



Marine Institute Student Union

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

RSN: 2016-05-25

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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 Newfoundland and Labrador region of the CFS.
- 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 College Students' Union.
- g) "GSU" shall refer to the Graduates 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 Bylaws.
- 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 business days of the week excluding Saturday and Sunday.
- e) “Class Week” shall refer to a week consisting of 5 consecutive business days, excluding Saturday and Sunday.
- 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, 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) “Full-Time Student” shall consist of student enrolled in the Institute taking four or more courses.
- i) “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.
- j) “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.
- k) “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.
- l) “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.
- m) “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.

- n) “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.
- o) “Members of Council” shall refer to the following members of Council:
  - i. Councillors-at-Large;
  - ii. CRO (non-voting);
  - iii. OFM (non-voting).
- p) “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.
- q) “MISU” shall refer to the Marine Institute Students’ Union, Inc., as incorporated on December 30, 1991.
- r) “Part-Time Student” shall consist of a student enrolled in the Institute taking no more than 3 courses.
- s) “Quorum” shall refer to 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 12pm on the final day of the second Class Week following election to 12pm on the final day of the second Class Week following the subsequent election in the following year.
- u) “Term” shall be defined as the interval between the date of registration for one semester and the date of registration for the next semester for individuals attending the Institute.
- v) “Union” shall refer to the Marine Institute Students’ Union, Inc., as incorporated on December 30, 1991.
- w) “University” shall refer to the 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 such 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, governmental, municipal, local or otherwise, and obtain from any such authority and 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 any such arrangements, rights, privileges and concessions that are 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, and
- 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 By-Laws 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 longer than indicated in Paragraphs 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* student 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 shall 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**

3.2.1 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) Four (4) Councillors-at-Large;
- b) CRO (non-voting);
- c) OFM (non-voting).

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

### 4.2 General Membership Duties

4.2.1 In accordance with Paragraph 2.5.1 of the *Constitution*, all Executive Members and Member 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 intention, 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) The personal computer assigned to each Executive Member and OFM, including the mouse, monitor, keyboard, speakers, any internal component, any external component, or any other electronic object or device that resides or will reside in the Council 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 Mariner's Lounge; and

- e) Pool tables, video games, change machines, vending machines, television/VCR, coolers, stereo and associated equipment, or any other object or device that resides or will reside in The Mariner'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 50 percent of socials 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. 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 66 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 **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.
- 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*.

### **4.3 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 CRO, 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 x 2.0 domestic tuition.

4.3.2 The duties of the VP Academic shall be to:

- a) Assist the President in the performance of duties and shall act for the President during absence;
- b) Promote tutoring and to arrange for tutoring services for Members of the Union;
- c) Act as a liaison between MUNSU, the students and the University on academic affairs only;
- d) Ensure that student are receiving fair and just treatment pertaining to marks, course evaluations, registration and fair academic standards;
- e) Ensure representation on all applicable University Committees or bodies;
- f) Keep Council informed of matters dealing with course changes, and academic regulations;
- g) Promote student participation in all matters affecting the interest of the Union;
- h) Be responsible for other duties, as designated by Council; and
- i) Subject to Section 9 of the *Constitution*, and receive an Honorarium x 1.5 domestic tuition..

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) In conjunction with VP Internal and the OFM, plan and co-ordinate the publication of Student Handbook;
- e) Be responsible for other duties, as designated by Council;
- f) In conjunction with the OFM, work on the Health and Dental plan for students; and Subject to Section 9 of the *Constitution*, and receive an Honorarium x 1.5 domestic tuition.

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) In conjunction with the OFM, be responsible for updating and maintaining the Council Website;
- d) Co-ordinate the publishing and distribution of the Council Newsletter;
- e) Update and maintain advertising bulletin boards within the Institute;
- f) In conjunction with the VP External and the OFM, plan and co-ordinate the publication of Student Handbook;
- g) Be responsible for other duties, as designated by Council; and
- h) Subject to Section 9 of the *Constitution*, and receive an Honorarium x 1.5 domestic tuition.

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 and weekly socials;
- 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 and weekly social 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 x 1.5 domestic tuition.

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; and
- d) Subject to Section 9 of the *Constitution*, and receive an Honorarium x 0.5 domestic tuition.

4.3.7 The Duties of the CRO shall be to:

- a) Become the Chair of all General Meetings, Committees, and Sub-Committees;
- b) Be responsible keeping up to date sealed copies of the Act, Constitution, and By-Laws;
- c) Ensure that Executive Members, Members of Council, Members of the Union, Groups, and any other council activity operates according to the Constitution, and in conjunction with the President, enforce the Constitution on Council;
- d) 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;
- e) Call for nominations for all elections and accept nomination papers, upon review;
- f) Oversee and scrutinize all other electoral practices and provide Council with a written report on the conduct of the election;
- g) Present a copy of all Sections and Subsections of the Constitution relating to election to all Candidates;
- h) Be responsible for ensuring election dates and place and time of elections and polling booths are given public notice;
- i) Become familiar with all aspects of the Constitution that pertain to the duties and roles of their position on Council;

- j) Address all inquires of the electoral system; and
- k) Subject to Section 9 of the *Constitution*, and receive an Honorarium x 1.0 domestic tuition; or
- l) At the request of *Council*, and the discretion of the CRO, the CRO may agree to attend and participate in the running of MISU Socials. Should the requirements of Section 4.2.4 be met, the CRO will receive Honorarium x 1.5 domestic tuition in lieu of Homourarium x 1.0 domestic tuition as stated in 4.3.7(k)

### **4.3 General Meetings of the Union**

- 4.3.7 The President of the Union shall call the time and place of the General Meetings.
- 4.3.8 General Meetings **must** be held within the *Institute*.
- 4.3.9 General Meetings will be held weekly or biweekly at the discretion of the president.
- 4.3.10 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.
- 4.3.11 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.
- 4.3.12 At least 1 Class Week public notice **must** be given for all General Meetings so that interested parties of the Union and Institute can attend if so desired.
- 4.3.13 All General Meetings **must** be regulated by Robert's Rules of Order (Appendix 1).
- 4.3.14 Each individual Executive Member and individual Member of Council **must** provide a written report on all activities and undertaken relating to Council matter they have performed every month at the end of the month, due **no later** then 1 Class Day prior to commencement of the General Meeting.
- 4.3.15 All General Meetings must be Chaired by the CRO, or in his or her absence, the President of the Union.
- 4.3.16 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*.
- 4.3.17 The CRO, in conjunction with the OFM, must provide a General Meeting Report that shall include, but is not limited to:
  - a) Agenda;
  - b) Minutes of the Previous Meeting;
  - c) Reports of Council;
  - d) List of Issues Arising; and
  - e) Other Issues in accordance to the Constitution.

#### **4.4 Special Meetings of the Union**

- 4.4.7 At least 1 Class Week notice must be given for a special meeting called by *Council*.
- 4.4.8 Meetings shall be conducted by the CRO who shall follow Robert's Rules of Order (Appendix 1) where they may be applicable. The final interpretation of a point of order shall be left to the chairperson, subject to an appeal of the chairperson's decision on a rule of order taken at a meeting shall be made to the Executive Members.
- 4.4.9 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 Robert's Rules of Order (Appendix 1) **must** be used to conduct Council Committee meetings.
- 5.1.6 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.
- 5.1.7 All Council Committee Chairpersons **must** produce a written report to *Council* from each committee meeting which shall be presented at the General Meeting following the Council Committee meetings.
- 5.1.8 No Council Committee decision shall be binding on the *Council* until put forth and passed at General Meetings.

- 5.1.9 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.
- 5.1.10 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.
- 5.1.11 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.
- 5.1.12 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 affect 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 collage 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 organisation 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 first 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 **must** 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 An Executive 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 An Executive 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 An Executive Member may sit on this committee in the absence of the VP External, upon approval of the chair of 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 lacks of student 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 An Executive 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 cost 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 VP External 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 VP External is unable 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.
- 7.2.4 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 representative 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 currently remain at 2 per year, which are determined by CFS.
- 7.3.4 No more than 2 representatives may go to the CFS National Meeting unless the Student Union is granted a free delegate seat.

## **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 currently remain at 2 per year, which are determine 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 VP Academic shall represent Council on Senate.
- 7.5.5 An Executive Member 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** 9am of the following day, 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 candidanship 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 15 signatures from persons listed in Paragraph 10.1.9 of the *Constitution*, and are required to submit a \$20 Election fee. Winning *Candidates* shall receive full refund of Election fee provided they remove all Election material after Election Day. The remaining *Candidates* shall receive 50 percent refund of the Election fee, provided they remove all Election material after Election Day.
- 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 fore-going 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.

10.1.21A *Candidate* may be required to withdraw if he or she breach's any part(s) of Subsection 10.1 of the *Constitution* or the candidate may be dealt with accordingly by the CRO.

10.1.22In 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*.

## **10.2 Conduct of Polls**

10.2.9 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.

10.2.10For general Election sand 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.

10.2.11On 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 poling 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.

10.2.12As far as possible, the CRO shall ensure the validity of Election results, and must publicly release the Election results.

10.2.13A 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.

10.2.14In the case of a tie, a new Election for the position shall be called.

## **10.3 Referendum**

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

- 10.3.10 Referenda may be initiated at any time by *Council*, provided *Quorum* and *Majority Vote* direction same is 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*.
- 10.3.11 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.
- 10.3.12 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*.
- 10.3.13 CRO shall chair a public meeting, within one *Class Week* notice, upon which one “No” and one “Yes” committee will be formed.
- 10.3.14 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.
- 10.3.15 The *Council* shall fund each Referendum committee equally and without prejudice and shall not otherwise lend material assistance to referenda committees.
- 10.3.16 Committee chairpersons may be censored [not censored] 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**

- 10.4.9 Candidates are allowed to place one 8-1/2” by 11” or less per bulletin board of the *Institute* only.
- 10.4.10 Candidates are allowed to erect one large banner, subject to approval of the *Institute* building manager and CRO.
- 10.4.11 Any *Candidate* or *Campaign Manager* found to have defaced or destroyed Election posters or property may be fined and/or require to withdraw from the Election by CRO, upon approval by *Council*.
- 10.4.12 Notwithstanding Subsection 10.4 of the *Constitution*, all Election posters must comply with Section 13 of the *Constitution*.

## **10.5 Recounts**

10.5.9 A recount of the votes **must** be made if Candidates are within 20 votes of the winner.

10.5.10A 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.

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

## **10.6 Selection of CRO**

10.6.9 Any *Candidate* seeking the position of *CRO* **must** be either a current *Member of the Union* or have been a *Member of the Union* not later than five years ago, so as to be familiar with the *Union* and *Institute* operations.

10.6.10The *Candidate* **must** submit a resume along with a cover letter to indicate why he or she seek the position, to *Council*.

10.6.11The CRO shall be appointed by *Council* after all resumes from all *Candidates* have been reviewed.

10.6.12The CRO shall be selected once the incoming *Council* for the upcoming year has been elected in the MISU's annual general election.



## 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, and shall attend General Meetings as indicated in Subsection 4.4 of the *Constitution*.
- 11.1.4 In the event that the Group Union Representative cannot attend a General Meeting, another member of that Group shall attend in his or her place, upon approval from *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 maintain ensure that document 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 a overview of the groups activities during that time period, to VP Internal.

### **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 Mariner's Lounge shall **not** exceed the limit indicated by Fire Regulations.
- 12.2.3 The Mariner'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 person 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 Sir Wilfred Grenfell College, 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 socials may be carried out on Thursdays'. For example on Thursday's proceeding long weekends.
- 12.3.5 *Group* social Events 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 social 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 10:00 pm of the same evening.
- 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 Mariner'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 Mariner's Lounge or any other area hosting the social Event;
- b) All tables, chairs, and furniture of The Mariner's Lounge or any other area hosting the social Event;
- c) The halls, corridors and entrances of The Mariner'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 Mariner'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.

12.4.6 Bottles must be stored behind the bar of The Mariner'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 Mariner'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 or 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, sloshed, 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 Mariner'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 licence 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 licence through *Council* and comply with conditions set forth by *Council*.
- 14.2 Any *Group* obtaining a lottery licence 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

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

13.2 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 the MISU office by the Health and Dental plan administrator.

# Appendix 1: Robert's Rules of Order

To Do This:	You Say This:	You May Interrupt the Speaker	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	Vote Required
Object to incorrect procedure being used	Point of order	Yes	No	No	No	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information	Yes, If Urgent	No	No	No	No vote taken, chair rules
Object to something which prevents your continued participation (eg: excessive noise)	Point of personal privilege	Yes	No	No	No	No vote taken, chair rules
Object to a motion being considered	I object to consideration of this motion	Yes	No	No	No	2/3 Majority
Consider something out of this scheduled order	I move the agenda be amended in order to deal with the following item	No	Yes	Yes	Yes	2/3 Majority
Overturn the ruling of the chair	I challenge the chair on...	Yes	Yes	Yes	No	Majority
Change a motion	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes, advisability of referral only	Yes	Majority
Postponed further discussion on a motion until later in the meeting	I move that the motion be tabled until...	No	Yes	Only to time	Yes	Majority
Postponed consideration of a motion until a future meeting	I move that the motion be postponed until	No	Yes	Only to time	Yes	Majority
Raise a matter previously tabled	I move that motion...be lifted from the table	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion...be reconsidered	Yes	Yes	Yes (if original motion was)	No	Majority
End debate on a motion	I call a question	No	yes	No	No	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote	No	yes	No	Yes	Majority
Recess the meeting	I move that the meeting recess until	No	Yes	Only to time	No	Majority
End the meeting	I move that the meeting adjourn	No	Yes	No	No	Majority