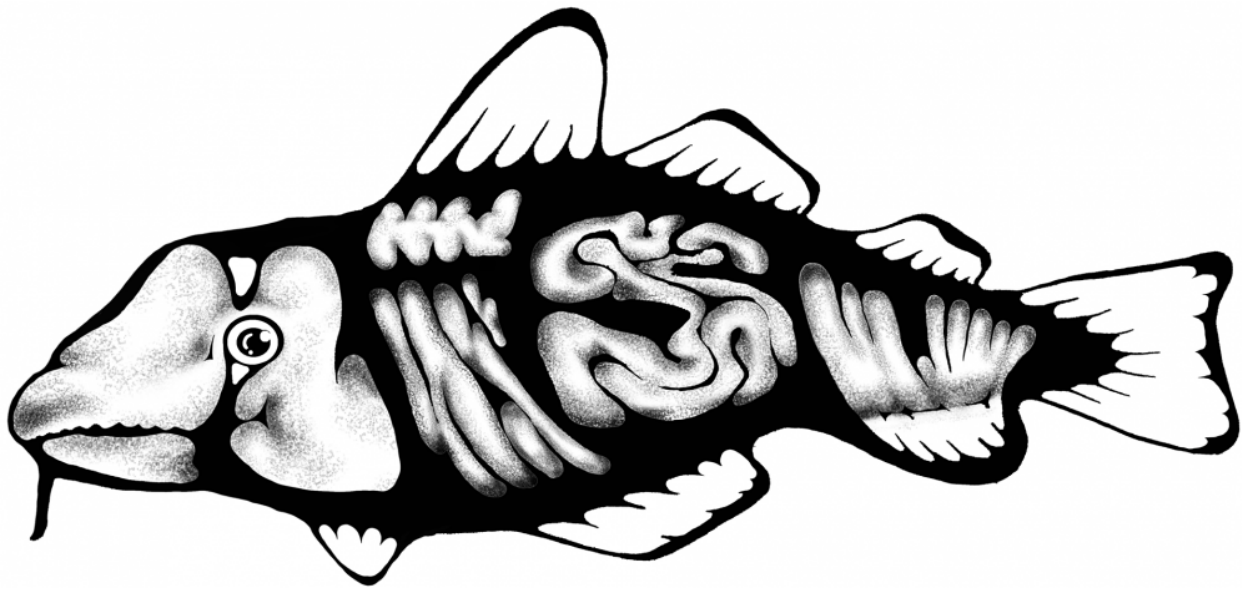


Marine Institute Students' Union, Inc.
(MISU)
Constitution & By-Laws



REVISED: 2022

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Section 1: General

1.1 Title

This Constitution may be cited as the Marine Institute Students' Union, Inc., Constitution and By-Laws.

1.2 Abbreviations

- a) "BRG" shall refer to the Base Ratification Grant under Council.
- b) "CFS" shall refer to the Canadian Federation of Students'.
- c) "CFS-NL" shall refer to the Canadian Federation of Students' Newfoundland and Labrador.
- d) "CNA" shall refer to the College of the North Atlantic.
- e) "CRO" shall refer to the Chief Returning Officer of Council.
- f) "GCSU" shall refer to the Grenfell Campus Students' Union.
- g) "GSU" shall refer to the Graduate Students' Union.
- h) "MISU" shall refer to the Marine Institute Students' Union, Inc.
- i) "MUNSU" shall refer to Memorial University of Newfoundland Students' Union.
- j) "NPC" shall refer to Non-Degree Programs Committee.
- k) "OFM" shall refer to the Office Finance Manager of the Council.
- l) "SRC" shall refer to the Student Representatives Council for CNA.
- m) "VP" shall refer to Vice-President.

1.3 Definitions

- a) "Constitution" shall refer to the Marine Institute Students' Union, Inc.'s Constitution and By-Laws.

- b) "Campaign Manager" shall refer to any Member of the Union, not including Members of Council or Executive Members, who is eligible to assist a Candidate during election time.
- c) "Candidate" shall refer to any Member of the Union, including any Member of Council and Executive Member, who is eligible to run for a position of Council, in accordance with Section 10 of the Constitution.
- d) "Class Day" shall refer to any of the days of the week excluding Saturday and Sunday.
- e) "Class Week" shall refer to a week consisting of 5 consecutive class days.
- f) "Council" shall refer to the Executive Members as defined at Paragraph 1.3(g), in conjunction with Member of Council as defined at Paragraph 1.3(o).
- g) "Executive Member" shall refer to the following hierarchy of members of Council, in which each Vice-President answers directly to the President and not to each other:
 - i. President;
 - ii. Vice-President Academic;
 - iii. Vice-President External;
 - iv. Vice-President Internal; and
 - v. Vice-President Events and Athletics.
- h) "Event" shall refer to any social event put off by Council, and shall not include any protest, or any other function not of a purely social nature.
- i) "Full-Time Student" shall refer to a student enrolled in the Institute taking four or more courses.
- j) "General Meeting" shall refer to the event whereby the Executive Members, Members of Council and/or Members of the Union attend to discuss, implement and regulate all activities and matters pertaining to the operation of the Council.
- k) "Groups" shall refer to a Club or Society or Association ratified by Council, and shall be defined as the commencement of a group by Members of the Union only, for the interest in the areas of academics, politics, recreation, culture, ethics, or leisure that can be shown to contribute to the Marine Institute Community and in particular, student life.

- l) "Honorarium" shall refer to the monetary compensation given to an Executive Member or Member of Council for compliance with their duties as defined in Section 4 of the Constitution, the value of which is to be based on the full cost of the tuition of a domestic student in a diploma related program, associated with being part of the Institute for one term, half of which is paid by the Institute Administration, upon approval from the Honorarium Committee as per Paragraph 5.9.
- m) "Institute" shall refer to the Fisheries and Marine Institute of Memorial University of Newfoundland constituted by the Memorial University Act, Chapter M-7, Section 67 of the Revised Statutes of Newfoundland, 1990.
- n) "Intersession" shall refer to a period of study that is less than a full Academic Term of 14 weeks, and is commonly known as Technical Session.
- o) "Majority Vote" shall refer to the percentage of agreement of a motion, as decided on by eligible voting Council Members present at Council meetings, which make a motion binding under by the Constitution and/or the Corporations Act of Newfoundland and Labrador, R.S.N.L 1990 c.C-36. That percentage shall not exceed 66 percent of the total number of Executive Members and Members of Council. For the purpose of this Constitution, this percentage shall be 66 percent.
- p) "Members of Council" shall refer to the following members of Council:
- i. Councillors-at-Large;
 - ii. Media Councillor
 - iii. CRO (non-voting);
 - iv. OFM (non-voting).
- q) "Members of the Union" shall refer to the individuals attending the Institute, full-time or part-time, who pay the Term levy associated with being part of Council, upon which membership is for one Term only.
- r) "Part-Time Student" shall refer to a student enrolled in the Institute taking no more than 3 courses.

- s) "Quorum" shall refer to the percentage of Council Members that must be present in order for the commencement of a Council meeting. For the purpose of this Constitution, this percentage shall be 50 percent.
- t) "Tenure of Office" shall be from 12:00am on May 1st to 11:59pm on April 30th.
- u) "Term" (or, "Semester") shall refer to a period of approximately fourteen weeks during which regular classes are held.
- v) "Union" shall refer to the Marine Institute Students' Union, Inc., as incorporated on December 30, 1991.
- w) "University" shall refer to Memorial University of Newfoundland.
- x) "University Act" shall refer to the Newfoundland and Labrador Memorial University Act, R.S.N.L 1990, c. C-7

1.4 Conflicting Legislation

1.4.1

This Constitution and any power or authority vested in the Union, Council, and its representatives by or under this Constitution are subject to the Corporations Act, Chapter C-36, R.S.N.L, 1990 as now or hereafter amended and any rules and regulations now or hereafter made under the last mentioned Act.

1.4.2

Section 19 of The Interpretation Act, Chapter 1 of The Revised Statutes of Newfoundland, 1990, applies to the Union.

1.5 MISU Constitution

1.5.1

The Marine Institute Student's Union, Inc. Constitution shall be considered the Constitution of the Union, and it shall form the by-laws of the Marine Institute Students' Union, Inc. pursuant to the Articles of Incorporation of the Marine Institute Students' Union, Inc.

1.5.2

Upon proper adoption of this Constitution, Constitutions and By-Laws of the Council, specifically written for Council, shall be deemed repealed.

1.5.3

The terms and conditions of this Constitution shall take effect on March 25, 2008.

1.5.4

There shall be a sealed master hard copy and a sealed master soft copy of the Constitution securely kept in the Council Office. These copies must not be opened unless Council opens the Constitution for an amendment, or restructuring of any kind to the Constitution or any of its components.

1.5.5

There shall be a minor hard copy and a minor soft copy of the Constitution available to all Executive Members and Members of Council, and when requested, Members of the Union.

Section 2: The Marine Institute Students' Union

2.1 *Preamble*

Whereas the Union is committed to the provision of services and to the representation of the student body of the Marine Institute in matters affecting the quality of student life, the Marine Institute Students' Union, Inc. Constitution shall adhere to the following provisions.

2.2 *Creation*

2.2.1

There shall be a student Council established, the members of which shall be elected or appointed from the Members of the Union in accordance with Section 10 of the Constitution.

2.2.2

The control, management, and administration of the Union are vested in the Council and the powers of the Union are exercisable by the Council.

2.3 *Incorporation*

2.3.1

The head office of the Council shall be situated in the city of St. John's in the province of Newfoundland and Labrador.

2.3.2

The Incorporated name of the Students' Union shall be the "Students' Union of the Fisheries and Marine Institute, Inc."

2.4 *Objectives*

2.4.1

The Union shall promote educational, social, recreational, charitable, and sporting activities for the advancement of the interest of its members and others.

2.4.2

The Union shall act as the official organization and representative of the students of the Institute.

2.4.3

The Union shall coordinate, promote, and direct the activities of the students of the Institute.

2.5 *Powers & Authorization*

2.5.1

The Council may obtain and retain, by purchase, grant, lease, gift, donation, devise, legacy of bequest or otherwise howsoever, real and personal property of any kind, nature,

and description, as may be deemed necessary for carrying out the objectives of the Union as indicated in Subsection 2.4 of the Constitution.

2.5.2

The Council may sell, lease, mortgage, alienate or otherwise howsoever dispose of any such real or personal property as listed in Paragraph 2.5.1 of the Constitution, as may be deemed necessary for carrying out the objectives of the Union as indicated in Subsection 2.4 of the Constitution.

2.5.3

The Council shall invest or otherwise use any monies received, as may be deemed necessary for carrying out the objectives of the Union as indicated in Subsection 2.4 of the Constitution.

2.5.4

The Council may enter into arrangements with any authorities, be they governmental, municipal, local, or otherwise, and obtain from any such authority arrangements, rights, privileges, and concessions which the Council may have the capacity to receive, and may think desirable to obtain, and carry out, exercise, or comply with as deemed necessary for carrying out the objectives of the Union as indicated in Subsection 2.4 of the Constitution.

2.5.5

The Council may erect, maintain, improve, repair, and otherwise deal with any building or buildings, subject to proper Marine Institute authority, that is deemed necessary for carrying out the objectives of the Union as indicated in Subsection 2.4 of the Constitution.

2.5.6

The Council may borrow monies and secure the repayment of any monies so borrowed by any form of debenture, bond, pledge, charge, mortgage, promissory note or other security howsoever, and without restricting the generality of the foregoing, make and issue debentures or bonds and secure the repayment of any debentures or bonds so made and issued by deeds of trust or mortgage that are deemed necessary for carrying out the objectives of the Union as indicated in Subsection 2.4 of the Constitution.

2.5.7

The Council may draw, make, accept, endorse, discount, execute and issue bills of exchange, promissory notes and such other instruments as may be necessary or convenient that are deemed necessary for carrying out the objectives of the Union as indicated in Subsection 2.4 of the Constitution.

2.5.8

The Council may raise money by all suitable means that are deemed necessary for carrying out the objectives of the Union as indicated in Subsection 2.4 of the Constitution.

2.5.9

The Council may do such other things and exercise such other powers as incidental or conducive to the attainment of its needs that are deemed necessary for carrying out the objectives of the Union as indicated in Subsection 2.4 of the Constitution or to carry out any other purpose of this Constitution.

2.5.10

The property and assets of Council, shall as from the date of the coming into force of the Marine Institute Students' Union, Inc., Constitution, become the property of the Union and shall be vested in the Union and all liabilities of the Council as of such date shall become liabilities of Union and shall be paid and satisfied by the Union.

2.5.11

All power and authorization decisions given by the Union that are deemed necessary for carrying out the objectives of the Council as indicated in Subsection 2.4 of the Constitution, must require Quorum and Majority Vote.

2.5.12

The Union may appoint committees and delegate to them such power, function and duties as it considers necessary or desirable.

2.5.13

The Union may make rules and regulations relating to the performance of its own powers, functions and duties and the performance of the powers, functions, and duties of any committee appointed under Paragraph 2.5.12 of the Constitution.

2.6 *Amendments*

2.6.1

Any proposed changes, or amendments, Constitution, Regulations, and Bylaws of the Council shall require public notice of 1 Class Weeks to be given at a General Meeting.

2.6.2

All proposed amendments listed in Paragraph 2.6.1 of the Constitution must show which portions shall be deleted or amended, and proposed replacements or additions.

2.6.3

All proposed amendments must be placed on public display as well as published in appropriate student media.

2.6.4

A Majority Vote and Quorum must be reached to implement any proposed changes, or amendments, Constitution, Regulations, and By-Laws of the Council.

2.6.5

If the proposed amendments are passed, the Chairperson shall forward these amendments to the VP Internal for inclusion in the official sealed copy.

2.7 *Suspensatory Powers*

2.7.1

The ability of the Council to suspend, modify or delete portions of the Constitution will be ineffective to the extent that such action conflicts with the Corporations Act, the regulations thereunder or the Students' Union corporation's articles of incorporation. The ability of the Council to undertake such action will depend upon the given facts of the situation.

2.7.2

No Executive Member or Member of Council shall suspend or attempt to suspend parts of the Constitution for any reason other than those listed in Paragraph 2.7.1 of the Constitution.

2.7.3

Notice of motion to suspend part(s) of the Constitution must be given at least 48 hours prior to a General Meeting.

2.7.4

All reasonable efforts must be made to inform Executive Members and Members of Council that a motion proposing suspension will be presented at a General Meeting.

2.7.5

Motions presented to Council proposing suspension must state which clause(s) are to be suspended, accompanied by reason for suspension.

2.7.6

A Majority Vote and Quorum must be made to suspend any part(s) of the Constitution.

2.7.7

Clause(s) can be suspended for a period of no longer than 2 weeks.

2.7.8

If Council wishes to suspend a clause(s) for a period longer than indicated in Paragraph 2.7.7 of the Constitution, the Council must follow the procedures for suspension as set out in Paragraphs 2.7.3 to 2.7.7 of the Constitution at the end of each 2 week period.

2.7.9

The following sections and clauses cannot be suspended using the powers contained in Subsection 2.7 of the Constitution.

- a) Section 1: General;
- b) Section 2: Marine Institute Students' Union;

- c) Section 3: Finances;
- d) Section 4: Subsections 4.1 (Representation) and Subsection 4.2 (General Membership Duties);
- e) Section 6: Institute Committees;
- f) Section 7: External Committees and Organizations;
- g) Section 9: Censure and Reprimand;
- h) Section 12: Regulations Pertaining to Social Events;
- i) Section 13: Regulation Pertaining to Advertising;
- j) Section 14: Regulations Pertaining to Lotteries; and,
- k) Section 16: Health and Dental.

2.8 *Officers and Workers*

The officers and members of the Council of that incorporated body known as the Marine Institute Students' Union, elected by the students and appointed by the Council and in office immediately before the coming into force of this Constitution, shall be the officers and members of the Council for the purpose of this Constitution and shall hold office in accordance with the provisions of the Constitution.

Section 3: Finances

3.1 *Accounting*

3.1.1

The Council's accounts shall be kept in the Institute's computerized system:

- a) The OFM shall keep and maintain the accounts;
- b) A copy of the accounts shall be given to the Institutes' Administration Office.

3.1.2

The person in the position indicated in Subparagraph 3.1.1(a) of the Constitution shall be in charge of administering the accounts of other organizations owned and operated by the Council.

3.1.3

The Council shall have an account for the purpose of conducting everyday business activities that are deemed necessary for carrying out the objectives of the Council as indicated in Subsection 2.4 of the Constitution.

3.1.4

The Council must reveal any or all account activity if so requested by the Executive Members, Members of Council, or Members of the Union.

3.1.5

Membership Fees:

- a) The union membership fee shall be no less than \$30.00 per student per semester for full-time students and no less than \$15.00 per student per semester for part-time students as is deemed necessary for carrying out the objectives of the council as indicated in Subsection 2.4 of the Constitution.
- b) Where a student is attending the Institute during Intersession as per Subparagraph 1.3 (m), therefore membership fee shall be no less than \$15.00 per student for full-time and part-time Student.
- c) Beginning in September 2008, the Council membership fee may increase on September 1, each year by the rate of increase in the National Consumer Price Index during the previous calendar year as deemed necessary by the Council.

3.1.6

The CFS-NL membership fee, which is collected in trust by the MISU each semester, shall be no less than \$3 per student per semester and based on the inflation rate as set out by the Consumer Price Index, as described in the CFS-NL Constitution and Bylaws. This fee shall be remitted to the CFS -NL upon the release of final enrolment numbers to the OFM.

3.1.7

The CFS national membership fee, which is collected in trust by the MISU each semester, shall be no less than \$3 per student per semester and based on the inflation rate

as set out by the Consumer Price Index, as described in the CFS national Constitution and Bylaws. This fee shall be remitted to the CFS national upon the release of final enrolment numbers to the OFM.

3.1.8

Any increase in Union membership fee, other than those set out above with respect to the inflation rate as set out in the Consumer Price Index, cannot be introduced without a referendum.

3.1.9

Current Union membership fees or any proposed changes in Union membership fees must be rounded up to the nearest whole dollar other than those set out above with respect to the inflation rate as set out in the Consumer Price Index.

3.2 *Cheque Signing*

The signatures of any 2 Executive Members of the Council are required on:

- a) Any cheque issued by Council for payment for any services deemed necessary for carrying out the objectives of the Council as indicated in Subsection 2.4 of the Constitution;
- b) All forms on account activities processed by the Institute Accounts Offices;
- c) Documentation with respect to any revenue taken as a result of socials, lottery, or any other event; and
- d) Documentation with respect to all activities concerning Elections and Referendums.

Section 4: Marine Institute Students' Union Council

4.1 *Representation*

4.1.1

As indicated in Paragraph 1.3(g) of the Constitution, Council shall consist of the following Executive Members:

- a) President;
- b) VP Academic;
- c) VP External;
- d) VP Internal; and
- e) VP Events and Athletics.

4.1.2

As indicated in Paragraph 1.3(o) of the Constitution, Council shall also consist of Members of Council, which includes:

- a) Two (2) Councillors - at Large;
- b) Media Councillor;
- c) CRO (non-voting), if deemed necessary by council;
- d) OFM (non-voting);
- e) A third Councillor-at-Large, should the Student Body demonstrate enough interest in the position at the general election.

4.1.3

No person shall hold more than one Council position, except where skilled staff are unavailable and approval from Council is obtained.

4.1.4

Any person may serve as an Executive Member or Member of Council as defined in Sections 4.1.1 and 4.1.2 provided they are:

- a) A Member of the Union, regardless of whether they are a full or part time student, and;
- b) In Clear Academic Standing.

4.2 *General Membership Duties*

4.2.1

In accordance with Paragraph 2.5.1 of the Constitution, all Executive Members and Members of Council must respect the property of the University, Institute and the Union.

4.2.2

Any Council Member found to be violating Paragraph 2.4.1 of the Constitution through the intentional, accidental, or careless destruction, desecration, misuse, theft, loss, or damage to property of the Union are responsible for the total cost associated with the damage to property of Union and are also subject to Section 9 of the Constitution. Such property of Union is to include, but is not limited to:

- a) any computer or other piece of technology that resides within the Union Office;
- b) The desks, chairs, and any other piece of furniture that resides or will reside within the Union Office;
- c) Any phone, cell phone, or pager currently being used or will be used by any Executive Member to perform any part of their duties;
- d) Chairs, tables, couches, or any other furniture that resides or will reside in The Student's Lounge; and
- e) Pool tables, video games, change machines, vending machines, televisionNCR, coolers, stereo and associated equipment, or any other object or device that resides or will reside in The Student's Lounge.

4.2.3

All Executive Members and Members of Council entering into the Union must become familiar with the Constitution and their responsibilities and duties prior to commencement of the position for the upcoming Council year.

4.2.4

Executive Members and Members of Council must work a minimum of 80 percent of events per semester, and a written explanation as to why a social was missed must accompany each missed social in the report submitted for the next General Meeting. Minimum of 5 members must be present at each event that is coordinated by MISU. The following Members of Council are exempted:

- a) CRO;
- b) OFM

4.2.5

All Executive Members and Members of Council must attend a minimum of 80 percent of all General Meetings, Council Committee Meetings, Special Meetings and Institute Committee Meetings, per semester, and a written or verbal explanation to why a meeting was missed must accompany each missed meeting in the report submitted for the next General Meeting.

4.2.6

At the end of the Council Year, each Executive Member, CRO, and Media Councillor must submit a summary report outlining the activities associated with their position, to be presented to new Council Members. The summary report shall include, but is not limited to:

- a) A list of duties that are specific to the position;
- b) A list of tasks accomplished during the term as a result of the duties;
- c) A list of accomplished tasks during the term, in addition to duties;
- d) A list of tasks left to accomplish as a result of duties, and
- e) A list of tasks left to accomplish, in addition to duties.
- f) A list of contacts

4.2.7

Any Executive Member and Member of Council who does not comply with Sections 4.2 and 4.3 of the Constitution will be subject to Section 9 of the Constitution.

4.2.8

The union shall elect a member to act as president during absence with a majority and quorum vote.

4.3 *Council Duties and Responsibilities*

4.3.1

The duties of the President shall be to:

- a) Act as an executive officer of all committees and other bodies of the Council;
- b) Exercise authority over the other members of the Council, and in conjunction with the VP Internal, enforce the Constitution on Council;
- c) Take responsibility for carrying out all matters pertaining to the actual operation of the Council;
- d) Have the authority to call special meetings of the Council;
- e) Act as chief spokesperson for the Union;
- f) Appoint special committees provided they do not infringe on the jurisdiction of other committees;
- g) Represent the Union at all formal functions and perform all duties as are usually incident to the office of the President;
- h) Shall be the chair of all Council Meetings and act as a non-voting member of all adhoc and standing committees of Council, in the event that the CRO is unable to attend;
- i) Delegate duties to all Executive Members and Members of Council; and
- j) Subject to Section 9 of the Constitution, and receive an Honorarium of \$2000 in the Fall and Winter Semesters, and \$1000 in a Technical Session.

4.3.2

The duties of the VP Academic shall be to:

- a) Promote tutoring and to arrange for tutoring services for Members of the Union;

- b) Act as a liaison between MUNSU, the students and the University on academic affairs only;
- c) Ensure that student are receiving fair and just treatment pertaining to marks, course evaluations, registration and fair academic standards;
- d) Ensure representation on all applicable University Committees or bodies;
- e) Keep Council informed of matters dealing with course changes, and academic regulations;
- f) Promote student participation in all matters affecting the interest of the Union;
- g) Be responsible for other duties, as designated by Council; and
- h) Subject to Section 9 of the Constitution, and receive an Honorarium of \$1500 in the Fall and Winter Semesters, and \$750 in a Technical Session.

4.3.3

The duties of the VP External shall be to:

- a) Actively participate and act as a liaison between Council and any outside provincial, regional, and national student councils such as, MUNSU, GSU, GCSU, SRC for all CNA campuses, and others, in such ways as to benefit Council and any other student council, organization or business;
- b) Actively participate and act as a liaison between Council and any provincial, regional, and national student organisations such as the CFS, CFS-NL, and others, in such ways as to benefit Council;
- c) Actively participate and act as a liaison between Council and any provincial, regional, and national businesses such as Apparel Companies, Promotional Companies, Canadian Blood Services, and others, in such ways as to benefit Council;
- d) Be responsible for other duties, as designated by Council;
- e) In conjunction with the OFM, work on the Health and Dental plan for students; and
- f) Subject to Section 9 of the Constitution, and receive an Honorarium of \$1500 in the Fall and Winter Semesters, and \$750 in a Technical Session.

4.3.4

The duties of the VP Internal shall be to:

- a) Act as a liaison between Council and any Groups and ensure that Groups are complying with the Constitution;
- b) Inform Groups of their eligibilities and responsibilities for and BRG's and to ensure reports and receipts are received before funding is given;
- c) Act as an advocate of students on non-academic matters;
- d) Maintain the Constitution;
- e) In conjunction with the President, enforce the Constitution on Council;
- f) In conjunction with the Media Councillor, maintain the Union's Website and Social Media Platforms;
- g) Be responsible for other duties, as designated by Council; and
- h) Subject to Section 9 of the Constitution, and receive an Honorarium of \$1500 in the Fall and Winter Semesters, and \$750 in a Technical Session.

4.3.5

The duties of the VP Events and Athletics shall be to:

- a) In conjunction with the VP External and VP Internal, arrange social activities, and sporting activities, both within and outside the Institute;
- b) Act as a liaison between Council on businesses matters pertaining to social events;
- c) Ensure that Council or Groups hosting an event comply with the Constitution;
- d) Act as a liaison officer between the Recreational Director of the Institute and Council;

- e) In conjunction with OFM, maintain and update budget reports for revenue from all social events;
- f) Co-ordinate every social event of Council;
- g) Be responsible for other duties, as designated by Council, and;
- h) Subject to Section 9 of the Constitution, and receive an Honorarium of \$1500 in the Fall and Winter Semesters, and \$750 in a Technical Session.

4.3.6

The duties of the Councillors at Large shall be to:

- a) Assist the Executive Members in their duties;
- b) Serve on Council committees if deemed necessary;
- c) Be responsible for other duties, as designated by Council;
- d) Be responsible for monitoring poster boards, and putting up and tearing down posters, etc; and
- e) Subject to Section 9 of the Constitution, and receive an Honorarium of \$500 in the Fall and Winter Semesters, and \$250 in a Technical Session.

4.3.7

The Duties of the CRO shall be to:

- a) Accept full responsibility for the campaigning, conduct, administering of polls, and ensure that the counting of ballots is undertaken in a fair and adequate manner;
- b) Call for nominations for all elections and accept nomination papers, upon review;
- c) Oversee and scrutinize all other electoral practices and provide Council with a written report on the conduct of the election;
- d) Present a copy of all Sections and Subsections of the Constitution relating to election to all Candidates;

- e) Be responsible for ensuring election dates and place and time of elections and polling booths are given public notice;
- f) Become familiar with all aspects of the Constitution that pertain to the duties and roles of their position on Council;
- g) Address all inquires of the electoral system; and
- h) Attend meetings of Council, appropriate Committees, MISU and Administration, and other meetings as deemed necessary by council
- i) Subject to Section 9 of the Constitution, and receive an Honorarium of \$1000 in the Fall and Winter Semesters, and \$500 in a Technical Session.

4.3.8

The duties of the Media Councillor shall be to:

- a) In charge of all social media platforms (ie. Facebook, Instagram, Snapchat, MISU Website, etc);
- b) Keep a consistent online presence through all media platforms;
- c) Serve on Council committees if deemed necessary;
- d) Attend all socials to promote online;
- e) Be responsible for other duties, as designated by Council; and
- f) Subject to Section 9 of the Constitution, and receive an Honorarium of \$1000 in the Fall and Winter Semesters, and \$500 in a Technical Session.

4.4 General Meetings of the Union

4.4.1

The President of the Union shall call the time and place of the General Meetings.

4.4.2

General Meetings must be held within the Institute, or via an acceptable online platform.

4.4.3

General Meetings will be held weekly or biweekly at the discretion of the president.

4.4.4

The dates for General Meetings must be established at the first General Meeting of each semester, upon receiving the class schedules of Executive Members and Members of Council.

4.4.5

All reasonable effort must be given to ensure that all General Meetings are scheduled so that all, or the majority of Executive Members and Members of the Council are able to attend.

4.4.6

Tentative meeting times must be announced at the beginning of each semester.

4.4.7

All General Meetings must be Chaired by the President of the Union.

4.4.8

All decisions made at General Meetings become binding on Council if, and only if, Quorum and a Majority Vote has been obtained and the given decision does not create a conflict of interests pursuant to Section 8 of the Constitution.

4.4.9

The chair of the meeting must provide a meeting agenda, alongside any other pertinent information.

4.4.10

Members may call into meetings.

4.5 *Special Meetings of the Union*

4.5.1

Special meetings of the Union shall be conducted in accordance with subsections 4.4.1, 4.4.2, 4.4.5, 4.4.6, 4.4.7, 4.4.8, 4.4.10, and 4.4.11.

4.4.5.2

No decision made in a Special Meeting is binding on Council until put forth and passed at a General Meeting in accordance with Subsection 4.4 of the Constitution.

Section 5: Council Committees

5.1 *General*

5.1.1

There shall be a series of Council Committees composed of Executive Members, Members of the Council, and where possible, Members of the Union.

5.1.2

The purpose of these committees shall be to:

- a) Assist the Council in fulfilling the duties of its offices;
- b) Provide the Council with information and assistance in keeping with the mandate of the committees; and
- c) Assist the Council in any manner deemed necessary for carrying out the objectives of Council as indicated in Subsection 2.4 of the Constitution.

5.1.3

Membership of the Council Committees shall be determined in a free vote at the first regular meeting of the new Council. Any vacancies occurring thereafter shall be filled in a free vote at the next General Meeting after a position becomes vacant.

5.1.4

Council shall determine what Council Committees shall be established at the beginning of its Tenure of Office. Council Committees may change from year to year which shall consist of the following, but is not be limited to:

- a) Academic Committee;
- b) Elections Committee;
- c) External Relations Committee;
- d) Student Aid Committee;
- e) Student Orientation Committee; and
- f) Winter Carnival Committee.

5.1.5

The chairperson of Council Committees is responsible for informing members of the committee of the time and place of the next committee meeting, for the creation of an agenda and meeting minutes, and shall have the discretion to call meetings.

5.1.6

All Council Committee Chairpersons must produce a report to Council from each committee meeting which shall be presented at the General Meeting following the Council Committee meetings.

5.1.7

No Council Committee decision shall be binding on the Council until put forth and passed at General Meetings.

5.1.8

All Executive Members and Members of Council attending Council Committee Meetings must produce a written report of that meeting which must be submitted to Council before the next General Meeting.

5.1.9

In the event that Council does not strike a committee listed in Section 5 of the Constitution, the section addressing that particular committee shall be suspended for the duration of the current academic year.

5.1.10

In the event that Council does strike a committee not listed in Section 5 of the Constitution, the Constitution shall be amended to include that particular committee.

5.1.11

Any Executive Member and Member of Council who does not comply with Section 5 of the Constitution will be subject to Section 9 of the Constitution.

5.2 *Academic Committee*

5.2.1

The VP Academic shall be responsible for striking, coordinating, and chairing the Academic Committee.

5.2.2

The Academic Committee shall be composed of not less than three members, not including the chair, to include:

- a) One Executive Member; and
- b) Two Members of the Union, one of which may be a Member of Council.

5.2.3

The Academic Committee shall be responsible for assisting the VP Academic in the maintenance of the academic affairs of Council.

5.3 *Elections Committee*

5.3.1

The CRO shall be responsible for striking, coordinating, and chairing the Elections Committee. The Elections Committee shall be composed of not less than three members, not including the chair, to include:

- a) One Executive Members;
- b) Two Members of Council, and

5.3.2

This committee shall be set up at the last meeting in February.

5.3.3

The Elections Committee shall arrange elections, distribute nomination forms, and arrange debates and speeches.

5.4 *External Relations Committee*

5.4.1

The VP External shall be responsible for striking, coordinating, and chairing the External Relations Committee.

5.4.2

The External Relations Committee shall be composed of not less than three members, not including the chair, to include:

- a) One Executive Member; and
- b) Two Members of the Union, one of which may be a Member of Council.

5.4.3

The External Relations Committee shall be responsible for assisting the VP External in the maintenance of the external affairs of Council.

5.4.4

This committee shall be responsible for the Student Handbook.

5.5 *Student Aid Committee*

5.5.1

The VP External shall be responsible for striking, coordinating, and chairing the Student Aid Committee.

5.5.2

The Student Aid Committee shall be composed of not less than three members, not including the chair, to include:

- a) One Executive Member; and
- b) Two Members of the Union, one of which may be a Member of Council.

5.5.3

The Student Aid Committee shall be responsible for assisting the VP External in the maintenance of the student aid affairs of Members of the Union.

5.5.4

This committee shall also be responsible for advising Council on Student Aid policy and presenting the views of Council to appropriate Government officials.

5.6 *Health and Dental Appeals Committee*

5.6.1

The VP External shall be responsible for striking, coordinating, and chairing the Health and Dental Appeals Committee.

5.6.2

The Health and Dental Appeals Committee shall be composed of not less than four members, not including the chair, to include:

- a) Two Executive Members; and
- b) Two Members of the Union, one of which may be a Member of Council.

5.6.3

The Health and Dental Appeals Committee shall be responsible for assisting the VP External in the maintenance of the Health and Dental appeals.

5.6.4

This committee shall also be responsible for advising Council on Health and Dental Issues and presenting the views of Council.

5.7 *Student Orientation Committee*

5.7.1

The VP Internal shall be responsible for striking, coordinating, and chairing the Student Orientation Committee.

5.7.2

The Student Orientation Committee shall be composed of not less than five members, not including the chair, to include:

- a) Two Executive Members;
- b) Two Members of Council; and
- c) One representative from the Student Affairs Office.

5.7.3

This committee shall come into effect at the first Council meeting after winter elections.

5.7.4

The Student Orientation Committee shall be responsible for assisting the VP Internal in the maintenance of the concerns of the new Members of the Union upon entering the Institute for the first time.

5.7.5

This committee shall also be responsible for organizing activities for the purpose of initiating first year students into college life.

5.8 *Winter Carnival Committee*

5.8.1

The VP Events and Athletics shall be responsible for striking, coordinating, and chairing the Winter Carnival Committee for the Institute.

5.8.2

The Winter Carnival Committee shall be composed of not less than five members, not including the chair, to include:

- a) Two Executive Members; and
- b) Three Members of the Union, two of which may be a Member of Council.

5.8.3

This committee shall come into affect during the November General Meeting.

5.8.4

The Winter Carnival Committee shall be responsible for assisting the VP Events and Athletics in the organization of the Winter Carnival at the Institute as hosted by Council.

5.8.5

In the event that the Union wishes to conduct the Winter Carnival with the SRC of Ridge Road Campus and Prince Philip Drive Campus, the following shall be observed:

- a) There must be an agreement between the three campuses to do so;
- b) There must be a Winter Carnival Committee struck to deal with the logistics of the carnival;
- c) There must be equal representation from each campus on the committee, to include no less than two members per campus and no more than three members per campus;
- d) The chair and treasurer of the committee must be impartial and cannot be from either campus, unless agreed upon by all campuses; and
- e) In the Event that a winter carnival committee is struck pursuant to Subparagraph (b) above, paragraphs 5.8.1 to 5.8.4 of the Constitution shall be suspended for the duration of the current academic year.

5.9 *Honorarium Committee*

5.9.1

The CRO shall be responsible for striking and coordinating the Honorarium Committee to deal with the monetary compensation given to an Executive Member or Member of Council as per subparagraph 1.3 (k) at the end of each academic term.

5.9.2

The Honorarium Committee may consist of:

- a) CRO;
- b) Two Executive Members;
- c) The Union's Financial Accountant or one Institute Staff member;
- d) Institute Guidance Councillor or his or hers Student Affairs Office Representative; and
- e) One Member of the Union that is not an Executive Member or Member of Council except the OFM and Society Representatives.

5.9.3

In the event that two Executive Members cannot attend the Committee, an Member of Council except the OFM and Society Representatives may sit on this committee in place of that Executive Member.

Section 6: Institute Committees

6.1 General

6.1.1

Committees may be composed of Executive Members, Members of the Council, and wherever possible, Members of the Union. Only upon the approval of the Council may Members of the Union attend a series of Institute Committees, listed under paragraph 6.1.4.

6.1.2

These committees will be held at the discretion of the Chairperson of these committees and the Institute Administration Office.

6.1.3

The purpose of these committees will be to:

- a) Assist Council in fulfilling the duties of their offices;
- b) Provide Council with information and assistance in keeping with the mandate of the committee; and
- c) Assist Council in any manner deemed necessary for carrying out the objectives of Council as indicated in Subsection 2.4 of the Constitution.

6.1.4

The Institute's Administration Office will determine what Institute Committees shall take place during the Term. Institute Committees may change from year to year which will consist of the following, but is not limited to:

- a) Academic Council;
- b) Academic Misconduct Committee;
- c) Advisory Board;
- d) Appeals Committee;
- e) Attendance Committee;
- f) E-Learning Committee;
- g) Marks Review Committee;
- h) MISU/Admin Meeting;
- i) Nomination Committee;
- j) Non-Degree Programs Committee;
- k) Retention Committee;
- l) Scholarship Committee;
- m) Sexual Harassment Board; and
- n) Structure of Academic Council Committee.

6.1.5

All Executive Members and Members of Council attending Institute Committee Meetings shall at request produce a written report of that meeting and must be submitted to Council before the next General Meeting.

6.1.6

No Institute Committee Meeting decision shall be binding on Council until put forth and passed at General Meetings.

6.1.7

In the event that the Institute's Administration Office does not strike a committee listed in Section 6 of the Constitution, the section in relation to that paragraph committee shall be suspended during the current semester.

6.1.8

Any Executive Member and Member of Council who does not comply with Section 6 of the Constitution will be subject to Section 9 of the Constitution.

6.2 *Academic Council*

6.2.1

The Institute may strike and coordinate the activities of an Academic Council to approve to Senate all matters pertaining to degree regulations, courses and programs of study and to approve all non-degree regulations, courses, programs of study and candidates for diplomas and certificates.

6.2.2

Quorum of 20 percent of membership will be required for the Academic Council to proceed.

6.2.3

The Council holds 10 seats on this committee. These seats may be filled by any 10 students which include Executive Members, Members of the Council, or Members of the Union. The Members of the Union may sit on the committee with approval from the Council.

6.3 *Academic Misconduct Committee*

6.3.1

The Institute may strike and coordinate the activities of an Academic Misconduct Committee to deal with the misconduct of students attending the Institute.

6.3.2

The VP Academic shall sit on this committee.

6.3.3

Any Member may sit on this committee in the absence of the VP Academic, upon approval of the chair of Academic Misconduct Committee.

6.4 *Advisory Board*

6.4.1

The Institute may strike and coordinate the activities of an Advisory Board to deal with issues of industry, and their involvement with the Institute and their effect on students.

6.4.2

The President shall sit on the board.

6.4.3

An Executive Member may sit on this board in the absence of the President, upon approval of the chair of Advisory Board.

6.5 *Appeals Committee*

6.5.1

The Institute may strike and coordinate the activities of an Appeals Committee to deal with issues of students and their unsatisfactory results of the decisions made by the Institute affecting their academic status at the Institute.

6.5.2

The VP Academic shall sit on the committee.

6.5.3

Any Member may sit on this committee in the absence of the VP Academic, upon approval of the chair of Appeals Committee.

6.6 *Attendance Committee*

6.6.1

The Institute may strike and coordinate the activities of an Attendance Committee to deal with issues arising from the lack of students enrolling within the Institute, and measures used to correct this.

6.6.2

Any one student from Executive Members or Members of the Council may sit on this committee.

6.7 *E-Learning Committee*

6.7.1

The Institute may strike and coordinate the activities of an E-Learning Committee to deal with issues pertaining to educational services provided by the Institute through the use of web-based information technology.

6.7.2

Any one student from Executive Members or Members of the Council may sit on this committee.

6.8 *Marks Review Committee*

6.8.1

The Institute may strike and coordinate the activities of a Marks Review Committee to deal with academic issues pertaining to students' marks within the Institute.

6.8.2

The VP Academic shall sit on the committee.

6.8.3

Any Member may sit on this committee in the absence of the VP Academic, upon approval of the chair of the Marks Review Committee.

6.9 *MISU/Admin Meeting*

6.9.1

The Institute may strike and coordinate the activities of the MISU/Admin Meeting to deal with changes and issues pertaining student affairs that directly affect Council operations.

6.9.2

At least five members from Executive Members and Members of the Council must attend this meeting.

6.10 *Nominations Committee*

6.10.1

The Institute may strike and coordinate the activities of a Nominations Committee to deal with the procedures associated with the nominations of members for Institute Committees.

6.10.2

Any one student from Executive Members or Members of the Council may sit on this committee.

6.11 *NPC*

6.11.1

The Institute may strike and coordinate the activities of an NPC Committee to deal with changes and issues pertaining to all non-degree programs within the Institute, including diplomas, certificates, vocational certificates, etc.

6.11.2

Any two students from Executive Members or Members of the Council, both of which are not in the same program of study, must sit on this committee.

6.12 *Retention Committee*

6.12.1

The Institute may strike and coordinate the activities of a Retention Committee to deal with issues arising from the lack of students being retained within the Institute, and measures used to correct this.

6.12.2

Any one student from Executive Members or Members of the Council may sit on this committee.

6.13 *Scholarship Committee*

6.13.1

The Institute may strike and coordinate the activities of a Scholarship Committee to select and distribute scholarships to students attending the Institute.

6.13.2

The VP Internal must sit on this committee.

6.13.3

Any Member may sit on this committee in the absence of the VP Internal, upon approval of the chair of the Scholarship Committee.

6.14 *Structure of Academic Council Committee*

6.14.1

The Institute may strike and coordinate the activities of a Structure of Academic Council Committee to deal with issues put forth to improve the decisions and activities of Academic Council.

6.14.2

The President of the Council or any other Executive Member, upon approval from the committee, may sit on this committee.

Section 7: External Committees and Associations

7.1 *General*

7.1.1

The Council may take part in any external committee or associations, at the discretion of Council, upon which any Executive Member, Member of the Council, and where possible, Members of the Union may attend, upon approval of Council.

7.1.2

These committees may be held at the discretion of the Chairperson of such committees.

7.1.3

Executive Members and Members of Council may participate in External Committees and Associations where such participation would further the following purposes:

- a) Assist Council in fulfilling the duties of their offices;
- b) Provide Council with information and assistance in keeping with the mandate of the committee; and
- c) Assist Council in any manner deemed necessary for carrying out the objectives of the Council as indicated in Subsection 2.4 of the Constitution.

7.1.4

The administrator of such committees may determine the place and time of these committees. Council shall seek representation on committees including, but not limited to the following which may change from year to year:

- a) Board of Regents;
- b) Canadian Federation of Students
- c) Canadian Federation of Students - Newfoundland and Labrador;
- d) Senate.

7.1.5

All Executive Members and Members of Council attending External Committees and Associations must produce a written report of that meeting and must be submitted to Council before the next General Meeting.

7.1.6

No External Committee decision shall be binding on the Council until put forth and passed at General Meetings.

7.1.7

All External Committees, associations and their conferences must submit an Agenda and a list of costs associated with attending, prior to acceptance of the invitation by the Council, and prior to the Council sending a representative.

7.1.8

Any Executive Member and Member of Council who does not comply with Section 7 of the Constitution will be subject to Section 9 of the Constitution.

7.2 *Board of Regents*

7.2.1

The University may strike and coordinate the activities of a Board of Regents Committee to deal with the administration procedures associated with the University and its affiliates.

7.2.2

In the event that the President is unable to sit on the board, an Executive Member, Member of Council, or if needed, Member of the Union may sit on this board upon approval of Council for their tenure.

7.2.3

In the event that the designated person cannot attend this board meeting, then no one may sit on the board in place of that person.

7.3 *CFS*

7.3.1

The CFS is a National organization that examines academic, social, and organizational issues pertaining to post-secondary student life in Canada. The CFS acts as a spokesperson for the post- secondary students of this country.

7.3.2

The organization may be composed of provincial representatives, as decided upon by the organization. Provincial representatives from the province of Newfoundland may be comprised of members of the CFS-NL, GCSU, MISU, MUNSU, GSU and select SRC members from all the CNA campuses across the province.

7.3.3

The VP External and any Executive member, Member of Council, or whenever possible, Member of the Union, upon approval of Council, may be allowed to represent Council at annual meetings, which are determined by CFS.

7.4 *CFS-NL*

7.4.1

The CFS-NL is a provincial organization that examines academic, social, and organizational issues pertaining to student life in the province of Newfoundland. The CFS-NL acts as a spokesperson for the post-secondary students of this province.

7.4.2

The organization may be composed of its representatives, as decided upon by the organization, members of the GCSU, MISU, MUNSU, GSU, and SRC members from all the CNA campuses across the province.

7.4.3

The VP External and any Executive member, Member of Council, or whenever possible, Member of the Union, upon approval of Council, may be allowed to represent Council at annual meetings, which are determined by CFS-NL.

7.4.4

The amount of representatives allowed for the Provincial Meeting should be decided by the active Council.

7.5 *Senate*

7.5.1

The Senate may be struck by the University.

7.5.2

This organization is composed of a number of elected and appointed members representing the administration, faculty and students. Senate has general charge of all matters of an academic charter.

7.5.3

As indicated under the University Act, subsection 54 (d), 13 students from their affiliated schools may sit on this committee; one of these 13 members may be an Executive Member.

7.5.4

The member of executive shall represent Council on Senate.

7.5.5

A member of the union may sit on this committee in the absence of the VP Academic, upon approval of the chair of Senate.

7.6 *Sexual Harassment Board*

7.6.1

The University may strike and coordinate the activities of a Sexual Harassment Board to deal with issues arising from sexual harassment between students, students and faculty, and between facilities.

7.6.2

There must be 1 male and 1 female student from Executive Members or Members of the Council that has to sit on this board. In the event that the Executive Members or Members of the Council does not consist of members of both genders, then a Member of the Union of the required gender be appointed to sit on the Board upon the approval of the Council.

Section 8: Conflict of Interest

8.1

No Executive Member or Member of Council shall use their position to give an unfair advantage, to influence or to prejudice any other Executive Member, Member of Council or Member of the Union or affect the operation of Council.

8.2

Any Executive Member or Member of Council who deem themselves to be in a conflict of interest is given the responsibility to notify the Council.

8.3

Any Executive Member or Member of Council who deem themselves to be in a conflict of interest shall abstain from discussion and voting on the subject of conflict.

8.4

The establishment of a conflict of interest may be grounds for the termination of employment, Censure, Reprimand or other disciplinary action.

8.5

Violation of this section may prevent an Executive Member or a Member of Council from entering into a contract with Council.

8.6

The conflicts of interest which are contemplated in Section 8 are not necessarily or even likely to be criminal offences of the type which are referred to in Section 11(d) of the Canadian Charter of Rights and Freedoms.

Section 9: Censure and Reprimand

9.1 Reprimand

9.1.1

The Council may Reprimand any person holding office with the Union, either an Executive Member or a Member of Council for any violation(s) of the Constitution.

9.1.2

One Class Week notice of motion of Reprimand must be given at a General Meeting stating the person to be reprimanded, the reason for doing so, the date by which the person being reprimanded must correct violation(s) with the Constitution, which is not to exceed four Class Weeks from the date on which the motion of Reprimand is passed, and any other conditions set forth by Council.

9.1.3

No debate shall be allowed until the person being reprimanded has been notified, upon which he or she are entitled every opportunity to speak in his or her own defence and also to have a representative speak on his or her behalf.

9.1.4

All Executive Members and Members of Council must be given reasonable opportunity to attend a meeting at which the vote is to be taken regarding the potential Reprimand.

9.1.5

Given full opportunity being given to the person who is subject to the reprimand to present his or her defence, the Executive Members and Members of Council will take a vote and make any determination necessary regarding whether the individual in question should be subject to a reprimand, and if so what steps should be taken by that individual to correct the violation with the Constitution.

9.1.6

Quorum and Majority Vote must be obtained for Reprimand to take place and for the motion of Reprimand to be passed.

9.1.7

Upon the passing of the motion of Reprimand, honoraria by the person being reprimanded must be reduced at the end of Term.

9.1.8

The motion of reduction of honoraria for a percentage shall be automatically introduced at the end of the Term, the value of which shall be decided upon by Council through Quorum and Majority Vote.

9.1.9

If the person being reprimanded does not comply with the dates set forth and passed by Council, they will become subject to Subsection 9.2: Censure.

9.1.10

Should any Executive Member or Member of Council miss between 33 percent and 50 percent of General Meetings, Council Committee Meetings, Institute Committee Meetings, or Special Meetings deemed necessary for the execution of a member's duties of office without just cause per semester, automatic Reprimand of that person shall be

presented by the President and passed by Council, upon which Paragraphs 9.1.2 to 9.1.5 of the Constitution become suspended.

9.1.11

Any person reprimanded by Council must refrain from running for any position on Council in future Elections.

9.2 Censure

9.2.1

The Council may Censure any person holding office with the Union, either an Executive Member or a Member of Council, provided that they have been subject to Reprimand and have failed to comply with the dates and conditions set for in Paragraph 9.1.9 of the Constitution.

9.2.2

One Class Week notice of motion of Censure must be given at a General Meeting stating the person to be censured and the reason for doing so.

9.2.3

No debate shall be allowed until the person being censured has been notified, upon which he or she is entitled to every opportunity to speak in his or her own defence and have a representative speak in his or her defence.

9.2.4

All Executive Members and Members of Council must be given reasonable opportunity to attend a meeting at which the vote is to be taken to Censure.

9.2.5

Quorum and Majority Vote must be obtained for Censure to take place and for the motion of Censure to be passed, upon which the person being censured fail to resign, the Council shall have the authority to dismiss that individual.

9.2.6

In accordance with Paragraphs 9.1.7 and 9.1.8 of the Constitution, any person being censured by Council will lose 100 percent of his or her Honorarium.

9.2.7

Should any Executive Member or Member of Council miss more than 50 percent General Meetings, Council Committee Meetings, Institute Committee Meetings, or Special Meetings deemed necessary for the execution of a member's duties of office without just cause per semester, automatic Censure of that person shall be presented by the President and passed by Council pursuant to which Paragraphs 9.2.2 to 9.2.5 of the Constitution shall be deemed inapplicable.

9.2.8

Any person censured by Council must refrain from running for any position on Council in future Elections.

Section 10 Elections and Referenda

10.1 Elections

10.1.1

The CRO shall accept full responsibility for calling, reviewing, accepting, overseeing, and scrutinizing all aspects of Elections.

10.1.2

The Council must give at least two Class Weeks notice, prior to the first day of voting, for all Elections and By-Elections.

10.1.3

The annual general Election must take place between 8-10 Class Weeks after the commencement of the first day of classes of the winter semester. Elections shall be completed within one Class Day.

10.1.4

A By- Election must take place between 2-4 Class Weeks after the first day of classes of the fall semester for Council positions not filled in Paragraph 10.1.3 of the Constitution or for Council positions that become vacant between the winter and fall semesters. By-Election shall be completed within one Class Day.

10.1.5

In the event that Council positions remain vacant after the By- Election, the CRO, on the advice of the Council, must give two Class Weeks notice for interested Candidates to submit a written paragraph or short essay as to the reason the Candidate in question wishes to apply for that particular position, following which Council shall decide which Candidate shall obtain the position in question with a Majority Vote.

10.1.6

The exact dates for nominations and voting shall be determined by Council.

10.1.7

Nominations must be open for at least one Class Week (three Class Days for a By-Election). On the day that nominations close, nomination sheets, a list of nominees, the name of Campaign Manager (in accordance with Subparagraph 1.3 (b) of the Constitution), phone number, and a projected budget listing all expenditures must be presented to the CRO, in a sealed envelope by 5 pm. No one is considered a Candidate for any office until informed so by the CRO, at which point campaigning may begin.

10.1.8

Nominations must be closed for one Class Week prior to the Election (three Class Days for a By- Election). No Candidate is to campaign or put posters of any size until officially notified by the CRO that he or she is a Candidate. Failure to comply with this provision may cause the nomination to become null and void and the Candidate may be ineligible for further elections.

10.1.9

Executive Member, Member of Council, or Member of the Union may sign and vote for any number of nominees, but may not sign for more than one nominee in contention for

the same position. It is the responsibility of the nominee to ensure this requirement is kept. In the event that two or more signatures for the same position are evident, the CRO shall make a final ruling accordingly.

10.1.10

If only one Candidate is nominated for an elected position, he or she is declared elected by acclamation.

10.1.11

Candidates may appoint a maximum of three scrutinizers to represent them at the time of Elections, only one of which is to remain active at any given time and only one of which will observe voting procedures and the counting of the ballots.

10.1.12

If the first Election is nullified, a second annual Election shall take place no later than two Class Weeks after the first annual Election.

10.1.13

In the event of a total breakdown of Council, the Student Affairs Office of the Institute shall take over Council operations for the duration of the given school year.

10.1.14

Any Candidate proven to be running slates will be forced to withdraw from the Election, subject to the decision of CRO.

10.1.15

All Candidates for office shall have their names listed alphabetically on the ballot, and on all public notices for candidateship and Election results.

10.1.16

All Candidates are allowed to accept gifts and donations, provided they are not anonymous, to use in their campaigns. The amount of which is:

- a) The President shall spend up to \$75;
- b) All Executive Members not included in a) shall spend up to \$50; and
- c) All Members of Council shall spend up to \$40.

10.1.17

All Candidates for all Council positions require 5 signatures from persons listed in Paragraph 10.1.9 of the Constitution.

10.1.18

All Candidates for Council positions must be Members of the Union, registered during the semester in which they seek office, and must remain students of the Institute during Tenure of Office.

10.1.19

If a Candidate is unsatisfied with the Election of the results or the generality of the foregoing then they shall give a notice of appeal to the CRO, followed by a written appeal, all within one Class Day. If that Candidate remains unsatisfied following a review of the matter by the CRO, then that candidate shall give notice of appeal followed by a written appeal to the Council all within one further class day.

10.1.20

It is the sole responsibility of the Candidate to ensure his or her eligibility for the position that he or she are running for.

10.1.21

A Candidate may be required to withdraw if he or she breaches any part(s) of Subsection 10.1 of the Constitution or the candidate may be dealt with accordingly by the CRO.

10.1.22

In the event that Executive Council positions remain vacant after the annual general election, the CRO, on the advice of Council, must give two class weeks notice for interested Candidates to submit a written paragraph or short essay as to the reason that the Candidate in question wishes to apply for the vacant position, following which the

Council shall decide which Candidate shall obtain the position in question with a Majority Vote.

10.1.23

In the event that the CRO position is vacant on council, an Executive Member or Member of Council shall be appointed to fulfill the duties of the CRO.

10.2 Conduct of Polls

10.2.1

For all Council positions, voters shall place an "X" beside the name of the preferred Candidate. The Candidate with the highest number of votes shall be considered elected. In the absence of an "X", the CRO shall determine if an otherwise marked ballot is acceptable.

10.2.2

For General Elections and By- Election, one polling booth shall be operated, and the Member of the Union must be given at least one Class Week public notice regarding the location of the polling booth and the hours during which the booth shall be open for voting.

10.2.3

On Election day:

- a) All Election posters, banners, and paraphernalia must be removed from the general area of the polling station, and no campaigning is permitted;
- b) The polling station shall be manned by no more than two people;
- c) As far as possible, the secrecy of voting must be insured;
- d) No Candidate or their Campaign Manager shall be allowed to loiter in the vicinity of the polling station, except for the purpose of casting their votes; and
- e) Any Candidate or Campaign Manager found in violation of Section 10 of the Constitution, may be fined or forced to withdraw from the Election, subject to the discretion of the CRO.

10.2.4

As far as possible, the CRO shall ensure the validity of Election results, and must publicly release the Election results.

10.2.5

A complete list of expenditures and receipts from each Candidate must be provided to the CRO by 5pm on the Class Day following Elections, if not, the Candidate may have his or her seat forfeited.

10.2.6

In the case of a tie, a new Election for the position shall be called.

10.3 Referendum

10.3.1

The CRO shall accept full responsibility for calling, reviewing, accepting, overseeing, and scrutinizing all aspects of a Referendum.

10.3.2

Referenda may be initiated at any time by Council, provided Quorum and Majority Vote are reached, or by a petition signed by no less than 15 percent of Members of the Union, and the reason for doing so must be provided in writing to Council.

10.3.3

Within one Class Week of the initiation of a referendum, Council must meet and set dates for the Referendum, which must be held between 2-4 Class Weeks following the calling of a Referendum.

10.3.4

The question of Referendum which is the subject of a referendum shall be publicly released two weeks prior to the holding of the referendum. All Referendum posters shall comply with Section 13 of the Constitution.

10.3.5

CRO shall chair a public meeting, within one Class Week notice, upon which one "No" and one "Yes" committee will be formed.

10.3.6

Each Referendum Committee shall select a chairperson, who shall not be an Executive Member or a Member of Council, and who is responsible for monitoring rule infractions, ensuring compliance with the Constitution and managing committee funds.

10.3.7

The Council shall fund each Referendum committee equally and without prejudice and shall not otherwise lend material assistance to referenda committees.

10.3.8

Committee chairpersons may be censured pursuant to Section 9 of the Constitution, with the following exceptions:

- a) When any infractions may be against the Council. Misuse of funds, or the request of a simple majority of the committee members;
- b) Two Class Days notice of motion to Censure is required; and
- c) The CRO must attend the referenda committee meeting when the Censure motion is to be entertained, and the results of which must be forwarded to Council, which shall have the right to rule on the outcome of the vote.

10.4 Election Posters

10.4.1

Candidates are allowed to place one 8-1/2" by 11" or less per bulletin board of the Institute only.

10.4.2

Candidates are allowed to erect one large banner, subject to approval of the Institute building manager and CRO.

10.4.3

Any Candidate or Campaign Manager found to have defaced or destroyed Election posters or property may be fined and/or required to withdraw from the Election by CRO, upon approval by Council.

10.4.4

Notwithstanding Subsection 10.4 of the Constitution, all Election posters must comply with Section 13 of the Constitution.

10.5 Recounts

10.5.1

A recount of the votes must be made if Candidates are within 10 votes of the winner.

10.5.2

A recount of the votes may also be made if a Candidate is not satisfied with the Election process, only if a written request outlining the basis of request of recount is received by CRO within three Class Days after Election results are publicly released.

10.5.3

A candidate must assign a scrutinizer to observe the recounting of ballots and may not under any circumstances act as their own scrutinizer or be present for the counting of ballots.

Section 11: Clubs and Societies

11.1 Membership

11.1.1

All Groups shall consist of a Group Committee for the particular Club or Society and shall include a President, Vice-President, Treasurer, and Union Representative.

11.1.2

Associated members of Groups shall include those Members of the Union not included in Paragraph 11.1.2 of the Constitution.

11.1.3

The Group Union Representative shall act as a liaison between the Group and Council.

11.2 Conduct

11.2.1

The Group must submit an application for ratification to the VP Internal.

11.2.2

The ratification period shall commence at the date of application and end on May 31 of the second term of the academic year, upon which the Group must submit an annual budget and report on its activities.

11.2.3

Applications for ratification of any Group shall be accepted by Council no later than October 31 of the first term of the school year. Applications after that date may be accepted upon may be accepted by Council at its discretion.

11.2.4

Groups will be ratified by Council at the subsequent General Meetings or Special Meetings following application.

11.2.5

No Group shall be re-application in the subsequent year if Section 11 of this Constitution has not been complied with by that group.

11.2.6

No Group shall be granted ratification if the Council considers that Group to be of a discriminatory nature.

11.2.7

All Groups must adhere to all Council regulations and shall seek approval from Council before conducting their initial events.

11.2.8

The Council reserves the right to investigate the books and activities of a Groups and the right to revoke its ratification if it is found in violation of the Constitution, By-Laws, or if any unethical practices or activities are found to have been undertaken by that Group.

11.2.9

All Groups must submit an event form detailing the nature, place, materials required, and security and safety measures to be implemented one Class Week prior to the commencement of the event.

11.2.10

Payment, made by cash or cheque, for orders is required upon receipt. Non-sufficient funds cheques will be charged an additional \$25 per incident.

11.2.11

All advertising for Groups events shall be in accordance with the Section 13 of the Constitution and shall be approved by Council prior to public viewing.

11.2.12

All Groups must keep a copy of the Constitution on hand, and ensure that document is an updated version of the act per annum.

11.2.13

All Groups must submit a monthly report to be presented by the Group Union Representative, which includes an overview of the groups activities during that time period, to VP Internal for group to be eligible for BRG.

11.3 Funding

11.3.1

Groups shall be eligible for one Base Ratification Grant (BRG) per year, up to \$100.

a) The ratification grants will be awarded for the full period and dispersed in two allocations;

b) The First allocation will be awarded in the Fall semester, the second allocation in the Winter semester.

11.3.2

The Winter allocation will be available only after a short Fall semester report and up to date contact list is submitted to the VP Internal.

11.3.3

Groups making application for ratification outside the ratification period (Winter semester) will be eligible for half the BRG (\$50)

11.3.4

Any Groups found to abuse or misuse the BRG or any other privilege associated with being part of Council shall be responsible for reimbursement of the value of the BRG to Council and are also subject to a motion of Censure or Reprimand of ratification at the next General Meeting.

Section 12: Regulation Pertaining to Social Events

12.1 Property Rights

12.1.1

The implementation and enforcement of these regulations is the responsibility of the Director of General Student Services of the Institute, on behalf of the Dean of Student Affairs and Services at the University.

12.1.2

Council shall seek to ensure that the Union or Group hosting any event is in compliance with the policies and regulations established in Section 12 of the Constitution. The Students' Union shall pay for any costs associated with property damage caused by the Members of the Union during a Union social event.

12.1.3

Council shall ensure that the Union or Group hosting any Event ensures that the operations of the Institute are not interrupted.

12.1.4

Council shall be responsible for ensuring that the Union or Group hosting any Event is in compliance with the policies and regulations established in Subsection 12.4 of the Constitution, regarding clean-up.

12.1.5

Council shall be responsible for ensuring that the Union or Group hosting any Event shall notify the Institute Security.

12.2 Attendance

12.2.1

Attendance at all functions shall be kept to a reasonable and responsible level, in accordance with limits set by the Fire Commissioner.

12.2.2

Attendance in The Student's Lounge shall not exceed the limit indicated by Fire Regulations.

12.2.3

The Student's Lounge and all properties of Council, the Institute, and the University are smoke free, and smoking shall not be permitted on those properties during social events.

12.2.4

The Union or Group hosting the Event shall restrict attendance to Executive Members, Members of the Council, Members of the Union, members of the CNA on Ridge Road Campus, and on occasion, guests of those persons mentioned above.

12.2.5

The Union or Group hosting the Event shall take all measures deemed necessary to ensure the safety and security of all persons attending social Events.

12.3 Events Involving Alcoholic Beverages

12.3.1

The University has an institutional liquor license that covers all properties associated with the University's main Campus, the Institute, and Grenfell Campus, as well as the buildings leased on their behalf, which sell or serve alcoholic beverages.

12.3.2

Alcoholic beverages are not to be consumed at any part of the property owned or leased by the Council, Institute, or University, unless otherwise indicated.

12.3.3

It is the responsibility of Council to familiarize the Union and any Group hosting an Event of what areas of the Institute alcoholic beverages are permitted and the rules and regulations surrounding consumption and retailing.

12.3.4

On special occasions on approval from the Administration, events involving alcohol may be carried out on Thursdays. For example on Thursday's proceeding long weekends.\

12.3.5

Events involving alcohol may be carried out on one Class Day per Class Week. For the purpose of this Constitution, that day shall be Fridays, unless otherwise noted.

12.3.6

All Events indicated in Paragraphs 12.3.4 and 12.3.5 of the Constitution shall not commence before 5:30pm and shall not operate beyond 3:30am of the following morning.

12.3.7

Council must obtain a permit or liquor license from the University regarding sale of alcoholic beverages.

12.3.8

Council must properly train and educate all Executive Members and Members of the Council in matters of sale service of alcoholic beverages.

12.3.9

All Events involving consumption and retailing of alcoholic beverages must have at least one security officer on duty for the entire duration of the Event.

12.3.10

All alcoholic beverages consumed and served during Events, under Council or Group, must be obtained through Council.

12.3.11

Events involving alcoholic beverages are not permitted unless Council has been notified and has given permission.

12.3.12

Under no circumstances are any persons serving alcoholic beverages in The Student's Lounge or any other area hosting the social event allowed to consume alcoholic beverages themselves during the Event.

12.3.13

The Union or Group hosting the Event shall not knowingly serve alcoholic beverages to students of the Institute who are required to be in attendance in the classrooms or in laboratories.

12.3.14

Advertising for social Events must be in accordance with Section 13 of the Constitution.

12.3.15

All social Events hosted by either Union or Groups shall be conducted in accordance with provincial guidelines including, but not limited to the following:

- a) Ensuring compliance with minimum drinking age regulations;
- b) Ensuring compliance with fire regulations: and
- c) Ensuring patrons are not served alcohol to the point of intoxication.

12.4 Clean-up

12.4.1

During social Events, on-going clean-up during the Event shall take place by those hosting the Event, Council, or other designated bodies, upon approval by the Council.

12.4.2

During social Events involving alcoholic beverages, care must be taken during on-going clean-up so as to prevent broken glass from causing injury or bodily harm to the host or patron.

12.4.3

Clean-up must follow the social Events once they have ended. Clean-up must be performed by those hosting the Event, Council, or other designated bodies, upon approval by the Council.

12.4.4

Clean-up after social Events is to include, but is not limited to:

- a) All walls and floors of The Student's Lounge or any other area hosting the social Event;
- b) All tables, chairs, and furniture of The Student's Lounge or any other area hosting the social Event;
- c) The halls, corridors and entrances of The Student's Lounge or any other area hosting the social Event; and
- d) All bathrooms, both male and female, specified for use during the social Event of The Student's Lounge or any other area hosting the social Event.

12.4.5

Clean-up must be completed by 8:00 am of the following morning during a school day, or 1pm of following day on a non school day.

12.4.6

Bottles must be stored behind the bar of The Student's Lounge away from student facilities until proper disposal by the Council.

12.4.7

All cleaning supplies must be supplied by those holding the social Event, unless otherwise arranged and approved by Council.

12.4.8

All refuse must be removed from The Student's Lounge or any other area hosting the social Event after closing and must be properly disposed of in the appropriate facilities outside the Shipping and Receiving area of the Institute

Section 13: Regulations Pertaining to Advertising

13.1

This section pertains to advertising performed by Executive Members, Members of the Council, and Members of the Union.

13.2

All advertising must be approved and stamped by Council before being put on public display, advertising not approved and not stamped by Council will be removed without notice.

13.3

All advertising must be placed on or in areas indicated by Council. Advertising placed in areas other than those indicated by Council will be removed without notice.

13.4

All advertising materials shall be restricted to letter paper size (8.5 by 11 inches) or legal paper size (8.5 by 14 inches), unless otherwise approved by Council. All other advertising sizes will be removed without notice.

13.5

Advertising that contains offensive or vulgar language or contains offensive or questionable aspects or themes, or material that is deemed discriminatory in any way, shape or form will not be approved by Council and will be removed without notice.

13.6

For Events involving alcoholic beverages, there shall be no prices of beverages advertised and there shall be no promotion of the consumption of alcohol. Examples of

prohibited advertising include advertising included, but are not limited to sentences containing references to the following:

- a) Any form of drink (drinks, shots, bottles, dozen, case, keg);
- b) Any type of drink (liquor, cocktails, tropical, liqueurs, wine, beer);
- c) Any type of drinking environment (bash, party, mixer, contests);
- d) Any type of state (hammered, slogged, drunk, wasted, blitzed, soused); and
- e) Any type of consumption (chug, chugging, shotgun, shooters, funnel);

13.7

All Events involving alcoholic beverages with information listed in Paragraph 13.6 of the Constitution shall be permitted only in The Student's Lounge or any other location upon approval from the administration.

13.8

All Events involving alcoholic beverages with information listed in Paragraph 13.6 of the Constitution shall comply with the rules and regulations outlined by Memorial University Student Housing, Food and Conference Services Liquor Advertising Policy.

13.9

All external license establishments having alcoholic beverages shall not advertise within the Institute, unless partnered with MISU.

13.10

All advertising for all social Events, hosted by either Council or Group, shall identify the Council, or in the event that a Group is host of the event, the Council and Group, and shall not be distributed beyond the Institute.

Section 14: Regulations pertaining to Lotteries

14.1

Any Group, Executive Member, Member of Council, or Member of the Union wishing to sell tickets on services, objects, or other prizes within the Institute, must obtain a lottery license through Council and comply with conditions set forth by Council.

14.2

Any Group obtaining a lottery license through Council must go to the Government of Newfoundland and Labrador, Department of Government Services for the proper forms and must also comply with the conditions set forth by the Government of Newfoundland and Labrador, Department of Government Services.

14.3

Groups must wait up to 10 days for the forms indicated in Paragraph 14.2 of the Constitution to be processed.

14.4

No Group is allowed to sell any tickets until they are approved by the Government of Newfoundland and Labrador, Department of Government Services after the 10-day waiting period and has been notified of such approval.

14.5

Any Group, Executive Member, or Member of Council found to be violating Section 14 of the Constitution shall be subject to Section 9 Censure and/or Reprimand.

Section 15: Council Website

15.1

The Media Councillor, in conjunction with the OFM, and VP Internal is responsible for erecting, and maintaining a Union website.

15.2

The website may contain the following items, at council's discretion:

- a) General Meeting minutes;
- b) The current version of the constitution;
- c) The duties, pictures, contact numbers and listed positions of the Executive Members and Members of the Council;
- d) Election places, dates, available positions (when applicable);
- e) Referenda issues, dates and place of voting (when applicable);
- f) List of all Groups, descriptions, executive list and contacts and meeting times and places;
- g) List of all upcoming social, sporting, recreational, personal and academic events;
- h) Scheduled reminder of drop dates, registration deadlines, graduation request dates, and holidays; and
- i) Any other information deemed necessary to carry out the objectives listed in Subsection 2.4 of the Constitution.

Section 16: Health and Dental

16.1

Whereas Council is committed to the provision of services to and the representation of the student body of the Institute in matters affecting the quality of student life, Council shall provide a Health and Dental Plan.

16.2

The Health and Dental Plan accounts, as built by fees collected from students attending the Institute, shall be held as one account.

16.3

The Health and Dental Plan account must be held separately from all other accounts of Council.

16.4

The Health and Dental Plan account is strictly used to provide the students attending the Institute with a Health and Dental Plan, and shall not be used for any other purpose.

16.5

Health and Dental fees shall be paid at the beginning of each semester.

16.6

Where a student discontinues being a student of the Institute during a semester, that student will continue his or her health and dental plan to the end of that semester and will not be renewed for the next semester.

16.7

Where programs are six months in duration a one time fee will be paid for the entire six months period.

16.8

All Executive Members and Members of Council must familiarize themselves with general aspects of Health and Dental Plan in the event that Members of the Union require information on such items.

16.9

A Health and Dental policy for cardholders outlining fee requirements, fee increases and family coverage must be held and maintained at the MISU office by the Health and Dental plan administrator.

