

**ANNUAL GENERAL MEETING - AGENDA**  
**Student Association of George Brown College**  
**Wednesday, February 6th, 2019 St. James Campus, Toronto, Ontario**

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**1. Call to Order**

The Speaker will call the Annual General Meeting to order.

Chair – Corey Scott

Time:

**2. Land Recognition Statement**

*I would like to take a brief moment before we continue to recognize that as many of us are settlers on this land, it is our collective responsibility to pay respect and recognize that this land is traditional territory of the Mississaugas of the Credit First Nation and that we are here because this land was occupied. In recognition that this space occupies colonized First Nation territories, and out of respect for the rights of Indigenous people, it is our collective responsibility to honour, protect and sustain this land.*

**3. Meeting Announcements**

The Speaker will provide a brief overview of the Annual General Meeting, outlining its purpose and procedural norms, including voting, proxy voting, and the rules of order for all Student Association meetings. The speaker will also make any other announcements related to the Annual General Meeting that may be relevant to the Members at the Meeting.

- Brief explanation of Robert's rules of order by Chair
- Maintaining a speaker's list

**4. Welcome Statement – Jasmyn St. Hilaire Dir Communications & Internal**

**5. Adoption of the Agenda**

The Speaker will ask the Members to adopt the Agenda for the meeting

**Motion: Be it resolved** that the Agenda be accepted as presented.

**Moved by:** Jasmyn St. Hilaire Dir Communications & Internal

**Seconded by:**

**Vote:**

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**Student Association of George Brown College**  
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**6. Minutes of Previous Meeting**

The Speaker will ask the Members to adopt the Minutes from the February 13, 2018 Annual General Meeting (Please see Appendix A).

**Motion: Be it resolved** that the Minutes of the February 13, 2018 Annual General Meeting be accepted as presented.

**Moved by:** Jasmyn St. Hilaire Dir Communications & Internal

**Seconded by:**

**Vote:**

**7. Approval of the Audited Financial Statements – Grant Thornton LLP**

A representative from the Student Association's current auditors, Grant Thornton LLP, will present the audited Financial Statements for the fiscal year ending May 31, 2018. The representatives will answer any questions from the Members concerning the audit process and/or its results. The Chair will ask the Members to accept the Audited Financial Statements.

**Motion: Be it resolved** that the Audited Financial Statements be accepted as presented for the fiscal year ending May 31, 2018.

**Moved by:** Kushagra Manchanda, Director of Operations

**Seconded by:**

**Discussion:**

**Vote:**

**8. Appointment of the Auditors**

The Speaker will ask the Members to appoint Grant Thornton as the accounting firm responsible for the preparation of the Corporation's audit for the fiscal year ending May 31, 2018

**Motion: Be it resolved** that the Grant Thornton be appointed as the Corporation's Auditor for the fiscal year ending May 31, 2018.

**Moved by:** Kushagra Manchanda, Director of Operations

**Seconded by:**

**Vote:**

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**9. By Law Changes**

Whereas the Board of Directors of the Student Association of George Brown College has deemed it appropriate to revise, and consolidate the Constitution and By-Laws of the Student Association of George Brown College;

Therefore be it resolved we accept the bylaw changes as follows:

1. Upon the day after this resolution is confirmed by the members of the Corporation:

a. The Constitution of the Student Association of George Brown College, 2012 (as amended) and the By-laws of the Student Association of George Brown College, 1998 (as amended) are rescinded and repealed;

b. The Constitution and By-laws of the Student Association of George Brown College, 2019 as attached as schedule I is enacted and is of force and effect.

2. Any resolution amending, altering or changing these by-laws done at the Meeting of Members held at the time which this resolution is adopted, shall have the same force and effect as if incorporated into schedule I.

**Moved by:** Alex Stewart, Director Campus life

**Seconded:**

**Vote:**

**10. Government Changes announcement - Jasmyn St. Hilaire Dir Communications & Internal**

**11. Community Action Center Presentation**

**12. Question & Answer Forum**

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**13. Adjournment – Speaker**

Speaker will ask Member to properly adjourn the Meeting and proceed to the Question & Answer period.

**Motion: Be it resolved** that the Annual General Meeting be adjourned

**Moved by:**

**Seconded by:**

**Vote:**

Time:

**ANNUAL GENERAL MEETING - MINUTES**  
**Student Association of George Brown College**  
**Tuesday, February 13, 2018 - 11:00am St. James Campus, Toronto, Ontario**

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**1. Call to Order**

The Speaker will call the Annual General Meeting to order.

Chair – Hildah Otieno

Time: 11:19AM

**2. Land Recognition Statement**

*I would like to take a brief moment before we continue to recognize that as many of us are settlers on this land, it is our collective responsibility to pay respect and recognize that this land is traditional territory of the Mississaugas of the New Credit First Nation and that we are here because this land was occupied. In recognition that this space occupies colonized First Nation territories, and out of respect for the rights of Indigenous people, it is our collective responsibility to honour, protect and sustain this land.*

**3. Meeting Announcements**

The Speaker will provide a brief overview of the Annual General Meeting, outlining its purpose and procedural norms, including voting, proxy voting, and the rules of order for all Student Association meetings. The speaker will also make any other announcements related to the Annual General Meeting that may be relevant to the Members at the Meeting.

- Brief explanation of Robert's rules of order by Chair
- Maintaining a speaker's list

**4. Welcome Statement – Kushagra Manchanda, Director of Operations**

**5. Adoption of the Agenda**

The Speaker will ask the Members to adopt the Agenda for the meeting

**Motion: Be it resolved** that the Agenda be accepted as presented.

**Moved by:** Kushagra Manchanda, Director of Operations

**Seconded by:** Jasmyn St.Hilaire, Casa Loma Campus Director

**Vote:** Carries

**ANNUAL GENERAL MEETING - MINUTES**  
**Student Association of George Brown College**  
**Tuesday, February 13, 2018 - 11:00am St. James Campus, Toronto, Ontario**

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**6. Minutes of Previous Meeting**

The Speaker will ask the Members to adopt the Minutes from the September 27, 2017 Special Meeting of Members (Please see Appendix A).

**Motion: Be it resolved** that the Minutes of the September 27, 2017 Special Meeting of Members be accepted as presented.

**Moved by:** Alex Stewart, Director of Equity

**Seconded by:** Jimberly Cotoner, Women and Trans Students' Representative

**Vote:** Carries

**7. Approval of the Audited Financial Statements – Grant Thornton LLP**

A representative from the Student Association's current auditors, Grant Thornton LLP, will present the audited Financial Statements for the fiscal year ending May 31, 2017. The representatives will answer any questions from the Members concerning the audit process and/or its results. The Chair will ask the Members to accept the Audited Financial Statements.

**Motion: Be it resolved** that the Audited Financial Statements be accepted as presented for the fiscal year ending May 31, 2017.

**Moved by:** Tiffany White, Director of Education

**Seconded by:** Jeremy Worrall, Arts, Design and Information Technology Representative

**Discussion:** Audit presented by Angela Pham, Auditor Manager

**Vote:** Carries

**8. Appointment of the Auditors**

The Speaker will ask the Members to appoint Grant Thornton as the accounting firm responsible for the preparation of the Corporation's audit for the fiscal year ending May 31, 2018

**Motion: Be it resolved** that the Grant Thornton be appointed as the Corporation's Auditor for the fiscal year ending May 31, 2017.

**Moved by:** Mercedes Burrowes, Director of Campus Life

**Seconded by:** Gregory Barnaby, Student

**Vote:** Carries

**ANNUAL GENERAL MEETING - MINUTES**  
**Student Association of George Brown College**  
**Tuesday, February 13, 2018 - 11:00am St. James Campus, Toronto, Ontario**

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**9. By Law Changes**

Preamble from the Director of Communications & Internal, who will introduce all of the proposed By-law changes as recommended for adoption by the Student Association of George Brown College Board of Directors.

**Motion: Be it resolved** that the amendment to By-Law Article 3, 4, 5, 8, 9, 13 be accepted as presented;

**Be it further resolved** that these changes be enacted as of May 1<sup>st</sup>, 2018

**Moved by:** Riddhi Modi, Director of Communications and Internal

**Seconded by:** Kushagra Manchanda, Director of Operations

**Discussion:** By-law changes presentation the Director of Operations

**Dhruv (Student)** – request for someone explain the minimum wage amount

**Mercedes (Board)** – Point of information; is there a document to support the statement?

**Eric (Student)** – in reference to page 28, article 13.10 e, inquiry to having a cap as the statement seems vague

**Charles (Chief Returning Officer)** – every investigation is different; try to have within a 48 hour turnaround

**Vote:** Carries

**10. Question & Answer Forum**

None

**11. Adjournment – Speaker**

Speaker will ask Member to properly adjourn the Meeting and proceed to the Question & Answer period.

**Motion: Be it resolved** that the Annual General Meeting be adjourned

**Moved by:** Riddhi Modi, Director of Communications and Internal

**Seconded by:** Shayana Gayle, Student

**Vote:** Carries

Time: 11:58AM

The Board of Directors of the Student Association  
of George Brown College

2018-2019 Academic Year

**A resolution to rescind and replace the Constitution  
and By-Laws of the Student Association of George  
Brown College, 2019**

The Communications and Internal Committee  
Passed on December 7, 2018 and January 8, 2019

The Board of Directors  
January 14, 2019

The Meeting of the Membership  
February 6, 2019



## **EXPLANATORY NOTE**

*This Explanatory Note was written as a reader's aid to this resolution and does not form part of the by-laws.*

The schedule contains the following changes to the governing documents of the Student Association of George Brown College

### **1. The Consolidation of the Constitution and By-laws and the reformatting of the document**

This merges two documents (the Constitution and the By-laws) into one document and reformat them in accordance with the drafting practices of the province of Ontario. This also reduces redundancies in the Constitution and By-Laws.

### **2. The reduction of the composition of the Board of Directors**

Throughout the province of Ontario, the average Board of Directors size is 8.3, and the average Executive size is 3.6 for college student unions and student associations. Further, throughout the province, representation at the Board of Directors occurs by school (Educational Centre) (5 colleges), and by Campus (8 colleges). Further, five Colleges elect their Board of Directors at large without regard to campus or school. Only three colleges currently apportion seats by equity seeking groups. The Student Association of George Brown College is the only school that apportion seats base both on campus, educational centre, and equity seeking groups. This results in an election where over representation occurs and some students have a stronger voice and more representation than others.

The Communications and Internal Committee is recommending a Board of Directors structure of 11 members, (3 executive and 8 Educational Centre Representatives).

It is recommended that Constituency Representative is discontinued. Every member of the Board of Directors have a legal responsibility to represent all members, including members of equity seeking groups, and the Student Association has structures in place outside the Board of Directors to support and give voice to equity seeking groups outside the Board of Directors.

### **3. Elections Cycle**

It is recommended that the election cycle be changed to have the Director of Communications and Internal and the Director of Operations be elected in the fall of each year and take office on the last day which the Student Association is open in December of each year. This is to assist with the Directors of Operation's financial oversight role and the Director of Communications and Internal's human resource functions role.

### **4. Signature threshold for elections**

It is recommended that the threshold for election be decreased to 30 signatures for the Executive and 10 signatures for educational centre representatives, this is done in order allow for greater increase in the elections.

### **5. Amendments to ensure compliance with governance standards and the Canada Not for Profit Corporations Act and General Governance Practices**

- Cleaned up definitions to ensure proper syntax and clarity (general good governance practices)

- Specified acts which would allow directors to be ineligible for running for office (i.e. Substitute Decisions Act, Mental Health Act, and Bankruptcy) (Canada Not for Profit Corporations Act).
- Adding explicit duty to feodality to the Corporation as set forth in the Canada Not for Profit Corporations Act.
- Ensured compliance with the removal of directors with the Canada Not for Profit Corporations Act.
- Added an explicated authority to suspend members under investigation.
- Updated the timelines of the Members Meeting notice to ensure compliance with the Canada Not for Profit Corporations Act.
- Changed the membership proposal section to ensure compliance with section 163 of the Canada Not for Profit Corporations Act.
- Updated the identification clause to ensure appropriate and standard coverage.
- Updated the record keeping provision to ensure that compliance with the Canada Not for Profit Corporations Act.
- Give explicated legal standing to the Voting Directors Accountability Manual to ensure that it is enforceable.
- Inserted a primacy clause of the act over the by-laws, and the by-laws over policy (good governance practices)
- Removed references to the Board of Governors election from the by-laws, as the jurisdiction of the by-laws do not extend to the Board of Governors election and the provisions are beyond the legal authority of the By-laws.

RESOLUTION REVISING AND CONSOLIDATING THE CONSTITUTION AND BY-LAWS OF THE STUDENT ASSOCIATION OF GEORGE BROWN COLLEGE

WHEREAS the Board of Directors of the Student Association of George Brown College has deemed it appropriate to revise, and consolidate the Constitution and By-Laws of the Student Association of George Brown College;

THEREFORE BE IT RECOMMENDED BY THE COMMUNICATIONS AND INTERNAL COMMITTEE OR PASSED BY THE BOARD OF DIRECTORS OR ENACTED BY THE MEMBERSHIP OF THE CORPORATION AS FOLLOWS:

1. Upon the day after this resolution is confirmed by the members of the Corporation:
  - a. The Constitution of the Student Association of George Brown College, 2012 (as amended) and the By-laws of the Student Association of George Brown College, 1998 (as amended) are rescinded and repealed;
  - b. The Constitution and By-laws of the Student Association of George Brown College, 2019 as attached as schedule I is enacted and is of force and effect.

## **Schedule I**



**THE CONSTITUTION AND BY-LAWS  
OF THE  
STUDENT ASSOCIATION OF GEORGE BROWN  
COLLEGE,  
2019**

## **Contents**

Table of Contents will be added upon final passage.

# **THE CONSTITUTION OF THE STUDENT ASSOCIATION OF GEORGE BROWN COLLEGE**

## **Article 1: Mission Statement**

We are the students of George Brown College committed to supporting each other in the struggle for students' rights, the pursuit of quality education and the provision of services in a safe, equitable and accessible environment.

## **Article 2: Mandate**

### ***1. Organizational Mandate***

The Student Association functions as the central student government representing the interests of all George Brown College students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

The Student Association's basic objectives shall be:

- a) To build a united student movement among the students of George Brown College regardless of gender, religion, ethnicity, language, ability, sexual orientation, age or socio-economic status.
- b) To provide a democratic forum to voice students' concerns and issues.
- c) To provide the opportunity for students to unite in various student groups to address concerns specific to particular constituencies of the Student Association.
- d) To facilitate cooperation among all students and student groups to work towards common goals on a cooperative basis.
- e) To voice the students' perspective on issues at the College, municipally, provincially, and federally and to represent the students' interests at all levels.
- f) To promote awareness of pertinent College activities and policies.
- g) To strive towards a high-quality education by providing optimal support services accessible to all students.

### ***2. Representation and Advocacy***

With respect to representation and advocacy, the Student Association shall:

- a) Act as an advocate on behalf of students whenever students' rights have been violated.
- b) Ensure that the college establishes equitable policies and procedures for the resolution of student concerns and that such policies and procedures are adhered to and administered consistently.
- c) Recommend changes to policies and procedures wherever students' rights are not being adequately met.
- d) Advocate for the delivery of College services that support students in their academic studies and daily experiences at the College.
- e) Work to ensure that the College is fully accessible to all students.
- f) Represent, promote and defend students' interests at the local, provincial and federal

- levels of government and all levels of decision-making within the College.
- g) Ensure that the Student Association is well run, practices good governance and maintains transparency wherever possible.

### ***3. Services***

With respect to student services, the Student Association shall:

- a) Provide the opportunity and support for student groups to form and function in order to meet the needs of students.
- b) Provide activities and events for students to participate in and socialize with other students and members the College community.
- c) Provide a comprehensive orientation program for new members of the Student Association.
- d) Deliver services to groups of students that are traditionally underrepresented in order to provide an atmosphere where students can socialize and advocate for those issues specific to the constituency.
- e) Communicate issues, concerns, events and activities to students and provide the opportunity for student feedback through all means available, including student publications.
- f) Provide student owned and operated spaces for students to relax and socialize in a safe, healthy and accessible environment.

### ***4. Financial Operations***

With respect to financial operations and business, the Student Association shall:

- a) Generate revenue to support services, initiatives, and facilities.
- b) Provide flexible jobs opportunities for students to work on campus.
- c) Provide reasonably priced alternatives to students.
- d) Maintain student membership fees at the lowest feasible level.
- e) Collect fees, create an annual operating budget and ensure that funds are expended as intended.
- f) Ensure that any amount greater than \$1,000 is approved by Purchase Order and signed by 2 authorized individuals.

## **Article 3: Organization of the Student Association**

The Student Association of George Brown College shall be governed by the By-laws and this Constitution as well as operational policies and procedures. Wherever any discrepancy seems to exist among those documents, the By-laws shall prevail.

### ***1. By-laws***

The By-laws shall establish the generic legal composition of the Student Association, as well as the powers, authority and overall composition of its various components including its membership.



## **2. Constitution**

The Constitution shall outline the mission, purpose and mandate, as well as the specific composition, of the Student Association Board, Executive, Standing Committees and *Ad Hoc* Committees. The Constitution shall also establish the jurisdiction and duties of the Student Association's officers, directors, representatives and various components.

## **3. Policies and Procedures**

The Student Association shall establish policies and procedures that govern the day-to-day operations of the organization, in accordance with the By-laws.

## **Article 4: Board of Directors**

### **1. Board of Directors Composition**

The Board Directors shall be composed of 8 (eight) to twenty-two (22) Directors as set forth in By-Laws.

### **2. Board Jurisdiction**

The Board of Directors will have ultimate jurisdiction over the affairs of the Student Association and its various components. The board shall:

- a) Ensure that the Student Association adheres to its Bylaws, Constitution, Policies and Procedures and all applicable municipal, provincial and federal laws.
- b) Establish Policies and Procedures in accordance the Bylaws.
- c) Develop and monitor the long term strategic direction of the organization.
- d) Develop, establish and modify new and existing programs, services and financial operations.
- e) Establish and monitor the annual budget for the organization and its subsidiary operations.
- f) Revise the annual budget as needed.
- g) Approve expenditures from internally restricted funds.
- h) Approve expenditures not included in the annual budget.
- i) Carry out any borrowing on behalf of the organization
- j) Receive proposals with respect to student ancillary fees, make fee adjustment recommendations, and approve ancillary fees pending approval of the College's Board of Governors.
- k) Make decisions concerning Human Resources including Compensation, benefits, and issues pertaining to the Executive Director.
- l) Make decisions concerning the impeachment of members of the Board.
- m) Normally meet at least once per month.
- n) Approve policy statements concerning the official opinion and position of the Student Association.
- o) Appoint individuals to standing committees.
- p) Monitor the work of the committees and assist with the implementation of campaigns, activities, publicity and events.

- q) Bring forward students' concerns to the appropriate committee.

## **Article 5: Executive Committee**

### ***1. Executive Committee Composition***

The Executive Committee shall be composed of the officers of the Corporation as appointed under the by-laws.

### ***2. Executive Committee Jurisdiction and Collective Duties***

In addition to the duties of each respective portfolio, Executive Committee members shall:

- a) Be familiar with and uphold all Student Association policies and procedures including, but not limited to, the Voting Director's Accountability Manual.
- b) Undergo any necessary training in order to fulfill the responsibilities of their position.
- c) Develop an annual strategic plan by August 15<sup>th</sup> of each year, including but not limited to: publicity and advertising, a campaigns strategy, an events calendar, forums and advocacy issues.
- d) Monitor and report to the Board concerning the status of the annual strategic plan.
- e) Monitor the finances and budget of the Executive Committee and Board of Directors at each meeting of the Executive.
- f) Ensure that expenditures are within the approved budget.
- g) Hold the General Manager accountable for day-to-day operations.
- h) Encourage members to run in elections of the Student Association.
- i) Ensure that transition sessions are held with incoming Executive Members for a minimum of three days in order to transfer relevant knowledge, skills, files and records before the end of the term.
- j) Establish positive working relationships with College faculty, staff, administrative and community members.
- k) Endeavour to contribute to the harmonious and effective interaction of staff, Executive and Board members.
- l) Approve and coordinate all appointments to Student Association committees, George Brown College committees and various community-based committees as required and report them to the Board of Directors.
- m) Meet at least once per month.
- n) Liaise between the Student Association and student groups.
- o) Monitor suggestions received from students and follow up with appropriate parties.
- p) Serve as a primary advocate for current student issues to the college.
- q) Select a member to serve on college council.
- r) Negotiate with the college on behalf of the Student Association.

## **Article 6: Constitutional Amendments**

The Constitution may be amended or replaced by a two-thirds majority vote of the Board, provided that the full text of such amendment is available not less than 10 business days prior to the Board meeting at which the amendment is to be considered and the amendment or replacement is included in the respective notice for such meeting.

## DEFINITIONS

**Unless otherwise stated, the following definitions shall pertain throughout the Constitution and By-laws of the Student Association of George Brown College:**

"Act" means the *Canada Not-For-Profit Corporations Act* S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended;

"Articles" means the articles of incorporation, the certificate of continuance, and any amendments to the articles as made under the act;

"Board" means the Board of Directors of the Student Association of George Brown College established under this by-laws;

"by-laws" means these by-laws and any other by-laws of the Corporation as amended and which are in force and effect;

"Committee members" can refer to Board members, members, staff of the corporation, College personnel, or external community partners to the corporation;

"Corporation" refers to the Student Association of George Brown College;

"Director" means a Member of the Board of Directors established under these by-laws;

"Meeting of members" includes an annual meeting of members or a special meeting of members called and held under these by-laws;

"Majority" means at least one-half of the total, or at least one half plus one of the total number if that number cannot be divided evenly;

"Special meeting of members" includes a special meeting of all members entitled to vote at an annual meeting of members;

"Ordinary resolution" means a resolution passed by a majority of the votes cast on that resolution;

"Special resolution" means a resolution passed by a two thirds majority of the votes cast on that resolution.

"The College" refers to the George Brown College of Applied Arts and Technology established under the Colleges of Applied Arts and Technology Act.

# **THE BY-LAWS OF THE STUDENT ASSOCIATION OF GEORGE BROWN COLLEGE**

Be it enacted as a by-law of the Student Association of George Brown College ("the corporation"), which was incorporated under the Canada Not-for-Profit Corporations Act ("Act"), as follows:

## ***By-Law 1: Organization of the Corporation***

- 1.** The Corporation's membership shall consist of all individuals who are either:
  - a) Currently enrolled as students of George Brown College ("the College") and either have paid the student activity fee for the current term of study; or
  - b) Belong to a category of students in respect of which the corporation has accepted a grant in lieu of such fee; or
  - c) The elected members of the Board of Directors of the corporation as defined in these by-laws; or
  - d) Currently enrolled students of George Brown College belonging to a category of students, such as full-time students on a reduced course load due to College-approved accessibility accommodations, in respect of which the corporation has acknowledged associated membership and negotiated the terms and conditions of membership fees.
- 2.** The property and business of the Corporation shall be managed by a Board of Directors
- 3.** The Board of Directors shall be advised by the Committees of the Corporation.
- 4.** The Board of Directors shall delegate the ongoing day-to-day operation of the corporation to the General Manager, who will be accountable to the Board and report to the Executive Committee on a minimum bi-weekly basis. The General Manager shall exercise general control and management of the affairs of the Corporation for the purpose of efficient and effective operations of the Corporation.

## ***By-law 2: Board of Directors Composition***

- 1.** The Board of Directors shall be composed of:
  - a) the Director of Communications and Internal;
  - b) The Director of Operations;
  - c) The Director of Education and Equity;
  - d) Arts, Design and Information Technology Educational Centre Representative
  - e) Business Educational Centre Representative
  - f) Community Services and Early Childhood Educational Centre Representative

- g) Construction and Engineering Technologies Educational Centre Representative
- h) Health Sciences Educational Centre Representative, including the School of Nursing
- i) Hospitality and Culinary Arts Educational Centre Representative
- j) Preparatory and Liberal Studies Educational Centre Representative

**2.** The General Manager shall act as the liaison between the Board of Directors and the staff of the corporation.

### ***By-Law 3: Board of Directors Eligibility***

**1.** Each voting director shall be a member of the Corporation shall:

- a) Be a member in accordance with Article 1;
- b) Be at least 18 years of age as of the date of ratification; and
- c) Otherwise eligible to be a Director of a Corporation under the Canada Not for Profit Corporations Act, namely not being found incapable of handling property under the Substitute Decisions Act, or the Mental Health Act, and not having an undischarged bankruptcy.

**2.** Each educational centre representative shall also be a member registered in a program at their respective educational centre during their term.

**3.** Each director shall have reviewed and agreed, in writing, to abide by the job descriptions of the Directors as set forth in the governing documents. These signed agreements are to be collected from all Directors during their candidacy at the All Candidates Meeting for the election in which they are running.

**4.** An individual member may hold a position on the executive for maximum of three terms within a five-year period.

**5.** An individual member may hold a non-executive position on the board for maximum of two terms within a five-year period.

**6.** The term of office of each director shall be from May 1st until April 30th of the following year, with the exception of the Director of Communication and Internal and the Director of Operations which term shall be begin at noon on the last which the Student Association of George Brown College is open in December of each year. Each newly elected director is expected to attend a mandatory training within two weeks from the commencement of their term.

**7.** The members of the Executive shall be enrolled in no more than a maximum of one course per semester during their term of office.

## ***By-law 4: Board of Director Duties and Remuneration***

- 1.** Every Member of the Board of Directors in exercising their powers and discharging shall:
  - a) act honestly and in good faith with a view to the best interests of the Corporation;  
and
  - b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
  
- 2.** Director Communications and Internal shall:
  - a) Be the official spokesperson of the corporation to the general public, George Brown College, campus groups, and at College and external functions where representation of the corporation is required.
  - b) Oversee the keeping of records of meetings, policies, membership and any other records required by law.
  - c) Receive remuneration of \$17 per hour and meet the obligations of a 37.5-hour work week during their term of office
  - d) Perform all duties as outlined in the Voting Director's Accountability Manual.
  
- 3.** Director Operations shall:
  - a) Oversee and disburse the funds of the corporation under the direction of the executive committee and will report at each meeting of the board and meeting of members on their transactions as director of operations and on the financial position of the corporation.
  - b) Receive a remuneration of \$17 per hour and meet the obligations of a 37.5-hour work week during their term of office.
  - c) Perform all duties as described in the Voting Director's Accountability Manual.
  
- 5.** Director Education and Equity shall:
  - a) Receive a remuneration of \$17 per hour and meet the obligations of a 37.5-hour work week during their term of office.
  - b) Perform all duties as described in the Voting Director's Accountability Manual.
  
- 8.** Education Centre Representatives shall:
  - a) Receive a remuneration of \$15 per hour and meet the obligation of a 10 hour work week during their term of office.
  - b) Perform all duties as described in the Voting Directors Accountability Manual

## ***By-Law 5: Board of Directors Members***

- 1.** The position of director shall be deemed vacant if:
  - a) The director dies, ceases to be qualified or resigns in writing to the Director Communications and Internal, or, in the case of the Director Communications and Internal, to the General Manager;
  - b) The director becomes bankrupt or declared incapable of managing property under the Mental Health Act, or the Substitute Decision Act;
  - c) The director commences legal action against the corporation;
  - d) The Director fails to abide by the roles and responsibilities of the Directors as set forth in the governing documents for a period of one calendar month, as per their written agreement.
  - e) At a meeting of members called for that purpose, a ordinary resolution is passed to declare the office vacant; or
  - f) If they are absence at two consecutive meetings of the Board without having provided written regrets to the Director Communications and Internal or the General Manager in advance, the Board may pass a resolution declaring that the member has abandoned their office, then the Director shall be deemed to have resigned their office<sup>[CW1]</sup>.
  
- 2.** In the event of a vacancy prior to September 1st in the Directors offices, the Board of Directors shall call a by-election to fill the vacant position. Until the by-election is held, an existing member of the Board shall be appointed, as agreed upon by two-thirds majority vote. If such an office becomes vacant after September 1st, the Board of Directors may appoint any member, as agreed upon by two-thirds majority vote, of the respective constituency to fill the vacancy with the office's full remuneration paid.
  
- 3.**
  - a) In the event of a vacancy in the Director of Education and Equity, prior to September 1st, the Board of Directors shall call a by-election to fill the vacant position. Until the by-election is held, an existing member of the Board shall be appointed, as agreed upon by two-thirds majority vote. If such an office becomes vacant after September 1st, the Board of Directors shall appoint any member, as agreed upon by two-thirds majority vote, to fill the vacancy with the office's full remuneration paid to the appointed member, no later than 30 days following such vacancy. Until the vacancy is filled, whether the vacancy has occurred before or after September 1st, the Executive Committee shall appoint another member of the Executive Committee to fill the vacant office with, in addition to their own remuneration, half of the vacant position's remuneration. Failure of any appointed member to fulfill the responsibilities of the vacant position will result in full repayment of the additional remuneration.
  - b) In the event of a vacancy in the Director of Communications and Internal or the Director of Operations prior to the start of the nominations for the spring elections, the Board of Directors shall declare that that position is included in the spring election.

Until the by-election is held, an existing member of the Board shall be appointed, as agreed upon by two-thirds majority vote. If such an office becomes vacant after the start of nominations for the spring election, the Board of Directors shall appoint any member, as agreed upon by two-thirds majority vote, to fill the vacancy with the office's full remuneration paid to the appointed member, no later than 30 days following such vacancy. Until the vacancy is filled, whether the vacancy has occurred before or after the start of nominations, the Executive Committee shall appoint another member of the Executive Committee to fill the vacant office with, in addition to their own remuneration, half of the vacant position's remuneration. Failure of any appointed member to fulfill the responsibilities of the vacant position will result in full repayment of the additional remuneration.

- c) A person elected under subsection (a) or (b) takes office upon the confirmation of the election and remains in office for the remainder of the term office.

**4.** The Board of Directors may suspend the capacity to exercise the power and duties of the office of a member of the Board of Directors, during the course of an investigation into the actions regarding the member's action, and pending final reporting and determination regarding what action is warranted in accordance with section 1 of this by-law.

### ***By-Law 6: Committees***

**1.** The Board shall maintain Standing Committees.

**2.** The membership and mandate of these committees is set forth in the Voting Directors Accountability Manual.

**3.** The Board may establish *ad hoc* committees for such purposes and on such terms as it deems appropriate.

**4.** The Board shall appoint an individual to chair each *ad hoc* committee of the Board.

**5.** Each standing committee shall be called, as needed, by the Chair of said committee.

**6.** The Chair of each *ad hoc* committee shall attend and submit a report of the committee's activities at a meeting of the Board whenever given notice of the meeting in accordance with these by-laws and accompanied by a request to attend from the Director of Communications and Internal or a majority of the Board. The Board may impose such further requirements on any committee as it deems appropriate.

**7.** Committee members shall receive a reasonable stipend as determined by the Board from time to time for reasonable expenses and for serving the corporation in another capacity.



## ***By-Law 7: Officers***

- 1.** The officers of the Association shall consist of the Executive Committee which is composed of the following three (3) Executive Members:
  - a. Director Communications and Internal
  - b. Director Operations
  - c. Director Equity and Education

## ***Article 8: Meetings of the Board and Committees of the Board***

- 1.** The Director Communications and Internal shall call one meeting of the Board to be held each month during the fall and winter semesters, and other meetings of the Board at the Executive Committee's discretion and whenever requested to do so in writing by a majority of the other directors. In the event that no Board meeting is scheduled during a period longer than one month an ordinary resolution of Board members may request in writing to the Director Communications and Internal to call a meeting of the Board.
- 2.** The Chair of each committee shall call meetings of the committee at the Chair's discretion and whenever requested to do so in writing by the Executive Committee, the Board or a majority of the other members of the committee.
- 3.** The Director Communications and Internal shall cause notice of a meeting of the Board to be given to all committee members at least five (5) business days prior to the meeting. Such notice shall disclose the date and time of the meeting and at which office of the corporation within the City of Toronto the meeting shall be held.
- 4.** A meeting of the Board may be held at any time without notice if all members of the Board are present and consent to the holding of the meeting, or those who are absent have consented, in writing, to the Director Communications and Internal, to the meeting being held in their absence.
- 5.** The Board shall appoint a Chair in the first meeting of each year, who shall preside at all meetings of the Board and of the Membership.
- 6.** If all individuals entitled to vote at a meeting of the Board have consented, any individual may participate in the meeting by means of conference telephone or other communications equipment that allows all individuals in the meeting to communicate with one another. Any individual participating in such a manner shall be deemed present at the meeting.
- 7.** Quorum for a meeting shall be a majority of the members of the Board.
- 8.** The Director Communications and Internal, or such other individual as appointed by the Board, shall serve as secretary at each meeting of the members or of the Board, with the exception of

*in camera* sessions of the Board, provided that no minutes shall be effective until approved at a subsequent meeting.

**9.** The minutes of all meetings of the Board, once approved, shall be available for inspection by members through the website of the corporation within ten (10) days of approval.

**10.** All matters to be decided at a meeting of the Board of Directors or a committee shall be decided by ordinary resolution of those in attendance and entitled to vote, unless the Act, the Student Association of George Brown College Policies and Procedures Manual or these By-laws require a Special Resolution. In the event of a tie, the motion shall be considered defeated.

### ***By-law 9: Meetings of Members***

**1.** The Board shall call a general meeting of the membership to be held at which the corporation's financial statements and reports of the directors and of the auditor shall be presented.

**2.** The Director Communications and Internal shall call special meetings of the members and whenever requested to do so in writing by a majority of the Board or at least five percent (5%) of the members, provided that such writing also discloses business requested to be conducted at the meeting and enough information to allow the members to make a reasoned decision on the matter.

**3.** The Director Communications and Internal shall cause notice of a meeting of the members to be given in at least one of the following manner:

a) by electronic to each member entitled to vote at the meeting 21 to 35 days before the day of the meeting;

b) by affixing the notice to a notice board on which information respecting the corporation's activities no later than 30 days before the day of the meeting;

c) by publication in the Campus Newspaper at least once in each of the three weeks immediately before the day of the meeting.

**4.** Notice of a meeting of the members shall remind members of the right to vote by proxy. In the case of a special meeting of the members, such notice shall also disclose the special business to be conducted at the meeting and background information. Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the By-laws of the corporation to change the manner of giving notice to members entitled to vote at a meeting of members.

**5.** Quorum for a meeting of the members shall be thirty (30) current members present in person or by proxy. The individual chairing any meeting for which quorum is not obtained within thirty (30) minutes after the meeting is scheduled to begin, or for which quorum ceases to exist, shall adjourn such meeting to another day and time of which no further notice need be given.

**6.** All matters to be decided at a meeting of the members shall be decided by majority vote of those in attendance and entitled to vote, including the individual chairing the meeting, unless the

Act, the Student Association of George Brown College Policies and Procedures Manual or these By-laws otherwise provide. In the event of a tie, the motion shall be considered defeated.

**7.** Members shall be entitled to attend and vote at a meeting of members by proxy, by providing a written proxy to another member in the form prescribed by the Board. Any one member may hold not more than two (2) proxies. Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the by-laws of the Corporation to change this method of voting by members not in attendance at a meeting of members.

**8.** A motion intended for a meeting of the members from any individual member shall be placed on the agenda of a meeting of the Membership if fifteen (15) members sign a petition in support of it. The full text of the motion must be included on the petition and the text of the motion and signed petitions must be submitted to the Director of Communications and Internal a minimum of forty-five days before the meeting of the Membership. The petition refereed in this section is the same as a Membership Proposal in accordance with section 163 of the Canada Not for Profit Corporations Act

**9.** Notwithstanding Section 8, the Board may deny the petition being added on the agenda for the meeting, if the petition:

- a) appears that the primary purpose of the petition is to enforce a personal claim or redress a personal grievance against the corporation or its directors, officers, members or debt obligation holders;
- b) appears that the petition does not relate in a significant way to the activities or affairs of the corporation;
- c) the petition process being abused to secure publicity;
- d) any other reasons set out in section 163(6) of the Canada Not for Profit Corporations Act.

### ***By-Law 10: Legal and Financial***

**1.** The head office of the corporation shall be in the city of Toronto, in the province of Ontario.

**2.** The seal of the corporation shall be established by resolution of the Board of Director shall be the seal of the Corporation. The seal shall remain in the custody of the Director Communications and Internal, or such other director as the Board may designate, and shall be affixed by such individual documents requiring it.

**3.** The fiscal year of the corporation shall be from June 1 to May 31.

**4.** Contracts, cheques and other documents to be executed by the corporation shall be signed by two individuals: the General Manager, and in that person's absence or unavailability, the Operations Manager or Manager of Equity and Advocacy and one of either the Director of

Operations or the Director Communications and Internal, or otherwise as the Board of Directors shall direct.

**5.** The corporation may borrow funds whenever authorized to do so by a two-thirds majority vote of the Board of Directors.

**6.** The Board shall be cause all proper accounts, books and records to be regularly and properly kept on behalf of the corporation.

**7.** An external auditor shall be appointed at each annual general meeting of the members to audit the corporation's financial statements and report to the members. The auditor shall serve as such until the next annual general meeting unless in the meantime another auditor is appointed by the members or the auditor resigns. If the auditor resigns, the Board shall appoint another auditor to serve until the next annual general meeting.

**8.** Every member of the Board of Directors, Officer of the Corporation, and Employees of the Corporation and his or her or their, executors and administrators, and estate and effects, with the consent of the members of the Corporation, are from time to time and at all times, indemnified and saved harmless out of the funds of the corporation, from and against,

a) all costs, charges and expenses whatsoever that he, she or they sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him, her or them, for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him, her or them, in or about the execution of the duties of his, her or their office; and

b) all other costs, charges and expenses that he, she or they sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his, her or their own wilful neglect or default.

c) However, the indemnity shall only be available to an individual if:

i) he, she, or they acted in good faith and with a view to the best interests of the Corporation; and

ii) in case of a criminal or administrative action or proceedings that enforced by a monetary penalty, he, she or they had reasonable grounds for believing that his, her, or they conduct was lawful

**9.** The corporation is committed to providing a fair wage to all students employed in part-time positions. As such, the minimum wage of the corporation will be \$15 per hour. The Student Association Board in consultation with part time staff will review the minimum wage annually to make sure they are providing a progressive living wage.

**10.** Each fiscal year, a minimum of 5% of the General Operating Budget will be distributed evenly amongst the constituency centres for programming and student staff.

**11.** The Director of Communications and Internal shall ensure the following records are kept:

a) the articles and the by-laws, and amendments to them, and a copy of any unanimous member agreement;

- b) the minutes of meetings of members and any committee of members;
- c) the resolutions of members and any committee of members;
- d) if any debt obligation is issued by the corporation, a debt obligations register that complies with section 44 of the Canada Not of Profit Corporations Act;
- e) a register of directors and a register of officers, which shall contain the name of the director and officer, the address of each director and officer, and the email address of each director and officer; and
- f) a register of members.

**12.** The records described in section 11 shall at all reasonable times be open to inspection by the directors. The corporation shall, at the request of any director, provide them with any extract of the records free of charge.

**13.** A member, a member's personal representative and a creditor of a corporation may examine and, on payment of any reasonable fee, take extracts from the records referred to in section 11 subsection a to e during the corporation's usual business hours.

**14.** A member of a corporation is entitled on request and free of charge to one copy of the articles and by-laws, any amendments to them, and any unanimous member agreement.

**15.** A member or member's personal representative may examine the register of members only in connection with:

- a) an effort to influence the voting of members;
- b) requisitioning a meeting of members; or
- c) any other matter relating to the affairs of the corporation.

**16.** Before a Member or a Member's representative can access the register of members, the Member requesting the list shall swear a solemn declaration that: (1) reason why they are requesting the list; (2) that they will not use the list for any other purpose whatsoever; (3) that they will not share the list with any other person in any manner whatsoever; and (4) that misuse of the information as contained in the members list is an offence in accordance with section 262 (3) of the Canada Not for Profit Corporations Act punishable by a fine of \$25,000 and up to six months imprisonment. The indemnification under section 8 of this by-law is not available to members who are charged under section 262 (3) of the Canada Not for Profit Corporations Act.

## ***By-Law 11: The By-laws, Policies and Procedures of the Corporation***

- 1.** These By-laws may be amended or replaced by a majority vote of the Board and a subsequent majority vote of the members, provided that the full text of such amendment or replacement is included in the respective notices for such meetings. This section does not apply to a By-law that requires a special resolution of the members according to subsection 197(1) (fundamental change) of the Act.
- 2.** These by-laws may be corrected by Director Communications and Internal, the By-laws Committee and/or the Communications and Internal Committee, to be approved by the Board, for the purposes of rectifying:
  - a) Spelling, punctuation, and grammatical errors.
  - b) Incongruences of language, including the names, titles and positions of documents and persons elected or hired by the Board, as well as other language and terms used throughout governing documents.
  - c) Errors and changes in the numbering of provisions or other portions of these by-laws, other governing documents, and the Act.
  - d) An error to a correction that is identified with the appropriate correction also identified.
  - e) The Board shall be notified in writing when a correction has been made, and the updated by-laws published upon approval.
- 3.** The Board shall produce such policies and procedures as are required by these By-laws, and may produce such other policies and procedures not inconsistent with these By-laws as it deems appropriate. The Board shall cause the policies entitled Student Association of George Brown College Policies and Procedures Manual.
- 4.** Policies and Procedures may be amended or replaced by majority vote of the Board, provided that the full text of such amendment is available not less than ten (10) business days prior to the meeting at which the amendment or replacement is to be considered and the amendment or replacement is included in the respective notices for such meetings.
- 6.** The Board of Directors shall create and set forth a Voting Directors Accountability Manual. The Voting Directors Accountability Manual shall set forth the things which are specified in these by-laws. The force and effect of the Voting Directors Accountability Manual has the same force and effect as if it is explicitly written into these by-laws. Any inconsistencies between these by-laws and the Voting Directors Accountability Manual, these by-laws are supreme and shall prevail.
- 7.** The Act and the Articles made under the Act are the supreme governing document of the Corporation. If any inconsistency exists between the by-laws, or policies of the Corporation and the Act or the Articles made under the Act, the Act or Articles made under the Act shall prevail and that provision of the by-law or policies shall have no force or effect.
- 8.** These By-laws have supremacy over the policies of the Corporation or resolution of the Board.

**9.** Any dispute made over the interpretation of things, or the computation of time, not otherwise. Settled under these by-laws, shall be decided according to the Interpretation Act (R.S. 1985, c.I-21).

**10.** Establishment of Policy

a) Policy for the Student Association may be established from time to time by the Board in accordance to the following guidelines:

b) Operational Policy:

i) Operational Policy consists of policy that outlines the framework of managing the operations of the Student Association.

ii) To adopt, amend, or rescind Operational Policy, a majority of two-thirds (2/3) of the Board must vote in favour.

c) Issues Policy:

i) Issues Policy consists of policy that the Student Association takes a stance on. It is policy that either opposes, supports and/or condones, but not limited to, actions that the Student Association or a third-party carries out. An example of such policy is taking a stance on international, national and domestic issues, such as tuition fees.

ii) To adopt, amend, or rescind Issues Policy, ordinary resolution of the Board must vote in favour.

**11.** All policy remains the policy of the Student Association until changes, or retracted by a vote of the same or higher authority as that which established the policy.

**12.** All policy of the Student Association shall be maintained in the Policy Booklet of the Student Association.

## ***By-Law 12 : Elections***

**1.** Administration of Elections

The Student Association of George Brown College is committed to an elected leadership, chosen from and by its student membership. The Student Association, by way of these By-laws, seeks to ensure that the election process is conducted in a fair, consistent and accessible manner. The students of George Brown College are entitled to full representation at all levels of the Student Association. The Student Association is strongly committed to the ideals of safety, equity and accessibility and encourages students of diverse backgrounds and from traditionally underrepresented groups to run in elections.

The Student Association shall govern all the elections of the Student Association. Procedures for elections shall be found in the By-Laws of the Student Association. An Operations Manual for the Elections Committee (OMEC) will be maintained by the elections committee to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the Elections Process. In circumstances where there is no contradiction between the By-Laws and the OMEC, the By-laws shall supersede the OMEC. A fact sheet, based upon the OMEC, will be drafted in accessible language to assist students' understanding of the Elections Processes.

## 2 Election Committee and the Chief Returning Officer

a) The Elections Committee will be as follows: --General Manager (or designated manager)  
-Two Members of the Board, as determined through a nomination and vote taken by the Board of Directors, requiring a two-thirds majority vote. -Chief Returning Officer (CRO) of the Elections.

i) The General Manager shall be the Chair of the committee until a Chief Returning Officer is appointed.

ii) Upon the appointment of a Chief Returning Officer, the Chief Returning Officer shall be the chair of the committee; and

iii) The General Manager shall ensure that administrative practices and procedures of the student association is carried out by the Chief Returning Officer, and shall be the principal contact and supervisor of the Chief Returning Officer.

b) The Elections Committee will be empowered to:

i) Hire the Chief Returning Officer (CRO).

ii) Recommend election dates to the Board.

iii) Publicise important election dates and information.

iv) Oversee logistics of the elections.

v) Solicit feedback from members regarding the Elections Process in each year.

vi) To study the recommendations of the CRO and ensure they are fully considered; review good practices from previous elections and be responsible for implementing any recommendations approved by the Board.

vii) Maintaining and updating the BPM;

viii) Secure office space for the CRO to work.

ix) Members of the Elections Committee are not permitted to seek office with the Federation and must remain neutral during the election process.

c) The CRO is responsible for the overall administration of the Student Association Elections. The CRO's responsibilities will include the following:

i) The hiring and training of Deputy Returning Officers (DROs).

ii) The hiring and training of polling clerks.

iii) Obtaining a voters list from the George Brown College Administration in order to verify a voter's identity as well as the voter's Faculty and College.

iv) Securing voting spaces on campus to set up polling stations as well as obtain tables and chairs.

v) Prepare and maintain the voter registration database.

vi) Obtain all materials for the elections.

vii) Promoting the elections.

viii) Organize and run the All Candidates Meeting(s).

ix) Approval of all campaigning material

x) Adjudicate and provide rulings on complaints filed by candidates during the electoral process.

xi) Overseeing the ballot counting process.

xii) Publishing voting results.

xiii) Prepare the CRO's report to be presented to the Board of Directors for ratification.



xiv) All other elections materials and communications.

xv) Where in the opinion of the Chief Returning Officer, by reason of mistake, miscalculation, emergency, or unusual or unforeseen circumstances, a situation for which there is no provision made under this by-law, election policy or other regulation exists and the Chief Returning Officer is satisfied that if adaptations is not made a substantial number of voters would not be able to vote or for those who have voted would not have their votes counted. Then the Chief Returning Officer with the advice and consent of the Elections Committee chaired by the General Manager, shall give such directions as he or she considers proper, for the sole purpose of enabling electors to exercise their right to vote or enabling the counting of votes. Such directions includes but are not limited to changing the dates of voting, timeframes of the election, the method of voting, or the place where voting may take place. The Chief Returning Officer shall immediately give notice of any such direction to all candidates and post such directions on the doors of the student association. Such direction shall not be subject to appeals to the Elections Appeals Committee.

xvi) The Chief Returning Officer shall designate the exercise of his or her authority to the Deputy Returning Officer on such conditions and limitations as deemed appropriate by the Chief Returning Officer with the advice and consent of the elections committee.

### **3. Eligibility of Candidates**

a) All members who meet the qualifications as outlined in By-law 1 shall be eligible to run.

b) An individual member may hold a position on the executive for a maximum of two terms within a five-year period to commence upon the last day of their second term.

c) No candidate shall run for more than one position during the same election.

d) Voting Positions on the Board shall be filled as follows:

i) the Executive Members who shall be elected by the members at large.

iii) the Educational Centre Representatives shall be elected by the members registered in an academic program in their respective educational centres.

### **4. Nomination of Directors**

a) Candidates shall be nominated pursuant to a nomination form printed under the authority of the CRO, and submitted to the CRO. Candidates for Educational Centre Representative shall be nominated from members registered in the Educational Centre which they seek to represent. The Executive positions may obtain signatures from any of the members of the corporation. To the extent possible, candidates will be notified if their nomination form is deficient or incomplete to permit re-submission before the nominations deadline. It is the responsibility of the candidates to submit a complete nominations form.

b) Candidates are required to obtain the following valid signatures:

- i) Executive Members – thirty (30) valid signatures
- ii) all other positions – ten (10) valid signatures

## **5. Withdrawals of Candidates**

A candidate may withdraw from the Student Association elections so long as their withdrawal is in writing via a completed withdrawal form, which can be obtained from any Student Association office front desk, and is submitted to and accepted by the Chief Returning Officer at any time before 2:00 p.m. local time on the the business day following the All Candidates Meeting. Any campaign expenses incurred by the candidate will not be reimbursed upon withdrawal. Upon withdrawal, if the candidate's name cannot be removed from the ballot, the CRO must post a notice around the polling station to inform voters of the candidate's withdrawal. The Poll Clerks must also verbally inform the voters of the withdrawal.

## **6 All-Candidates meeting**

- a) All nominees, or an authorized representative of each nominee, must attend the All-Candidates Meeting in its entirety or arrange to meet with the CRO in person within twenty-four (24) hours of the meeting.
- b) For an authorized representative to be valid, they must possess a signed statement from the nominee that the representative has the authority to act on their behalf for the duration of the meeting.
- c) Any candidate who fails to attend or send an authorized representative to the All-Candidates meeting, or fails to meet with the CRO, shall be disqualified from the election.
- d) A candidate's eligibility is not official until the CRO has verified the entire set of applicable nomination forms and posted an "Official Candidates List" on which the potential candidate's name appears. The Official Candidates List must, at a minimum, be posted on the doors of all Student Association offices.
- e) The topics at the all-candidates meeting shall include, but not limited to:
  - i) The elections process;
  - ii) The Election schedule;
  - iii). The duties and functions of the Election officials.
- f) Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates s/he understands the rules and regulations governing the Election.
- g) It is the responsibility of each candidate to understand all information provided at the All-Candidates meeting.

## **7 Nomination Period**

- a) The nomination period will be at least five (5) business days and will be advertised on all Student Association bulletin boards and in the campus newspaper.
- b) There shall be no campaigning during the nomination period. Candidates may only tell individual students that they intend to run in the election for the purpose of being nominated.

c) If the number of nominated candidates certified for an office is less than the total number of persons to be elected to that office, the Chief Returning Officer may extend the nomination period for those offices only for a period of three to five days, or otherwise as approved by the Elections Committee. The additional nominations shall be received and treated as if they were part of the original nomination period and a second all candidates meeting, or in depth briefing shall be held at the close of the extended nominations period for those candidates who were nominated during the extension period.

## **8 Campaigning**

a) All candidates must abide by the following rules relating to conduct and behavior of candidates during campaigning and assume responsibility for those campaigning on behalf of candidates. Campaigners are bound by the same rules as candidates. Those acting on behalf of candidates are subject to all elections rules as the candidate. Before anyone is working on behalf of a candidate, the CRO shall be notified.

b) Campaigning is any action designed to influence the elector, this includes verbal and non verbal ways designed to get the elector to vote in a certain way. The definition of campaigning includes:

- Verbally soliciting a students' vote

- Handing out materials soliciting a student's vote

- Making announcements concerning an individual's candidacy in an election, including in hallways or classrooms.

c) The CRO shall have the authority to determine the rules of the election and in doing so the CRO shall consult with the Elections Committee.

d) No campaigning shall take place before the nomination period and before the start of the campaigning period.

e) The campaign period shall last for a period of a minimum of ten (10) business days including a five (5) business day overlap with the voting period.

f) Any members of the board, staff, volunteers, or committee members shall take a leave of absence from the day designated as the start of campaigning period until the end of voting should they decided to run for a position in the elections. For the greater certainty, members may perform duties of their office during the campaign period, if those duties are essential for the continued operations and governance of the student association (including: signing cheques, promissory notes, contracts, and other documents; meeting with the general manger and other staff on important and essential matters; and anything else incidental to the continued operations of the student association). Should the candidate be acclaimed, then the leave shall end on the day which the Chief Returning Officer certifies the acclimation.

g) All campaign material and/or advertisement need approval by the CRO in advance of posting or distribution. All submissions made to the CRO shall be returned with or without approval within two (2) business days.

h) Restrictions regulating campaigning, that are unique to the following, shall be followed. It is the responsibility of the candidates to familiarize themselves with the different rules that govern each of the aforementioned entities such as:

- i) No campaigning of any form is permitted in the Student Association offices, or any area that can be perceived to be under the jurisdiction of the Student Association unless otherwise stated by the CRO.
- ii) Campaigning within a classroom is forbidden without the expressed permission of its presiding faculty member(s). To campaign in a classroom, a candidate must obtain consent from the professor/lecturer before the start of class.
- iii) Campaigning is not allowed within Student Residence, except for any area agreed upon by the Chief Returning Officer and the College.
- iv) Campaigning is not allowed within the Library except for any area agreed upon by the Chief Returning Officer and the College.
- v) Campaigning is not allowed within computer labs.
- vi) Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.
- vii) Campaigning during voting period will be permitted.

#### **9. Campaign Expenses and Campaign Financing**

a) The spending limit for all positions shall be as follows:

Executive positions	\$300.00
All other positions	\$100.00

The spending limits shall increase by the CPI index annual with a base calculation for CPI increases being January 1, 2017. The spending limits shall be rounded to the nearest increment of twenty-five dollars, as determined by the Chief Returning Officer.

b) All candidates shall submit to the CRO original receipts of all campaign expenditures within seventy-two (72) hours of the close of voting. The CRO may at any time request from any of the candidates original receipts for expenditures prior to the close of voting.

c) All campaign donations must be brought to the attention of the CRO and included in the campaign expense report to be submitted by each candidate. Donated materials shall be assigned a dollar value based on fair market value by the CRO and shall be calculated as campaign expenses but will not be considered in the calculation of a refund against election campaign expenditures.

d) Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.

e) Funds for the purpose of elections shall be provided for in the operating budget of the Student Association.

f) Failure by a candidate to submit a campaign expense form and original receipts by the

deadline may result in disqualification upon decision of the CRO. Any candidate who exceeds the campaign limit shall be disqualified by the CRO. Disqualification may be appealed only to the Election Appeals Committee whose decision shall be considered final and binding.

g) Each candidate, except those who are declared ineligible for refund or disqualified by the CRO, shall receive a full refund from the Student Association against election campaign expenditures as prescribed herein.

h) A sample budget form shall be provided in the BPM for all candidates to review.

i) Any candidate who does not submit the required documents by the deadline imposed or misrepresent campaign expense is disqualified and the said election is null and void.

#### **10. Violation of Campaign Rules**

a) CRO shall have the sole authority to administer the provisions of these By-laws and the elections regulations made under this by-law by the CRO, Board, or Elections Committee. The CRO may for violations of these by-laws:

- i) assign demerit points, including assign multiple demit points for where violations encompasses more than one offence;
- ii) disqualify the candidate from running in the election; and
- ii) declare the election of a candidate null and void.

When a candidate for executive office is assigned more than 35 demerit points the candidate shall be disqualified. When a candidate for any officer other than executive office is assigned more than 20 demerit points the candidate shall be disqualified.

b) The CRO reserves the right to make rulings on issues and events not otherwise covered in this code, or to add in such rulings to supplement existing sections.

c) Allegations of violations of these By-laws shall be submitted to the CRO in writing. Such allegations must be made within 48 hours after the incident occurred.

d) The CRO may lay charges of violations of campaign rules at her/his own initiative.

e) The CRO shall render a decision in writing to the candidates in questions and the complainant, within a reasonable time, this is usually within 48 hours, but may be longer should there be additional information needed from candidate, witnesses, or legal counsel.

f) Where the CRO finds there has been a violation of these By-laws, the CRO must publish the details of the violation in a designated elections space in the Student Association office. Published notification of violations will only take place once all appeals have been exhausted.

g) In the event a winning candidate in any election is disqualified, the runner-up will take the place of the disqualified winner.

h) The computation of time is subject to the rule as set forth in the Interpretation Act (R.S.C. 1985, c.I-21). Further, should because of causes beyond the control of the parties involved the time limits cannot be followed, the Chief Returning Officer shall have the authority to modify the time limits in this section, as long in the opinion of the Chief Returning Officer and having regard to all the facts of the matter doing so would not bring the electoral process into disrepute.

i) All rulings regarding matters surrounding candidate discipline are to be made with the burden of proof being beyond a reasonable doubt. All other rulings of the Chief Returning Officer shall be made using the balance of probabilities.

**11. Voting, Counting, and the elections of Candidates**

a) The Board shall determine the method of election.

b) The Chief Returning Officer shall determine places for polling stations and limits on campaigning near those polling station.

c) The Chief Returning Officer shall appoint, train, and oversee poll officials.

d) Each candidate shall have the right to appoint a candidates representative at the polls to witness the operations of the polls and to ensure compliance with the standards as established by the Chief Returning Officer.

e) The counting of the ballots shall occur in such ways as the Chief Returning Officer shall direct, with the consent of the Elections Committee.

f) Candidates may appoint a representative to witness the count.

g) An official validation shall take place the next business day after counting. The Chief Returning Officer may delay the validation for sufficient cause.

h) The Chief Returning Officer shall publish invalidated results at the earliest opportunity but until the results have been validated the results are considered invalidated official.

i) When validation has taken place the Chief Returning Officer shall forthwith certify the results and forward the results to the board.

j) Once the board has accepted the results, the Chief Returning Officer shall swear an affidavit of Election before a Commissioner of Affidavit, duly licensed in the province of Ontario. The Chair of the Elections Committee shall keep a copy of the Affidavit for the official records of the corporation.

k) If at the close of nominations, the number of certified candidates for an office is the same as or less than the number to be elected, the Chief Returning Officer shall place on the ballot the following question regarding that candidate:

Should NAME OF CANDIDATE be elected for the POSITION OF CANDIDATE?

Yes

No

If when more than fifty percent of the valid votes cast are votes no, then the candidate shall not be deemed to be elected and the position shall remain vacant.

l) The Chief Returning Officer shall, as soon as possible after the counting of the ballots, declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.

**12. Equality of Votes**

In the event of a tie, the winner will be decided in a run-off election held two-weeks (14 days) after the closing of the voting period.

**13. Elections Appeals Committee**

The Elections Appeals Committee will be as follows: the chair of the Board (or designate) and two (2) general members not elected to the Student Association or hired/employed by the Student Association.

**14. Methodology for appointing the Elections Appeals Committee**

The request for applications for the Elections Appeals Committee will be publicized on the Student Association website. The request will include the Elections Appeals committee duties and the necessary qualifications. The Elections Committee will review applications and appoint members of the committee without the CRO present.

Should there not be sufficient qualified applicants to sit on the elections appeals committee, the elections committee shall appoint such person as they feel fit to sit on that committee. Those person may not necessarily be students and may be students which are employed by the Student Association.

**15. Appeals of Election Results**

a) The Elections Appeals Committee has jurisdiction to review all discipline decision made by the Chief Returning Officer, and shall automatically review any discipline decision that resulted in the disqualification of a Candidate. The notice of such appeal shall be given to the Chair of the Committee within 48 hours of the decision being given by the Chief Returning Officer.

b) Any candidate may challenge the validity of the his/her election result in a written submission containing his/her reasons to the Elections Appeals Committee no later than 72 hours after the close of the voting period.

c) The Elections Appeals Committee shall investigate any appeal and make a recommendation to the Board on the appropriate action.

d) The Board, at its discretion, may refuse to ratify any singular Director or Executive office election, upon the recommendation of the Elections Appeals Committee. The Board may not amend rulings of the CRO or Elections Appeals Committee.

#### **16** Recounting Ballots

If there is a difference of 5 per cent or less between candidates an automatic recount shall take place. The CRO at their discretion reserves the right to call a recount.

#### **17.** Ratification

a) Candidates shall not be deemed elected until they have:

- i) Been ratified by the Student Association's Board at the subsequent meeting following the election results with the condition that there are no outstanding appeals involving a candidate.
- ii) Attained the age of majority of eighteen (18) years of age.

b) Upon ratification by the Board all ballots will be destroyed.

### ***By-Law 13 – Transitional Provisions***

1. Until May 1, 2019 the Board of Directors and the Executive shall be composed on January 1, 2019, with the provision of the by-laws as necessary still in effect.
2. The terms of the current Director of Communications and Internal and Director of Operations shall not expire on April 30, 2019 but on the date appointed under by-law 3, section 6.
3. Subject to section 4, the elections for the Offices of Director of Communications and Internal and Director of Operations shall not take place in the Spring of 2019, but shall take place no later than November 15, 2019.
4. Should the Director of Communication and Internal or the Director of Operation signify in writing to the Chair of the Elections Committee their intention to not service until December 31, 2019, no later than three days before the nominations in the spring 2019, the term of the office shall expire on April 30, 2019.
5. Should a declaration be made under section 4, the term of the officer so elected shall expire on December 31, 2019.
6. By-Law 13 of the By-laws of the Student Association of George Brown College is repealed January 2, 2020.