



AETSA

ASSOCIATION ÉTUDIANTE TELFER STUDENTS' ASSOCIATION

BYLAWS

Association étudiante Telfer Students' Association
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ASSOCIATION ÉTUDIANTE TELFER STUDENTS' ASSOCIATION

Bylaws prepared and moved by President D. Middel
Adopted on February 7, 2024


REGISTERED DOCUMENT				
DOCUMENT TITLE				
AETSA BYLAWS				
VERSION		EFFECTIVE DATE		
1.2		2024-02-07		
CERTIFYING OFFICER				
TITLE		NAME		
PRESIDENT		DAMARIS MIDDEL		
SIGNATURE			DATE	
			February 7, 2024	
AMENDMENTS				
#	VERSION	ADOPTION DATE	AGM / SGM MINUTES	EFFECTIVE DATE
1	1.1	2024-01-16		2024-01-16
2	1.2	2024-02-07		2024-02-07

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SECTION 1: The Association

ARTICLE I NAME

The corporate name of the organization hereinafter referred to as the “ASSOCIATION”, is in its French version “L’ASSOCIATION ÉTUDIANTE TELFER”, and in its English version, the “TELFER STUDENTS’ ASSOCIATION”, and in designation the Association, either version may be used.

ARTICLE II GOVERNING STRUCTURE OF THE ORGANIZATION

The General Assembly shall be the official administrative and highest governing body of the Association. It shall determine policy and enact such rules and regulations, as it considers necessary for the legal, proper, orderly, and efficient operations of the Association. No person or group other than the General Assembly itself can overturn a decision of the General Assembly. The Executive Council shall act as the official representative of the Association. It shall assume governing power of the Association in between meetings of the General Assembly, provided that all decisions of the Executive are in accordance with previous decisions taken by the General Assembly.

ARTICLE III REGISTERED OFFICE

The registered office of the Association shall be at 55 Laurier Avenue East, in the city of Ottawa, K1N 1A2, Province of Ontario, Canada.

ARTICLE IV CORPORATE SEAL

4.01 Form.

The seal of the Association shall be circular in form and shall bear the name of the Association.

4.02 Conservation and Utilization.

The corporate seal shall be kept at the registered office of the Association and only the signing officers shall have the authority to affix it to documents emanating from the Association.

ARTICLE V FISCAL YEAR

The fiscal year of the Association begins on the first day of the month of May and ends on the last day of the month of April at 11:59 PM.

ARTICLE VI PURPOSE

The purpose of the Association shall be to unify all Telfer undergraduate students in order to have

official representation as a whole. It shall, through its Executive Council, promote, support, and protect the status, interests, and general well-being of the members of the Association. It shall, to the best of its abilities, execute, promote, support, and protect all decisions and mandates made by the General Assembly. It shall consider and discuss all issues of a material, cultural, educational, recreational, political, and social nature that may affect the members of the Association. It shall also initiate, maintain, promote, and conclude any business or matters that may affect the members of the Association. Finally, it shall make its best efforts to foster understanding and fellowship between all sectors of the Telfer community.

ARTICLE VII PRINCIPLES

The Association is founded upon and must thus, through its Executive Council, support, defend, respect, and function in accordance with the following principles:

- 7.01 That the Telfer Students' Association supports the equality of all, regardless of their race, religion, sex, ethnic or national origin, sexual orientation, gender identity, language, ideology, association, age, or mental or physical disability. Furthermore, the Association upholds the Canadian Charter of Rights and Freedoms for all its students to ensure the equality of all. It is therefore mandated to its Executive Council and members to support the equality of all people in all activities it undertakes and refuses to promote or sponsor any organization or enterprise that may conflict with this position.
- 7.02 That it is imperative to support environmentalism and sustainability at Telfer, as well as within all other forms of government and/or organization both within our society and worldwide.
- 7.03 That the Telfer Students' Association functions by and supports the system of democracy, both within Telfer, as well as all other forms of government and/or organizations. For this reason, the decision of the General Assembly - where a larger body of students' opinions can be voiced - always takes priority over the decision or opinions of the Executive Council, and sub-committee, or any individual of the Association.
- 7.04 That the Telfer Students' Association recognizes that equity is defined as the removal of systemic barriers and biases enabling all individuals to have equal opportunities. To achieve this, all individuals who participate in the research ecosystem must develop a strong understanding of the systemic barriers faced by individuals from underrepresented groups (e.g., women, persons with disabilities, Indigenous Peoples, racialized minorities, individuals from the LGBTQ2+ community) and put in place impactful measures to address these barriers (Government of Canada, 2021).
- 7.05 That the Telfer Students' Association recognizes that diversity is defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression and age. A

diversity of perspectives and lived experiences is fundamental to achieving research and training excellence. Inclusion is defined as the practice of ensuring that all individuals are valued and respected for their contributions and are equally supported. Ensuring that all team members are integrated and supported is fundamental to achieving research and training excellence (Government of Canada, 2021).

ARTICLE VIII MEMBERS OF THE ASSOCIATION

8.01 Eligibility.

All full-time and part-time undergraduate students registered in a degree program at the Telfer School of Management shall be considered a Member-at-large provided that they have paid their membership fees to the Association.

8.02 Rights.

8.02.1 Members-at-large have the right to vote in all Annual General Elections, By Elections, Referenda, Annual General Meetings and Special General Meetings held by the Association.

8.02.2 Members-at-large have the right to run for and hold an elected position on the Executive Council, its subsidiaries, or to hold appointed positions on the Executive.

8.02.3 Should a member-at-large wish to occupy any of the positions indicated in *Article XII, point 02*, unofficial copies of their university transcript and class schedule can be requested at any time to confirm their Member-at-large status.

8.02.4 Members-at-large have admittance rights but no voting rights at Executive Council and General Council meetings.

ARTICLE IX LOSS OF MEMBERSHIP

9.01 Conditions for Loss of Membership.

9.01.1 Failing to pay their membership fees on time.

9.01.2 Being suspended or excluded upon a resolution by the Executive Council on the grounds that the Member-at-large has contravened these bylaws or that their conduct or activities may cause prejudice to the Association.

9.01.3 Ceasing to be an undergraduate student at the Telfer School of

Management.

ARTICLE X MEMBERSHIP FEES

The Association may, through approval of a motion by simple resolution of the Members-at-large, voted on either at an Annual General Meeting (AGM), a Special General Meeting (SGM), or during a Referendum, fix a fee payable by all Members-at-large to finance its regular activities.

ARTICLE XI AFFILIATION

The Association may affiliate with such external organizations as the Executive Council may consider useful to further the goals of the Association, provided that such organizations function in accordance with the Principles of the Association in *Article VII*.

ARTICLE XII ORGANIZATION OF THE EXECUTIVE COUNCIL

12.01 Structure.

Subject to the provisions contained herein and particularly to the powers and duties hereafter conferred upon the Executive Council. The affairs of the Association shall be managed by the Executives of the corporation, which shall be composed of a President of the Association and eight Vice-Presidents. The nine Members-at-large elected by the Members-at-large of the Telfer School of Management shall be hereinafter referred to as the “Executives”, the “Executive”, or the “Executive Council”.

12.02 Composition.

The Executive Council will be composed of the following:

- President
- Vice-President of Finances
- Vice-President of Academic Affairs
- Vice-President of Club Relations
- Vice-President of Corporate Relations
- Vice-President of Equity, Diversity, and Inclusion (EDI)
- Vice-President of Internal Affairs
- Vice-President of Marketing
- Vice-President of Social Affairs

12.03 *Order of Succession.*

In the absence of the President, the Vice-President of Internal Affairs will temporarily carry out the duties of the office of the President. In absence of the President and of the Vice-President of Internal Affairs, the Vice-President with the most quantifiable experience on the General Council will assume the temporary duties associated.

12.04 *Mandate.*

12.04.1 The mandate of the elected Executives shall commence on the First Day of the Month of May, following their election and shall terminate on the last day of the month of April of the subsequent year.

12.04.2 The Vice-President of Finances' term is the only exception to *Article XII, point 041* as their mandate will begin on the first day of the month of May and end on the fourteenth day of the month of May of the subsequent year.

12.04.3 No member-at-large may serve as an Executive for a period exceeding three (3) mandates, and at least one out of the three terms must be served on a different portfolio.

12.05 *Conflict of Interest.*

No member of the Executive shall be a member of the Executive of any club and/or organization of the Association but may remain as regular members of that club and/or organization. No member of the Executive may be an employee of the Association. Any member of the Executive found to be conducting business of the Association in conflict with the Principles of the Association detailed in *Article VII* or who has acted in an apparent conflict of interest as defined in *Article XXX* may be subject to penalties and impeachment as outlined in section *Article XXIX*.

12.06 *Responsibilities.*

The Executives must perform all duties incidental to their position, as well as those which may be assigned to them by the Executive Council. However, the priority of tasks assigned to them is first dictated by their positions. Any Executive member who abuses task prioritization may be penalized, and ultimately, impeached.

ARTICLE XIII FUNCTIONS AND DUTIES OF THE EXECUTIVE

13.01 *General Functions of the Executives.*

13.01.1 Abide by and implement all decisions and resolutions of previous Annual

General Meetings and/or Special General Meetings.

- 13.01.2 Keep a minimum of two (2) office hours per week. Except during certain times of the year which will be decided by the President and the VP Internal.
- 13.01.3 Be accountable for all equipment and supplies in the Office and common space while fulfilling mandated office hours.
- 13.01.4 Attend all meetings of the Executive Council, in accordance with the regulations dictated in *Article XX*.
- 13.01.5 Train their successor near the end of their mandate.
- 13.01.6 Execute all activities in both official languages.
- 13.01.7 Serve as the officially elected representatives of the Members-at-large.
- 13.01.8 Ensure that all letters sent out, receipts, etc. are kept on file as necessary.
- 13.01.9 Ensure that the bylaws and all other ratified documents are adhered to.

13.02 *Signing Officers.*

The President and Vice-President of Finances shall be the official signing officers for the Association and shall, acting together, have the exclusive power and authority to sign all contracts, documents, bills of exchange and written instruments requiring two (2) signatures. If only one signature is required, the President will sign on behalf of the Association.

13.03 ***Functions of the President.***

- a. Be ultimately responsible for the daily operations of the Executive and General Council.
- b. Call by-weekly meetings of the Executive Council, as well as monthly meetings of the General Council.
- c. Have the sole authority to convene Executive and General Council meetings as well as Emergency meetings when they deem necessary.
- d. Serve as Chairperson at all Executive Council and General Council meetings.
- e. Act as the immediate supervisor of all Executives and of the Association as a whole, by delegating powers and responsibilities as they deem necessary, ensuring that all Executives are guided in their responsibilities.

- f. Terminate the roles and responsibilities of members of the General Council when they see fit.
- g. Serve as liaison between the Association and the University of Ottawa Students' Union (UOSU); as well as sit on the UOSU Presidential Roundtable.
- h. Be the chief spokesperson and official representative of the Association.
- i. Be responsible for seeing that all governance documents including the Bylaws are updated as required.
- j. Represent the Association and the Telfer School of Management at meetings, conferences and events organized by the Canadian Association of Business Students (CABS), the Canadian Business School Conference (CBSC), the "Regroupement étudiant des facultés d'administration de l'Est du Canada" (RÉFAEC), and the National Business School Conference (NBSC).
- k. Try to the best of their ability to attend events organized by Telfer clubs and committees.
- l. Sit on the Financial Oversight Committee of the Career Center, the Telfer Case Competitions Committee, and the Undergraduate Programs Committee.
- m. Temporarily take on responsibilities of any vacant positions within the Executive Council, or temporarily delegate them to another willing Executive or Director until a new member is elected or hired to fill the vacancy.
- n. Manage the student lounge(s) and subsidiary offices.
- o. Have held a director position on the Association for at least one (1) year.

13.04 ***Functions of the Vice-President of Finances.***

- a. Be responsible to the Association for the bookkeeping, amounts received, and incurred expenditures allocated by the Executive Council.
- b. Make sure that at least \$50, 000.00 be reserved at the end of the year for the operations of the new Executive Council.
- c. Ensure that a record of income and all expenditures greater than \$100.00 are ratified by the Executive Council, as per *Article XXXIII*.
- d. Ensure that financial records are accessible to all members of the Executive Council.

- e. Audit the financial records of all clubs and committees who receive funds from the Association and ensure that a statement of assets is prepared and updated annually.
- f. Adhere to auditing practices as stipulated annually by the UOSU for transfers of funds.
- g. Co-sign all agreements binding on the AETSA or other such documents, with the President; and TCCT with TCCT Finance Lead.
- h. Be responsible for collecting all monies from Association activities.
- i. Prepare and submit an annual budget to be presented at the AGM.
- j. Hold finance Roundtables with the Vice-Presidents of Finances of all Association clubs and committees at least once per semester; as well as attend the UOSU Finance Roundtables.

13.05 *Functions of the Vice-President of Academic Affairs.*

- a. Be the spokesperson and representative for the members-at-large concerning all academic affairs.
- b. Be the liaison between the Telfer Competitions Committee – Comité de Compétitions Telfer and the Executive Council.
- c. Chair the Annual General Meeting of the Association.
- d. Be an active member of various undergraduate committees organized by the Telfer School of Management. They must ensure that the rights and interests of all Members-at-large are respected and protected.
- e. Oversee events that promote an exchange of ideas between international students, Anglophone students and Francophone students; in an interest to maximize the learning experiences of everyone.
- f. Manage and promote the External Conference Program.
- g. Ensure all enquiries made by students, directed at the Association are handled directly and promptly.
- h. Attend Academic and External Round Table meetings with the UOSU and, when possible, sit on various university level committees such as the Senate

Committee on Teaching Evaluation and the Academic Integrity Committee of the University of Ottawa Students' Union.

- i. Coordinate the sale of lockers.
- j. Act as a liaison between the Career Centre and the Executive Council, the clubs, and the Members-at-large.

13.06 *Functions of the Vice-President of Club Relations.*

- a. See to the smooth running of all Telfer Clubs.
- b. Oversee the transitioning process of the members of all Telfer Clubs.
- c. Conduct performance evaluations of the Telfer Clubs.
- d. Oversee concerns and issues raised by Telfer Clubs.
- e. Oversee office and office key allocation.
- f. Work with the Association President to host all club presidents for monthly Presidents' Roundtables (PRT).
- g. Ensure that at least two (2) executives of each club attend all AGM and SGM.

13.07 *Functions of the Vice-President of Corporate Relations.*

- a. Represent the Association along with the President, at, but not limited to, business conferences, and university conferences organized by CABS and RÉFAEC; and ensure alongside them that Telfer students are represented at international, national, and regional conferences.
- b. Procure monetary and non-monetary sponsorships to support the initiatives of the Association.
- c. Present a budget containing a list of events at which they plan to have representation from the University of Ottawa and the Telfer School of Management by mid-September.
- d. Act as a liaison between the Telfer School of Management and the Canadian Association of Business Schools.
- e. Engage in activities designed to brand the name of the Telfer School of Management in other universities across Canada.

f. Be functional in English and French.

13.08 *Functions of the Vice-President of Equity, Diversity, and Inclusion (EDI).*

- a. Coordinate and organize a minimum of three (4) mandatory trainings for all General Councillors and Club Executives, annually. These trainings must include but are not limited to, Sexual Assault and Violence Prevention, Diversity and Inclusion, Truth and Reconciliation, and PRIDE in the Workplace.
- b. Review social projects and marketing campaigns to ensure that they are congruent with the Association's commitment to inclusivity and diversity. They must work closely with both the Vice-President of Social Affairs and the Vice President of Marketing to ensure that EDI is considered in the planning of both portfolios' projects.
- c. Work on creating events for all members of the Association that focus on improving the culture at Telfer, specifically as it relates to EDI.
- d. Serve as a resource to Association subsidiaries including all clubs and committees, to help them consider factors of EDI when planning their activities.
- e. Sit on the AETSA's EDI Committee (TACEDI) and ensure that meetings are held at minimum, monthly.

13.09 *Functions of the Vice-President of Internal Affairs.*

- a. Coordinate all hiring and human resources needs of the General Council.
- b. Coordinate all Executive and General Council meetings among members, prepare an agenda for each meeting by asking Executives in advance for discussion or action points, and take minutes at all official meetings.
- c. Conduct formal evaluations of all Vice-Presidents and Directors, in conjunction with the President, on a semesterly basis and compile adequate records for future reference.
- d. Hold First-Year Representative Roundtables with the First-Year Representatives (FYR) of all the Association subsidiaries, at least once per semester.
- e. Ensure that all inquiries made by students, directed at the Association, are handled directly and promptly.

f. Be functional in English and French.

13.10 ***Functions of the Vice-President of Marketing.***

- a. Be responsible for all publications of the Association.
- b. Be responsible for all the publicity concerning all activities of the Association by means of signs, articles, mass emails and social networking.
- c. Ensure the maintenance of the Association website in terms of functionality, quality and accuracy of data, the frequency of updates and the transition of web based knowledge.
- d. Ensure that all publicity and information is available in both French and English.

13.11 ***Functions of the Vice-President of Social Affairs.***

- a. Organize a welcome program for Telfer with assistance from a 101-Week Committee and from the Executive Council.
- b. Communicate information about the current events at the Telfer School of Management and the activities of the Association and its clubs/committees.
- c. Direct and organize the various social activities financed by the Association.
- d. Present event budgets in collaboration with the Vice-President of Finances and have them approved by the Executive Council before each activity.
- e. Be responsible for hiring a 101-week Coordinator to assist the Executives in the organization of 101-Week. This Coordinator must be hired by the end of May.
- f. Be responsible for the organization of the Graduate's Ball in collaboration with the Executives and establish a committee of graduating members-at-large.
- g. Attend the UOSU Social Roundtables.

ARTICLE XIV ORGANIZATION OF THE GENERAL COUNCIL

14.01 *Structure.*

The General Council will be composed of all nine (9) Executives, all officially hired Directors and First-Year-Representatives, all of whom will have been appointed by the Executive Council according to the policy dictated in *Article XXVI*. The General Council will also include the

Association's Strategic Consultant. The number of Directors to be hired under each mandate will be determined by a simple majority (>50%) vote of Executives.

14.02 *Strategic Consultant.*

14.02.1 At the end of each Association President's mandate, they will have the option to remain a member of the Council by serving as the Association's Strategic Consultant for the following year. In the event where the outgoing President decides not to serve as the SC, the current President may hire one from among the retired VPs.

14.02.2 The Strategic Consultant holds the right to sit in on any Executive Council or General Council Meeting. While at the Executive Council meetings, they hold the right to propose motions, debate any topic, sit in in-camera sessions, etc. However, at Executive Council meetings, solely, they do not hold the right to vote on any motions with monetary consequences. They may also sit as an Exec on any of the Association's committees or sub-committees.

14.02.3 The main responsibility of the Strategic Consultant is to serve as an advisor to the Executive Council as a whole but also more specifically to the President. They may be tasked with Chairing Committees or Sub-committees of the Association. They may also be tasked with attending conferences or meetings on behalf of the Association.

ARTICLE XV SUBCOMMITTEES OF THE EXECUTIVE

15.01 *General.*

The Executive or the Association may appoint from amongst the members of the Association, persons to sit on various subcommittees, as the need arises.

15.02 *Formation of Subcommittees.*

To be considered an official subcommittee, it must include at least three (3) members of the Executive Council, who will be able to make official decisions on behalf of the Executive Council including but not limited to certain financial decisions. These financial limitations must be decided upon by a simple majority vote (>50%) of the Executive Council.

If such a subcommittee is created, a budget may be allocated to it by the Executive Council. The Executive Council representatives shall have the official decision-making power of this budget, provided that all appointed members unanimously agree on the purchase and that the purchase is in accordance with the financial limitations set forth by the Executive Council's decision. Although the three or more Executive Council representatives have the official decision-making power, via unanimous vote, the opinion and point of view of all present members must be taken into consideration. The intention of such a committee's freedoms and restrictions are to offer the

possibility for any member of the Association to get involved in the decision-making processes without having the overwhelming responsibilities associated to being an Executive, to decentralize the Executive Council's financial decisions, and to actively promote transparency with regards to the spending of the Association.

15.03 *Reports.*

All subcommittees must submit a verbal report at all Executive Council meetings immediately following their subcommittee meeting, as well as documented minutes for any financial expenditures.

SECTION 2: Workings of the Association

ARTICLE XVI ROBERT'S RULES OF ORDER

Where applicable and in the event that the Bylaws do not provide for the same, the conduct of the Association and its subsidiaries shall be governed by the most current version of "Robert's Rules of Order".

ARTICLE XVII GENERAL MEETINGS

17.01 Annual General Meetings.

The Autumn General Meeting (AGM) and Winter General Meeting (WGM) is composed of all General Council Executives and all the Members-at-large and one must be held during the Autumn and Winter semesters of every academic year.

17.02 Special General Meeting.

A Special General Meeting (SGM) may be called by the Executive Council on any academic day upon a simple majority vote (>50%), or by a written petition signed by not less than five percent of the Membership specifying the nature of the business to be transacted, which must be given to the Executive Council at least seven (7) academic days prior to the hour fixed for the calling of such Assembly.

17.03 Powers.

The General Assembly has the power to ratify amendments to the Bylaws adopted by the Executive Council since the last GM. As well as propose and adopt other amendments.

17.04 Notice.

General Meetings are called in a written notice which must be made available to all Members at a minimum of ten (10) days prior to the meeting. For this purpose, written notice will be defined as a student-wide email to all Members of the Association.

17.05 Quorum.

If 1% of the Members-at-large is present at a General Meeting, as a group they hold a voting right for that meeting. If 1% is not present, only the Executives have voting rights on all matters

discussed or moved.

17.06 *Chairperson.*

The Chairperson of any meeting of voting members (hereinafter "General Assembly" or "Assembly") shall be the Vice-President of Academic Affairs unless they are exempted at their own request. If the Vice-President of Academic Affairs is exempted, they shall nominate another Executive as replacement to act as Chairperson.

17.07 *Vote.*

Any question submitted at an Annual General Meeting (AGM) or Special General Meeting (SGM) shall be decided by a simple majority vote (>50%) of members present and voting for or against a motion except where procedures dictate otherwise. Each member may cast one vote and voting shall be by show of hands, unless otherwise requested by a voting member. If another form of voting is requested, Robert's Rules of Order will dictate procedure.

17.08 *Minutes.*

The Minutes of the AGM or SGM shall be made publicly available to all Members-at-large, via the Association's official website. A printed copy of all approved AGM and SGM Minutes of the given year must be kept in the Association's office. All Minutes and Agendas must be stored on file, via the Council's shared drive, for future reference.

ARTICLE XVIII REFERENDA

18.01 *Conditions.*

A referendum amongst all members of the Association may be called by majority vote of the Executive Council, or on petition of not less than ten percent of the members of the Association which must be presented at a regularly constituted meeting of the Executive who will accept it on the condition that it meets the necessary requirements.

18.02 *Notice.*

Notice of the referendum must be given to the Members-at-large at least five (5) days prior to the hour fixed for the holding of such referendum and shall contain a statement of the issues and purpose for which the referendum is being held.

18.03 *Voting.*

The voting period shall last for a minimum of one lecture day; from 10:00 a.m. to 4:00 p.m.

Voting shall take place at one common and accessible location on campus, or through electronic means, available to all members. Any question submitted at a Referendum shall be decided by a simple majority (>50%), except where procedures dictate otherwise. Each member of the Association is entitled to vote once, in person, upon presentation of a valid student identification card or other proof of membership. However, for the referendum to be of any effect whatsoever, at least ten percent of the membership of the Association must vote.

18.04 *Strike.*

If a motion for a strike is passed during a Referendum in accordance with *Article XVIII*, the Executive Council will endorse and promote it.

ARTICLE XIX AMENDMENTS TO THE BYLAWS

19.01 *General.*

For the Bylaws to be amended, any member of the Association may submit the proposed amendment or amendments in writing to the VP of Academic Affairs at least five (5) days in advance of an Annual General Meeting or a Special General Meeting. The VP of Academic Affairs shall then ensure that the proposed amendments are publicly posted at least forty-eight (48) hours in advance of the AGM in conspicuous places, including but not limited to the Association's social media platforms. All proposed amendments to the Bylaws must be passed by a two-thirds (2/3) majority vote of the Assembly.

19.02 *Amendments by the Executive Council.*

Bylaw changes may also be made by a three-quarters (3/4) vote of the Executive Council, but must be ratified, by a two-thirds (2/3) majority vote, at the next scheduled General Meeting. The Bylaw change(s) shall proceed to take immediate effect, until becoming a permanent change once ratified. If for any reason at all, the Bylaw change is not ratified at the next scheduled AGM or SGM, the new Bylaw shall immediately cease to be legitimate, and its effects shall be suspended until the change is ratified by the General Assembly

19.03 *Without Notice.*

If a member wants to propose amendments within five (5) days of the General Meeting, they may do so, provided that, if there is a contestation by any Association member personally present at the Assembly, that they receive permission from the General Assembly to propose the amendment(s), which shall be agreed by a two-thirds (2/3) vote of the people personally present at the Assembly.

ARTICLE XX MEETINGS OF THE EXECUTIVE

20.01 *Frequency of Meetings.*

The Executive must meet at least three times a month during the academic year. During the summer months, from June to August, the Executive must meet at least once a month.

20.02 Notice.

Meetings of the Executive shall be called by order of the President or by four (4) Vice-Presidents at least forty-eight (48) hours' notice through the official emails.

20.03 Waiver of Notice.

Meetings of the Executive may be held without prior notice if all members are present, or if all members come to a consensus on the time, place, and purpose of such a meeting.

20.04 Quorum.

A simple majority (>50%) of the whole Executive Council must be personally present to ensure quorum at all meetings of the Executive.

20.05 Chairperson.

The President will act as the Chairperson of the meetings of the Executive and General Council unless they are exempted, at their own request or by a two-thirds (2/3) majority vote of the members present at the meeting. In such a case, the Chairperson must be chosen unanimously amongst the Vice-Presidents.

20.06 Agenda.

If any member of the Association wishes to have an item included in the Agenda of any open meeting, they must submit a written, motivated request to the VP Internal Affairs at least forty eight (48) hours in advance of the meeting. The VP Internal Affairs shall then forward a detailed proposed agenda twenty-four (24) hours in advance to all Executives. If any member of the Association wishes to have an item included in the Agenda within forty-eight 48 hours of the start of the meeting, the item must be approved at the meeting by a simple majority (>50%) of Executives present.

20.07 Adjournment.

If quorum is not met at the time for which any meeting of the Executive may have been called, the Chairperson of the meeting may, after the lapse of thirty (30) minutes from the time appointed for the holding of the meeting, adjourn the meeting. The reconvening of any meeting adjourned will take place with the same notices in *Article XX point 02*.

20.08 Vote.

Only members of the Executive Council may propose motions to be voted on or may vote at any Executive Council meeting. Any question submitted to the Executive Council shall be decided by a simple majority vote (>50%) of members voting, unless procedures dictate otherwise. Each member may cast one vote and voting shall be by a show of hands unless otherwise requested by a voting member. Voting needing a two-thirds (2/3) majority shall always be of total Executive members voting, including the Chairperson. In the event of a tie on any type of motion, the President of the Association will cast the deciding vote.

20.09 *E-votes.*

The Executive may decide on a vote through electronic means. An e-vote will be deemed legitimate if it is sent via email by the President to all and only Executive Council members. The provided official Telfer Students' Association emails will be the only tolerated platform for e votes. All voting procedures will apply to e-votes. An e-vote will be open for a maximum of twenty-four (24) hours. All e-votes must be ratified at the next meeting of the Executive and the outcome of the e-vote must be documented in the minutes of the meeting.

20.09 *Minutes.*

The Minutes of the Executive Council and the General Council shall be made available to all Members-at-large, upon request to the VP Internal Affairs. A printed copy of all approved Minutes of the given year will be kept in the Association's office and can be viewed by any Member, upon request. All Minutes and Agendas must be stored on file, via the Council's shared drive, for future reference.

ARTICLE XXI ELECTRONIC MEETINGS OF THE EXECUTIVE

21.01 *Notice.*

In the case of exceptional circumstances that would prevent the Executive Council from holding a meeting in person, an electronic meeting may be called instead. The members may be notified personally, through a memorandum, or a notice of meeting by the President. Executives must be notified within the constraints established in *Article XX, point 02*.

21.02 *Meeting Procedure.*

21.02.1 All Electronic meetings of the Executive Council shall be conducted in accordance with *Article XX* and *Article XVI*.

21.02.2 The software to be used for the meeting must be clearly identified ahead in the official notice. Electronic meetings may only be done through video calls where both the face and voice of the member are clear.

21.02.3 The Chairperson, the Secretary, the members, and all other persons participating in the meeting must speak clearly. If the audio from the person who has obtained the floor is clear, it is unnecessary for that person to write down their motion in the chat. However, if for any reason, the audio is unclear, the member must type in the chat what they wish to say.

21.02.4 To obtain the floor, the person may show their hand on the camera or may say so. If it is unclear to the Chairperson who wants to be recognized, they may ask them to type in the chat that they want to be recognized. In any case, the Chairperson must consider the delay that comes with electronic meetings. With this, they must always give ample time for members to respond.

ARTICLE XXII POWERS OF THE EXECUTIVE

22.01 Purchases.

The Executive shall have the power to purchase or otherwise acquire for the Association, any moveable property, bonds, or other risk-free securities for such consideration and generally on such terms and conditions as it may think fit.

22.02 Sale.

The Executive shall have the power to sell or otherwise dispose of moveable property, assets, or effects of the Association, for such consideration and generally on such terms and conditions as it may think fit.

ARTICLE XXIII RIGHTS OF THE EXECUTIVE COUNCIL

23.01 General.

The Executive Council may, by a simple majority (>50%) vote, recognize any student club or committee whose constitution is consistent with the Bylaws of the Association. Any subsidiary officially recognized shall be accorded advertising and posting privileges in accordance with the Association's policies. All clubs must respect and abide by the legal requirements specified in the Association's Bylaws and all other legally adopted policies.

23.02 Penalties.

Any club that does not adhere to regulations, policies, directives and/or resolutions of the Association or of the Telfer School of Management, may be barred from operating on campus, and will lose all privileges previously accorded by the Association. The Executive Council may also impose fines for violations of the aforementioned policies and/or for the defacing of University or Association property.

ARTICLE XXIV GENERAL ELECTIONS

24.01 Timeline.

24.01.1 The annual general elections will be held prior to the last day (31st) of the month of January of the academic year.

24.01.2 Advertisements for the election process, and therein the deadline for submission of a nomination must be public via posters, and social media no later than two (2) weeks prior to the date selected in *Article XXIV, point 011*.

24.01.3 The deadline for submission of a nomination shall be no earlier than five (5) days after the first advertisements for the election process have been posted.

24.01.4 The candidate's speeches will be held no later than three (3) days after the deadline to submit nominations.

24.02 The Election Convenor.

24.02.1 The Election Convenor will be the Vice-President of Academic Affairs. If the current Vice-President of Academic Affairs is a candidate in the election, or is excused by the Executive Council, the Election Convenor shall be the President or a Vice-President leaving office.

24.02.2 The Election Convenor is only responsible for the hiring of the Chief Electoral Officer and overseeing of the election process.

24.03 Chief Electoral Officer.

24.03.1 To ensure that electoral events are conducted in a proper and fair manner, the Association's VP Academic Affairs shall appoint a Chief Electoral Officer (hereinafter CEO) who shall maintain order in all instances that deal with such events.

24.03.2 The CEO should be appointed by the VP Academic Affairs before the election period.

24.03.3 The CEO must meet the following requirements:

- i. Be a current student at the University of Ottawa.

- ii. Not be a member of the Executive Council or the Executive of any of the Association's subsidiaries.
- iii. Must not be seeking to occupy an elected position on the Executive Council that will be filled during the election that they are overseeing.

24.03.4 The CEO shall:

- a. Determine the nomination, campaigning, and voting periods, ensuring that voting will be completed by January 31st.
- b. Regulate the production of campaign materials and monitor the requisition of campaign related expenses.
- c. Oversee the counting of all ballots.
- d. Rule on all issues pertaining to the organization and administration of the election in any way they deem fit.
- e. Ensure that all candidates and scrutinizers are informed of election procedures.
- f. See to it that the voting list is kept strictly confidential and is destroyed within ten business days of the public declaration of the election results unless the results are contested.
- g. Create, collect, and preserve nomination forms.
- h. Be responsible for the procurement of pens and ballot boxes.
- i. Be responsible for the design and production of all ballots.
- j. Be responsible for appointing and training poll clerks, along with other elections officers if deemed necessary.
- k. Have the right to discipline or disqualify a candidate who acts in a manner contrary to these rules, or in such a way as to prejudice the candidacy of others.
- l. Ensure that language testing for all positions with a language requirement is conducted by the UOSU bilingualism centre, and that proof of proficiency is presented while handing in the candidate's nomination form.

24.04 *General Eligibility.*

24.04.1 Relevant to all positions, any Member-at-large may offer themselves as a candidate, except:

- i. Members at large who have previously held an elected position on the Executive Council and were impeached, or resigned due to reasons other than family reasons, health reasons, or other extenuating circumstances.
- ii. Members at large who have previously held an appointed director position on the General Council and were dismissed.
- iii. Members at large who have previously held an appointed position on a committee or special project of the Executive Council and were dismissed.
- iv. Members at large who will be going on a foreign exchange for any portion of their mandate.

24.05 Candidates' Eligibility: President.

Members-at-large offering themselves as candidates for President must also:

- 24.05.1 Be fluent in both official languages. (A language test will be conducted to assess fluency).
- 24.05.2 Have gone through a screening interview with the current President, the CEO, and the Association's Faculty Advisor. Criteria for screening will be outlined in the candidate application form.

24.06 Candidates' Eligibility: Vice-President of Finances.

Members-at-large offering themselves as candidates for Vice-President of Finances must also:

- 24.06.1 Have held the Director of Finance position on the General Council or on any of the Association subsidiaries.
- 24.06.2 Reside in the Ottawa area for at least three of the four summer months.
- 24.06.3 Candidates who have not held a Director of Finance Position must go through a screening interview with the current Vice-President of Finances, the CEO, the Association's Faculty Advisor. Criteria for screening will be outlined in the candidate's application form.

24.07 Candidates' Eligibility: Vice-President of Social Affairs.

Members at large offering themselves as candidates for Vice-President of Social Affairs must also:

- 24.07.1 Have participated in 101-week as a 101-er or a guide/captain.
- 24.07.2 Reside in the Ottawa area for at least three of the four summer months.
- 24.07.3 Have reached the age of 19 before the start of their mandate.
- 24.07.4 Have gone through a screening interview with the current Vice-President of Social Affairs, the CEO, and the Association's Faculty Advisor. Criteria for screening will be outlined in the candidate's application form.

24.08 *Nominations.*

The Electoral Officer must ensure that all nominations:

- 24.08.1 Specify the position solicited.
- 24.08.2 Are signed by at least fifty members at large, and one faculty member from the Telfer School of Management.
- 24.08.3 Are signed by the candidate and indicate their acceptance of the nomination.
- 24.08.4 Are submitted within the prescribed deadlines.
- 24.08.5 No candidate shall spend more than \$50 on their campaign, all receipts must be submitted to the election's convenor.
- 24.08.6 All candidates will be reimbursed for their respective campaign expenditures upon presentation of the appropriate receipts no later than five working days after the final voting day.
- 24.08.7 Comply with all eligibility criteria relevant to the solicited position.
- 24.08.8 No member at large may be nominated for more than one position on the Executive Council.

24.09 *Slates.*

No candidate for a position on the Executive Council may form a slate with one or more other candidates running for positions on the Executive Council. To that effect candidates may not:

24.09.1 Spend money jointly with one or more candidates.

24.09.2 Participate in any way in the campaign of one or more candidates.

24.10 *Electoral Procedures.*

24.10.1 The Electoral campaign must commence on the date of declaration of candidacy, after verification of nominations by the Election Convenor.

24.10.2 No candidate, volunteer or other individual may campaign in person on election day(s), use undue pressure on voters nor directly watch people vote for their preferred candidate(s);

24.10.3 Upon verification of all candidate nominations the Election Convenor must hold a meeting to disclose the time of the candidates' debate, campaign days, voting days, and to outline the regulations of the election before campaigning begins.

24.10.4 Election day(s) count as part of the official campaign period.

24.11 *Candidates' Speeches.*

24.11.1 All candidates must submit their platform points to the Elections Convenor at least one (1) day prior to the scheduled time of the candidates' speeches.

24.11.2 All candidates must give a speech outlining their platform points.

24.11.3 Candidates for all Vice-President positions may speak for at most 5 minutes.

24.11.4 Candidates for President may speak for at most 10 minutes.

24.11.5 All candidate speeches must be live streamed and be made available for the duration of the elections.

24.11.6 Speeches may not refer to another candidate directly or indirectly in any way.

24.12 *Candidates' Question Period.*

Immediately following the last speech from candidate of a given position there will be a question period.

- 24.12.1 The Electoral Officer and Executive Council members not running for re-election will moderate all questions and verify disputed assertions made by candidates.
- 24.12.2 Questions deemed to be irrelevant to the discussion will be dismissed by the moderator,
- 24.12.3 Questions deemed to be personal in nature will be dismissed by the moderator,
- 24.12.4 Members of the audience who disrupt speech proceedings, or are the source of questions outlined in (b) and (c) may be asked to leave at the discretion of the moderators,
- 24.12.5 Candidates may ask questions to candidates who are running for positions other than their own,
- 24.12.6 The full question period must be live streamed and be made available for the duration of the election.

24.13 *Method of Voting.*

- 24.13.1 The Elections Convenor shall determine the hours of voting ten (10) business days prior to the deadline to submit nominations.
- 24.13.2 The hours of voting must be disclosed at the candidates meeting.
- 24.13.3 Changes in voting hours made after the candidates meeting must be communicated to all candidates at least twenty-four (24) hours prior to the first voting day.
- 24.13.4 The Elections Convenor must verify that the ballot box is empty on the first day of voting, in the presence of the President or at least one other Vice-President not running for office.
- 24.13.5 The ballot box must be stored in a location agreed upon by all candidates and the Elections Convenor at the candidates meeting.
- 24.13.6 The Elections Convenor and at least one other Vice-President not running for office must be present while transporting the ballot box from the voting area to the location at which it is to be stored.
- 24.13.7 The area surrounding the voting booth will be off limits to candidates

during voting hours.

24.13.8 The Elections Convenor must mark the restricted area with tape, and ensure all candidates are aware of the restricted space prior to voting days.

24.13.9 An exception to *Article XXIV, point 137* is granted to each candidate solely to cast their own vote.

24.14 *Scrutineers.*

The Elections Convenor must compile a schedule of individuals (hereby referred to as scrutineers), that will facilitate the running of the voting booths. The schedule must be disclosed at the candidates meeting

24.14.1 Changes to scheduling of scrutineers must be disclosed to candidates no later than twenty-four hours prior to the first voting day.

24.14.2 Scrutineers will carry out voting by secret ballot and ensure each member at large is only issued one ballot

24.14.3 Scrutineers will ensure that members at large present a student card before being issued a ballot.

24.14.4 Scrutineers will ensure that members at large are enrolled in Telfer by checking student cards against the official list of full time Telfer students, before issuing a ballot.

24.14.5 Scrutineers will initial all ballots before they are issued to a member at large.

24.14.6 Scrutineers must remain neutral throughout all aspects of the voting process.

24.14.7 The exact number of ballots to be used must be determined by the Elections Convenor and disclosed at the candidates meeting.

24.14.8 Ballots must be printed no earlier than one hour prior to the beginning of the first voting day.

24.14.9 All unused ballots at the end of a voting day must be stored within the ballot box in a separate envelope.

24.14.10 All candidates may have representation throughout the voting process, upon disclosure to the Elections Convenor. Representation of candidates

may:

- i. Be present for the printing of ballots.
- ii. Be present during the transport of the ballot box to and from the voting booth.
- iii. Be present at the voting booth.
- iv. Request the removal of a scrutiner from the elections process for failure to carry out duties, or remain neutral through a formal complaint submitted in writing to the Elections Convenor.

24.15 Counting of Ballots.

The counting of votes will be carried out by the Elections Convenor, assisted by the President or one of the Vice-Presidents leaving office, in the presence of the scrutineers and one representative from each candidate. In doing so, ballots must be rejected if:

- i. Not initialed by the scrutineer.
- ii. Containing more than one vote for more than one position.
- iii. Bearing a mark that could identify the voter, or
- iv. Not distinctly indicating the choice of the voter.

24.15.1 Each ballot must be counted three (3) times, by the election's convenor and two (2) other Executives not running for office.

24.15.2 The variance between counts must be disclosed to candidates with the results.

24.15.3 The Elections Convenor must ensure that all rejected ballots are accounted for during the official count.

24.15.4 All existing ballots will be rejected, and the voting process repeated should there exist a discrepancy of twenty or more votes, between the original number of ballots to be printed and the total number of ballots determined at the official count.

24.15.5 The official announcement of the results will be made at the end of the official count in the presence of all candidates.

24.15.6 The Elections Convenor must communicate the completion of the official

count to all candidates.

24.15.7 The Elections Convenor will proceed to an immediate recount if twenty votes or less separate the leading candidate from the nearest opponent.

24.15.8 Within twenty-four (24) hours following the closing of the polls, any candidate may request a vote recount.

24.15.9 Any request for a recount must be written and presented to the Elections Convenor. Should the Election Convener receive such a request, the convener must advise all other candidates for the disputed position of the request for a recount before the recount takes place.

24.15.10 In the absence of any requests for a recount election results become official twenty-four (24) hours after the completion of the official count and must be communicated to the Telfer student body.

24.16 Disqualification.

Any candidate may be disqualified by the Elections Convenor for the following violations:

24.16.1 Spending in excess of fifty dollars (\$50) on their respective campaigns.

24.16.2 Any form of slating as outlined.

24.16.3 Any form of campaigning after the end of the official campaign period.

24.16.4 Unprofessional or malicious conduct towards fellow candidates during the candidates' speeches.

24.16.5 Crossing into the restricted space surrounding the voting booth, following one official warning communicated in writing.

24.16.6 Slander or libel against any other candidate at any point during the elections process

24.17 Disqualification Appeals.

Any disqualified candidate may appeal the decision of the CEO to the Appeals committee

24.17.1 The disqualified candidate must communicate their request to appeal and their reasoning in writing to the President within twenty-four (24) hours of disqualification.

24.17.2 The President must inform all other Executives of the candidate's decision to appeal.

24.17.3 The Appeals Committee will consist of the President and at least two other Executives.

24.17.4 The Appeals Committee must convene within forty-eight (48) hours from submission of the appeal request.

24.17.5 The decision of the Elections Convenor may be overturned by a majority vote of the Appeals Committee; in the case of a tie the President will cast the deciding vote.

24.17.6 The discussion regarding the appeal and subsequent vote of the committee must take place in the presence of the aggrieved candidate.

ARTICLE XXV VACANCIES/BY-ELECTIONS

25.01 Any Executive who offers their resignation in writing to the President of the Association, or in the case of a resignation by the President, to the Vice-President of Finances, shall cease to be an Executive of the Association. A letter of resignation must be submitted ten (10) business days prior to the date of resignation. Upon resignation, the member cannot apply for another position within the Executive or General Council for the remainder of the term.

25.02 Any remaining Executives may volunteer to absorb the duties of the vacated position; the President will appoint Executives to fill any vacancies or assume the role themselves.

25.03 Should no Executive volunteer to absorb the duties of the vacated position a majority vote will decide whether a Director will be appointed internally or if a special election will be held.

ARTICLE XXVI HIRING

26.01 All hiring procedures, dismissals, and performance evaluations will be conducted by the VP Internal.

26.02 Each portfolio must have at least one (1) bilingual director if the respective Executive of that portfolio is not bilingual.

26.03 If the VP Social Affairs determines that additional assistance is required for planning 101-Week, then the VP Internal will proceed to hire a 101-Week Committee by the

end of May.

26.03.1 The number of committee positions, and responsibilities to be delegated will be determined by a majority vote of the Executive Council.

26.03.2 In collaboration with the VP Social Affairs, the VP Internal will compile a list of job descriptions/postings and promote this to Members-at-large.

26.03.3 In collaboration with the VP Social Affairs, the VP Internal must compile a list of standard interview questions to be used consistently across all interviews.

26.03.4 The VP Internal must inform all Executives of interview times for 101-Week Committee candidates; any Executive is entitled to be present during an interview.

26.03.5 The VP Internal must make all application information and interview notes available to all Executives.

26.03.6 The final selection of the 101-Week Committee members will be determined by a majority vote by the Executive Council; in the case of a tie the VP Social Affairs will cast the deciding vote.

26.04 *Directors (on General Council)*

26.04.1 The hiring of all Directors to Executive Councillors will be coordinated by the VP Internal. Directors will assist their respective Councillors in the completion of their mandates.

26.04.2 The number of Directors to be hired under each mandate will be determined by a simple majority vote of the Executive Council.

26.04.3 The VP Internal will hire all Directors by no later than the end of June.

26.04.4 In collaboration with other Executive Councillors, the VP Internal will compile a list of job descriptions/postings and promote this to Members-at-large.

26.04.5 In collaboration with other Executive Councillors, the VP Internal must compile a list of standard interview questions to be used consistently across all interviews.

26.04.6 The VP internal must inform all Executive Councillors of interview times for Director candidates; any Executive Councillor is entitled to be present

during an interview.

26.04.7 The VP Internal must make all application information, and interview notes available to all Executive Councillors.

26.04.8 The final selection of Directors will be determined by a simple majority vote by the Executive Council; in the case of a tie the Executive to whom the Director will be assigned will cast the deciding vote.

26.04.9 Director positions relating to the management of AETSA's finances will report to the Vice-President of Finances.

26.04.10 Director positions relating to the ECP, maintenance of the bylaws, or any other academic issues will report to the Vice-President of Academic Affairs.

26.04.11 Director positions relating to Equity, Diversity and Inclusion initiatives, as well as activism will report to the Vice-President of EDI.

26.04.12 Director positions relating to Clubs and the management of club activities will report to the Vice-President of Clubs.

26.04.13 Director positions relating to sponsorship will report to the Vice-President of Corporate Affairs.

26.04.14 Director positions relating to marketing, communications, photography, or videography will report to the Vice-President of Marketing.

26.04.15 Director positions relating to social events will report to the Vice-President of Social Affairs.

26.05 Director of Philanthropy (on General Council-in social portfolio)

26.05.1 The VP internal will proceed to hire a Director of Philanthropy by no later than the end of May.

26.05.2 The Director of Philanthropy will be responsible for all charitable initiatives of the AETSA including but not limited to: Shinerama, Movember, and Relay for Life. The Director of Philanthropy must reside in the Ottawa area for the Summer and attend all UOSU VP Philanthropic Roundtables throughout the year.

26.05.3 The length of term of the Director of Philanthropy will be determined by a majority vote of Executive Councillors.

- 26.05.4 In collaboration with the executive, the VP Internal must compile a list of standard interview questions to be used consistently across all interviews.
- 26.05.5 The VP Internal must inform all Executive Councillors of interview times; any Executive Councillor is entitled to be present during an interview.
- 26.05.6 The VP Internal must make all application information, and interview notes available to all Executive Councillors.
- 26.05.7 The final selection of the Director of Philanthropy will be determined by a majority vote by student counselors; in the case of a tie the VP Internal will cast the deciding vote.

26.06 First-Year Representatives

- 26.06.1 The VP Internal will hire at least two (2) First-Year Representatives no later than the end of September. First-Year Representatives will not report specifically to any Executive Councillor but will assist in the day-to-day operations of the Association in any way that the Executives deem appropriate.
- 26.06.2 The number of First-Year Representatives, and responsibilities to be delegated will be determined by a majority vote of the Executive Council.
- 26.06.3 In collaboration with the Executives, the VP Internal will compile a job description/posting and promote this to Members-at-large.
- 26.06.4 In collaboration with the Executives, the VP Internal must compile a list of standard interview questions to be used consistently across all interviews.
- 26.06.5 The VP Internal must inform all Executives of interview times for candidates; any Executive is entitled to be present during an interview.
- 26.06.6 The VP Internal must make all application information, and interview notes available to all Executives.
- 26.06.7 The final selection of First-Year Representatives will be determined by a majority vote by the Executive Council; in the case of a tie the VP Internal will cast the deciding vote.
- 26.06.8 First-Year Representatives are not considered directors.

26.07 101-Week Guides and Captains

- 26.07.1 The hiring of 101-Week guides and captains will be coordinated by the VP Internal.
- 26.07.2 The hiring process will only consist of applications; the requirements of the standard application will be determined by a majority vote of the Executive Council.
- 26.07.3 The VP Internal must complete all hiring related to 101-Week guides and captains by no later than the end of May.
- 26.07.4 The VP Internal must ensure that all applications are made available to all Executives.
- 26.07.5 Each application will be accepted or rejected by a majority vote of the Executive Council.

ARTICLE XXVII GROUND FOR IMPEACHMENT

27.01 Grounds for impeachment of Executives shall be as follows:

- 27.01.1 Willful mismanagement of a substantial amount of Association funds. There shall be willful "mismanagement" when the "mismanagement" occurs without a minimum level of reasonable precautions having been taken. Substantial amount of association funds will be defined as a minimum of one thousand dollars.
- 27.01.2 Failure to carry out constitutional duties without just cause.
- 27.01.3 Failure to undertake specific tasks designated by the Executive Council without just cause.
- 27.01.4 Wilful misrepresentation of the Council.
- 27.01.5 Abuse of power, which includes but is not limited to the definition of use of the office of an Executive Councilor for personal gain; the remaining voting members shall determine whether abuse of power has occurred.
- 27.01.6 Disclosure of information deemed confidential.
- 27.01.7 Demonstrating an inability to carry out their duties on a permanent basis.

ARTICLE XXVIII VOTE OF NON-CONFIDENCE

28.01 *Called for by Members-at-large.*

A motion of non-confidence may be brought to the Executive Council by a petition signed by ten percent (10%) of Members-at-large calling for a removal from office and submitted to the Association President or, in the event where the President is the subject of the motion, to the VP Internal Affairs. The motion must cite which ground(s) for impeachment are at a play and list which infractions the Executive in question has committed.

28.02 Called for by an Executive.

If the motion of non-confidence is brought forth by an Executive against another Executive of the Association, such a motion must be forwarded to the President, or the VP Internal Affairs, if the President is the subject of the motion. The motion must cite which ground(s) for impeachment are at a play and list which infractions the Executive in question has committed.

28.03 Notice.

A written explanation must accompany any motion of non-confidence and shall be sent to the Executive against whom the motion is brought. The Executive against whom a motion of non confidence is brought must be informed no later than five (5) university days prior to the Executive meeting at which the motion of non-confidence is to be debated.

28.04 Procedure and Outcome.

28.04.1 When a motion of non-confidence is debated, the Executive in question shall retain all privileges accorded to them as an Executive.

28.04.2 The vote on a motion of non-confidence must be made by secret ballot and the count recorded by the President in the minutes of the meeting, or the VP Internal Affairs if the President is the subject of the motion.

28.04.3 If a vote of non-confidence receives at least two-thirds (2/3) majority in favour of removal from office, the Executive in question shall be given seven (7) University Days to resign.

28.04.4 Upon resignation or removal from office of the Association President, the VP Internal Affairs shall act as the interim President until a new President is elected or appointed.

ARTICLE XXIX IMPEACHMENTS

29.01 Procedures for Impeachment Consideration.

The procedure for the Impeachment of an Executive member can start if at a regular Executive Council meeting, a motion having regards to the calling of a special meeting of the Executive

Council passes by simple majority. During said vote, the Executive who is the subject of the impeachment motion will not be permitted to vote on said motion. In said meeting, the subject will be considered for impeachment.

29.02 *Notice.*

If the impeachment proceeding is carried out in accordance with *Article XXIX, point 01*, any member of the Executive Council who neglected their duties shall be subject to an impeachment hearing, upon seven days' written notice by the Executive Council of the day, time, and place of the hearing, to be delivered in person or by certified mail. The notice shall also include the allegation(s) being brought against the respondent.

29.03 *Suspension of Function.*

After allegations have been made and the respondent is cited to appear at an impeachment hearing, they shall be suspended from their function on the Executive Council until a verdict is pronounced.

29.04 *Impeachment Hearing Procedures.*

29.04.1 All proceedings shall be subjected to Article 11 (a to i) of the Canadian Charter of Rights and freedoms (concerning the rights of the respondent). The proceedings shall be conducted in either of the Association's official languages: English and French.

29.04.2 On the appointed day of the hearing, the Chairperson, having followed the guidelines prescribed hereinabove, will follow the procedures as outlined hereinafter. Each member of the Executive Council should have a copy of *Article XXIX*.

29.04.3 If there is no contestation by any Executive member, the President of the Association will serve as Chairperson and the VP Internal Affairs shall take the official minutes of the proceedings. If the President is being impeached, the VP of Finances shall serve as Chairperson. If the VP Internal Affairs is being impeached, then the Chairperson will designate another Executive to take minutes.

29.04.4 The allegation(s) against the respondent shall be read aloud separately by the Chairperson. Each member of Council will be given a written notice of the charges. The respondent will be given the right to enter a plea of "*liable*" or "*not liable*" for each allegation. If a "*liable*" plea is entered for one or more allegations, a vote in favor on the liability of the respondent towards each accusation will have impeached the respondent should two-thirds (2/3) of all Council Executives vote in-favour. If a plea of "*not liable*" is entered for all

allegations, then the Council will proceed with the impeachment hearing as outlined in *Article XXIX, point 046*.

29.04.5 Evidence shall be presented to the Council. Anyone testifying as a witness against the respondent shall be subjected to Article 13 of the Canadian Charter of Rights and Freedoms (protection from self-incrimination).

29.04.6 A two-thirds (2/3) majority vote of all Council members will have successfully removed the respondent from office and will result in the loss of privileges or benefits for the respondent.

29.04.7 In the case of non-attendance by the part of the defendant, a plea of “*liable*” will be assumed and the hearing will then proceed accordingly.

29.05 Appeal of an Impeachment Decision.

The decision of the Executive Council is final but may be appealed or challenged at a Special General Meeting (SGM).

SECTION 3: Morals of the Association

ARTICLE XXX CODE OF ETHICS

30.01 *Intent and Declaration.*

30.01.1 It is essential to the proper conduct and operation of the Association that its officials be independent and impartial. Association Executives and employees hold their positions for the benefit of Telfer students. Such Executives and employees are bound to observe in their official acts, the highest standards of ethics consistent with this code.

30.01.2 It is the intent of this chapter to protect the integrity of the Association by prescribing restrictions against conflicts of interest and unethical practices.

30.02 *Definitions.*

As used in this chapter, unless the context otherwise specifies:

30.02.1 “Benefit” means gain or advantage, or anything regarded by the person to be benefited as a gain or advantage, including the doing of an act beneficial to any person in whose welfare they are interested.

30.02.2 “Conflict” means done with wrongful intent and for the purpose of obtaining, compensating, or receiving compensation for, any benefit resulting from some act or omission of a public servant which is inconsistent with proper performance of their public duties.

30.02.3 “Corruptly” means done with a wrongful intent and for the purpose of obtaining, or compensating or receiving compensation for, any benefit resulting from some act or omission of a public service which is inconsistent with the proper performance of their public duties.

30.02.4 “Student Association Executive or Employee” means any president, vice-president, director, agent, or employee of the Association whether elected or appointed. 30.02.5 “Harm” means any verbal, written or printed communication, which directly or by inference is:

i) Defamatory to another person's reputation or could reasonably cause the denial or termination of membership of another in any campus organization without due process of the law.

ii) Or any unlawful interference with the person and/or property of another person.

30.03 *Standard of Conduct.*

30.03.1 Conflict of Interest: No Executive or employee of the Association shall participate in any private business or professional activity or have any direct or indirect financial interest which would place that person in a position where there is a conflict between that private interest and the best interests of the Telfer students.

30.03.2 Misuse of Association Property: No Executive or employee shall use or allow the use of Association property, facilities, or personnel of any kind for anything other than officially approved Association business.

30.03.3 Unlawful Compensation or Regard for Official Behavior: No person shall corruptly give, offer, or promise to any Association Executive or agree to accept, any pecuniary or other benefit not authorized by the Association, for the past, present, or future performance or non-performance of any act which the person believes to have been, or the officer, or employee represents as have been, within the official capacity of the officer or employee.

30.03.4 Intentional Wrongful Harm: No Executive or employee of the Association shall intentionally and wrongfully harm or threaten to harm any person intentionally and wrongfully by the performance or omission of any act.

30.03.5 Inducing to Act: No Executive or employee of the Association shall aid, advise, procure, or in any way induce another to act in violation of this chapter.

30.03.6 Penalties: A violation under this chapter may be a cause for impeachment, suspension, or removal from office, suspension or dismissal from employment or public censure and reprimand by any individual or body having lawful authority to take such action.

30.04 *Goals and Objectives.*

30.04.1 To always act as a responsible student government.

- 30.04.2 To protect students' rights.
- 30.04.3 To represent all Members-at-large in dealings with duly elected and/or appointed authorities of the University, with other student organizations, public or private, and at any convention, manifestation, or meeting where it sees fit to be represented.
- 30.04.4 To create and maintain a high level of school spirit and student morale.
- 30.04.5 To organize and coordinate activities for the benefit of all undergraduate students. To provide an educational experience in government and business administration for students.
- 30.04.6 To promote goodwill and better communication between the Members-at-large and the surrounding community.
- 30.04.7 To promote student participation in the academic year and social life of the Telfer School of Management and the University of Ottawa.
- 30.04.8 To allow students to unite efforts in respect to their rights as Members of the Telfer School of Management and as members of the University population.
- 30.04.9 To participate fully and actively, within the Telfer School of Management, in the decision-making process concerning student and University life.
- 30.04.10 To promote bilingualism and good relations between the francophone and Anglophone communities.
- 30.04.11 To exercise power of control, supervision and sanction over all student activities or manifestations in which its own interests or those of all its Members-at-large may be involved.
- 30.04.12 To create and maintain cooperation and friendship amongst the Members-at-large and between members-at-large and the administration, professors, and support staff of the Telfer School of Management.
- 30.04.13 To promote a professional conscience and a social sense for the students.

ARTICLE XXXI GOVERNING LAW

The Telfer Students' Association is a non-profit corporation governed by Part III of the Corporations Act, R.S.O., 1990, c. C.38.

SECTION 4: Finances

ARTICLE XXXII FINANCIAL YEAR

As stated in *Article V*, the fiscal year of the Association shall begin on the first day of the month of May and end on the last day of the month of April at 11:59 PM.

ARTICLE XXXIII ALLOCATION OF FUNDS

Any allocation of funds between one hundred dollars (\$100.00) and five hundred dollars (\$500.00) must be approved by a simple majority (>50%) vote. All amounts equal to or exceeding five hundred dollars (\$500.00) must be approved by a two-thirds (2/3) majority vote. Including any budget approvals of the Executive Council, General Council and any subsidiaries which includes all clubs and committees.

ARTICLE XXXIV BANKING OPERATIONS

Banking operations of the Association shall be carried on with the banks or other financial institutions designated by the Executive. The Executive shall have the power to manage, transact and settle the banking business of the Association's banker and subject to *Article XXXII* and *Article XXXIII*, to conclude, sign and execute on behalf and in the name of the Association and all undertakings, documents and instruments as may be required in connection with the Association's banking business. All banking operations will be affected by either the President or the VP Finances.

ARTICLE XXXV FINANCE

35.01 Annual Budget.

35.01.1 There shall be annual budgets prepared by the Vice-President of Finances and the Vice-Presidents of Finances of every club.

35.01.2 All club budgets must be submitted to the Vice-President of Finances so that they may be reviewed and then submitted to the UOSU. Failure on the club's part to do so may result in financial sanctions placed on them.

35.01.3 The Association and its subsidiaries, including all clubs and committees, must submit year end annual budgets to the UOSU for review.

35.01.4 As a not-for-profit organization, The Association as well as its subsidiaries may never act with a profit motivation. They may only generate a surplus for the purposes of covering future expenses, building a contingency fund, saving for capital acquisitions, or ensuring sufficient rollover funds.

35.02 Expenditures.

The Executive Council must approve all club budget requests. Prior approval for expenditures is also required; expenditures not previously approved by the Executive Council will not be reimbursed.

35.03 Cheque Requests.

The Association shall operate on a cheque requisition basis. No requisitions shall be approved without matching receipts.

35.04 Powers and Controls.

35.04.1 All cheques issued by the Association must have two authorized signatures. The two authorized signatures shall be the Association President and the Association Vice-President of Finances.

35.04.2 The Association and its subsidiaries are not permitted to have a credit card in the name of their respective Association, Club, Committee, etc.

35.04.4 No member of the Association shall be responsible for expenses incurred in the performance of duties required by their position. The Association President and Vice-President of Finances shall be empowered to determine which expenses are reimbursable.

ARTICLE XXXVI FINANCIAL POLICY MANUAL

The Association VP Finance must compile a list of financial policies relating to audit procedures, guidelines, and penalties, and make this available to the Vice-President of Finances of each of the Association's subsidiary clubs, no later than June 30, of their term office.

Section 5: Subsidiaries (*Clubs and Committees*)

DEFINITIONS

In this Section:

"Budget" means the list of all revenues and all expenditures incurred in the organization of club activities and all donations from sources other than the Executive Council.

"Club" means any group, chapter, society with a social, cultural, charitable, or political orientation which are recognized by the Association.

"New club" means any group or association requesting recognition for the first time, or one which has not received any funding for at least two (2) years.

ARTICLE XXXVII CONDITIONS FOR RECOGNITION

The Association shall recognize any club which meets the following criteria:

- a. The club submits to the Executive its constitution, and the names, addresses, telephone numbers and student numbers of its members (specifying those who are Members-at-large) and binds itself to immediately inform the Executive of any changes.
- b. The club must collect and submit to the Executive a minimum of fifty (50) signatures from Members-at-large showing interest and acceptance of the proposed new club.
- c. The club's activities are of a social or cultural nature, open to all students at the University of Ottawa (with exception only granted to the competitions organized by CABS and RÉFAEC) and conducted in both official languages.
- d. The club does not have a similar name or similar purposes and goals as another existing club recognized by the Association.
- e. The club's constitution does not contain any discriminatory clauses or clauses contrary to current legally adopted documents.
- f. Club elections are held according to a democratic procedure. The club must not extend its rights and privileges to any organization that has discriminatory policies or practices.

- g. The Executive Council may vote to assume liability in any matter whatsoever for actions of clubs and the Executive may make rules or Bylaws to provide for the conditions under which they might assume liability for such actions.

ARTICLE XXXVIII REGULATIONS APPLICABLE TO ALL SUBSIDIARIES

38.01 *General.*

38.01.1 It is mandatory that at least two (2) subsidiary executives attend all the Association's General Meetings (Annual and Special).

38.01.2 All subsidiaries are expected to submit an annual calendar of events to the VP Club Relations.

38.01.3 All subsidiary executives must attend all mandatory workshops organized by the Association's VP EDI.

38.02 *Executive Members' Eligibility.*

The following executive members on the clubs/committees must be Members-at-large:

- a. President
- b. Vice-President of Finance
- c. First-Year Representative

Every club must have the following executive positions:

- a. President
- b. Vice-President of Finances
- c. Vice-President of Sponsorship (Corporate Relations)
- d. Vice-President of Internal Affairs

38.03 *Club Audits.*

The club must be able to provide evidence of their ability to complete and submit an audit to the Association's VP of Finances. They must also accept to submit an audit to the Executive, three (3) times a year on deadlines set by the Association's VP of Finances.

38.04 *President Roundtable Meetings.*

Subsidiary presidents are required to attend all President Roundtable (PRT) meetings.

- a. If meetings are missed by a subsidiary president with legitimate reason, they must inform the Association's President a minimum of two (2) calendar days in advance and must appoint a proxy to attend the meeting in their absence.
 - i. The proxy shall not be privy to closed discussions unless permitted by the Association President and shall not under any circumstances be eligible to vote on any motions during the meeting.
- b. Failure to inform the Association President of their absence within two (2) days of the meeting (PRT, AGM, or SGM) can result in a \$50 penalty to be deducted from the Club's audit cheque. The amount of such penalties will be added to the Special Event Fund budget.

ARTICLE XXXIX **CONDITIONS TO OBTAIN FUNDING**

The Executive will allocate funds, as per the procedure dictated in *Article XXXIII*, to a subsidiary if all the following conditions are met:

- a. The subsidiary is officially recognized by the Association.
- b. The financial records of the subsidiary are audited and approved by the Association's VP of Finances.
- c. The subsidiary has demonstrated a need for raising money to organize events for its members within the University.
- d. The subsidiary has submitted a written report of activities held during the previous year, if not a new club.
- e. The subsidiary presents a budget and a list of activities planned for the current year.
- f. The subsidiary has raised a significant amount of money on their own or have demonstrated exceptional circumstances to warrant their request.
- g. The subsidiary's VP of Finances attends the information session held by the Association's VP of Finances within the first two months of their term.
- h. The subsidiary had at least two executives at the preceding General Meeting.

- i. One of the Vice-Presidents of the subsidiary attends at least two (2) meetings of the functional roundtables per semester and one (1) during the summer term.
- j. All recognized Telfer clubs, associations and organizations shall apply the funding rules associated with the year in which funds should have been allocated.

ARTICLE XXXX FUNCTIONAL ROUNDTABLE MEETINGS

40.01 Mandatory Roundtables.

40.01.1 Presidents' Roundtable (PRT) attended by the Association President, the VP of Club Relations, and the Presidents of all subsidiaries. Held at least once a month.

40.01.2 Finance Roundtable (FRT) attended by the Association's President, VP of Finances, and the VP Finance of all subsidiaries. Held at least once a semester.

40.02 Optional Roundtables.

Optional Portfolio Roundtables can be called at the discretion of the respective Association Vice-President. The optional Round Tables include:

1. Internal Round Table (IRT)
2. Marketing Round Table (MRT)
3. Social Round Table (SRT)
4. Academic Round Table (ART)
5. Corporate Relations Round Table (CRRT)

40.03 Notice.

Notice of the meetings and the agenda thereof shall be given at least five (5) business days before the meeting.

40.04 Agenda.

Any member of the roundtables who wishes to have a particular item placed on the agenda shall inform the Chairperson of their respective Roundtable at least seven (7) business days before the meeting.

ARTICLE XXXXI CLUB OFFICES

41.01 Sharing Space.

Clubs may be expected to share their allocated office.

41.02 Upkeep.

All clubs are expected to maintain their space in a clean and orderly fashion.

41.03 Keys and Locks.

The president of each club must submit a list of the club executives who may have access to the club office to the VP of Club Relations. Only the members on the list will be given a key. However, it is possible that some do not if there are not enough keys available. The club office must remain closed if no executive member is present.

41.04 Damage.

Damage to club offices may result in suspension of club privileges, including, but not limited to, the use of the club office. Members may be held personally liable for damages incurred.

ARTICLE XXXXII AMENDMENTS TO CLUB CONSTITUTIONS

The proposed amendment(s) to the club's constitution must be passed by a simple-majority vote of the club members before it can be submitted to the VP Club Relations, who will present it to the Executive Council for ratification.

ARTICLE XXXXIII OFFICIALLY RECOGNIZED CLUBS

The clubs duly recognized by the AETSA are the following:

1. Association of International Students' Exchange Committee (AIESEC)
2. Business Healthcare Society (BHS)
3. Business Technology Association (BTA)
4. Commerce and Administration Student Charity Organization (CASCO)
5. ACE uOttawa
6. Enactus uOttawa
7. Human Resources and Management Association (HRMA)
8. Telfer Accounting Club (TAC)
9. Telfer Finance Society (TFS)
10. Telfer International (TI)

11. Telfer Marketing Association (TMA)
12. The Entrepreneurs' Club (TECDE)
13. The Market Mavericks
14. University of Ottawa Consulting Association (UOCA)
15. Women in Management Network (WMN)

ARTICLE XXXXIV OFFICIALLY RECOGNIZED COMMITTEES

The committees duly recognized by the AETSA are the following:

a. *Telfer Association Committee for Equity, Diversity, and Inclusion (TACEDI)*

The purpose of the Association's Committee for EDI is to reflect the diversity of the Association's Membership, while prioritizing the voices of the members depicting equity, diversity, and inclusion at the Telfer School of Management. This Committee is entrusted with ensuring that members of diverse groups have a platform to speak on issues that directly affect different communities at Telfer.

The Committee's goal is to aid the Association in creating events that promote pillars of EDI. Through various initiatives and campaigns, the Committee will serve as a resource for not only the Council and its subsidiaries, but for all Telfer students. It is the Committee's mandate to liaise with Telfer students and other members of the University of Ottawa community on matters relating to diversity and inclusion.

The Committee is equally tasked with the responsibility of creating, reviewing, and amending Association policies that relate to EDI. It will work with the Association's VP EDI to propose best practices on diversity and inclusion, as well as recommend and advocate for policies and practices promoting gender, diversity, and disability equity for racialized students.

b. *Telfer Competitions Committee (TCCT)*

The Telfer Competitions Committee (TCCT)'s goal is to create an enriching learning experience through participation in case competitions. Among the many competitions in which TCCT competes are the following: Jeux du Commerce (JDC), JDC Central (JDCC), and Happening Marketing (HM). The Committee also hosts an annual internal competition: the Telfer Internal Case Competition (TICC).