RRC Polytech Students' Association

BYLAWS

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INTRODUCTION

A bylaw governing the business and affairs of the Red River College Students' Association Incorporated.

The Red River College Polytechnic Students' Association acknowledges The Red River College Polytechnic campuses are located on the lands of Anishinaabe, Ininiwak, Anishininwak, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

It is enacted as a bylaw of the Red River College Polytechnic Students' Association, hereinafter called the SA or the Association, as follows;

ARTICLE 1 – MANDATE

1.1.01 Mission

We will work to create a vibrant and engaging student experience at RRC Polytech as we build a culture of mutual respect and community.

1.1.02 Vision

We will be recognized as the advocacy arm and representative voice of RRC Polytech students.

1.1.03 Values

R – Respect – Respect – Encouraging inclusion, diversity, equity, and accessibility in an environment of mutual trust, respect and belonging.
R – Reconciliation – Recognizing our historical legacy while responding and enacting the Truth and Reconciliation calls to action.
C – Collaboration and Consultation– Consulting with students within the college while exploring collaborations with external stakeholders.
S – Student Life – Working to empower students to achieve their academic and personal goals.
A – Advocacy – Serving as the representative voice for the students of RRC Polytech.

ARTICLE 2 – GOVERNING DOCUMENTS

2.1.01 The governing documents of the SA are ranked as follows in descending authority:

a) The Red River College Act CCSM c. R31;
b) The bylaws of the SA;
c) The policies of the SA;

d) The policies and agreements of external partnerships and commitments;
e) The College's policies; and
f) Robert's Rules of Order Newly Revised.

ARTICLE 3 – DEFINITIONS

3.1.01 *Academic Year* refers to the period from the first day of the Fall Term to the last days of exams for the Winter Term of any given year.

3.1.02 *Act* refers to The Red River College Act CCSM c. R31.

3.1.03 *AGM* refers to the SA Annual General Meeting.

3.1.04 *Association* refers to the Red River College Students' Association Incorporated.

3.1.05 *Association Media* refers to the following:

a) The Projector Student newspaper;
b) E-mail accounts for SA employees and Executive Officers;
c) SA media displays;
d) SA website(s); and
e) SA controlled social media account(s).

3.1.06 *Board* refers to the Students' Association Board.

3.1.07 *College* refers to Red River College Polytechnic.

3.1.08 *Committee(s)* refers to SA groups that meet for a specific agenda.

3.1.09 *Discrimination* is as defined by the Humas Rights Code of Manitoba and Red River College Polytechnic policy H1 – Respectful Workplace and Learning Environment.

3.1.10 *Executive* or *Executive Officer* refers to the student elected to a particular office in the SA.

3.1.11 *Ex-officio* is a non-voting member of the SAB, that serves as an advisory position only.

3.1.12 *External Policy* refers to the written stance of the SA on a topic outside of the organization as developed by the Advocacy Committee that can be advocated on by the SA.

3.1.13 *Fall Term* refers to an academic term as set out by Red River College Polytechnic.

3.1.14 *Fiscal Year* refers to the period from July 1st to June 30th of the following year.

3.1.15 *Full-Time Student* refers to an individual enrolled more than 12 credit hours or at least 60% of the usual course load for the program in which they are registered.

3.1.16 *General Meeting* refers to a meeting of the SA Members which may be held at the discretion of the Executive Committee, the SAB, or by written request of 200 Members on a regular school day selected by the Executive Committee.

3.1.17 *Harassment* is as defined by Red River College Polytechnic policy H1 - Respectful Workplace and Learning Environment.

3.1.18 *The Interim-Executive* is defined as having all the privileges and responsibilities of each position, in addition to the privileges and responsibilities of their original Executive Position.

3.1.19 *Member in Good Standing* or *Member* refers to any student who is enrolled at the College, who is in good standing with the College and the SA, and who pays SA fees.

3.1.20 *Notice* is an email or other written communication sent out before a meeting to notify members of the date and time of the meeting. Notice is deemed to have been received upon sending.

3.1.21 *Part-Time Student* refers to an individual enrolled in less than 60% of the usual coarse load for the program in which they are registered.

3.1.22 *SA* refers to the Red River College Students' Association Incorporated.

3.1.23 *SAB* refers to the Students' Association Board.

3.1.24 *SAB Member(s)* refers to the students appointed to the Students' Association Board.

3.1.25 *Special Meeting* refers to a SAB meeting called to address an urgent or unique situation.

3.1.26 *Spring/Summer Term* refers to an academic term as set out by Red River College Polytechnic.

3.1.27 *Summer Operation* refers to 10 weeks during June-Aug as set by the association providing full-time staff an opportunity to refresh going down to a 4-day work week.

3.1.28 *Winter Term* refers to an academic term as set out by Red River College Polytechnic.

ARTICLE 4 – THE ORGANIZATION

4.1.01 The Head Office of the SA shall be in the City of Winnipeg, in the Province of Manitoba, and at such place therein as the Board may decide.

4.1.02 The Corporate Seal of the Association shall be as the impression stamped below.

ARTICLE 5 – MEMBERS

5.1.01 All students who are registered at the College, who pay a student fee assessment as provided herein, and upon payment of such fee assessment, are entitled to be Members of the SA.

5.1.02 In addition to the requirements of Section 5.1.01, Members may only remain as such if they are deemed to be Members in Good Standing with the College and with the SA.

5.1.03 Members shall be eligible to receive services provided by the SA, SA Employees, SAB Members, and Executive Officers in accordance with these Articles.

5.1.04 Members shall be eligible to participate in SA Clubs that will be bound and operated by the conditions set out in the RRCSA Club Policies.

5.1.05 Any Member of the Association is eligible to run for the position of Executive Officer subject to the provisions of the Elections & Referenda Policies and Procedures.

5.1.06 Any Member of the Association is eligible to apply for the position of SAB Member subject to the provisions of the Appointment Policies and Procedures.

5.1.07 All Members of the SA shall be entitled to vote in such an election.

5.1.08 The Executive Officers and/or the SAB shall have the power to permit a person who is not a Member to participate in any activities or services of the SA.

ARTICLE 6 – STUDENT ACTIVITY FEE ASSESSMENT

6.1.01 The SAB has the power to levy student activity fees in accordance with the Act and must review those fees every three years.

6.1.02 SA activity fees may be increased every year by Consumer Price Index (CPI). If a fee increase is greater than 5%, it must pass through referenda.

ARTICLE 7 – STUDENTS' ASSOCIATION BOARD

7.1.01 There shall be a governing Board that determines objectives and sets the general direction of the SA.

MEMBERSHIP

7.2.01 The SAB will consist of 15 seats filled by no less than 12 Members as appointed by Elections, Appointment and Referenda Committee of the SA; plus, ex-officio members, in accordance with Article 7.2.09.

7.2.02 The fifteen appointed seats of the SAB are divided into two terms. The Winter term, consisting of up to ten SAB seats, which begins with the completion of the Winter Appointments, and ends with the completion of the next Winter Appointments. The Fall term, consisting of up to ten SAB seats, which begins with the completion of the Fall Appointments, and ends with the completion of the next Fall Appointments. The number of SAB seats must not exceed fifteen at any given time.

7.2.03 The Winter term Appointments must take place after the Executive elections conclude and before the academic term ends. The Fall term appointments must take place before the Fall academic term ends.

7.2.04 SAB Members shall resign in writing. Such resignation shall become effective upon acceptance by the SAB Chair.

7.2.05 The SAB may at its discretion appoint members to fill vacant seats between appointments.

7.2.06 In the event that there are less than 12 SAB members, the SA shall continue its business and may appoint members to ensure that the total number of members is not less than 12.

7.2.07 If a SAB Member is appointed to fill a vacant seat, their position shall become effective immediately.

7.2.08 The Executive Committee of the SAB shall consist of:

a) The President;
b) The Vice President Academic;
c) The Vice President Internal;
d) The Vice President External Affairs; and
e) The Executive Director.

7.2.09 The ex-officio SAB Members shall be:

a) The Executive Officers;
b) At least one past Executive Officer, as selected by the Executive Committee;
c) One RRC Polytech alumnus, as selected by the Executive Committee;
d) The Executive Director; and
e) One College Designate, as selected by RRC Polytech.

7.2.10 Ex-officio SAB Members will not have voting privileges at SAB meetings.

7.2.11 The SAB shall appoint a Chair recommended by the SAB Executive Committee that is confirmed annually. If no Chair can be found or in absence, incapacity or conflict of interest, the President shall be the alternate.

7.2.12 The Chair shall:

a) Have full knowledge of the Students' Association and its Articles;
b) Have full knowledge of Robert's Rules of Order Newly Revised;
c) Be unbiased in meetings, enforce meeting protocol, and keep a speakers list as required;
d) Help set the SAB agenda with the President and make sure it gets distributed to all SAB Members prior to the meeting; and

e) Sign a letter of commitment upholding the Mission, Vision, Values, Bylaws, and code of ethics of the Association.

7.2.13 In the case of absence, incapacity, or conflict of interest, the Board may designate one of its members to act as Chair of any committee of the SAB.

RESPONSIBILITIES OF SAB MEMBERS

7.3.01 SAB Members shall:

a) Act on the responsibilities outlined in the Letter of Commitment that SAB Members sign during their appointment process;
b) Represent their constituency and Members of the SA as a whole;
c) Attend all meetings of the SAB, all General Meetings, and all meetings of standing committees of which they are members;
d) All SAB Members must be on at least one standing committee;
e) Act honestly, in keeping with the interests of the SA Members;
f) Exercise the powers of the SAB with care, diligence, and skill that a reasonable and prudent person would exercise in comparable circumstances;
g) Make themselves visible and accessible to SA Members;
h) Keep confidential any information received in the course of their duties;
i) Volunteer according to SAB Volunteer Policy; and
j) Have and maintain a GPA 2.0 during their volunteer term on the SAB.

POWERS OF THE SAB

7.4.01 The SAB shall have the power, subject to the Articles, to:

a) Approve bylaws, Strategic Plan, and may approve policies of the association as required including issues not dealt with in these Articles;
b) Approve the salaries and remuneration of the Executive Officers;
c) Enact, amend, or repeal Articles and policies of the SA;
d) Employ staff at such time as it may deem necessary and advisable;
e) Provide or withdraw support to outside organizations when such is deemed compatible and/or consistent with the Articles;
f) Give indemnities to any SAB Member or other person who has, or will undertake, any liability on behalf of the SA;
g) Delegate the powers of the SAB to the Executive Committee and/or the Executive Director, by a two-thirds vote of the Members of the SAB;
h) Care for other matters not provided for in the Articles as it may be deemed necessary;
i) Approve the student activity fee as set out in 6.1.02; and
j) Approve the SA annual budget.

SAB MEETINGS

7.5.01 The SAB shall hold a minimum of nine formal board meetings per fiscal year.

7.5.02 A majority of SAB Members must be present to form quorum for meetings to consider regular business.

7.5.03 A two-thirds majority of SAB Members must be present to form quorum for meetings to consider financial matters.

7.5.04 Notice to Members of SAB meetings shall be given no less than ten business days before the meeting through a designated communication channel.

7.5.05 Voting by proxy shall be allowed. A proxy must be submitted in writing. If a member accepts a proxy, it must be acknowledged by the chair at which time it becomes valid for the remainder of the meeting. No SAB member may hold more than one proxy vote in a meeting.

7.5.06 Any error or omission in giving notice of any meeting, or the non-receipt of any notice by any member of the Board, shall not invalidate any Article or resolution passed or any proceeding taken at any meeting.

7.5.07 Special meetings of the SAB shall be called at least three days in advance by the Executive Committee as it deems advisable. A Special meeting shall also be called by the Executive Committee upon written request from at least four SAB members specifying the objective of the meeting.

7.5.08 If an in-person meeting is not possible, SAB and SAB Committees may meet virtually, and voting shall be allowed in a manner deemed acceptable by the Electronic Business Policy.

7.5.09 If a motion is unable to be brought forward during a SAB meeting due to outside factors and the item is time sensitive, the Executive Committee shall bring forward an electronic Motion, as per the Electronic Business Policy.

7.5.10 Voting concerning, any motion involving liability financial matters outside of the approved budget must be held at in-person or virtual meetings and may not take place via email or chat platform.

REMOVAL OF SAB MEMBER

7.6.01 In the event that a SAB Member does not discharge their responsibilities, they may be removed from their position.

7.6.02 Reasons for removal of a SAB Member from their position include, but are not limited to:

a) Performance that is deemed unsatisfactory by the SAB;
b) Behavior that is deemed unsatisfactory by the SAB;
c) Failure to attend more than two SAB meetings in the course of their one year term;
d) Being found guilty or convicted of a criminal or regulatory offence;
e) Reoccurring evidence that an SAB Member has been impaired by non-prescribed drugs or alcohol that affects their ability to carry out their responsibilities as a SAB member shall result in suspension (Leave of absence) from duties with review. Not limited to removal, third party counselling or consultation;
f) Performing an act or failing to perform an act that is deemed by the SAB to have damaged the SA, its reputation, or any or all its members.14
g) Should a member of the SAB be tied up in litigation, the member may be placed on a leave of absence from the SAB until matters are resolved at the discretion of the Governance & Internal Review Committee (GIRC).
h) All forms of Discrimination and/or Harassment as confirmed by the GIRC.
i) GPA drops below 2.0 with review by GIRC; and/or
j) Other reasons deemed valid by the SAB.

7.6.03 The review of a SAB Member's position shall be preceded by a written Notice to the Member of the SAB; extreme circumstances may warrant immediate removal at the discretion of GIRC in accordance with Article 7.12.02.

7.6.04 The GIRC shall review all evidence, documentation, and other necessary information, including relevant testimony of witnesses. They shall decide if the accusation or circumstance falls under any of the grounds outlined in article 7.6.02. A decision requires a majority vote of the GIRC.

7.6.05 The SAB Member will be granted the right to be heard by GIRC. In all cases, the decision of the GIRC shall be binding and communicated to the Member in writing.

7.6.06 In the event that the SAB Member believes there has been an incorrect administration of the GIRC, or that there is proof that the decision of the GIRC is not fair or reasonable, the SAB member may initiate a request for review to the SAB through the SAB Chair. The decision of the SAB is final.

7.6.07 Any member of the SA who has been removed from the SAB, shall not be permitted to reapply for a SAB position or run for an executive position for a period of 24 months from the date of removal.

7.6.08 Any student who has resigned from the SAB may appeal to the Elections, Appointment & Referenda Committee who must reach a majority vote to allow for that student to be nominated for an Executive or SAB position.

COMMITTEES OF THE SAB

7.7.01 Committee members shall be self-appointed.

7.7.02 The powers of a Committee of the SAB shall be exercised:

a) By a decision passed at a formal meeting;
b) Through a written decision by the majority of committee members, outside of a formal meeting;
c) By majority vote to amend policies pertaining to the subject of their committee; and/or
d) In closed session, at the discretion of the Chair.
e) The committee chair may remove a committee member if they fail to attend more than 2 committee meetings without adequate reason or notice.

EXECUTIVE COMMITTEE

7.8.01 The Executive Committee shall be a standing committee of the SAB and shall consist of:

a) The President as Chair;
b) The Vice President Academic;
c) The Vice President Internal;
d) The Vice President External Affairs; and
e) The Executive Director, as ex-officio.

7.8.02 The Executive Committee shall:

a) Submit to any regulations, restrictions or directive mandated by the SAB;

b) Obtain SAB approval for any expenditure over $1000.00 that is not authorized in the budget;
c) Have the power and authority to appoint the Chair of Committees of the Association.
d) Hold no less than two meetings per month during the term of office;
e) Create an annual priorities document, and provide regular progress updates to the SAB; and
f) Present a follow-up report of annual planning activities to the SAB at the end of the academic year.

7.8.03 All meetings of the Executive Committee shall be in closed session unless otherwise decided by the Executive Committee.

7.8.04 All voting Executive Officers must be present to form quorum unless a position is vacant, or an Executive is on leave, excused or incapacitated.

7.8.05 Vice President Academic, Vice President Internal and Vice President External Affairs shall have voting rights in the Executive Committee.

7.8.06 The Executive Director does not have voting rights in the Executive Committee.

FINANCE COMMITTEE

7.9.01 The Finance Committee shall be a standing committee of the SAB and shall consist of:

a) The Vice President Internal, as Chair;
b) A minimum of three SAB Members
c) The Executive Director, as ex-officio.

7.9.02 The Finance Committee shall:

a) Review monthly summaries of the SA's accounts;
b) Review and provide recommendation on investments of the SA.
c) Provide financial recommendations to the SAB;
d) Review any SA financial documents, invoices, statements, or cheques for accuracy;
e) Review and recommend amendments to the SA operating budget;
f) Recommend a budget annually to the SAB at or before the last SAB meeting of the academic year, for the following fiscal year; and
g) Meet a minimum of 4 times a year.
h) Review Trust Funds of the SA; including Foodbank, Clubs, Health and Dental, and International.

STUDENTS' ASSOCIATION BUILDING TRUST FUND COMMITTEE

7.10.01 The Students' Association Building Trust Fund Committee (BTF) shall be a standing committee of the SAB, and shall consist of:

a) The Vice President Internal, as Chair;
b) A minimum of three SAB Members
c) The RRC Polytech Alumnus SAB Member, as ex-officio;
d) The College Designate SAB Member, as ex-officio; and
e) The Executive Director of the Association, as ex-officio.

7.10.02 The BTF Committee shall:

a) The Building Trust Fund Committee shall oversee the allocation of funds for capital, renovations, repairs, maintenance, expansion, construction, SA projects and renewal of SA spaces across all campuses;
b) Have the power to approve spending from the SA Building Trust Fund in accordance with the Building Trust Fund Policy;
c) Review any Building Trust Fund financial documents, invoices, statements, or cheques;
d) The BTF shall consider all campuses and students affected when approving funding. Approval funding consideration shall take into account the total student fee collection for any particular student group or campus;
e) Recommend Building Trust Fund fee amendments to the SAB;
f) Meet a minimum of 4 times a year;
g) Submit a quarterly report of all Building Trust Fund activities;
h) Create, review, modify, and update BTF policies;

SCHOLARSHIP COMMITTEE

7.11.01 The Scholarship Committee shall be a standing committee of the SAB, and shall consist of:

a) The Vice President Academic, as Chair; and
b) A minimum of three SAB Members

7.11.02 The Scholarship Committee shall:

a) Create, review, update, and modify SA scholarship and criteria;
b) Grade applications of SA scholarships, bursaries, and awards.
c) Review winners of SA scholarships, bursaries, and awards.
d) Settle any disputes, and decide on valid applications.

GOVERNANCE & INTERNAL REVIEW COMMITTEE

7.12.01 The Governance & Internal Review Committee (GIRC) shall be a standing committee of the SAB, and shall consist of:

a) The President, as Co-Chair;
b) The Vice President Academic, as Co-Chair; and
c) A minimum of three SAB Members.

7.12.02 The Governance & Internal Review Committee shall:

a) Draft, review, and recommend changes to the bylaws, and approve policies of the SA;
b) Be permitted to make grammatical and formatting amendments to the Governing Documents of the SA that keep with the spirit of the document, provided a report of changes is given to the SAB at the meeting;
c) Review the SA strategic plan and recommend specific objectives that align with the plan; and
d) Be involved with the creation, review or renewal of the next strategic plan;
e) Handle personnel issues involving members of the Executive Committee and SAB.
f) Meet a minimum of 2 times a year; and
g) Review executive duties, responsibilities, Executive Performance Review, and enforce the executive accountability policy.

ELECTIONS, APPOINTMENT & REFERENDA COMMITTEE

7.13.01 The Elections, Appointment & Referenda Committee shall be a standing committee of the SAB, and shall consist of:

a) The President, as Co-Chair;
b) The Vice President External Affairs, as Co-Chair;
c) A minimum of four SAB Members;
d) The Chief Returning Officer; and
e) The Executive Director, as ex-officio.

7.13.02 The Elections, Appointment & Referenda Committee shall:

a) Draft, review, recommend, and update changes to the Elections & Referenda Policies and Procedures;
b) Prepare and review nomination packages and election materials;
c) Handle issues, complaints, and inquiries pertaining to elections and appointments that the CRO or Co-Chairs cannot handle;
d) Ensure the rules and regulations governing the conduct of nominations, elections, and campaigns for Candidates are enforced, as per the Elections & Referenda Policies and Procedures;
e) Oversee and enforce the regulations governing the referenda process, as per the Elections & Referenda Policies and Procedures;
f) Draft, review, recommend, and approve changes to the SAB Appointment Policy;
g) Review the questions for the SAB appointment process;
h) Make themselves available two times a year as an alternate for the SAB Appointment process;
i) Confirm and approve who is on the SAB Appointment Panel, and
j) Meet a minimum of four times a year.

7.13.03 Members of the Elections, Appointment & Referenda Committee seeking candidacy in an election, must resign from their position on the committee before being confirmed as a candidate.

ADVOCACY COMMITTEE

7.14.01 The Advocacy Committee shall be a standing committee of the SA, and shall consist of:

a) The Vice President External Affairs, as Chair; and
b) A minimum of three SAB Members;

7.14.02 The Advocacy Committee shall:

a) Survey students about their advocacy needs and use the results to develop the SA's yearly advocacy priorities and policies, in accordance with the Advocacy Policy;
b) Coordinate and support SA advocacy activities and campaigns;
c) Review and provide input to the report of planned advocacy priorities and activities that the executive committee create that is presented at the AGM; and
d) Meet a minimum of two times a year.

AD HOC COMMITTEES

7.15.01 Ad Hoc committees are listed in Appendix 1.
7.15.02 The SAB may establish other Ad Hoc committees that it considers necessary.

ARTICLE 8 – RESPONSIBILITIES OF EXECUTIVE OFFICERS

8.1.01 The Executive Officers of the SA are:

a) The President;
b) The Vice President Academic;
c) The Vice President Internal; and
d) The Vice President External Affairs.

8.1.02 The Executive Officers shall be bound by the following documents, ranked in descending order:

a) The governing documents of the SA; and
b) The Executive's Employment Agreement

ROLES AND RESPONSIBILITIES

8.2.01 All Executive Officers shall:

a) Be a student in good standing and be a registered student at Red River College Polytechnic during at least half of their term in office.
b) Not have been convicted of a criminal offence within the past three years;
c) Have a thorough understanding of the Governing Documents of the SA;
d) Have knowledge of, and report to the SAB on, all activities of the SA;
e) Serve as the liaison between the SA and the College's standing committees, as required by the Executive Committee;
f) Conduct research and investigation into matters pertaining to member concerns;
g) Be responsible for the progress of each committee they are the chair of, and report on this progress to the SAB;
h) Attend SAB meetings and executive retreats;
i) Support the transition of the incumbent executive officers prior to leaving office, as per the Executive Transition Policy;
j) Engage student members outside the office at all campuses, and promote SA events and services;
k) Perform the duties of another Executive Officer, as appointed by the SAB, in the event that the Executive Officer is absent, ill, or incapacitated;
l) Perform any alternative duties as appointed by the SAB or Executive Committee;
m) Adhere to the Executive Agreement Document;
n) Get pre-approval from the Executive Committee before joining an external board position for an organization that the SA is a member of;
o) Not spend more than 50% of a semester on external board work or delegate committee work;
p) Delegate committee positions on external board as appropriate; and
q) Be allowed to adjust their work week for working outside of regular office hours for scheduled meetings, assigned SA activities and functions.

8.2.02 The President shall:

a) Be in office a minimum of 30 hours per week during regular and summer office hours;

b) Have the right to be an ex-officio member of all committees of the SA;
c) Act as alternate Chair at SAB meetings or any vacant committee chair;
d) Chair the Executive Committee;
e) Co-Chair the Elections, Appointment & Referenda Committee, and Governance & Internal Review Committee;
f) Be responsible for the work and accountability of the Vice Presidents of the Association;
g) Be responsible for the work of the Executive Director of the Association;
h) Serve as the liaison with the administration and faculty of the College;
i) Be the primary spokesperson for the Association;
j) Be responsible for media relations in accordance with the Media Relations Policy;
k) Be the Red River College Polytechnic Board of Governors Representative, and shall report all non-confidential activities to the SAB and Members at a regular SAB meeting; and
l) Act as a secondary representative for all external advocacy organizations of which the SA is a member.
m) Act or appoint an Acting Executive Director if the Executive Director becomes vacant until another Executive Director is Hired. As an acting Executive Director, they are to consult and delegate tasks as necessary.
n) As acting ED, spending according to the approved budget under the Executive Directors profile, will need to be approved by the executive team if over $1000 and the SAB if over $2500.

8.2.03 The Vice President Academic shall:

a) Work a minimum of 20 hours per week, and during Summer Operation work 30 hours per week;
b) Act as an advocate for Members in all levels of student appeals at the Notre Dame Campus;
c) Understand and follow College policies to properly advise Members with respect to student appeals;
d) Chair the Scholarship Committee;
e) Co-Chair the Governance & Internal Review Committee;
f) Chair the Students' Association Monthly Info meetings
g) Be responsible for recruiting students to attend the Student Association Monthly Info Meetings; and
h) Be in the office at the Notre Dame Campus.

8.2.04 The Vice President Internal shall:

a) Work a minimum of 20 hours per week, and during Summer Operation work 30 hours;
b) Work with the Accounting Director to oversee all monies, securities, notes, and other assets of the SA;
c) Work with the Executive Director to prepare and report financial records;
d) Ensure the SA's annual budget is prepared, presented, and administered in accordance with these Articles;
e) Chair the Finance Committee, and the Students' Association Building Trust Fund Committee;
f) Act as Recorder for all meetings of the SA and ensure all minutes are recorded formally and retained for safekeeping;
g) Be responsible for all duties regarding campus clubs, including approving or denying club applications, and handling club finances; and
h) Be in the office at the Notre Dame Campus.

8.2.05 The Vice President External Affairs shall:

a) Work a minimum of 20 hours per week and during Summer Operation work 30 hours.
b) Be responsible for member concerns at the Exchange District Campus and all Regional Campuses;
c) Act as the primary representative for all external advocacy organizations of which the SA is a member;
d) Be responsible for developing the external advocacy priorities and policies of the SA, and coordinating advocacy activities, in conjunction with the Advocacy Committee;
e) Act as liaison between the SA and all levels of government, student unions or associations, and other organizations on issues pertaining to student interests;
f) Chair the Advocacy Committee and Co-Chair the Elections, Appointment & Referenda Committee;
g) Act as an advocate for Members in all levels of student appeals at the Exchange District Campus and all Regional Campuses;
h) Understand and follow College policies to properly advise Members with respect to student appeals;
i) Be responsible for recruiting students to attend the Student Association Monthly Info Meeting; and
j) Be in the office at the Exchange District Campus.

ARTICLE 9 – TERMINATION OF EXECUTIVE OFFICERS

9.1.01 In the event that an Executive Officer does not carry out their responsibilities, discipline action shall be implemented subject to the Executive Accountability Policy. An Executive Officer may be suspended or terminated from their position in accordance with this article and the Executive Accountability Policy.

9.1.02 Reasons for termination of an Executive Officer include, but are not limited to:

a) Performance that is deemed unsatisfactory by the SAB;
b) Behaviour that is deemed unsatisfactory by the SAB;
c) Failure to fulfil the responsibilities of their office;
d) Not being a registered Red River College Polytechnic student for at least half of their term in office;
e) Not maintaining a minimum cumulative GPA at any point of their term;
f) Being found guilty or convicted of a criminal offence.
g) Reoccurring evidence that an Executive Officer has been impaired by non-prescribed drugs or alcohol that affects their ability to carry out their responsibilities as an Executive Officer; shall result in suspension from duties with review. Not limited to removal, 3rd party counselling or intervention.
h) Having performed an act, or failed to perform an act, that is deemed by the SAB to have damaged the SA, its reputation, or any or all of its members; and/or
i) Other reasons deemed valid by the SAB.
j) Reached unsatisfactory number of demerits as set out by the Executive Accountability Policy.

9.1.03 The GIRC shall review all evidence, documentation, and other necessary information, including relevant testimony of witnesses. They shall evaluate and decide if the Information or circumstance falls under any of the grounds outlined in article 9.1.02. A decision to terminate or suspend requires a majority vote within GIRC. If the vote is affirmative, then GIRC will recommend termination or

suspension and provide the letter to the Board. The committee shall submit their report for review to the SAB for consideration and vote. The SAB may up-hold or over-rule the GIRC recommendation by a 2/3 majority vote.

9.1.04 Proxy votes will not be permitted in any vote that is stipulated for suspension or removal.

9.1.05 In extreme circumstances, GIRC may immediately remove the Executive Officer in accordance with Article 7.12.02

9.1.06 The Executive Officer shall be granted the right to be heard by the SAB prior to the SAB decision and removal vote. The Executive Officer has the right to consult and be represented by legal counsel at their own expense. In all cases, the decision of the SAB shall be final and binding.

ARTICLE 10 – VACANCY

10.1.01 Should the office of the President become vacant, one of the Vice-Presidents may become Interim President, until a regularly scheduled election is held, as decided by the SAB. The Executive Officer which becomes vacant as a result of appointment to Interim President, shall be filled in accordance with Article 10.1.02 – 10.1.04.

10.1.02 If there is a vacancy with an elected position, a SAB member shall take over the position and if it is still vacant then in consultation with the SAB, the association may choose to hire that vacant position for the remaining term of office. The hired position will be open to any current RRC Polytech student or alumni. The hiring committee will be established by the SAB to fill the vacant position.

10.1.03 If the SAB or Executive Committee determines that the position is not needed to be filled, it may be left vacant, or current VP's may increase their office hours from 20 hours up to a maximum of 30 hours per week as approved by the president or SAB.

ARTICLE 11 – ELECTIONS & REFERENDA

11.1.01 All elections and referenda will be governed by this Article and the Elections & Referenda Policies and Procedures.

ELECTION OF EXECUTIVE OFFICERS

11.2.01 The President, Vice President Academic, Vice President Internal, and Vice President External Affairs shall be elected by the Members of the SA unless otherwise determined by the SAB through a motion.

11.2.02 Executive elections shall be completed on or before April 1st of any given year.

11.2.03 Following 10.1.02, If there is a vacancy with an elected position, a SAB member shall take over the position and if it is still vacant then in consultation with the SAB, the association may choose to hire that vacant position for the remaining term of office. The position will be open to any current RRC Polytech student or alumni. The hiring committee will be established by the SAB to fill the vacant position.

11.2.04 If a current SA employee or SAB member is elected as an Executive Officer, they must resign from that position before the start of their Executive term.

REFERENDA

11.3.01 A referendum may be called to obtain the decision of the Members on an issue of widespread importance.

11.3.02 Any referendum held must be in line with the Mission, Vision, and Values and Strategic Plan of the RRC Polytech Students' Association.

11.3.03 A Member wishing to call a referendum must submit a petition, containing the first name, last name, student identification number, and signature of at least 500 Members, to the Executive Committee. The petition then must be presented at a SAB meeting at least 30 days prior to the first day of election voting.

11.3.04 Referenda shall occur at the same time as an election.

11.3.05 A minimum of 15% of the total eligible Members or 1000 Members, whichever is lower must vote in the referendum for the results to be valid.

11.3.06 A majority vote is required for a referendum to be successful.

11.3.07 If a Referenda does not meet quorum the board may ratify the results based on what the majority are in favour; the outcome of the referenda will remain unchanged. (at least 500 votes to ratify). The SAB may decide to ratify the results of the referenda with a 2/3 majority vote. Proxy votes will not be permitted in any vote that is stipulated for referenda.

11.3.08 Referenda procedure shall follow the Referenda Policy.

ARTICLE 12 - CONDUCT OF MEETINGS

12.1.01 All Members have the right to speak at any General, SAB, or Special meeting, provided written notice of their speaking agenda item is given to the President a minimum of three business days prior to the meeting. The SAB may choose to grant speaking privileges immediately.

12.1.02 At the discretion of the President, with notification given to the Chair, a non-member may be permitted to speak at any General, SAB, or Special meeting, provided written notice of their speaking agenda item is given a minimum of five business days prior to the meeting. The SAB may choose to grant speaking privileges immediately.

12.1.03 Any person in attendance at any meeting of the SA, whose name has been called by the Chair three times for breach of protocol and procedure, shall be removed from the meeting.

12.1.04 Notwithstanding Article 12.1.03, if the aim of any person is to disrupt the flow of business of any meeting, that member will be ejected from the meeting immediately at the discretion of the Chair.

12.1.05 The President shall not vote unless in the event to break a tie vote.

12.1.06 Adjournment may be made without quorum present.

ARTICLE 13 – SPECIFIC MEETINGS

ANNUAL GENERAL MEETING

13.1.01 The SA's Annual General Meeting (AGM) shall be held on a regular school day, no later than six months after the end of the fiscal year.

13.1.02 During the AGM, the SA shall:

a) Report the previous fiscal year's financial statements;
b) Appoint the auditor(s) for the following fiscal year;
c) Report on their advocacy priorities for the year; and
d) Present a list of completed and proposed Building Trust Fund projects.

13.1.03 The AGM shall be chaired by an executive of the Association.

13.1.04 Twenty-five Members must be present at the AGM to form quorum.

13.1.05 If quorum is not met, the SAB may approve items from 13.1.02.

13.1.06 Notice to Members of the Annual General Meeting shall be given no less than ten business days before the meeting through at least two types of the Association Media.

GENERAL MEETINGS

13.2.01 A General Meeting may be held at the discretion of the Executive Committee or the SAB, or by written request of 200 Members. A General Meeting shall be held on a regular school day within 30 days from the submission of the request, as decided by the Executive Committee.

13.2.02 General Meetings shall be chaired by the President of the Association.

13.2.03 Twenty-five Members must be present to form quorum.

13.2.04 Any recommendations made at a General Meeting will be brought to the SAB for review.

13.2.05 Notice to Members of General Meetings shall be given no less than ten business days before the meeting through at least two types of the Association Media.

ARTICLE 14 – FINANCIAL MATTERS

14.1.01 The Finance Committee shall recommend an annual budget to the SAB for approval no later than April 30th in any given year.

14.1.02 Monthly financial statements, which adhere to the approved fiscal budget, must be presented to the SAB in a format acceptable to the SAB.

14.1.03 All cheques, bills of exchange, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the SA or internal organization shall be signed by two of the following:

a) The President;
b) The Vice President Academic;
c) The Vice President Internal;
d) The Vice President External Affairs; and
e) The Executive Director.

14.1.04 Steps will be taken to safeguard the interests of the SA, including SA Employees, SAB Members, Clubs, and Volunteers, through liability insurance.

14.1.05 Any Executive Officer or person so appointed may examine all banking information of the Association, including account balances and SA fund activities.

14.1.06 Any motion involving liability financial matters of the SA, shall require a two-thirds majority vote. According to Finance and BTF committee policies. Any motion involving liability financial matters outside of the approved budget, shall be voted on by the SAB.

14.1.07 The investment of all SA funds shall be limited to:

a) Government of Canada or Government of Manitoba bonds, debentures, or treasury bills;
b) Guaranteed Investment Certificate and/or term deposits in any chartered bank, trust company or credit union operating in the Province of Manitoba and insured by Canada Deposit Insurance Corporation; and/or
c) Any investment approved by the SAB on the recommendation of the Finance Committee.

14.1.08 The SAB and the Executive Committee (subject to Article 7.8.02) has the power to approve donation requests within the Donations budget line.

14.1.09 No financial donation shall be considered for student events or activities that count for course credit.

14.1.10 All SAB Members and Executive Officers are required to advise the SAB of any real or perceived, direct, or indirect, personal, financial or material benefit from their position, and shall act as instructed by the SAB.

14.1.11 The SAB may:

a) Borrow or raise money by way of overdraft, line of credit, loan or otherwise upon the credit of the SA; and
b) Guarantee the repayment of debts, obligations, and liabilities to any other company.
c) Approve revenue generating projects, services, or ventures outside of the scope of the association, campus, or student body with the goal to generate revenue and rely less on student fees. Priority will be given to proposals that will benefit

students directly or indirectly for example increasing scholarships, awards, endowments, lowering fees, or bursaries. All proposed projects must align with the Strategic Plan and the Mission, Vision, and Value Statement of the RRCSA.

ARTICLE 15 – EXECUTION OF DOCUMENTS

15.1.01 Subject to the other provisions of the Articles, contracts in the ordinary course of the SA's operations may be entered into on behalf of the SA by the Executive Director and the President, or in the absence of the President, the appointed Interim-President. The President, Interim-President and/or Executive Director shall not sign any contract extending longer than 1 year on behalf of the Students' Association 30 days before the end of their agreement term or contract unless approved by the SAB.

15.1.02 All contracts shall be reported to the SAB upon request.

15.1.03 All contracts must include an exit clause whereby the SA may terminate the contract if, by a two-thirds majority vote, the SAB deems the contract to be inconsistent with the Mandate of the SA or it's Articles.

15.1.04 Whenever possible, the Association shall have two signatories on agreement.

ARTICLE 16 – ASSOCIATION MEDIA

16.1.01 The SA will maintain policies in conjunction with the College regarding content, monitoring, and removal of posters and any other forms of communication placed on SA controlled bulletin boards and digital screens.

16.1.02 All SA employees, Executive Officers, SAB, and Members authorized to represent the SA, shall abide by the Media Relations Policy.

ARTICLE 17 – EXTERNAL ORGANIZATIONS

17.1.01 The SA may belong to an external organization that aligns with the Mission, Vision, and Values of the SA.

17.1.02 Entry into, or withdrawal from membership with an external organization shall require a two-thirds majority vote from the SAB.

17.1.03 A student referendum is required if fees associated with joining an external organization exceeds $10,000.00 a year.

17.1.04 Entry into an external organization by referendum will be conducted by the SA and adhere to SA Articles and Elections & Referenda Policies and Procedures.

17.1.05 Referendum criteria to enter an external organization shall be set by Article 11. If referendum criteria differ, the SA's criteria shall take precedence.

ARTICLE 18 – CONFIDENTIALITY & INDEMNIFICATION

18.1.01 All Executive Officers, the Executive Director, SA Employees, SA volunteers, and SAB Members must not share any confidential information received in the course of their duties.

18.1.02 Any person found to have committed a breach of confidentiality may be removed from their position with the SA and may be subject to further action by the SA or by the College by means of student discipline policies. The individual will not be considered to be in Good Standing with the SA.

18.1.03 Any person found to have committed a breach of confidentiality may incur legal liability. The SAB may decide, at its discretion, whether to provide indemnification, depending on the circumstances of the breach.

18.1.04 The SA may provide legal representation to any SAB Member, Executive Officer, SA Employee, or any former SAB Member or Executive Officer who is named in legal action in connections with their duties with the SA, and will cover all legal charges and settlement costs of such a person, so long as the SAB determines that these costs are reasonable and that the individual:

a) Acted honestly and in good faith, with a view to the best interests of the SA and its Members;
b) Had reasonable grounds for believing that their conduct was proper and lawful; and
c) Exercised the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

ARTICLE 19 – AMENDMENTS OR REPEALS OF ARTICLES

19.1.01 This and any other Article, or any part or parts thereof, may be amended or repealed by resolution of the SAB passed by a two-thirds majority vote of the total Members of the SAB.

19.1.02 Notification of amendments and repeals shall be given at a SAB meeting, and at the next SAB meeting that amendment or repeal may be presented by motion for approval.

19.1.03 The Articles shall be open to examination by the public.

APPENDIX 1 – Ad Hoc Committees of the SAB

1.1.01 SAB Ad Hoc committees may be organized and started at anytime;

1.1.02 Ad Hoc committee shall create their own structure, members, and procedures;

1.1.03 Any executive or SAB member may chair or co-chair;

1.1.04 Each committee shall create meeting minutes and shall make them available to the executive committee and/or board;

1.1.05 Any financial motions brought forward in these committees must be sent to the executive committee for review and approval if less than $1000 or the SAB for approval if more than $1000; and

1.1.06 These are potential Ad Hoc committees

a) Projector Publications Advisory Committee;
b) Philanthropy Committee;
c) Sustainability Committee;
d) Hiring Committee;
e) International Advisory Committee;
f) Indigenous Advisory Committee;
g) Revenue Generating Committee;
h) Food Bank Committee.

The bylaws as approved on March 29, 2023, at the Students' Association Board Meeting. We approve of the changes and agree to the document "as is".

ENACTED THE 30th DAY OF March , 2023

Witness the Corporate Seal of the Association

Manpreet Kaur

President
Manpreet Kaur

Navpreet Kaur

Vice – President Academic
Navpreet Kaur

Prachi Chawla

Vice – President External Affairs
Prachi Ravi Chawla