

Proposed bylaws for student union constitution

To be discussed by SRC

BY-LAWS

ARTICLE I Duties and Responsibilities of the Executive Committee.

S.1 The President of the Union shall:

- (a) be the Chief Executive Officer of the Union and shall be charged with the general management of the Union.
- (b) be responsible for enforcing the due observation of the Act of Incorporation, the Constitution, By-Laws and Regulations of the Union.
- (c) appoint three Chairmen, with two-thirds approval of the SRC, one of whom shall preside at each meeting of the SRC.
- (d) be a non-voting member of all committees of the SRC both standing and ad hoc.
- (e) present an annual report of the SRC activities at a meeting of the SRC immediately prior to a new President taking office.
- (f) present a program of the executive committee to the SRC within two weeks of assuming office.
- (g) may appoint a Faculty Advisor with two-thirds approval of the SRC.
- (h) hire an Administrator with two-thirds approval of the SRC.
- (i) nominate student members to the UNB Senate and the SUB Board of Directors with two-thirds approval of the SRC.
- (j) present a report of his activities on behalf of the SRC at regularly constituted meetings.
- (k) except as otherwise provided in the Constitution or these By-laws may appoint the chairman of all SRC standing or special committees with two-thirds approval of the SRC.

S.2. The Internal Vice-President of the Union shall:

- (a) assist the President in all his duties of an internal nature.
- (b) in the event of the absence of the President, assume that office with all its duties and responsibilities.
- (c) be Chairman of the Constitution Committee.
- (d) be the Chief Returning Officer for all SRC elections with power to appoint with two-thirds approval of the SRC.

S.3. The External Vice-President of the Union shall:

- (a) assist the President in all his duties of an external nature.
- (b) in the event of the absence of the President and the Internal Vice-President, assume that office with all its duties and responsibilities.
- (c) be Chairman of the Applications Committee.
- (d) be a SRC representative of the S.A.A.
- (e) be the Public Relations Officer.

S.4. The Comptroller of the Union shall:

- (a) supervise all financial transactions of the Union including receiving student levies, contributions, and other revenues on behalf of the Union and make authorized payments out of such funds to various organizations and pay all authorized expenses incurred by the Union.
- (b) be responsible for the due observation of the Constitution of the Administrative Board and be the Chairman of the Said Board.
- (c) prepare an annual Union budget in accordance with the priorities and generally accepted practices of the Union.
- (d) supervise the formation of sub-committees of the Administrative Board to handle continuing tasks, where the Comptroller considers it necessary.
- (e) provide liaison between the Orientation Committee, the Winter Carnival Committee and the SRC.
- (f) present the minutes of any meetings of the Administrative Board to the next regularly constituted SRC meeting.
- (g) appoint students to the Administrative Board with two-thirds approval of the SRC.

ARTICLE II Duties and Responsibilities of the Members of the SRC.

S.1. (a) Members are expected to attend all SRC meetings. When any such member of the SRC has failed to attend three regular meetings without good cause, the SRC may, on two-thirds approval, declare that members position vacant. Such a member shall not be eligible for re-election at the first election following his removal.

(b) Each member of the SRC shall be associated with their electorate in order that they may fairly represent the position and views of that electorate.

(c) Each member shall be prepared to sit on at least one committee or sub-committee of the SRC and to undertake a fair share of the obligations of student government as may be assigned to that member from time to time by the President of the Union.

ARTICLE III Elections.

S.1. General Provisions.

- (a) The "Fall Election" shall be held on or before the fourth Wednesday in October.
- (b) The "Spring Election" shall be held on or before the second Wednesday in February.
- (c) There shall be at least one elected representative (hereinafter referred to as a "seat") in these By-laws from every Faculty or Department at the University. There shall be a representative formula of one seat for every 300 students in a Faculty or Department. The Faculties or Departments in which enrollment exceeds 300, and are within 100 students or less

from the next multiple of 300, shall receive an additional seat.

(d) Each Faculty or Department as outlined in Article V Section 3 of the Constitution shall be represented as a result of any election under the Constitution or these By-laws. For each seat not filled as provided in the Constitution or these By-laws, there shall be at least one by-election, unless otherwise provided for in the Constitution or these By-laws, in order to fill that seat.

S.2. The following members of the SRC shall be elected:

- (a) At the Fall Election
 - i) The Internal and External Vice-Presidents
 - ii) 2 Representatives at Large
 - iii) 2 Arts Representatives
 - iv) 1 Engineering Representative
 - v) 1 Education Representative
 - vi) 1 Nursing Representative
 - vii) 1 Forestry Representative
 - viii) 1 Science Representative
 - ix) 1 Business Administration Representative
 - x) 1 Computer Science Representative
- (b) At the Spring Election:
 - i) The President
 - ii) The Comptroller
 - iii) 1 Representative at Large
 - iv) 1 Arts Representative
 - v) 1 Engineering Representative
 - vi) 1 Physical Education Representative
 - vii) 1 Grad Representative
 - viii) 1 Business Administration Representative
 - ix) 1 Law Representative
 - x) 2 Education Representative

S.3. Any properly elected member of the SRC shall take office upon the passing of a motion to sit any new members at the next meeting of the SRC after the said election. The seating of any new member shall be subject to the recount requirements as hereinafter provided in these By-laws.

S.4. A member elected at a previous general election or by-election shall cease to hold office upon the sitting of the new member replacing him.

S.5. The President, Internal Vice-President, External Vice-President, Comptroller and representatives at large shall be elected by the student body.

S.6. Representatives shall be elected by the members of their respective Faculties or Departments.

S.7. At the Spring Election:

- (a) The President, Vice-President, and Secretary-Treasurer of the Senior Class shall be elected by the Junior Class.
- (b) The Life President, Vice-President, Secretary and Valedictorian of the Graduating Class shall be elected by members of that class.

S.8. At least five weeks prior to the date of elections the Internal Vice-President shall confirm a Returning Officer for each election amongst the members of the SRC in accordance with these By-laws.

S.9. All candidates must meet the conditions of eligibility as otherwise outlined in the Constitution or these By-laws.

S.10. (a) At least four weeks prior to the date of elections a notice shall be posted on all main bulletin boards calling for nominations and at least three weeks prior to the date of elections a notice shall be published in a generally circulated student publication calling for nominations.

- (b) Nominations for the positions of President, Internal Vice-President, External Vice-President and Comptroller shall be in writing and shall be signed by a nominator and ten seconders, each of whom must be a student.
- (c) Nominations for Faculty or Department representatives shall be in writing and shall be signed by a nominator and two seconders who shall be members of the respective Faculty or Department.
- (d) Nominations for representatives at large shall be in writing and shall be signed by a nominator and two seconders who may be members of any Faculty or Department.
- (e) Each nomination shall contain the full name, Fredericton address and telephone number, faculty, and year, of each candidate, nominator and seconder and shall also contain the desired seat of the candidate.
- (f) Responsibility lies with the candidate to see that this nomination is in order and in the hands of the Returning Officer before the close of nominations.
- (g) i. On each day one week prior to the close of nominations the Returning Officer shall make himself available at the SRC office for not less than two hours between the hours of 9:00 a.m. and 5:00 p.m.
- ii. Notice of the above hours which the Returning Officer will be available shall be posted on the SRC office door.
- (h) Nominations shall close two weeks prior to the date of elections.
- (i) In the event that there are fewer than two candidates for the position of President, Internal Vice-President, External Vice-President or Comptroller, nominations for these positions shall be re-opened for a period of seven days. After this period of seven days and there remains only one candidate for any of these positions, that candidate shall be declared elected by acclamation by the Returning Officer.
- (j) i. If there are less than two candidates nominated to fill any other seat after the close of nominations, the Returning Officer shall declare the candidate elected by acclamation.
- ii. The Returning Officer shall include

any acclamations in the notice listing the results of the election.

(k) An election shall only be held if there are two or more candidates for any office or seat required to be filled by the Constitution or these By-laws.

S.11. At least seven days prior to the date of elections, notice shall be posted on all main bulletin boards and shall be published in a generally circulated student publication listing the eligible candidates, the locations of the polls, and the hours which the polls are open.

- (a) Polls shall be open on the date of election.
- (b) At least two polls shall be open until 6:00 p.m.
- (c) Two clerks shall be stationed at each poll on election day.
- (d) The poll clerks at each poll station shall take down all SRC election posters in the immediate area of the poll station before the poll opens and will insure that no publications, pamphlets or hand-outs of any sort are distributed within sight or sound of any poll station.

S.13. (a) To qualify as a voter, a student must present his student identification card to the poll clerk.

- (b) After the voter is given his ballots his student identification card shall then be marked by the poll clerk in a manner prescribed by the Returning Officer.

S.14. (a) Each election shall be by secret ballot.

- (b) Each ballot shall list the full names of the candidates and the names by which they are commonly known if they so desire.
- (c) Names of candidates shall appear in alphabetical order on the ballots.
- (d) The clerks shall give the necessary number of ballots to each voter and shall record that voter has received a ballot.
- (e) i. In casting his ballot, a voter shall place an "X" or check opposite the name of the candidate of his choice.
- ii. The number of candidates thus designated shall not exceed the number of candidates which are to be elected.

S.15. When the polls close, the ballot boxes shall be taken by the clerks to a central place where the ballots shall be counted in the presence of the Returning Officer. Any scrutineers may also be present.

S.16. (a) The candidate or candidates with the most number of votes is deemed to be elected according to the number of seats to be filled.

- (b) In the case of a tie the President shall make the final decision by flipping a coin.
- (c) The flip shall be in the presence of the interested candidates if they so desire to be present.

S.17. Each candidate may appoint one scrutineer.

S.18. The Returning Officer shall keep all ballots for at least one week after the date of elections.

S.19. (a) Election results shall be posted within twenty-four hours after the closing of the polls.

- (b) If within forty-eight hours after the results have been declared, ten voters for a particular candidate submit a written request to the Returning Officer for a

recount of the ballots cast for any or all candidates, such a recount shall be carried out.

ARTICLE IV Meetings.

S.1. Notice of regular or special SRC meetings shall be posted at least two days before such meeting. This notice shall contain a brief outline of business expected to be conducted at the meeting.

S.2. No person, group or organization wishing to present matters of business to the SRC that requires either consideration by or a recommendation from any standing committee of the SRC shall have the right to a decision of the SRC until such a matter has been given to the appropriate standing committee at least one week in advance of the meeting of the SRC at which it is to be considered. This provision may be waived by a majority vote of the SRC.

S.3. All motions of the SRC shall be decided by a majority vote, except in those cases where a two-thirds approval is required by the Constitution or these By-laws or by Robert's Rules of Order. In case of any equal division of affirmative and negative a motion will stand defeated.

ARTICLE V Standing Committees.

S.1. The following standing committees shall be constituted by the SRC:

- (a) An Executive Committee
- (b) An Administrative Board
- (c) A Constitution Committee
- (d) A Student Discipline Committee, and
- (e) Applications Committee

S.2. Each Committee shall have a Constitution ratified by a two-thirds approval of the SRC. These Constitutions shall be reviewed at least every two years, and shall be amended in the same manner as these By-laws.

S.3. Each Constitution of each standing committee shall outline the specific duties

and powers of the particular standing committee and that committee shall take no action but under the authority of its Constitution.

ARTICLE VI Vacancies and Resignations.

S.1. Any resignation by any member of the SRC shall be in writing and addressed to the President of the SRC.

S.2. Upon receipt of any resignation from any member of the SRC the President shall so inform the SRC at the next regularly constituted meeting and shall declare the office vacant.

S.3. If the office of the President or the Comptroller becomes vacant after the 15th day of November the Internal Vice-President or the Assistant Comptroller respectively shall assume the duties of the said President or Comptroller until the Spring Election.

S.4. If the office of the Internal Vice-President or the External Vice-President becomes vacant after the 15th day of February the President or the Comptroller respectively shall assume the duties of the said Internal Vice-President or External Vice-President until the Fall election.

S.5. Notwithstanding any other provision in these By-laws if any seat on the SRC becomes vacant a By-Election to fill such vacancy shall not take place unless the number of such vacancies on the SRC exceed three. If the number of seats on the SRC are two or less the seats shall remain vacant until the Spring or Fall Election, but such seats may be filled at any By-Election that may occur before the said Spring or Fall Election.

S.6. No vacancy on the SRC shall be filled in the manner of a By-Election between the 5th day of December of a year and the 15th day of January of the following year and between the 15th day of March of a year and the 25th day of September of that same year.

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