

**Lakehead University Student Union, Inc.**  
**Revised January 28, 2015**

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Constitution  
By-Laws  
Operational Policies

# Revision History

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<b>January 28, 2015</b>	“Motion to Implement Electronic Voting”: <ul style="list-style-type: none"><li>• Amended By-Law #1, By-Law #2, Article I</li></ul>
<b>November 28, 2014</b>	Adopted By-Law #15: Orillia Advisory Committee
<b>June 16, 2014</b>	“Motion for Organizational Improvement”: <ul style="list-style-type: none"><li>• Renamed “VP Finance” to “VP Operations &amp; Finance”</li><li>• Renamed “VP Student Issues” to “VP Advocacy”</li><li>• Amended Articles I, IV, V; By-Law #3, By-Law #5, By-Law #7, By-Law #8, By-Law #11, By-Law #12, OP #3, OP #4, OP #12</li><li>• Adopted By-Law #14, OP #17</li><li>• Repealed OP #7, OP #8</li></ul> Annual Constitutional Review: <ul style="list-style-type: none"><li>• Amended Articles III, IV, V, VI; By-Law #1, By-Law #2, By-Law #3, By-Law #4, By-Law #5, By-Law #6, By-Law #8, By-Law #11, By-Law #12, OP #2, OP #3, OP #4, OP #6</li></ul>
<b>September 13, 2013</b>	Adopted OP #14, #15, and #16
<b>December 13, 2012</b>	Initial Adoption

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# LUSU Constitution

## Article I

### Definitions and Interpretation

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#### 1 Definitions

In these Governing Documents, unless the context otherwise requires:

- 1.1 “**Academic Year**” means the period of time commencing on the first day that classes begin in the Fall Term and concluding on the last day of examinations in the Winter Term, as determined by Lakehead University.
- 1.2 “**Account Bank**” means the financial institution at which the Corporation’s bank accounts and other financial instruments are held.
- 1.3 “**Act**” means the *Corporations Act* (Ontario).
- 1.4 “**Adverse Interest**” describes the situation where a Director or Committee member is a party to a claim, application or other form of legal proceeding against the Corporation.
- 1.5 “**Agent**” means a party duly appointed by a Board Candidate or an Executive Candidate to function as their agent during the course of the Campaign Period and the Board Election or Executive Election, as applicable.
- 1.6 “**Agent Form**” means the form included in the Nomination Package whereby the Board Candidate or Executive Candidate, as applicable, indicates their choice of Agent.
- 1.7 “**All Candidates Meeting**” or “**ACM**” means a mandatory meeting of all Candidates and/or Agents which concludes the Nomination Period and sets out timelines and guidelines pertaining to the Election and/or Referenda in question.
- 1.8 “**Ancillary Services**” means any subsidiary businesses operated by the Corporation, such as The Outpost and The Study.
- 1.9 “**Annual General Meeting**” means the annual general meeting of the Members called and held in accordance with the Act and the Governing Documents.
- 1.10 “**Board Candidate**” means a candidate for a position on the Board of Directors.
- 1.11 “**Board Election**” means the election of the Board of Directors.
- 1.12 “**Board Meeting**” means a meeting of the Board of Directors.
- 1.13 “**Board of Directors**” means the board of directors of the Corporation.
- 1.14 “**Board of Governors**” means the board of governors of Lakehead University.
- 1.15 “**Board Orientation**” means an orientation session for the incoming Board of Directors during which they are informed of their respective duties and obligations.
- 1.16 “**Budget**” means the budget of the Corporation, developed pursuant to By-Law #6.

- 1.17 **“Business Day”** means any day other than a Saturday, a Sunday, a statutory holiday in the Province of Ontario or any day on which the Account Bank is not open for business in the City of Thunder Bay, Ontario.
- 1.18 **“By-election”** means a vote by the Directors to elect members of the Executive Committee if:
- (a) the Executive Committee, throughout the course of its term in office, has lost quorum; or
  - (b) the Executive Elections fail to produce the requisite number of Executives.
- 1.19 **“By-Laws”** means the by-laws of the Corporation, as they may be amended from time to time.
- 1.20 **“Campaigning”** means, but is not limited to:
- (a) the distribution or conspicuous display of Campaign Materials;
  - (b) speaking to classes, residences, student groups, or individuals for the purpose of presenting a platform as a representative of a Candidate or referendum side;
  - (c) electioneering;
  - (d) actively promoting a Candidate or Referendum question; and
  - (e) directing members to the polling stations to vote for a specific candidate or referendum. For clarity, Campaigning does not include directing members in a general sense towards a polling station.
- 1.21 **“Campaign Materials”** means all materials published or distributed by Candidates or their Agents during an Elections Period.
- 1.22 **“Campaign Period”** means the period of Campaigning lasting for twelve (12) Business Days following the Nomination Period.
- 1.23 **“Campus”** means either the Thunder Bay Campus or the Orillia Campus, and **“Campuses”** means both of them.
- 1.24 **“Candidate”** means a Board Candidate or an Executive Candidate.
- 1.25 **“Candidate’s Acknowledgement Form”** means the form included in the Nomination Package whereby the Board Candidate or Executive Candidate pledges compliance with and understanding of the rules of the Board Election or the Executive Election, as applicable.
- 1.26 **“Centre”** means a centre that has been officially recognized by the Board of Directors as a “Centre” of the Corporation and established according to Operational Policy #3
- 1.27 **“Centre Coordinators”** means the coordinators of all Centres as defined in Operational Policy #3, and **“Centre Coordinator”** means any one of them.
- 1.28 **“Chairperson”** means the chairperson of the Board of Directors, or their replacement if the Chairperson is not present, has a Conflict of Interest or is, for any other reason, unable to act.

- 1.29 “**Club Days**” means those dates, as determined by the Vice-President Operations & Finance, when Clubs on either or both Campuses hold membership drives.
- 1.30 “**Club Officer**” means an officer of a Club that:
- (a) has signing authority on behalf of the Club; and
  - (b) holds no other paid position with the Corporation.
- 1.31 “**Clubs**” means student clubs or organizations operating on either or both Campuses.
- 1.32 “**Code of Ethics**” means the code of ethics of the Corporation reproduced herein as By-Law #10.
- 1.33 “**Committee**” means any committee of the Corporation.
- 1.34 “**Committee Meeting**” means a meeting of any Committee.
- 1.35 “**Committee Member**” means a member of any Committee of the Corporation,
- 1.36 “**Communications Officer**” means the communications officer of the Corporation.
- 1.37 “**Complainant**” means, in the context of an Election, a Member who has formally submitted a Complaint to the CRO.
- 1.38 “**Complaint**” means, in the context of an Election, a complaint formally submitted to the CRO pursuant to the procedure set out in [By-Law #1] by a Complainant alleging that:
- (a) a Candidate and/or their Agent have caused or materially contributed to a Violation;
  - (b) [By-Law #1] or a Supplementary Rule has been violated by another party directly involved in the Election (e.g., Polling Clerk); or
  - (c) a third party has caused or materially contributed to a Violation (in which case the CRO will investigate the Complaint and assess whether or not a Candidate should be awarded Demerit Points).
- 1.39 “**Confidential Information**” means any and all information, data or knowledge, regardless of form or medium, concerning the Corporation or any aspect of its operations, management, employees, or contractual obligations, including but not limited to that:
- (a) when it is disclosed to the Executive, Director, Committee Member or Staff, is conveyed or marked as confidential, private or privileged;
  - (b) when it is disclosed to the Executive, Director, Committee Member or Staff, should reasonably be known to be confidential, private or privileged having regard to the circumstances surrounding its disclosure;
  - (c) is discussed or disclosed during the course of an *in camera* meeting of the Board of Directors, Executive Committee, or Committee, as applicable;

but does not include:

- (d) information that the Executive, Director, Committee Member or Staff, proves has become generally known or public other than through improper disclosure by the Director or Executive;
  - (e) information that is required to be disclosed by law or pursuant to the Order of a Court of competent jurisdiction and becomes public;
  - (f) information received from a third party without restriction of confidentiality; or
  - (g) information independently developed by the Executive, Director, Committee Member or Staff without use of Confidential Information.
- 1.40 **“Conflict of Interest”** means any situation where a Director, Executive, Committee Member, Staff (or other individual, as applicable) has a real or perceived financial or personal interest in any matter coming before the Board of Directors, a Committee or other decision-making body, and includes, without limitation, a Pecuniary Interest, a Personal Interest, or an Adverse Interest.
- 1.41 **“Constitution”** means the constitution of the Corporation, as it may be amended from time to time, consisting of Articles I to VIII.
- 1.42 **“Corporate Seal”** means the corporate seal of the Corporation.
- 1.43 **“Corporation”** means Lakehead University Student Union.
- 1.44 **“CRO”** means the chief returning officer of the Corporation, having the roles and responsibilities set out in By-Law #2.
- 1.45 **“CRO’s Report”** means the detailed report drafted by the CRO and addressed to the Board of Directors, as set out in By-Law #2.
- 1.46 **“Demerit Points”** means, in the context of an Election, demerit points assessed against a Candidate by the CRO for a Violation.
- 1.47 **“Director”** means each member of the Board of Directors.
- 1.48 **“Diversity Training Session”** means the diversity and cultural sensitivity training session offered by the Corporation pursuant to Operational Policy #1.
- 1.49 **“Draft Budget”** means the preliminary budget, prepared by the Vice-President Operations & Finance as well as the General Manager and presented to the Finance and Operations Committee, as described in By-Law #6.
- 1.50 **“DRO”** means a deputy returning officer of the Corporation, having the roles and responsibilities set out in By-Law #2.
- 1.51 **“Election Materials”** means the materials identified in By-Law #1, Section 14.4(f).
- 1.52 **“Elections”** means the Board Election, Executive Election or By-election, and **“Election”** means any one of them.
- 1.53 **“Elections Committee”** means the Committee that has oversight over Elections, as further described in By-Law #2.
- 1.54 **“Elections Notice Date”** means first day that regular classes are held in the Winter Term of each calendar year.

- 1.55 “**Elections Period**” means the period of time commencing on the first day that classes are held at Lakehead University in January, and which concludes upon the ratification of the results of the Elections by the Board of Directors.
- 1.56 “**Elections Positions**” means the CRO and remaining members of the Elections Committee.
- 1.57 “**Electronic Poll**” means an electronic system facilitating the collection of votes made by eligible voters.
- 1.58 “**Electronic Tabulation**” means the period of time during the Elections Period when the results of the electronic polls are obtained and certified.
- 1.59 “**Executive Candidate**” means a candidate for a position on the Executive Committee.
- 1.60 “**Executive Committee**” means the executive committee of the Corporation, having all of the Executives as its members.
- 1.61 “**Executive Director**” means the executive director of the Corporation.
- 1.62 “**Executives**” means the voting members of the Executive Committee, and “**Executive**” means any one of them.
- 1.63 “**Executive Election**” means the election of the Executive Committee.
- 1.64 “**Ex-Officio**” means an Executive, Director, or Staff who sits on a Governing Body by virtue of holding an office or position within the Corporation. For clarity, persons sitting *ex-officio* are entitled to speak and vote unless otherwise limited by the Governing Body’s terms of reference.
- 1.65 “**Fall Term**” means the period that commences on the first day that classes are held at Lakehead University in September, and concludes on the last day that examinations are held at Lakehead University in December.
- 1.66 “**Finance and Operations Committee**” means the Committee that is responsible for overseeing the overall financial position and operations of the Corporation and considers all requests of funding, as described in more detail in By-Law #6.
- 1.67 “**Fiscal Year**” means the fiscal year of the Corporation, which begins on May 1 and terminates on April 30 of the following year.
- 1.68 “**General Manager**” means the general manger of the Corporation as further defined in By-Law #12.
- 1.69 “**General Meeting**” means an Annual General Meeting or a Special General Meeting.
- 1.70 “**General Poll**” means polling that happens during the elections period expressly determined by the CRO as set out in By-Law #1.
- 1.71 “**Good Standing**” means a student that has paid their fees and enrolled as a student of Lakehead University
- 1.72 “**Governance Committee**” means the Committee described in more detail in By-Law #7.
- 1.73 “**Governing Body**” means a Committee or the Board, and “**Governing Bodies**” means all Committees and the Board.



- 1.74 “**Governing Documents**” means this document, consisting of the Constitution, By-Laws and Operational Policies, as each may be amended from time to time, and “**Governing Document**” means any one of them.
- 1.75 “**Governor**” means a member of the Board of Governors.
- 1.76 “**Handbook**” means the handbook published by the Corporation and distributed to the Members every year.
- 1.77 “**Head Office**” means the office of the Corporation located at the Thunder Bay Campus.
- 1.78 “**Hiring Committee (Centre Coordinators)**” means the hiring committee for the Centre Coordinators, described in more detail in Operational Policy #3.
- 1.79 “**Hiring Committee (Executive Director)**” means the hiring committee for the Executive Director, described in more detail in By-Law #14.
- 1.80 “**Hiring Committee (Orillia Campaigns Commissioner)**” means the hiring committee for the Orillia Campaigns Commissioner, described in more detail in Operational Policy #10.
- 1.81 “**Hiring Committee (Orillia Events Commissioner)**” means the hiring committee for the Orillia Events Commissioner, described in more detail in Operational Policy #11.
- 1.82 “**Honorary Member**” means an individual who has performed extraordinary service to the Corporation, the Members, or the University community and has been designated an honorary member as per Article III, Section 3.
- 1.83 “**Impeachment Hearing**” means a hearing conducted pursuant to the procedure set out in By-Law #4 to consider the impeachment of an Executive or Director.
- 1.84 “**Impeachment Petition**” means a petition delivered to the Board of Directors requesting that an Impeachment Hearing in relation to a particular Director or Executive be called by the Board of Directors and which contains the full names, signatures and University registration numbers of at least ten (10) percent of the Members.
- 1.85 “**Inaugural Board Meeting**” means the first meeting of the newly-elected Board of Directors in which all Committees are struck.
- 1.86 “**In-Camera**” means “executive session” as described in Roberts Rules of Order.
- 1.87 “**Internal Relations Committee**” means the Committee established according to Article VI.
- 1.88 “**Joint Management Agreement**” means the most recently executed joint management agreement between the Corporation and Lakehead University.
- 1.89 “**Lakehead University Administration**” means the President of Lakehead University, the Vice President (Administration and Finance), the Vice-President (Research, Economic Development, and Innovation), the Vice-President (External Relations), the Orillia Campus Dean, the Office of the Registrar, and any other individuals or offices that are responsible for the administration of Lakehead University.
- 1.90 “**Lieu Day**” means a working day given as an off-day, to compensate for unpaid overtime.

- 1.91 **“LUSU”** means the Corporation.
- 1.92 **“LUSU Credit Cards”** means the corporate credit cards held by the Executives and senior management of the Corporation.
- 1.93 **“LUSU Levy”** means the levy that is collected from the Members on behalf of LUSU by Lakehead University and remitted to LUSU during the course of each Academic Year.
- 1.94 **“LUSU Offices”** means the Head Office and the Orillia Office, and **“LUSU Office”** means any one of them.
- 1.95 **“LUSU Website”** means the official website of the Corporation.
- 1.96 **“Material Agreement”** means any contract or agreement between the Corporation and a third-party that:
- (a) may be reasonably considered to have the potential to materially alter the physical, political, or financial state of the Corporation; and/or
  - (b) is worth \$10,000 or more.
- 1.97 **“Meeting”** means any Board Meeting, General Meeting or Committee Meeting.
- 1.98 **“Member”** means:
- (a) any full-time or part-time student enrolled in at least one (1) course for academic credit at Lakehead University and who has been levied the necessary fees to both Lakehead University and the Corporation for the current semester; and
  - (b) any member of the Executive during their term of office.
- 1.99 **“Nomination Form”** means the nomination form included in the Nomination Package, to be completed in full by Board Candidates or Executive Candidates.
- 1.100 **“Nomination Package”** means the package prepared by the CRO which all potential candidates in an Election must fill out completely and submit to the CRO on or before the date of the close of the Nominations Period. By-Law #1, Section 7.1.
- 1.101 **“Nominations Period”** means the ten (10) Business Day period commencing on the Elections Notice Date and concluding at 4:30 PM on the tenth Business Day thereafter.
- 1.102 **“Nominee Application”** means a properly completed Nomination Form, Candidate’s Acknowledgement Form, and Agent Form.
- 1.103 **“Office Hours”** means the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday, falling on a Business Day.
- 1.104 **“Officers’ List”** means the list of officers with signing authority submitted to the Vice-President Operations & Finance on behalf of a Club pursuant to By-Law #8, Section 3.1(b)(ii).
- 1.105 **“Official Clubs”** means Clubs that have been officially recognized by the Board of Directors, and which are further described in By-Law #8.
- 1.106 **“Operational Policies”** means the operational policies of the Corporation, as they may be amended from time to time, as set out in Article VII Section 3.

- 1.107 “**Orientation**” means the annual introduction to campus and student life at Lakehead University for incoming Members, hosted by Lakehead University and the Corporation.
- 1.108 “**Orillia Campaigns Commissioner**” means the executive director of the Orillia Campaigns Commission as described in Operational Policy #10
- 1.109 “**Orillia Campaigns Commission**” means the commission as described in Operational Policy #10.
- 1.110 “**Orillia Campus**” means the Orillia campus of Lakehead University.
- 1.111 “**Orillia Campus Coordinator**” means the Orillia Office Administrator.
- 1.112 “**Orillia Office Administrator**” means the member of the Staff located at the Orillia Campus that is responsible for assisting in the oversight of operations of the Corporation at the Orillia Office.
- 1.113 “**Orillia Club**” means an official LUSU Club at the Orillia Campus
- 1.114 “**Orillia Club Discretionary Funds**” means additional funds allocated to the Orillia Clubs Committee in the Budget to be distributed, at the discretion of the Orillia Clubs Committee, to Orillia Clubs that have applied for additional funding.
- 1.115 “**Orillia Events Commissioner**” means the executive director of the Orillia Events Commission as described in Operational Policy #11.
- 1.116 “**Orillia Events Commission**” means the commission as described in Operational Policy #11.
- 1.117 “**Orillia Office**” means the office of the Corporation located at the Orillia Campus.
- 1.118 “**Outpost Food Services Manager**” means the member of the Staff responsible for operating the kitchen, kitchen staff and catering services of the Corporation.
- 1.119 “**Outpost Manager**” means the lead manager of The Outpost.
- 1.120 “**Pecuniary Interest**” means a pecuniary or financial interest in a decision in the form of money, gifts, favours, gratuities or other special considerations.
- 1.121 “**Penalty**” means a penalty issued by the CRO against a Candidate in the context of an Election or a Referendum for any act or omission resulting in a Violation.
- 1.122 “**Personal Interest**” means a real or perceived personal interest that is inconsistent with the interests of the Corporation, leading to or creating conflicting loyalties or the perception thereof.
- 1.123 “**Petition**” means a petition submitted by a Petitioner pursuant to By-Law #9.
- 1.124 “**Petitioner**” means a Member drafting, collecting signatures for, and submitting a Petition.
- 1.125 “**Polling Period**” means the period during the Elections Period when the Members are eligible to vote.
- 1.126 “**President**” means the president and chief executive officer of the Corporation having the roles and responsibilities set out in more detail in By-Law #3.

- 1.127 “**Recording Secretary**” shall mean the recording secretary of the Corporation, who serves as the minute taker at all Meetings, and is the record keeper who assists the Secretary of the Corporation.
- 1.128 “**Referendum**” means any question formally posted by the Board of Directors to the Members pursuant to By-Law #1.
- 1.129 “**Registrar**” means the Lakehead University Office of the Registrar.
- 1.130 “**Review Committee (Executive Director)**” means the review committee for the Executive Director, described in more detail in By-Law #14.
- 1.131 “**Robert’s Rules of Order**” means *Robert’s Rule of Order, Newly Revised* (10<sup>th</sup> Edition).
- 1.132 “**Ruling**” means a ruling of the CRO in relation to a Complaint.
- 1.133 “**Secretariat**” means the secretariat of Lakehead University.
- 1.134 “**Secretary**” or “**Secretary of the Corporation**” means the President.
- 1.135 “**Senate**” means the Senate of Lakehead University.
- 1.136 “**Senate Committees**” means committees of the Senate.
- 1.137 “**Senator**” means a member of the Senate.
- 1.138 “**Special General Meeting**” means a meeting of the Members that is not an Annual General Meeting, called and held in accordance with the Act and the Governing Documents, in order to consider the business of the Corporation that is set out in the notice for such meeting.
- 1.139 “**Spring/Summer Term**” means the period that commences on the first day that classes are held at Lakehead University in May, and concludes on the last day that examinations are held at Lakehead University in August.
- 1.140 “**Staff**” means any full-time or part-time employee of the Corporation, but for clarity, does not include members of the Board of Directors or Executive Committee.
- 1.141 “**Student Card**” means a valid Lakehead University student identification card.
- 1.142 “**Student Number**” means the registration number assigned by Lakehead University to each Member that is enrolled in classes on either Campus.
- 1.143 “**Study Manager**” means the operations manager of The Study.
- 1.144 “**Supplementary Rules**” means rules, other than those set out in By-Law #1 or other portions of the Governing Documents, which are established by the Elections Committee and/or the CRO in order to administer an Election or Referendum.
- 1.145 “**Sustainability Coordinator**” means the coordinator of the Sustainability Initiative.
- 1.146 “**Sustainability Initiative**” means the Centre as defined in Operational Policy #3.
- 1.147 “**Thunder Bay Campaigns**” means all political and related campaigns carried out by the Thunder Bay Campaigns Committee for the benefit of the Corporation at the Thunder Bay Campus.

- 1.148 “**Thunder Bay Campus**” means the Thunder Bay Campus of Lakehead University.
- 1.149 “**Thunder Bay Club**” means an Official LUSU Club at the Thunder Bay Campus
- 1.150 “**University**” means Lakehead University, and includes both Campuses.
- 1.151 “**Vice-President Operations & Finance**” means the chief financial officer of the Corporation, having the roles and responsibilities set out in more detail in By-Law #3.
- 1.152 “**Vice-President Orillia**” means the Executive overseeing the Corporation’s operations at the Orillia Campus, having the roles and responsibilities set out in more detail in By-Law #3.
- 1.153 “**Vice-President Advocacy**” means the Secretary of the Corporation and a member of the Executive Committee, having the roles and responsibilities set out in more detail in By-Law #3.
- 1.154 “**Violation**” means a failure by a Candidate in an Election, or their Agent (or, in some cases, a third party), to comply with:
- (a) By-Law #1;
  - (b) any Supplementary Rules regarding the Election in question that have been established by the Elections Committee of which the Candidates have been notified during the course of the All Candidates’ Meeting.
- 1.155 “**Vote of Confidence**” means a “Yes / No” vote for a Candidate (in the case of a single seat) or Candidates (in the case of multiple seats), in an Election, in which a majority of “No” votes shall cause the Candidate or Candidates to not be elected.
- 1.156 “**Winter Term**” means the period that commences on the first day that classes are held at Lakehead University in January, and concludes on the last day that examinations are held at Lakehead University in April.

## **2 Interpretation**

- 2.1 The Governing Documents shall be interpreted according to the following provisions, unless the context requires a different meaning:
- (a) Wherever used herein, the plural includes the singular, the singular includes the plural, and each of the masculine, feminine and neutral genders include all other genders. For clarity, the terms “they” and “them” are used as gender-neutral terms to refer to single individuals throughout the Governing Documents.
  - (b) References containing terms such as “includes” and “including”, whether or not used with the words “without limitation” or “but not limited to”, shall not be deemed limited by the specific enumeration of items but shall, in all cases, be deemed to be without limitation and construed and interpreted to mean “includes without limitation” and “including without limitation”.
  - (c) Where the Governing Documents state that an obligation shall be performed:

- (i) “no later than” or “within” or “by” a stipulated date or event which is a prescribed number of days after a stipulated date or event the latest time for performance shall be 4:30 p.m. on the last day for performance of the obligation concerned, or, if that day is not a Business Day, 4:30 p.m. on the next Business Day;
  - (ii) “no later than” or “by” a prescribed number of days before a stipulated date or event or “by” a date which is a prescribed number of days before a stipulated date or event, the latest time for performance shall be 4:30 p.m. on the last day for performance of the obligation concerned, or if that day is not a Business Day, 4:30 p.m. on the next Business Day; or
  - (iii) “on” a stipulated date, the latest time for performance shall be 4:30 p.m. on that day, or, if that day is not a Business Day, 4:30 p.m. on the next Business Day.
- (d) Any reference to time of day or date means the local time or date in Eastern Standard Time.
- (e) Any reference to currency is to Canadian currency and any amount advanced, paid or calculated is to be advanced, paid or calculated in Canadian currency.

### **3 Priority**

- 3.1 The Corporation may belong to other organizations that, depending on the nature of the relationship between the Corporation and those other organizations, may in some cases supersede the operation of the Governing Documents. In cases where there is a real or apparent conflict between the operation of the Governing Documents and other constitutions, by-laws and governing documents that the Corporation, by virtue of its membership in other organizations, is bound to uphold, the Internal Relations Committee shall determine whether or to what extent those other constitutions, by-laws and governing documents supersede the Governing Documents.
- 3.2 If any part of an Operational Policy conflicts with a By-Law or Article, that part of the Operational Policy shall have no effect.
- 3.3 If any part of a By-Law conflicts with an Article, that part of the By-Law shall have no effect.
- 3.4 If any part of an Operational Policy conflicts with another Operational Policy, or a By-Law conflicts with another By-Law, or an Article conflicts with another Article, the Internal Relations Committee shall determine the interpretation of such a conflict and shall recommend appropriate changes to the Governance Committee in order to remove such conflict from the Governing Documents.

# LUSU Constitution

## Article II

### Articles of Incorporation and General Provisions

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#### **1 Corporate Name**

- 1.1 The name of the Corporation shall be the Lakehead University Student Union (hereinafter “We”, “LUSU”, or “the Corporation”).

#### **2 Statement of Principles**

- 2.1 The Lakehead University Student Union is a democratic, non-profit corporation. We are committed to providing an environment wherein its members, the students of Lakehead University, can pursue academic excellence as well as personal and social growth, free from all forms of discrimination and harassment. We are committed to universally accessible post-secondary education, and reject all impediments to post-secondary education including, but not necessarily limited to, financial constraints and discrimination of any kind.
- 2.2 We are further committed to democratic principles at all levels of government including, but not limited to, student, administrative and academic bodies of the university. Furthermore, it is our objective to enhance student participation in all aspects of government in the university community.
- 2.3 We further support organizations, on and off campus, that promote the aforementioned principles. It is understood that said principles apply to all Lakehead University Student Union clubs and organizations and their practices.

#### **3 Objects of the Corporation**

- 3.1 To represent the interests of the Members; to consider and discuss all issues affecting Members; to initiate action in relation to general matters affecting Members; to originate and promote improvements in the general welfare of the Members; and to take such other steps and proceedings as may be deemed expedient on that behalf.
- 3.2 To advocate on behalf of the Members to all levels of Government, including locally, provincially, and federally, the issues affecting the Members.
- 3.3 To offer support and services to Lakehead University students to benefit their lives; and to act as a duly elected student organization with full power to promote, regulate, and generally assist students in their endeavours in the arts, politics, sports, and social or leisure activities.
- 3.4 To promote the interests of students enrolled full- or part-time at Lakehead University by maintaining communications with the University authorities; to enter into any arrangements with any authorities public, academic, or otherwise that are conducive to the Corporation’s objects or any of them individually, and to obtain from any such authority any rights, privileges, and concessions that the Corporation may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges, and concession.
- 3.5 To cooperate with similar student organizations in Canada in furtherance of the objects of the Corporation.

#### **4 Offices of the Corporation**

- 4.1 The head office of the Corporation shall be located at Lakehead University in the City of Thunder Bay, Ontario, Canada.
- 4.2 The subsidiary office of the Corporation shall be located at Lakehead University in the City of Orillia, Ontario, Canada.

#### **5 Identification of the Corporation**

- 5.1 The Corporation seal and logo, as they appear below, shall stand as the official seal and logo of the Lakehead University Student Union.

(a) Seal of the Corporation

- (i) The seal shall only be used on documents, as determined by the Board of Directors, that require the utmost regard and importance and that relate to major events that change the political or physical state of the Corporation.



(b) Logo of the Corporation

- (i) Where necessary or desirable, official and formal internal and external correspondence of the Corporation shall bear the Lakehead University Student Union logo.



#### **6 General Provisions for Meetings of the Corporation**

- 6.1 The proceedings of all Meetings are to be conducted according to Robert's Rules of Order. Where in conflict, the Act and the Constitution, where applicable and in that order, shall take precedence over Robert's Rules of Order. For clarity, all *in camera* sessions referred to in the Governing Documents shall be conducted as "executive sessions" as described in Robert's Rules of Order.



- 6.2 At all Meetings, quorum shall be considered to be met when a simple majority of the voting members, unless otherwise required by the Governing Documents, are present.
- (a) The chairperson of an assembly shall count towards quorum.
  - (b) At all Meetings, all questions shall pass by a majority vote unless otherwise required by the Governing Documents, the Act, or by Robert's Rules of Order.
  - (c) All decisions of the Chairperson shall stand, unless a voting member of the particular Governing Body challenges the Chairperson's ruling pursuant to the procedure set out in Robert's Rules of Order.

# LUSU Constitution

## Article III

### Membership and General Meetings of the Corporation

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#### **1 Preamble**

- 1.1 This Article III of the Constitution describes the rights and responsibilities of Members, and establishes the rules related to the conduct of General Meetings.

#### **2 Membership**

- 2.1 Any student enrolled in at least one (1) course for academic credit at Lakehead University shall be considered a Member of the Corporation, and shall therefore be entitled to the associated rights and bear the associated responsibilities as set out in these Governing Documents. All Members shall pay the dues levied by the Corporation in accordance with its By-Laws, which shall be paid to Lakehead University as agent for the Corporation. The Board of Directors may, by Referendum, set additional dues payable by each Member.

(a) Notwithstanding the foregoing, Executives shall be considered Members regardless of their enrolment status with the University.

- 2.2 Notwithstanding the foregoing subsection, in the case where the Corporation belongs to external organizations and/or associations on behalf of the Members, the dues of the Corporation may increase as the dues payable to external organizations increase, without the requirement for a Referendum to confirm the increase.

- 2.3 All Members are entitled to:

- (a) vote at any General Meeting;
- (b) vote in any Election or Referendum; and
- (c) stand for nomination to any elected position within the Corporation

#### **3 Honorary Membership**

- 3.1 Any individual may be appointed as an Honorary Member of the Corporation with a majority vote of the Board of Directors.

- 3.2 Honorary Members whom are not also Members shall have none of the rights afforded to Members, with the exception of the following:

- (a) Honorary Members have a standing invitation to any General Meeting, but shall not be allowed to vote or hold proxies; and
- (b) Honorary Members shall be allowed to make a deputation before the Board of Directors in the same way as a Member.

#### **4 Annual General Meetings of the Members**

- 4.1 An Annual General Meeting must take place no later than the last Business Day of October. For clarity, and unless the definition of Fiscal Year is changed, this is a requirement of the Act and cannot be modified by the Board of Directors or otherwise.
- 4.2 Only the following business shall be transacted at any Annual General Meeting:
- (a) presentation, consideration and approval of the audited financial statements produced by the Corporation's auditor for the most recently completed Fiscal Year;
  - (b) presentation, consideration and approval of the auditor's report produced by the Corporation's auditor for the most recently completed Fiscal Year;
  - (c) appointment of the Corporation's auditor for the ensuing year; and
  - (d) any other business of the Corporation that has been expressly set out in the notice for the Annual General Meeting. For clarity, no substantive business of the Corporation shall be conducted at any Annual General Meeting unless notice has been given to the Members pursuant to **Section 6** below.

#### **5 Special General Meeting of the Members**

- 5.1 A Special General Meeting:
- (a) may be called at any time by the Board of Directors; or
  - (b) shall be called by the Board of Directors following a successful Petition by Members to call a Special General Meeting, pursuant to **By-Law #9**.
- 5.2 The business transacted at any Special General Meeting shall be the business that is set out in the notice for such Special General Meeting. For clarity, no substantive business of the Corporation shall be conducted at any Special General Meeting unless notice has been given to the Members pursuant to **Section 6** below.

#### **6 Notice for General Meetings**

- 6.1 The President, in consultation with the Chairperson, shall inform the Executive Committee and the Directors of the date and time of the Annual General Meeting.
- 6.2 Public notice setting out the time, place and business to be transacted at any General Meeting must be given by the President at least two (2) weeks before said meeting by:
- (a) posting notices on at least ten (10) public and accessible LUSU Poster Boards at the Thunder Bay Campus and all public and accessible LUSU Poster Boards at the Orillia Campus; and
  - (b) posting notices at the Thunder Bay Office and Orillia Office, respectively; and
  - (c) a notice printed in The Argus; and
  - (d) an e-mail sent to all Members.

#### **7 Quorum for General Meetings**

7.1 Quorum for the transaction of business at any Annual General Meeting shall consist of not less than fifty (50) Members present, including proxies, when called to order. For clarity, proxies shall count towards quorum.

## **8 Proxy Voting**

8.1 Every Member entitled to vote at a General Meeting may appoint another Member as their proxy, to attend and act at the General Meeting in question to the extent and within the powers conferred by the proxy. The proxy:

- (a) shall be authorized by the Member providing the proxy in writing and signed;
- (b) shall indicate the date and time of the General Meeting for which it is valid;
- (c) shall be delivered to the Chairperson at any time up to two (2) Business Days prior to the day of the General Meeting in question;
- (d) may contain limitations or instructions in respect to business of the Corporation on which the proxy-holder may vote;
- (e) may indicate the expiry of the proxy; and
- (f) ceases to be valid at the adjournment of the General Meeting to which it relates.

8.2 Any Member that wishes to amend or withdraw their proxy vote after it has been delivered to the Chairperson pursuant to **Section 8.1(c)** above may do so by making a request to the Chairperson to do so at any point prior to the General Meeting in question.

8.3 No Member shall hold no more than two (2) proxy votes at any one time.



# LUSU Constitution

## Article IV

### The Board of Directors

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#### 1 Preamble

- 1.1 This Article IV of the Constitution describes the rights and responsibilities of the Board of Directors and establishes the rules surrounding the power of the board and the rules related to the conduct of Board Meetings.

#### 2 Composition of the Board of Directors

- 2.1 The Board of Directors shall consist of the following Directors:

- (a) the Chairperson, in a non-voting capacity;
- (b) the President;
- (c) the Vice-President Operations & Finance;
- (d) the Vice-President Advocacy;
- (e) the Vice-President Orillia;
- (f) one (1) elected Director from the Thunder Bay Campus for every one-thousand (1,000) registered students at the Thunder Bay campus, with a minimum of three (3) Directors and a maximum of ten (10) Directors;
- (g) one (1) elected Director from the Orillia campus for every one-thousand (1,000) registered students at the Orillia campus, with a minimum of three (3) Directors and a maximum of ten (10) Directors;
- (h) one (1) Member at-large, appointed by the Board of Directors at the first Board Meeting of October, in consultation with the Executive Committee, who shall have no vote, shall not be eligible to serve on any Committee, and shall have no power to move motions; and
- (i) the Editor-in Chief of *The Argus*, who shall sit *ex-officio*, shall have no vote, and shall have no power to move motions.
- (j) one (1) Centre Coordinator, who shall sit *ex-officio*, shall have no vote, shall have no power to move motions, and whose role shall be to ensure that the perspectives and interests of under-represented and marginalized groups within the student population are considered by the Board in the course of its discussions and decision-making.
  - (i) The Centre Coordinators shall select one (1) Coordinator from amongst themselves to serve in this role at a meeting chaired by the Vice-President Advocacy no later than the last Business Day of August of each year.

2.2 In order to determine the number of seats available on the Board, the number of registered students at each campus shall be requested from the Registrar by the CRO by the end of the Fall Term. The number of seats available shall be reported to the Board of Directors prior to the Opening of the Nomination Period and shall be conspicuously displayed on all Nomination Packages. The number of seats shall remain unchanged, registration fluctuations notwithstanding, until the next Election.

(a) The number of registered students at each campus shall be rounded up to the nearest thousand. For example, if there are 1,001 registered students, it would be rounded to 2,000.

### **3 Term of Office**

3.1 The term of office of the Board of Directors begins on May 1st and ends on April 30<sup>th</sup> of the following year.

### **4 Quorum of the Board of Directors**

4.1 Quorum for a Board Meeting shall be met when the Chairperson and a simple majority of the voting Directors are present at a meeting called according to **Section 5** below.

4.2 Directors sitting *ex-officio* do not count towards quorum

### **5 Notice for Board Meetings**

5.1 Notice for Board Meetings shall be delivered by the Chairperson via e-mail to each Director at least five (5) days prior to the Board Meeting in question, and shall, at a minimum:

(a) set out the date, time and place of the Board Meeting; and

(b) include a draft agenda for the Board Meeting.

5.2 Any pertinent information related to the draft agenda provided pursuant to **Section 5.1** shall be forwarded to the Directors by the Chairperson as it becomes available.

5.3 Chairperson shall ask Directors via email for any additional items to be added to agenda five (5) days prior to said meeting

5.4 Notwithstanding the foregoing, the Chairperson may shorten the five (5) day notice period referred to in Section 5.1 above if an emergency Board Meeting is required.

5.5 Notice of Board Meetings should be publically posted on the LUSU website five (5) days prior to Board meeting, with the exception of emergency meetings, which shall be posted as soon reasonably possible.

### **6 Powers and Responsibilities of the Board of Directors**

6.1 Without in any way derogating from or limiting the fiduciary duties of the Directors pursuant to the Act and the common law, all actions of the Board of Directors shall be carried out in the best interests of the Members and of the Corporation.

6.2 All actions of the Board of Directors are valid, subject to the Governing Documents and the Act.

- 6.3 The Board of Directors shall have the power to enter into, amend, or dissolve, any form of agreement with the Board of Governors, including but not limited to the LUSU Levy or any other agreements that levy a fee from Members for the purpose of financing the Corporation's affairs. Notwithstanding the foregoing, any change to the LUSU Levy or any of the other levies identified in **Appendix "A"** hereto over five (5) per cent must be approved by the Members pursuant to a Referendum held in accordance with **By-Law #1**.
- 6.4 The Board of Directors shall set all financial, political and general policy of the Corporation. For clarity, without derogating from or limiting the forgoing, the Board of Directors is empowered to purchase, loan, or dispose of capital, assets and other property, or any right or interest owned by the Corporation.
- 6.5 The Board of Directors is responsible for appointing all Officers of the Corporation.
- 6.6 Should the Board of Directors require clarification of any aspect of the Governing Documents, the Board of Directors shall refer the provision in question to the Governance Committee for interpretation.
- 6.7 The outgoing Executive shall organize Board Orientation for incoming Directors two days after the last day of exams, unless otherwise determined by the incoming Board that another date is more appropriate.
- (a) Notwithstanding the forgoing, Board Orientation shall be completed by the second week of May.
- 6.8 The Board of Directors shall meet at least twice per month during the Fall Term and Winter Term, and at least once per month during the Spring/Summer Term.
- 6.9 Notwithstanding **Section 6.8**, no regular Board Meetings shall be held during:
- (b) the month of December;
- (c) the month of April; or
- (d) one week prior to and during the week of Orientation.
- For clarity, emergency Board Meetings may be held during any of periods identified in (a) to (d) above.
- 6.10 Members of the Board of Directors shall submit all items for the agenda to the Chairperson prior to the deadline for submission of items for the agenda.
- 6.11 All Directors shall be bound by a Privacy & Confidentiality Agreement, which shall be given to and signed by all Directors prior to the inaugural meeting of the Board of Directors. For clarity, no Director shall be permitted to sit in an *in-camera* session of the Board without first having signed such an agreement.
- 6.12 The conduct of Directors must conform to the principles set out in the Governing Documents, including but not limited to **By-Law #10** (Code of Ethics).

## **7 Committees**

- 7.1 Directors shall take an active role in facilitating the business and affairs of the Corporation, which, in some cases, are delegated by the Board of Directors to the Committees.



- 7.2 The Board of Directors shall have the Committees set out in **Appendix “B”** hereto, and any other Committees, ad hoc or otherwise, as struck by the Board of Directors.
- 7.3 Each Director shall sit on a minimum of one (1) Committee.
- 7.4 The Directors’ positions on each Committee shall be filled by appointment and/or by secret ballot during the inaugural meeting of the Board of Directors.
- 7.5 Any Director that has accrued three (3) or more unexcused absences from a Committee Meeting shall be removed from that Committee by the Committee Chairperson and a replacement shall be made at the next Board Meeting.

## **8 Attendance at Board Meetings**

- 8.1 The LUSU General Manager and LUSU Executive Director shall have a standing invitation to attend any meeting of the Board of Directors, shall have the right to speak, and shall have the right to attend any *in camera* sessions of the Board unless the right is withdrawn prior to a session by a majority vote of the Board.
- 8.2 If Directors are unable to physically attend a scheduled Board Meeting, they shall endeavour to attend said meeting by teleconference or videoconference, if at all possible.
- 8.3 Directors shall endeavour to adhere to the determined meeting times, as set out in the notice for the Board Meeting in question.
- 8.4 If a Director must miss, or arrives late to, any Board Meeting, a written regret shall be submitted to the Chairperson no later than twenty-four (24) hours after the notified start time of such Board Meeting, following which:
  - (a) the Chairperson shall read the regret to the Board of Directors at the next Board Meeting; and
  - (b) the Board shall then consider the regret and determine whether to accept the regret or tardiness of the Director, as applicable.
    - (i) In the event that the Board does not accept the regret of a Director, it shall be considered an unexcused absence and the Director shall be fined twenty-five dollars (\$25), payable to the Corporation.
    - (ii) In the event that the Board does not accept a Director’s tardiness, it shall be considered an unexcused tardy, and the Director shall be fined five dollars (\$5), payable to the Corporation.
  - (c) Voting Directors shall be eligible for an honorarium for each Meeting attended, pro-rated per Meeting, to a maximum of \$250.00, as accounted for by the Chairperson.
  - (d) The fines accumulated pursuant to subsection (b) above will be deducted from any honoraria payable, if applicable, and used at the discretion of the Board of Directors.
- 8.5 Notwithstanding 8.5 above, *ex-officio* Directors shall not be subject to fines, nor shall they be subject to removal from the Board due to unexcused absences or tardies.

## **9 Appointment and Removal of the Chairperson**

- 9.1 Unless the Chairperson position is being held in the interim, no Member, Executive, or Director is eligible to serve in that capacity. For Clarity, the position of Chairperson shall be held by a person outside of the Lakehead University community
- 9.2 The term of office of the Chairperson shall begin at the meeting following their appointment by the Board and shall end at the adjournment of the final Board Meeting of the Academic Year. The Board of Directors shall consider renewal of the current Chairperson each year at an *in-camera* session during the final regularly-scheduled Board Meeting of March.
- 9.3 The President shall be responsible for preparing application packages, and presenting completed applications to the Executive Committee. The Executive Committee shall select up to three (3) nominees, based on the experience and credentials of the applicants, whose names shall be submitted to the Board at the final Board Meeting of the Academic Year. The Board shall then appoint a Chairperson at that Board Meeting by secret ballot, which shall be held at an *in-camera* session.
- 9.4 ***(Deleted)***
- 9.5 The Chairperson can be removed from office with a motion to remove at a Board Meeting and requires a two-thirds (2/3) majority vote cast by secret ballot, with the following additional qualifications:
- (a) the motion requires a second and is debatable; and
  - (b) a motion to remove takes precedence over a motion to challenge.
  - (c) The motion will be considered out of order unless it has been served with appropriate notice as set out in the Governing Documents.
- 9.6 In the event the position of the Chairperson becomes vacant for any reason, the President shall, within 10 Business Days:
- (a) advertise the position of a replacement Chairperson for a minimum of four (4) weeks from outside of the Lakehead University community in both online and print media;
  - (b) prepare application packages, and present completed applications to the Executive Committee. The Executive Committee shall select up to three (3) nominees, based on the experience and credentials of the applicants, and shall submit those names to the Board at or before the next Board Meeting but in no event later than thirty (30) days of the position of the Chairperson becoming vacant. The Board shall then appoint a Chairperson by secret ballot; and
  - (c) act as the interim Chairperson until a replacement Chairperson has been hired pursuant to this Section 9.6.

## **10 Responsibilities of the Chairperson**

- 10.1 The Chairperson shall be responsible for chairing all General Meetings and Board Meetings, as well as meetings of Committees on which they sit as chairperson.
- 10.2 The Chairperson shall be entrusted to be familiar with Robert's Rules of Order, the Governing Documents, and all applicable Provincial & Federal laws.

- 10.3 The Chairperson shall ensure that all meetings of the Board of Directors follow the procedure set out in Robert's Rules of Order, the Governing Documents, and the Act, as applicable.
- 10.4 Should the Chairperson require clarification of a provision in the Governing Documents, a recommendation shall be placed with the Board of Directors to refer the provision in question the Governance Committee for interpretation.
- 10.5 The Chairperson shall set the draft and final agenda for any and all meetings of the Board of Directors.
- 10.6 The Chairperson shall set a timeline for submission of items for the agenda, which will regularly allow for the distribution of the final agenda to take place twenty-four (24) hours before the Board of Directors meeting in which the agenda is to be considered.
- 10.7 The Chairperson shall review all potential agenda items to ensure that they are in order, are consistent with what is allowed by the Governing Documents, and of appropriate matter to be considered by the Board of Directors. The Chairperson shall then make a determination with respect to their inclusion within the agenda.
- 10.8 If it has been determined that a Director has failed to properly carry out their responsibilities as set out in the Governing Documents, the Chairperson shall be responsible for notifying such Director via e-mail, with corresponding explanation, within three (3) Business Days of the determination.
- 10.9 The Chairperson, in coordination with the Vice-President Advocacy, shall be responsible for directing all Centre Coordinators to present a written report to the Board of Directors in the months of September, November, January, and March.
- 10.10 The conduct of the Chairperson must at all times conform to the principles set out in the Governing Documents, including the Code of Ethics (**By-Law #10**).

## **Appendix “A”**

### **1 Thunder Bay Campus Levies**

- 1.1 Referenda Levy
- 1.2 CFS Levy
- 1.3 LUSU Capital Funds Levy
- 1.4 LU Radio Levy
- 1.5 Medical/Dental Insurance Levy
- 1.6 LUSU Bus Pass Levy (Thunder Bay)

### **2 Orillia Campus Levies**

- 2.1 Referenda Levy
- 2.2 CFS Levy
- 2.3 LUSU Capital Funds Levy
- 2.4 Medical/Dental Insurance Levy
- 2.5 LUSU Bus Pass Levy (Orillia)

## Appendix “B”

### **Standing Committees**

- 1 Executive Committee
- 2 Finance and Operations Committee
- 3 Governance Committee
- 4 Internal Relations Committee
- 5 Aboriginal Programming Committee
- 6 Ombudsperson Committee
- 7 Clubs Committee (Orillia)
- 8 Clubs Committee (Thunder Bay)

# LUSU Constitution

## Article V

### The Executive Committee

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#### **1 Preamble**

- 1.1 The Executive Committee has the authority to make day-to-day decisions on behalf of the Board of Directors so that the Corporation may take action on matters in a timely manner.

#### **2 Composition of the Executive Committee**

- 2.1 The Executive Committee shall be comprised of the following members:
- (a) the President (who shall also act as the chairperson of the Executive Committee);
  - (b) the Vice-President Operations & Finance;
  - (c) the Vice-President Advocacy; and
  - (d) the Vice-President Orillia;
- 2.2 All members of the Executive Committee:
- (a) have full voting rights; and
  - (b) are authorized signatories of the Corporation.

#### **3 Term of Office**

- 3.1 The term of office of the Executive Committee begins on May 1 and ends on April 30 of the following year.

#### **4 Meetings of the Executive Committee**

- 4.1 The Executive Committee shall endeavour to meet at least one (1) time each week, but shall meet no less than once every two (2) weeks per calendar month.
- 4.2 In the case of a tie vote on the Executive Committee, the question shall be brought before the Board of Directors
- 4.3 Notwithstanding Section 4.1, no regular meetings of the Executive Committee shall be held during:
- (a) the month of December;
  - (b) the month of April; or
  - (c) one week prior to and during the week of Orientation.

For clarity, emergency Executive Committee meetings may be held during any of periods identified in (a) to (c) above.

- 4.4 The General Manager and/or the Executive Director of the Corporation may be invited to attend any meeting of the Executive Committee if:
- (a) the Chairperson of the committee has invited the General Manager and/or the Executive Director to attend; or
  - (b) the majority of the Committee has voted to invite the General Manager and/or the Executive Director to attend

## **5 Quorum of the Executive Committee**

- 5.1 Quorum shall be met when:
- (a) all four (4) Executives are present; or
  - (b) three (3) Executives are present and:
    - (i) one of the Executive positions is vacant; or
    - (ii) the absent Executive has given permission in writing to the Chair of the Committee that a meeting of the Executive Committee may be held in their absence. If such permission is given, the remaining Executives shall only consider those items that were placed on the agenda for that Executive Committee meeting that had been reviewed by the absent Executive, and for clarity, no other business may be considered.

## **6 Notice**

- 6.1 Notice for meetings of the Executive Committee shall be delivered by the President via e-mail to each member of the Executive Committee at least two (2) days prior to the Executive Committee meeting in question, and shall, at a minimum:
- (a) set out the date, time and place of the meeting of the Executive Committee; and
  - (b) include a draft agenda for the meeting of the Executive Committee.
- 6.2 Notwithstanding the foregoing, the President may shorten the two (2) day notice period referred to in **Section 6.1** above to twelve (12) hours if an emergency Meeting of the Executive Committee is required.
- 6.3 Notwithstanding the foregoing, Emergency Meetings may be held immediately if all members of the Executive Committee consent to holding a meeting at that time.

## **7 Responsibilities of the Executive Committee**

- 7.1 Notwithstanding the powers of the individual offices of the Executives, the Executive Committee shall be authorized to execute the power of any individual office of the Executive. For clarity, a decision of the Executive Committee shall supersede the decision of any individual Executive and shall be binding upon individual Executives in carrying out their duties.
- 7.2 All Executive Committee meetings shall occur *in camera*.
- 7.3 The Executive Committee shall act on behalf of the Board of Directors and has the authority to make decisions on their behalf.

- (a) Notwithstanding **Section 7.3** the Executive Committee shall not infringe on the rights of the Board of Directors with respect to **Article IV Sections 6.3** and **6.4**. For clarity, the Executive Committee shall not be entitled to sign a Material Agreement without the consent of the Board of Directors.
- 7.4 Notwithstanding any other provision of the Governing Documents, the Executive Committee is responsible for the hiring and removal of all paid Staff, with the exception of any Officer of the Corporation. For clarity, the authority to appoint Officers is reserved for the Board of Directors.
- 7.5 Any decision made by the Executive Committee on behalf of the Board shall be reported to the Board of Directors at the next Board Meeting.
- 7.6 A member of the Executive Committee shall produce minutes for each Executive Committee meeting. These minutes shall be kept on file in the Head Office for at least five (5) years, and may be accessed only by the current Board of Directors.
- 7.7 During the month of April, the incoming members of the Executive Committee shall be required to sit as *ex-officio*, non-voting members of the Executive Committee.
- 7.8 The Executive Committee shall meet with the General Manager at least one (1) time per month in order to keep them informed of items that are required for the General Manager to fulfill their duties.



# LUSU Constitution

## Article VI

### Internal Relations Committee

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#### 1. Preamble

- 1.1 This Article VI outlines the Internal Relations Committee, which is responsible for handling complaints, investigating internal matters of the Corporation, and serving as arbiter in certain matters of the Corporation.

#### 2. Composition of the Internal Relations Committee

- 2.1 The Internal Relations Committee shall consist of the following members:
- (a) the LUSU Chairperson, who shall act as the chairperson and shall have no vote;
  - (b) three (3) members of the Board of Directors, at least one of whom shall be a Director from the Orillia campus. For clarity, Executives shall not be eligible to sit on the Internal Relations Committee.
- 2.2 If the Committee is considering a matter that involves the Chairperson, then the Chairperson shall recuse themselves from such a matter and another member of the Committee shall act as chair, who shall be appointed by the remaining members of the Committee, and shall have the power to vote.

#### 3. Term of the Internal Relations Committee

- 3.1 The Internal Relations Committee shall be struck annually at the inaugural Board of Directors Meeting and shall end on April 30 of the following year.

#### 4. Quorum

- 4.1 Quorum of the committee shall be met when the chairperson and two (2) voting members are present at a meeting called according to the rules for notices in Section 5.

#### 5. Notice

- 5.1 All meetings of the Internal Relations Committee shall be called with at least three (3) days notice given by the chair. The notice shall list the time and place of the meeting and shall include a draft agenda of items that are to be considered.
- 5.2 Should three (3) days notice cause for sufficient delay in the case of emergency, only twenty-four (24) hours notice is required to be given. For clarity, cases involving elections shall be considered to require an emergency meeting.
- 5.3 All Committee members shall be submitted a copy of the final agenda of all items that are to be considered at least twenty-four (24) hours in advance of when the meeting is to take place.

#### 6. Responsibility of the Internal Relations Committee

- 6.1 The committee shall be responsible for:
- (a) Investigating any complaint made by any Member against an Executive;

- (b) Investigating violations of the Governing Documents or Club Constitutions by any Club or Club Member;
- (c) Investigating allegations of violations of the Governing Documents, brought before it by any Member;
- (d) Serving as the final arbiter with respect to Staff complaints that have undergone the appropriate disputes process and have not been settled;
- (e) Serving as the final arbiter with respect to the interpretation of the Governing Documents, in consultation with the Governance Committee;
- (f) Making decisions on any matters brought before it by the Executive Committee or the Board of Directors

## **7. Powers of the Internal Relations Committee**

7.1 The Internal Relations Committee shall have following powers:

- (a) In cases of complaints by Members against an Executive, the Committee shall review all relevant information, request more information if necessary, and deliberate the merits of the complaint. After such deliberation, the Committee shall:
  - (i) Dismiss the complaint if it is deemed to have no substance; or
  - (ii) Make recommendations for appropriate actions to the Board, at an *in-camera* session.
- (b) In cases involving the investigations of Clubs or Club Members, the Committee shall review all relevant information, request more information if necessary, and deliberate the findings. After such deliberation, the Committee shall be afforded the power to make a binding judgement. Only the Board of Directors shall have the power to overturn such a judgement, and shall only do so with a two-thirds (2/3) majority vote.
- (c) In cases involving the investigation of violations of the Governing Documents, the Committee shall review all relevant information, request more information if necessary, and deliberate the findings. After such deliberation, the Committee shall be afforded the power to make a binding judgement. Only the Board of Directors shall have the power to overturn such a judgement, and shall only do so with a two-thirds (2/3) majority vote.
- (d) With respect to Staff complaints, the Committee shall review all relevant information, request more information if necessary, and deliberate the merits of the complaint. After such deliberation, the Committee shall be afforded the power to make a binding judgement with respect to the complaint. Only the Board of Directors shall have the power to overturn such a judgement, and shall only do so with a two-thirds (2/3) majority vote.
- (e) In cases involving the interpretation of the Governing Documents, the Committee shall review all relevant information, request more information if necessary, be empowered to contact the LUSU attorney for assistance with interpretation, communicate with the Governance Committee with respect to the matter, and deliberate all findings. After such deliberation, the Committee shall be afforded

the power to make a binding judgement, which shall be brought before the Board of Directors.

- (i) The Board of Directors shall only be empowered to overturn the judgement of the Committee if the Board deems the Committee did not properly perform its investigation or did not review all relevant information before making a decision. A two-thirds (2/3) majority vote by the Board is required to overturn the judgement of the Internal Relations Committee.
- (f) In cases involving those matters brought before it by the Executive Committee or the Board, the Committee shall review all relevant information, request more information if necessary, and deliberate the matter in its entirety. After such deliberation the Committee shall be afforded the power to make a binding judgement or recommendation with respect to the matter. Only the Board of Directors shall have the power to overturn such a judgement, and shall only do so with a two-thirds (2/3) majority vote.

7.2 Any powers not specifically enumerated in this section shall not be exercised by the Committee, unless afforded to it by the Governing Documents.

## **8. Conflict of Interest of Committee Members**

8.1 Without limiting the rules set out in the operational policy governing conflicts of interest, any member of the Internal Relations Committee shall disclose any Conflict of Interest that may be perceived as a bias in their decision in any given matter prior to the agenda item being considered and:

- (a) the member shall subsequently recuse themselves from the Internal Relations Committee and leave the Meeting until said item is no longer being considered; and
- (b) if the Committee is unable to meet quorum, the Board of Directors shall temporarily appoint another Director to sit on the Committee until such time as the matter causing the Conflict of Interest for the recused Committee member is no longer being considered.

## **9. Investigations and Hearings**

9.1 The Executive Committee or the Board of Directors is empowered to place before the Committee any matter that is deemed should be heard by the Internal Relations Committee.

9.2 Matters placed before the Committee shall be made by Motion to Refer, which is duly moved and seconded and approved by a vote of simple majority.

9.3 Any Member may petition the Internal Relations Committee to review a violation of the Governing Documents. The Member may do so by making a written request to the Committee Chairperson. The request must include the provision(s) of the Governing Documents that have been allegedly violated, contain a description of the alleged offense and provide evidence (where applicable), and contain information sufficient for the Committee to make a reasoned decision regarding the issue.

9.4 The Committee shall endeavour to obtain any and all information relating to the matters brought before it, and shall have the power to require supplementary information from any party within the Corporation if such information is necessary in order for the Committee to make a decision on the matter.

- 9.5 If the Committee feels that written testimony and information is insufficient to provide enough information for the Committee to come to a decision, the Committee may schedule a hearing according to the following regulations:
- (a) Notification of the hearing shall be delivered to the parties involved as well as all members of the Internal Relations Committee no earlier than five (5) days in advance of when a hearing is to take place. The notice must include the time and place of the hearing.
  - (b) The Internal Relations Committee shall have the authority, acting reasonably, to allow parties who are not directly involved in the matter to attend the hearing. No such party shall attend the hearing without the express consent of the Internal Relations Committee.

## **10. Judgements of the Internal Relations Committee**

- 10.1 The Internal Relations Committee shall only make judgements on matters over which it has authority according to the Governing Documents.
- 10.2 It is expected that all relevant evidence is reviewed, expert opinions are considered, and all other information is deliberated before the Internal Relations Committee issues a judgement.
- 10.3 Decisions of the Internal Relations Committee are final and binding unless overturned by the Board of Directors by appropriate vote according to the provisions of 7.1 above.
- 10.4 Decisions made by the Internal Relations Committee shall be communicated to the Board of Directors Chairperson, who shall present the report to the Board at the next upcoming Board of Directors Meeting.

## **11. Meetings of the Internal Relations Committee**

- 11.1 Meetings of the Internal Relations Committee may be called by the Chairperson or by at least two (2) members of the Committee, who shall instruct the Chairperson to call a meeting. Even if a meeting is not called by the Chairperson, the Chairperson shall still be responsible for notifying all Committee members according to the appropriate notifications policy set out in this article.
- 11.2 The Committee shall only meet when there are matters to be considered by them. If there are matters to be considered that fall under the purview of the Committee's responsibilities, a meeting shall be called by the Chairperson no later than five (5) Business Days from the point at which the Chairperson becomes aware of such matters.
- 11.3 Should the Executive Committee become aware of any matter that falls under the purview of the Internal Relations Committee, they shall report such a matter to the Chairperson no later than twenty-four (24) hours of becoming aware of such a matter.
- 11.4 All Meetings of the Internal Relations Committee shall be held *in-camera*.



# LUSU Constitution

## Article VII

### Amendments and Additions to the Governing Documents

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#### **1 Preamble**

- 1.1 This Article VII of the Constitution outlines the rules and regulations that govern amendments pertaining to all Governing Documents.

#### **2 Amendments to the Constitution and By-Laws**

- 2.1 The Constitution and By-Laws may from time to time be amended by the Board of Directors or by Referendum, as applicable, pursuant to the following procedure:

(a) Amendments by the Board of Directors:

- (i) Any motion to amend the Constitution or By-Laws must be served with notice to the Directors via e-mail at least three (3) weeks before the Board Meeting at which the motion is set to be heard and voted upon.
- (ii) Notice of a motion to amend the Constitution or the By-Laws must be made public to the Members (by postings on bulletin boards at each Campus) and by individual e-mail to each Member at least two (2) weeks prior to the proposed date of the Board Meeting to consider such motion, and such notice must expressly specify that Members may make written submissions to the Board of Directors concerning the proposed amendment. Any such submission shall be considered by the Board of Directors during the Board Meeting to consider the motion to amend the Constitution or By-Laws, as applicable, in question.
- (iii) If the proposed amendment(s) exceed one (1) page, a copy of the proposed changes shall be made available for viewing by Members at the LUSU Offices and on the LUSU Website.
- (iv) Any motion of the Board of Directors to amend the By-Laws must be passed by a simple majority vote.
- (v) Any motion of the Board of Directors to amend the Constitution must be passed by a two-thirds (2/3) majority vote, except for Article I, which must be passed by a simple majority vote.
- (vi) Any amendments to the Constitution or to the By-Laws passed in accordance with (iv) and (v) above are effective immediately, but only until confirmed by the Members at the next Annual General Meeting. If not confirmed thereat, any such amendments cease to have effect at and from that time, and in that case no changes to the Constitution and/or to the By-Laws, as applicable, of the same or like substance has any effect until confirmed at a General Meeting. For clarity a failure by the Members to approve changes to the Governing Documents will not cause those changes to retroactively cease having effect, but rather will cause them to cease having effect from the adjournment of that General Meeting.

- (vii) The Members may at any General Meeting mentioned in **(vi)** above confirm, reject, amend or otherwise deal with any amendments to the Constitution and/or By-Laws, as applicable, passed by the Directors and submitted to the General Meeting in question for confirmation.
  - (viii) Notwithstanding the foregoing, changes to **Article II, Section 1** shall not be effective until the Corporation has successfully applied for supplementary letters patent pursuant to the procedure set out in Section 131 of the Act.
- (b) Amendments by Referendum
- (i) If any amendment to the Constitution or the By-Laws is the subject of a Referendum, and is passed by a two-thirds (2/3) majority vote at that Referendum, such amendments shall be effective immediately and shall not require further ratification by the Members.
  - (ii) For clarity, the Referendum identified in (i) above is subject to **By-Law #1**.

### **3 Amendments to the Operational Policies**

- 3.1 Any motion to amend an Operational Policy must be served with notice to each Director via e-mail at least two (2) weeks prior to the proposed date of the Board Meeting to consider such motion.
- 3.2 Any motion of the Board of Directors to amend the Operational Policies must be passed by a simple majority vote. Once passed, such amendments to the Operational Policies are effective immediately. For clarity, amendments to the Operational Policies do not require approval of or ratification by the Members.

### **4 Amendments to Appendices**

- 4.1 Notwithstanding any other provision of this **Article VII**, the Appendices to any Governing Document can be amended by the Board of Directors by a simple majority vote. Once passed, such amendments to Appendix in question are effective immediately. For clarity, amendments to the Appendices do not require approval of or ratification by the Members.

# LUSU Constitution

## Article VIII

### Coming Into Force

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#### 1 Preamble

- 1.1 The purpose of this Article VIII is to ensure the proper transition between this new set of Governing Documents and the 2010 LUSU Constitution.

#### 2 Immediate Effect

- 2.1 All of the Articles, By-Laws, and Operational Policies in these Governing Documents shall immediately take effect upon its ratification.

#### 3 Exceptions

- 3.1 Notwithstanding **Section 2.1**, the following shall occur upon the ratification of these Governing Documents:
- (a) All Directors, with the exception of *ex-officio* Directors, in office prior to the ratification of these Governing Documents, shall continue to remain in office until April 30, 2013.
  - (b) The Argus Editor-in-Chief shall continue to sit on the Board of Directors as an *ex-officio* member.
  - (c) The Chairperson shall continue to serve in that capacity until the end of their term. For clarity, no external chairperson shall take office until on or after May 1, 2013.
  - (d) There shall be no Member at-large appointed to the Board of Directors until on or after May 1, 2013.
  - (e) No honorarium shall be paid to Directors until on or after May 1, 2013.
  - (f) The office of the Vice-President Orillia shall remain vacant until May 1, 2013.
  - (g) The General Manager shall remain an *ex-officio*, non-voting member of the Executive Committee until April 30, 2013.
  - (h) The CRO and members of the Elections Committee whom have been duly appointed to their positions prior to the ratification of these Governing Documents shall continue to remain in office until the expiration of their terms.
  - (i) All Executives in office prior to the ratification of these Governing Documents shall continue to remain in office until the expiration of their terms.
  - (j) The Board of Directors shall immediately strike the Internal Relations Committee.
  - (k) The members of the Financial Oversight and Investment Committee, as existing prior to the ratification of these Governing Documents, shall immediately become members of the Finance and Operations Committee and shall serve on that committee until April 30, 2013.



- (l) The members of the Constitutional Development and Review Committee, as existing prior to the ratification of these Governing Documents, shall immediately become members of the Governance Committee and shall serve on that committee until April 30, 2013.
- (m) The President shall serve as the chairperson of the Governance Committee until April 30, 2013. For clarity, the LUSU Chairperson shall not chair the Governance Committee until May 1, 2013.
- (n) All Official Clubs that were considered ratified immediately preceding the ratification of these Governing Documents shall continue to be considered Official Clubs until the expiry of their ratification in the 2013–2014 Fall Term.
- (o) The *ad-hoc* Orillia Clubs Committee and the Orillia Clubs Commissioner shall continue to serve in the capacity in which they existed prior to the ratification of these Governing Documents. After April 30, 2013, the *ad-hoc* Orillia Clubs Committee shall be repealed and dissolved, and the office of the Orillia Clubs Commissioner shall be dissolved.
- (p) The Clubs Committee (Orillia) shall not be struck until on or after May 1, 2013.
- (q) The “Clubs Committee,” as existing prior to the ratification of these Governing Documents, shall be dissolved and the Board of Directors shall strike the Clubs Committee (Thunder Bay).
- (r) The general manager, who has served in that capacity prior to the ratification of these Governing Documents, shall be appointed to the office of the General Manager.
- (s) The “Argus Editorial Review Board”, as having existed prior to the ratification of these Governing Documents, shall be dissolved. The new Argus Editorial Review Board, as defined in these Governing Documents, shall be struck by February 1, 2013.
- (t) The Argus Constitution as existing in the form immediately prior to the ratification of these Governing Documents shall be considered to be ratified for the purposes of **By-Law #13**.
- (u) “Centre Directors” as existing prior to the ratification of these Governing Documents shall be appointed as Centre Coordinators for their respective Centres until the expiration of their terms.
- (v) “Centre Coordinators” as existing prior to the ratification of these Governing Documents shall be appointed to their respective positions until the expiration of their terms.
- (w) The “Sustainability Committee,” as existing prior to the ratification of these Governing Documents, shall be repealed and dissolved and the “Sustainability Co-Commissioners” (as defined prior to the ratification of these Governing Documents), collectively, shall both be jointly appointed as Sustainability Coordinators, both of whom shall hold all of the powers of the office until the expiration of their terms.
- (x) Any existing Members whom are Senators or Governors shall continue to serve in that capacity until the expiration of their terms.

- (y) The “Campaigns Committee”, as existing prior to the ratification of these Governing Documents, shall be repealed and dissolved. The “Campaigns Commissioner”, as existing prior to the ratification of these Governing Documents, shall be appointed as the Thunder Bay Campaigns Commissioner and shall serve in that capacity until the expiration of their term. Members of the “Campaigns Committee” shall be admitted as volunteers of the Thunder Bay Campaigns Commission.
- (z) The “Events Committee”, as existing prior to the ratification of these Governing Documents, shall be repealed and dissolved. The “Events Commissioner”, as existing prior to the ratification of these Governing Documents, shall be appointed as the Thunder Bay Events Commissioner and shall serve in that capacity until the expiration of their term. Members of the “Events Committee” shall be admitted as volunteers of the Thunder Bay Events Commission.
- (aa) The *ad-hoc* “Orillia Campaigns Committee”, as struck by Board prior to the ratification of these Governing Documents, shall be repealed and dissolved. The “Orillia Campaigns Commissioner”, as defined by Board prior to the ratification of these Governing Documents, shall be appointed as the Orillia Campaigns Commissioner and shall serve in that capacity until the expiration of their term. Members of the “Orillia Campaigns Committee” shall be admitted as volunteers of the Orillia Campaigns Commission.
- (bb) The *ad-hoc* “Orillia Events Committee”, as struck by Board prior to the ratification of these Governing Documents, shall be repealed and dissolved. The “Orillia Events Commissioner”, as defined by Board prior to the ratification of these Governing Documents, shall be appointed as the Orillia Events Commissioner and shall serve in that capacity until the expiration of their term. Members of the “Orillia Events Committee” shall be admitted as volunteers of the Orillia Events Commission.

3.2 All of this **Section 3** shall expire on May 1, 2013 at 12:00 AM, after which these Governing Documents shall take full force and effect, with no exemptions or conditions made in **Section 3.1** having any application.

**4 Delayed Effect**

4.1 Notwithstanding Section 3 above, the following Articles, By-Laws, or Operational Policies of these Governing Documents shall take effect on 12:00 AM on May 1, 2013:

- (a) Operational Policy #9

For clarity, any Article, By-Law, or Operational Policy listed above shall not take effect until the date and time stated in **Section 4.1**.

**5 Repeal of Former Constitution, By-Laws, and Operational Policies**

5.1 All Articles, By-Laws, and Operational Policies heretofore passed are repealed, but such repeal does not affect anything heretofore done or any right acquired under or in pursuance of, or revive any Articles, By-Laws, or Operational Policies repealed by, such Articles, By-Laws, or Operational Policies.

**6 Repeal of All Motions in Conflict**

6.1 Any and all standing motions by the Board of Directors that conflict with these Governing Documents are hereby repealed. Such repeal does not affect anything heretofore done or any right acquired under or in pursuance of, or revive any motions repealed by such, motions.

**7 Coming Into Force of the Governing Documents**

7.1 These Governing Documents, subject to the provisions defined in this Article VIII, shall take effect immediately upon their passage by the Board of Directors.

These Governing Documents have been passed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary of the Corporation

\_\_\_\_\_  
Chairperson of the Board

# LUSU By-Laws

## By-Law #1

### Elections, By-elections, and Referenda Procedure

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#### **1 Preamble**

- 1.1 This By-Law #1 outlines the procedures that govern all Elections and Referenda of the Corporation.

#### **2 Timing of Executive Elections and Board Elections**

- 2.1 Every effort shall be made to ensure that the Executive Election and Board Election shall commence at the outset of the Nominations Period.
- 2.2 The timeline of the Elections shall ensure that the General Poll shall be completed by March 1.
- 2.3 If due to extenuating circumstances an Executive Election or Board Election cannot be held prior to the first day of examinations in April, the existing Board of Directors or Executive Committee, as applicable, shall continue in office until their successors are elected.
- 2.4 The Elections shall adhere to the following timeline. In the case of extenuating circumstances, the CRO shall make recommendations to the Board for the approval of a new timeline.
- (a) The Nominations Period shall begin on the first day of classes in the Winter Term and conclude at 4:30 PM on the tenth Business Day.
  - (b) The All Candidates Meeting (“ACM”) shall begin at exactly 4:30 PM Eastern Time following the Nomination Period. In order fairly determine the exact time, the CRO shall use the National Institute of Standards and Technology (NIST) clock when calling the ACM to order.
  - (c) The Campaign Period shall begin the Business Day immediately following the ACM and shall last for twelve (12) Business Days. For clarity, Candidates may begin campaigning immediately following the closing of the ACM.
  - (d) General Polls shall begin on the ninth (9<sup>th</sup>) Business Day of the Campaign Period and end on the final day of the Campaign Period. Polling for Referenda shall begin and end at the same period.
  - (e) Electronic Tabulation shall take place immediately at the closing of the Polling Period, provided that there are no appeals in progress that have resulted from the nomination, campaign, or polling period. Every effort shall be made to ensure that no outstanding appeals impede the timeliness of the Electronic Tabulation or the publication of results.

#### **3 Timing of Notice**

- 3.1 The Members shall be notified of the Board Election and the Executive Election on the Elections Notice Date.

- 3.2 The Directors shall be notified of any By-election at least two (2) weeks before the proposed date of the By-election.
- 3.3 Subject to **Section 6.2** below, the Members shall be notified of any Referendum at least one (1) month prior to the proposed date of the Referendum.

#### **4 Content and Method of Delivery of Notice**

- 4.1 Notice of any Election shall be delivered to the Members through the print, web, and public announcements, potentially including but not limited to mass e-mails and via social media (e.g., Facebook, Twitter, Google+) and shall include the following information:
- (a) the position(s) available;
  - (b) contact information for the CRO; and
  - (c) the date, time, and locations of the Nomination Period, All Candidates' Meeting, Campaign Period, Forums, Advance Polls, General Polls.
- 4.2 Notice of any Referendum shall be delivered through print, web, and public announcements, potentially including but not limited to mass e-mails and via social media (e.g., Facebook, Twitter, Google+) shall include the following information:
- (a) the question(s) that the Members will vote on during the Referendum; and
  - (b) background information related to the Referendum, sufficient for the Members to make a reasoned decision. For clarity, "background information" shall be a neutral and factual description of the consequences to the Corporation's operations or Governing Documents if a Referendum is passed.

#### **5 Calling Referenda**

- 5.1 A Referendum may be called by:
- (a) a two-thirds (2/3) majority vote of the Board of Directors; or
  - (b) the Board of Directors after ratifying a Petition requesting that a Referendum be called, pursuant to **By-Law #9**.
- 5.2 The date for the Referendum vote will be determined by a majority vote of the Board of Directors.

#### **6 Principles regarding the calling of Referenda**

- 6.1 Referenda should be conducted in conjunction with an Election whenever possible.
- 6.2 Notwithstanding the foregoing, if a Referendum is deemed urgent by the Board of Directors, and at least ten (10) Business Days notice is provided, and the notice otherwise complies with **Section 4.2**, the Referendum may be called at any time.

#### **7 Nominations Procedure for Board Elections, Executive Elections and Referenda**

- 7.1 Nomination Package. The Nomination Package shall:
- (a) be prepared by the CRO;

- (b) be available to all Members at the LUSU Offices, in hardcopy form, and/or on the LUSU Website, in electronic form; and
- (c) with respect to Board Elections and Executive Elections, include the following:
  - (i) a calendar and/or timeline of all dates relevant to the Board Election and Executive Election;
  - (ii) the date, time, location, and agenda of the All Candidates Meeting;
  - (iii) a copy of the Constitution and all By-Laws and Operational Policies relevant to the Board Election and Executive Election, or relevant parts thereof;
  - (iv) the Nomination Form, which must be completed in full by the Candidate, and which must list the Candidate's full and common name, appropriate nickname of the Candidate that shall be printed on the ballots, signature, primary phone number, lakeheadu.ca email address, as well as a designation for the position of candidacy;
  - (v) the Candidate's Acknowledgement Form, which must be completed in full by the Candidate, and which must pledge compliance with and understanding of the rules of the Election; and
  - (vi) the Agent Form, which must be completed in full and which must state the Candidate's choice of Agent, including the Agent's full and common name, signature, primary phone number, lakeheadu.ca email address, or the waiver of the positions.
  - (vii) Referendum Parties shall be formed from the membership and shall register with the CRO prior to the end of the Nomination Period. Said parties shall campaign either for or against a given referendum question. Referendum Parties are responsible for their own organization.
  - (viii) Referendum Parties are bound by the same restrictions as Candidates running in any Elections.
- (d) with respect to Referenda shall include the following:
  - (i) a calendar and/or timeline of all dates relevant to the Referendum;
  - (ii) a copy of the Constitution and all By-Laws and Operational Policies relevant to Referenda, or relevant parts thereof; and
  - (iii) the Nomination Form;

## **8 Eligibility**

- (a) All Candidates shall be Members;
- (b) All Candidates shall properly complete and submit to the CRO the Nominee Application for the desired position by the deadline set out in the Nomination Package;
- (c) All Candidates shall be at least eighteen (18) years of age;

- (d) All Candidates shall not have served more than four (4) terms as a member of the Executive Committee if standing for an Executive position; and
- (e) For a given Referendum, there shall be no more than one official “Yes” Party, and one official “No” Party per Referendum question.

8.2 Current Executives who have or are about to complete one term in an Executive position may stand for election to the same or another elected position for another term.

## **9 Nomination Process**

- (a) In order to be considered a Candidate for an available position on the Board of Directors or the Executive Committee, a potential Candidate must submit a properly-completed (as determined by the CRO) Nominee Application to the CRO by the deadline identified in the Nomination Package. Late or incomplete Nominee Applications will not be accepted by the CRO.
- (b) Upon receipt of a properly completed Nominee Application, the CRO shall confirm with the Registrar that the potential Candidate is a Member in Good Standing and shall otherwise confirm that the potential Candidate meets all of the remaining eligibility criteria set out in **Section 8** above.
- (c) The CRO shall notify potential Candidates of the acceptance or rejection of their candidacy by sending an e-mail to the e-mail address identified in the potential Candidate’s Nomination Application within 24 hours of receipt of the completed Candidate’s Nomination Application. If the CRO has rejected a potential Candidate, the response shall provide detailed reasons for the rejection.
- (d) The CRO’s decision to accept or reject a potential Candidate may be appealed to the Elections Committee and then to the Internal Relations Committee.
- (e) The CRO shall make the status of all nominations public by posting a notice regarding same on the LUSU Website and in the LUSU Offices on or about the first day of the Campaign Period.

## **10 Representation**

10.1 Each Candidate may appoint one (1) Agent to act on their behalf during the Campaign Period, Voting Period and Electronic Tabulation.

### **10.2 Agents**

- (a) The Agent shall be responsible for campaigning and representing the Candidate for whom they are acting as Agent.
- (b) Any action of the Agent shall be considered an action of the Candidate. For clarity, Candidates shall be held responsible for any action of their respective Agent.
- (c) An Agent must be a Member, but cannot be a Director, a member of the Executive Committee, a member of the Elections Committee, or Staff.
- (d) A Candidate may remove their Agent at any time by submitting a written notice to the CRO. If an Agent is removed pursuant to this subsection **(d)**, the Candidate who removed the Agent may appoint another Agent.

10.3 (Deleted — 2015-01-28)

## **11 All Candidates Meeting (“ACM”)**

11.1 The ACM shall conclude the Nomination Period.

11.2 All Candidates, or their respective Agents, must be present at the start and throughout the ACM. Failure to be in attendance in whole, or in part, of the ACM shall result in invalidation of the potential Candidate’s nomination.

11.3 The CRO shall:

- (a) announce the potential Candidates who have attained candidacy;
- (b) present the timeline of the Election to all those in attendance at the All Candidates’ Meeting, and shall summarize the policies governing the Election in question, or Referendum;
- (c) answer any questions from candidates regarding the electoral process;
- (d) The CRO shall proclaim a poll as follows:
  - (i) If there is only one (1) Candidate for an Executive Committee position that person shall stand for a Vote of Confidence to the Members.
  - (ii) If there are the same or fewer Candidates for the Board of Directors as there are seats on the Board, the Candidates shall stand for a Vote of Confidence to the Members.
  - (iii) If there is no individual nominated for an Executive position the CRO shall run a By-Election for that position within two (2) Business Days of the All Candidates’ Meeting.
  - (iv) If there are fewer Candidates for the Board of Directors than the minimum number required for either campus, the CRO shall run a By-Election for the Board of Directors within two (2) Business Days of the All Candidates’ Meeting.

## **12 Withdrawal**

12.1 A Candidate may withdraw at any time after nomination and prior to the opening of polls by delivering to the CRO a written notice of their decision to withdraw. Once the notice has been received by the CRO, the Candidate may not reverse their decision to withdraw.

12.2 If a Candidate withdraws, the CRO (or their designate) shall:

- (a) remove the Candidate’s name from the Electronic Ballot;
- (b) (Deleted — 2015-01-28)
- (c) post on the LUSU Website and/or the Argus advising Members of the withdrawal;
- (d) send an e-mail to all Members advising them of the withdrawal;



- 12.3 If, after the withdrawal, there remain a number of Candidates equal to the number of elected positions available, the CRO shall call for a Vote of Confidence by the Members for the respective position(s); and
- 12.4 If, after the withdrawal, there remain a number of Candidates greater than the number of elected positions available, notice of the candidate's withdrawal shall be posted at all polls by the CRO.
- 12.5 If, after the withdrawal, there are no remaining Candidates for an Executive position, or there are fewer Candidates for the Board of Directors than the minimum number required for either campus, the CRO shall call a By-Election for the position(s) in question.

### **13 Campaign Period**

- 13.1 Campaigning shall be limited to the boundaries of either Campus, with the exception of:
  - (a) online Campaigning;
  - (b) the distribution of existing Campus-based publications, including but not limited to the Argus;
  - (c) off-Campus gatherings of Lakehead University students that the Candidate(s) or sides in a Referendum have been invited to speak at.
- 13.2 All Campaign materials must be approved in writing by the CRO prior to their distribution by Candidates online or in hardcopy.
- 13.3 The CRO shall consult with the Argus to determine how all Candidates may be provided with advertising space in a standardized manner.
- 13.4 No Campaigning shall be permitted in the following areas:
  - (a) the LUSU Offices;
  - (b) the Centres; or
  - (c) any library of Lakehead University.
- 13.5 Candidates must comply with all Lakehead University rules or regulations relating to posting and distributing leaflets.
- 13.6 Each Candidate shall be restricted on spending on their campaign as follows. Any Candidate exceeding this limit shall be disqualified from the Election:
  - (a) Executives, \$300
  - (b) Directors, \$150
  - (c) Referenda, \$300, per question, per side
- 13.7 A detailed budget shall be submitted to the CRO by 4:30 PM on the last day of the Campaign Period. Said budget shall include all donated, used, and/or purchased materials, and all receipts to verify prices. If no expenses are incurred, a zero budget shall be submitted to the CRO. If no budget, or an incomplete budget, is submitted, the Candidate shall be disqualified.

13.8 Campaigning shall not:

- (a) interfere with the normal functioning of Lakehead University;
- (b) damage, alter, remove, dispose or otherwise hinder or impede any property or campaign material belonging to another Candidate;
- (c) address any group in a class or other academic forum without prior consent of the instructor, and without having first obtained the approval of the CRO;
- (d) be funded by way of donations or other goods from any group, registered for-profit or non-profit corporation, or political party, whether directly or indirectly, except in the context of Referenda, where Referendum Parties may receive up to \$150 in in-kind donations that are not from political parties or affiliated organizations;
  - (i) Notwithstanding the foregoing, the Corporation may sponsor a Referendum within the guidelines of this By-Law.
- (e) be carried out by Staff or members of the Elections Committee.
- (f) include a Candidate or their Agent being knowingly present while a student votes. Neither a Candidate, nor any Agent, may assist or guide students with the online voting process. If a Candidate or their Agent is found to have violated this provision, they shall be immediately disqualified from the election by the CRO.

**14 Voting Period**

14.1 Procedure

- (a) All voting shall be done using an electronic voting system designed and administered by a vendor with no affiliation to Lakehead University or the Corporation. The vendor must meet the basic requirements below to qualify:
  - (i) The vendor must specialize in anonymous electronic voting and have conducted polls for other student unions and/or comparable organizations.
  - (ii) The vendor must prevent voter and election tampering and must be able to certify the results of every poll at the request of the Corporation.
  - (iii) The vendor must ensure the privacy, anonymity, and confidentiality of every vote cast.
  - (iv) The vendor must ensure there are adequate and reasonable measures of prevention against the submission of multiple votes by a single voter.
  - (v) The vendor must provide an online voting experience that is accessible to all Members, including students with disabilities.
- (b) The Chief Returning Officer shall coordinate the administration of the electronic poll and shall coordinate with the vendor and related parties to prepare and execute all voting.

14.2 Timing

- (a) The timing of the General Polls and Referenda shall be defined according to section 2.4(d).

#### 14.3 Preparation of Poll

- (a) The Chief Returning Officer shall obtain a list of eligible voters from the Registrar prior to the start of the first day of the Campaign Period. This list shall contain the following information:
  - (i) The Member's student identification number
  - (ii) The Member's first and last name
  - (iii) The Member's Lakehead University e-mail address
  - (iv) The academic program in which the Member is registered (for example, "HBCOMM.ACCT" or "HBES.GEOG")
  - (v) The Member's full- or part-time status
  - (vi) The Member's campus of study
  - (vii) The Member's academic level (undergraduate or graduate)
- (b) The Chief Returning Officer shall prepare the Electronic Poll for each office or Referendum question being considered, with each Candidate's completed profile visible on the poll, or each Referendum's "yes" or "no" side argument visible on the poll, as applicable.
- (c) The Chief Returning Officer shall upload the eligible voters list to the Electronic Poll, taking care to secure access to certain questions or offices to the appropriate subset of eligible voters, as applicable. For example, if a Referendum question is applicable to the Thunder Bay Campus, the Chief Returning Officer shall ensure that the Referendum is only accessible to eligible voters studying at the Thunder Bay Campus.
- (d) The Chief Returning Officer shall ensure that each Candidate's name is listed on the appropriate ballot in alphabetical order by surname (or in random order for each voter, if the Electronic Poll supports such a feature). A given name or appropriate nickname (as submitted on the Nominee Application) shall be listed along with the surname. In cases where a nickname is used by the Candidate, it shall be accepted according to provincial election law. For clarity, the following provisions apply when a Candidate is using a nickname:
  - (i) One or more given names may be replaced by a nickname by which the Candidate is publicly known and the nickname may be accompanied by the initial or initials of their given name.
  - (ii) A Candidate who uses a nickname as described above shall, at the CRO's request, provide evidence with documents or testimony that are determined by the CRO to be evidence of the common knowledge and public acceptance of this nickname.
- (e) Each ballot shall state the name of the office for which the Election is being held or the Referendum question being considered and provide the following instructions or similar:

- (i) Ballots for the selection of one (1) candidate shall read “You may select (1) candidate or abstain”
  - (ii) Ballots for the selection of multiple candidates shall read “You may select up to X (Y) candidates or abstain”, where X and Y in the foregoing represent the number of candidate seats available for a particular position. For example, “You may select up to three (3) candidates or abstain.”
  - (iii) Ballots for the selection of one (1) candidate where a vote of confidence is taking place shall read “Please cast your vote of confidence for X”, where X represents the name of the person standing for office.
  - (iv) Ballots for the selection of multiple candidates where a vote of confidence is taking place shall read “Please cast your vote of confidence for each candidate for X”, where X represents the office in question.
  - (v) A Referendum question shall state the established wording as approved by the Board of Directors and shall ask for a “Yes” or “No” response.
  - (vi) The option to abstain shall be added as the last option on every ballot. If the text of the option is configurable, the option shall read, “I wish to abstain from this vote.”
- (f) The Elections Committee shall review the electronic ballots as prepared by the Chief Returning Officer and shall ensure that their content and construction adheres to the rules of this By-Law, fairly represents all Candidates, and gives no single Candidate an undue advantage. The Elections Committee shall then vote to approve the Electronic Poll’s contents, after which no changes shall be made without the consent of the Elections Committee.

#### 14.4 Preparation of Voting Period

- (a) Prior the start of the Voting Period, the Chief Returning Officer shall construct an announcement to all Members declaring the start of the Voting Period. The announcement shall include the following:
  - (i) A description of the questions being considered by the Members. For example, that the members will be asked to vote for President, Vice-President Operations & Finance, Vice-President Advocacy, Vice-President Orillia, and Directors.
  - (ii) The timeline of the Voting Period and when polls shall close.
  - (iii) A statement ensuring each Member’s privacy with respect to their Electronic Ballot.
  - (iv) A link to each Member’s Electronic Ballot.
  - (v) Contact information for the Chief Returning Officer.
- (b) At the start of the Voting Period, the Chief Returning Officer shall open the Electronic Poll and send the above announcement to the Members.

#### 14.5 Polling Station Procedure

- (a) Physical polling stations shall be made available for the Members to cast their electronic ballots during the election. The polling stations shall have at least two (2) workstations at which to cast a vote, and shall be staffed by two (2) poll clerks at all times during which the polling station is open.
- (b) There shall be a minimum of five (5) polling stations on campus, with a minimum three (3) at the Thunder Bay campus and a minimum of two (2) at the Orillia campus. The polling stations shall be open during Business Hours on the ninth (9<sup>th</sup>), eleventh (11<sup>th</sup>), and twelfth (12<sup>th</sup>) Business Days of the Campaign Period.
- (c) The CRO shall endeavour to provide polling stations that are equally accessible to all Members. This would include placing polling stations at locations removed from the main campus, such as the Faculties of Law and Education at the Thunder Bay Campus and Heritage Place at the Orillia Campus, for a reasonable duration during the Elections.
- (d) If for any reason a polling station does not open at the designated hour or voting is interrupted during operation, the CRO shall extend the hours of the polling station or open the polling station on the following Business Day or until a fair opportunity, as determined by the CRO, has been given for all eligible voters to vote.

## **15 Electronic Tabulation**

- 15.1 The Electronic Tabulation shall begin when the requirements of Section 2.4(e) have been met.
- 15.2 The results for Elections and Referenda shall be decided by a simple majority of the votes cast by eligible voters, unless otherwise indicated by the Governing Documents.
- 15.3 A quorum of the Elections Committee shall be present when the results of the Electronic Poll are obtained from the software, are printed, and are signed by the Chief Returning Officer. One other member of the Elections Committee shall also sign the document as a witness.
- 15.4 Each Candidate, or their Agent, or both, may be present during the Electronic Tabulation.
- 15.5 In the event of a tie in an Election or Referendum, all of the members of the Elections Committee shall cast a vote in an in-camera session of the Elections Committee. The result of the vote shall be signed by the CRO and one other member of the Elections Committee. For clarity, only the final results of the vote shall be publicized, and the individual members of the Elections Committee shall not give up their right to cast a vote by secret ballot.
- 15.6 At the conclusion of the Electronic Tabulation, the Chief Returning Officer shall submit to the President and the Chairperson a copy of the certified results of the Election and/or Referendum and shall post a copy of the results in the LUSU Offices.
- 15.7 The Chief Returning Officer shall contact all successful Candidates with the results within twenty-four (24) hours.
- 15.8 In the case that a Candidate declines their elected position within five (5) Business Days of the announcement of the results of the Election in question, the Candidate with the second-most votes for the position in question shall be certified as the Candidate-elect by the Chief Returning Officer.

**16 Quorum for Elections, By-elections, and Referenda**

- 16.1 Quorum for all Elections and By-elections shall be ten percent (10%) of all Members across both campuses.
- 16.2 Quorum for all Referenda shall be twenty percent (20%) of all Members across both campuses, if the Referenda affects both campuses; or twenty percent (20%) of all Members at a single campus, if the Referenda affects a single campus.
- 16.3 In the case of an Election, By-election, or Referenda not meeting the quorum requirements, it shall be declared invalid by the Elections Committee.

**17 Results of Elections, By-elections, and Referenda**

- 17.1 Once the Electronic Tabulation has concluded, and all valid disputes related to the Election and/or Referendum have been resolved, the CRO shall forthwith prepare and deliver the CRO Report to the Board of Directors.
- 17.2 The Board of Directors shall not ratify the results of the Election in question until:
  - (a) at least ten (10) Business Days have elapsed from the time of the Election in question; and
  - (b) all valid disputes or appeals related to the Election have been resolved.
- 17.3 Any decision by the Board of Directors to ratify or invalidate the results of an Election shall be considered as binding upon the Executive Committee, the Board of Directors and Members, and no appeals may be made after such decision.

**17.4 Ratification**

- (a) Ratification of any Election or Referendum shall be by two-thirds (2/3) majority.
- (b) Notwithstanding (a), the Board must ratify the results of an Election, unless:
  - (i) the Elections Committee recommends that the number of and/or degree of violations and improprieties related to the Election or Referendum in question are sufficient to cast into doubt the legitimacy of the results (in which case, the Directors may vote in favour or against ratification); or
  - (ii) an Elections Committee ruling declares the Election in question invalid, or, in the case of a Referendum, a failed quorum.

For clarity, any failed ratification shall result in the invalidation of the results of the Election in question.

- (c) Should the results of any Election or Referendum fail to be ratified by the Board of Directors, a Re-vote shall be held no later than two (2) weeks after the decision not to ratify is made.

**17.5 Re-vote**

- (a) Should a re-vote be required pursuant to **Section 17.4(c)** above:

- (i) Notice shall be delivered to the Members through the print, web, and public announcements potentially including but not limited to mass e-mails and via social media (e.g., Facebook, Twitter, Google+) and shall include information pertaining to available position(s), contact details of the CRO, and the date, time and locations of the polls; and
  - (ii) The procedure set out in **Sections 14** and **Error! Reference source not found.** above shall be complied with.
- (b) Should the results of a Re-vote fail to be ratified pursuant to **Section 17.4(c)**, notification of the By-election shall be delivered within five (5) days of the decision by the Board of Directors. Said process shall begin no earlier than the first day of classes in the Fall Academic Term, and end no later than the last day of classes in the Fall Academic Term, with consideration given to any holidays or Fall Reading Week.

17.6 (Deleted — 2015-01-28)

## **18 By-elections**

18.1 By-elections shall occur only when there is a vacancy on the Executive Committee, the minimum number of seats on the Board of Directors has not been filled, or a Re-vote has failed to be ratified.

## **19 Enforcement, Complaints, Demerit Points and Appeals**

19.1 Enforcement

- (a) The CRO shall assess all Violations, including Complaints lodged by Scrutineers, and assign penalties, as the CRO deems appropriate, pursuant to 19.2.
- (b) Notwithstanding the foregoing, the CRO shall reserve discretion in assessing extenuating circumstances for Violations. For clarity, the determination of whether or not a Violation has occurred, or if any Demerit Points should be assessed, rests with the CRO.

19.2 **Complaints**

- (a) All Complaints shall be in writing, sufficiently detailed and e-mailed, or submitted in hard-copy form to the LUSU Office, to the CRO by a Complainant as soon as possible after an alleged Violation has occurred, but in any event, no later than the final day of:
  - (i) the Campaign Period, if the alleged Violation occurred during the Campaign Period; or
  - (ii) the Polling Period, if the alleged Violation occurred during the Polling Period.
- (b) All Complaints shall contain information sufficient for the CRO to make a reasoned decision, including (but not necessarily limited to):
  - (i) a reference to the provision(s) of **By-Law #1** or the Supplementary Rule(s) in question that has allegedly been violated;
  - (ii) a detailed description of the alleged Violation;

- (iii) any evidence relevant to the Violation, if applicable; and
  - (iv) names and contact information for witnesses, if applicable.
- (c) Depending on the availability of facts, the CRO may elect to make an immediate Ruling, or may make further inquiries of the Complainant or other parties before making a Ruling.
  - (d) The CRO shall use best efforts to ensure that all Rulings are made within twenty-four (24) hours of being submitted by the Complainant. If the CRO is not able to make a Ruling within twenty-four (24) hours, the CRO shall advise the Complainant accordingly.
  - (e) All Rulings shall be communicated by e-mail to the Complainant, the affected Candidate (if applicable), and shall include:
    - (i) a summary of the Complaint;
    - (ii) an account of the all of the facts relevant to the Complaint;
    - (iii) the final ruling of the CRO; and
    - (iv) detailed reasons for the ruling.

### 19.3 Demerit Points

- (a) The CRO shall reference the list of Violations resulting in Demerit Points as defined in “**Appendix A**”. when assessing the consequences of a violation. The list shall be presented to all potential Candidates at the ACM
  - (i) The CRO may use their discretion with respect to the list in “**Appendix A**” and the point values for Violations may be increased or decreased at the CRO’s discretion, provided that such increases and decreases are assessed fairly and equally to all Candidates.
- (b) The CRO shall be empowered to levy any Demerit Points in respect of any Violation that has been disclosed to the Candidates pursuant to (a). above. If, during a particular Election or Referendum, the CRO takes the position that a Violation has or is likely to occur, but no Demerit Points for that violation were disclosed to the Candidates pursuant to (a), the CRO shall forthwith inform all Candidates that an additional Violation leading to Demerit Points has been developed and provide a detailed description of that additional Violation and Demerit Point value. The CRO shall thereafter be entitled to levy Demerit Points for future occurrences of the Violation in question. For clarity, the CRO cannot issue Demerit Points if a Violation has not been disclosed as carrying Demerit Points.
- (c) The CRO shall ensure that Demerit Points are awarded in a manner that is commensurate with the nature of the Violation.
- (d) The CRO shall assess the nature and number of Demerit Points accrued by a Candidate and may either:
  - (i) issue a final warning; or
  - (ii) disqualify a Candidate or Referendum side.



- (e) The CRO is entitled to disqualify a Candidate having accrued more than twenty-five (25) Demerit Points.
- (f) The CRO shall disqualify any Candidate having solicited the administration of Lakehead University to interfere in the election process. "Solicitation" in the context of this **Section (f)** includes, but is not limited to:
  - (i) actions that encourage the administration of Lakehead University to apply pressure on the CRO or other elections officials to make or change specific decisions;
  - (ii) interference in the voting or ballot counting process;
  - (iii) withholding vital election document such as voters' list and ballot boxes; and
  - (iv) withholding levies or funds from the Corporation.
- (g) In the event a winning Candidate in any election is disqualified and all appeals have been exhausted, the runner-up will take the place of the disqualified winner.

#### 19.4 Appeals

- (a) All alleged violations of the Election Rules shall be investigated and ruled upon, in the first instance, by the CRO, pursuant to the following guidelines:
  - (i) any Candidate, or any member entitled to vote is entitled to submit a complaint to the CRO;
  - (ii) any complaints to the CRO complaint must include the following:
    - (A) the specific provision in the Bylaws or the Elections Policy that is alleged to have been violated;
    - (B) if known, the specific Candidate or individual that is alleged to have committed the violation;
    - (C) the specific facts which constitute the alleged violation, and where appropriate, evidence for these facts; and
    - (D) the name and contact information including e-mail address and telephone number for the complainant.
  - (iii) Notwithstanding any limitation on the timeline of submitted complaints, no complaint will be considered by the CRO unless it is in writing and is received within 24-hours of the alleged violation, or within 24-hours after it became known that the alleged violation had occurred.
  - (iv) Where a complaint is received and found to be complete, the CRO shall investigate the facts, and shall rule on the complaint within 24-hours thereof. All rulings of the CRO shall be sufficiently detailed presented to the complainant by the CRO in writing.

- (v) Where a violation has occurred, regardless of cause or intent of the parties involved, and that violation has provided an unfair advantage to a Candidate, the CRO shall assign a penalty to the Candidate receiving the advantage in question that:
    - (A) fully counterbalances any unfair advantage gained; and/or
    - (B) penalises the campaign for committing a violation; and/or
    - (C) is of the same type or character as the advantage which was gained.
  - (vi) Penalties available to the CRO include but are not limited to:
    - (A) the confiscation or destruction of campaign materials;
    - (B) limits, restrictions and prohibitions on any type of campaigning, for any period of time; and
    - (C) disqualification of the Candidate in question.
  - (vii) Appeals of the CRO's rulings can only be made to the Elections Appeals Committee, pursuant to **subsection (b)** below.
- (b) Candidates not satisfied, acting reasonably, with a ruling by the CRO may appeal to the Elections Committee. Eligible voters, acting reasonably may also submit complaints. Such complaints shall made pursuant to the following guidelines:
- (i) Appellants must include the following in writing to the Elections Committee:
    - (A) the ruling of the CRO that is being appealed;
    - (B) the specific provision in the Bylaws or the Elections Policy that is alleged to have been violated;
    - (C) if known, the specific Candidate or individual that is alleged to have committed the violation;
    - (D) the specific facts which constitute the alleged violation, and where appropriate, evidence for these facts; and
    - (E) the name and contact information including e-mail address and telephone number for the complainant.
  - (ii) No appeal will be considered by the Elections Committee unless it is in writing and is received within 24-hours of the receipt of any ruling made by the CRO.
  - (iii) The elections Committee shall hear all appeals and make a ruling within forty-eight (48) hours of receiving notice of appeal.

- (iv) Where an appeal is received and is found to be complete, the Elections Committee shall rule on the appeal by either:
  - (A) confirming the CRO's decision;
  - (B) overturning the CRO's decision; or
  - (C) amending the CRO's decision.
- (v) Rulings made by the Elections Committee may be appealed to the Internal Relations Committee within twenty-four (24) hours of having received the ruling.
- (c) Candidates not satisfied, acting reasonably, with a ruling made by the Elections Committee may appeal to the Internal Relations Committee pursuant to the following regulations:
  - (i) Appellants must include all information in the original complaint as well as the appeal to the Elections Committee.
  - (ii) No appeal shall be considered by the Internal Relations Committee unless it is in writing and is received within twenty-four (24) hours of the receipt of any ruling made by the Elections Committee.
  - (iii) The Internal Relations Committee shall hear all appeals and make a ruling within forty-eight (48) hours of receiving notice of appeal.
  - (iv) Internal Relations Committee members having a real or potential Conflict of Interest with respect to the Elections shall recuse themselves and be replaced pursuant to the policy outlined in **Article VII**.
  - (v) Rulings made by the Internal Relations Committee are final and binding and no further right of appeal exists.
- (d) The Board of Directors may not amend rulings of the CRO or Elections Committee.

## **20 Retention of Documents**

- 20.1 The CRO shall collect the following records and documents and submit them to the President no later than March 1<sup>st</sup> of any given calendar year:
- (a) all minutes of all meetings of the Elections Committee;
  - (b) the CRO's Report;
  - (c) a copy of:
    - (i) this By-Law #1;
    - (ii) all Supplementary Rules;
    - (iii) (Deleted — 2015-01-28)

- (iv) any notices or announcements sent to the Members, any Candidate, any Director, the Board of Directors, any Executive, or the Executive Committee;
- (v) the notices described in **Section 3** above; and
- (vi) any other regulatory documentation in force for during the CRO's term in office;
- (d) (Deleted — 2015-01-28)
- (e) (Deleted — 2015-01-28)

20.2 All records retained pursuant to this **Section 20** shall be retained indefinitely by the Corporation.

## Appendix “A”

Penalty	Suggested Demerit
<b>A. Campaign Material Violation</b>	
Unintentional Misrepresentation of Facts	3
Multiple violations in the same location/building	4
Unapproved material	5
Displayed in an unauthorized area	5
Pre campaign materials	6
Intentional misrepresentation of facts	10
<b>B. Campaigning</b>	
Unintentional Misrepresentation of Facts	3
Distribution of campaign material within 10 metres of a polling station	10
Improper distribution of campaign materials	8
Intentional misrepresentation of facts	10
Campaigning in an unauthorized area	12
Pre-campaigning	10
<b>C. Fair Play</b>	
Unsanctioned use of resources	15
Gross misrepresentation of facts	20
Malicious or intentional violation of these By-laws	25
Abuse of position or status	15

## LUSU By-Laws

### By-Law #2

#### Chief Returning Officer and Elections Committee

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#### 1 Preamble

- 1.1 This By-Law #2 outlines the responsibilities of the CRO, DRO and the Elections Committee. Together, these bodies administer all Elections and Referenda of the Corporation.

#### 2 Chief Returning Officer (CRO)

- 2.1 There shall be one (1) CRO of the Corporation.

- 2.2 The CRO shall:

- (a) be considered on Officer of the Corporation
- (b) be responsible, and report directly, to the Board of Directors;
- (c) be familiar with and adhere to the rules, procedures, policies and guidelines set out in the Governing Documents;
- (d) be responsible for carrying out Elections and Referenda in accordance with the Governing Documents;
- (e) be charged with enforcing compliance with **By-Law #1** by Candidates and other parties;
- (f) receive Complaints and make Rulings based on the Governing Documents;
- (g) keep detailed records and evidence of all investigations into Complaints;
- (h) exercise general direction and supervision over the administrative conduct of any Election and enforce compliance with the election regulations;
- (i) issue such instructions as may be necessary to ensure effective execution of the provisions of the election regulations;
- (j) ensure that all Elections are carried out as per elections procedure;
- (k) approve all Campaign Material;
- (l) in the first instance, adjudicate and provide rulings on complaints filed by Candidates during the electoral process, pursuant to By-Law #1
- (m) be in charge of employing and administrating all poll clerks engaged in any Election or Referendum;
- (n) produce and deliver the CRO's Report containing:
  - (i) an overall evaluation of the Election(s) and Referenda, as applicable;

- (ii) an account of all Supplementary Rules developed by the CRO and/or the Elections Committee to govern the Election, and provides a rationale for the implementation of those Supplementary Rules;
  - (iii) an account of all Penalties accruing to and/or disqualifications of Candidates;
  - (iv) recommendations for future Elections and Referenda;
  - (v) all Rulings made by the CRO and the Elections Committee, and an account of all appeals and how they were ultimately resolved; and
  - (vi) a summary of all other events related to Elections and Referenda that occurred during the CRO's term in office.
- (o) cast a vote in the instance of a tie in a meeting of the Elections Committee or in the event of a remaining tie in an election after the Elections Committee has voted;
  - (p) administer Clubs elections at the request of a particular Club;
  - (q) spend, during the month of April, at least ten (10) hours working with the incoming CRO in order to facilitate the transition between said officers.; and
  - (r) without limiting the foregoing, carry out all other duties and responsibilities identified as duties and responsibilities of the CRO in **By-Law #1**.

### **3 Deputy Returning Officer (DRO)**

3.1 There shall be two (2) DROs of the Corporation. One DRO shall be located at the Thunder Bay Campus, and the other at the Orillia Campus.

3.2 Each DRO shall:

- (a) be responsible, and report directly, to the CRO;
- (b) be entrusted to be familiar with and adhere to the rules, procedures, policies and guidelines set out in the Governing Documents;
- (c) during an Election or Referendum, under direction of the CRO, be charged with enforcing compliance with **By-Law #1** by Candidates and other parties;
- (d) at the discretion of the CRO, be charged with assisting the CRO in employing and administrating all poll clerks engaged in any Election or Referendum;
- (e) be charged with overseeing the operation of all polling stations at their respective Campus;
- (f) fulfill the duties of the CRO in the absence of the CRO and shall be vested with the same authority as the CRO during this time; and
- (g) without limiting the foregoing, carry out all other duties and responsibilities identified as duties and responsibilities of a DRO in **By-Law #1**.

## 4 Elections Committee

### 4.1 Composition of the Elections Committee

- (a) The Elections Committee shall consist of the following three (3) members:
  - (i) the CRO; whom shall act as Chairperson of the committee;
  - (ii) the DRO (Thunder Bay);
  - (iii) the DRO (Orillia);
- (b) (Deleted — 2015-01-28)
- (c) If the CRO is unable to act as the chairperson, the CRO may appoint a DRO to act as their replacement.
- (d) No member of the Elections Committee shall stand for any elected office during their term on the Committee. No member of the Elections Committee shall be an employee of the Corporation.

### 4.2 Quorum of the Elections Committee

- (a) Quorum for the Elections Committee shall be met when all members of the Elections Committee are present at a meeting.

### 4.3 Responsibilities of the Elections Committee

- (a) The Elections Committee shall assist the CRO in administering all Elections and Referenda. For example, and without limitation, the Elections Committee shall assist the CRO in:
  - (i) ensuring that related all room bookings and other administrative tasks are completed expeditiously; and
  - (ii) setting up poll stations.
- (b) In addition to the responsibilities set out in this **Section 4.3**, the Elections Committee shall meet and be present during the Electronic Tabulation and shall witness the certification of the results.
- (c) Other than as set out in this **Section 4.3**, the Elections Committee shall meet only as required by the CRO, as determined by the CRO at the CRO's discretion.
- (d) The Elections Committee and its members shall not exhibit bias towards any Candidate or position during any Election or Referendum.
- (e) The Elections Committee may establish Supplementary Rules, at its discretion. If there is a conflict between Supplementary Rules established by the Elections Committee and those established by the CRO, the Supplementary Rules established by the CRO shall prevail.
- (f) Voting members of the Elections Committee shall only cast votes in an Election or Referendum in the case of a tie.



4.4 Hiring of the Chief Returning Officer and remaining members of the Elections Committee

- (a) The Elections Positions shall be advertised by the Executive Committee for a minimum of two (2) weeks within the month of September.
- (b) The President shall be responsible for preparing application packages and advertising the Elections Positions.
- (c) Upon receipt of completed applications for the Elections Committee positions, the Executive Committee shall short-list applicants to a maximum of three (3) for the CRO and eight (4) for the remaining members of the Elections Committee.
- (d) The applications of the short-listed applicants for the Elections Positions shall be presented to the Board of Directors on or prior to their final meeting before leaving office. The Board of Directors may, at its discretion, interview or ask questions of the applicants.
- (e) The CRO and remaining Elections Committee members shall be selected by the Board of Directors by secret ballot, by a simple majority.
- (f) The hiring process set out in this Section shall be completed by April 1.

4.5 Vacancies on the Elections Committee

- (a) If a seat on the Elections Committee remains vacant for any reason, the Board of Directors may fill the vacancy by appointing an alternate pursuant to **Section 4.4** above, or if necessary, conducting another hiring process pursuant to **Section 4.4**.

4.6 (Deleted — 2015-01-28)

4.7 Term of Office and Eligibility

- (a) All members of the Elections Committee shall be employed by the Corporation for one (1) term beginning immediately upon ratification by the Board of Directors and ending on April 30.
- (b) Members of the Elections Committee:
  - (i) must be Members;
  - (ii) shall not hold any other office or position in the Corporation or the University, voting or non-voting, paid or unpaid, including students-at-large sitting on any other Committee;
  - (iii) once hired, shall be provided with a copy of the Governing Documents in electronic and/or hardcopy form by the Board of Directors; and
  - (iv) shall not seek office in an Election, support or criticize any Candidate, or endorse a position in any Referendum administered by the Elections Committee during their respective terms of employment.

4.8 Removal From and Abandonment of Office

- (a) Removal From Office

- (i) Should any member of the Elections Committee be accused of violating the Governing Documents, the following procedure shall be employed:
    - (A) the impugned member of the Elections Committee shall be temporarily suspended from their duties on the Elections Committee;
    - (B) an alternate member of the Elections Committee shall take the place of the impugned member, on an interim basis;
    - (C) an emergency meeting of the Internal Relations Committee shall be convened within thirty-six (36) hours to consider the merits of the accusation;
    - (D) the Internal Relations Committee shall make an interim ruling regarding the accusations within 24 hours of the emergency meeting referred to above in **subsection (C)**; and
    - (E) a Board Meeting shall be called within 24 hours of the interim ruling described in **subsection (D)** in order to hear the recommendations of the Internal Relations Committee, and the Board shall ratify the recommendation of the Internal Relations Committee by a 2/3 majority.
  - (ii) Any member of the Elections Committee may be removed from office by the Board of Directors, by a two-thirds (2/3) majority vote.
- (b) Abandonment of Office
- (i) Any member of the Elections Committee can resign at any time, provided that the Board of Directors is notified in writing. Said resignation shall take effect once written notification has been received by the Chairperson, and read into public record at a Board Meeting.
  - (ii) For clarity, should a new CRO be hired in accordance with the respective hiring procedures, the DROs shall remain as selected.

**5 (Deleted — 2015-01-28)**

# LUSU By-Laws

## By-Law #3

### Executives of the Corporation

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#### 1 Preamble

- 1.1 This By-Law #3 outlines the powers and responsibilities of the President, Vice-President Operations & Finance, Vice-President Advocacy, and Vice-President Orillia.

#### 2 Election of Executives

- 2.1 The Members shall elect the President, Vice-President Operations & Finance, Vice-President Advocacy, and Vice-President Orillia at an Election.

#### 3 Responsibilities of Each Executive

- 3.1 Each Executive shall produce a report in the months of September, November, January, and March to be presented to the Board of Directors detailing the actions of the same Executive over the course of the month.
- 3.2 Without derogating from the powers of each Executive, no Executive shall exercise any power not delegated to them in the Governing Documents without the explicit consent of the Executive Committee or the Board of Directors.

#### 4 President

- 4.1 The President is the Chief Executive and Secretary of the Corporation, and in that capacity:
- (a) is charged with the general management and supervision of the Corporation; and
  - (b) shall establish the goals and objectives of the Executive Committee in conjunction with the other Executives.
  - (c) shall be the principal record-keeper of the Corporation with respect to all acts and deeds of the Executive Committee, the Board of Directors, and all Committees
- 4.2 The President (or in their absence, the Vice-President Operations & Finance) must serve as the chairperson for all meetings:
- (a) of the Executive Committee; and
  - (b) of the Board of Directors when the Chairperson is not present, or has a Conflict of Interest.
- 4.3 During the absence or inability of any other Executive, either due to a Conflict of Interest or otherwise, the President may exercise the duties and powers of that office.
- 4.4 The President shall be responsible for recommending a Member to represent the Corporation on the Lakehead University Board of Governors pursuant to **Operational Policy #6**.
- 4.5 The President is required to either sit on, or deliver reports to, the boards and committees on which they hold a position

- 4.6 The President shall endeavour to fill all seats on all Subsidiary Committees during the Board of Directors' orientation session of each calendar year. Failing this, all seats on all Subsidiary Committees are to be filled by the second meeting of September.
- 4.7 ***(Deleted)***
- 4.8 The President is the only Member that is authorized conduct interviews with the media on behalf of the Corporation. The President shall delegate this responsibility if, in the view of the Executive Committee, another Member is more qualified to speak to any particular issue.
- 4.9 Unless otherwise expressly set out in the Governing Documents, the President is authorized to make unilateral decisions on behalf of the Corporation, subject to the following criteria:
- (a) after diligent and reasonable efforts, the President is unable to convene a meeting of the Board of Directors or the Executive Committee, as applicable; and
  - (b) it is unavoidable and absolutely necessary that the decision be made before a meeting of the Board of Directors or Executive Committee, as applicable, can be convened, such that, failing to make an immediate decision would result in irreparable harm to the Corporation; and
  - (c) the President is not in a Conflict of Interest with respect to the decision in question; and
  - (d) the decision is reported to the Board of Directors, and the Executive Committee, at the next meeting of each entity.
- 4.10 The President shall notify the Members of any General Meeting.
- 4.11 The President or their designate shall, in cooperation with the Argus staff, produce a column for print in each issue of the Argus pertaining principally to the business and projects of the Corporation.
- 4.12 The President is responsible for addressing political matters on a municipal, provincial, national and international level that affect the Members or the Corporation, and for transmitting any related information to the Board of Directors, the Executive Committee, the Committees, Clubs, or other student groups, as applicable or appropriate.
- 4.13 The President is responsible for maintaining a line of communication with:
- (a) the Board of Governors; and
  - (b) the Lakehead University Administration.
- 4.14 The President is the primary point of contact and shall be responsible for all relations with municipal, provincial, national, and international student organizations, including but not limited to the Canadian Federation of Students - Services, and the Canadian Federation of Students - Ontario, and shall transmit information related to the Corporation to these groups as applicable or appropriate, unless decided otherwise by the Executive Committee.
- 4.15 The President shall be responsible for preparing application packages and advertising for the position of LUSU Chairperson, pursuant to **Article IV**.

- 4.16 The President is responsible for advertising to fill any and all positions on the Elections Committee; including but not limited to the CRO, pursuant to **By-Law #2**.
- 4.17 If the Board of Directors is not available to meet to direct the Elections Committee the President shall so direct. For clarity, it is the President's responsibility to ensure that the Governing Documents are being followed with respect to the Elections Committee.
- 4.18 The President is responsible for the appropriate use of the President's discretionary line in the budget for the current fiscal year.
- 4.19 The President is responsible for recommending to the Finance and Operations Committee a budget for the office of the President for the upcoming fiscal year.
- 4.20 The President shall produce a written "Summer Update", which must be submitted to the Board of Directors no later than the first Board Meeting held in the Fall Term. The Summer Report shall include:
- (a) information related to all material work or business carried out between May 1, and September 1 on behalf of the Corporation;
  - (b) an evaluation of the success of any projects undertaken by the Corporation between May 1, and September 1; and
  - (c) tentative plans for the remainder of the Academic Year.
- 4.21 The President shall produce a written "Final Update", which must be submitted to the incoming Executive Committee by April 30<sup>th</sup> of every given calendar year. This Final Report shall include:
- (a) a general summary of the President's term in office;
  - (b) an account of any material issues encountered by the President during their term in office, and how they were addressed; and
  - (c) recommendations for the incoming President and Executive Committee.
- 4.22 The President or their designate shall attend all general meetings of the Canadian Federation of Students.
- 4.23 The President, together with the Chairperson, is responsible for signing any Material Agreement, as approved by the Board of Directors. For clarity, two signatories shall be required to endorse any such Material Agreement. If the President is unavailable, or the office is vacant, any other Executive may sign; and if the Chairperson is not available, any other Director may sign.
- 4.24 The President shall direct campaigns of the Corporation with the assistance of the Executive Director.
- 4.25 The President shall be responsible for engaging and communicating with the Members.

## **5 Vice-President Operations & Finance**

- 5.1 The Vice-President Operations & Finance is the Treasurer of the Corporation.

- 5.2 The Vice-President Operations & Finance is the most senior Vice-President of the Corporation. During the absence or inability of the President, presidential duties become the responsibility of the Vice-President Operations & Finance.
- 5.3 The Vice-President Operations & Finance must serve as the chairperson for all meetings of the Board of Directors when the Chairperson and President are not present, or are in a Conflict of Interest.
- 5.4 The Vice-President Operations & Finance is responsible for making recommendations to the Executive Committee with respect to any decision related to the finances of the Corporation. For clarity, the Executive Committee shall have jurisdiction, unless otherwise set out in the Governing Documents, over the finances of the Corporation.
- 5.5 The Vice-President Operations & Finance shall ensure that the finances of the Corporation are handled according to the Governing Documents.
- 5.6 The Vice-President Operations & Finance shall endorse all cheques and purchase orders as the primary signing authority, along with the General Manager, or if the General Manager is not available, one other Executive.
- 5.7 The Vice-President Operations & Finance is required to either sit on, or deliver reports to, the boards and Committees on which they sit.
- 5.8 ***(Deleted)***
- 5.9 The Vice-President Operations & Finance shall report to the Board of Directors any financial decisions made on behalf of the Board of Directors by the Executive Committee.
- 5.10 The Vice-President Operations & Finance shall seek approval for all expenditures in excess of two hundred (200) dollars not already allocated for in existing budgets, from the Finance and Operations Committee or the Executive Committee, as appropriate.
- 5.11 The Vice-President Operations & Finance shall be responsible for the duties of the Finance and Operations Committee when the Committee is not in session.
- 5.12 The Vice-President Operations & Finance or their designate shall be the primary liaison between the Executive Committee and all Staff, and shall be the only member of the Executive Committee who has the authority to issue directives to the Staff through either the General Manager or the Executive Director, as appropriate, on behalf of the Executive Committee, provided that those directives have been authorized by the Executive Committee. For clarity, the Vice-President Operations & Finance shall not speak on behalf of the Executive Committee without having the Executive Committee's approval.
- 5.13 The Vice-President Operations & Finance shall present the year-to-date financial statements and the budget of the Corporation at the Annual General Meeting.
- 5.14 The Vice-President Operations & Finance is the primary liaison between the Executive Committee and the Ancillary Services, and in relation to them has the following responsibilities:
  - (a) The Outpost

- (i) The Vice-President Operations & Finance, in conjunction with The Outpost Manager and the General Manager, shall be responsible for the operations and the finances of The Outpost.
  - (ii) The Vice-President Operations & Finance shall conduct, at least two (2) times per month, meetings with The Outpost Manager, The Outpost Food Services Manager, and the General Manager with respect to the operations of The Outpost.
- (b) The Study
  - (i) The Vice-President Operations & Finance, in conjunction with The Study Manager and the General Manager, shall be responsible for the operations and finances of The Study.
  - (ii) The Vice-President Operations & Finance shall conduct, at least two (2) times per month, meetings with The Study Manager and the General Manager with respect to the operations of The Study.
- 5.15 The Vice-President Operations & Finance shall be responsible for ensuring production of the Handbook is done in a timely manner.
- 5.16 The Vice-President Operations & Finance shall be responsible for the appropriate use of the Vice-President Operations & Finance discretionary line in the budget for the current fiscal year.
- 5.17 The Vice-President Operations & Finance shall, in conjunction with the General Manager, prepare a Draft Budget for the Corporation no later than the last business day of February. This draft budget shall not be released to any Member until both the Finance and Operations Committee and the Executive Committee has approved the draft budget.
- 5.18 After the Draft Budget has been approved by the Finance and Operations Committee, the Vice-President Operations & Finance shall be responsible for preparing and presenting the Corporation's budget for the upcoming fiscal period to the Board of Directors no later than the second-to-last Board of Directors meeting of the Academic Year.
- 5.19 The Vice-President Operations & Finance shall produce a written "Summer Report", which must be submitted to the Board of Directors at the first Board of Directors meeting in the new Academic Year, and which includes:
  - (a) information related to all material work or business carried out between May 1, and September 1 on behalf of the Corporation;
  - (b) an evaluation of the success of any projects undertaken by the Corporation between May 1, and September 1; and
  - (c) tentative plans for the remainder of the Academic Year.
- 5.20 The Vice-President Operations & Finance shall produce a written "Final Report", which must be submitted to the incoming Executive Committee by April 30<sup>th</sup> of every given calendar year. The Final Report shall include:
  - (a) a general summary of the Vice-President Operations & Finance's term in office;

- (b) an account of any material issues encountered by the Vice-President Operations & Finance during their term in office, and how they were addressed; and
  - (c) recommendations for the incoming Vice-President Operations & Finance and Executive Committee.
- 5.21 The Vice-President Operations & Finance or their designate shall attend at least one (1) provincial meeting of the Canadian Federation of Students.
- 5.22 The Vice-President Operations & Finance shall be responsible for the administration, operation, and promotion of the uPass, the health plan, the ISIC card, and any other service operated by LUSU on behalf of the Members for their benefit. The Vice-President Operations & Finance shall meet with the General Manager and the services staff at least one (1) time per month to ensure the proper operation of the foregoing services.

## **6 Vice-President Advocacy**

### **6.1 DELETED**

- 6.2 The Vice-President Advocacy may exercise the duties and powers of the President and the Vice-President Operations & Finance in the absence or inability of both of them.
- 6.3 The Vice-President Advocacy shall serve as the chairperson for all meetings of the Board of Directors in the absence or inability of the Chairperson, President, and Vice-President Operations & Finance.
- 6.4 Unless decided otherwise by the Board of Directors or the Executive Committee, the Vice-President Advocacy is the primary Executive authorized to consult with individuals or groups with academic grievances.
- 6.5 The Vice-President Advocacy is the primary Executive authorized to communicate with Lakehead University's Provost and Vice-President (Academic) and Vice-Provost Student Affairs.
- 6.6 The Vice-President Advocacy shall be nominated as a representative to the Senate, and shall recommend Members to sit on the Senate pursuant to **Operational Policy #6**.
- 6.7 The Vice-President Advocacy shall either sit on, or deliver reports to, the boards and Committees on which they hold a position.
- 6.8 The Vice-President Advocacy is responsible for the planning and promotion of the Thunder Bay Campus Orientation with the assistance of the Executive Director.
- 6.9 The Vice-President Advocacy:
- (a) Shall be the Executive responsible for overseeing the Centres and establishing an overall strategy and vision thereof; and
  - (b) shall collect and review the recommended budget of each Centre and forward it to the Vice-President Operations & Finance by the second week of February;
- 6.10 The Vice-President Advocacy is responsible for the appropriate use of the Vice-President Advocacy discretionary line in the budget for the current fiscal year.



- 6.11 The Vice-President Advocacy shall be responsible for recommending to the Finance and Operations Committee a budget for the office of the Vice-President Advocacy for the upcoming year.
- 6.12 The Vice-President Advocacy shall produce a written Summer Report, which must be submitted to the Board of Directors, by the first Board Meeting in the Fall Term. The Summer Report shall include:
- (a) information related to all material work or business carried out between May 1, and September 1 on behalf of the Corporation;
  - (b) an evaluation of the success of any projects undertaken by the Corporation between May 1, and September 1; and
  - (c) tentative plans for the remainder of the Academic Year.
- 6.13 The Vice-President Advocacy shall produce a written Final Report, which must be submitted to the incoming Executive Committee by April 30<sup>th</sup> of every given calendar year. This Final Report shall include:
- (a) a general summary of the Vice-President Advocacy term in office;
  - (b) an account of any material issues encountered by the Vice-President Advocacy during their term in office, and how they were addressed; and
  - (c) recommendations for the incoming Vice-President Advocacy and Executive Committee.
- 6.14 The Vice-President Advocacy or their designate shall attend at least one (1) provincial meeting of the Canadian Federation of Students.
- 6.15 The Vice-President Advocacy shall direct all events of the Corporation with the assistance of the Executive Director.
- 6.16 The Vice-President Advocacy shall be responsible for ensuring the proper operation of all Thunder Bay Clubs.

## **7 Vice-President Orillia**

- 7.1 The Vice-President Orillia shall be the Executive charged with overseeing the operations of the Corporation at the Orillia campus.
- 7.2 The Vice-President Orillia shall be responsible for overseeing and acting as the principle point of contact with respect to the Orillia Campaigns Commission, Orillia Events Commission, and the Clubs Committee (Orillia). For clarity, the Commissioners in Orillia shall report to the Vice President Orillia.
- 7.3 The Vice-President Orillia shall make recommendations for the budget of Orillia and forward it to the Finance and Operations Committee by the second week of February.
- 7.4 Unless decided otherwise by the Board of Directors or the Executive Committee, the Vice-President Orillia shall be the primary Executive authorized to consult with individuals and groups with respect to student issues academic grievances and complaints in Orillia.

- 7.5 The Vice-President Orillia shall be responsible for the planning and promotion of the Orillia Campus Orientation
- 7.6 The Vice-President Orillia shall direct and facilitate events and campaigns in Orillia through the Orillia Events Commissioner and the Orillia Campaigns Commissioner, respectively.
- 7.7 The Vice-President Orillia shall ensure the proper operation of all Orillia clubs. These responsibilities include but are not limited to: organizing Orillia clubs, drafting or filing any necessary paperwork, ensuring that elections for clubs are properly run, and organizing Club Days.
- 7.8 The Vice-President Orillia shall coordinate Orillia Club Days, which shall be held prior to the ratification of new Clubs by the Board of Directors.
- 7.9 The Vice-President Orillia shall be responsible for chairing LUSU Orillia Club Presidents meetings.
- 7.10 The Vice-President Orillia shall be responsible for making recommendations to the Executive Committee with respect to operations of the corporation in Orillia.
- 7.11 The Vice-President Orillia shall produce a written "Summer Update" that must be submitted to the LUSU Board of Directors each month. Said report shall include:
- (a) All material work or business carried out on behalf of the corporation;
  - (b) An evaluation of the success of any projects undertaken; and
  - (c) Tentative plans for the remainder of the academic year.
- 7.12 The Vice-President Orillia shall produce a written "Final Report", which must be submitted to the incoming executives by April 30<sup>th</sup> of every year. Said final report shall include:
- (a) General summary of the term in office;
  - (b) An account of any material issues encountered by the Vice President Orillia during their term in office and how they were addressed; and
  - (a) Recommendations for the incoming Vice President Orillia and Executive Committee.
- 7.13 The Vice-President Orillia shall be responsible for the appropriate use of the Vice-President Orillia discretionary line in the budget for the current fiscal year.
- 7.14 The Vice-President Orillia shall be responsible for making recommendations to the Finance and Operations Committee with respect to the Vice-President Orillia budget.
- 7.15 The Vice-President Orillia shall be the primary Executive authorized to communicate with the Orillia Associate Vice-Provost.
- 7.16 The Vice President Orillia shall attend at least one (1) provincial meeting of the Canadian Federation of Students.

## **8 Terms of Office**

- 8.1 The term of office for the President, Vice-President Operations & Finance, Vice-President Advocacy, and Vice-President Orillia shall commence May 1 and continue to April 30 of the following year.
- (a) The incoming President, Vice-President Operations & Finance, Vice-President Advocacy, and Vice-President Orillia shall begin employment with the Corporation starting on the second Monday of April, in order to facilitate training and transition with the current Executive. During this time, they shall receive the full pay and benefits of their respective offices but shall not assume the powers and responsibilities thereof until the start of their term.
- 8.2 In addition to their membership in the Executive Committee, Executives shall also be members of the Board of Directors.
- 8.3 Any Executive based in Thunder Bay is required to travel to the Orillia campus at least three (3) times during the Academic Year with the purpose of assisting the Vice-President Orillia with the affairs and operations of the Corporation in Orillia.
- 8.4 In addition to **Section 8.3** above, the Executive based in Thunder Bay shall, as a whole, travel to the Orillia Campus at least one (1) time per Academic Year with the purpose of better understanding that campus and assisting the Vice-President Orillia with the affairs and operations of the Corporation in Orillia.
- (a) For clarity, a visit to the Orillia Campus for the sole purpose of attending a Board Orientation held on that campus shall not fulfill this requirement.
- 8.5 The Executive Committee shall carry out the business and management of the Corporation during Office Hours. All Executives shall endeavour to be in the LUSU Offices for as much of that time as possible.
- 8.6 At least one Executive shall be available in a LUSU Office at all times during Office Hours, unless extenuating circumstances prevent such a presence.
- 8.7 No Executive shall accept payment from any outside organization for doing external work during Office Hours. Any payments received shall be turned over to the Corporation. Notwithstanding the foregoing, if an Executive believes that it would be in the best interests of the Corporation for him or her to accept outside work during Office Hours, that Executive shall submit a proposal to the Board of Directors and the Board of Directors shall vote on said proposal at the Board Meeting. If the decision has to be made before the next Board Meeting, the Executive may submit their proposal to the Executive Committee for approval.
- 8.8 During the month of April, the incoming Executives shall spend at least forty (40) hours working with the current Executives in order to facilitate the transition between said offices.
- 8.9 Training for incoming Executives shall be done by the outgoing Executives that shall include, but not be limited to:
- (a) Introduction of Staff
- (b) Tour of LUSU Space
- (c) Signing all necessary papers
- (d) Reviewing of the Constitution

- (e) Reviewing of the inner workings of the LUSU Office
- (f) Reviewing of Committees on which each Executive sits
- (g) Important dates to remember
- (h) Proper procedures for any event

8.10 If an Executive does not perform **Section 8.9** to the satisfaction of the incoming Executive Committee, the Executive Director shall withhold the final paycheque of the same Executive until such time that the Executive completes **Section 8.9** to the satisfaction of the incoming Executive Committee. The decision to withhold payment shall be pursuant to the approval of the Board of Directors.

## **9 Conduct of Executives**

9.1 Without limiting **Section 9.2** below, the conduct of each Executive must conform to the rules, procedures, principles, policies and guidelines set out in the Governing Documents.

9.2 Each Executive agrees to:

- (a) personally observe high standards of conduct that, at all times, preserves the integrity, dignity, and values of the Corporation;
- (b) utilize the prestige of the office solely in the interests of the Corporation and neither favour special interests inside or outside of the Corporation, nor allow personal relationships to affect official conduct or judgement;
- (c) ensure that all official decisions taken and judgements exercised support the best interests of the Corporation;
- (d) appropriately and diligently delegate additional responsibilities as required;
- (e) support an environment conducive to the professional growth of all Members, including volunteers and Staff;
- (f) maintain the integrity of the Executive Committee by only exercising authority as a member when acting on behalf of the Executive Committee and ensure that all actions reflect the will of the Executive Committee;
- (g) abide by all decisions of the Executive Committee; and
- (h) to not misappropriate, damage, or possess without authorization any property of the Corporation.

## **10 Benefits**

10.1 Members of the Executive Committee are entitled to certain benefits associated with their position, these are:

- (a) health and dental benefits;
- (b) ten (10) Business Days paid vacation, provided that:

- (i) Thunder Bay Executives shall avoid booking vacation in a manner that would have all three absent from the Thunder Bay LUSU Offices simultaneously; and
- (ii) the Board of Directors may grant additional days if requested by an Executive, up to a maximum of fifteen (15) Business Days;
- (c) a minimum of five (5) Lieu Days. Additional Lieu Days shall be accrued by an Executive when attending various functions held after traditional operating hours;
- (d) professional development, in the form of courses, seminars, or other to be taken at Lakehead University or other qualified organizations. Each Executive shall be limited to a total of one (1) FCE (or its equivalent at a qualified organization), and shall be reimbursed to a maximum of \$2,000 upon written proof of a passing final grade to the General Manager. If an Executive wishes to take more than the equivalent of one (1) FCE, permission must be obtained from the Board of Directors prior to enrolment;
- (e) one (1) parking pass, or an equivalent in bus passes; and
- (f) reasonable use of all property of the Corporation, when available and necessary to fulfill the duties of the Executive as set out in this **By-Law #3**.

## **11 Disciplinary Procedures for Misconduct**

- 11.1 Without derogating from the authority of the Board of Directors, failure to adhere to this **By-Law #3** or the Governing Documents shall result in progressive disciplinary measures, resulting in the following measures in accordance with the severity of the infraction:
- (a) verbal warning issued by the Chairperson, after consulting with the remaining Executives;
  - (b) written warning issued by the Chairperson, after consulting with the remaining Executives, sent to the Board of Directors, who shall decide if the offence warrants a censure; and finally
  - (c) written recommendation from the Chairperson, after consulting with the remaining Executives, to the Board of Directors for an impeachment hearing, who shall review the recommendation at the next Board Meeting.
- 11.2 All repercussions pursuant to this **Section 11** shall be carried out in good faith, and in the best interests of the Corporation. For clarity, failure to act in good faith shall constitute a breach of this **Section 11**.

# LUSU By-Laws

## By-Law #4

### Removal From and Abandonment of Office

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#### 1 Preamble

- 1.1 This By-Law #4 sets out the procedure for the removal of Directors or Executives from office, and the procedures for when an office is vacated or abandoned.

#### 2 Removal from Office

- 2.1 **Removal by Board of Directors.** Any member of the Board of Directors or the Executive Committee may, upon a majority vote of the Board of Directors at a meeting of the Board of Directors duly called for considering that purpose, be removed from office if that Director or member of the Executive Committee:

- (a) accumulates three (3) unexcused absences from meetings of the Board of Directors;
- (b) accumulates three (3) unexcused absences from any Committee Meeting;
- (c) is absent from the Board Orientation, without being excused; or
- (d) discloses Confidential Information to any person that is not a member of the Board of Directors or the Executive Committee, unless otherwise authorized by the Board of Directors.

For clarity, an Impeachment Hearing is not required prior to the removal of a Director or Executive if that Director or Executive commits one of the infractions enumerated at **subsections (a) to (d)** above.

#### 2.2 Removal by Impeachment Hearing

- (a) An Impeachment Hearing may be called at an *in-camera* meeting of the Board of Directors duly called for that purpose, by a simple majority of the Board of Directors.
- (b) Notice that the Board of Directors will be considering calling an Impeachment Hearing must be served personally upon the Director or Executive in question at least ten (10) Business Days prior to the meeting and must include the specific charges against the Director or Executive.
- (c) The Members may request that an Impeachment Hearing be held in relation to any Director or Executive if one or more Members delivers a complete Impeachment Petition to the Board of Directors. Upon receipt of a complete Impeachment Petition, the Board of Directors must call an Impeachment Hearing pursuant to **subsections (a) and (b)** above.

#### 3 Conduct of Impeachment Hearing

- 3.1 The Impeachment Hearing shall be held before the Board of Directors, at an *in-camera* meeting duly called for that purpose.
- 3.2 The accused Director or Executive is entitled:

- (a) to examine all evidence to be used in the Impeachment Hearing at least five (5) Business Days prior to the Impeachment Hearing;
  - (b) to be represented by another Member or by legal counsel at the Impeachment Hearing;
  - (c) to cross-examine any witness brought before the Board of Directors at the Impeachment Hearing;
  - (d) to give a full answer in defence of the charges against them at the Impeachment Hearing; and
  - (e) to present counter-evidence or other relevant information to the Internal Relations Committee, which shall be received by the chairperson of the Internal Relations Committee at least two (2) days prior to the Impeachment Hearing, who shall provide that information to the Board of Directors.
- 3.3 At the conclusion of the Impeachment Hearing, the Board of Directors may decide by a two-thirds (2/3) majority vote to impeach the Director or Executive.
- 3.4 If an Impeachment Hearing results in the impeachment of a Director or Executive:
- (a) the impeached Director or Executive shall immediately be removed from office; and
  - (b) the Chairperson shall deliver written notification of the impeachment, with rationale, to the impeached Director or Executive at that Director's or Executive's Lakehead University e-mail account within seven (7) days of the decision.

#### **4 Resignation**

- 4.1 If permitted by the common law, Directors and Executives are entitled to resign at any time during their term in office upon notification, in writing, provided to the Board of Directors. Said resignation shall take effect once written notification has been received by the Chairperson and read into public record at a Board Meeting.

#### **5 Replacement of a Director**

- 5.1 Provided that the minimum number of seats per campus on the Board of Directors are filled, any vacancy occurring on the Board of Directors shall not be filled, unless the specific Director position allows for an appointment outside of an Election.
- 5.2 Should a vacancy need to be filled, the vacancy shall be filled by the first runner-up of the most recent Election. In the event that the first runner-up cannot, or refuses to, fill said position, the option shall be given to the second runner-up, until such time as the position is filled, or the list of runners-up is exhausted.
- 5.3 Should the list of runners-up be exhausted, the Board of Directors shall fill the vacant position pursuant to the following procedure:

- (a) The Members shall be notified of the vacancy by the CRO at least two (2) weeks before the date of the Board of Directors meeting where the vacant position shall be filled. The notice shall have all of the features set out in **By-Law #1, Section 4**.
- (b) The CRO shall prepare nomination packages pursuant to **By-Law #1, Section 7.1**, and upon receiving complete Nominee Applications, shall present the Nominee Applications to the Board of Directors.
- (c) If the CRO has received one complete Nominee Application, the nominee in question shall be brought for ratification by the Board of Directors.
- (d) If the CRO has received multiple complete Nominee Applications, a majority vote by secret ballot shall be conducted by the Board of Directors and the selected Director shall be ratified by the Board of Directors.

## **6 Replacement of an Executive**

- 6.1 Should a vacancy on the Executive Committee arise prior to November 1, a By-Election shall occur. The CRO shall begin the By-Election process within five (5) days of the resignation, removal or impeachment being read into public record at a Board Meeting.
- 6.2 Should a vacancy on the Executive Committee occur after November 1, or if the process in **Section 6.1** is unsuccessful, the Board of Directors shall fill the vacant position pursuant to the following procedure:
  - (a) The Members shall be notified of the vacancy by the CRO at least two (2) weeks before the date of the Board Meeting where the vacant position shall be filled. The notice shall have all of the features set out **By-Law #1, Section 4**.
  - (b) The CRO shall prepare nomination packages pursuant to **By-Law #1, Section 7.1**, and upon receiving complete Nominee Applications, shall present the Nominee Applications to the Board of Directors.
  - (c) If the CRO has received one complete Nominee Application, the nominee in question shall be brought before the Board for ratification.
  - (d) If the CRO has received multiple complete Nominee Applications, a majority vote by secret ballot shall be conducted by the Board of Directors, and the selected Executive shall be ratified by the Board of Directors to sit on the Executive Committee.

## **7 No Other Removal**

- 7.1 Notwithstanding any other provision of the Governing Documents, removal of Directors or Executives shall only be affected by way of the procedures as set out in this **By-Law #4**, or as otherwise permitted by the Act.





## LUSU B-Laws

### By-Law #5

#### Agreements, Financial Management and Securities

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#### 1 Preamble

- 1.1 This By-Law #5 sets out the procedures that the Corporation will follow when entering into agreements, handling of finances and ensuring the financial security of the Corporation.

#### 2 Agreements

- 2.1 The Executive Committee shall have the authority to enter into Material Agreements on behalf of the Corporation, with the approval of the Board of Directors.
- 2.2 The seal of the Corporation shall be affixed to Material Agreements when appropriate or necessary.
- 2.3 Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by any member of the Executive Committee and the General Manager.
- 2.4 The Board of Directors may direct the manner in which any particular contract or obligation of the Corporation is executed.
- 2.5 It shall be the duty of the Executive Director, in consultation with the General Manager, to inform the incoming Board of Directors and Executives of all contractual obligations of the Corporation that shall continue through or be executed beyond their term of office.

#### 3 Financial Management

- 3.1 If authorized to do so by the Board of Directors, the Vice-President Operations & Finance may transfer any and all shares, bonds or other securities standing in the name of the Corporation.
- 3.2 The Executive Committee may accept on behalf of the Corporation any transfer of shares, bonds or other securities transferred to the Corporation, and may affix the Corporate Seal to any such transfers or acceptances of transfer. The General Manager shall be consulted prior to the acceptance of any such transfer.
- 3.3 The Vice-President Operations & Finance, the President, the General Manager may make, execute and deliver under the corporate seal any documentation necessary or proper for the purposes set out in **Section 3.1** and **Section 3.2**, including the appointment of legal counsel.
- 3.4 Any two (2) of the following shall have the authority to sign all cheques, bills of exchange, or other orders for the payment of money:
- (a) The President;
  - (b) The Vice-President Operations & Finance;
  - (c) The Vice-President Advocacy;

- (d) The Vice-President Orillia; and
- (e) One (1) of the following:
  - (i) The General Manager; or
  - (ii) The Orillia Office Administrator
- 3.5 The securities of the Corporation shall be deposited for safekeeping with the Account Bank.
- 3.6 Any two (2) Executives, or the General Manager with the written consent of at least one (1) Executive, may withdraw any deposited securities. Such authority may be general or confined to specific instances as determined by the Board of Directors.
- 3.7 Levies collected from the Members under the heading of “LUSU Building Fee” shall be used at the discretion of the Corporation for overhead costs, renovations, major repairs, and replacements in any space used or occupied by the Corporation. For clarity, the Building Fund shall not be budgeted to cover the operational costs of the Corporation.
- 3.8 Notwithstanding **Section 3.7** above, the Corporation shall ensure a contingency account is maintained consistent with the terms of the Joint Management Agreement.
- 3.9 Requests for funding from the LUSU Building Fee by the Board of Directors shall be submitted to the Vice-President Operations & Finance for consideration by the Executive Committee. The Executive Committee shall review requests for funding and make recommendation to the Board of Directors for approval.
- 3.10 All expenses incurred outside of the ordinary course of the operations of the Corporation whose amount exceeds five-hundred dollars (\$500) shall be referred to the Finance and Operations Committee for approval.

#### **4 Financial Security**

- 4.1 The Corporation may from time to time:
  - (a) borrow money on the credit of the Corporation;
  - (b) issue, sell or pledge securities of the Corporation;
  - (c) charge, mortgage, or pledge any of the real or personal property of the Corporation, including book debts, rights, powers, franchises and undertakings in order to secure any securities, money borrowed, other debt, or any other obligation or liability of the Corporation.
- 4.2 From time to time, the Board of Directors may authorize any Member or Staff to modify, give additional securities, or settle any arrangement for any monies borrowed or due by the Corporation.

#### **5 Credit Cards**

- 5.1 There shall be only ten (10) LUSU Credit Cards at one time, which shall be issued to:
  - (a) the President;
  - (b) the Vice-President Operations & Finance;

- (c) the Vice-President Advocacy;
  - (d) the Vice-President Orillia;
  - (e) the General Manager;
  - (f) the Executive Director;
  - (g) the Outpost Manager;
  - (h) the Outpost Kitchen Manager;
  - (i) the Study Manager;
  - (j) the Orillia Office Administrator.
- 5.2 A LUSU Credit Card shall only be used where there is a line budgeted for the expenditure in question in the budget of the fiscal year in question.
- 5.3 Once a purchase has been made on a LUSU Credit Card, the expenditure shall be recorded on a reconciliation sheet by the party who used the LUSU Credit Card with a receipt of said purchase attached, and shall be presented to the General Manager for review within ten (10) Business Days of receipt of the LUSU Credit Card account statement.
- 5.4 It is the responsibility of the Vice-President Operations & Finance to review the reconciliation sheet with the General Manager.
- 5.5 Evidence of any misuse of a LUSU Credit Card shall be immediately presented to the General Manager and the Vice-President Operations & Finance, and shall be reported to the Board of Directors as soon as possible.
- 5.6 Should any LUSU Credit Card be lost, the card shall be cancelled immediately by the General Manager and the Vice-President Operations & Finance shall be informed of said cancellation.
- 5.7 The Executive Committee shall return their respective LUSU Credit Cards to the General Manager on the last business day of March.
- 5.8 The General Manager, the Outpost Bar Operations Managers, the Outpost Kitchen Manager, and Orillia Office Administrator shall return their respective LUSU Credit Cards to the Vice-President Operations & Finance two (2) weeks prior to the effective date of their resignation, or immediately upon termination of their respective contracts by the Corporation.
- 5.9 If the General Manger resigns or is terminated, it is the responsibility of the Vice-President Operations & Finance to remove the name of the past General Manager as a signing authority from the LUSU Credit Card.
- 5.10 The General Manager shall be responsible for changing the signing authority of the LUSU Credit Cards once a new individual has officially taken office.

## **6 Financial Sponsorship**

- 6.1 Any Executive or Director who has sought financial sponsorship for a project to be undertaken by the Corporation from an external source shall provide a written report to the Executive Committee containing:
- (a) a one page summary of the project, including timelines, funds and equipment intended to be requested, and the recognition of sponsors;
  - (b) a list of all sources intended to be approached; and
  - (c) a copy of the solicitation letter intended to be sent to the donor(s).
- 6.2 The Executive Committee or the Board of Directors shall have the authority to approve or reject any reports submitted pursuant to **Section 6.1** above.
- 6.3 All donor responses received must be submitted to the Vice-President Operations & Finance, or if the response involves the Vice-President Operations & Finance, to the President.
- 6.4 All proposals and responses shall be kept on file by the office of the Vice-President Operations & Finance for reference for seven (7) years.

# LUSU By-Laws

## By-Law #6

### Finance and Operations Committee

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#### **1 Preamble**

- 1.1 This By-Law #6 sets out the composition, powers, responsibilities and residual powers of the Finance and Operations Committee.

#### **2 Term of the Finance and Operations Committee**

- 2.1 The Finance and Operations Committee shall be struck annually by the Board of Directors pursuant to **Article IV** of the Constitution
- 2.2 The term of office of the Finance and Operations Committee begins on May 1st and ends on April 30<sup>th</sup> of the following year.

#### **3 Composition of the Committee**

- 3.1 The Finance and Operations Committee shall be composed of the following seven (7) members:
- (a) the Vice-President Operations & Finance (who shall also act as the chairperson of the Finance and Operations Committee and shall not have the power to vote except in the instance of a tie);
  - (b) three (3) members of the Board of Directors, with at least one Director being from the Orillia campus;
  - (c) two (2) Members who hold no other position within the Corporation, and who are recommended by the Executive Committee and ratified by the Board of Directors no later than the third week of classes during the Fall Term. For clarity, any Members selected pursuant to this provision shall execute a confidentiality agreement; and
  - (d) the General Manager (*ex-officio*, and who shall also act as the secretary of the Finance and Operations Committee and shall have no power to vote or move motions).

#### **4 Quorum**

- 4.1 Quorum for the Finance and Operations Committee shall be met when the chairperson and a majority of voting members of the Finance and Operations Committee are present.

#### **5 Notice for Finance and Operations Committee Meetings**

- 5.1 Notice for Finance and Operations Committee meetings shall be delivered by the chairperson via e-mail to each member of the Finance and Operations Committee at least three (3) days prior to the Finance and Operations Committee ,meeting in question, and shall, at a minimum:

- (a) set out the date, time and place of the Finance and Operations Committee meeting; and
  - (b) include a draft agenda for the Finance and Operations Committee meeting.
- 5.2 Notwithstanding the foregoing, the chairperson may shorten the three (3) day notice period referred to in Section 5.1 above if an emergency Finance and Operations Committee meeting is required.

## **6 Responsibilities of the Committee**

- 6.1 The Finance and Operations Committee shall meet at least once every calendar month.
- 6.2 The Finance and Operations Committee is charged with reviewing the overall financial position and operations of the corporation from time to time. The Vice-President Operations & Finance is responsible for reporting the findings of the Finance and Operations Committee to the Board of Directors on a monthly basis.
- 6.3 The Finance and Operations Committee is responsible for the administration of discretionary funds described in **Appendix "A"** to this **By-Law #6** and as established in the Budget.
- 6.4 The Finance and Operations Committee shall not provide funding for any deposits for products for future sale, damage deposits, liquor licenses for off campus events, or events with the resale of alcohol.
- (a) All funding requests must outline other sources of funding and detailed budget describing how money will be spent.
  - (b) Requests for funding for an event shall demonstrate that the safety of those attending or participating in the event is ensured.
- 6.5 The Finance and Operations Committee shall refer all expenditures in excess of five hundred (\$500) dollars to the Board of Directors with the recommendation of the Finance and Operations Committee.
- 6.6 The Finance and Operations Committee shall review operational statements of the Corporation's services including The Study, The Outpost, and the Handbook.
- 6.7 The Finance and Operations Committee shall look for ways to better manage expenditures and improve revenues.
- 6.8 The Finance and Operations Committee shall call before it the managers or persons responsible for each service to provide information and discuss long-term plans as needed.
- 6.9 The Finance and Operations Committee shall be empowered to investigate new potential services and to make recommendations to the Board of Directors regarding the addition or discontinuation for services.
- 6.10 The Finance and Operations Committee shall be responsible for a mid-year budget review, and shall present such review to the Board of Directors during the month of January.
- 6.11 The Finance and Operations Committee, with the approval of the Executive Committee, shall have the ability to retain professional services as needed.

- 6.12 The Finance and Operations Committee is responsible for reviewing the audited statements of the past Fiscal Year.
- 6.13 The Finance and Operations Committee shall make a recommendation of adoption to the Board of Directors based on its analysis of the audited statements of the past Fiscal Year.
- 6.14 The Finance and Operations Committee shall review the performance of the auditors of the Corporation and make a recommendation to the Members as to the appointment of auditors at the Annual General Meeting.
- 6.15 The Finance and Operations Committee is charged with review of any capital projects plans of the Corporation and to make a recommendation to the Board of Directors with respect to such plans.
- 6.16 The Finance and Operations Committee shall review all recommendations for the budget, make appropriate changes, and shall submit a final budget to the Board of Directors at the final Board of Directors Meeting of the Academic Year.
  - (a) The Finance and Operations Committee shall consult those listed in **Appendix "B"** before recommending a final budget to the Board.
- 6.17 The Finance and Operations Committee is charged with conducting an annual review of the Health & Dental Plan, Universal Bus Pass, and ISIC Card. The Committee shall meet for the purpose of conducting such a review no later than February 15 and shall request reports concerning the foregoing services from the General Manger to be presented at the meeting. The Vice-President Operations & Finance shall report the results of the Committee's review to the Board of Directors no later than March 15.

## **7 Residual Powers**

- 7.1 In the event the Finance and Operations Committee is not able to meet in a timely fashion, the Board of Directors shall be empowered to exercise all powers and privileges of the Finance and Operations Committee.
- 7.2 In the event the Board of Directors is not able to meet in a timely fashion, the Executive Committee shall be empowered to exercise all powers and privileges of the Finance and Operations Committee.



## **Appendix “A”**

### **Discretionary Funds under the purview of the Finance and Operations Committee**

1. Social Action Discretionary Fund
2. Club Discretionary Fund
3. Union Projects Discretionary Fund
4. Student Conferences Discretionary Fund
5. Orillia Student Programming Discretionary Fund

## **Appendix “B”**

### **Parties required to be consulted by the Finance and Operations Committee**

1. The Gender Issues Centre Coordinator
2. The Pride Central Coordinator
3. The Aboriginal Awareness Centre Coordinator
4. The Sustainability Coordinator
5. The Multicultural Centre Coordinator
6. The Food Bank Coordinator
7. The Outpost Manager
8. The Study Manager
9. The Business Manager of The Argus

# LUSU By-Laws

## By-Law #7

### Governance Committee

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#### **1 Preamble**

- 1.1 The Governance Committee is responsible for the development, maintenance, and review of the Governing Documents and for assisting in its interpretation.

#### **2 Term of the Governance Committee**

- 2.1 The Governance Committee shall be struck annually by the Board of Directors pursuant to **Article IV** of the Constitution.
- 2.2 The term of office of the Governance Committee begins on May 1st and ends on April 30<sup>th</sup> of the following year.

#### **3 Composition of the Governance Committee**

- 3.1 The Governance Committee shall consist of the following six (6) members:
- (a) the LUSU Chairperson, whom shall have no vote;
  - (b) two (2) members of the Board of Directors, one (1) of whom shall be a Director from the Thunder Bay campus and one (1) of whom shall be a Director from the Orillia campus;
  - (c) two (2) Members who hold no other position within the Corporation, and whom are selected by the Executive Committee and approved by the Board of Directors no later than the third week of classes during the Fall Term. For clarity, any Members selected pursuant to this provision shall execute a confidentiality agreement
  - (d) the President; and
  - (e) the Executive Director, who shall sit *ex-officio* and shall have no power to vote or move motions.

#### **4 Quorum**

- 4.1 Quorum for the Governance Committee shall be met when the chairperson and a majority of the voting members of the Governance Committee are present.

#### **5 Notice for Board Meetings**

- 5.1 Notice for Governance Committee meetings shall be delivered by the chairperson via e-mail to each member of the Governance Committee at least three (3) days prior to the Governance Committee meeting in question, and shall, at a minimum:
- (a) set out the date, time and place of the Governance Committee meeting; and
  - (b) include a draft agenda for the Governance Committee meeting.

#### **6 Responsibilities of the Governance Committee**

- 6.1 The Governance Committee shall meet as needed, determined by the chairperson
- 6.2 The Governance Committee shall ensure the consistency of all articles of the Governing Document.
- 6.3 The Governance Committee shall review any newly proposed articles and amendments, ensuring that said proposed articles do not contradict the Governing Documents.
- 6.4 The Governance Committee shall have the power to make recommendations of amendments, additions, and repeals of articles of the Governing Document to the Board of Directors.
- 6.5 The Governance Committee shall be empowered to consult any person or group in the interest of developing an equitable governance structure. Any costs associated with such consultations must be approved by the Executive Committee prior to being incurred by the Governance Committee.
- 6.6 The Governance Committee shall endeavour to ensure that all copies of the Governing Document in the public domain are updated and complete.
- 6.7 The Governance Committee shall meet one (1) time during their term in order to review the Governing Documents for clarity, consistency, and effectiveness, and make recommendations to the Board of Directors for appropriate amendments, if required.
- 6.8 The chairperson shall ensure that minutes are taken for each meeting of the Governance Committee and kept on file in the Head Office for four (4) years.

## **7 Residual Powers**

- 7.1 In the event the Governance Committee is not able to meet in a timely fashion, the Board of Directors shall be empowered to exercise all powers and privileges of the Governance Committee.
- 7.2 In the event the Board of Directors is not able to meet in a timely fashion, the Executive Committee shall be empowered to exercise all powers and privileges of the Governance Committee.

# LUSU By-Laws

## By-Law #8

### Clubs

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#### **1 Preamble**

1.1 This By-Law #8:

- (a) sets out the status and role of Clubs and their relationship with the Corporation; and
- (b) outlines procedures of operation including obtaining Official Club status and sets out the guidelines of corrective measures for breaches of all policies concerning Clubs

#### **2 Executive Organizer**

2.1 The Executive Organizer shall be the member of the Executive charged with organizing Official Clubs at a particular campus. For the purposes of this **By-Law #8**, the Executive Organizer shall be:

- (a) the Vice-President Advocacy, if the Official Club is based in Thunder Bay; or
- (b) the Vice-President Orillia, if the Official Club is based in Orillia.

2.2 The Executive Organizer shall:

- (a) Review all Club constitutions, membership lists, event lists, Officers' Lists, and other supplementary information
- (b) Make recommendations to the Board of Directors regarding any suggested amendments or changes to Club constitutions
- (c) Make a recommendation to the Board of Directors for recognition as an Official Club if the application is complete
- (d) Send the application back to the applicant Club if the application is incomplete or otherwise deficient.

#### **3 Club Status**

3.1 Official Clubs shall have that status from the time of ratification until the next ratification vote in the following Academic Year, which shall occur the last week of September.

3.2 Any Club that has been recognized by the Board of Directors as an Official Club for two (2) consecutive years without interruption shall be granted automatic recognition as an Official Club every year thereafter, provided that a current Officers' List and list of members is provided by the Official Club to the Executive Organizer prior to September 30 of each year, and approved by the Executive Committee.

3.3 In the interest of recruitment, each Official Club is strongly encouraged to participate in officially sponsored Club Days.

- 3.4 Should an Official Club fail to be represented at an officially sponsored Club Day, said Official Club shall submit a report to the Executive Organizer outlining all methods of member recruitment.
- 3.5 Conscious effort shall be made by the representatives of each Official Club to ensure that the Members are aware of such Official Club.

#### **4 Qualification for Official Club Status**

- 4.1 In order to be recognized by the Corporation as an Official Club and receive funding from the Corporation:
- (a) a Club must have a minimum membership of twenty (20) members, all of whom are Members for the duration of their membership in the Club;
  - (b) the following documentation must be submitted to the Executive Organizer prior to October 15 on behalf of the Club:
    - (i) a constitution and set of by-laws that govern the Club and that include (but are not limited to) the following eight (8) articles:
      - (A) Constitution - Name and Purpose of Club
      - (B) By-Law I - Membership Requirements of the Club
      - (C) By-Law II - Club Meeting Procedures (Frequency and Quorum)
      - (D) By-Law III - Club Officer Positions (Titles, description, terms of office, method of selection and duties)
      - (E) By-Law IV– Amendments to the Constitution (Subject to LUSU approval)
      - (F) By-Law V - Club Election Procedures
      - (G) Operational Policy I - A statement accepting accountability for the Club, both currently and for previous years.
      - (H) Operational Policy II-Membership Dues;
    - (ii) a list identifying a minimum of three (3), and a maximum of six (6), Club Officers. Said list shall include the following information for each Club Officer, as well as designate at least one (1) contact person:
      - (A) printed name;
      - (B) full address;
      - (C) signature;
      - (D) Student Number;
      - (E) telephone number(s);
      - (F) email address; and

- (G) Statement of permission to release contact information (contact person(s) only)
  - (iii) a membership list. Said list shall include, for each member of the Club, their:
    - (A) printed name;
    - (B) signature;
    - (C) Student Number; and
    - (D) email address.
- 4.2 In order to be recognized by the Corporation as an Official Club but not receive funding from the Corporation, the Club must:
- (a) must have a minimum membership of ten (10) members, all of whom must be Members for the duration of their membership in the Club; and
  - (b) submit all of the documentation identified in **Section 4.1** above to the Executive Organizer prior to October 15.
- 4.3 Notwithstanding the foregoing, for Orillia Clubs, the membership requirements set out in **Section 4.1** above are halved.
- 4.4 No Club shall have either “Lakehead University Student Union” or “LUSU” within their club name, nor shall they take a name that creates the impression that the Club is an official organization of the Corporation.
- 4.5 The Executive Organizer shall recommend all Clubs that complete applications satisfactorily to the Board of Directors for ratification.
- 5 Membership**
- 5.1 Any changes to a Club’s Officers’ List shall be reported to the Executive Organizer within seven (7) days of said changes.
- 5.2 Members of the general public may participate in Official Clubs; however:
- (a) no more than half of an Official Club’s membership may be non-Members; and
  - (b) non-Members are prohibited from being voting members of Official Clubs.
- 5.3 Faculty, staff and/or alumni may act as consultants and/or advisors for Official Clubs.
- 5.4 No Official Club may be exclusive in its membership, with the exception of religious, political, and area of study clubs.
- (a) To be deemed a “religious club”, an application must be submitted by the Club to the Executive Organizer that states that the nature of the club is religious, which implies that members and the club have a specific religious belief(s) and practice(s) and will only accept this belief(s) and practice(s) with the understanding that it will not violate the Constitution.

- (b) To be deemed a “political club”, an application must be submitted by the Club to the Executive Organizer that states that the nature of the club is political, which implies that members of the club will have a specific political belief(s) and practice(s) and political alignment with the understanding that it will not violate the Constitution.
- (c) Clubs identifying as a “political club” may not apply for funding.
- (d) To be deemed an “area of study club”, an application must be submitted by the Club to the Executive Organizer that states that the nature of the club is of a specific area of study, which implies that members of the club will have a specific academic discipline at Lakehead University.

## **6 Regulations of Operations**

- 6.1 Official Clubs may access the phone, fax and printing services offered in the LUSU Offices at cost.
- 6.2 Official Clubs may apply to the Corporation to access available Lakehead University and Corporation space and materials as needed. Any damage to Lakehead University property or the property of the Corporation that is not covered by the Corporation’s existing insurance policies shall be the sole responsibility of the Official Club that has made the application.
- 6.3 Official Clubs with funding shall submit a cheque request and receipts to the Executive Organizer, the General Manager, or the Orillia Office Administrator for approval in order to gain access to the funding allocated to that Official Club.
- 6.4 If additional funding is required, Official Clubs shall submit a Funding Request Form to the Finance and Operations Committee in order to access any of the Club Discretionary Funds.
- 6.5 Approval of the Board of Directors is required in order for an Official Club to institute membership fees. Said membership fees must be fully outlined and detailed in the constitution of said Official Club.
- 6.6 All Official Clubs shall hold at least one (1) general meeting per year in addition to the meeting where Club Officers are elected. Minutes of said general meeting shall be available to the general membership of the Official Club and to the Board of Directors. Quorum for the general meeting shall be set by each individual Official Club in its constitution.
- 6.7 All material for solicitation and distribution by or on behalf of an Official Club must be stamped and/or approved by the Corporation before being distributed.
- 6.8 Official Clubs shall cease contact with Members immediately if so requested by a Member.
- 6.9 All Clubs are able to access the LUSU board room (UC 2020) by filling out a usage form in the LUSU Thunder Bay Office

## **7 (Deleted)**

## **8 Breaches and Remedies**

- 8.1 All alleged breaches of this **By-Law #8** shall be addressed in the following manner:

- (a) A sufficiently detailed complaint must be submitted to the Internal Relations Committee, with a copy to the Executive Committee, within two (2) Business Days of discovery of the alleged breach.
- (b) If the complaint identified in (a) is determined to have merit by the Internal Relations Committee, it will make a recommendation to the Board of Directors pursuant to **Article VI**.
- (c) If the complaint identified in (a) is determined not to have merit by the Internal Relations Committee, the Chairperson shall notify the complainant within two (2) Business Days with reasons for the Internal Relation Committee's determination.
- (d) The Internal Relations Committee shall recommend progressive discipline to the Board of Directors, implying the following in accordance to the severity of the infraction:
  - (i) Admonition and removal of Official Club privileges; or
  - (ii) Removal of Official Club status for the remainder of the academic year; or
  - (iii) Denial of Official Club status for no less than three (3) consecutive years; or
  - (iv) Other remuneration consistent with the infraction.

## **9 Powers of the Board of Directors**

- 9.1 Upon a two-thirds (2/3) majority vote at a duly constituted Board Meeting, the Board of Directors shall be empowered to take the following actions with respect to Clubs of the Corporation:
- (a) Approve a Club application
  - (b) Dissolve any Club
  - (c) Censure or remove any Club Officer
  - (d) Amend or revise Club constitutions





# LUSU By-Laws

## By-Law #9

### Petitions to the Board of Directors

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#### **1 Preamble**

- 1.1 This By-Law #9 outlines the best practices and procedures for the creation, circulation, submission, and validation of any and all Petitions from Members to the Corporation.

#### **2 Validity**

- 2.1 In order for a Petition to be considered “valid”, the following criteria must be met:
- (a) the Petition must be worded as follows “We, the undersigned, petition the Board of Directors of the Lakehead University Student Union to ...”
  - (b) the issue or question that the Petition concerns must be clearly stated, such that there is no material vagueness or ambiguity;
  - (c) if the Petition relates to a particular article, section, or provision of the Governing Documents, the Governing Document in question and the particular article, section, or provision must be clearly identified;
  - (d) the Petition must clearly and legibly set out, on a single line:
    - (i) each Member’s full name, as it appears on the registration lists provided by Lakehead University;
    - (ii) each Member’s valid Student Number; and
    - (iii) each Member’s original signature;
  - (e) the Petition shall contain no more than twenty (20) signatures per side of paper;
  - (f) the Petition must be signed by at least ten (10%) percent of the Members:
    - (i) at either Campus, if the subject matter of the Petition concerns the operations of the Corporation at only one Campus; or
    - (ii) at both Campuses, if the subject matter of the Petition concerns the operations of the Corporation as a whole or affects the political, physical, or monetary structure of the Corporation;
  - (g) the Petition must be drafted, circulated, collected and submitted by one or more Members;
  - (h) the Petition must be delivered within the first day of classes of the Fall Term and must be collected no later than the last day of classes of the Winter Term. For clarity, Petitions may not be delivered during the Spring/Summer Term. Any Petitions that are delivered during the Spring/Summer Term will not be opened until the commencement of the Fall Term.
  - (i) the final form of the completed Petition must be endorsed by a notary public;

- (j) the Petition must be submitted in person, or by registered mail, to the Chairperson, in its original form, without alteration and in its entirety;
- (k) all signatures and other Members' details must be collected by the Petitioner(s) within the physical boundaries of each Campus;
- (l) the Petitioner(s) must have ensured that each Member signing the Petition:
  - (i) has done so of their own free will and is neither unduly pressured nor harassed;
  - (ii) fully understands the subject matter of the Petition; and
  - (iii) is in an unaltered state. For clarity, any signatures obtained by the Petitioner(s) while signatories are or may reasonably be presumed to be under the influence of alcohol or other altering substances, may result in the invalidation of the entire Petition.
- (m) the Petition may contain only the wording and information identified in the preceding subsections, as applicable, and may not contain any extraneous wording, nor shall it contain any logos or images.
- (n) the Petition may not be photocopied except when it contains no names or signatures.

2.2 Prior to collecting signatures, Petitioners are encouraged to submit the form of Petition to the President for confirmation that the wording of the issue or question as it appears on the Petition and the overall formatting of the Petition is consistent with the standards set out in this **By-Law #9**. The President shall respond to such requests as soon as is reasonably practicable, but in no event later than five (5) Business Days. For clarity, the President shall not opine on or approve the content of the Petition.

2.3 Notwithstanding any other provision of this **By-Law #9**, the Board of Directors has the sole authority to determine whether a Petition is valid.

2.4 Any signatory to a Petition may request that their name be removed from a Petition, either before or after it has been submitted to the Chairperson. If the Chairperson receives such a request in writing before the ratification of the Petition, the name must be struck from the Petition. For clarity, the name shall not be included in the total number of names on the Petition.

2.5 Petitions shall ultimately be ratified by a majority vote of the Board of Directors. For clarity, if a petition is valid, the Board of Directors must validate the Petition.

### **3 Contents of a Petition**

3.1 A Petition may only be created for the following purposes:

- (a) A request to begin impeachment proceedings against a member of the Board or the Executive;
- (b) A request to call a referendum as per By-Law #1;
- (c) A request to call a plebiscite or referendum to amend any section of the Governing Documents;

- (d) A request to call a Special General Meeting for the purpose of considering a question that is not in violation of the Governing Documents;
  - (e) Any other purpose not in conflict with the Governing Documents or for a purpose afforded to the Members by the Act.
- 3.2 If a Petition is found to have been created for a purpose outside of **Section 3.1**, it shall be invalidated.

# LUSU By-Laws

## By-Law #10

### Code of Ethics

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#### **1 Preamble**

- 1.1 This By-Law #10 sets out best practices of the Executive, Directors, Staff and volunteers of the Corporation in relation to areas of conflict of interest, confidentiality and compliance with current applicable laws.

#### **2 Principles**

- 2.1 It is important that all Directors, Executives, Staff, and volunteers adhere to a Code of Ethics when operating both internally with each other, externally within Lakehead University community, and broader.
- 2.2 The Corporation should at all times reflect honesty and integrity that is beyond doubt and that is done in a manner that: avoids conflicts of interest; protects confidential information; is in accordance to the Freedom of Information and Privacy Protection Act; complies with all applicable governmental laws, regulations, and rules; and adheres to good disclosure practices. All of the foregoing shall be done in accordance with all applicable legal and regulatory requirements.

#### **3 Conflicts of Interest**

- 3.1 Directors, Executives, Staff and Committee Members shall disclose any business, commercial, financial, or other interest where such interest might be construed as being in real or potential Conflict of Interest with their official duties.
- 3.2 Any Directors, Executives, Staff and Committee Members who declare a Conflict of Interest at a Board Meeting, Executive Committee Meeting or any other Committee Meeting shall not be permitted to vote at the meeting in question, but shall not be required to leave that meeting unless the members of the body require it; notwithstanding the foregoing, their respective attendance shall continue to count towards quorum.
- 3.3 Directors, Executives, Staff and Committee Members shall not:
- (a) engage in any business or transaction or have a financial or other personal interests that may improperly impact upon the performance of their duties, including:
    - (i) having a material interest in any business organization that has dealings with the Corporation;
    - (ii) having immediate relatives who have a material interest in any business organization that has dealings with the Corporation;
  - (b) demand, accept, offer, or agree to accept from a person or company having dealings with the Corporation, a commission, reward, advantage, or benefit of any kind, directly or indirectly; or

- (c) engage in any business undertaking that interferes with the performance of their duties as Directors, Executives, Staff or Committee Members.
- 3.4 Directors, Executives, Staff, or Committee Members who do not declare their real or potential Conflict of Interest and who are subsequently found to be in a Conflict of Interest will have breached this Code of Ethics.

#### **4 Confidentiality**

- 4.1 In order to adhere to principles of integrity and privacy, Directors, Executives and Committee Members shall not:
- (a) disclose to any Member that is not a Director, Executive or Committee Member, as applicable, or any other third party, either orally or in writing, any Confidential Information acquired by virtue of their respective positions in the Corporation;
  - (b) use any Confidential Information acquired by virtue of their position at the Corporation for their personal use, private financial benefit or for that of their friends or relatives; or
  - (c) permit any unauthorised person, including Members, to inspect or have access to any Confidential Information.
- 4.2 Without limiting **Section 4.1**, all Directors, Executives and Committee Members will be required to execute confidentiality agreements that reflect the above principles.

#### **5 Compliance with Laws**

- 5.1 Directors, Executives and Committee Members, shall, in discharging their duties towards the Corporation, comply with all applicable governmental laws, rules, and regulations, including without limitation:
- (a) the Governing Documents;
  - (b) the Act;
  - (c) all applicable privacy law and policies, including but not limited to the *Freedom of Information and Privacy Protection Act* (Ontario);
  - (d) the *Human Rights Code* (Ontario);
  - (e) the *Occupational Health and Safety Act* (Ontario); and
  - (f) all employment-related laws and policies, including but not limited to the *Employment Standards Act* (Ontario) and the *Labour Relations Act* (Ontario).

# LUSU By-Laws

## By-Law #11

### Confidential Information and Classification

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#### 1 Preamble

- 1.1 This By-Law #11 defines the appropriate procedures for the classification of confidential information, and determines the rights and procedures of access to such information.

#### 2 Classification of Documents

- 2.1 Any document is subject to the following six (6) levels of classification:

- (a) **Public Information.** Documents classified as such can be accessed by any individual upon request. Such information may include final audited financial statements, minutes for meetings of the Board of Directors, and the Governing Documents. For clarity, there is no restriction on the access or reproduction of Public Information.
- (b) **Staff Confidential.** Documents classified as such may only be accessed by current members of Staff, the Executive Committee, and the Board of Directors. Such documents may include, but are not limited to, the Employee Handbook and internal policies.
- (c) **Controlled Confidential.** Documents classified as such may only be accessed by current members of Staff that require said document(s) in order to perform their assigned duties, the General Manager, the Executive Director, the Executive Committee, and the Board of Directors. Such documents may include, but are not limited to, business secrets and budgets of Ancillary Services.
- (d) **Restricted Confidential.** Documents classified as such may only be accessed by the General Manager, the Executive Committee, and the Board of Directors. Such documents may include, but are not limited to, documents of a personal nature with respect to staff and confidential legal documents.
- (e) **Executive Confidential.** Documents classified as such may only be accessed by the Executive Committee and the Board of Directors. Such documents may include, but are not limited to, minutes of the Executive Committee, *in-camera* minutes of any Meeting, and extremely sensitive information that require the highest level of confidentiality.
- (f) **Academic Confidential.** Documents classified as such may only be accessed by the Vice-President Advocacy and Vice-President Orillia. This classification type may only be used for documents that are of a personal nature and are for the purpose of a grievance filed by a Member with respect to an academic or personal issue. In addition to the Vice-President Advocacy and Vice-President Orillia, the following are allowed to access Academic Confidential information with the consent of the Vice-President Advocacy or the Vice-President Orillia:
  - (i) the original Member who filed the grievance; or
  - (ii) the Ombudsperson; or
  - (iii) a member of the Lakehead University Administration; or

- (iv) a Director, with the express permission of the original Member who filed the grievance.

2.2 A document classified according to **Section 2.1**, with the exception of **Section 2.1(a)** shall be known as a Confidential Document.

2.3 Confidential Documents shall be clearly labelled with their level of classification in a conspicuous location on every page of the document. Notwithstanding the foregoing, if it is impractical to label every page of the document, a cover page shall be attached to the document denoting its level of classification and a list of individual(s) that are allowed to access the document.

2.4 Additional persons may be granted access to any Confidential Document, with the exception of those classified as Academic Confidential, by the Executive Committee or the Board of Directors.

### **3 Authority to Classify**

3.1 Any member of Staff, during the regular course of their duties, may classify any document at a reasonable level. The General Manager, the Executive Director, and the Executive Committee shall each have the authority to re-classify any document that is deemed to have been inappropriately classified.

3.2 Any Director, during the creation of a document, may apply a reasonable classification level to the document. Only the Executive Committee or the Board of Directors shall have the authority to re-classify the document if it is deemed to have been inappropriately classified.

3.3 Any Executive may apply a reasonable classification level to any document. Only the Executive Committee or the Board of Directors shall have the authority to re-classify the document if it is deemed to have been inappropriately classified.

### **4 Viewing and Reproducing Confidential Documents**

4.1 Only those individuals whom are granted access as per **Section 2** may view a Confidential Document.

4.2 Those individuals whom require access to a Confidential Document during the regular course of their duties may be given a copy of the Confidential Document with the authorization of the Executive Committee.

4.3 Persons whom have access to view a Confidential Document, but do not require access to said Confidential Document during the regular course of their duties, shall submit a written request to access the Confidential Document.

4.4 A request to view a Confidential Document shall be submitted to the Executive Committee, whom shall accommodate the request within five (5) Business Days.

4.5 Confidential Documents shall be made available for viewing at any LUSU Office and shall not leave the premises without the authorization of the Executive Committee or the Board of Directors.

4.6 Confidential Documents shall only be reproduced with the express authorization of the Executive Committee or the Board of Directors.



4.7 If a Confidential Document is to be reviewed at any Meeting, the contents of such Confidential Document shall only be discussed *in-camera*. If copies of the Confidential Document are made for the purposes of the Meeting, they shall be collected prior to the adjournment of that Meeting.

**5 Unauthorized Disclosure of Confidential Documents**

5.1 The unauthorized disclosure of any Confidential Document to another party not granted access shall be seen as a breach of the Code of Ethics (**By-Law #10**) and this **By-Law #11**. Staff found in breach of this By-Law #11 shall be referred to the Executive Committee for appropriate action. Executives and Directors found in breach of this **By-Law #11** shall be referred for a removal from office as per **By-Law #4 Section 2.1(d)**.

## LUSU By-Laws

### By-Law #12

#### General Manager

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#### **1 Preamble**

- 1.1 This By-Law #12 defines the roles and responsibilities of the General Manger of the Corporation.

#### **2 Term of Office of the General Manager**

- 2.1 The General Manager shall take office upon their appointment by the Board of Directors and shall hold the office until they resign or until the Board of Directors or Executive Committee has removed them from office.

#### **3 Description of the Office of the General Manager**

- 3.1 The General Manager shall assist the Executive Committee in overseeing all operations of the Corporation, including, but not limited to, financial, human resources, health and safety, maintenance, and services.
- 3.2 The General Manager is the most senior operational Staff member of the Corporation and shall be the chief liaison between all Staff and the Executive Committee.

#### **4 Responsibilities of the General Manager**

- 4.1 The General Manager shall report directly to the Vice-President Operations & Finance, or, where required, the Executive Committee.
- 4.2 The General Manager shall:
- (a) Act as a co-signatory on financial and securities transactions, as well as on binding contracts of the Corporation, unless otherwise prohibited by the Governing Documents;
  - (b) Monitor and advise on the cash flow of the Corporation;
  - (c) Attend meetings of the Board of Directors at the request of the Chairperson;
  - (d) Attend meetings of the Executive Committee as required by the Executive Committee;
  - (e) Attend all staff meetings as called by the Vice-President Operations & Finance or the Executive Committee;
  - (f) Attend all meetings of the Personnel Committee; and
  - (g) Perform any and all duties within the scope of the responsibilities of the General Manager as required by the Executive Committee.
- 4.3 The General Manager shall oversee the work of all of the direct subordinates of the office and shall assist in establishing all human resources policies for the Corporation.

- 4.4 The General Manager shall be responsible for ensuring the proper execution of all human resources policies of the Corporation, including compliance with applicable laws, recordkeeping, discipline, recruitment and training, dismissal, attendance, payroll, performance reviews, and staff relations.
- 4.5 The General Manager shall be responsible for overseeing the financial operations of the Corporation, including processing financial statements, reviewing reconciliations, signing cheques, coordinating with the University with respect to fees transfers and summaries, club cheque requisitions, and monitoring budget spending.
- 4.6 The General Manager shall assist the Vice-President Operations & Finance in the preparation of the Draft Budget.
- 4.7 The General Manager shall oversee and supervise the day-to-day operations of the LUSU Office.
- 4.8 The General Manager shall meet weekly with The Outpost Manager in order to discuss the day-to-day business of The Outpost and to assist in implementing long-term strategies.
- 4.9 The General Manager shall meet weekly with The Study Manager in order to discuss the day-to-day business of The Study and to assist with implementing long-term strategies.
- 4.10 The General Manager shall ensure that the Corporation is exposed to minimum risk through assisting in the implementation and execution of a comprehensive risk management policy. This includes, but is not limited to, maintaining contact with the Corporation's insurance providers, conducting risk assessments, and reviewing all Club, Centre, and Executive risk assessment forms in order to approve, modify, or deny activities on the basis of risk.
- 4.11 The General Manager shall oversee operation of the Corporation's health plan and shall ensure the cost-effective operation of the Corporation's extended health benefits.
- 4.12 The General Manager shall oversee the operation of the Corporation's U-Pass program.
- 4.13 The General Manager shall be responsible for booking all travel for persons travelling on official business of the Corporation.
- 4.14 The General Manager shall represent the Executive Committee to Members when the Executive Committee and the Executive Director is not at the LUSU Office and shall ensure that their representation reflects the position of the Executive Committee.
- 4.15 The General Manager shall perform any other duties reasonably assigned to them by the Executive Committee, so long as those duties are within the scope of the responsibilities and purpose of the office of the General Manager.

## **5 Hiring of the General Manager**

- 5.1 Should the office of the General Manager become vacant for any reason, the Executive shall inform the Board of Directors within twenty-four (24) hours of such vacancy.
- 5.2 Pursuant to such vacancy and notification described in Section 5.1, the Board of Directors shall call a Meeting within three (3) Business Days of receiving such notification for the purpose of striking an *ad-hoc* General Manager Hiring Committee.
- 5.3 The General Manager Hiring Committee shall consist of the following members:

- (a) the Executive Committee; and
  - (b) two (2) Directors.
- 5.4 The General Manager Hiring Committee shall elect a chairperson from amongst them at their first meeting, which shall be called by the Vice-President Operations & Finance. The chairperson shall have the right to vote in the event of a tie.
- 5.5 The General Manager Hiring Committee shall advertise the position of General Manager for a period of three (3) weeks in order to enlist applicants.
- 5.6 The General Manager Hiring Committee shall review all submitted résumés and conduct hiring interviews.
- 5.7 The General Manager Hiring Committee shall select one (1) applicant whom meets the qualifications of becoming the General Manager, and shall recommend to the Board of Directors that the selected applicant be ratified.
- 5.8 The Board of Directors shall ratify, with a simple majority vote, the applicant recommended by the General Manager Hiring Committee.
- 5.9 Once ratified, the incoming General Manager shall take office within one (1) week, unless otherwise determined by the Board of Directors that another timeframe is more appropriate.

## **6 Removal of the General Manager**

- 6.1 The General Manager may be removed by:
- (a) A simple majority vote of the Board of Directors at a Meeting called for the specific purpose of removing the General Manager; or
  - (b) A two-thirds (2/3) majority vote of the Executive Committee at an Executive Committee Meeting called for the specific purpose of removing the General Manager.
- 6.2 ***(Deleted)***
- 6.3 Any meeting in which the removal of the General Manager is being considered, it shall be done so *in-camera*.

## **7 Discipline of the General Manager**

- 7.1 Without limiting the authority of the Board of Directors or the Executive Committee, any breach of the General Manager's responsibilities, or these Governing Documents by the General Manager, may result in disciplinary action or sanctions imposed by either the Executive Committee or the Board of Directors.
- 7.2 The sanctions that may be imposed on the General Manager may include, but are not limited to, the following:
- (a) a written censure;
  - (b) a temporary suspension of employment, with pay;
  - (c) a temporary suspension of employment, without pay; or

(d) removal from office.

- 7.3 Sanctions may be imposed by either the Executive Committee or the Board of Directors by simple majority vote, with the exception of removal from office, which shall be done according to Section 6.
- 7.4 All sanctions shall be progressively applied, where the level of the offence allows such progressive application.
- 7.5 All sanctions shall be applied in accordance with the appropriate laws governing employment. For clarity, if employment law prevents a sanction from being applied, it shall be considered out of order and the resolution to apply the sanction shall be null and void *ab initio*.

## **8 Resignation of the General Manager**

- 8.1 The General Manager shall be entitled to resign from their office at any time, provided that appropriate notice per the Employment Standards Act and/or the General Manager's employment contract has been given to the Executive Committee indicating their intention to resign.
- 8.2 All resignations of the General Manager, including intents to resign, shall be forwarded to the Board of Directors within twenty-four (24) hours of receipt of such resignation or intention.

# LUSU By-Laws

## By-Law #13

### The Argus

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#### **1 Preamble**

- 1.1 This By-Law #13 describes the structure of *The Argus*, Lakehead University's Student Newspaper, and its relationship to the Corporation.

#### **2 Mandate**

- 2.1 The Argus shall provide information pertinent to the Members of the Corporation, as well as the residents of both Thunder Bay and Orillia. The Argus shall also report on the acts and deeds of the Corporation and Lakehead University.

#### **3 Purpose**

- 3.1 The Argus shall be a service to the Members but shall strive to take the steps necessary to minimize its annual operating deficit without compromising its mandate.

#### **4 Definition of Terms**

- 4.1 Terms used within this **By-Law #13** and not defined by the Governing Documents shall be interpreted according to The Argus Constitution.

#### **5 Executive Committee of The Argus**

- 5.1 The Executive Committee of The Argus shall be responsible for the day-to-day operations of the newspaper.

- 5.2 The Executive Committee of The Argus shall:

- (a) be responsible to the Members by ensuring that The Argus is of high quality, is transparent, and adheres to all policies set forth in these Governing Documents and The Argus Constitution;
- (b) be employed by the Corporation for one (1) term beginning May 1 and ending April 30 of the following year;
- (c) be accountable for all income and expenses and the general oversight of The Argus's budget lines; and
- (d) meet at least seven (7) days preceding the publication of an issue or at least three (3) days succeeding the publication of an issue.

#### **6 Composition of the Executive Committee of The Argus**

- 6.1 The Argus Executive Committee shall consist of the following five (5) members:

- (a) the Editor-in-Chief, who shall act as the chairperson of the Executive Committee of The Argus;
- (b) the Business Manager, who shall replace the Editor-in-Chief as in the absence or inability of the Editor-in-Chief;

- (c) the Layout and Design Editor, who shall replace the Editor-in-Chief in the absence or inability of both the Business Manager and the Editor-in-Chief; and
- (d) two (2) members of the Editorial Staff

## **7 Quorum of the Executive Committee of The Argus**

- 7.1 Quorum for the Executive Committee of The Argus shall be met when the chairperson and three (3) voting members are present at a meeting called with at least one (1) day notice.

## **8 The Argus Editorial Review Board**

- 8.1 The purpose of The Argus Editorial Review Board shall be to oversee the operations of The Argus and ensure that it is abiding by the Governing Documents, the Argus Constitution, and its mandate.

## **9 Term of The Argus Editorial Review Board**

- 9.1 The Argus Editorial Review Board shall be struck by the Argus Editor-in-Chief by September 30 and shall be dissolved on April 15.

## **10 Composition of The Argus Editorial Review Board**

- 10.1 The Argus Editorial Review Board shall consist of the following eight (8) members:

- (a) the Editor-in-Chief, who shall act as chairperson, and shall have no vote;
- (b) the President, who shall act as chairperson in the absence or inability of the Editor-in-Chief, and shall have no vote;
- (c) the recording secretary of the Corporation, who shall have no vote;
- (d) one (1) member of The Argus Editorial Staff, who is not a member of the Argus Executive Committee, who shall be selected by majority vote of The Argus Executive Committee;
- (e) one (1) non-paid "Member of The Argus" (as defined in The Argus Constitution) from the current or preceding Academic Year, who shall be selected by The Argus Membership;
- (f) one (1) Director, who shall be selected by the Board of Directors; and
- (g) two (2) Members at-large, who shall be selected by the President and the Editor-in-Chief and shall fulfill the following criteria:
  - (i) not hold any position of employment or authority, paid or volunteer, within the Corporation;
  - (ii) not hold any position of employment or authority, paid or volunteer, within Lakehead University; or
  - (iii) not be a Candidate in any election of the Corporation, including a General Election or a club election.

## **11 Quorum of The Argus Editorial Review Board**

- 11.1 Quorum for the Argus Editorial Review Board shall be met when the chairperson, the President, and three (3) voting members of the Argus Editorial Review Board are present at a meeting called with at least two (2) days notice.

## **12 Powers and Responsibilities of the Argus Editorial Review Board**

- 12.1 The Argus Editorial Review Board shall:

- (a) Make recommendations with respect to the presentation, content, and quality of The Argus, and ensure The Argus is accountable to the Members;
- (b) Enforce the Governing Documents and The Argus Constitution;
- (c) Meet one (1) time per month during the Academic Year, with the exception of the months of December and April;
- (d) Be the final arbiter on rulings on appeals in accordance with The Argus Constitution.
  - (i) In the instance of a punitive action, with a two-thirds (2/3) majority vote, overrule the decision of The Argus Executive Committee; or
  - (ii) In the instance of a content appeal, with a majority vote, make a binding decision on what actions The Argus Executive shall take.

For clarity, rulings of The Argus Editor Review Board may not be appealed;

- (e) Hold hearings with respect to the violations of The Argus Constitution and the Governing Documents made by paid or unpaid members of The Argus;
  - (i) The Argus Editorial Review Board may compel, with a majority vote, The Argus Executive Committee to censure, dismiss, or begin impeachment proceedings against any member of The Argus who has violated The Argus Constitution or the Governing Documents.
- (f) Approve the Editor-in-Chief's monthly report

## **13 Content Disclosure**

- 13.1 Should any article, if published, substantively affect the public image, operations, employees, appointees, administrators, executives, or volunteers of either the Corporation or Lakehead University, The Argus Executive Committee shall, at least three (3) days prior to publication, make an advanced copy of the article available to the Executive Committee.

With respect to the above, "substantively affect" shall mean:

- (a) Any article that is deemed by The Argus Executive Committee to warrant notification; or
- (b) Any article that is deemed by the Argus Editor-in-Chief to warrant notification; or
- (c) Any article that, in the official capacity of the Argus Editor-in-Chief as a Director, would violate the Argus Editor-in-Chief's mandate to make decisions in the best interests of the Corporation, should it be published without notification; or



- (d) Any article that could make the Corporation vulnerable to litigation.

## **14 Embargo Agreement**

14.1 Any article received by the Executive Committee prior to its publication may be embargoed only under the following circumstances:

- (a) It is determined by unanimous vote of the Executive Committee that the publication of the article would substantially affect the Corporation's operation, or would make the Corporation vulnerable to litigation; and
- (b) The Corporation's legal counsel agrees to the Executive Committee's determination that the article should be embargoed; and
- (c) The Argus Editor-in-Chief is notified of the embargo at least one (1) day prior to the print deadline.

14.2 Once an embargo is placed, the Argus Editor-in-Chief shall not publish the article until:

- (a) It is determined by unanimous vote of the Argus Executive Committee that the embargo is unnecessary; and
- (b) The Argus's legal counsel agrees with the Argus Executive Committee's determination that the embargo should be lifted; and
- (c) It is determined by the Argus Editor-in-Chief that, in his official capacity as Director, the publication of the article is in the best interests of the Corporation; and
- (d) Any recommended changes made by The Argus's legal counsel have been incorporated; and
- (e) At least the minimum recommended changes, if any, made by the Corporation's legal counsel, that would minimize the risk to which the Corporation would be subject, have been incorporated; and
- (f) The Executive Committee has been notified that the embargo is lifted in accordance with this Section 14.2 and the article is to be published, at least one (1) day prior to its publication.

14.3 Violations of this embargo agreement by the Executive Committee shall be referred to the Internal Relations Committee for investigation.

14.4 Violations of this embargo agreement by the Argus Executive Committee shall be referred to the Argus Editorial Review Board for investigation.

## **15 Delegation of Power to The Argus Constitution**

15.1 The Argus Constitution shall define the structure and operations of The Argus, as well as the powers of its staff and executives.

15.2 Any provision in The Argus Constitution that conflicts with the Governing Documents shall be null and void *ab initio* and shall be reviewed by The Argus such that any necessary changes be made in order to bring such a provision into compliance with the Governing Documents.

- 15.3 Notwithstanding this **Section 15**, The Argus Constitution shall not limit the power of the Board of Directors, the Executive Committee, or any Officer of the Corporation, unless otherwise allowed by this **By-Law #13**.
- 15.4 Any amendments or revision to The Argus Constitution shall be brought before The Argus Editorial Review Board and be ratified by majority vote before they shall take force.

**16 Limitation of Power of Governing Bodies**

- 16.1 The Argus Editorial Review Board shall be the sole body within the Corporation, besides The Argus Executive Committee, that shall be empowered to initiate rulings against The Argus or its staff.
- 16.2 With the exception of instances of financial exigency, neither the Finance and Operations Committee nor the Board of Directors shall recommend or approve a reduction of The Argus's budget greater than five percent (5%) of its operating budget, without the express consent of The Argus Editor-in-Chief.

## LUSU By-Laws

### By-Law #14

#### Executive Director

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#### **17 Preamble**

- 17.1 This By-Law #14 defines the roles and responsibilities of the Executive Director of the Corporation, who shall serve as the principal advisor to the Executive Committee and who is charged with ensuring the strategies developed by the Executive Committee and the Board of Directors are executed.

#### **18 Term of Office of the Executive Director**

- 18.1 The Executive Director shall take office upon their appointment by the Board of Directors and shall hold office for a maximum of three (3) years with the option to renew one (1) time for an additional three (3) years. After six (6) years, their term shall expire and they shall not be allowed to be reappointed.

- 18.2 The Executive Director shall only be allowed to be removed from office by their resignation or by vote of the Board of Directors as per **Section 7**.

#### **19 Description of the Office of the Executive Director**

- 19.1 The Executive Director shall advise, assist, and facilitate the Executive Committee in implementing the strategic objectives established by the Board of Directors and the Executive Committee. Such objectives may include, but are not limited to, politics, communications, strategic planning, student engagement, and governance.

#### **20 Responsibilities of the Executive Director**

- 20.1 The Executive Director shall report to the Chairperson and the Board of Directors but shall actively assist and take direction from the Executive Committee.

- 20.2 The Executive Director shall serve as the primary resource to the Executive Committee in issues related to governance, communications, and strategic planning, and in that respect shall:

- (a) Attend meetings of the Executive Committee at the request of the chairperson of the Executive Committee or the majority of the Executive Committee;
- (b) Advise all committees on which they sit, and serve as a resource to any committee that requests their presence;
- (c) Attend all staff meetings;
- (d) Perform any and duties within the scope of the responsibilities of the Executive Director as required by the Board of Directors or the Executive Committee.

- 20.3 The Executive Director shall assist the Executive Committee in the following:

- (a) Advise on matters of governance of the Corporation;

- (b) Advise and prepare the Executive Committee on matters relating to the University, its administration, and its committees, and attend any meetings with the University in conjunction with the Executives;
  - (c) Assist in developing a communications strategy for the Corporation in conjunction with the Executive Committee and coordinate implementation with the Communications Officer;
  - (d) Develop strategies for member engagement;
  - (e) Coordinate the training and transition of all Executives;
  - (f) Facilitate the execution of all campaigns and events of the Corporation; and
  - (g) Advise on matters relating to their responsibilities during the creation of the Annual Budget.
- 20.4 The Executive Director shall assist the Vice-President Advocacy in planning and executing Orientation.
- 20.5 The Executive Director shall assist the Vice-President Advocacy in managing and supporting Official Clubs.
- 20.6 With respect to Centres, the Executive Director shall:
- (a) Serve as the day-to-day contact for the Centre Coordinators in conjunction with the Vice-President Advocacy;
  - (b) Train and assist with the transition of Centre Coordinators at the start of their terms; and
  - (c) Provide reasonable support in planning and coordinating campaigns and initiatives of the Centres at the Coordinators' request.
- 20.7 The Executive Director shall supervise all direct subordinates of their office but shall refer all matters related to human resources to the General Manager.
- 20.8 The Executive Director shall plan and execute Board Orientation in conjunction with the Executive Committee.
- 20.9 The Executive Director shall ensure that all mandates passed by the Board of Directors and the Executive Committee are properly executed or appropriately facilitated.
- 20.10 The Executive Director shall, at least two (2) times per year, visit the Orillia Campus.
- 20.11 At the final Board Meeting in November and March, the Executive Director shall prepare a report on the performance of the Executive Committee and make recommendations to the Board of Directors. This report shall be presented in-camera.

## **21 Hiring of the Executive Director**

- 21.1 The Executive Committee shall:
- (a) Within twenty-four (24) hours, inform the Board of Directors if the office of the Executive Director becomes vacant for any reason; or

- (b) Not less than six (6) months prior to the expiration of the term of the Executive Director, inform the Board of Directors of the upcoming vacancy in the office of the Executive Director if the Executive Director is ineligible to renew their term or declines to do so.
- 21.2 At the next Board Meeting, following notification in **Section 5.1**, the Board of Directors shall strike an *ad-hoc* Hiring Committee (Executive Director).
- 21.3 The Hiring Committee (Executive Director) shall consist of the following members:
- (a) The Chairperson, whom shall serve as chairperson of the committee;
  - (b) The Executive Committee; and
  - (c) Two (2) Directors
- 21.4 The Hiring Committee (Executive Director) shall advertise the position of Executive Director for a period of not less than three (3) weeks but not more than six (6) weeks in order to enlist applicants.
- 21.5 The Hiring Committee (Executive Director) shall review résumés and cover letters of all applicants and shall schedule and conduct interviews with all appropriate applicants.
- 21.6 The Hiring Committee (Executive Director) shall select two (2) applicants whom meet the highest qualifications of becoming Executive Director and shall make appropriate recommendations for each applicant to the Board of Directors.
- 21.7 In case of a vacancy in the office of the Executive Director, the ratified applicant shall be offered the position and shall take office within three (3) weeks, unless the Board of Directors determine that another timeframe is more appropriate.
- 21.8 In the case that the current Executive Director's term is ending but has not yet ended, the ratified applicant shall begin training as the Incoming Executive Director not less than three (3) months prior to the end of the current Executive Director's term. During this training period, the Incoming Executive Director shall receive the same pay and benefits as the Executive Director but shall not assume the office until the end of the Executive Director's term.
- 21.9 The Board of Directors shall evaluate Executive Director candidates only at an *in-camera* session.

## **22 Re-Appointment of the Executive Director**

- 22.1 If the Executive Director is seeking renewal of their first three (3) year term, one (1) year before the expiration of that term, the Board of Directors shall conduct a thorough review of the performance of the Executive Director.
- 22.2 The Board of Directors shall strike an *ad-hoc* Review Committee (Executive Director), which shall consist of the following members
- (a) The Chairperson, whom shall serve as the chairperson of the committee;
  - (b) The Executive Committee; and
  - (c) The Internal Relations Committee

- 22.3 The Review Committee (Executive Director) shall take into consideration the annual reports of all Executives with respect to the Executive Director, as well as all reports created by the Executive Director during their term in office.
- 22.4 The Review Committee (Executive Director) shall report to the Board of Directors their recommendation to renew the term of the Executive Director not less than six (6) months before the expiration of the Executive Director's term.
- 22.5 The Board of Directors may, after hearing the recommendation of the Review Committee (Executive Director), by majority vote, re-appoint the Executive Director for one (1) additional three (3) year term. Should the Board of Directors decide not to re-appoint the Executive Director, the Board of Directors shall begin the process of selecting a new Executive Director as per **Section 5**, whom shall take office upon the expiration of the Executive Director's current term.

### **23 Removal of the Executive Director**

- 23.1 The Executive Director may be removed only by majority vote of the Board of Directors at a Board Meeting called for that specific purpose.
- (a) Notwithstanding the foregoing, the majority of the Executive Committee can remove the Executive Director during his or her contractual probationary period.
- 23.2 The Board of Directors shall only consider the removal of the Executive Director at an *in-camera* session.
- 23.3 Upon their removal by the Board of Directors, the Executive Director shall immediately be dismissed and be given pay in lieu of notice as per the Employment Standards Act.

### **24 Annual Review of the Executive Director**

- 24.1 On or before the final Board Meeting of the Academic Year, but not more than one (1) month before, the Executive Committee shall prepare and present a report with respect to the performance of the Executive Director during the course of that year. This report shall be made *in-camera* and the Executive Director shall not be present during its presentation.
- 24.2 At the same Board Meeting as **Section 8.1**, the Executive Director shall present a report of their acts and deeds of the past year and answer any questions posed by the Board of Directors with respect to their report, performance, and position. If there are any confidential portions of the Executive Director's report, the Board of Directors shall enter an *in-camera* session for only that portion of the Executive Director's report.
- 24.3 The reports of both the Executive Committee and the Executive Director shall be archived for a period not less than six (6) years after their initial presentation to the Board of Directors.

### **25 Discipline of the Executive Director**

- 25.1 Any breach of the responsibilities of the office of the Executive Director or these Governing Documents by the Executive Director may result in disciplinary action or sanctions imposed by the Board of Directors.
- 25.2 Sanctions imposed by the Board of Directors may include, but not be limited to:
- (a) A written censure;

- (b) A temporary suspension of employment, with pay;
- (c) A temporary suspension of employment, without pay; or
- (d) Removal from office.

25.3 Sanctions may imposed by the Board of Directors, either upon their own volition or by recommendation from the Executive Committee. The Internal Relations Committee shall be empowered to impose sanctions as well, but shall not be allowed to effect removal, which shall only be done according to **Section 7**. For clarity, the Executive Committee shall not be empowered to impose sanctions upon the Executive Director without the approval of the Board of Directors.

25.4 All sanctions shall be applied in accordance with the appropriate laws governing employment. For clarity, if employment law prevents a sanction from being applied, it shall be considered out of order and the resolution to apply the sanction shall be null and void *ab initio*.

## **26 Resignation of the Executive Director**

26.1 The Executive Director shall be entitled to resign from office at any time, provided that appropriate notice is given to the Executive Committee and Chairperson as per the requirements of the Employment Standards Act, but such notice shall not come less than two (2) weeks before such resignation is to take effect.

26.2 All resignations of the Executive Director, including intents thereof, shall be forwarded to the Chairperson, whom shall notify the Board of Directors within twenty-four (24) hours of receipt of such notification.

## **LUSU By-Laws**

### **By-Law #15**

#### **Orillia Advisory Committee**

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#### **1 Preamble**

- 1.1 The Orillia Advisory Committee is responsible for advising and making recommendations with respect to the Corporation's offices in Orillia.
- 1.2 The Orillia Advisory Committee serves as a resource to both the Board of Directors and the Vice-President Orillia on matters concerning the Orillia campus.

#### **2 Term of the Orillia Advisory Committee**

- 2.1 The Orillia Advisory Committee shall be struck annually by the Board of Directors at its inaugural meeting and shall be dissolved on April 30.

#### **3 Composition of the Orillia Advisory Committee**

- 3.1 The Orillia Advisory Committee shall consist of the following nine (9) members:
  - (a) the Vice-President Orillia, who shall serve as chairperson and shall have the power to vote;
  - (b) three (3) Directors from the Orillia campus; and
  - (c) five (5) Members who hold no other position in the Corporation, with one member being from each year level, including professional year, and whom are selected by the Vice-President Orillia and approved by the Board of Directors no later than October 15. For clarity, any Members selected pursuant to this provision shall execute a confidentiality agreement.

#### **4 Quorum**

- 4.1 Quorum of the Orillia Advisory Committee shall be met when the chairperson and two (2) of the voting members of the Orillia Advisory Committee are present.

#### **5 Notice for Meetings**

- 5.1 Notice of meetings of the Orillia Advisory Committee shall be delivered by the chairperson via e-mail to each member of the Committee at least three (3) days prior to the Orillia Advisory Committee meeting in question, and shall, at a minimum:
  - (a) Set out the date, time, and place of the Orillia Advisory Committee meeting; and
  - (b) Include a draft agenda for the Orillia Advisory Committee meeting.
- 5.2 Notwithstanding the foregoing, if three (3) days notice for a meeting of the Orillia Advisory Committee would constitute an unreasonable delay in the consideration of agenda items, the chairperson may call an emergency meeting with a notice period of not less than twenty-four (24) hours.



## **6 Responsibilities of the Orillia Advisory Committee**

- 6.1 The Orillia Advisory Committee shall meet as needed, as determined by the chairperson, but not less than:
- (a) one (1) time in the Fall Term; and
  - (b) one (1) time in the Winter Term.
- 6.2 The Orillia Advisory Committee shall receive a report from the Vice-President Orillia with respect to the Corporation's on-going issues at the Orillia campus and the strategy for the upcoming term at least one (1) time in both the Fall Term and Winter Term.
- 6.3 The Orillia Advisory Committee shall have the power to make recommendations with respect to the Corporation's operations in Orillia to the Vice-President Orillia, the Executive Committee, and the Board of Directors, or any of them.
- 6.4 The Orillia Advisory Committee shall consider any question referred to them by the Board of Directors, the Executive Committee, or the Vice-President Orillia and make appropriate and timely recommendations to the referring body. The Orillia Advisory Committee shall take every effort to ensure that such recommendations are thorough and complete and reflect the best interests of the Members in Orillia.
- 6.5 The Orillia Advisory Committee shall have the power to make public statements with respect to the state and operations of Lakehead University's Orillia campus. The statements shall be reviewed by the President before they are to be issued.

## **7 Residual Powers**

- 7.1 In the event the Orillia Advisory Committee is not able to meet in a timely fashion, the Vice-President Orillia shall be empowered to exercise all the powers and privileges of the Orillia Advisory Committee.

# LUSU Operational Policy

## Operational Policy #1

### Cultural Sensitivity and Diversity Awareness

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#### **1 Preamble**

- 1.1 This Operational Policy #1 defines the best practices regarding training and retraining of all Staff in the auspices of diversity and cultural sensitivity.

#### **2 Diversity and Cultural Sensitivity Training**

- 2.1 The Executive Committee shall ensure that at least one (1) Diversity Training Session has been offered during the Fall Term for all Directors, Executives, Staff, Committee Members, senior staff from the Outpost, Argus, Study, as well as any other person affiliated with the Corporation that the Executive Committee deems appropriate.
- 2.2 The first Diversity Training Session shall occur no later than the last business day of the month of September.
- 2.3 The Diversity Training Session shall cover topics including but not limited to:
- (a) diversity in gender and sexual orientation;
  - (b) cultural sensitivity;
  - (c) religious sensitivities;
  - (d) strategies for an inclusive environment;
  - (e) the *Human Rights Code* (Ontario);
  - (f) the Code of Conduct and Disciplinary Procedures; and
  - (g) when it is appropriate to make referrals to counsellors or other mental health professionals.
- 2.4 The Executive Committee shall endeavour to ensure that the Diversity Training Session is provided by a professional in the field.
- 2.5 The Executive Committee shall attempt to involve facilitators from a wide array of ethnicities and orientations in training sessions.
- 2.6 The costs incurred in organizing and running the Diversity Training Session shall be covered by the Corporation.

#### **3 Continued Encouragement of Diversity**

- 3.1 The Corporation, through its Executive, Staff, [Centers], Commissioners, Clubs, or Board of Directors shall:

- (a) strive to provide safe and inclusive environments within all space controlled by the Corporation; and
  - (b) endeavour to organize and promote events that will encourage diversity and understanding within the greater University community.
- 3.2 The Corporation shall enter into partnerships where possible with the Lakehead University International Student Advisor, Ombudsperson and the Lakehead University Harassment and Discrimination Officer and outside agencies to promote awareness of cultural and diversity issues affecting our academic community.

# LUSU Operational Policy

## Operational Policy #2

### Teleconferencing and Video-conferencing

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#### **1 Preamble**

- 1.1 The Corporation is committed to technology furthering the access to meetings from outside the city limits of Thunder Bay and Orillia.

#### **2 Meetings of the Board of Directors and Committees**

- 2.1 Directors participating by teleconference and/or videoconference shall provide prior notice of three (3) days to the Chairperson. Upon notification to the Chairperson, the Chairperson will ensure the teleconference and videoconferencing arrangements are made. Notwithstanding the foregoing, the Chairperson shall make every effort to accommodate requests made pursuant to this Section 2.1 less than three (3) days prior to the Board Meeting or meeting of the Committee in question.
- 2.2 The responsibility of maintaining a line of communication by way of teleconference and videoconference is charged to the Chairperson.
- 2.3 Directors participating by way of teleconference and videoconference who are required to vote by the way of secret ballot shall verbally indicate their vote privately to the Chairperson by way of telephone, e-mail, or other suitable method.

#### **3 General Meetings**

- 3.1 At all General Meetings, the Chairperson shall ensure that Members from the University's two campuses are connected by way of videoconference.
- 3.2 The responsibility of maintaining a line of communication by way of teleconference and videoconference is charged to the Chairperson and the Orillia Office Administrator.
- 3.3 Members participating by way of videoconference who are required to vote in secret shall verbally indicate their vote privately to the Chairperson by way of telephone, e-mail, or other suitable method.

## LUSU Operational Policy

### Operational Policy #3

#### Centres and Centre Coordinators

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#### 1 Preamble

- 1.1 Centres of the Corporation shall be services that reflect important constituencies of the Members and allow for safe spaces to protect, foster, promote, and celebrate the diverse needs of the Members. Centres are expected to plan and execute campaigns and events that are consistent with their individual mandates, and provide counsel to Members within their areas of expertise.

#### 2 Centres of the Corporation

- 2.1 The following shall be the official Centres of the Corporation:

- (a) **The Gender Issues Centre**, under the direction of the Gender Issues Centre Coordinator shall be a support, referral, lobbying and advocacy service that is open to all Members, regardless of gender. The Gender Issues Centre shall act as an education centre and resource library for Members. As the feminist social action centre on campus, the Gender Issues Centre shall initiate and support positive action in relation to issues and concerns that surround gender, socio-economic status, race, ethnicity, religion, culture, family life, sexual orientation, gender identities and difference in physical and mental abilities.
- (b) **Pride Central**, under the direction of the Pride Central Coordinator, shall be a lobbying, advocacy, and a peer support and referral service providing a safe space for lesbian, gay, bisexual, trans-gendered, two-spirited and queer Members. Pride Central shall act as a resource library and education centre for Members. It shall be open to all Members, with a focus on ending discrimination on the basis of sexual orientation and gender identity.
- (c) **The Aboriginal Awareness Centre**, under the direction of the Aboriginal Awareness Centre Coordinator, shall be an education, lobbying, support and referral service, which shall be open to all Members regardless of ethnic background. The Aboriginal Awareness Centre shall also work closely in conjunction with the Aboriginal Programming Committee. In addition, the Aboriginal Awareness Centre shall promote, advocate, and lobby on Aboriginal issues.
- (d) **The Multicultural Centre**, under the direction of the Multicultural Centre Coordinator, shall be an education, lobbying, support and referral service, and shall open to all Members regardless of ethnic background. In addition, the Multicultural Centre shall be charged with promoting, advocating and lobbying on international student issues and groups.
- (e) **The Food Bank**, under the direction of the Food Bank Coordinator, shall be a place that provides short-term emergency food to Lakehead University students in need. In addition, the Food Bank shall promote healthy eating practices within the Member population.

- (f) **The Sustainability Initiative**, under the direction of the Sustainability Coordinator, shall function as an action centre that provides education and advocacy, which shall be resource centre to all Members. It shall be committed to promoting self-sufficiency and sustainable living, and shall advocate for environmental and social sustainability within the Corporation and the University.

2.2 All Centres shall be granted space within which they can fulfill their mandate according to these Governing Documents.

### **3 Responsibilities of the Coordinator**

3.1 Each Coordinator shall:

- (a) report to the Executive Director;
- (b) be responsible for the daily operation of the relevant Centre and the duties outlined in their corresponding job description;
- (c) ensure that all activities of the relevant Centre (as well as, in the case of the Aboriginal Awareness Centre Coordinator, the Aboriginal Programming Committee) conform to the rules, procedures, principles, policies and guidelines set out in the Governing Documents;
- (d) act as the liaison between the Board of Directors and the relevant Centre (as well as, in the case of the Aboriginal Awareness Centre Coordinator, the Aboriginal Programming Committee);
- (e) at the request of the Chairperson, submit a written and verbal report in the months of September, November, January, and March to the Board of Directors about the activities of the Centre (as well as, in the case of the Aboriginal Awareness Centre Coordinator, the Aboriginal Programming Committee);
- (f) no later than the final Board of Directors meeting in the Winter Term, submit a final written report to the Board of Directors which shall:
  - (i) summarize and evaluate all developments of the Centre (as well as, in the case of the Aboriginal Awareness Centre Coordinator, the Aboriginal Programming Committee) that were carried out since the last Winter Term;
  - (ii) identify any issues and problems related to the operation of the Centre (as well as, in the case of the Aboriginal Awareness Centre Coordinator, the Aboriginal Programming Committee) since the last Winter Term; and
  - (iii) include any recommendations related to Centre (as well as, in the case of the Aboriginal Awareness Centre Coordinator, the Aboriginal Programming Committee) to be carried out during the following year;
- (g) periodically submit (or appoint a designate to submit) specific information regarding the activities of the Centre (as well as, in the case of the Aboriginal Awareness Centre Coordinator, the Aboriginal Programming Committee) including but not limited to any events, activities, and/or descriptions of the services offered to the Communications Officer;

- (h) recommend a budget for the Centre (as well as, in the case of the Aboriginal Awareness Centre Coordinator, the Aboriginal Programming Committee) for the upcoming Fiscal Year to the Vice-President Advocacy by the first week of February; and
- (i) carry out all of the responsibilities set out above within the Centre (as well as, in the case of the Aboriginal Awareness Centre Coordinator, the Aboriginal Programming Committee) budget(s).

3.2 In addition to the foregoing, the Aboriginal Awareness Centre Coordinator shall:

- (a) serve as the chairperson of the Aboriginal Programming Committee, pursuant to Section [5];
- (b) ensure that minutes are taken from each meeting of the Aboriginal Programming Committee and kept on file at the Head Office for four (4) years;
- (c) recommend a budget for the Aboriginal Programming Committee [budget line] for the upcoming Fiscal Year to the Vice-President Advocacy by the first week of February; and
- (d) carry out all of their responsibilities by working within the Aboriginal Programming Committee budget.

#### **4 Hiring Committee (Centre Coordinators)**

4.1 The Hiring Committee (Centre Coordinators) shall be comprised of the following five (5) members:

- (a) the current Vice-President Advocacy (who shall also act as the chairperson of the Hiring Committee (Centre Coordinators));
- (b) the incoming Vice-President Advocacy;
- (c) the current Centre Coordinator, or if the current Centre Coordinator has re-applied for the position, one (1) volunteer from the Centre who (as determined by the Vice-President Advocacy) regularly participates in the activities of the Centre.
- (d) One (1) volunteer from the Centre who (as determined by the Vice-President Advocacy), regularly participates in the activities of the Centre; and
- (e) one (1) Director.

4.2 Quorum for the Hiring Committee (Centre Coordinators) shall be met when the chairperson and two (2) members of the Hiring Committee (Centre Coordinators) are present.

4.3 All members of the Hiring Committee (Centre Coordinators), including the chairperson, shall have voting privileges.

4.4 The Vice-President Advocacy shall be responsible for advertising the position of Coordinator for two (2) weeks prior to the application deadline of March 15th.

4.5 Hiring for the positions of Centre Coordinators shall be consistent with the rules and procedures concerning hiring and employment set out in the Governing Documents.

4.6 All decisions of the Hiring Committee (Centre Coordinators) shall be made by a simple majority vote.

4.7 The hiring process set out in this Section shall be completed by April 1.

## **5 Terms of Office**

5.1 Each Centre Coordinator shall be employed by the Corporation for one (1) term, commencing the first day of the second full week of August and ending April 30. Hiring shall take place by April 15 pursuant to the terms of this Operational Policy #3.

5.2 Each Centre Coordinator shall not hold any other paid position or voting seat within the Corporation unless otherwise stated in the Governing Documents or approved by the Board of Directors.

5.3 A performance review of each Centre Coordinator shall be conducted by the Vice-President Advocacy in November and again in March.

5.4 After the final review of a Centre Coordinator, the Executive Committee shall have an option to renew the contract. Any decision for or against renewal shall be made by the last business day of March. If the contract is not renewed, a full hiring process shall begin.

5.5 The Executive Committee can terminate the employment of each Centre Coordinator at any time, provided that such termination is consistent with the terms set out in the Centre Coordinator's employment contract.



## LUSU Operational Policy

### Operational Policy #4

#### Staff Reviews and Personnel Committee

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##### **1 Preamble**

- 1.1 The staff of the Corporation will be annually reviewed in order to manage performance, provide written acknowledgement of completed work, to collect feedback and ideas from staff, discuss skill and professional development, and to protect the organization from claims of unfounded charges.

##### **2 Mandate**

- 2.1 On an annual basis, the Vice-President Operations & Finance and the General Manager shall ensure that a performance review is conducted of all permanent and contract staff.
- 2.2 Staff reviews shall be conducted in accordance with the LUSU Employee Manual.
- 2.3 Staff reviews shall be considered confidential and shall only be disclosed to the extent required by applicable law. No member of the Staff shall be permitted to view a staff review for a Staff member that is not directly supervised by them, except for the General Manager or the Executive Committee, who may do so in the conduct of their duties but for no other purpose. Staff reviews of the General Manager may be reviewed by members of the Executive Committee.
- 2.4 Staff reviews shall be kept on file in the office of the General Manager, with the exception of the review of the General Manager, which shall be kept in the office of the Vice-President Operations & Finance.
- 2.5 Any discussion of staff reviews at the Board of Directors level shall take place during an *in-camera* session.

##### **3 Personnel Committee**

- 3.1 An ad hoc Personnel Committee shall be struck annually by January 31 to review and decide upon staff raises.
- 3.2 The Personnel Committee shall consist of the following members:
- (a) Vice-President Operations & Finance (who shall also act as the chairperson of the Personnel Committee);
  - (b) the President;
  - (c) the Vice-President Advocacy;
  - (d) the General Manager; and
  - (e) the members of the Internal Relations Committee, with the exception of the LUSU Chairperson.
- 3.3 All members of the Personnel Committee, including the chairperson, shall have voting privileges. All decisions of the Personnel Committee shall be made by a simple majority vote.

- 3.4 The Personnel Committee shall meet by the last Business Day of February.
- 3.5 Quorum of the Personnel Committee shall be met when the chairperson, two (2) Executives, and one (1) other member is present.

# LUSU Operational Policy

## Operational Policy #5

### Additions to Governing Documents

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#### 1 Preamble

- 1.1 From time to time, it may be in the best interests of the Corporation to add new Articles, By-Laws, or Operational Policies to the Governing Documents. This Operational Policy #5 sets out the prescribed format for doing so.

#### 2 Process

- 2.1 Any additions to the Governing Documents must follow the following implemented format:
- (a) Preceding a new Article, By-Law or Operational Policy, as applicable, shall be a “Preamble”, stating the motivation of the new Article, By-Law, or Operational Policy.
  - (b) Any points giving direction to an individual or body shall be designated with numeration. Numeration of points shall be an indented sequence of:
    - (i) number (1., 2., 3., etc.);
    - (ii) number with a decimal place (1.1, 1.2, 1.3, etc.);
    - (iii) lower-case letter in parenthesis ((a), (b), (c), etc.);
    - (iv) roman numeral in parenthesis ((i), (ii), (iii), etc.), and
    - (v) capitalized letter (A., B., C., etc).
  - (c) Immediately following the new Article, By-Law, or Operational Policy, as applicable, shall be a statement of: Contact Information of the appropriate Executive office, the level of authority governing the Article, and a history of the development of the new Article, By-Law, or Operational Policy.
  - (d) When establishing a Committee, if applicable, terms of reference should be established in the sequence of: Composition of the Committee, Quorum, and Responsibilities of the Committee.
  - (e) If applicable, following the terms of reference for a committee shall be the Responsibilities of the Commissioner, Hiring Committee of the Commissioner, and Terms of Office.
- 2.2 Any new Article, By-Law or Operational Policy in non-compliance with the format specified above shall be considered technically out of order unless otherwise indicated by the Board of Directors with the decision to incorporate the new Article, By-Law, or Operational Policy into the Governing Documents of the Corporation. Notwithstanding the foregoing, a merely technical breach of this **Operational Policy #5** will not void the efficacy of the Article, By-Law, or Operational Policy in question.
- 2.3 When determining where an addition to the Governing Documents should be placed, consideration will be given to the following descriptions:

- (a) **Constitution:** The document that outlines the mission statement of the Corporation and includes important rules and regulations for the Corporation.
- (b) **By-Laws:** Rules governing internal affairs and operations of the Corporation; providing methods of the selection of officers, description of their duties, creation and role of Committees that are directed by the Board, and the conduct of various assemblies.
- (c) **Operational Policy:** Processes governing day-to-day operations of the Corporation, and the creation and role of Committees that are directed by the Executive Committee.



# LUSU Operational Policy

## Operational Policy #6

### University Governance Representation

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#### 1 Preamble

- 1.1 This Operational Policy #6 sets out the procedures for appointing Members as representatives to the Senate, the Board of Governors, and all subsidiary committees of either body.

#### 2 Introduction to the Senate and the Board of Governors

- 2.1 The Senate is responsible for setting the educational policy of Lakehead University, and, with the approval of the Board of Governors insofar as the expenditure of funds and the establishment of facilities are concerned, may create such faculties, departments, schools or institutes.
- 2.2 The Board of Governors is responsible for the fiscal management of Lakehead University and for the appointment and evaluation of the President of Lakehead University.
- 2.3 Representation on the Senate and Board of Governors gives the Corporation the opportunity to ensure that Lakehead University is acting in the best interests of the Members.

#### 3 Senate Representation

- 3.1 During the first week of May, the Executive Committee shall deliver an e-mail notification to all Members advising them of the available Senator positions, including application instructions.
- 3.2 The Vice-President Advocacy, with the approval of the Executive Committee, shall recommend nine (9) Members as Senators, of whom:
- (a) at least one (1) must be a full-time undergraduate student from the Thunder Bay Campus;
  - (b) at least one (1) must be a full-time undergraduate student from the Orillia Campus; and
  - (c) at least one (1) must be a full-time graduate student.
- 3.3 The term of office appointed to the Senate pursuant to this **Operational Policy #6** shall commence on the date of ratification by the Senate and terminate at the end of the Senate's electoral term.
- 3.4 Members appointed to the Senate pursuant to this **Operational Policy #6** shall:
- (a) attend all meetings of the Senate and all sub-committee meetings of the Senate of which they are a member; and
  - (b) meet with the Vice-President Advocacy prior to each Senate meeting and all sub-committee meetings upon the request of the Vice-President Advocacy.

- 3.5 A student member of the Senate who is declared ineligible to continue at Lakehead University shall relinquish their seat.
- 3.6 If a vacancy occurs after a position on the Senate has been filled by a Member, the Vice-President Advocacy shall recommend a replacement to Senate.

#### **4 Board of Governors Representation**

- 4.1 By the third week of August, the President shall recommend to the Board of Directors one (1) Member who is to serve on the Board of Governors. Upon their ratification by the Board, the President, by the end of August, shall report the selected Member's name to the University Secretariat.
- 4.2 The President shall be responsible for recommending students to all Lakehead University Student Code of Conduct Judicial Committees. Notwithstanding the foregoing, the Executive Committee shall approve all such recommendations them being passed on to the Secretariat.
- 4.3 The term of office of Members appointed to the Board of Governors pursuant to this **Operational Policy #6** shall commence on the date of ratification by the Board of Governors and terminate at the end of the Board of Governor's electoral term.
- 4.4 Members appointed to the Board of Governors pursuant to this Operational Policy #6 shall:
- (a) attend all meetings of the Board of Governors and all sub-committee meetings of the Board of Governors of which they are a member; and
  - (b) meet with the President prior to each Board of Governor's meeting upon the request of the President.
- 4.5 Any Member appointed to the Board of Governors pursuant to this **Operational Policy #6** who is declared ineligible to continue at Lakehead University shall relinquish their seat.
- 4.6 If a vacancy occurs after a position on the Board of Governors has been filled by the President, the President shall recommend a replacement to the Board of Governors.

**LUSU Operational Policies**  
**Operational Policy #7 (Repealed)**  
**Thunder Bay Campaigns Commission**

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**THE ENTIRETY OF THIS POLICY HAS BEEN REPEALED**



**LUSU Operational Policy**  
**Operational Policy #8 (Repealed)**  
**Thunder Bay Events Commission**

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**THE ENTIRETY OF THIS POLICY HAS BEEN REPEALED**

**LUSU Operational Policy**  
**Operational Policy #9**  
**Ombudsperson Committee**

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**1 Preamble**

- 1.1 This Operational Policy #9 sets out the compositions and responsibilities of the Ombudsperson Committee.

**2 Term of the Ombudsperson Committee**

- 2.1 The Ombudsperson Committee shall be struck annually by the Board of Directors pursuant to **Article IV** of the Constitution, and shall be dissolved upon the expiry of the Academic Year.

**3 Composition**

- 3.1 The Ombudsperson Committee shall be composed of the following eleven (11) members:
- (a) the Vice-President Advocacy (who shall also act as the chairperson of the Ombudsperson Committee);
  - (b) the Lakehead University Vice President (Academic) and Provost, or designate;
  - (c) the Lakehead University Vice-Provost (Student Affairs);
  - (d) one (1) Director, whom is not also an Executive;
  - (e) one (1) member of the Lakehead University Faculty Association, appointed by the Lakehead University Faculty Association;
  - (f) the Lakehead University Residence Life Coordinator;
  - (g) one (1) Member who currently resides in Lakehead University Residence, appointed by the Lakehead University Residence Council;
  - (h) one (1) graduate student enrolled at Lakehead University, appointed by the Corporation;
  - (i) two (2) Members, one of whom shall be from the Orillia Campus, whom hold no other position within the Corporation and whom are selected by the Executive Committee no later than the third week of classes during the Fall Term. For clarity, any Members selected pursuant to this provision shall execute a confidentiality agreement; and
  - (j) one (1) representative from the Lakehead University Faculty Association.

**4 Quorum**

- 4.1 Quorum for the Ombudsperson Committee shall be met when the chairperson and six (6) voting members are present at a meeting called with at least three (3) days notice.

**5 Responsibilities of the Committee**

- 5.1 The Ombudsperson Committee shall
- (a) hold at least one (1) meeting each month during the fall and winter academic terms with the exception of the months of December and April;
  - (b) review any and all Ombudsman's Reports and evaluate the progress of any ongoing works. The Committee shall endeavour to be aware of the Lakehead University Community's response to said works;
  - (c) conduct an annual evaluation of the Office of the Ombudsperson and of the Ombudsperson;
  - (d) assist the Office of Ombudsperson in ensuring that the principles of justice and fairness are equally applied to all members of the Lakehead University community;
  - (e) submit a brief year-end report to the Board of Directors by the last meeting of the Winter Term, highlighting major topics discussed, results and recommendations for the future; and
  - (f) respect the confidentiality of the Ombudsperson's Office.
- 5.2 If a vacancy occurs in the Office of the Ombudsperson, the Ombudsperson Committee shall serve as the recruitment committee for purposes of filling said position. Upon completion of the recruitment process, the Ombudsperson Committee shall then recommend a qualified applicant to the Lakehead University Vice President (Academic) and Provost.

**LUSU Operational Policy**  
**Operational Policy #10**  
**Orillia Campaigns Commission**

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**1 Preamble**

- 1.1 This Operational Policy #10 sets out the composition, powers, and responsibilities of the Orillia Campaigns Commission, which is responsible for the organization, promotion, and execution of Lakehead University Student Union campaigns at the Orillia Campus.

**2 Term of the Orillia Campaigns Commission**

- 2.1 The Orillia Campaigns Commission shall be struck annually by the Vice-President Orillia and shall be dissolved upon the expiry of the Academic Year.
- 2.2 For clarity, any Orillia Campaigns run over the Spring/Summer Term shall be administered by the Vice-President Orillia or their designate.

**3 Composition of the Orillia Campaigns Commission**

- 3.1 The Orillia Campaigns Commission shall consist of:
- (a) The Orillia Campaigns Commissioner, who shall serve as the executive director; and
  - (b) Any Members admitted by the Orillia Campaigns Commissioner as volunteers.

**4 Responsibilities of the Orillia Campaigns Commissioner**

- 4.1 The Orillia Campaigns Commissioner shall:
- (a) report to the Vice-President Orillia;
  - (b) facilitate the organization, promotion, and execution of all Orillia Campaigns;
  - (c) act as the executive director of the Orillia Campaigns Commission;
  - (d) ensure that all activities of the Orillia Campaigns Commission conform to the rules, procedures, principles, policies and guidelines set out in the Governing Documents;
  - (e) recruit volunteers to work within the Orillia Campaigns Commission in order to assist with executing campaigns;
  - (f) during the Fall and Winter Term, appear at least once in the months of September, November, January, and March during a Board of Directors meeting to submit a written and verbal report of all pertinent matters involving Orillia Campaigns;
  - (g) no later than the final Board of Directors meeting in the Winter Term, submit a final written report to the Board of Directors which shall:
    - (i) summarize all Orillia Campaigns that were carried out during the Fall Term and Winter Term;

- (ii) identify any issues and problems related to the Orillia Campaigns encountered during the Fall and Winter Term;
  - (iii) include an overall evaluation of the Orillia Campaigns that were carried out during the during the Fall Term and Winter Term; and
  - (iv) include any recommendations related to Orillia Campaigns to be carried out during the following Academic Year;
- (h) periodically submit (or appoint a designate to submit) specific information regarding the activities of the Orillia Campaigns Commission, including but not limited to, any events or activities and a description of the services offered, to the Communications Officer;
  - (i) recommend a budget for the Orillia Campaigns Commission for the upcoming Fiscal Year to the President no later than the first week of February. The President shall review the recommended budget and forward it to the Vice-President Operations & Finance by the second week of February; and
  - (j) work within the Orillia Campaigns Commission budget line.

## **5 Hiring Committee (Orillia Campaigns Commissioner)**

5.1 The Hiring Committee for the Orillia Campaigns Commissioner shall be composed of the following four (5) members:

- (a) the current Vice-President Orillia (who shall also act as the chairperson of the Hiring Committee (Orillia Campaigns Commissioner));
- (b) the incoming Vice-President Orillia;
- (c) one (1) Director; and
- (d) the current Orillia Campaigns Commissioner, or one (1) regular volunteer with the Orillia Campaigns Commission if the current Orillia Campaigns Commissioner has re- applied for the position. If the current Orillia Campaigns Commissioner has re- applied for the position, the Executive Committee shall appoint a regular volunteer from the Orillia Campaigns Commission.

5.2 Quorum for the Hiring Committee (Orillia Campaigns Commissioner) shall be met when the chairperson and two (2) voting members are present.

5.3 The President shall be responsible for advertising for the position of Orillia Bay Campaigns Commissioner for two (2) weeks prior to the application deadline of March 15.

5.4 Hiring for the position of Orillia Bay Campaigns Commissioner shall be consistent with the rules and procedures concerning hiring and employment set out in the Governing Documents.

5.5 All decisions of the Hiring Committee (Orillia Campaigns Commissioner) shall be made by a simple majority vote.

5.6 The hiring process set out in this Section shall be completed by April 1.

## **6 Terms of Office for the Orillia Campaigns Commissioner**

- 6.1 The Orillia Campaigns Commissioner shall be employed by the Corporation for one (1) term, commencing on the last week of August and ending April 30. Hiring shall take place by April 15 pursuant to the terms of this **Operational Policy #10**.
- 6.2 The Orillia Campaigns Commissioner shall not hold any other paid position or voting seat within the Corporation unless otherwise stated in the Governing Documents or approved by the Board of Directors.
- 6.3 A performance review of the Orillia Campaigns Commissioner will be conducted by the Executive Committee in November and again in March.
- 6.4 The Executive Committee can terminate the employment of the Orillia Campaigns Commissioner at any time, provided that such termination is consistent with the terms set out in the Orillia Campaigns Commissioner's employment contract.



**LUSU Operational Policy**  
**Operational Policy #11**  
**Orillia Events Commission**

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**1 Preamble**

- 1.1 This Operational Policy #11 sets out the composition, powers and responsibilities of the Orillia Events Commission, and outlines the powers and responsibilities of the Orillia Events Commissioner.

**2 Term of the Orillia Events Commission**

- 2.1 The Orillia Events Commission shall be struck annually by the Vice-President Orillia and shall be dissolved upon the expiry of the Academic Year.
- 2.2 For clarity, any Orillia Events run over the Spring/Summer Term shall be administered by the Vice-President Advocacy or their designate.

**3 Composition of the Orillia Events Commission**

- 3.1 The Orillia Events Commission shall consist of:
- (a) The Orillia Events Commissioner, who shall serve as the executive director; and
  - (b) Any Members admitted by the Orillia Events Commissioner as volunteers.

**4 Responsibilities of the Orillia Events Commissioner**

- 4.1 The Orillia Events Commissioner shall:
- (a) report to the Vice-President Orillia;
  - (b) facilitate the organization, promotion, and execution of all Orillia Events;
  - (c) maintain all postings;
  - (d) ensure that all activities of the Orillia Events Commission conform to the rules, procedures, principles, policies and guidelines set out in the Governing Documents;
  - (e) recruit volunteers to work within the Orillia Events Commission in order to assist with executing Events;
  - (f) during the Fall Term and Winter Term, appear at least once in the months of September, November, January, and March during a scheduled Board of Directors meeting to submit a written and verbal report of all pertinent matters involving Orillia Events;
  - (g) no later than the final Board of Directors meeting in the Winter Term, submit a final written report to the Board of Directors which shall:
    - (i) summarize all Orillia Events that were held during the Fall Term and Winter Term;



- (ii) identify any issues and problems related to the Orillia Events encountered during the Fall Term and Winter Term;
  - (iii) include an overall evaluation of the Orillia Events held during the Fall Term and Winter Term; and
  - (iv) include any recommendations related to Orillia Events to be held during the following Academic Year;
- (h) periodically submit (or appoint a designate to submit) specific information regarding the activities of the Orillia Events Commission, including but not limited to, any events or activities and a description of the services offered, to the Communications Officer; and
  - (i) recommend a budget for the Orillia Events Commission for the upcoming Fiscal Year to the Vice-President Orillia by the first week of February. The Vice-President Orillia shall review the recommended budget and forward it to the Vice-President Operations & Finance by the second week of February.

4.2 The Orillia Events Commissioner shall not provide funding for liquor licenses for events:

- (a) That occur outside the physical boundaries of the Orillia Campus; or
- (b) That involve the personal resale of alcohol.

## **5 Hiring Committee for the Orillia Events Commissioner**

5.1 The Hiring Committee (Orillia Events Commissioner) shall be comprised of the following four (4) members:

- (a) the current Vice-President Orillia (who shall also act as the chairperson of the Hiring Committee (Orillia Events Commissioner));
- (b) the incoming Vice-President Orillia;
- (c) one (1) Director; and
- (d) the current Orillia Events Commissioner, or one (1) regular volunteer of the Orillia Events Commission if the current Orillia Events Commissioner has re- applied for the position. If the current Orillia Events Commissioner has re- applied for the position, the Executive Committee shall appoint a regular volunteer from the Orillia Events Commission.

5.2 Quorum for the Hiring Committee (Orillia Events Commissioner) shall be met when the chairperson and two (2) voting members are present.

5.3 The Vice-President Orillia shall be responsible for advertising for the position of Orillia Events Commissioner for two (2) weeks prior to the application deadline of March 15.

5.4 Hiring for the position of Orillia Events Commissioner shall be consistent with the rules and procedures concerning hiring and employment set out in the Governing Documents.

5.5 All decisions of the Hiring Committee (Orillia Events Commissioner) shall be made by a simple majority vote.

5.6 The hiring process set out in this Section shall be completed by April 1.

## **6 Terms of Office**

- 6.1 The Orillia Events Commissioner shall be employed by the Corporation for one (1) term, beginning the last week of August and ending April 30. Hiring shall take place by April 15 pursuant to the terms of this **Operational Policy #11**.
- 6.2 The Orillia Events Commissioner shall not hold any other paid position or voting seat within the Corporation unless otherwise stated in the Governing Documents or approved by the Board of Directors.
- 6.3 A performance review of the Orillia Events Commissioner shall be conducted by the Executive Committee in November and again in March.
- 6.4 The Executive Committee can terminate the employment of the Orillia Events Commissioner at any time, provided that such termination is consistent with the terms set out in the Orillia Events Commissioner's employment contract.



## LUSU Operational Policy

### Operational Policy #12

#### Limits for Credit Cards of the Corporation

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#### **1 Preamble**

- 1.1 This Operational Policy #12 sets out the credit limits that are issued to each cardholder of Corporation's credit cards.

#### **2 Credit Limits**

- 2.1 The President shall have a credit limit of five-thousand dollars (\$5,000).
- 2.2 The Vice-President Operations & Finance shall have a credit limit of five-thousand dollars (\$5,000).
- 2.3 The Vice-President Advocacy shall have a credit limit of five-thousand dollars (\$5,000).
- 2.4 The Vice-President Orillia shall have a credit limit of five-thousand dollars (\$5,000).
- 2.5 The General Manager shall have a credit limit of fifteen-thousand dollars (\$15,000).
- 2.6 The Outpost Manager shall have a credit limit of ten-thousand dollars (\$10,000).
- 2.7 The Outpost Kitchen Manager shall have a credit limit of one-thousand dollars (\$1,000).
- 2.8 The Orillia Office Administrator shall have a credit limit of five-thousand dollars (\$5,000).
- 2.9 The Study Manager shall have a credit limit of one-thousand dollars (\$1,000).
- 2.10 The Executive Director shall have a credit limit of five-thousand dollars (\$5,000).

#### **3 Recommendations for Alteration of Credit Limits**

- 3.1 All recommendations for the alteration of credit limits shall be submitted to the General Manager and the Vice-President Operations & Finance, whom shall make the appropriate recommendation to the Board of Directors for ratification.

#### **4 Temporary Decrease of Credit Limits**

- 4.1 Notwithstanding **Section 3**, The Executive Committee may temporarily decrease any of the credit limits specified in **Section 2**. Such a decrease shall expire on April 30.



## LUSU Operational Policy

### Operational Policy #13

#### Staff Complaint Review Procedure

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#### 1 Preamble

- 1.1 This Operational Policy #13 establishes a policy with respect to complaints from any Staff regarding any aspect of their employment by the Corporation.

#### 2 Complaints Procedure

- 2.1 Any Staff wishing to make a complaint shall compose a written document encompassing all aspects of their complaint and submit it to their direct supervisor. Their direct supervisor shall make a determination with respect to the complaint and shall issue a response to the complainant.
- 2.2 Should the complainant not be satisfied with the response of their direct supervisor, the complainant shall escalate their complaint to each of the following levels of administration successively, until such time as the list is exhausted or the complainant is satisfied with the result of a decision:
- (a) The General Manager;
  - (b) The Vice-President Operations & Finance;
  - (c) The Executive Committee;
  - (d) The Internal Relations Committee
- 2.3 Supervisors shall make every effort to take all complaints seriously, and shall work towards an amicable solution to both the complainant and the Corporation.

#### 3 Supplementary Policies

- 3.1 This **Operational Policy #13** is not intended to be exhaustive with respect to the avenues, rights, or obligations that Staff have with respect to complaints. Staff shall consult the Employee Handbook for a more complete list of policies and procedures.
- 3.2 This **Operational Policy #13** is only intended to serve as a definitive hierarchy of those individuals or bodies that are empowered to hear and decide on complaints received by Staff.



## LUSU Operational Policy

### Operational Policy #14

#### Notices of Motion

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#### 1 Preamble

- 1.1 This Operational Policy #14 establishes a procedure for the consideration of motions at Board Meetings of the Corporation.

#### 2 Prior Notice of Motions

- 2.1 Any Director wishing to bring forward a question to be considered by the Board of Directors at a Meeting of the Board shall submit to the Chairperson, in writing, the motion to be considered, in whole, including all supplementary information as can reasonably assist in the consideration of the question.
- 2.2 If the motion to be considered is confidential and is to be discussed *in-camera*, it shall be appropriately labeled.
- 2.3 The Chairperson shall, as soon as reasonably possible but not less than three (3) days before the Meeting is to be held, distribute the motion and supplementary information to all Directors along with the date and time of the Meeting at which the question is to be considered.
- 2.4 Any motion brought forth at a Meeting by any Director that has not undergone the prior notice procedure shall be ruled out of order by the Chairperson.

#### 3 Emergency Motions

- 3.1 Notwithstanding **Section 2** above, motions that require expeditious consideration shall be allowed to be brought forward at a Meeting without prior notice.
- 3.2 In order for a motion to be considered an “emergency motion,” it shall meet the following criteria:
- (a) the mover could not have reasonably predicted that the question needed to be brought forward to the Board prior to the notice period deadline; and
  - (b) if consideration of the question is delayed until a subsequent Board Meeting, it will adversely affect the operational, financial, or legal position of the Corporation; and
  - (c) it is infeasible or impossible to call an Emergency Meeting, at a date and time that respects the notice period, for the purpose of considering the question.
- 3.3 The Chairperson shall determine if a motion, when placed before the Board at a Meeting without prior notice, meets the requirements of **Section 3.2** above. If the Chairperson rules the motion out of order because it does not meet the requirements, the Board shall be allowed to consider the motion if:
- (a) Two-thirds (2/3) of all voting Directors are present; and



- (b) Two-thirds (2/3) of those present determine that the motion does, in fact, meet the requirements of **Section 3.2** above.

#### **4 Motions Germane to the Conduct of Business**

4.1 Notwithstanding **Section 2** above, any motions that arise from items already on the agenda having been distributed by the Chairperson, that are germane to the items in question, shall not require prior notice and shall be considered in order.

- (a) For clarity, motions made in response to deputations or funding requests brought before the Board by Members shall be considered to have met the requirements of **Section 4.1**.

## LUSU Operational Policy

### Operational Policy #15

#### Funding Requests

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#### 1 Preamble

- 1.1 This Operational Policy #15 establishes the procedure that governs funding requests put forth to the Corporation and the authority of the Finance and Operations Committee and the Board of Directors in considering such requests.

#### 2 Definition of Funding Requests and Sponsorships

- 2.1 Funding Requests shall be defined as official requests for monetary or in-kind subsidies of an activity undertaken or officiated primarily by Members. The funding of such shall not imply endorsement or support of the activity by the Corporation.
- 2.2 Sponsorships shall be defined as official requests for monetary or in-kind subsidies of an activity undertaken or officiated primarily by Members, which shall additionally carry the official endorsement and support of the Corporation, and subsequently grants the applicant(s) the right to officially acknowledge the role of the Corporation with respect to the activity and to use the Corporation's name and logo in materials promoting the activity.

#### 3 Funding Requests and Requests for Sponsorship by Centre Co-Ordinators, Directors, or Executives

- 3.1 Requests for funding/sponsorship made by Centre Co-Ordinators, Directors, or Executives, that are outside of the purview of authorization of the Vice-President Operations & Finance, shall, in the first instance, go before the Finance and Operations Committee, which shall either grant the request or make a recommendation to the Board of Directors, as per **By-Law #6**.
- (a) If a funding request requires immediate consideration and cannot reasonably be delayed until the next meeting of the Finance and Operations Committee, the Vice-President Operations & Finance shall place the question onto the agenda of the next meeting of the Board of Directors.
- 3.2 Centre Coordinators, Directors, or Executives who are unsatisfied with the recommendation of the Finance and Operations Committee shall be allowed to speak at the meeting of the Board of Directors at which the request is being considered.

#### 4 Funding Requests and Requests for Sponsorship by Members

- 4.1 Members wishing to make a request for funding or sponsorship shall apply to the office of the Vice-President Operations & Finance. Funding requests shall be submitted using a form similar to the example provided in **Appendix A**.
- 4.2 The applicant(s) shall include any and all supplementary material as can be reasonably provided in order to assist with the consideration of the request. Supplementary material shall include, but is not limited to:
- (a) A complete budget of revenues and expenditures in relation to the activity for which funding is required;

- (b) If an event is being held, a reasonable approximation of the number of attendees and the methods by which the approximation was obtained;
- (c) If a conference is being attended, the name(s) of all attendees and the cost of each individual's attendance;
- (d) A complete description of the event, conference, or activity being funded, including a list of speakers, if applicable, and a description of their presentations;
- (e) A list of fundraising activities that have been completed to-date, or will be scheduled in the future, including estimated net revenue from such activities;
- (f) A list of other sponsors or donors and the net value of such donations, or evidence that solicitation of such sponsors or donors were attempted but were unable to be obtained; and
- (g) Any other material that the applicant(s) believe would assist in a funding decision.

The various bodies considering the request shall have the authority to reasonably request any other supplementary information from the applicant(s) in order to assist in their decision.

- 4.3 The applicant(s) shall, in their request, provide the amount of funding being sought.
- 4.4 The applicant(s) shall submit material that provides justification for their request for funding. Appropriate justification shall include, but is not limited to:
  - (a) Evidence that the funding of applicant(s)' activity benefits a significant number of students at-large within their department, faculty, program, or Official Club; or
  - (b) Evidence that the funding of applicant(s)' activity benefits a significant number of Members at-large.
- 4.5 The Corporation shall not fund any activity that contradicts the Objects of the Corporation, the Code of Ethics, or any other aspects of the Governing Documents. Additionally, the Corporation shall not fund:
  - (a) Any activity that directly grants a Member or Members credit or marks in a course;
  - (b) Any activity that is a requirement of the graduation of a Member or Member(s);
  - (c) Applicants whom are applying for funding for official University athletic teams or athletic clubs; and
  - (d) Any activity that takes a stance against any issues policy of the Corporation.
- 4.6 The applicant(s) shall be given the option to speak at the meeting of any body considering their request.

- 4.7 Applicant(s) shall submit their application to the office of the Vice-President Operations & Finance not less than four (4) weeks before such funding is required by them. If the applicant(s) could not have reasonably submitted their application with four (4) weeks' notice, the Vice-President Operations & Finance may reduce the notice period at their discretion; however, at no point shall the request be brought directly to the Board of Directors before having been considered by the Finance and Operations Committee.
- 4.8 In the first instance, all requests for funding shall be considered by the Vice-President Operations & Finance. If the amount of funding required exceeds the authority of the Vice-President Operations & Finance, it shall be referred to the Finance and Operations Committee with the recommendation of the Vice-President Operations & Finance. If the amount of funding required exceeds the authority of the Finance and Operations Committee, the Finance and Operations Committee shall make a recommendation to the Board of Directors.
- 4.9 The Finance and Operations Committee shall be afforded the authority to deny funding to any applicant(s). Applicant(s) may subsequently request that the Board of Directors hear the request.

## **5 Recommendation for Limits for Funding Requests by Members**

- 5.1 Funding requests to subsidize the cost of travel to events and/or corresponding lodging are recommended to be limited to the following dollar amounts:
- (a) One-hundred fifty dollars (\$150) for an applicant attending individually; or
  - (b) One-hundred dollars (\$100) per person per group, not exceeding one-thousand dollars (\$1,000).
- 5.2 Funding requests to subsidize the costs (not related to travel and/or lodging) of events recommended to be limited to the following dollar amounts:
- (a) Two-hundred dollars (\$200) for an individual applicant; or
  - (b) One-hundred dollars (\$100) per person per group, not exceeding four-hundred dollars (\$400); or
  - (c) Up to four-hundred dollars (\$400) for Official Club applicants.
- 5.3 Either the Finance and Operations Committee or the Board of Directors may recommend or approve amounts exceeding these guidelines.

## **6 Limits for Sponsorship Requests by Members**

- 6.1 Sponsorship of an activity by the Corporation shall be made at the discretion of the Board of Directors.
- 6.2 All requests for sponsorship shall meet all the requirements of **Section 4**, as well as the following provisions:
- (a) The activity is directly in-line with the mission, vision, and purpose of the Corporation;
  - (b) The activity is representative of the will of the Board and the Executives;

- (c) It is in the best interests of the Corporation to officially endorse the activity in question.

## **7 Budget Lines to be Used for Funding Requests and Sponsorships**

- 7.1 The “Social Action” budget line shall be used for all activities that advance social causes, including activism, social justice, and equity.
- 7.2 The “Union Projects Discretionary” budget line shall be used for all activities that are directly related with the functioning and operations of the Corporation.
- 7.3 The “Student Conference Travel” budget line shall be used for funding all expenses related to travel and/or lodging for conferences that Members are attending.
- 7.4 The “Clubs Discretionary” budget line shall be used for funding activities of Official Clubs.
- 7.5 The Finance and Operations Committee and/or the Board of Directors may use a combination of any of the above budget lines when fulfilling requests for funding. The Board of Directors shall also be afforded the authority to use any other budget line as reasonably required.
- 7.6 Neither the Finance and Operations Committee nor the Board of Directors shall use more than fifty per cent (50%) of “Student Conference Travel” and “Clubs Discretionary” budget lines prior to the start of the Winter Term.

## LUSU Finance and Operations Committee Funding Request Form

THIS IS NOT A SPONSORSHIP FORM. FOR SPONSORSHIP OPTIONS PLEASE SEE THE  
VICE-PRESIDENT OPERATIONS & FINANCE.

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Club/Association: \_\_\_\_\_

Funding is for (check one): \_\_\_\_\_ An individual      \_\_\_\_\_ A group of \_\_\_\_\_ people

Would you like to address the committee? (Check one) \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Total amount of funding requested: \$ \_\_\_\_\_

**Supplementary materials checklist:**

- Complete budget of revenues and expenditures
- If you're holding an event, the number of attendees and how you came up with the number
- If you're going to a conference, a breakdown of each person's cost of attending.
- If applicable, a list of speakers and a description of their presentations
- A list of fundraising activities you've done
- A list of sponsors or donors and how much they've given, or evidence that you've tried to get sponsors/donors.
- Justification of funding (proof that this will benefit LUSU members at-large)
- Any other material you feel is relevant

**Other details:**

I would like the cheque issued to:  
\_\_\_\_\_

Delivery (check one):

\_\_\_\_\_ I will pick up the cheque

\_\_\_\_\_ Please mail to above address

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**Office Use Only**

**Decided by (circle one):**

\_\_\_ Approved    \_\_\_ Not approved    Amount approved: \$ \_\_\_\_\_    VPFIN    F/O CMTE    BOD



# LUSU Operational Policy

## Operational Policy #16

### Deputations to the Board of Directors

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#### 1 Preamble

- 1.1 This Operational Policy #16 recognizes the right of Members to make deputations to the Board of Directors and establishes a policy on how such deputations are to be heard.

#### 2 Right of Members to Address the Board

- 2.1 All Members shall be afforded the right to make deputations to the Board of Directors and shall not be denied the ability to do so, subject to the provisions in this Operational Policy #16.
- 2.2 All Honorary Members shall have the right to address the Board of Directors.

#### 3 Requesting a Deputation

- 3.1 Members wishing to make a deputation to the Board shall submit a request to the Chairperson not less than seven (7) days prior to the next scheduled Board Meeting.
- 3.2 The Member(s) shall submit, along with their request, the following supplementary information:
- (a) A summary of the contents of their deputation;
  - (b) Any graphs, charts, slides, or materials that their deputation will be referring to; and
  - (c) What action, if any, they are requesting that the Board take.
- 3.3 The Chairperson shall, if time permits, add the Member(s)' deputation to the agenda of the next scheduled Board Meeting. If the Chairperson feels that, at the next scheduled Board Meeting, there is insufficient time to hear the deputation, the Chairperson shall place the deputation on the agenda for the next available Board Meeting at which there is an appropriate amount of time to hear the deputation.
- 3.4 The Chairperson shall, not less than three (3) days after the receipt of the request for deputation, notify the Member(s) whom have made the request of the date and time of the meeting at which their deputation shall be heard.

#### 4 Limitations

- 4.1 The contents of all deputations shall be respectful, shall not be libelous or slanderous, shall not contain *ad-hominem* attacks against any Member, and shall not include any language that is discriminatory in nature, including (but not limited to) language discriminatory against race, gender, sexual orientation, gender identity, age, or ability. The Chairperson shall have the authority to halt a deputation if it violates the Governing Documents or contains content against the regulations of this **Section 4.1**.



- 4.2 The length of deputations shall be limited to a maximum of ten (10) minutes. The Board of Directors may extend this time at its discretion on a case-by-case basis.
- 4.3 Member(s) shall be allowed to speak without interruption for the time allotted for their deputation, provided that their conduct is within the regulations of the Governing Documents and Robert's Rules of Order, and the contents of their deputation do not violate **Section 4.1** above.

## LUSU Operational Policy

### Operational Policy #17

#### Aboriginal Programming Committee

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#### 1 Preamble

- 1.1 Operational Policy #17 outlines the composition of the Aboriginal Programming Committee.

#### 2 Composition of the Aboriginal Programming Committee

- 2.1 The Aboriginal Programming Committee shall be comprised of the following six (6) members:

- (a) the Aboriginal Awareness Centre Coordinator (who shall also act as the chairperson of the Aboriginal Programming Committee);
- (b) one (1) Director;
- (c) one (1) member appointed by the Lakehead University Native Student Association executive;
- (d) two (2) Members who:
  - (i) hold no other position within the Corporation and who are selected by the Executive Committee no later than the third week of classes during the Fall Term; and
  - (ii) are not part of the Lakehead University Native Student Association executive.

For clarity, any Members selected pursuant to this provision shall execute a confidentiality agreement; and

- (e) the Vice-President Advocacy (*ex-officio*, who shall have no vote).
- 2.2 Quorum for the Aboriginal Programming Committee shall be met when the chairperson, the Vice-President Advocacy, and two (2) voting members of the Aboriginal Programming Committee are present at a meeting called with at least three (3) days notice.
- 2.3 The Aboriginal Programming Committee shall:
- (a) meet one (1) time per month during the Fall Term and the Winter Term, excluding the months of December and April;
  - (b) organize, execute and promote all culturally-specific Aboriginal events and campaigns;
- 2.4 The Vice-President Advocacy shall review the recommended budget and forward it to the Vice-President Operations & Finance no later than the second week of February.