



BYLAWS OF THE SCIENCE STUDENTS' ASSOCIATION COUNCIL

AS PASSED BY THE SSA COUNCIL

LAST UPDATED MAY 30th 2018

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ARTICLE I. Definitions

1. Unless specified herein, only the latest edition of Robert's Rules of Order definition of terms shall be relevant to the interpretation of this document.
2. The following are modified definitions adopted by this document:
 - a. Accessible - Open and inclusive for all individuals, regardless of ability, background, status, etc.
 - b. Chairperson (Chair) - See Article XI Clause 2 b.
 - c. Co-Curricular Record - a notation of participation in extracurricular activities on an academic transcript.
 - d. Community - students who self-identify as part of a traditionally underrepresented group
 - e. Council Package - The agenda and required materials for a Council meeting.
 - f. Council Vote - A vote that takes place during Council meetings, in which Elected Councillors participate.
 - g. Councillor - Individual who is elected or appointed to Council, excluding the Chairperson, as outlined in Article V.
 - h. Electronic representation - The active participation of a Councillor during a meeting, such as through Skype, Facetime, or other suitable programs.
 - i. Incoming - refers to the Council or Councillor who has been elected or

appointed, but has not yet begun their term in office.

- j. Members of Council - Individuals who are Councillors and the Chairperson.
- k. Members of the Association- All undergraduate students in the Faculty of Science who have been assessed and paid SSA Fees.
- l. Senate- The University of Manitoba Senate.
- m. Outgoing - refers to the Council or Councillor who is currently serving at the end of their term in office.
- n. Probation - Discipline for Councillors as defined in Article VIII.
- o. Regular session - The Established Fall and Winter terms, as per the University of Manitoba Academic Calendar.
- p. Science Students' Association - Also known as the SSA or the Association; all undergraduate students in the Faculty of Science as a collective, as outlined in Article II, Clause 1.
- q. Science Students' Association Council - Also known as Council; the governing entity of the Science Students' Association.
- r. SSA Gala - Any major year end graduation celebration held by the Science Students' Association Council.
- s. Summer session - Time period designated to spring and summer courses at the University of Manitoba, as per the University of Manitoba Academic Calendar.
- t. UMSU - The University of Manitoba Students' Union.

ARTICLE II. Name

- 1. The Science Students' Association shall be governed by an entity known as the Science Students' Association Council and will herein be referred to as Council.

ARTICLE III. Object

- 1. The object of the SSA shall be to govern and provide services for undergraduate students in the Faculty of Science, and represent students to the Faculty, the University Administration, and the University of Manitoba Students' Union.

ARTICLE IV. Governing Documents

- 1. The documents governing SSA are:
 - a. SSA Bylaws
 - b. Robert's Rules of Order
- 2. In the event of a conflict between these Bylaws and Robert's Rules of Order, the

document listed higher shall prevail.

ARTICLE V. Membership/Administration

1. Every undergraduate student of the University of Manitoba Faculty of Science is a member of the Association.
2. The Members of Council are composed of:
 - a. Elected Councillors:
 - i. President
 - ii. Vice President
 - iii. Senators, in accordance with the University of Manitoba Senate Handbook
 - iv. UMSU Representatives, in accordance with UMSU Bylaws
 - v. Community Representatives
 1. Indigenous Students' Representative
 2. International Students' Representative
 3. Accessibility Representative
 4. LGBTTQ* Representative
 5. Women's Representative
 - b. Appointed Councillors
 - i. Treasurer
 - ii. Secretary
 - iii. Director of Communications
 - iv. Lounge Programmer
 - v. Director of Student Services
 - vi. Student Services Programmer(s)
 - vii. Director of Academics
 - viii. Academic Programmer(s)
 - ix. Director of Special Events
 - x. Special Events Programmer(s)
 - xi. Community Programmer(s) (if required)
 1. Accessibility Programmer
 2. Indigenous Students' Programmer
 3. International Students' Programmer
 4. LGBTTQ* Programmer
 5. Women's Programmer
 - c. Chairperson
3. All Members of Council must be Members of the Association, with the exception of the Chairperson who must be a member of UMSU but not a Member of the Association.
4. There shall be at least one individual appointed to each position, with the exception of

the Community Programmer positions, which shall be filled at the discretion of the Selections Committee and the Community Representatives.

5. The term of office for all Members of Council shall be the following, with the exception of the Treasurer, whose term shall start and end with the fiscal year:
 - a. Terms for Elected Councillors shall commence at the later of the following dates:
 - i. The SSA Gala
 - ii. May 10th
 - b. Terms for Appointed Councillors and the Chairperson shall commence after selection, beginning no later than June 1st.
 - c. Terms for all councillors shall end at the later of the following dates:
 - i. The SSA Gala
 - ii. May 10th

ARTICLE VI. Selection of Members of Council

1. Elected Councillors
 - a. Elected Councillors will be elected by Members of the Association, as outlined in Article XIV.
2. Appointed Councillors
 - a. Outgoing Council is responsible for providing notice to all Members of the Association of Appointed Councillor positions within one week of the confirmation of the SSA election results.
 - b. Appointed Councillors must be selected by the Incoming Council Selection Committee by June 1st, as outlined in Article X, Clause 3.
3. Chairperson
 - a. Outgoing Council is responsible for engaging in advertising to seek a Chairperson. This advertisement must commence within one week of the confirmation of the SSA election results.
 - b. The Chairperson must be selected by the Incoming Council Selection Committee by June 1st, as outlined in Article X, Clause 3.

ARTICLE VII. Code of conduct

1. All Members of Council shall:
 - a. Promote Council cohesion and a respectful atmosphere by learning and abiding by the *University of Manitoba Respectful Workplace and Learning Environment Policy*.
 - b. Be good team players and treat all Members of Council equally and fairly.
 - c. Refrain from drug/alcohol use or sexual activity at any SSA event or in the SSA

Office. Alcohol consumption is only permitted if the venue of the event distributes alcohol.

- d. Refrain from theft, property damage, or any other malicious behavior.
- e. Be responsible for the behavior of any individual they bring into the SSA Office who is not a Member of Council.
- f. Not allow any persons who are not Members of Council to use SSA Office space in the absence of a Member of Council.
- g. Not share the SSA Office door code nor lend any keys (such as for the SSA Study Room) to any non-Councillors.

ARTICLE VIII. Discipline of Members of Council

1. Members of Council who fail to follow the Code of Conduct, as outlined in Article VII, will be subject to discipline at the discretion of Executive Committee.
2. Members of Council who fail to complete Council duties, as outlined in Article XI, will be subject to discipline at the discretion of Executive Committee.
3. Methods of discretionary discipline include, but are not limited to:
 - a. Probation, with terms dictated by the Executive Committee.
 - b. Suspension, with terms dictated the Executive Committee.
 - c. Removal vote, as outlined in Clause 9.
4. Councillors who miss three office hours without at least two hour prior notice will automatically be subject to a two week probation. During this probation period, if the Councillor misses an additional office hour without a minimum of two hours prior notice, they will be subject to a removal vote as outlined in Clause 9.
5. Members of Council who miss two Council meetings without sending regrets will automatically be subject to a two week probation. During this probation period, if the Member of Council misses an additional Council meeting without sending regrets, they will be subject to a removal vote as outlined in Clause 9.
6. During probation, one is to continue to perform Council duties, as outlined in Article XI.
7. If a Councillor who has been subject to previous probation on the grounds of missed office hours, misses an additional office hour without at least two hours notice, the Councillor will automatically be subject to a two week probation, as outlined in Clause 4.
8. If a Councillor who has been subject to previous probation on the grounds of missed Council meetings, misses an additional Council meeting without sending regrets, the Councillor will automatically be subject to a two week probation, as outlined in Clause 5.
9. Removal of a Member of Council is done by two-thirds majority council vote.
10. It is the responsibility of the President and Vice President to notify Members of Council being placed on probation.

ARTICLE IX. Meetings of the Council

1. General Rules of Meetings

- a. Quorum of all Council meetings shall be 50% of voting Councillors, unless otherwise specified.
- b. Only Elected Councillors have voting power for the duration of their term.
- c. All matters not otherwise defined in the Bylaws shall require a majority vote among voting Councillors who are present.
- d. Meetings shall be conducted in open session unless otherwise decided upon by Council.
- e. Minutes must be approved before they can be considered an official transcript of events. Once the minutes are approved, they must be publicly displayed and available.
- f. All Council meetings shall be conducted in accordance with the most recent version of Robert's Rules of Order.
- g. In the event that a Councillor cannot attend a Council meeting due to reasonable circumstances, the Councillor may attend the Council meeting via electronic representation, and not be marked as absent.
- h. If a Councillor is to attend via electronic representation, they must provide written notice to the Chairperson prior to the start of the Council meeting.
- i. In the event that a voting member cannot attend a Council meeting due to reasonable circumstances, the voting member may acquire a proxy.
- j. Voting members must provide written notice to the Chairperson prior to the Council meeting in order to designate a proxy.
- k. Only Appointed Councillors may proxy for voting members.
- l. At the beginning of every Council meeting, proxies, guests, and new Councillors must check in with the Chairperson.

2. Calling of Meetings

- a. Regular Meeting
 - i. The Chairperson must call the first Regular Meeting within ten days of selection of Appointed Councillors.
 - ii. The Chairperson will distribute the Council Package two days prior to each meeting.
 - iii. There will be two Council meetings per month during Regular Session, except when Council deems only one necessary.
 - iv. There will be one Council meeting per month during Summer Session.
 - v. At the first meeting in August and December, Council has to approve a schedule for meetings in the upcoming term.
 - vi. The Chairperson is to consider Councillor availability when creating the

schedule for meetings.

vii. The meeting schedule shall be prominently advertised to all Members of the Association.

viii. Regular Meetings shall include the following routine items:

1. Approval of agenda
2. Approval of previous minutes
3. New business
4. Reports of Councillors:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. UMSU Representatives
 - e. Senators
 - f. Indigenous Planning
 - g. International Planning
 - h. Accessibility Planning
 - i. LGBTTQ* Planning
 - j. Women's Planning
 - k. Student Services
 - l. Academics
 - m. Special Events
 - n. Lounge Programmer
5. Reports of Committees
 - a. Executive Committee
 - b. Selections Committee
 - c. Bylaws Committee
6. Other business
7. Important dates
8. Adjournment

ix. Any non-routine items wished to be discussed must be submitted to the Chairperson prior to three days before the meeting.

b. Changeover Meeting

- i. The Changeover Meeting of the Outgoing and Incoming Councils is to occur following the end of winter semester final exams, and is to occur prior to the commencement of Summer Session. The specific date is to be scheduled by the Outgoing Council Chairperson.
- ii. The Outgoing Council Executive Committee is to deliver a detailed report of Council finances at this meeting.
- iii. The Outgoing Council is to provide the Incoming Council with

Changeover packages.

iv. A Changeover package:

1. Is to be compiled for each Elected and Appointed Councillor position.
2. Shall include the following:
 - a. A copy of these Bylaws.
 - b. An abridged version of the most recent edition of Robert's Rules of Order.
 - c. Pertinent resources and associated contact information.
 - d. A report of the current Council Finances.
 - e. Comments and/or advice from the Outgoing Councillor(s) on the initiation of Council duties.
 - i. This is to be constructed in cooperation with Councillors of the same position, if applicable.
3. Shall be provided in both digital or paper format.

v. The Selections Committee will be struck for the Incoming Council at this meeting

vi. Members of the Outgoing Council and Incoming Council are to attend.

vii. Outgoing Council will at this time have voting power. Incoming Council will receive voting power with the commencement of their term of office, as outlined in Article V Clause 5.

c. Special Meetings

- i. The Chairperson shall call a meeting of the Council within ten days of the receipt of:
 1. A written request, stating the reason for the meeting bearing the signatures of a minimum of 25 Members of the Association.
 2. A written request, stating the reason for the meeting bearing the signatures of a minimum of 50 percent of the voting Members of the Council.
 3. A request by the Executive Committee.

d. Rescheduling of Meetings

- i. The Chairperson may reschedule a meeting if one or more of the following is met:
 1. 24 hours of notice is provided
 2. Weather is poor
 3. Quorum is not met
 4. If the Chairperson is unable to attend, in which documentation is required

ARTICLE X. Standing Committees

1. General Rules of Committees

- a. It shall be the responsibility of the committee chair to organize committee meetings.
- b. If the designated chair of a committee is not present for a meeting, the remaining members of a committee shall select one of their own members to act as chair for that meeting.
- c. In the event of competition between Councillors for a position on a committee, council vote will be by secret ballot.

2. Executive Committee

- a. The mandate of this committee is:
 - i. Make decisions regarding any matters in an emergency, when it is impossible to call a Council meeting. The Executive must, within 48 hours, exercise all possible means to inform the rest of the Council of all actions taken during the emergency. A report on the emergency and all actions taken shall be given at the next meeting of Council.
 - ii. Evaluate requests for funding and make recommendations to be presented to Council at the next Regular Meeting.
 - iii. Formulate recommendations for items to be included in the annual budget of the Association.
 - iv. Present to Council:
 1. All submissions made to the Executive for funding by the Association.
 2. All recommendations of the Executive as to the dispositions of funds of the Association.
 3. A proposed budget based on the Executive's recommendations, no later than the first Regular Meeting in September for approval.
 - v. Assist the Treasurer in the execution of their duties if called upon to do so by the Treasurer or by the Council.
 - vi. Deliver a detailed report to Council on Council finances every three months, during a Regular Meeting.
 - vii. Establish guidelines regarding funding requests prior to September 1st.
 - viii. Decide the honorarium to be awarded to the Chairperson and Chief Returning Officer.
- b. The Executive Committee, hereafter referred to as the Executive, shall be composed of:
 - i. President
 - ii. Vice President; as chair treasurer

- iii. Two other elected Councillors elected from and by Council
 - c. The Executive must be struck at the first Regular Meeting of the Council's term.
 - d. The Treasurer position shall be filled in the interim by the outgoing Treasurer until the selection of Appointed Councillors, at which time the incoming Treasurer shall take their place
 - e. The Executive must meet prior to each Regular Meeting to discuss agenda items.
- 3. Selections Committee
 - a. The mandate of this committee is:
 - i. To select Members of the Association as Appointed Councillors.
 - ii. To recommend to Council a Chief Returning Officer if not selected by the UMSU CRO (see ARTICLE XIV. Elections).
 - iii. To select a Chairperson.
 - iv. To select Members of the Association as recipients of student scholarships, as organized by the Director of Academics.
 - b. The Selections Committee shall be composed of:
 - i. President; as chair
 - ii. Vice President
 - iii. Three members of the elected Council who wish to be part of the committee, and are randomly selected from among those members who nominate themselves
 - 1. If fewer than three Elected Councillors nominate themselves, all (if any) nominated Councillors will be chosen and the remaining spots will be filled randomly from the remaining Elected Councillors.
 - c. The Selections Committee shall have its membership finalized at the Changeover Meeting.
 - i. The President may call a Selections Committee meeting by providing at least 48 hours' notice of the date, time and location.
 - ii. Quorum for the selections committee shall be three people with voting power.
 - iii. All members of the Selections Committee are to have equal participation in the selection process.
- 4. Bylaws Committee
 - a. The mandate of this committee is:
 - i. To periodically review the Bylaws.
 - ii. To propose bylaw amendments to Council.
 - iii. To advise on any amendments brought forward to Council.
 - b. The Bylaws Committee will be composed of:

- i. Chairperson; as chair
 - ii. Vice President
 - iii. Three Councillors selected and determined by a vote of council
 - c. The Bylaws Committee must be struck by September 1st.
 - d. If determination of the members is not met as set out in Clause 4, b., iii., then the three Councillors shall be selected at random.
 - e. The Bylaws Committee must meet at least once per semester of the Regular Session.
 - f. The Secretary must incorporate any amendments to these Bylaws.
- 5. Board of Directors
 - a. The mandate of this committee is:
 - i. To discuss and plan upcoming events
 - b. The Board of Directors will be composed of:
 - i. Secretary as Chair
 - ii. Director of Student Services
 - iii. Director of Communications
 - iv. Director of Academics
 - v. Director of Special Events
 - vi. Indigenous Students' Representative
 - vii. International Students' Representative
 - viii. Accessibility Representative
 - ix. LGBTTTQ* Representative
 - x. Women's Representative
 - xi. Any additional councillors that are planning events
 - c. The Board of Directors must meet at least once per semester of the Regular Session
- 6. Board of Science Student Groups
 - a. The mandate of this committee is:
 - i. To discuss and plan upcoming events
 - ii. Improve communication and collaboration between student groups
 - b. The Board of Science Student Groups will be composed of:
 - i. Director of Communications as Chair
 - ii. President
 - iii. Vice President
 - iv. Two Representatives from the Faculty of Science
 - v. Representatives from Science Groups, including but not limited to:
 - 1. Science Department Student Groups (BUGS, Chem Club, OPUS, UMS², Math Club, CSA, UPSA)
 - 2. Science Student Groups

- vi. The Board of Science Student Groups must meet at least once per semester of Regular Session.

ARTICLE XI. Duties of Members of Council

1. All Councillors shall:
 - a. Be familiar with and understand these Bylaws.
 - b. Be familiar with Robert's Rules of Order.
 - c. Attend Council meetings.
 - d. Put fair effort into acquiring a proxy, in the event a voting Councillor is unable to attend a Council meeting.
 - e. Fulfill position-specific duties as outlined in Clause 2.
 - f. Report to Council concerning their respected Council-related activities.
 - g. Participate and assist in Council events.
 - h. Promote Council events.
 - i. Be responsible for ensuring the accessibility of all SSA events, advertisements, Council meetings, and public documents.
 - j. Hold set office hours every week.
 - k. Arrange for a Councillor to substitute for them, in the event of being unable to attend their office hours.
 - l. Complete all tasks required during office hours.
 - m. Maintain cleanliness of the SSA Office.
 - n. Prepare a Changeover package to be presented at the Changeover Meeting, as outlined in Article IX Clause 2., b.
2. Specific Duties of Members of Council are as follows:
 - a. Elected Councillors:
 - i. President shall:
 1. Maintain frequent and punctual communication with the Faculty of Science, UMSU, Members of Council, Members of the Association, and all other relevant parties.
 2. Ensure all councillors are kept updated on ongoing Council initiatives.
 3. With the Vice President, attend all relevant meetings with the Dean's Office.
 4. With the Vice President, maintain general supervision over all Members of Council and Council activities.
 5. Ensure, at the end of the Council term, that the appropriate Co-Curricular Record forms are available on Community Link for Councillors to complete.

- ii. Vice President shall:
 - 1. Assist with aforementioned Presidential Council duties.
 - 2. Shall assume the role of Acting President in the President's absence.
- iii. Senators shall:
 - 1. Attend all Senate meetings and all Student Senate Caucus Meetings.
 - 2. Follow the University of Manitoba Senate Handbook.
 - 3. In the event of being unable to attend a Senate meeting, put fair effort into acquiring a proxy.
 - 4. Be well prepared for aforementioned meetings by reading the Senate Agenda.
 - 5. Present concerns of science students and Council to administration.
 - 6. Present administration initiatives to Council.
 - 7. May be a member of Senate Committees.
- iv. UMSU Representatives shall:
 - 1. Attend all UMSU meetings.
 - 2. Follow the UMSU Bylaws.
 - 3. In the event of being unable to attend an UMSU meeting, put fair effort into acquiring a proxy.
 - 4. Be well prepared for UMSU meetings by reading the Council package in advance.
 - 5. Present concerns of science students and Council initiatives to UMSU.
 - 6. Present UMSU initiatives to Council and science students.
 - 7. Fulfill duties on UMSU committees, if applicable.
- v. Indigenous Students' Representative shall:
 - 1. Present concerns of First Nations, Metis, and Inuit (FNMI) students to Council.
 - 2. Attend all Faculty of Science Indigenous Achievement Committee meetings and present said committee's initiatives to Council.
 - 3. Attend all University of Manitoba Aboriginal Students' Association (UMASA) meetings and present UMASA initiatives to Council.
 - 4. Keep frequent and punctual communication with the UMSU Aboriginal Student Representative.
 - 5. Present students with FNMI initiatives and opportunities, such as

Aboriginal NSERC Undergraduate Research Award Information Sessions, Information Seminars, etc.

- vi. International Students' Representative shall:
 1. Present concerns of international students to Council.
 2. Create and support initiatives to enhance student life for international science students.
 3. Maintain frequent and punctual communication with the UMSU International Students' Representative.
 4. Maintain contact and be aware of initiatives of on-campus groups and services related to International Students, such as the International Centre for Students.
- vii. Accessibility Representative shall:
 1. Bring the concerns of science students living with disabilities to Council and the Faculty of Science.
 2. Ensure programs, services, and infrastructure within the Faculty of Science and the science complex meet the needs of students living with disabilities.
 3. Lead relevant campaigns on issues affecting the community of students living with disabilities in science.
 4. Maintain frequent and punctual communication with the UMSU Students' Living with Disabilities Representative (i.e. UMSU Accessibility Representative).
 5. Maintain contact and be aware of initiatives of on-campus accessibility groups and services including, but not limited to, Student Accessibility Services and The Accessibility Centre.
- viii. LGBTTTQ* Representative shall:
 1. Advocate for issues affecting LGBTTTQ* constituents.
 2. Lead relevant campaigns on issues affecting the LGBTTTQ* community in science (i.e. promote opportunities of initiative/programs/organizations that are science related where the LGBTTTQ* community is underrepresented).
 3. Strengthen inclusivity of SSA programming and social events through ensuring inclusive language is used, encouraging allyship, etc.
 4. Maintain frequent and punctual communication with the UMSU LGBTTTQ* Representative.
 5. Maintain contact and be aware of ongoing initiatives of on-campus LGBTTTQ* groups including, but not limited to, Rainbow Pride Mosaic.

ix. Women's Representative Shall:

1. Advocate for issues affecting women constituents.
2. Lead relevant campaigns on issues affecting women in science (i.e. promote opportunities of initiative/programs/organizations that are science related where women are underrepresented).
3. Strengthen SSA programming and events by integrating aspects of consent culture; creating action items and strategies to mitigate the risks of sexual violence at social events (through creating safe spaces, postering venue, etc) and in SSA programming (i.e. ensuring inclusive language is used, encouraging allyship, scheduling consent culture workshops, etc.).
4. Maintain frequent and punctual communication with the UMSU Women's Representative.
5. Maintain contact and be aware of ongoing initiatives of on-campus women's groups including, but not limited to, the Womyn's Centre.

b. Appointed Councillors:

i. Treasurer shall:

1. Work with the Executive to establish a budget to be approved by Council, no later than the first Regular Meeting in September.
2. Be responsible for all funds generated by Council events and for overseeing all funds spent by Council.
3. Be responsible for giving updates on Council finances and the budget during each Council meeting.
4. Communicate with the Faculty of Science and UMSU Financial Coordinators.
5. Perform a year end audit at the end of the Association's Fiscal Year.

ii. Secretary shall:

1. Record minutes from Council meetings and post these minutes to relevant locations (such as Community Link) in addition to sending them to Councillors.
2. Ensure minutes from Council meetings are accessible.
3. Keep attendance during Council meetings.
4. Create schedules for Councillor office hours at the beginning of each semester.
5. Record Councillor attendance at office hours and Council meetings and report any issues with attendance to the Executive Committee.

6. Create a cleaning schedule for the SSA Office.
 7. Collect motions that have been passed.
- iii. Director of Communications shall:
1. Maintain and develop the U of M SSA website
 2. Create posters and advertisements for all SSA events.
 3. Ensure posters and advertisements for SSA events are in an accessible format.
 4. Monitor SSA social media accounts and post to advertise all SSA events.
- iv. Director of Student Services shall:
1. Coordinate sales of lockers within the science complex in September.
 2. Act as a liaison between Council and photographers to arrange and advertise graduate photography sessions.
 3. Organize and oversee public lectures such as Health Talks: Student Edition Lecture Series.
 4. Lead and oversee the Student Services Representative(s).
 5. Submit an evaluation of their representative(s) to Executive Council upon request
- v. Student Services Programmer(s) shall:
1. Assist the Director of Student Services in the completion of their duties.
- vi. Director of Academics shall:
1. Organize and oversee the SSA Tutoring Program including, but not limited to, matching tutors to tutees, advertisement of the program, ensuring Code of Conduct and Ethics forms are signed, ensuring Co-Curricular Record forms are completed
 2. Advertise and organize SSA Scholarships at the end of the Regular Session, to be approved by Council vote.
 3. Organize and oversee SSA rentals, including but not limited to advertising, maintenance of rental items, return of rental items, and inventory checks.
 4. Lead and oversee the Academic Programmer(s).
 5. Submit an evaluation of their programmers to executive council upon request
- vii. Academic Programmer(s) shall:
1. Assist the Director of Academics in the completion of their duties.
- viii. Director of Special Events shall:

1. Organize and coordinate at least two special events per semester during the Regular Session
 2. Organize and coordinate the SSA Gala, as defined in Article 1, Clause 2.
 3. Ensure special events are accessible.
 4. Lead and oversee the Social Programmer(s).
 5. Submit an evaluation of their programmers to executive council upon request
- ix. Special Events Programmer(s) shall:
1. Assist the Special Events Coordinator in the completion of their duties.
- x. Lounge Programmer shall:
1. Monitor maintenance of the SSA Office, the Science Lounge, and SSA Study Room, and purchase pertinent supplies when needed.
 2. Ensure appropriate reservation, organization, and signage for events that take place in the Science Lounge.
 3. Shall be responsible for monitoring the holding of Science Lounge and SSA Study Room keys.
- xi. Community Programmers shall:
1. Assist Community Representatives (Indigenous Representative, International Representative, Women's Representative, LGBTTQ* Representative, Accessibility Representative) with all responsibilities and event programming.
- xii. Chairperson shall:
1. Be thoroughly familiar with Robert's Rules of Order and these Bylaws.
 2. Prepare an agenda and Council package for Regular Meetings and distribute them to Councillors at least two days prior to the meeting.
 3. Chair meetings of the in accordance with Robert's Rules of Order and these Bylaws.
 4. Not have signing authority for cheques or other financial documents.
 5. Receive resignation of SSA Councillors and inform Council of any such resignations.
 6. Not act in such a way as to convey the impression that they represent the views of the SSA.
 7. Perform duties in an apparently fair, impartial, and disinterested manner.

8. Not speak on behalf of Council unless authorized by Council.
9. Perform other duties, consistent with the above clauses and within reasonable discretion as directed by Council.

ARTICLE XII. Finances

1. The SSA fiscal year begins June 1st and ends May 31st, inclusively.
2. Transfer of signing authority will occur after the Treasurer of the Incoming Council is appointed, and no later than June 7th.
3. The following Executive members will have signing authority:
 - a. President
 - b. Vice President
 - c. Treasurer
4. All cheques issued by the Association must be signed by the Treasurer and one of the President or Vice President.
5. The treasurer may on their own authority authorize Council expenditures of up to \$100.00 in total between any two meetings of the Council and may also authorize expenditures included in the budget as approved by the Council.
6. All Council expenditures over \$100.00 that are not included in the budget must be approved by a Council vote.
7. All expenditures made by Council should be made by cheque in the name of the Association. Bills and receipts are to be obtained and turned over to the treasurer.
8. Funding requests must follow guidelines set by the Executive Committee and any awarded amount must be decided on by a Council vote.

ARTICLE XIII. Member of Council Recognition

1. Councillor Recognition
 - a. Each Councillor shall be granted a Co-Curricular Record of their services during their term in office, given successful completion of their Council duties, as outlined in Article XI.
 - b. It is the responsibility of the President to ensure that the appropriate Co-Curricular Record forms are available on Community Link for Councillors to complete.
 - c. Councillor recognition shall be based on the recommendations of the Executive Committee and based on Senate guidelines.
2. Chairperson Recognition
 - a. The Chairperson shall be given an honorarium, to be determined by

Executive Committee.

ARTICLE XIV. Elections

1. The following Members of Council shall be chosen through an SSA Election:
 - a. All “Elected Councillors” as specified in Article V, Clause 2 a.
2. Chief Returning Officer:
 - a. The Chief Returning Officer (CRO) must be selected by the hired representative from UMSU who serves as the CRO for UMSU elections.
 - i. In the case that UMSU does not hire a representative or this representative is unable to serve as the CRO for the SSA election, the SSA Executive Committee shall appoint a CRO, which shall only be considered final when affirmed by the majority of the SSA Council.
 - ii. In the case that any members of the SSA Executive Committee are considering running for election, the council must nominate proxies to appoint a CRO. The members the select the CRO may not run for SSA election during that respective election year.
 - iii. The President shall communicate the appointment of the CRO to the members of the SSA within twenty-four (24) hours of the appointment.
 - b. the CRO shall be selected no less than three weeks prior to the opening of the nominations period.
 - c. The CRO may not be a candidate or volunteer in the SSA elections, nor anyone with a close personal relationship with a candidate or volunteer in the SSA elections.
 - d. The Council shall be responsible for approving the selected CRO at least two weeks prior to the opening of the nominations period.
 - e. The CRO shall be paid an honorarium for their work, and is to be approved by council.
 - f. The responsibilities of the CRO shall be to:
 - i. Assume overall responsibility for nominations and elections.
 - ii. Appoint and hire such persons as they deem necessary to assist in the running of the election, as approved by the Executive.
 - iii. Enforce the rules of Article XIV of the SSA Bylaws, as well as any supplementary rules and provisions of the University of Manitoba.
 - iv. Decide on logistics for any polling stations.
 - v. Print ballots.
 - vi. Approve all campaign expenses.
 - vii. Supervise polling stations and the counting of the ballots cast in the

elections.

viii. Communicate to Council the results of the election.

ix. Communicate and certify the results of the election of Senators to the University Senate.

x. Handle any complaints and appeals in the election.

3. Eligibility requirements:

a. All candidates must be Members of the Association.

b. All candidates for community representative positions must self-identify as a member of the community they wish to represent.

c. Candidates may only stand for election for one position.

d. Candidates for President may not be in their first year at the University of Manitoba.

4. Nominations:

a. The nomination period shall be open for at least one week prior to the beginning of the election period.

b. The nomination period must begin between the Winter Reading Week break and April 1st.

c. The CRO shall make nomination forms available to all Members of the Association, including all pertinent information and requiring the signatures of at least 15 Members of the Association.

5. Slates:

a. Slates may consist of:

i. One President

ii. One Vice President

iii. UMSU Representatives; up to but not exceeding the amount allowed in the UMSU handbook

iv. Senators; up to but not exceeding the amount allowed in the Senate handbook

b. Community Representative candidates (Indigenous Students' Representative, International Students' Representative, Accessibility Representative, LGBTTQ* Representative, and Women's Representative) shall not run on a slate.

6. Campaigning:

a. Each candidate can spend a maximum of \$50.00 on their campaign.

b. Each candidate will be reimbursed up to a maximum of \$25.00, given they provide the CRO with receipts legitimizing pertinent campaign expenses.

i. The CRO, upon receiving campaign receipts, will pass the receipts on to the current Council, to provide reimbursement for candidates.

- c. Candidates that exceed this limit may be disqualified.
- d. Candidates shall not use any funds or materials of Council, nor any materials which are uniquely available to them and not to other candidates.
- e. Candidates shall be allowed to place posters in any building within the Science Complex.
 - i. These include the Allen Building, Armes Building, Biological Sciences Building, Buller Building, Machray Hall, Parker Building, the Armes Link.
- f. No candidate may place in excess of 15 posters, nor in excess of ten posters in any individual building.
- g. No candidate may place any poster in excess of 11x17 inches, with the exception of one banner per slate of no more than 12 square feet.
- h. All posters must be in compliance with guidelines set out by the University's Environmental Health and Safety Office, as well as any policies set by the CRO.
- i. Any candidate or slate may have volunteers. Candidates or slates are responsible for the actions of all volunteers.
- j. Candidates may campaign on any social media platforms that are freely available to all candidates.
- k. Candidates may not tag people in social media posts who are not running in the election.
- l. During the campaign period, the President and Vice President will host a forum for candidates and slates running. Each slate will have five minutes to speak, and each independent candidate will have two minutes to speak. A question period of no more than 45 minutes will follow the speeches, during which time all slates and candidates will have equal time to respond to questions.
- m. Current Councillors, as well current members of the UMSU Executive and those who ran for the UMSU Executive in the most recent UMSU election, may not campaign for or publicly endorse any candidate, unless they are running in the election.
- n. Individuals who are not Members of the Association may not campaign for any candidate or slate.

7. Voting:

- a. Each Member of the Association, with the exception of any individuals working in the election, may cast one ballot. Individuals who are not Members of the Association may not vote in the election.
- b. To vote for Community Representative Positions, members must self-identify with that group.

- c. Voting for Community Representative Positions shall take place on a separate ballot.
 - d. Accessible ballots (large print or braille) shall be made available upon request.
 - e. Any polling stations shall be held in an accessible location.
 - f. Voting shall include a Best Professor Nomination for a professor in each of a 1000 through 4000 level professor, with a reward to be decided by the Executive Committee.
8. Counting:
- a. Ballots shall be counted by the CRO and any appointed designates.
 - b. Candidates may appoint a scrutineer to watch the polling station and/or the ballot count, up to a maximum of one scrutineer per candidate or two scrutineers per slate.
9. By-election and Replacement:
- a. A vacancy in the position of any Elected Councillor, including by resignation or removal, prior to December 1st must be filled by either a by-election or General Assembly meeting, at the discretion of the council.
 - b. A by-election shall proceed as outlined in Article XIV, with the exception of the following:
 - i. The CRO shall be selected by a council vote.
 - ii. The vacant elected position must be filled within two weeks of the resignation or removal of the Councillor.
 - c. A vacancy in the position of any Elected Councillor, including by resignation or removal, after December 1st must be filled by a General Assembly meeting.
 - d. Any Member of the Association may run in a by-election for an elected position
 - e. Any Councillor wishing to run for an elected position must first resign from their position in order to be considered an eligible candidate.
 - f. The resignation or removal of any Appointed Councillor shall automatically trigger a meeting of the Selections Committee to fill their positions.
10. Changeover Period:
- a. The Changeover period of the Outgoing and Incoming Councils is to occur following the general election, and is to occur before Summer Session.
 - b. The Outgoing Council is required to:
 - i. Provide opportunities for Incoming Councillors to shadow them
 - ii. Provide the Incoming Council and Chairperson with Changeover Packages (See Article IX 2b.)
 - c. The Incoming Council is required to:
 - i. Attend at least one meeting of the Outgoing Council
 - ii. Shadow a councillor during at least one scheduled office hour

- iii. Shadow their respective Outgoing Council member(s)
- iv. Attend the Changeover Meeting

ARTICLE XV. General Assemblies

1. The Chairperson shall call a General Assembly within 10 days of the receipt of:
 - a. A request of the Executive Committee.
 - b. A majority council vote.
 - c. A petition signed by at least 100 Members of the Association. The resignation or removal of an elected Councillor after December 1st.
2. Quorum at a General Assembly shall be at least 50 Members of the Association.
3. Any Member of the Association may vote at a General Assembly.
 - a. Issues pertaining to specific communities may only be voted upon by Association members who identify with those particular communities.
4. Any motion passed at a General Assembly shall be considered to be passed by Council, so long as it does not directly contradict these Bylaws.
5. At a General Assembly convened upon the resignation or removal of an Elected Councillor, an election shall take place to fill the vacant position.
 - a. Any Member of the Association may nominate themselves or any other Member, provided they meet the eligibility requirements.
 - b. Candidates may each deliver a speech of no longer than five minutes. Following speeches, candidates will participate in a question period lasting no longer than ten minutes for each participating candidate, during which each candidate will have equal time to answer each question.
 - c. Nominated candidates shall be selected by majority vote of the Assembly, through secret ballot.

ARTICLE XVI. Amendments to the Bylaws

1. One week's notice of motion to amend the Bylaws must be given to the Chairperson.
2. Amendments to the Bylaws must be proposed during regular meetings.
3. A motion to amend the Bylaws may only be made at the regular meeting following the meeting where an amendment is proposed.
4. A motion to amend any article of the Bylaws shall require a two-thirds majority of voting Members in order to pass.