

# BY-LAWS OF THE MACDONALD CAMPUS STUDENTS' SOCIETY

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## 1. DUTIES OF MEMBERS OF THE STUDENTS' COUNCIL

### 1.1. Speaker

- 1.1.1. The Speaker is the Chair of the Students' Council, and shall preside over all meetings of the Students' Council and Students' Society.
- 1.1.2. At all meetings of the Students' Council and Students' Society the duties of the Speaker shall be as follows:
- to call the meeting to order as soon as a quorum is present. Should quorum not be met within the fifteen (15) minutes following the scheduled time of the meeting, the meeting shall be rescheduled;
  - to present the Constitution and the By-Laws at the first meeting of the Students' Council to be held at the beginning of each Term of Office;
  - to conduct the meeting in accordance with the Constitution, By-Laws and Roberts' Rules of Order;
  - to announce the business before the assembly, in the order in which it will be acted upon;
  - to cause the roll to be recorded and the minutes to be presented;
  - to receive and submit for discussion, all motions made by the members;
  - to state and put to vote all motions, and to announce the result of the vote;
  - to present all messages and communications, or cause such to be done; and
  - to certify by signature, all acts, orders and proceedings of the meeting.

### 1.2. President

- 1.2.1. The President shall call all meetings of the Students' Council and Students' Society.
- In the absence of the President, the Vice-President, Internal Affairs, shall perform the President's duties
  - The President shall ensure the Agenda is presented to the Students' Society three (3) days in advance of any Students' Council meeting.
  - to act as Chair of the MCSS Executive Committee and to present for ratification to Students' Council the affairs of the MCSS Executive Committee;
- 1.2.2. Other duties of the President shall be as follows:
- to oversee and coordinate the functions of the Students' Council, in accordance with the Constitution and By-Laws;
  - to co-sign, with the Vice-President, Finance, all contracts binding the Macdonald Campus Students' Society;

- c) to act as an official Signing Officer for the Society;
- d) to act as an "ex officio" member of all organizations recognized by Students' Council;
- e) to sit on committees as required by the office;
- f) to co-sign with the Vice President Finance all binding documents and contracts;
- g) to manage human resources and efficiently oversee the operations of the Student Council;
- h) to act as the liaison between the administration of McGill and the Student Council;
- i) to prepare the annual report of the Students' Council and present it at the last Students' Society meeting of the year;  
and
- j) at the end of term of office, to hand over in good order, all books, papers and records pertaining to the office.

### 1.3. Vice-President, Internal Affairs

1.3.1. The Vice-President, Internal Affairs, in the absence of the President, shall perform the President's duties.

1.3.2. Duties of the Vice-President, Internal shall be as follows:

- a) to be the principle representative of M.C.S.S. to the student body and to other student groups on the Macdonald Campus and as such, to coordinate with the Members-at-Large;
- b) to be responsible for the organization and running of fall and winter Orientation Week activities, Winter Carnival, Graduation event and the Leadership Conferences;
- c) to actively diversify and promote Student Council activities;
- d) to act as an official Signing Officer for the Society;
- e) to act as Chief Returning Officer for all Students' Society elections and voting by ballot;
- f) to sit on committees as required by the office; and
- g) at the end of term of office, to hand over in good order, all books, papers and records pertaining to the office.

### 1.4. Vice-President, Academic

1.4.1. Duties of the Vice-President, Academic shall be as follows:

- a) to inform council of, and represent council in between university affairs, academic affairs and other matters;
- b) to be responsible for the Mid-Term Course evaluations;
- c) to act as an advocate for the rights of the students and uphold the academic integrity of the Macdonald community;
- d) to be responsible for assisting Society members dealing with academic grievances;
- e) To organize or help in planning academic related events that enhance educational activities at the Macdonald campus;
- f) to keep student award books updated each year;
- g) to sit on committees as required by the office; and
- h) at the end of term of office, to hand over in good order, all books, papers and records pertaining to the office.

### 1.5. Vice-President, Communication and Student Life

1.5.1. The Vice-President, Communication and Student Life, in the absence of the Vice-President Internal and/or Vice-President External, to perform the duties of both parties and preside over their election

1.5.2. Duties of the Vice-President, Communication and Student Life shall be as follows:

- a) to coordinate with the Council and the executive of clubs and organizations, all campus social activities and events; and to this end, to inform, recognized organizations of the policies and practises of Council regarding such activities;
- b) to call a meeting of all recognized organizations at any time during the academic year, at their discretion, for the purpose of considering problems of mutual interest, and correlating student activities;
- c) to be responsible to the Students' Council for overseeing publicity for off-campus events;
- d) to manage the Society's website and social media;
- e) to sit on committees as required by the office; and
- f) at the end of term of office, to hand over in good order, all books, papers and records pertaining to the office.

1.6. Vice-President, Finance

1.6.1. Duties of the Vice-President, Finance shall be as follows:

- a) to take charge of all money belonging to the Students' Council, disburse monies on warrants signed by the Treasurer of the recognized student organizations; obtain receipts, present financial statements when requested, and render a yearly report at the last Students' Society meeting;
- b) to work with the accountant/bookkeeper employed by the Students' Society to prepare budgets and financial statements to present to council; to keep council informed of its financial situation; and also to manage the Students' Society's monies by the most secure and profitable means possible;
- c) to inform all recognized organizations of the financial procedures and regulations at the beginning of each year;
- d) to present to Students' Council all new business concerning financial matters for final approval, including all budgets, requests for funding and proposed expenditures;
- e) to present reports and recommendations on financial affairs and policies to the Council;
- f) to co-sign, with the President, all binding documents and contracts the Macdonald Campus Students' Society;
- g) to review and ensure compliance with the Financial Policies contained in these By-Laws;
- h) to arrange that an independent, professional and comprehensive audit is undertaken for each financial year; and to review this audit and present the results to Council;
- i) to oversee the financial situation of the commercial operations of the Students' Society and present it quarterly to the Students' Council;
- j) to act as an official Signing Officer for the Society;
- k) to sit on committees as required by the office; and
- l) at the end of term of office, to hand over in good order, all books, papers and records pertaining to the office.

1.7. Vice-President, Business Operations

1.7.1. Duties of the Vice-President, Business Operations shall be as follows:

- a) to be responsible to the Students' Council for the legal, efficient and profitable commercial operations of the Students' Society;
- b) to actively seek to increase the revenues of the Students' Society by diversifying its activities and by promoting its existing ones;
- c) to act as chair of the Business Operations Committee and to present for ratification to the Students' Council the affairs of the Business Operations Committee;
- d) to assist with coordination of student activities in the student council spaces;
- e) to act as an official Signing Officer for the Society;
- f) to sit on committees as required by office; and
- g) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.

1.8. Vice-President, University Affairs

1.8.1. Duties of the Vice-President, University Affairs shall be as follows:

- a) to represent the Students' Society to the McGill Board of Governors and inform the Students' Council of all relevant business arising from them;
- b) to represent the Students' Society to the McGill Senate and sit on Senate Caucus, and inform the Students' Council of all relevant business arising from them;
- c) to act as the official Students' Society representative to the Student Society of McGill University (SSMU)
- d) to sit on committees as required by office; and
- e) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.

- 1.9. Vice-President External Affairs
- 1.9.1. Duties of the Vice-President, External Affairs shall be as follows:
- a) to establish relations with other student communities and federations, government and the general public; to this end, to be proficient in communication in English and in French;
  - b) to be the principle representative to associations outside the University of which the Students' Society is a member;
  - c) to attend the Legislative Council of the Students' Society of McGill University (SSMU);
  - d) to attend the Sainte-Anne-de-Bellevue's municipal council and relevant sub-committees;
  - e) to act as Co-Returning Officer for all Students' Society elections and voting by ballot;
  - f) To organize and oversee community/charity events (eg. charity concert)
  - g) To work with the Vice-President of Equity Affairs and SEDE;
  - h) to sit on committees as required by office; and
  - i) To oversee the MCSS Black Student representative position, working in the capacity of a member of the VP External's sub-committee, selected via application effective during the Fall 2020 term
  - j) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.
- 1.10. Vice-President of Sustainability
- 1.10.1. Duties of the Vice-President, Sustainability shall be as follows:
- a) to be responsible for actively investigating environmentally responsible options for purchases of the Students' Society;
  - b) to assist the organizers of Orientation Week activities, the Winter Carnival activities, MCSS Fair Trade events, and the Leadership Conferences by acting in an advisory capacity to promote environmental responsibility;
  - c) to act as a liaison between environmental or environmentally-themed groups, Student Council and the McGill administrative bodies;
  - d) to act as a provider of information for students about environmental, sustainable or like-wise information, within their means, to the students of the Society;
  - e) to sit on committees as required by office; and
  - f) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.
- 1.11. Vice-President of Equity Affairs
- 1.11.1. Duties of the Vice-President, Equity Affairs shall be as follows:
- a) to uphold the mandate of the MCSS Equity Policy and deal with equity complaints via the process outlined in the Policy;
  - b) to organize anti-oppression and safer space training for Student Council at the beginning of the academic year;
  - c) to assist the organizers of Orientation Week activities, the Winter Carnival activities, and the Leadership Conferences by acting in an advisory capacity to promote inclusive and safer spaces;
  - d) to recruit student volunteers to sit on the Equity Committee, and coordinate Committee meetings;
  - e) to review and revise the Equity Policy as needed, and bring proposed revisions to Student Council;
  - f) to coordinate equity-related projects, workshops, events, and initiatives on campus;
  - g) to act as a liaison between social and equity-related groups, Student Council, and the McGill administrative bodies, especially the Social Equity & Diversity Education (SEDE) Office and Student Services;
  - h) to act as a resource provider about equity, social sustainability, or likewise information, within their means, to the students of the Society;
  - i) to sit on committees as required by office; and
  - j) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.
- 1.12. Councillors from Agricultural and Environmental Sciences Undergraduate Society (AESUS), Dietetics and Human Nutrition Undergraduate Society (DHNUS), Bioresource Engineering Association (BEA), Food Science Association (FSA), Macdonald Campus Graduate Students' Society (MCGSS), Farm Management and Technology (FMT) and Laird Hall House Committee (LHHC).

1.12.1. Duties of the Councillors from AESUS, DHNUS, BEA, FSA, MCGSS, FMT and LHHC shall be as follows:

- a) to inform Students' Council of all relevant business of the societies or constituencies they represent;
- b) to act as the liaison between MCSS and their council;
- c) to report at the meetings of their respective groups or societies, the policies and actions of the Students' Council; and
- d) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.

1.13. Members-at-Large

1.13.1. Duties of the Members-at-Large shall be as follows:

- a) to represent the student body as a whole to the Students' Council;
- b) to assist the coordinators of Orientation Week, Winter Carnival, and other social events in the performance of their duties;
- c) to assist members of the Executive in the performance of the business of council;
- d) to assist the Vice-President Communications and Student Life, for the Society's communications and public relations, (i.e. shall post minutes of Student Council meetings and keep the Internet calendar up to date) as directed toward the student body or student groups; and
- e) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.

1.14. Faculty Advisor

1.14.1. Duties of the Faculty Advisor shall be as follows:

- a) to inform the Faculty of relevant Students' Council business;
- b) to inform the Students' Council of relevant Faculty business; and
- c) to act in an advisory capacity.

1.15. Secretary/Administrator

1.15.1. Duties of the Secretary/Administrator shall be as follows:

- a) to keep the minutes of all meetings of the Students' Council and the Students' Society and to read the minutes at all meetings of the Students' Council;
- b) to give due notice to the members of the time and place of each meeting;
- c) to prepare for the members of the Council, typed copies of the Agenda which is to come before the meeting, in the order in which business is to be conducted;
- d) to keep a book containing the Constitution, By-Laws and the orders of the Council, and a list of all student organizations constituted under the Students' Society, with their Constitution;
- e) to conduct correspondence of the Students' Council;
- f) to call the roll when requested and to make a list of all present, and of absentees;
- g) to act as secretary of the Executive Committee and of the Council; and
- h) to act in an advisory capacity.

2. STANDING COMMITTEES

2.1. EXECUTIVE COMMITTEE

2.1.1. Meetings

- a) Meetings of the Executive Committee shall be called by the Chair as the occasion arises.

### 2.1.2. Members

- a) President (Chair)
- b) Vice-President, Finance
- c) Vice-President, Internal Affairs
- d) Vice-President External Affairs
- e) Vice-President, Communication and Student Life
- f) Vice-President, University Affairs
- g) Vice-President, Business Operations
- h) Vice-President, Academic
- i) Vice-President, Sustainability
- j) Vice-President, Equity Affairs
- k) Secretary/Administrator (non-voting)

### 2.1.3. Procedure

- a) Meetings of the Executive Committee will be conducted according to the Robert's Rules of Order and quorum shall consist of sixty percent (60%) of the voting membership.
- b) The Executive Committee has the authority to approve expenditures in cases of urgency, without prior approval of Students' Council, up to a MAXIMUM of \$1000.
- c) The Chair of the Executive Committee will receive budget submissions. The budgets will be considered by the Executive Committee and must be given final approval by the Students' Council.
- d) A report of all decisions of the Executive Committee must be submitted to and ratified by the Students' Council.
- e) In the event of a tie, the President's vote will break the tie, therefore, count as two votes.

### 2.1.4. Duties

- a) to consider and present to the Students' Council for approval, the budgets of various societies under the jurisdiction of the Students' Council;
- b) to prepare a statement showing the allocation of its funds to the societies receiving budgets;
- c) to receive and file with the Secretary/Administrator, inventories for each recognized organization of the Students' Council, by the last working day of February of each year;
- d) to undertake planning and establishment of priorities for the Students' Council, subject to the approval of Council;
- e) to develop and elaborate the positions of the Society regarding academic issues, as brought forth by the Vice-President Academic subject to the priorities set by the Students' Council;
- f) to oversee the financial affairs of the Macdonald Campus Students' Society and give continuity to policies relating to money matters, subject to the priorities set by the Students' Council.

## 2.2. BUSINESS OPERATIONS COMMITTEE

### 2.2.1. Purpose

- a) to determine and to effect administrative policies for the efficient operation of its facilities for the benefit of the Macdonald Campus student community.

### 2.2.2. Members

- a) The membership of the Business Operations Committee shall be as follows:
  - i. Vice-President, Business Operations, (Chair)
  - ii. President
  - iii. Vice-President, Finance
  - iv. Vice-President, Internal Affairs
  - v. Bar Manager

- vi. Vice-President, Sustainability
- vii. Vice-President, Equity Affairs
- viii. Bookstore Manager
- ix. Accounts Administrator
- x. 2 Business Operations Committee Members

- b) All positions on the Committee shall be for a period from June 1<sup>st</sup>, or time of election and/or appointment, until May 31<sup>st</sup>. With the exception of the Business Operation Committee Members and Members at Large who are elected in the Fall elections.

### 2.2.3. Procedure

- a) All new business concerning business operations shall be referred to the Business Operations Committee before the Students' Council considers such motions, except in cases of urgency.
- b) All decisions of the Business Operations Committee are final, but are subject to veto by the Students' Council,
- c) In the event of a veto, the Business Operations Committee will be asked to reconsider its decision within two weeks. If, after reconsideration by the Business Operations Committee, there is further disagreement with the Students' Council, then final decision rests with the Students' Council.
- d) The two members of the Macdonald Students' Society shall be elected in the Students' Council Fall-election, one of whom shall be Farm Management and Technology student and the other shall be an undergraduate student. If either role cannot be filled, the position is open to all members of the Students' Society.
- e) Quorum shall consist of sixty percent (60%) of the voting members.

### 2.2.4. Duties and Appointment of Members

- a) Chair
  - i. to chair the meetings of the Business Operations Committee, following Roberts' Rules of Order;
  - ii. to act as official representative of the Committee; and
  - iii. to submit an annual report at the end of the term of office.
- b) President and Vice-President, Finance
  - i. to represent Macdonald Campus Students' Council.
- c) Vice-President Internal Affairs
  - i. to advise and report to the Committee on activities using the MCSS Businesses, such as Halloween night.
- d) Bar Manager
  - i. to represent the bar and its staff and will advise and report to the Committee on the operation of the bar.
- e) Two Business Operations Committee Members
  - i. to represent the Students' Society.
  - ii. to assist with planning of events and activities in the business operation spaces.
- f) Vice-President, Sustainability to act in an advisory capacity.
- g) Bookstore Manager
  - i. to report to the Committee on the operation of the bookstore.
- h) Accounts Administrator
  - i. to give due notice to the members of the time and place of each meeting;
  - ii. to prepare for the members of the Committee, typed copies of the Agenda which is to come before the meeting, in the order in which business is to be conducted;
  - iii. to conduct correspondence of the Business Operations Committee;
  - iv. to call the roll when requested and to make a list of all present, and of absentee; and
  - v. to act in an advisory capacity.

## 2.3. EQUITY COMMITTEE

### 2.3.1. Purpose

- a) to uphold the Equity Policy and foster a culture of equity within the Macdonald Campus Students' Society

### 2.3.2. Members

- a) The membership of the Equity Committee shall be as follows:
  - i. Vice-President of Equity Affairs, Chair
  - ii. Two representatives of Students' Council, appointed by Council
  - iii. A minimum of two (2) members-at-large who are members of the Students' Society but do not sit on Students' Council
  - iv. Advisory faculty member (non-voting)
- b) All positions on the Committee shall be for a period from June 1<sup>st</sup>, or time of election and/or appointment, until May 31<sup>st</sup>.
- c) The faculty member shall be chosen and approached by the Vice-President of Equity Affairs to sit on the committee and provide support.

### 2.3.3. Procedure

- a) All voting committee members are designated as Equity Officers and must sign non-disclosure agreements, as outlined in 7.2 of the Equity Policy.
- b) The two members of the Macdonald Students' Society shall be chosen through an application process conducted by the Vice-President of Equity Affairs at the start of their term.
- c) The committee shall meet regularly to work on equity-related projects on campus, as well as needed for the handling of equity complaints.
- d) Quorum shall consist of sixty percent (60%) of the voting members.

### 2.3.4. Duties

- a) to foster serve as a mediating body for all Equity Complaints that fall under the Scope outlined in Section 4 of the Equity Policy;
- b) to promote engagement with the principles associated with equity among MCSS members;
- c) to promote safer spaces within all components that fall under the Scope as outlined in Section 4 of the Equity Policy;
- d) to serve as a resource for internal groups and individual members of the MCSS on promoting principles of equity within their associations and activities; and
- e) to host social and educational events centred around the principles of equity.

## 3. FINANCIAL POLICIES

As the representative body of Macdonald Campus Students' Society (MCSS), the Students' Council is charged with distributing the Society's money amongst student groups requesting funding, as well as for the functioning of the Council and Business Operations. The distribution is meant to be as fair and efficient as possible and to avoid abuse; hence the following Financial Policies:

### 3.1. Holding of Funds

- 3.1.1. Any organization constituted under the Students' Council will not be allowed to hold a separate bank account in its own name. Instead, the account will be held in the organization's name in the Students' Council ledger. If this policy is not adhered to, all funds of that organization will be frozen immediately until the matter is resolved.



3.1.2. A permanent Students' Council employee is required to be a mandatory signing officer for any bank account held by a student organization not financially dependent on the Students' Council but receiving monies directly from student members (i.e. Degree and Farm Management Technology classes, AESUS, DHNUS).

3.1.3. If a club or organization has been financially inactive for two years after the last financial act, the unused appropriations, as well as any external funding, shall be returned to Students' Council ledger.

### 3.2. Budget Procedures

3.2.1. The Vice-President, Finance shall present a comprehensive budget for the Students' Society at the beginning of each academic year. Once approved in Council, the budget will be considered official policy and may only be deviated from by a vote in Council.

3.2.2. Only expenses which are budgeted and approved by Council will be paid by the Students' Council. All budget changes must be approved by the Vice-President, Finance. In all cases, proper receipts are required.

3.2.3. All contracts binding the Students' Society must be signed by the Vice-President, Finance and co-signed by the President.

3.2.4. All recipients of subsidies from Students' Council must submit reports including final budgets and inventories before the next fund request deadline or within two weeks of the end of the semester for which the subsidy was given.

3.2.5. All cheques must be signed by two Signing Officers, and disbursed only in accordance with the Financial Policies in these By-Laws. The five (5) Signing Officers of the Society are the President, the Vice-President, Finance, the Vice-President, Internal Affairs, the Vice-President, Business-Operations, and the Accounts Administrator. In absence of an Accounts Administrator, another permanent Students' Council employee can be voted as a Signing Officer by council.

3.2.6. The Vice-President, Finance is the first signing authority on all cheques. Alternately, if the Vice-President, Finance is unavailable, a cheque can be issued by a permanent employee together with a student signing officer.

3.2.7. It is possible for a Signing Officer or a permanent employee of the Students' Society to have money advanced without prior authorization in cases of urgency, provided a receipt is submitted afterwards. All such disbursements must be ratified by Students' Council, failing which responsibility for the expenditure reverts to the individual concerned.

### 3.3. Club Fund Request Guidelines

3.3.1. Clubs and organizations requesting financial support must submit a budget request to the Vice-President, Finance prior to the submission deadline. Allocation of funds are made only once every semester. The deadline for submission will be made public at least two weeks in advance.

3.3.2. Students' Council will not normally budget any funding to clubs and organizations to fund a "closed" or private gathering.

3.3.3. The Vice-President, Finance shall present recommended budgets at the beginning of the year to cover spending for the year on:

- a) travel subsidies for students or student groups representing the college at competitions or conferences; and
- b) internal subsidies for conferences, guest speakers and other such events organized by student groups.

3.3.4. Within the constraints of these budgets, monies are to be allocated on the basis of the merit of each request. Merit to include:

- a) for travel subsidies:
  - i. the number of students involved; and
  - ii. the degree of positive exposure to be given to the Macdonald community.
- b) for internal subsidies:
  - i. that all students of the Society would be free to attend and would be deemed to be enriched by doing so; and
  - ii. students of the Society are directly involved in the overall coordination of the event.
- c) in all cases:
  - i. availability of funding from other sources; and
  - ii. demonstration of initiative on the part of applicants in terms of fundraising, presentation of a well prepared budget, and explanation of the merits of their activities.

3.3.5. Students' Council will consider other funding requests based on individual merit.

### 3.4. APPROPRIATION & PROFITS OF CLUBS AND ORGANIZATIONS

#### 3.4.1. Definition of a CLUB

A club is an organisation under MCSS that aims to benefit and provide opportunities to all Macdonald campus undergraduate students while upholding the core McGill values of sustainability and inclusivity. Clubs must operate in a manner that benefits students in the club, and out of the club, should they so choose. Clubs must conform to MCSS policy, mitigating liability and financial risk. Clubs should aim to improve the student environment on Macdonald campus for years to come.

#### 3.4.2. Appropriation

- a) Appropriation of funds to the clubs and organization accounts will only be carried out upon completion of an acceptable report, to be approved by the Vice-President, Finance.
- b) Clubs or organizations are liable for damages to Students' Society property or space when such damage is incurred during use by the club or organization if such is a result of their negligence or abuse. Authority for adjudication of responsibility in such cases rests with the Students' Council.

#### 3.4.3. Profits

- a) Profits earned through fundraising by a club or organization may be accumulated to fund events not ordinarily subsidized by Students' Council.
- b) Profits are carried over from one year to another. Clubs and organizations financial standing, including accumulated profits, will be taken into consideration when subsequent requests for funding are brought to Students' Council.
- c) Monies accumulated by independent fundraising must also be kept in accordance with the Financial Policies in these By-Laws.

### 3.5. CASH AND CHEQUE DISBURSEMENTS

- 3.5.1. Only authorized signing officers of the clubs and organizations will be allowed to withdraw from the ledger. Usually the Treasurer and President of the club or organization will be the signing authorities unless otherwise decided by the group.
- 3.5.2. Budgeted and approved purchases under \$100 can be made in cash and will be reimbursed in cash if, and only if, a proper receipt is submitted to the Vice-President, Finance or to the Accounts Administrator. This receipt must be dated and fully itemized and signed by a signing authority of the club or organization or group. Purchases over \$100 will be reimbursed by cheque.

3.5.3. Payment for bands and other services, as well as anything delivered which must be paid Cash On Demand will be paid by cheque, or if a Signing Officer is present, by cash under the guard of the aforementioned Signing Officer. The Vice-President, Finance must be informed at least one day before the payment date and a requisition for the required amount must be submitted. The cheque requisition must state the name of the group, or organization, and which part of its budget is being drawn on so that the ledger can be completed accordingly.

3.5.4. Providing that a club or organization has no funds readily available, the Students' Council may vote to provide a loan, with or without interest, to the club or organization.

### 3.6. FINANCIAL POLICIES FOR STUDENTS' COUNCIL MEMBERS

3.6.1. Expenses incurred by members of Students' Council while doing Council business will be paid upon approval by Council as follows:

- a) long distance telephone calls will be fully reimbursed with proper receipts;
- b) for the use of private vehicles, gas expenses of \$0.57/km will be reimbursed to Council members. No traffic violations will be paid by Students' Council;
- c) transportation (including rental vehicles) and accommodation expenses for Council members travelling on Council business, provided such are as economical as reasonably possible; and
- d) food expenses to a maximum of \$8.00 for breakfast, \$10.00 for lunch and \$15.00 for dinner; exception may be permitted for special occasions, as judged appropriate by Council.

## 4. ELECTION POLICIES

4.1. The Chief Returning Officer is the Vice-President, Internal; the Co-Returning Officers are the Vice-President, External and/or the Vice-President, Communications.

### 4.2. Conflict of interest

4.2.1. The Returning Officers must remain completely neutral and impartial during the election campaign and voting.

4.2.2. In the event that any of these individuals are themselves candidates in the election, they will remove themselves from their position of Returning Officer. In this case, or if one or more of these positions are vacant, then replacements will be named by and from the Council, or if necessary, from the Society at large.

### 4.3. Duties:

4.3.1. The Returning Officers:

- a) informing all candidates of the rules and procedures relating to Students' Society elections;
- b) insuring that the campaign and voting are fair and honest; specifically, insuring that these rules are applied and enforced;
- c) receiving nomination forms, and verifying them for accordance with the Constitution of the Macdonald Campus Students' Society (MCSS);
- d) organizing and supervising the polling booth for election day, including assuring that those working at the booth are aware of these rules and conduct the voting in an impartial manner, in accordance with these rules;
- e) counting the ballots and announcing the results as soon as possible;
- f) interpreting these rules, and ruling on related situations for which provisions are not specifically made in the rules; and
- g) verifying financial reports of campaign expenses of candidates.

#### 4.3.2. Candidates

- a) Final responsibility for knowledge of, understanding of, and Compliance with these rules, as well as for honesty and integrity in campaigning, rests with the candidates themselves.
- b) All Candidates must provide a picture and short description of themselves to the Secretary of the association prior to the election date. This is to be used for a poster at the voting booth on Election Day
- c) If elected, the candidate must be available for the MCSS leadership retreat on the date decided by Council.

#### 4.4. Process of elections

- 4.4.1. The period for campaigning will be set out at Students' Council or Open Students' Society meeting. No campaigning is to begin until officially announced.
- 4.4.2. Candidates will be allowed a campaign speech in an assembly to be called by the Chief Returning Officer. Each candidate will be permitted a specific time period for his/her speech, to be determined by the Chief Returning Officer, who will Chair the meeting. Candidates will be advised of the date, time and location of the assembly.
- 4.4.3. The election of members shall be by secret ballot and shall be done according to these election rules, presided over by the Chief Returning Officer and one (1) of the two (2) Co-Returning Officers.
- 4.4.4. The online polling platform: myInvolvement will be open on Election Day from 9am until 11:45pm. All members of the Students' Society are eligible to vote as set out under "Election of Members" Article 4.4 of the Students' Society Constitution.
- 4.4.5. Clear instructions for marking of ballots will be posted, in both English and French, on the myInvolvement platform.
- 4.4.6. In the case of a tie in which a deciding vote is needed, the Chief Returning Officer will cast that vote.

#### 4.5. Advertising

- 4.5.1. Students' Council will allot a budget determined by Council prior to the elections and reimbursement of election expenses will be completed after approval of the Chief Returning Officer.
- 4.5.2. All material must be approved and stamped by MCSS prior to circulation and it is up to each individual candidate to verify with Building Directors of the various buildings on campus as to whether the posting of flyers and posters is allowed, and to abide by their rules and regulations.
- 4.5.3. Campaign material may not be produced professionally. All campaign materials must be tasteful and respectful of all running candidates.
- 4.5.4. All Social media Pages (e.g. Facebook pages or groups) must be approved by the Chief Returning Officer who must be notified of all online groups, events, etc before posting.
- 4.5.5. No advertising in the student council weekly news publication (MCSS Newsletter) or on the student councils social medias. (e.g. Facebook pages or groups) will be permitted.
- 4.5.6. Campaign articles in the Campus newspaper are permitted, provided the Campus newspaper is published before election day. No articles are permitted in the Campus newspaper if it is to be published on Election Day.
- 4.5.7. Campaign speeches in classes are permitted at the discretion of the instructor of each class. Permission must be requested from the instructor.

4.5.8. All campaign material: posters, flyers, photographs, Facebook events, groups or pages, etc. must be removed from all locations at midnight (12:00am) before Election Day. It is the responsibility of each candidate to make sure that campaign material is removed by this time.

#### 4.6. Breach of Regulation

4.6.1. If a breach of these regulations is alleged to have occurred, the allegation must be made in writing to the Chief Returning Officer, signed by at least two members of the Students' Society, and detailing which rule was allegedly violated, by whom, when and how. Such allegations will be investigated by the Returning Officers, and rules, by majority vote if necessary, to be substantiated or not.

4.6.2. If a substantiated breach of these regulations has occurred, the Returning Officers will take one of the following actions: (based on majority vote, if necessary)

- a) If the offence is judged not to have had a significant impact on the fairness or the final result of the election, the Returning Officers may make a public reprimand to the offending candidate; or,
- b) If the offence is judged to have had a significant impact on the fairness or the final result of the election, the Returning Officers may declare the election null and void and call a subsequent vote for that position as soon as possible. In this case, the offending candidate will be ineligible to run in this election only. No new nominations will be accepted at this time. If there were only two candidates originally, the non-offender will be elected by acclamation.

#### 4.7. Appeal of the rulings of the Returning Officers

4.7.1. Appeal of the rulings or requests for recounts of ballots may be made to Students' Council, which will make the final verdict regarding the appeal. Such appeals must be made in writing within three days of the ruling, or of the election in the case of recounts.

### 5. OTHERS

#### 5.1. Poster Policy

5.1.1. Posting on the Macdonald Campus will respect the poster policy on file.

#### 5.2. Equity Policy

5.2.1. The Students' Council will abide by the equity policy on file.

#### 5.3. Jean Brown Award

5.3.1. This award will be given respecting the outline on file.

#### 5.4. Voting During Transition

5.4.1. New council members shall assume their role as position-elect on April 1<sup>st</sup>, and shadow the outgoing council members.

5.4.2. New council members will take sole possession of their role on June 1<sup>st</sup>, allowing for a transition period of two months.

5.4.3. During the transition period, voting and signing authority shall rest with the outgoing council members.

#### 5.5. Council Members absent from meetings

5.5.1. Should a council member miss three consecutive meetings without sending their regrets, they shall receive a letter questioning their position on council.