



Constitution

Rules and By-laws

Brandon University Students for Life Executive

2015-2016

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Article I: Name of Organization

The name of the organization is “*Brandon University Students for Life*”, hereinafter referred to as “*the organization*”.

Article II: Purpose

The purpose of *the organization* shall be to promote the protection of human life from the moment of conception to natural death by engaging and educating students at Brandon University.

Article III: Executive

The Executive of *the organization* shall consist of the following positions:

- i. President
 - a. Chair each Executive and Annual General Meeting
 - b. Appoint a fellow member of the Executive to chair any of the aforementioned meetings in Article IV(i)(a) in their absence
 - c. Produce an agenda for the aforementioned meetings in Article IV(i)(a) no later than five days prior to executive meetings and fourteen days prior to the Annual General Meeting
 - d. Represent *the organization* on the Board of Directors for *Manitoba Youth for Life*
 - e. First external spokesperson for *the organization*, unless delegated out to a different member of *the organization*
- ii. Secretary
 - a. Record the meeting minutes for each meeting as mentioned in Article IV(i)(a)
 - b. Distribute an executive package no later than five days prior to each Executive meeting to each member of the Executive
 - c. Distribute meeting minutes to each member of the Executive for each executive meeting no later than seven days subsequent to said executive meeting
 - d. Maintain a physical and electronic archives for meeting minutes of the Executive and Annual General Meeting minutes as well as the financial statements of *the organization*
- iii. Director of Social Media

- a. Maintain and update the various forms of social media used by BUSL (Facebook, Twitter, etc)
 - b. Ensure that club events, along with thought provoking articles and content are posted to assist in achieving club Purpose
- iv. Treasurer
 - a. Prepare and report financial statements and bank reconciliations to the Executive for each Executive meeting, covering the period since the last Executive meeting
 - b. Prepare and report financial statements and bank reconciliations to the members of *the organization* for each Annual General meeting, covering the period since the last Annual General Meeting
 - c. Create a budget to be voted on and approved at the Annual General Meeting
 - d. Deposit all monies received by *the organization* into the organization's bank account within two banking days of receiving said monies
 - e. Issue all cheques from *the organization*
 - 1. All cheques must have two signatures of duly appointed signatories who will consist of the President, the Secretary and the Treasurer of *the organization*

Article IV: Election to the Executive

The Executive shall be elected according to the following process:

- i. First past the post, consisting of one member, one vote
- ii. Conducted in secret ballot
- iii. Monitored by a person appointed by the President of *Manitoba Youth for Life* that is external to *the organization*
- iv. Held at *the organization's* Annual General Meeting

Article V: Candidates for the Executive

Candidates seeking election to the Executive must:

- i. Be a member of good standing according to Article III
- ii. Have held membership in good standing for at least thirty (30) days prior to the election

- iii. Must make a formal submission seeking one position on the Executive by a written, signed and dated document stating their desire of the Executive position they seek and submitted to the Secretary by no later than fourteen days prior to the election of the Executive
 - a. Sitting members of the Executive seeking re—election must also follow the procedures in Article VI (i—iii)
 - b. Should the sitting Secretary seek re—election to the Executive, they must submit a signed, written and dated document stating their desire of the Executive position they seek to the sitting President no later than fourteen days prior to the election of the Executive

Article VI: Revocation of a Member of the Executive

Members of the Executive can cease to hold their office by:

- i. Voluntarily submitting a signed, written and dated document to the Secretary stating of one's desire to resign from the office
 - a. Should the sitting Secretary wish to voluntarily resign, then the Secretary must submit a signed, written and dated document to the President stating of one's desire to resign from the office
- ii. Been convicted of an offense against the *Criminal Code of Canada* or other federal and/or provincial criminal statutes
- iii. The member of the Executive fails to meet the basic requirements to hold membership in *the organization* as defined by Article III

Article VII: Meetings

The following members shall meet during the following times:

- i. The Executive shall meet once every month, as determined by a schedule created and approved by the Executive at the Annual General Meeting
- ii. All members of *the organization* Executive shall, as well as any members of any regular members of *the organization* may, attend the Annual General Meeting as defined by Article X

All of the aforementioned meetings shall follow *Roberts Rules of Order*.

Article VIII: Quorum

Quorum shall be established at the following meetings by:

- i. *Executive meetings*: two thirds of elected and appointed members as well at least one third of the general members
- ii. *Annual General Meeting*: at least two thirds of the Executive

Article IX: Annual General Meeting

The Annual General Meeting of *the organization* will be held on:

- i. Any date as approved by a simple majority of the Executive between March 15th and April 15th of each calendar year
- ii. The Executive must establish the date of the Annual General Meeting by no later than twenty—one (21) days prior

Article X: Constitutional Amendments

All constitutional amendments must be put forward at the Annual General Meeting. The amendment will be allowed:

- i. Two minutes to move the motion
- ii. Two minutes of rebuttal
 - a. The individual to rebut will be chosen by the chair
- iii. One minute of counter—rebuttal by the seconder of the motion
- iv. One additional minute of rebuttal
 - a. The second individual to rebut will be chosen by the chair
- v. Chair will call the question on the motion after this process

Constitutional amendments are considered to be carried if voted in favour by at least two thirds of members of *the organization* present at the Annual General Meeting.

APPROVAL

Approved on this day of at in the Province
of Manitoba.

Secretary of the Executive (Printed)

Secretary of the Executive (Signature)

President of the Executive (Printed)

President of the Executive (Signature)



MANITOBA

THE BRANDON UNIVERSITY ACT

C.C.S.M. c. B90

LOI SUR L'UNIVERSITÉ DE BRANDON

c. B90 de la *C.P.L.M.*

As of 2016-06-16, this is the most current version available. It is current for the period set out in the footer below.

Le texte figurant ci-dessous constitue la codification la plus récente en date du 2016-06-16. Son contenu était à jour pendant la période indiquée en bas de page.

LEGISLATIVE HISTORY***The Brandon University Act*, C.C.S.M. c. B90****Enacted by**

SM 1998, c. 48

Proclamation status (for provisions in force by proclamation)**Amended by**

SM 1999, c. 18, s. 2

SM 2001, c. 39, s. 31

SM 2004, c. 42, s. 6

SM 2014, c. 29, Sch. B, s. 3(3)

SM 2015, c. 43, s. 48

in force on 1 May 2002 (Man. Gaz.: 18 May 2002)

HISTORIQUE***Loi sur l'Université de Brandon*, c. B90 de la C.P.L.M.****Édictée par**

L.M. 1998, c. 48

État des dispositions qui entrent en vigueur par proclamation**Modifiée par**

L.M. 1999, c. 18, art. 2

L.M. 2001, c. 39, art. 31

L.M. 2004, c. 42, art. 6

L.M. 2014, c. 29, ann. B, par. 3(3)

L.M. 2015, c. 43, art. 48

en vigueur le 1^{er} mai 2002 (Gaz. du Man. : 18 mai 2002)

CHAPTER B90

THE BRANDON UNIVERSITY ACT

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CHAPTER B90

THE BRANDON UNIVERSITY ACT

(Assented to June 29, 1998)

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Manitoba, enacts as follows:

DEFINITIONS

Definitions

1 In this Act,

"academic staff" includes professors, associate professors, assistant professors, lecturers and any other persons designated as academic staff in the by-laws of the board; (« personnel enseignant »)

"alumni association" means the association recognized by the board as being representative of the graduates of Brandon College or the university; (« association des anciens »)

"board" means the Board of Governors of the university; (« conseil d'administration »)

"senate" means the Senate of the university; (« Sénat »)

CHAPITRE B90

LOI SUR L'UNIVERSITÉ DE BRANDON

(Date de sanction : 29 juin 1998)

SA MAJESTÉ, sur l'avis et avec le consentement de l'Assemblée législative du Manitoba, édicte :

DÉFINITIONS

Définitions

1 Les définitions qui suivent s'appliquent à la présente loi.

« **association des anciens** » Association que le conseil d'administration reconnaît à titre de représentant des diplômés du Brandon College ou de l'Université. ("alumni association")

« **conseil d'administration** » Le conseil d'administration de l'Université. ("board")

« **étudiant** » Personne inscrite à titre d'étudiant de l'Université à un cours pour lequel elle obtiendra un crédit. La présente définition vise notamment les personnes désignées à titre d'étudiants par résolution du Sénat. ("student")

"student" means a person enrolled as a student of the university in a course for which he or she will receive academic credit and includes a person designated as a student by resolution of the senate; (« étudiant »)

"university" means Brandon University. (« Université »)

« **personnel enseignant** » Sont assimilés au personnel enseignant les professeurs, les professeurs agréés, les professeurs adjoints, les chargés de cours et les autres personnes que désignent les règlements administratifs du conseil d'administration. ("academic staff")

« **Sénat** » Le Sénat de l'Université. ("senate")

« **Université** » L'université de Brandon. ("university")

CONTINUATION OF THE UNIVERSITY

Brandon University continued

2(1) Brandon University is continued as a corporation without share capital composed of the members of the board.

Corporations Act not to apply

2(2) *The Corporations Act* does not apply to the university.

Purposes and objects

3(1) The purposes and objects of the university are

- (a) the advancement of learning and the creation, preservation and dissemination of knowledge; and
- (b) the intellectual, social, ethical and physical development and improvement of its students and employees and of society.

Specific powers

3(2) To further its purposes and objects the university may

- (a) establish and maintain such colleges, faculties, schools, institutes, departments, chairs and courses of instruction as the board considers appropriate;
- (b) give instruction and training in all branches of learning;

MAINTIEN DE L'UNIVERSITÉ

Maintien de l'Université

2(1) L'Université de Brandon est maintenue à titre de personne morale sans capital-actions et est composée des membres du conseil d'administration.

Non-application de la *Loi sur les corporations*

2(2) La *Loi sur les corporations* ne s'applique pas à l'Université.

Objectifs

3(1) L'Université poursuit les objectifs suivants :

- a) l'avancement des connaissances et la création, la conservation et la communication du savoir;
- b) le développement et l'amélioration de ses étudiants, de ses employés et de la société sur les plans intellectuel, social, éthique et physique.

Pouvoirs

3(2) L'Université peut, dans la poursuite de ses objectifs :

- a) créer et maintenir les collèges, les facultés, les écoles, les instituts, les départements, les chaires et les cours d'enseignement que le conseil d'administration juge indiqués;
- b) fournir de l'enseignement et de la formation dans tous les domaines de connaissances;

(c) grant degrees, including honorary degrees, diplomas and certificates of proficiency;

(d) provide facilities for original research in every branch of learning, and conduct or facilitate the conducting of such research; and

(e) generally promote and carry on the work of a university.

c) décerner des grades, y compris des diplômes honorifiques, des diplômes et des certificats d'aptitude;

d) fournir des installations permettant la poursuite de recherches inédites dans tous les domaines de connaissances, de même que favoriser et entreprendre de tels travaux de recherche;

e) d'une façon générale, faciliter et mener les activités d'une université.

General powers

4 The university has the capacity, rights and powers of a natural person for carrying out its purposes and objects.

Capacité, droits et pouvoirs

4 L'Université a la capacité, les droits et les pouvoirs dont jouit une personne physique pour accomplir ses objectifs.

BOARD OF GOVERNORS

CONSEIL D'ADMINISTRATION

Board of Governors

5(1) The Board of Governors is continued as the governing body of the university.

Conseil d'administration

5(1) Le conseil d'administration est maintenu à titre de corps administratif de l'Université.

Members

5(2) The board shall consist of the following members:

- (a) the chancellor of the university;
- (b) the president of the university;
- (c) one alumni of the university elected by the alumni association;
- (d) two members of the senate elected by the senate;
- (e) two students appointed by the council of the Brandon University Students' Union who are members of that council;
- (f) ten persons appointed by the Lieutenant Governor in Council, two of whom are students.

Membres du conseil d'administration

5(2) Le conseil d'administration est constitué :

- a) du chancelier de l'Université;
- b) du recteur de l'Université;
- c) d'un ancien de l'Université qu'élit l'association des anciens;
- d) de deux membres du Sénat élus en son sein;
- e) de deux étudiants que nomme le conseil de la Brandon University Students' Union Inc. en son sein;
- f) de dix personnes que nomme le lieutenant-gouverneur en conseil, dont deux étudiants.

Canadian citizenship

5(3) A member of the board, other than a student member, must be a Canadian citizen or a permanent resident within the meaning of the *Immigration and Refugee Protection Act* (Canada).

S.M. 2004, c. 42, s. 6.

Term of office

6(1) Except as provided in subsection (4), each member of the board is to hold office for the applicable period specified in this section, beginning on July 1 of the year the member is elected or appointed and continuing until a successor is appointed or elected.

Term of LG in C appointed members

6(1.1) A member of the board appointed by the Lieutenant Governor in Council, other than a student member, is to hold office for the term fixed in the order appointing the member, which may not exceed three years.

Term of alumni members

6(1.2) A member of the board elected by the alumni association is to hold office for three years.

Term of student members

6(2) A student member of the board is to hold office for one year.

Term of senate members

6(3) A member of the board elected by the senate is to hold office for two years.

No application to president and chancellor

6(4) This section does not apply to the president and the chancellor of the university, who are members of the board as long as they remain president and chancellor.

S.M. 2015, c. 43, s. 48.

Citoyenneté canadienne

5(3) Les membres du conseil d'administration, à l'exception des étudiants, doivent être citoyens canadiens ou résidents permanents au sens de la *Loi sur l'immigration et la protection des réfugiés* (Canada).

L.M. 2004, c. 42, art. 6.

Mandat

6(1) Sauf disposition contraire du paragraphe (4), le mandat des membres du conseil d'administration est de la durée prévue au présent article et commence le 1^{er} juillet de l'année de l'élection ou de la nomination. Les membres demeurent en poste jusqu'à l'élection ou la nomination de leur successeur.

Mandat des membres nommés par le lieutenant-gouverneur en conseil

6(1.1) La durée du mandat des membres du conseil nommés par le lieutenant-gouverneur en conseil, à l'exception des étudiants, est d'au plus trois ans et est fixée par leur décret de nomination.

Mandat des anciens

6(1.2) Le mandat des membres du conseil élus par l'association des anciens est de trois ans.

Mandat des étudiants

6(2) Le mandat des étudiants faisant partie du conseil d'administration est de un an.

Mandat des membres du Sénat

6(3) Le mandat des membres du Sénat est de deux ans.

Non-application au recteur et au chancelier

6(4) Le présent article ne s'applique pas au recteur ni au chancelier de l'Université; leur mandat se poursuit tant qu'ils occupent leur poste respectif.

L.M. 1999, c. 18, art. 2; L.M. 2015, c. 43, art. 48.

Re-appointment and re-election

7 A member of the board whose term expires is eligible to be re-appointed or re-elected subject to the following rules:

1. A member elected by the senate may not hold office for more than four years in consecutive terms.
2. Other members may not hold office for more than six years in consecutive terms.
3. The board may permit a member to serve for more than the number of consecutive years specified in rule 1 or 2, but only if no more than 1/4 of the members of the board have served for more than the specified number of consecutive years at any one time.
4. Under rule 3, the board must not permit
 - (a) a member elected by the senate to serve more than two additional consecutive years; and
 - (b) another member to serve more than three additional consecutive years.
5. Once a member has served the number of consecutive years specified in rule 1 or 2 or any additional years permitted by rule 3, the member may not be re-appointed or re-elected until at least three years have elapsed since the member last served.
6. These rules do not affect a student member of the board.

S.M. 2015, c. 43, s. 48.

Vacancies

8(1) The board shall declare a vacancy on the board when

- (a) a member dies or resigns;
- (b) a member, other than the president or the chancellor, fails to attend three consecutive meetings without the board's permission, which may be given retroactively; or

Reconduction des mandats

7 À leur expiration, les mandats des membres élus ou nommés au conseil d'administration peuvent être reconduits sous réserve des règles suivantes :

1. Les membres élus par le Sénat ne peuvent siéger pendant plus de quatre ans s'ils ont reçu des mandats consécutifs.
2. Les autres membres ne peuvent siéger pendant plus de six ans s'ils ont reçu des mandats consécutifs.
3. Le conseil peut permettre à un membre de siéger au-delà du nombre d'années prévu pour des mandats consécutifs mentionné aux règles 1 ou 2, mais seulement si au plus le quart de ses membres ont dérogé à ces règles.
4. En vertu de la règle 3, le conseil ne peut permettre :
 - a) aux membres élus par le Sénat de siéger pendant plus de deux années consécutives supplémentaires;
 - b) à tout autre membre de siéger pendant plus de trois années consécutives supplémentaires.
5. Dès qu'ils ont siégé pendant le nombre d'années consécutives prévu aux règles 1 ou 2 ou pendant la durée supplémentaire permise à la règle 3, les membres doivent attendre trois ans après la fin de leur dernier mandat pour être nommés ou élus de nouveau.
6. Les présentes règles ne s'appliquent pas aux étudiants.

L.M. 2015, c. 43, art. 48.

Vacance

8(1) Le conseil d'administration déclare une vacance en son sein :

- a) lorsqu'un membre décède ou démissionne;
- b) lorsqu'un membre, à l'exception du recteur et du chancelier, est absent à trois réunions consécutives sans avoir obtenu sa permission, qui peut être accordée de façon rétroactive;

(c) a membership is terminated under subsection (2) or (3).

c) lorsqu'il y a cessation de mandat en vertu du paragraphe (2) ou (3).

Vacancy if member incapable

8(2) If an elected or appointed member of the board becomes incapable of acting as a member, the board may so advise the body that elected or appointed the member, and that body may then terminate the membership and advise the board and the member that it has done so.

Empêchement

8(2) En cas d'empêchement d'un de ses membres élus ou nommés, le conseil d'administration peut aviser de l'empêchement l'entité ayant nommé ou élu le membre. Celle-ci peut annuler la nomination ou l'élection du membre et en aviser le conseil et le membre lui-même.

Vacancy if electing or appointing body terminates

8(3) A body that has elected or appointed a member of the board may terminate the membership at any time by giving written notice to the member and to the board.

Vacance — annulation de nomination ou d'élection

8(3) L'entité qui a nommé ou élu un membre du conseil d'administration peut annuler la nomination ou l'élection en faisant parvenir un avis écrit en ce sens au membre et au conseil.

Filling vacancies

9(1) When an elected or appointed member's position on the board is vacant, the board shall inform the body that elected or appointed the member of the vacancy, and that body shall promptly elect or appoint a successor to hold office for the remainder of the term.

Remplaçant

9(1) L'entité qui a élu ou nommé un membre au conseil d'administration procède rapidement à la nomination ou à l'élection d'un remplaçant après que le conseil l'a avisée de toute vacance du poste. Le remplaçant occupe le poste jusqu'à la fin du mandat initial.

If new appointment not made

9(2) If the body does not elect or appoint a replacement within 90 days after the board gives it notice, the board may itself appoint a successor, except where the member was appointed by the Lieutenant Governor in Council.

Absence de remplaçant

9(2) Le conseil d'administration peut nommer un remplaçant si l'entité ne l'a pas fait dans les 90 jours suivant l'avis de vacance au conseil, sauf dans le cas des membres que nomme le lieutenant-gouverneur en conseil.

Remainder of the term

9(3) The appointment of a successor to fill the remainder of another member's term shall not be considered a term of office for the purpose of rules 1 and 2 of section 7.

Mandat de remplaçant

9(3) Pour l'application des règles 1 et 2 figurant à l'article 7, le mandat d'un membre remplaçant n'est pas considéré comme un mandat.

S.M. 2015, c. 43, s. 48.

L.M. 2015, c. 43, art. 48.

Remuneration

10 The members of the board shall not receive any remuneration for performing their duties as members, but the board may reimburse them for their reasonable expenses.

Chair and vice-chair

11(1) The board shall elect annually one of its members as the chair of the board and another member as vice-chair.

Acting chair

11(2) If the chair is absent or unable to act or if the office is vacant, the vice-chair has the powers and shall perform the duties of the chair.

Role of the board

12(1) The board has overall responsibility for the university, and may determine all matters of university policy except those specifically assigned to the senate by this Act.

Powers of the board

12(2) Without limiting subsection (1), the board may

- (a) appoint the president of the university and determine his or her term of office and remuneration;
- (b) engage academic and other staff as required, determine their duties and conditions of employment, and set their salaries and honoraria;
- (c) determine the administrative and academic organization of the university;
- (d) establish programs, services and facilities to further the university's purposes and objects, either by the university alone or in co-operation with others;
- (e) establish rules and procedures for the conduct of its own proceedings, including establishing standing and other committees and determining when and in what manner meetings of the board and standing committees may be held, and fixing a quorum;

Rémunération

10 Le conseil d'administration ne verse aucune rémunération à ses membres pour l'exercice de leurs fonctions, mais les indemnise des dépenses raisonnables qu'ils ont engagées.

Président et vice-président

11(1) Le conseil d'administration élit annuellement un président et un vice-président en son sein.

Président intérimaire

11(2) En cas d'absence ou d'empêchement du président du conseil d'administration ou de vacance de son poste, le vice-président assume la présidence.

Gestion de l'Université

12(1) Le conseil d'administration a la direction générale de l'Université et peut décider des politiques de l'Université, à l'exception de celles qui, en vertu de la présente loi, relèvent expressément de la compétence du Sénat.

Pouvoirs du conseil d'administration

12(2) Sans préjudice du paragraphe (1), le conseil d'administration peut :

- a) nommer le recteur de l'Université, déterminer la durée de son mandat et fixer sa rémunération;
- b) engager le personnel nécessaire, notamment du personnel enseignant, décider de ses fonctions et de ses conditions d'emploi ainsi que fixer son salaire et ses honoraires;
- c) établir l'organisation administrative et académique de l'Université;
- d) établir des programmes, des services et des installations permettant à l'Université de poursuivre ses objectifs soit par elle-même, soit de concert avec d'autres institutions;
- e) déterminer ses propres règles de procédure et, notamment, mettre sur pied des comités permanents et autres, établir les règles de procédure et le moment des réunions du conseil d'administration et des comités permanents ainsi que fixer le quorum;

(f) exercise internal disciplinary jurisdiction over the non-academic conduct of students, including the power to expel or suspend for cause;

(g) borrow money that may, in any fiscal year, be required to meet the ordinary expenditures of the university until the revenues for that fiscal year are available, and, with the approval of the Lieutenant Governor in Council, borrow money for any other purpose;

(h) subject to the limitations imposed by any trust, invest money belonging to the university, or held by it in trust, in any kind of property, whether real, personal or mixed, exercising the judgment and care that a person of prudence, discretion and intelligence would exercise in administering the property of others;

(i) enter into agreements or arrangements to further the university's purposes and objects, and designating the appropriate signing officers for agreements and other documents;

(j) enter into any arrangement with a governmental authority in Canada with respect to giving assistance to a college or university outside Canada by supplying teaching staff, supervising staff, or otherwise;

(k) enter into agreements with any incorporated society or association in the province to establish and maintain a joint system of instruction;

(l) enter into agreements with any incorporated society or association in the province that has power to prescribe examinations for admission to, or registration with, the society or association, concerning conducting examinations, prescribing courses of study and providing instruction;

(m) enter into agreements with other universities or colleges for the instruction of their students in courses taken in a faculty of the university and for conducting examinations of those students and their use of the university's facilities;

(n) set fees and all other charges to be paid to the university for instruction in courses and for services offered by the university;

f) exercer ses pouvoirs de discipline interne à l'égard de la conduite non académique des étudiants, y compris le pouvoir d'expulser ou de suspendre pour motif suffisant;

g) emprunter les sommes qui peuvent être nécessaires pour faire face aux dépenses courantes de l'Université jusqu'à ce que les revenus pour l'exercice financier courant soient disponibles et, avec le consentement du lieutenant-gouverneur en conseil, emprunter à toute autre fin;

h) sous réserve des restrictions d'une fiducie, placer les sommes qui appartiennent à l'Université ou que celle-ci détient en fiducie dans des biens, qu'ils soient réels, personnels ou mixtes, en faisant preuve du jugement et de la diligence dont ferait preuve toute personne qui administre les biens d'autrui;

i) conclure des ententes et prendre des mesures permettant de tendre vers les objectifs de l'Université et désigner les personnes autorisées à signer les ententes et les autres documents;

j) conclure avec une autorité gouvernementale au Canada des ententes visant à aider des collèges ou des universités étrangers notamment en leur fournissant du personnel enseignant ou du personnel surveillant;

k) conclure des ententes avec des organismes ou des associations constitués en corporation dans la province pour mettre en place et maintenir un système de formation conjointe;

l) conclure des ententes avec des organismes ou des associations constitués en corporation dans la province qui ont le pouvoir de prescrire leurs propres examens d'admission ou d'inscription à l'égard de la tenue d'examens, des programmes d'études et de la fourniture de formation;

m) conclure des ententes avec des collèges ou d'autres universités pour la formation de leurs étudiants dans des cours suivis dans une faculté de l'Université, pour l'administration d'examens à ces étudiants et pour l'utilisation, par ces étudiants, des installations de l'Université;

(o) either on the recommendation of the senate or on the board's own initiative after consultation with the senate, authorize affiliation between the university and other academic institutions;

(p) establish pension and other plans, either contributory or non-contributory, to provide retirement and other benefits for employees of the university;

(q) transfer funds or any other property of the university to the Brandon University Foundation for purposes of investment and management on behalf of and in trust for the university;

(r) retain custody and control of all university records;

(s) select and use a coat of arms and crest for the university;

(t) do any other thing that the board considers necessary or advisable to carry out the objects and purposes of the university under this Act.

n) fixer les droits et les autres frais que l'Université peut exiger pour l'enseignement et les autres services qu'elle offre;

o) soit sur la recommandation du Sénat, soit de sa propre initiative après avoir consulté le Sénat, autoriser l'affiliation de l'Université à d'autres établissements d'enseignement;

p) mettre sur pied des régimes, notamment des régimes de pension, qu'ils soient contributifs ou non, accordant aux employés de l'Université des rentes et des prestations;

q) transférer des fonds ou d'autres biens de l'Université à la Brandon University Foundation à des fins de placement et de gestion en fiducie pour le compte de l'Université;

r) garder et gérer les registres de l'Université;

s) choisir et utiliser les armoiries et l'emblème de l'Université;

t) prendre les autres mesures qu'il juge nécessaires ou utiles à la poursuite des objectifs de l'Université en vertu de la présente loi.

Investments donated to the university

12(3) Nothing in clause (2)(h) precludes the university from holding any type of bond, debenture, stock, share or other investment donated to it, or from carrying the terms of a deed of trust.

By-law or resolution

12(4) Except as otherwise provided in this Act, the board may act by by-law or resolution.

Delegation

13 The board may delegate any of its powers or duties to any committee of the board or any person.

Dons à l'Université

12(3) L'alinéa (2)h) n'a pas pour effet d'empêcher l'Université d'être détentrice d'obligations, de débentures, d'actions, de parts ou d'autres placements qui lui ont été donnés ou de mettre à exécution les stipulations d'un acte de fiducie.

Résolutions et règlements administratifs

12(4) Sauf disposition contraire de la présente loi, le conseil d'administration prend ses décisions par voie de résolutions ou de règlements administratifs.

Délégation de pouvoirs

13 Le conseil d'administration peut déléguer ses pouvoirs et ses fonctions à un de ses comités ou à une personne.

THE SENATE

Senate

14(1) The Senate of the university is continued, consisting of the following members:

- (a) the chancellor of the university;
- (b) the president of the university;
- (c) the vice-presidents of the university;
- (d) the deputy minister of the department whose minister is responsible for *The Advanced Education Administration Act*, or his or her designate;
- (e) the deans of each faculty and school in the university;
- (f) the director of the Educational Technology Unit or, if there is none, the person exercising comparable functions;
- (g) the chair of the Bachelor of General Studies degree program or, if there is none, the person exercising comparable functions;
- (h) the University Librarian or, if there is none, the person exercising comparable functions;
- (i) the Dean of Students or, if there is none, the person exercising comparable functions;
- (j) one member of the board appointed by the board;
- (k) one representative from each faculty or school who has been on the staff of the university for at least two years, elected by and from the staff of that faculty or school;
- (l) six professors or associate professors of the university, elected by the professors, associate professors, assistant professors and lecturers;
- (m) two assistant professors or lecturers of the university who have been on the staff of the university for at least two years, elected by the professors, associate professors, assistant professors and lecturers;

SÉNAT

Sénat

14(1) Le Sénat de l'Université est maintenu et est constitué :

- a) du chancelier de l'Université;
- b) du recteur de l'Université;
- c) des vice-recteurs de l'Université;
- d) du sous-ministre du ministère chargé de l'application de la *Loi sur l'administration de l'enseignement postsecondaire* ou de son représentant;
- e) des doyens de chaque faculté et école de l'Université;
- f) du directeur de l'Unité de soutien en technologie pédagogique ou, s'il n'y en a pas, de la personne exerçant des fonctions semblables;
- g) du directeur du programme de Baccalauréat en études générales ou s'il n'y en a pas, de la personne exerçant des fonctions semblables;
- h) du bibliothécaire de l'Université ou, s'il n'y en a pas, de la personne exerçant des fonctions semblables;
- i) du directeur des services aux étudiants ou, s'il n'y en a pas, de la personne exerçant des fonctions semblables;
- j) d'un membre du conseil d'administration que celui-ci nomme en son sein;
- k) d'un représentant de chaque faculté et de chaque école qui travaille pour l'Université depuis au moins deux ans et que le personnel de la faculté ou de l'école élit en son sein;
- l) de six professeurs ou professeurs agrégés de l'Université qu'élisent les professeurs, les professeurs agrégés, les professeurs adjoints et les chargés de cours;

(n) one member of the rank of professional associate of the university elected by the members of that rank;

(o) eight students elected or appointed as follows:

(i) one appointed by the executive of the Brandon University Students' Union who is a member of that executive,

(ii) one elected from each faculty or school of the university,

(iii) the remainder elected from the student body of the university at large.

m) de deux professeurs adjoints ou chargés de cours de l'Université qui travaillent pour l'Université depuis au moins deux ans et qu'élisent les professeurs, les professeurs agrégés, les professeurs adjoints et les chargés de cours;

n) d'un membre du personnel professionnel de l'Université que le personnel professionnel élit en son sein;

o) de huit étudiants élus ou nommés comme suit :

(i) un étudiant faisant partie du conseil d'administration du Brandon University Students' Union Inc. que le conseil nomme en son sein,

(ii) un étudiant de chaque faculté et école de l'Université,

(iii) six étudiants élus au sein de la population étudiante de l'Université.

Disputes about membership

14(2) If there is a dispute as to who qualifies for membership on the senate under clause (1)(f), (g), (h) or (i), the matter shall be referred to the minister responsible for *The Advanced Education Administration Act* or his or her designate for a decision, and the decision of the minister or designate is final and binding on the senate.

Two or more positions

14(3) A member who holds more than one position on the senate is entitled to only one vote on any matter before the senate.

S.M. 2014, c. 29, Sch. B, s. 3(3).

Term of office

15(1) Elected and appointed members of the senate, other than student members, are to hold office for two years, beginning on July 1 of the year in which they are elected or appointed.

Term of student members

15(2) Student members of the senate are to hold office for one year, beginning on the 1st day of July of the year in which they are elected.

Litige — appartenance au Sénat

14(2) Le ministre chargé de l'application de la *Loi sur l'administration de l'enseignement postsecondaire* ou son représentant tranche tout litige sur l'admissibilité au Sénat en vertu des alinéas (1)f), g), h) ou i). Sa décision est finale et lie le Sénat.

Droit de vote rattaché aux postes du Sénat

14(3) Les personnes qui détiennent plus d'un poste au sein du Sénat n'ont qu'une seule voix en cas de vote.

L.M. 2014, c. 29, ann. B, par. 3(3).

Mandat des membres élus et nommés

15(1) Le mandat des membres élus et nommés du Sénat, à l'exception des étudiants, est de deux ans à partir du 1^{er} juillet de l'année de leur élection ou de leur nomination.

Mandat des étudiants

15(2) Le mandat des représentants des étudiants au Sénat est de un an à partir du 1^{er} juillet de l'année de leur élection.

Term of ex officio members

15(3) Ex officio members referred to in clauses 14(1)(a) to (i) are to hold office until they cease to hold the positions that qualify them for membership.

Eligibility to be re-appointed or re-elected

15(4) An elected or appointed member of the senate is eligible for re-election or re-appointment, but the senate may set a maximum number of consecutive terms of office that any member may hold.

Filling vacancies

16(1) When an elected or appointed member's position on the senate is vacant, the senate shall inform the body that elected or appointed the member of the vacancy and that body shall promptly elect or appoint a successor to hold office for the remainder of the term.

If new appointment not made

16(2) If the body does not elect or appoint a successor within 90 days after the senate gives it notice of a vacancy, the senate may itself appoint a successor.

Remuneration

17 The members of the senate shall not receive remuneration for performing their duties as members, but the senate may reimburse them for their reasonable expenses.

Chair

18(1) The president of the university shall be the chair of the senate.

Acting chair

18(2) If the president of the university is absent or unable to act as chair, the vice-president (academic and research) or, in his or her absence, an academic dean appointed by the president, shall be the chair at meetings of the senate.

Secretary

18(3) The registrar of the university or, if there is none, the person exercising comparable functions shall be the secretary of the senate.

Mandat des membres d'office

15(3) Le mandat des membres d'office du Sénat mentionnés aux alinéas 14(1)a) à i) se poursuit tant que les membres occupent le poste qui leur confère un siège d'office au Sénat.

Admissibilité à un nouveau mandat

15(4) Le mandat des membres élus ou nommés au Sénat peut être reconduit, mais le Sénat peut fixer un nombre maximal de mandats consécutifs.

Remplaçant

16(1) L'entité qui a élu ou nommé un membre au Sénat procède rapidement à la nomination ou à l'élection d'un remplaçant après que le Sénat l'a avisée de toute vacance du poste. Le remplaçant occupe le poste jusqu'à la fin du mandat initial.

Absence de remplaçant

16(2) Le Sénat peut nommer un remplaçant si l'entité ne l'a pas fait dans les 90 jours suivant l'avis de vacance au Sénat.

Rémunération

17 Le Sénat ne verse aucune rémunération à ses membres pour l'exercice de leurs fonctions, mais peut les indemniser des dépenses raisonnables qu'ils ont engagées.

Président

18(1) Le recteur de l'Université est le président du Sénat.

Président intérimaire

18(2) En cas d'absence ou d'empêchement du président du Sénat, le vice-recteur à l'enseignement et aux recherches, ou, en son absence, un directeur des études que nomme le président, assume la présidence.

Secrétaire

18(3) Le registraire de l'Université ou, s'il n'y en a pas, la personne exerçant des fonctions semblables, est le secrétaire du Sénat.

Meetings

19(1) The senate shall meet at least four times a year and may meet more often if its rules so provide.

Special meetings

19(2) The secretary of the senate shall call special meetings at the request of the chair or at the written request of at least four members of the senate.

Senate responsible for academic policy

20(1) The senate is responsible for the academic policy of the university.

Powers of the senate

20(2) Without limiting subsection (1), the senate may

- (a) establish rules and procedures for the conduct of its proceedings, including fixing a quorum;
- (b) elect the chancellor of the university;
- (c) appoint any standing and other committees that it considers necessary;
- (d) consider and determine all courses of study, including requirements for admission, examination and graduation;
- (e) recommend to the board the establishment of additional faculties, schools, departments, chairs and courses of instruction;
- (f) determine the degrees, honorary degrees, diplomas and certificates of proficiency to be granted by the university, and the persons to whom they are to be granted;
- (g) award scholarships, medals and prizes;
- (h) make rules and regulations respecting the academic conduct and activities of students;

Réunions

19(1) Le Sénat se réunit au moins quatre fois par année ou plus souvent si ses règlements administratifs le prévoient.

Réunions extraordinaires

19(2) Le secrétaire du Sénat convoque des réunions extraordinaires à la demande du président ou s'il reçoit une demande écrite en ce sens d'au moins quatre membres du Sénat.

Politique pédagogique

20(1) Le Sénat décide de la politique pédagogique de l'Université.

Pouvoirs du Sénat

20(2) Sans préjudice du paragraphe (1), le Sénat peut :

- a) établir ses propres règles de procédure et, notamment, fixer son quorum;
- b) élire le chancelier de l'Université;
- c) créer les comités qu'il juge nécessaires, notamment des comités permanents;
- d) étudier et établir les cours et les programmes d'études, notamment les exigences pour l'admission, les examens et l'obtention de grades;
- e) recommander au conseil d'administration l'établissement d'autres facultés, écoles, départements, chaires et programmes d'études;
- f) déterminer les grades, les diplômes honorifiques, les diplômes et les certificats d'aptitude que l'Université décerne et déterminer qui peut en être récipiendaire;
- g) accorder des bourses, des médailles et des prix;
- h) prendre des règles et des règlements sur les activités et la conduite académiques des étudiants;

(i) consider and make recommendations to the board about any other matters that the senate considers appropriate for achieving the objects and purposes of the university.

i) étudier les autres questions qu'il considère comme appropriées pour atteindre les objectifs de l'Université et faire des recommandations au conseil d'administration à leur sujet.

Delegation

20(3) The senate may delegate to any standing or other committee of the senate any of its powers and duties.

Délégation de pouvoirs

20(3) Le Sénat peut déléguer ses pouvoirs et ses fonctions à un de ses comités ou à une personne.

THE CHANCELLOR**CHANCELIER****Chancellor**

21(1) There is to be a chancellor of the university elected by the senate for a term of three years.

Chancelier

21(1) Le Sénat élit le chancelier de l'Université. Le mandat du chancelier est de trois ans.

Term continues

21(2) The chancellor continues to hold office after his or her term expires until re-elected or until a successor is elected.

Maintien du mandat

21(2) Le chancelier demeure en poste après l'expiration de son mandat jusqu'à sa réélection ou l'élection de son successeur.

Eligibility for re-election

21(3) The chancellor is eligible for re-election.

Reconduction du mandat

21(3) Le mandat du chancelier peut être reconduit.

Vacancy

21(4) If a vacancy occurs in the office of chancellor before the end of the term, the successor elected to replace the incumbent chancellor is to hold office for the remainder of the incumbent's term.

Vacance

21(4) S'il y a vacance du poste de chancelier au cours d'un mandat, un successeur est élu et occupe le poste de chancelier jusqu'à la fin du mandat initial.

President is vice-chancellor

22(1) The president of the university is the vice-chancellor of the university.

Vice-chancelier

22(1) Le recteur de l'Université en est le vice-chancelier.

Acting chancellor

22(2) If the chancellor is absent or unable to act or if the office is vacant, the vice-chancellor has the powers and shall perform the duties of the chancellor.

Chancelier intérimaire

22(2) En cas d'absence ou d'empêchement du chancelier ou de vacance de son poste, le vice-chancelier assume l'intérim, avec plein exercice de ses pouvoirs et fonctions.

Duties of the chancellor

23 The chancellor is the titular head of the university and, in addition to his or her other duties, shall confer all degrees.

Fonctions du chancelier

23 Le chancelier est le chef nominal de l'Université et, en plus d'exercer ses autres fonctions, il confère tous les grades.

THE PRESIDENT**RECTEUR****Duties and powers of the president**

24 The president is the chief executive officer of the university and, in addition to any other duties of the president under this Act,

- (a) shall have general supervision over and direction of the operation of the university, including the academic work of the university;
- (b) shall supervise the teaching staff, officers, employees and students of the university;
- (c) may consider and make recommendations to the board or the senate about any matter that affects the university;
- (d) is an ex officio member of every committee of the board and the senate; and
- (e) has any other powers and duties assigned by the board.

Pouvoirs et fonctions du recteur

24 Le recteur est le premier dirigeant de l'Université; en plus des autres fonctions qui lui sont conférées en vertu de la présente loi, il :

- a) dirige l'Université, y compris les travaux académiques de celle-ci;
- b) supervise le personnel enseignant, les dirigeants, les employés et les étudiants de l'Université;
- c) peut étudier les questions qui ont une incidence sur l'Université et faire à leur égard des recommandations au conseil d'administration ou au Sénat;
- d) est membre d'office des comités du conseil d'administration et du Sénat;
- e) a les autres pouvoirs et fonctions que lui confère le conseil d'administration.

GENERAL PROVISIONS**DISPOSITIONS GÉNÉRALES****Fiscal year**

25 The fiscal year of the university shall begin on April 1 and end on March 31 of the following year.

Exercice

25 L'exercice de l'Université s'étend du 1^{er} avril au 31 mars de l'année suivante.

Audit

26 The Auditor General, or any other auditor appointed by the Lieutenant Governor in Council, shall audit the accounts of the university at least once a year and make a written report on the audit to the board and to the Lieutenant Governor in Council.

S.M. 2001, c. 39, s. 31.

Vérification

26 Le vérificateur général ou un autre vérificateur que nomme le lieutenant-gouverneur en conseil vérifie les comptes de l'Université au moins une fois par année et présente un rapport écrit de vérification au conseil d'administration et au lieutenant-gouverneur en conseil.

L.M. 2001, c. 39, art. 31.

Mandatory retirement: definitions

27(1) In this section,

"managerial staff" means persons who perform executive, management or senior administrative functions and includes deans, associate deans, heads of administrative units, administrative assistants, and other persons performing similar functions who are designated as managerial staff by the board; (« cadres »)

"professional staff" means persons who are members of a profession regulated by an Act of the Legislature who are employed by the university in their professional capacity. (« personnel professionnel »)

Mandatory retirement under a collective agreement

27(2) The university and a union or bargaining agent representing the academic, managerial or professional staff of the university may enter into a collective agreement that imposes or has the effect of imposing a mandatory retirement age of 65 years or over on that staff.

Mandatory retirement for excluded employees

27(3) The board may, by by-law, impose a mandatory retirement age of 65 years or over on the academic, managerial or professional staff of the university who are not covered by a collective agreement if

(a) the university has entered into a collective agreement or agreements with academic staff that imposes or has the effect of imposing a mandatory retirement age of 65 years or over; and

(b) the mandatory retirement age specified in the by-law is the same as the age specified in a collective agreement.

Définitions

27(1) Les définitions qui suivent s'appliquent au présent article.

« **cadres** » Personnes qui remplissent des fonctions de direction, de gestion ou de cadre supérieur, y compris les doyens, les vice-doyens, les chefs de section administrative, les adjoints administratifs et les autres personnes exerçant des fonctions semblables et que le conseil d'administration désigne à titre de cadre. ("managerial staff")

« **personnel professionnel** » Membres d'une profession réglementée par une loi de la province et que l'Université emploie dans leur spécialité. ("professional staff")

Retraite obligatoire

27(2) L'Université et un syndicat ou un agent de négociation représentant les cadres ou le personnel enseignant ou professionnel de l'Université peuvent conclure une convention collective qui impose ou qui a pour effet d'imposer à ces personnes la retraite obligatoire à 65 ans ou plus.

Retraite obligatoire — employés exclus

27(3) Le conseil d'administration peut, par règlement administratif, imposer la retraite obligatoire à 65 ans ou plus aux cadres et au personnel enseignant et professionnel de l'Université qui ne sont pas visés par une convention collective conclue entre une Université et le personnel enseignant et imposant ou ayant pour effet d'imposer la retraite obligatoire à 65 ans ou plus, si l'âge de la retraite obligatoire qu'impose le règlement administratif est le même que celui qu'impose la convention collective.

Application of Human Rights Code

27(4) When a collective agreement is entered into or a by-law is made under this section,

(a) the requirement to retire at the age specified in the collective agreement or the by-law is deemed to be a bona fide and reasonable employment and occupational requirement for the purpose of section 14 of *The Human Rights Code* (discrimination in employment); and

(b) section 12 of the Code (reasonable accommodation) is deemed to be complied with.

Examinations either in English or French

28 An examination for a degree to be conferred by the university may be answered by the candidate in either the English or French language.

Protection from personal liability

29(1) No action or other proceeding for damages shall be instituted against a member of the board or the senate for any act done in good faith in the execution or intended execution of his or her duties as a member of the board or the senate or for any neglect or default in the execution, in good faith, of those duties.

No liability for actions of students

29(2) No action or other proceeding for damages shall be instituted against the university, the board, the senate or any member of the board or senate or any officer or employee of the university for any act or omission of any of them with respect to any activity of a student, or by reason of any act or omission of a student.

No expropriation of university property

30 No one other than the Crown may take expropriation proceedings against property vested in the university, and the Crown may only do so if the Act conferring the power to expropriate is made specifically applicable to the university.

Code des droits de la personne

27(4) Lorsqu'une convention collective est conclue ou qu'un règlement administratif est adopté en vertu du présent article :

a) l'obligation de prendre sa retraite à l'âge précisé à la convention ou au règlement est réputé une condition d'emploi véritable et raisonnable pour l'application de l'article 14 du *Code des droits de la personne*;

b) l'article 12 du *Code des droits de la personne* est réputé avoir été respecté.

Langue des examens

28 Les candidats aux examens menant à l'obtention d'un grade que décerne l'Université peuvent subir l'examen en français ou en anglais.

Immunité — responsabilité personnelle

29(1) Bénéficient de l'immunité civile les membres du conseil d'administration et du Sénat pour les actes accomplis de bonne foi dans l'exercice effectif ou censé tel de leurs fonctions à titre de membre du conseil d'administration ou du Sénat ou pour toute négligence ou omission dans l'exercice de bonne foi de ces fonctions.

Immunité — responsabilité à l'égard des étudiants

29(2) Bénéficient de l'immunité civile l'Université, le conseil d'administration, le Sénat, les membres du conseil d'administration et du Sénat ainsi que les dirigeants et les employés de l'Université pour les actes accomplis et les omissions commises à l'égard des activités d'un étudiant ou en raison des actes ou d'une omission d'un étudiant.

Protection contre l'expropriation

30 Seule la Couronne peut entreprendre des procédures d'expropriation à l'égard de biens dévolus à l'Université, et seulement dans le cas où la loi lui conférant le pouvoir d'expropriation prévoit expressément que ce pouvoir s'applique à l'Université.

Prohibition on use of name and coat of arms

31(1) Except with the permission of the board, no person shall

(a) use or adopt the name "Brandon University", or any abbreviation of it or any word or words likely to be confused with it,

(i) as part of or in connection with the name of any business or undertaking,

(ii) in any advertising, or

(iii) in the name of any thing, place or building; or

(b) assume or use the university's coat of arms or crest, or any design imitating it or calculated or likely to deceive by its resemblance to the university's coat of arms or crest.

Board may authorize use

31(2) The board may authorize any person, corporation or organization to use the university's name, coat of arms or crest subject to any conditions the board may determine.

Offence

31(3) A person who contravenes this section is guilty of an offence and is liable, on summary conviction, to a fine of not more than \$1,000.

C.C.S.M. reference

32 This Act may be referred to as chapter B90 of the *Continuing Consolidation of the Statutes of Manitoba*.

Coming into force

33 This Act comes into force on July 1, 1998.

Interdiction — utilisation du nom et des armoiries

31(1) Sauf avec l'autorisation du conseil d'administration, il est interdit :

a) d'utiliser ou d'adopter le nom « Université de Brandon » ou une abréviation du nom ou des mots qui pourraient porter à penser qu'il s'agit de ce nom :

(i) dans un nom commercial ou relativement à celui-ci,

(ii) dans le cadre d'une publicité,

(iii) dans le nom d'une chose, d'un endroit ou d'un bâtiment;

b) d'adopter ou d'utiliser les armoiries ou l'emblème de l'Université ou un motif les imitant ou tendant à faire penser, par sa ressemblance, qu'il représente les armoiries ou l'emblème de l'Université.

Utilisation autorisée

31(2) Le conseil d'administration peut autoriser une personne physique, une personne morale ou un organisme à utiliser le nom de l'Université, ses armoiries ou son emblème sous réserve des conditions qu'il fixe.

Infraction

31(3) Quiconque enfreint le présent article commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de 1 000 \$.

Codification permanente

32 La présente loi constitue le chapitre B90 de la *Codification permanente des lois du Manitoba*.

Entrée en vigueur

33 La présente loi entre en vigueur le 1^{er} juillet 1998.

THE BYLAWS
of the
BRANDON UNIVERSITY
STUDENTS' UNION



First Adopted:
April 2010

Amended:
September 2010
March 2011
September 2011
April 2012
December 2012
January 2014
March 2014
April 2014

ADDENDUM PAGE

JANUARY 2014

- Part-time and Mature student definition changed to include parents within its constituency
- **Disabilities Director** title changed to **Accessibility Director**
- *Bylaw 2500 sections 19 and 20* were removed – related to a fund granting scheme deemed impracticable
- **BUSU Commissioners** are now changed to read **BUSU Directors**
- **LGBTQ* Director** title changed to **Sexuality and Gender-Identity Based Director**
- *Bylaw 600 – Director Positions* added
- *Bylaw 200 – Section 30 – Impartiality Clause* added to bylaws
- *Bylaw 1910 – Policy and Bylaw Review Committee* added to bylaws
- *Bylaw 500 – Executive Positions* updated

MARCH 24, 2014

- *Bylaw 1070 – Addition of article 29: additional ballot counters*

APRIL 29, 2014

- Bylaw 200 and Bylaw 1020- Article 1d. Residence Directors must be registered and living in one of the three residences during the Regular Session*
- Bylaw 1020 Article 2 of Nomination Requirements- the Residence Director must be returning to residence for the entirety of the Regular Session*
- Bylaw 2000-changing term SGPAC to SGPA, addition of club funding allocation as a responsibility of SGPA, addition of creating an editing BUSU'S Student Group Policy, Student Group Handbook and Agency Agreement as a responsibility of SGPA.*
- Bylaw 2001-changing SGPAC to SGPA, and changing title of Vice President from Student Services to External.*
- Bylaw 2500-rearranged the bylaw and made it more student friendly, moved collective funding to this section from union finances, creating a section that requires there to be records of student group applications, ensuring consistent language, thus changing clubs to student groups, addition of point 13 under miscellaneous that requires all student groups to seek approval for any material or posters in the KDC to be approved by the Vice President External.*
- Bylaw 2400-removing student group funding*
- Bylaw 200- addition of article 5, with the provision that all directors shall remain Members of the Union throughout their term, excluding summer, September to April inclusively.*

- Bylaw 200-amendment to article 6, in the case the Chair of Council wishes to resign, notice will be given to the Council*
- Bylaw 200- council meeting dates and times shall be posted on the BUSU website following adoption*
- Bylaw 200 adding the rights of ex-officio members*
- Bylaw 200 council meeting minutes be available online no later than one day after council approval*
- Bylaw 200-addition of new article 24a any applicable legislation*
- Bylaw 300-new article 4, the Chair of Council must post agenda online no less than 3 days prior to subsequent meeting*
- Bylaw 800-Returning Officer is accountable to ERDIE, RO given an orientation by the GM or Office and Service Manager, ensuring Council or staff do not interfere with the election, RO must supply candidates with phone number and email, and RO may be suspended or dismissed by an unanimous vote from the ERDIE Committee.*
- Bylaw 1000-addition of By-Election*
- Bylaw 1040-removing Reading Week in Article 1 and replacing with following of the close of nominations*
- Bylaw 2100- Change in 1a. the ERDIE Committee may only be comprised of two council members, and in the event that council cannot find 2 students, then council members may fill the vacant positions*
- Bylaw 3300-Addition of article 1d. Vice Presidents must resign from their position if they choose to run for the position of President in the by-elections and their position shall be open in the by-election.*
- Bylaw 2400-Addition of Article 4 the budget must be posted on the BUSU website within 7 days of approval, Article 5 BUSU council can only adjust the budget if they incur an expense of income of more than \$75,000, Article 6 the budget may be adjusted at an Annual General Meeting*

January 19, 2016

- Bylaw 600- Change Aboriginal Director to Indigenous People's Director*
- Bylaw 700- 2.a Change when the RO selection committee is struck to September 1st*
- Bylaw 700- 2.b Change when the RO selection committee shall nominate a candidate to September 15th*
- Bylaw 700- 2.c Add a procedure for when no person applies for the position of RO*
- Bylaw 1000- 5.d Add a statement making Campaign Managers optional*

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Bylaw 100 - Definitions

1. In these Bylaws,
 - a. "Ad Hoc Committee" means a committee of Council enacted for a limited time and specific purpose pursuant to Bylaw 1300;
 - b. "Annual Report" means a report covering the activities, projects, and businesses of the Council, Committees, Union and Executive, from one General Meeting to the next;
 - c. "Auditor" means the auditor appointed by the BUSU Board pursuant to Bylaw 2400;
 - d. "Board of Governors" means the Board of Governors of Brandon University;
 - e. "Budget" means the budget of the Union as enacted by Council and any amendments thereto;
 - f. "By-election" means an election for a Council Member that is not held or filled as part of the General Election, and an election in accordance with Bylaws 3300 and 3400;
 - g. "Bylaws" or "Bylaw Manual" mean the bylaws of the Union and any amendments thereto;
 - h. "Campus" means any collection of buildings where a significant amount of teaching and/or research activities of the University are conducted, including (but not limited to) the Winnipeg Psych Nursing, BUNTEP, and Community Based Programs;
 - i. "Chair" means a Chairperson;
 - j. "Chair of Council" means the Chair of BUSU Council and includes any acting Chair of Council;
 - k. "Returning Officer" means the person appointed by the RO Selections Committee, in accordance with Bylaw 700, to administer and operate the General Election of the Union;
 - l. "Closed session" means a meeting, or part thereof, of Council (or a Committee) that is open only to Council Members (or Committee Members), staff, and any Guests included under a separate and seconded motion receiving a two-thirds majority vote of Council (or a Committee).
 - m. "Committee" means a Standing Committee or an Ad Hoc Committee;
 - n. "Committee Meeting" means a meeting of a Standing Committee or an Ad Hoc Committee;
 - o. "Committee Member" means a member of a Standing Committee or an Ad Hoc Committee;
 - p. "Constituency Group" means any group of Members of the Union who collectively elect a Member of Council to represent them;
 - q. "Council" means the Council of the Union as described in Section 7 of the BUSU Act;
 - r. "Council Meeting" means a meeting of BUSU Council;
 - s. "Council Member" means any voting member of BUSU Council elected in accordance with Section 9 of the Act;
 - t. "RO" means the Returning Officer;
 - u. "ERDIE Board" means the Elections and Referenda Discipline, Interpretation and Enforcement Board of the Union;
 - v. "ERDIE Board Meeting" means a meeting of the ERDIE Board;
 - w. "Election Bylaws" means the Bylaws between 1000 and 1080, inclusive;
 - x. "Election Period" means the period of time from the opening of nominations until the close of the deadline for appeals of the election results for General Elections;
 - y. "Election Rules" means the Election Bylaws, as well as any other provision of the Act, Bylaws, Policies or Standing Rules of Council related to the Elections and Referenda of the Union;
 - z. "Executive" means the President, Vice-President (Internal), Vice-President (External), and the General Manager (ex-officio);
 - aa. "Ex-officio Member" means someone who is a member of a Committee or Council by virtue of his or her office, and who has all of the rights and privileges of the other Committee Members or Council Members except those rights removed by the Bylaws;
 - bb. "General Election" means the annual election for the Executive and Directors elected in accordance with the Election Bylaws and held in February and March;
 - cc. "General Meeting" means a meeting of the Members of the Union called under and authorized by Bylaw 3100;

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- dd. "Governance Documents" or "Governance Documents of the Union" mean the Act, Bylaws, Policies, Standing Rules of Council, and Robert's Rules of Order..
 - i. "Guest" means anyone attending a meeting who is not a member of the body holding the meeting;
- ee. "In camera" means a meeting, or part thereof, of Council (or a Committee) that is only open to Council Members (or Committee Members), staff, and any Guests included under a separate and seconded motion receiving a two-thirds majority vote.
- ff. "Lobby Organization" means a predominantly student-run organization at the national or international level that has as its primary goal the promotion of the interests of students in post-secondary educational institutions;
- gg. "Members of the Union" means all persons enrolled at the University as students who are paying student-union fees, with the exception of classes of students exempted from membership in the Union and from paying student-union fees;
- hh. "Minute Record" or "Minute Book" means a book kept by Council containing complete and accurate minutes of all Council Meetings;
- ii. "Motion Record" means a book kept by Council of all motions passed or defeated by Council at Council Meetings;
- jj. "Open Session" means a meeting, or part thereof, of Council (or a Committee) that is open to Council Members (or Committee Members) and any Guests;
- kk. "Part-time and Mature student" be defined as a part-time or mature student or a parent.
- ll. "Policy" means a course or principle of action enacted by Council in accordance with the Bylaws and described in the Policy Manual;
- mm. "Policy Manual" means a book kept by Council of all Policies enacted by Council and in effect;
- nn. "President" means the President of the Brandon University Students' Union;
- oo. "Proxy" means a person appointed by another, and approved by the Chair or equivalent authority, to attend a meeting held under these Bylaws on their behalf;
- pp. "Reading Week" means the one-week period in February set by the Senate of the University;
- qq. "Regular Session" means the months of September, October, November, December, January, February, March and April;
- rr. "Resolution Manual" means the book kept by Council of all Standing Rules enacted by Council;
- ss. "Robert's Rules of Order" means the current authorized edition of Robert's Rules of Order;
- tt. "Secretary" means the person appointed by the Executive Committee (or their delegate) to minute the meetings and decisions of Council;
- uu. "Special General Meeting" means a General Meeting called by a petition under Bylaw 3200;
- vv. "Standing Committee" means a standing committee of Council enacted by these Bylaws;
- ww. "Standing Rules of Council" means any motion adopted by Council not otherwise included in the Governance Documents of the Union that regulates the procedures of Council;
- xx. "Students" means students of the University;
- yy. "Student Association" means any student group recognized by the BUSU;
- zz. "Student-at-Large" means a Member of the Union who is not a Council Member;
- aaa. "Student Senate Caucus" means the Student Senate Caucus and any successor body;
- bbb. "Student Senator" means a student duly elected to the University Senate representing the students of a faculty or school as per the Brandon University Senate Handbook (Section 5.2);
- ccc. "Student Service Groups" means student-run organizations that provide specific services to Students and receive dedicated funding from BUSU;
- ddd. "Summer Session" means the months of May, June, July and August;
- eee. "Supplemental Rules" means additional election rules developed by the RO intended to provide clarification on issues not specifically addressed in the Bylaws or Policies;
- fff. "Union" and "BUSU" mean the Brandon University Students' Union;
- ggg. "University" means the Brandon University;
- hhh. "Vice President" means a Vice President of the Brandon University Students' Union;
- iii. "Website" means the official website of the Brandon University Students' Union.

Bylaw 200 - Meetings of Council

Council

1. Council Members shall be:
 - a. the Executive,
 - i. President
 - ii. Vice President (Internal)
 - iii. Vice President (External)
 - b. one Director from each of the following faculties, who is a Member of the Union registered as a student in the faculty/program:
 - i. Arts
 - ii. Science
 - iii. Health Studies
 - iv. Education
 - v. Music
 - c. one representative each from the following Constituency groups, who is a Member of the Union and self-identifies as a member of the constituency group:
 - i. Sexuality and Gender-Identity Based Student;
 - ii. Aboriginal Students;
 - iii. Women;
 - iv. International Students;
 - v. Part-Time/Mature Students;
 - vi. Residence Students;
 - vii. Graduate Studies;
 - viii. Racialized Students;
 - ix. Students with Accessibility-based lifestyles
 - d. one Residence Director registered and living in one of the three Residence Halls of the University for the Regular Session (September to April), who is a Member of the Union.
2. No Member of Council shall hold more than one seat on Council.
3. Upon election to Council, a Member shall resign from any position one may hold with the Union, SUDS, or the Quill.
4. No Member of Council shall be hired by BUSU, except in the case that employment by the Council is part of being elected to a position on Council.
5. All Directors shall remain Members of the Union throughout their term, excluding summer, September to April inclusively.

Resignation

6. A Council Member may resign their office at any time by notifying the Chair of Council in writing. In the case that the Chair of Council wishes to resign, notice will be given to the Council. If no specific date is given for the resignation to take effect, it shall take effect 14 days after the notice is given to the Chair of Council.

Quorum

7. Quorum at Council Meetings shall be no less than 50% of the total number of voting Council Member positions filled.
8. Non-voting or ex-officio Members shall not count towards quorum at any Council Meeting;

Term of Office

9. A Council Member's term of office shall commence on May 1 in the year the Member is elected or immediately after the BUSU Council ratifies election results in the event of a by-election.
10. A Council Member's term of office shall expire on April 30.

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Scheduling Council Meetings

10. The Executive Committee shall make a motion to Council to adopt a schedule of proposed Council Meetings in the Regular Session no later than June 15th. This schedule shall contain the dates, times, and locations of each proposed Council Meeting. In some cases, council may propose meeting dates and times prior to elections to allow interested candidates to adjust their schedules. A second schedule is to be made following the by-election.
11. Council meeting dates and times shall be posted on the BUSU website following adoption.
12. Unless varied by Council, there shall be a Council Meetings every two weeks during the year except in December and April where there may only be one meeting.

Special Council Meetings

13. A Special Council Meeting may be requested in writing by any of the following:
 - a. the President;
 - b. three Council members
 - c. twenty members of the union.
14. The written request for a Special Council Meeting must include a date and purpose for the meeting. The Chair of Council shall set the time and location of the meeting, which must be held within the City of Brandon.
15. The Chair must provide at least three working-days notice of any Special Council Meeting. This notice shall be provided to Council Members and any Member of the Union who has previously requested being notified of Special Council Meetings. This notice shall also be posted on the BUSU Website.
16. Notice of any special Council Meetings shall be given to Council Members by the Chair of Council by any means considered efficient by the Chair of Council, including written communication, e-mail, or telephone. However, the Chair of Council shall attempt to honour, as far as practicable, any specific requests by a Council Member as to the method by which one prefers to receive notice of special Council Meetings.

Rights of Participation

17. Members of the Union have, subject to any other provisions in the Bylaws, full rights to:
 - a. attend Council meetings in open session;
 - b. make presentations
 - c. serve on and vote in Ad-Hoc Committees where appointed by the council; and
 - d. have any other rights granted to a member of an assembly under the Robert's Rules of Order except voting rights in Council.
18. Council Members have, subject to any other provisions in the Bylaws, full rights to:
 - a. attend Council meetings;
 - b. speak, make and second motions;
 - c. vote in Council Meetings;
 - d. serve on and vote in Standing and Ad-Hoc Committees where appointed or elected; and
 - e. have any other rights granted to a member of an assembly under the Robert's Rules of Order.
19. Ex-Officio members have, subject to any other provisions in the Bylaws, rights to:
 - a. attend Council meetings;
 - b. speak
 - c. serve on and vote in Ad-Hoc Committees where appointed by the council; and
 - d. have any other rights granted to a member of an assemble under the Robert's Rules of Order except voting rights in Council
20. Guests have, subject to any other provisions in the Bylaws, rights to:
 - a. attend Council meetings at the discretion of the Chair, excluding closed session portions of any meeting;
21. Any Council Meeting or part thereof may be held in closed session or in camera on motion of Council, but no motions may be passed while in camera.

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Minutes and Records of Motions

22. Council shall take accurate minutes of the proceedings including discussions, documents, presentations, reports et cetera, of all Council Meetings in open session. These minutes shall be:
 - a. kept in the Minute Record, which shall also include a separate list of all motions passed and defeated by Council in Open Session;
 - b. signed by the two of: the mover, the seconder of the minutes and/or the chairperson;
 - c. copied (electronic or hard copy) and provided to every Council Member and to any other Member of the Union who requests copies thereof;
 - d. made available for Members of the Union to access.
23. Council Meeting minutes will be made available online for access no later than one day after they are approved by council.
24. Council shall take accurate minutes of the proceedings including discussions, documents, presentations, reports et cetera, of all Council Meetings in closed session. These minutes shall be:
 - a. kept in a separate, confidential Minute Record , which shall also include a separate list of all motions passed and defeated by Council in Closed Session;
 - b. signed by the mover, the seconder of the minutes and/or the chairperson;
 - c. copied and provided to every Council Member;
 - d. made available for Council Members to access.
25. Council and staff shall not take minutes while during an in-camera session.

Council Procedures

26. Voting at Council Meetings shall be by show of hands except where the Bylaws or the Robert's Rules of Order require a secret ballot vote.
27. Any voting Council Member may request a roll call vote except where the Bylaws or the Robert's Rules of Order require a secret ballot vote. Such a request is subject neither to debate nor to a vote.
28. The governance documents of the Union are ranked as follows in descending authority:
 - a. Any applicable legislation;
 - b. The BUSU Constitution;
 - c. The Bylaws of the Union;
 - d. The Policies of the Union;
 - e. Standing orders of BUSU Council;
 - f. Robert's Rules of Order.
29. The following shall be the order by which motions at Council Meetings shall proceed as far as may be considered practicable by the Chair of Council:
 - a. the motion is submitted to BUSU Council in one of three ways:
 - i. any Council Member may make a motion to Council. Motions must be dealt with under a respective agenda item.
 - ii. committees may also forward motions to Council. All motions shall be provided to the Chair of Council, by the Committee Chair, with sufficient time to permit the Chair of Council to include the item on the agenda for the Council meeting at which the motion is to be made.
 - b. motions that have been moved and seconded by Council Members and/or Members of the Union, shall be referred to the appropriate Committee as decided by the Chair of Council;
 - c. if referred to Committee, the motion is discussed, explored and the Committee may decide, at a later time to be determined by a majority vote in Committee, to
 - i. bring the motion to Council verbatim;
 - ii. bring the motion back to Council with amendment(s) and explanation of said amendment(s); or
 - iii. table the motion.
 - d. debate of a motion by Council and Members of the Union shall follow:
 - i. speaking turns by Council Members shall be no longer than 4 minutes in duration and each Council Member shall be limited to 1 speaking turn;

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- e. a Council Member or a Member of the Union may be granted a second, and last speaking turn on the condition that the second speaking turn only arises after any other Council Member who wishes to speak has exercised his or her rights to do so; Council shall vote on the motion.
- 30. Upon the expiration of the speaking limit set, any Council Member may make a motion to extend the speaking limit. Any such motion to extend the time limit is not subject to debate and shall only pass by a 2/3 majority vote of Council.
- 31. Subject to any other provisions in the Bylaws, the following shall be, as far as may be considered practicable by the Chairperson, the order of business at Council Meetings:
 - a. determination of attendance and determination of quorum or rescheduling of the Council Meeting;
 - b. approval of the agenda;
 - c. approval of the minutes of the previous Council Meeting;
 - d. presentations and correspondence;
 - e. reports from Committees;
 - f. reports of the Executive and Staff;
 - g. report for Canadian Federation of Students representatives
 - h. reports of the Directors;
 - i. unfinished business arising from the minutes of the previous Council Meeting;
 - j. regular business;
 - k. business arising from reports
 - l. announcements
 - m. adjournment.
- 32. The Chair of Council, at his or her discretion, may ask the Chair of the Committee considering any motion for a verbal progress report.

Impartiality Clause

- 33. Whereas the Brandon University Students' Union recognizing equal opportunity and fairness in all levels of the decision-making process, hereby implements the practice of impartial decision-making. Uncontested hearsay evidence, irrelevant to voting and decision-making, shall not bear significance when rendering decisions, and shall remain moot. Implementation of impartial practices shall be exercised by executive and council members of the Brandon University Students' Union Local 37, Canadian Federation of Students.

Bylaw 300 - Chair of Council

- 1. The President of the Council shall be the Chairperson of Council unless otherwise indicated by the Council.
- 2. In the absence of the President, one of the Vice Presidents shall act as Chair.
- 3. The duties of the Chair of Council shall include the following:
 - a. call to order all Council Meetings;
 - b. chair all Council Meetings;
 - c. receive agenda items and prepare the agenda for Council Meetings;
 - d. take attendance at Council Meetings;
 - e. conduct Council Meetings in accordance with the Bylaws, Policies, and any Standing Rules of Council, and Robert's Rules of Order;
 - f. present all motions and resolutions requiring a vote by Council, and record the votes cast on those motions and resolutions;
 - g. recognize Council Members and other persons desiring to address a Council Meeting as guests of Council and maintain a speaker list using the general criteria outlined in the Robert's Rules of Order;
 - h. declare all motions that are passed or defeated by Council;
 - i. advance publication of notices of Council Meetings in accordance with the Bylaws, Policies and any Standing Rules of Council; and
 - j. advise all Committees on procedural matters.

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4. The Chair of Council shall post, or ensure posting, of Council Meeting agendas online and in the BUSU Office no less than three days prior to a subsequent meeting.
5. In the absence of an executive member, a member of the council, as selected by Council, shall act as Chair.
6. The Chair of Council shall only vote in the event of a tie and only if an Elected Member of Council.

Bylaw 400 - Secretary

1. The Executive Committee shall designate a staff member to function as the Secretary of Council.
2. The responsibilities of the Secretary shall be to:
 - a. record accurate minutes and attendances at all Council Meetings in accordance with the Robert's Rules of Order and any Standing Rules of Council;
 - b. prepare and edit the minutes and attendance at Council Meetings for distribution;
 - c. ensure all outstanding business arising from Council Meetings is properly documented;
 - d. maintain a list of motions deliberated by Council;
3. The deadline for the distribution of minutes and attendances shall be minimum 48 hours before the next Council Meeting to be considered for approval.
4. Subject to other provisions in the Bylaws, the Secretary may utilize recording devices to record the proceedings of a Council meeting.
5. In the absence of both the Secretary and a suitable recording device, the Chair of Council shall appoint an acting Secretary for the Council Meeting to take minutes.

Bylaw 500 - Executive Positions

President

1. Subject to other provisions in the Bylaws, the President shall be responsible for the overall operation of the Union.
2. Without restricting the generality of the foregoing, the President shall be responsible for:
 - a. acting as the main Union spokesperson on all student issues;
 - b. presenting the Union with a viewpoint of persons and groups outside of the University;
 - c. advocating the Union's interests in the Board of Governors, the Senate, SUDS Board, KDC Board, Alumni, and any other committees of the University of which the President is a member or whom the President has an opportunity to address;
 - d. providing input to all Committees;
 - e. serving as a liaison between BUSU and Student Associations, and attending the meetings of such Student Associations at their request as far as practicable;
 - f. chairing the Executive Committee;
 - g. providing input to all of BUSU businesses;
 - h. providing long term strategic direction for the Union;
 - i. serving as a signing authority of the Union;
 - j. acting as Chair of the Campaigns and Government Relations committee;
 - k. ensuring that any programs of Council and the Union are implemented in accordance with motions of Council, the Act, the Bylaws, and Policies;
 - l. furthering and maintaining good working relationships with Members of the Union, University, government bodies, the private sector, the not-for-profit sector, and the general public, and other student unions and/or student associations and/or student federations;
 - m. serving as a liaison between BUSU and senior administration of the University, developing and maintaining a working relationship, and when appropriate lobbying them on behalf of BUSU;
 - n. serving as a liaison between BUSU and external organizations, including the Canadian Federation of Students;
 - o. overseeing all campaigns and government relations of the Union, including implementation of any Canadian Federation of Students campaigns; and
 - p. performing any other duties and responsibilities as directed by the Bylaws or Council.

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Vice President Internal

3. Subject to any other provisions in the Bylaws, the Vice-President Internal shall be responsible for the Union's internal matters, including the budget, overseeing the proper operation of Union services and businesses, representation, and Union bylaws and policies.
4. Without restricting the generality of the foregoing, the Vice-President Internal shall be responsible for:
 - a. overseeing all financial management of the Union, including preparing and maintaining the budget (in conjunction with the General Manager);
 - b. maintaining all BUSU bylaws, policies and standing procedures, including implementation of such rules with the president;
 - c. serving as a signing authority of the Union;
 - d. overseeing BUSU services including but not limited to the BUSU food bank, annual Day-Timer/handbook, off-campus housing and tutor registry (in conjunction with staff members who maintain similar functions);
 - e. overseeing and advising Members of the Union on academic and disciplinary appeals and related matters, and acting as the official Student Advocate;
 - f. advocating the Union's interests in the Board of Governors, the Senate, Curriculum and Academic Standards, KDC Board, SUDS Board and any other committees of the University of which the Vice-President Internal is a member or whom the Vice-President Internal has an opportunity to address;
 - g. serving as the Chair of the following Committees: Student Senate Caucus, Finance Committee, and Services Committee;
 - h. serving as a liaison between BUSU and administration of the University, developing and maintaining a good working relationship, and when appropriate lobbying them on behalf of BUSU;
 - i. assisting with the development and implementation of all campaigns of the Union; and

Vice President External

5. Subject to any other provisions in the Bylaws, the Vice-President External shall be responsible for the Union's student groups, overseeing all programming activities of the Union, and overseeing all Union campaigns and communications. Without restricting the generality of the foregoing, the Vice-President External shall be responsible for:
 - a. overseeing all internal communications to the Members of the Union, including, but not limited to, electronic communications, social media, and newsletters;
 - b. overseeing all external communications, including press releases and external campaigns, and lobbying efforts of the Union in conjunction with the President;
 - c. overseeing the production of all Union publications including, but not limited to, Orientation Guide, and newsletters;
 - d. overseeing all BUSU promotional materials;
 - e. serving as a liaison between BUSU and all BUSU recognized student groups;
 - f. overseeing services specific to student groups and councils;
 - g. serving as a liaison between BUSU and Student Associations, and attending the meetings of such Student Associations at their request as far as practicable
 - h. serving as the Chair of follow committees: Student Group Executive Committee (SGEC), SUDS Board, Student Group Promotion and Affairs Committee (SGPA), Student Activities Committee;
 - i. assisting with the development and implementation of all campaigns of the Union;
 - j. overseeing the Union's programming and promotion of events, ensuring they cater to the academic, cultural and social interests of the Members of the Union;
 - k. providing support for any student council and student group events when appropriate;
 - l. in conjunction with the President, serving as a liaison between BUSU and external organizations;

General

6. Members of the Executive may request to delegate responsibilities to other Executive members or to the Chair of Council to perform as needed. These requests must be approved by the individual to whom the

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responsibility is being delegated as well as a majority of the Executive Committee as a whole. The delegated authority can be revoked at any time.

7. Executive members shall also perform any other duties and responsibilities as directed by the Bylaws, the President or Council;
8. Executive Positions shall be paid positions as described in the BUSU Policies.
9. A BUSU Executive Member's term of office shall commence on May 1st in the year that Member is elected, and shall expire on the subsequent April 30th.

Bylaw 600 – Director Positions

Duties of the Arts Director

- i. The Arts Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Arts students are represented at the Board of Directors. The Arts Director shall act as the spokesperson for these issues.
- ii. The Arts Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Arts students.
- iii. The Arts Director shall act as a liaison with Arts Student groups on campus.
- iv. The Arts Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.
- v. The Arts Director shall sit on the Arts Faculty Council as a representative of the BUSU.

Duties of the Science Director

- i. The Science Director, while at all times keeping in mind the general welfare of the BUSU and all its Members, shall ensure that the interests particular to Science students are represented at the Board of Directors. The Science Director shall act as the spokesperson for these issues.
- ii. The Science Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Science students.
- iii. The Science Director shall act as a liaison with Science Student groups on campus.
- iv. The Science Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.
- v. The Science Director shall sit on the Science Faculty Council as a representative of the BUSU.

Duties of the Health Studies Director

- i. The Health Studies Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Health Studies students are represented at the Board of Directors. The Health Studies Director shall act as the spokesperson for these issues.
- ii. The Health Studies Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Health Studies students.
- iii. The Health Studies Director shall act as liaison with Health Studies Student groups on campus.
- iv. The Health Studies Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.
- v. The Health Studies Director shall sit on the Health Studies Faculty Council as a representative of the BUSU.

Duties of the Music Director

- i. The Music Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Music students are represented at the Board of Directors. The Music Director shall act as spokesperson for these issues.
- ii. The Music Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Music students.
- iii. The Music Director shall act as liaison with Music Student groups on campus.

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- iv. The Music Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.
- v. The Music Director shall sit on the Music Faculty Council as a representative of the BUSU.

Duties of the Education Director

- i. The Education Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Education students are represented at the Board of Directors. The Education Director shall act as spokesperson for these issues.
- ii. The Education Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Education students.
- iii. The Education Director shall act as liaison with Education Student groups on campus.
- iv. The Education Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.
- v. The Education Director shall sit on the Education Faculty Council as a representative of the BUSU.

Duties of the Part-Time/Mature Director

- i. The Part-Time/Mature Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Part-Time/Mature students are represented at the Board of Directors. The Part-Time/Mature Director shall act as spokesperson for these issues.
- ii. The Part-Time/Mature Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Part-Time/Mature students.
- iii. The Part-Time/Mature Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

Duties of the Indigenous Peoples' Director

- i. The Indigenous Peoples' Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Indigenous students are represented at the Board of Directors. The Indigenous Peoples' Director shall act as spokesperson for these issues.
- ii. The Indigenous Peoples' Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Indigenous students.
- iii. The Indigenous Peoples' Director shall act as a liaison with the Indigenous People's Centre and the Brandon University Aboriginal Student Council.
- iv. The Indigenous Peoples' Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

Duties of the Women's Director

- i. The Women's Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Women's students are represented at the Board of Directors. The Women's Director shall act as spokesperson for these issues.
- ii. The Women's Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Women's students.
- iii. The Women's Director shall act as a liaison with the BUSU Women's Collective.
- iv. The Women's Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.
- v. The Women's Director shall act as a liaison with any federal or provincial women's groups that she deems appropriate.

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Duties of the Sexuality and Gender Identity-Based Director

- i. The Sexuality and Gender Identity-Based Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Sexuality and Gender Identity-Based students are represented at the Board of Directors. The Sexuality and Gender Identity-Based Director shall act as spokesperson for these issues.
- ii. The Sexuality and Gender Identity-Based Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Sexuality and Gender Identity-Based Students.
- iii. The Sexuality and Gender Identity-Based Director shall act as a liaison with the BUSU Lesbian, Gay, Bisexual, Transgender, Two-Spirited, Queer and * Collective.
- iv. The Sexuality and Gender Identity-Based Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

Duties of the International Students Director

- i. The International Students Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to international students are represented on the Board of Directors. The International Students' Director shall act as a spokesperson for these issues.
- ii. The International Students Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to international students.
- iii. The International Students Director shall assist the Executive Directors in matters relating to international students, including but not limited to workshops, campaigns, and events that the BUSU sponsors or is involved with.
- iv. The International Students Director shall assist the WUSC Club in the orientation of the WUSC refugee student that the BUSU sponsors every year.
- v. The International Students' Director shall act as liaison with all International student groups on campus.
- vi. The International Students' Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

Duties of the Residence Director

- i. The Residence Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Residence students are represented at the Board of Directors. The Residence Director shall act as spokesperson for these issues.
- ii. The Residence Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Residence students.
- iii. The Residence Director shall act as liaison with Residence Groups on campus.
- iv. The Residence Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

Duties of the Graduate Studies Director

- i. The Graduate Studies Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Graduate Studies students are represented at the Board of Directors. The Graduate Studies Director shall act as spokesperson for these issues.
- ii. The Graduate Studies Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Graduate Studies students.
- iii. The Graduate Studies Director shall act as liaison with Graduate Studies Groups on campus.
- iv. The Graduate Studies Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

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Duties of the Accessibility Director

- i. The Accessibility Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to accessibility based students are represented at the Board of Directors. The Accessibility Director shall act as spokesperson for these issues.
- ii. The Accessibility Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to accessibility based students.
- iii. The Accessibility Director shall act as liaison with accessibility based Groups on campus.
- iv. The Accessibility Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

Duties of the Racialized Director

- v. The Racialized Director, while at all times keeping in mind the general welfare of the BUSU and all of its Members, shall ensure that the interests particular to Racialized students are represented at the Board of Directors. The Racialized Director shall act as spokesperson for these issues.
- vi. The Racialized Director shall assist the Vice President Internal and President in corresponding with the University, government, and community on academic matters relevant to Racialized students.
- vii. The Racialized Director shall act as liaison with Racialized Groups on campus.
- viii. The Racialized Director shall perform other duties that the Board of Directors determines from time to time by motion or bylaw.

Bylaw 700 - Returning Officer Selections Committee

10. The Returning Officer Selection Committee shall be comprised of:
 - a. the President, *ex-officio*;
 - b. 3 Council Members as appointed by council
11. The Returning Officer (RO) selection process is as follows:
 - a. a RO Selections Committee shall be struck by September 1st of each year.
 - b. the RO Selections Committee shall nominate and present a candidate to Council by September 15th.
 - c. the following will refer to both the By-elections and Regular elections of the Union. In the event that the RO position remains vacant because no Brandon University student has applied for the position, BUSU will make the position available to community members. Job offer will be posted online and in print. If BUSU is still unable to find a candidate for the position, then BUSU will contact CFS Manitoba and/or CFS National for assistance in providing someone to fill the RO position. In the event that CFS cannot provide someone, BUSU will hire a local arbitrator to serve as the RO.
12. The following people are not eligible to be appointed RO:
 - a. Council Member;
 - b. an elected member of any Student Association/Group;
 - c. any employee of the Union;
 - d. any employee of SUDS;
 - e. any board member, employee or editor of the Quill;
 - f. any KDC or SUDS Board member.

Bylaw 800 - Returning Officer

Returning Officer - Duties & Powers

1. The Returning Officer is accountable to ERDIE. Questions arising from the interpretation of their position may be directed to the general manager, office and services manager or the ERDIE.
2. The Returning Officer shall be given an orientation by the General Manager and/or the Office and Services Manager with assistance of the ERDIE committee if needed.
3. The responsibilities of the RO shall include:
 - a. overseeing all electoral logistics, including:

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- i. running elections and referenda safely, fairly, and in accordance with the Bylaws and Policies;
 - ii. organizing polls during elections/referenda, including appointing adequate poll staff and situating polls at appropriate locations across Campus, and advertising the poll locations;
 - iii. overseeing the count of the ballots during elections/referenda;
 - iv. ensuring adequate security of all ballots and ballot boxes;
 - v. reporting the result of an election/referendum to the appropriate parties;
 - vi. creating, posting and implementing Supplementary Rules for elections and referenda.
 - vii. ensuring that BUSU Council and staff do not interfere with elections with the exception of those on the ERDIE committee, including working or being present at polling stations with the exception of voting.
- b. maintaining office hours and being accessible to candidates and other Members of the Union during the election period, as described in this bylaw;
- c. acting as the arbitrator in any dispute which may arise during the course of an election/referendum, other than those between the RO and any other party, which should be dealt with by ERDIE Board;
- d. rectifying the violation of any of the following and assign reasonable penalties as appropriate:
- i. The Bylaws;
 - ii. The Policy Manual;
 - iii. The Supplementary Rules.
- e. ensuring that a cost effective and accurate ballot counting process is in place;
- f. submitting to Council, prior to March 31, a final report of activities and recommendations which shall include the following:
- i. the final results of any elections or referenda during their term;
 - ii. a list of any recommendations for BUSU Council, the BUSU Executive, ERDIE, and/or the following year's RO pertaining to the electoral process;
 - iii. a complete list of all complaints filed with the RO and ERDIE during their term;
 - iv. the adequacy of the budget provided for that year's election; and
 - v. any Supplementary Rules issued by the RO during their term.
- g. organizing the Candidate's/Referendum Forum referred to in Bylaw 1045, including:
- h. adequately advertising the time and date of the forum for two weeks, when possible; and
- i. providing proper training for poll clerks;
- j. promoting the election/referenda beginning at least 19 days before the close of the nomination period;
4. The RO shall have a budget in an amount to be set by Council on motion by the Finance Committee.

Miscellaneous

5. During weekdays between the hours of 8:30 AM and 7:00 PM the returning officer shall make all reasonable efforts to be available to students;
6. During weekends, the RO shall make every attempt to be available by phone between the hours of 8:30 AM and 7:00 PM.
7. The RO is required to supply candidates with an email and telephone number at which they can be reached.
8. The RO may be suspended or dismissed from their position with an unanimous vote from the ERDIE Committee.

Bylaw 1000 - BUSU Annual Election, By-Election & Referenda

1. BUSU shall hold an annual general election, on a schedule set out in the bylaws, whereby the Members of the Union shall elect the Executive of the Union and the Community and Faculty Representatives on Council as well as vote on any referenda deemed valid by the Returning Officer.
2. BUSU shall hold a by-election each year, on a schedule set out in the bylaws, to elect Executive of the Union and Community Faculty Representatives on Council as well as vote on any referenda deemed valid by the Returning Officer.
3. Bylaws 1000 through 1080 apply to all elections and referenda run either solely or jointly by BUSU.

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4. The General Manager (or designate) shall be the BUSU Elections Staff Liaison for the duration of the election and referenda, and shall be responsible for providing the Returning Officer with logistical and other support from the Union.
5. The following definitions apply to the Election By-laws, unless specifically excluded:
 - a. "banner" is any sheet of paper or other material, of a total area between 1.5 square metres and 35 square metres, which is displayed as part of a campaign;
 - b. "campaign" includes any planned or organized act by or on behalf of any candidate or registered side which is calculated to gain support for the vote;
 - c. "campaign expense" means any and all expenditures by or on a candidate's or side's behalf for election advertising, equipment or other expenditures associated with the campaign;
 - d. "campaign manager" includes any Member of the Union identified by a campaign as their campaign manager for the purposes of election bylaws; this role is strictly optional and if chosen, serves to represent a candidate/slate/side and to act as a scrutineer on their behalf;
 - e. "campaign materials" includes posters, pamphlets, newspapers, ribbons, buttons, loud hailer, and banners, and such other materials as are approved by the RO.
 - f. "candidate" means any Member of the Union whose nomination is accepted under procedures established in the Election Bylaws;
 - g. "election rules" refers the Election Bylaws, as well as any other provision of the Act, Bylaws, Policies or Standing Rules of Council related to the Elections and Referenda of the Union;
 - h. "nomination day" means the final day of the period, as set out by these bylaws, that nominations for candidacy shall be accepted.
 - i. "referendum" shall mean a decision made by the Members of the Union in a balloted vote organized by the Returning Officer of the Union;
 - j. "registration day" means the final day of the period, as set out by these bylaws, that registrations for sides in referenda shall be accepted;
 - k. "scrutineer" means a volunteer who oversees part or all of either a polling booth or a vote count on behalf of a candidate, slate, or side;
 - l. "side" means any RO-recognized group of individuals representing a particular position on a referendum question.
 - m. "slate" means candidates who are members of a single campaign, each running for a different position; and
 - n. "volunteer" means any individual who engages in campaigning or scrutineering on behalf of a candidate, slate, or side.

Nomination Schedule for Regular Elections

6. The Nomination period for Candidates and Sides shall begin on the Monday two weeks prior to Reading Week, and shall end at 17:00 on the Friday before Reading Week (the "Nomination & Registration Day").
7. Complete nominations, containing all material required by the Bylaws and the RO, must be received by no later than 16:30 Hours on the Friday prior to Reading Week by the RO at the Office of the RO.
8. It is the sole responsibility of nominees to ensure the completeness and accuracy of their nominations. Any nomination that fails to comply with any party of the Bylaws shall be summarily rejected, although the RO can, at their discretion, allow an appropriate extension to correct any accidental or unavoidable errors or omissions in the nomination package.
9. Within 36 hours of the closing of nominations, the RO shall post both the legal names of all candidates and the names which shall appear on the ballot, and shall publish the same in the next issue of the Quill newspaper.

Nomination Schedule for By-Elections

10. The nomination period for Candidates and Sides shall begin on the first Monday of October and shall end at 17:00 on the second Friday of October.
11. Complete nominations, containing all material required by the Bylaws and the RO, must be received by no later than 16:30 Hours on the Friday prior to Reading Week by the RO at the Office of the RO.
12. It is the sole responsibility of nominees to ensure the completeness and accuracy of their nominations. Any nomination that fails to comply with any part of the Bylaws shall be summarily rejected, although the RO

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can, at their discretion, allow an appropriate extension to correct any accidental or unavoidable errors or omissions in the nomination package.

13. Within 36 hours of the closing of nominations, the RO shall post both the legal names of all candidates and the names that shall appear on the ballot, and shall publish the same in the next issue of the Quill newspaper.

Bylaw 1001 - Calling of Referenda

1. Referenda may only be called in 3 methods:
 - a. by the receipt of a petition by the President, the Chair of Council, or the RO, as specified in Bylaw 1001(5), signed by 50 Members of the Union demanding a referendum;
 - b. upon direction from Council in the form of a motion by the Executive Committee. Such a motion shall specify the precise wording to appear on the ballot; and
 - c. by a majority of members at a General Meeting where the majority must consist of at least 50 Members of the Union
2. A petition shall contain the first and last names, signature and student ID number of each Member of the Union signing the petition.
3. The wording of the petition demanding a referendum or numerous referenda shall only have to be clear in intent; such clarity to be determined by the Chair of Council in consultation with legal counsel if necessary.
4. Upon submission of a valid petition to either the President or to the Chair of Council or to the RO, or as directed by Council on motion by the Executive Committee, the Chair of Council shall:
 - a. draft the appropriate wording for the question, with legal consultation as required; and
 - b. inform the petitioners of the wording of the question, which may then be appealed to Council on a motion by the petitioners.
5. The RO shall be responsible, in accordance with the election by-laws, for the proper advertising, as well as posting notice(s) outside the RO's office and the BUSU offices, that a referendum is to be held.
6. Valid referenda petitions must be received by the President, Chair of Council or RO prior to the last Council Meeting in January to have their referenda question included in the annual election for that year.
7. Referenda must have a majority of 50% + 1 of total votes cast to be successful

Bylaw 1020 - Nominations

1. The duties of the RO with regards to nominations and registration shall be to:
 - a. advertise for the nominations of candidates and the registration of sides prior to the nomination/registration period;
 - b. advertise in any manner the RO considers just and fair;
 - c. advertise for the forthcoming election or referenda to encourage Members of the Union to actively participate in the democratic process;
 - d. exclusively determine the manner of advertising used;
 - e. prepare a package of written information which shall be available to any Member of the Union no later than February 1, and shall include in the package:
 - i. current copies of the Bylaws, Policies, and Supplementary Rules related to Elections, Referenda, the RO, and the ERDIE Board;
 - ii. nomination forms;
 - iii. registration forms;
 - iv. a list of all nomination requirements and deadlines
 - v. any other forms required of nominees, including a signed acknowledgment and acceptance of nomination by the nominees;
 - vi. the current posted office hours and contact information of the RO;
 - vii. a detailed description of "pre-campaigning" and a list of permitted and restricted activities;
 - viii. a statement of the rules regarding keys and use of offices.

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Nomination Vacancies

1. If an open position receives no nominations by the deadline for nominations, nominations shall remain open until 16:30 on the Friday following the original closing of the first nomination period, and the RO shall advertise and post this information as the RO deems fair and practical.
2. If an open position receives no nominations by the extended deadline for nominations, then:
 - a. if the position is on the Executive, it shall be vacant until the process described in Bylaw 3300 can be followed.
 - b. if the position is for Community or Faculty Representative, it shall be vacant until the process described in Bylaw 3350 can be followed.

Nomination Requirements

2. A person who is nominated as a candidate must:
 - a. be a Member of the Union;
 - b. be nominated under their legal name or a reasonable derivative thereof;
 - c. be a self-declared member of the community one is being nominated to represent if they are being nominated for a Community Representative position;
 - d. be registered as an international student with the University if they are being nominated for International Students' Representative;
 - e. be registered as a part-time (less than 9 credit hours per term) or as a mature student with the University, or a parent if one is being nominated for Part-Time/Mature Students Director;
 - f. be registered as living in one of the three Residence Halls of the University and returning to residence for the entirety of the Regular Session (September to April), if one is being nominated for Residence Director;
 - g. have provided a completed nomination package to the RO prior to the end of the nomination period, which shall include:
 - i. basic information about the candidate, including their name and contact information;
 - ii. for persons nominated for the BUSU Executive, the first and last names, signatures, faculties, and student identification numbers of at least 30 nominators who are Members of the Union;
 - iii. for persons nominated for Community Representative or Faculty Representative (excluding Grad), the first and last names, signatures, faculties, and student identification numbers of at least 15 nominators who are Members of the Union and are members of the relevant community;
 - iv. for persons nominated for Grad Studies Director, the first and last names, signatures, faculties, and student identification numbers of at least 5 nominators who are Members of the Union and registered graduate student;
 - v. for persons nominated for Student Senators, Knowles-Douglas Commission Board, SUDS Board and the Quill Board, the first and last names, signatures, faculties, years, and student identification numbers of at least 15 nominators who are Members of the Union.
 - vi. a signed acknowledgment of acceptance of the nomination by each nominee;
 - vii. a signed document indicating the name which each candidate wishes to appear on the ballot, and an indication of whether the candidate considers this name to be a reasonable derivative of his or her legal name.

Slates

1. No candidate may simultaneously run as part of more than 1 slate.
2. Slate names require approval by the RO, and must be submitted in writing to the RO by the end of the nomination period.

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3. No slate shall choose a slate name which is the same as that of a registered federal or provincial political party. Where two or more similar slate names are submitted to appear on the ballot for a slate, the RO shall choose which names appear on the ballot.
4. Candidates who chose to run on a slate must indicate so on their nomination form and may not withdraw from such slate once nominated to be on one.

All Candidates' Meeting

1. Following the closing of nominations, the RO shall schedule a meeting for all candidates and their campaign managers (referred to as the "All Candidates' Meeting").
2. All candidates and campaign managers shall attend the candidates meeting in its entirety. The RO may exempt individuals from attendance under extenuating circumstances, but only if the person requesting an exemption does so in writing at least 48 hours prior to the candidates' meeting, or informs the RO of an emergency for which no notice could reasonably be given.
3. At the candidates meeting, all candidates and campaign managers shall be required to deposit with the RO any and all keys, cards, or other methods of access to any building or room on any Campus, except for:
 - a. a candidate's or a campaign manager's personal residence or the residence of a significant other;
 - b. a candidate's or a campaign manager's place of employment.
4. At the candidates meeting, the RO shall:
 - a. review the relevant Bylaws, and any additional rules and Policies, and respond to questions about same;
 - b. announce the times and dates of meetings during the campaign, and announce any other methods that shall be regularly used to communicate with campaigns; and
 - c. take attendance for the purposes of verifying compliance with Bylaw 1020(16);
 - d. deal with any other topics deemed necessary by the RO.

Bylaw 1021 - Registration of Sides

1. On the Nomination & Registration Day, each side shall present its registration forms to the RO.
2. In order to become registered, a side must have:
 - a. an organized committee of Members of the Union (the "Side Committee") that supports the position of the Side;
 - b. the first and last names, signatures, faculties, years, and student identification numbers of the members of the Side Committee; and
 - c. the first and last names, signatures, faculties, years, and student identification numbers of at least 30 nominators who are Members of the Union (which can include members of the Side Committee);
3. The Side Committee shall have as part of its structure:
 - a. an authorized representative, authorized to represent the Side to the RO;
 - b. a treasurer, authorized to handle the Side Committees finances.
4. A Side Committee cannot restrict membership to the Committee from any Member of the Union provided one has joined the Side and supports the position of the Side honestly and in good faith.
5. Members of the Executive and Council and candidates for Executive and Community Representative may participate as Members on a Side Committee, provided they meet all other criteria required of any other person sitting on the Committee.
6. Each side shall provide the RO with a list of those who are currently members of the Side Committee.
7. Any Member of the Union wishing to join a side may register with the RO following the specified deadlines. The RO shall forward the name and phone number of the member to the appropriate authorized representative.
8. The name of a side may not include a federally or provincially registered political party name or symbol, or derivation thereof.

Bylaw 1030 - Campaign Materials

1. All campaign materials must be approved in form and content by the RO before they may be used in a campaign.

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2. The RO shall use a unique mark, punch or means of identification to verify that only posters approved by the RO have been used.

Approval Process

3. The following shall be process to be followed for approval of campaign materials:
 - a. Campaigns shall provide the RO with:
 - i. a written description of the proposed campaign material;
 - ii. the complete contents of the proposed campaign material, including text, images and its appearances on final presentation.
 - b. the RO shall provide in confidence a written approval or refusal of campaign materials, and shall make all reasonable efforts to respond within 4 working hours of receiving a complete request, subject to any clauses in this Bylaw or the RO's Supplementary Rules.
 - c. once the material has the approval of the RO, the campaign can have it printed, photocopied, or otherwise created, subject to any clauses in this Bylaw or the RO's Supplementary Rules.
 - d. if the material cannot be created with the RO's identifying mark already on it, it must be given to the RO for them to put their identifying mark on the campaign materials. The RO shall return materials to campaigns within a reasonable time period, but in no case shall the RO return fewer than 150 pieces of material after the greater of either:
 - i. 24 hours; or
 - ii. 8 posted office hours.
 - e. once the campaign materials have been approved by the RO, created, and have the RO's identifying mark on them, they can be used in the campaign.
4. The RO shall consider written requests from campaigns to use campaign material outside the normal definition of campaign materials, and shall respond in confidence to the campaign within 24 hours of any such request.

Banners

1. Each campaign, individual, member of a slate, or side shall be entitled to place a maximum of 2 banners around Campus.
2. Campaigns must construct and place banners in accordance with University building regulations.
3. Banner locations shall be assigned at the first All Candidates' Meeting.
4. Banners, whether made from paper or any other material, shall be restricted to a minimum total area of 1.5 square metres and a maximum total area of 35 square metres.

Prohibitions & Violations

5. The RO shall not approve campaign materials which:
 - a. contain libel or slander (based on consultation with legal counsel if necessary);
 - b. are factually incorrect; or
 - c. violate any federal or provincial statute, or any University rule, regulation, policy, or procedure; or
 - d. are sexist, racist, homophobic or prejudicial.
6. Where the RO determines that campaign material which has not been approved by the RO is being distributed, displayed, or used by a campaign, then the RO shall:
 - a. order the material immediately withdrawn or removed and shall confiscate the material from the campaign for a period of not less than 24 hours; and
 - b. assign an additional penalty, which may include (but is not limited to) any or all of the following:
 - i. destruction of the material
 - ii. a restriction on campaigning, provided that the penalty is balanced against the volume of material distributed or its effect, and that no destruction takes place until the appeal period expires.
7. Each campaign shall comply with any building regulations set out by the University, and the additional limitations that:
 - a. no more than 1 poster per campaign/individual may be affixed to any one bulletin board;

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- b. no more than 1 poster per campaign/individual may be affixed on the same plane within 1 foot of another;
 - c. no more than 2 posters per campaign/individual may be affixed to the same pillar, and these posters must face in opposite directions; and
 - d. no poster may be affixed so as to obscure or cover another campaign's campaign materials.
8. Where a poster or banner is in violation of Bylaw 1030, it may be removed by the RO, or the campaign may order another individual or campaign to make the removal.
9. No individual may remove, deface, damage, or destroy campaign material without the authorization of the RO.
10. Each candidate, side, or individual shall be limited to a maximum of 75 posters on display at any one time, and distribution shall occur through the RO, who shall communicate in advance the rules, Council resolutions or procedures to be followed.

Post-Election Period

11. All campaign materials must be removed in a manner to be determined by the RO after the close of polls on the final day of voting.

Bylaw 1040 - Campaigning

1. Campaigning shall last for 12 consecutive days, starting at 8:00 Hours on the first Monday continuing through the next weekend, and ending at the close of polling on the final day of voting.
2. No Member of the Union shall campaign either for or against a Candidate, Slate, or Side after the opening of the nomination period and prior to the campaign period, with the exception of:
- a. private campaign organizing meetings involving recognized campaign volunteers;
 - b. the collection of signatures for nomination forms and referenda petitions;
 - c. the normal duties required of the current members of the BUSU Executive and Council; and
 - d. private conversations to recruit volunteers.
3. When applying Bylaws 1040(2), the RO may consider any additional factors in addition to the definition of campaigning.

Weekly Campaign Meetings

4. Once a week during the campaign period, the RO shall chair a meeting of campaign representatives to review complaints, rulings, orders, rules, procedures and announcements.
5. All candidates and sides are required to do one of the following for each of the RO's weekly campaign meetings:
- a. attend the meeting themselves;
 - b. send a proxy; or
 - c. ask for and receive the RO's permission to miss that particular meeting.
6. Candidates and sides not directly competing with each other can send the same person as a proxy to the weekly campaign meetings, but such proxies must be approved by the RO.

Campaigning Standards and Prohibitions

7. Each campaign shall act reasonably, responsibly, and in good faith. Further, each campaign shall:
- a. ensure that all candidates, campaign managers and volunteers are aware, understand and comply with all relevant Bylaws, rulings, orders, rules, and Policies;
 - b. be responsible to the RO for the conduct of its volunteers;
 - c. report any breach of a Bylaw, rulings, orders, rules, or Policies forthwith;
 - d. comply with any University rules, regulations, policies, and procedures; and
 - e. comply with all local, municipal, provincial and federal laws.
8. No campaign shall collude with another campaign, either prior to, during, or following the campaign period. Specifically, no campaign, campaign manager, volunteer, or candidate shall:
- a. appear jointly in any campaign material, except in reference to slate members as approved by the RO;
 - b. produce campaign materials whose appearances could cause a reasonable person to associate that campaign with another slate or candidate who is not on a slate; or

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- c. distribute the campaign materials of another slate.
- 9. Campaigning is restricted to Members of the Union, and no one who is not a Member of the Union shall campaign.
- 10. No candidate, campaign manager, or volunteer may campaign:
 - a. in a business or service owned or operated by the Union, including SUDS, except where specifically provided for by the RO, and where all candidates and sides have been given equal access;
 - b. in a University library; or
 - c. in a classroom during a class period without first obtaining permission from the instructor responsible for the class;
 - d. anywhere else the RO feels would be detrimental to the election and referenda process.
- 11. candidates and their volunteers may assist with the campaign duties of other candidates with whom they are not competing.
- 12. In the event of referenda being held during an Annual General Election, candidates, campaign managers, and volunteers may speak to, volunteer for, and/or endorse a side.

Bylaw 1045 - Election Forum

- 1. There shall be at least one Election Forum, one in the Education building and in the Knowles-Douglas building during the campaign, which shall be held, if possible, no sooner than the 3rd day of campaigning.
- 2. All Candidates and Sides shall be provided with the opportunity to participate in all Election Forum during the campaign period.
- 3. Members of the Union shall be provided with the opportunity to ask all Candidates and Sides questions from the floor at an Election Forum.
- 4. The Election Forum shall be chaired by the RO.
- 5. Each Candidate, Slate, or Side has the opportunity to speak for a time period as fixed by the RO.
- 6. Each speaker shall have the same fixed period of time in which to speak as their opponents have.
- 7. If there is a question from the audience at the Election Forum, each Candidate, Slate or Side shall have a reasonable and fair opportunity to respond thereto.
- 8. Any person(s) who attempt to disrupt the orderly conduct of the Election Forum shall be removed from the facility.

Bylaw 1050 - Violations, Complaints, and Appeals

- 1. The RO is empowered to investigate and rule upon any breach of the Election Rules, whether submitted to the RO in a complaint or initiated by the RO.
- 2. Complaints shall be allegations of a breach of the Election Rules against Members of the Union other than the Returning Officer which are submitted to the Returning Officer for a ruling.
- 3. Appeals shall be allegations of a breach of the Election Rules which are submitted to the ERDIE Board for a ruling, and such alleged breaches shall be:
 - a. a misapplication of the Election Rules to a Complaint;
 - b. a misapplication of the Election Rules to any other ruling of the RO; and/or
 - c. any other action by the RO during the Election Period that contravenes the Election Rules.
- 4. No appeal exists from a ruling of the ERDIE Board, and a ruling of the ERDIE Board shall be final and binding on the parties to the Appeal.
- 5. Rulings of the RO regarding breaches of the Election Rules that were not as a result of a Complaint shall be treated as Complaints for the purposes of posting the ruling.
- 6. The RO shall prepare and provide a complaint form which requires complainants to indicate the:
 - a. name and student identification number of the complainant;
 - b. specific clause(s) of the Election Rules that is alleged to have been breached;
 - c. specific campaign or individual that is alleged to be in breach;
 - d. specific facts which constitute the alleged breach; and
 - e. evidence of these facts.
- 7. The RO shall prepare and provide an appeal form which requires appellants to indicate the:
 - a. name and student identification number of the appellant;

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- b. RO's ruling being appealed;
- c. reason for the appeal, including specifically any errors in interpretation or application found in the ruling; and
- d. ruling sought from the ERDIE Board.

Complaint Procedure

8. Any Member of the Union, other than the RO, may file a Complaint regarding an alleged breach of the Election Rules.
9. The following shall be the process by which Complaints are filed, received, and ruled upon:
 - a. the Complainant must submit a Complaint to the RO using the proscribed form within 48 hours of the alleged breach of the Election Rules. However, the RO may accept complaints after this deadline at their discretion.
 - b. if the Complaint is found to be validly submitted, the RO shall send a copy to any other parties named in this Complaint and continue this complaint procedure.
 - c. the RO shall investigate the Complaint using whatever means are at their disposal. This investigation shall include requesting a written response to the Complaint from any party alleged to have committed a breach of the Election Rules.
 - d. the RO shall issue a written ruling within 24 hours of having received the Complaint, and shall:
 - i. send the ruling to all parties to the Complaint via e-mail; and
 - ii. post the ruling as soon as possible at both the office of the RO, the BUSU Website, and the BUSU offices.
 - iii. Any penalties assigned by the RO as a result of their ruling shall take effect immediately unless stated in the RO's ruling.
10. Complaints that are not validly submitted shall be disregarded by the RO, but the Complainant may resubmit as soon as one can make a valid submission. The RO shall still include the complaint in the final report.
11. The following do not require a written complaint and shall be brought to the RO's attention immediately upon being discovered:
 - a. a violation of Bylaw 1070(5) regarding the required number of poll clerks at a voting booth; and
 - b. complaints regarding pre-campaigning.
12. All Complaints other than those filed under Bylaw 1050(12) must be submitted electronically.
13. Any posted ruling of the RO on a Complaint shall contain:
 - a. a summary of the allegation;
 - b. a summary of the parties to the complaint;
 - c. where the RO fails to possess jurisdiction, a summary of the reasons for this finding;
 - d. a listing of all applicable Election Rules that apply;
 - e. a finding regarding the facts;
 - f. a ruling regarding the alleged breach;
 - g. the penalty assigned;
 - h. the time the ruling was posted; and
 - i. the time limit on any appeal.

Appeal Procedure

14. Any Member of the Union may file an Appeal alleging a breach of the Election Rules by the RO in accordance with Bylaw 1050(7).
15. Only Members of the Union who were party to an original Complaint are entitled to Appeal the ruling of the RO to the ERDIE Board.
16. The following shall be the process by which Appeals are filed, received, and ruled upon:
 - a. the Appellant must submit a Appeal to the Chair of ERDIE using the proscribed form within 48 hours of either the alleged breach of the Election Rules or the RO's ruling on a Complaint.
 - b. if the Appeal is found to be validly submitted, the Chair of ERDIE shall send a copy to any other party named in the Appeal, including the RO, and continue this procedure;
 - c. the Chair of ERDIE shall schedule a hearing of the ERDIE Board to take place within:

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- i. 12 hours of receiving the Appeal form if the alleged violations could result in the voiding of the Election or Referenda;
 - ii. 24 hours of receiving the Appeal form for all other alleged violations of the Election Rules.
 - d. the Chair of ERDIE shall communicate the time and place of this hearing to all parties named in the Appeal, including the RO.
 - e. prior to the appeal hearing, the ERDIE Board shall first convene in camera and determine if a prima facie case has been made in the appeal. If a prima facie case has not been made, the ERDIE Board shall dismiss the Appeal or the affected parts thereof.
 - f. the Appeal hearing shall occur, and shall use the following process:
 - i. the Chair shall ask:
 - 1. the members of the ERDIE Board if any perceived conflict of interest exists between them and any party to the Appeal; and
 - 2. the parties to the Appeal if they wish to challenge any Board member based on a conflict of interest.
 - ii. the Board may call a recess to consider any Conflicts of Interest raised at the beginning of the hearing.
 - iii. the Chair shall then explain any procedures to be followed to the parties present, including any time limits on presentations or examinations.
 - iv. the Chair shall invite the Appellant to present their case.
 - v. the Chair shall invite the Respondent to present their case.
 - vi. the ERDIE Board shall investigate the case as it deems appropriate, and may call a recess of no more than twelve hours in duration.
 - vii. the Chair shall offer first the Respondent then the Appellant the opportunity to make a closing statement.
 - viii. the ERDIE Board shall retire for deliberations in camera.
 - g. the ERDIE Board shall tell the parties to the Appeal who are present at the hearing their ruling immediately after coming out of deliberations.
 - h. the Chair shall issue the written ruling of the ERDIE Board within 12 hours of the end of the meeting, and shall:
 - i. send the ruling to all parties to the Appeal via e-mail; and
 - ii. post the ruling as soon as possible at both the office of the RO, the election website, and the BUSU offices.
 - i. any penalties assigned or modified by the ERDIE Board as a result of their ruling shall take effect immediately unless stated in the ERDIE Board's ruling.
17. The RO may choose to resolve an Appeal informally prior to the Appeal hearing. If the Appeal is resolved to the satisfaction of all parties to the Appeal, the Appellant shall notify the Chair of ERDIE who shall cancel the hearing.
18. The ERDIE Board may request any person to appear at an ERDIE Board Meeting whose evidence would assist the ERDIE Board in making a decision.
19. The ERDIE Board may uphold, modify, or overturn any ruling made or penalty assigned by the RO, and additionally may overturn all or part of the election results and apply penalties under 1005(11) within the spirit of good governance for elections.

Penalties

20. Where a breach has occurred, regardless of cause or the intent of the parties involved, and that breach has provided an unfair advantage to a campaign, the RO shall assign a penalty that:
- a. fully counterbalances any unfair advantage gained;
 - b. penalizes the campaign for committing a violation; and is of the same type or character as the advantage which was gained.
21. Penalties available to the RO include, but are not limited to:
- a. the confiscation or destruction of campaign materials;
 - b. limits, restrictions, and prohibitions on any type of campaigning, for any period of time; and
 - c. disqualification.

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22. A penalty may be assessed for an individual breach, or for a series of repeated violations that in aggregate constitute a greater breach.
23. A candidate shall only be disqualified where one commits a serious breach that:
 - a. cannot be counterbalanced by a lesser penalty;
 - b. involves tampering with ballots, balloting, voting or counting procedures; or
 - c. involves repeated violations for which lesser penalties have already been imposed.
24. Where candidates are part of a slate, any disciplinary action, including disqualification, taken by the RO against any candidate shall not affect other members of the slate unless they are named in the complaint and the RO determines they are also at fault. Each infraction by a member of a slate shall be considered a violation by that individual candidate.
25. Where a serious contravention of the election bylaws occurs, such that the results of the election or referenda could not reasonably be deemed to indicate the actual preference of the voters, that election, referendum, or part related to the contravention, may be declared void if:
 - a. the RO submits a formal request to the ERDIE Board;
 - b. the ERDIE Board holds a hearing using the Appeal process as closely as possible, with all Candidates and Authorized Representatives of Sides who would be affected considered to be the Respondents; and
 - c. the ERDIE Board rules that such a request is justified.
26. If all or part of an election or referendum is voided, the election or referendum shall be repeated at the earliest opportunity by which the ERDIE Board feels the preference of the voters can be determined.

Bylaw 1060 - Campaign Expenses

Expense Accounting

1. Campaigns shall include the cost of websites and campaign materials in their campaign expense accounts whether those materials are used or not.
2. Each campaign shall keep an up-to-date and accurate account of all campaign expenses and the campaign manager or treasurer shall be responsible for answering any inquiry from the RO regarding expenses.
3. All expenses incurred by a campaign shall be included in the campaign expenses. This includes, but is not limited to, the following:
 - a. campaign materials;
 - b. incidental costs of campaigning;
 - c. professional services; and
 - d. food and beverages for campaign volunteers.

Expense Summaries

4. The RO shall review all campaign expense accounts (containing those products and services that are subject to spending limits), and shall post preliminary summaries of each campaign's expenses by 18:00 Hours on the day before voting begins.
5. The RO shall request the ERDIE Board to convene an ERDIE Board Meeting at 15:00 Hours on the Monday before voting begins in the event that there is an appeal of a ruling made under Bylaw 1060(9).
6. Where a campaign has been disqualified under Bylaw 1060(10), the campaign may only appeal by presenting notice and appearing before an ERDIE Board Meeting within 24 hours of the posting deadline as per 1060(10).
7. Final expense accounts must be provided to the RO by noon on the first Tuesday after voting ends.

Bylaw 1070 - Voting, Vote Counting, and Ballots

8. Every member of the Union shall be eligible to vote in all elections and referenda, unless otherwise prohibited by these bylaws.
9. Voting shall take place on the final two days of campaigning.
10. Notwithstanding Bylaw 1070(2), the RO may provide for advance voting no earlier than the first Monday after Reading Week.

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11. Each Member of the Union shall be allowed to cast 1 secret, non-transferable ballot, and the ballot shall entitle each voter to make 1 choice for each position or referendum question for which one is eligible to vote.
12. Ballots shall be paper ballots.
13. Voting shall be conducted at locations and times determined by the RO, and the RO shall advertise the same.
14. At each poll there shall be a minimum of two Poll Clerks in attendance at all times. When, for any reason, only one Poll Clerk is in attendance, voting shall temporarily cease.
15. The RO shall provide for the secure handling and transportation of ballots.
16. Campaigning may continue during voting.
17. Candidates and volunteers shall not campaign or loiter within 50 feet of a polling station or booth.
18. The voting population for the Sexuality and Gender-Identity Based, Aboriginal, Women's, Part Time/Mature, Residence, Graduate, Racialized, Accessibility, and International Representatives shall include all Members of the Union who self-identify as coming from the community described in the title of each position.
19. Provisions shall be made by the RO to ensure that all students are given the opportunity to vote for the self-identifying positions without being required to publically declare at the poll. For example, asking every voter to identify which ballots they are eligible to received by checking off from the options.
20. Provisions shall be made by the RO so that Members of the Union attending evening classes may vote during the evening.

Ballot Design

21. Notwithstanding these Bylaws, the RO shall decide the design of the ballot.
22. Each ballot shall be identical to the next with the exception of the ordering of ballot options.
23. If a ballot question is a 'Yes/No' choice, the options shall be 'Yes' followed by 'No'.
24. If a ballot question is a choice between anything other than 'Yes' and 'No', the RO may decide whether the ballot options are placed in the same order on every ballot or on a rotating order.
25. The ballots must allow for voters to clearly indicate their choice.
26. Ballots for Community Representatives shall include a method for voters to self-identify as coming from the community in question.

Ballot Counting

27. The ballots shall be counted after the polls close on the evening of the final day of voting or if off campus ballots have not yet been received by the RO, the ballot boxes shall be sealed until all ballots can be counted together.
28. The RO shall supervise the ballot counting process, where the RO will ensure that the ballot counting process is transparent and fulfills all requirements of these Bylaws.
29. A ballot shall be considered valid and not spoiled if it:
 - a. indicates clear voter preference for one of the options on the ballot; and
 - b. does not include any identifying marks.
30. Each Candidate, Slate, or Side may have scrutineers present at the counting of ballots.
31. The RO may appoint a maximum of 2 additional ballot counters, whose appointment must be ratified by the ERDIE board a minimum of one week prior to the ballot counting. A ballot counter must not be a candidate, campaign manager, part of a slate or side, or any subcommittee of the election in question.
32. Once the scrutineers have entered the count room, they may not leave the room until the completion of counting of ballots or with the consent of the RO.
33. Scrutineers may not touch the ballots in any way.
34. All scrutineers shall have equal opportunity to argue for and against the validity of all ballots their Candidate, Slate, or Side is on.
35. If the BUSU General Manager is in attendance of the ballot count for support to the Returning Officer they shall not touch the ballots in any way.
36. Once the count has been completed, the RO shall:
 - a. post election results within 48 hours of all complaints and appeals having been resolved;
 - b. seal ballot boxes until access is required by the ERDIE Board to resolve any complaints and/or appeals;

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- c. store the ballots in a locked container or room for a period of at least two weeks after the last recount has been completed; and
- d. destroy the ballots the later of:
 - i. four weeks after the last recount has been completed;
 - ii. after all complaints and appeals have been satisfied.

Recounts and Ties

- 37. A request for recount shall be granted where:
 - a. the request is in writing and signed by the candidate(s) or the authorized representative of a Side who are contesting the original count;
 - b. the request is submitted to the RO within 48 hours of the posting of the election results; and
 - c. the difference between the leading candidate or side and another candidate or side contesting the same position or referendum question is less than 4% of the total votes cast or is less than the total number of spoiled ballots for the respective position or question.
 - d. a recount may not be requested by any candidate or side that did not have a scrutineer present during the first count.
- 38. The RO may in his or her sole discretion initiate a recount independently. This decision is not appealable to the ERDIE Board.
- 39. As far as is practicable, a recount shall occur by way of the same procedure as the original count.
- 40. The RO shall post the results of a recount within 48 hours of the recount being completed.
- 41. In the event that two or more competing candidates receive an equality of votes and have the highest amount of votes for the respective position, the tie-breaking method shall be that there shall be a run-off election between the tied Candidates conducted as far as practicable in accordance with the Election Bylaws. Any such run off election shall occur within 14 days of the final recount of the ballots of the General Election;

Record of Elections

- 42. A record shall be kept of voter turnout in BUSU general elections, by-elections and referenda, for each faculty, and constituency.
- 43. Election results (including the final vote count for each candidate or side) as well as turnout shall be made publicly available to Members of the Union, and results of elections and referenda (including sample ballots) shall be archived by the Union and accessible to Members.

Referenda Results

- 44. Council shall not have the power to void a valid referendum.
- 45. In the event that a referendum involves less than 10% of eligible voters, the results of the referendum shall be considered as advice to Council that is in no way binding on Council.

Damages and Disqualifications

- 46. Any damage or similar expenses caused by a Candidate, Slate or Side, or a volunteer for a Candidate, Slate or Side, shall be paid for by the Candidate, Slate or Side deemed responsible by the RO. Failure to do so shall result in immediate disqualification for the offending Candidate or Slate.

Bylaw 1200 - Standing Committees

- 1. There shall be the following Standing Committees:
 - a. Executive Committee;
 - b. Finance Committee;
 - c. Selection Committee;
 - d. Campaigns & Government Relations Committee;
 - e. Student Group Executive Committee;
 - f. Student Group Promotion and Affairs Committee;
 - g. Student Activities Committee; and

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- h. Student Services Committee.
- 2. The remainder of Bylaw 1200 shall apply to all Standing Committees except for the ERDIE Board, except where overruled by the Bylaw referring to the specific Standing Committee.

Committee Procedures

- 3. Quorum for Standing Committee Meetings shall be no less than 50% of all voting Members of the Standing Committee including the Chair.
- 4. The governance documents of the Union are ranked as follows in terms of descending order of authority for the purposes of a Standing Committee meeting:
 - a. the Constitution of the Union;
 - b. the Bylaws of the Union;
 - c. the Policies of the Union;
 - d. Standing orders of BUSU Council specifically regarding Committees;
 - e. Standing orders of the respective BUSU Committee;
 - f. Robert's Rules of Order.
- 5. Except where otherwise stated in the Bylaws, all standing committee meetings shall be set with no less than 2 working days notice to voting members and such notice shall include the agenda, minutes and any and all related materials related to the agenda be it in draft or final report form. This includes, but is not limited to reports, motions, papers and presentations.

Committee Membership

- 6. The term of a Standing Committee Member shall commence upon appointment and shall expire on April 30 following this appointment or should the Member be removed from council as outlined in the bylaws.
- 7. Every council member shall typically be a Member of at least one (1) but not more than two (2) Standing Committees. In the event that the current council cannot fill all the standing committees, council members may serve on up to three (3) standing committees. An ex-officio member's position on a Standing Committee shall not count towards these limits.
- 8. If a member of a committee misses three (3) consecutive standing committee meetings without regrets or a total of six (6) meetings, their membership on that sub-committee will go to a vote of council.
- 9. The President and the General Manager shall be a non-voting ex-officio member of every Standing Committee.
- 10. The Chair of every Standing Committee shall:
 - a. call regular Standing Committee Meetings with a minimum of one meeting held every 30 days, where there is no business for the committee to deal with, the meeting may be scheduled, but notification must be sent to the full council reporting;
 - b. receive, either directly or from the secretary of the Standing Committee, all correspondence directed to the Standing Committee;
 - c. present, at every Council Meeting, a report on the activities of the Standing Committee occurring since the Standing Committee's last report to Council;
 - d. ensure that any motions which the Standing Committee makes to Council are presented to Council in typewritten format;
 - e. report to Council on the overall attendance record of all Standing Committee Members;
 - f. if there is an ongoing problem meeting quorum, make a motion to Council that the Selection Committee replace 1 or more Standing Committee Members or re-strike the Standing Committee; and
 - g. arrange for the Standing Committee to receive presentations from any Members of the Union including Council Members on any issue within the jurisdiction and mandate of the particular Standing Committee for the purpose of determining whether the Standing Committee will make a motion to Council at any Council Meeting.
 - h. appoint a Secretary for that committee, who shall take minutes of the committee meetings and be responsible for their distribution.
 - i. shall only vote to break any tie vote at a Committee Meeting.

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11. Non-voting Members shall not act as Chair of any Committee Meeting except where provided for elsewhere in these Bylaws.
12. Standing Committees may have BUSU Staff and Members of the Union as non-voting members of the Committee as decided by the Standing Committee and/or BUSU Council.

Committee Jurisdiction

13. Standing Committees may only make motions with respect to matters within their jurisdiction and mandate.
14. It is within the exclusive jurisdiction of every Standing Committee to determine whether it will make a motion to Council on a matter within its jurisdiction and mandate.

Committee Consultation

15. Where possible and expedient, the Executive Committee shall consult with other Committees on matters that may touch on their jurisdiction. Nothing in the Bylaws prevents the Executive Committee from making any motion to Council with respect to matters that may touch upon the jurisdiction of other Committees; however, Council may direct the Executive Committee to place the matter before any other Committee for review and consideration.
16. Standing Committee Meetings shall be open to the Members of the Union unless the Standing Committee determines to have an in camera or closed session.
17. Any Standing Committee may consult with other Committees, Council Members, Members of the Union, or any other person who it considers appropriate, provided that resource does not charge money for their services.
18. Standing Committees may also seek paid legal or other paid expert advice with the permission of the Finance Committee and through the General Manager.
19. Standing Committees may enact their own procedures and requirements for accepting recommendations and seeking advice from others in considering whether to make motions to Council for the adoption of Policies or Bylaws.

Bylaw 1300 - Ad Hoc Committees

1. Council may enact Ad Hoc Committees at any time and for any purpose as considered necessary by Council or where required by the Bylaws.
2. Bylaw 1200 also applies to Ad Hoc Committees, except where superseded by either part of Bylaw 1300 or by the terms of reference of the Ad Hoc Committee. References to 'Standing Committees' in Bylaw 1200 should be taken to refer also to Ad Hoc Committees for the purposes of this clause.
3. Any enactment of an Ad Hoc Committee shall include:
 - a. the mandate of the Ad Hoc Committee;
 - b. the date the Ad Hoc Committee shall be enacted;
 - c. the date the Ad Hoc Committee shall be dissolved;
 - d. the Ad Hoc Committee Members or the method by which the Ad Hoc Committee Members shall be selected; and
 - e. the quorum for Ad Hoc Committee Meetings.
4. All Ad Hoc Committees shall consist of at least 3 Council Members
5. Notwithstanding the jurisdiction of an Ad Hoc Committee as defined by its mandate, the Policy Committee may from time to time make motions for Policies respecting matters that are ultimately considered or to be considered by Ad Hoc Committees.

Bylaw 1400 - Executive Committee

Committee Mandate and Membership

1. The mandate of Executive Committee is to oversee and administer the day-to-day affairs of the Union, to make decisions as needed between meetings of BUSU Council, and to represent the collective opinion of the Executive.
2. The Executive Committee shall be composed of the following:

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- a. the President;
 - b. the Vice-President Internal;
 - c. the Vice-President External; and
 - d. the BUSU General Manager (non-voting)
3. The Executive Committee shall consider matters relating to the following subjects:
- a. make recommendations to the council on hiring or dismissal of staff;
 - b. other personnel matters relating to the Union;
 - c. legal issues;
 - d. agenda preparation for Board Meetings;
 - e. tuition rebates/council remuneration; and
 - f. policy and bylaw revision
 - g. other issues that arise throughout the year.

Committee Procedures

- 4. The President shall be the Chair of the Executive Committee. In the absence of the President, the Vice-President Internal shall be the Chair of the Executive Committee.
- 5. All meetings of the Executive Committee shall be in closed session unless otherwise decided upon by the Committee.
- 6. During Regular Session, the Executive Committee shall meet at least once every two weeks.
- 7. Any financial commitments, contract issue, and other matters of importance as determined by the executive must be recorded in the minutes.

Bylaw 1500 – Finance Committee

- 1. The mandate of the Finance Committee is review the financial affairs of the Union
- 2. The Finance Committee shall be composed of:
 - a. the Vice-President (Internal), as Chair;
 - b. a minimum of 3 to a maximum of 5 Council Members appointed by the Selections Committee.
- 3. The Finance Committee shall consider matters relating to the following subjects:
 - a. presentation of, and amendments to, the Budget;
 - b. approval of financial statements and the appointment of an auditor;
 - c. approval of monthly cheque details;
 - d. the exercise of any right attached to a security, and the acquisition and disposition of securities;
 - e. scrutinize the financial affairs and the contractual obligations and benefits of the Union. In carrying out this duty, the Finance Committee shall have full access to all financial records, financial information, or written agreements, or other records or documents of any kind of BUSU and any BUSU businesses;
 - f. Capital Planning;
 - g. regular Review of the Health and Dental Plan including:
 - i. Monthly review of the plan status;
 - ii. Review of appeals from students regarding opt-outs
 - iii. Regular reports to council
 - iv. Annual review of the plan's coverage (to be ratified by council)
 - h. any other matter under Bylaw 2400 within its jurisdiction.
- 4. In the event of a tie vote, the Chair shall cast the deciding vote.
- 5. The Chair or any 3 Finance Committee Members may call a Finance Committee Meeting by providing at least 2 working days notice of the date, time and location of the Finance Committee Meeting.
- 6. The Finance Committee shall make reports to Council regarding the expenditure of Union funds as set out in the budget at the last Council meeting in the months of August, December and April.
- 7. Decisions regarding the retention of legal counsel, or changing counsel, shall be made by the Finance Committee after consultation with the Executive.

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Bylaw 1900 - Campaigns and Government Relations Committee

1. The mandate of the Campaign and Government Relations Committee shall be to recommend social justice, political, or activist campaigns to Council that will further the goals of both BUSU and the larger student movement, as well as to be involved in and providing leadership for approved campaigns.
2. The Campaigns and Government Relations Committee shall be composed of:
 - a. the President (chair)
 - b. the Vice-President (Internal);
 - c. the Vice-President (External);
 - d. a minimum of 3 to a maximum of 5 Council Members appointed by the Selections Committee.
3. When examining any proposed initiatives or new plans, the Campaigns and Government Relations Committee shall consider the direct and indirect impact.
4. The Campaigns and Government Relations Committee shall consult as widely as practicable when dealing with matters under its jurisdiction.
5. The Campaigns and Government Relations Committee shall, from time to time, hold public forums on issues under its jurisdiction and campaigns, to gather student input and gauge student support.

Bylaw 1910 – Policy and Bylaw Review Committee

1. The mandate of the Policy and Bylaw Review Committee shall be to recommend changes, removals, and additions of the Unions Policy and Bylaw documents to Council that will benefit the functionality of both BUSU and the larger student movement, as well as to ensure that the Policies and Bylaws of the organization are kept current and functional.
2. The Policy and Bylaw Review Committee shall be composed of:
 - i. the President (chair)
 - ii. the Vice-President (Internal);
 - iii. the Vice-President (External);
 - iv. a minimum of 3 to a maximum of 5 Council Members appointed by the Selections Committee.
3. When examining any proposed initiatives or new legislature, the Policy and Bylaw Review Committee shall consider the immediate and long term impact on the organization
4. The Policy and Bylaw Review Committee shall consult as widely as practicable when dealing with matters under its jurisdiction.
5. The Policy and Bylaw Review Committee shall, from time to time, hold public forums to address the governing documents of the organization, to gather student input and gauge student support.

Bylaw 2000 - Student Group Promotion and Affairs Committee

Bylaw 2000-Student Group Promotion and Affairs Committee

1. The mandate of the Student Group Promotion and Affairs Committee (SGPA) shall be to consider matters relating to BUSU Student Groups, specifically regarding Student Group recognition, grants and resource allocation, and policy.
2. SGPA shall be composed of:
 - a. the Vice-President (External) as Chair;
 - b. a minimum of 3 to a maximum of 5 Council Members appointed by the Selections Committee.
3. SGPA has the delegated authority to:
 - a. provide and revoke official BUSU recognition of student groups;
 - b. allocate club funding to BUSU recognized student groups in accordance with Bylaw 2500-Club Funding;
 - c. create and edit BUSU's Student Group Policy, Student Group Handbook, and Agency Agreement.
4. BUSU Council can reconsider decisions made under the authority of Bylaw 2000(3), and these decisions must be reported to Council at the next available meeting of Council.
5. Student Group Policy created under the authority of Bylaw 2000(3):
 - a. cannot take effect until it has been approved by Council; and

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- b. shall be kept in a separate Student Group Policy Manual instead of a BUSU Policy Manual.
- 6. SGPA shall report to Council the last Council meeting in the months of August, December and April a summary of:
 - a. all expenditures made in the current year-to-date;
 - b. details of the decisions made under the authority of Bylaws 2000(3).
- 7. SGPA shall work together with the SGEC to ensure that BUSU recognized student groups are provided as many opportunities as possible to pursue their objectives and aims.

Bylaw 2010 – Student Activities Committee

- 1. The mandate of the Student Activities Committee shall be to consider matters relating to BUSU Activities;
- 2. The committee shall be composed of:
 - a. the Vice-President (External), as Chair;
 - b. a minimum of 3 to a maximum of 5 Council Members appointed by the Selections Committee.
- 3. The Student Activities Committee shall consider matters relating to the following subjects:
 - a. cultural and entertainment events
 - b. fall orientation events
 - c. January back-to-school/celebration week
 - d. social events for students

Bylaw 2020 – Student Services Committee

- 1. The mandate of the Student Services Committee shall be to consider matters relating to BUSU Services;
- 2. The Committee shall be composed of:
 - a. the Vice-President (Internal) as Chair;
 - b. a minimum of 3 to a maximum of 5 Council Members appointed by the Selections Committee.
 - c. Member Services Coordinator (ex-officio).
- 3. The Student Activities Committee shall consider matters relating to the following areas:
 - a. Day Care Services;
 - b. Food Bank;
 - c. Student Saver;
 - d. Student Handbook;
 - e. International Student Identity Cards;
 - f. Travel Fund;
 - g. Work Study;
 - h. BUSU Website;
 - i. Textbook Registry;
 - j. Health and Dental Plan (specifically promotions);
 - k. Tutoring;
 - l. and any new services as sanctioned by council or developed by the committee.

Bylaw 2001 - Student Group Executive Caucus

- 1. The mandate of the Student Group Executive Caucus (SGEC) shall be to facilitate communication between recognized BUSU Student Groups and BUSU, and to make recommendations on Student Group issues to BUSU.
- 2. SGEC shall be composed of:
 - a. the Vice President (External), as Chair;
 - b. a representative from every BUSU recognized student group;
- 3. SGEC is responsible for addressing the concerns of all BUSU recognized student groups and their members. In appropriate circumstances, SGEC shall work with SGPA to ensure the interests and concerns of student groups and their members are addressed in a timely fashion.
- 4. SGEC shall meet on a monthly basis during Regular Session, and twice during Summer Session.

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5. When appropriate, the Vice President (External) will present motions and/or policies of SGEC to SGPA and/or the appropriate committee. No action of SGEC is binding upon either Council or SGPA.

Bylaw 2100 - Elections and Referenda Discipline Interpretation and Enforcement Board

1. The mandate of the Elections and Referenda Discipline, Interpretation, and Enforcement Board (ERDIE) is to consider and adjudicate disputes that arise during BUSU Elections and Referenda.
2. The ERDIE Board shall be composed of:
 - a. four Members of the Union who are selected by the Selections Committee to a maximum of 2 council members. In the event that BUSU is unable to find non-council members to sit on this committee, council members may fill the vacant positions. Positions on this committee must be advertised no later than 3 weeks before October 7th.
 - b. four Members of the Union who shall serve as alternate members and shall sit as ERDIE Board members when regular members or the Chair are absent or disqualified pursuant to Bylaw 2100; and
3. The Committee shall elect a Chair and Vice-Chair.
4. The term of an ERDIE Board member shall commence by his or her appointment and shall expire at the Changeover Meeting following his or her appointment.
5. By October 7, or as soon as possible thereafter, the Selection Committee shall announce the members and alternate members of the ERDIE Board. If at that time, the Selection Committee is not in a position to announce the Chair of the ERDIE Board, the ERDIE Board shall carry on as if the Chair was absent and a temporary Chair shall be appointed until the appointment of a Chair by the Selection Committee.
6. ERDIE Board Members shall be:
 - a. objective and impartial;
 - b. from different faculties, where possible; and
 - c. available on short notice.

Committee Procedures

7. Quorum at ERDIE Board Meetings shall be three ERDIE Board members and the Chair or temporary Chair.
8. Meetings of the ERDIE Board shall be open to all Members of the Union, except that any ERDIE Board Meeting or part of an ERDIE Board Meeting may, at the discretion of the ERDIE Board, be held in Closed Session.
9. The ERDIE Board may decide that there are no grounds for deliberation and refuse to hear an appeal.
10. A copy of any decision delivered by the ERDIE Board shall be kept on file at the Union office and shall be available for all Members of the Union to examine upon request.
11. Subject to any provisions in Bylaws 1000 to 1035, the ERDIE Board shall have the exclusive jurisdiction to determine its procedure.
12. In the event of the absence of one of the parties to a hearing before the ERDIE Board, the ERDIE Board may proceed with the hearing notwithstanding the party's absence.
13. Complete and accurate minutes shall be taken of all meetings and shall be made available to Members of the Union upon request. The secretary of ERDIE Board, as appointed by the Board, shall take minutes.

General

14. The ERDIE Board shall be responsible for those duties and matters set out to it in Bylaws 1000 to 1035.
15. The Chair of ERDIE Board shall write a report for Council to be included in the final report to Council of the Returning Officer. This report will summarize any actions of the ERDIE Board during the Election.

Conflicts of Interest

16. Candidates or Sides may challenge the membership of ERDIE Board regarding a conflict of interest:
 - a. at any time prior to the commencement of campaigning;
 - b. at any time during the Election Period, with the exception of during ERDIE Board hearings; and/or
 - c. at the beginning of an ERDIE Board hearing, until the Chair has given time for such challenges and has declared the ERDIE Board to be valid for that Appeal.

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17. The ERDIE Board shall make a decision on the alleged conflicts-of-interest raised within 24 hours of receiving a challenge, unless the challenge is received at the beginning of a meeting in which case the decision must be made within six hours of receiving the challenge.
18. Having heard the statements made in the challenge under Bylaw 2100(16) and Bylaw 2100(17), the ERDIE Board shall have the exclusive jurisdiction to determine who shall sit on an Appeal.

Bylaw 2200 - Selections Committee

1. The mandate of the Selections Committee is to fill vacancies on BUSU Committees and prescribe and publish deadlines for applications for any position that is required to have filled and the method of application for any such positions
2. The Selections Committee shall be composed of:
 - a. the President, as Chair;
 - b. one Vice-President appointed by the Executive, as Vice-Chair; and
 - c. three Council Members selected at random.
3. The random draw to select the three council members shall occur in accordance with the first meeting of the new Council. If one of the Council members resigns or is dismissed, another random draw shall be held at the next Council meeting to ensure three Council members are on the Committee.
4. The President may call a Selections Committee meeting by providing at least 2 days notice including date, time, and location of the Selections Committee meeting.
5. The Selections Committee shall meet within 4 weeks of the first meeting of the new Council.

Selection Process and Criteria

6. In carrying out their duties under the Bylaws, subject to any other provisions in the Bylaws, the Selections Committee shall:
 - a. prescribe and publish deadlines for applications for any position that it is required to have filled and the method of application for any such positions; and
 - b. solely determine deadlines, the method of application for positions, and publication of deadlines and methods of application for positions
7. The deadlines for applications, the publication of these deadlines, and the method of application should be set so as to permit as many people as possible to be aware and apply for particular positions to be filled by Selections Committee.
8. The Selections Committee shall consider the issue of equity in the consideration of its recommendations wherever possible.
9. The Selections Committee must determine the criteria for positions to be held on committees before advertising of the positions are made and the applications are taken.
10. Selection criteria and duties provided must be included in the advertisement.

Bylaw 2300 - Board of Governors

1. The President and the Vice-President (Internal) shall be voting members of the Board of Governors.
2. Members of the Board of Governors appointed under these Bylaws shall make regular reports to Council.

Bylaw 2400 - Union Finances

Union Budget

1. The finances of the Union shall be the responsibility of the Vice-President (Internal), who shall supervise the Budget in consultation with the Executive Committee and the Finance Committee.
2. The Vice-President (Internal) and General Manager in consultation with the Executive Committee shall submit the Budget to the Finance Committee for their review and decision. The Finance Committee should have the annual budget approved by July 1st.
3. Upon approval of the Budget by the Finance Committee, the Finance Committee shall submit the Budget to Council Members at least 14 days prior to the Finance Committee's motion to Council for approval of the Budget. The final budget should be approved no later than August 1st.

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4. The approved budget will be posted on the BUSU website within 7 days of approval. This budget will serve as the official budget for the organizations spending.
5. BUSU Council is only permitted to readjust the annual budget in the event that BUSU hosts an event totalling more than \$75,000 in expenses or income that was not accounted for at the time of budget approval. The adjusted budget will be posted on the BUSU website within 7 days of approval. Any adjusted budgets shall not replace the original budget, but shall be posted alongside the original budget, with a date of adjustment noted.
6. The budget may be adjusted at an Annual General Meeting during the budget report to the membership by a majority vote.
7. Council is prohibited from approving a deficit budget.

Staff

8. The Executive Committee shall be given notice of all employment contracts involving staff in BUSU's General Office.
9. Hiring staff in the General Office shall follow accepted human resource principles. Each permanent staff member shall have a signed contract. The Executive Committee shall approve all such hiring and contracts shall be ratified by the full council, and the General Manager shall sign full-time employment contracts.
10. Merit increases for all full-time and part-time staff in the General Office shall be approved by the council on recommendation by the Executive Committee when not outlined by contract.

Contracts

11. Contracts, documents, or instruments in writing requiring the signature of the Union shall be signed by the President and the General Manager and all contracts, documents, or instruments in writing so signed shall be binding on the Union.
12. Subject to any limitations contained in the Policies, the Chair of any Committee and the members of the Executive may endorse contracts relating to approved Budget items for which they are responsible and such contracts once endorsed shall be binding on the Union.
13. Council may appoint on motion by the Executive Committee or the Finance Committee any person to sign particular contracts, documents, or instruments in writing, which, once endorsed, shall be binding on the Union.
14. All parties entering into contractual negotiations with BUSU must be provided with this Bylaw and any other related financial policies.
15. Any motion in a Committee or by a Committee to Council that rescinds a motion approving a contract requires notice be given to all parties to the contract. Failure to give such notice prohibits the Committee or Council from considering the motion to rescind. Notice must be given at least one week before such motion is made in Committee or Council.
16. No person (or persons) shall draft a series of contracts or amend a contract to split the financial commitments so as to evade Bylaw 2400 (14) and (15). If it is discovered that contract splitting has occurred and the Bylaws were circumvented, Council may enact one of the following penalties on motion from Finance Committee:
 - a. make the account(s) used for the split contracts inactive for a period of time;
 - b. censure the person (or persons) found to have split contracts;
 - c. other penalties as deemed appropriate.
17. BUSU staff are prohibited from signing any contract on behalf of BUSU unless the proper notice and approvals have been sought and received.

Investments, Securities, and Loans

18. Council may invest funds in accordance with the Act on a motion by the Finance Committee.
19. Subject to the Act and on a motion by the Finance Committee, Council may from time-to-time:
 - a. borrow money on the credit of the Union;
 - b. issue, sell and pledge security on the Union;

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- c. charge, mortgage, hypothecate, or pledge all or any of the real or personal property of the Union, including book debts, rights, powers, franchises, and undertaking to secure any securities or any money borrowed or any other debt or other obligation or liability of the Union; or
 - d. guarantee the payment of the debts, obligations, and liabilities of any body corporate.
- 20. The Union shall only borrow a sum of money or enter into a contract if such transaction falls within Section 17 of the Act.
- 21. No person shall expend any money beyond those approved expenditures from their respective allocations of the Budget or as directed by Council on motion by the Finance Committee.
- 22. All of the shares or other securities carrying voting rights of any company or corporation held, from time-to-time, by the Union may be voted at any and all meetings of shareholders, bondholders, debenture holders, or other security holders, as the case may be, of such company or corporation and in such manner and by such person as the Council, on motion by the Finance Committee, shall, from time-to-time, determine. The duly authorized signing officers of the Union may also, from time-to-time, execute and deliver, for and on behalf of the Union, proxies or arrange for the issuance of voting certificates or other evidence of the right to vote in such names as they may determine without the necessity of authorization from Council.
- 23. If the Union receives any dividends, proceeds on dissolution, or similar receipts due to any securities held by the Union, the Finance Committee shall be responsible for determining the use to which those funds are put.
- 24. The Finance Committee shall have sole discretion over the sale of any securities owned by the Union.
- 25. The Union is prohibited from making loans to any Member of Council or employee, except for expenditures incurred for, on behalf of, and authorized by the Union.

Conflict of Interest

- 26. If a member of Council or Finance Committee has a material interest in a contract or transaction that comes before Council or Finance Committee, they must:
 - a. declare their material interest in the contract or transaction to the Council or Finance Committee, which shall be noted in the minutes;
 - b. abstain from voting upon the contract or transaction in which one holds a material interest;
 - c. not participate in discussion or debate, unless a motion specifically allowing them to do so is passed;
- 27. If a Member of the Union has a material interest in a contract or transaction that comes before Council or Finance Committee and wishes to speak on the topic at the meeting, the Member must declare one's interest in the contract or transaction before being allowed to speak.

Miscellaneous

- 28. The fiscal year of the Union shall commence May 1st and end on the following April 30th .
- 29. The Union shall conduct an auditor each fiscal year.
- 30. The audit shall be conducted by the Brandon branch of BDO Dunwoody.
- 31. The removal of BDO Dunwoody as auditor requires a motion from the Finance Committee approved by a 2/3 majority of Council.

Bylaw 2500- BUSU Student Group Recognition

- 1. BUSU recognized student groups are groups that maintain a membership of at least five (5) members, of whom are members of the Brandon University Students' Union, who strive to meet the needs of the group and any objectives set out in its constitution. The constitution shall be signed by all individuals who contributed to its creation (or revision). All executive must be Brandon University students, and the group must hold at least four (4) meetings per year. Recognition must be renewed on an annual basis. Failure to apply for recognition will result in the removal of BUSU recognized group status.

Criteria for New Student Groups

- 2. To become a BUSU recognized student group, the student group must submit a completed application package, including, but not limited to the following:
 - a. name of student group (with applicable acronym)

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- b. the type of student group recognition applied for (open or closed)
 - c. student group contact information
 - d. promotional paragraph about the group
 - e. the student group's constitution
 - f. a signed BUSU Agency Agreement
 - g. membership list with student name and student number (if applicable)
 - h. student group executive list with pertinent contact information including; phone number, student number and email address for each executive member
3. New student groups may apply for student group status at anytime throughout the year.

Criteria for Returning Student Groups

4. Recognized student group status expires on September 1st of each year.
5. To retain BUSU recognized student group status, the student group must resubmit a completed application package no later than September 30th each year to maintain status for the upcoming year that must include the following information:
- a. name of student group (with applicable acronym)
 - b. the type of student group recognition applied for (open or closed)
 - c. student groups contact information
 - d. promotional paragraph about the group
 - e. the student group's constitution (including all amendments and alterations made in the previous year, if any)
 - f. a signed BUSU Agency Agreement
 - g. membership list
 - h. executive list with pertinent contact information including; phone number, student number and email address for each executive member

Conditions for New and Returning BUSU Recognized Student Groups

6. In order for a student group to obtain or retain student group status, it must meet the following criteria:
- a. the group must be one which benefits Brandon University and its' students
 - b. the group be unlike any other BUSU recognized student group that currently exists
 - c. the group's membership must consist of at least five (5) members, of whom must be members of the Brandon University Students' Union
 - d. club constitutions and practices must meet the following criteria:
 - i. accords equal membership to any and all interested students;
 - ii. provides for democratic selection of its executive members;
 - iii. does not contain any discriminator clauses and has no clauses that are contrary to any existing Canadian law;
 - iv. does not contain any provision for its present or future affiliation with any organization that has discriminatory policies or practices as detailed by the Canadian Human Rights Code
 - e. membership of open membership student groups, including classes of membership, may not be restricted on the basis of ability, race, religions, political beliefs, sex, gender, age or sexual orientation, although they can exclude non-students from membership.
 - f. the student groups constitution must not contain any discriminatory clauses and has no clauses that are contrary to any existing Canadian laws and must not contain any provision for its present or future affiliation with any organization that has a discriminatory policies or practices as detailed by the Canadian Human Rights Code
 - g. membership of closed membership student groups, including classes of membership, may not be restricted on the basis of ability, race, religions, political beliefs, sex gender, age or sexual orientation. Notwithstanding this clause, closed membership student groups may restrict membership based on:

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- i. political beliefs, if the group has a particular political affiliation (such as the campus wing of an existing political party) or are focused around a particular political program expressed in their constitution;
- ii. religious beliefs, if the group has a particular religion or are focused around a particular religious belief expressed in their constitution;
- iii. any other factor not mentioned above (such as academic program), although SGPA reserves the authority to disallow any student group from restricting membership on the above criteria or any other

7. BUSU shall assume no liability or responsibility for those groups recognized or not recognized by BUSU

Miscellaneous Student Group Information

8. If a group formally disbands during the year, the group must notify the Vice President External in writing.

9. Only students may have voting privileges and/or may hold executive positions in student groups.

10. Any capital investments become the property of BUSU if the student group is disbanded, unless the student group becomes active again within three years.

11. No student group may have "BUSU" or "Brandon University Students' Union" within their student group name, but may use "BU" or "Brandon University".

12. Once a student group is formally recognized, it shall have access to up to \$25 worth of BUSU services, including, but not limited to; photocopying, faxing, and button supplies for the current academic year. No carry forward of these funds shall occur.

13. All student groups, whether BUSU recognized or not, are required to seek approval for all posters and materials distributed in the KDC building by the Vice President External. In the event that the Vice President External position is vacant, or the Vice President External is unavailable, then another member of the executive may approve these materials.

BUSU Recognized Student Group Status Request Records

14. The Chair of SGPA shall be responsible for keeping records related to SGPA. The following records shall be kept:

- a. a list of all BUSU recognized student groups:
 - i. the date on which student group status was approved;
 - ii. the name of the student group;
 - iii. the original applications, in full as an attachment, which shall include the following on the front page:
 - the date on which the decision was rendered;
 - the decision by SGPA whether to approve student group status or not;
 - the name of BUSU director or office staff person who received the request and the date;

15. These records shall be typed and kept in the BUSU Offices, in electronic form and as a hard copy, except for the original application, which is to be kept in the form in which it was received.

16. SGPA records shall be available for review by:

- a. members of the BUSU Executive;
- b. members of the SGPA committee;
- c. members of the BUSU financial staff;

Appeals

17. Should a formal complaint by a BUSU Member be received by the SGPA that violates any part of the "Student Group Terms and Conditions for Receiving Funding", or "Conditions for New or Returning Student BUSU Recognized Student Groups" SGPA has the right to investigate said complaint and take appropriate action if necessary including but not limited to: removal of student group status and the removal of funding.

18. Decisions made by the SGPA committee may be appealed to the BUSU Council in which a 2/3 majority must be in favour of overturning SGPA's decision.

19. If after an appeal, a group is still not satisfied with the committee's decision, then the group may appeal to BUSU Council by consulting with the Chairperson of the Council.

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20. All appeals must be made within fourteen (14) day of the notification of refusal for recognition or funding. All decisions made by BUSU Council are final and binding.

Bylaw 2501- BUSU Recognized Student Group Funding

Types of Funding Requests from Student Groups

1. Student Groups may apply for student group funding for the following, but not limited to;
 - a. events organized by/for students of the Brandon University including socials, educational events, etc.
 - b. special grants for new projects, group start-up, operating costs or other supplies that would benefit the club and its members.

Student Group Funding Request Process

2. Student groups requesting club funding must complete the BUSU student group funding application form that shall include the following:
 - a. the name of the student group
 - b. the number of students from the group that shall be participating and the number of students that shall benefit from the project/event
 - c. contact information for the student group
 - d. the location of the social or the event
 - e. the day(s) on which the event shall take place
 - f. an explanation of how this event/expenditure will further the development and goals of the student group and how it will contribute to the overall quality of student life on campus
 - g. the date of receipt by BUSU (to be filled out by BUSU)
 - h. a budget, which outlines the following expenses (where applicable):
 - i. travel costs (e.g. airfares, bus fares)
 - ii. accommodations (e.g. hotels, hostels)
 - iii. meals
 - iv. conversion of funds
 - v. decorations for events
 - vi. dj/band for socials
 - vii. any other expenses deemed application
 - i. income, including other sources of funding for which the student group has applied for, including confirmed and unconfirmed funds.
3. For student groups who submit applications after hosting the event, provide receipts from the event and a post-conference or post-event summary.
4. When indicating expenses and incomes, amounts shall normally be rounded to the nearest dollar.
All applications for student group funding must be received by BUSU within 30 days of completion of the event/expenses incurred.
5. If an application is received prior to the event or project, then the application shall not normally require receipts or other proofs of purchase, but should clearly outline all estimated expenses and incomes, and the student group must submit a post event summary detailing the actual expenses and revenues upon request.

Student Group Funding Allocation

6. Requests for funding will be assessed on the basis of each group's needs and the merit of the event or project relative to the aims and objectives of the student group. Therefore, student group funding requests will be evaluated by each of the following, where applicable, but not limited to:
 - a. how does the intent of the funding request fit within the mandate of the student group and BUSU;
 - b. the number of students benefiting from the conference, event or project;
 - c. availability of other sources of funding;
 - d. how much external fundraising has the student group attempted to attain and actually received;

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e. how much BUSU student group funding the group has received already during the year.

7. Applications shall be reviewed in the same order in which they were received, with applications received earliest being given first priority. If an application is found to be incomplete, the student group applying shall be contacted and, normally, given an opportunity to complete the application and resubmit it in the same sequence.

8. In order to approve an application for funding, the student group applying must:

- a. be a recognized student group of BUSU in good standing, with no outstanding debts to the Students' Union.
- b. show that the purpose that these funds will be used for shall contribute directly to the overall goal and success of the student group and/or provide a positive contribution to student life at Brandon University.
- c. not have received funding already from BUSU Student Group Funding in the current fiscal year (May 1st to April 30th) that has exceeded \$1000.
- d. not have received confirmed funding equal to or greater than 100% of the total expenses related to the conference, event, project, or expense.

9. Applications shall be reviewed at a meeting of SGPA with a quorum to do business.

10. SGPA is not bound to a strict funding model. The committee has full discretion to award more, or less to any one application, or deny funding.

11. The total disbursement (including club funding, donations, etc.) shall not exceed \$2,000 to any one student group in the current fiscal year and shall never exceed 100% of the actual cost of any event, conference, or project.

12. Location of the funds available for student groups can be found in the BUSU Budget under the Student Group Funding budget line and shall be used to fund student group funding requests.

13. After reviewing an application, the following shall be written on its front page:

- a. whether it has been approved or denied
- b. the date on which it was reviewed
- c. the amount of funds that has been approved (if applicable)

Collective Funding

14. The following student groups shall have access to specific and dedicated student group funding:

- a. Women's Collective
 - i. two Thousand Dollars shall be allocated each year in the BUSU Budget for the collective's use;
 - ii. this money will be received in increments of one thousand dollars per term, unless the collective requires more for an event, project, or operations of the collective;
 - iii. should the budget received be for less than the maximum amount requested, the council may adjust the total amount given to the collective;
- b. Lesbian, Gay, Bi, Transgendered, Transsexual, Queer * (LGBTQT*) Collective
 - i. two Thousand Dollars shall be allocated each year in the BUSU Budget for the collective's use;
 - ii. this money will be received in increments of one thousand dollars per term, unless the collective requires more for an event, project, or operations of the collective;
 - iii. should the budget received be for less than the maximum amount requested, the council may adjust the total amount given to the collective;
- c. Aboriginal Student Council
 - i. two Thousand Dollars shall be allocated each year in the BUSU Budget for the collective's use;
 - ii. this money will be received in increments of one thousand dollars per term, unless the collective requires more for an event, project, or operations of the collective;
 - iii. should the budget received be for less than the maximum amount requested, the council may adjust the total amount given to the collective;

Student Group Terms and Conditions for Receiving Funding

15. Student Group funding must be used for the intention stated in the application.

16. Failure to comply with the original intent of the funding constitutes fraud and will result in the student group being prohibited from applying for funding for at least two years.

17. Any student group receiving funds from BUSU for an on-campus or off-campus event should at any possibility acknowledge the Brandon University Students' Union as a co-sponsor in advertising for the event.

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18. For student groups that applied for and are receiving funding after the conference or event has occurred, a post-event summary (consisting of a description of the event and documentation of revenues and expenses), shall be submitted to the Chair of SGPA within thirty (30) days following the conclusion of the conference or event.
19. Student groups owing outstanding fees to BUSU must pay those fees before funding can be received. Fees may be paid through approved SGPA funding requests.

Contacting Applicants

20. After a student group funding application is reviewed, the Chair of SGPA shall contact the student(s) who submitted the application on behalf of the student group to inform them of the decision of SGPA.
21. If the application was approved, the Chair of SGPA shall inform the student(s) of the date and location at which their cheque(s) shall be available for pick-up. (BUSU does not normally mail cheques to students).
22. Any cheques that are not deposited or picked up by the student group and become stale dated shall not be rewritten for the club.
23. The Chair of SGPA shall contact the student groups who have been denied funding and will provide reasons for the decision.

Student Group Funding Request and Allocation Records

24. The Chair of SGPA shall be responsible for keeping records related to SGPA. The following records shall be kept:
 - a. a list of funds allocated including:
 - i. the date on which the funding was disbursed;
 - ii. the name of the student group that received funds;
 - iii. the original applications, in full as an attachment, which shall include the following on the front page:
 - the date on which the decision was rendered;
 - the decision of SGPA of whether or not to approve the funding;
 - the amount of funding requested and the amount approved by SGPA
 - the name of BUSU director or office staff person who received the request and the date
25. These records shall be typed and kept in the BUSU Offices, in electronic form and as a hard copy, except for the original application, which is to be kept in the form in which it was received.
26. SGPA records shall be available for review by:
 - a. members of the BUSU Executive;
 - b. members of the SGPA committee;
 - c. members of the BUSU financial staff;

Appeals

27. Should a formal complaint by a BUSU Member be received by the SGPA that violates any part of the "Student Group Terms and Conditions for Receiving Funding", or "Conditions for New or Returning Student BUSU Recognized Student Groups" SGPA has the right to investigate said complaint and take appropriate action if necessary including but not limited to: removal of student group status and the removal of funding.
28. Decisions made by the SGPA committee may be appealed to the BUSU Council in which a 2/3 majority must be in favour of overturning SGPA's decision.
29. If after an appeal, a group is still not satisfied with the committee's decision, then the group may appeal to BUSU Council by consulting with the Chairperson of the Council.
30. All appeals must be made within fourteen (14) day of the notification of refusal for recognition or funding. All decisions made by BUSU Council are final and binding.

Bylaw 2800 - National Lobby Organizations

1. The Union shall, from time to time, belong to lobby organizations.

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2. Prior to joining a new lobby organization, Council shall consider advantages and disadvantages to the Union of membership in the lobby organization.
3. Membership in a lobby organization must be accomplished by a referendum.
4. Referenda under this Bylaw shall be conducted in accordance with the Election Bylaws in the event that the national organization does not have its own bylaws outlining process. It is explicitly recognized that BUSU's bylaws and policies do not override those regulations in which to join or leave any national organization. Members assisting with planning a referenda with a National Lobby Organization shall advocate to ensure that the rules and regulations that are used consider the Election Bylaws as minimum standards.
5. Withdrawals from a lobby organization shall be accomplished in the same fashion to joining that lobby organization.
6. Regular reports shall be made to Council regarding the activities of any lobby organizations to which the Union belongs and the report shall include information regarding the Union's activities in those lobby organizations.

Bylaw 3100 - Student Senate Caucus

1. The mandate of the Student Senate Caucus is to
 - a. provide an open forum for student senators to discuss the affairs of Senate;
 - b. facilitate the development of questions to be brought forward to Senate; and
 - c. nominate members to the standing committees of Senate.
2. The Student Senate Caucus shall consist of elected student senate members who shall participate in the deliberations and activities of the Student Senate Caucus.
3. The Vice-President (Internal) shall be the Chair of the Student Senate Caucus.
4. The Vice-President (Internal) shall make regular reports to Council on the activities of the Student Senate Caucus.
5. The Student Senate Caucus shall meet prior to every Senate meeting to discuss Senate agenda items.

Bylaw 3100 - General Meetings

Calling & Publicizing a General Meeting

1. The Council, in consultation with the President, shall schedule General Meetings of the Union ("General Meetings") on 2 occasions during the Regular Session. Additional General Meetings may be scheduled by Council on a motion by the Executive Committee.
2. BUSU shall publish notice of a General Meeting on the BUSU Website at least three weeks prior to the date of the General Meeting.
3. The BUSU Website shall also include (as part of their advertisement of the Special General Meeting) any motions or amendments submitted.
4. All motions and amendments arising out of the specific issues shall be submitted to the Chair of Council a minimum of two days prior to a Special General Meeting.

Meeting Procedures

5. The quorum for a General Meeting shall be 50 Members of the Union.
6. The Chair of the General Meeting shall be determined by Council at a meeting of Council prior to the General Meeting.
7. The Chair of the General Meeting shall be responsible for arranging and conducting the General Meeting in such a way that as many Members of the Union as possible, including Council Members, have the opportunity to speak.
8. The Secretary shall take complete and accurate minutes of the proceedings of General Meetings. Such minutes shall be signed by the President and the Chair of the General Meeting and copies thereof shall be provided to every Council Member and to any other Member of the Union who requests copies thereof.
9. The governance documents of the Union are ranked as follows in terms of descending order of authority for the purposes of a General Meeting:
 - a. the Constitution;
 - b. the Bylaws of the Union;

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- c. the Policies of the Union;
 - d. Standing orders of BUSU Council;
 - e. Robert's Rules of Order.
10. Subject to any other provisions in the Bylaws, the following shall be, as far as practicable, the order of business at the General Meetings:
- a. approval of the agenda;
 - b. approval of the minutes of the previous General Meeting;
 - c. unfinished business arising from the minutes;
 - d. reports of the Executive;
 - e. reports of Canadian Federation of Students representatives;
 - f. reports of the Committees;
 - g. question period;
 - h. presentation of any motions;
 - i. other business;
 - j. announcements; and
 - k. adjournment.
11. Speaking turns by Members of the Union at General Meetings shall be:
- a. no longer than 5 minutes in duration;
 - b. will allow up to three (3) members in favour and against each motion without a motion to extend the speakers list;
 - c. shall recognize gender parity for the speaking list

Voting at General Meetings

12. At any General Meeting, motions shall be considered and voted upon by the Members of the Union who are present including any Council Members.
13. Voting on all motions at a General Meeting shall be by a show of hands, except where the Bylaws or the Robert's Rules of Order require a secret ballot vote.

Motions passed at General Meetings

14. Passage of a motion by General Meeting shall become a policy of the Union for the term of the Council then in office and shall take effect on the day after the next regularly scheduled Council Meeting.
15. A General Meeting may, by 2/3 majority of Members of the Union who are present, rescind any motion of the Council then in office.
16. Any motion passed by a General Meeting may be rescinded or amended by a 2/3 majority vote of Council.
17. Motions may be passed by a General Meeting in the absence of a quorum but such motions shall be considered only as advice to Council and shall have no force or effect whatsoever.

Bylaw 3200 - Special General Meeting

- 1. A General Meeting may also be scheduled when the Chair of Council receives a petition of no less than 50 Members of the Union requesting that a General Meeting be held on a specified issue.
- 2. General Meetings initiated by a petition are referred to as 'Special General Meetings', and are bound by all the clauses within Bylaw 3100 except where contradicted by Bylaw 3200.
- 3. A petition requesting a Special General Meeting shall state a specific issue to be discussed and shall be in the form of a motion and shall include a summary of the issue no longer than 250 words.
- 4. The agenda for a Special General Meeting shall only include the following unless specified in the petition requesting the meeting:
 - a. the presentation of motions;
 - b. adjournment.
- 5. Motions and amendments shall not be amended in any way from the floor of the Special General Meeting

Bylaw 3300 - Executive Member Vacancies

President

1. If the President resigns or becomes incapacitated before October 1, or if the position of the President remains vacant after the BUSU Annual General Election:
 - a. a Vice-President shall be appointed to be an interim President by the council;
 - b. a by-election for the vacated President position shall be conducted by the RO; and
 - c. said by-election shall be held in accordance with the Election Bylaws.
 - d. if a Vice-President decides to run for the position of President in the by-election, they must resign from their position as Vice-President, and that position will also be open in the by-election.
2. If on or after October 1 the President resigns, a Vice-President shall be appointed to the Office of the President.
3. The election shall be held at the next meeting of Council and shall use the following procedures:
 - a. one or more Vice-Presidents will be nominated by a member of council to be elected to the Office of the President;
 - b. Council shall decide by secret ballot which Vice-President shall be elected.

Vice-President

4. Should a Vice-President resign or become incapacitated during the term of his or her office, or if the position of the President remains vacant after the BUSU Annual General Election, the council shall appoint a member of the union as acting Vice-President until the by-election. If a vacancy occurs after the by-election, the council shall appoint a member to fill that vacancy.

All Executive

5. In the event that all executive members were to resign or become incapacitated prior to the Annual General Elections, Council would appoint an interim President until a by-election is completed.
6. A by-election for the vacated position shall be conducted by the RO. The by-election shall be held in accordance with the Election Bylaws.
7. In the event that all executive members were to resign or become incapacitated after the Annual General Elections, the executive who was elected to begin May 1st, would start as soon as practicable.

Bylaw 3350 - Director Vacancies

1. If a position remains vacant after the Annual General Election, nominations to fill the position by appointment of Council shall reopen on October 1st.
2. If a position becomes vacant through any other means after or during September and before March, applications to fill the position by appointment of Council shall be reopened on the first of the next month.
3. The application period shall be one week.
4. If, by the end of the application period:
 - a. no one has applied or no suitable applicants were received, the council may make a ruling to re-open the posting or leave the position vacant until the next election
 - b. one or more people have applied, the Executive shall interview and make a recommendation to the full board.
5. The candidate appointed by Council shall be appointed for the remainder of the academic year, and shall have full voting rights during their term in office.

Bylaw 3400 - Dismissal of Executive Members

1. Members of the Executive can only be dismissed by way of petition.
2. A petition to dismiss a member of the Executive requires the signatures of at least 20% of the total number of Members of the Union. This number is to be determined by the Brandon University's enrolment count at the time that the petition is presented.

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3. A petition to dismiss a member of the Executive shall be worded as follows: "We, the undersigned, petition the Brandon University Students' Union to remove (insert name of Executive member(s)) from position as (insert position) of the Brandon University Students' Union."
4. Any petition shall only be valid if first approved by the returning officer and shall mark all petition pages used prior to the collection of signatures. Any pages without the RO's mark shall not be valid.
5. After receiving approval from the RO, the petition must reach 20% percent within 30 days to be valid.
6. Once a petition is received and deemed valid, the RO shall run a referenda within 30 days as per the Referenda Bylaws.
7. If a member or members of the Executive is/are dismissed, any resulting vacancy shall be dealt with, as far as practicable, in accordance with Bylaw 3300 as if the Executive member(s) had resigned.
8. In the event of dismissal, the Executive member(s) shall continue to receive their salary for a period of 2 weeks from the date that the results of the referendum are announced or the recount results are announced if there is a recount.
9. Amendments to this bylaw shall not take effect until the following May 1st after being adopted by Council.

Bylaw 3500 - Removal of Council Members

1. A Council Member may be dismissed, on motion to Council, for any reason determined appropriate by Council, and without restricting the generality of the foregoing may include any 1 or more of the following reasons:
 - a. the Council Member has repeatedly acted in a manner that is unduly disruptive and disrespectful of Council and its proceedings;
 - b. the Council Member ceases to be a member of the union;
 - c. the Council Member fails to attend three consecutive council meetings or a total of six council meetings during regular session;
 - d. any council member unable to attend meetings that would result in their removal as outlined in this bylaw may make a request to the full council to excuse their absences shall normally be requested prior but may be considered by the discretion of the council afterwards.
2. Removal of a Council Member is subject to the following procedure:
 - a. a notice of motion to dismiss is made to Council by a Member of the Union which includes the reasons for the proposed dismissal shall be served at a council meeting and shall be dealt with at the following meeting.
3. A motion to remove a Council Member shall only pass by a 2/3 majority vote of Council members present at the meeting.

Bylaw 3600 - Oaths of Office

1. The President and Vice-Presidents, prior to the commencement of their official duties, shall take an Oath of Office. Failure to do so shall preclude the President and/or Vice-Presidents from carrying out their duties as prescribed by the Act and the Bylaws of the Union, subject to any other provisions of the Bylaws of the Union.
2. The Chair of Council shall administer the Oath. In the absence of the Chair, the Secretary of Council shall administer the Oath.
3. The President and Vice-Presidents shall take their respective Oaths of Office at a Council meeting prior to May 1.
4. The Oath of Office for the President shall be: I, (name), do hereby promise that I will diligently, faithfully, and to the best of my ability fulfill the duties, responsibilities, and expectations of the office of the President of the Brandon University Students' Union, in accordance with the Act and the Bylaws of the Union, and above all else in the best interests of the students who belong to the Union. I humbly acknowledge and accept the great privilege and honour bestowed upon me, and shall not violate the trust placed in me by Council and the Members of the Union.
5. The Oath of Office for the Vice-Presidents shall be: I, (name), do hereby promise that I will diligently, faithfully, and to the best of my ability fulfill the duties, responsibilities, and expectations of the Office of the Vice-President (position title) of the Brandon University Students' Union, in accordance with the Act and the Bylaws of the Union, and above all else in the best interests of the students who belong to the Union. I

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humbly acknowledge and accept the great privilege and honour bestowed upon me, and shall not violate the trust placed in me by Council and the Members of the Union.

6. In the event of the resignation, dismissal, and incapacitation of any executive member(s), the interim or newly executive member(s) is entitled to carry out the duties of that office immediately and must take the Oath of Office at the earliest Council meeting possible.

Bylaw 3700 - Governance Documents

1. Unless otherwise stated in these Bylaws, the Governance Documents of the Union are ranked as follows in descending authority:
 - a. the BUSU Constitution;
 - b. the Bylaws of the Union;
 - c. the Policies of the Union;
 - d. Standing Rules of BUSU Council;
 - e. Robert's Rules of Order.

Adoption of New or Amended Bylaws and Policies

2. Council or a General Meeting has the jurisdiction to adopt Bylaws, Policies, and Standing Rules of Council.
3. A motion respecting a Policy or Bylaw shall expressly contain in its text the resolution that Council adopts said motion as a Policy or Bylaw.
4. New or Amended Bylaws, Policies and Standing Rules of Council take effect the day following their adoption by Council unless otherwise stated in the motion to adopt.
5. Amendments to the Bylaws or Policy Manual shall be distributed to all Council Members and posted on the Website within a reasonable amount of time after they are approved.
6. No motion to amend the Election Rules shall be considered during the Election Period.

Constitution

7. Any requests to alter, amend, update, or otherwise change the Constitution shall only be passed by a 2/3 majority at a General Meeting.

Bylaws


8. All Bylaws shall be documented in the Bylaw Manual.
9. The Bylaws may only be amended during regular session with a two-thirds majority vote of Council present during regular session on a motion from the Policy and Bylaws Committee.
10. No motion to amend the Bylaws shall be considered without first allowing 2 weeks' notice to Councillors.

Policies

11. All Policies shall be documented in the Policy Manual.
12. A Policy shall take the form of a motion and shall be prefaced by a preamble which expresses the sentiment or principles on which the motion is based.
13. Policies may be introduced or amended at anytime throughout the year with a two-thirds majority vote in Council.

Standing Rules of Council

14. Standing Rules of Council shall be documented in the Resolutions Manual.
15. Standing Rules of Council may be introduced or amended at anytime throughout the year with a majority vote in Council.
16. Standing Rules of Council shall expire upon the Changeover of Council unless adopted by the incoming Council.

 <p>BRANDON UNIVERSITY <small>Founded 1899</small></p>	<p align="center">Statement of Student Rights and Responsibilities Policy</p>	<p><i>Approved by</i> <i>Board of Governors</i></p> <p><i>Administered by</i></p>
<p align="center"><i>Board of Governors Policy</i></p>	<p><i>First Approved:</i> <i>March 27, 2003</i></p>	<p><i>Updated:</i></p>

Brandon University is dedicated to promoting the intellectual and personal growth of its students. The University depends for its effective operation on the respect of its members for each other and the acknowledgement of community standards of conduct. It is the responsibility of each student to contribute to an environment of trust and respect that protects the freedom of all to live, work, and learn together. Any actions that undermine the ability of the University to achieve its purpose diminish the educational experience of its members.

Every student enjoys the opportunity to participate in the academic and social life of the University regardless of race, colour, religion, national origin, ethnic identification, age, political affiliation or belief, sexual orientation, gender, economic status, source of income or disability.

All Brandon University students are expected to subscribe to the principles embodied in this Statement. Behaviour that violates the community standards and values herein will be covered in the *Senate Policy on Academic Offenses*, the *Sexual Harassment Policy*, or the *Student Discipline Process*. Brandon University students have a responsibility to adhere to local, provincial, and federal laws while on campus or participating in an off-campus University activity.

Principle of Intellectual Responsibility

Brandon University recognizes that each person's education is the product of his or her intellectual effort and participation. The University cannot educate those who are unwilling to submit their own work and ideas to critical assessment, nor can it tolerate those who interfere with the participation of others in the critical process. The highest standards of academic integrity are expected of all members of the University community. **Behaviour that violates this Principle shall be dealt with through the *Senate Policy on Academic Offenses*.**

Principle of Respect for Persons

Brandon University recognizes that respect for the rights, dignity, and integrity of others is essential for the well being of a community. Each member of the University community must be free from nuisance, discrimination, physical threat, disruption, interference, intimidation, harassment, or disparagement whether they are on campus or

participating in an off-campus University activity. **Behaviour that violates this Principle shall be dealt with through the *Sexual Harassment Policy* or the *Student Discipline Process* in the context of the event and/or situation.**

Principle of Freedom of Expression

Brandon University prizes and defends freedom of speech. It affirms the rights of its members to teach and learn in an environment free from coercive force, intimidation, and interference, and subject only to the constraints of reasoned discourse and peaceful conduct. **Behaviour that violates this Principle shall be dealt with through the *Student Discipline Process*.**

Principle of Community Citizenship

Brandon University is committed to maintaining an environment in which its members may pursue their goals and carry out their responsibilities effectively and collegially. **Disruptive behaviour, willful damage to or misconduct against persons or property and equipment, and actions that fail to adhere to existing federal, provincial, and local laws and statutes, interfere with the rights of others to live, work, and learn in a safe and supportive environment. Behaviour that violates this Principle may be dealt with through the *Student Discipline Process* regardless of the prospect or the initiation of civil or criminal proceedings.**

BRANDON UNIVERSITY STUDENT DISCIPLINE PROCESS

I. Filing a Complaint

Any member of the Brandon University community may bring forth a complaint against a student for violation of the Principle of Respect for Persons, Freedom of Expression, or Community Citizenship through the Dean of Students. Normally, a complaint will be brought within **fifteen (15) working days** of the alleged offense.

The Dean of Students (or designate) will inform the complainant of the policy and procedures, interview the complainant, and advise the complainant whether or not there appear to be grounds to proceed with a formal complaint within the *Student Discipline Process* through mediation, or through the Student Judiciary Committee.

If the complainant chooses to proceed with a formal complaint, he or she must provide the Dean of Students with a written and signed statement of the alleged offense within **five (5) working days** of the initial interview.

II. Mediation

If the complainant chooses to seek mediation, within **five (5) working days** of receipt of the written statement, the Dean of Students will provide the respondent with a copy of the statement, inform him or her of the policy and procedures, and request a written and signed response to the complaint and an agreement to participate in mediation. The respondent shall have **five (5) working days** in which to reply.

Within **five (5) working days** of receipt of the response, the Dean of Students will arrange for the complainant and the respondent to meet with a mediator. It is expected that both the complainant and the respondent will proceed in good faith. The mediation process shall be confidential.

If satisfactory resolution is achieved through mediation, the Dean of Students shall maintain a confidential record of the case. This record will be destroyed if there are no further complaints brought against the respondent **within four (4) years** of the date of resolution.

If satisfactory resolution is not achieved, the Dean of Students will refer the complaint to the Student Judiciary Committee.

III. The Student Judiciary Committee

The Chair of the Student Judiciary Committee shall be a faculty member appointed by the President for a two-year term. Members shall include the Dean of the Faculty to which the **respondent belongs** and the President of the Brandon University Students' Union, or their respective designates. If the student is not from a distinct faculty, the President will appoint a Dean to serve on the Committee.

Within five (5) working days of the receipt of a written complaint, either as Step 1 or as the result of a failed mediation, the Chair will convene a meeting of the Student Judiciary Committee to begin its review of the complaint.

The Committee shall interview the complainant, the respondent, and any other persons whose testimony may be useful to determine the merits of the complaint. The complainant and/or respondent are welcome to bring along a support person throughout the process.

The Committee will adhere to the principles of procedural fairness and confidentiality at all times.

At the conclusion of its review, the Committee shall make one of the following determinations:

1. There is no substance to the complaint, and any reference to the complaint will be removed from the University's records.
2. There is substance to the complaint, and satisfactory resolution can be achieved without the imposition of a penalty.
3. There is substance to the complaint, and disciplinary measures are warranted.

The Committee shall submit a report to the President of Brandon University within **five (5) working days** of the conclusion of its deliberations. If it recommends that disciplinary measures be imposed, it shall specify appropriate sanctions, which may include, but not be limited to the following: fines or restitution, restrictions on participation in University activities, restrictions on access to University property, community service, suspension, and expulsion.

The President of Brandon University shall make the final determination of disciplinary measures. The Office of the President shall retain reports from the Student Judiciary Committee for a period of **ten (10) years**.

NOTE: The University's responsibility to act immediately in situations in which an individual's behaviour is threatening to himself/herself or others supersedes the procedures of the *Student Discipline Process*. In these cases, local authorities will be called.

 <p>BRANDON UNIVERSITY <small>Founded 1899</small></p>	<p align="center">Respectful Environment Policy</p>	<p>Approved by Board of Governors</p> <p>Administered by Vice-President (Administration & Finance)</p>
<p align="center">Board of Governors Policy</p>	<p>First Approved: April 24, 2008 (implemented September 1, 2008)</p>	<p>Updated: August 26, 2010 (updates implemented September 1, 2010) August 1, 2011</p>

1.0 POLICY

1.1 Purpose of Policy

To support a climate of respectful behaviour in the workplace and in the learning environment where all workers, employees, students, guests or volunteers of the University community must be free from human rights harassment, human rights discrimination, personal harassment and workplace violence whether they are on campus or participating in an affiliated off-campus activity.

1.2 Policy Statement

- a) Brandon University recognizes that respectful behaviour regarding the rights, dignity and integrity of others is essential for the well-being of a community.
- b) Each individual has the right to work, learn and participate in an environment that promotes respectful behaviour by prohibiting discriminatory practices, and is safe from harassment, discrimination and violence.
- c) Brandon University does not condone behaviour that is likely to undermine the dignity, self-esteem, productivity, health or safety of any of its members and prohibits any form of discrimination, harassment or workplace violence whether it occurs on University property or in conjunction with University – related activities. Therefore, so far as is reasonably practicable, Brandon University is committed to an inclusive, respectful and safe work and learning environment, free from:
 - i. human rights discrimination or harassment;
 - ii. personal harassment; and
 - iii. workplace violence
- d) Brandon University and all members of the University community, and particularly those in leadership roles, share the responsibility of establishing and maintaining a climate of respectful behaviour within this community and to address any situations in which respect is lacking.
- e) It is the responsibility of all members of the University community to ensure that the working environment is free of discrimination, harassment, and violence. Everyone has a responsibility to treat each other in a respectful manner and to speak up if they or someone else is being harassed, harmed, or treated disrespectfully, in any way. When issues arise, people are encouraged to communicate directly with the other

party, in a respectful manner, and to listen respectfully to the other person's point of view. All individuals have a responsibility to report incidents under this Policy in accordance with the procedures set out in this Policy. They also have a responsibility to cooperate in the investigation of a complaint under this policy. Anyone who gives evidence in an investigation, or who is otherwise involved in the process, must keep all information confidential, except as may be necessary to address the complaint, pursuant to this policy, or as may be required by law.

- f) Harassment and discrimination violate an individual's human rights and run contrary to the University's fundamental values (refer to "The Principles By Which We Live: Brandon University"). Brandon University will act promptly and efficiently to deal with these behaviours and any acts of violence. It will endeavour to ensure that individuals who believe that they have been subjected to harassment, discrimination or workplace violence are able to express concerns and register complaints without fear of retaliation or reprisal. The University will exercise care to protect and respect the rights of both the Complainant and the Respondent.
- g) Brandon University will establish mechanisms to give effect to this Policy, including:
 - i. the appointment of four (4) Conflict Resolution Advisors (CRA) whose duties shall include, but not be limited to, the initial assessment of complaints made under this Policy, assistance towards the resolution of formal complaints and the provision of advice and assistance to Administrative Officers, employees, workers, students, guests and volunteers in connection with concerns and complaints;
 - ii. on a case by case basis, the appointment of an Investigator whose duties shall include the investigation of formal complaints;
 - iii. training of the CRA, Administrative Officers, employees, students and volunteers related to human rights harassment, human rights discrimination, personal harassment and workplace violence, and;
 - iv. establishing and implementing educational programs designed to enhance awareness of this Policy.
- h) In administering this Policy, Conflict Resolution Committee (CRC) members, the CRA and Investigators, like all other officers of the University, are obliged to uphold academic freedom and freedom of expression and association, while recognizing that some limits apply to the exercise of academic freedom and freedom of expression and association.

1.3 Application of Policy

Student complaints of an academic nature, and issues of academic dishonesty and misconduct on the part of students, are addressed through Senate policies and procedures and are under Senate jurisdiction, except to the extent the complaints also include allegations of misconduct involving harassment, discrimination, or workplace violence, any of which may require the application of the Respectful Environment Policy.

2.0 DEFINITIONS

- 2.1 Human Rights Discrimination:** the differential treatment, whether intended or not, of an individual or group of individuals, except where bona fide and reasonable cause exists or where it is based upon bona fide and reasonable requirements or qualifications, or reasonable accommodation, based on:

- a) an individual's actual or presumed membership in, or association with, some class or group of persons, rather than on the basis of personal merit; or
- b) any of the characteristics listed under "Human Rights Harassment".
- c) Examples include, but are not limited to:
 - i. evaluations of performance based on any characteristic referred to in "Human Rights Harassment";
 - ii. applying stereotypes or generalizations based on any characteristic referred to in "Human Rights Harassment";

2.2 Reasonable Accommodation: differential treatment to

- a) reasonably accommodate the special needs of an individual or group, if those special needs are based upon any characteristic referred to in "Human Rights Harassment";
- b) plan, advertise, adopt or implement an affirmative action program or other special program for an individual or group of individuals, including those who are disadvantaged because of any characteristic referred to in "Human Rights Harassment"; or
- c) exercise the provisions of the Brandon University Act.

Example policies include Academic Accommodation of Students with Disabilities Policy, and A.I.D.S. Policy.

2.3 Human Rights Harassment: any objectionable conduct, comment or display by a person:

- a) that is directed at an employee, student, guest, or volunteer; and
- b) that is made on the basis of Section 9(2) of the Manitoba Human Rights Code, i.e.:
 - i. ancestry, including colour and perceived race;
 - ii. nationality or national origin;
 - iii. ethnic background or origin;
 - iv. religion or creed, or religious belief, association or activity;
 - v. age;
 - vi. sex, including pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
 - vii. gender-determined characteristics or circumstances other than those included in vi);
 - viii. sexual orientation;
 - ix. marital or family status;
 - x. source of income;
 - xi. political belief, association or activity; and
 - xii. physical or mental disability or related characteristics or circumstances including physical size or weight; and/or

- c) that creates a risk to the health and safety of the employee, student, guest or volunteer.
- d) Examples include, but are not limited to:
 - i. derogatory written or oral comments and gestures such as name-calling, slurs, graffiti, pictures, remarks or jokes based on any characteristic referred to in "Human Rights Harassment";
 - ii. behaviour stating or implying actual or perceived abilities or inabilities based on any characteristic referred to in "Human Rights Harassment";
 - iii. refusal to work with or share facilities based on any characteristic referred to in "Human Rights Harassment"; and
 - iv. inappropriate questions or sharing of information about any characteristics referred to in "Human Rights Harassment".
- e) Human Rights Harassment is prohibited in the Manitoba Workplace Safety and Health Act and the Manitoba Human Rights Code.

2.4 Sexual Harassment: the Manitoba Human Rights Commission definition of Sexual Harassment is "a course of abusive, unwelcome conduct or comment made on the basis of gender or any sexual solicitation or advance that is unwelcome, especially if it may reasonably be seen to be putting a condition on employment, or the receiving or withholding of any benefit or service. The unwanted behaviour may be either physical or verbal."

Sexual harassment may involve individuals of either sex, and be between members of the same or opposite sex. It need not be intentional and may involve a person in a position to confer any benefit on, or deny any benefit to, the recipient of the solicitation or advance as the initiator.

Examples may include, but are not limited to:

- a) unnecessary or inappropriate physical contact, such as touching, patting or pinching;
- b) demands for sexual favours in return for a promise of a reward or a threat of reprisal;
- c) a threat of reprisal for refusing to comply with a sexually oriented request. The threat could be expressed directly or implied.
- d) displaying of pornographic or other sexually offensive or derogatory pictures or material;
- e) sexist remarks, jokes, innuendos or taunting about a person's body, appearance, characteristics, gender or clothing;
- f) persistent and unwelcome invitations or request for dates;
- g) leering, ogling or other sexually oriented gestures;
- h) sexual assault;

2.5 Personal Harassment: does not apply to any conduct or incident(s) that are related to the protected grounds under the Human Rights Code, It includes but is not limited to:

- a) severe conduct (which includes a written or verbal comment, a physical act or gesture or a display of any combination of them), that adversely affects a worker's psychological or physical well being. "Severe conduct" means conduct that could

reasonably cause a worker to be humiliated or intimidated and is repeated, or in the case of a single occurrence, has a lasting and harmful effect on a worker.

- b) objectionable and unwelcome comment or action directed toward a specific person or group of persons which serve no legitimate work or academic related purpose and have the effect of creating an intimidating, humiliating, hostile or offensive environment;
- c) bullying, physical or verbal abuse, threats or intimidation that are humiliating or demeaning;
- d) unconstructive, intentional and offensive comments or actions designed to offend, abuse or humiliate a person when such conduct has the purpose or effect of substantially or unreasonably interfering with an employee's work or student's academic performance, or creating an intimidating, hostile or offensive environment.
- e) maliciously and deliberately making a false complaint or retaliation against someone who has made a complaint under this policy, or any other Brandon University policy or legislation, or who has cooperated in an investigation under this policy or any other Brandon University policy or legislation.
- f) Examples may include, but are not limited to:
 - i. incidents of yelling, screaming, or name-calling;
 - ii. threats to terminate employment or contracts for reasons unrelated to performance;
 - iii. threats to withdraw funding, scholarships or advancement opportunities for reasons unrelated to performance; and
 - iv. comments addressed to a person that have the effect of undermining a person's role in the workplace or classroom.
- f) Examples of what is not personal harassment include, but are not limited to:
 - i. the legitimate right and responsibility of academic staff members to correct inappropriate student behaviour, insist on order in the classroom and evict, if necessary, those who disrupt order in the classroom;
 - ii. day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, implementation of appropriate dress codes, and disciplinary action. Harassment does not include these decisions as long as they are not based on one of the prohibited grounds listed in "Human Rights Harassment";
 - iii. conflict or disagreements in the work and/or learning environment, where the conflict or disagreement is not based on one of the prohibited grounds listed in "Human Rights Harassment".

2.6 Actions that may constitute Human Rights Harassment, Human Rights Discrimination, or Personal Harassment:

- a) one incident (depending on the nature and severity) or a series of incidents
- b) involving individuals or groups
- c) involving either peer or power relations
- d) may be physical, verbal, or psychological in nature

- e) may be intentional or unintentional
 - f) may occur among or between employees, students, visitors, volunteers or suppliers.
- 2.7 Workplace Violence:** the attempted or actual exercise of physical force against a worker, employee, student, guest or volunteer and any threatening statement or behaviour that gives that person reasonable cause to believe that physical force will be used against them, as defined by the Manitoba Workplace Safety and Health Act.
- 2.8 Complainant:** a person who discusses a concern with and/or makes a complaint (an allegation, whether oral or written) of human rights harassment, human rights discrimination, personal harassment or workplace violence to an Administrative Officer or a CRA.
- 2.9 Respondent:** a person against whom a complaint has been made.
- 2.10 Administrative Officer:** a person in a position with sufficient authority to take, and ensure the taking of, remedial action, such as deans, administrative and academic directors, vice-presidents, and the President.
- 2.11 Conflict Resolution Advisor (CRA):** a person appointed by Brandon University as someone possessing the appropriate training, skills and experience to review and resolve informal complaints related to all human rights harassment and discrimination, personal harassment, and workplace violence.
- 2.12 Conflict Resolution Committee (CRC):** a committee formed by the University to support the CRA and this Policy.
- 2.13 Investigator:** a person, from outside the University community, appointed by the President as someone possessing the appropriate training, skills and experience to conduct a formal investigation of a complaint related to human rights harassment and discrimination, personal harassment, and workplace violence.
- 2.14 Worker:** For purposes of workplace violence, worker shall include any person who is employed by Brandon University to perform a service whether for gain or reward, or hope of gain or reward or not, whether under a contract of employment or not, resembling the relationship of any employee more than that of an independent contractor, and who works or performs services in a workplace which is owned or operated by the University and any person undergoing training or serving an apprenticeship with the University as the employer. At Brandon University, this includes employees of Brandon University and employees of other employers working at Brandon University.
- 2.15 Prima Facie Case:** In this context means the initial, and as yet unsubstantiated, allegations relating to a complaint are presumed to be true and they fall within the scope of this Policy. **Prima facie evidence** is (1) evidence which tends to prove a fact, but does not do so conclusively; (2) evidence which is of sufficient weight to require the opposite party to answer it and which, unless explained or contradicted, may be sufficient to establish the facts in issue.

3.0 CONFIDENTIALITY

- a) All inquiries and complaints shall be handled with confidentiality by the Complainants, Respondents, and persons who become privy to the inquiry or complaint, so far as is reasonably practicable. The name of a Complainant or a Respondent or the circumstances related to the complaint will not be disclosed unless it is necessary to the process of resolution, counseling, investigation, disposition, to take corrective/disciplinary action, is required by law, in the case of serious threat to life or property, or in the case of a workplace Violence Incident Report that is sent to the Workplace Safety and Health Committee.

All files relating to complaints shall be maintained in a secure place. Files relating to complaints handled through formal resolution shall be accessible only to the CRA(s), and files relating to formal investigation also shall be accessible to the President and the Investigator. Files may not be released for any other purpose without the written consent of both the Complainant and the Respondent unless otherwise required by law.

Information given in confidence to the Administrative Officer or CRA by either the Complainant or the Respondent may not be used as evidence in any formal disciplinary proceedings unless otherwise required by law.

Files relating to cases referred to formal investigation shall be accessible only to the President and the Investigator, unless otherwise required by law.

- b) Anyone who gives evidence in an investigation, or who is otherwise involved in the process, must keep all information confidential, except as may be necessary to address the complaint, pursuant to this policy, or as may be required by law. Intentional or unnecessary breaches of confidentiality by any person may be subject to disciplinary action by the President.

4.0 GENERAL

- a) All complaints within this policy must be brought forward within six (6) months of the date of the last incident. However, on a case by case basis, the President, in his/her discretion, may extend the time limit for filing any complaint.
- b) In the event that the President may be a Complainant or Respondent, or in conflict of interest, under this Policy, the Chair of the Board of Governors or designate will take on the role of the President within this Policy.
- c) Notwithstanding the processes within this Policy, Complainants and Respondents shall maintain their right to take any action available to them, including but not limited to, through collective agreements, courts of law, the Manitoba Human Rights Commission, or the Workplace Safety and Health Division of Manitoba Labour and Immigration.
- d) This Policy is not intended to discourage or prevent a Complainant from exercising any other legal right pursuant to his/her respective collective agreement or any other law.

- e) All processes in this Policy shall be pursued with due regard to the principles of natural justice and due process of law and in accordance with the respective collective agreements in effect between the University and its bargaining units.
- f) Brandon University recognizes that as an academic and free community, it must uphold its fundamental commitments to academic freedom and to freedom of expression and association. Therefore, it will maintain a respectful environment in which students and teaching and non-teaching staff can engage in free enquiry and open discussion of all issues.
- g) Wherever the singular is used in this Policy, the plural may be applied where applicable.

5.0 THIRD PARTY RESPONDENTS

- a) Customers, volunteers, guests, contractors or their workers, or other people invited to the University might engage or participate in unacceptable behaviour towards a member of the University community. The University may have limited ability to investigate or control their behaviour. However, the University shall take reasonably practicable action to stop or reduce the risk to its members of being treated inappropriately by third parties. This action may include, but is not limited to:
 - i. posting this Policy in locations visible to third parties, and/or
 - ii. requiring certain customers, volunteers, guests or contractors and their workers to accept and meet the terms of this Policy. This could include removing individuals who participate in inappropriate behaviour from the University, and
 - iii. involving legal authorities
- b) Where a customer, volunteer, guest or contractor has been asked to stop treating a University member inappropriately and does not, members of the University community are authorized to:
 - i. end telephone conversations;
 - ii. decline service;
 - iii. ask the individual to leave the University;
 - iv. involve the appropriate administrative officer, and/or;
 - v. involve the appropriate legal authority.

6.0 DUTIES AND RESPONSIBILITIES

6.1 Conflict Resolution Advisor

The President, on behalf of the University, shall appoint four (4) CRA after consulting with the CRC. The CRA, for matters relating to this function, shall report directly to the President who will periodically review and evaluate their performance. Each CRA shall be selected on the basis of his/her qualifications, experience, counseling expertise and accessibility while attempting to achieve balanced representation based on gender and from various departments. The appointment of CRA should be for a term of two years,

with the possibility of one or more renewals. Any renewals shall be made by the President after consulting with the CRC. Responsibilities of the CRA shall include those as listed in 1.2 g) and shall also include, but not be limited to:

- a) providing a campus education program on human rights discrimination and harassment, personal harassment, and workplace violence, in conjunction with the CRC;
- b) advising both Complainant and Respondent of their rights and of the procedures set out in this Policy;
- c) maintaining confidential records of complaints and issuing an annual report to the President concerning the number, type and disposition of cases, on education and other activities related to the policy;
- d) acting as mediator (where appropriate) between Complainant and Respondent to facilitate resolution; and
- e) making recommendations to the President on cases requiring formal investigation.

6.2 Conflict Resolution Committee

The University shall form a Conflict Resolution Committee (CRC).

6.2.1 The composition of the committee shall be as follows:

- a) the Director, Human Resources (or designate), who shall serve as Chair,
- b) the Learning and Development Officer,
- c) two members (one of each gender) to be elected by and from each of the following constituencies:
 - Brandon University Students' Union,
 - Brandon University Faculty Association,
 - Manitoba Government and General Employees Union Local 135,
 - International Union of Operating Engineers (A) and (D) Local 987,
 - Exempt staff, and
- d) The four (4) CRA shall be members, ex officio, of the committee.

6.2.2 The duties of the CRC shall be as follows:

- a) to prepare a brochure or other appropriate educational material outlining this Policy and procedures at Brandon University, for campus distribution;
- b) to design a campus-wide program of education on human rights harassment and discrimination, personal harassment, and workplace violence;
- c) to provide support to the CRA in interpreting and implementing this Policy, but the CRA shall not discuss the identities of those involved or any information that may identify those involved in a specific complaint;
- d) to conduct a review of 6.2.2 a) and b), this Policy and the workload of the CRA and make recommendations to the President every two years.

7.0 WORKPLACE VIOLENCE

7.1 Preventing and Eliminating Workplace Violence

In some circumstances, the elimination of a risk of violence to a worker and/or student may not be possible, therefore the University has developed and implemented certain policies and procedures to inform and train workers and students about their risk of violence and how to respond to threats of violence. These procedures relate to:

- a) working alone (see Working Alone Policy);
- b) campus safety (see Workplace Safety and Health Policy, Suspension of University Activities Policy, Emergency Procedures Manual, University Security Policy, Workplace Hazard Identification and Control Procedures);
- c) how to deal with violent individuals (see Violent Intruder Procedures, Emergency Procedures Manual); and
- d) how to protect one's personal safety and remove oneself from a violent situation (see Workplace Safety and Health Policy, Emergency Procedures Manual, University Security Policy, Workplace Hazard Identification and Control Procedures).

7.2 Notification of Individuals at Risk

When an actual incident of violence has occurred, or when it is reasonable to expect that violence may occur, the University will take the following steps to prepare, and to ensure the safety of, all workers and students:

- a) The President, or designate, will advise individuals who are at risk of the nature and extent of the risk of violence from persons whom the worker, employee, and/or student are likely to encounter in the course of their work.
- b) All available information about the potential source of violence will be provided to the workers and students who are at risk, and their supervisors (where appropriate).

7.3 Complaint Process Relating to Workplace Violence

- a) All incidents or threats and attempted or actual workplace violence should be reported to a CRA. The CRA will immediately notify the President, or designate.
- b) Anyone who is subject to workplace violence should contact the Brandon Police Service.
- c) Anyone who has been the victim of workplace violence is encouraged to seek medical and any other assistance/treatment they deem appropriate.
- d) A Brandon University Violence Incident Report form (**Appendix "A"**) will be completed by a CRA for all incidents, whether it involves actual violence or a threatening situation where there is a reasonable expectation that it may become violent. The completed report provides a description of the incident and requires an assessment of any on-going risk associated with the incident and is also used to assess the effectiveness of policies and actions of those involved to determine whether improvements are required.

- e) The Brandon University Violence Incident Report must be submitted by the CRA to the President, or designate, within twenty-four (24) hours of the occurrence of the incident.
- f) If any injury or mental trauma occurs, affected parties to the incident must complete an Injury Report form (**Appendix "B"**) as soon as reasonably possible and submit it to the President, or designate.
- g) A copy of all Brandon University Violence Incident Reports shall be sent to the University Safety & Health Committee for review.

8.0 PROCEDURES: COMPLAINTS OF HUMAN RIGHTS DISCRIMINATION, HUMAN RIGHTS HARASSMENT (INCLUDING SEXUAL HARASSMENT) OR PERSONAL HARASSMENT

Pursuant to the following, anyone who wishes to make a complaint, informal or formal, under this Policy shall contact their Administrative Officer or a CRA. Notwithstanding the procedures outlined below and depending on the nature and the severity of the conduct or incident(s), Brandon University reserves the right to require a formal investigation.

8.1 Informal Process

The objective of the Informal Process is for the Complainant and the Respondent to find a mutually acceptable resolution.

The Informal Process focuses on opening up communication between the parties so that they can achieve a prompt resolution, and does not involve assigning blame or taking disciplinary action. It occurs between the parties through their own efforts or with the assistance of an Administrative Officer or a CRA. The Informal Process can be especially helpful in situations where clarification of policy, or increased awareness of the concerns of the Complainant, is all that is required to stop the unwelcome behaviour and resolve the matter. This allows both parties the opportunity to identify their concerns, discuss underlying interests and values, and work together to find creative and effective resolutions.

- a) Anyone who believes this Policy has been breached is encouraged, where appropriate, to bring the matter to the attention of the person responsible for the conduct and ask them to stop as the action is unwelcome; and attempt to resolve the matter by discussing the issue privately and in a respectful manner with the other party or parties. This method often leads to the most satisfying outcome for both the parties.
- b) When direct communication is not possible or appropriate or has been unsuccessfully attempted through the Administrative Officer, the Complainant is encouraged to seek assistance from a CRA.
- c) In the case of a student, the Administrative Officer will normally be his/her dean, director or the Dean of Students.
- d) The Complainant, Respondent, CRA, Administrative Officer and witnesses are encouraged to keep a record of incidents (i.e. dates, times, locations, possible witnesses, what happened, steps taken to deal with the situation, etc.)

- e) The Complainant may choose to consult with an Administrative Officer or the CRA for the purpose of receiving advice and assistance with a view to resolving the situation, prior to lodging a complaint.

8.2 Formal Process

- a) If the Informal Process is not successful, or if the Complainant does not wish to participate in the Informal Process, then the Complainant has the option of filing a formal complaint.
- b) If the Informal Process is not successful, and if the Complainant or Respondent had the assistance of a CRA during that process, and if the Complainant wishes to file a formal complaint, the formal complaint must be filed with a different CRA to eliminate any chance or appearance of bias.
- c) If a formal complaint is brought to an Administrative Officer, he/she shall refer the matter to a CRA. The Complainant will be advised that this referral is being made.

The Administrative Officer must keep a written record of the date, time and nature of any incident that is brought to his/her attention, along with the names of the Complainant, the Respondent, any witnesses and the steps taken to deal with the situation to that point. This documentation, original and all copies, will be provided to the CRA to assist with the review and resolution of the case and so that data can be included in the annual report.

- d) When a formal complaint is brought to a CRA by a Complainant or Administrative Officer, he/she shall:
 - i. inform the Complainant of the Policy and procedures and provide a copy of the Policy;
 - ii. interview the Complainant; and
 - iii. advise the Complainant to put the complaint in writing, setting out the particulars of the allegations, including, where possible, the dates, times, nature of the allegations, the names of any witnesses to the behaviour, and the expected remedy; and sign and date the complaint.
- e) Following receipt of the written complaint, the CRA will advise the Complainant, normally within three (3) days whether there appear to be grounds to proceed (prima facie case) within the terms of this Policy. If the CRA decides, on the basis of the written complaint, that the complaint does not fall within the scope of the Policy, the Complainant shall be so informed in writing normally within three (3) days of the CRA reaching a decision, and provided with brief written reasons for the CRA's decision, and also advised that no further action will be taken in relation to the complaint.
- f) Upon receipt of the CRA written decision and reasons in e) above, the Complainant shall be entitled, within seven (7) days of the receipt of the CRA's decision, to request a review of the decision by, and a meeting with, the President. To conduct the review, the President shall read the written materials relating to the complaint, including the Complainant's written account of the alleged behaviour, and the CRA's decision and the reasons for the decision. The President may consult with the CRA and/or the Complainant. The President shall not be required to convene a hearing as part of the review. The review shall be completed within fourteen (14) days of the receipt, by the President, of the Complainant's request for a review. Following the review, the President shall decide whether the complaint will be dismissed or whether it should

proceed with a different CRA pursuant to the procedures outlined in 8.2 g) hereof, or whether it will be re-directed to be dealt with pursuant to some other process.

- g) Where the CRA or President (pursuant to 8.2 f)) determines that there is a prima facie breach of this Policy, he/she shall:
- i. inform the Complainant of the Policy and procedures; and
 - ii. within three (3) working days of receipt of the written complaint, the CRA shall:
 - Provide the Respondent with a copy of the written complaint;
 - Provide the Respondent with a copy of this Policy and procedures; and
 - Discuss the nature of the complaint with the Respondent.
 - iii. within five (5) working days of receiving a copy of the written complaint, the Respondent shall provide the CRA with a written response to the complaint, a copy of which shall be made available to the Complainant.
- Note:** These time limits are imposed to ensure expeditious handling of complaints, and may, at the discretion of the CRA, be waived in individual instances.
- h) The CRA may suggest, and in some cases may recommend, to the President that the matter be resolved by the External Investigative Process in accordance with 8.3.
- i) The CRA will provide both the Complainant and the Respondent with information regarding counseling services or other resources that are available and appropriate for the situation. The CRA will provide a source of unbiased consultation, outline the options, and assist the Complainant and the Respondent in making initial or additional efforts at a resolution.
- j) In cases where the Respondent has supervisory or academic authority over the Complainant, the CRA may request the appropriate Administrative Officer to make special arrangements relating to the Complainant, such as, but not limited to, assigning a third party to teach classes, mark papers or exams, and/or oversee supervision and evaluation of the Complainant's work. The CRA shall provide the Administrative Officer with any details of the complaint necessary to enable him/her to decide what special arrangements are appropriate. The Administrative Officer shall keep in confidence all information provided by the CRA.
- k) Each party may have an advocate and/or union representation, and/or legal representation at their own expense, should they choose, to participate in their Formal Process interview(s).
- l) During the Formal Process, and with the agreement of the parties, the CRA may mediate between the Complainant and Respondent, or may suggest that an external mediator (acceptable to both parties) be retained.
- m) Such mediation will not be a prerequisite to the Formal Process or the External Investigative Process. Where it occurs, such mediation will be conducted without prejudice to any further action by either party. Information disclosed during such mediation shall not be used against either party. If the complaint is resolved through mediation, the matter will go no further.
- n) If such mediation or the Formal Process fails to arrive at a mutually acceptable resolution normally within twenty (20) days, the Complainant may request that an

Investigator be appointed and the External Investigative Process, as outlined in 8.3, pursued.

- o) If a resolution acceptable to both parties is reached, the CRA shall: prepare an Agreement of Resolution (**APPENDIX “C”**) that is agreeable to and signed by both parties; and assist in bringing about whatever administrative or other action is needed to implement the resolution. An Agreement of Resolution is a statement of the terms by which the parties agree to abide, may include mutually agreed remedies, sets out a course of action that is agreed upon by the parties and is intended to eliminate harassment/discrimination and restore harmony, collegiality and cooperation.
- p) The Complainant and Respondent shall retain copies of the Agreement and an additional copy shall be retained in the confidential files of the CRA. It shall be understood that if any party subsequently does not abide by the Agreement, the settlement may be nullified and the case may be re-opened. The Agreement of Resolution is confidential and shall not be disclosed, unless required by law.
- q) No record of the Formal Process, including any Agreement of Resolution or formal complaint, shall be kept in either the Complainant's or Respondent's student non-academic discipline file or personnel file.
- r) The fact that a Formal Process has previously taken place may be referred to in the event of a subsequent breach of the Policy by the Respondent, but does not re-open the previous case(s).
- s) If any attempt is made by the Respondent to manipulate or intimidate the Complainant, or if any attempt or perceived attempt of reprisal by the Respondent is taken against the Complainant or anyone assisting with the Formal Process, the case shall be reopened and referred to the President, who will consider whether to refer it to the External Investigative Process. If the President decides to refer the matter to an Investigator, the CRA will provide necessary and sufficient information to the Investigator, through the President, to allow for a fair and thorough investigation.
- t) If no further substantiated complaint against the Respondent is received within four (4) years of the date of conclusion of the Formal Process, the file shall be destroyed. In the event of repeated infringement by the Respondent within four (4) years, the CRA shall provide the President with a written report of previous cases involving the Respondent, containing necessary and sufficient information to allow the President to determine the appropriate course of action to be taken at that time.

8.3 External Investigative Process

- a) If the matter is not resolved through the Formal Process, or if the behaviour continues or re-occurs, or if the parties choose not to attempt to resolve the matter through the Formal Process, the complaint shall be advanced to the External Investigative Process.

The CRA may also recommend to the President that the External Investigative Process be initiated, bypassing the Formal Process, in the case of a Respondent who has committed repeated, substantiated, infringements of this Policy, or who is alleged to have committed an offence that, in the judgment of the CRA, is not amenable to the Formal Process.

The President may also, in consultation with the CRA, direct that the External Investigative Process be conducted in the absence of a formal complaint and in circumstances where he/she deems it appropriate to do so.

- b) Complaints requiring the External Investigative Process shall normally be referred by the CRA to the President who shall appoint an Investigator from outside the University community.
- c) The CRA shall provide to the President a copy of the written complaint (see 8.2 d) iii), and the written response from the Respondent. The President, in turn, will provide those documents to the Investigator.
- d) If the complaint has not been addressed through the Formal Process, and if the Investigator determines that the allegation does not fall within the scope of this Policy, the President shall advise the Complainant accordingly and no further action will be taken under this policy, and all records of the complaint and process shall be destroyed after the period for appeal (refer to 8.2 f.) has elapsed if no such appeal is filed.
- e) If the complaint has not been addressed through the Formal Process, and if the Investigator determines that the allegation does fall within the scope of this Policy, he/she shall launch an investigation.
- f) The investigation shall be concluded as expeditiously as possible. If the Investigator foresees significant and unavoidable delays in the completion of the process, he/she shall notify the Complainant and the Respondent. The Investigator shall advise them of the reason for the delay and shall provide an estimate of the time required to complete the investigation.
- g) If, at any time during the course of the investigation, the Investigator deems it appropriate for the Complainant and the Respondent to seek resolution through some other means, and where they both consent to do so, the Investigator may interrupt the investigation for such period(s) of time as he/she considers reasonable to facilitate such an approach to resolution. Any such resolution may provide for withdrawal of the complaint or a portion thereof.
- h) Upon an investigation being launched, the Investigator shall:
 - i. notify the Respondent in writing that an investigation has commenced. In the event that the Formal Process has not previously occurred, the Investigator shall notify the Respondent, in writing, that a formal complaint has been received and provide the Respondent with a signed copy of the formal complaint and this Policy;
 - ii. advise the Respondent and the Complainant that he/she may have an advocate and/or union representation, and/or legal representation at their own expense, should they choose, to participate in their investigation interview(s);
 - iii. investigate the complaint, including interviewing the Complainant, the Respondent, and all material witnesses as well as any other person(s) deemed relevant to the investigation. The Complainant and the Respondent shall cooperate fully with the Investigator and provide any information required by the Investigator upon request;
 - iv. conduct the investigation in accordance with the following guidelines:
 - 1) witnesses are interviewed separately, and written witness statements are prepared;

- 2) witnesses are asked to review and sign their written statements;
- 3) witnesses are advised to keep the investigation and the identity of the Complainant and Respondent in confidence, unless they are required to disclose them by law;
- 4) during the External Investigative Process, both the Complainant and the Respondent are entitled:
 - a) to be informed of all the allegations made against them; and
 - b) to the opportunity to make a full answer and defense.

This does not mean that either party is entitled to see or receive copies of the complete statements of witnesses, except as required by law. However, the Complainant shall be entitled to receive copies of any and all statements provided by the Respondent, and the Respondent shall be entitled to receive copies of any and all statements provided by the Complainant. Both the Complainant and the Respondent are entitled to receive timely and adequate summary of all of the evidence, including information contained in witness statements.

- v. prepare a written report, at the conclusion of the investigation, for the President, which sets out the allegation(s), the information and evidence obtained, a description of any conflict in the evidence, and a conclusion as to whether this Policy has been breached, on a balance of probabilities, with the facts and reasons on which the conclusion is based.

8.4 Findings and Subsequent Actions

- a) If, based on the findings of the Investigator, it is determined that this Policy has not been breached then the Investigator shall report the findings to the President. The President will advise the parties accordingly, and
 - i. no further action will be taken on the complaint.
 - ii. no record of the complaint will be kept in the Complainant's or Respondent's official personnel file or student non-academic discipline file unless it is determined by the Investigator that the complaint was malicious or frivolous, in which case, a record will be kept in the Complainant's personnel file or student non-academic discipline file.. The President may take disciplinary action against a Complainant who initiates a frivolous or malicious complaint. Inability to prove one's case will not in itself be regarded as an indication of frivolous or malicious intent.
- b) If, based on the findings of the Investigator, it is determined that this Policy has been breached, including that there has been retaliation or reprisal or the making of a frivolous or malicious complaint,
 - i. the final determination of any disciplinary or other measures to be taken, for all Respondents, whether student or employee, will be made by the President, subject to 8.5.
 - ii. Disciplinary or other action may include, but is not limited to, a requirement to participate in counseling, a letter of reprimand, suspension, or dismissal in the case of an employee or expulsion in the case of a student.

- iii. Other measures may be considered as efforts to ensure a safe and respectful environment.
- iv. Any disciplinary action for an employee shall be in accordance with the Collective Agreement of the applicable bargaining unit.
- v. Any form of retaliation against someone who has complained or provided information in an investigation will be considered grounds for disciplinary action up to and including dismissal, or in the case of a student, expulsion.
- c) Notice of any disciplinary or other action will be provided to the Complainant, the Respondent and the appropriate Administrative Officer. The appropriate Administrative Officer will file a copy of the disciplinary action in the University's official personnel file for the Respondent, in the case of an employee; or in the University's official student non-academic discipline file, in the case of a student.
- d) All other information pertaining to the investigation shall be retained in a secure file held by the President.
- e) No disciplinary action shall be implemented until the time for appeal has elapsed, see 8.5, unless for safety and security reasons or where deemed reasonably necessary.
- f) If no further complaint against the Respondent is received within four (4) years of the date the President received the findings of the Investigator, the documentation relating to the disciplinary action shall be removed from the personnel file or student non-academic discipline file, and shall be destroyed.

In the event of repeated infringement by the Respondent within four (4) years;

- i) the CRA shall provide the President with a written report of previous cases involving the Respondent that were formally resolved, containing only information on date, the general nature of the offence and resolution;
- ii) the President shall refer to the file of any previous formal investigations and findings; and
- iii) the President shall determine whether formal disciplinary proceedings are to be initiated.

8.5 Appeal

8.5.1 Appeal of Findings

- a) Within ten (10) working days of receipt of the findings as a result of an investigation conducted pursuant to this Policy, the President, Complainant or the Respondent may file an appeal, in writing, to the ad hoc Respectful Environment Policy Appeal Committee (REPAC). This Committee shall be comprised of the following members, which cannot include current members of the Conflict Resolution Committee:
 - i) The Vice-President, Administration & Finance, or designate in the event that the Vice-President (Administration & Finance) is the Complainant or Respondent, to serve as Chair (voting);
 - ii) One member appointed by BUFA;
 - iii) One member appointed by MGEU;

- iv) One member appointed by IUOE;
- v) One member appointed by the Exempt Staff; and
- vi) One member appointed by BUSU

Quorum for this Committee shall be a majority of those members appointed.

- b) The President, Complainant or Respondent may file an appeal of the findings, and provide supporting evidence and/or documentation, on the following grounds:
 - i) Real bias or the reasonable apprehension of bias on the part of the Investigator;
 - ii) A material failure to follow the process provided for in the policy which could not have been otherwise noted in a timely manner by the appealing Party. This may include but is not limited to fraudulent or perjured evidence having been supplied to the Investigator or the unexplained or unreasonable failure by the Investigator to interview or attempt to interview a material witness;
 - iii) Evidence which was not available at the time of the investigation and which is likely to have a material influence on the finding; and/or
 - iv) The Investigator made palpable and overriding error[s] that were likely to affect the result.
- c) Upon receipt of a written appeal, the REPAC will determine whether the reasons for the appeal satisfy the grounds as stated above. If so, the Vice-President shall take appropriate action to have the matter reviewed; and if not, no further action will be taken and the President, Complainant or Respondent shall be so informed. The decision of the REPAC will be final and binding under this policy. Should it be determined that a subsequent investigation is to be conducted, that investigation will be conducted in accordance with the process outlined in 8.3, but an investigator from a short-list of individuals who have been identified as qualified and experienced from the University of Manitoba/Winnipeg will be appointed.
- d) At all times during an investigation that results from an appeal, all the parties shall be advised that the requirement for confidentiality is of the utmost importance.
- e) Upon being advised of the findings of the appeal, the President, or designate in the event the President is the appellant, in consultation with the Vice-President and the University's legal counsel shall proceed in accordance with 8.4.
- f) The decision of the President at this stage shall be final and binding under this policy. Alternative recourse may be available as noted in 4.0 of this policy.

8.5.2 Appeal of Disciplinary Action or Sanction

- a) Within ten (10) working days of receipt of the findings and the decision by the President to impose disciplinary action or sanction as a result of an investigation conducted pursuant to this Policy, the Complainant or the Respondent may file an appeal of her/his disciplinary action or sanction, in writing, to the ad hoc Respectful Environment Policy Appeal Committee (REPAC).
- b) Such appeal must contain supporting evidence and/or documentation and may be filed on the following grounds:
 - i) real bias or the reasonable apprehension of bias on the part of the President;
 - ii) the disciplinary action or sanction was inappropriate in relation to the behaviour that led to a finding of breach of the Policy, bearing in mind all relevant circumstances including but not limited to the fact that this may have been a culminating incident resulting from a pattern of behaviour.

- c) Upon receipt of a written appeal, the REPAC will determine whether the reasons for the appeal satisfy the grounds as stated above. If so, the Vice-President, in consultation with the Chair, Board of Governors, or designate, and legal counsel, shall over-rule the decision of the President, and shall impose disciplinary action or sanction as deemed appropriate.
- d) The decision at this stage shall be final and binding under this policy. Alternative recourse may be available as noted in 4.0 of this policy.

APPENDIX "A"

Brandon University Violence Incident Report

This form must be completed for all incidents of workplace violence or attempted workplace violence and submitted to the Brandon University President or designate **within 24 hours of the CRA being advised of the incident**. A copy will be provided to the Workplace Safety & Health Committee where required.

Name of Complainant / Victim: _____ Phone: _____

Address: _____

Summary of incident: (include location of incident, names of persons involved and potential witnesses, dates, times)

Signature: _____ Date: _____

Medical help required? Yes _____ No _____ Provided Yes _____ No _____

List All Departments Notified: _____ When? _____ How? _____ By Whom? _____

Any other faculty/staff/students notified? Yes _____ No _____ How? _____

Any others identified as "at risk" during the incident? _____ If yes, who? _____ notified when? _____ How? _____ By Whom? _____

Review Relevant Campus Policies as applicable:

- ☐ Workplace Safety and Health Policy
- ☐ Suspension of University Activities Policy
- ☐ Emergency Procedures Handbook
- ☐ University Security Policy
- ☐ Workplace Hazard Identification and Control Procedures
- ☐ Working Alone Policy
- ☐ Violent Intruder Procedures

Crisis counseling offered? Yes _____ No _____

Reviewed confidentiality and privacy issues? Yes _____ No _____

Workers Compensation applicable? Yes _____ No _____

Investigation conducted? Yes _____ No _____ When? _____ By Whom? _____

Workplace Safety and Health Committee contacted? Yes _____ No _____ When? _____ By Whom? _____

Brandon Police Service contacted? Yes _____ No _____

Action Taken:

Future Action Required:

Any Future Risk Identified? Yes_____ No_____

Steps to Eliminate / Minimize Any Future Risk (may include one or a combination of the following, to the extent practicable):

- design of workplace;
- design of workplace process;
- use of engineering controls; and
- implementation of safe work procedures.

If future injuries/traumas develop, please update this report as soon as reasonably possible.

CRA Signature: _____

Date: _____

President or Designate Signature: _____

Date: _____

Injury Report Form

Person reporting _____ Date _____

Name of Person(s) involved: _____

Date of injury _____ Time of injury _____

Explanation of injury (who, what, when, where, nature of injury)

Action taken (by whom and when)

Name of person completing Report _____

Title of person completing Report _____

Work location and phone number _____

Signature _____ Date of Report _____

CONFIDENTIAL

Agreement of Resolution

Name of Complainant _____

Name of Respondent _____

Statement of terms:

Remedies:

This Agreement is confidential and will not be disclosed, unless required by law.

(Signature of Complainant)

(Date)

(Signature of Respondent)

(Date)



Justice Centre for Constitutional Freedoms

April 30, 2013

Carissa Taylor, President
Brandon University Students' Union
270 18th Street
Brandon MB, R7A 6A9

Dear Ms. Taylor:

RE: Illegal discrimination by BUSU against Students for Life

We act for Catherine Dubois and Brandon University Students for Life (hereafter "Students for Life").

Below is a brief summary of how Students for Life have been denied their legal right to form a club by the Brandon University Student Union (hereafter "BUSU") during the entirety of the 2012-13 school year.

In August of 2012, Catherine Dubois and another student met with you and Vice-President External Suz Duff, to speak to them about starting a club. BUSU told the students at this meeting that the executive was apprehensive about allowing a pro-life club because there was no pro-choice club, and BUSU did not want to start a conflict between students.

BUSU then discussed this issue at a board meeting. BUSU proposed that Students for Life have a community group on campus which would allow them to host events on campus, but not have ads or events in public spaces.

On January 23rd, Students for Life submitted an official application, and followed it up with an email to the BUSU VP External Suz Duff, stating they hoped their official application would be reconsidered.

On February 4, 2013, Catherine Dubois received an email from Suz Duff with the following:

Hi Catherine,

Sorry that this is a few days later than you had asked for. BUSU council has denied your application for club status. There are articles within your proposed constitution that contradict our internal bylaws, and we cannot approve your group as such. I have copied and pasted our bylaws below for your convenience. As stated before, your group can still form on campus and you can still book the rooms in our building like any other student, you just won't have the formality of club status. If you have any questions, you are more than welcome to come to our board meeting on Wednesday February 6th at 7:00pm in our boardroom.

Ms. Dubois responded by asking Ms. Duff what policies the proposed constitution contradicted. Ms. Duff responded on February 13, 2013, by copying the policies that outline “some of the problems with your club’s constitution”. These policies were listed as follows:

Criteria for New and Returning Student Groups

- ☐ In order for a Student Group to obtain or retain Student Group Status, it must meet the following criteria:
 - o The group must be one which benefits Brandon University and its’ students.
 - o The group be unlike any other BUSU-recognized Student Group that currently exists.
 - o The group’s membership must consist of at least five (5) members, of whom must be members of the Brandon University Students’ Union.
 - o **Club Constitutions and practices must meet the following criteria:**
 - ☐ **Accords equal membership to any and all interested students**
 - ☐ **Provides for the democratic selection of its executive members**
 - ☐ **Does not contain any discriminatory clauses and has no clauses that are contrary to any existing Canadian laws;**
 - ☐ **Does not contain any provision for its present or future affiliation with any organization that has discriminatory policies or practices as detailed by the Canadian Human Rights Code.**
 - o **Membership of Open Membership student groups, including classes of membership, may not be restricted on the basis of ability, race, religion, political beliefs, sex, gender, age, or sexual orientation, although they can exclude non-students from membership.**
 - o **Membership of Closed Membership student groups, including classes of membership, may not be restricted on the basis of ability, race, religion, political beliefs, sex, gender, age or sexual orientation. Notwithstanding this clause, Closed Membership student groups may restrict membership based on:**
 - ☐ **Political beliefs, if the group has a particular political affiliation (such as the campus wing of an existing political party) or are focused around a particular political program expressed in their constitution;**
 - ☐ **Religious beliefs, if the group has a particular religion or are focused around a particular religious belief expressed in their constitution;**
 - ☐ **Any other factor not mentioned above (such as academic program), although SGPA reserves the authority to disallow any student group from restricting membership on the above criteria or any other.**

o The club-applicant's constitution must not contain any discriminatory clauses and has no clauses that are contrary to any existing Canadian laws and must not contain any provision for its present or future affiliation with any organization that has a discriminatory policies or practices as detailed by the Canadian Human Rights Code

o BUSU shall assume no liability or responsibility for those groups recognized or not recognized by BUSU.

(emphasis added by Ms. Duff)

Ms. Dubois met with you and Vice-President External Suz Duff on Friday, February 15, 2013, to discuss the issues that BUSU raised in respect of the constitution of Students for Life. Raymond Thompson (VP internal) was also present.

Ms. Dubois amended the constitution as suggested at the February 15 meeting, and submitted the amended constitution on March 5, 2013.

On April 2, 2013, Ms. Duff emailed Ms. Dubois to inform her that BUSU had decided to let next year's council decide on granting status to Students for Life, thereby prolonging the rejection of club status to the entire year.

BUSU is an administrative decision-maker which derives its authority from *The Corporations Act*, CCSM c C225. All registered Brandon University students are required to be members of, and must pay dues to, BUSU. As a body exercising statutory authority and receiving mandatory dues to carry out a public function, BUSU has a legal obligation to serve the public and all students fairly, without discrimination based on a student's views, opinions, beliefs or philosophy.

In *Roncarelli v. Duplessis*, [1959] SCR 121, the Supreme Court of Canada made it abundantly clear that administrative decision-makers must exercise their statutory discretion according to the purpose of the statute, not arbitrarily or based on irrelevant considerations. In *Roncarelli*, the Court held that the Commission's discretion under Quebec's *Alcoholic Liquor Act* could not be used to revoke the liquor licence of the restaurant of a Jehovah's Witness because he had assisted his unpopular co-religionists with their legal troubles. At page 140, Rand J stated:

In public regulation of this sort there is no such thing as absolute and untrammelled "discretion", that is that action can be taken on any ground or for any reason that can be suggested to the mind of the administrator; no legislative Act can, without express language, be taken to contemplate an unlimited arbitrary power exercisable for any purpose, however capricious or irrelevant, regardless of the nature or purpose of the statute. Fraud and corruption in the Commission may not be mentioned in such statutes but they are always implied as exceptions. "Discretion" necessarily implies good faith in discharging public duty; there is always a perspective within which a statute is intended to operate; and any clear departure from its lines or objects is just as objectionable as fraud or corruption. Could an applicant be refused a permit because he had been born in another province, or because of the colour of his hair? The ordinary language of the legislature cannot be so distorted.

Under *The Corporations Act*, the BUSU has the right to establish a constitution, bylaws and regulations, and can regulate the operations and conduct of campus clubs. However, *The Corporations Act* does not authorize BUSU to discriminate against a club because of its opinions, beliefs, or philosophy.

The Corporations Act requires that every director, officer and trustee must act “honestly and in good faith with a view to the best interests” of the corporation. This, at minimum, demands that BUSU act without discrimination toward any of its corporation members.

Further, discrimination against Students for Life on the basis of the club’s belief runs counter to the very purpose of BUSU, as described by the BUSU Declaration of Students Rights, which states:

As a member of the Canadian Federation of Students, BUSU upholds the Declaration of Students’ Rights. Every person has the right to equal treatment without being discriminated against because of race, national or ethnic origin, language, place of residence, religion, sex, age, mental or physical disability, physical appearance, marital status, sexual orientation, gender, political belief, or socio-economic background.

BUSU, as well as the Brandon University Statement of Student Rights and Responsibilities Policy states that:

Every student enjoys the opportunity to participate in the academic and social life of the University regardless of race, colour, religion, national origin, ethnic identification, age, political affiliation or belief, sexual orientation, gender, economic status, source of income or disability.

The Brandon University Statement of Student Rights and Responsibilities notes that “Brandon University prizes and defends freedom of speech”. In fact, the University stipulates that a complaint can be made through the Dean of Students in regard to “Freedom of Expression”.

It is only by allowing dissent and debate that institutions of higher learning can provide the rich soil needed for intellectual growth. Student associations should be supporting free speech and vigorous debate, not attempting to muzzle it. As John Stuart Mill stated: “To refuse a hearing to an opinion, because they are sure that it is false, is to assume that their certainty is the same thing as absolute certainty. All silencing of discussion is an assumption of infallibility”.

In *Mowat v. University of Saskatchewan Students’ Union*, [2006] S.J. No. 681, at paragraph 60, the Court ruled that the University of Saskatchewan Student Union (USSU) did not act in good faith when it amended its rules in order to favour a desired outcome. The Court uses a “good faith” test to examine the motivations of decision-makers, and penalizes decision-makers who do not operate in good faith.

In *Doré v. Barreau du Québec*, 2012 SCC 12, [2012] 1 SCR 395, the Supreme Court of Canada ruled that a decision-maker cannot act disproportionately in unreasonably limiting *Charter* rights, in this case rights to freedom of expression, freedom of association and freedom from discrimination.

On behalf of Brandon University Students for Life, we hereby demand that the BUSU immediately a) revoke its decision to reject the application of Brandon University Students for Life and b) grant status as applied for.

We attach a copy of the Petition filed in the Supreme Court of British Columbia against the student association at the University of Victoria. Like KSA, the student association at U-Vic had discriminated against the campus pro-life club, Youth Protecting Youth. The student association at U-Vic mistakenly thought that it could impose its opinion about abortion on all U-Vic students by discriminating against the pro-life club just because of the club's pro-life opinion. This made court action necessary. This court action was settled when the student association at the University of Victoria agreed to refrain from any further discrimination against the campus pro-life club.

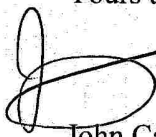
We sincerely hope that it will not be necessary for Ms. Dubois and other students to sue the BUSU in order to secure their right to freely associate on the Brandon University campus, free from discrimination by the student association that they are required by law to join.

By deferring the decision to accept Student for Life's application to next year's Executive, you are prolonging your illegal discrimination against the club. We expect an immediate response from you or from the new Executive, to inform Students for Life that BUSU is ceasing its illegal discrimination, to grant immediate status to Students for Life.

If BUSU does not grant club status to Brandon University Students for Life, you will leave Ms. Dubois no option but to prepare to commence legal proceedings seeking a Court Order that BUSU cease from its illegal discrimination against Ms. Dubois. If that becomes necessary, our client will be seeking her legal costs against you.

I look forward to your response.

Yours truly,



John Carpay, B.A., LL.B

cc: Catherine Dubois
Suz Duff, BUSU Vice-President External
Dr. Clive Seligman, Society for Academic Freedom and Fellowship
Cara Zwibel, Canadian Civil Liberties Association

A FEW LIFE DEVELOPMENT FACTS

A FEW LIFE DEVELOPMENT FACTS

20 days: Foundations of brain, spinal cord and nervous system are laid.

24 days: Heart begins to beat.

30 days: Child has grown 10,000 times to 6-7 mm (1/4") long. Brain has human proportions. Blood flows in veins (but stays separate from mother's blood).

35 days: Pituitary gland in brain is forming. Mouth, ears and nose are taking shape.

42 days: Skeleton is formed. Brain coordinates movement of muscles and organs.

Reflex responses have begun. Penis is forming in boys. (Mother misses second period.)

43 days: Brain waves can be recorded.

8 1/2 weeks: Fingerprints are being engraved. Eyelids and palms of hands are sensitive to touch.

9 weeks: Child will bend fingers around an object placed in the palm. Thumb sucking occurs. Fingernails are now forming.

10 weeks: Body is sensitive to touch. Child squints, swallows, puckers up brow and frowns.

11 weeks: Baby urinates, makes complex facial expressions - even smiles.

12 weeks: Vigorous activity shows distinct individuality. Child can kick, turn feet, curl and fan toes, make a fist, move thumbs, bend wrists, turn head, open mouth and press lips tightly together. Breathing is practiced.

13 weeks: Face is prettier, facial expressions resembling parents'. Movements are graceful, reflexes vigorous. Vocal chords are formed (but without air baby cannot cry).

Sex organs are apparent.

4 months: Child can grasp with hands, swim and turn somersaults.

5 months: Sleeping habits appear, but a slammed door will provoke activity. Child responds to sounds in frequencies too high or low for adults to hear.

6 months: Fine hair grows on eye brows & head. Eye-lash fringe appears. Weight is about 640g (22 oz.), height 23 cm (9"). Babies born at this age have survived.

7 months: Eye teeth are present. Eyelids open and close, eyes look around. Hands grip strongly. Mother's voice is heard and recognized.

FOR MORE LIFE DEVELOPMENT FACTS GO TO www.standtrue.com

WHY I AM SILENT

Every day in Canada over **300 Canadian citizens** are silenced against their wills. They have their voices permanently silenced and they never get the opportunity to speak on behalf of themselves. Today we stand in silent solidarity with those who have been silenced. Today we are silent, but by doing this we are being a voice for the **one-fourth of our generation** that will never have a voice. These victims are not only being silenced; they are being killed. The victims we stand on behalf of are not going to be mentioned on the news. The **victims** we stand on behalf of will not have a funeral. The victims we stand on behalf of were ripped from the safety and warmth of their mothers' wombs. The **victims** we stand on behalf of were not blobs of tissue, but beautiful human persons, with hearts that beat, brains that gave out brain waves, and a soul. These are the victims of the abortion holocaust. **Every year** in Canada over **105,000 babies have their lives ended** in the name of choice. Since **January 28, 1988**, over **2,880,000 babies have died**. The time is now to stand on behalf of these innocent victims. Visit www.standtrue.com to find out how to be a voice.

"In the eyes of the law... the slave is not a person."
Virginia Supreme Court decision, 1858

**"An Indian is not a person within the meaning of the
Constitution."**
George Canfield
American Law Review, 1881

**"The statutory word 'person' did not in these
circumstances include women."**
British Voting Rights case, 1909

**"The Reichsgericht itself refused to recognize Jews...
as 'persons' in the legal sense."**
German Supreme Court decision, 1936

**“ The law of Canada does not
recognize the unborn child as a
legal person possessing rights.”**
Canadian Supreme Court
Winnipeg Child and Family Services Case, 1997


**Sometimes the most
important lessons take the
longest to learn.**



ABORTION?
EUTHANASIA?
THE SUPREME
COURT ALSO
LEGALIZED
SLAVERY!

1 MILLION COUPLES
ARE WAITING TO ADOPT
ACROSS NORTH AMERICA





A rectangular concrete sign with a black square on the left and the text "BRANDON UNIVERSITY" in black capital letters. It is supported by two concrete posts. In front of the sign is a concrete base and a gravel area.

BRANDON
UNIVERSITY

BRANDON
UNIVERSITY
#qaproject

Students
for
life

Things to chalk about:

1. What do North Korea and Canada have in common? #weneedalaw
 2. Women deserve BETTER than abortion
 3. Canada is one of 3 countries with no abortion restrictions
 4. 90% of down syndrome babies are aborted...Equal rights?
 5. A new, unrepeatable HUMAN BEING from day one.
 6. 300 lives lost to abortion every day in Canada
 7. Pregnant? Need help? Call 204-7276161
 8. Equal human rights for every human being
 9. Logo
 10. qaproject.ncln.ca
 11. twitter @bustudents4life
 12. facebook /brandonuniversitystudentsforlife
 13. By 21 days a baby's heart is beating
 14. By 8 weeks a fetus can feel pain
 15. By 42 days brain waves are recorded
 16. Around the world 4 girls die per minute due to sex selective abortions and infanticide because they are girls
 17. 2 million baby girls are killed around the world every year through sex selective abortions and infanticide
 18. There can be no equal rights for all women until there are equal rights for unborn women
 19. Over 100 million girls are missing today because of gendercide around the world
 20. #defendgirls
 21. 1 million couples are waiting to adopt across North America
 22. An "unwanted pregnancy" does NOT equal an "unwanted child"
 23. The right to life is the first among human rights
 24. In Canada animals are protected while human life is not
 25. Abortion is a gift to men to continue to use women as sexual objects
 26. Abortion? Euthanasia? The Supreme Court also legalized Slavery
 27. Human life begins at conception
 28. Pro-woman, pro-child, pro-life
 29. Euthanasia, we can live without it
 30. Let each person make their mark
-

SMS Messages sent from Andrew Madill to Catherine Dubois on Thursday, January 21, 2016:

// So earlier today I applied for our space on the 16th and I was told we don't have official club status. //

// I'm not sure, but probably for this year at least. Nick Brown told me we could talk to Rhoni, and that's it. //

E-mail Correspondence Between Andrew Madill and Catherine Dubois on January 22, 2016:

Subject: **Details**

Date: **Fri, Jan 22, 2016 at 9:28 AM**

From: <andrewmadill@gmail.com> Andrew Madill

To: <dubois.catherine.m@gmail.com> Catherine Dubois

I went in to the BUSU office at or shortly after 12p.m. (12:05?). The secretary at the front desk gave me the forms, which I filled out. I also asked about our three posters which hadn't been put up in the K.D.C. building from the previous week.

Nick Brown called me at 12:17p.m. to tell me that we don't have official club status and are therefore ineligible to book the Mingling Area. He referred me to Rhoni when I asked whom we may speak about this situation.

-Andrew Madill

Unanswered email sent to Rhoni Mohranraj re: discovery of club status revocation

From: **Andrew M** <andrewlmadill@gmail.com>

Date: Tue, Jan 26, 2016 at 10:10 AM

Subject: Meeting

To: vpe@busu.ca

Hello Rhoni,

I am a member in Brandon University Students for Life. Last week I stopped in to book the Mingling Area and was informed that we don't have official club status. This was news for us.

Our president Catherine and I would like to meet with you in order to discuss and better understand our situation with BUSU. We are planning to come this afternoon, if that's possible.

Thanks,
Andrew Madill

Meeting with BUSU executive Rhoni VPE and Nick Interim President

BUSU Offices

January 29 1:30 pm

Initial questions asked by Rhoni were the number of members of our club and he asked me to explain what BUSL does and stands for.

After doing so he explained to me that the Council had a meeting in November of 2015 to review clubs, despite allowing us to participate in clubs day and inviting us to various joint club events. At that point BUSU's Council, which is made up of 15 members, decided that BUSL was a redundant club since what we deal with are all issues that the Women's Collective deals with. Rhoni said he emailed the club stating that he wanted to set up a meeting to review our club status with BUSU exec. The email was never received and he believes he sent it to the wrong address. We were never attempted to be contacted despite the fact that our club email, Facebook page, and the personal contact information of BUSL's entire exec is on our application form.

Similarly, our club is in violation of the Respectful Environment Policy that the University introduced last year through our chalking event in October 10, 2015. This event which Nick called an "anti-abortion" event had several complaints from students, some of whom had had abortions themselves, felt uncomfortable walking onto campus and having to see the chalk. The chalk was placed around campus on the public sidewalk. Additionally, there were complaints from the University. None of which was communicated to myself or any members of BUSL. The chalking event, however, was the "last straw" given historic campaigns BUSL had carried out over the past few years.

Likewise, to our "anti-abortion" event and likewise beliefs topped with the personhood posters that were put up in April of 2014 were lead to the revoking of our status. The personhood posters were an issues because of students complain and one specific student with a personal bias against BUSL posted on Facebook that seeing that poster impacted her so much she was distressed to come on campus to write her exams. This event made students uncomfortable and goes against Canadian Federation of Students pro-choice opinions. All of these things lead to our status being denied. But Rhoni said if we were willing to change our views that we may be able to get our status back. We are not allowed to run events that make students feel uncomfortable or afraid. Personal issues are things that we can't really talk about.

Paired with the complaints from earlier, when looking into our club and our affiliations with "that national group" BUSU didn't know the policies and bylaws of NCLN (to which they were unsure of which national group we were affiliated with) and doesn't want to put their name behind a club that is affiliated with an organization with opposing views to CFS. At this point, when Nick said "that national group" I asked if he meant NCLN. He kept bringing up Students for Life of America and said "Students for Life" was such a common name that he found it confusing. In his research he found that SFLA were doing Choice Chain and GAP and these were projects that Council had issues with. Similarly, a "Students for Life" group ran an anti-gay event and they were afraid we would also run. They need to know the values and policies of NCLN which they were unable to find during their research. Seemingly the Council decision was based on speculation. He also accused NCLN of having a policy condemning contraception and asked what our policies were in regards to it.

It was mentioned several times that your views are your views but you can't put it out to a larger body. In summation, a big issue for BUSL currently is time and knowledge, as several Council members have been present during the existence of BUSL that know or remember a "historic" event or and that we have had some "questionable issues" previously and this is something that helped revoke our status.

Nick said that it would be best to wait until some of these members graduate and reapply in September. He also mentioned changing our values could be helpful and to focus on some of the other issues we outline that encompassed pro-life work such as gendercide, suicide, human trafficking, poverty and war. "It is just that we can't make it [campus] uncomfortable for students". Again it was mentioned that if we changed a few values and reapply we could give a presentation to Council to explain our club and clarify any of the questions and concerns that were thrown around at the first Council meeting (in terms of contraception and anti-gay events).

Under BUSU as a recognized club we cannot be in conflict with another club. Additionally our club was redundant because suicide is an issue talked about by the LGBTQ** Collective and the Women's Collective would deal with gendercide. This then calls into question the issue of funding from BUSU for two similar clubs. BUSU also frowns upon funding from outside sources because they do not know how that money is acquired.

We can pencil in our It's a Girl movie screening and reapply before that date to see if we can get club status back, if not we would be charged \$100 for the rental of the space.

Rhoni said he can sit down and answer any questions and help us change our views when we reapply.

The next Council meetings are February 12, and March 11 in which the issue of our status could be addressed. Meetings are held on Fridays at 5pm.

Board Meeting

Brandon University Students' Union, Local 37 of the Canadian Federation of Students

Wednesday November 4th, 2015 at 4:30 PM – CLC Boardroom, Knowles Douglas Centre

1. CALL TO ORDER 4:39pm

2. OPENINGS

Those present at the meeting shall introduce themselves at this time. Regrets shall be noted.

Present: Aaron Thompson, Nick Brown, Derek Booth, Emma Southam, Mairo Ahmadu, Mercedes McLean, Suz McFadden (left 6:30), Tyler Lischinski, Jocelyn Bruce, Racheal Wu, Logan McKay, Chizaram Ukusoanya, Rhoni Mohanraj

Regrets: Sarah Wallace, Sheyenne Spence

Absent:

3. ADOPTION OF THE AGENDA

Motion (15-BUSU-46) Southam/Brown CARRIED

Be it resolved that the agenda be adopted as amended.

Motion to amend (15-BUSU-47) Brown/Ahmadu CARRIED

Be it resolved that Point (f) Student Groups Promotions and Affairs be moved to point (1) Closed Session.

4. APPROVAL OF MINUTES

5. PRESENTATIONS AND CORRESPONDANCE

Any presentations or correspondence shall be given at this time.

6. RECEIPT OF REPORTS

a. Executive Members and Staff

On 28 Oct 2015, Thompson, McFadden and Professor Mason met to discuss Yes means Yes campaign.

On 28 Oct 2015, Ore had a follow-up meeting with the RO Logan Fog

On 28 Oct 2015, Thompson, Brown, Mohanraj, Ore and McFadden met with representatives from the Assiniboine Community College Student Association regarding Halloween Food Drive.

On 28 Oct 2015, Thompson met with Student Services regarding student advocacy.

On 28 Oct 2015, McFadden attended a meeting regarding the Women's Collective.

On 29 Oct 2015, Brown met with the Dean of Health Care for student advocacy.

On 29 Oct 2015, Thompson attended Curriculum and Academic Planning (CAP) meeting, as well as an appeals meeting under CAP as well.

Vice-President Internal's Report

Brown said that he attended the Halloween Food Drive on Saturday. It was successful with 4500lbs of food. Said that the Brandon University Music Students asked him to act as security for their Halloween social on Saturday night.

Vice-President External's Report

Mohanraj said that he's been working on club stuff. He is working on creating individual emails for each club. Said he is creating a folder where everyone can access club information.

Office Manager's Report

McFadden said that the Halloween Food Drive was a big portion of what she has been working on. Said it went well. Said on November 3rd she had a meeting with Mohanraj, Wu, Poonam (Office Assistant), and Sarah (Women's Collective), about the Women's Collective. Said we are working on getting temporary office hours for the office and hopefully our office assistants can help with those hours until we have a permanent executive elected for the Collective.

b. Director Reports

- i. Arts Director: No report.
- ii. Science Director:
McKay said that he went to the Dean of Science and asked when the next meeting is. Said that it's tomorrow, but he has a test so he can't go. Said he's been asking Science students if they have anything that they'd like him to bring to the meetings. Said a few of them are going to get back to him. Some people would like a Science room.
- iii. Health Studies Director: No report.
- iv. Music Director: No report.
- v. Education Director: No report.
- vi. Part-Time/Mature Students Director: Vacant.
- vii. Aboriginal Director: No report.
- viii. Women's Director:
Wu said that her report is the meeting that McFadden touched on.
- ix. Sex and Gender Identity Based Director:
Southam said that they are going to be part of the Yes Means Yes campaign and the Positive Space Campaign. Said that the LGBTTTQ Collective is in a very similar state to that of the Women's Collective. There are only two of them and they are trying to figure out how to bring that back up to speed.
- x. International Students Director: No report.
- xi. Residence Director:
McLean said since they got back into residence there have been a lot of BUSU events going on so they tried to push their students to those events. Said that they elected their residence councils back in spring (they normally only elect the executives). They did this so that they would have more people and could plan things sooner. It worked well. Said that they have been working on their own events and they now have a Residence Program Director which is a new position. The person in this position has been planning awareness campaign weeks like Binge Drinking Awareness and Safe Sex Week. Said that there is going to be a relationship violence campaign. Said that Safe Sex/Sexual Violence got people thinking about violence in relationships because that does happen as well. They had one residence social. Darrach Hall had their annual Toga Social about a month ago. Flora is planning Graffiti Social for second semester.
- xii. Graduate Studies Director: Vacant.

xiii. Accessibility Director:

Booth said he received an email today about a printer issue. Said he wanted to ask for clarification as to what it was about.

Thompson said that they just got the email about twenty minutes prior to the meeting, so were unable to prepare for it. Said that he was involved with this issue last year and over the summer and has spoken to Disability Services about it. Said it didn't come to council last year because they had already spoken about it with Disability Services. Said that the issue is that students who have accessibility issues that prevent them from being able to obtain notes shouldn't be penalized by having to pay for printing. Said that they were granted this by the Disability office. Said that they are granted this if it's specific to their situation, she was not granting this to all students. Said one student who went from short-term disability to no longer needing disability services came here to request this service as it was no longer being supplied there, and as such, Michelle said to send her right back to her because that's the department that is supposed to do the free printing for them. Said it's a service that they do provide, but it's not provided to all students with disabilities. Said that there is a specific way to provide services for each individual's situation. Said that there might be new information and said he would like to meet with Booth to discuss this.

xiv. Racialized Director: Vacant.

Motion (15-BUSU-48) Brown/McLean CARRIED

Be it resolved that the reports be adopted.

Motion (15-BUSU-49) Brown/Mohanraj CARRIED

Be it resolved that we move to the closed session portion of the meeting.

7. REGULAR TOPICS

a. Executive

b. Finance

i. Proposed Budget

This is the draft operating budget for the Board to review prior to the meeting and be prepared to discuss thoroughly at the meeting. The Executive has drafted this budget based on goals and expectations for the year, following our big September event "Crash the Courtyard". The goal is for the board to have a final budget ready for official approval at the next council meeting. The final budget will serve as BUSU's operating budget for the 2015-16 year; May 1, 2015 to April 30, 2016.

Motion (15-BUSU-90) Brown/Mohanraj CARRIED

Be it resolved that we approve the 2015-2016 Budget.

ii. Cheque Requisitions

Monthly Cheque Details outline every BUSU cheque written in the respective month. The board is to review them prior to the meeting, any questions will be answered at the meeting. The cheque details are for the months of July, August, and September for the year of 2015.

Motion (15-BUSU-91) Brown/Mohanraj CARRIED

Be it resolved that we accept Cheque Details for the period of July 2015.

Motion (15-BUSU-92) Lischinski/Booth CARRIED

Be it resolved that we accept Cheque Details for the period of August 2015.

Motion (15-BUSU-93) Lischinski/Brown CARRIED

Be it resolved that we accept Cheque Details for the period of September 2015.

iii. Audited Financial Statements

BDO has officially finished the audit for the 2014-15 year. Attached are the audited financial statements that require official board approval. Board is to review the statements beforehand, and any questions will be answered at the meeting.

Motion (15-BUSU-94) Mohanraj/Brown CARRIED

Be it resolved that we approve the Audited Financial Statements.

c. Selection

d. Campaigns and Government Relations

e. Student Group Executive

f. Student Group Promotion and Affairs

i. Club Ratification (Moved to Closed Session)

BUSU has a number of Student Clubs on Campus that need to be ratified. Rhoni Mohanraj will speak to this motion. Clubs will be approved or denied individually.

ii. Club Funding (Moved to Closed Session)

Several Clubs have applied for funding and each must be approved individually. Rhoni Mohanraj will speak to this motion. Funding will be approved or denied individually.

8. Students Activities

i. Crash the Courtyard Budget

Crash the Courtyard, one of the biggest events has had all their numbers crunched. Included in your package is the budget, we can use this for future considerations for this event in upcoming years.

Motion (15-BUSU-95) Lischinski/Brown CARRIED

Be it resolved that we approve the Crash the Courtyard Budget.

ii. Halloween Food Drive

Halloween Food drive is one of our key events for filling up the Food Bank each year. We will discuss how the event turned out and some of the numbers for council.

Thompson said we got roughly 4500lbs of food. Said several clubs helped out and their work was very appreciated. We ended up donating around 1000lbs of food to the Samaritan House because the best before dates were quickly approaching and we wanted to make sure that the food got used.

Brown thanked Booth and Ahmadu for coming out and bringing friends to help. Said the event was really efficient this year. McFadden had a new plan that she formulated with Office Assistants that worked very well and efficiently. A big thank you to all the clubs who came out with special mention to the Varsity Christian Fellowship who collected the most food. Each club got \$0.25/lb toward their club funding.

iii. Holiday Dinner

During the Holiday Season, there is typically a holiday dinner held by BUSU for students, staff, and faculty that are unable to go home for the holidays. We often ask Administration to come and take part, and sometimes we do a potluck. Hoping to open the floor to new ideas, and share a potential date. There will be a Student Pot Luck.

Thompson said that so far they are planning on doing it on December 23rd. Understands that many of the Directors will be unavailable at that time, but if anyone is available to help that would be great.

Brown said that he will be helping with the event as he is around.

Booth said he was at the dinner last year and it went really well. Said that having gingerbread houses for tables to put together was a good idea.

iv. Snowientation

Snowientation is an event similar to Orientation, that occurs in January. Council input on Orientation-like events is always welcome!

Thompson said that it was brought up at the last meeting the council members don't feel included in the planning of invents. Wants to ensure that council members feel like they can be part of Snowientation planning. Mohanraj has created a calendar of events that they can use as a starting point. Are open to new ideas.

Mohanraj said school starts on the 5th which is a Tuesday. The week will run from Tuesday-Friday. Said that he'd like to have a Club Day, Services Day, Pancake Breakfast, Karaoke, Yogurt Bar, Trivia Night, Free Pizza, a BBQ, and a Snowientation Social. Said that if council wants to add something they are definitely welcome to. Said he will send out his calendar tomorrow.

v. Mental Health Week

Keeping up the tradition of Mental Health Awareness and Mental Health Advocacy, there is a planned Mental Health Week in February 2016.

Thompson said that he, Wallace, and McFadden have had a few meetings. Said if anyone is interested in helping out with Mental Health Week planning, he'd love to hear from them.

vi. Homecoming

Update on the Homecoming weekend, Aaron Thompson will be providing information on how the weekend went. Things that went well and things that could be improved, open for discussion.

Thompson said that the Friday night event with the photo booth at Bobcat's game was very well attended. The social that happened after the event had a very poor turnout. Said we didn't even have ten people.

Brown said that Homecoming Weekend fell during mid-term week so SUDS didn't have a good week in general. Said that students feel alienated with alumni and don't feel like they can go to an alumni event, and alumni don't necessarily want to party the way that students do.

Thompson said that they had chili on a bun on the Saturday that was a very good turnout. Said that they had some clubs set up and Varsity Christian Fellowship made some money selling baked goods to the alumni. Said he would suggest doing this event again. Wouldn't suggest doing the social next year. Just do the photo booth and the chili day.

9. Student Services

10. OLD BUSINESS

a. Orientation Planning Committee

Sheyenne Spence has requested we table this motion for the next council meeting due to her being unable to attend.

Thompson said that the motion will likely need to be tabled again as Spence isn't here to defend her motion.

Motion (15-BUSU-96) Brown/Mohanraj CARRIED

Be it resolved that this motion be tabled until next council meeting.

11. NEW BUSINESS

a. Slate Bylaw

In keeping with the fairness of Elections, the subparagraph of Slates under Bylaw 1020 should be struck. Every electorate should be freely chosen by a student, on the basis of their personal merit, not their collective merit.

Motion (15-BUSU-97) Mohanraj/Ukusoanya (Tabled)

Be it resolved that we strike subparagraph Slates from the 1020 Bylaw replacing it with the clause There shall be no slates.

Thompson said that our staff members went to AMICCUS Conference and said that as part of the democratic process, most universities have taken out slates entirely. Said that they can be an unfair advantage to students and they can cause disparaging results in elections. When running in a slate, people associate the slate as a whole and typically people will vote for the whole slate if they just like one person.

Brown said that he disagrees with the motion because when he ran on a slate it showed a unified goal and direction. Removing slates means that council members may be more divided when they get to council and it would take more time to get to know each other and find the direction that BUSU is going once they are elected. That takes more time than it would with a slate.

Mohanraj said that he ran on a slate and it was good in some ways. On the other side he said that slates may discourage good people who don't necessarily have people to form a slate with from running in the election. Said that the slates can be intimidating because they visually seem to have a lot of power. Said he is sort of for the motion and sort of against the motion. There are just two perspectives.

Lischinski said that he agrees with Brown about slates showing cohesion, but on the other side of that it sort of makes for an undemocratic process where it may be the intention of a slate to be unified, but from a different perspective people really do vote for a slate rather than on personal merit. Said that sometimes voting for an entire slate may not be in the best interest of the council.

Southam said that this is a multifaceted issue. Said they don't feel that they have the numbers at this meeting now to make a proper decision around this issue. Said it may be something to table for the next meeting. Said everyone needs to have a say in it and we need to allow Directors the time to think about it.

Brown said slates allow for combined resources financially and with time. Said that during the campaigning period with his slate he was the only member that was there the entire time and was therefore able to put in more effort for the slate. Said if they were running individually, he would have been there the whole time, Thompson would have missed the first week, and Mohanraj would have missed the second week and it would have been difficult for either of them to participate in the campaign without the shared resources. Said logistically it made it much easier for them to run in the election.

Mohanraj said that they do need to wait to have more input. Said that Ore and McFadden can maybe let us know why other institutions aren't using slates anymore. Said we do need more Directors here too.

McKay said that when he was voting as a student, he only remembers the slate. Said he didn't even consider other people because of that. Said he's not saying that it's a bad thing because they are all working together and had it been a random selection it may have worked less powerfully. Said because the slate was branded so well, that's just what he went for.

Booth said while he does recognize the advantages of a slate in that you can combine resources and work as a team, but it may be an unfair advantage because they can combine all of their allotted posters which ends up being a lot more than an individual would be allotted. Said that slates get more exposure in that way.

Lischinski said that he agrees with McKay that slates are branded. It takes away from individuals who might not have that branding accessible to them because they don't have a slate. Said that while he thinks that the current executive fits their roles, not having people around when campaigning and having one person do the work could be a commitment issue for some people. Logistics shouldn't be in place of political merit.

Motion (15-BUSU-98) Southam/Ukusoanya CARRIED

Be it resolved that we table the discussion of slate bylaws until the next meeting.

b. Ratification of Director

Olujumu Kayode Segun has submitted his request to be the Graduate Studies Director. The Executive Committee has felt his application is strong and ask the council for ratification for his position.

Motion (15-BUSU-99) Lischinski/Southam CARRIED

Be it resolved that Olujumu Kayoke Segun be ratified as Graduate Studies Director.

Brown said that the candidate has been very active with ISO and has also attended several events. He has also spoken to him about BUSU policies and bylaws and is very interested in being part of this council.

12. BUSINESS ARISING FROM REPORTS

13. ANNOUNCEMENTS

Brown said that November 17th is the AGM. It will be held in the cafeteria during the free slot (12:30pm-1:30pm).

Ukusoanya said that the Brandon Trans Day of Remembrance is on November 28th.

14. ADJOURNMENT

Motion to adjourn (15-BUSU-100) Brown/McLean CARRIED

Be it resolved that the meeting be adjourned at 7:32pm.

Minutes approved at meeting date:_____

Moved by:_____

Seconded by:_____

Presentation

Marty Moore <mmoore@jccf.ca>

Tue, Jun 21, 2016 at 5:23 PM

Draft

From: **VP External (BUSU)** <vpe@busu.ca>
Date: Thu, Feb 11, 2016 at 5:15 PM
Subject: Re: Presentation
To: Catherine Dubois <dubois.catherine.m@gmail.com>
Cc: vpi@busu.ca

Hi Catherine,

You guys have about 15 minutes. Your presentation is the first thing on the Agenda. If you guys can come in a little earlier to setup and such that'd be great!

I couldn't find the email as I have switched different emails clients in the past few months. But, the email basically asked if we could meet up to go over BUSL club application. It did not have any particulars as to what it was.

Hope that clears things.

I won't be in tmrw at the meeting but Nick should be able to help you with anything you need. His email is vpi@busu.ca

Cheers,



Rhoni.

VP External

Brandon University Students Union

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On February 10, 2016 at 12:57:33 PM, Catherine Dubois (dubois.catherine.m@gmail.com) wrote:

Hey Rhoni and Nick,

I am wondering how much time has been allotted for our presentation to council on Friday?

Also, is there any chance you have that email from November when you wanted to meet with BUSL about our status? If so, can you please forward it to me? If not, did it just outline the things we discussed during our meeting a few weeks ago?

Thanks,
Catherine

Sent from my iPhone

Board Meeting

Brandon University Students' Union, Local 37 of the Canadian Federation of Students
Friday Feb 12th, 2016 at 5 PM – CLC Boardroom, Knowles Douglas Centre

1. CALL TO ORDER at 5:08pm.

2. OPENINGS

Those present at the meeting shall introduce themselves at this time. Regrets shall be noted.

Present: Nick Brown, Lisa Mizan (Quill), Mercedes McLean, Sarah Wallace, Chizaram Ukasoanya, Aaron Thompson, Jillian Vanderheiden, Nataly Ore, Racheal Wu, Andrew Madill (BU Students For Life), Kyle Coffey (BU Students For Life)

Regrets: Jocelyn Bruce, Tyler Lischinski, Sheyenne Spence

3. ADOPTION OF THE AGENDA

Motion (15-BUSU-181) Thompson/Wallace CARRIED

Be it resolved that the agenda be adopted.

Motion to amend (15-BUSU-182) Thompson/Wallace CARRIED

Be it resolved that the agenda be amended to include point e) ERDIE Board Update and point f) Office & Services Manager Hiring Procedure under New Business.

Be it further resolved that point 7b "Student Groups Promotions and Affairs" be moved to Closed Session.

4. APPROVAL OF MINUTES

Motion (15-BUSU-183) Thompson/Wu CARRIED

Be it resolved that the BUSU Council meeting minutes from Dec 2nd, 2015, Dec 11th, 2016, and Jan 15th, 2016 be approved.

5. PRESENTATIONS AND CORRESPONDANCE

a. Brandon University Students For Life

Madill said that they were there to clear up any misconceptions of their club and their good standing. Said that their group is all about promoting protection of human life from conception until natural death, by educating and engaging students at Brandon University. Said that a more in depth description can be found on their club application (attached). Their specific mission is responding to the pressing violations of this principle of life: Abortion, euthanasia, and assisted suicide. Said that they do this through raising awareness, peaceful protest, and charitable volunteerism. They stick strictly to those mandates and don't deviate towards other issues at all.

Coffey said that their President applied for Club Status back in 2012-2013 and it was denied back then. That summer a lawyer from the Justice Centre for Constitutional Freedoms sent a legal letter to BUSU and following that they received club status on September 3rd, 2013. Since then they have been participating in Club Days every semester. Said they have had some intense discussions. Said that a student who was really upset came and spoke to them for about an hour

and they ended up being on better terms by the end of the conversation. She had experience with abortion before and by the end of it, even though her mind hadn't changed they were more respectful and had a mutual understanding by the end of it. Said that the conversation was a victory in itself. They have also participated in a commemorative day of solidarity and silence where they handed out pamphlets of people who wanted to know why they weren't talking. They had shirts that said "Right to Life." They have also created posters and the one that they have had the most comments about is the one that compared their cause to other civil rights issues in the past such as slavery, women's right to vote, Indigenous Peoples, and Jewish people during the Holocaust. Said that they also went around putting chalk on the public sidewalks. Said that they had some complaints about these messages and he wanted to take the opportunity right now to say that they aren't really interested in condemning people that have had abortions. They are not interested in harassing people. What they are interested in is getting information out to people so that they can make a fully informed decision on this issue, whether it's a personal matter or a political issue. This involves the facts of the current legal status, and the facts of the procedures. Their most popular event was a pro-life speaker who was giving a talk. They had a good turn out. They had people from the Women's Collective, the Political Science Club, and walk-ins. They had a lively discussion and it was well worth it. They have also focussed on a documentary called "It's a Girl" which has to do with Gendercide as some cultures who have women carrying a female child will be pressured to abort the child because she's a female. Said that they have screened the film and it is on Netflix. They have a "Defend Girls" campaign where they have promoted the film around campus. As part of their charitable work they have done Christmas caroling at retirement homes to give them companionship during that time of the year. They have also been involved with a materials drive for the local crisis pregnancy centre. If a woman finds herself with a crisis pregnancy or an unplanned pregnancy, she can go there to find resources and counselling. They have also engaged in surveys with students asking them if they have a few minutes to give their opinions on some questions. If they want to talk about it more then they do and if they don't then they don't need to. Recently they had a meeting with Mohanraj and Brown where they spoke about logistical and policy issues. There was a concern about conflict of interest or outside influence, they do have dealings with the National Campus Life Network. Said that the relationship is not one of affiliation, it's outside advice and resources for whoever will take it. They aren't a chapter of the group.

Madill said in relation to their club status and the activities that they do on campus, they were just looking through some of the governing documents of Brandon University. The first one is the Respectful Environment Policy 4.0F it says "Brandon University recognizes that as an academic and free community it must uphold its fundamental commitment of academic freedom and academic expression and association. Therefore, it will maintain a respectful environment in which students, teaching, and non-teaching staff can engage in free inquiry and open discussion of all issues." He would like to note that his mandate and what they do with their group has been consistent and has followed the REP. They don't push their views onto people. It's a voluntary engagement with people. Another document they were looking at was the Brandon University Statement of Students Rights and Responsibilities Policy which states "Every student enjoys the opportunity to participate in the academic and social life of the university regardless of race, colour, religion, national origin, ethnic identification, age, political affiliation and belief, sexual orientation, gender, economic status, source of income, or disability." It also states under "Principle Freedom of Expression" that "Brandon University prizes and defends freedom of speech. It affirms the rights of its members to teach and learn in an environment free from course of force, intimidation, interference, and subject only to the constraints of reason discourse and peaceful conduct." Everything that they do on campus falls within those constraints. Said looking at the Canadian Federation of Students' Declaration of Students' Rights "states that "We declare that full policy of non-discrimination against students must be enforced at all educational institutions within Canadian society. Further every person has the right to equal treatment without being discriminated against because of race, international or ethnic origin, religion, sex, age, mental or physical handicap, financial status, sexual orientation, political belief, or socioeconomic background." Although it is their understanding that CFS has an official pro-choice policy, they'd

like to note that there are many campuses that are affiliated with CFS that have pro-life groups. Said even though they have a difference of opinion, it's respected at the national level. Said that they hope they have cleared up some misconceptions about their club.

Wu said that they have been dealing with a lot of club overlap this year and they have denied two different clubs club status this year because of redundancy with other existing clubs. Wants to know where there is a difference between them and the Women's Collective in the sense that the Women's Collective will be helpful to whatever a woman chooses, whether that be to go through with an abortion or to go through with keeping a child.

Madill said that they do talk about abortion as well, but they take a very different perspective on it than the Women's Collective does. They advocate for the life of the unborn to life and they don't think that the Women's Collective takes that stance. They advocate for the right to life regardless of the choice or the circumstances. Said that the Women's Collective focusses mainly on the women's part of this issue whereas they take a more holistic approach than just the women's aspect which of course is greater than then men's. Said that there is a man's aspect to the issue and there's a children's aspect to the issue. Not only do they touch on abortion, they touch on end of life issues. It's a holistic principle that applies to abortion, but it's a different perspective than the Women's Collective. Said that they may cooperate with the Women's Collective on certain campaigns, but doesn't think that there is a total overlap especially in regards to position and perspective.

Brown asked what their stance was on contraceptives.

Madill said that they have no stance on them.

Wu said that she knows that they say that they deal with other issues besides abortion, but wants to know what work they have done with other campaigns as everything they have done (posts, sidewalk chalk, etc...) have been about abortion.

Madill said that they have done two or three campaigns. One was on the legal status of abortion, one was on euthanasia, and they also had planned a screening for a film on assisted suicide. Said that their mandate says that the "right to life" applies to all of the issues that they are taking a stance on. Said that they had written a letter to the Quill that never made it to print.

Wu said that they were discussing the interference to students. Said a lot of residence students had a big issue with the chalk that was surrounding the university because to them it was signifying a border that they had to cross to get to their homes, jobs, and classrooms. A lot of students were very uncomfortable with this. Students were also very uncomfortable with the posters that were mentioned earlier that were posted last year. Said it's problematic to have these things in spaces where people are living as this isn't just a school, it's people's home.

Ukasoanya said that she understands the stance that they are taking, but it's a form of intimidation to students. There are a lot of students who have had abortions who have reasons that are traumatic to them. These sorts of things act as triggers. Said if we're making our school a safe and respectful environment, our students have to feel safe to walk around without being triggered by a poster, picture, or something that will negatively impact them.

Madill said it's balancing the creation of a safe environment for students with reasonable differences of opinion. If the principle of freedom of expression means anything, it's going to cause some discomfort for someone somewhere. We're not all on the exact same page for every issue.

6. RECEIPT OF REPORTS

a. Executive Members and Staff

Vice-President Internal's/Interim President's report:

Brown said that we had Mental Health Week. They had several events that ran smoothly with the exception of the parachute. The massages on Friday and the therapy dogs on the Monday went over very well. Handed out yogurt and vegetable cups, bubble wrap and colouring. He's been dealing with a number of student issues as of late.

President's Report:

Thompson said his first day back was on Monday. Since then he's been attending Sexual and Reproductive Health Week events. Had a great turnout on Tuesday for the Sexual Assault Forum with good information. Some of the other events weren't as well attended.

General Manager's Report:

Ore said that she just finalized doing T4's for both BUSU and SUDS. Last week as part of our partnership with MTS, they came in and did a random act of neighbourliness. They brought in almost 300 smoothies for students. Has been working with the Returning Officer on election related tasks for the past three weeks. First nomination closes today. Second nominations open up next week. Will have an updated budget for the next council meeting so that council knows where they are at. Said that way they can see what they are able to spend on events and activities for the last two months of the year for students. Also met with the executive and McFadden to discuss McFadden's current contract to see if there are any additional duties that should be added to the role or what should be changed for the new hire.

b. Canadian Federation of Students Local Representative Report

Brown said that there was no provincial meeting, but he attended the Consent Culture Forum in Winnipeg with Wu and Bruce on the weekend. A report will be submitted at the next meeting.

c. Director Reports

- i. Arts Director: No report.
- ii. Science Director: Vacant.
- iii. Health Studies Director: No report.
- iv. Music Director: No report.
- v. Education Director: No report.
- vi. Part-Time/Mature Students Director:

Vanderheiden said that she finished up as Interim VPI on Tuesday and the switchover has been smooth. Thankful that Thompson is back and feels humbled and honoured that council asked her to step into that role so that things were able to run smoothly. It's nice that Family Fun Friday was an event that falls under her constituency so she's able to keep planning it. She attended Positive Space Training last Saturday. Attended KDC and SUDS meetings. Also attended the Sexual Assault Forum on Tuesday.

- vii. Indigenous Peoples' Director: No report.
- viii. Women's Director:

Wu said she's been busy with the Consent Forum that happened in Winnipeg over the weekend. Everything went well. It was nice because St. Boniface was there and they are a similar size to BU. They will be making an official report to bring to council. On the Saturday she went to a racialized women's healing circle that was amazing. It allowed her to touch base with other people who are going to the Indigenous/Racialized Summit in

March.

- ix. Sex and Gender Identity Based Director: Vacant.
- x. International Students Director:

Ahmadu said that she had a meeting with the International Students Organization and they touched base for what they would like to do for Black History Month. Got some ideas from them. She put up posters for Black History Month.

- xi. Residence Director:

McLean said that they had their RA selection for next year. They have 7 RA positions. They are having a hired RA for floors 9/10 McMaster which hasn't happened in a number of years. They go the grant to renovate another set of rooms so that's why there will be more people on 9/10 until the other rooms are renovated. Spring/Summer RA's and the PO positions will be advertised in the near future. The end of the year spring banquet is in the beginning stages for planning.

- xii.
- xiii. Graduate Studies Director: Vacant.
- xiv. Accessibility Director: Vacant.
- xv. Racialized Director: Vacant.

Motion (15-BUSU-184) Thompson/Wallace CARRIED

Be it resolved that the reports be adopted.

7. REGULAR AGENDA TOPICS

a. Campaigns and Government Relations

- i. Provincial Election All Candidates Debate

Brown said he had a meeting with the Council of Canadians, Michael Barkman from CFS MB, and Dr. Serfaty from the Political Science Department. They are looking into holding a debate on April 6th for the provincial election. They are just figuring out the format, but the plan is to have a joint all-candidates debate with Brandon East and Brandon West. Planning on hosting it in the cafeteria for more space and a larger audience. CFS MB is creating materials for an election campaign which will encourage students to vote. Said they will be handling this campaign in a similar way that they did with the "It's No Secret" campaign.

b. Student Groups Promotions and Affairs

- i. BUSMEA Club Funding Application
- ii. Biological Society Club Funding Application
- iii. Brandon University Students For Life Club Application

c. Student Services

- i. Orientation Handbook Supplier

Thompson said that CFS in the past has given us deadlines as to when to get in our handbook. We haven't received anything yet. The concern is whether to use a local provider for handbooks this year or not.

Brown said that we are starting the process for handbook by the end of the month. We need to decide if we are going to stay with CFS for it this year, or buy locally. Said that CFS is the cheapest price, but we have had a lot of issues with the service in the past.

Leech Printing is the local option and his price for the same order would be around \$1000.00 more, but we'd be able to reduce the order based on our specific needs. With CFS we have to order in larger quantities. Leech Printing can order in batches of 100.

Wanting to know how council feels and if they want more research done, or if they just want to stay with CFS for this service because they're cheapest.

Vanderheiden asked if they contacted Webber as another local business.

Brown said that they haven't yet, but would.

Wu and Wallace said that it would be good to look into options.

Vanderheiden said that she knows that both Leech and Webber have graphic designers that can help when something needs to be fit to the page properly or mistakes need to be fixed. Said Webber has usually been cheaper and Leech has great customer service.

d. Finance

- i. October 2015 Cheque Details
- ii. November 2015 Cheque Details
- iii. December 2015 Cheque Details
- iv. January 2016 Cheque Details

Brown asked council if they had any questions.

Vanderheiden said she didn't know why they were given cheque details and not a current profit loss of where we're standing.

Ore said that our auditors require them. For a not-for-profit organization we require monthly cheque details approved by the board.

Vanderheiden said that she doesn't know why they don't have a copy of the profit loss so that they know where they are standing in terms of the financials each month.

Ore said that's when they do the budget.

Vanderheiden asked if they only get to see where they are standing financially once a year.

Ore said that it's up to the VPI to discuss when they want to bring it to council, but she usually brings it every 2-3 months.

Vanderheiden said that she looked at the cheque details and the way that they are printed doesn't give a lot of information for people who don't know a lot about finance in order to make sense of them.

Ore said in her email to Brown was "It's always good to remind council that these documents outline every cheque written, paycheques, reimbursements, and bills are under 'Cheque' or 'Bill Payment' in each transaction. The sales receipt items are just daily cash out till transactions." Whenever you see a type that says "Cheque" that was either a

bill or reimbursement cheque. If you see "Paycheque" then it was a paycheque. If you see under "Account" that's where it was deducted from. It's either deducted by the organizational chequing account if it's any expenses or paycheque. If it's a food bank cheque, it would come out of the food bank account. It also says what expense account is being affected. Said she could make it so that the account is bigger, but it has always been done this way. If you go to the paycheques you can see who is getting paid, how much, CPP, payroll, and EI benefits that are being deducted from that cheque as well.

Vanderheiden said that she understands that these need to be approved for the auditors, but she's never seen a board not get financials. Thought that if these are the financials they're getting, this isn't an accurate description of what our budget was and how much we've spent and what we still have left.

Ore said that she can request a budget update. They will be getting one in March. Usually the VPI would request the budget update. Anyone can request it at any time.

Vanderheiden asked if the Finance committee used to get monthly financials, would they not be brought to council now as the committee has moved to regular council meetings.

Ore said that they did. Said that the board gets cheque details. You can't do monthly updates because it won't make that much of a difference. Said that they could do it, but it would change drastically. Only changes when there are big expenses like CTC.

Motion (15-BUSU-185) Wu/Thompson CARRIED

Be it resolved that the cheque details from October 2015, November 2015, December 2015, and January 2016 be approved.

e. Student Activities

8. OLD BUSINESS

Motion (15-BUSU-186) Wu/Thompson CARRIED

Be it resolved that the meeting move to Closed Session.

a. Bystander Training

Nick has talked with Marsha from student services, and we would like to schedule the 90 minute session in the mid to end of March.

Wu asked what the training costs.

Brown said that it's free.

Wu said that she knows that it's important and vital training to have, but this year's council is almost done. Wonders if it will still be beneficial to get at this time of the year.

Brown said that it may not be beneficial to their positions, but it would be beneficial to them as people and students to have the training. They will set this training up with next year's council as well.

Brown suggested to the request to have bystander training on Friday April 1st, 2016 at 2:30pm.

Wallace said that she is being trained to be a facilitator for this training and her hours are more flexible.

Brown said that we will tentatively schedule with Marsha at Student Services for April 1st and if Wallace completes the training, then they can reschedule with her to have the training at a more convenient time.

b. KDC Referendum Question

ARE YOU IN FAVOR OF THE KNOWLES-DOUGLAS STUDENT UNION CENTRE DISCONTINUING PAYMENTS TO THE STUDENT UNION DRINKING SPOT IN THE ORDER OF 10 CENTS (\$0.10) PER CREDIT HOUR OF CLASSES TAKEN BY STUDENTS?

Brown said that the executive was tasked with coming up with a referendum question around the KDC payment to SUDS. Said that KDC pays \$0.10 per credit hour of student building fees to SUDS each year. Said that it roughly translates to \$5000.00 a year. KDC feels that it's strange that a landlord is paying that money to a tenant when the tenant isn't paying rent. KDC would like the referendum to move forward. The wording presented on this agenda is what he and Vanderheiden have currently put together.

Motion (15-BUSU-192) Ukasoanya/Vanderheiden DEFEATED

Be it resolved that the following referendum question be submitted to the students for the 2016 Regular BUSU Elections:

ARE YOU IN FAVOR OF THE KNOWLES-DOUGLAS STUDENT UNION CENTRE DISCONTINUING PAYMENTS TO THE STUDENT UNION DRINKING SPOT IN THE ORDER OF 10 CENTS (\$0.10) PER CREDIT HOUR OF CLASSES TAKEN BY STUDENTS?

Wallace asked for clarification.

Brown said that students won't be affected by this. There are two funds that they pay into: the SUDS levy and the KDC building fee. Out of the KDC building fee, KDC currently gives roughly \$5000.00 a year to the SUDS operating budget. If this referendum passes, the SUDS operating budget would be \$5000.00 less next year.

Vanderheiden said that the original idea behind it was that students were paying KDC fees and the KDC wasn't being as used by students, but they were using SUDS a lot. KDC at the time said that they would give some of that KDC building fee money to SUDS to help maintain it because it was something that students were actually using in the building. Said that KDC doesn't want to give that money to SUDS anymore. Said that it's not affecting the amount that students currently pay, it's just affecting the KDC budget and the SUDS budget.

Wu said that they had discussed this at the last SUDS meeting and that SUDS hasn't been doing so well. Said that it could be problematic to take the \$5000.00 away from SUDS. Said that they have the separate SUDS levy that students pay \$10.00 a year for. That levy is to renovate SUDS so that it becomes more profitable. We are still trying to get those renovations underway and removing that \$5000.00 would make it difficult to continue improving SUDS. Thinks we'll be taking a step back in terms of what we have been trying to do with SUDS over the past few years.

Wallace said that it doesn't look like Karla will be coming back next year and it seems unfair to start a new manager off with a much lower budget.

Brown said that the only way that the KDC can submit a referendum question is if they have a petition submitted by the student body or by having it brought forth by the BUSU council to the Returning Officer.

Wu asked what happens if they deny it and if they can bring it forward on their own.

Brown said that they can't bring it forward.

Ore said if it doesn't pass, they have the opportunity to ask the next council to bring it forward in the next election period.

Vanderheiden said that if they do put the question forward for KDC to show that we are trying, she doesn't see it getting passed by students based on the wording. She said that they would have to put effort forward to educate students, but it may be better to deal with it rather than passing it off to the next council.

Wu said that she doesn't feel like this council has given enough information to students to properly hold the referendum. Said if they leave it up to next year's council they may have more time to educate students on the question and let them know that it's something that may be coming up in the next election. Said that this has been on the agenda a few times this year and they're even having trouble understanding it, so it may be difficult for students to understand quickly. Said it's unfair to the students to assume that they know all of this information. Said it may be wise to advise next year's council to let the students know more about this.

Brown said that this is also an opportunity to re-word the question.

Wu said that the question is fine, they just don't have enough time to properly educate the students on what it means.

Vanderheiden asked if they could just add a line saying "Students are not paying more. This is not affecting your bottom dollar".

Brown said that it has to be a single question. There can't be additional information on the ballot. They would have to educate through materials.

Ore said that she feels that Wu has a good point. If the executive were to educate students a few months ahead of time and then bring it forward as a question, then students won't be caught off guard.

9. NEW BUSINESS

a. Bylaw Changes

Bylaw 1000, Nomination Requirements. Point 2 reads that "a person who is nominated as a candidate must":Point c reads that "be a self-declared member of the community one if being nominated to represent if they are being nominated for a Community Representative position"

Motion (15-BUSU-193) Vanderheiden/Wu AMENDED

***Be it resolved that the following wording be added to add the following to bylaw 1000:
point i) for Indigenous Peoples' Director, the candidate must be of Indigenous ancestry,
point ii) for Women's Director, the candidate must be female,
point iii) for Racialized Director, the candidate must be a visible minority***

Brown said that this was brought forward by Vanderheiden and is meant to standardize the wording in the election portion of the bylaws as to what constitutes a member of a constituency for running in the bylaws. Said that a few years ago they brought forward that the Residence Director has to be someone who lives in residence and these changes were brought forward with the same intent. This is to make sure that people who are running for these positions are able to represent their constituents properly.

Vanderheiden said when she was reading through the bylaws she noticed that anyone could be Racialized Director and anyone could be Indigenous Peoples' Director because it wasn't clear on how those were worded. Said that it does say that they have to be a member of the community in which they are trying to represent. There was someone who applied to go to the Racialized and Indigenous Summit that self-declares as a member of a community even though they don't physically represent that community, have the background, or the ancestry of that community. Said she was concerned in the way that anyone who self identifies with these communities can run for these groups. Said that this wording is very basic and can be changed.

Wu said that she thinks that the change for the Indigenous Peoples' Director makes sense, but the one for Women's Director is problematic because there may be a trans woman who wants to run. Said that for Women's Director it could say "self identifies as a woman" as opposed to "female." Said for Racialized Director, she doesn't think we should say that they must be a "visible minority" because some people may consider themselves to be a person of colour even though others may not consider them to be. Said that we can't dictate who potentially identifies as such. Said we could also put "self identifies as a minority" or look at CFS's wording for similar positions. We don't want to be excluding people who are already feeling excluded. Said that we need to do a bit more research on wording before changing this.

Ahmadu and Wallace agreed with Wu.

Wu said that wording makes a big difference. Should change wording from "self-declared" to "self-identified" as anyone can self-declare. Said that the idea of self-identifying goes beyond just declaring because you are taking on what it means to identify as a particular group. Doesn't think that there's necessarily a wording that they can have that is not going to be somewhat ambiguous without going so far as to deny certain bodies depending on our identification or knowledge of said bodies.

Brown said maybe "self-identified member of the constituency" may work better for wording.

Vanderheiden said that her initial issue was reading about the Indigenous Peoples' Director. Said what if we just took out point ii) and point iii) for now. Said that under Indigenous Peoples' Director they can just put "must have Indigenous ancestry." Said to change "declared" to "identified."

Wu said that switching the wording to "must be a self-identified member of this constituency" will work. Thinks we should really consult with the Canadian Federation of Students first.

Vanderheiden said that she suggested taking of point ii) and point iii) because of the line that says "must be a self-declared member of the community" of what they are being nominated to represent. If we just change that to "be a self-identified member of the community" then that takes care of self-identifying as female for Women's Director. Said same for Racialized. Thinks that we need to specifically say "Indigenous ancestry" for Indigenous Peoples' Director.

Brown asked logically, how would you verify that? There's no verification process that takes place for who gets nominated for positions. It's basically up to the students.

Vanderheiden said that there are a few ways. The community that that person represents would know them or at the All Candidates Debate it would come out. Said that a person self-identifies as having Indigenous ancestry on their application to the university. Said that people could check the box on their nomination form and if we ever had to ask the university for verification we could.

Brown said that we can't ask the university.

Vanderheiden said that they can check to see if a nominee is an international student or a residence student.

Brown said that we have access to lists that tell us about international and residence students, but there isn't a list for us that let's us know if students identify as Indigenous. He doesn't know why. Said it's likely because it starts getting into privacy issues.

Wu said that we could look into doing this, but then we will also have to start getting lists of people who identify as a woman and other constituencies. Said to break it down to people's self-identifications will get muddy. Said that there are people who identify in different ways.

Ukasoanya said that there is also the issue of privacy for people and how they identify.

Wu said that we can take out point ii) and iii) and change point c) to "self-identified member of this constituency one is being nominated to represent." And keep point i) the way Vanderheiden suggested.

Brown said maybe have point i) "be of Indigenous ancestry if the candidate is being nominated for Indigenous Peoples' Director." Said it will be 2 g) under bylaw 1020 "be of Indigenous ancestry if the candidate is being nominated for Indigenous Peoples' Director."

Motion to amend (15-BUSU-194) Wu/Vanderheiden CARRIED

Be it resolved that the previous motion be amended to only add point i) that will state "For Indigenous Peoples' Director the candidate must be of Indigenous ancestry if they are being nominated for Indigenous Peoples' Director."

Motion (15-BUSU-195) Ukasoanya/Wu CARRIED

Be it resolved that 2 c) be changed to read "be a self identified member of the constituency one is being nominated for."

b. Office Chairs

We would like to purchase 7 new chairs for the BUSU office, as the current chairs are in a state of disrepair and are painful to sit on. 3 Options are attached, and are priced at \$119.95, \$99.99, and \$119.86

Brown said that the chairs that they currently have in the office have lumps in them.

Ore said that they have had complaints from students and have had them asking to sit on other chairs when they have been in the office.

Brown said from personal experience, the \$99.99 chair is the most comfortable. All of the chairs have solid arms and will last longer.

Ore said that these chairs are for the center table and then for the student computers.

Brown said that they will need 7 chairs, 2 for the student computers and 4 for around the table and 1 for our designer.

Wallace asked why we need rolling chairs.

Vanderheiden said that she found other chairs for \$66.00 and they are stackable, move, and are comfortable. Said that we don't need big leather chairs for around the table. Said we only need

them for the student computers and for the designer. Said she doesn't think we should spend the money to replace all of them with the \$99.99 chairs.

Wu said that she agrees with Vanderheiden we should get 4 of the \$66.00 chairs and 3 of the \$99.99 chairs. It eliminates unnecessary costs.

Ore said to keep in mind how long the chairs will last. Maybe paying the extra \$20.00 will mean that the chairs last longer. Said we do have students using the center table. Said that we used to use the center table more as an office, but because the chairs are so uncomfortable most of the meetings have been in offices. Sometimes we have students that make buttons or do their homework at that center table.

Wu asked if we could table this for the next meeting so we can look into another chair option?

Ore said that we have \$21,300.00 in our Office & Technology fund which is what we use to purchase things like this. The only purchase that has been made this year was the \$10,065 computers for the office. Said that this doesn't affect the operating budget, it comes from the reserve account.

Motion (15-BUSU-196) Wu/Vanderheiden CARRIED

Be it resolved that we table this discussion until the next BUSU council meeting.

c. Public Use Computer

We need to replace the other Mac in the BUSU office as it is too slow and unwieldy to use. 3 options are attached, and are priced at \$449.99, \$399.97, and \$429.99

Brown said the Mac that they are wanting to replace is one of the student use computers. Said that they are wanting to replace it with another PC as the PC that was purchased last year for the other student use computer has been really good. Said that they are all-in-one computers that they are presenting as options.

Vanderheiden asked if the \$399.97 is a good computer. Said it looks better than the more expensive computers.

Brown said that we just need a very basic computer for student use as they are mostly just using it for printing purposes. Said that the \$399.97 does appear to be a better computer and has a larger screen than the other options.

Motion (15-BUSU-197) Vanderheiden/Wallace CARRIED

Be it resolved that BUSU council purchase the Lenovo C40 all-in-one PC up to a maximum of \$450.00 not including taxes.

d. Family Fun Friday

We need to approve some expense and find some volunteers for February 26th.

Vanderheiden said that the day is all planned. She will need some help as she technically won't be in her role during the event as it's during elections. Said that she has a volunteer schedule for people to sign up to help out. Said that we are partnering with SUDS for their Flapjack Friday (9:00am-11:00am) Pancakes and sausages for \$5.00. The cardboard fort is from 11:00am-4:00pm, Tipi Teachings will take place in the library from 10:00am-12:00pm. The Library has

taken care of all the costs associated with bringing in two elders from Winnipeg. A Resource Fair will be happening from 10:00am-2:00pm over by Ancillary Services. We have a lunch that we are planning at SUDS. Courtney Adams is having a parent networking session so that people can meet other parents on campus. We have booked Bailey the Bobcat. Has been in contact with BUPEC about doing a Gym Blast. Said that she tried to incorporate as many suggestions from council as possible and she appreciates that they gave their input on the day. Said right now she has two quotes for lunch (SUDS and Food Services). Food Services said that grilled cheese sandwiches are \$3.00 each, mac and cheese is \$2.25, and a \$2.00 paper service and taxes. So for 150 people to go to Food Services for a grilled cheese sandwich and a side of mac and cheese will be \$948.00 before taxes. Said she went to SUDS and they said that they could take out the pancake buffet and make a lunch buffet with mac and cheese, chicken fingers, French fries, Sloppy Joe's, flatbread pizza, veggies, cookies, and juice for 150 people which would be \$721.00 before taxes. She has reached out to the alumni association, Student Services, and the President's Office for donation and the President's Office has already put \$500.00 toward this lunch. We're looking at a cost of either \$221.00 plus tax from SUDS or \$448.00 plus tax from Food Services. The price may come down once they hear from Alumni and Student Services, but would like to ask for approval in case they don't. Sobey's may be donating juice boxes and snacks for snack stations around campus.

Ukasoanya asked if we have money in the budget for this expense.

Brown said that we don't have a specific line, but we do have money for it.

Ore said that it falls under the Student Engagement line.

Brown said that he would suggest motioning for \$500.00 towards funding the rest of the day rather than specifically just for lunch.

Vanderheiden asked council for suggestions for groups that they could bring into the Resource Fair. Some groups have backed out.

Ukasoanya said she should look into contacting the Friendship Centre and Elspeth Reid.

Motion (15-BUSU-198) Wu/Wallace CARRIED

Be it resolved that we match the President's Office of \$500.00 towards funding Family Fun Friday.

e. ERDIE Board Update

Brown said at the last meeting Wu and Ukasoanya were selected to be BUSU representatives on the ERDIE Board. Alex Buchhold and Sarah Nazar were the first two respondents to the call out to students. They will be appointed to the ERDIE Board. Aaron Thompson will be Chair and Rhoni Mohanraj will be Vice-Chair.

f. Office & Services Manager Hiring Procedure

Brown said that they looked into it and the hiring committee is the Executive and Ore.

Ore said that if the hiring of a position happens over a transition period, they usually like to invite the new executive to sit in on interviews. Said that the executive's that are wanting to be part of the hiring process need to attend every interview because if they only attend a few then it doesn't allow for consistency.

Vanderheiden said that bylaw 1400 states the executive committee is comprised of the President, the Vice-President External, the Vice-President Internal, and the General Manager who is non-voting. By-Law 2400 states "each permanent staff member shall have a signed contract. The executive committee shall approve all such hiring and contracts and shall be ratified by the full council and the General Manager shall sign full-time employment contracts." To make executive aware that the policies contradict the bylaws as the policies state that hiring is done by council or a committee thereof.

Ore said that there is definitely that inconsistency between the policies and bylaws for sure. How it happens is once the person has been hired, the executive brings it to council to have the official contract and hiring approved. That way council gets feedback from the executive committee about the interviewing process. Said that they plan to put a job advertisement out by the end of next week and have it posted for three weeks. They will be doing interviews the week of March 7th and then it will hopefully allow for about one month of training with McFadden.

Vanderheiden asked where we post the job.

Ore said Facebook, Ebrandon, WowJobs, Brandon Sun, Indeed Jobs, and other websites.

10. BUSINESS ARISING FROM REPORTS

11. ANNOUNCEMENTS

Ukasoanya said that before she leaves she is wanting to start up Brandon University Student Talks. Said that it's going to be modeled after TedTalks. Bringing in speakers for the students. She will have more information about it at the next meeting.

12. ADJOURNMENT

Motion (15-BUSU-199) Wallace/Wu CARRIED

Be it resolved that the meeting be adjourned at 7:26pm.

Minutes approved at meeting date: _____

Motioned by: _____

Seconded by: _____



Kyle Coffey, Andrew Madill

Overview

- Who We Are
- Why a Campus Club (Here)?
- History and Future Plans
- Q&A

Who We Are

- Our mission:

*Promoting the **protection of human life** from conception until natural death by educating and engaging students at Brandon University.*

Who We Are

B.U. Students for Life recognizes the full dignity and **rights of all human persons** from their **conception until natural death**, who are therefore deserving of respect and equal protection. Our **specific mission** is responding to the pressing **violations** of this principle in **abortion, euthanasia, and assisted suicide** by active and open engagement, raising awareness, peaceful protest, or charitable volunteerism. **Cooperating with other social campaigns on campus**, such as those addressing domestic violence, genocide, mental or physical health, militarism, homelessness and poverty, racism and other unjust discrimination, suicide prevention, etc., is **part of our comprehensive mandate**. We welcome **all students** to join with us freely, **according to their own conscience**.

Why Campus?

- 80-100,000/year in Canada
- Most vulnerable: college-aged mothers (incl. **post-abortive** mothers and fathers)
- *Informed consent* for making the right choice (**ethical issue**)
- E.g. prenatal development (science-based)

Popular Opinion

- Canadian Survey:

 - 28% human life protected from Conception

 - 17% human life protected from 2 months

 - 17% human life protected from 3 months

 - 10% human life protected from 6 months

 - 20% human life protected from Birth

 - 9% did not offer an opinion

 - **68% think human life should be protected from 3 months on**

 - (Environics, 2011)

- Current legal status

Why Us Students?

- We are future leaders and voters!
- Legal status = ethical and political issue
- Assisted suicide and euthanasia
- **Democracy** and the university: leading the discussion

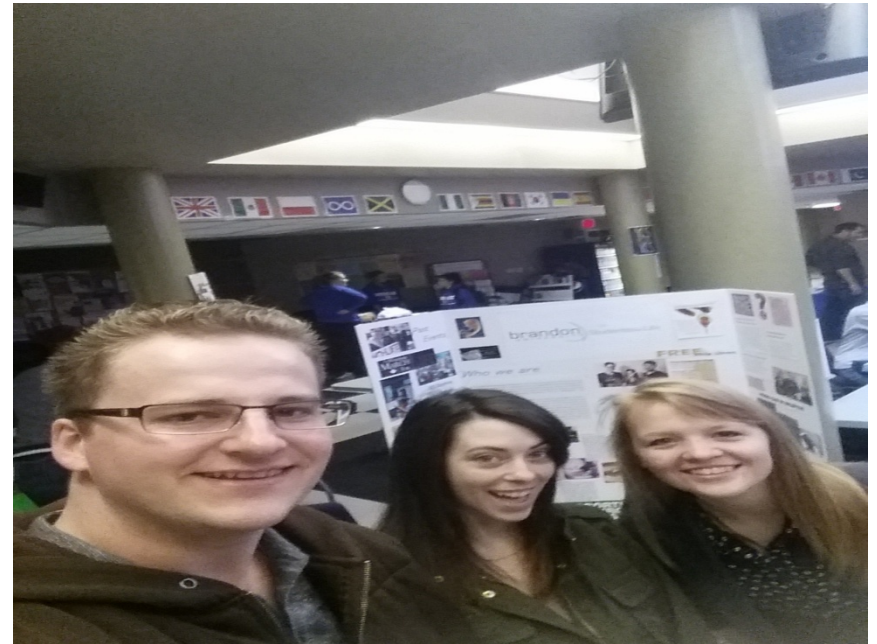
Why Brandon University?

- Schools of Nursing and Education
- Abortions occur here
- Local resources available (C.P.C.)
- Westman's Healthcare Centre (R.H.A)
- Provincial issue(s), big city

-- B.U.S.L. So Far --

- Official status: Sept. 3, 2013
- Past Events
- Future Plans

Club Days 2013-2016



Day of Silent Solidarity



Posters & Chalking

"In the eyes of the law... the slave is not a person."

Virginia Supreme Court decision, 1858

"An Indian is not a person within the meaning of the Constitution."

*George Canfield
American Law Review, 1881*

"The statutory word 'person' did not in these circumstances include women."

British Voting Rights case, 1909

"The Reichsgericht itself refused to recognize Jews... as 'persons' in the legal sense."

German Supreme Court decision, 1936

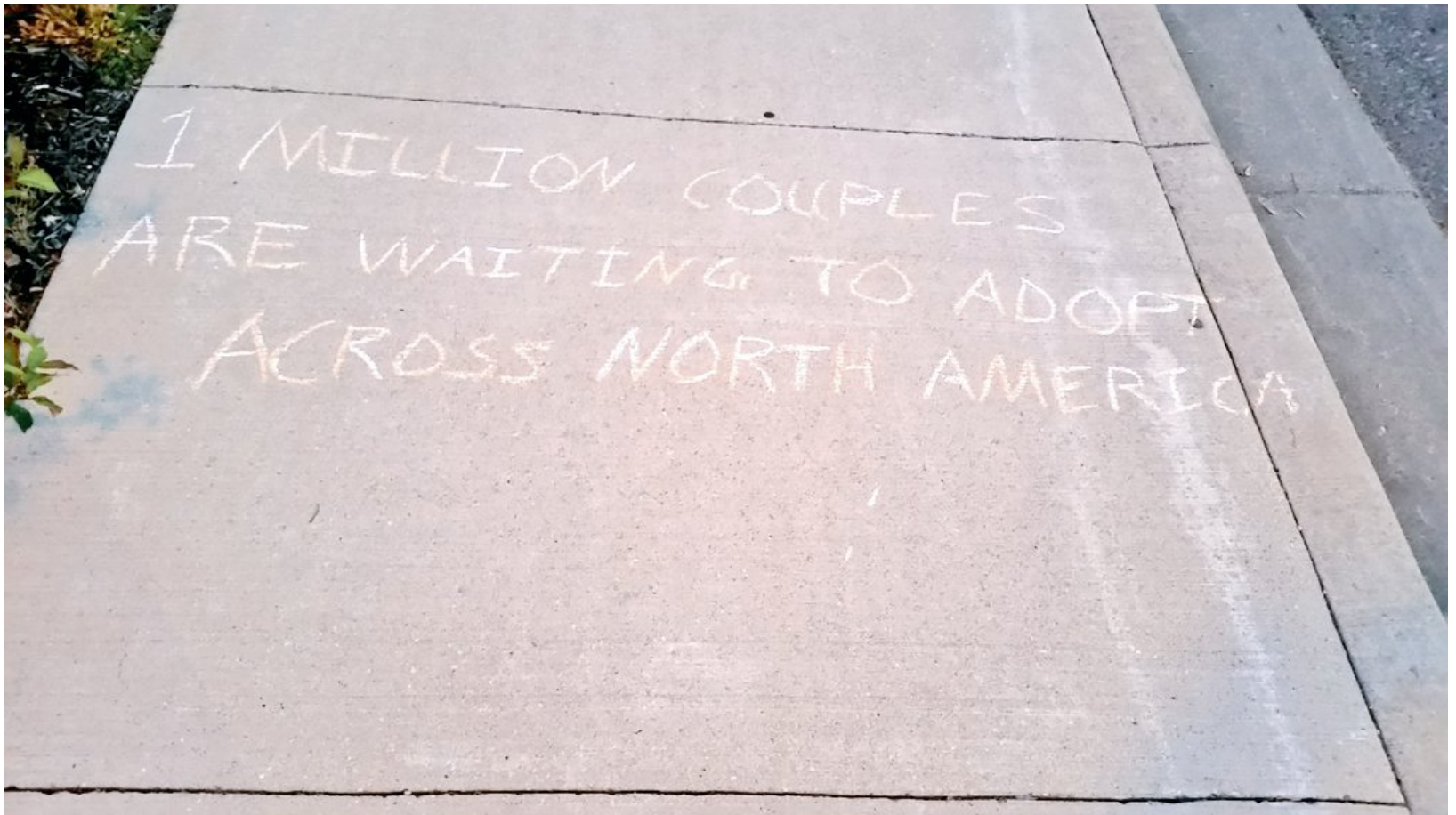
“ The law of Canada does not recognize the unborn child as a legal person possessing rights.”

*Canadian Supreme Court
Winnipeg Child and Family Services Case, 1997*

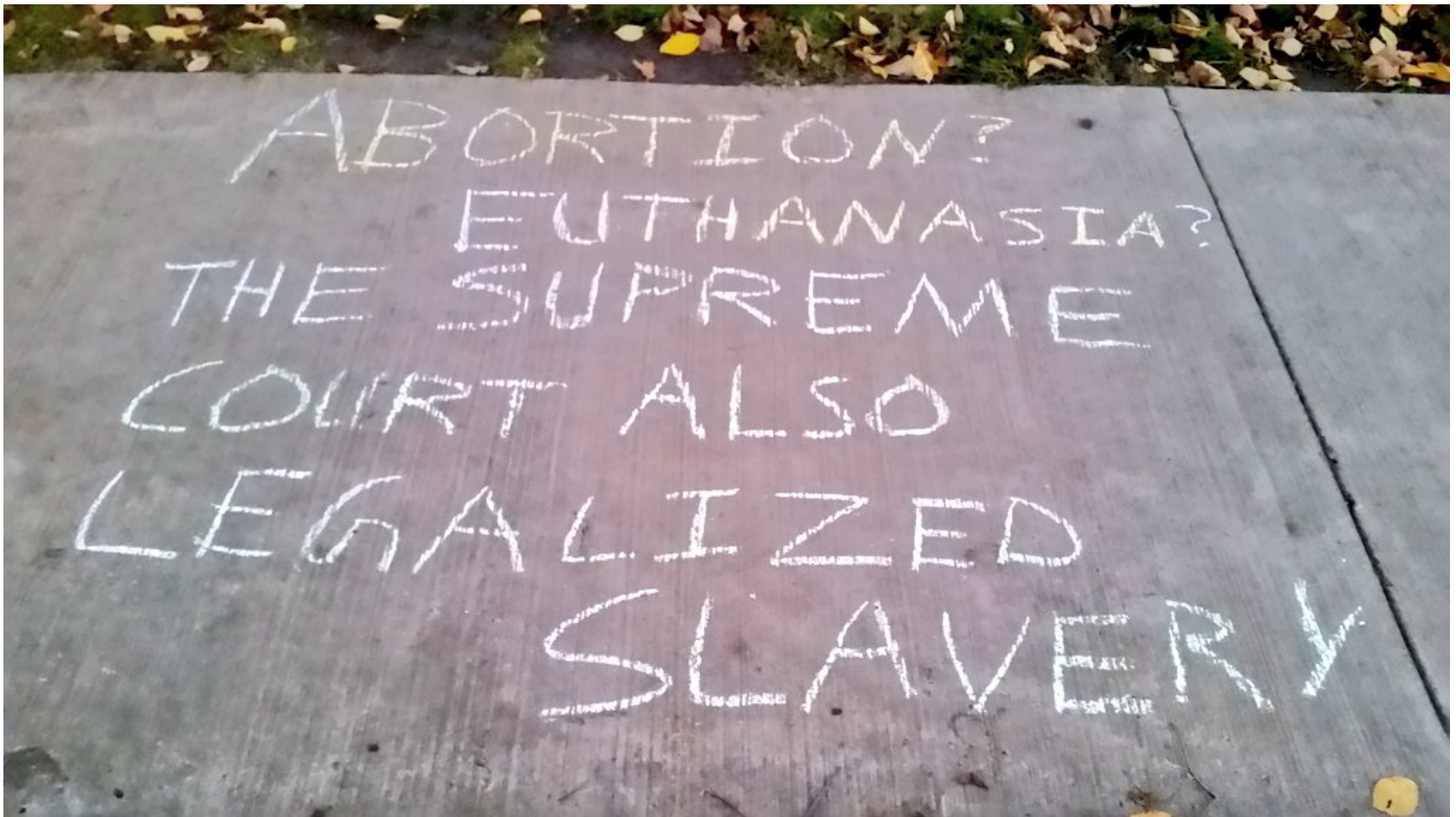
Sometimes the most important lessons take the longest to learn.



Chalking, 2015



Chalking, 2015



M.P. Stephen Woodworth (2014)



Past Events

- *It's A Girl* and *Defend Girls* campaign (gender-cide)
- Christmas Caroling for seniors
- Materials drive
- Surveys

Future Plans

- *It's A Girl*: March 16, 2016
- Creative littering
- Annual General Meeting

Back to Basics

- *B.U. Students for Life* recognizes the full dignity and rights of all human persons from their **conception until natural death**, who are therefore deserving of respect and equal protection. Our specific mission is responding to the pressing **violations** of this principle in abortion, euthanasia, and assisted suicide by active and open engagement, raising awareness, peaceful protest, or charitable volunteerism. **Cooperating with other social campaigns on campus**, such as those addressing domestic violence, genocide, mental or physical health, militarism, homelessness and poverty, racism and other unjust discrimination, suicide prevention, etc., is **part of our comprehensive mandate**. We welcome all students to join with us freely, **according to their own conscience**.

E-mail Correspondence Between Andrew Madill and Rhoni Mohanraj

Club Status Feb 18, 2016, 7:39 PM

From: <andrewmadill@gmail.com> Andrew Madill

To: <vpe@busu.ca> Rhoni Mohanraj

Hey Rhoni,

First of all, thanks for the time we had to present our club to the BUSU Council. We're wondering now, what was the decision made regarding our application?

Thanks,

Andrew Madill
Communications Director, BUSL

Re: Club Status Feb 23, 2016 1:16 AM

From: <vpe@busu.ca> Rhoni Mohanraj

To: <andrewmadill@gmail.com> Andrew Madill

Hi Andrew!

Thank you so much for spending your time and presenting about BUSL to the BUSU council.

Unfortunately the council has decided that the BUSL and it's mission coincides too much with the mission of the women's collective.

Hence, as per our bylaws we can't have two different entities working towards the same mission and similar goals.

I'd say try to apply for the status again when the new council gets sworn in. They might have a different perspective.

If you have any questions, please feel free to get in touch with me.

Cheers,

Rhoni.

VP External
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Twitter - @busu37 | Instagram - @busupics |
www.busu.ca

