

Proposed student union bylaws

BY-LAW I OBJECT

- (1) The objects of the University of New Brunswick Student Union are:
- to promote artistic, literary, educational, social, recreational and charitable activities for the advancement of the interests of its members and others,
 - to provide for the material, intellectual, cultural and professional needs of the members and promote among members a sense of responsibility and cooperation and to establish good relations with other national and international student associations and also other public and private associations,
 - to act as the official organization of the students of the University of New Brunswick, Fredericton, New Brunswick,
 - to acquire, operate and maintain any building or buildings for the use of its members and others, and
 - to co-ordinate, promote and direct the activities of the students of the University of New Brunswick, subject to the rules and regulations of the University.

- (2) The University of New Brunswick Student Union has been made responsible for the supervision of student activities and has been accorded the authority over all students and their organizations necessary to discharge that responsibility.

BY-LAW II MEMBERSHIP

- (1) All registered students at the University of New Brunswick who have paid the required Student Union fees shall be members of the University of New Brunswick Student Union.

BY-LAW III OFFICERS OF THE UNION

- (1) The officers of the Union shall be:
- The President
 - The Vice-President Internal
 - The Vice-President External
 - The Comptroller, and
 - The Assistant Comptroller.

BY-LAW IV COUNCIL ORGANIZATION

- (1) The Council shall be composed of:
- The President
 - The Vice-President Internal
 - The Vice-President External
 - The Comptroller
 - The Assistant Comptroller; this member shall not have a vote
 - The Chairman, this member shall not have a vote
 - Three Representatives-at-Large, and
 - Representatives elected by students registered in the various faculties and schools of the University.

- (2) (a) There shall be a Council Executive to assist the officers in the formulation of policy and a Union Executive to assist the officers in the administration of the activities of the Union.

- (b) The Council Executive and the Union Executive shall be composed of the officers of the Union and such other members of the Union as Council may by regulation determine.

- (3) The Council shall have the power to pass, amend or repeal any regulation or portion thereof made under the authority of Council.

- (4) The head of any Union organization, club or society on campus shall have the right to speak before Council with respect to any matter pertaining to or likely to affect his organization, club or society.

- (5) There shall be a Council Chairman who shall:

- be appointed by the President, with two-thirds approval of Council,
- open all Council meetings at the time at which Council is to meet, by

taking the chair and calling the members to order,

- announce the business before Council in the order in which it is to be acted upon,
- state and put to vote all questions which are regularly moved, or necessarily arise in the course of proceedings, and to announce the vote,
- restrain members, when engaged in debate, within the rules of order,
- enforce on all occasions the observance of order and decorum among the members,
- inform the Council when necessary, or when referred to for the purpose, on a point of order or practice, and

(g) decide all questions of order (subject to an appeal to Council by any two members),

- inform the Council when necessary, or when referred to for the purpose, on a point of order or practice, and
- not be given to any undue bias.

(6) At any meeting of Council, the Chairman may allow any person present whose views he may deem helpful or necessary to the discussion to speak and express those views.

BY-LAW V MEETINGS

- (1) There shall be at least two regular meetings of Council during each month of the academic term, excepting the month of December.

- (2) A quorum of the Council shall consist of 50 percent of the voting membership of the Council.

- (3) Meetings of the Council and the Union shall be called by the President
- when he deems it necessary, or
 - when he is requested to do so 25 percent of the voting members of Council, or
 - upon presentation of a petition to the President signed by at least 10 percent of the membership of the Union.

- (4) All motions before a meeting of the Union or the Council shall be decided by a majority voted except where otherwise provided for in these By-Laws.

- (5) The President may, on a matter of urgent and pressing concern, call an emergency meeting.

- (6) Where an emergency meeting is called, only the matter which is the cause of the said meeting may be discussed. Any consequent action, if any, shall only have force if it arises as concerning the said matter.

- (7) Where an emergency meeting is called, a bona fide attempt shall be made to personally contact every Council member (and such other persons as may be concerned) for the purpose of informing that member or that person of that time, place and agenda of the said meeting.

- (8) Where an emergency meeting is called, notice of the same shall be posted on all main bulletin boards.

- (9) For the purpose of these By-Laws and Regulations made thereunder, the phrase "all main bulletin boards" shall include:

- at least two prominent bulletin boards in each of:
 - Keirstead Hall
 - Head Hall
 - Tilley Hall
 - Carleton Hall
 - F.J. Toole Hall, and
 - Loring Bailey Hall
- the Old Arts Building
- Marshall d'Avray Hall
- the Lord Beaverbrook Gymnasium
- MacLaggan Hall
- each of the Campus Residences

(g) any other academic building, and

- in the Student Union Building
- the notice board immediately outside the Union office, and
- at least three other notice boards.

(10) Except as inconsistent with these By-Laws or the Regulations, Robert's Rules of Order shall be applied.

BY-LAW VI OTHER ORGANIZATIONS

- (1) Any student society, club or organization that wishes
- to use the University name, or
 - to solicit funds, membership or clientele from among the members of the Union, or any part thereof, or
 - to use the facilities of the University for the operation of such club, society or organization, shall make application for recognition by the Council and shall conform to any Regulations made by Council with respect to the filing of information.

- (2) Any society, club or organization under the jurisdiction of the Union may be required to present to the Council a written report of the activities and financial condition of such club, society or organization if, in the opinion of the Council, there is reasonable grounds to so require.

- (3) (a) For the better administration of finances and the activities of the Union and its members the Comptroller shall have the right, if so instructed by the Executive or the Administrative Board to examine, the records, reports, minutes of any club, society or organization under the jurisdiction of the Union.
- (b) The Comptroller shall report to Council at its next meeting after the exercise of the right conferred by this section as to the results of such examination.

- (4) All societies, clubs and organizations under the authority of the Union shall hold their election of officers before the first day of March of each year and shall submit to the Vice-President Internal the names of the officers they have elected. Such organizations shall be notified by the Vice-President Internal before the first day of February.

BY-LAW VII DUTIES OF OFFICERS

- (1) The President shall be the Chief Executive Officer of the Union.

- (2) The President shall
- be responsible for the enforcement of a due observance of the Act of Incorporation, these By-Laws and the Regulations,
 - call regular meetings of the Union and of the Council,
 - work full-time in the Union Office during the months of May, June, July and August,
 - be ex officio a member of all committees appointed by Council

- (e) appoint three (3) chairmen, with two-thirds approval of the Council, one of whom shall be president at each meeting of the Council,
- (f) present an annual report at a meeting of Council immediately prior to a new President taking office,
- (g) hire an Administrator, with two-thirds approval of Council,
- (h) nominate student members to the Student Union Building Board of Directors on recommendation of the Applications Committee, with two-thirds approval of Council,

- (i) present a report of his activities on behalf of the Union at regularly constituted meetings of Council,
- (j) except as otherwise provided in these By-Laws and the Regulations, appoint all members of Council standing, special or ad hoc committees, with two-thirds approval of Council.

- (3) The President may appoint a Faculty Advisor, with two-thirds

approval of Council.

- (4) The Vice-President Internal of the Union shall
- assist the President in all his duties of an internal nature,
 - in the event of the absence of the President, assume that office with all its duties and responsibilities,
 - be the Chairman of the Constitution Committee,
 - be a Public Relations Officer for all internal matters.

- (5) The Vice-President External of the Union shall
- assist the President in all his duties of an external nature,
 - in the event of the absence of the President and the Vice-President Internal, assume that office with all its duties and responsibilities,
 - be the Chief Returning Officer for all Union and Council elections with the power to appoint, with two-thirds approval of the Council
 - be a Public Relations Officer for all external matters.

- (6) The Comptroller of the Union shall
- receive and account for all monies belonging to the Union,
 - pay all expenses incurred by the Union or any of its agencies,
 - at the request of Council, report to Council within one week on the present financial condition of the Union,
 - be responsible for the financial administration of the Union,
 - be responsible for the due observance of the Constitution of the Administration Board and be the Chairman of the said Board,
 - supervise the formation of sub-committees of the Administrative Board to handle continuing tasks, where he considers it necessary,
 - present the minutes of any meeting of the Administrative Board at the next regularly constituted meeting of Council,
 - appoint students to the Administrative Board, with two-thirds approval of Council,
 - prepare an annual Union budget in accordance with the priorities and generally accepted practices of the Union,
 - be responsible for the presentation of a financial policy for ratification by Council within a month of coming into office. Such financial policy shall have the rank of a "Regulation"
 - provide liaison between the Orientation Committee, the Winter Carnival Committee and Council.

- (7) The Assistant Comptroller of the Union shall
- be appointed by the President on the recommendation of the Executive, with two-thirds approval of Council,
 - be appointed within three weeks of the Fall Election,
 - assist the Comptroller with all his duties,
 - in the event of the absence of the Comptroller assume that office with all its duties and responsibilities,
 - be the Comptroller for the Winter Carnival and the Orientation Committee.

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By-Law shall be placed under the administration of the Comptroller.

- (4) The Council shall be responsible for the allotment of the monies collected, as provided in section (1) and any other revenue of the Union, among the various activities.

- (5) All liabilities properly incurred by the Union or any of its authorized agents shall be paid by cheque on the general fund of the Union, signed by the duly authorized officers of the Union as from time to time determined by Council.

- (6) Council may in its discretion allot funds entrusted to it among various student activities as it may from time to time see fit.

- (7) For greater certainty, but not so as to in anyway restrict the generality of the power of Council over the administration of the financial affairs of the Union and its members, Council shall have the right to withdraw any grant or appropriation of funds made to any club, society or organization under its jurisdiction, if, in the opinion of Council, steps are being taken to spend the monies so granted or appropriated in support of an activity or activities which the Council does not consider to be in the best interest of the Union and its members.

- (8) The Comptroller shall pay only proper liabilities of the Union which have been incurred in accordance with the business and accounting procedures, as approved by Council.

BY-LAW IX FINANCIAL PUBLICATION

- (1) The Council shall, each year, before the end of October, publish
- a detailed summary of the audited financial statements for the preceding year, and
 - a detailed summary of the budget of the Council and the agencies under its jurisdiction for the current year.

- (2) Summaries referred to in Section (1) hereof shall be prepared by the Comptroller.

- (3) The publication of the material referred to in Section (1) hereof shall take precedence in the publishing schedule of the Brunswickan.

BY-LAW X AUDIT

- (1) Council shall, by the end of September, appoint competent auditors to conduct an examination of the books for the preceding financial year and to prepare and present a report to Council.

BY-LAW XI ELECTIONS

- (1) The Vice-President External shall be the Chief Returning Officer with power to appoint, with two-thirds approval of Council.

- (2) (a) The Vice-President External may appoint, to a maximum of four, members who shall be known as Deputy Returning Officers, with two-thirds approval of Council.
- (b) The Deputy Returning Officers shall be appointed within one month prior to any election and no Deputy Returning Officer shall be a candidate in any election taking place under their jurisdiction.

- (3) The Chief Returning Officer shall administer all elections of officers of the Union and members of Council and such other elections or referenda as are necessary during the course of the year.

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- (3) Fees collected for as provided for in section (1) and section (2) of this

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