



**The Bylaws of the Students' Representative Council of Bishop's University**

As approved by the SRC General Assembly on Feb. 25 and March 18, 2018, and as subsequently amended by the Board of Student Representatives.

Effective May 1, 2018, and as amended up to and including March 25, 2024.

## Table of Contents

<b>Land Acknowledgement .....</b>	<b>2</b>
<b>Preamble_ .....</b>	<b>2</b>
<b>GENERAL BYLAWS .....</b>	<b>3</b>
Article I: Name and Head Office.....	3
Article II: Objectives of the Students’ Representative Council.....	3
Article III: Interpretation.....	4
Article IV: Membership .....	5
Article V: Board of Student Representatives.....	6
Article VI: Executive Council.....	7
Article VII: General Meetings .....	8
Article VIII: SRC Fees.....	8
Article IX: Financial and Legal Matters.....	9
Article X: Referenda.....	13
Article XI: Conflict of Articles or Provisions in the Bylaws.....	14
Article XII: Procedure for Amendments to Governing Documents.....	15
<b>SPECIFIC BYLAWS .....</b>	<b>16</b>
Bylaw I: Executive Council .....	16
Bylaw II: President .....	17
Bylaw III: Vice-Presidents .....	18
Bylaw IV: Directors .....	21
Bylaw V: General Manager(s) and Secretary-General.....	24
Bylaw VI: General Councillors .....	25
Bylaw VII: Representatives.....	26
Bylaw VIII: Student Senators .....	32
Bylaw IX: Council Officers .....	34
Bylaw X: Committees of the SRC .....	36
Bylaw XI: Standing Committees .....	37
Bylaw XII: General Meetings .....	41
Bylaw XIII: Meetings of the Board of Students’ Representatives .....	42
Bylaw XIV: Hiring of Directors .....	44
Bylaw XV: Removal of BSR members from office .....	45
Bylaw XVI: Filling Vacancies on the BSR.....	47
Bylaw XVII: Extracurricular Groups .....	48
Bylaw XVIII: Frais Institutionnels Obligatoires .....	48
Bylaw XIX: Review of Governing Documents .....	48
Bylaw XX: Elections .....	49
<b>ENDNOTES .....</b>	<b>54</b>

## Land Acknowledgement

We acknowledge that the land on which Bishop's University operates is the stolen land called Ndakina. The Bishop's Student's Representative Council recognizes as settlers on this land; we are grateful for its opportunities. We currently gather, work, live, and play on this land, home to resilient Indigenous people still living. It's critical to remember the ongoing systemic oppression First Nation, Métis, and Inuit communities still face today. We will continue to educate ourselves and the Bishop's community about the truth of the stolen lands we reside on and how to become better allies. Beyond education, it's our responsibility to take accountability, listen and take concrete steps for change.

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## Preamble

There is hereby established by the students of Bishop's University an organization for the government of the students, which shall be known as the Students' Representative Council (SRC) of Bishop's University.

The objectives of the SRC, along with the duties and responsibilities of all members of the SRC, and all procedures for the regular operation of the SRC shall be defined by these bylaws. In addition to its responsibilities to its electors, the students of Bishop's University, the SRC shall be an autonomous legal entity with respect to its policy, personnel and finances.

The SRC, in representing the members of the Students' Association resolves to provide services in both English and French, when possible.

These Bylaws supersede and replace all previous constitutions and bylaws of the Students' Association of the Students' Representative Council of Bishop's University.

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## Acknowledgements

The SRC wishes to thank the members of the 2016-17 Constitutional Review Committee, whose many hours of work formed the basis of this document.

## GENERAL BYLAWS

### Article I: Name and Head Office

- 1.1 The name of the corporation shall be the Students' Representative Council of Bishop's University (hereinafter referred to as the SRC or "the association").
- 1.2 The head office of the SRC shall be located in the City of Sherbrooke, in the Province of Quebec, Canada at such a place as the Board may, by resolution, fix.

### Article II: Objectives of Students' Representative Council

- 2.1 The objectives of the SRC are as follows:
  - i. To act as the official representatives of the membership in their relations with:
    - a. the university administration,
    - b. any other private or public person/organization including national, provincial, and international student organizations.
  - ii. To promote the inclusion, welfare and interests of the membership, for the betterment of the association
  - iii. To safeguard the rights of the individual members of the SRC, as given in the Bishop's University Charter of Student Rights and Responsibilities, and as given in the Canadian, and Québec Charters of Human Rights and Freedoms.
  - iv. To uphold and maintain these bylaws including any and all changes, in whole or in part, which may result from the amendment procedure as stated herein.
- 2.2 The responsibilities of the SRC are as follows:
  - i. to provide a medium through which a collective voice of the views of students can be substantiated,
  - ii. to administer all financial affairs, subject to the financial policies of the SRC,
  - iii. to act as a liaison, and serve as the primary channel of communication, with all committees, administration, and academic bodies of the university,
  - iv. to represent students at the local, provincial, national, and other appropriate levels,
  - v. to promote educational, cultural, and social activities through the supply of services to the membership
- 2.2: The SRC shall not associate with any external club, person, or organization that is, or becomes, in violation, of the Bishop's University Charter of Students Rights and Responsibilities or the Canadian and Québec Charters of Human Rights and Freedoms.
- 2.3: The SRC may adopt a position on any issue that directly affects the wellbeing of the membership.
- 2.4: The SRC reserves the right to refuse funding, which would jeopardize the ability of the SRC – including all clubs and other subsidiary bodies – to express a viewpoint or opinion counter to the donor.

## GENERAL BYLAWS

### Article III: Interpretation

- 3.1: The following words and phrases, wherever used in the bylaws and policies of the SRC shall, unless there is something in the context inconsistent therewith, have the following meanings:
- “Act” means the Companies Act, R.S.Q., c. C-38, as amended and includes any subsequent amendment thereto and any statute which may be substituted therefore;
  - "Board" means the Board of Student Representatives, as established in Article V.
  - "Bylaws" means the general and specific bylaws of the SRC as promulgated from time to time in force and effect and any amendments thereto;
  - “Deed of incorporation” means the letters patent incorporating the SRC, any supplementary letters patent, as well as any further amendments thereto.
  - “Executive” means the Executive Council as set out in the General Bylaws
  - “Incoming” means a person who has been elected, appointed or otherwise named to an office, but whose term has yet to begin. “Outgoing” means a person whose term of office ends within three months.
  - “Fall semester” means the period from September 1 to December 31 in each year. “Winter semester” means the period from January 1 to April 30 in each year. “Spring/summer semester” means the period from May 1 to August 31 in each year.
  - “Full quorum” means the quorum required during the fall or winter semester.
  - “Policies” means the policies enacted in accordance with the terms of these bylaws.
  - “Signing officers” means the people authorized to sign documents on behalf of the SRC, named in accordance with the General bylaws.
- 3.2: Subject to the foregoing, the words and phrases defined in the Act shall have the same meaning whenever used herein.
- 3.3: The titles herein have been inserted for convenience of reference only and shall not affect the interpretation of the terms and provisions hereof.
- 3.4: Words importing the singular shall include the plural and vice versa; words importing any gender shall include all other genders; and words importing persons shall include firms, associations, partnerships, companies and legal persons.
- 3.5: A day is defined as a business day, which excludes Saturdays, Sundays, any holidays recognized by Bishop’s University where the university is closed, Canada Day (July 2 if Canada Day falls on a Sunday), and the days between December 1 and January 15 where the university is closed, as defined in the academic calendar. These days shall not be calculated in determining any delays under the Bylaws or other governing documents. However, timelines that refer to “hours” include non-business days, unless specifically indicated.

## GENERAL BYLAWS

### Article IV: Membership

- 4.1 Any student who is enrolled at Bishop's University and is subject to the SRC fee shall be a member of the SRC.
- 4.2: Membership starts on the first day of the semester in which the student is registered and subject to the SRC fee.
- 4.3: Membership is non-transferable and will expire:
- i. on the day following the add-drop deadline – as defined in the University's academic calendar - following the last semester that the member was registered at Bishop's University, or the fall semester if the last semester that the member was registered was the winter semester.
  - ii. if the member ceases to be a student at Bishop's University,
  - iii. if all current SRC fees are past due,
  - iv. if they owe past debts to the SRC and have not attempted to clear them to the satisfaction of the SRC, or
  - v. upon a member's death.
- 4.4: All members shall be entitled to the following, subject to the conditions and procedures set out in the Bylaws and policies:
- i. vote in any election or referendum,
  - ii. establish and/or become a member of any organization under the sponsorship of the SRC,
  - iii. propose amendments to the Bylaws,
  - iv. move or second resolutions made at general meetings and to vote thereon,
  - v. recommend resolutions at meetings of the Board,
  - vi. nominate a candidate in elections,
  - vii. hold office or stand for election,
  - viii. attend all meetings of the Board, except for those held in closed session,
  - ix. participate in events organized or sanctioned by the SRC.
- 4.5: The loss of membership entails the suspension of all privileges, until such a time as membership is restored.
- 4.6: The Board of Directors may, by resolution, suspend for a specific period or permanently expel any member who contravenes any provision of the SRC's Bylaws, or whose behaviour or activities are judged harmful to the SRC. The decision of the Board of Directors on such question is final and without appeal, and the Board is authorized to adopt and follow in such matters, the procedure it may from time to time determine.
- 4.7: The SRC may, at its discretion, continue to provide services to a former member whose membership has expired.

## GENERAL BYLAWS

### Article V: Board of Student Representatives

- 5.1: The legislative authority of the SRC shall be vested in the Board of Student Representatives (hereinafter referred to as the “Board” or BSR).
- 5.2: The BSR of the SRC shall consist of the following:
- i. the Executive Council as defined in Article VI, with all Directors sitting as ex-officio, non-voting members,
  - ii. the General Councillors, as set out in the Specific Bylaws
  - iii. the Representatives, as set out in the Specific Bylaws,
  - iv. the Student Senators, as set out in Specific Bylaws,
  - v. council officer(s), as set out in Specific Bylaws
- 5.3: The term of office for members of the BSR shall commence on May 1 and terminate on April 30 of the following year. The term for any BSR position that initially filled after May 1 shall start immediately once the election is declared completed, and shall terminate on April 30 of the following year.
- 5.4: Meetings of the BSR shall be held at least once per semester, and shall follow the procedures set out in the Specific Bylaws.
- 5.5: The BSR may add temporary, non-voting members or portfolios to its membership as it sees fit. Such temporary positions will end at the end of the BSR’s term, unless another date is specified.
- 5.6: The remuneration of BSR members shall be determined by the BSR subject to the Bylaws, and is subject to withholding all or part of any stipend in the event of failure to complete specific duties.
- 5.7: No person may hold more than one position on the BSR, nor may a person stand for election for more than one BSR seat.
- 5.8: The office of a BSR member shall be automatically declared vacant if the member ceases to be a member of the SRC or to hold any other required qualification described in the Bylaws.

## GENERAL BYLAWS

### Article VI: Executive Council

- 6.1: The Executive Council (EC) of the SRC shall consist of the President, the Vice President(s), as set out in the Specific Bylaws; and the Director(s), as set out in the Specific Bylaws
- 6.2: The general duty of the EC shall be to oversee the management of the SRC Corporation in the Province of Québec,
- 6.3 The EC shall, in general, coordinate the work of all activities and committees under their jurisdiction and shall, when necessary, interpret and administer existing policies with respect to the affairs of such committees. However, the EC shall not make policy independent of the BSR.
- 6.4 Unless otherwise determined by the BSR, members of the EC shall take office on May 1 and serve until April 30 of the following year, or until their successors are chosen, subject to the provisions of Article 5.3.
- 6.5 The Officers of the SRC shall consist of the President and two other members of the Executive Council, as determined from time-to-time by the BSR, at least one of whom must be a Vice-President.
- i. In the event of a vacancy in an officer position the next available Vice-President, in the order listed in the Specific Bylaws, shall serve as an officer of the SRC until such time as the vacancy has been filled in accordance with the Bylaws.
  - ii. If the vacancy remains, the next available Director, in the order listed in the Bylaws, serve as an officer of the SRC until such time as the vacancy has been filled in accordance with the Bylaws.
  - iii. In the event that a vacancy remains after the application of (i) and (ii), the BSR shall fill the vacancy from among its membership to serve on a temporary basis.
- 6.6 Notwithstanding any other provision in these Bylaws, an Officer of the SRC must have attained the age of majority at the time of the commencement of their term.
- 6.7 The office of an Officer shall be automatically be declared vacant, and said person shall be deemed to have resigned their position in the Executive Council, in the following events, to wit:
- i. the officer becomes bankrupt or makes an authorized assignment of his property for the general benefit of the member's creditors or is declared insolvent; or
  - ii. if the officer is interdicted or becomes of unsound mind or if the officer's incapacity is otherwise declared by law.
- 6.8 The remuneration of Executive Councillors shall be determined by the Board, subject to the Bylaws, and is subject to withholding all or part of any stipend in the event of failure to complete specific duties.



## GENERAL BYLAWS

### Article VII: General Meetings

- 7.1: There shall be an Annual General Meeting of members, to be held for the following purposes:
- i. Receiving the reviewed financial statements of the SRC for the last fiscal year and the reviewers' report thereon;
  - ii. Appointing the accountants to perform the review of the financial statements for the ensuing year;
  - iii. The presentation of a report from the Executive Council on their plans for the upcoming year.
- 7.2: The Annual General Meeting shall normally be held in September, unless the BSR, by resolution, determines otherwise. If quorum is not achieved at the Annual General Meeting, the BSR may perform the powers listed in Article 7.1.
- 7.3: Special General Meetings may be called in accordance with the procedures set out in the Specific Bylaws.
- 7.4: The procedures for the conduct of any General Meeting shall be as set out in the Specific Bylaws.

### Article VIII: SRC Fees

- 8.1: Members of the SRC shall be subject to membership fees per semester of enrolment as outlined in this article.
- 8.2: SRC fees shall only be increased in the following cases:
- i. a percentage increase to account for annual changes in the Consumer Price Index of Canada, as approved by the Executive Council;
  - ii. the BSR may approve necessary increases in SRC fees, which shall not be greater than 10 per cent of the current per-semester fee. The BSR may only increase SRC fees under this subsection once during their term in office;
  - iii. through a referendum.
- 8.3: Any attempt to raise an SRC fee by more than 10 per cent of the current semester fees, not including the Consumer Price Index of Canada, shall be subject to a referendum.
- 8.4: All new fees administered by the SRC, including fees collected for other bodies, shall be implemented only by successful referendum.

## GENERAL BYLAWS

### Article IX: Financial and Legal Matters

9.1 The fiscal year of the SRC shall be from May 1 to April 30 of the following year.

9.2 ACCOUNTS:

The Executive shall cause to be kept proper books of account with respect to all sums of money received and expended by the SRC and the matters in respect of which such receipts and expenditures take place, the assets and liabilities of the Legal Person and all other financial transactions affecting the financial position of the SRC. The books of account shall be kept at the head office of the SRC and shall, at all reasonable times, be open to inspection by any Board member.

9.3 AUDIT:

The members may, each year, appoint or not, auditors or other persons charged with the auditing or review, as the case may be, of the books of account of the SRC. Should the members fail to act at the Annual General Meeting, such power shall devolve to the BSR.

9.4 CONTRACTS:

All deeds, documents, transfers, contracts, engagements, bonds, debentures and other instruments requiring execution by the SRC shall be signed by two people, at least one of whom must be an Officer. The BSR may authorize, from time to time, by resolution any persons to sign on behalf of the Legal Person (the "Signing Officers"). Any such authorization may be general or confined to specific instances. Save as aforesaid or as otherwise provided in the Bylaws, no Director, officer, agent or employee shall have any power or authority either to bind the Legal Person by any contract or engagement or to pledge its credit.

9.5 CHEQUES, BILLS OF EXCHANGE AND OTHER SIMILAR ORDERS

All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued, accepted or endorsed in the name of the Legal Person shall be signed by the President or any Officer and countersigned by at least one other Signing Officer in a manner determined, from time to time, by resolution of the BSR. Any one of such people may alone endorse notes and drafts for collection on account of the SRC through its bankers or other depositaries and endorse notes and cheques for deposit with the SRC's bankers or other depositaries for the credit of the SRC or the same may be endorsed "for collection" or "for deposit" with the bankers or other depositaries of the SRC by using the SRC's rubber stamp for the purpose. Any one of such persons so appointed may arrange, settle, balance and certify all books and accounts between the SRC and the SRC's bankers or other depositaries and may receive all paid cheques and vouchers and sign all the bank's or other depositaries' forms of settlement of balance and release on verification slips.

## GENERAL BYLAWS

### 9.6 DEPOSITS:

The funds of the SRC may be deposited, from time to time, to the credit of the SRC with one or more banks, savings and credit unions or other depositaries as the Board of Directors may appoint, from time to time, by resolution.

### 9.7 DECLARATIONS

The President and any other officer or person nominated for the purpose by the BSR are, and each of them is, authorized and empowered to appear and make answer for, on behalf and in the name of the SRC, to all writs, orders and interrogatories upon articulated facts issued out of any court and to declare for, on behalf and in the name of the SRC, and answer to writs of attachment by way of garnishment in which the SRC is garnishee and to make all affidavits and sworn declarations in connection therewith or in connection with any and all judicial proceedings to which the SRC is a party and to make demands of abandonment or petition for winding-up or bankruptcy orders upon any debtor of the SRC and to attend and vote at all meetings of creditors of the SRC's debtors and grant authorizations to represent the SRC in connection therewith.

All declarations prescribed under the Act respecting the legal publicity of enterprises may be executed for and on behalf of the SRC by any Director or officer of the Legal Person.

### 9.8 SHARES IN OTHER COMPANIES OR CORPORATIONS

The President or, in their absence, any Signing Officer or other person so authorized by resolution of the BSR shall have full power and authority to represent the SRC and act on its behalf at any meeting of shareholders of any company or corporation of which the SRC is a shareholder, to attend and to vote thereat, to waive notice of any meeting and execute any document setting out a motion or resolution and to exercise any and all rights and privileges attached to such shareholdings. Any officer or person authorized under the preceding paragraph shall, in addition, be empowered to date and execute any instrument appointing any of the aforesaid persons to represent the Legal Person at any such meeting.

## GENERAL BYLAWS

### 9.9 Indemnification of directors and officers

The SRC shall assume the defence of every Director, officer or other representative of the SRC and of every person who acts within its mandate or in such capacity at the SRC 's request, and the SRC, from time to time and at all times, out of its funds, shall indemnify and save them harmless and guarantee and reimburse them and their estate and effects from and against:

- a) all costs, charges, expenses, liabilities and damages whatsoever, including an amount paid to settle an action or satisfy a judgment, which such Board member, Executive Councillor, officer or representative or such person sustains or incurs in or about any action, suit, inquiry or judicial or administrative proceeding which is brought, commenced or prosecuted against them by a third party for or in respect of any act, deed, matter or thing whatsoever, heretofore or hereafter made, done or permitted by them, in or about the execution of the duties of his office; and
- b) all other costs, charges, expenses, liabilities and damages whatsoever which such Board member, Executive Councillor, officer or representative or such person sustains or incurs in or about or in relation to the affairs thereof;

except such costs, charges, expenses, liabilities or damages as are occasioned by the grievous offence of such Board member, Executive Councillor, officer or representative or such person or a personal offence separable from the exercise of the duties of such Board member, Executive Councillor, officer or representative or such person.

However, in a penal or criminal suit, the SRC shall assume only the payment of the expenses of such Board member, Executive Councillor, officer or representative or such person if that person has reasonable grounds to believe that their conduct was in conformity with the law, or the payment of the expenses of such Board member, Executive Councillor, officer or representative or such person who has been freed or acquitted, the Legal Person being however entitled to advance to such Director, officer, representative or person the funds required for the payment of such expenses.

The SRC shall assume the expenses of such Board member, Executive Councillor, officer or representative or such person if, the SRC having prosecuted the person for an act done in the exercise of their duties, the SRC loses its case and the court so decides. If the SRC wins its case only in part, the court may determine the amount of the expenses the SRC shall assume.

## GENERAL BYLAWS

### 9.10 GENERAL BORROWING POWERS:

The BSR is hereby authorized, from time to time:

- a) to borrow money and obtain advances, upon the credit of the SRC, from any bank, savings and credit union, lending institution, legal person, firm or person, upon such terms, covenants and conditions, at such time, in such sums, to such extent and in such manner as the BSR, in its discretion, may deem expedient;
- b) to limit or increase the amount to be borrowed;
- c) as security for any discounts, overdrafts, loans, credits, advances or other indebtedness or liability of the SRC to any bank, savings and credit union, lending institution, legal person, firm or person, as well as for the interest thereon, to hypothecate or otherwise affect in favour of any bank, savings and credit union, lending institution, legal person, firm or person, any or all of the SRC's property, real or personal, moveable or immovable now owned or hereafter acquired, or both, and to give such security thereon as may be taken by a bank under the provisions of the Bank Act, and to renew, alter, vary or substitute such security from time to time, with authority to enter into promises to give such security under the Bank Act for any indebtedness contracted or to be contracted by the SRC to any bank;
- d) to exercise generally all or any of the rights or powers which the SRC itself may exercise under its Deed of incorporation and the laws governing it; and
- e) to delegate to such officer(s) or other representatives of the SRC, by resolution or bylaw, all or any of the foregoing powers hereby conferred upon the Board of Directors.

AND the powers of borrowing and giving security hereby authorized shall be deemed to be continuing powers and not to be exhausted by the first exercise thereof, but may be exercised from time to time hereafter, until the repeal of this bylaw and notice thereof has been given in writing to whomsoever may be acting on the faith thereof.

## GENERAL BYLAWS

### Article X: Referenda

#### 10.1 General

- i. A referendum may be called by members of the SRC, as outlined in the General Bylaws.
- ii. A referendum can only be held between the first and last day of scheduled classes, during the fall and/or winter semesters, excluding final exam periods. Where possible, referendums should be held concurrently with other SRC elections.

#### 10.2 Board Initiated Referenda

- i. A referendum may be initiated by the BSR, by a two-thirds vote, on any issue.
- ii. The wording of a referendum question must be approved by the BSR fourteen (14) days prior to the opening of polls.
- iii. Upon passage of the resolution, the President shall instruct the Chief Returning Officer (CRO) to hold a referendum.
- iv. The membership must be notified of the referendum question at least fourteen (14) days in advance to the opening of the polls and must adhere to the guidelines set out in the Bylaws.
- v. A referendum initiated by the BSR does not necessarily imply that the body endorses one side over the other.

#### 10.3 Student Initiated Referenda

- i. A referendum may be initiated by a petition of ten per cent (10%) of the members in good standing.
- ii. The wording of a referendum question must be approved by the CRO at least fourteen (14) days prior to the opening of polls and must adhere to the guidelines set out in the Bylaws.
- iii. The BSR and the membership must be notified of the referendum question at least fourteen (14) days in advance to the opening of the polls.
- iv. A proposal for a referendum from the Students' Association to override a decision of the BSR is permissible and, if the referendum carries, it renders null and void the decision of the BSR.

#### 10.4 Conditions for Acceptance of the Referendum Vote

- i. A resolution will be considered passed by referendum if:
  - (a) at least ten percent (10%) of the members in good standing of the Students' Association (excluding abstentions) vote on it, and
  - (b) a majority of the ballots cast (excluding abstentions) are in favour of the resolution.

## GENERAL BYLAWS

### Article XI: Conflict of Articles or Provisions in the Bylaws

#### 11.1 Governing Documents

- i. The General Bylaws shall take precedence over all Specific<sup>1</sup> Bylaws, rules, regulations, Policies and procedures adopted by the SRC.
- ii. The Specific Bylaws shall take precedence over all rules, regulations, Policies and procedures adopted by the SRC, other than the General Bylaws.
- iii. Policies shall not conflict with, or attempt to vary, any provision of the Bylaws of the SRC. Any policy is binding upon all members and staff of the SRC.

#### 11.2 General

- i. There shall be no contradiction between articles or provisions of the General Bylaws. If two articles or provisions are deemed to be contradictory, the BSR shall resolve the situation by voting on an amendment or interpretation that removes the contradiction.
- ii. No club(s), committee(s), or other related group(s), under the jurisdiction of the SRC can have, or propose, a separate constitution or regulation, which may conflict in any way with the SRC's Bylaws or other governing documents.

## GENERAL BYLAWS

### Article XII: Amendments to Governing Documents

#### 12.1 Proposal for Amendments

- i. The Bylaws or Policies may be amended subject to the following conditions:
  - a. notice of the proposed amendment(s) shall be given, in writing, to the BSR at least one week prior to the meeting at which it is to be considered;
  - b. the proposed amendment shall be provided to the BSR at least one week prior to the meeting at which the proposed amendment(s) is considered;
  - c. notice of proposed amendment(s) shall be given to the membership at least 72 hours prior to the meeting at which it is to be considered;
- ii. An amendment may be initiated by a petition of ten per cent (10%) of the members in good standing of the SRC. The proposed amendment and petition shall be provided to the President, or designate, at least one week prior to the meeting at which it is to be considered. Notice of the proposed amendment shall be provided to the BSR and the membership following the procedures set out in (i).
- iii. A full quorum must exist at any meeting held to consider an amendment to a governing document.

#### 12.2 General Bylaws Amendments

- i. The General Bylaws shall be amended only via referendum.
- ii. A resolution will be considered passed if it meets the criteria for passage set out in Article IX.
- iii. Typography, formatting, and/or spelling errors in the Bylaws may be corrected by a unanimous decision by the BSR, provided that no fewer than five (5) days notice is given to the membership. Modifications enacted by the BSR may not alter inherent spirit or implicit meaning of the Bylaws.

#### 12.3 Specific Bylaw Amendments

- i. The Specific Bylaws may be amended by BSR subject to the following conditions:
  - a. The proposed amendment shall be provided to the BSR at a regular meeting;
  - b. A two-thirds ( $\frac{2}{3}$ ) vote of the BSR, at a regular meeting subsequent to the meeting at which notice was given, must agree to the amendment.

#### 12.4 Policy Amendments

- i. A policy may be enacted or amended by a majority vote of the BSR, provided that five days (5) notice has been given.

#### 12.5 Coming into Force of Amendments

- i. An amendment, once adopted, shall take effect immediately upon approval, unless the BSR determines that it shall come into force at some later date.
- ii. Notwithstanding the above, amendments that create or abolish positions set out in the Bylaws shall not come into effect until the start of the next financial year, although elections for or appointments to those positions may take place prior to the coming into effect of the amendment.
- iii. There shall be no retroactive changes made to the Bylaws or Policies.



## SPECIFIC BYLAWS

### Bylaw I: Executive Council:

- 1.01 The Executive Council shall consist of the following positions:
  - i. The President
  - ii. The Vice Presidents listed below<sup>2</sup>:
    - a. Vice-President of Academic Affairs
    - b. Vice-President of Student Life
  - iii. The Directors listed below:
    - a. Director of Finance
    - b. Director of Events<sup>3</sup>
- 1.02 The President shall be responsible for all employment contracts issued in the name of the SRC. The Executive Council shall be responsible for all legal actions of the SRC.
- 1.03 The outgoing Executive Council, in discussion with the incoming Executive Council will be charged with formulating an operating budget for the spring and summer until the annual budget is approved in the fall. This operating budget shall be approved by the outgoing BSR no later than April 30th.
- 1.04 The Executive Council shall act as the primary liaison between the membership and the SRC, and all stakeholders in the university and the greater community.
- 1.05 The duties of the Executive Council shall be to deal with all routine business of the SRC and to implement such policies as may be established by the BSR.
- 1.06 All meetings of the Executive shall be held in closed session unless it votes otherwise.
- 1.07 The members of the Executive must be available in person to fulfill the roles of their office at the university as stated within their contracts.
- 1.08 Quorum for meetings of the Executive shall be two-thirds ( $\frac{2}{3}$ ) of the membership.

## SPECIFIC BYLAWS

### Bylaw II: President

- 2.01 The President of the SRC shall:
- i. be the Chief Executive Officer of the SRC, and shall act as the coordinator of all SRC departments.
  - ii. chair all meetings of the Executive Council, the Orientation Week Board, and the Appointments Committee.
  - iii. be a voting member of the following university committees:
    - a. The Board of Governors,
    - b. The Nominating Committee of the Board, and
    - c. The Committee on Life at the University (as chair, subject to University statutes).
  - iv. be a voting member of the following SRC committees:
    - a. the Selection Committee for the Directors of the SRC (as chair),
    - b. the Appointments Committee (as chair).
  - v. serve on other internal BSR and university committees as listed in the Policies, named by the Appointments Committee, or otherwise appointed;
  - vi. with the assistance of the Executive Council, act as the chief liaison between students and the faculty, staff and administration;
  - vii. act as a spokesperson for student rights and concerns to university administration and to the greater public;
  - v. be responsible for maintaining the legal status of the SRC and shall ensure that the appropriate documentation is completed;
  - vi. ensure the execution of all decisions of the Executive Council; and shall be responsible for all formal communications with any other legal body. This responsibility shall include the initiation and completion of all legal actions to the satisfaction of the Executive Council;
  - vii. liaise and collaborate with other university student associations, and with provincial and national student organizations and lobbying groups (e.g. the UEQ, the Maple League, etc)<sup>4</sup>
  - viii. attend the following external bodies, where possible:
    - a. Union Etudiante de Quebec (UEQ) caucus Meetings
  - ix. work to represent and advocate on behalf of the membership to external institutions that affect post-secondary educational policy and students, including representing the SRC at all external conferences, committee meetings, etc, unless otherwise determined by the executive;
  - x. Act as the liaison between members and the BSR for external affairs;
  - xi. Act as the external policy advisor to the BSR;
  - xii. present a report at every meeting of the BSR, outlining the affairs of their portfolio;
  - xiii. submit an annual report to the BSR on all projects, affairs and operations of the SRC during their term of office. This annual report will be due upon the date of the final BSR meeting of each year and it must follow the final report procedure as set out by the BSR.

## SPECIFIC BYLAWS

### Bylaw III: Vice-Presidents

- 3.01 The Vice-President of Academic Affairs shall:
- i. be a voting member of the following University Committees:
    - a. the University Senate,
    - b. the Academic Standing and Admissions Policy Committee of Senate,
    - c. Teaching and Learning Centre Committee of Senate, and
    - d. Senate Planning Committee of Senate.
  - ii. serve as the Presidential Alternate for the purposes of the Bylaws;
  - iii. serve on other internal BSR and university committees as listed in the Policies, named by the Appointments Committee, or otherwise appointed;
  - iv. be responsible for seeing that students are placed on all Senate and Academic Departmental Committees in the University and present these names to the Appointments Committee;
  - v. act as a coordinator of the student Senators and report to the BSR on their progress;
  - vi. act as the liaison between the membership and the BSR for academic matters;
  - vii. be responsible for addressing student academic complaints to the SRC and ensuring that they are adequately resolved;
  - viii. act as the Academic Policy advisor to the BSR;
  - ix. be the chair of the William and Nancy Turner Teaching Award Committee and cast the deciding vote in the event of a tie;
  - x. coordinate the publication of the Mitre and liaise with the Editor, at minimum, once a semester;
  - xi. present a report at each BSR meeting concerning the affairs of their portfolio;
  - xii. submit an annual report to the BSR on all projects, affairs and operations of their portfolio during their term of office. This annual report will be due upon the date of the final BSR meeting of each year and it must follow the final report procedure as set out by the BSR.

## SPECIFIC BYLAWS

- 3.02 The Vice-President of Student Life (VPSL) shall:
- i. be a voting member of the following University Committees:
    - a. the Committee on Life at the University,
    - b. the Committee on Student Conduct, and
    - c. the Alcohol Concerns Committee.
  - ii. be a voting member of the following SRC committees:
    - a. the Appointments Committee,
    - b. the Gaiter Grants Committee.<sup>5</sup>
    - c. the Residence Student Life Committee (as chair)<sup>6</sup>
  - iii. serve on other internal BSR and university committees as listed in the Policies, named by the Appointments Committee, or otherwise appointed;
  - iv. serve as a non-voting member of the Bishop's Directors of Student Services Committee;
  - v. be a voting member of the following external committee:<sup>7</sup>
    - a. the Town and Gown Committee
  - vi. attend the following external bodies, where possible:
    - a. Lennoxville borough council meetings
  - vii. work to build and maintain positive relationships between the students and various stakeholders in the city and Borough No. 3 (Lennoxville), and bring students' concerns to municipal, provincial and federal governments;
  - viii. with input from the Executive Council, supervise the coordinators and other staff hired within their portfolio, and report to the EC and BSR on their progress;
  - ix. act as the liaison between the membership and the BSR for issues pertaining to student life and wellness. The VPSL will keep the BSR informed of any developments in these areas;
  - x. be responsible for addressing non-academic student complaints to the SRC and ensuring that they are adequately resolved;
  - xi. help meet the social and non-academic needs of the student body through overseeing the organization of various events that appeal to the students, as well as all non-academic SRC events both on campus and off campus, that are not expressly under the jurisdiction of another Executive member;
  - xii. present a report at each BSR meeting concerning the affairs of their portfolio;
  - xiii. submit an annual report to the BSR on all projects, affairs and operations of their portfolio during their term of office. This annual report will be due upon the date of the final BSR meeting of each year and it must follow the final report procedure as set out by the BSR.
- 3.03 [Repealed]<sup>8</sup>

## SPECIFIC BYLAWS

### Bylaw IV: Directors

- 4.01 The Director of Finance (DOF) shall:
- i. be a voting member of the following SRC Committees:
    - a. the Appointments Committee,
    - b. the Gaiter Grants Committee (as Chair).<sup>9</sup>
  - ii. on other internal BSR and university committees as listed in the Policies, named by the Appointments Committee, or otherwise appointed;
  - iii. for the purposes of the Act, be the Treasurer of the SRC;
  - iv. be responsible for the financial affairs of the SRC;
  - v. be one of the Signing Officers of the SRC, and authorized to sign all contracts and purchase orders on behalf of the SRC, after prior consultation with the Executive, for all major purchase orders and contracts;
  - v. prepare and administer the annual budget, under the direction of the Executive, and present it for approval by the BSR in the fall semester;
  - vi. prepare an annual financial statement that shall be available for inspection by all SRC members. Annual statements for the preceding fiscal year shall be made available during the fall semester of each academic year;
  - vii. ensure the proper fiscal management of all SRC operations and shall report any developments to the BSR on a regular basis;
  - viii. present bi-annual budget updates and projections to the BSR;
  - ix. present a report at each BSR meeting concerning the affairs of their portfolio;
  - x. submit an annual report to the BSR on all projects, affairs and operations of their portfolio during their term of office. This report will be due upon the date of the final BSR meeting of each year and it must follow the final report procedure as set out by the BSR.

## SPECIFIC BYLAWS

- 4.02 The Director of Events (DOE) shall:<sup>10</sup>
- i. be a voting member of the following University Committees:
    - a. the Alcohol Concerns Committee.
  - ii. chair the following SRC committees:
    - a. Orientation Week Committee
    - b. Winter Orientation Week Committee
    - c. Winterfest Committee
    - d. Grad Formal Committee
  - iii. be a voting member of the following SRC Committees:
    - a. the Appointments Committee
  - iv. serve on other internal BSR and university committees as listed in the Policies, named by the Appointments Committee, or otherwise appointed;
  - v. be responsible for the planning, facilitation and organization of Orientation Week, Winter Orientation Week, Winterfest and Grad Formal, as well as any other events the Executive Council wishes to pursue;
  - vi. responsible for planning a budget for each event, in collaboration with the Director of Finance, and for managing that budget;
  - vii. with input from the Executive Council, supervise the coordinators and other staff hired within their portfolio, and report to the EC and BSR on their progress;
  - viii. act as the liaison between the SA and the BSR for issues pertaining to events. The VPSL will keep the BSR informed of any developments in these areas;
  - ix. present a report at each BSR meeting concerning the affairs of their portfolio;
  - x. submit an annual report to the BSR on all projects, affairs and operations of their portfolio during their term of office. This annual report will be due upon the date of the final BSR meeting of each year and it must follow the final report procedure as set out by the BSR.

## SPECIFIC BYLAWS

### Bylaw V: General Manager(s) and Secretary-General

- 5.1 The BSR may approve the hiring of one or more General Managers, who shall be hired by the Appointments Committee. General Managers are not normally members of the SRC.
- 5.2 The General Manager(s) shall
- i. under the direction of the President and the Executive Council, take overall charge of the day-to-day operations of the SRC, including any businesses or services under the SRC's jurisdiction
  - ii. unless otherwise indicated in these Bylaws, or by resolution of the Executive Committee, supervise any other employees of SRC,
  - iii. unless otherwise indicated by the BSR, be one of the Signing Officers of the SRC. If a General Manager co-signs a cheque or other similar order, one of the other co-signers must be a member of the Executive Committee
  - iv. be responsible for additional tasks as assigned by the Executive.
- 5.3 The BSR may approve the hiring of a Secretary-General, who shall be hired by the Appointments Committee. The Secretary-General is not normally a member of the SRC.
- 5.4 The Secretary-General shall:
- i. act as the Recording Secretary, performing all the functions listed in the Bylaws, Policies and assigned to it by the Executive Council or the BSR;
  - ii. act as the Parliamentarian at General Meetings and BSR meetings, and advise members of the BSR on matters of procedure between meetings;
  - iii. act as the Chief Returning Officer, performing all the functions listed in the Bylaws, Policies and assigned to the position by the Executive Council or the BSR, including supervision of the DRO;
  - iv. perform any other duties as assigned by the BSR, Executive Council and/or the General Manager(s); and
  - v. be subject to the restrictions placed on the Recording Secretary and the CRO in the Bylaws and Policies.
- 5.5 In the event of a vacancy in the Secretary-General position, the Executive will determine whether to fill the position for the remainder of the fiscal year, or to fill in the offices of Recording Secretary and CRO separately.

## SPECIFIC BYLAWS

### Bylaw VI: General Councillors:

- 6.1 There shall be two (2) General Councillors (GCs), elected during the fall semester who shall:<sup>11</sup>
- i. work to represent and advocate on behalf of the membership;
  - ii. be appointed to internal SRC and university committees as necessary;
  - iii. work to ensure two-way communication between the membership and the BSR;
  - iv. be required to ensure and promote their availability to the membership for a minimum of two (2) hours per week, in addition to any meetings of the BSR;
  - v. be responsible for actively communicating with members on a grassroots level, ensuring that the BSR is meeting the needs of the membership, and bringing forward any needs that the SRC is failing to meet;
  - vi. submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR. Failure to provide this report may result in withholding part of the stipend owed to the representative.
- 6.2 [Repealed]<sup>12</sup>
- 6.3 One<sup>13</sup> of the General Councillors shall sit on the Mental Health Committee, decided at the first BSR meeting.<sup>14</sup>
- 6.4 At least one General Councillor shall serve on the Gaiter Grants Committee.<sup>15</sup>



## SPECIFIC BYLAWS

### Bylaw VII: Representatives

#### 7.1 The Equity Representative shall:

- i. be elected by and from the entire membership during the winter semester;
- ii. work to represent and advocate on behalf of the entire<sup>16</sup> membership, specifically pertaining to issues of inclusion, equity,<sup>17</sup> discrimination and accessibility;
- iii. be a member of the following SRC committees and appointed to others as necessary:
  - a. Equity, Diversity & Inclusion Committee (as Co-Chair).<sup>18</sup>
- iv. be appointed to university committees as necessary;
- v. work to ensure two-way communication between the membership and the BSR;
- vi. be required to ensure and promote their availability to the membership for a minimum of two (2) hours per week in addition to any meetings of the BSR;
- vii. be responsible for actively communicating with members on a grassroots level, ensuring that the BSR is meeting the needs of the membership, and bringing forward any needs that the SRC is failing to meet;
- viii. submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR. Failure to provide this report may result in withholding part of the stipend owed to the representative.

#### 7.2 The Environmental Sustainability Representative (ESR) shall:

- i. be elected by and from the entire membership during the winter semester;
- ii. work to represent and advocate on behalf of the membership, specifically pertaining to issues of environmental justice and sustainability;
- iii. be a member of the following internal BSR committees:
  - a. the Green Levy Committee, and
- iv. be a voting member of the following university committees, and appointed to other university committees as necessary:
  - a. the Sustainable Development Committee.
- v. be appointed to internal BSR and university committees as necessary;
- vi. to assist with the Tree Planting Initiative for the Graduating Class of the respective year;<sup>19</sup>
- vii. work to ensure two-way communication between members and the BSR;
- viii. be required to ensure and promote their availability to the membership for a minimum of two (2) hours per week in addition to any meetings of the BSR;
- ix. work closely with relevant SRC clubs and campus organizations;
- x. be responsible for actively communicating with members on a grassroots level, ensuring that the BSR is meeting the needs of the membership, and bringing forward any needs that the SRC is failing to meet;
- xi. submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR. Failure to provide this report may result in withholding part of the stipend owed to the representative.

## SPECIFIC BYLAWS

- 7.3 The Health and Wellness Representative (HWR) shall:
- i. be elected by and from the entire membership during the winter semester;
  - ii. work to represent and advocate on behalf of the membership, specifically pertaining to issues of students' physical and mental health and wellness;
  - iii. be a voting member of the following university committees, and appointed to other university committees as necessary:
    - a. The Committee on Life at the University,
    - b. The Campus Dining Committee, and
    - c. The Mental Health and Wellness Week Organizing Committee.
  - iv. be appointed to internal BSR and university committees as necessary;
  - v. work to ensure two-way communication between members and the BSR;
  - vi. be required to ensure and promote an availability to the membership of a minimum of two (2) hours per week in addition to any meetings of the BSR;
  - vii. work closely with relevant SRC clubs and campus organizations;
  - viii. be responsible for actively communicating with members on a grassroots level, ensuring that the BSR is meeting the needs of the membership, and bringing forward any needs that the SRC is failing to meet;
  - ix. submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR. Failure to provide this report may result in withholding part of the stipend owed to the representative.
  - x. be a member of the following SRC Committee(s):<sup>20</sup>
    - a. The Mental Health Committee (as Chair)
    - b. The Residence Student Life Committee

## SPECIFIC BYLAWS

- 7.4 The First-Year Student Representative (FYSR), shall:
- i. be elected by and from the members who are in their first year of university<sup>21</sup> (as identified by the University) during the fall semester;
  - ii. work to represent and advocate on behalf of the members who are in their first year at Bishop's;
  - iii. be a member of the following internal BSR committees:
    - a. The Student Life Advisory Committee.
  - iv. be appointed to other internal BSR and university committees as necessary;
  - v. work to ensure two-way communication between first-year students and the BSR, working closely with the On-Campus Students Representative;
  - vi. be required to ensure and promote their availability to the membership for a minimum of two (2) hours per week in addition to any meetings of the BSR;
  - vii. be responsible for actively communicating with members on a grassroots level, ensuring that the BSR is meeting the needs of the membership, and bringing forward any needs that the SRC is failing to meet;
  - viii. submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR. Failure to provide this report may result in withholding part of the stipend owed to the representative.
  - ix. be a member of the following SRC Committee(s):<sup>22</sup>
    - a. The Residence Student Life Committee
    - b. The Mental Health Committee

## SPECIFIC BYLAWS

- 7.5 The On-Campus Student Representative (OCSR) shall
- i. be elected by and from the members living in Bishop's University residences during the fall semester
  - ii. be a student living in Bishop's University residences for the duration of their term
    - a. if the OCSR moves out of residence, they shall be deemed to have resigned from their position.
  - iii. work to represent and advocate on behalf of the members living in Bishop's University residences;
  - iv. be a voting member of the following university committees:
    - a. The Campus Dining Committee, and
    - b. The Residence Education Committee.
  - v. be appointed to other internal BSR and university committees as necessary;
  - vi. work to ensure two-way communication between students living in residence and the BSR, working closely with the First-Year Students Representative;
  - vii. be required to ensure and promote their availability to the membership for a minimum of two (2) hours per week in addition to any meetings of the BSR;
  - viii. be responsible for actively communicating with members on a grassroots level, ensuring that the BSR is meeting the needs of the membership, and bringing forward any needs that the SRC is failing to meet;
  - ix. submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR. Failure to provide this report may result in withholding part of the stipend owed to the representative.
  - x. be a member of the following SRC Committee(s):<sup>23</sup>
    - a. The Residence Student Life Committee

## SPECIFIC BYLAWS

### 7.6 The International Student Representative shall:<sup>24</sup>

- i. be elected by and from the students recognized by the university as International students.
- ii. work to represent and advocate on behalf of the members who are International students, as well as inbound exchange students (i.e. those studying at Bishop's);
- iii. be a member of the following SRC committees and appointed to others as necessary:
  - a. Equity, Diversity & Inclusion Committee.<sup>25</sup>
- iv. be appointed to university committees as necessary;<sup>26</sup>
- v. work to ensure two-way communication between the membership and the BSR;
- vi. Maintain a collegial and collaborative relationship with the Bishop's staff members responsible for international and exchange students;
- vii. be required to ensure and promote their availability to the membership for a minimum of two (2) hours per week in addition to any meetings of the BSR;
- viii. be responsible for actively communicating with members on a grassroots level, ensuring that the BSR is meeting the needs of the membership, and bringing forward any needs that the SRC is failing to meet;
- ix. submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR. Failure to provide this report may result in withholding part of the stipend owed to the representative.

### 7.7 The Diversity & Inclusion<sup>27</sup> Student Representative shall:<sup>28</sup>

- i. be elected by and from the members who self-identify as a member of a racially or ethnically minoritized group; <sup>29</sup>
- ii. work to represent, promote, and celebrate diversity and advocate for racial inclusion;<sup>30</sup>
- iii. work to represent and advocate on behalf of the members who in their constituency
- iv. be a member of the following SRC committees and appointed to others as necessary:
  - a. Equity, Diversity & Inclusion Committee (as Co-Chair).<sup>31</sup>
- v. be appointed to university committees as necessary;<sup>32</sup>
- vi. work to ensure two-way communication between the membership and the BSR;
- vii. be required to ensure and promote their availability to the membership for a minimum of two (2) hours per week in addition to any meetings of the BSR;
- viii. be responsible for actively communicating with members on a grassroots level, ensuring that the BSR is meeting the needs of the membership, and bringing forward any needs that the SRC is failing to meet;
- ix. submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR. Failure to provide this report may result in withholding part of the stipend owed to the representative.

## SPECIFIC BYLAWS

### 7.8 The Indigenous Student Representative shall:<sup>33</sup>

- i. be appointed by the Indigenous Cultural Alliance, or its successor group.
- ii. work to represent and advocate on behalf of the members who are self-identified Indigenous students
- iii. be a member of the following SRC committees and appointed to others as necessary:
  - a. Equity, Diversity & Inclusion Committee.<sup>34</sup>
- iv. be appointed to university committees as necessary;<sup>35</sup>
- v. work to ensure two-way communication between the membership and the BSR;
- vi. Maintain a collegial and collaborative relationship with the Bishop's Indigenous Student Advisor (or the equivalent successor position);
- vii. be required to ensure and promote their availability to the membership for a minimum of two (2) hours per week in addition to any meetings of the BSR;
- viii. be responsible for actively communicating with members on a grassroots level, ensuring that the BSR is meeting the needs of the membership, and bringing forward any needs that the SRC is failing to meet;
- ix. Make recommendations to the BSR on incorporating and respecting Indigenous cultures and heritage.
- x. Regularly make an effort to attend events and meetings related to Indigeneity within the University; and,
- xi. submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR. Failure to provide this report may result in withholding part of the stipend owed to the representative.

### 7.9 The Sexual Culture Representative (SCR) shall:

- i. Be elected by and from the entire membership during the winter semester;
- ii. Work to represent and advocate on behalf of all students on issues of sexual health, awareness, and inclusivity within the student community and issues pertaining to sexual culture, regardless of gender identity and sexual orientation.
- iii. Be a voting member of the following university:
  - a. The Sexual Culture Week Planning Committee,
  - b. Committee for the Prevention of Harassment and Sexual Violence
- iv. Be appointed to internal BSR and university committees as necessary;
- v. Work to ensure two-way communication between members, the Sexual Culture Committee and the BSR;
- vi. Be required to ensure and promote availability to the membership of a minimum of two (2) hours per week in addition to any meetings of the BSR;
- vii. Work closely with relevant SRC extracurricular groups and campus organizations, specifically the Sexual Violence Support Center or designate.

## SPECIFIC BYLAWS

- viii. Be responsible for actively communicating with members on a grassroots level, ensuring that the BSR is meeting the needs of the membership, and bringing forward any needs that the SRC is failing to meet in relation to sexual culture;
- ix. Submit a report to the BSR on all projects, affairs, and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester, and it must follow the final report procedure as set out by the BSR. Failure to provide this report may result in withholding part of the stipend owed to the representative.
- x. Be a member of the following SRC Committee(s):
  - a. The Sexual Culture Committee (as an executive member)
  - b. The Equity, Diversity and Inclusion Committee
- Xi. Liaise with various SRC Operations and SRC Events in relation to safer spaces, inclusivity and enhancing sexual culture.
- Xii. Be knowledgeable of available resources on and off campus to aid in promoting and directing students to the right resources. However, they are not a resource themselves and should not act in the capacity of any of these resources, including but not limited to providing therapeutic and disclosure support.
- Xiii. Within the Sexual Culture Committee, aid with event planning, provide reports at BSR meetings, and support the committee's longevity. <sup>36</sup>

## SPECIFIC BYLAWS

### Bylaw VIII: Student Senators

- 8.1 There shall be five (5) Undergraduate Student Senators, elected by and from the membership of each academic division and school as follows:
- i. one (1) from the division of Humanities within the faculty of Arts and Science
  - ii. one (1) from the division of Social Sciences within the faculty of Arts and Science
  - iii. one (1) from the division of Natural Sciences within the faculty of Arts and Science
  - iv. one (1) from the School of Education, and
  - v. one (1) from the Williams School of Business.
- 8.2 The Undergraduate Student Senators shall:
- i. be elected by and from the members in their respective divisions during the winter semester
  - ii. be a voting member of the following university committees:
    - a. Senate, and
    - b. their respective Divisional or School faculty meetings.
  - iii. sit as members of or more Senate sub-committees as deemed necessary by the Appointments Committee;
  - iv. be appointed to other internal BSR and university committees as necessary;
  - v. report on any academic issues that are important to students, which may include but are not limited to: academic standing, admissions, research, and any aspects of academic programs and degree requirements. All Student Senators are expected to report on any academic issues to the BSR;
  - vi. complete a minimum of two (2) office hours per week in addition to any meetings of the BSR;
  - vii. work towards improving the academic experience of students in their division or school through the advocacy of student issues, the organization of events, or any other relevant activities;
  - viii. in addition to the above requirements, the Business Senator is expected to sit as an advisor on the Bishop's University Commerce Society;
  - ix. submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR. Failure to provide this report may result in withholding part of the stipend owed to the representative.



## SPECIFIC BYLAWS

- 8.3 There shall be one Graduate Student Senator, who shall: <sup>37</sup>
- i. be elected by and from the members who are enrolled in a Graduate program (as defined by the University), during the winter semester;
  - ii. be enrolled in a Graduate Studies program at Bishop's University for the duration of their term;
  - iii. be expected to attend all Senate meetings and participate as a voting member;
  - iv. attend the Graduate Studies committee meetings and participate as a voting member;
  - v. report on any academic issues that are important to Graduate Students, which may include but are not limited to: academic standing, admissions, research, continuing education, and any aspects of academic programs and degree requirements. The Graduate Student Senator is expected to report on any academic issues to the VPAA;
  - vi. sit as a member of one (1) or more Senate sub-committees as determined by the Appointments Committee;
  - vii. work towards improving the academic experience of students in Graduate and Certificate studies through the advocacy of student issues, the organization of events, or any other relevant activities;
  - viii. co-ordinate one (1) survey for Graduate students each year to solicit their opinions and hear their complaints;
  - ix. submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR. Failure to provide this report may result in withholding part of the stipend owed to the representative.

## SPECIFIC BYLAWS

### Bylaw IX: Council Officers

#### 9.1 Recording Secretary

- i. The Recording Secretary shall:
  - a. be selected by the Appointments Committee;
  - b. record the minutes of any meetings of the BSR, any SRC general meetings, and follow all necessary procedures as outlined in the Bylaws;
  - c. submit an annual report before leaving office at the final BSR meeting; this report must follow the format set out by the BSR. Failure to provide this annual report may result in withholding part of the stipend owed to the Recording Secretary;
  - d. send, or have sent, an electronic copy of the minutes to the University Archivist after the minutes have been approved;
  - e. be a non-voting member of the BSR.

#### 9.2 The Chair

- i. The Chair shall:
  - a. serve until the conclusion of the BSR's term;
  - b. chair all meetings of the BSR, in accordance with the terms of these bylaws, policies, standing rules and the relevant parliamentary authority,
  - c. submit an annual report at the conclusion of their term. Failure to provide this annual report may result in withholding part of the stipend owed to the Chair.
- ii. In the event of a vacancy in the office of Chair, the President of the SRC will serve as Chair *pro tem* of the BSR. This includes during any special meetings held prior to the first regular meeting of the year.
- iii. Should the Chair wish to exercise their rights as a member to speak or otherwise participate in debate at a meeting, they shall vacate the chair for the duration of the question under consideration. The President shall act as Chair *pro tem*. In the event the President is unavailable, the Presidential Alternate shall serve. If the Presidential Alternate is unavailable, the BSR shall select a Chair *pro tem* from among its membership

## SPECIFIC BYLAWS

- iv. The selection of the Chair shall be as follows:<sup>38</sup>
- a. The BSR will elect a Chair for the following academic year, normally at the final scheduled regular meeting of its term.
  - b. In the event of a vacancy in the Chair position, the BSR shall elect a Chair as the first item of business (notwithstanding any other bylaw or standing rule) at the first regular meeting after the vacancy arises.
  - c. The Recording Secretary shall give the BSR at least one week notice prior to the meeting where the nomination of the Chair will take place.
    - i. Nominations shall be submitted to the Recording Secretary at least 72 hours before the selection of the Chair.
    - ii. Candidates may submit up to 250 words in support of their nomination.
    - iii. Nominations from the floor will only be accepted where no written nominations have been received prior to the meeting.
  - d. If the outgoing Chair wishes to seek re-selection, they shall leave the Chair during the selection process.
  - e. Consideration of the candidates shall be as follows:
    - i. Each nominee will be invited to speak to the BSR
    - ii. All candidates must leave the room while a discussion and vote takes place. This will be the case even if there is only one candidate.
  - f. The BSR will vote for the candidates using a secret ballot, using a preferential vote. The quota to elect is a majority of the members voting. (e.g. if 19 members cast ballots, 10 votes is required to elect.) The first candidate to receive a majority of votes in favour will be declared elected.
  - g. If there is only one candidate for the position, the BSR may elect to waive the secret ballot and vote by show of hands. A roll call vote is not permitted.
  - h. In the event that no candidate receives a majority, or a sole candidate is rejected, the Chair position will remain vacant until the next regular meeting.
  - i. If the Chair is elected under subsection (a), they take office on the May 1 following their election. If the Chair is elected under subsection (b), they will take office immediately, although they may elect to have the Chair *pro tem* continue to chair all or part of the remainder of the meeting at which they were elected. In either case, the Chair's term ends on April 30.

## SPECIFIC BYLAWS

### Bylaw X: Committees of the SRC

- 10.1 The BSR shall establish such standing, ad hoc, and activity committees, as it deems necessary for the ongoing operation of the SRC. The standing committees include those set out in these Bylaws as well as any established in the Policies.
- 10.2 General Committee Procedures
- i. The BSR shall ratify, at its discretion, the names of any students appointed by the Appointments Committee to any committee;
  - ii. All meetings of committees, where official business is discussed, shall be held in open session;
  - iii. At the discretion of the committee, confidential matters may be dealt with in a closed session;
  - iv. The Chair of each committee shall report to their respective Vice-President or Director with copies of all reports forwarded to the BSR.
- 10.3 Standing Committees
- i. Standing Committees shall
    - a. Be considered subsidiaries of the BSR and exercise jurisdiction only inasmuch as has been delegated by the BSR;
    - b. Extend the BSR's attentiveness to and depth of analysis of matters within their particular portfolio beyond what is possible in BSR meetings;
    - c. Carry out the detailed development of policy initiatives within their portfolio;
    - d. Advise the BSR on matters within their portfolios;
    - e. Co-operate with other standing committees of the BSR on matters that cross portfolios;
    - f. Meet at least once during the academic year.
- 10.4 Ad Hoc Committees
- i. The BSR may establish such ad-hoc committees in any area of operation, as it may deem necessary. The Appointments Committee shall appoint all members of ad-hoc committees.
  - ii. All ad-hoc committees shall be established for a set period of time and shall cease to exist upon the presentation of a final report to the BSR or the conclusion of the fiscal year in which they are appointed, whichever is later.
- 10.5 Activity Committees
- i. The BSR may have an activity committee in any area of operation, as it may deem necessary.
  - ii. All activity committees shall present a final report to the BSR at the next regular meeting following the completion of the activity.

## SPECIFIC BYLAWS

### Bylaw XI: Standing Committees

#### 11.1 The Appointments Committee

- i. The Appointments Committee shall:
  - a. solicit and review the candidacy of BSR and SRC members for committee membership;
  - b. appoint members to the subcommittees of the BSR, University committees, University hiring committees, etc.;
  - c. hold the authority to determine the criteria and application process for committees' positions.
- ii. Quorum for a meeting of the Appointments Committee shall consist of two-thirds of all members.
- iii. Decisions shall be made by majority vote.
- iv. The Appointments Committee shall consist of the following members:
  - a. the Executive Council.

#### 11.2 The Green Levy Committee

- i. The Green Levy Committee shall:
  - a. work towards the promotion and increased awareness of the need for sustainable projects and development on campus;
  - b. work towards the implementation of ideas and projects brought forward by students concerning sustainable development;
  - c. accept and review applications submitted for the Green Levy fund;
  - d. organize meetings, called by the SDSI, to review Green Levy applications;
  - e. meet once a semester to discuss how to promote sustainable development in the community;
  - f. be responsible for ensuring the continuity of Green Levy projects each year.
- ii. The Green Levy Committee shall consist of the following members:
  - a. Sustainable Development Student Intern (as chair),
  - b. SRC Environmental and Sustainability Representative,
  - c. a SRC General Manager,
  - d. a Representative from the Environmental Club, and
  - e. a University Representative.

#### 11.3 The Gaiter Grants Committee<sup>39</sup>

- i. The Gaiter Grants Committee will consist of five (5) voting members of the BSR:
  - a. Director of Finance (as Chair),
  - b. Vice-President of Student Life,
  - c. three (3) non-Executive members of the BSR, at least one of whom must be a general councillor, and at least one of whom must be a Representative.
- ii. Any person designated by the Vice-President Student Life to have administrative authority for extracurricular groups, as per the Extracurricular Groups policy, shall sit on the committee as a non-voting member.
- iii. The committee shall meet regularly during the fall and winter semesters, with the purpose of allocating funds to SRC extracurricular groups to support their academic, community and student life endeavours, in a fair and just manner.

## SPECIFIC BYLAWS

### 11.4 The Valedictorian(s) Selection Committee

- i. The Valedictorian Selection Committee shall be charged with the selection of the Valedictorian for each convocation ceremony.
- ii. The committee shall be comprised of student representatives and Bishop's University administrators, where student representatives comprise a majority of voting members.
- iii. The committee shall consist of:
  - a. Incoming President of the SRC (as chair),
  - b. Incoming Vice-President of Student Life of the SRC,
  - c. Incoming Vice-President of Academic Affairs of the SRC,
  - d. one other non-returning student determined by the Selection Committee,
  - e. Principal of Bishop's University,
  - f. Vice-Principal Academic of Bishop's University,
  - g. Dean of Student Affairs of Bishop's University.
- iv. In the event of a vacancy in any of the University-filled positions, the University shall determine their replacement.
- v. The Valedictorian(s) will be selected by a vote of this committee where all members are present, at least one month prior to convocation.

### 11.5 The Residence Student Life Committee (RSLC)<sup>40</sup>

- i. The Student Residence Life Committee shall:
  - a. be the primary liaison between the Board of Student Representatives and Residence Life,
  - b. work towards collaborating on projects benefiting residents' student life,
  - c. express concerns, comments or suggestions on behalf of Residence Life and BSR in order to better understand the needs of each party,
  - d. meet at least once a month to discuss a variety of topics pertaining to student life, residence life, residence committees and events on campus,
  - e. make recommendations to the BSR, concerning certain events or collaborations,
  - f. be responsible for promoting a positive relationship between the SRC and the Residence Life Team.
- ii. The Student Residence Life Committee shall consist of the following members:
  - a. The Vice-President of Student Life (Chairperson)
  - b. Health and Wellness Representative
  - c. On-Campus Student Representative
  - d. First Year Student Representative
  - e. General Manager, Operations, or designate
  - f. Four Residence Life student representatives

## SPECIFIC BYLAWS

### 11.6 The Mental Health Committee<sup>41</sup>

- i. The Mental Health Committee shall:
  - a. work towards improving mental health services on campus,
  - b. meet at least once a month to discuss topics pertaining to mental health on campus,
  - c. present a report to BSR every month, outlining different discussion points, plans and initiatives brought up at the committee meetings,
  - d. listen to the concerns, comments and suggestions brought forth by students in relation to mental health,
  - e. organize events and work on different initiatives aimed at reducing the stigma surrounding mental health as well as provide resources for students who are struggling,
  - f. be responsible for ensuring that students are made aware of all resources provided on campus,
  - g. work with other mental health groups on campus in order to aid them in their efforts,
  - h. assign members to sit on the Health and Wellness Week Organizing Committee
- ii. The Mental Health Committee shall consist of the following members:
  - a. Health and Wellness Representative (Chairperson)
  - b. One member of the Executive Council
  - c. One General Councillor<sup>42</sup>
  - d. First Year Student Representative
  - e. Three non-BSR members, at least one of whom is part of a mental health group on campus.

### 11.7 The Equity, Diversity & Inclusion Committee

- i. The Equity, Diversity & Inclusion (EDI) Committee shall have the following purpose: to consult with relevant membership to best represent the voices of students who are included in any of the following:
  - a. People of Colour (PoC);
  - b. religious groups;
  - c. LGBTQIA2S+;
  - d. neurodiverse and/or students with disabilities (i.e. physical, intellectual/cognitive, chronic or temporary);
  - e. low income background;
  - f. mature students;
  - g. other underrepresented groups.
- ii. The EDI Committee shall:
  - a. serve as a resource to ensure equal access to student success, support and representation at Bishop's University,
  - b. reach out and communicate with the relevant Students' Associations and extracurricular groups to promote inclusion, justice and equity at Bishop's University,
  - c. meet regularly, normally twice monthly, during the Fall and Winter semesters,
  - d. collaborate with the Executive Council, the BSR and Bishop's University,
  - e. survey students in marginalized groups as needed, and
  - f. make recommendations to the SRC on a regular basis.

## SPECIFIC BYLAWS

- iii. The following shall be permanent members of the committee:
  - a. Equity Representative (Co-Chair)
  - b. Diversity & Inclusion Representative<sup>43</sup> (Co-Chair)
  - c. VP Student Life and/or President (as determined by the Appointments Committee)
  - d. International Students Representative
  - e. Indigenous Students Representative
  - f. Sexual Culture Representative<sup>44</sup>
- iv. Student Associations who represent underrepresented groups shall be invited to send a representative, who shall become a voting member of the committee.
- v. The committee may add other voting members from relevant Student Associations, Extracurricular Groups or external groups, by a majority vote. Such vote shall remain in effect through the end of the fiscal year.
- vi. The following persons shall be invited to be non-voting resource persons for the committee:
  - a. the university Manager of Student Life, or a coordinator responsible for an underrepresented group,
  - b. the university Manager of Student Services, or designate,
  - c. a staff member from Residence Life, as needed, and
  - d. the university Dean of Student Affairs
- vii. The Co-Chairs shall
  - a. call the first meeting of the committee, in co-operation with the VPSL,
  - b. in collaboration with the VPSL, determine a list of Student Associations, other Extracurricular Groups, and External Groups to invite to regular membership on the committee for the year,
  - c. set a schedule for the remaining committee meetings, and ensure that it is published to the relevant student associations and on the SRC website and social media channels,
  - d. report to the BSR on a regular basis (at least twice per semester) on the deliberations of the committee.

### 11.8 The Sexual Culture Committee shall:

- i. Be considered a subsidiary of the BSR and exercise jurisdiction only inasmuch as has been delegated by the BSR,
- ii. Extend the BSR's attentiveness to and depth of analysis of matters pertaining to the sexual culture within the community beyond what is possible in BSR meetings,
- iii. Carry out the detailed development and review of policy initiatives within the portfolio of matters of sexual culture within the community (including but not limited to the Safer Spaces Policy),
- iv. Advise the BSR on matters pertaining to sexual culture within the community,
- v. Co-operate with other standing committees and ad-hoc committees of the BSR on matters related to sexual culture within the community,
- vi. Work on events or initiatives to improve sexual culture on campus,



## SPECIFIC BYLAWS

- vii. Present a report at every BSR meeting, outlining discussion points, plans, and initiatives brought up during committee meetings,
- viii. Listen to the concerns, comments and suggestions brought forth by students in relation to sexual culture in the community,
- ix. Ensure that students are aware of various resources available both on and off campus,
- x. Collaborate with other groups working to improve sexual culture on campus (including but not limited to the Sexual Violence Support Centre and the Sexual Culture Week Planning Committee),
- xi. Meet at least twice during the academic year.

The Sexual Culture Committee shall consist of the following members:

- a) Two Senior Co-Chairs,
- b) Two Junior Co-Chairs,
- c) One Communications Manager,
- d) One Secretary,
- e) The Sexual Culture Representative, and
- f) Any student wishing to be a member of the committee.

The following persons shall be invited to be non-voting resource persons for the committee:

- a) The Special Advisor EDI,
- b) The Associate Director of Indigenous Initiatives,
- c) The Coordinators of Indigenous Student Support Services,
- d) The Vice-Principal of Student Affairs,
- e) The Sexual Violence Response Advisors, and
- f) The Director of Student Life and Services.<sup>45</sup>

## SPECIFIC BYLAWS

### Bylaw XII: General Meetings

- 12.1 All general meetings of members must be called with at least five (5) days notice, and must be properly advertised on campus by poster, on the SRC website, on such social media channels as may be determined by the BSR, and, if possible, by notice in a publication distributed on campus. The posters and notice of meeting shall contain the place, date and time of the meeting, the proposed agenda, and (in the case of a Special General Meeting), the proposed resolutions.
- 12.2 Notice of meetings shall also be sent via email to the University-issued email address of all members. Use of the Bishop's University "students" mailing list, or a successor thereto, shall meet the requirements of this notice. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 12.3 The Annual General Meeting shall be held for the purposes set out in the General Bylaws.
- 12.4 The quorum for the Annual General Meeting shall be one per cent of the membership. The President shall call the Annual General Meeting, subject to the provisions of the Bylaws.
- 12.5 The President shall chair the Annual General Meeting. In the absence of the President, the Presidential Alternate will chair the meeting. In the absence of the Presidential Alternate, the next available member of the Executive Council, following the order listed in the bylaws, shall chair the meeting. Should no member of the Executive Council be available, the meeting shall elect a chair from among the members present.
- 12.6 A Special General Meeting may be called by the BSR or the Executive for the purpose of considering specific resolutions proposed by the BSR or the Executive, as the case may be, such resolutions to be included in the notice of meeting. Special General Meetings may amend such resolutions subject to the rules laid out in SRC parliamentary authority.
- 12.7 A Special General Meeting may also be called upon a written petition of at least 100 students, in good standing, submitted to the Chair of the BSR or the President of the SRC. Such petition must set out the reasons for the meeting and the specific resolutions to be considered at the meeting. The Chair of the BSR will inform the BSR of such a petition at the earliest possible time and hold the meeting within 30 days of receiving the petition. Such a petition must designate up to three members of the SRC as promoters of the petition. The promoters may cancel the Special General Meeting called by their petition by giving written notice to this effect to the Chair of the BSR or the President of the SRC.
- 12.8 Quorum at a Special General Meeting is ten per cent (10%) of the members of the association.

## SPECIFIC BYLAWS

### Bylaw XIII: Meetings of the Board of Student Representatives

#### 13.1 Frequency

- i. Regular meetings may be called as deemed necessary by the Chair of the BSR or the President of the SRC. Regular Meetings shall normally be held every two (2) weeks during the fall and winter semester.
- ii. Special meetings may be called by the President, a majority of the Executive, a majority of the BSR, or by written petition of any ten (10) members of the SRC to the Chair of the BSR. The Chair must then call the meeting within two (2) weeks of receipt of the petition.

#### 13.2 Notification of Meetings

- i. Notice of all regular meetings shall:
  - a. be given to all BSR members at least five business days prior to the meeting, and
  - b. be given to the membership at least 72 hours prior to the meeting;
- ii. Notice of all special meetings shall:
  - a. be given to all members at least 48 hours prior to the meeting;
  - b. include the business to be considered at the special meeting.

#### 13.3 Time and Place of Meetings

- i. The BSR shall determine the time and place of all meetings.

#### 13.4 Agenda

- i. Agendas for regular meetings shall be distributed by the Recording Secretary to the members of the BSR at least 24 hours prior to the meeting.
- ii. An exception can be approved by a majority of the BSR under extraordinary circumstances.

#### 13.5 Observers at Meetings of the BSR

- i. BSR meetings shall normally be held in open session. Meetings may be held in closed session if confidential matters are to be discussed.
- ii. Non-BSR members may not address the BSR unless recognized by the Chair.
- iii. Any SRC member may ask a question during the question period of regular BSR meetings.

#### 13.6 Minutes

- i. The minutes of the meetings of the BSR shall:
  - a. be the responsibility of the Recording Secretary, in their absence the BSR may select a temporary replacement;
  - b. include a summary of the discussion, a record of the motions passed and a numerical record of the votes taken;
- ii. Minutes of meetings in closed sessions shall include only a record of the motions passed and a record of the votes taken.

## SPECIFIC BYLAWS

### 13.7 Quorum

- i. Quorum for meetings of the BSR held during the fall and winter semester shall consist of three-quarters ( $\frac{3}{4}$ ) of the elected members of the BSR. ("Full Quorum")
- ii. During the spring and summer semesters, quorum shall consist of one-half ( $\frac{1}{2}$ ) of elected members. ("Summer Quorum")
- iii. Positions elected in the fall do not count for purposes of determining counting quorum until their elections are completed.
- iv. Non-voting members of the BSR are not counted for purposes of quorum.

### 13.8 Order and Procedure of Board of Student Representatives Meetings

- i. The rules contained the current edition of Robert's Rules of Order, Newly Revised shall govern the SRC in all cases to which they are applicable and in which they are not inconsistent with these bylaws, policies, or any special rules of order the SRC may adopt.
- ii. Within any regular meeting of the BSR there shall be a question period where members shall be allowed to ask questions to the BSR.

### 13.9 Voting

- i. A simple majority of votes cast, excluding abstentions, is required for the adoption of any motion unless otherwise stated in the Bylaws, Policies, other governing documents or the parliamentary authority.
- ii. Movers of all motions must be BSR members.
- iii. A motion, once passed, can be reconsidered only once during the same academic year.
- iv. A defeated main motion may not be re-introduced at the same meeting
- v. If a majority of members present wish that a given vote in a meeting of the BSR be taken by secret ballot, it shall be held.
- vi. The Chair shall not have a vote. If a BSR voting member is acting as Chair *pro tem*, then they shall have a vote only when their vote may affect the result (e.g. to break or create a tie, to make or deny a  $\frac{2}{3}$  majority, or where a fixed number of yes votes is required), or if a secret ballot is held.

### 13.10 Electronic Participation at in-person meetings<sup>46</sup>

- i. At the Chair's discretion (subject to appeal), members may participate in an in-person via electronic means. In order to be considered participating, a member must be able to hear the proceedings, be heard by the members present in the room, and vote without delay.
- ii. Members participating via electronic means shall count as being present for quorum and other purposes, but their electronic participation shall be noted in the minutes.
- iii. At any in-person meeting, a majority of members considered present must be physically present in the meeting room.
- iv. If a ballot vote is held at an in-person meeting, any electronic participants shall vote by messaging the Recording Secretary and said votes shall be treated as if they were made in the meeting room. The Recording Secretary will keep said votes strictly confidential.
- v. The BSR may establish other limitations and guidelines for electronic participation by policy or resolution.

## SPECIFIC BYLAWS

### 13.11 Meetings held Electronically<sup>47</sup>

- i. Meetings of the BSR may be conducted through the use of an Internet meeting service designated by the Recording Secretary. Said service should include provision for visible displays identifying participating, those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the BSR shall be subject to all rules adopted by the Board to govern them, which may include reasonable limitations on, and requirements for, Board members' participation. Any such rules adopted by the Board (whether by motion or policy) shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule of the SRC. An anonymous vote conducted through the Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.
- ii. Meetings held during the spring or summer semesters shall be held electronically, unless otherwise indicated by the Recording Secretary no later than 72 hours prior to the meeting.
- iii. Meetings held during the fall or winter semesters shall be held in-person, unless otherwise indicated by the Recording Secretary no later than 72 hours prior to the meeting.

### Bylaw XIV: Hiring of Directors

14.1 The Directors are to be hired immediately following the completion of the Executive Elections each year.

- i. A separate committee shall be struck for each Director position, and shall consist of the following:
  - a. the incoming and outgoing Presidents, with the outgoing President acting as chair
  - b. the outgoing Director, unless seeking reappointment,
  - c. an incoming Vice-President, and
  - d. a General Manager.
- ii. In the event the committee is unable to reach a consensus, the members of the incoming Executive shall have the final determination as to which candidate the committee shall present to the BSR for ratification.<sup>48</sup>

### 14.2 Ratification Procedure<sup>49</sup>

- i. Each selection committee shall present a candidate for ratification to the BSR as soon as practicable. Directors should normally be presented in the order listed in the Specific Bylaws.
- ii. Should the BSR reject a candidate presented for ratification, the committee shall bring a different candidate to the BSR within two weeks of the rejection, or report that it is unable to do so.
- iii. The selection committee would be dissolved and a vacancy in the position concerned would be declared on May 1 ("Failed Search") if any of the following occur:
  - (a) the BSR rejects a second candidate,
  - (b) the selection committee reports that it is unable to report that it is unable to present a candidate, or
  - (c) the outgoing BSR has not ratified a candidate by the end of its term.

## SPECIFIC BYLAWS

### Bylaw XV: Removal of BSR members from office

#### 15.1 General

- i. Any member of the BSR may be removed from their position for dereliction of duty, or for such other reasons as the BSR deems appropriate. In any such instance, the member subject to removal must be provided the opportunity to speak in their defence at a BSR meeting before any vote is taken to remove them from office.
- ii. Dereliction of duty may include missing more than two consecutive regular meetings of the BSR, or more than four regular meetings throughout the year, without providing written notification to the Chair at least 24 hours in advance.

#### 15.2 Resignation from office

- i. If a member of the BSR wishes to resign from their office, they must submit a written notice to the Recording Secretary or (in their absence) the President.
- ii. Notice of a resignation will be given to members of the BSR and the member's constituency within five (5) business days of the resignation being received.
- iii. Unless a date is specified in the notice, the resignation is effective on the date that it is received. If a resignation is submitted for a future date, the BSR may, by majority vote, elect to accept the resignation effective immediately, or at any time up to the date specified.
  - a. If a resignation is post-dated, the BSR may act to fill the vacancy immediately upon receipt of the notice. In such a case, the member who has given notice of resignation is not eligible to vote on their replacement.

## SPECIFIC BYLAWS

### 15.3 Procedure for Impeachment

- i. The impeachment procedure shall apply to any elected member of the BSR, and may be initiated as follows:
  - a. By a petition of SRC members, signed by 20 students or 10 per cent of the member's constituency (whichever is larger), presented to the Chair of the BSR.
    - i. For the President, Vice-Presidents, General Councillors, and any other BSR member elected by the entire SRC membership, the constituency is the entire membership
    - ii. For any Senator, the constituency is the Senator's Division/School
    - iii. For the Representatives elected by a subgroup of SRC members, the constituency is that subgroup
  - b. By a petition of at least 40 per cent of the members of the BSR members. A majority of the signatures must be from non-Executive members.
  - c. By the Chair, if, and only if, the reason for impeachment is failure to attend BSR meetings
- ii. If a petition signed by a majority of the member's constituency is presented to the Chair of the BSR, the member concerned shall be automatically impeached and removed from office upon validation of the signatures.
- iii. A written notice containing the motion of impeachment, as well as the basis for impeachment, shall be issued to the all members of the BSR at least one week before the motion is presented at a BSR meeting.
- iv. The Executive can, by majority vote, temporarily suspend a member being considered for impeachment from their duties and suspend their access to offices, computers, etc. until the vote of impeachment is held.
- v. The process for handling a motion of impeachment is as follows:
  - a. The motion shall be called by the Chair
  - b. Discussion will first occur in open session, and then (if deemed necessary by the BSR), continue into closed session.
  - c. The vote shall be by secret ballot
  - d. A vote to remove shall require both a 2/3 vote, as outlined in General Bylaw Article 5.2<sup>50</sup>, and a majority of all members of the BSR voting in favour of removal.
  - e. Quorum of a meeting at which impeachment is considered is a "Full Quorum", as outlined in General Bylaw Article 5.2 and in Specific Bylaw 13.ii<sup>51</sup>, notwithstanding when a meeting is taking place.
  - f. If approved, a motion to impeach shall have immediate effect and may not be reconsidered.

### 15.4 Removal of Hired Directors, General Managers and Secretary-General

- i. Hired Directors, a General Manager or the Secretary-General may be removed following a review conducted by and a recommendation from the Executive Council to the BSR, and a 2/3 vote of the BSR where "Full Quorum" is considered.<sup>52</sup>
- ii. Any hired member of the Executive Council, General Manager, or the Secretary-General may be considered for removal from their position for dereliction of duty, upon receipt by the EC of a formal request by at least ten per cent of the Students'

## SPECIFIC BYLAWS

Association stating the reason(s) for the requested removal. In such a case, a majority vote of the BSR<sup>53</sup> is required to effect the removal.



## SPECIFIC BYLAWS

### Bylaw XVI: Filling Vacancies on the BSR

#### 16.1 Executive Councillors

- i. In the event that the President's position becomes vacant the Presidential Alternate shall become President.
- ii. In the event that a Vice-President or Director position is vacant, a selection committee shall be formed to fill the position. The committee shall be appointed by the Appointments Committee and will be comprised of:
  - a. the President (or Presidential Alternate),
  - b. one (1) elected Executive, and
  - c. three (3) members of the BSR.

This committee shall bring a candidate to the BSR for ratification within fourteen (14) days of the vacancy.

- iii. In the event that a Vice-President or Director position becomes vacant during the spring or summer semester, the Executive shall appoint a replacement to fill the vacancy on a temporary basis. For the purposes of (i) and (ii) such vacancy will be deemed to have occurred on Labour Day.
- iv. During the period of time in which an Executive Council seat is vacant, the Executive Council will delegate the position's tasks among themselves.
- v. A member who has vacated a position, for whatever reason, may not be re-appointed to the same position for the remainder of the given term.
- vi. Impeached Executive members are not eligible to be re-appointed or to run in any future SRC elections.

#### 16.2 Other BSR Members

- i. In the event that a non-Executive BSR position is vacated prior to the start of the Fall Election nomination period, the position shall be elected during the Fall Elections
- ii. If no nominations are received for a position during the General Elections, the election for that position will be postponed until the Fall Elections and that position shall be deemed to be first elected in the fall, for the purposes of determining quorum.
- iii. In the event that an elected BSR seat is vacated after the start of the Fall Election, the BSR will distribute a call for new members. Any member of the SRC can nominate a replacement.
- iv. The BSR will vote for the candidates using a ranked ballot system, with the first candidate to receive a majority of votes in favour being declared elected.
- v. During the period of time in which a seat is vacated, the BSR will delegate the position's tasks among themselves.
- vi. A member who has vacated a position, for whatever reason, may not be re-appointed to the same position for the remainder of the given term.
- vii. Impeached representatives are not eligible to be re-appointed or to run in any future SRC elections.

## SPECIFIC BYLAWS

### Bylaw XVII: Extracurricular Groups<sup>54</sup>

#### 17.1 General

- i. The term “extracurricular group” refers to any SRC affiliated organization that is officially recognized by the SRC under the terms of this bylaw and the Extracurricular Groups Policy.
- ii. All affiliated extracurricular groups must adhere to SRC bylaws and policies, in particular the SRC Extracurricular Groups Policy.
- iii. The SRC may recognize non-affiliated societies, groups or organizations, so long as they fit the criteria of non-affiliated groups outlined in the SRC Extracurricular Groups Policy.

### Bylaw XVIII: Frais Institutionnels Obligatoires

#### 18.1 General

- i. *Frais Institutionnels Obligatoires* (FIO) are mandatory fees charged by the University to students that are not tuition fees (e.g. SRC activity fees, Sports Centre fees, etc.)

#### 18.2 Considering Proposals

- i. In order for the BSR to consider a FIO proposal brought forward by the university administration, the following conditions must be met:
  - a. the BSR must consider the proposed FIO at two (2) separate meetings. The question is debatable at both meetings, but only voted on at the second meeting.
  - b. the BSR must have a minimum of 5 business days to consult the membership.
- ii. To approve any FIO, the proposals must be ratified by a majority vote.

### Bylaw XIX: Review of Governing Documents

#### 19.1 Procedure for Review

- i. The Review Committee shall review the Bylaws and Policies every three (3) years.
- ii. The Chair of the SRC Appointments Committee shall propose a compilation for the Review Committee.
- iii. The membership of the Review Committee shall be ratified by the BSR and:
  - a. include no more than 10 members, with no less than 6 members;
  - b. have up to three (3) non-BSR members;
- iv. The Review Committee shall internally appoint a chair for the committee.
- v. The final report of the committee shall be presented to the BSR at the first regular meeting in March.
- vi. Proposed amendments to any governing documents must adhere to the procedures set out in the Bylaws.

## SPECIFIC BYLAWS

### Bylaw XX: Elections

#### 20.01 General

- i. This Bylaw is non-alterable during an election period, except as stated below.<sup>55</sup>
- ii. A temporary exception to alter these Bylaws can only be made by the Elections Appeals Committee (EAC) upon appeal by the Chief Returning Officer (CRO) and/or Deputy Returning Officer (DRO) only if it is determined that the integrity of the SRC, and its election process, is deemed to be at risk. An exception must be approved by the EAC via majority vote.
- iii. Upon completion of the election concerned, the EAC shall make recommendations to the BSR in order to prevent a repeat of similar cases in the future.
- iv. Elections shall normally be held in September (“Fall Elections”), February (“Executive Elections”) and March (“General Elections”) of each year.
- v. The Election Period shall be defined as the time between the start of the nomination period until the posting of the results, and shall consist of a nomination period, validation period, campaign period and voting period, in that order. The lengths of each period shall be determined by the CRO, in accordance with the terms of the Elections Policy.<sup>56</sup>
  - a. If an online voting system is used, a temporary technical delay in sending any voting links or information to members shall not be cause for invalidating the election results. In the event of a delay, the CRO shall determine whether an extension to the voting period is necessary.
  - b. If a referendum is held outside of a normal election period, there shall be no nomination or validation period.
  - c. Election results shall be posted via an email to members of the association. The timestamp of the email shall indicate the date and time of said posting.<sup>57</sup>

#### 20.02 Elections Appeals Committee (EAC)

- i. The EAC shall be comprised of:
  - a. three (3) members of the BSR, who do not intend to return to Bishop’s<sup>58</sup> in the year following their term,
  - b. up to two (2) members of the SRC, who are not members of the BSR and who do not intend to return to Bishop’s in the year following their term,
  - c. a General Manager (ex officio, non-voting, as chair), and
  - d. the University Ombudsperson invited as needed (ex officio, non-voting)
- ii. The EAC shall:
  - a. hear any and all appeals related to decisions made by the CRO that impact the eligibility of a candidate or referenda;
  - b. upon receipt of an appeal, meet and investigate the appeal;
  - c. upon completion of the investigation, make a decision on the appeal by majority vote, the EAC’s decision will be binding and final;
  - d. at the end of the winter semester, be tasked with hiring the following year’s CRO and DRO;
  - e. at the end of the winter semester be tasked with forming the incoming EAC;
  - f. upon majority vote, have the authority to declare an election invalid if election procedures have not been properly followed.

## SPECIFIC BYLAWS

- g. have the discretion to disqualify any referendum question, where the EAC finds clear grounds to believe that the nature of any unofficial “campaign” activity has compromised the integrity of the referendum process and/or skewed the vote or opinion of the student body rendering the result unrepresentative of student opinion.
- iii. if a member of the EAC resigns, the EAC shall find a replacement as quickly as possible.

### 20.03 Members of the Elections Appeals Committee

- i. All members of the EAC shall:
  - a. abstain from involvement in any candidate’s campaign;
  - b. forfeit the right to vote in any and all SRC elections during their term on the EAC, referenda excluded;
  - c. forfeit the right to actively participate in any election related activities, with the exception of staffing polling stations;
  - d. to the best of the ability, not participate in any election dialogue with candidates outside of official means;
  - e. remain impartial to all candidates in all elections;
  - f. not take a public stance on any referenda question;
  - g. forfeit the right to participate in any elections for which they were involved in the selection of the CRO/DRO;
  - h. serve a one (1) year term beginning May 1 and ending April 30.
- ii. Where a conflict of interest has been determined to exist for any member of the EAC, either by the CRO, DRO or by the BSR, that person shall be required to appropriately alter their responsibilities, take a leave of absence or resign.

### 20.04 Ratification of the Elections Appeals Committee

- i. The incoming EAC, as selected by the outgoing EAC, shall be ratified by the BSR.

### 20.05 Appeals to the Elections Appeals Committee

- i. All appeals to the EAC shall:
  - a. be submitted in writing or electronically to any member of the EAC and must outline the reason(s) for the appeal and;
  - b. no later than 24 hours of the posting of the election results.

## SPECIFIC BYLAWS

### 20.06 Duties of the Chief Returning Officer and Deputy Returning Officer

- i. The joint duties of the CRO and DRO shall be, to the best of their abilities:
  - a. overseeing all SRC elections and referenda;
  - b. enforcing all campaign rules found in the Bylaws and the Elections Policies;
  - c. promoting and inform the student body of elections and associated process;
  - d. maintaining and updating electoral policies, including presenting any necessary amendments to the BSR for approval;
  - e. advertising, in consultation with the DCM, upcoming SRC elections and referenda; including the positions available, deadlines for nomination, and other pertinent information in campus media well in advance of any deadlines;
  - f. ensuring that students on exchange or on a practicum placement sanctioned by their program are made aware of the dates and other relevant information in regards to the election so they are given a fair opportunity to vote;
  - g. checking the eligibility of all candidates;
  - h. providing all candidates with complete information and election regulations within 24 hours of the closing of nominations; this information shall include a complete list of the duties attached to the position sought by the candidate and the proposed employment contract;
  - i. designing polling stations, if any<sup>59</sup>, and the staffing thereof;
  - j. having complete charge over the electoral software;
  - k. publishing, on the first day of the nomination period, any rules pertaining to the election period not already established by the Bylaws and Policies.
- ii. The CRO shall be solely responsible for:
  - a. organizing the schedule for elections, subject to review by the BSR;
  - b. determining dates for the nomination, campaign, and voting periods and communicate these dates to the BSR during the fall semester, which must follow the guidelines set out in the election policies;
  - c. publication of the election results per the procedure set out in the election policies;
  - d. petitioning the EAC to invalidate election results if election rules have not been followed.

### 20.07 Resignation of the Chief Returning Officer or Deputy Returning Officer

- i. If the CRO resigns from their position the EAC shall:
  - a. immediately promote the DRO to CRO;
  - b. immediately begin a hiring process to fill the DRO position.
- ii. If the DRO resigns from their position the EAC shall:
  - a. immediately begin a hiring process to fill the DRO position.
- iii. If both the CRO and DRO resign the EAC shall:
  - a. immediately suspend any and all election activities;
  - b. immediately begin a hiring process to replace the CRO and DRO;
  - c. if the nomination period has been completed, then upon replacement of the CRO, the election activities will restart at the campaign period. The nomination period will not be re-opened;
  - d. if the nomination period has not been completed then upon replacement of the CRO the election activities will restart at the nomination period;

## SPECIFIC BYLAWS

### 20.08 Chief Returning Officer and Deputy Returning Officer Conflicts of Interest

- i. A conflict of interest for this purpose shall be defined as:
  - a. a situation where the CRO and/or DRO has a direct or indirect interest in the outcome of an election;
  - b. a situation where the private affairs or personal interests of the CRO and/or DRO conflict with their duties;
  - c. a situation where the CRO and/or DRO are impaired from acting in the best interest of the SRC elections;
  - d. a situation where the actions of the CRO and/or DRO would compromise or undermine the trust that the students place in the SRC.
- ii. The CRO and DRO shall declare any potential personal conflict of interest to the BSR prior to the start of an election campaign. Where a conflict of interest has been determined to exist, the officer involved shall be required to appropriately alter their responsibilities, take a leave of absence or resign.
- iii. Any member of the SRC in good standing can report a conflict of interest. The conflict shall be reported to:
  - a. the Elections Appeals Committee, or
  - b. the President of the SRC
- iv. In the event a conflict is reported to the Elections Appeals Committee, the Committee shall:
  - a. determine the extent of the reported conflict;
  - b. by majority vote, determine if the conflict merits intervention;
  - c. enforce fair and just sanctions on the CRO and/or DRO.
- v. Should the CRO be found in conflict, the DRO shall assume all responsibilities. If the DRO is found in conflict, the CRO shall assume all responsibilities. In the case that both are found to be in conflict, the EAC shall assume all electoral responsibilities of the conflicted election.
- vi. If the EAC determines that the CRO and/or DRO be removed from their position for the subsequent election, the EAC shall recommend to the BSR that they be removed. The BSR may then remove the CRO and/or DRO by majority vote.

### 20.09 Restrictions on the Chief Returning Officer and Deputy Returning Officer

- i. The CRO and DRO shall:
  - a. maintain impartiality to all candidates or referenda questions;
  - b. forfeit the right to vote in any and all SRC elections for which they oversee;
  - c. forfeit the right to participate in any and all election-related activities, with the exception of polling stations;
  - d. abstain from involvement in the campaign of any candidate or referenda question;
  - e. serve a one-year term beginning May 1 and ending April 30.

## SPECIFIC BYLAWS

### 20.10 Eligibility of Voters

- i. All members in good standing are eligible to vote, except as otherwise stated.
- ii. Regulations guiding the voting eligibility for exchange students shall be:
  - a. exchange students whose home institution is Bishop's University are eligible to vote;
  - b. exchange students whose home institution is not Bishop's University are ineligible to vote in any and all SRC elections.
- iii. All members in good standing are eligible to vote in Executive Council elections.
- iv. All members are eligible to vote for General Councillors.
- v. Eligibility to vote for Representatives shall be in accordance with the Specific Bylaw establishing each position.
- vi. All members in good standing are eligible to vote for Student Senator in the division(s) and/or school(s) in which they have declared majors or honours, as identified by the university. Members identified as Graduate Students by the University shall be eligible to vote only for the Graduate Student Senator.<sup>60</sup>

### 20.11 Voting

- i. Voting shall be by secret ballot.
- ii. Electors shall have one vote per election for which they are eligible to vote.
- iii. No elector shall cast more than one ballot per election they are eligible to vote in.

### 20.12 Validity of Elections

- i. For any SRC Election to be considered valid it must have a minimum voter turnout of 10 per cent (10%) of members in good standing. Voter turnout shall be calculated as the total number of voters divided by the total number of eligible voters.

### 20.13 Ratification

- i. All elections where there is only as many (or fewer) candidates as there are positions to be filled shall use the ratification process. The ratification process shall:
  - a. use a Yes/No ballot system;
  - b. be subject to all rules governing the election processes;
  - c. require a candidate to receive a majority of Yes votes in order for the candidate to be ratified.
  - d. be applied separately for each candidate, in the event that there are multiple positions to be filled.

## SPECIFIC BYLAWS

### END NOTES

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<sup>1</sup> (i) and (ii) amended on Nov. 29, 2020. (Correction of “Special” to “Specific”)

<sup>2</sup> Vice-President of External Affairs removed Jan 30, 2023

<sup>3</sup> 1.01 (iii) (c) added on Feb. 24, 2019

<sup>4</sup> Items vii, viii, ix, and x added Jan 30, 2023

<sup>5</sup> Committee name amended Nov. 29, 2020.

<sup>6</sup> 3.02 (ii) (c) added March 31, 2019.

<sup>7</sup> Items v, vi, and vii added Jan. 30, 2023

<sup>8</sup> Repealed on Jan. 30, 2023

<sup>9</sup> Committee name amended Nov. 29, 2020

<sup>10</sup> 4.03 added Feb. 24, 2019

<sup>11</sup> 6.1 amended February 23, 2020 (5 to 2, addition of both elected in the Fall)

<sup>12</sup> Repealed February 23, 2020

<sup>13</sup> 6.3 amended February 23, 2020 (2 to 1)

<sup>14</sup> 6.3 added March 31, 2019

<sup>15</sup> 6.4 added Nov. 29, 2020

<sup>16</sup> Added Jan. 29, 2024

<sup>17</sup> Amended Jan. 29, 2024.

<sup>18</sup> Added Jan. 14, 2021

<sup>19</sup> Added April 14, 2023

<sup>20</sup> (x) added March 31, 2019

<sup>21</sup> (x) replaced on January 30, 2023

<sup>22</sup> (x) added March 31, 2019

<sup>23</sup> (x) added March 31, 2019

<sup>24</sup> 7.6 added Feb. 23, 2020

<sup>25</sup> 7.6 (iii) replaced on Jan. 14, 2021.

<sup>26</sup> 7.6 (iv) replaced on Jan. 14, 2021.

<sup>27</sup> Title changed Jan 29 2024

<sup>28</sup> 7.7 added Feb. 23, 2020

<sup>29</sup> Amended on Jan. 29, 2024

<sup>30</sup> Amended on Jan. 29, 2024.

<sup>31</sup> 7.7 (iii) replaced on Jan. 14, 2021.

<sup>32</sup> 7.7 (iv) replaced on Jan. 14, 2021

<sup>33</sup> 7.8 added Sept. 27, 2020

<sup>34</sup> Added Jan. 14, 2021

<sup>35</sup> Replaced on Jan. 14, 2021.

<sup>36</sup> Position created March 11, 2024

<sup>37</sup> 8.3 amended, Feb. 23, 2020

<sup>38</sup> 9.2 (iv) replaced on April 7, 2019

<sup>39</sup> 11.3 replaced on Nov. 29, 2020

<sup>40</sup> 11.5 added on March 31, 2018

<sup>41</sup> 11.6 added on March 31, 2018

<sup>42</sup> Amended on Feb. 23, 2020 (Reduction from 2 to 1)

<sup>43</sup> Amended on Jan. 29 2024

<sup>44</sup> Added at creation of SCR March 11, 2024.

<sup>45</sup> SCC enshrined as standing committee March 11, 2024.

<sup>46</sup> 13.10 amended Sept. 27, 2020

<sup>47</sup> 13.11 added Sept. 27, 2020

<sup>48</sup> 14.1 (ii) replaced on March 14, 2021

<sup>49</sup> 14.2 replaced on March 14, 2021

<sup>50</sup> Added for clarification March 25, 2024

<sup>51</sup> Added for clarification March 25, 2024

<sup>52</sup> Amended March 25, 2024

<sup>53</sup> Amended March 25, 2024

<sup>54</sup> Specific Bylaw 17 replaced on Nov. 29, 2020

<sup>55</sup> Amended effective March 1, 2021.

<sup>56</sup> (v) replaced effective March 1, 2021.

<sup>57</sup> (b) and (c) added effective March 1, 2021.

<sup>58</sup> “To Bishop’s” added to 20.02 (i) (a) and (b) effective March 1, 2021.

<sup>59</sup> Amended effective March 1, 2021.

<sup>60</sup> (iv), (v), (vii) amended effective March 1, 2021.