



MOUNT ALLISON STUDENTS' UNION

MOUNT ALLISON STUDENTS' UNION

BYLAWS

PASSED BY COUNCIL: MAY 2017



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1. The Chair of the Students' Administrative Council (SAC) shall call and chair all meetings of the SAC.
 - a. In the case of the Chair being unable to chair a meeting of the MASU, the Deputy Chair shall assume the duty.
2. A meeting of the SAC shall be called:
 - a. At the discretion of the Chair of Council;
 - b. By a voting member of the Students' Administrative Council upon submission, through the office of the Chair, a petition bearing the signature of at least one-third (1/3) of voting members.
 - c. By any member at large upon submission, through the office of the Chair, a petition bearing the signature of at least ten percent (10%) of MASU Members.
3. Notice of a meeting of the SAC shall be posted to all voting members of the Students' Administrative Council no less than twenty-four (24) hours in advance of said meeting. Notice shall include an agenda of the meeting.
4. In the event that a quorum (50% of voting members) is not present for a meeting of the SAC, any business that was to be dealt with at said meeting shall be dealt with at a rescheduled meeting to be held no less than seven (7) days after the meeting of the SAC.
5. Extenuating circumstances requiring immediate action may cause the President to have a meeting of the SAC called without having posted twenty-four (24) hours' notice.
 - a. "Extenuating circumstances" must be outlined by the President upon calling the meeting to order. Should a majority of the voting members of the MASU present at the meeting not agree that the situation dictates "extenuating circumstances" needed for such a meeting, that meeting will be immediately adjourned. A motion to this effect may be put forward at any point during the meeting by a voting member of the SAC.
6. Regular meetings of Council shall be held at a time to be decided upon by the Chair from the beginning of May to the end April. The first meeting of council during the summer shall be held not more than sixty (60) days after the assumption of office. The first meeting of Council for a new academic year shall be held not more than fourteen (14) days after the first day of classes.



LAW 2 - THE STUDENTS' ADMINISTRATIVE COUNCIL

1. The Students' Administrative Council, hereinafter referred to as the SAC or Council, shall consist of the following members:
 - a. The voting members of Council shall be:
 - i. The President;
 - ii. The Vice President, Academic Affairs;
 - iii. The Vice President, External Affairs;
 - iv. The Vice President, Student Life;
 - v. One (1) First Year Representative;
 - vi. Six (6) Student Senators;
 - vii. One (1) Board of Regent Representative;
 - viii. Five (5) Councillors at Large.
 - b. The following shall be non-voting members of Council:
 - i. The Vice President, Finance and Operations;
 - ii. The Vice President, Communications;
 - iii. The Chair of Council;
 - iv. The Chief Returning Officer;
 - v. The Entertainment Director;
 - vi. The Deputy Chair;
 - vii. The Appointment Chair, and;
 - viii. Any incoming Executive Officers.
2. All voting and non-voting members of Council shall be entitled to attend all meetings of Council, present, and bring forth motions in Council;
 - a. The MASU Ombudsperson shall be entitled to attend meetings of Council, including in camera sessions, but shall not make motions, weigh in on Council proceedings, or otherwise attempt to influence the actions of Council.
3. All members of the MASU shall be entitled to attend meetings of Council and, upon permission of the Chair, may be allowed to present to Council.
4. If a member of the MASU attends a Council meeting, that person must abide by the rules of order, and may be asked to leave if they fail to do so, at the discretion of the Chair.
5. Law 2.3 notwithstanding, a motion to go *in camera*, if passed, shall close a meeting to all but the voting and non-voting members of the SAC and the Ombudsperson.
 - a. A majority vote of 50%+1 will allow for any person whom Council may request to remain throughout the *in camera* session.



LAW 2 - THE STUDENTS' ADMINISTRATIVE COUNCIL

6. At a meeting of Council in which quorum has been achieved, motions may be passed by an affirmative vote from a simple majority of said members unless otherwise specified in the constitution or Bylaws.



1. The MASU Elections Office (MASUEO), as defined in Law 8, shall coordinate and oversee all MASU-affiliated elections. The officers named in Law 8 shall be the MASU's Elections Officers, and shall conduct the following elections throughout the course of the year:
 - a. The President;
 - b. The Vice President, Academic Affairs;
 - c. The Vice President, External Affairs;
 - d. The Vice President, Student Life;
 - e. The Student Board of Regents Representative;
 - f. The Student Senators;
 - g. The Councillors-at-Large;
 - h. The First-Year Representative;
 - i. The Valedictorian;
 - j. By-elections;
 - k. Referenda;
 - l. Any other elections, as directed by Council.

2. Eligibility for representative officers in MASU-affiliated election shall be determined as follows:
 - a. A potential candidate must be a full- or part-time student registered with Mount Allison University for the Academic Year that they are running for;
 - b. Candidates are eligible to run for the position of First-Year Representative only if they are in first-year standing;
 - i. First year standing is defined as having under 24-academic credits with Mount Allison University;
 - ii. Only First year students will be eligible to vote for this position;
 - c. Candidates are eligible to run for the positions of Student Senators, however, are only eligible to run in the faculty in which they are studying, as a major or a minor.
 - i. Two (2) positions are allocated to each of the following faculties: Arts, Sciences and Social Sciences;
 - ii. All students are eligible to vote for these positions.
 - d. For Executive elections, all candidates shall require CGPA that holds them in "Good Standing", as per defined in the Mount Allison Academic Calendar.
 - i. The MASU CRO must verify this after the candidate grants them permission through the Office of the Registrar before the nomination period closes:
 - e. Candidates may appeal their ineligibility of any of the above clauses of this Bylaw through the MASU Elections Office or Judicial Committee;
 - f. For all elections and referenda, other than the first year councilor and valedictorian, the electora shall consist of all voting members of the MASU.



3. Nominations for election shall operate in accordance with Operating Procedure 03 – Elections & Referenda, to be verified by the MASUEO.
4. Elections and referendum procedure shall be followed in accordance with the procedure outlined in Operating Procedure 03 – Elections & Referenda.
 - a. The MASUEO shall execute said procedure under the supervision of the Vice President Finance and Operations, who shall ensure that elections are conducted consistently and in accordance with the governing documents of the MASU.
5. Constitutional referenda, including referenda to increase fees as per Article II.3 of the Constitution, shall require two-thirds (2/3) of quorum in support of the motion, in accordance with Article VI.1 of the Constitution, in order to pass the motion.
6. In the interest of preserving the legitimacy of election and referenda proceeding, Council is prohibited from enacting amendments to Law 3 and Operating Procedure 03 – Elections & Referenda when elections are being conducted.



1. The Executive Officers of the MASU, herein referred to as the Executive, shall be:
 - a. The **President & CEO** of the MASU, who shall:
 - i. Act as the Chief Executive Officer of the Mount Allison Students' Union;
 - ii. Serve a term of office from the first of May to the thirtieth day of the following April;
 - iii. Serve as an associate member of the University Senate, and student representative on the Board of Regents;
 - iv. Serve as secondary delegate to the New Brunswick Student Alliance and Canadian Alliance of Student Associations;
 - v. Chair the MASU Executive Committee and oversee the work of each Executive portfolio;
 - vi. Act as the official representative and spokesperson of the MASU;
 - vii. Represent the educational and social concerns of Mount Allison students with an aim to improve student life;
 - viii. Be responsible for strategic planning and organizational vision;
 - ix. Act as a signing authority on behalf of the MASU;
 - x. Perform such duties as may be required by the Executive Committee, SAC or the MASU.
 - b. The **Vice President, Academic Affairs** of the MASU, who shall:
 - i. Assume the duties of the President & CEO in the absence or incapacity of the President;
 - ii. Serve a term of office from the first of May to the thirtieth of the following April;
 - iii. Assist the President in ensuring the adequate communication is maintained between the University faculty and the MASU;
 - iv. Be responsible for the activities of the MASU and Council as they relate to academic matters;
 - v. Act as a spokesperson on behalf of students if they have concerns on campus relating to academic matter;
 - vi. Serve as an associate member of the University Senate;
 - vii. Consult with and support Student Senators; and
 - viii. Represent the MASU on at least one of the following standing subcommittees of Senate: University Planning Committee, Academic Affairs Committee, and Senate Committee on Teaching & Learning;
 - ix. Serve as a student representative on the Board of Regents Academic Affairs Committee;
 - x. Chair the MASU Academic Affairs Committee and any other committees that may arise at the discretion of Council, and;
 - xi. Represent the best interests of union members with an aim to improve student life.



- c. The **Vice President, External Affairs** of the MASU shall,
- i. Assume the duties of the President & CEO in the absence or incapacity of the President and the Vice President, Academic Affairs;
 - ii. Serve a term of office from the first of May to the thirtieth day of the following April;
 - iii. Act as a liaison between the MASU and all levels of government, student unions and other organizations on issues pertaining to student interests;
 - iv. Work with the appropriate electoral bodies during federal and provincial elections to facilitate the voting process for Mount Allison students;
 - v. Chair the External Affairs Committee and any other committee that may arise at the discretion of Council;
 - vi. Represent the best interests of union members with an aim to improve student life;
 - vii. Oversee the Green Investment Fund;
 - viii. Supervise the Social Justice Coordinator, Community Services Coordinator, Sustainability Coordinator, and Bike Co-op Coordinator;
 - ix. Oversee the operation of the Housing Directory;
 - x. Oversee the operation of the Airport Shuttle Service; and
 - xi. Serve on the Board of Directors of the New Brunswick Student Alliance and Renaissance Sackville, and as primary delegate to the Canadian Alliance of Student Associations.
- d. The **Vice President, Student Life** of the MASU shall,
- i. Assume the duties of the President & CEO in the absence or incapacity of the President, the Vice President, Academic Affairs and the Vice-President, External Affairs;
 - ii. Serve a term of office from the first of May to the thirtieth of the following April;
 - iii. Be responsible for the activities of the MASU and Council as they relate to student life;
 - iv. Act as a spokesperson on behalf of students if they have any non-academic concerns on campus;
 - v. Supervise the Entertainment Director, the Accessibility Affairs Coordinator, the Campus Life Coordinator, the Student International Affairs Coordinator, and Health Service Coordinator;
 - vi. Represent the best interests of union members with an aim to improve student life;
 - vii. Oversee all MASU clubs and societies and ensure the enforcement of Law 7 of the Bylaws;



- viii. Be responsible for organizing the annual MASU Clubs and Societies Fair, in conjunction with Orientation Week;
 - ix. Act as a student representative on the Board of Regents Student Affairs Committee, Security Matters Committee, and any other committee that may arise at the discretion of Council;
 - x. Be responsible for facilitating residence executive training at the beginning of each academic year in collaboration with the student life office; and
 - xi. Chair the Student Life Committee, MASU committees responsible for end-of-year award selection, and any other committee that may arise at the discretion of Council.
- e. The **Vice President, Finance and Operations** of the MASU shall;
- i. Assume the duties of the President & CEO in the absence or incapacity of the President, the Vice President, Academic Affairs, the Vice President, External Affairs and the Vice President, Student Life;
 - ii. Serve a term of office from the first day of May to the thirtieth day of the following April;
 - iii. Ensure the efficient operation of the MASU;
 - iv. Ensure that the financial records of the Union are properly kept;
 - v. Scrutinize the disbursement of MASU funds;
 - vi. Ensure that the Constitution, the Bylaws, Policies, Operating Procedures and all other internal documents are upheld in their entirety;
 - vii. Be responsible for the review and subsequent revision of MASU Bylaws and Operating Procedures;
 - viii. Oversee the MASU Elections Office to ensure that all MASU-affiliated elections and referenda are executed consistently and in accordance with the governing documents of the MASU;
 - ix. Present the financial reports as the SAC shall require, there being no less than two in each fiscal year;
 - x. Chair the Finance Committee, the Operations Committee, and any other committee that may arise at the discretion of Council;
 - xi. Meet on a regular basis with the MASU General Manager acting as a liaison between the Executive and office staff;
 - xii. Oversee the MASU student health insurance plan;
 - xiii. Maintain constant communication with the Entertainment Director regarding expenses associated with entertainment events and elections;
 - xiv. Supervise the Chief Returning Officer, and the Appointment Chair;
 - xv. Represent the best interests of the union with an aim to improve student life;



- xvi. Be a neutral Executive Officer of the MASU, including on all matters relating to elections, referenda, human resource management, and organizational review;
 - xvii. Act as a signing authority on behalf of the MASU.
 - f. The **Vice President, Communications** of the MASU shall:
 - i. Assume the duties of the President & CEO in the absence or incapacity of the President, the Vice President, Academic Affairs, the Vice President, External Affairs, the Vice President, Student Life and the Vice President, Finance and Operations;
 - ii. Serve a term of office from the first of May to the thirtieth day of the following April;
 - iii. Be responsible for the marketing of the MASU to stakeholders;
 - iv. Represent the best interests of union members with an aim to improve student life;
 - v. Maintain efficient and consistent means of communicating MASU information to the Mount Allison community, including, but not limited to, through the use of social media, print media, broadcast media and the MASU website;
 - vi. Be responsible for the drafting and communication of MASU press releases, position statements, and other vehicles of communication to the external media under the guidance of the Executive Committee;
 - vii. Enforce the Mount Allison Students' Union Branding Guide;
 - viii. Maintain the MASU calendar of events and activities MASU website;
 - ix. Conduct a yearly survey to MASU Members to provide a channel for, and solicit, student input into all MASU services, campaigns, advocacy efforts, overall performance, and any other subjects at the discretion of the Executive Committee;
 - x. Chair the Communications Committee and any other committee that may arise at the discretion of Council;
 - xi. Produce a bimonthly email newsletter to be sent to constituents;
 - xii. Submit a regular report to Council containing analytics for current or previous communications initiatives;
 - xiii. Serve as Secretary of the Executive Committee; and
 - xiv. Assume the duties of Deputy Chair in the event of the absence or incapacity of the Deputy Chair.
2. Each Executive Officer shall:
- a. Work a minimum of twenty-five (25) office hours per week May to August,
 - b. The President shall work fifteen (15) hours per week from September to April;
 - c. The Vice Presidents shall work ten (10) hours per week from September to April;



- d. Facilitate the transitioning of their successor;
 - e. Receive an honorarium; and
 - f. Submit a final report to Council.
3. The representative members of the SAC shall be entrusted with the following powers and duties of the MASU:
- a. The **Student Board of Regents Representative** shall:
 - i. Carry out any duties which Council may assign;
 - ii. Serve a term, on the Students Administrative Council, from the first of May to the thirtieth day of the following April
 - iii. Serve a term, on the University Board of Regents, from the first of June to the thirty-first of May as prescribed in the Mount Allison University Act;
 - iv. Be an informed advocate of student concerns and issues, in particular at the meetings of the Board of Regents, Council, and the MASU;
 - v. Be responsible for accurate and regular communication of MASU policies and decisions to their constituents; facilitate the success of MASU operations and services through participation;
 - vi. Sit on a minimum of one standing committee of the MASU;
 - vii. Attend all meetings and forums of Council and the MASU;
 - viii. Attend all meetings of any committees on which they sit;
 - ix. Represent the educational and social concerns of Mount Allison students with an aim to improve student life;
 - x. Chair the Student Board of Regents Caucus and any other committee that may arise at the discretion of the Executive Committee;
 - xi. Serve as a student representative on any other Board of Regents committees that Council deems appropriate;
 - xii. Along with the President, select and appoint student representatives to Board of Regents Committees;
 - xiii. Provide timely reports to Council and the MASU on the policies and decisions of the Board of Regents;
 - xiv. Be responsible for accurate and regular communication of MASU policies and decisions to the Board of Regents; and
 - xv. Be aware of the specific issues which are of importance to students.
 - b. A **Student Senator** shall:
 - i. perform any duties which the Vice-President, Academic Affairs and/or Council may require;
 - ii. Serve a term, on the Students Administrative Council, from the first of May to the thirtieth day of the following April
 - iii. Serve a term, on the University Senate, from the first of June to the thirty-first of May as prescribed in the Mount Allison University Act

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- iv. Be an informed advocate of student concerns and issues, in particular at the meetings of Senate, Council, and the MASU;
 - v. Be responsible for accurate and regular communication of MASU policies and decisions to their constituents;
 - vi. Facilitate the success of MASU operations and services through participation;
 - vii. Sit on at least two Senate Committees assigned by the Vice-President, Academic Affairs and ratified by Senate through the Senate Committee on Committees;
 - viii. Sit on the MASU Academic Affairs Committee;
 - ix. Attend all meetings and forums of Council and the MASU;
 - x. Attend all meetings of standing committees on which they sit;
 - xi. Represent the educational and social concerns of Mount Allison students with an aim to improve student life;
 - xii. Meet with student representatives on department committees;
 - xiii. Provide timely reports to Council and the MASU on the policies and decisions of their assigned Senate Committees;
 - xiv. Be responsible for accurate and regular communication of MASU policies and decisions to Senate; and
 - xv. Be aware of the specific issues which are of importance to students that may include but are not limited to: Senate, Academic Judicial, Academic Appeals, Admissions, Research, and Degree Programs.
- c. **A Councillor-at-Large (Including the First-year Representative)** shall:
- i. Carry out any duties which Council may assign;
 - ii. Serve a term from the elected date to the thirtieth day of the following April;
 - iii. Be an informed advocate of student concerns and issues, in particular at the meetings of Council and the MASU;
 - iv. Be responsible for accurate and regular communication of MASU policies and decisions to their constituents;
 - v. Facilitate the success of MASU operations and services through participation;
 - vi. Sit on a minimum of two standing committees of the MASU;
 - vii. Attend all meetings and forums of Council and the MASU;
 - viii. Attend all meetings of standing committees on which they sit;
 - ix. Represent the educational and social concerns of Mount Allison students with an aim to improve student life;
 - x. Regularly attend meetings of the constituency; and,
 - xi. Be aware of the specific issues which are of importance to students that may include but are not limited to: Facilities Management, Dining



Services, Student Life, Municipal Government, Non-University
Housing and Community Relations.

4. Each officer names in Law 4.3 shall;
 - a. Submit a final report to the MASU, and;
 - b. Facilitate the transitioning of their successor.

5. The Office of the Chairperson shall preside over meetings of Council, and shall ensure that order is preserved therein and that adequate records of proceedings are kept. The Office of the Chairperson shall consist of:
 - a. The **Chairperson** of the MASU, who shall:
 - i. Serve a term of office from the first of May to the thirtieth day of the following April;
 - ii. Abide by and maintain the integrity of the Constitution, Bylaws, and motions of Council and the MASU;
 - iii. Call and chair all meetings of both Council and the MASU using Robert's Rules of Order as a guide;
 - iv. Act in a neutral and non-partisan manner in all matters as they pertain to the Students' Administrative Council;
 - v. Act as the spokesperson of the Students Administrative Council;
 - vi. Hold a minimum of two office hours per week during the academic year;
 - vii. Set the agenda for all meetings of Council and the MASU no later than twenty-four (24) hours prior to the date of the meeting;
 - viii. Supervise the work of the Deputy Chairperson;
 - ix. Perform such duties as may be assigned by Council or the MASU;
 - b. The **Deputy Chairperson** of the MASU shall:
 - i. Serve a term of office from the first of May to the thirtieth day of the following April;
 - ii. Maintain and distribute minutes for all meetings of Council and the MASU;
 - iii. Assume the duties of the Chairperson in the event of the absence or incapacity of the Chair;
 - iv. Act in a neutral and non-partisan manner in all matters as they pertain to the Students' Administrative Council;
 - v. Aid the Chairperson in the preparation and distribution of the agenda and related documents for all Council meetings;
 - vi. Keep accurate records of attendance at Council meetings and enforce the MASU Bylaws pertaining to attendance;
 - vii. Perform other duties as assigned by the Chairperson and Council;



LAW 4 - POWERS AND DUTIES

6. The Officers names in Law 4.5 shall be entitled to honoraria, facilitate the transitioning of their successor and shall submit a final report to the MASU.
7. All Officers of the MASU, including those named in Law 8, 9 and 10, shall be accountable for their conduct as appointed and representative members of the MASU in accordance with Operating Procedure 10 – Human Resources. This Operating Procedure shall be maintained and respected as a framework and standard of accountability, professionalism, and consistency.



LAW 5 – REMOVAL OF MASU OFFICERS

1. Removal of Executive Officials and the Ombudsperson:
 - a. The impeachment process is applicable to:
 - i. the President;
 - ii. the Vice-President, Academic Affairs;
 - iii. the Vice-President, External Affairs;
 - iv. the Vice-President, Student Life;
 - v. the Vice-President, Finance and Operations;
 - vi. the Vice-President, Communications; and
 - vii. the Ombudsperson.
 - b. Any impeachable Officer of the MASU named in Law 5.1 can be removed from office and stripped of all duties that come with that office by means of an impeachment process.
 - c. In cases involving more than one member, each impeachment will be voted on separately. The impeachment process is as follows, a complaint must first be registered with the Ombudsperson, or in the case of the Ombudsperson being impeached, the Judicial Chair, at which point official petition sheets shall be issued:
 - i. the impeachment process may be brought by any person who is a member of the MASU by getting 10% of MASU members' signatures,
 - ii. the impeachment process may be brought forward by a sitting member of council with a petition containing one-third of voting SAC members' signatures,
 - iii. the member in question will be impeached without a vote of Council if a petition signed by 50% + 1 of MASU Members is brought to Council.
 - d. At the meeting of Council a motion will be raised by the Ombudsperson, or in the case of the Ombudsperson being impeached, the Appellate Chair, on behalf of the MASU to consider impeachment.
 - i. The member(s) in question will be allowed a voice in any debate at the meeting of Council.
 - ii. If a two-thirds (2/3) majority vote is reached in Council meeting with regards to the issue of impeachment, then the member(s) in question will be declared removed from office.
 - e. In the event of the impeachment of an Executive member, the re-election/hiring process shall be the same as that which is outlined in Law 3, Operating Procedure 03 – Elections & Referenda, and Operating Procedure 04 – Human Resources.
 - f. The process in Council is as follows:
 - i. The motion shall be called to start discussion,
 - ii. Discussion shall occur first out-of-camera, and then in-camera,
 - iii. The vote shall be secret ballot and shall be taken in-camera,



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- iv. In cases involving more than one Executive Officer, each case will be voted on separately,
 - v. A removal vote in the affirmative is absolute and not subject to appeal.
2. Removal process of non-Executive, voting members of council:
- a. Any member of council may bring forward a motion of impeachment for a non-Executive, voting member of Council.
 - i. Neglecting their duty may include missing three (3) meetings of Council throughout the duration of their term, without written consent from the Chair,
 - b. One week notice of the motion to remove a SAC Councillor shall be given to Council, and said Councillor.
 - c. A Councillor may be removed from Council by a two-thirds (2/3) majority vote of Council.
 - d. The Chief Returning Officer shall then proceed to arrange an election to fill the vacancy within fourteen (14) days of the removal.
 - e. The Councillor(s) in question will be allowed a voice in any debate.
 - f. The process in Council is as follows:
 - i. The motion shall be called to start discussion,
 - ii. Discussion shall occur first out-of-camera, and then in-camera,
 - iii. The vote shall be secret ballot and shall be taken in-camera,
 - iv. In cases involving more than one Councillor, each case will be voted on separately.
 - v. A removal vote in the affirmative is absolute and not subject to appeal.



LAW 6 – COMMITTEES & TASKFORCES

1. The Students' Administrative Council shall have various Standing Committees, Task Forces, and, where needed, Ad-Hoc Committees for the purposes of:
 - a. Policy development and review,
 - b. Review, control, and assessment of the initiatives and operations of the MASU, including on areas of:
 - i. Organizational governance, administration, and structure;
 - ii. Finance, fiscal administration, and accountability;
 - iii. Internal and external advocacy focuses; and,
 - iv. Relations and liaisons with students and student organizations; and,
 - c. The execution of various functions of the MASU.
2. The powers, duties, and mandates of all current Committees and Task Forces shall be defined in Operating Procedure 05 – Committees & Taskforces;
3. The Procedure for establishing, governing, and chairing Committees and Task Forces shall be contained in Operating Procedure 05 – Committees & Taskforces.



1. Where necessary, the term club may be interpreted as referring to any MASU affiliated class, club or society.
2. In order to receive funding from the MASU, a club must be affiliated with the MASU as per Operating Procedure 06 – Clubs & Societies.
 - a. A new Constitution must be submitted each fiscal year prior to funding allocation.
3. When a club applies for funds they shall submit a comprehensive budget along with a funding application form outlining costs and funding from other sources.
 - a. Upon receipt of this budget, the Finance Committee shall review requests for funding and allocate the amount deemed appropriate.
4. If a particular event does not receive adequate funding, the sponsoring club may appeal the decision of the Finance Committee by following the procedure outlined in Operating Procedure 07 – Grants & Awards.
5. The Finance Committee shall use the following guidelines when allocating funding to clubs:
 - a. Events open to all students will be given preference over events open to only club members;
 - b. Funding will not be used to purchase alcohol, and;
 - c. Events which reflect the nature of the club shall receive a more favourable allotment.
6. Any MASU club may periodically be asked to come and give reports to Council.
7. A student may not receive funding from both Clubs and Societies Funding and Academic Enrichment Funding for the same event.
8. At the beginning of each academic year, the Vice-President, Student Life will review the list of inactive clubs.
 - a. Clubs are considered inactive if there is no financial activity with the MASU or no updated Constitution for three (3) consecutive fiscal years.
 - b. A motion through Council will remove these clubs from the MASU and thus render them unable to receive funding.
9. Full procedures for clubs and societies are outlined in Operating Procedure 06 – Clubs & Societies, and as such should be followed as closely as the Bylaws.



LAW 8 – THE MASU ELECTIONS OFFICE

1. The MASU Elections Office (MASUEO) shall consist of the Chief Returning Officer (CRO) and the Deputy Returning Officer (DRO) in the capacities outlined in Operating Procedures 03 and 04. The MASUEO shall be responsible for organizing all MASU affiliated elections and referenda. The CRO and DRO shall be referred to as Elections Officers.
2. The MASUEO shall be overseen by the MASU CRO, and shall operate under the supervision of the Vice-President, Finance and Operations, who shall ensure that the Constitution, Bylaws, Procedures, and Policies are respected by the MASUEO;
3. Elections Officers shall:
 - a. Deliver and communicate official election results in a timely manner to Council;
 - b. Adhere to the MASU election and referendum procedures as outlined in the Bylaws and in Operating Procedure 03 – Elections & Referenda.
 - i. Any variance to these Bylaws must be approved by Council;
 - c. Perform such duties as may be assigned by the Executive Committee, Council, and the MASU;
4. In the event that the CRO is unable to perform their duties, the DRO of the MASU shall act as the CRO



1. The MASU shall have an Ombudsperson's Office and an Appeals Office to serve as judicial resources. These neutral Offices of the MASU shall be responsible for providing information, referral, and means of resolving grievances to members of the MASU. The procedures for doing so are contained in Operating Procedure 10 – Judicial Process;
2. The Officers of the Judicial Offices of the MASU named in Operating Procedure 10 – Judicial Process shall be entrusted with the powers and duties outlined in the operating procedure.
3. The Office of the Ombudsperson shall include a MASU University Ombudsperson, who shall, in the capacities outlined in Operating Procedure 10 – Judicial Process, provide guidance, resources, and referral to members involved with University Governance processes, such as those outlined in University Policies;
4. The MASU Appeals Office (MASUAO) shall be the primary body for formal resolution of disputes involving the MASU and its operations.



1. The MASU General Manager shall be hired through the MASU and shall fulfill the terms of a contract to be negotiated between the individual and the MASU. The MASU General Manager shall be responsible for overseeing and maintaining proper financial operations of the MASU.
 - a. The MASU General Manager shall oversee the rest of the hired Full Time Employees.
2. The MASU Office Manager shall be hired through the MASU and shall fulfill the terms of a contract to be negotiated between the individual and the MASU.
3. The MASU Insurance Plan Administrator shall be hired through the MASU and shall fulfill the terms of a contract to be negotiated between the individual and the MASU.
4. The President, along with the Executive Committee, shall;
 - a. Be responsible for all hiring aspects of Full Time Employees.
 - b. Be responsible for all negotiations of Full Time Employee contracts.



1. The fiscal year of the MASU, and, by association, all affiliated clubs, shall run from the first of May each year to the last day of April in the following year
2. All financial transactions must be approved by two of the following signing officers;
 - a. the President;
 - b. the Vice-President, Finance and Operations;
 - c. the MASU General Manager.
3. All fees collected by the University's Financial Services office for the Mount Allison Students Union shall be placed under direct control of the MASU.
4. Financial records of the MASU shall be audited by a recognized chartered accountant within two months of the end of each fiscal year. The auditor's report shall be presented in the first month of meetings of Council in the following fiscal year.
5. The MASU budget must be presented for the first time to Council on the third last meeting of Council. It must also be viewed at least two times before being voted on.
 - a. Approval of the budget must require two-thirds (2/3) approval from voting members of the Students' Administrative Council.
6. A \$100,000 operational reserve will be set aside as a safeguard against future losses. This money will be invested in an investment savings account or as recommended by the Vice-President, Finance and Operations, pending approval by the President.
 - a. This reserve can be used as cash flow during the months of May through September, but must be replenished in full when student fees are collected in October and January.
7. Any deficit on an operating budget will be subtracted from the operational reserve.
8. In the case of a surplus on an operating budget the money will be used to replenish the operational reserve up to \$100,000. Any additional surplus will be added to the operational reserve. One time funding may be awarded at the discretion of the Vice-President, Finance and Operations, President, and MASU General Manager. The process for disbursement of the Surplus shall follow that outlined in Law 15.



1. The Governing Documents, in order of seniority, shall refer to the Constitution, Bylaws, Operating Procedures of the MASU. They shall outline the format of all operations, decision-making and planning.
2. The Governing Documents shall be subject to a formal committee review every three years, but any Bylaw, Operating Procedure may be examined by a presentation to Council and repealed/added/amended by a two-thirds majority of the members present.
3. Operating Procedures shall not conflict with or attempt to vary any other provision of the Constitution or Bylaws:
 - a. The most senior document takes over in the event of an inconsistency.
4. Bylaws and Operating Procedures become effective immediately upon enactment by Council, including amendments/additions/revokes.
 - a. Amending governing documents shall follow Operating Procedure 02 – Governance Management, Section 5 – Amending Governing Documents.



1. The Policy Manual shall consist of Policies of the MASU. Policies shall be used to express an opinion, sentiment or principle about external matters.
2. The Policy Manual shall be subject to a formal committee review every three years, but policy may be examined and repealed/added/amended by a presentation to Council.
3. All Policies may be amended/repealed/enacted/rescinded/added at a meeting of Council by a two-thirds majority of the members present.
4. Policy shall not conflict with or attempt to vary any other provision of the Constitution or Bylaws.
5. Policy becomes effective immediately upon enactment by Council, including amendments/additions/repeals, and remains active for three years.
6. All policy creation shall follow the guidelines in Operating Procedure 02 – Governance Management.



LAW 14 – CONSTITUTIONAL CLARIFICATION

1. Definitions contained in the Constitution of the MASU may not change without a referendum. However, should an ambiguity be present in the Constitution or should the University change a procedure which affects a definition in the Constitution, a Bylaw – or Constitutional Clarification – may support that definition. Constitutional Clarifications are subject to the same processes of adoption/repeal/amendments as the Bylaws.



LAW 15 – DISBURSEMENT OF THE SURPLUS

1. Purpose and Definitions

- a. Through normal operations, the MASU may acquire a surplus,
- b. Any funds in excess of the amount required for the contingency fund should be made available for use by the organization through the executive,
- c. Any funds to be used by the executive should be given oversight by council to ensure proper use of said funds,
- d. A surplus is defined as any non-committed funds in excess of the amount required for the contingency fund.

2. Proposal Process

- a. A proposal will be submitted on behalf of the executive committee by a member of the executive,
- b. Proposals from the executive committee will be heard if the following conditions are satisfied:
- c. The proposal must be entirely funded from the surplus,
- d. The proposal either adds a service or revenue stream, or enhances an existing one,
- e. The MASU's contingency fund is full.