

MOUNT ALLISON STUDENTS' UNION GENERAL BY-LAWS

A by-law relating generally to the operations of the Mount Allison Students' Union (hereinafter referred to as "MASU" or "Union").

SHORT TITLE

1. This document may be cited as "General By-laws."

OBJECTIVES

2. The objects of the Union are:
 - a. To represent and be the primary advocate for students at Mount Allison University ("University").
 - b. To advance the education of students at Mount Allison University.
 - c. To promote substantive student participation in all aspects of University governance.
 - d. To promote public, universally accessible, high-quality postsecondary education.
 - e. To maintain the administrative capacity necessary to enable students to participate in the educational, cultural, and social activities to which they have access by reason of being students.

MEMBERSHIP

3. **Membership Eligibility.** Any student who is enrolled at Mount Allison University and is subject to the membership fee shall be a Member of the Union. Membership is non-transferable and will expire:
 - a. If the Member ceases to be a student at Mount Allison University; or,
 - b. Upon the death of a Member.
4. **Membership Duration.** Membership shall commence on the first day of the semester in which the student is registered at the University and, as a consequence, is subject to the membership fee.
5. **Membership Privileges.** All Members shall be entitled to the following privileges, subject to the conditions set out in Union regulations:
 - a. A vote in any election or referendum held by the Union.
 - b. To hold office or to stand for election.
 - c. To nominate a candidate in elections.
 - d. To attend all meetings of the Students' Administrative Council ("SAC"), except those held in closed session.
 - e. To recommend resolutions at meetings of the SAC.
 - f. To move or second resolutions at general meetings, and to vote thereon.
 - g. To propose amendments to the bylaws and policies of the Union, as subject to the provisions outlined in Union regulations.

- h. To establish and/or become a member of any organization under the sponsorship of the Union.
 - i. To participate in events organized or sanctioned by the Union.
- 6. **Suspension of Privileges.** The expiration and/or loss of membership entails the suspension of all privileges outlined herein, until such a time that membership is restored.
- 7. **Membership Fees.** Membership fees shall be collected from those students, undergraduate and graduate, full-time and part-time, attending Mount Allison University. These fees shall be levied in the following manner:
 - a. Students enrolled in nine (9) credits or more in a single academic semester shall pay full-time membership dues.
 - b. Students enrolled in less than (9) credits in a single academic semester shall pay part-time membership dues.
- 8. **Change in Membership Fees.** Membership fees shall be maintained at a constant value, except in the following cases:
 - a. An annual increase to account for inflation, that may not exceed four per cent (4%) of then current dues, not including special levies introduced by referenda.
 - b. Through referenda for any increase not consistent with the above subclause, including special levies.
- 9. **Suspension in Membership.** The SAC may, by a resolution requiring a two-thirds (2/3) majority, suspend for a specific period or permanently expel any Member whose behavior or activities are judged as being harmful to the Union. Such a decision by the SAC is final and without appeal, and in this instance, the Union fee will be non-refundable.

GENERAL MEETINGS

- 10. **General Meetings.** A general meeting is a forum by which the Union may, from time to time, utilize to engage its Members by way of updates on the affairs of the Union or, depending on if quorum is met, the transaction of Union business. Such a meeting shall be subject to the following regulations:
 - a. A general meeting may be called by the SAC by way of a majority resolution OR upon the submission of a petition bearing the signatures of at least ten percent (10%) of Union Members to the SAC.
 - b. Notice of a general meeting shall be made available to Union Members, by relevant means, at least fourteen (14) days prior to its calling to order.
 - c. A general meeting shall be governed by the current edition of Robert's Rules of Order and presided upon by the Chairperson of the SAC. This means that all resolutions at such a meeting shall be subject to the voting regulations outlined in these rules, unless otherwise in contradiction with these by-laws.
 - d. Quorum at such a meeting is to be twenty-five percent (25%) of Union Members in addition to the six (6) Union Executive and the Chairperson.

- e. A general meeting must occur on the premises of Mount Allison University, located in Sackville, New Brunswick, or by way of a secure video-conferencing service.
11. **Annual General Meeting.** The Union shall hold a general meeting at least once per calendar year, this being the annual general meeting (“AGM”). Such a meeting shall be subject to all regulations relating to a general meeting in addition to the following:
- a. An AGM shall not occur during the months of May, June, July, and August in any given year.
 - b. At the AGM, regardless of if quorum is met, there shall be presented a report from each member of the Executive with respect to the affairs of their portfolio for the previous year, the budget for the fiscal year in which it is held, and the most recent auditor’s report.

STUDENTS’ ADMINISTRATIVE COUNCIL - OFFICERS

12. **Officers.** The Officers of the SAC shall oversee the affairs of the MASU. These Officers are as follows – with their mandates detailed in Appendix A:
- a. The President & CEO;
 - b. The Vice President, Academic and University Affairs;
 - c. The Vice President, External Affairs;
 - d. The Vice President, Student Life;
 - e. The Vice President, Finance and Governance (ex-officio);
 - f. The Vice President, Communications and Marketing (ex-officio);
 - g. Two (2) Arts Senators;
 - h. Two (2) Science Senators;
 - i. Two (2) Social Science Senators;
 - j. The Indigenous Student Senator;
 - k. The Disability Representative;
 - l. The Ethic Diversity Representative;
 - m. The First Year Representative;
 - n. The Gender and Sexual Diversity Representative;
 - o. Two (2) Student-at-Large Representatives;
 - p. The Graduate Student Representative;
 - q. The Indigenous Student Representative; and,
 - r. The International Student Representative.
13. **Officer Referencing.** Those Officers described in paragraph (a) through (f) above shall be collectively referred to as the “Executive,” while those described in paragraph (g) through (s) shall be referred to as “Councillors.” Collectively, they shall be referred to as “Officers” and compose the SAC.
14. **Mandate Suspension.** In rare cases, aspects of an Officers mandate may be suspended. Mandate suspensions are subject to the review of the SAC and may bring with them a reduction in honoraria as deemed appropriate. A mandate suspension must be approved by way of a two thirds (2/3) majority vote.

15. **Honoraria.** All Officers shall be entitled to an honoraria, as outlined in the budget of the union year-by-year. Honoraria allocated to an Officer in one year must not be less than that allocated the year prior, notwithstanding exceptional circumstances. In addition, Executive honoraria shall increase by two-point five percent (2.5%) per annum.
16. **Election of Officers.** Officers shall be elected in accordance with paragraphs 35 through 47.
17. **Eligibility of Officers.** Any persons not satisfying the following requirements are disqualified from being Officers of the SAC:
 - a. Any person who is not a Member of the Union.
 - b. Any person not in good academic standing, as outlined in the University Academic Calendar.
 - c. Any individual who is not in good standing with the MASU, meaning that they are suspended.
18. **Term of the SAC and Officers.** The term of the SAC and its Officers shall commence on May 1st and end on April 30th of the following year. This is notwithstanding those Officers elected after May 1st, whose term will commence once the election is declared complete and shall terminate alongside the term of the SAC.
19. **Removal from Office.** The SAC may decide to remove Officers from their role for a variety of reasons. These include:
 - a. Not fulfilling their mandate.
 - b. Missing three (3) consecutive SAC meetings without reason or notice.
 - c. Severe misconduct.
 - d. Violating provisions of these bylaws.
20. **Initiation of Office Removal.** Removal from office may be initiated through two means, all of which involve presenting a petition to the SAC Chairperson:
 - a. By any Member of the Union bearing a petition with the signatures of 10% of Union Members; or,
 - b. By any Officer of the SAC bearing a petition with the signatures of one-third of voting SAC Officers.
21. **SAC Removal Process.** Once a petition is brought to the Chairperson, they shall call a special meeting of the SAC. At such meeting, the Chairperson shall table the impeachment petition for discussion. During this discussion, all Officers of the SAC – including the one in question – shall be permitted to speak. When the discussion has ended, the SAC shall proceed with a secret ballot vote in-camera to determine the outcome. If a two-thirds (2/3) majority vote is reached, then the Officer shall be declared removed from office. Such a removal will be absolute and not subject to appeal.
22. **Automatic Removal.** In the event that a petition bearing the signatures of 50% of Union Members is brought to the Chairperson, the Officer shall be declared automatically removed and the SAC immediately informed. Such a removal will be absolute and not subject to appeal.

23. **Vacation of Office.** A position on the SAC shall be automatically vacated when:
- a. An Officer resigns from their position by delivering a written resignation to the Chairperson of the SAC.
 - b. An Officer fails to meet the eligibility requirements set forth in paragraph 17.
 - c. When the SAC removes an Officer from their position in a manner pursuant with paragraphs 19 through 21.
 - d. When an Officer is automatically removed, as pursuant to paragraph 22.
 - e. Upon death.
24. **Replacement of a Vacant Councillor Office.** In the event that a Councillor office is vacant, the SAC shall determine the correct course of action. If the office is elected, the SAC may choose to run a by-election or leave it unfilled until the next mandated election. If the office is hired/appointed, the SAC may choose to re-appoint or re-hire the office or leave it unfilled until the next mandated hiring/appointment time. In any case, honoraria for said office shall be distributed proportionally to the individuals who have occupied it.
25. **Replacement of the President & CEO.** If the office of President & CEO is vacant, the remaining Executive shall nominate one from amongst their ranks to hold the office in tandem with their Vice President office. This nomination will then be immediately brought to the SAC for approval, whether that be at a special meeting or by way of an electronic vote. If this occurs before January in any given year, a by-election shall be held. In the event that it occurs in January or after, the temporary assumption of duties shall remain permanent until the term end. In any case, honoraria for said office shall be distributed proportionally to the individuals who have occupied it, including in addition to the normal Vice President honoraria.
26. **Replacement of a Vice President.** If the office of a Vice President is vacant, the President & CEO shall assume the duties of the said portfolio. If this occurs before January in any given year, a by-election or hiring process shall be held. In the event that it occurs in January or after, the temporary assumption of duties shall remain permanent until the term end. In any case, honoraria for said office shall be distributed proportionally to the individuals who have occupied it, including in addition to the normal President & CEO honoraria.

STUDENTS' ADMINISTRATIVE COUNCIL – MEETINGS

27. **Regular Meetings.** A regular meeting of the SAC shall be called by the Chairperson within thirty (30) days of a new term. Thereafter, regular meetings shall be held, at a minimum, on a monthly basis. Notice of regular meetings will be given to all Officers of the SAC and Union Members, at a minimum, within forty-eight (48) hours of its calling to order. This includes the emailing of the SAC package to Officers and Union Members (students@mta.ca). This paragraph is notwithstanding those to do with special and in camera meetings detailed below.
28. **Special Meetings.** Special meetings of the SAC may be called as needed via two means. First, the Chairperson, on receipt of a petition from the Executive Board, must call a meeting. Second, the Chairperson, on receipt of a petition from ten per cent (10%) of SAC Officers or Union Members, must call a meeting. Notice of special meeting must be given to all Officers of the SAC and Union Members, at a minimum, twenty-four (24) hours before its calling to

order, notwithstanding exceptional circumstances. Like regular meetings, this includes the emailing of the SAC agenda and supporting materials to Officers and Union Members (students@mta.ca).

29. **In-Camera/Closed Door Meetings.** The Union recognizes that in-camera meetings - which prohibit the attendance by any person who is not an Officer of the SAC or permitted to attend by way of a majority vote of the SAC - are an effective mechanism to resolve and work through potentially contentious issues so that the best interests of the organization are served. In-camera meetings are to be called following the procedure outlined for special meetings. In addition, a regular or special meeting may move in-camera by way of a regular vote. In either case, the minutes and all records generated from an in-camera meeting or in-camera section shall be kept separate and apart from other records and minutes so as to maintain confidentiality. Still, motions made in-camera should be recorded in the general minutes. The following is a comprehensive, though not extensive, list of issues that should be considered in-camera:
- a. Identifying and resolving internal factions of the SAC.
 - b. Reviewing compensation and status of employees.
 - c. Legal advice and litigation.
 - d. When deliberations are likely to include information that could prejudice the interest of the organization or a person the organization has an obligation to protect.
30. **Electronic Meetings.** All meetings, regular, special, or in-camera, may occur electronically via a secure video-conferencing platform. Matters may also be resolved through email motion following all regular voting structures, provided that they are urgent. In the case that a matter is resolved through email, any carried motion must be recorded in the minutes of the next meeting.
31. **Cancellation of Meetings.** If a regular meeting is cancelled, it must be rescheduled within two (2) weeks' time of its original scheduling. If a special meeting is cancelled, it need not be rescheduled, unless deemed necessary by the SAC and/or Chairperson.
32. **Meeting Structure.** All meetings of the SAC, regular or special, shall be presided upon by the Chairperson with the Deputy Chairperson acting as the recording secretary. Meetings of the SAC shall be run in accordance with the current edition of Roberts Rules of Order. In the absence or incapacity of the Chairperson, the Deputy Chairperson shall assume their role, with an Officer of the SAC acting as recording secretary. All Members of the Union and other designated guests are also entitled to attend meetings of the SAC, notwithstanding meetings or portions of meetings that are in-camera - unless the SAC permits them, by way of a vote, to attend such meetings or portions of meetings. Union Members and designated guests may also speak at meetings of the SAC, if recognized by the Chairperson.
33. **Quorum.** The required quorum for the transaction of business at an SAC meeting shall be fifty per cent plus one (50% +1) of all then elected Officers, with the inclusion of at least two Executive in said count. If quorum is not present at a meeting of the SAC, the meeting may, after the lapse of fifteen (15) minutes from the time appointed for the holding of the meeting, be adjourned. Such a lapsed meeting shall be considered sufficient for fulfilling the monthly meeting requirement.

34. **Regular Voting.** Unless otherwise indicated in these by-laws, questions arising at any meeting of the SAC shall be decided by a majority vote of all Officers present. In cases of a tie, the Chairperson shall cast the deciding vote.

ELECTIONS

35. **Standing Cycles.** The MASU shall have three (3) standing election cycles each year, as run by the Chief Returning Officer (“CRO”) and Deputy Returning Officer (“DRO”), to fill selected Officer positions, as well as other positions it may deem relevant. These shall occur in the fall, winter, and spring of each calendar year.

36. **Fall Election.** The fall election (i.e., voting) shall commence seven (7) days after the close of nominations and be held before the first week of October in any given year, or at such other time as determined from time to time by the CRO. The following positions shall stand for election at this time:

- a. The Disability Representative;
- b. The Ethic Diversity Representative;
- c. The First Year Representative;
- d. The Gender and Sexual Diversity Representative;
- e. Two (2) Student-at-Large Representatives; and,
- f. The International Student Representative.

Following the fall election, the officer positions of Graduate Student Representative and Indigenous Student Representative shall be appointed to the SAC by way of the process outlined in their respective mandates. Thereafter, all officers, elected or appointed, shall commence their term immediately.

37. **Winter Election.** The winter election (i.e., voting) shall commence nine (9) days after the close of nominations and be held before the first week of February in any given year, or at such other time as determined from time to time by the CRO. The following positions shall stand for election at this time:

- a. The President & CEO;
- b. The Vice President, Academic and University Affairs;
- c. The Vice President, External Affairs; and,
- d. The Vice President, Student Life.

Following the winter election, the officer positions of Vice President, Finance and Governance, as well as Vice President, Communications and Marketing, shall be appointed by way of a hiring process, as outlined by Union regulations. Thereafter, all officers, elected or appointed, shall commence their term on May 1st, alongside the start of a new SAC.

38. **Spring Election.** The spring election (i.e., voting) shall commence seven (7) days after the close of nominations and be held before the first week of April in any given year, or at such other time as determined from time to time by the CRO. The following positions shall stand for election at this time:

- a. Two (2) Arts Senators;
- b. Two (2) Science Senators;
- c. Two (2) Social Science Senators; and,
- d. The Valedictorian.

Following the spring election, the officer position of Indigenous Student Senator shall be appointed by way of the process outlined in its mandate. Thereafter, all officers, elected or appointed, shall commence their term on May 1st, alongside the start of a new SAC.

39. **By-Elections.** From time to time, the SAC may decide to initiate a by-election for purposes of filling a vacated office. Such a by-election may be run alongside the three aforementioned cycles, or as a stand-alone election. In the event of the latter, the CRO shall have discretion as to the timing of the election, so long as it occurs between seven (7) and nine (9) days following the close of nominations.
40. **Nominations.** Nominations in the form prescribed by the CRO from time to time shall be accepted for a period of at least five (5) days (the “Nomination Period”).
41. **Insufficient Nominations.** If there is an insufficient number of nominations to fill the available positions, the CRO may extend the period for receiving nominations, either for all or some positions, by a period not to exceed five (5) days. In the event that the CRO does not do so, or there remains insufficient nominations after the extended period has lapsed, the respective office(s) shall remain vacant with the future course of action being decided according to paragraphs 24 through 26.
42. **Sole Nominee.** If there are no more candidates nominated than are necessary to fill any one position, the individual running for said position shall still campaign and be subject to a “yes,” “no,” “abstain” vote by the student body.
43. **Campaigning.** Campaigning for all standing or by-election cycles shall occur from the time the original nomination period closes to the time that voting closes, regardless of whether a nomination period is extended.
44. **Voting.** The voting period for all standing or by-election cycles shall span over two (2) days and occur using an optional preferential ballot voting system. For those positions where individuals occupying them are required to self-identify as part of a certain group as per their mandates (see Appendix A), those voting for them will also be required to self-identify as part of the group which the position represents.
45. **Election Results.** Following the end of the voting period, the CRO shall notify candidates of the results. Furthermore, they shall provide the President & CEO with the victors and their respective positions so that this information may be distributed to Union Members, by way of the Union’s media outlets, no more than twenty-four (24) hours after the close of voting.
46. **Election Regulations.** Candidates shall be subject to all election regulations, whether outlined in these bylaws or in Union policies. Failure to meet and/or abide by such regulations may result in a candidate’s ineligibility and/or disqualification, at the discretion of the CRO.

47. **Appeals.** In the event that ineligibility or disqualification of a candidate occurs, they may appeal to a board comprised of the Vice President, Finance and Governance, CRO, and DRO, who will evaluate their case. If they remain unsatisfied, they may appeal this decision to the SAC, whose ruling on their case will be absolute and not subject to appeal.

REFERENDA

48. **Referenda Purpose.** The Union may, from time to time, initiate referenda for a variety of purposes. These include, but are not limited to:

- a. Mandating the Union to hold a specific lobbying position.
- b. Increasing Union fees by an amount greater than 4% each year, not including special levies.
- c. Seeking approval for special levies that contribute a specified amount to a project, group, or other initiative. Such special levies shall expire three (3) years after their initial passing unless they are otherwise re-approved by way of another referendum. This is notwithstanding if they are Union projects or initiatives, in which case their initial approval is considered binding so long as the Union wishes.

49. **Referenda Initiation.** Union referenda shall be called and executed by the CRO, and may be initiated via two means:

- a. By the presentation of a petition to the CRO, containing the text of the proposed resolution, and consisting of the signatures of at least ten percent (10%) of Union Members; or,
- b. By the passing of the text of a proposed resolution by the SAC, by way of a two-thirds (2/3) majority vote.

50. **Referenda Timeline.** Referenda shall take place no less than seven (7) days following notice to all Union Members, which includes the making available, by the CRO, of the text of a proposed resolution. Furthermore, referenda may occur alongside standing or by-election cycles, or independent of them.

51. **Campaigning.** For any referenda, a “yes” and “no” party may register with the CRO. If registered, their campaigning period shall span from the time the CRO notifies Union Members of a referenda to the date that voting closes.

52. **Quorum.** Referenda shall require a quorum of twenty-five percent (25%) of Union Members.

53. **Voting.** The voting period for all referenda shall span over two (2) days and require the use of a “yes,” “no,” “abstain” ballot. A referenda will be deemed binding if it receives a two-thirds (2/3) majority of Union Members.

54. **Referenda Results.** Following the end of the voting period, the CRO shall notify the registered parties of the results. Furthermore, they shall provide the President & CEO with the results so that this information may be distributed to Union Members, by way of the Union’s media outlets, no more than twenty-four (24) hours after the close of voting.

55. **Referenda Regulations.** Registered parties shall be subject to all referenda regulations, whether outlined in these bylaws or in Union policies. Failure to meet and/or abide by such regulations may result in a party's ineligibility and/or disqualification, at the discretion of the CRO.

56. **Appeals.** In the event that ineligibility or disqualification of a party occurs, they may appeal according to the same process outlined in paragraph 47 for elections.

EXECUTIVE BOARD - COMPOSITION

57. **Executive Board Composition.** The Executive Board ("EB") shall be comprised of the following members:

- a. The President & CEO (Chair);
- b. The Vice President, University and Academic Affairs;
- c. The Vice President, External Affairs;
- d. The Vice President, Student Life;
- e. The Vice President, Finance and Governance;
- f. The Vice President, Communications and Marketing (Secretary); and,
- g. The General Manager.

EXECUTIVE BOARD - MEETINGS

58. **Regular Meetings.** A regular meeting of the EB shall be called within seven (7) days of a new term. Thereafter, meeting shall be held on a weekly basis, unless otherwise cancelled by the Chair. Notice of such meetings will be given to all Officers of the EB, at a minimum, twenty-four (24) hours before its calling of order. This includes the sharing of the meeting agenda to EB members.

59. **Special Meetings.** Special meetings of the EB may be called by the Chair of the EB with any times notice. However, Officers of the EB must be given the agenda before the calling to order of such a meeting.

60. **In-Camera/Closed Door Meetings.** In-camera meetings of the EB shall follow the same procedure as is outlined above for the SAC in paragraph 29.

61. **Electronic Meetings.** Electronic meetings of the EB shall follow the same procedure as is outlined above for the SAC in paragraph 30.

62. **Cancellation of Meetings.** If a regular meeting is cancelled, it need not be rescheduled, so long as the EB meets the following week. The EB may not go more than two (2) weeks without a meeting, with the exception of mandated breaks.

63. **Meeting Structure.** All meetings of the EB, regular or special, shall be presided upon by the President & CEO with the Vice President, Communications and Marketing acting as the recording secretary. Meetings of the EB, like the SAC, shall be run in accordance with the

current edition of Roberts Rules of Order. In the absence or incapacity of the Chair, the Vice President, Finance and Governance shall assume their role. In the absence or incapacity of the Secretary, the members of the Board shall appoint a temporary Secretary.

64. **Quorum.** The required quorum for the transaction of business at an EB meeting shall be a majority of its members. If quorum is not present at a meeting of the EB, the meeting may, after the lapse of fifteen (15) minutes from the time appointed for the holding of the meeting, be adjourned. Such a lapsed meeting shall be considered sufficient for fulfilling the weekly meeting requirement.

65. **Regular Voting.** Unless otherwise indicated in these by-laws, questions arising at any meeting of the Board shall be decided by a majority vote of all members present. In cases of a tie, the Chair shall cast the deciding vote.

EXECUTIVE BOARD - DUTIES

66. **Individual Executive Board Officer Duties.** The individual duties of EB Officers are outlined in their mandates, as seen in Appendix A. However, this is notwithstanding the duties of the General Manager, which are outlined in their contract.

67. **Internal Operations.** The foremost duty of the EB shall be to oversee internal operations (i.e., day-to-day affairs) of the Union. These include, but are not limited to:

- a. Undertaking initiatives, as directed by the SAC.
- b. Reviewing financial expenditures outside the scope of the approved budget.
- c. Developing and executing initiatives.
- d. Liaising with external organizations.
- e. Overseeing, at an arm's length, the devolution of office management to the full-time staff.

68. **Advising and Updating the SAC.** The EB will advise the SAC on matters of relevancy. In addition, it shall update the SAC on its prominent affairs.

69. **Portfolio Familiarity.** All members of the EB will be responsible for staying up to date on the affairs conducted under each members portfolio.

70. **Bylaw and Policy Familiarity.** All members of the EB will be responsible for having read, and understood, these by-laws. They will also be responsible for having read, and understood, all policies relevant to their portfolio.

71. **Full-Time Staff Hiring.** In the event that a full-time staff position is vacated, the EB will be responsible for filling the position. To do so, the EB shall let the remaining full-time staff accept applications, create a shortlist, and schedule the interview process. Following this, the remaining full-time staff and President & CEO shall comprise the hiring panel and interview shortlisted candidates. When complete, they shall present their recommendations in the form of a list to the EB for approval. Once approved, the President & CEO, acting for the EB, shall offer the position to the first-choice applicant and provide them with a contract drafted in consultation with the Union's legal counsel. If this applicant declines, they will continue down

the recommendation list until one accepts. If no candidate accepts, they will re-open hiring under the aforementioned procedure.

72. **Contract Negotiation.** The EB, in consultation with the Union's legal counsel, will be responsible for all negotiations of full-time staff contracts.

COMMITTEES

73. **Standing Committees.** The SAC shall host the following Standing Committees, whose mandates are seen in Appendix B:

- a. The Academic and University Affairs Committee;
- b. The Appointment Committee;
- c. The EDI Committee;
- d. The Entertainment Committee;
- e. The External Affairs Committee;
- f. The Finance and Administration Committee;
- g. The Governance Committee;
- h. The Student Life Committee; and,
- i. The Sustainability Committee.

74. **Ad-Hoc Committees.** The SAC may establish ad-hoc Committees in any area of operation it deems necessary by way of a two-thirds (2/3) majority vote. Such committees shall be established for a set period of time and cease to exist upon the presentation of a final report to the SAC or the conclusion of the fiscal year in which they are formed.

75. **Committee Purpose.** All Committees, standing or ad-hoc, are subsidiaries of the SAC. To that end, work may originate in a Committee or be referred to it by the SAC. Regardless, the Chair of a Committee must present, at a minimum, a yearly report on its affairs to the SAC.

76. **Committee Appointment.** Within the first week of classes each year, the MASU will advertise, through relevant forms of media, an application form so that Union Members may apply for positions on standing and ad-hoc Committees. This form must be created on a secure platform (e.g., Microsoft Forms) and seek the following information from applicants:

- a. Full name;
- b. Mount Allison e-mail address;
- c. Year of study;
- d. Program;
- e. Previous involvement with the MASU;
- f. What Committees they are applying for; and,
- g. Why they are interested in participating in the Committees for which they have applied.

This application form will remain open until one (1) day after the fall electoral results have been released. At this point, the Chairperson shall contact relevant Councillors to determine what Committees they would like to sit on as part of their mandate. Following this, the Appointment Committee will convene to decide which Union Members to appoint to Committees, and on what Committees the relevant Councillors will sit.

77. **Committee Resignation.** In certain circumstances, a vacancy on a Committee may be created by a Union Member resigning their post; or a Councillor vacating their office. If the first case, the Chair of the respective Committee, at their discretion, will make all efforts to fill this vacancy; though, if impossible, will leave the post open. If the second case, the vacancy will remain intact until the respective Councillor position is assumed by another Union Member through a by-election, if at all.
78. **Committee Meetings.** Once formed, Committees shall meet, at a minimum, every thirty (30) days, unless otherwise specified in their mandates and notwithstanding exceptional circumstances. The date and time of these meetings shall be left at the discretion of the Chair of the respective Committee. Notice of a meeting must be given to all Committee members, at a minimum, twenty-four (24) hours before its calling to order. This includes the sharing of the meeting agenda to Committee members.
79. **In-Camera/Closed Door Meetings.** In-camera meetings of a Committee shall follow the same procedure as is outlined above for the SAC in paragraph 29.
80. **Electronic Meetings.** Electronic meetings of a Committee shall follow the same procedure as is outlined above for the SAC in paragraph 30.
81. **Cancellation of Meetings.** If a meeting is cancelled, it must be rescheduled for a time soonest convenient for Committee members.
82. **Meeting Structure.** Meetings of a Committee shall be presided upon by the Chair of a respective Committee with a member acting as the recording secretary. Meetings of a Committee, like the SAC and EB, shall be run in accordance with the current edition of Roberts Rules of Order. In the absence or incapacity of the Chair, a meeting will be cancelled.
83. **Quorum.** The required quorum for the transaction of business at a Committee meeting shall be one-third of a Committee's members. If quorum is not present at a meeting of a Committee, the meeting may, after the lapse of fifteen (15) minutes from the time appointed for the holding of the meeting, be adjourned. This shall not be considered sufficient for fulfilling a Committee's requirement to meet, at a minimum, every thirty (30) days, unless otherwise specified in their mandates and notwithstanding exceptional circumstances
84. **Regular Voting.** Unless otherwise indicated in these by-laws, questions arising at any Committee meeting shall be decided by a majority vote of all members present. In cases of a tie, the Chair shall cast the deciding vote.

CONFLICT OF INTEREST

85. **Disclosure.** All Officers of the SAC are expected to disclose conflicts of interest. If a conflict of interest is disclosed, the Officer shall absent themselves from discussion and resolution of the matter in which the conflict arises. Examples of conflicts of interests are:

- a. When an Officer expects to materially gain from the passing of a resolution (e.g., through the awarding of a Union position to the Officer or a contract to an Officer's company).
- b. When the close relative(s) of an Officer (i.e., the father, mother, brother, or sister) is expected to materially gain from the passing of a resolution (e.g., through the awarding of a Union position to the Officer's close relative(s) or a contract to a company of the Officer's close relative(s)).
- c. Any other matter, at the discretion of the Officer or the SAC, that may, from time to time, be deemed a conflict of interest.

OPERATIONS

86. **Fiscal Year.** The fiscal year of the Union, and, by association, all affiliated bodies, shall commence on May 1st and end on April 30th of the following year.
87. **Banking.** The Union's bank accounts shall be kept with such chartered banks or trust companies as the SAC or the EB may by resolution from time to time determine.
88. **Executing Cheques and Instruments.** All cheques and instruments (e.g., contracts and documents) requiring the signature of the Union must be signed by any two of the following: the President & CEO, the Vice President, Finance and Governance, and the General Manager. No other Officers or staff of the union shall have the authority to do so.
89. **Audit.** Financial records of the Union shall be audited by a recognized chartered accountant, as appointed by the EB, within four months of the end of each fiscal year. Following the release of the auditor's report, it will be presented to the SAC.
90. **Budget.** The Union shall maintain a budget for each fiscal year. The budget will be developed by the President & CEO, the Vice President, Finance and Governance, and the General Manager. The budget, and any modifications to it, must be approved by the SAC. Moreover, any year-end budgetary surplus shall be designated to the operational reserve (see paragraph 91), even if it is above its minimum threshold.
91. **Operational Reserve.** A minimum reserve of one hundred thousand dollars (\$100,000) shall be set aside by the Union to act as a safeguard against future losses. The reserve may only fall below the minimum threshold during the summer months or in case of an emergency, after which it will be replenished as soon as possible.
92. **Surplus.** The Union's surplus shall be considered its cash and investment assets minus the operational reserve. From time-to-time, funds may be debited to the surplus for unbudgeted initiatives. Approval for these is as follows:
 - a. A debit less than one-thousand dollars (\$1,000) may be approved by any two (2) signing authorities.
 - b. A debit less than four thousand dollars (\$4,000) may be approved by the EB.
 - c. A debit greater than four thousand dollars (\$4,000) must be approved by the SAC.

AMENDMENTS

93. **Initial Procedure.** Any Union Member or Officer may, by motion, move to repeal, amend, or add to these bylaws, but any proposed amendment must receive a two-thirds (2/3) majority vote from the SAC to be considered, after which time the proposed amendment(s) shall be referred to the Governance Committee or the EB which will review the amendment(s).
94. **Amendment Review.** The Governance Committee or EB shall, at the next regularly scheduled meeting of the SAC, deliver a report setting out the scope and purpose of the proposed amendment(s) and the specific effect or result that the proposed amendment(s) shall have on the Union and/or its Members, along with further recommendations. At this stage, the Governance Committee or EB shall collaborate with relevant stakeholders in the creation of its report.
95. **First Reading.** Upon delivery of the Governance Committee's or EB's report, any Officer of the SAC may then put forth a motion to adopt recommendation(s), if any, in the report or any variation thereto, at which time the proposed amendment(s) will be given first reading before the SAC, requiring a two-thirds (2/3) majority vote. After passing first reading, notice of the proposed amendment(s) shall be posted online for one (1) week. Such notice shall set out the purpose of the proposed amendment(s) and the date, time, and place of the SAC meeting where they will be subject to second and final reading, requiring a two-thirds (2/3) majority vote.
96. **Second Reading.** Upon second and final reading, requiring a two-thirds (2/3) majority vote, the proposed amendment(s) shall be deemed passed and shall be immediately enforceable. A note of these amendments must be made in the certification of the bylaws.

INTERPRETATION

97. **Interpretation.** When dispute arises in interpreting these bylaws, it will be investigated by the Governance Committee or the EB, who shall provide the SAC with plausible interpretations of the clause(s). Thereafter, the SAC shall, by way of a two-thirds (2/3) majority vote, decide which of these interpretations is suitable and to be applied. When complete, a process for amending the bylaws to resolve the ambiguity must be commenced.
98. **Repeal of Former Bylaws.** All general by-laws of the Union in force at the date of enactment of these by-laws are hereby repealed, but without prejudice to any action taken thereunder.

CERTIFICATION

We, the undersigned, being the President & CEO and the Vice President, Finance and Governance, do hereby certify that these bylaws initially enacted on April 10, 2022, do accurately represent the bylaws of the Union passed by the SAC.

Amended on:



President & CEO



Vice President, Finance and Governance

APPENDIX A – OFFICER MANDATES

PRESIDENT & CEO

The **President & CEO** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, while also acting as the steward of the MASU. Furthermore, the President & CEO shall:

1. Serve a term of office from the first of May to the thirtieth day of the following April.
2. Be an informed advocate to the University and external bodies for students at Mount Allison University.
3. Make an effort to engage with, and be aware of, the concerns of students at Mount Allison University.
4. Maintain a collegial and collaborative relationship with appropriate individuals within, and outside of, the University.
5. Sit on, and attend all meetings of, the Students' Administrative Council, unless otherwise excused by the Chairperson.
6. Chair the MASU Executive Board (EB).
7. Serve a term on the Mount Allison University Board of Regents from the first of June to the thirty-first of May the following year, as prescribed by the *Mount Allison University Act*.
 - a. In conjunction with the Vice President, Academic and University Affairs, the President & CEO shall assign individuals to applicable Board of Regents Committees while respecting the assignments made within positional mandates.
8. Serve a term as an associate member on the University Senate from the first of June to the thirty-first of May the following year, as prescribed by the *Mount Allison University Act*.
 - a. In conjunction with the Vice President, Academic and University Affairs, the President & CEO shall assign individuals to applicable Board of Regents Committees while respecting the assignments made within positional mandates.
9. Serve in the following roles at external organizations:
 - a. Board Director - New Brunswick Students' Alliance (NBSA); and,
 - b. Secondary Delegate - Canadian Alliance of Student Associations (CASA).
10. Oversee, and assist as necessary, the five other Executive Officers and the office staff.
11. In conjunction with the Vice President, External Affairs, act as a liaison between the MASU and all external bodies. These include, but are not limited to:
 - a. The three (3) levels of government – municipal, provincial, and federal;
 - b. All other student unions/associations; and,
 - c. Any other relevant organization that pertains to student interests.
12. In conjunction with the Vice President, Finance and Governance (VPFG), uphold, oversee, and update (as required), the governance of the MASU. This includes:
 - a. The Articles of Incorporation;
 - b. The Constitution;
 - c. The By-Laws;
 - d. Policies; and
 - e. The Strategic Plan
13. In conjunction with the General Manager and VPFG, ensure that the finances of the MASU are properly kept. This includes:
 - a. Overseeing and developing the annual MASU budget;

- b. Ensuring that a yearly audit of the MASU's financial records is done;
 - c. Developing a budget for Orientation and entertainment; and,
 - d. Scrutinizing the disbursement of MASU funds.
14. Act as a signing authority on behalf of the MASU.
 15. Act as the official representative and spokesperson of the MASU.
 16. Not occupy another position within the MASU.
 17. Be aware of, and uphold, all bylaws and policies related to their position.
 18. Work a minimum of thirty-five (35) office hours per week from May to August, and seventeen and a half (17.5) office hours per week from September to April.
 - a. During the summer months, the President & CEO is expected to work in the MASU Office.
 19. Submit a report to the Students' Administrative Council at least once a month, outlining the affairs of their portfolio.
 20. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
 21. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
 22. Perform all other duties assigned by the Executive Board and/or the Students' Administrative Council.

VICE PRESIDENT, ACADEMIC AND UNIVERSITY AFFAIRS

The **Vice President, Academic and University Affairs (VPAU)** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, while also representing students on matters of internal concern. Furthermore, the VPAU shall:

1. Serve a term of office from the first of May to the thirtieth day of the following April.
2. Be an informed advocate to the University and external bodies for students at Mount Allison University.
3. Make an effort to engage with, and be aware of, the concerns of students at Mount Allison University, specifically concerns related to their academics or university experience.
4. Maintain a collegial and collaborative relationship with appropriate individuals within, and outside of, the University.
5. Sit on, and attend all meetings of, the Students' Administrative Council, unless otherwise excused by the Chairperson.
6. Sit on, and attend all meetings of, the Executive Board (EB), unless otherwise excused by the President & CEO.
7. Chair the following MASU Committees and Caucuses:
 - a. Academic and University Affairs Committee;
 - b. Board of Regents Caucus; and,
 - c. Senate Caucus.
8. Serve a term on the Mount Allison University Board of Regents from the first of June to the thirty-first of May the following year, as prescribed by the *Mount Allison University Act*.
 - a. In conjunction with the President & CEO, the VPAU shall assign individuals to applicable Board of Regents committees while respecting the assignments made within positional mandates.
9. Serve a term as an associate member on the University Senate from the first of June to the thirty-first of May the following year, as prescribed by the *Mount Allison University Act*.
10. If applicable, sit on and attend all meetings of the following University Committees, unless otherwise excused by the Chair of the respective Committee:
 - a. The Board of Regents Academic Affairs Committee; and,
 - b. At least one (1) of the following University Senate Committees: The University Planning Committee, the Academic Matters (Regulation) Committee, the Academic Matters (Academic and Curriculum) Committee, and the Senate Committee on Teaching & Learning.
11. Oversee, and assist as necessary, MASU Senators. This includes, but is not limited to:
 - a. Consulting with MASU Senators on academic issues; and,
 - b. Assigning MASU Senators to applicable University Senate Committees.
12. Not occupy another position within the MASU.
13. Be aware of, and uphold, all bylaws and policies related to their position.
14. Work a minimum of twenty-five (25) office hours per week from May to August, and fifteen (15) office hours per week from September to April.
 - a. During the summer months, the VPAU is expected to work in the MASU Office.
15. Submit a report to the Students' Administrative Council at least once a month, outlining the affairs of their portfolio.
16. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.

- a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
17. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
18. Perform all other duties assigned by the MASU President & CEO and/or the Students' Administrative Council.

VICE PRESIDENT, EXTERNAL AFFAIRS

The **Vice President, External Affairs (VPEA)** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, while also representing students on matters of external concern. Furthermore, the VPEA shall:

1. Serve a term of office from the first of May to the thirtieth day of the following April.
2. Be an informed advocate to the University and external bodies for students at Mount Allison University.
3. Make an effort to engage with, and be aware of, the concerns of students at Mount Allison University, specifically concerns related to external matters.
4. Maintain a collegial and collaborative relationship with appropriate individuals within, and outside of, the University.
5. Sit on, and attend all meetings of, the Students' Administrative Council, unless otherwise excused by the Chairperson.
6. Sit on, and attend all meetings of, the Executive Board (EB), unless otherwise excused by the President & CEO.
7. Chair the following MASU Committees and Caucuses:
 - a. External Affairs Committee.
8. Serve in the following roles at external organizations:
 - a. Board Director - New Brunswick Students' Alliance (NBSA); and,
 - b. Primary Delegate - Canadian Alliance of Student Associations (CASA).
9. Oversee, and assist as necessary, the following MASU staff:
 - a. The Community Services Coordinator;
 - b. The Social Justice Coordinator; and,
 - c. The Sustainability Coordinator.
10. Act as a liaison between the MASU and all external bodies. These include, but are not limited to:
 - a. The three (3) levels of government – municipal, provincial, and federal;
 - b. All other student unions/associations; and,
 - c. Any other relevant organization that pertains to student interests.
11. Liaise with the appropriate electoral bodies during the federal and provincial elections to facilitate the voting process for Mount Allison students.
 - a. This includes working with these bodies to run a "Get Out the Vote" (GOTV) campaign during such elections.
12. In conjunction with the Office Manager, oversee the operation of the following MASU services:
 - a. The Airport Shuttle;
 - b. The Bike Co-op;
 - c. The Housing Directory; and,
 - d. The Tantramar Community Food Smart Program.
13. Not occupy another position within the MASU.
14. Be aware of, and uphold, all bylaws and policies related to their position.
15. Work a minimum of twenty-five (25) office hours per week from May to August, and fifteen (15) office hours per week from September to April.
 - a. During the summer months, the VPEX will be expected to work in the MASU Office.

16. Submit a report to the Students' Administrative Council at least once a month, outlining the affairs of their portfolio.
17. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
18. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
19. Perform all other duties assigned by the MASU President & CEO and/or the Students' Administrative Council.

VICE PRESIDENT, STUDENT LIFE

The **Vice President, Student Life (VPSL)** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, while also placing strict focus on aspects of the student experience. Furthermore, the VPSL shall:

1. Serve a term of office from the first of May to the thirtieth day of the following April.
2. Be an informed advocate to the University and external bodies for students at Mount Allison University.
3. Make an effort to engage with, and be aware of, the concerns of students at Mount Allison University, specifically concerns related to their student experience.
4. Maintain a collegial and collaborative relationship with appropriate individuals within, and outside of, the University.
5. Sit on, and attend all meetings of, the Students' Administrative Council, unless otherwise excused by the Chairperson.
6. Sit on, and attend all meetings of, the Executive Board (EB), unless otherwise excused by the President & CEO.
7. Chair the following MASU Committees and Caucuses:
 - a. Student Life Committee;
 - b. Presidents' Caucus; and,
 - c. Social Caucus
8. If applicable, sit on and attend all meetings of the following University Committees, unless otherwise excused by the Chair of the respective Committee:
 - a. The Board of Regents Student Affairs Committee.
9. Oversee, and assist as necessary, the following MASU staff:
 - a. The Campus Life Coordinator;
 - b. The Entertainment Coordinator; and,
 - c. The Health Services Coordinator;
10. Assist MASU clubs and societies as necessary. This includes, but is not limited to:
 - a. Organizing the annual club and society fair;
 - b. Organizing and facilitating the annual clubs and societies training; and
 - c. In conjunction with the Office Manager, maintaining club and society constitutions.
11. Play an active role in residence life at Mount Allison. This includes, but is not limited to:
 - a. Liaising with, and training, residence executive; and
 - b. Facilitating forums in which residence students may express concerns.
12. Not occupy another position within the MASU.
13. Be aware of, and uphold, all bylaws and policies related to their position.
14. Work a minimum of twenty-five (25) office hours per week from May to August, and fifteen (15) office hours per week from September to April.
 - a. During the summer months, the VPSL will be expected to work in the MASU Office.
15. Submit a report to the Students' Administrative Council at least once a month, outlining the affairs of their portfolio.
16. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.

- a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
17. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
18. Perform all other duties assigned by the MASU President & CEO and/or the Students' Administrative Council.

VICE PRESIDENT, FINANCE AND GOVERNANCE

The **Vice President, Finance and Governance (VPFG)** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, while being responsible for the financial and operational affairs of the MASU. Furthermore, the VPFG shall:

1. Serve a term of office from the first of May to the thirtieth day of the following April.
2. Be an informed advocate to the University and external bodies for students at Mount Allison University.
3. Make an effort to engage with, and be aware of, the concerns of students at Mount Allison University, specifically their financial concerns.
4. Maintain a collegial and collaborative relationship with appropriate individuals within, and outside of, the University.
5. Sit on, and attend all meetings of, the Students' Administrative Council, unless otherwise excused by the Chairperson.
6. Sit on, and attend all meetings of, the Executive Board (EB), unless otherwise excused by the President & CEO. The VPFG must advise the EB as to the best interests of the MASU.
7. Chair the following MASU Committees:
 - a. Appointment Committee;
 - b. Finance and Administration Committee; and,
 - c. Governance Committee;
8. If applicable, sit on, and attend all meetings of, the following University Committees, unless otherwise excused by the Chair of the respective Committee:
 - a. The Board of Regents Finance and Administration Committee;
 - b. The Board of Regents Investment Committee; and,
 - c. The Presidents' Budget Development Group (BDG).
9. If applicable, act as the MASU representative on the Campus Trust.
10. Oversee, and assist as necessary, the following MASU staff:
 - a. The Elections Coordinator;
 - b. The Governance Coordinator; and,
 - c. The Human Resources Coordinator.
11. In conjunction with the President & CEO, uphold, oversee, and update (as required), the governance of the MASU. This includes:
 - a. The Articles of Incorporation;
 - b. The Constitution;
 - c. The By-Laws;
 - d. Policies; and,
 - e. The Strategic Plan
12. In conjunction with the General Manager and President & CEO, ensure that the finances of the MASU are properly kept. This includes:
 - a. Overseeing and developing the annual MASU budget;
 - b. Ensuring that a yearly audit of the MASU's financial records is done;
 - c. Developing a budget for Orientation and entertainment; and,
 - d. Scrutinizing the disbursement of MASU funds.
13. Perform other miscellaneous tasks, such as, but not limited to:
 - a. Managing the MASU's technology; and,
 - b. In conjunction with the Office Manager, overseeing MASU sponsorships.

14. Act as a signing authority on behalf of the MASU.
15. Not occupy another position within the MASU.
16. Be aware of, and uphold, all bylaws and policies related to their position.
17. Work a minimum of twenty-five (25) office hours per week from May to August, and fifteen (15) office hours per week from September to April.
 - a. During the summer months, the VPFG will be expected to work in the MASU Office.
18. Submit a report to the Students' Administrative Council at least once a month, outlining the affairs of their portfolio.
19. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
20. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
21. Perform all other duties assigned by the MASU President & CEO and/or the Students' Administrative Council.

VICE PRESIDENT, COMMUNICATIONS AND MARKETING

The **Vice President, Communications and Marketing (VPCM)** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, while being responsible for the communications and marketing of the MASU. Furthermore, the VPCM shall:

1. Serve a term of office from the first of May to the thirtieth day of the following April.
2. Be an informed advocate to the University and external bodies for students at Mount Allison University.
3. Make an effort to engage with, and be aware of, the concerns of students at Mount Allison University.
4. Maintain a collegial and collaborative relationship with appropriate individuals within, and outside of, the University.
5. Sit on, and attend all meetings of, the Students' Administrative Council, unless otherwise excused by the Chairperson.
 - a. The VPCM shall assume the duties of the Deputy Chairperson in their absence or incapacity.
6. Sit on, and attend all meetings of, the Executive Board (EB), unless otherwise excused by the President & CEO. The VPCM must act as the Secretary of the EB, thereby keeping the minutes.
7. Chair the following MASU Committees and Caucuses:
 - a. Communications Committee.
8. Sit on and attend all meetings of applicable University Committees, unless otherwise excused by the Chair of the respective Committee.
9. Oversee, and assist as necessary, the following MASU staff:
 - a. The Communications Coordinator; and,
 - b. The Allisonian Editor(s).
10. In conjunction with the President & CEO, develop an annual MASU marketing plan.
11. Uphold the MASU brand guidelines.
12. Maintain efficient means of communicating MASU information to its members and the broader community. This includes, but is not limited to:
 - a. Social media (e.g., Facebook, Instagram, Twitter, and YouTube);
 - b. Print and broadcast media (e.g., newspapers and radio stations); and,
 - c. The MASU website.
13. In conjunction with the Insurance Administrator, update and maintain the MASU website.
14. Oversee and maintain the social media outlets of the MASU.
15. Be responsible for items related to external media, including, but not limited to:
 - a. Press releases; and,
 - b. Media requests.
16. Not occupy another position within the MASU.
17. Be aware of, and uphold, all bylaws and policies related to their position.
18. Work a minimum of twenty-five (25) office hours per week from May to August, and fifteen (15) office hours per week from September to April.
 - a. During the summer months, the VPCM will be expected to work in the MASU Office.
19. Submit a report to the Students' Administrative Council at least once a month, outlining the affairs of their portfolio.
20. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.

- a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
21. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
22. Perform all other duties assigned by the MASU President & CEO and/or the Students' Administrative Council.

STUDENT SENATOR (x2 Arts, x2 Science, x2 Social Science)

A **Student Senator** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, with an emphasis placed on those in their academic discipline (arts, science, and social science). Furthermore, a Student Senator shall:

1. Be a student in the discipline in which their position is classified, these being the arts, sciences, or social sciences.
2. Serve a term on the Students' Administrative Council from the first of May to the thirtieth day of the following April.
3. Sit on, and attend all meetings of, the MASU Academic Affairs Committee, unless excused by the MASU Vice President, Academic Affairs.
4. Serve a term on the University Senate from the first of June to the thirty-first of May the following year, as prescribed by the *Mount Allison University Act*.
5. Sit on at least two University Senate Standing Committees, as assigned by the MASU Vice President, Academic Affairs, and ratified by the Senate Committee on Committees.
6. Act as a liaison between the MASU and students in their respective academic discipline, while ensuring accurate communication of MASU policies and decisions to these students.
7. Act as an advocate for students, particularly those within their respective academic discipline, to officials of the MASU and Mount Allison University.
8. Maintain a collegial and collaborative relationship with appropriate individuals within their academic discipline.
9. Not occupy a MASU staff position.
10. Attend all meetings of the Students' Administrative Council, unless otherwise excused by the Chairperson.
11. Submit a report to the Students' Administrative Council at least once a semester, outlining the affairs of their portfolio.
12. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
13. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
 - a. To receive this honorarium, they must not be absent unexcused for more than 10% of meetings of the Students' Administrative Council.
14. Perform all other duties assigned by the MASU Vice President, Academic Affairs and/or the Students' Administrative Council.

INDIGENOUS STUDENT SENATOR

The **Indigenous Student Senator** shall represent the educational, social and personal concerns of students who attend Mount Allison University, with an emphasis placed on Indigenous students. Furthermore, the Indigenous Student Senator shall:

1. Self-identify as a student of Indigenous descent, attending Mount Allison University.
2. Be appointed by the Indigenous Affairs Office at Mount Allison University.
3. Serve a term on the Students' Administrative Council from the first of May to the thirtieth day of the following April.
4. Sit on, and attend all meetings of, the MASU Academic Affairs Committee, unless excused by the MASU Vice President, Academic Affairs.
5. Serve a term on the University Senate from the first of June to the thirty-first of May the following year, as prescribed by the *Mount Allison University Act*.
6. Sit on at least two University Senate Standing Committees, as assigned by the MASU Vice President, Academic Affairs, and ratified by the Senate Committee on Committees.
7. Act as a liaison between the MASU and Indigenous students, while ensuring accurate communication of MASU policies and decisions to these students.
8. Act as an advocate for students, particularly Indigenous students, to officials of the MASU and Mount Allison University.
9. Be aware of, and advocate for, Indigenous ways of knowing, learning, and teaching.
10. Maintain a collegial and collaborative relationship with the University's Indigenous Affairs Coordinator and their intern.
11. Not occupy a MASU staff position.
12. Attend all meetings of the Students' Administrative Council, unless otherwise excused by the Chairperson.
13. Submit a report to the Students' Administrative Council at least once a semester, outlining the affairs of their portfolio.
14. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
15. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
 - a. To receive this honorarium, they must not be absent unexcused for more than 10% of meetings of the Students' Administrative Council.
16. Perform all other duties assigned by the MASU Vice President, Academic Affairs and/or the Students' Administrative Council.

DISABILITY REPRESENTATIVE

The **Disability Representative** shall represent the educational, social, and personal concerns of students at Mount Allison University, with an emphasis placed on students with disabilities. Furthermore, the Disability representative shall:

1. Self-identify as a student with a disability, attending Mount Allison University.
2. Serve a term on the Students' Administrative Council from the elected date to the thirtieth day of the following April.
3. Sit on, and attend all meetings of, at least two Standing Committees of the MASU, unless otherwise excused by the Chair of the respective Committee.
4. Act as a liaison between the MASU and students with disabilities, while ensuring accurate communication of MASU policies and decisions to these students.
5. Act as an advocate for students, particularly students with disabilities, to officials of the MASU and Mount Allison University.
6. Maintain a collegial and collaborative relationship with individuals at both the Meighen Centre and Wellness Centre.
7. Hold a yearly forum on disability and accessibility.
8. Not occupy a MASU staff position.
9. Attend all meetings of the Students' Administrative Council, unless otherwise excused by the Chairperson.
10. Submit a report to the Students' Administrative Council at least once a semester, outlining the affairs of their portfolio.
11. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
12. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
 - a. To receive this honorarium, they must not be absent unexcused for more than 10% of meetings of the Students' Administrative Council.
13. Perform all other duties assigned by the Students' Administrative Council.

ETHNIC DIVERSITY REPRESENTATIVE

The **Ethnic Diversity Representative** shall represent the educational, social, and personal concerns of students at Mount Allison University, with an emphasis placed on ethnically diverse students. Furthermore, the Ethnic Diversity Representative shall:

1. Self-identify as an ethnically diverse student, attending Mount Allison University.
2. Serve a term on the Students' Administrative Council from the elected date to the thirtieth day of the following April.
3. Sit on, and attend all meetings of, at least two Standing Committees of the MASU, unless otherwise excused by the Chair of the respective Committee.
4. Act as a liaison between the MASU and ethnically diverse students, while ensuring accurate communication of MASU policies and decisions to these students.
5. Act as an advocate for students, particularly ethnically diverse students, to officials of the MASU and Mount Allison University.
6. Maintain a collegial and collaborative relationship with the International Student Representative, Indigenous Student Senator, and Indigenous Student Representative to support ethnically diverse students at Mount Allison University.
7. Liaise with, and support, applicable MASU clubs and societies.
8. Hold a semesterly forum on equity, diversity, and inclusion.
9. Attend all meetings of the Students' Administrative Council, unless otherwise excused by the Chairperson.
10. Submit a report to the Students' Administrative Council at least once a semester, outlining the affairs of their portfolio.
11. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
12. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
 - a. To receive this honorarium, they must not be absent unexcused for more than 10% of meetings of the Students' Administrative Council.
13. Perform all other duties assigned by the Students' Administrative Council.

FIRST YEAR REPRESENTATIVE

The **First Year Representative** shall represent the educational, social, and personal concerns of students at Mount Allison University, with a specific focus on the needs of first-year students. Furthermore, the First Year Representative shall:

1. Be a student in their first year, attending Mount Allison University.
2. Serve a term on the Students' Administrative Council from the elected date to the thirtieth of the following April.
3. Sit on, and attend all meetings of, at least two Standing Committees of the MASU, unless otherwise excused by the Chair of the respective Committee.
4. Act as a liaison between the MASU and students, while ensuring accurate communication of MASU policies and decisions to them.
5. Act as an advocate for students, particularly first-year students, to officials of the MASU and Mount Allison University.
6. Not occupy a MASU staff position.
7. Attend all meetings of the Students' Administrative Council, unless otherwise excused by the Chairperson.
8. Submit a report to the Students' Administrative Council at least once a semester, outlining the affairs of their portfolio.
9. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
10. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
 - a. To receive this honorarium, they must not be absent unexcused for more than 10% of meetings of the Students' Administrative Council.
11. Perform all other duties assigned by the Students' Administrative Council.

GENDER AND SEXUAL DIVERSITY REPRESENTATIVE

The **Gender and Sexual Diversity Representative** shall represent the educational, social, and personal concerns of students at Mount Allison university, with an emphasis placed on ethnically diverse students. Furthermore, the Gender and Sexual Diversity Representative shall:

1. Self-identify as a student apart of the 2SLGBTQIA+ community, attending Mount Allison University.
2. Serve a term on the Students' Administrative Council from the elected date to the thirtieth day of the following April.
3. Sit on, and attend all meetings of, at least two Standing Committees of the MASU, unless otherwise excused by the Chair of the respective Committee.
4. Act as a liaison between the MASU and 2SLGBTQIA+ students, while ensuring accurate communication of MASU policies and decisions to these students.
5. Act as an advocate for students, particularly 2SLGBTQIA+ students, to officials of the MASU and Mount Allison University.
6. Maintain a collegial and collaborative relationship with community representatives, university staff, applicable MASU clubs and societies, and all other parties to be aware of emerging issues and promote positive spaces at Mount Allison University.
7. Hold a semesterly forum on gender and sexual diversity.
8. Attend all meetings of the Students' Administrative Council, unless otherwise excused by the Chairperson.
9. Submit a report to the Students' Administrative Council at least once a semester, outlining the affairs of their portfolio.
10. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
11. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
 - a. To receive this honorarium, they must not be absent unexcused for more than 10% of meetings of the Students' Administrative Council.
12. Perform all other duties assigned by the Students' Administrative Council.

STUDENT-AT-LARGE REPRESENTATIVE (x2)

A **Student-at-Large Representative** shall represent the educational, social, and personal concerns of students at Mount Allison University. Furthermore, a Student-at-Large Representative shall:

1. Serve a term on the Students' Administrative Council from the elected date to the thirtieth day of the following April.
2. Sit on, and attend all meetings of, at least two Standing Committees of the MASU, unless otherwise excused by the Chair of the respective Committee.
3. Act as a liaison between the MASU and students, while ensuring accurate communication of MASU policies and decisions to them.
4. Act as an advocate for students to officials of the MASU and Mount Allison University.
5. Not occupy a MASU staff position.
6. Attend all meetings of the Students' Administrative Council, unless otherwise excused by the Chairperson.
7. Submit a report to the Students' Administrative Council at least once a semester, outlining the affairs of their portfolio.
8. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson of the SAC.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
9. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
 - a. To receive this honorarium, they must not be absent unexcused for more than 10% of meetings of the Students' Administrative Council.
10. Perform all other duties assigned by the Students' Administrative Council.

GRADUATE REPRESENTATIVE

The **Graduate Representative** shall represent the educational, social and personal concerns of students at Mount Allison, with an emphasis placed on graduate students. Furthermore, the Graduate Representative shall:

1. Be a graduate student, attending Mount Allison University.
2. Be appointed by the Graduate Student Association.
3. Serve a term on the Students' Administrative Council from the elected date to the thirtieth day of the following April.
4. Sit on, and attend all meeting of, at least two Standing Committees of the MASU, unless otherwise excused by the Chair of the respective Committee.
5. Sit on, and attend all meetings of, the Senate Graduate Studies Committee, unless otherwise excused by the respective Chair of said Committee.
6. Act as a liaison between the MASU and graduate students, while ensuring accurate communication of MASU policies and decisions to these students.
7. Act as an advocate for students, particularly graduate students, to officials of the MASU and Mount Allison University.
8. Maintain a collegial and collaborative relationship with the Office of Graduate Studies, the Graduate Student Association, and the Graduate Studies Committee.
9. Work in collaboration with the Dean of Science & Graduate Studies to develop new ideas and initiatives for increasing the participation of graduate students at Mount Allison.
10. Hold a yearly forum to build community, address concerns and welcome new graduate students.
11. Not occupy a MASU staff position.
12. Attend all meetings of the Students' Administrative Council, unless otherwise excused by the Chairperson.
13. Submit a report to the Students' Administrative Council at least once per semester, outlining the affairs of their portfolio.
14. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
15. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
 - a. To receive this honorarium, they must not be absent unexcused for more than 10% of meetings of the Students' Administrative Council.
16. Perform all other duties assigned by the Students' Administrative Council.

INDIGENOUS STUDENT REPRESENTATIVE

The **Indigenous Student Representative** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, with an emphasis placed on Indigenous students. Furthermore, the Indigenous Student Representative shall:

1. Self-identify as a student of Indigenous descent, attending Mount Allison University.
2. Be appointed by the Indigenous Affairs Office at Mount Allison University.
3. Serve a term on the Students' Administrative Council from the elected date to the thirtieth day of the following April.
4. Sit on, and attend all meeting of, at least two Standing Committees of the MASU, unless otherwise excused by the Chair of the respective Committee.
5. Act as a liaison between the MASU and Indigenous students, while ensuring accurate communication of MASU policies and decisions to these students.
6. Act as an advocate for students, particularly Indigenous students, to officials of the MASU and Mount Allison University.
7. Sit on the Indigenous Student Support Group (ISSG) Executive.
8. Make recommendations to the Students' Administrative Council, especially the Chair, on incorporating and respecting Indigenous culture and heritage.
9. If possible, act as the MASU's Indigenous Student Representative for all CASA conferences and sit on CASA's National Indigenous Advisory Committee.
10. Maintain a collegial relationship with the University's Indigenous Affairs Coordinator and their intern.
11. Make an effort to attend events and meetings related to Indigeneity at Mount Allison.
12. Not occupy a MASU staff position.
13. Attend all meetings of the Students' Administrative Council, unless otherwise excused by the Chairperson.
14. Submit a report to the Students' Administrative Council at least once a semester, outlining the affairs of their portfolio.
15. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
16. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
 - a. To receive this honorarium, they must not be absent unexcused for more than 10% of meetings of the Students' Administrative Council.
17. Perform all other duties assigned by the Students' Administrative Council.

INTERNATIONAL STUDENT REPRESENTATIVE

The **International Representative** shall represent the educational, social and personal concerns of students at Mount Allison, with an emphasis placed on international students. Furthermore, the International Representative shall:

1. Be an international student, attending Mount Allison University.
2. Serve a term on the Students' Administrative Council from the elected date to the thirtieth day of the following April.
3. Sit on, and attend all meetings of, at least two Standing Committees of the MASU, unless otherwise excused by the Chair of the respective Committee.
4. Act as a liaison between the MASU and international students, while ensuring accurate communication of MASU policies and decisions to these students.
5. Act as an advocate for students, particularly international students, to officials of the MASU and Mount Allison University.
6. Maintain a collegial and collaborative relationship with the University's International Student Advisor and those in the International Centre.
7. Attend all meetings of the Students' Administrative Council, unless otherwise excused by the Chairperson.
8. Submit a report to the Students' Administrative Council at least once a semester, outlining the affairs of their portfolio.
9. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
10. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
 - a. To receive this honorarium, they must not be absent unexcused for more than 10% of meetings of the Students' Administrative Council.
11. Perform all other duties assigned by the Students' Administrative Council.

APPENDIX B – COMMITTEE MANDATES

ACADEMIC AND UNIVERSITY AFFAIRS COMMITTEE

The **Academic and University Affairs Committee** shall serve to collectivize MASU’s advocacy on matters of internal University governance, while also engaging students in such efforts. Furthermore, it shall:

1. Review, and provide recommendations on, MASU’s internal advocacy efforts and documents.
2. Undertake efforts to engage students on MASU’s advocacy.
3. Hold a yearly forum on student issues of internal nature (e.g., on academic accessibility, courses, degrees, and professors).
4. On an annual basis, award the MASU’s TA and Teaching Awards.
5. As necessary, and when relevant to the mandate of this Committee, collaborate with other MASU Committees, Officers and Staff, and applicable entities.
6. Consist of the following members:
 - a. The Vice President, Academic and University Affairs, as Committee Chair (ex-officio);
 - b. The Seven (7) Student Senators; and,
 - c. Two (2) Union Members, as chosen by the Appointment Committee.
7. Once formed, convene at least once every thirty (30) days, notwithstanding exceptional circumstances.
8. Perform all other duties assigned by the Committee Chair or Students’ Administrative Council.

APPOINTMENT COMMITTEE

The **Appointment Committee** shall serve to assign SAC Councillors and Union Members to committees. Furthermore, it shall:

1. Provide suggestions on the advertisement of MASU committee applications to the Vice President, Finance and Governance.
2. As necessary, and when relevant to the mandate of this Committee, collaborate with other MASU Committees, Officers and Staff, and applicable entities.
3. Consist of the following members:
 - a. The Vice President, Finance and Governance, as Committee Chair, and the Chair of the Finance and Operations, Governance, and Human Resources Committees;
 - b. The Vice President, Academic and University Affairs, as Chair of the Academic and University Affairs Committee;
 - c. The Vice President, Student Life, as Chair of the EDI and Student Life Committees;
 - d. The Entertainment Coordinator, as Chair of the Entertainment Committee;
 - e. The Sustainability Coordinator, as Chair of the Sustainability Committee;
 - f. The Vice President, External Affairs, as Chair of the External Affairs Committee; and,
 - g. Any Chair of a functioning ad-hoc committee.
4. Convene, as necessary, to assign Councillors of the Students’ Administrative Council and Union Members to committees.
5. Perform all other duties assigned by the Committee Chair or Students’ Administrative Council.

I-EDI COMMITTEE

The **I-EDI Committee** shall serve to provide feedback on, and promote, indigenization, equity, diversity, and inclusion (I-EDI) within the MASU and at Mount Allison University. Furthermore, it shall:

1. Review, and make suggestions on, MASU I-EDI initiatives.
2. Make suggestions to Mount Allison University on how to better integrate I-EDI on campus.
3. Hold a yearly forum on student concerns regarding I-EDI in the MASU and at Mount Allison University.
4. Administer and disburse the MASU's I-EDI Fund.
5. As necessary, and when relevant to the mandate of this Committee, collaborate with other MASU Committees, Officers and Staff, and applicable entities.
6. Consist of the following members:
 - a. The Vice President, Student Life, as Committee Chair (ex-officio);
 - b. The Disability Representative;
 - c. The Ethnic Diversity Representative;
 - d. The Gender and Sexual Diversity Representative;
 - e. The Indigenous Student Representative; and,
 - f. Two (2) Union Members as chosen by the Appointment Committee.
7. Once formed, convene at least once every thirty (30) days, notwithstanding exceptional circumstances.
8. Perform all other duties assigned by the Committee Chair or Students' Administrative Council.

ENTERTAINMENT COMMITTEE

The **Entertainment Committee** shall serve to assist in the development, promotion, and execution of MASU events. Furthermore, it shall:

1. Make suggestions on potential entertainment that the MASU can provide students in a given fiscal year.
2. Conduct and promote initiatives regarding harms reduction.
3. Assist in the planning and execution of the ASCARS and Winter Carnival.
4. Work collaboratively with relevant stakeholders at Mount Allison University to develop, promote, and execute events.
5. As necessary, and when relevant to the mandate of this Committee, collaborate with other MASU Committees, Officers and Staff, and applicable entities.
6. Consist of the following members:
 - a. The Entertainment Director, as Committee Chair (ex-officio);
 - b. The Assistant Entertainment Director (ex-officio);
 - c. Two (2) Students' Administrative Council Councillors, as chosen by the Appointment Committee; and,
 - d. Four (4) Union Members, as chosen by the Appointment Committee.
7. Once formed, convene at least once every thirty (30) days, notwithstanding exceptional circumstances.
8. Perform all other duties assigned by the Committee Chair or Students' Administrative Council.

EXTERNAL AFFAIRS COMMITTEE

The **External Affairs Committee** shall serve to promote, and provide feedback on, the MASU's initiatives that are external in nature. Furthermore, it shall:

1. Increase student awareness of the MASU's external involvements, such as its advocacy work on the municipal, provincial, and federal levels.
2. Provide feedback on external advocacy efforts conducted by the MASU and affiliated organizations, such as the New Brunswick Student Alliance (NBSA) and the Canadian Alliance of Student Associations (CASA).
3. As necessary, conduct campaigns to engage students in external matters of concern.
4. As necessary, and when relevant to the mandate of this Committee, collaborate with other MASU Committees, Officers and Staff, and applicable entities.
5. Consist of the following members:
 - a. The Vice President, External Affairs, as Committee Chair (ex-officio);
 - b. Two (2) Students' Administrative Council Councillors, as chosen by the Appointment Committee; and,
 - c. Four (4) Union Members, as chosen by the Appointment Committee.
6. Once formed, convene at least once every thirty (30) days, notwithstanding exceptional circumstances.
7. Perform all other duties assigned by the Committee Chair or Students' Administrative Council.

FINANCE AND ADMINISTRATION COMMITTEE

The **Finance and Administration Committee** shall serve to deal with all internal matters that are financial or operational in manner. Furthermore, it shall:

1. Assist the President, Vice President, Finance and Governance, and the General Manager with the development of, and potential amendments to, the MASU's annual budget.
2. Administer and disburse MASU Academic Enrichment and Clubs and Societies Funding.
3. Review applications for, and award, the Jeff "Skip" Fraser Memorial Scholarship.
4. Assist the Vice President, Finance and Governance and Human Resources Coordinator with matters concerning the MASU's human resources. This may include but is not limited to providing recommendations on the publication and execution of MASU hiring opportunities, as well as planning and executing the MASU's yearly job fair.
5. As necessary, and when relevant to the mandate of this Committee, collaborate with other MASU Committees, Officers and Staff, and applicable entities.
6. Consist of the following members:
 - a. The Vice President, Finance and Governance, as Committee Chair (ex-officio);
 - b. The Human Resources Coordinator (ex-officio);
 - c. Two (2) Students' Administrative Council Councillors, as chosen by the Appointment Committee; and,
 - d. Four (4) Union Members, as chosen by the Appointment Committee.
7. Once formed, convene at least once every thirty (30) days, notwithstanding exceptional circumstances.
8. Perform all other duties assigned by the Committee Chair or Students' Administrative Council.

GOVERNANCE COMMITTEE

The **Governance Committee** shall serve to oversee the maintenance and development of all the MASU's governing documents. Furthermore, it shall:

1. As necessary, review and recommend amendments to the governing documents of the MASU, while working collaboratively with relevant stakeholders.
2. As necessary, assist the Vice President, Finance and Governance with policy-review.
3. As necessary, and when relevant to the mandate of this Committee, collaborate with other MASU Committees, Officers and Staff, and applicable entities.
4. Consist of the following members:
 - a. The Vice President, Finance and Governance, as Committee Chair (ex-officio);
 - b. Two (2) Students' Administrative Council Councillors, as chosen by the Appointment Committee; and,
 - c. Four (4) Union Members, as chosen by the Appointment Committee.
5. Once formed, convene at least once every thirty (30) days, notwithstanding exceptional circumstances.
6. Perform all other duties assigned by the Committee Chair or Students' Administrative Council.

STUDENT LIFE COMMITTEE

The **Student Life Committee** shall serve to provide insight on matters that affect student life at Mount Allison University. Furthermore, it shall:

1. Concern itself with issues that affect the University community, which include, but are not limited to:
 - a. Accessibility;
 - b. Health, safety, and security; and,
 - c. Athletic affairs.
2. Promote the MASU's involvement in events within the University community relating to aspects of student life.
3. Provide feedback on MASU advocacy efforts that concern student life.
4. As necessary, and when relevant to the mandate of this Committee, collaborate with other MASU Committees, Officers and Staff, and applicable entities.
5. Consist of the following members:
 - a. The Vice President, Student Life, as Committee Chair (ex-officio);
 - b. Two (2) Students' Administrative Council Councillors, as chosen by the Appointment Committee; and,
 - c. Four (4) Union Members, as chosen by the Appointment Committee.
6. Once formed, convene at least once every thirty (30) days, notwithstanding exceptional circumstances.
7. Perform all other duties assigned by the Committee Chair or Students' Administrative Council.

SUSTAINABILITY COMMITTEE

The **Sustainability Committee** shall serve to assist the MASU in aspects of its work relating to sustainability. Furthermore, it shall:

1. Create awareness around current environmental issues in the community and at-large.
2. Evaluate, and make recommendations on, MASU's environmental practices.
3. Work on environmental projects involving the MASU.
4. Administer and disburse the MASU's Green Investment Fund (GIF).
5. Promote the MASU's involvement in events within the University community relating to aspects of student life.
6. As necessary, and when relevant to the mandate of this Committee, collaborate with other MASU Committees, Officers and Staff, and applicable entities.
7. Consist of the following members:
 - a. The Sustainability Coordinator, as Committee Chair (ex-officio);
 - b. Two (2) Students' Administrative Council Councillors, as chosen by the Appointment Committee; and,
 - c. Four (4) Union Members, as chosen by the Appointment Committee.
8. Once formed, convene at least once every thirty (30) days, notwithstanding exceptional circumstances.
9. Perform all other duties assigned by the Committee Chair or Students' Administrative Council.