



# Student Governance Handbook

2025-2026

# College of the North Atlantic Student Union

## General By-Laws

## 1. Interpretation

### 1.1 DEFINITIONS

#### 1.1.1 Student Representative Council

A Student Representative Council (hereinafter referred to as SRC) shall mean an organization of students at a campus of College of the North Atlantic which satisfies the following criteria:

- a) It is locally elected.
- b) It represents students of the College of the North Atlantic. **(Amended March 2005)**

#### 1.1.2 Referendum

A referendum is a general vote in which fee-paying members of local student councils make a collective decision on a specific issue. **(Amended March 2025)**

#### 1.1.3 Individual Member

An individual member shall be any fee-paying student who is a member of their local student council of College of the North Atlantic.

#### 1.1.4 Voting Member

A voting member shall be any elected representative of an SRC.

#### 1.1.5 Ballot Vote

A ballot vote is a confidential (secret) process by which those eligible to participate select a candidate in an election. Voting is done by selecting a candidate on a designated ballot. Ballots may be physical (e.g., paper, cardstock, token, etc.) or electronic. **(Amended March 2025)**

## 2. Organization

2.1 This organization shall be called “**College of the North Atlantic Students’ Union,**” and it shall consist of all students enrolled at the College of the North Atlantic, hereinafter referred to as the **CNASU**. **(Amended March 2025)**

2.2 **The CNASU shall conduct its business using Robert’s Rules of Order.**

### 3. Purpose

The purpose of the CNASU is:

- 3.1 To provide a platform for students of the College of the North Atlantic to collaborate and advocate for their collective interests. **(Amended March 2025)**
- 3.2 To foster a greater understanding of student needs and concerns at the College of the North Atlantic. **(Amended March 2025)**
- 3.3 To represent, promote, and advocate the common interests of students of College of the North Atlantic.
- 3.4 To encourage social responsibility among local student councils and within the College of the North Atlantic community. **(Amended March 2025)**
- 3.5 To organize and coordinate province-wide student events for College of the North Atlantic students. The location and date of these events shall be determined during the first meeting of the academic year. **(Amended March 2025)**
- 3.6 To advocate for and support the shared interests and needs of all College of the North Atlantic students. **(Amended March 2025)**

### 4. Types of memberships

- 4.1 Each campus of the College of the North Atlantic shall have one representative on the CNASU. Each representative shall meet the following criteria:
  - (1) Be the President of an SRC or a designated representative appointed by the SRC President. **(Amended March 2025)**
  - (2) Be a registered, full-time, fee-paying student of College of the North Atlantic. **(Amended March 2025)**
  - (3) Maintain good academic standing, as defined by the College's Academic Calendar, in their enrolled program. **(Amended March 2025)**
- 4.2 A sitting union may appoint a non-voting member to the CNASU Council for the current academic year, provided they meet one of the following criteria:
  - (1) A former student of the College of the North Atlantic.
  - (2) An official member of the College's Alumni Association.
  - (3) A former CNASU member.

The appointment requires unanimous approval from all voting members at the meeting

in which the vote occurs and is valid only for the current academic year. **(Amended March 2025)**

**4.3** To ensure equal representation across all campuses, an additional delegate from the CNASU President's campus shall attend meetings and cast that campus's vote. **(Amended March 2025)**

**4.3.1** If a ballot vote results in a tie, the CNASU will reopen discussion and conduct a second vote. If the second vote also results in a tie, the Chair will make the final ruling. **(Amended March 2025)**

**4.3.2** If a yay/nay vote results in a tie, the motion will be defeated. **(Amended March 2025)**

## **5. Responsibilities of Voting Members**

**5.1** Voting members shall administer the operations of the CNASU. **(Amended March 2025)**

**5.2** All CNASU members shall uphold the objectives of the CNASU and adhere to these Operating Guidelines. **(Amended March 2025)**

**5.3** All CNASU members shall represent the interests and concerns of the students from the campus they were elected to serve. **(Amended March 2025)**

**5.4** All CNASU members shall maintain open communication and collaborate effectively with the CNASU and its Executive. **(Amended March 2025)**

## **6. Composition of the Executive**

**6.1** The following Executive positions will be elected at the first meeting of the CNASU in October of each year:

- (1) President
- (2) Vice-President
- (3) Secretary
- (4) Treasurer

**6.2** In addition to the Executive positions, CNASU shall elect the following Representative and Committee positions at the first meeting **(Amended March 2025)**:

- (1) Indigenous Representative, 2SLGBTQIA+ Representative, Women's and Marginalized Genders Representative, Disability Representative, International Student Representative and BIPOC Representative (if members of the union identify with these groups). **(Amended March 2024)**
- (2) Representatives for College committees as needed (e.g., Academic Council, Student Development Committee, etc.). **(Amended March 2025)**

2025)

- (3) Representatives for Internal Committees (e.g., Orientation, Sports/Recreation, Operating Guidelines etc.) **(Amended March 2025)**

All elections shall be conducted in accordance with Robert's Rules of Order.

## 7. Nominees to the Board of Governors

Under *The College Act, 1996*, the CNASU has the authority to nominate two student members for appointment to the Board of Governors of the College. These nominations shall be determined through an election process among eligible CNASU members, following the policies of the Board of Governors, the CNASU by-laws, and the College's operating policies, as outlined below. **(Amended March 2025)**

### 7.1 Eligibility

To be eligible for nomination and election as a student Board Member, a candidate must be: **(Amended March 2025)**

- (1) An elected President or President's designate of an SRC and a member of the CNASU. **(Amended March 2025)**
- (2) Currently registered in a program offered by the college in Newfoundland and Labrador, including online or remote learning programs.
- (3) Enrolled in a program with at least two years remaining in their studies at the time of election. **(Amended March 2025)**
- (4) In clear academic standing.

### 7.2 Responsibilities to the CNASU and Student Body

Student representatives on the Board shall be responsible for:

- (1) Ensuring the student perspective is represented at board discussions;
- (2) Coordinating with the CNASU on board issues requiring broader student input; and
- (3) Providing regular updates at CNASU meetings, in accordance with Board confidentiality provisions, to keep students informed of relevant matters. **(Amended March 2025)**

### 7.3 Conduct of Elections

Elections shall be conducted before the conclusion of the current student Board members' appointed term. Typically, elections will take place in **March** for terms ending in June and in early **October** for terms ending in December or the Winter Semester. The Board of Governors may also request an election in the event of a vacancy or other unforeseen circumstances. **(Amended March 2025)**

- 7.4 The successful candidate(s) shall have their name(s) submitted to the Lieutenant-

Governor in Council as CNASU's representative(s) to the Board. All Board of Governors appointments are made by the Lieutenant-Governor in Council. **(Amended March 2025)**

- 7.5 Once appointed, the student Board representative must attend all CNASU meetings for the duration of their term. If they are not an elected CNASU member, they shall attend meetings as a non-voting member, in accordance with Section 4.2.

## 8. Duties and Responsibilities of the Advisor

The **Advisor** shall:

- 8.1 Call the first CNASU meeting of each academic year, appoint the Chair for this meeting, and, in cooperation with the executive, appoint the Chair for all subsequent meetings. **(Amended March 2025)**
- 8.2 Attend all meetings of the CNASU.
- 8.3 Oversee CNASU financial records in collaboration with the Treasurer. **(Amended March 2025)**
- 8.4 Coordinate accommodations, meals, and necessary materials for all CNASU meetings. **(Amended March 2025)**

## 9. Duties and Responsibilities of the President

The **President, in conjunction with the executive** of the CNASU, shall be responsible for:

- 9.1 Preparing the agenda for all meetings, except the first meeting of each academic year.
- 9.2 Soliciting agenda items for each meeting. **(Amended March 2025)**
- 9.3 Collaborating with the executive to prepare materials for each meeting. **(Amended March 2025)**
- 9.4 Distributing a draft agenda package to each member at least **seven (7) days** before a meeting and providing the final agenda at least **three (3) days** before an in-person meeting. **(Amended March 2025)**
- 9.5 Acting as the official spokesperson for the CNASU. **(Amended March 2025)**
- 9.6 Notifying all members of emergency meetings or conference calls at least **twenty-four (24) hours in advance**, including all agenda items. **(Amended March 2025)**

## 10. Duties and Responsibilities of the Vice-President

The **Vice-President** shall be responsible for:

- 10.1 Assisting the President in carrying out their duties and acting on their behalf in their absence. **(Amended March 2025)**
- 10.2 Assuming the President's responsibilities if the position becomes vacant. **(Amended March 2025)**
- 10.3 Notifying members at least four (4) weeks prior to each meeting.
- 10.4 Notifying all members of emergency meetings or conference calls at least twenty-four (24) hours in advance and providing all agenda items. **(Amended March 2025)**

## 11. Duties and Responsibilities of the Secretary

The **Secretary** shall be responsible for:

- 11.1 Recording minutes for all CNASU meetings, including conference calls. **(Amended March 2025)**
- 11.2 Ensuring that minutes of all meetings are recorded and electronically distributed to all members within one (1) week after each meeting. **(Amended March 2025)**
- 11.3 Providing all Student Representative Councils with updates on CNASU activities and issues within two (2) weeks after each meeting. **(Amended March 2025)**

## 12. Duties and Responsibilities of the Treasurer

The **Treasurer** shall be responsible for:

- 12.1 Serving as the Chief Financial Officer (CFO) of the CNASU. **(Amended March 2025)**
- 12.2 Maintaining accurate and up-to-date financial records. **(Amended March 2025)**
- 12.3 Submitting a written financial statement to all members four (4) weeks prior to all meetings. **(Amended March 2025)**
- 12.4 Consulting with the CNASU Advisor on financial expenditures. **(Amended March 2025)**

12.5 The Treasurer and the CNASU Advisor shall serve as the signing authorities for the CNASU. **(Amended March 2025)**

### 13. Resignation

13.1 Any executive member intending to resign from their position on the CNASU must submit a written notice to the executive at least three (3) weeks before the resignation date. **(Amended March 2025)**

13.2 Any non-executive member intending to resign from their position on the CNASU must submit a written notice to the executive and the CNASU Advisor at least one (1) week before the resignation date. **(Amended March 2025)**

### 14. Censure and Reprimand

#### 14.1 CENSURE

14.1.1 The CNASU may censure any individual holding office within the organization, provided just cause is established. **(Amended March 2025)**

14.1.2 A written notice of censure must be provided at least one (1) month before a formal motion is brought forward. The motion must be presented at a CNASU meeting and clearly state the member(s) involved and the reason(s) for censure. **(Amended March 2025)**

14.1.3 No debate shall occur until the accused member has been notified and provided an opportunity to present their defense. **(Amended March 2025)**

14.1.4 A censure motion requires a two-thirds (2/3) majority vote plus one additional vote for approval. **(Amended March 2025)**

14.1.5 Any member who has been censured must submit their resignation immediately. **(Amended March 2025)**

14.1.6 If a CNASU member misses two (2) consecutive meetings or the majority of discussions without just cause, the executive shall bring forward an automatic motion of censure. **(Amended March 2025)**

#### 14.2 REPRIMAND

**14.2.1** A reprimand shall follow the same procedural requirements as a motion of censure, with the following exceptions:

- (1) The reprimanded member is not required to resign.
- (2) A majority vote of CNASU members at a regular meeting is required to issue the reprimand. **(Amended March 2025)**

**14.2.2** A motion of reprimand may include an optional suspension of membership for a designated period. To be valid, this option must:

- (1) Be proposed at the same time as the original motion of reprimand.
- (2) Be voted on separately from the motion of reprimand. **(Amended March 2025)**

### **14.3 JUST CAUSE**

**14.3.1** Just cause for reprimand or censure involves violations of CNASU guidelines, ethical standards, or responsibilities, including but not limited to:

- (a) *Minor Violations (Reprimand)*: Breaches of rules or misconduct not requiring resignation, such as inappropriate conduct at meetings or failure to fulfill duties (e.g., missing a meeting without justification).
- (b) *Serious Violations (Censure)*: Ethical breaches, misuse of resources, or repeated non-compliance with CNASU guidelines, including missing multiple meetings without cause.

## **15. General Meetings**

**15.1** The first CNASU meeting of each academic year shall be held in **October**. At least two (2) additional meetings shall be scheduled in **January** and **March**. **(Amended March 2025)**

**15.2** NameThe names of CNASU executives for each academic year shall be recognized on the MyCNA website under the Student Governance section, with approval from the CNASU Advisor. **(Amended March 2025)**

**15.3** Written proxy votes shall be signed and submitted to the President at the start of the opening plenary. No member may hold more than one (1) proxy. **(Amended March 2025)**

**15.4** All CNASU meetings shall be conducted in accordance with **Robert's Rules of Order**. **(Amended March 2025)**

**15.5** The CNASU Advisor shall receive prior notification of all CNASU meetings. **(Amended**

## **March 2025)**

- 15.6** The locations for the **January and March** meetings shall be determined during the October meeting. **(Amended March 2025)**
- 15.7** If the designated primary and secondary meeting locations are unavailable, the CNASU executive may select an alternative location. **(Amended March 2025)**

## **16. Notice of All Meetings**

- 16.1** Notice of all meetings shall be sent to each voting member of the CNASU and SRC at least four (4) weeks prior to the date of the meeting.
- 16.2** Each member shall confirm their attendance or absence at least one (1) week before the meeting, except in cases of extenuating circumstances. **(Amended March 2025)**
- 16.3** If a member is unable to attend a meeting, they may appoint an alternate representative. The member must notify the President and the Advisor of the alternate's name at least one (1) week in advance, except in cases of extenuating circumstances. **(Amended March 2025)**

## **17. Quorum**

- 17.1** Quorum for any CNASU meeting shall be **50% + 1** of the total voting membership. **(Amended March 2025)**

## **18. Elections**

- 18.1** Elections for committee positions shall be held at the first CNASU meeting of the academic year in October. **(Amended March 2025)**
- 18.2** Voting shall be conducted by secret ballot, administered by the CNASU Advisor. **(Amended March 2025)**
- 18.3** Each voting member present at the meeting shall be permitted one (1) vote for each position.
- 18.4** A candidate must receive a simple majority of votes to be elected. **(Amended March 2025)**
- 18.5** A by-election shall be held at the next scheduled CNASU meeting following a vacancy. **(Amended March 2025)**

- 18.6** The term of office shall begin upon election and continue until a new CNASU is elected or the individual no longer meets the membership criteria outlined in **Article 4 – Types of Membership. (Amended March 2025)**

## 19. Issuance of Directives to Date

- 19.1** Media releases shall be authorized by the CNASU President, Director of Student Experience (or their delegate), and the AVP of Student Services. **(Amended March 2025)**

## 20. Honorariums

- 20.1** The distribution of the executive honorarium shall be discussed and finalized at the last CNASU meeting of the academic year. Each executive position shall receive an honorarium of either \$150 or \$250, as determined by a private ballot vote conducted by non-executive CNASU members.

## 21. Requests for Funds from the CNASU

- 21.1** Student Representative Councils (SRCs) seeking funds must submit a formal funding request at least two (2) weeks before the funds are needed.

The request must include:

- A **detailed list** of items to be purchased.
- A **justification** for the purchase.

All requests must be **needs-based**. The CNASU may require the SRC to submit a financial statement to demonstrate financial need before approving the request.

## 22. CNASU-Board of Governor Procedures

### *22.1 Student Board of Governor Nominee Election Process*

The CNASU elects and nominates student representatives for the Board of Governors from within its membership. The election process aims to ensure that student representation on the Board reflects the diversity of the CNA student body. **(Amended March 2025)**

The following process shall be followed for the election of student nominees to the Board:

**1) Chief Returning Officer (CRO) Appointment**

- The CNASU Advisor shall serve as the Chief Returning Officer for the election of student nominees to the Board. **(Amended March 2025)**

**2) Election Date Determination**

- The CRO, in consultation with the CNASU President and the Secretary of the Board, shall determine the date of the election. **(Amended March 2025)**

**3) Responsibilities of the CRO**

- The CRO shall:
  - Issue the call for eligible candidates.
  - Ensure that all candidates meet eligibility requirements for nomination and appointment.
  - Compile a candidate slate for each position.
  - Prepare, distribute, and collect ballots.
  - Count the ballots in the presence of a scrutineer designated by the CNASU.
  - Provide the election results to:
    1. The CNASU and its candidates.
    2. The Board Chair and the President of the College (in that order). **(Amended March 2025)**

**4) Candidate Information**

- Information regarding the Board's structure, activities, responsibilities, and member expectations shall be made available to potential candidates. **(Amended March 2025)**

**5) Voting Procedure**

- Voting shall be conducted by secret ballot and administered by the CRO. **(Amended March 2025)**

**6) Ballot Casting**

- Each voting member is permitted one vote per position.
- Ballots may be cast in person at a CNASU meeting or electronically. **(Amended March 2025)**

**7) Election Outcome**

- A candidate must receive a majority of votes to be declared elected.
- The candidate with the second-highest vote count shall be recorded and may be approached to complete the term of the elected candidate should they vacate their position before the end of their appointed term. **(Amended March 2025)**

**8) Submission of Election Results**

- The names of the elected candidate(s) and the runner-up(s) shall be submitted to the

Chair of the Board and the President of the College before being publicly posted.

- The Board will forward the CNASU nominations to the Minister responsible for final consideration. **(Amended March 2025)**

### **22.1** *Appeal*

A candidate has the right to appeal the results of the process if they have reasonable cause to feel that the procedure was not properly followed. The appeal must be made in writing to the CRO within 48 hours of the declaration of the winning candidate.

### **22.2** *Term of Appointment*

- (1) The term of office of each student nominee shall be no more than two years as defined by The College Act, 1996.
- (2) Eligible members may be reappointed for a second consecutive term of 1 or 2 years.
- (3) A student board member whose term has expired (but who remains eligible) shall continue to serve until a successor is appointed or until they resign from the position. **(Amended March 2025)**

### **22.3** *Change in Student Member Status*

- (1) **Academic Standing**
  - A student board member placed on conditional academic status may continue to serve upon the recommendation of the Associate Vice-President, Student Services. **(Amended March 2025)**
- (2) **CNASU Standing**
  - A student board member who is no longer an elected CNASU member may remain a non-voting CNASU member in accordance with Section 7.5 of these By-Laws. **(Amended March 2025)**

### **22.4** *Nomination and Appointment Process*

Nominations shall be submitted to the responsible Minister for appointment by the Lieutenant-Governor in Council. **(Amended March 2025)**

### **22.5** *Mid-Term Vacancies*

- (1) Mid-term vacancies may be filled by the candidate who received the second-highest number of votes, provided that the individual remains eligible and willing to serve. **(Amended March 2025)**
- (2) The term of office shall be limited to the remainder of the term of the original appointee. Upon the conclusion of that term, an appointee who remains eligible under 7.1 may be reappointed to the board for a second consecutive term.
- (3) Where election was by acclamation, or there is no candidate eligible and willing to serve, a determination will be made whether a new election should be called.

## **23. Meeting Conduct and Standards**

- 23.1** All attendees of in-person CNASU meetings shall adhere to a business casual dress code to maintain a professional and focused environment supporting CNASU's objectives (Article 3).
  
- 23.2** All attendees of CNASU meetings shall refrain from promoting partisan political views or engaging in divisive political discourse. Discussions must remain neutral and focused on CNASU's collective student interests (Article 3), ensuring an inclusive and productive environment.

**LOCAL  
STUDENT  
REPRESENTATIVES  
COUNCIL**

**OPERATING GUIDELINES**

## 1. NAME

- 1.1 The organization shall be named the Student Representatives Council of [Campus Name] Campus, College of the North Atlantic, hereinafter referred to as the Council.

## 2. MISSION STATEMENT

- 2.1 To provide a forum for the local Council to work cooperatively to advance the interests of the students at the local campus they represent.
- 2.2 To promote a better understanding of the needs and issues confronting the students of each local campus.
- 2.3 To represent, promote, and advocate the common interests of the students at each local campus.
- 2.4 To promote social responsibilities between and among Council and the student body.
- 2.5 To discuss types of events, recreational, and/or other activities. The council will decide where and when such events/activities will be held, in the best interest of the student body.
- 2.6 To support the objectives of the **College of the North Atlantic Students' Union (CNASU)** and abide by all provisions of the Operating Guidelines. **(Amended March 2013)**
- 2.7 To have each local Council member communicate and work cooperatively with the Council, its executive, and Councillor/Student Development Officer (SDO). **(Amended March 2013)**

## 3. MEMBERS AND OFFICERS

- 3.1 The President of the Student Representatives Council must be a full-time, fee paying student of College of the North Atlantic. All other members of Council including the Vice -President (internal and external), Secretary and Treasurer can be part-time or full-time students. **(Amended February 2003)**

Each class or course may elect, or otherwise have appointed, at least one (1) student in that class or course who is a duly registered student of College Campus to represent **their** classmates and their interests in Council. This election or appointment will normally take place no later than the third week from the start of classes as defined in the College calendar for the new academic year.

- 3.1.1 Class or course representatives will report regularly to their classes regarding the business of the Council to convey information and to maintain communication between Council and student body.
  - 3.1.2 Each class or course shall select an alternative representative who will replace the regular representative if the regular representative cannot attend a meeting, or for some reason cease to be the representative.
- 3.2 In accordance with the **CNASU Operating Guidelines**, all Council members and

representatives are required to maintain good academic standing as defined by the Academic Calendar of the College for the program in which the Council member is enrolled. They shall not miss any more than three consecutive meetings of Council without just cause. When missing a meeting, a member of the

Executive Council must be informed of the absence prior to said meeting. Contravention of same may result in possible replacement on Council. **(Amended March 2013)**

**3.3** The Councillor/SDO, on behalf of the Council, will be responsible for monitoring academic performance of Council members. This will be done mid-academic year. **(Amended March 2013)**

**3.4** The Executive of Council **shall** be comprised of:

- President
- Vice-President Internal
- Vice-President External
- Treasurer
- Secretary

**\*Note:** On smaller campuses where Vice-President Internal/External may be combined to form one position if deemed necessary by sitting Council of that campus. **(Amended March 2013)**

The Council **may** be comprised of:

- Classroom/Program Representative **(Amended March 2013)**
- Councillors/Members at Large (4); or as many as deemed necessary at each local campus **(Amended March 2013)**
- Lobby Consultant; as deemed necessary at each local campus **(Amended March 2013)**
- Publicity Coordinator
- Special Events Coordinator
- Social Coordinator
- Sports Coordinator

In addition to the executive positions, the SRC can elect the following representative positions (if members of the council identify with these groups).

- Indigenous Representative, 2SLGBTQIA+ Representative, Women's and Marginalized Genders Representative, Disability Representative, International Student Representative and BIPOC Representative.

#### 4. ELECTIONS AND REFERENDA

The purpose of a Student Council and the method of electing the Council will be explained to the student body at the earliest opportunity in each academic year. At campuses where elections are conducted in the winter semester, the same shall hold true. All executive positions of Council shall be elected by the student body.

#### 4.1 PROCEDURES

- 4.1.1 In accordance with article 3.1, Membership and Officers, candidates for Executive positions on Council must be full-time or part-time, fee paying students during the semester in which they seek office. **(Amended February 2003)**.
- 4.1.2 All candidates for Council positions must be registered students during the semester(s) in which they seek office.
- 4.1.3 The Chief Returning Officer (CRO)/Student Development Officer (SDO) are responsible for allelection procedures. **(Amended March 2013)**

#### 4.2 CHIEF RETURNING OFFICER

- 4.2.1 A Chief Returning Officer shall be appointed by Council and the Advisor.
- 4.2.2 The CRO shall accept full responsibility for the conduct and administration of polls and for ensuring the counting of ballots is conducted in a fair and adequate manner.
- 4.2.3 The **CRO** shall:
- call for nominations for all elections;
  - accept, upon review, nomination papers;
  - ensure campaigning is undertaken in a fair and unprejudiced manner;
  - ensure the counting of ballots is undertaken in an adequate, fair, and unbiased manner;
  - oversee and scrutinize all other electoral practices;
  - submit a written summary of the conduct of an election and the count at the first regular council meeting after the election has taken place;
  - submit, to each candidate, a written summary of election procedures and the duties of the office for which the candidate is running.
- 4.2.4 The CRO may require any candidate who commits a breach of rules outlined in these Operating Guidelines to withdraw.
- 4.2.5 A decision of the CRO may be overturned by a two-thirds (2/3) - majority vote at a regular council meeting.
- 4.2.6 In cases where the CRO is not the Advisor, the CRO is subject to Censure and Reprimand guidelines as set in these Operating Guidelines.

#### 4.3 ELECTIONS/NOMINATIONS

- 4.3.1 Each local Council and the SDO/Councillor shall determine the dates for nominations and voting. Elections will take place on one working day. **(Amended March 2013)**
- 4.3.2 Nominations must be open for at least five (5) consecutive days. On the day that

nominations close, all nomination sheets, with candidates' contact information, must be presented to the CRO/SDO/Councillor by the time previously specified at each campus. **(Amended March 2013)**

- 4.3.3 No one is to campaign or display posters until officially notified by the CRO/SDO/Councillor that **he/she** is a candidate. **(Amended March 2013)**

No one is to campaign or display posters until officially notified by the CRO/SDO/Councillor that they are a candidate. (Amended March 2013)

**OR**

No one is to campaign or display posters until officially notified by the CRO/SDO/Councillor that the person is a candidate. (Amended March 2013)

- 4.3.4 For a by-election, nominations must be open for at least three (3) consecutive business days. Before a by-election can be decided upon, the position must be offered to sitting council members of said academic year. If there is no sitting council member to fill the position, the election will take place at the discretion of the CRO/SDO/Coucillor. **(Amended March 2013)**

- 4.3.5 A fee paying student may sign for any number of nominees, but may not sign for more than one nominee for the same position. It is the responsibility of the nominee to make sure this requirement is kept.

- 4.3.6 If only one candidate is nominated for a position, the said nominee shall be declared elected by acclamation.

- 4.3.7 Nomination forms for President and Vice-President shall be endorsed with the signatures of five (5) SRC full-time or part-time fee paying students.

- 4.3.8 Nomination forms for candidates other than President and Vice-President shall be endorsed with the signatures of three (3) full-time or part-time fee paying students.

- 4.3.9 All candidates for Council positions must be fee paying students of College of the North Atlantic.

#### 4.4 NULLIFICATION OF ELECTIONS

Where a second annual general election is necessary, the following regulations shall apply:

- 4.4.1 If the first election is nullified after the new term of office begins, the new Council shall set the dates for the new election. The Council shall remain in office until the new election is held and the new council is able to take office. The election shall be no later than four (4) weeks beyond nullification.

- 4.4.2 Nullification of an election shall be decided by the CRO/SDO/Councillor. **(Amended**

## **March 2013)**

### 4.5 BY-ELECTIONS

- 4.5.1 By-elections shall be considered at the first regular Council meeting after the vacancy arises.
- 4.5.2 By-elections shall be called at the discretion of Council as deemed necessary.
- 4.5.3 In the event of a total breakdown of council as determined by the Operating Guidelines, the CRO/SDO/Councillor shall take over the day to day operation of Council until a new Council is elected. **(Amended March 2013)**
- 4.5.4 By-elections shall follow the same process as outlined under Section 4.3, Elections/Nominations in the Operating Guidelines. **(Amended March 2013)**
- 4.5.5 Shall a member of council be dismissed/censured from their position they are not permitted to run for office in any subsequent by-elections. **(Amended March 2013)**

### 4.6 SLATING

- 4.6.1 Slating shall not be permitted in elections and/or by-elections. Any candidates running slates will be forced to withdraw from the election, subject to a decision of the CRO/SDO/Councillor. **(Amended March 2013)**
- 4.6.2 All candidates shall have their names listed alphabetically on the ballot.

### 4.7 CAMPAIGN EXPENDITURES

- 4.7.1 Presidential candidates shall be permitted to spend up to \$75.00 on their campaigns, at their own expense. This sum shall include gifts and donations. No anonymous donations shall be permitted. Proof of purchases must be provided for all campaign expenses. **(Amended March 2013)**
- 4.7.2 Vice-President candidates shall be permitted to spend up to \$50.00 on their campaigns, at their own expense. This sum shall include gifts and donations. No anonymous donations shall be permitted. Proof of purchases must be provided for all campaign expenses. **(Amended March 2013)**
- 4.7.3 Candidates for positions other than President and Vice-President shall be permitted to spend up to \$40.00 on their campaigns, at their own expense. This sum shall include gifts and donations. No anonymous donations shall be permitted. Proof of purchases must be provided for all campaign expenses. **(Amended March 2013)**
- 4.7.4 Any perceived breach of these regulations shall be directed to the attention of Council upon the request of the CRO/SDO/Councillor. **(Amended March 2013)**

#### 4.8 VOTING MEMBERS

- 4.8.1 All fee paying students for that semester may vote for Council candidates.
- 4.8.2 All members of Council must be students of College of the North Atlantic during their term of office.

#### 4.9 CAMPAIGN RULES AND REGULATIONS

- 4.9.1 All candidates are responsible for removing their election materials the day after elections.
- 4.9.2 Each presidential candidate shall be allowed to provide one person to act as a scrutineer during the casting and counting of ballots. The scrutineer shall not be able to assist in the casting or counting of ballots.
- 4.9.3 All election posters, banners, and all other paraphernalia must be removed from the general area of a polling station on Election Day.
- 4.9.4 Only two (2) people may be permitted to sit at a polling station at one time.
- 4.9.5 The secrecy of voting must be ensured.
- 4.9.6 No candidate or campaign worker shall be permitted to loiter in the vicinity of a polling station.
- 4.9.7 The term “campaign worker” refers to any person who has distributed election paraphernalia for any candidate or who is deemed by the CRO/SDO/Councillor to have had direct involvement in the election campaign of a candidate for council. **(Amended March 2013)**
- 4.9.8 Campaigning will not be permitted on Election Day. Any candidate or campaign worker found in violation will be forced to withdraw from the election, subject to the discretion of the CRO/SDO/Councillor. **(Amended March 2013)**
- 4.9.9 If a candidate is asked to withdraw from the election by the CRO/SDO/Councillor, such decision shall be brought before Council for its endorsement. **(Amended March 2013)**

#### 4.10 OVERTURNING AN ELECTION

- 4.10.1 If a candidate is dissatisfied with the election results, he/she shall submit an appeal in writing to the CRO/SDO/Councillor. If this avenue is unsatisfactory, a further written appeal may be made to Council. **(Amended March 2013)**

If a candidate is dissatisfied with the election results, **they** shall submit an appeal in writing to the CRO/SDO/Councillor. If this avenue is unsatisfactory, a further written appeal may be made to Council. (Amended March 2013)

**4.10.2** All candidates for election to the position for which the appeal is made are not permitted to take part in the resolution process.

**4.10.3** In the case of a candidate wishing to appeal the outcome of an election, notice of appeal must be given to the CRO/SDO/Councillor, in writing, within twenty-four (24) hours of the announcement of the winning candidates. **(Amended March 2013)**

In the case of a candidate wishing to appeal the outcome of an election, notice of appeal must be given to the CRO/SDO/Councillor, in writing, within twenty-four (24) hours of the announcement of the winning candidates. **(Amended March 2013)**

#### 4.11 CONDUCT OF THE POLLS

**4.11.1** For executive positions, voters shall place an “X” beside the name of the preferred candidates. The candidates with the highest number of votes will be considered elected.

**4.11.2** In an election for a regular Council position, voters shall place an “X” beside the name of the preferred candidate. The candidate with the highest number of votes will be considered elected.

**4.11.3** In the absence of an “X”, the CRO/SDO/Councillor shall determine if an otherwise marked ballot is acceptable. **(Amended March 2013)**

In the absence of an “X”, it is a spoiled ballot and will not be counted.

**4.11.4** For general elections and by-elections, at least one polling booth must be operated.

**4.11.5** The SRC and the CRO/SDO/Councillor must advertise the location of polling stations at least one (1) week prior to the election. **(Amended March 2013)**

**4.11.6** The date and time for elections shall be determined by the CRO/SDO/Councillor. **(Amended March 2013)**

**4.11.7** It shall be the responsibility of the CRO/SDO/Councillor to ensure the validity of election results. Once results have been tabulated they will be publicly released. **(Amended March 2013)**

**4.11.8** It is the responsibility of the CRO/SDO/Councillor to announce these results and ensure that they are reported correctly to the various media. **(Amended March 2013)**

**4.11.9** The CRO/SDO/Councillor and SRC may place fair market value upon any election material used by a candidate if it is felt such value placed on the material by the candidate is not a true fair market value. Any donations to candidates will be considered at fair market value. **(Amended March 2013)**

**4.11.10** A complete list of all expenditures, donations, and receipts from each elected candidate must be provided to the CRO/SDO/Councillor by 5:00 pm on the day of

the election results are released. Failure may result in the forfeiture of the candidate's seat. All other candidates is list upon the request of the CRO/SDO/Councillor. **(Amended March 2013)**

#### 4.12 REFERENDA

**4.12.1** The President, the Council, or a petition of the members may initiate referenda at any time. A referendum of the issue to all students may only take place in the fall or winter semester.

**4.12.2** In the case of a Presidential call, the President shall notify Council of the questions of the referendum and **his/her** reasons for calling it.

In the case of a Presidential call, the President shall notify Council of the questions of the referendum and their reasons for calling it.

**4.12.3** In the case of Council calling a referendum, the question must be passed by fifty percent plus 1 (50% + 1) of the elected members.

**4.12.4** For campus referendums, fee paying students may initiate a referendum by filing a petition containing the signatures of fifteen percent (15%) of the fee paying students at the campus. The wording of the petition must contain the questions and the purpose for calling the referendum. Within one (1) week of receiving the petition the Council must meet and set the date for the referendum. The referendum must be held not more than four (4) and not less than two (2) weeks from the Council's call for a referendum.

**4.12.5** In all non-petition-based referenda, the Council shall be responsible for determining the exact question and voting dates.

**4.12.6** The question of referendum shall be advertised at least two (2) weeks before the referendum is to be held.

**4.12.7** One week's notice of a public meeting, chaired by the CRO, will be given from the call of a referendum. One (1) "No" and one (1) "Yes" committee will be formed. Each committee shall elect, at that meeting, a chairperson who will be held responsible for rule infractions and for the management of committee funds.

**4.12.8** The follow guidelines will be followed for referenda:

##### **Administering the Campaign**

The vote shall be overseen by a committee comprised of members of the Council of Student Executives and the College of the North Atlantic administration, who shall serve as ex-officio members and shall provide logistical support to the committee. The committee shall be responsible for:

- I deciding the manner of voting;
- ii deciding the number and location of the polling stations;
- iii approving all materials to be distributed during the

- iv deciding the ballot question;
- v overseeing the voting;
- vi adjudicate all appeals;
- vii counting the ballots; and
- viii establishing all other rules and regulations for

the vote The Council of Student Executives shall retain responsibility:

- I approving expenditures of the Council

### **Quorum**

- a. The electorate shall be comprised of all students who are currently students of the College of the North Atlantic and pay fees to the College of the North Atlantic Council of Student Executives.
- b. Quorum shall be 10% of the number determined in a sub-section a.
- c. The result of the referendum shall be determined by a 50% plus one majority of the votes cast.

### **Materials**

- a. The referendum committee shall approve all campaign specific materials prior to distribution.
- b. The Committee shall retain a copy of all materials distributed during the campaign.

### **Campaigning**

- a. On voting days, campaigning shall not occur within 15 feet of a polling station,.
- b. On voting days, campaign materials shall not be permitted within 15 feet of the polling areas.

### **Chief Returning Officer**

- a. The Council of Student Executives will hire a student to act as the Chief Returning Officer (CRO) for the referendum. The CRO will be paid an honorarium of \$1000 by the Council of Student Executives.
- b. The Chief Returning Officer will be responsible for:
  - I appointing poll clerks and returning officers at each campus;
  - ii ensuring that an adequate number of ballots is available to each poll clerk;
  - iii overseeing the counting and subsequent destruction of ballots
  - iv other tasks as assigned by the referendum committee

## **Polling Station Location and Hours**

One polling station will be open at each campus of the College of the North Atlantic. Each poll will remain open for a minimum of three hours on that day, between the hours of 9:00 a.m. and 4:00 p.m. All polls will close at 4:00 p.m.

## **Poll Clerks**

- a. A poll clerk will be available at each polling station.
- b. Poll clerks shall under no circumstances instruct an elector how to vote or provide information about the referendum other than the actual question and the information contained in the poster produced by the referendum committee.

## **Voting Procedures**

- a. The voter must present a student card or another form of identification.
- b. In the event that a voter's name does not appear on the list provided by the college, the completed ballot shall be placed in an envelope. The envelope will be sealed and the name and the student number will be written on the outside of the envelope. The student status will be verified by the college.

## **Security of the Ballot Boxes**

- a. The ballot boxes shall be sealed and not opened until counting.
- b. The opening of the ballot boxes shall be in the presence of a poll clerk and a scrutineer.

## **Ballot Counting**

- a. The referendum committee will appoint at least one scrutineer to oversee the counting procedure at each campus.
- b. The ballots shall be counted immediately following the end of voting.
- c. Where the mark on the ballot clearly indicates a preference, as determined by the referendum committee, the ballot shall be valid and counted.
- d. Spoiled ballots shall count towards the establishment of quorum but will not be considered in the calculation of a majority.
- e. Immediately upon the completion of counting, the poll clerk and all scrutineers will sign a tally sheet attesting to the results and place it with the ballots in a secure envelope which will be delivered to an administrator at the college.
- f. The administrator entrusted with the ballots shall forward these by registered post to the Chief Returning Officer immediately after the election.
- g. Upon receipt of all ballots, the Chief Returning Officer shall verify results of the referendum and subsequently destroy the ballots.

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Signed

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Signe

d

Date:

### **Poll Captain Instructions**

At your station you should have the following supplies:

- voters' list
- ruler
- red pen
- pens for voters
- envelopes for spoiled ballots, double ballots
- ballot box
- privacy screen
- poster including question

### **General Voting Procedures:**

At each campus polling station One (1) College Employee (SDO or designate) will act as the Poll Captain and when possible a Scrutineer will be appointed from the student body. Poll Captains shall not discuss the merits of the campaign with voters.

Voters with questions about the campaign shall be directed to student council representatives or be given an information leaflet. Students should also be encouraged to use the email, phone number, and website contained in the information leaflet.

- The poll clerk shall confirm the name of each voter that appears on the voters' list.
- The voter shall provide a form of identification (preferable College of the North Atlantic student id).
- Before being provided to the voter, a ballot will be initialed by one of the poll clerks.
- The ballot will be supplied to the student.
- The poll clerk will cross the students' name off the voters list.
- The student will mark the ballot and deposit it into the ballot box.

In the event that a name does not appear on the list, the student shall be provided with a ballot that, after being marked, will be placed inside a sealed envelop. This envelop will be placed

inside a second envelop with the student's name and student id on the outside, which will be deposited into the ballot box. When the ballots are opened to be counted, the student's eligibility to vote will be verified with the registrar. If the student is eligible to vote, the envelopes will be opened and the ballot will be added to the others prior to counting. If the student is found to be ineligible, the envelopes containing the ballot will be destroyed.

Counting and Scrutineering the Ballots:

One (1) College Employee (SDO or designate) and 1 Student Representative of the SRC must oversee the counting and scrutineering of the ballots.

## Questions and Concerns

Any questions that are deemed to be irresolvable with the Poll Captain must be forwarded to the Chief Returning Officer immediately. **(Amended September 2004)**

### 4.13 CAMPAIGN MATERIALS

4.13.1 Posters that measure 8 ft. x 11 ft. or less are allowed; one per bulletin board.

Posters that measure 15" x 15" or less are allowed; one per bulletin board.

4.13.2 Posters are to be placed only on bulletin boards at each local campus.

4.13.3 There may be only one large banner erected for each candidate for the office of President, Vice-President Internal, and Vice-President External.

There may be only one large banner erected for each candidate running for any executive position.

4.13.4 Any candidate or campaign worker found defacing or destroying posters or property must withdraw from the election, at the discretion of the CRO/SDO/Councillor. **(Amended March 2013)**

## 5. POWERS AND DUTIES

### 5.1 The **President**:

- shall act as chief spokesperson and representative of the Council;
- may be a financial signing officer of the Council;
- shall sign contracts, documents, or other instruments as required;
- shall appoint a special committee provided they do not infringe on the jurisdiction of other committees; (ex: sub-committee)
- shall act as chairperson of all Council and Executive meetings.
- shall act as chairperson of class leader meetings;
- shall assist in the execution of Vice-President duties should one of the offices become

vacant;  
- shall prepare an agenda for each meeting, in conjunction with the executive, and notify members of meetings and telephone conference calls  
- shall represent their campus as a board member on the College of the North Atlantic Students' Union or appoint an alternate designated representative (**Amended March 2003/March 2013**).

**5.2 The Vice-President External:**

- shall assist the President in the execution of his/her duties;  
- shall exercise the powers of President and act on the President's behalf in his/her absence;  
- shall exercise the powers of President in the event that the office becomes vacant;  
- shall represent and promote the views of the council in the interaction with external communications, media, and college administration;  
- shall prepare any press releases from the Council;  
- shall act as a liaison with other post-secondary institutions and student organizations regarding student issues;  
- shall assist in the execution of the Vice-President Internal's duties in the event that office becomes vacant;  
- may be a financial signing officer of Council (**Amended March 2003**).

**5.3 The Vice-President Internal:**

- shall coordinate all internal meetings between Council and members of the college faculty, staff and administration;  
- shall assist the President in the calling and preparation of all class leaders meetings;  
- shall ensure there is student representation on all College committees;  
- shall act as a liaison between the Council and any clubs or societies under the jurisdiction of the SRC;  
- shall assist in the execution of the Vice-President External's duties should that office become vacant;  
- shall be responsible for the set up and maintenance of lockers, locker sales, and the student locker database; as pertains to each local SRC  
- may be a financial signing officer of Council (**Amended March 2003/March 2013**).

**5.4 The Treasurer:**

- shall keep full and accurate account of all receipts and disbursements and oversee the maintenance of the books and accounts of the Council;  
- shall consult with the President and/or Student Advisor on all financial matters;  
- may be a financial signing officer of the Council  
- shall work in conjunction with the SDO/Councillor for all above duties (**Amended March 2003/March 2013**)

**5.5 The Secretary:**

- shall ensure that the minutes of executive and general meetings are recorded, printed and distributed within one week after each meeting; as pertaining to each local SRC  
- shall receive and prepare an agenda, in conjunction with the President, of items

- for Council meetings;
  - shall be responsible for the preparation and distribution of minutes of all class leaders meetings;
  - may be a financial signing officer of the Council (**Amended March 2003/March 2013**).
- 5.6 The Classroom/Program Representative:**
- act as a liaison between the local SRC and program representing
  - may assist council in planning and organizing all events; at discretion of local SRC
  - may have voting power at SRC meetings; as pertaining to each council (**Amended March 2013**)
- 5.7 The Councillor(s) at Large shall:**
- may be directly responsible to one of: President, Vice-President Internal, or Vice- President External, and assist in the execution of their duties;
  - may assist any other Council member in the execution of his/her duties, upon the direction of the Executive. (**Amended March 2013**)
- 5.8 The Publicity Coordinator shall:**
- organize the public relations of the Council at the college level;
  - oversee the operations of various campaigns the Council organizes;
  - act as a press correspondent between the Council and all forms of external media;
  - inform the campuses of activities of the Council and its executive when appropriate;
  - be responsible for all materials, posters, and other types of information packages to go on bulletin boards or TV monitors.
- 5.9 The Special Events Coordinator shall:**
- organize the assistance of students in community sponsored events;
  - be responsible, in conjunction with the President, for social events that occur throughout the year such as winter carnival, Christmas festivities, orientation week, and any others;
  - be responsible for reporting to council on the progress and success or failure of Council sponsored special events.
- 5.10 The Social Coordinator shall:**
- supervise, direct, and be accountable for all Council sponsored entertainment;
  - be responsible for the advertisement of Council events;
  - be responsible for the collection of monies for the Council's entertainment events;
  - ensure that proper security and staff is available at entertainment events.
- 5.11 The Sports Coordinator shall:**
- act as a liaison between the gym staff (*where applicable*) and Council;
  - be responsible for all tournaments the Council may run in or outside each local campus;
  - be responsible for interclass tournaments within each campus;
  - assist the athletic director in the running of the intramural program;
  - be responsible for all other sports events sponsored by each local Council.
- 5.12 The Student Advisor/SDO/Councillor:**
- shall be appointed to Council by the Campus Administration and consist of staff

- member(s) of College at each local campus;
- shall attend any and all meetings of the Council to provide direct advice when necessary and to receive information on student Council activities;
  - shall monitor the financial records, in conjunction with the treasurer, of each local Council;
  - may be a signing officer of the Council;
  - shall serve as an advisor to each member local Council;
  - shall act as a liaison for administration and each local member Council;
  - shall give advice, where deemed necessary, to all members of Council;
  - shall promote the transition of Council from one academic year to the next;
  - shall protect the reputation and name of the College while acting in the best interests of both College and Council;
  - shall encourage Student Council members in their political and operational activities on behalf of the student body;
  - shall support and encourage active and appropriate decision making by students as part of their learning process.
  - shall ensure that at least one member of the SRC Executive Council has signing authority as outlined in their duties listed in the SRC Operating Guidelines (**Amended March 2003/March 2013**)

## 6. FINANCES

- 6.1 Each year, immediately following the SRC elections, the campus Administrator, the SRC Advisor, and the Student Council Executive shall meet to discuss and decide the signing authorities for Council for the academic year. **Signing authority shall be given to 2 Council Executive Members and 2 College employees. All SRC cheques will require the signature of two signing authorities (1 Executive member and 1 College employee).** If at any time the SRC Executive changes, all parties involved shall meet again to revise and reassign signing authorities. The SRC Advisor will monitor the financial records, in conjunction with the SRC treasurer (**Amended March 2003/March 2013**).
- 6.2 All receipts and/or other documents for disbursements must be kept with the books of Council to maintain proper, accurate records.
- 6.3 All single-item purchases over the amount of \$2,500.00 shall require written price estimates from at least three (3) different suppliers. The supplier selected shall be agreed upon by at least three (3) Council Executive members and the Advisor. (**Amended March 2013**)
- 6.4 The accounting records of Council are to be made available to Council, upon request of Council, for audit and verification.
- 6.5 A minimum balance of \$500.00 in unencumbered funds shall remain in the account of Council at the end of the academic year for use in the operation of Council in the next academic year.

- 6.6 Approval for disbursement of funds shall normally be by a majority vote of the Student Council at the meeting when the approval is requested. **(Amended March 2013)**
- 6.7 Where approval is not granted in the normal manner for point 6.6, the Advisor and the Executive of the Student Council shall meet, discuss, and resolve all matters.
- 6.8 The financial record kept by the Treasurer shall be subject to audit, within one month of the end of the term, by an auditor appointed by the Campus Area Director. **(Amended February 2004)**
- 6.9 The Council will maintain a chequing account at a decided institution for financial transactions conducted by Council.
- 6.10 Any purchase over \$250.00 must be voted on and approved by council and the Advisor. Any purchase under \$250.00 must be approved by the Council Executive. **(Amended March 2013)**
- 6.11 The Council President and the Advisor can approve purchases over \$100.00 pertaining to the day-to-day business operation of Council.
- 6.12 Student Representatives Councils have the option to put in place, contracts, to assist the Treasurer with bookkeeping services.
- 6.13 In cases where a Council member or Advisor determines there is inappropriate spending of Council funds, the Director of Student Services must be notified immediately. No further spending shall take place until the matter is investigated and resolved **(Amended March 2003)**.
- 6.14 Honorariums shall be awarded to Executive Members of the Student Representatives Council at the end of each semester per student ratio. Executive member shall be defined as President, Vice- President (Internal and External if applicable), Treasurer and Secretary. Honorariums will be awarded during Fall and Winter semesters only. Due to the short duration, honorariums will not be awarded during Intercession. For the purpose of awarding honorariums, the definition of a student shall include full- time regular and contract students who are registered on SIS (Student Information System). The following formula will be used in calculating the honorarium:
- President of the Student Representatives Council will receive 35 cents per student/per semester
  - All other Executive Positions will receive 25 cents per student/per semester
- (Amended October 2002).**

Amount of payment due to students will be calculated by Accounts Payable. This information will be forwarded to each campus by late December in the Fall semester and late April in the Winter semester **(Amended February 2003)**.

An evaluation of Executive members will take place before honorariums are awarded. The Council will then recommend whether or not any or all of the Honorarium should be

awarded to the Executive member. This recommendation will be submitted to the SRC Advisor and the Campus CA who will make the final decision on awarding the Honorarium. Honorariums will be paid from local student Representatives Council Budgets. Council members who are eligible for an honorarium must submit a semester end report to the SDO/Councillor before any decisions can be acted upon. Local Councils may use the honorarium form attached to the Operating Guidelines document when doing evaluations. **(Amended March 2013)**

## 7. SUBORDINATE COMMITTEE

- 7.1 Subordinate committees **may** be appointed by the President of Council, on the advice of Council, to be responsible to the Council for the execution of special projects of the Council.
- Each subordinate committee may have a council member who will act as a liaison
  - he member shall be responsible for protecting the interests of council and shall have the power to temporarily suspend further activities of the committee until reviewed by Council.
- 7.2 The chairperson of each subordinate committee shall be a member of Council.
- 7.3 Each subordinate committee shall elect a Secretary-Treasurer who will keep an accurate and detailed account of the financial activities of that committee including the receipt and disbursement of any funds allocated to it by Council.
- 7.4 Each subordinate committee shall present, to a general meeting of the council, a report on its activities when requested by Council.
- 7.5 Each subordinate committee shall prepare a budget for its proposed activities prior to any allocation of funds from Council. This budget shall be subject to approval or revision by Council.

## 8. AMENDMENTS

- 8.1 Any proposed changes to the Operating Guidelines shall require two weeks notice be given at a regular Council meeting.
- 8.2 All proposed amendments shall show which portions of the Operating Guidelines shall be deleted or amended and proposed replacements and additions to the Operating Guidelines.
- 8.3 The proposals must be placed on public display.
- 8.4 A two-thirds (2/3) votes of the Council present at a regular meeting of Council shall be

necessary to amend the Operating Guidelines.

- 8.5 The President of Council is responsible for keeping up to date copies of the Operating Guidelines.
- 8.6 All proposed amendments to the Operating Guidelines must be brought forward to the College of the North Atlantic Students' Union (CNASU) board before final approval can be granted. **(Amended March 2013)**

## 9. MEETINGS AND PROCEDURES

- 9.1 There shall be at least one Council meeting per month and others when deemed necessary. The time and place of these regular monthly meetings shall be determined by Council at its first meeting in the academic year.
- 9.2 Any member missing three consecutive meetings of Council without a reason acceptable to Council shall be deemed to be no longer a member of Council, and shall be informed, in writing, by a member of the Executive Council. **(Amended March 2013)**
- 9.3 The Council shall hold a general meeting approximately midway through the academic year.
- 9.4 It is the responsibility of individual Council members to advise their instructors when away from classes for Council business. It is the responsibility of all Council members to maintain the required academic standing required by the College of the North Atlantic. Should any issues/concerns arise with the academic standing of any Council member, it shall be dealt with on a case-by-case basis. **(Amended March 2013)**
- 9.5 Special meetings of the Council shall be called at the request of:
- the President of the College or Campus Administrator;
  - the President of the Council;
  - three (3) members of the Executive, in writing, to the Campus Administrator or his/her representative;
  - a majority of the Council, in writing, to the Campus Administrator or his/her representative;
  - twenty-five (25) students of the campus, in writing, to the Campus Administrator or his/her representative. **(Amended March 2013)**
- 9.6 To be considered legal, a Council meeting must be attended by:
- a quorum of Council members. Quorum for any meetings of the Council shall be fifty percent plus one (50% + 1) of the members of the Council;
  - the Area Director of the campus or his/her representative (*note: the representative may authorize a Council meeting without his/her attendance*).
- 9.7 All Council meetings must be conducted in accordance with the rules of acceptable Parliamentary Procedure.

- 9.8 - A majority vote of the members present shall govern the ordinary decision of the Council, except for Constitutional matters, which will require two-thirds (2/3) majority of the Council before going to a referendum vote.
- In the event a legally Constituted meeting is cancelled due to the lack of a majority of Council member, a subsequent meeting may be called with seven (7) days of the previous meeting. Majority vote will then consist of fifty-one percent (51%) of the members present.
- 9.9 A petition signed by twenty-five percent (25%) of the student body shall be required to secure Council reconsideration for its decisions. In case of such reconsideration, a two-thirds (2/3) vote of the Council shall be required to reverse the original Council decision.
- 9.10 Any petitions, except as in the case outlined in subsection 8, must be considered by Council if signed by twenty-five percent (25%) of the student body.
- 9.11 The Campus Administrator of the campus and/or the SDO/Councillor shall have final approval of all Council actions and decisions. In the event a Council decision is reversed, a written justification will be given by the CA or SDO/Councillor. **(Amended March 2013)**

## 10. RULES AND BY-LAWS

- 10.1 Council may enact or repeal such rules or by-laws as necessary from time to time, to govern its routine operation, provided they do not contravene the Operating Guidelines.

## 11. CLUBS AND SOCIETIES

- 11.1 Only clubs and societies ratified by Council are eligible for benefits from each local Council.
- 11.2 A club or society may be ratified by a majority vote of Council upon the application of the club or society and the submission to the Council of the Constitution of the club or society.
- 11.3 Trial period of one (1) semester will be in effect for new clubs and societies seeking benefits from the Council.

- 11.4 The Council reserves the right to investigate the finances and activities of a club or society which is using the benefits of Council. Council reserves the right to cancel the ratification of a club or society.

## 12. CENSURE AND REPRIMAND

### 12.1 CENSURE

12.1.1 The Council may censure any person holding office with the Council, either elected representative or Council staff.

12.1.2 One week's notice of a motion to censure must be given at a Council meeting stating the Council member or Council staff member involved and reason(s) for the censure (**Amended March 2003**).

12.1.3 No debate shall be allowed until the Council or Council staff member censured has been notified (**Amended March 2003**).

12.1.4 The officer on charge shall be given every opportunity to speak in his/her defense.

12.1.5 All councillors must be given a reasonable opportunity to attend the meeting at which the vote is taken.

12.1.6 A majority vote for two-thirds plus one ( $2/3 + 1$ ) of the elected councillors is required for censure.

12.1.7 A censured officer is required to resign.

12.1.8 Should a member of Council miss three (3) consecutive council meetings, without just cause, the President or the Vice-President External shall bring an automatic motion of censure to Council.

12.1.9 In cases where Council members are not performing duties as outlined in the Operating Guidelines, censure and reprimand guidelines will apply.

### 12.2 APPEALS

12.2.1 A member can appeal, in writing, to Council regarding a motion of censure on three (3) consecutive meetings.

12.2.2 A majority vote of two-thirds plus one ( $2/3 + 1$ ) of each local member council is required for appeal decisions.

12.2.3 An appeal committee shall be comprised of the executive of any local Council and

the Advisor.

12.2.4 The recommendations of the appeals committee shall bring forth their findings to council as a whole, where a majority vote of two-thirds plus 1 ( $2/3 + 1$ ) is required on the decision of the appeal committee.

### 12.3 REPRIMAND

12.3.1 An order of reprimand shall follow the same procedure as outlined for motions of censure, except the following conditions shall apply:

- (a) The reprimanded officer shall not be required to resign;
- (b) A majority of Council must endorse the order at a regular Council meeting.

\*Majority will be fifty percent plus 1 ( $50\% + 1$ ).

## 13. TRAVEL

13.1 Council members required to travel on Council business will receive the approved per diem rate for meals and travel as defined in the College's Operational Policies and Procedures (FA-308).

13.2 Council members required to travel for College of the North Atlantic Students' Union (CNASU) business/meetings will receive the approved per diem rate for meals and travel as defined by College Policy. These funds shall come from each campus SRC budget unless funds are unavailable. Local SRCs who are unable to provide funding to travelling members, must contact the CNASU Advisor in advance in order to obtain funding advances/reimbursements.

## 14. CNASU

14.1 The Student Representatives Council President or designate shall be a voting member of the CNASU. **(Amended March 2013)**

14.2 There will be one (1) CNASU representative from each campus of the College. The only exception being the campus of the CNASU President; as the President does not hold voting power, a second campus representative may attend on behalf of said campus. **(Amended March 2013)**

14.3 The SDO/Councillor at the campus will provide Council with a copy of the CNASU Operating Guidelines and the SRC Operating Guidelines at the first Council meeting of the academic year. **(Amended March 2013)**

## 15. FUND-RAISING

- 15.1 All classes or groups within the campus wishing to fund-raise must first submit a letter regarding the nature of the fund-raising event to Council for approval. The SDO/Councillor will ensure that such requests do not conflict with College policies and procedures. **(Amended March 2013)**
- 15.2 All fund-raisers must conform with provincial rules and regulations (*ie. Lottery license*).
- 15.3 All requests for lottery licenses must be accompanied by a letter from Council verifying that the class/group is registered at the College and is approved to proceed with fund-raising activities.
- 15.4 Fundraising off campus shall be permitted by each local SRC under circumstances deemed appropriate by sitting Council of that campus. **(Amended March 2013)**