



MOUNT ALLISON STUDENTS' UNION

MOUNT ALLISON STUDENTS' UNION

BYLAWS



TABLE OF CONTENTS

LAW I – Meetings of the Union	3
LAW II – The Students’ Administrative Council	3
LAW III – Elections	5
LAW IV – Powers and Duties of Officers of the MASU	8
LAW V – Removal and Resignation of MASU Officers	15
LAW VI – Standing Committees	17
LAW VII – Task Forces	25
LAW VIII – Classes, Clubs and Societies	26
LAW IX – The MASU Elections Office	27
LAW X – The Office of The Ombudsperson	28
LAW XI – Full-Time Employees	29
LAW XII – Part-Time Employees	29
LAW XIII – Financial Operations	30
LAW XIV – Summer Operations	30
LAW XV – Ad Hoc Committees	30
LAW XVI – Governing Documents	31
LAW XVII – Operating Procedures	31
LAW XVIII – Policy Manual	31
LAW XIX – Constitutional Clarification	32
LAW XX – Disbursement of the Surplus	32



MOUNT ALLISON STUDENTS' UNION (MASU) BYLAWS

LAW I – MEETINGS OF THE UNION

1. The Chair of the Students' Administrative Council shall call and chair all meetings of the MASU.
 - 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 MASU shall be called:
 - a. at the discretion of the Chair of Council;
 - b. by the Students' Administrative Council upon submission, through the office of the Chair, a petition bearing the signatures of at least ten percent (10%) of MASU Members;
3. Notice of a meeting of the MASU shall be posted to all voting members of the MASU and Students' Administrative Council Councillors not 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 (25%) is not present for a meeting of the MASU, any business that was to be dealt with at said meeting shall be dealt with at a meeting of the Students' Administrative Council to be held not less than seven (7) days after the meeting of the MASU.
5. Extenuating circumstances requiring immediate action may cause the President to have a meeting of the MASU 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 MASU

LAW II – 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; the Vice-President, Academic Affairs; the Vice-President, External Affairs; and the Vice-President, Campus Life;



- ii. One (1) member representing first year students. Said members must be elected by those MASU members in first year standing as defined by Mount Allison University's Academic Calendar;
 - iii. Two (2) members representing each academic faculty (Science, Social Science, Arts). Said members must be enrolled in a degree programme offered in the faculty which s/he represents. These members will comprise the six (6) Student Senators as elected by the union;
 - iv. One (1) member-at-large, herein referred to as the Board of Regents Representative, elected to sit as the Student Representative of the Mount Allison University Board of Regents.
 - v. Five (5) members-at-large, elected to sit as Councillors-at-large and represent general concerns of students at Mount Allison.
 - 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 Student International Affairs Coordinator, and
 - viii. Any incoming Executive Officers;
2. All voting and non-voting members of Council shall be entitled to attend meetings of Council, present, and bring forth motions in Council.
3. 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 of April, unless a majority vote of council decides otherwise. 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 days after the first day of classes.
4. 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.
5. 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.
6. Law II.4 notwithstanding, a motion to go in camera, if passed, shall close a meeting to all but the voting and non-voting members and the Ombudsperson. A majority vote of 50% + 1 will allow for any person whom Council may request to remain throughout the in camera session.



7. Notice of the meeting of Council shall be given to Councillors at least twenty-four (24) hours in advance of said meeting. Said notice shall include an agenda for the meeting.
8. Special circumstances requiring immediate action shall empower the President to have a meeting called without having posted notice or agenda for twenty-four (24) hours.
 - a. The “special circumstances” the President has determined that necessitate a meeting must be outlined upon the call to order. Should a majority of the voting Council members present not agree that the situation represents the “special 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 Council.
9. Quorum for a meeting of Council shall consist of fifty percent (50%) of the voting members of Council. In the event that quorum is not present for the meeting, any business that was to be dealt with at said meeting shall be dealt with at a future meeting to be held not less than seven (7) business days after said meeting was to be held. Unfilled positions shall not be included in the number of voting members
10. At a meeting of Council in which at least a quorum of the voting members are present, motions may be passed by an affirmative vote from a simple majority of said members unless otherwise specified in the constitution or Bylaws

LAW III – ELECTIONS

1. Electoral Officers:
 - a. The Chief Returning Officer (CRO) shall coordinate all MASU affiliated elections.
 - b. In the event that the CRO is unable to perform her/his duties, the Deputy Returning Officer (DRO) of the MASU shall act as CRO.
 - c. The CRO shall conduct the following elections throughout the course of the year:
 - i. the President;
 - ii. the Vice-President, Academic Affairs;
 - iii. the Vice-President, External Affairs;
 - iv. the Vice-President, Campus Life;
 - v. the Student Board of Regents Representative;
 - vi. the Student Senators;
 - vii. the Councillors-at-large;
 - viii. the Valedictorian;
 - ix. By-elections;
 - x. Referenda;



xi. Any other elections, as directed by Council.

2. Eligibility:

- a. For any election in which the positions of Off-Campus or Residence Councillor is to be filled, only those individuals who reside in the constituency for which the position is being contested are eligible to vote.
- b. For those elections in which the position of Student Senator is to be filled, all members of the MASU are eligible to vote. Candidates are eligible to run only in the academic faculty in which they have chosen to study. Two positions are allocated to each of the following faculties: Arts, Science and Social Science.
- c. For all other elections/referenda, the electorate shall consist of all voting members of the MASU.
- d. In order to be eligible to be a candidate in any MASU election, candidates must not have any outstanding MASU fines.
- e. For Executive elections, all candidates shall require a CGPA and SGPA that holds them in "Good Standing". The MASU CRO must verify this after the candidate grants her or him permission through the Office of the Registrar before the nomination period closes. Candidates may appeal their ineligibility and this Bylaw through the MASU Judicial Committee.

3. Nominations for Election:

- a. Nominations shall operate in accordance to Operating Procedure V - Elections.
- b. All nominations must bear the signatures of at least fifteen (15) supporters for Executive elections and at least ten (10) supporters for Councillor elections in addition to a nominator, a seconder, and the nominee. Supporters must be eligible to vote in the election for which the nomination is put forth, under Law III.2.
- c. Each nomination must be verified by the CRO to ensure that it satisfies the conditions of Law III.3.b.

4. Election Procedures:

- a. All MASU elections or referenda must be held over a minimum two days with polls open not less than twelve (12) hours.
- b. Members of the MASU who are unable to vote during polling hours must contact the CRO to determine an appropriate method given their particular location.
- c. For all elections, the candidate receiving the majority of all votes cast, as outlined in Law III.4.d of the MASU Bylaws, shall be declared elected.
- d. "All votes cast" shall include those that are deemed spoiled by the CRO. Upon request from a candidate or scrutineer, the CRO must be prepared to justify deeming it a spoiled ballot. If the candidate disagrees, s/he may



make an appeal to the MASU Judicial Committee, at which time the status of the ballot may be decided by a simple majority of the voting members.

- e. In the event of a tie:
 - i. the candidate, from among those tied, with the fewest votes in the previous round is eliminated;
 - ii. if there is still a tie, those counting votes then look back to the next most recent round and if necessary, to further progressively earlier rounds until one candidate can be eliminated;
 - iii. if this also results in a tie, among the tied candidates, the candidate who would have the fewest votes in the following round will be eliminated;
 - iv. if the candidates are tied after applying Law III.4.e.i-iii then the CRO will declare the election null and void and re-open nominations no less than three (3) business days after the close of the original polls.
- f. For all elections with two (2) or more candidates, a system of optional preferential voting will be used as outlined in the current copy of Operating Procedure V - Elections.
- g. In the event that only one nomination is put forth for an elected position, a yes or no ballot shall be used. That candidate shall be declared elected if a majority of those ballots indicate support for the candidate. If a majority is not obtained, nominations for the position shall be reopened for five (5) days and the election re-held.
- h. All limitations on campaigning are outlined in Operating Procedure V - Elections.
- i. Counting of ballots in all elections shall be the duty of the Chief Returning Officer in accordance to Operating Procedure V - Elections.
- j. There shall be no voting by proxy.
- k. During the counting of ballots, it is recommended that each candidate select a scrutineer to be present on her/his behalf. Declaration of a scrutineer must occur by the end of Council office hours the first day the polls are open. This declaration must be in writing, must bear the signature of the candidate and the scrutineer, and is subject to the approval of the Chief Returning Officer. No person may serve for more than one candidate in any race and no candidate may have more than one scrutineer.
- l. If a candidate desires a recount, s/he must indicate so in writing to the MASU Elections Office within twenty-four (24) hours of the results being released.
- m. In all elections photographs of each of the candidates shall be posted in plain view at each polling station.
- n. Notice as to the time and place of the polling shall be posted no later than twenty-four (24) hours prior to polls opening.



- iii. assist the President in ensuring that 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 spokesperson on behalf of students if they have concerns on campus relating to academic matters;
 - 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;
 - xi. represent the best interests of union members with an aim to improve student life; and
 - xii. oversee the administration of the MASU Online Bookstore.
- c. The Vice-President, External Affairs of the MASU shall:
- i. assume the duties of the President in the event of 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, the Off-Campus 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 Community Services Coordinator, Sustainability Coordinator, and Bike Co-op Coordinator;
 - ix. oversee the operation and development of the Housing Directory;
 - x. oversee the operation and development of the Airport Shuttle Service; and



- v. ensure that the Constitution, the Bylaws, Policies, Operating Procedures and all other internal documents are upheld in their entirety;
 - vi. be responsible for the review and subsequent revision of MASU Bylaws and Operating Procedures;
 - vii. present the financial reports as the SAC shall require, there being no less than two in each fiscal year;
 - viii. chair the Finance Committee, the Grants and Awards Committee, the Operations Committee, and any other committee that may arise at the discretion of Council;
 - ix. meet on a regular basis with the MASU Administrator acting as a liaison between the Executive and office staff;
 - x. oversee the MASU student health insurance plan;
 - xi. act as a liaison with the Elections Office and maintain constant communication with the Entertainment Director regarding expenses associated with entertainment events;
 - xii. represent the best interests of union members with an aim to improve student life; and
 - xiii. act as a signing authority on behalf of the MASU.
- f. The Vice-President, Communications of the MASU shall:
- i. serve a term of office from the first of May to the thirtieth day of the following April;
 - ii. be responsible for the marketing of the MASU to stakeholders;
 - iii. represent the best interests of union members with an aim to improve student life;
 - iv. 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;
 - v. 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;
 - vi. maintain the MASU calendar of events and activities MASU website;
 - vii. 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;
 - viii. chair the Communications Committee and any other committee that may arise at the discretion of Council;
 - ix. produce a weekly email newsletter to be sent to constituents;



- x. submit a regular report to Council containing analytics for current or previous communications initiatives;
 - xi. serve as Secretary of the Executive Committee; and
 - xii. 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 thirty-five office hours per week May to August, and ten hours per week September to April, as determined in conjunction with the Executive Committee prior to the beginning of the year.
 - i. The above clause 2.a notwithstanding, the President shall work 15 hours per week September to April;
 - b. receive an honorarium; and
 - c. submit a final report to Council.
3. The representative members of the SAC shall be entrusted with the following powers and duties as Officers of the MASU:
- a. The Student Board of Regents Representative shall:
 - i. carry out any duties which Council may assign;
 - ii. serve a term from the first of June to the thirty-first of May as prescribed in the Mount Allison University Act;
 - iii. be an informed advocate of student concerns and issues, in particular at the meetings of the Board of Regents, Council, and the MASU;
 - iv. be responsible for accurate and regular communication of MASU policies and decisions to her/his constituents; facilitate the success of MASU operations and services through participation;
 - v. sit on a minimum of one standing committee of the MASU;
 - vi. attend all meetings and forums of Council and the MASU;
 - vii. attend all meetings of any committees on which they sit;
 - viii. represent the educational, social, and personal concerns of Mount Allison students with an aim to improve student life;
 - ix. chair the Student Board of Regents Committee and any other committee that may arise at the discretion of the Executive Committee;
 - x. serve as a student representative on any other Board of Regents committees that Council deems appropriate;
 - xi. provide timely reports to Council and the MASU on the policies and decisions of the Board of Regents;
 - xii. be responsible for accurate and regular communication of MASU policies and decisions to the Board of Regents; and
 - xiii. be aware of the specific issues which are of importance to students.



- b. A Student Senator / Faculty Councillor shall:
- i. perform any duties which the Vice-President, Academic Affairs and/or Council may require;
 - ii. serve a term from the first of June to the thirty-first of May;
 - iii. be an informed advocate of student concerns and issues, in particular at the meetings of Senate, Council, and the MASU;
 - iv. be responsible for accurate and regular communication of MASU policies and decisions to her/his constituents;
 - v. facilitate the success of MASU operations and services through participation;
 - vi. sit on at least two Senate Committees assigned by the Vice-President, Academic Affairs and ratified by Senate through the Senate Committee on Committees;
 - vii. sit on the MASU Academic Affairs Committee;
 - viii. attend all meetings and forums of Council and the MASU;
 - ix. attend all meetings of standing committees on which they sit;
 - x. represent the educational, social, and personal concerns of Mount Allison students with an aim to improve student life;
 - xi. meet regularly with student representatives on department committees;
 - xii. serve as a student representative on any other Board of Regents committees that Council deems appropriate;
 - 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 Programmes.
- c. A Councillor-at-Large shall:
- i. carry out any duties which Council may assign;
 - ii. serve a term from the elected date until power of Council is handed to the Executive Committee for the summer months;
 - 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 her/his 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, social, and personal concerns of Mount Allison students with an aim to improve student life;
 - x. regularly attend meetings of the constituency;
 - xi. be responsible for accurate and regular communication of MASU policies and decisions to students of Mount Allison; and
 - xii. 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 named in Law IV.3 shall submit a final report to Council and the MASU.
5. The Office of the Chairperson shall preside over meetings of Council and of the MASU, 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 as the spokesperson of Council;
 - v. hold a minimum of two office hours per week during the academic year;
 - vi. set the agenda for all meetings of Council and the MASU no later than forty-eight (48) hours prior to the date of the meeting;
 - vii. supervise the work of the Deputy Chairperson;
 - viii. 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. aid the Chairperson in the preparation and distribution of the agenda and related documents for all Council meetings;
 - v. keep accurate records of attendance at Council meetings and enforce the MASU Bylaws pertaining to attendance;



- vi. perform other duties as assigned by the Chairperson and Council;
- 6. The Officers named in Law IV.5 shall be entitled to honoraria, and shall submit final reports to the Council and the MASU.
- 7. All Officers of the MASU, including those named in Law X, shall be accountable for their conduct as appointed and representative members of the MASU in accordance with Operating Procedure X. This Operating Procedure shall be maintained and respected as a framework and standard of accountability, professionalism, and consistency.
- 8. The MASU shall entrust, via due process outlined in Operating Procedure X, certain powers and duties to employed members of the organization, as outlined in Operating Procedure X. Employed individuals shall abide by the policies outlined therein.

LAW V – 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, Campus 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 V.1 can be removed from office and stripped of all duties that come with that office by means of an impeachment process. In cases involving more than one member, each impeachment will be voted on separately.
 - c. The member(s) in question will be allowed a voice in any debate at the meeting of Council.
 - d. The impeachment process is as follows and to begin, a complaint must first be registered with the Ombudsperson, or in the case of the Ombudsperson being impeached, the Judicial Ombudsperson, 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.
 - e. At the meeting of Council a motion will be raised by the Ombudsperson, or in the case of the Ombudsperson being impeached, the Judicial Ombudsperson, on behalf of the MASU to consider impeachment. If a two-thirds 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.
 - f. 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 V.5.
 - g. An impeachment vote in the affirmative is absolute and not subject to appeal.
- 2. Removal Process of Non-Executive Representative Officers
 - a. One week notice of the motion to remove a SAC Councillor shall be given to Council, said Councillor, and said Councillor's constituency.
 - b. The position of any member of Council, excluding the Executive and Ombudsperson, who, in the opinion of Council, has neglected her/his duties as a Councillor, may be removed from Council by a two-thirds majority vote of Council. The Chief Returning Officer shall then proceed to arrange an election to fill the vacancy within fourteen (14) days of the removal. Until that time the Vice-President, Communications shall represent the constituency in question as a non-voting member.
 - i. neglecting their duty may include missing three meetings of Council throughout the duration of their term, without written consent from the Chair,
 - ii. submission of a petition containing one-third of the members of council's constituents' signatures will also be grounds to open discussion on the conduct of the councillor.
 - c. The Councillor(s) in question will be allowed a voice in any debate.
 - d. 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
 - v. voted on separately.



- vi. A removal vote in the affirmative is absolute and not subject to appeal.

LAW VI – STANDING COMMITTEES

1. Executive Committee

- a. There shall be an Executive Committee of the MASU whose purpose is to oversee and manage the MASU. The Executive Committee can make recommendations of a planning and financial nature to Council or any other Standing Committee of the MASU.
- b. The Executive Committee shall consist of the following voting members:
 - i. the President, who shall chair the committee;
 - ii. the Vice-President, Academic Affairs;
 - iii. the Vice-President, External Affairs;
 - iv. the Vice-President, Campus Life;
 - v. the Vice-President, Finance and Operations; and
 - vi. the Vice-President, Communications, who will act as Secretary.

2. Academic Affairs Committee

- a. There shall be an Academic Affairs Committee with the purpose of reviewing and recommending MASU policy related to academic issues on campus and promoting the MASU's involvement in events within the University community relating to academic issues, such as courses, professors, degrees, and accessibility, and administering the MASU Online Bookstore.
- b. The Academic Affairs Committee shall consist of the following members:
 - i. the Vice-President, Academic Affairs, who shall chair the committee;
 - ii. six Student Senators;
 - iii. Policy, Research and Archiving Officer;
 - iv. two SAC Councillors; and
 - v. four students-at-large recommended by the committee chair and approved by Council no later than the end of the previous fiscal year.

3. ASCARS Commission

- a. There shall be an ASCARS Commission which will be responsible for the planning and execution of the annual ASCARS awards show held in the spring to recognize student contributions to the Mount Allison community.
- b. The ASCARS Commission shall consist of the following members:
 - i. The Vice-President, Campus Life or a chair recommended by the Vice-President, Campus Life and approved by Council;



- ii. the Entertainment Director and Assistant Entertainment Director;
 - iii. three SAC Councillors; and
 - iv. any number of students-at-large at the discretion of the committee chair and approved by Council.
4. Campus Life Committee
 - a. There shall be a Campus Life Committee with the purpose of reviewing and recommending MASU policy related to non-academic issues campus, promoting the MASU's involvement in events within the University community relating to student life, and concerning itself with issues that affect the University community, which include, but are not limited to, issues of accessibility at Mount Allison, international issues, and athletic affairs.
 - b. The Campus Life Committee shall consist of the following members:
 - i. the Vice-President, Campus Life, who shall chair the committee;
 - ii. four SAC Councillors;
 - iii. Policy, Research and Archiving Officer; and
 - iv. seven students-at-large recommended by the committee chair and approved by Council, at least three of whom shall be appointed to this committee no later than the end of the previous fiscal year. At least one student-at-large must be involved in athletics at Mount Allison, one an international student, and one interested in issues of accessibility.
5. Communications Committee
 - a. There shall be a Communications Committee with the purpose of communicating MASU events and issues to the student body. They will market and promote Concerts, student forums and other MASU events as well as communicating the MASU's policies and advocacy and outreach efforts.
 - b. The Communications Committee shall consist of the following members:
 - i. The Vice-President, Communications, who shall chair the committee:
 - ii. four SAC Councillors, and
 - iii. no less than five students-at-large recommended by the committee chair and approved by Council, at least three of whom shall be appointed to this committee no later than the end of the previous fiscal year.
6. Elections Committee
 - a. There shall be an Elections Committee of the MASU whose purpose is to oversee and manage all MASU affiliated elections and referenda. The Elections Committee is responsible for ensuring the enforcement of Law



III, Operating Procedure V - Elections, and Operating Procedure XII - Referenda, and shall perform such duties as may be assigned by the President, Council, and the MASU. In addition, the committee will be responsible for the advertising of elections and forums in concert with the Vice-President, Communications.

- b. The Elections Committee shall consist of the following members:
 - i. The Chief Returning Officer, who shall chair the committee;
 - ii. The Deputy Returning Officer; and
 - iii. six students-at-large recommended by the committee chair and approved by Council no later than the end of the previous fiscal year, who shall serve as elections officers.

7. Entertainment Committee

- a. There shall be an Entertainment Committee with the purpose of assisting the Entertainment Director and Assistant Entertainment Director in planning and coordinating events.
 - i. The Entertainment Committee shall consist of the following members:
 - ii. the Entertainment Director, who shall chair the committee;
 - iii. the Assistant Entertainment Director;
 - iv. three SAC Councillors; and
 - v. no less than three students-at-large recommended by the committee chair and approved by Council, who shall be appointed to this committee no later than the end of the previous fiscal year.

8. External Affairs Committee

- a. There shall be an External Affairs Committee with the purpose of reviewing and recommending MASU policy related to governmental or political issues, promoting the Union's involvement in events outside the University, and increasing student awareness of external issues, such as municipal, provincial, and federal government relations and lobbying.
- b. The External Affairs Committee shall consist of the following members:
 - c. the Vice-President, External Affairs, who shall chair the Committee;
 - d. four SAC Councillors;
 - e. Policy, Research and Archiving Officer; and
 - f. five students-at-large recommended by the committee chair and approved by Council, three of whom shall be appointed to this committee no later than the end of the previous fiscal year.

9. Finance Committee

- a. There shall be a Finance Committee with the purpose of developing operating procedures regarding the MASU's financial affairs and reviewing these procedures regularly to ensure their continued appropriateness;



monitoring financial results throughout the year; making recommendations for budgetary amendments to Council; and preparing and proposing a budget to Council for the following fiscal year.

- b. The Finance Committee shall consist of the following members:
 - i. the Vice-President, Finance and Operations, who shall chair the Committee;
 - ii. three Councillors;
 - iii. three students-at-large recommended by the committee chair and approved by Council;
 - iv. the President; and
 - v. the MASU Administrator, ex officio.

10. Grants and Awards Committee

- a. There shall be a Grants and Awards Committee with the purpose of administering and disbursing funds from Academic Enrichment, Clubs & Societies, and Residence Grants. The Committee shall also review and make awards for the applications to the Jeff 'Skip' Fraser Memorial Scholarship to returning students who have demonstrated extensive involvement, leadership, and initiative in the Mount Allison community.
- b. The Grants and Awards committee shall consist of the following members:
 - i. The Vice-President, Finance and Operations, who shall chair the Committee;
 - ii. three Councillors;
 - iii. three students-at-large recommended by the committee chair and approved by Council;
 - iv. the Vice-President, Academic Affairs, ex officio, during review and awards to applications for Academic Enrichment funding; and
 - v. the Vice-President, Campus Life, ex officio, during review and awards to applications for Residence Grant funding.
- c. In the case that a member of the Committee has applied for the funding under review, s/he shall step down from the committee during that review process and shall be replaced by the Council Chair.

11. Human Resource Committee

- a. There shall be a Human Resource Committee with the purpose of administering, maintaining, and upholding the Human Resource policies and procedures contained in Operating Procedure X. Such a duty shall entrust the Human Resource Committee with the responsibilities of:
 - i. subjecting all written Human Resource policy, including Job Descriptions to timely review to ensure these documents are current, effective, reliable, and comprehensive;
 - ii. scrutinizing, when necessary, all matters of Human Resource management, including but not limited to: hiring, interim



appointment, granting of temporary leave, dismissal, and review. The terms of such scrutiny are outlined in detail in Operating Procedure X;

- iii. carrying out, when necessary, procedures of Human Resource review, as outlined in Operating Procedure X;
- b. The Human Resource Committee shall consist of the following members:
 - i. The Appointment Chair, who shall co-chair the Committee,
 - ii. The Vice-President, Finance and Operations, who shall co-chair the Committee
 - iii. Two students-at-large,
 - iv. One Councillor, and
 - v. The Ombudsperson, *ex officio*;
- c. In the case that a member of the Committee is under any form of review by the Human Resource Committee, such a member shall temporarily remove themselves from the Committee.

12. Judicial Committee

- a. There shall be a Judicial Committee that shall be mandated to interpret the Constitution, Bylaws, Operating Procedures, appeals, and all other judicial matters within the MASU:
 - i. A formal copy of any investigation put before the Judicial Committee will be filed with the Office of the Ombudsperson;
 - ii. Any decision made by this committee can be overturned by a two-thirds (2/3) majority vote of Council.
- b. The Judicial Committee shall consist of the following members:
 - i. the Judicial Chair, who shall chair the committee;
 - ii. the Ombudsperson;
 - iii. the Judicial Ombudsperson; and
 - iv. two students-at-large recommended by the committee chair and approved by Council.
 - v. In the absence of the Judicial Chair, the Council Chair shall chair this committee.

13. Operations Committee

- a. There shall be an Operations Committee with the purpose of updating and recommending amendments to the Constitution, Bylaws, and Operating Procedures of the MASU, as well as for each MASU club and society. It is also responsible for the creation and maintenance of an Operating Procedures manual.
- b. The Operations Committee shall consist of the following members:
 - i. the Vice-President, Finance and Operations, who shall chair the committee;
 - ii. three SAC Councillors; and



- iii. two students-at-large recommended by the committee chair and approved by Council.

14. Sustainability Committee

- a. There shall be a Sustainability Committee with the purpose of:
- b. reviewing and recommending MASU policy on environmental issues;
- c. creating awareness on campus of current environmental issues;
- d. consistently evaluating MASU and University environmental policy and practices;
- e. recommending changes to MASU and University environmental policy and practices;
- f. working with the University to establish and maintain a system of metrics that accurately reflect the per capita carbon footprint of the average Mount Allison student, staff, and faculty member, as well as the University's overall carbon footprint in relation to its total square foot area;
- g. working on environmental projects as assigned by the Vice-President, External Affairs; and
- h. assisting the Sustainability Coordinator in their work with external committees.
- i. The Sustainability Committee shall consist of the following members:
 - i. the Sustainability Coordinator, who shall chair the committee;
 - ii. two SAC Councillors; and
 - iii. three students-at-large recommended by the chair and approved by Council.
 - iv. The Sustainability Committee will report to council at the discretion of the Sustainability Coordinator or upon recommendation of the Executive Committee.

15. Student Board of Regents Committee

- a. There shall be a Student Board of Regents Committee with the purpose of communicating ideas and issues relating to the University Board of Regents. This committee shall report to and actively seek input from Council.
- b. The Student Board of Regents Committee shall consist of the following members:
 - i. the Board of Regents Representative, who shall chair the committee;
 - ii. the President; and
 - iii. any students-at-large that sit on Board of Regents committees.

16. Senate Caucus



- a. There shall be a Senate Caucus with the purpose of advancing MASU policy on academic affairs through Mount Allison's Senate and its committee;
 - b. the Senate Caucus shall consist of the following members:
 - i. the Vice-President, Academic Affairs, who shall chair the caucus;
 - ii. the President; and
 - iii. the six student Senators.
17. Social Caucus:
- a. There shall be a Social Caucus with the purpose of opening the lines of communication between the MASU and residences;
 - b. to assist residences in the planning of events, to encourage the residences to partner on events as well as partner with the MASU;
 - c. to help each other develop new and innovative event ideas;
 - d. the Social Caucus shall consist of the following members:
 - i. the Vice-President, Campus Life, who shall chair the committee;
 - ii. the Social Chairs from residence; and
 - iii. one student-at-large who has served as a former residence Social Chair.
18. Social Justice Committee
- a. There shall be a Social Justice Committee with the purpose of:
 - i. facilitating communication and coordination between clubs/societies themselves, and clubs/societies and the MASU generally;
 - ii. organizing events and activities for the benefit of clubs/societies;
 - iii. bringing formal recommendations for lobbying activities to the Executive Committee and/or Council; and
 - iv. working on projects assigned by the Vice-President, External Affairs.
 - b. The Social Justice Committee shall consist of the following members:
 - i. the Social Justice Coordinator, who shall chair the committee;
 - ii. the Vice-President External Affairs, ex officio;
 - iii. representatives of any MASU clubs and societies as recommended by the committee chair and approved by Council. These representatives shall make up the majority of the committee;
 - iv. Four students-at-large.
 - c. The Social Justice Committee shall report to Council at the discretion of the Social Justice Coordinator or upon recommendation of the Vice-President, External Affairs.
19. Yearbook Commission:
- a. There shall be a Yearbook Commission with the express purpose of generating content for the Allisonian Yearbook;



- b. The Yearbook Commission shall consist of the following members:
 - i. The Vice-President, Communications, who shall chair the commission;
 - ii. The Vice-President, Finance & Operations;
 - iii. The Allisonian Yearbook Editors;
 - iv. A representative from each residence;
 - v. An unlimited number of students-at-large to be appointed at the discretion of the Commission Chair.
20. Quorum for committees shall be 50%+1 of committee members.
21. MASU Review Committee
- a. The Review Committee shall consist of:
 - i. The Chair, who shall act as chair of the committee;
 - ii. The Deputy Chair, who shall act as recording secretary for the committee. The Deputy Chair shall be a non-voting member of the committee;
 - iii. The Ombudsperson, who shall sit solely as a non-voting observer of the committee;
 - iv. Four students-at-large, to be nominated by the Chair and elected by Council at the first regular meeting of Council in May.
 - b. If a member of the Review Committee conducts her or himself in a manner so as to not fulfill their duties as a member of the Review Committee, or misses two consecutive, or three overall meetings without adequate justification, said member may be removed and replaced according to the following procedure:
 - i. the Chair will present a motion to remove said member to Council at the earliest convenience. Council may remove the member from the Review Board through a two-thirds (2/3) majority vote.
 - ii. at the same meeting at which the member is removed, Council must make all reasonable efforts to replace her or him through the recommendation of the Chair.
 - c. The Review Committee and its members shall:
 - i. act impartially, in good faith, and in the best interests of the MASU;
 - ii. enforce and interpret the Constitution, the By-laws, and the motions of the SAC and the MASU, as well as act as a resource for the Chair in performing their duties;
 - iii. review all relevant reports concerning the performance and undertakings of Executives and Councillors of the MASU with regard to their responsibilities and mandates;



- iv. any member of the MASU may submit a request for a performance review for the Committee's consideration. The committee must consider each performance review individually; and
- v. the Review Committee may present to Council any performance reviews which may aid the operation of Council.
- d. The Review Committee Recording Secretary shall, alongside the aforementioned responsibilities:
 - i. document all questions and comments that are within the purview of the committee while a motion is pending;
 - ii. shall keep accurate records of attendance of all committee members; and
 - iii. in the event of the absence of the recording secretary, the duty shall fall upon a student-at-large member of the committee.
- e. Regular meetings of the Review Committee shall be held twice monthly, called by the chair in coordination with the members of the committee.
- f. Special meetings of the Review Committee shall be held at the request of the Chair and must relate to the upholding of the Constitution, By-laws, or motions of Council or the membership.
- g. Quorum for meetings of the Review Committee is four voting members, one of which must be the Chair.
- h. In the event of a tied vote, the motion shall fail.
- i. The Review Committee may, at any time, administer an Order to any Executive or Councillor of the Union to attend a meeting of the Committee. The individual receiving the Order must:
 - i. attend a meeting of the committee within two (2) weeks of receiving an Order; and
 - ii. make available to the Committee any reports or documents as requested by the Committee related to the Order.

LAW VII – TASK FORCES

- 1. The Gil Latter Memorial Award Task Force
 - a. There shall be a Gil Latter Memorial Award Task Force which will be responsible for selecting a student to receive the Gil Latter Memorial Award. The student selected must have demonstrated that s/he has voluntarily given of their time to assist persons both within and outside the University community.
 - b. The Gil Latter Memorial Award Task Force shall consist of the following members:
 - i. the Vice-President, Campus Life, who shall chair the Task Force;

- ii. two SAC Councillors; and
 - iii. two students-at-large recommended by the Task Force chair and approved by Council; and
 - iv. one employee of the University (either faculty or general staff) selected by the Task Force chair.
2. In the event that the Vice-President, Campus Life is a graduating student, s/he must step down from the Task Force and shall be replaced by the Vice-President-Elect, Campus Life.
3. The Gold 'A' Award Task Force
 - a. There shall be a Gold 'A' Award Task Force whose purpose is for the selection and distribution of four (4) Gold 'A' Awards.
 - b. The recipients of this award must be graduating students who have demonstrated outstanding contributions to the University community.
 - c. The Gold 'A' Award Task Force shall consist of the following members:
 - i. the Vice-President, Campus Life, who shall chair the Task Force;
 - ii. one SAC Councillor;
 - iii. one student-at-large recommended by the Task Force chair and approved by Council; and
 - iv. President of the Junior Class.
 - d. In the event that the Vice-President, Campus Life is a graduating student, s/he must step down from the Task Force and shall be replaced by the Vice-President-Elect, Campus Life.

LAW VIII – CLASSES, CLUBS AND SOCIETIES

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 through approval of a club Constitution by Council. A new Constitution must be submitted each fiscal year prior to funding allocation. A Constitution may be reinstated as per Law VIII.10.
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. Upon receipt of this budget, the Grants & Awards Committee shall review requests for funding and allocate the amount deemed appropriate.
4. Should a particular event receive funding, the sponsoring club must submit a report to the Grants & Awards Committee containing a brief outline of the event as it happened, together with receipts of revenues and expenditures. No further funding shall be allocated to the club until this report has been submitted.
5. If a particular event does not receive adequate funding, the sponsoring club may appeal the decision of the Grants & Awards Committee by re-applying with more



- information on the event. As a final appeal, the club may speak at a meeting of Council on its own behalf.
6. The Grants & Awards Committee shall use the following guidelines when allocating funding to clubs:
 - a. Events open only to club members shall not receive as much funding
 - b. as those open to all students;
 - c. Funding will not be used to purchase alcohol;
 - d. Events will be evaluated by the Finance Committee on a case-by-case basis;
 - e. Events which reflect the nature of the club shall receive a more favourable allotment; and
 - f. If the amount of financing given for a particular event is more than the
 - g. amount of funding expended on the event, the club receiving the funding shall be required to repay the difference.
 7. Any MASU club may periodically be asked to come and give reports to Council.
 8. A student may not receive funding from both Clubs and Societies Funding and Academic Enrichment Funding for the same event.
 9. At the beginning of each academic year, the Vice-President, Finance and Operations will review the list of inactive clubs. Clubs are considered inactive if there is no financial activity with the MASU or no updated Constitution for three (3) consecutive fiscal years. A motion through Council will remove these clubs from the MASU and thus render them unable to receive funding.
 10. A club can be brought back to active status by submission of a report to the Vice-President, Finance and Operations, which will be brought to Council for re-approval. The report, written by a student wishing to re-activate a club, should outline how they will be continuing the work of the club that took place before its closure. In extenuating circumstances, at the discretion of the Vice-President, Finance and Operations, clubs can be brought to active status without submission of a report or approval of Council.
 11. Full procedures for clubs and societies are outlined in Operating Procedure II – Clubs and Societies, and as such should be followed as closely as the Bylaws.

LAW IX – 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 Procedure X, and 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. serve a term of office from the date of appointment to the thirtieth day of the following April;
 - b. deliver and communicate official election results in a timely manner to Council
 - c. adhere to the MASU election and referendum procedures as outlined in the Bylaws, Operating Procedure V - Elections, and Operating Procedure XII – Referenda. Any variance to these Bylaws must be approved by Council;
 - d. perform such duties as may be assigned by the Executive Committee, Council, and the MASU; and
 - e. a final report is required to be submitted to Council

LAW X – THE OFFICE OF THE OMBUDSPERSON

1. The Office of the Ombudsperson shall be a neutral Office of the MASU, responsible for acting as a source of information and referral for individuals seeking guidance regarding their rights and responsibilities and how to best make use of University and MASU resources, policies, procedures, practices, and rules. The Office of the Ombudsperson shall consist of:
 - a. The Ombudsperson, who shall:
 - i. serve a term of office from the first day of May to the thirtieth day of the following April;
 - ii. provide impartial and confidential consultation to individuals who are aggrieved or concerned about an issue concerning any aspect of student life or the MASU when other avenues or means to address the concern are exhausted, unavailable, or for good reason unacceptable;
 - iii. act as a liaison between individuals or groups in disputes in which Council or the MASU is involved, serving as a communicator, informal facilitator, or impartial mediator, as appropriate;
 - iv. promote and inform the Mount Allison community of the role and services of the Ombudsperson's office;
 - v. use the most expeditious means possible, refer inquiries to appropriate bodies, offices, and resources;
 - vi. help identify problems or trends that affect the entire campus or significant parts of the community and if appropriate, recommend changes in policy or procedure to address these concerns;
 - vii. bring her/his findings and/or recommendations to the attention of those in authority by the most expeditious means possible, and to the Mount Allison community at large to the extent this seems appropriate; and

- viii. a final report is required to be submitted to Council;

The Judicial Ombudsperson, who shall:

- ix. serve a term of office from the first day of May to the thirtieth day of the following April;
- x. serve as a general information and reference centre for individuals to advise of their rights and responsibilities, the existence of applicable policies, procedures and practices which may assist any person in pursuing their objective;
- xi. promote and inform the Mount Allison community of the role and services of the Office of the Ombudsperson;
- xii. refer inquirers with special needs to appropriate bodies, offices and resources;
- xiii. advise individuals on the preparation of appeals, petitions or replies to applications before governing committees and boards of the University;
- xiv. bring their findings and/or recommendations to the attention of those in authority by the most expeditious means possible, and to the Mount Allison community at large to the extent this seems appropriate;
- xv. refuse, in consultation with the Ombudsperson, to further investigate any matter which the Judicial Ombudsperson feels is frivolous, vexatious, in bad faith or an abuse of the processes of the Office of the Ombudsperson. In any such case the Judicial Ombudsperson will give reasons for her/his decision to the complainant; and
- xvi. a final report is required to be submitted to Council.

LAW XI – FULL-TIME EMPLOYEES

1. 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.
2. 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 Administrator shall be responsible for overseeing and maintaining proper financial operations of the MASU.

LAW XII – PART-TIME EMPLOYEES

1. The MASU Administrative Officer shall be hired through the MASU and shall fulfill the terms of a contract to be negotiated between the individual and the MASU.

LAW XIII – FINANCIAL OPERATIONS

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;
 - 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 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 to Council on the third last meeting with no discussion. Discussion on the budget will commence on the second last meeting.
6. An \$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. 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 XX.

LAW XIV – SUMMER OPERATIONS

1. At any meeting of Council called from May to August, the President and the Executive shall report to Council on all activities of the Executive Committee. These reports will then be available on the MASU website.
2. The Executive and an appointed summer office manager shall remain at Mount Allison for the period from May to September and, together with the MASU Administrator, shall ensure proper operation of the MASU during this time period.

LAW XV – AD HOC COMMITTEES

1. Ad hoc committees shall be formed over any issues of concern to MASU Members on which the MASU has no policy.
2. An ad hoc committee will investigate and report back to Council on these issues. The issues to be investigated will be chosen by Council.
3. Ad hoc committees shall be chaired by a member of Council.



4. These committees shall be made up of as many SAC Councillors and students-at-large as the chair wishes.
5. An ad hoc committee shall report to Council at least twice a term and give a final report of the committee's findings before the end of the year.

LAW XVI – GOVERNING DOCUMENTS

1. The Governing Documents shall refer to the Constitution, Bylaws, and 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 or 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.
4. Bylaws and Operating Procedures become effective immediately upon enactment by Council, including amendments/additions/repeals.

LAW XVII – OPERATING PROCEDURES

1. Council may establish principles for the MASU, or for a department or operation of the MASU, along with procedures for implementing those principles, by means of Operating Procedures.
2. An Operating Procedure shall contain:
 3. a preamble establishing the reason for the Procedure;
 4. the office responsible for upholding the Procedure; and
 5. the Procedure itself, including the principles being established.
6. An Operating Procedure shall remain in effect indefinitely, but shall be subject to review every three years by the Operations Committee.

LAW XVIII – POLICY MANUAL

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. A Policy shall contain:
 3. a preamble establishing the reasons for expressing an opinion, sentiment, or principle;
 4. a resolution declaring the opinion, sentiment or principle; and



5. any action to be taken to advance the opinion, sentiment, or principle, if applicable, including the office authorized by Council to take said action.
6. 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.
7. All Policies may be amended/repealed/enacted/rescinded/added at a meeting of Council by a two-thirds majority of the members present.
8. Policy shall not conflict with or attempt to vary any other provision of the Constitution or Bylaws.
9. Policy becomes effective immediately upon enactment by Council, including amendments/additions/repeals, and remains active for three years.

LAW XIX – 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 XX – 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.