



Laurentian Student Union (LSU- Barrie) Constitution

2012-2013 Edition

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LSU Constitutional Development & Review Committee

Laurentian Student Union Articles and Policies of the Union

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Issues Policy

None at current time

STATEMENT OF PRINCIPLES

The Laurentian Student Union is a democratic, non-profit, service oriented union. It is committed to providing an environment wherein its members, the students of Laurentian University at Georgian College, 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.

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.

In our quest we shall strive for the highest quality post-secondary education available. We further support organizations, on and off campus, which promote the aforementioned principles. It is further understood that said principles apply to all Laurentian Student Union clubs and organizations, and their practices.

Is

BY-LAW

A by-law relating generally to the transaction of the affairs of the Laurentian Student Union:

Be it enacted as a by-law of the Laurentian Student Union as follows:

The name of the corporation is the Laurentian Student Union, hereinafter known as LSU and/or the Union.

LAURENTIAN STUDENT UNION

ARTICLE #1

UNION NAME

1.1. The name of the Union is the Laurentian Student Union, hereinafter known as LSU and/or the Union.

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LAUNRENTIAN STUDENT UNION

ARTICLE #2

HEAD OFFICE OF THE UNION

2.1 The head office of the Union shall be located in the City of Barrie, Ontario, Canada.

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LAURENTIAN STUDENT UNION

ARTICLE #3

SEAL OF THE UNION

3.1 The Seal of the Union, an impression of said symbol appearing in the margin hereof, shall stand as the Seal of the Laurentian Student Union.

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LAURENTIAN STUDENT UNION

ARTICLE #4

INTERPRETATION OF ARTICLES AND POLICIES OF THE UNION

4.1 In these by-laws and in all other by-laws of the Union hereinafter passed, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number and the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

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LAURENTIAN STUDENT UNION

ARTICLE #5

MEMBERSHIP AND MEETINGS OF THE UNION

5.1 Each full-time or part-time student at Laurentian University who pays fees to the Union shall be a member of the Union, and shall continue their membership for as long as they are enrolled as a student at Laurentian University.

5.1.1 A "member in good standing" is defined as someone who is currently taking at least one (1) course during the current semester and has paid dues to the Union for the current semester.

5.1.1.1 Membership in the union guarantees each member in good standing the right to vote at any general or special general meeting of the Union.

5.1.1.2 Membership in the union guarantees each member in good standing the right to stand for any elected position within the Union.

5.1.1.3 Membership in the Union guarantees each member in good standing the right to vote in any general election, by- election, or referendum.

5.2 All ex-officio representatives of the Laurentian Student Union Board of Directors shall be deemed to have been admitted as honorary, non-voting members of the Union ipso facto from the time of their appointment to the office described in Section

A-6, Board of Directors of the Union hereof, and shall continue to be members so long as they hold said office. Upon said members ceasing to hold the office entitling them to ex-officio status, they shall cease to be a member of the Union.

5.3 Honorary Membership shall be bestowed upon individuals who show long-term support and dedication to the Laurentian Student Union.

5.3.1 Honorary members shall be appointed upon recommendation by any member of the union and upon an affirmative vote of two thirds of the members of the Laurentian Student Union Board of Directors.

5.3.2 The honorary members shall not be entitled to vote at, but shall be entitled to notice of and the right to attend meetings of the corporation.

5.4 All ordinary members shall pay dues to the Union. All dues shall be paid to Laurentian @ Georgian, as agent for the Union. The Laurentian Student Union Board of Directors may, by referendum, set additional dues payable by each member.

5.5 In the case where the Union belongs to external organizations and/or associations on behalf of its members, the dues of the Union shall increase as the dues of the external organizations increase. This will be done at the discretion of the LSU Board of Directors, who may determine whether or not all ordinary members of the Union via referendum must consider said increase.

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5.6 An Annual General Meeting of the Union shall be held during the fall term of every year. During the Annual General Meeting of the Union, the audited financial statements of the Union must be presented and accepted.

5.7 Quorum for the transaction of business at the Annual General Meeting of the Union shall consist of not less than 2/3 members present.

5.8 The following business shall be transacted:

5.8.1 Presentation of the year to date report from the Board of Directors.

5.8.1.1 The LSU Vice President Finance shall be prepared to present the year to date financial statements and the budget of the Union.

5.8.2 Presentation of the audited financial statements and the report from the LSU.

5.8.3 Constitutional amendments to be voted upon.

5.8.4 Any business brought up at the meeting.

5.9 The LSU President, in consultation with the LSU Chairperson, shall inform the LSU Standing Executive Committee and the Secretary of the Union of the date and time of the Annual General Meeting of the Corporation. At least two (2) weeks notice shall be given.

5.10 The LSU Vice President Student Issues shall, upon notification from the LSU President, advertise the Annual General Meeting of the Union.

5.11 The LSU Board of Directors has the power to call, at any time, a Special General Meeting of the Union.

5.12 Public notice of the Annual General Meeting of the Union, or any Special General Meeting of the Union, must be made in the following manner:

5.12.1 Posting notices on campus bulletin boards.

5.12.2 A notice printed in the student paper.

5.13 Said notices must include the time and place of the meeting, and must be given at least ten (10) days before said meeting. At any Special General Meeting of the Union, any business may be transacted which the Union may transact at the Annual General Meeting of the Union.

5.14 Every member of the Union entitled to vote at a meeting may appoint a proxy as his nominee to attend and act at a meeting to the extent and within the powers conferred by the proxy.

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5.14.1 The proxy must be authorized by the member of the Union in writing, with written notice to be delivered to the Union at any time up to and including 48 hours preceding the day of the meeting, Saturday, Sunday and holidays excluded.

5.14.2 At every meeting at which a member is entitled to vote, every member who is present in person shall have one vote, and every person appointed by proxy to represent one or more members, hereafter referred to as the nominee, shall have one vote for each member who is properly represented by said nominee.

5.14.2.1 The nominees shall hold no more than two (2) proxy votes at any one time.

5.15 The written proxy must be signed by the member and must include the date thereof and the name of the nominee. Said Proxy may also contain limitations or instructions in respect to business of the Union on which the nominee may vote. The power of the proxy may be revoked by instructions in writing from the member of the Union at the adjournment of the meeting at which the proxy is to be used.

Otherwise, said proxy ceases to be valid one (1) year from its date.

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LAURENTIAN STUDENT UNION ARTICLE #6 BOARD OF DIRECTORS OF THE UNION

6.1 There shall be a governing body of the Union under the name of the Laurentian Student Union Board of Directors. The LSU Board of Directors shall consist of 5

members, elected by the membership of the Union at a general election. These persons, with the exception of the ex-officio representatives referred to hereinafter, shall be at the time of their election, and during their term in office, members of the Union.

6.2 Ex-officio representatives shall include a representative from the newspaper, a mature student representative, an international student representative and a sustainability representative. They shall be entitled to sit as ex-officio representatives of the LSU Board of Directors without voting privileges or powers.

6.3 The acts of a Director, Officer or Executive are valid, despite any defect that may afterwards be discovered in said person's appointment or qualification.

6.4 If an election of the LSU Board of Directors or the LSU Executive is not held at the proper time, the existing LSU Board of Directors or LSU Executive shall continue in office until their successors are elected.

6.5 The Laurentian Student Union Board of Directors shall be empowered to set all financial, political and general policy for the Union. This must always be done in the best interest of the Union on all levels including, but not limited to, municipal, provincial, federal and international. Should the LSU Board of Directors be presented with a petition containing signatures and registration numbers of at least ten percent of the members of the Union so requesting, it shall call a general meeting of the Union to consider such Policy, and any decision of the general meeting shall be binding upon the LSU Board of Directors.

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6.6 Should the LSU Board of Directors be presented with a petition containing ten percent (10%) of the signatures and student identification numbers of members from either campus, or 10% of the combined membership, requesting a general meeting to consider any decision of the LSU Board of Directors or any other issues at hand, the Board shall immediately call a general meeting of the membership. Any decision of the general meeting shall be binding upon the Board of Directors.

6.7 Without in any way derogating from the foregoing, the LSU Board of Directors is expressly empowered to purchase, loan or otherwise dispose of shares, buildings, and other property, movable or immovable, real or personal, or any right or interest therein owned by the Union for such consideration, and upon such terms and conditions, as they may deem advisable.

6.8 The LSU Board of Directors shall have the power to enter into agreement with the Laurentian University Board of Governors to levy a standard fee against all members of the Union for the purpose of financing Union affairs.

6.9 Any changes in the fee structure shall be subject to referendum, and the results of said referendum shall be made public immediately after the vote count.

6.10 The LSU Summer Board of Directors shall not be empowered to make major financial, political or general policy decisions for the Corporation.

6.11 Before adjournment of each meeting of the Laurentian Student Union Board of Directors, the date and time of the next meeting shall be set by the Laurentian Student Union. There shall be at least two (3) meetings per month during the Fall/Winter class sessions.

6.12 Quorum of the LSU Board of Directors shall consist of not less than two-thirds (2/3) of the full compliment of voting members. The member fulfilling the role of Chairperson at any of the meetings shall be considered a voting member for the purposes of quorum.

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6.13 Any meeting may be adjourned at any time with a majority vote of the members present, providing the date and time for the next meeting has been set.

6.14 No error or omission in giving notice for a meeting shall invalidate said meeting, or invalidate or make void any proceedings occurring at said meeting.

6.15 At all meetings, all questions shall pass by a majority vote unless otherwise stated in the LSU Constitution or Robert's Rules of Order. Every question should be called by a show of hands, unless any voting member demands a roll call. If the expenditure of money is involved, voting shall be by roll call, unless a voting member asks for secret balloting. The call for secret ballot overrides any other type of vote.

6.16 Procedures of all meetings are to be governed by Robert's Rules of Order. Where in conflict, the LSU Constitution takes precedence over Robert's Rules of Order.

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LAURENTIAN STUDENT UNION ARTICLE #7 DIRECTORS OF THE UNION

7.1 The members of the Union shall elect the following Executives at a general election to serve as the Laurentian Student Union Board of Director: President, Vice President Finance, Vice President Student Issues, Vice President Student Activities, Vice President Administration, and Senate Delegate.

7.1.1 The current LSU Executive shall be members with full voting rights and privileges.

7.1.2 During the month of April, the incoming LSU Board of Directors shall serve as ex-officio representatives of the outgoing LSU Board of Directors with no voting rights.

7.1.3 No Laurentian student shall, at any time, be an elected member of an administrative group that does not belong to the university program. This includes college unions. This will go into effect as of elections occurring in 2011.

7.2 These officers must be nominated and run as per the appropriate corresponding title. All full time and part time staff shall be appointed and dismissed by the LSU Board of Directors.

7.3 The LSU Board of Directors shall produce minutes for each meeting. These minutes shall be kept on file in the LSU office for two (2) years.

7.4 Laurentian Student Union President

7.4.1 The Laurentian Student Union President is the Chief Directorial Officer of the Laurentian Student Union. During the absence or inability of the LSU President, presidential duties become the responsibility of the Laurentian University Student Union Vice President Student Issues.

7.4.2 The LSU President shall be charged with the general management and supervision of the Union.

7.4.3 The LSU President shall, as Chief Directorial Officer, establish the goals and objectives of the LSU Board of Directors.

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7.4.4 The LSU President must serve as the Chairperson for all meetings of the LSU Board of Directors when the LSU Chairperson is not present, or are in conflict of interest.

7.4.5 The LSU President is responsible for the recommendation of a budget for the office of the President for the entire fiscal year.

7.4.6 The LSU President shall be responsible for maintaining a line of communication with the Laurentian University Board of Governors, as well as the Laurentian University Senate.

7.4.7 The LSU President shall be responsible for maintaining a line of communication with the Laurentian University, Barrie Campus Administration.

7.4.8 The LSU President shall be the only member of the Union that shall do interviews with the media on behalf of the Union. The LSU President may delegate this responsibility if they feel that another representative is more qualified to handle any particular issue.

7.4.9 The LSU President shall make decisions on behalf of the Union subject to the following criteria:

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7.4.9.1 After diligent effort, the LSU President is unable to convene a meeting of the LSU Board of Directors

7.4.9.2 It is absolutely necessary that the decision be made before such a meeting

can be convened; and

7.4.9.3 The decision is reported to the LSU Board of Directors at the next meeting.

7.4.10 The LSU President must, with the Vice President Administration, sign all by-laws.

7.4.11 The LSU President must report to the LSU Board of Directors any policy decision made on behalf of the LSU Board of Directors.

7.4.12 The LSU President must, in cooperation with the newspaper staff, produce a column for print in each issue of the newspaper; said column pertaining principally to LSU business and projects.

7.4.13 The LSU President shall produce a written Final Report that must be submitted to the Incoming LSU Board of Directors by April 30th. The Vice President Administration of the Union shall place a copy of said written report in the Minutes Book.

7.4.14 The LSU President shall produce a written Summer Report, which must be submitted to the LSU Board of Directors, by the inaugural Board of Directors meeting. This report shall indicate work done during the summer, an evaluation of the success of any summer projects and tentative plans for the rest of the academic year.

7.4.15 The LSU President shall endorse all cheques and purchase orders as an alternate signing authority.

7.4.16 The LSU President shall be responsible for the appropriate use of the President Budget Lines for the current fiscal year.

7.4.17 The LSU President is the member of the LSU Board of Directors most responsible for political matters on a municipal, provincial, national and international level.

7.4.18 The LSU President shall be responsible for all relations with national and international student organizations.

7.4.19 The LSU President shall be responsible for representation of the Union in all political organizations of which the Union is a member.

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7.4.20 The LSU President shall be responsible for the transmission of political information from the Laurentian Student Union to other student organizations.

7.4.21 The LSU President shall be responsible for bringing forth the names of potential conference delegates to the LSU Board of Directors for ratification.

7.4.22 The LSU President shall be responsible for advertising to fill any and all positions on the LSU Elections Committee; this is to include the LSU Chief Returning

Officer. Advertising shall be for two (2) weeks prior to the application deadline of March 15. The LSU President shall recommend to the LSU Board of Directors, at their inaugural meeting, no more than six (6) candidates total for vacant LSU Elections Committee positions, and no more than three (3) candidates for the vacant LSU Chief Returning Officer position.

7.4.23 The LSU President shall attend all National Meetings of the Canadian Federation of Students.

7.8 Laurentian Student Union Vice President Finance

7.8.1 The LSU Vice President Finance is the member of the LSU Board of Directors that is most responsible for the operation of the various organizations under the auspices of the Union.

7.8.2 The LSU Vice President Finance shall have jurisdiction over all investments and finances of the Corporation.

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7.8.3 The LSU Vice President Finance shall endorse all cheques and purchase orders as the primary signing authority.

7.8.4 The Vice President Finance shall report to the LSU Board of Directors any financial decisions made on behalf of the LSU Board of Directors.

7.8.5 The LSU Vice President Finance shall ensure that the finances of the Corporation are handled according to the LSU Constitution.

7.8.6 The LSU Vice President Finance shall refer all expenditures in excess of two hundred dollars not already allocated for in existing budgets to the LSU Board of Directors. The LSU Board of Directors shall present their recommendations on expenditures in excess of five hundred dollars to the LSU Board of Directors. The LSU Board of Directors will then vote on said expenditures.

7.8.7 The LSU Vice President Finance must be able to show the financial statements of the Union, and provide information of a financial nature pertaining to any expenditure made by the current LSU Board of Directors. The Vice President Finance will have seven (7) days to present this information.

7.8.8 The LSU Vice President Finance shall produce a written Final Report that must be submitted to the Incoming LSU Board of Directors. The Vice President Administration must place a copy of said written report in the Minutes Book.

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7.8.9 The LSU Vice President Finance shall produce a written Summer Report, which must be submitted to the LSU Board of Directors, by the inaugural Board of Directors meeting. This report shall indicate work done during the summer, an evaluation of the success of any summer projects and tentative plans for the rest of the academic

year.

7.8.10 The LSU Vice President Finance shall be responsible for the appropriate use of the Vice President Finance Budget Lines for the current fiscal year.

7.8.11 The LSU Vice President Finance shall be responsible for the creation and presentation of the Corporation's budget for the upcoming fiscal period; said presentation to occur no later than the last LSU Board of Directors meeting in March.

7.8.12 The LSU Vice President Finance shall be prepared to present the year-to-date financial statements and the budget of the Union at the Annual General Meeting of the Union.

7.8.13 The LSU Vice President Finance shall be responsible for negotiating all contracts between the Corporation and outside vendors.

7.9 Laurentian Student Union Vice President Student Issues

7.9.1 The Laurentian Student Union Vice President Student Issues may exercise duties and powers in the absence or inability of the LSU President

7.9.2 The LSU Vice President Student Issues shall be available the only executive available for consultation with individuals or groups with academic grievances.

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7.9.3 The LSU Vice President Student Issues shall produce a written Final Report which must be submitted to the Incoming LSU Board of Directors by April 30th. A copy of said written report must be placed in the Minutes Book by the Vice President Administration.

7.9.4 The LSU Vice President Student Issues shall produce a written Summer Report which must be submitted to the LSU Board of Directors, by the inaugural Board of Directors meeting. This report shall indicate work done during the summer, an evaluation of the success of any summer projects and tentative plans for the rest of the academic year.

7.9.5 The LSU Vice President Student Issues shall be responsible for the appropriate use of the Vice President Student Issues Budget Lines for the current fiscal year.

7.9.6 The LSU Vice President Student Issues and shall be responsible for the recommendation of a budget for the office of the LSU Vice President Student Issues for the upcoming year.

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7.10 Laurentian Student Union Vice President Student Activities

7.10.1 The LSU Vice President Student Issues shall be available the only executive available for consultation with individuals or groups with interests in club creation, university-wide recreation, as well as oversee the orientation of new students.

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7.10.2 The LSU Vice President Student Activities shall produce a written Final Report which must be submitted to the Incoming LSU Board of Directors by April 30th. A copy of said written report must be placed in the Minutes Book by the Vice President Administration.

7.10.3 The LSU Vice President Student Activities shall produce a written Summer Report which must be submitted to the LSU Board of Directors, by the inaugural Board of Directors meeting. This report shall indicate work done during the summer, an evaluation of the success of any summer projects and tentative plans for the rest of the academic year.

7.10.4 The LSU Vice President Student Activities shall be responsible for the appropriate use of the Vice President Student Activities Budget Lines for the current fiscal year.

7.10.5 The LSU Vice President Student Activities and shall be responsible for the recommendation of a budget for the office of the LSU Vice President Student Activities for the upcoming year.

7.11 Laurentian Student Union Vice President Administration

7.11.1 The Vice President Administration shall be a member of Student Union Board of Directors.

7.11.2 They shall be responsible for keeping to record all facts and minutes of all proceedings of the Laurentian Student Union Board of Directors.

7.11.3 The Vice President Administration shall be responsible for keeping an updated journal that records amendments to articles, amendments to existing policies and new policies. Article amendments, policy amendments, and new policies shall be titled as such when presented to the LSU Board of Directors when they are recorded into the minutes. All article and policy amendments shall be dated when entered into the minutes indicating the original date of passage, the date of any amendment and the date of last review by the Board of Directors.

7.11.4 They shall ensure that copies of all facts and minutes of all proceedings are distributed to each member of the LSU Board of Directors as soon as conveniently possible after said proceedings have concluded.

7.11.5 The Vice President Administration shall be responsible for the distribution of the LUU Constitution and all amendments as per Operational Policy #5

7.11.6 The LSU Vice President Administration shall set the agenda for any and all LSU Board of Directors meetings.

7.11.7 All items for the agenda shall be submitted to the LSU Vice President Administration. The LSU Vice President Administration shall set a timeline for submission of items for the agenda which will regularly allow for the distribution of the agenda to take place twenty-four (24) hours before the LSU Board of Directors meeting in which said agenda is to be utilized. It is the LSU Vice President

Administration's responsibility to analyze and research all potential agenda items in order to ensure the appropriateness of their inclusion on the agenda.

7.11.8 Motions that require the immediate attention of the LSU Board of Directors may be added to the agenda at a given meeting at the discretion of the Vice President Administration.

7.12 The LSU Board of Directors shall select from amongst themselves one (1) Executive who shall serve as the liaison to the Orillia campus.

7.12.1 The liaison to the Orillia campus is required to travel to the Orillia campus at least once a month during the academic year (Fall and Winter terms) with the purpose of receiving input from the membership of the Orillia campus and to disseminate information in relation to LSU business.

7-13 Laurentian Student Union Senate Delegates (2)

7.13.1 The Laurentian Student Union Senate Delegate will be the represented by the VP Student Issues and President.

7.13.2.1 If the LSU is not receiving a fee subsidy due to contract discussions between the satellite school and Laurentian, the LSU will ask that the Senate delegate may be included via teleconferencing, or that a student currently attending Laurentian in Sudbury that has studied in Simcoe have the ability to sit as the Senate delegate for Simcoe.

7-14 Laurentian Student Union Vice President of Marketing

7.14.1 The Laurentian Student Union Vice President of Marketing will be in charge of all marketing endeavors set out by the LSU. The VP of Marketing will be the official representative of the LSU branding.

7.14.2 They will be the main administrators in the maintenance of any social media advertising (Facebook, twitter, etc.) Along with being in charge of administrating the LSU's Website and new LSU AP.

7.14.3 They will be in charge of creating any posters for the benefit of the union along with ensuring the LSU's intellectual property is visible on the union's official posters.

7.14.4 They will ensure that a proper budget is set for posters, leaflets, and all other materials use for advertising. Furthermore, they will be in charge on monitoring the official LSU boards.

7-15 Laurentian Student Union Orillia Representative

7.15.1 The representative will be in charge of any general inquiries that come forth from the students studying at the Laurentian @ Georgian Orillia campus. They will provide possible specific meeting places for students seeking information about the LSU.

7.15.2 Their main duty will be to provide a liaison between the two campuses and

report back any issues on the Orillia campus.

7.15.2 The representative will ensure that he is on the Orillia campus at least twice a week to provide meetings times with students seeking information about the campus.

7.15.3 The representative will support the LSU's official policy on the current Orillia campus talks regarding the dialogue of the current standing.

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LAURENTIAN STUDENT UNION ARTICLE #9 TERMS OF OFFICE OF THE UNION

9.1 The term of office for Laurentian Student Union Executives and members of the Laurentian Student Union Board of Directors shall commence May 1 and continue to the following April 30.

9.2 During the month of April, the incoming LSU Board of Directors shall be required to sit as non-voting members of the LSU Board of Directors

9.3 During the month of April, the incoming LSU Executive shall spend at least forty (40) hours working under the supervision of the outgoing LSU Directors to facilitate the transition between said LSU Directors.

9.4 The date of commencement of a term of office and/or the length of a term of office may be altered through a by-election or, if necessary, through an appointment by the LSU Board of Directors.

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LAURENTIAN STUDENT UNION ARTICLE #10A LAURENTIAN STUDENT UNION CHIEF RETURNING OFFICER AND LARUENTIAN STUDENT UNION STANDING ELECTIONS COMMITTEE

10A.1 Mandate

10A.1.1 This policy is the main governing policy for any Election, By-Election or Referendum held by the Union. Where the LSU Constitution does not specify otherwise, the Ontario Elections Act shall be considered the governing policy.

10A.2 Method

10A.2.1. The Policy concerning Elections, By-Elections and Referenda is split into three (3) sections for ease of reference. All sections should be read as a whole when considering interpretation of policy.

10A.3 Selection of the Laurentian Student Union Chief Returning Officer and the Laurentian Student Union Standing Elections Committee

10A.3.1 The CRO and Elections Committee members shall be members of the Corporation.

10A.3.2.1 The election shall be conducted by secret ballot.

10A.3.2.2 The position must be advertised no later than the first week of March for a period of a minimum of two (2) weeks.

10A.3.2.3 The LSU President will be responsible for preparing application packages, which shall be used to short list applicants to a maximum of five (5) for committee members and three (3) for the CRO.

10A.3.2.4 All candidates short listed are entitled to speak at the Board meeting to motivate the Board when positions are to be selected.

10A.4 The Laurentian Student Union Standing Elections Committee

10A.4.1 Composition

10A.4.1.1 The Elections Committee shall consist of the following members:

10A.4.1.1.1 The CRO who shall serve as Chair.

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10A.4.1.1.2 Three (3) members of the Union.

10A.4.1.2 No current members of the Board seeking re-election or the JRC shall occupy the position of the CRO, or sit on the Elections Committee.

10A.4.1.3 Quorum for the Elections Committee shall be met when the Chairperson and two members of the Committee are present at the meeting.

10A.4.2 Duties and Responsibilities

10A.4.2.1 The CRO shall serve as non-voting Chairperson for all meetings of the Elections Committee.

10A.4.2.2 The CRO shall only cast a vote to break a tie, in the case of an Elections Committee vote.

10A.4.2.3 The Elections Committee shall be responsible to the CRO.

10A.4.2.4 The Elections Committee shall assist the CRO in the administration of the election.

10A.4.2.5 The Elections Committee shall not exhibit any bias towards any Candidate or position during any election.

10A.4.2.6 The Elections Committee may hear appeals of decisions made by the CRO.

10A.4.2.7 The Elections Committee shall only cast votes in an election or referenda in the case of a tie.

10A.4.3 Terms of Office

10A.4.3.1 The Elections Committee shall hold said office for one term beginning May 1 and ending April 30.

10A.4.3.2 Upon ratification, the Elections Committee shall receive a copy of the LSU Constitution.

10A.5 The Laurentian Student Union Chief Returning Officer

10A.5.1 General Duties

10A.5.1.1 The CRO shall be ultimately responsible for all LSU Elections, By-Elections and Referenda.

10A.5.1.2 The CRO shall be entrusted to be familiar with and adhere to the LSU Constitution.

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10A.5.1.3 The CRO shall be charged with enforcing compliance with policy by Nominees, Candidates or Parties. This shall be done in consultation with the Elections Committee when the punishment being considered is disqualification. Minutes of said decision(s) shall be documented and available upon demand to the Board and/or JRC.

10A.5.1.4 The CRO shall be in charge of all employees engaged in the administration of any LSU Election.

10A.5.1.5 The Elections Committee shall select one member of the LSU Standing Elections Committee for the position of DRO. Said person shall be ratified by the Board.

10A.5.1.6 The CRO shall be responsible to, and report directly to the Board.

10A.5.1.7 The CRO shall produce reports to the Board:

10A.5.1.7.1 As requested by the Board. Said report shall summarize all events related to LSU Elections to date.

10A.5.1.7.2 At the conclusion of their term in office. Said report shall contain a summary of all events occurring during their term in office, an overall evaluation and a recommendation for next year. It shall be kept on file in the LSU Office for a period of five (5) years.

10A.5.2 Duties During an Election

10A.5.2.1 The CRO shall organize open forum(s) for debates between Candidates.

10A.5.2.1.1 Debates shall be held on Georgian College, Barrie Campus in a public location.

10A.5.2.1.2 The CRO shall act as mediator for each forum.

10A.5.2.2 The CRO shall post office hours during the campaign and election period; they shall be available during this time and shall be in the office. The office shall be located in LSU unless stated otherwise in the Nomination Package.

10A.5.2.2.2 Office hours will begin at the opening of the nomination period and will end after the ratification of all election and referenda results.

10A.5.2.3 The CRO shall prepare the nomination packages prior to the opening of the nomination period.

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10A.5.2.4 The CRO shall verify the names, student numbers and membership in the Union of all names on Candidates' nomination forms.

10A.5.2.5 The CRO shall be responsible for obtaining an enrollment list from the registrar's office for each polling station.

10A.5.2.6 The CRO shall be in charge of supplying and ensuring that all polling stations have enough ballots and supplies.

10A.5.2.7 The CRO shall make regular checks of the polling stations to ensure that each station has enough ballots and supplies.

10A.5.2.8 The CRO shall be responsible for supervising the tabulation of ballots.

10A.5.3 Terms of Office

10A.5.3.1 The CRO shall be employed by the Union for one term beginning May 1 and ending April 30.

10A.5.3.2 Upon hiring, the CRO shall receive a copy of the LSU Constitution.

10A.5.4 Authority

10A.5.4.1 The CRO shall be empowered to penalize any candidate for any contravention of the election rules.

10A.5.4.2 The CRO shall hear any initial complaints or concerns by nominees or Candidates and shall make rulings on them based on the Constitution.

10A.6 The Laurentian Student Union Deputy Returning Officer

10A.6.1 The DRO shall fulfill the duties of the CRO in his/her absence and shall be vested with the same authority as the CRO during this time.

10A.6.2 The DRO must attend the All Candidate's Meeting.

10A.6.3 Should a new CRO need to be hired, for any reason, the DRO shall fulfill the duties of the CRO for the rest of the term in office or until a new CRO is hired.

10A.6.4 Should a new CRO be found in accordance with the hiring procedures in the Elections Policy, the DRO shall remain as selected.

10A.7 Removal From Office/ Vacancies of the Chief Returning Officer and Standing Executive Committee Members

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10A.7.1 Should any member of the Elections Committee or the CRO be accused of violations of the LSU Constitution, an emergency meeting of the LSU Board of Directors shall be convened within 36 hours.

10A.7.2 The CRO or any member of the Elections Committee may be removed from office by:

10A.7.2.1 The Board of Directors.

10A.7.2.1.1 Removal may occur due to failure to properly implement the Elections Policy. This list is not exhaustive.

10A.7.2.1.2 Removal must pass by a two-thirds (2/3) majority vote.

10A.7.3 If an Elections Committee member is removed from office or a seat becomes vacant for any reason:

10A.7.3.1 The Elections Committee may appoint a new member if time does not allow for a full hiring process. Ratification shall be by majority vote.

10A.8 The Laurentian Student Union Nomination package

10A.8.1 The nomination package shall be available to all members of the union.

10A.8.2 Methodology

10A.8.2.1 For ease of reference, forms are listed by their policy number.

10A.8.3 Nomination Package

10A.8.3.1 The nomination package that is handed to the nominees shall include:

10A.8.3.1.1 Calendar of important election dates.

10A.8.3.1.1.1The calendar outlines the breakdown of the time line for the election period starting with ratification of dates and concluding with the destruction of ballots.

10A.8.3.1.2 Date, time, place and agenda of ACM.

10A.8.3.1.3 Copy of the Election Policy.

10A.8.3.1.4 Nomination Form

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10A.8.3.1.4.1 The letter shall contain the following information in order to be considered valid:

10A.8.3.1.4.2 Full name, common name (if needed), signature and student number of said candidate.

10A.8.3.1.4.3 The candidate's telephone number.

10A.8.3.1.4.4 The candidate's mailing address.

10A.8.3.1.4.5 The candidate's e-mail address.

10A.8.3.1.4.6 Failure to fully complete the appropriate information on the form will result in the Candidate's ineligibility to stand for election.

10A.8.3.1.5 Candidate Acknowledgement Form

10A.8.3.1.5.1 The CAF is a form submitted at the ACM pledging compliance with and understanding of the rules of the election.

10A.8.3.1.6 Agent and Scrutineer Forms

10A.8.3.1.6.1 These forms state the Candidate's choice of Agent and/or Scrutineer should they exercise this right.

10A.8.3.1.6.2 If an Agent and/or scrutineer is not designated by the end of the ACM, the Candidate shall waive their right to have their respective representative during the elections.

10A.8.4 Special Ballot Voting Form

10A.8.4.1 The special ballot voting form shall contain all information required to identify a member of the Union.

10A.8.4.2 The forms will be kept on record and confidential by the CRO until such time as the ballots are destroyed, and are to be destroyed along with the ballots.

10A.8.4.3 Failure to complete all sections of the form will invalidate the form and the attached ballot shall be invalid.

10A.8.4.4.3.1 The ballot shall be attached to the bottom of the special ballot voting form.

10A.8.4.4.3.2 The ballot shall list all of the information as identified on any other ballot.

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10A.8.4.4.3.3 Failure to properly complete the ballot shall result in a spoiled ballot.

10A.8.5 Standard Ballot

10A.8.5.1 There shall be a visual representation of the ballot described in section.

10A.8.5.2 The standard ballot shall be used in all LSU Elections, where applicable. The specifications for each ballot shall remain as laid out in the sample with the exception of the number of candidates listed on the Board ballot.

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LAURENTIAN STUDENT UNION

ARTICLE #10B

LAURENTIAN STUDENT UNION ELECTIONS, BY-ELECTIONS & REFERENDA

10B.1 Eligibility Requirements for Candidates for Laurentian Student Union Board of Directors

10B.1.1 All potential Candidates shall properly complete the nomination process for their desired position in order to become a candidate.

10B.1.2 All members of the union who are of the age of majority are eligible to present themselves as nominees for Board positions.

10B.1.3 Members of the union who are currently a sitting board member, and wish to run for another term, shall be considered eligible given the successful completion of the nomination process.

10B.1.3.1 No one may serve more than two (2) terms as a board member.

10B.2 Nomination of Candidates

10B.2.1 Any potential candidate must submit a completed nominations package to the CRO to be considered a formal candidate.

10B.2.2 The CRO shall inform potential candidates of the acceptance or rejection of their candidacy without delay.

10B.2.3 The CRO shall make the status of all nominations public.

10B.2.4 If there is only one candidate for a board position, that person will be considered acclaimed.

10B.2.5 If there is no one nominated for a board position, the CRO shall run a By-Election.

10B.2.6 Failure to find anyone for the position after a By-Election will result in an appointment by the Board. If there are multiple candidates for appointment, a majority vote by secret ballot shall be conducted.

10B.2.6.1 The person shall be given the opportunity to present themselves to the Board prior to the selection.

10B.2.6.2 A majority vote by secret ballot shall be conducted.

10B.2.6.3 Said winner shall be ratified by the Board.

10B.3.2 Representation - Scrutineer

10B.3.2.1 A Scrutineer is a representative for the Candidate during the tabulation of the ballots.

10B.3.2.1.1 Only one (1) Scrutineer is allowed per Candidate.

10B.3.2.1.2 Either a Scrutineer or the Candidate may be present during tabulation, but not both.

10B.3.2.2 The Scrutineer shall be designated on the Scrutineer Form included in the Nomination package.

10B.3.2.3 A Scrutineer is only permitted to observe the tabulation and object if there is due cause. They may not participate in the tabulation.

10B.3.2.4 The Scrutineer may appeal to the CRO regarding a ruling made by the CRO about the ballot tabulation, such as, but not limited to, the acceptance or non-acceptance of a ballot.

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10B.4 Campaigns

10B.4.1 Definition

10B.4.1.1 Campaigning shall be defined as the solicitation for support.

10B.4.2 Campaign Materials

10B.4.2.1 Campaign materials shall include, but are not limited to, flyers, posters, banners, classified ads, buttons, clothing, electronic media excluding mass mailings.

10B.4.2.2 All Campaign materials shall be approved by the CRO prior to use.

10B.4.3 Campaign Restrictions

10B.4.3.1 Verbal campaigning shall be allowed to occur except in LSU office space.

10B.4.3.2 No campaign material shall be permitted in any LSU space, including:

10B.4.3.2.1 The LSU Offices.

10B.4.3.3 Each Candidate shall restrict spending on their Campaign as follows:

10B.4.3.3.2 Board of Directors \$300

10B.4.3.3.3 Referenda \$300 per question, per side

10B.4.3.3.4 Any Candidate exceeding this limit shall be disqualified from the election.

10B.4.3.4 Neither campaigning nor campaign materials shall be degrading towards other Candidates. Any campaign material degrading other candidates shall be considered automatic disqualification.

10B.4.3.5 Campaigning shall not:

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10B.4.3.5.1 Interfere with the normal functioning of Laurentian @ Georgian College.

10B.4.3.5.2 Damage, alter, remove, dispose or otherwise hinder or impede any property or campaign material belonging to another Candidate.

10B.4.3.5.3 Address any group in an academic forum without prior consent of the instructor.

10B.4.3.5.4 Involve commercial solicitation.

10B.4.3.5.5 Be done by full time LSU Staff, Elections Committee or JRC members.

10B.4.4 Campaign Time Lines

10B.4.4.1 Candidates are responsible for the removal of all of their campaign material by 23:59 on the last day of the campaign period.

10B.4.4.2 A budget shall be submitted to the CRO by 16:30 on the last day of the campaign period. Said list shall include:

10B.4.4.2.1 All donated, used, and/or purchased materials.

10B.4.4.2.2 As many receipts as possible to verify prices.

10B.4.4.3 If no expenses are incurred, a zero budget shall be submitted to the CRO.

10B.4.4.4 If a budget is not submitted the candidate shall be disqualified.

10B.5 Time line for Laurentian Student Union Elections, By-Elections and Referenda

10B.5.1 Advertising for any LSU Referendum shall be done for at least one month prior to the opening of the advanced poll.

10B.5.2 Advertising shall include the following:

10B.5.2.1 The position(s) available.

10B.5.2.2 Contact information for the CRO.

10B.5.2.3 Date, time and locations of the following:

10B.5.2.3.1 Opening of the nomination period.

10B.5.2.3.2 Closing of the nomination period.

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10B.5.2.3.3 The All Candidates' Meeting.

10B.5.2.3.4 Beginning of the campaign period.

10B.5.2.3.5 The Open Forum.

10B.5.2.3.6 Ending of the campaign period.

10B.5.2.3.7 Opening of advanced polls.

10B.5.2.3.8 Closing of advanced polls.

10B.5.2.3.9 Opening of general polls.

10B.5.2.3.10 Closing of general polls.

10B.5.2.3.11 Location of advanced polls.

10B.5.2.3.12 Location of general polls.

10B.5.3 Advertising should be done through the following means, including but not

limited to:

10B.5.3.1 The Laurentian Voice

10B.5.3.3 General postings.

10B.5.4 Nominations shall close at 16:30 on the last business day prior to the campaign period.

10B.5.5 There shall be at least one (1) Open Forum held at each campus during the campaign period for the Directors election.

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10B.5.10 Polling for all LSU referenda may range from two to four business days.

10B.5.12 Polling stations shall be in operation from 10:00 - 19:00 inclusive during polling days.

10B.5.12.1 Failure to provide the full time for polling shall result in the extension of the polling period for the affected poll by the amount of time missed.

10B.5.13 Official results of any and all Elections, By-Elections and Referenda shall be publicized through the means of the CRO.

10B.5.14 In the case where one of the aforementioned dates falls across a study break, the time of the election process lost during the break, if under the minimum amount, shall be added starting the first business day after the study break.

10B.6 Voting

10B.6.1 Voter Eligibility

10B.6.1.1 Only current members of the Union are eligible to vote in LSU elections.

10B.6.1.2 Candidates shall vote during the advanced polling period. Candidates will be disqualified for voting during general polling.

10B.6.1.3 Any and all given voter's names and student numbers must appear on a master list of registered students provided by the Laurentian @ Georgian Office of the Registrar.

10B.6.1.4 If a Voter's eligibility is brought into question, said Voter shall procure documentation from the Laurentian @ Georgian Office of the Registrar indicating that they are currently enrolled at Laurentian University. Said documentation, in its original form, shall be authorized by the CRO prior to said voter being permitted to cast a ballot. Said documentation shall then be retained by the LSU Poll Clerk, and subsequently submitted to the CRO. The CRO shall retain said documentation until the results of said election have been ratified by the Board.

10B.6.2 Voting Procedure

10B.6.2.1 The CRO shall number the master lists of registered students and any and all official LSU ballot boxes, and shall keep a record of said lists and boxes assigned to each polling station.

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10B.6.2.2 Any and all ballot boxes must remain locked throughout the Polling Period. The CRO shall possess the only keys and/or combinations for any and all ballot box locks throughout the polling period.

10B.6.2.3 Any and all voters must provide the Poll Clerk with a valid Laurentian University Student Identification Card prior to being permitted to cast a ballot.

10B.6.2.4 Poll Clerks shall ensure that the information provided on a Laurentian University Student Identification Card is the same as the information given on the master list of voters.

10B.6.2.5 Prior to issuing each ballot, the LSU Poll Clerk shall make a permanent mark on each voter's Student Card, and shall highlight each voter's name on the master list of registered students.

10B.6.2.6 Poll Clerks shall initial the back of each ballot that they present to a member. This is to cross reference the origin of the ballot. A ballot shall not be declared invalid if an initial is absent.

10B.6.2.7 If a member of the Union is disabled and wishes to vote, the poll clerk shall make the mark on the ballot at the request of the member.

10B.6.2.8 All voting shall be done by secret ballot with the exception of disabled voters.

10B.6.2.9 Quorum for the vote shall be 8% of the student body.

10B.6.2.9.1 The election shall be declared invalid if quorum fails.

10B.6.3 Poll Clerks

10B.6.3.1 Positions for Poll Clerks shall be advertised at the same time as the Board of Directors Elections.

10B.6.3.2 Poll Clerks will receive training by the CRO prior to the opening of the polls. Said training will include policy and procedures to follow while on duty.

10B.6.3.3 There shall always be at least one LSU Poll Clerk on duty at any and all LSU Polling Stations. Poll Clerks may not leave their station unless properly relieved by another assigned Poll Clerk, an Elections Committee member or the CRO.

10B.6.3.4 Poll Clerks may vote at any time that polls are open other than when they

are on duty.

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10B.6.4 Polling Locations

10B.6.4.1 The following locations shall be designated as official LSU Polling Stations, and as such, must be opened during any and all elections.

10B.6.4.1.1 In front of the Library

10B.6.4.1.12 A general area located at the Orillia campus, to be determined and advertised at time of election.

10B.6.4.2 Additional polling stations may be added at the discretion of the Board up until two weeks prior to the first day of polling. Said addition requires a two-thirds majority vote.

10B.6.4.3 The advanced polling station shall be located outside the LSU office at each campus during the Advanced Polling period.

10B.6.4.4 Each LSU Polling Station shall consist of the following items:

10B.6.4.4.1 One locked ballot box.

10B.6.4.4.2 One vision screen.

10B.6.4.4.3 One table.

10B.6.4.4.4 One chair.

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10B.6.4.4.5 At least one ruler.

10B.6.4.4.6 One current master list of registered students from the Laurentian @ Georgian Office of the Registrar.

10B.6.4.4.7 A more than sufficient number of marking tools including pens and highlighters.

10B.6.4.4.8 A more than sufficient number of ballots.

10B.6.4.4.9 A poster with a picture of each Candidate with name underneath. Pictures shall all be the same size.

10B.6.4.4.9.1 The CRO shall be responsible for getting said posters prepared and should have the Communications Officer create the posters.

10B.6.4.4.9.2 Ballot boxes shall remain in plain view at all times.

10B.6.5 Ballots Wording:

10B.6.5.1 Executive ballots shall read: "You may select one (1) candidate or abstain".

10B.6.5.1.1 Board ballots shall read: "You may select up to "x" (x) candidates".

10B.6.5.1.2 The names of the Candidates shall be listed in alphabetical order, last name first, as they appear on their nomination form. They may include a nickname if one is so stated on the nomination form.

10B.6.5.1.3 A Referenda question shall state the established wording as approved by the Board; it shall ask for a "Yes" or "No" response.

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10B.6.5.4 Ballots shall be secured by the CRO at least forty-eight (48) hours prior to the opening of the advanced poll.

10B.6.5.4.1 Ballots shall be destroyed by the CRO no later than twenty-four (24) hours after final ratification of all Elections/Referenda.

10B.6.5.5 Ballots shall be securely stored at all times.

10B.6.5.6 Any mark on the ballot which clearly denotes a preference for one of the Candidates, or positions in a Referendum, as determined by the CRO, shall be valid and shall be counted.

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10B.6.5.7 Ballots shall be numbered in sequence. The CRO shall keep a record of the number of ballots, and their respective numbers, that are distributed to each polling station.

10B.6.5.8 Ballots shall be designed as outlined in the CRO Manual.

10B.6.5.9 Ballots are only accepted during the Advance Poll and General Poll periods.

10B.6.5.10 Tabulation and Validation of Votes from LSU Elections.

10B.6.5.10.1 Tabulation shall begin when quorum is reached, within twenty-four (24) hours of the close of the polling period, provided that there are no appeals in progress that have resulted from the nomination, campaign or polling period.

10B.6.5.10.2 Quorum for tabulation shall be:

10B.6.5.10.2.1 The CRO.

10B.6.5.10.2.2 All members of the Elections Committee.

10B.6.5.10.2.3 Failure to meet quorum does not invalidate an Election. Tabulation shall then occur as soon as possible.

10B.6.5.10.3 Only the CRO and members of the Elections Committee are allowed to touch any and all ballot boxes, ballots, or the polling stations' master lists of registered students, following the close of the polling period.

10B.6.5.10.4 Ballot boxes shall be opened in sequence. All ballots from a given box shall be counted and checked before the next box is opened.

10B.6.5.10.5 No person may enter or exit the room in which ballots are being tabulated, from the time the first ballot box is opened until the final count has been completed and approved by the CRO.

10B.6.4.10.5.1 The only exception shall be in emergencies. In which case, all boxes shall be re-locked immediately until the emergency is over.

10B.6.5.10.6 The CRO shall make all rulings on ballot spoilage. Any such rulings can be appealed to the Elections Committee when said spoiled ballots may alter the outcome of a given LSU Election.

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10B.6.5.10.6.1 Any objections to the method of tabulation shall be voiced at the time of tabulation.

10B.6.5.10.7 Ballots shall be counted a minimum of two times, unless the CRO, Elections Committee and all the present Scrutineers determine that a second count is not necessary.

10B.6.5.10.8 The sequence of numbers on all ballots shall be cross-referenced against the record of ballots assigned to the polling stations from which said ballots came.

10B.6.5.10.9 Any member of the Union may request a recount with due cause.

10B.6.5.10.10 In an executive election an automatic recount shall occur if the difference in votes is two percent of total ballots cast, or less.

10B.6.5.10.11 Spoiled Ballots

10B.6.5.10.11.1 A ballot must not have any non-natural markings on it. For example: improper number of candidates selected, other writing on ballot, etc.

10B.6.5.10.11.2 A ballot that has been vandalized shall be excluded. For example: torn or soiled ballot, etc.

10B.7 Laurentian Student Union Referenda

10B.7.1 A Referendum shall be conducted using the procedures for Elections outlined

in this policy. The date for the Referendum vote will be determined by a majority vote of the Board.

10B.7.2 A Referendum shall be conducted in conjunction with an Election or By-Election whenever possible. If a Referendum is deemed urgent by the Board, the referendum process shall commence immediately.

10B.7.3 A Referendum may be called by a two-thirds majority vote of the Board. A motion calling for a Referendum from a member of the Board must include the text of the proposed referendum question, worded in such a way that it can be answered by "yes" or "no".

10B.7.4 A Referendum may be called by the accumulation of the signatures and student numbers of at least eight (8) percent of the membership of the Union. Each page of a petition shall clearly state the proposed referendum question.

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10B.7.5 Referendum Parties shall be formed from the membership of the Corporation. Said parties shall campaign either for or against a given referendum question. Referendum Parties are responsible for their own organization.

10B.7.6 Referendum Parties shall register with the CRO prior to the end of the Nomination Period. There shall be no more than one official "Yes" and one official "No" Party. All Referendum Parties must consist of at least one member of the Union.

10B.7.7 Referendum Parties are bound by the same restrictions as Candidates running in a normal Election or By-Election and as stated in this policy.

10B.8 Results of Elections, By-Elections and Referenda

10B.8.1 The result for LSU Elections, By-Elections and Referenda shall be decided by a simple majority of eligible voters. Said decision shall be considered as binding upon the Executive, the Board, and all members of the Corporation.

10B.8.1.1 The Board shall not ratify the results of the election to make the results official until 10 business days have passed.

10B.8.1.2 When there is a difference in votes between the winner and a runner up of two (2) percent or less; or, if there is reason to do so as a result of a dispute, the following shall occur:

10B.8.1.2.1 Any and all master lists of registered students shall be cross referenced to ensure that no more than one ballot was cast by any and all given voters.

10B.8.1.2.2 It is checked that the total number of ballots equals the total number of voters crossed off the master lists.

10B.8.1.3 The Board shall not ratify the results until any and all disputes or appeals are resolved.

10B.8.1.4 Ratification shall be by two-thirds (2/3) majority.

10B.8.1.5 Failed ratification shall result in an invalid election.

10B.8.1.6 No appeals may be made after the ratification of the final count and results by the Board.

10B.9 Invalid Results of Laurentian Student Union Elections, By-Elections and Referenda

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10B.9.1 Should the results of any LSU Election, By-Election and/or Referendum be ruled invalid, a re-vote shall occur no later than two weeks after said ruling is made.

10B.9.2 Candidates shall not be permitted to campaign between the invalidated vote and the re-vote.

10B.9.3 The re-vote shall be publicized.

10B.10 Laurentian Student Union By-Elections

10B.10.1 By-Elections shall occur when there are not enough Board of Directors members to meet quorum.

10B.10.2 The CRO shall begin the By-Elections process within 5 days of either of the above occurring.

10B.10.3 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.

10B.11 Replacement of Laurentian Student Union Executive

10B.11.1 If a By-Election cannot be held prior to the last day of classes in the Fall Academic Term, said vacancy shall be filled by appointment by the Board, for the remainder of the term of office.

10B.11.2 The name of the appointed individual shall be brought before the Board for approval before that individual may assume office. A majority vote of ratification is required.

10B.11.3 If a replacement cannot be found by February 1, the position shall remain vacant and the remaining Directors shall take over the duties of the missing Director.

10B.12 Replacement of Members of the Laurentian Student Union Board of Directors

10B.12.1 A Vacancy on the Board shall be filled by the first runner-up of the most recent Board Election or By-Election. In the event that the first runner-up cannot, or refuses to, fill said position, the option shall be given to the sequential runner-up,

until such time as the position is filled, or the list of runners-up is exhausted.

10B.12.2 In the event that there are no runners-up, or the list is exhausted:

10B.12.2.1 The vacancy shall be advertised for two weeks by the CRO or the LSU President as per the elections policy.

10B.12.2.2 There shall be no campaigning period for the Board By-Election.

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10B.12.2.3 The CRO shall ensure that any and all potential Candidates complete the normal nomination form for a Board Election.

10B.12.2.4 The Board shall elect a nominee to fill the position or positions at their first meeting following the nomination period.

10B.12.2.5 The CRO shall run the Board By-Election balloting process by secret ballot with the assistance of the Vice President Administration

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LAURENTIAN STUDENT UNION

ARTICLE #10C

LAURENTIAN STUDENT UNION ELECTIONS, BY-ELECTIONS & REFERENDA-COMPLAINTS AND APPEALS

Review by March 2010

10C.1 Dealing with Complaints

10C.1.1 Any member of the Corporation may file a complaint regarding any aspect of a LSU Election, By-Election and/or Referenda.

10C.1.2 All complaints shall be brought before the CRO first. Complaints need not be in writing. They shall be brought before the CRO as soon as possible, unless otherwise stated in this policy, after the breach of policy occurs.

10C.1.3 The CRO may make an immediate decision if all the facts are known or may make further inquiries before making a decision.

10C.1.3.1 Complaints that may be dealt with in this way include, but are not limited to: validity of ballots and other tabulation disputes, straight policy infringements not dependent upon witness testimony such as improper display of campaign materials.

10C.1.4 Complaints which involve extensive investigation or witness testimony shall be brought before the Elections Committee. The Elections Committee may hold a hearing at their discretion.

10C.1.5 The CRO shall be empowered to assess any penalty enforceable by LUSU, up to, and including disqualification of candidates. The CRO shall ensure that the penalty is commensurate with the nature of the infraction. The Elections

Committee is also so empowered.

10C.1.6 The CRO shall be empowered to make any ruling, regarding the Elections, By-Elections and/or Referenda, on any issues not already stated within this policy, and not covered in the Constitution of the Union. The Elections Committee shall be empowered with the same authority for the purpose of resolving complaints and appeals.

10C.1.7 CRO decisions may be appealed to the CRO or to the Elections Committee. Complaints regarding tabulation of ballots shall be appealed to the CRO first, at the time of tabulation.

10C.1.8 The CRO and/or the Elections Committee shall make a written report after their final decision, stating the nature of the complaint, the final ruling and reasons for the decision. All relevant facts shall be included in the report. The report shall be given to the LSU Chairperson who shall forward it to the Board.

10C.3 Appeals of Chief Returning Officer's Decisions to the Standing Elections Committee

10C.3.1 Appeals of any ruling made by the CRO shall be made in writing to the DRO no later than 24 hours after the final count. Said written complaints must include a letter listing any and all points of dispute, a listing of any and all Articles and/or Policies of the Constitution that were allegedly violated and any and all documentation that demonstrates said violations.

10C.3.2 The Elections Committee, with the DRO as Chair, shall hear the appeal. The DRO shall be a voting member. The Committee shall proceed with an oral hearing.

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10C.3.3 All items shall be collected and placed in a Case Package which shall serve as the sole location for any and all materials related to a given complaint.

10C.3.4 Copies of said Case Package shall be forwarded to the Elections Committee and to the accused party.

10C.3.5 The Case Package and all video and audio recordings of the hearing shall be retained by the CRO until the Election, By-Election and/or Referendum in question are ratified by the Board.

10C.3.6 Oral Hearings

10C.3.6.1 The DRO shall schedule a Hearing at the earliest convenience of all parties involved. At this time, the Plaintiff and the Defendant will be heard by the Elections Committee. Attendance at the hearing is mandatory for all involved parties.

10C.3.6.2 The CRO shall be present at the hearing.

10C.3.6.4 Immediately following the presentations of all involved parties, the DRO

and the Elections Committee shall hold an in camera meeting and shall make a ruling on said dispute.

10C.3.6.5 A written report shall be produced after their final decision, stating the nature of the appeal, the final ruling and reasons for the decision. All relevant facts shall be included in the report. The report shall be given to the LSU Chairperson who shall forward it to the Board. A copy of said report shall go in the case package.

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LAURENTIAN STUDENT UNION ARTICLE #11 REMOVAL FROM AN OFFICE OF THE UNION

11.1 Any member of the Laurentian University Student Union Board of Directors may be removed from office by either missing too many meetings, release of confidential and classified information or by impeachment.

11.2 Missed Meetings

11.2.1 A member will be automatically removed from office if any or all of the following are accumulated during one term of office:

11.2.1.1 Three unexcused LSU Board of Director's meeting absences.

11.2.2 A member shall be automatically removed from office for an unexcused absence at the Board Orientation in April.

11.2.3 A member may be excused from a meeting if a written excuse is submitted to the Chairperson of the meeting entity in question, and said excuse is accepted by the voting members present at said meeting. This also applies to leaving a meeting early, as well as arriving to a meeting late. In special circumstances, excuses will be accepted at a meeting following the missed meeting.

11.3 Confidential and Classified Information

11.3.1 A member shall be automatically removed from office for releasing confidential or classified information from in camera proceedings.

11.4 Impeachments

11.4.1 A member may be removed from office by a two-thirds vote of the members present at a meeting of the LSU Board of Directors called for an impeachment hearing.

11.4.2 The following criterion must be observed:

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11.4.2.1 Notice of the intention of the LSU Board of Directors to impeach must be

served personally upon the member in question at least ten (10) days prior to the meeting. At an in camera meeting, a simple majority of the LSU Board of Directors is required for the LSU Board of Directors to hold an impeachment hearing. The notice of the intention of the LSU Board of Directors must include the specific charges against said member.

11.4.2.2 The accused is entitled to examine all evidence to be used in the impeachment.

11.4.2.3 The accused has the right to be represented at the impeachment hearing.

11.4.2.4 The accused, or their representative, shall have the right to cross examine any witness brought before the LSU Board of Directors.

11.4.2.5 The accused has the right to give a full answer in defense of the charges.

11.4.3 If an impeachment is successful, written notification of the reasons for impeachment must be delivered by the Chairperson to the impeached member within seven days of the decision.

11.4.4 The members of the Union may call for an impeachment hearing for any member through presentation of a petition to the LSU Board of Directors; said petition is to contain the signatures and the registration numbers of at least eight percent of the members of the Corporation.

11.5 Any member of the LSU Board of Directors can resign at any time, providing that the LSU Board of Directors is notified in writing. Said resignation shall take effect once written notification has been received by the LSU Chairperson, and read into public record.

11.6 As long as there is a quorum of Directors in office, any vacancy occurring in the LSU Board of Directors need not be filled.

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LAURENTIAN STUDENT UNION

ARTICLE #13

FINANCE AND FINANCIAL POWERS OF THE UNION

13.1 Deeds, transfers, licenses, contracts and engagements on behalf of the Union shall be signed by LUU President, the LSU Vice President Finance.

13.2 Contracts in the ordinary course of the Union operations may be entered into on behalf of the Union by the LSU Vice President Finance, the LSU President, or by any person authorized by the LSU Board of Directors. The LSU Vice President Finance, the LSU President or any person designated by the LSU Board of Directors may transfer any and all shares, bonds or other securities standing in the name of the Union in its individual or any other capacity, or as trustees or otherwise, and may accept in the name, and on behalf of, the Union, transfer of shares, bonds or other securities transferred to the Union, and may affix the Union seal to any such transfers or acceptances of transfer, and may make, execute and deliver under the

Union seal any and all instruments in writing necessary or proper for such purposes, including the appointment of legal counsel to make or accept transfers of shares, bonds or other securities on the books of any company or corporation.

13.3 Notwithstanding any provisions to the contrary contained in the LSU Constitution & Policies, the LSU Board of Directors may, at any time, by resolution, direct the manner in which, and the person by whom, any particular instrument, contract or obligation of the Union may or shall be executed.

13.5 Any contracts negotiated by an executive that shall be extend beyond their term must be ratified by the LSU Board of Directors with a two-thirds (2/3) majority.

13.6 The fiscal year of the Corporation shall begin on September 1st and terminate on August 31st of each year.

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13.7 All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Union, shall be signed by such officer or officers, agent or agents of the Union and in such manner as shall from time to time be determined by resolution of the Laurentian Student Union Board of Directors. Any one of such officers and agents may alone endorse notes and drafts for the collection on account of the corporation through its bankers, and endorse notes and cheques for deposit with the corporation's banker, for the credit of the Union, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Union by using the Union rubber stamp for said purpose. Any one of such officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Union and the Union's bankers, and may receive forms or settlement of balances and release or verification slips.

13.8 The securities of the Union shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Laurentian Student Union Board of Directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Union signed by such officer or officers, agent or agents of the Union, and in such manner, as shall from time to time be determined by resolution of the Laurentian Student Union Board of Directors, and such authority may be general or confined to specific instances.

13.9 The institutions which may be so selected as custodians by the LSU Board of Directors shall be fully protected in acting in accordance with the directions of the LSU Board of Directors, and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceedings thereof.

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LAURENTIAN STUDENT UNION ARTICLE #14 INDEMNITIES TO DIRECTORS OF THE UNION

14.1 Every Laurentian Student Union Director, and their heirs, executors, and

administrators, and estate and effects respectively, may, with the consent of the Union given at any meeting of the members, from time to time and at all times, be indemnified and saved harmless out of the funds of the Union from and against:

14.1.1 All costs, charges and expenses whatsoever that a LSU Director sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against them for, or in respect of, any act, deed, matter or thing whatsoever, made, done or permitted by them, in or about the execution of the duties of their office; and

14.2 The Union shall also indemnify any LSU Director in such other circumstances as law permits or requires.

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LAURENTIAN STUDENT UNION ARTICLE #15 ISSUES POLICIES OF THE UNION

15.1 The purpose of Issues Policy is to give the Laurentian Student Union a set of guidelines regarding certain activities considered to be of particular importance to the operation of the Union. Policies may state long term goals, objectives and/or plans. They may also state fundamental principles or guiding considerations for future issues. In addition, they are used in making general political statements on behalf of the Union.

15.2 Issues Policy Changes

15.2.1 Policy amendments shall include the establishment of new policy, as well as changes to, or the rescinding of, existing policy.

15.2.2 New policies may be presented to the LSU Board of Directors by any member of the LSU Board of Directors.

15.2.4 Policy changes must be presented as "Notice of Motion" to the LSU Board of Directors.

15.2.5 Policy changes may be decided by the LSU Board of Directors no sooner than seven (7) days after they have been presented as a "Notice of Motion".

15.2.6 Any policy change may be amended at the LSU Board of Directors level.

15.2.7 A two-thirds (2/3) majority vote of the LSU Board of Directors is required to pass Policy changes.

15.4 Overriding Issues Policy

15.4.1 Unless otherwise stated, existing policy may be overridden under exceptional circumstances.

15.4.2 A two-thirds (2/3) majority vote of the LSU Board of Directors is required on

a motion that specifies:

15.4.2.1 The policy being overridden;

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15.4.2.2 The exceptional circumstances warranting the motion to override;

15.4.2.3 The specific duration for which the motion to override is in effect.

15.4.3 This shall not set precedence.

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LAURENTIAN STUDENT UNION

ARTICLE #16

AMENDMENTS TO CONSTITUTIONAL ARTICLES OF THE UNION

16.1 Amendment procedures (Board of Directors)

16.1.2 The Articles may from time to time be amended through the following procedures:

16.1.2.1 The motion to amend must be passed by a two-thirds majority vote of the Laurentian Student Union Board of Directors.

16.1.2.2 The Notice of Motion to amend must be posted conspicuously about the campus of Laurentian @ Georgian and published in the student newspaper once, at least two weeks prior to the meeting of the LSU Board of Directors at which it is intended to hold a vote on the proposed amendment; said notice is to solicit written submissions to the LSU Board of Directors concerning the proposed amendment.

16.1.2.3 If the proposed amendment(s) exceed ten (10) pages, a copy of said proposed changes may be made available for viewing at LSU headquarters instead of posting and publishing said changes. Notice of intent to amend and place and time of viewing shall be posted and published as per A-16.1.2.2.

16.2 Amendment Procedures (General Referendum)

16.2.1 If an amendment to the LSU Constitution is the subject of general referendum, and is passed by the required majority in a referendum, the LSU Constitution must be immediately amended accordingly.

16.2.1.1 The required majority to amend the constitution shall be two-thirds (2/3) of the union's voting members.

16.2.1.2 Quorum for a referendum to amend the constitution shall be eight percent (8%) of the membership of the union.

16.3 Amendment Procedure for Article 4 of the LSU Constitution

16.3.1 This amending formula shall supersede all other amendment procedures in regards to Article 4 of the LSU Constitution.

16.3.2 Amendment by the Board of Directors.

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16.3.2.2 The Articles may from time to time be amended through the following procedures:

16.3.2.2.1 The motion to amend must be passed by a three quarters majority vote of the Laurentian Student Union Board of Directors.

16.3.2.2.2 The Notice of Motion to amend must be posted conspicuously about the campus of Laurentian and published in the student newspaper once, at least two weeks prior to the meeting of the LSU Board of Directors at which it is intended to hold a vote on the proposed amendment; said notice to solicit written submissions to the LSU Board of Directors concerning the proposed amendment.

16.3.2.2.3 If the proposed amendment(s) exceed ten (10) pages, a copy of said proposed changes may be made available for viewing at LSU headquarters instead of posting and publishing said changes. Notice of intent to amend and place and time of viewing shall be posted and published as per A-16.3.2.4.

16.3.2.3 Any amendment passed by the Board of Directors to Article 5 of the LSU Constitution can be reconsidered by referendum if the Vice President Administration of the Board of Directors is presented a petition, containing 500 signatures of members in good standing of the corporation, within ten (10) business days of its passage.

16.3.3 Amendment by General Referendum

16.3.3.1 If an amendment to the LSU Constitution Article 4 is the subject of general referendum, and is passed by the required majority in a referendum. Quorum for a referendum to amend Constitution Article 4 shall be thirty percent (30%) of the membership of the union.

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LAURENTIAN STUDENT UNION ARTICLE #17 OPERATIONAL POLICIES OF THE UNION

17.1 The purpose of Operational Policy is to give the Laurentian Student Union a set of guidelines regarding certain activities and functions to be considered of particular importance to the Union. Operational Policies may establish committees, employ persons, required certain actions or reporting procedures, and otherwise establish general principles and mechanisms of operation to govern the daily routine of the Union.

17.2 Operational Policy Changes

17.2.1 Policy amendments shall include the establishment of new policy, as well as changes to, or the rescinding of, existing policy.

17.2.2 New policies may be presented to the LSU Board of Directors by any member of the LSU Board of Directors

17.2.4 Policy changes must be presented as "Notice of Motion" to the LSU Board of Directors.

17.2.5 Policy changes may be decided by the LSU Board of Directors no sooner than seven (7) days after they have been presented as a "Notice of Motion".

17.2.6 Any policy change may be amended at the LSU Board of Directors level.

17.2.7 A majority vote of the LSU Board of Directors is required to pass Policy changes.

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LAURENTIAN STUDENT UNION

OPERATIONAL POLICY #1

THE LAURENTIAN STUDENT UNION CHAIRPERSON

1.1 Selection

1.1.1 The Chairperson shall be a member of the Union.

1.1.2 The LSU Board of Directors shall be responsible to elect a Chairperson from amongst themselves at the inaugural board meeting.

1.1.4 Selection of the Chairperson shall be made by the LSU Board of Directors by a schedule created by the LSU Vice President Administration

1.2 Conditions of Office

1.2.1 The term of office shall be one (1) year, and shall commence at the inaugural LSU Board of Directors meeting in which the election for the position of LSU Chairperson is held.

1.2.2 The LSU Chairperson is subject to Robert's Rules of Order.

1.2.3 The LSU Chairperson can be removed from office with a motion to remove and requires a two-thirds (2/3) majority vote cast by secret ballot. The motion requires a second and is debatable. The motion to remove takes precedence over a motion to challenge.

1.3 Responsibilities of the Laurentian Student Union Chairperson

1.3.1 The LSU Chairperson shall be responsible for Chairing all meetings of the LSU Board of Directors

1.3.3 In the absence of the LSU Chairperson, the LSU President shall be responsible for filling the role of Chairperson. If the LSU President is unable to fill the role of Chairperson, the LSU Vice President Finance shall be responsible for filling the role. If the LSU Vice President Finance in unable to fill the role of Chairperson, the LSU Vice President Student Issues shall be responsible for filling the role.

1.3.4 The LSU Chairperson shall ensure that LSU Board of Directors meetings follow the LSU Constitution and Robert's Rules of Order. In the event of a conflict between the LSU Constitution and Robert's Rules of Order, the LSU Constitution always takes precedence.

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1.3.5 The LSU Chairperson shall be responsible for informing an impeached LSU Director, in writing, of the reasons for impeachment, within seven (7) days of impeachment.

1.3.6 The LSU Chairperson shall be responsible for informing all commissioners, coordinators, and directors to attend a Board of Directors meeting at least once per month in order to give their reports, excluding the months of December and April.

1.5 Excuses

1.5.1 If a member of the LSU Board of Directors must miss, or arrive late to, any given meeting of the LSU Board of Directors, a written excuse shall be submitted to the LSU Chairperson.

1.5.2 The excuse shall be read by the LSU Chairperson to the LSU Board of Directors. After which, a motion may be made by any member of the LSU Board of Directors towards accepting or denying said excuse.

1.5.3 Excuses will be presented on an individual basis.

1.5.4 Excuses are debatable and require a simple majority vote.

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1.6 Rulings from the Laurentian Student Union Chairperson

1.6.1 Any and all decisions of the LSU Chairperson shall stand, unless a member of the LSU Board of Directors challenges the LSU Chairperson's ruling as per Robert's Rules of Order.

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LAURENTIAN STUDENT UNION OPERATIONAL POLICY #2

LAURENTIAN STUDENT UNION CLUBS

2.1 Gaining Official Laurentian Student Union Club Status

2.1.1 Officially recognized Laurentian Student Union Clubs are considered official subsidiary organizations of the Union from the time of ratification until September 30th.

2.1.1.1 Clubs with Official LSU Club status for two (2) consecutive years without interruption shall be given automatic renewal of Official LSU Club status every following year thereafter, provided a current list of club officers is submitted prior to October 15th each year.

2.1.2 In order to gain said official status, Clubs shall submit the following to the LSU Vice President Student Activities:

2.1.2.1 Club Constitution. Said Constitution shall not contravene the LSU Constitution, or the spirit thereof, and must also clearly state the nature of the club.

2.1.2.2 A list of proposed Club events.

2.1.2.3 A membership list. Said list shall include:

2.1.2.3.1 Printed name.

2.1.2.3.2 Signature.

2.1.2.3.3 Student number.

2.1.2.3.4 Email address, if applicable.

2.1.2.4 A club officers' list. Said list shall include:

2.1.2.4.1 Printed name.

2.1.2.4.2 Signature.

2.1.2.4.3 Student number.

2.1.2.4.5 Email address, if applicable.

2.1.2.5 A club budget including all sources of expected club revenue and expenditure.

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2.1.3 The deadline to submit all required information to the Vice President Student Activities to obtain official LSU club status with funding is October 15. If this date falls on a weekend or holiday, it will be extended to the first business day following said date.

2.1.4 The deadline to submit all required information to obtain official club status without funding is January 31. If this date falls on a weekend or holiday, it will be extended to the first business day following said date.

2.1.5 Each club is strongly encouraged to participate in officially sponsored LSU Club Days. The LSU Vice President Student Activities will co-ordinate LSU Club Days, usually held the last week of September.

2.1.6 Should a club fail to attend officially sponsored LSU Club Days, said club shall submit a report to the LSU Vice President Student Activities outlining all methods of member recruitment.

2.1.7 Conscious effort shall be made by each club to ensure that the general membership of the Union is aware of the existence of each individual club.

2.1.8 Any changes to the club officers' list shall be reported to the LSU Vice President Student Activities within seven (7) days of said changes.

2.2 Membership

2.2.1 In order to receive Official LSU club status with funding, a club shall have a minimum membership of ten (10) members, all of whom shall be registered as students at Laurentian University for the duration of their membership. In order to receive Official LSU Club Status without funding, a club shall have a minimum membership of five (5) members, all of whom shall be registered as students at Laurentian University for the duration of their membership.

2.2.2 Members of the general public may participate in LSU clubs; however, said members are prohibited from being voting members of said clubs.

2.2.3 Faculty, staff and/or alumni may act as consultants and/or advisors for Clubs.

2.2.4 No club may be exclusive in its membership, with the exception of religious, political, and area of study clubs. Any and all members of the Union shall be permitted membership in any officially recognized LSU club.

2.2.4.1 To be deemed a "religious club", a club application must be submitted which 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 LSU Constitution.

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2.2.4.2 To be deemed a "political club", a club application must be submitted which 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 LSU Constitution.

2.2.4.2.1 If a political club wishes to use a logo which belongs to a political party as

recognized by Elections Canada, they must get written consent from the party to use the logo, to be submitted with the club application.

2.2.4.3 To be deemed a "area of study club", a club application must be submitted which 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 Laurentian University.

2.2.5 All material for solicitation must be stamped and approved by LSU before being distributed.

2.2.6 No club shall have either "Laurentian Student Union" or "LSU" within their club name.

2.2.7 Clubs shall respect the wish of individual students and must cease contact with the student if requested.

2.3 Budgeting

2.3.1 The budget line for LSU clubs shall be split into the following two (2) sections by the LSU Vice President Finance.

2.3.1.1 Club Discretionary.

2.3.1.2 Individual Club Funding.

2.3.2 Clubs with funding can access the phone, fax and printing by using services offered in the LSU office.

2.3.3 Clubs with funding shall submit receipts to the LSU Vice President Finance for approval in order to access any of their Individual Club Funding.

2.3.4 Clubs shall submit requests to the LSU Vice President Finance in order to access any of the Club Discretionary Funds. Requests should be in written form and should include the following information:

2.3.4.1 The specific amount of money being requested.

2.3.4.2 A detailed budget of revenue and expenditures.

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2.3.4.3 The number of Laurentian University students and/or club members who will benefit from the expenditure plus an explanation of why they will benefit.

2.3.4.4 Any other pertinent information as necessary to justify the expenditure.

2.3.5 Approval of the LSU Board of Directors is required in order for a club to institute membership fees within its structure. Said membership fees shall be fully outlined and detailed in the Constitution of said club.

2.4 Club Constitutions

2.4.1 All Club Constitutions shall include the following:

2.4.1.1 A statement indicating a minimum of two (2), and a maximum of six (6), Club Officers with signing authority on behalf of the Club. This statement shall include the names, student numbers, addresses and telephone numbers for these Club Officers.

2.4.1.2 A statement accepting liability for the Club, both currently and for previous years.

2.4.1.3 A statement indicating that the Club will follow the LSU Constitution in regards to any election they shall hold.

2.4.1.4 The following eight articles:

2.4.1.4.1 Article I - Name and Purpose of Club.

2.4.1.4.2 Article II - Membership Requirements of the Club.

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2.4.1.4.3 Article III - List of Club Officer Positions. This should include their titles, terms of office, method of selection and duties.

2.4.1.4.4 Article IV - Membership Dues for the Club (if applicable).

2.4.1.4.5 Article V - Rules for Amending the Club Constitution. (subject to LSU approval).

2.4.1.4.6 Article VI - Club Meeting Procedures (Frequency and Quorum).

2.4.1.4.7 Article VII - Club Election Procedures.

2.4.1.4.8 Article VIII - Club Standing Committees (if applicable).

2.5 General Meetings

2.5.1 All clubs shall hold at least one (1) general meeting per year. Minutes of said meeting shall be available to the general membership of the club and to the LSU Board of Directors.

2.5.2 Quorum shall be set by each individual club in their constitution.

2.5.3 The meeting of the club for the purpose of electing Club Officers shall not be considered a General Meeting.

2.6 Corrective Measures

2.6.1 All alleged breaches of this policy shall be addressed in the following matter:

2.6.1.1 Complaint must be submitted to the LSU Board of Directors within two (2) business days.

2.6.1.2 Upon receiving of the complaint, the Board of Directors will review the complaint. If the complaint is not found to have merit, said person who brought the complaint forward will be notified within two (2) business days as to why it was not found to have merit and possible actions they may then take.

2.6.1.3 The LSU Board of Directors is encouraged to use progressive discipline, which implies the following:

2.6.1.3.1 Admonition.

2.6.1.3.2 Public apology in the Laurentian Voice.

2.6.1.3.3 Suspension of Club Privileges.

2.6.1.3.4 Removal of Club Status for the remainder of the academic year.

2.6.1.3.5 Banning of the club for no less than three (3) years.

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2.6.1.4 All complaints are to be filed by the Vice President Student Activities for a minimum of five (5) years.

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LAURENTIAN STUDENT UNION OPERATIONAL POLICY #3 LAURENTIAN STUDENT UNION BOARD OF DIRECTORS ORIENTATION

3.1 Mandate

3.1.1 To ensure that the Laurentian Student Union Board of Directors has an opportunity to learn about the Union and the Union's roles and responsibilities, meet the staff of the Union and plan for the upcoming year.

3.2 Procedure

3.2.1 The LSU President is responsible for the planning and implementation of the LUSU Board of Directors Orientation.

3.2.2 All newly elected members of the LSU Board of Directors shall attend this Orientation. Members who are not excused for their absence will be automatically removed from the LSU Board of Directors.

3.2.3 The Orientation shall be held during the month of April Elections.

3.2.4 Topics covered at this Orientation shall include, but are not limited to, the following:

3.2.4.1 Review Roberts Rules and writing motions.

3.2.4.2 The LSU Constitution.

3.2.4.3 Responsibilities of the LSU Board of Directors, and the indemnity clause.

3.2.4.4 General Overview of Student Code of Conduct.

3.2.4.5 The LSU Budget.

3.2.4.6 Introduction of LSU Staff

3.2.4.6.1 Comprehensive Review of LSU Operational Structure.

3.4.4.7 A strategic planning session.

3.4.5 The costs of the Orientation will be budgeted for

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LAURENTIAN STUDENT UNION OPERATIONAL POLICY #4 ACCESS TO INFORMATION

4.1 Mandate

4.1.1 The purpose of this policy is to ensure the facilitation of needed information to appropriate parties, while simultaneously insuring the utmost confidentiality in the handling of said information. As a human resources organization, the Laurentian Student Union shall endeavour to maintain an excellent standard of firm, fair and appropriate practice in regards to the dissemination of information.

4.2 Classifications of Documents

4.2.1 There shall be three (3) classifications of documents within the Union:

4.2.1.1 Confidential Documents: A document shall be considered confidential when it is judged to be so, in whole or in part, by the LSU Board of Directors. A confidential document is not for general distribution. It shall be shown to members of the LSU Board of Directors in the Corporation's office upon request. Confidential documents shall not generally be provided for public scrutiny.

4.2.1.1.1 Examples include, but are not limited to: documents which contain information of a personal nature regarding staff

4.2.1.2 Classified Academic Documents: A classified academic document is generally of a personal nature between the LSU Vice President Student Issues and a

student with a grievance. This may include any correspondence between the VP Student Issues and/or the student, and/or a member of the Laurentian University Administration, and/or the Ombudsman. It may be shown to members of the LSU Board of Directors with permission of all students mentioned in said document. Classified Academic Documents shall not generally be provided for public scrutiny.

4.2.1.3 Non-Confidential Documents: A non-confidential document shall be considered as any document to which the previous classifications do not apply. Access to non-confidential documents shall not be limited.

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4.2.1.3.1 Examples include, but are not limited to: LSU Board of Directors' Minutes Books, LSU Constitution.

4.3 Viewing and Reproduction of Documents

4.3.1 Notice shall be given to all parties to whom the record relates, if it is practicable to do so, if access is given to a Confidential Document or a Classified Academic Document. Notice shall be given before the release of said document(s).

4.3.2 Confidential Documents and Classified Academic Documents shall be viewed in the Union's offices.

4.3.3 Confidential Documents may only be reproduced with the express permission of the LSU Board of Directors. This permission requires a two-thirds (2/3) majority vote.

4.3.4 Confidential Documents and Classified Academic Documents may only be discussed in camera among LSU Board of Directors members.

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LAURENTIAN STUDENT UNION

OPERATIONAL POLICY #5

DISTRIBUTION OF THE LAURENTIAN STUDENT UNION CONSTITUTION

5.1 Each member of the Laurentian Student Union Board of Directors receives a current copy of the Laurentian Student Union Constitution as soon as possible after they take office.

5.2 All ex-officio members of the LSU Board of Directors shall receive a copy of the Constitution.

5.3 The Chief Returning Officer, as well as the elections committee will receive a copy of the LSU Constitution

5.5 All people listed in sections 5.1. to 5.4. shall receive any and all changes to the LSU Constitution as soon as possible after said changes are made.

5.9 A current copy of the LSU Constitution shall be kept in the LSU office.

5.10 The Vice President Administration will be in charge of administering this policy.

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LAURENTIAN STUDENT UNION OPERATIONAL POLICY #6 CONFLICT OF INTEREST

6.1 Mandate

6.1.1 No member of the Laurentian Student Union Board of Directors should vote on a question in which he/she has a direct personal or financial interest not common to other members of the Union as per Robert's Rules of Order.

6.2. Abstention from Voting

6.2.2 Members of the LSU Board of Directors shall abstain from voting in matters concerning their position as Club Officer in any officially recognized LSU Club.

6.2.3 It is the responsibility of each member of the LSU Board of Directors to inform the LSU Chairperson of any potential conflict of interest. The LSU Chairperson will inform the member as to whether or not they are in conflict of interest, and will subsequently inform them if they are to abstain on any related votes.

6.2.4 Failure of a member of the LSU Board of Directors to abstain when a conflict of interest exists is considered grounds for removal from office

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LAURENTIAN STUDENT UNION OPERATIONAL POLICY #8 LAURENTIAN STUDENT UNION POSTING BOARDS

8.1 Mandate

8.1.1 The Laurentian Student Union Vice President Student Activities shall be responsible for the administration of this Policy. Requirements outlined in this Policy shall be executed by the Vice President Student Activities. The Laurentian Student Union shall be responsible for maintenance and control of all Posting Boards on Laurentian University's campus, with the exception of those identified by specific Laurentian University Departments and Faculties.

8.3 Location and Type of Laurentian University Student Union Posting Boards

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8.3.1 All boards in the K Building will be designated as LSU Posting Boards.

8.4 Posting Procedures

8.4.1 No posting on a LSU Posting Board shall contain any discriminatory text or graphic of any nature.

8.4.2 All postings on any LSU Posting Board shall be brought to the Vice President Student Activities. All approved postings will bear the insignia of the Union.

8.4.2.1 All postings that contain the name/logo of a politically affiliated club as defined by Operational Policy 2 must be approved by the LSU Board of Directors.

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8.4.3 Off-campus for-profit businesses shall be required to pay an advertising fee as designated by the Vice President Student Activities

8.4.3.1 All funds collected from said advertising fee shall be allocated to the Events budget.

8.4.5 LSU Posting Boards shall be maintained twice monthly by the Board of Directors. Maintenance shall include the following:

8.4.5.1 All outdated postings shall be removed.

8.4.5.2 All unapproved posters shall be removed.

8.4.5.3 Ensure LSU identification and posting approval information is intact.

8.4.5.4 All excess affixing material and/or devices shall be removed.

8.4.5.5 All damage shall be repaired, or the appropriate work orders to repair said damage shall be submitted.

8.4.5.6 All postings shall be affixed securely and in an orderly fashion.

8.4.5.7 Duplicates of any poster on any one Posting Board shall be removed.

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LAURENTIAN STUDENT UNION OPERATIONAL POLICY #9 LAURENTIAN STUDENT UNION IDENTIFICATION

Review by March 2010

9.1 Mandate

9.1.1 The purpose of this Policy is to promote the association between the Laurentian Student Union, and the services and events it sponsors, as well as to foster the general recognition of the Union across campus.

9.2 Logo

9.2.1 The official logo of the Laurentian Student Union is what was presented at the beginning of this constitution.

9.3 Usage

9.3.1 All space controlled by the LSU within Laurentian @ Georgian shall be identified with a sign bearing the LSU logo and the words Laurentian Student Union. Said sign is to be placed in a prominent location at, or near, the entrance to the space.

9.3.2 All official and formal internal and external correspondence of the Union shall bear the Laurentian Student Union logo.

9.3.3 All events associated with the Union shall be identified by a banner bearing the Laurentian Student Union logo and the words Laurentian Student Union.

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LAURENTIAN UNIVERSITY STUDENT UNION OPERATIONAL POLICY #12 CONFERENCE DELEGATES

12.2 Responsibilities of Delegates

12.2.1 All delegates shall submit a written report to the Board of Directors within three (3) weeks of returning from a conference. Delegates shall endeavour to include the following in their Conference Reports:

12.2.1.1 A list of all meetings attended at the conference.

12.2.1.2 The significant results of the conference.

12.2.1.3 An evaluation of the conference.

12.2.1.4 Recommendations for future Delegates to similar conferences.

12.2.1.5 Recommendations for the LSU Board of Directors.

LAURENTIAN UNIVERSITY STUDENT UNION OPERATIONAL POLICY #23 LAURENTIAN STUDENT UNION STANDING INTERNATIONAL STUDENT COMMITTEE

23.1 Mandate

23.1.1 The Office of the International Student Advisor works with students, faculty,

and staff to assist and support international students attending Laurentian University. The Laurentian Student Union Standing International Student Committee ("the Committee") was created to assist the International Student Advisor in ensuring that these principles are met and upheld.

23.2 Composition

23.2.1 The LSU VPSI will hold an advisory position on the committee.

23.2.1.1 The LSU VPSI shall count towards quorum of the committee.

23.2.2 Voting members of the Committee shall be as follows:

23.2.1.1 One (1) LSU Board of Directors members.

23.2.1.2 Two (2) International Students currently attending Laurentian University.

23.2.1.3 One (1) representative from the International Studies Office.

23.2.1.4 One (1) representative from the World University Services Club.

23.2.3 Quorum shall be met with the presence of the Chairperson and three (3) voting members of the Committee.

23.2.4 Term of office for the Committee shall be set at one (1) year beginning May 1 and ending April 30.

23.2.5 The LSU Board of Directors is responsible for electing a Chairperson of this committee.

23.2.5.1 The Chairperson must be a member of the LSU Board of Directors.

23.2.5.2 The Chairperson shall have full voting rights and privileges.

23.2.5.3 The Chairperson will be responsible for reporting the business of the committee to the Board of Directors from time to time.

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23.3 Responsibilities of the Committee

23.3.1 The Committee shall 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.

23.3.2 The Committee shall review any and all International Student Advisor Reports and evaluate the progress of any ongoing works. The Committee shall endeavor to be aware of the Laurentian University Community's response to said works.

23.3.4 The Committee will respect the confidentiality of the International Student Advisor's Office.

23.3.5 When a vacancy occurs in the Office of the International Student Advisor, the Committee shall serve as the Recruitment Committee for the purposes of filling said position. Upon completion of the recruitment process, the Committee shall then recommend a qualified applicant to the International Studies Office.

23.3.6 The Committee shall submit a brief year-end report to the LSU Board of Directors by the last meeting of the Winter Academic Term highlighting the major topics discussed, results, and recommendations for the future.

**LAURENTIAN STUDENT UNION
OPERATIONAL POLICY #31
CULTURAL SENSITIVITY AND DIVERSITY AWARENESS**

31.1 Purpose

31.1.1 To create an understanding and awareness of both the need for cultural sensitivity and diversity within all aspects of LSU operations and services.

31.2 Diversity and Cultural Sensitivity Training

31.2.1 The Laurentian Student Union Board of Directors shall ensure that at least one (1) Diversity and Cultural Sensitivity training session has been offered during the Fall Academic term

31.2.1.1 Said training session shall occur no later than the last business day of the month of September.

31.2.2 The Training session shall be conducted for all members of the Laurentian Student Union Board of Directors, the LSU office staff, all coordinators, Directors and Commissioners in the employ of the union, as well as anyone the Board of Directors deems fit.

31.2.3 The training session shall cover topics including but not limited to:

31.2.3.1 Diversity in Gender and Sexual orientation.

31.2.3.2 Cultural Sensitivity.

31.2.3.3 Religious Sensitivities.

31.2.3.4 Strategies for an inclusive Student Union.

31.2.3.5 Ontario Human Rights Code.

31.2.3.6 Student Code of Conduct.

31.2.5 The costs incurred by the organization of such a training session shall be covered by the Student Union in the manner laid out in Operational Policy #19 dealing with unbudgeted expenditures.

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31.3 Continued Encouragement of Diversity

31.3.1 The Union, through its Centers, Commissioners, Clubs, or acts of the Board of Directors shall endeavor to organize and promote events that will encourage diversity and understanding within the greater University community.

31.3.2 The Union shall also enter into partnerships where possible with the International Student Advisor and the Laurentian University Harassment and Discrimination Officer to promote awareness of cultural and diversity issues affecting our academic community.

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Laurentian University Student Union Operational Policy #32 Teleconferencing

32.1 Purpose

32.1.1 To allow directors to participate in LSU board meetings from outside of the city limits of Barrie.

32.2 Accommodation of Directors participating by Teleconference

32.2.1 The director participating by teleconference must provide prior notice to the Chairperson.

32.2.2 The responsibility for maintaining a line of communication via teleconference belongs to the Chairperson.

32.2.3 Directors participating via teleconference retain voting rights and privileges.

32.2.3.1 Directors participating by teleconference who are required to vote in secret ballot may proxy their vote to another director.