collaboration with the Director of External Relations and Communications, with external organizations and coalition partners to assist in the facilitation of campaigns which are of relevance and concern to members of the Union
 - vi. Ensure the campaigns of the Union are reflected in the activities, events, initiatives and services of the Union
 - vii. Develop, through the Student Rights and Action Committee, a comprehensive Campaigns Strategy integrating both Federation and local campaigns, to be submitted to the Board each year as a guide for campaign work
 - viii. Perform other duties as assigned by the Board or Executive Committee
 - ix. Work with the Women's Committee to develop initiatives to eliminate sexual harassment and improve the environment for women on campus and in the wider community.
 - x. Attend the Canadian Federation of Students general meetings.
 - xi. Perform other duties as assigned by the Board or Executive Committee
 - xii. Serve on the University Senate, if eligible.
 - b. Executive Director of Finances and Services
 - i. Ensure that careful account is made of all monies received and disbursed by the Union
 - ii. Be responsible for keeping the Executive and Board informed of all issues which pertain to the finances and services of the Union
 - iii. Oversee, in collaboration with the Finances and Services Committee, the preparation of the annual budget for submission to the Board
 - iv. Inform the university of the Union's membership fees, and the membership fees of the

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Federation each year

- v. Review and ensure the proper collection and receipt of membership fees for both the Union and the Federation each semester
 - vi. Be responsible for overseeing the financial procedures and records of the Union
 - vii. Be responsible for all financial records, including books accounts and audits.
 - viii. Provide regular statements of accounts to the Board and the membership
 - ix. Oversee the operation of Union and Federation services, and their promotion on- and off-campus
 - x. Liaise with the Board of Directors and the Manager of CHMR-FM to ensure and facilitate its operation
 - xi. Chair meetings of the Finances and Services Committee and co-chair meetings of the Hiring Committee
 - xii. Perform other duties as assigned by the Board or Executive Committee
- c. Executive Director of Advocacy

Academic

- i. Assist members in the preparation and carrying out of academic appeals.
- ii. Promote and publicize issues of relevance to members pertaining to their academics, to academic appeals, and to university rules and regulations (academic and non-academic)
- iii. Serve on the Senate Committee on Undergraduate Studies, Executive Committee of Senate, Undergraduate Re-admissions Committee, and the University Senate
- iv. Monitor and maintain familiarity with academic structures and regulations of the university
- v. Liaise with the Board of Directors, the membership, and the University on academic affairs

Financial

- vi. Assist members in addressing problems relating to student financial assistance, and in the preparation and carrying out of student financial assistance appeals
- vii. Promote and publicize issues of relevance to members pertaining to student financial assistance.

Legal

- viii. Serve as the liaison between members and the Union's legal counsel
- ix. Facilitate the Union's legal aid service
- x. Assist students with Residential Tenancies issues they may encounter
- xi. Promote and publicize the Union's legal aid and advocacy service

Other

- xii. Assist members in the preparation and carrying out of non-academic appeals and proceedings related to university policies such as but not limited to the Student Complaints Policy and the Student Code of Conduct
 - xiii. Work closely with the Executive Director of Campaigns on the development and implementation of campaigns relating to student debt, student rights, academics, student financial assistance, and the reduction and elimination of tuition fees.
 - xiv. Ensure, in collaboration with the Academic Affairs Committee, that all student representative seats on committees or other decision-making or consultative bodies of the University are filled by members of the Union appointed by the Union
 - xv. Perform other duties as assigned by the Board or Executive Committee
- d. Executive Director of Student Life
- i. Oversee the operation of clubs, societies and Resource Centres

- ii. Promote and publicize the Union's clubs, societies and Resource Centres
 - iii. Inform clubs, societies and Resource Centres of their eligibility for Special Project Grants
 - iv. Host an information session for Paton College House Executives in the fall semester
 - v. Coordinate a conference of all clubs and societies in the fall or winter semester
 - vi. Coordinate regular meetings with residence executive members and, in collaboration with the residence representatives on the board, promote Students' Union initiatives, campaigns and services within residence
 - vii. Coordinate social events for the Union membership
 - viii. Coordinate, in collaboration with other executive directors and board members, Students' Union Orientations
 - ix. Coordinate the annual campus-wide Winter Carnival in the winter semester
 - x. Supervise, in collaboration with the Organizational and Membership Development Committee, the disbursement of grants to clubs, Centres and individual members
 - xi. Chair meetings of the Organizational and Membership Development Committee
 - xii. Perform other duties as assigned by the Board or Executive Committee
- e. Executive Director of External Affairs, Communications and Research
- i. Serve as the official spokesperson of the Union
 - ii. Receive general communications directed toward the Union or Executive and direct them toward the appropriate Director
 - iii. Oversee the publication of promotional and informational materials, media releases, research documents, the handbook and all other official or internal documents of the Union
 - iv. Oversee the production and regular up-to-date maintenance of electronic forms of communication such as the Students' Union Newslines and Website
 - v. Ensure the proper and appropriate documentation of official records of the Union
 - vi. Establish and maintain strong relationships with appropriate external organizations and coalition partners which share the campaign goals and aims of the Union
 - vii. Ensure the positive and consistent promotion and visibility of the Union, its campaigns, initiatives and services both on-campus and off-campus
 - viii. Coordinate the production of an annual year-end report of the Union
 - ix. Coordinate and conduct research projects focusing on issues that have an impact on student life, accessibility of post-secondary education, and post-secondary education itself
 - x. Coordinate workshops, seminars and surveys on issues of interest and importance to students and to post-secondary education in general
 - xi. Attend the Canadian Federation of Students and Newfoundland and Labrador Federation of Students General meetings.
 - xii. Serve on the University Senate, if eligible.
 - xiii. Perform other duties as assigned by the Board or Executive Committee

Section 9**Meetings**

1.
 - a. Council meetings shall be held on a regular basis. The meeting schedule may be determined by Council, however Council must meet at least once every two weeks in the fall and winter semesters, and at least once every four weeks in the spring semesters.
 - b. Quorum for a regular meeting of Council shall be 50% plus 1 of elected members during the Fall and Winter semesters, and 1/3 of elected members in the summer semesters.
2.
 - a. Emergency meetings of the Council may be called when necessary. At least 48 hours notice of emergency meetings must be provided, and a reasonable effort must be made to inform all members of Council.
 - b. Emergency meetings may be called by a majority of executive members, or by a majority of the elected Council.
 - c. Council may conduct – in accordance with the by-laws - any regular item of business at an emergency meeting with the exception of the suspension of any by-law.
 - d. Quorum for an emergency meeting of Council shall be one-third of elected members.
3.
 - a. Executive meetings shall take place no less than once every two weeks.
Minutes of executive meetings shall be kept, documenting clearly all motions passed by majority vote at a meeting. Such minutes shall be accessible by the Union membership upon ratification of those minutes at a subsequent Executive meeting.
 - b. All votes, whether conducted by secret ballot or other means, shall be considered to have been secret ballot votes and specific votes in favour, against, or abstentions shall not be identified.
 - c. The President shall be responsible for ensuring that motions passed by Executive Committee are implemented, in conjunction with those executive members and other parties who are relevant to the particular motion.
 - d. The President shall be responsible for ensuring that all necessary parties are informed of decisions made by Executive Committee, in the form of memorandum to relevant parties.
 - e. Quorum for an executive meeting shall be at least three executive members.
4.
 - a. Standing committees shall meet on a regular basis. The meeting schedule may be determined by the Committee, however each Committee must meet at least once every two weeks in the fall and winter semesters.
 - b. Each Committee must provide a report of its meeting and business to Council at either the next regular Council meeting following the Committee meeting, or the Council meeting after that.
 - c. Quorum for Committee meetings shall be at least three elected Councilors, unless otherwise stated in the Committee's terms of reference.
5. Regular and emergency meetings of Council shall be conducted according to the 'Conduct of Meetings' section of the Policy Manual.

Section 10**Council Committees**

1. The Council of the Students Union may establish committees of the Union, and fix the terms of reference and membership thereto. Committees shall be designated as either standing or ad hoc. Membership in all committees shall be considered open to all members of the Union unless otherwise stated.
2. Quorum for each standing committee shall be at least three elected members of Council.
3. The following shall be the standing Committees of the Union and shall function according to their respective terms of reference:
 - a. **Academic Affairs Committee (Chair: Vice-President Academic)**

The Academic Affairs Committee shall be responsible for:

 - i. ensuring strong representation on all committees and decision-making bodies of an academic nature, and ensuring that all student representative seats are filled by members of the union appointed by the union
 - ii. researching issues and undertaking initiatives and campaigns to improve the academic well-being of students
 - b. **Student Issues and Action Committee (Chair: (Vice-President External)**

The Student Issues and Action Committee shall be responsible for:

 - i. Organizing initiatives and campaigns to improve accessibility to post-secondary education, and coordinating all campaigns and government relations work of the Students' Union
 - ii. Defending the on-campus and off-campus rights of students whenever they are threatened
 - ii. Identifying issues which are of concern to students as members of the wider community, and organizing initiatives and campaigns to reflect the role of students as members of civil society
 - c. **Student Organizations and Activities Committee (Chair: Vice-President Internal)**

The Student Organizations and Activities Committee shall be responsible for:

 - i. Overseeing the membership structures of the Students' Union, including but not limited to clubs, societies and Resource Centres
 - ii. Overseeing and administering the provision of grants to members and to membership structures
 - iii. Authorizing the disbursement of grants of up to \$500 to members or membership structures, according to the by-laws. Such grants will be ratified by the Board at its next meeting.
 - iv. Overseeing and enhancing promotional initiatives and communications of the Students' Union, both internally toward its membership and externally toward wider society
 - v. Reviewing periodically the efficacy of the Constitution and By-Laws, and proposing revisions as necessary
 - vi. Coordinating membership-wide events such as, but not limited to, Winter Carnival and Orientation.
 - d. **Services and Finance Committee (Chair: Vice-President Finance)**

The Services and Finance Committee shall be responsible for:

 - i. Reviewing, on an ongoing basis, the services of the Students' Union, as well as any proposals to improve or alter those services
 - ii. Reviewing proposals for any new services
 - iii. Implementing and promoting Students' Union and Federation services, as appropriate
 - iv. Handling health and dental plan appeals

- v. Developing the annual budget of the Students' Union, in consultation with all relevant parties, and presenting it to Council and to the membership for ratification
- vi. Reviewing the finances of the Students' Union on a regular basis, so as to ensure compliance with the budget
- vii. Proposing revisions of the budget to Council when necessary

f. Hiring Committee (Chair: Vice-President Finance)

The Hiring Committee shall be responsible for:

- i. Advertising vacant employment positions with the Students' Union
 - ii. Interviewing candidates for all employment positions with the Students' Union (with the exception of bargaining unit positions which shall be conducted in accordance with the Collective Bargaining Agreement)
 - iii. Identifying ways of improving the experience and working conditions of Students' Union employees
 - iv. Reviewing periodically the efficacy of the Students' Union Employment Policy and proposing revisions as necessary.
 - v. Familiarizing themselves and the workplace with up to date labour policies and legislation
- g. Women's Committee (Co-Chairs: Women's Representative and a female member of the Executive)

The Women's Committee shall be responsible for:

- i. Identifying barriers to women's full participation in university life, developing strategies to address these barriers, and advancing women's equity in the University community
 - ii. Ensuring that the specific needs and concerns of women are being addressed in all of the work undertaken by the Union
 - iii. Membership shall be open to all women and transgendered members of the Students' Union
- h. Elections Committee (Chair: Chief Returning Officer)

The Elections Committee shall be responsible for:

- i. Conducting hiring processes for elections staff, including but not limited to the Chief Returning Officer, Deputy Chief Returning Officer.
- ii. Supervising, in collaboration with the Chief Returning Officer, all elections and referenda of the Students' Union, and assisting in their successful implementation.
- iii. Handling any appeals from candidates or referenda teams, according to the processes outlined in the bylaws and the Elections Policy.
- iv. Reviewing any issues arising from elections or referenda, and bringing issues or proposed revisions to existing policies to the Board.
- v. Periodically reviewing the efficacy of elections and referenda processes and recommending revisions wherever appropriate.

Section 11**Clubs, Societies, and Residences****A. DEFINITION**

1. A Club or Society shall be defined as a group originating from interest generated in the areas of academics, politics, recreation, culture or leisure.
2. The operation of clubs, societies, groups, associations or Resource Centres shall be overseen by the Student Organizations and Activities Committee as per its terms of reference.

B. MEMBERSHIP

Membership in clubs and societies shall be open to all students, faculty, staff and alumni of Memorial University of Newfoundland. Voting rights and the eligibility to sit on executives shall be waived for members from outside the University community.

C. ELIGIBILITY

1. To be eligible for ratification, groups must complete all of the following criteria:
 - a. Successful completion of two semesters of recognition.
 - b. Submission of an application for ratification.
 - c. After one year ratification, groups will also be required to submit a yearly budget when they make re-application to the MUNSU for ratification.

D. RATIFICATION PERIOD

1. The ratification period will start in September and end in April.
2.
 - a. ratification grants will be awarded for the full period and disbursed in two allocations.
 - b. The first allocation will be awarded in the Fall semester, the second allocation in the winter semester.
3. The Winter allocation will be available only after a short Fall semester report and up to date contact list is submitted to the VP Internal Office.
4. Groups making application for ratification during the summer semesters will be eligible for half the base ratification grant (\$90).

E. CLASSIFICATION

1. To operate on campus, groups must receive formal notice at a regular meeting of council in the form of ratification or recognition.
 - I. Ratification
 - a) Ratification will be granted only as per Section 8, Subsection C. Ratification implies eligibility for funding in the form of ratification grants and Special Project Grants.
 - b) There will be two categories of ratification, academic and non-academic.
 - i. Academic Ratification will be granted to the following:
 1. Groups formed around common academic interests.
 2. One society representing individual Faculties (except Arts and Science) and Schools. The Faculties of Arts and Science will be represented by a society based on each academic department.
 - ii. Non- Academic Ratification will be granted to the following:
 1. Groups not based on a formal academic discipline.
 2. Any group formed around a common interest or activity that can be shown to contribute to the university community and, in particular, student life.

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3. The MUNSU will not ratify any group that the council considers to be of a homophobic, racist, ageist, sexist or otherwise discriminatory nature.
 - c) Any club and society that for any reason operates without a constitution shall be governed by Section 8 of the CSU Constitution and By-laws and the CSU model constitution for Clubs and Societies
- II. Recognition
- a) Recognition will be granted to those groups organizing on campus for the first time.
 - b) Recognized groups will not be eligible for funding from the MUNSU.
 - c) Groups will be subject to a two semester period of recognition.

F. FUNDING

1. a. Successfully ratified groups will be eligible for the following benefits:
Base Ratification Grant-----\$90.00 per semester
Special Project Grants-----\$250.00
2. Special Project Grants
 - a) Ratified clubs, societies and centers are eligible for one special project grant (SPG) per semester, to a maximum of \$250.00.
 - b) Eligibility for SPG's will be based on the event's intrinsic value to the group, consistent with the aims and goals of the organization.
 - c) Eligibility will also depend on demonstrated financial need provided through an event budget.
 - d) Successful applicants will also be required to provide receipts and a short event summary to the MUNSU no later than three weeks after the end of the project.
 - e) A ratified club, society, group or centre that does not use its full SPG in a particular semester cannot have the remaining value of the SPG carried over to subsequent semesters.
 - f) Candidates for SPG's shall include a copy of their most recent reconciled bank statements with their application. The most recent bank statement shall be the statement that most accurately reflects the current financial situation of the club, society, group or centre. Any discrepancies between the submitted statement and the actual finances of the club, society, group or centre shall be indicated in the application.
 - g) Failure to submit the information identified in paragraph 2(d) will invalidate that club's, society's, group's or centre's right to apply for an SPG in the following semester.
3. Individual Merit Funds
 - a) An IMF shall be defined as a grant awarded to a member of MUNSU to offset expenses involved in an activity for which he/she has been chosen to participate in, or otherwise merits attendance on the basis that it relates to his/her course of studies or involvement in some extra-curricular activity. An IMF shall not exceed \$100 per applicant.
 - b) If a member requests an IMF to offset expenses of an academic program which will entitle him/her to academic credit at Memorial University, that academic program must take place outside of the province of Newfoundland and Labrador and must not take place at one of the four campuses of Memorial University (i.e. St. John's, Corner Brook, St. Pierre or Harlow).
 - c) An IMF shall not be awarded to offset the expenses of a student work term.
 - d) Electives and Selectives offered by the Faculty of medicine are not to be considered equivalent to work term.
 - e) All applications for IMFs must be submitted at least ten (10) days prior to the start date of the event for which funding is requested. Each application must include supporting documentation such as a brochure on the event, a copy of the event application or an acceptance letter.
 - f) Where there are a number of students participating in one event, MUNSU will grant IMFs to a maximum of \$500 per event. This funding shall be divided equally amongst applicants

requesting funding as per this procedure.

- g) IMFs and SPGs will not be awarded for the same event.
 - h) An IMF shall not be awarded to offset the costs involved for such tests as, but not limited to, the LSAT, GMAT, MCAT, or any costs associated with such academic items.
 - i) In the event that a candidate or candidate(s) for an IMF fails to submit an IMF application under the guidelines set out in paragraph 3(e), he/she shall still be eligible to submit. However, the IMF shall only be granted if at least twenty (20) days have passed since the start date of the event and if the candidate or candidate(s) have fulfilled all their obligations as outlined in paragraph F.3(f).
 - j) All candidates whose application falls under Section 8.F.3(j) shall be required to submit all receipts with their application for an IMF.
 - k) Failure to submit the information identified in paragraph F.3(f) or F.3(i) will invalidate that individual's right to apply for an IMF in the following semester.
 - l) Students shall only be eligible for one (1) IMF per semester.
4. The Student Organizations and Activities Committee reserves the right to extend the deadlines outlined in Section 8.

G. RESIDENCE

- 1. The 10 residences of Paton College are each eligible for one \$400.00 grant per semester.
- 2. The 5 residences of Burton's Pond are represented through the Burton's Pond Student Association (BPSA). The BPSA is eligible for one \$200.00 grant per house per semester (to a maximum of \$1000.00 per semester).
- 3. Residences and the BPSA are ineligible for Special Project Grants.
- 4. All residences must adhere to regular ratification deadlines.

H. RIGHTS

- 1. The Students' Union reserves the right to investigate the books and activities of a club or society and revoke its ratification if violations of these by-laws or unethical practices take place.

Section 12**Centres****A. DEFINITION**

A Centre shall be defined as a safe meeting place, an information and knowledge source, and a peer support network within the university community for members of groups traditionally marginalized and/or oppressed by society. A Centre shall provide resource services to members of disadvantaged groups, primarily on a personal basis, secondarily to fulfill academic and public awareness functions. A Centre shall develop through an observable need for the support services a centre can offer. The centres that currently exist do so to promote the advancement of marginalized or oppressed groups and to promote basic human rights. Respecting that, no group that opposes or advocates against such goals will be considered for centre status.

B. FUNDING

The Centres shall each receive a grant of \$750 per semester.

C. SUPERVISORY BODY

1. The Centres shall operate under a Centres Board of Directors.
2. The Centres Board of Directors shall exist as an independent guiding body of all centres sanctioned by the Memorial University of Newfoundland Students' Union.
3. The Centres Board of Directors shall be composed of not more than two representatives of each centre (to be elected by the members of that centre), the councilor-at-large (Internal Office), and the Vice President Internal.
4. The Centres Board of Directors shall meet at least twice per semester.
5. Meetings of the Centres Board of Directors shall be chaired by the Vice President Internal.
6. The duties of the Centres Board of Directors shall include, but not be limited to, ascertaining the appropriate operation of all centres, maintaining contact with the Council of the Students' Union, and reviewing proposals and making recommendations on new centres to the Memorial University of Newfoundland Students' Union.

Section 13**Student Media****A. DEFINITION**

The official radio station of the Memorial University of Newfoundland Students' Union (MUNSU) will be CHMR-FM.

B. SUPERVISORY BODY

1. CHMR-FM shall each operate under a Board of Directors, as outlined in the Board of Directors By-Laws for CHMR-FM and in the CHMR-FM License Agreement.
2. The Board of Directors of CHMR-FM shall act as a mediating body between CHMR-FM and MUNSU.
3. No part of this section may contravene federal broadcast legislation, including Public Notice CRTC 2000-12 and other regulations as contained in the CHMR-FM licence agreement with the Canadian Radio-Television and Telecommunications Commission. In the event of a conflict, the CRTC Licence Agreement will be followed.

C. FUNDING

1. The operations of CHMR-FM shall be funded by the student media levy, internal and external revenue sources, and operational grants from MUNSU.
2. The CHMR-FM Station Manager shall each year draw up a draft budget for the service, in consultation with other parties as they deem necessary.
3. The draft budget for CHMR-FM will then be submitted to the Board of Directors of CHMR-FM for ratification.
4. Upon ratification by the Board, the budget will then be submitted to the MUNSU Council for review and inclusion. The budget will be presented to Council by the Station Manager, or other officials duly designated by those parties to act in their stead. If the MUNSU Council fails to include the budget it will then be returned to the Board of Directors for revision and re-submission.
5. Until such time as a budget has been passed for the academic year, the previous year's budget figures will be used to operate the media service.

D. STUDENT LEVY

1. Pursuant to the student media levy referendum [October 2001], every full and part time undergraduate student registered with the St. John's campus of Memorial University will be charged a \$4 student media levy each semester. No less than \$2 of that levy will be dedicated toward the operations of CHMR-FM. The other \$2 is directed by Memorial University of Newfoundland towards the operations of *The Muse*. Use of and access to levy funds by CHMR-FM shall be as follows:
 - a. The monies collected through the student media levy for CHMR-FM will be used by MUNSU for the sole purpose of funding CHMR-FM.
 - b. The monies collected through the student media levy will be included within the budget of CHMR-FM.
 - c. The monies collected through the student media levy may not be used for any other purpose than the funding of CHMR-FM. In the event MUNSU declines to provide an additional operating grant, the student media levy will still be utilized by the Board of Directors of CHMR-FM to fund its operations, with the exception of the CHMR-FM Station Manager salary, which is to be paid out of the regular MUNSU Budget and not the media levy.
 - d. In the event CHMR-FM ceases operations on a temporary basis, the money collected through the student media levy will be held in trust unused by MUNSU until such time as the student

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media service is once again operational, at which time the monies will be released to the student media service. In the event that the cessation of operations of either The Muse or CHMR-FM is determined by their respective Board of Directors to be permanent, the student media levy portion for that service will cease to be collected.

Section 14**Censure, Reprimand and Recall****A. CENSURE:**

1. The Council may censure any person holding office with the Union or appointed staff, full-time staff or Council representatives.
2. One week's notice of a motion to censure must be given at a Council meeting stating the officer involved and reasons for the censure.
3. No debate shall be allowed until the officer on charge has been notified.
4. The officer on charge shall be given every opportunity to speak in his/her own defence.
5. All councilors must be given a reasonable opportunity to attend a meeting at which the vote is taken.
6. A majority of (2/3 + 1) of the elected councilors is required for censure.
7. A censured officer is required to resign.
8. Should a member of Council miss six (6) Council meetings (with the exception of spring semester) or meetings deemed necessary for the execution of a member's duties of office, an automatic motion of censure shall be brought to Council by the President or in his/her absence, by the Vice-President Executive.

B. REPRIMAND:

1. An order to reprimand shall follow the same procedure as outlined for motions of censure, except the following conditions shall apply:
 - a) The reprimanded officer shall not be required to resign.
 - b) A simple majority vote of those Directors present must endorse the order at a regular Board meeting.
2. The option of suspension from official duties and/or honoraria for a period of not more than four (4) weeks may be included with the motion. For this option to be validly exercised it must:
 - a) be introduced with the original motion at reprimand.
 - b) be voted upon separately upon passing the order of reprimand.
3. Upon missing three (3) regular Council meetings (with the exception of spring semester) or meetings deemed necessary for the execution of a member's duties of office, an automatic motion of reprimand shall be brought to Council by the President or in his/her absence, by the Vice-President Executive.

C. RECALL:

1. Faculty representatives may be recalled by a petition of 20% of their faculty.
2. At-Large representatives may be recalled by a petition of 20% of the Union membership.
3. Within one week of the filing of the petition of recall, Council shall call a by-election to fill the vacant position at the earliest possible date.
4. A councilor who has been recalled may re-contest the seat.
5. Any petition for recall shall be fixed with the date for commencement and shall be invalid if not filed with Council within three weeks. The petition may be filed with any member of the Executive Committee or the Chairperson of Council.
6. A member of the executive may be recalled by a petition and referendum. A petition of 20% of the membership shall be presented calling for the recall of the individual. A referendum shall then be held as soon as possible, within regulations for a referenda, to decide the issue.
7. The councilors and executive of MUNSU can only be recalled individually.

Section 15**Conflict of Interest****A. GENERAL**

1. No councilor, executive, committee member or employee of the Union shall use his/her position to give unfair advantage, influence or prejudice to the operation of the Union.
2. Conflict of interest shall include, but not be limited to, circumstances whereby the personal interests of an individual or an associated party will benefit or could be perceived to benefit – particularly in the form of, but not limited to, financial benefit – as a result of the individual's position with the union and/or its services. Conflict of interest shall also include, but not be limited to, circumstances, actions or influences where the advancement of those interests are detrimental to the interests and/or reputation of, or potentially harmful to, the Memorial University of Newfoundland Students' Union.
3. Any councilor, executive, committee member or employee of the Union who believes himself/herself to be in a conflict of interest must notify Council. Onus is on the individual to report potential conflicts of interest.
4. Any councilor, executive, committee member or employee of the Union who believes that he/she is in a potential conflict of interest shall abstain from discussion and voting on the subject of conflict.
5. Determination of a conflict of interest shall be made by a majority vote at a regular Council meeting. Potential conflicts of interest shall be assessed on an individual basis.
6. Failure to abide by conflict of interest guidelines shall be grounds for termination of employment, censure, reprimand or other disciplinary action.
7. Nothing in this section shall prevent a councilor, executive or committee member or an employee from entering into a contract with the Union.
8. Interpretation of this section shall be made in accordance with the terms of the Canadian Charter of Rights and Freedoms.

Section 16**Hiring Practices**

1. The MUNSU shall maintain an updated list of all its casual, part-time and full-time employees. This list shall be accessible by any member of the union.
2. All hirings of casual, part-time or full-time employees must be conducted through the MUNSU Hiring Committee. A quorum of members of the Hiring Committee must be present for a meeting to be held. All recommendations for appointments must be documented in writing and held in the employee file.
3. Payments of honoraria to any individual may be recommended by the MUNSU Honoraria Committee. A quorum of members of the Honoraria Committee must be present for a meeting to be held. All recommendations for honoraria must be documented in writing and must be presented to the MUNSU Council for approval at an official meeting of Council.
4. MUNSU shall give priority to its members when hiring casual or part-time employees.
5. This section shall apply to non-unionized positions only. Hiring for unionized positions shall be conducted in accordance with the most up-to-date version of the Collective Agreement.

Section 17**Gifts and Favours Policy**

1. All elected and appointed members of the Students' Union, as well as all student employees, shall avoid soliciting or accepting money, loans, credits, products, alcohol, preferential discounts, and any gifts, entertainment, favours, or services from suppliers, services (Students' Union or otherwise), businesses, political parties, and individuals that might influence, or appear to influence, financial, business or management decisions.
2. Part-time student employees of the Breezeway Bar shall be permitted to accept gratuities and tips.
3. Consumption of complimentary non-alcoholic beverages and small meals or snacks at university or government functions to which a member has been invited to represent the Students' Union on official business will be permitted.
4. Violation of this policy shall result, at a minimum, in immediate reprimand.

Section 18**Records**

1. The minutes of Council and Executive meetings and general meetings and other books and records of the Union, including all reports, financial records and statements, shall be kept in the Union General Office. These books and records shall be archived in the University library after a period of five years.
2. The books and records of the Union, including all reports, minutes, financial records and statements, and other documents, shall be made available for inspection within three (3) business days by any member upon receipt by the Union of a written request.

Section 19**Policy**

1. All policy motions passed through the established decision-making mechanisms of the Students Union, as stipulated in the Constitution, By-Laws, and Policy & Procedures Manual, shall remain policy of the Students Union until retracted or changed by the same or higher authority as that which established them.
2. Referenda of union members shall be considered the highest authority of the Students' Union, followed by Board Meetings, then Executive Meetings. Contracts and memberships with external organizations shall be considered legal matters and shall be adhered to as required by law.

Section 20**Seal of the Union****A. GENERAL**

1. The Seal of the Union shall not be affixed to any instrument except in the presence of all of the following: the President, another executive member, and a non-executive councilor.
2. The members who shall witness the sealing of documents shall be ratified by Council.

Section 21**Membership****A. GENERAL**

1. All persons who pay the term levy shall be considered a member of the Union. Membership shall be for one term only.

Section 22**Amendments****A. GENERAL**

1. As amended March 4, 1997
2. As amended April 2003
3. As amended September 2005