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**BYLAWS:**

**I. Rights of Membership**

The rights of every Student Association member, as defined in Article II, Section A of the Constitution, are as follows:

- Vote for representation within the Representative Assembly.
- Attend all meetings of the Representative Assembly with full speaking rights and ability to make privileged and incidental motions.
- Have access to minutes of all Representative Assembly meetings.
- Participate on Student Association committees.
- Attend all Student Association events
- Rent Student Association equipment as outlined in the Equipment Rental Manual.
- Receive copies of student publications, upon payment of applicable fees
- Have access to a copy of the Constitution, By-laws and Policy Manual of the Student Association.

**II. Student Council Structure**

**A. Executive**

The members of the Executive shall be as follows:

- President
- Executive Vice President
- Vice President of Finance
- Vice President of Student Relations
- Vice President of Academic Relations
- Executive Director of Events
- Executive Director of Internal Relations

Each of these members, except for the Executive Director of Internal Relations and Executive Director of Events, are elected and shall be voting members of both the Executive and the Representative Assembly. The elected Executive, upon election, shall appoint the Executive Director of Internal Relations and the Executive Director of Events, who shall be non-voting members of both the Executive and the Representative Assembly.



## **B. Elected Representatives**

The elected representatives shall be as follows:

- Senior Class Representative
- Junior Class Representative
- Sophomore Class Representative
- Freshman Class Representative
- School of Business Representative
- School of Education Representative
- School of Human Kinetics Representative
- School of Nursing Representative
- Humanities and Social Sciences Representative
- Natural and Applied Sciences Representative
- Professional Studies and Performing Arts Representative

Each of these shall be voting members of the Representative Assembly. Each Faculty or School with an enrollment of over 200 students shall have one elected representative.

## **C. Appointed Student Association Administration**

The appointed Student Association Administration shall be as follows:

- Associate Director of Communications
- Associate Director of Operations
- Associate Director of Services
- Associate Director of Concert Promotions
- Administrative Assistant
- Events Assistants (2)

Other appointed Student Association Administration, but further defined as Student Media Representatives are as follows:



- Mars' Hill Editor-in-Chief
- Yearbook Editor-in-Chief
- The Reel Editor-in-Chief
- Mars' Hill Visual Editor
- Mars' Hill Managing Editor
- Yearbook Assistant Editor

#### Committee Representatives

Committee Representatives offer a student perspective on University Committees. They are appointed by the Executive of the Student Association. (Various committee appointments are outlined under officer duties)

#### Ad hoc Officers

The Executive may appoint other officers on an Ad hoc basis.

### **D. Senate**

There shall be five (5) appointed Senate members as outlined in By-Law VIII. C. The Student Association President will also serve as an ex-officio member of Senate.

## III. Student Council Members: Eligibility and Replacement

### **A. Qualifications**

#### 1. Academic

a) Council Members must be enrolled in a minimum of nine (9) semester hours.

b) In order to run for office, the following GPA requirements must be met:



- i. All Executive Officers, Elected Representatives and Student Media Representatives must have a minimum career GPA of 2.50 not including the incomplete current semester, or a minimum term GPA in the previous two (2) semesters of 2.75, not including the incomplete current semester.
  - ii. All other Appointed Officers must have a minimum career GPA of 2.25 not including the incomplete current semester, or a minimum term GPA in the previous two (2) semesters of 2.50 not including the incomplete current semester.
  - iii. All Ad hoc Officers must have a minimum career GPA of 2.00 not including the incomplete current semester, or a minimum term GPA in the previous two (2) semesters of 2.25 not including the incomplete current semester but does include the semester immediately previous and the one immediately before that.
  - iv. Students who have completed one semester at Trinity Western University and who have less than 20 credit (hours) not including the incomplete current semester are eligible to run or apply for a role, for which they meet all other qualifications except the normal academic qualifications, with a minimum term G.P.A. of 2.0 from their first semester. Once elected or appointed, all officers are subject to By-law III, section A, 1, c.
- c) In order to maintain the office, the following requirements must be met:
- ii. All Executive Officers, Elected Representatives and Student Media Representatives must have a minimum term GPA of 2.50 in the semester of election and the following semesters in office.
  - iii. All other Appointed Officers must have a minimum term GPA of 2.25 in the semester of appointment and in the following semesters in office.
  - iv. All freshmen must have a minimum term GPA of 2.00 in the semester of appointment or election.
  - v. All G.P.A. decisions will be made as of June 15 for the ensuing fall semester, and within two weeks of the first day of classes in the spring semester. Any Council member not meeting these requirements has the right to appeal his/her situation to the Senate Appeals Board before the aforementioned deadlines according to the appeal procedure outlined in By-law IX C. Any appeals made by students to professors to have their marks adjusted must be finalized prior to these dates. Adjustments to grades made after these dates will not qualify for consideration by the Executive Vice-President. Also, marks are taken as of the completion of second semester. Interweave courses will not be counted towards second semester G.P.A.



- d) If the above requirements are not satisfied, or if at any time a council member is placed on academic probation, the office is forfeited and a replacement is made according to the restrictions listed under By-law III, Section B.

## 2. Conduct

Any conduct concerns should be handled according to the Biblical model (see Matthew 18). Council Members with concerns should approach the member in question directly. If no progress is made and the matter is unresolved, members with concerns should then approach the Executive Vice President, who will then join those concerned in confronting the member in question.

## 3. Status

- a) All elected Executive officers must have completed fifty-seven (57) credit hours prior to September 1 of their term in office, an exception may be made if the student had previously served one complete year on council. It is also recommended – but not mandatory - that Faculty Representatives have completed fifty-seven (57) credit hours.
- b) Elected Representatives must be members of their constituency throughout the duration of their term of office.
- c) The Faculty Representatives must be majoring in a discipline within the faculty that they represent throughout the duration of their term in office beginning September 1 of their term.
- d) Class Representatives must be members of the class they represent on September 1 of their term in office.
- e) All candidates must be members of the Student Association as outlined in Article II, Section 1 (Membership) of the Constitution.
- f) No Student Council members may hold another official student leadership role, including a role on TWUSA Senate, subject to appeal to the TWUSA Senate. This does not include members of Chapel Worship Teams.

## B. Vacancies

- 1. Student council vacancies occurring before December 1, with the exception of the President, which shall be filled by the Executive Vice President, shall be



filled by a by-election or interview for appointed councilors. The by-election is to be held no later than four (4) academic weeks after the office is vacated, or an appeal to the Senate is denied, subject to the Election Code as outlined in By-law IX, Section A.

2. Vacancies occurring during the second semester will be filled or left vacated at the discretion of the Representative Assembly. This shall be decided by a majority vote.

#### IV. Student Council Members: General Duties

##### A. Executive Officers

- Serve as the administrative authority to Student Council.
- Attend all meetings as outlined in Bylaw VII.
- Attend Pre-SLO Week in order to plan and coordinate council events during SLO Week.
- Serve at minimum (1) Student Association office hour per week.
- Meet with each other on a weekly basis during the academic year.
- Appoint all non-elected members of the Student Council
- Appoint students to represent the Student Association on any non-Student Association committees, unless otherwise specified.
- Clear all proposed activities through the University Events Approval Process
- Clear all outgoing Student Council communication (advertisements, information etc.)
- Keep an ongoing, detailed log throughout the year to pass on to those elected as the successive Executive. This log should include any challenges encountered, how these were overcome, and other comments regarding general execution of the role's daily tasks.
- Meet at minimum once every two weeks with the TWU appointed Advisor for this role.

##### B. Elected Representatives

- Attend all meetings as outlined in Bylaw VII.
- Assist the Executive Director of Events in the operation of Student Association events.
- Attend and participate actively in all SLO Week activities.
- Clear all proposed activities through the University Events Approval Process and Executive.
- Carefully and responsibly administer the allocated budget.
- Serve a minimum of two (2) Student Association office hours each week.
- Keep an ongoing, detailed log throughout the year to pass on to those elected as the successive Representatives. This log should include any



challenges encountered, how these were overcome, and other comments regarding general execution of the role's daily tasks.

- Clear all outgoing Student Council communication (advertisements, information etc.) with a member of the Executive before distribution and /or posting.

### **C. Appointed Members**

- Attend all Student Council meetings as outlined in By-law VII.
- Assist the Executive Director of Events in the operation of Student Association events.
- Attend and participate actively in all SLO Week activities.
- Clear all proposed activities through the University Events Approval Process and Executive.
- Carefully and responsibly administer the allocated budget.
- Serve a minimum of two (2) Student Association office hours each week.
- Keep an ongoing, detailed log throughout the year to pass on to those appointed as the successive officers. This log should include any challenges encountered, how these were overcome, and other comments regarding general execution of the role's daily tasks.
- Clear all outgoing student council communication (advertisements, information etc.) with a member of the Executive before distribution and /or posting.

### **D. Student Media Representatives**

- Concentrate attention on the functions, duties, and concerns of the role as stated in the Student Association Bylaws, Policy Manual, and TWU Student Media Guidelines.
- The supporting editors for the publications shall be appointed jointly between the Editor-in-Chief, VP of Finance and Media Advisor, as outlined in the Student Association Media Guidelines which are formulated by the University's Communications Committee.
- Editor-in-Chief and Visual Editor of the Pillar will attend Pre-SLO Week in order to plan and coordinate their publications.
- Editor-in-Chief and Assistant Mars' Hill Editors will attend Pre-SLO Week in order to plan and coordinate their publication.
- Attend and participate actively in all required SLO Week activities.
- Carefully and responsibly, administer the allocated budget.
- Organize a staff that comprises members of the Student Association to assist the Editor-in-Chief in the running of the publication.
- Write a review of the publication as well as review of its production including advice and suggestions for the following year, which will be turned over to



the newly appointed editor and archived with other Student Association records.

- Operate in direct accountability to the Media Adviser and the TWUSA Executive.
- Sign, for no longer than their term as Editor-in-Chief, any contract(s) with the appropriate company to produce the publication in consultation with the Vice President for Finance
- Editors-in-Chief shall serve as a member of the University Communications Committee if appointed by the Student Association Executive.
- Upon appointment the Editors-in-Chief shall submit to the VP of Finance a list of proposed contributor roles and their proposed scholarship amounts for approval.
- Interview and appoint appropriate contributors (current members of the Student Association)
- Approve practica students in cooperation with the Media Advisor
- Oversee the planning and production of the publication including design, layout, content, et.
- Establish deadlines to ensure timely printing
- Propose updates and additions to the Student Association Bylaws and Policies governing the media
- Assist the new Editor-in-Chief in drafting a summer layout
- Uphold and support the Mission Statement, Statement of Faith, Core Values, and Community Standards of the University and the Student Association.
- In the spring semester undertake the training of the newly appointed Editor-in-Chief who shall serve as an assistant to the current Editor-in-Chief until the completion of the academic year.
- Write a review of the media's production including advice and suggestions for the following year, which will be turned over to the newly appointed editor and archived with other Student Association records.
- Meet at minimum once every two weeks with the TWU appointed Advisor for this role.

#### **E. Committee Representatives**

- Attend all meetings of the assigned committee (erg. UAC, Campus Planning, Administrative Council, Library Committee, Housing Appeals Committee, etc.)
- Report back to the Representative Assembly on all non-confidential matters directly pertaining to the Student Association. Committee representatives must report back to council during committee reports at Representative Assembly business meetings.

#### **V. Student Council Members - Job Descriptions**



## A. Executive

### 1. President

- Serve as the Chief Executive Officer of the Student Association.
- Be responsible for all actions of Student Council.
- Meet at regular intervals with various University administrators to discuss matters of mutual interest.
- Meet with the University's Associate Provost for Student Life at minimum once (1) bi-weekly.
- Serve as the student representative on the President's Advisory Council.
- Represent the Student Association at various University gatherings, and to the community at large.
- Strive to establish relationships with other Student Associations.
- Act as an ex-officio member of all Elected Representative committees of the Student Association.
- Coordinate weekly Executive meetings.
- Serve on the Bylaw Review Committee.
- Attend all meetings of TWUSA Senate, and act as a source of information for that body.
- Report to Senate on matters of the Student Association.
- Meet with TWUSA Senate one (1) time before the end of the academic year prior to assuming office to seek advice on the upcoming year.
- Be responsible for maintaining communication with at least one (1) TWUSA Senate member in the summer prior to assuming office for the purposes of planning Pre-SLO, establishing continuity between Student Councils and formulating a vision.
- Serve as the team leader of the Student Association's Executive Department, which includes the following Council members: Executive Vice President, Vice President of Finance, Vice President of Student Relations, Vice President of Academic Relations, Executive Director of Events and Executive Director of Internal Relations.
- In the spring semester, undertake the training of the President-elect who shall, upon election, serve as an assistant to the President until the completion of the academic year.

### 2. Executive Vice President

- Assist the President and assume all the duties of the President if for any reason the President is unable to fulfill the duties of his/her office.
- Supervise the Student Council personnel, ensuring that all members perform their duties.
- Have an in-depth knowledge of the Constitution, Bylaws and Policy Manual.



- Chair the By-law review committee
- Maintain an annual update of the Student Council governing documents.
- Elections
  - Oversee the election procedure
  - Develop and maintain the electoral manual
- Be responsible for the organization and scheduling of interviews
- Serve as a student representative on the University Senate as a voting member, unless the Executive Vice President, the President, and the chair of the University Senate mutually agree upon a delegate assuming this role.
- Be responsible for all Student Association Meetings, as defined by Bylaw VII.
  - Be knowledgeable of Parliamentary Procedure and Robert's Rules of Order.
  - Preside as Chair at Student Association meetings, voting only in the event of a tie.
  - Be responsible for setting a professional and controlled tone.
  - Ensure fairness for all members.
  - Maintain the effective and efficient discussion of items on agenda.
  - Maintain and update the Rules of Procedure manual.
  - Co-ordinate and Chair the By-Law Review Committee.
- In the spring semester, undertake the training of the Executive Vice President-elect who shall, upon election, serve as an assistant to the Executive Vice President until the completion of the academic year.

### 3. Vice President for Finance

- Be responsible for ensuring that all financial procedures are followed.
- Be responsible for managing all Student Association assets.
- Explore and develop opportunities for revenue generation.
- Receive a performance report and an annual portfolio valuation report from the University's Management Investment Committee.
- Serve as Chairperson of the Proposal Advisory Committee, unless an alternate delegate is agreed upon by both the Vice President for Finance and the President of the Student Association.
- Financial Procedure:
  - Prepare and propose the Pre-AGM budget and an annual operating budget for approval to the Representative Assembly.
  - Instruct all Student Council members in spending and reimbursement policies of the Student Association as these policies apply to them.
  - Prepare and make deposits with the Associate Director of Operations to ensure accountability of funds.



- Monitor all expenditures of the Student Association and ensure that all expenditures are in compliance with University regulations and Student Association financial policy.
- Oversee the Associate Director of Operations and together ensure fiscal responsibility with clubs. See Policy Manual III. C1.
- Establish a relationship with the Publications of Student Council.
- Secure that Publication members integrally administer their budgets and actively fulfill the mandate agreed upon in their contracts.
- Notify the Executive of any apparent irregularities or variances from budgetary procedures and financial policies.
- Keep an orderly account of all receipts and expenditures of the Student Association.
- Submit a financial statement to the Representative Assembly monthly.
- Maintain and update the Financial Procedure Manual.
- Maintain relationships with the University's Vice President of Finance and the Manager of Accounting Services.
- Maintain a strong relationship with the University employee responsible for the accounting of the Student Association.
- Serve as the team leader of the Student Association's Finance and Media Department, which includes the following Council members: the Associate Director of Operations, The Associate Director of Services Pillar Editor-in-Chief, Mars Hill Editor-in-Chief and the Reel Editor-in-Chief.
- Represent students and the Student Council on the Communications Committee, which oversees all student publications.
- In the spring semester, undertake the training of the Vice President for Finance-elect who shall, upon election, serve as an assistant to the Vice President for Finance until the completion of the academic year.

#### 4. Vice President of Student Relations

- Facilitate campus communication and advocacy
  - Be available to students who wish to voice concerns.
  - Be aware of and understand student concerns and issues.
  - Take action on recurring issues by collaborating with affected students and any other party to form a solution, committee, or task force.
  - Be aware of the departments that are responsible for specific concerns and issues.
  - Direct concerns to appropriate Student Council members and follow up on them.
  - Continually strive to improving campus communications by initiating projects and sitting on relevant committees.



- Supervise communication to keep students informed of Student Council activities (i.e. Through Mars' Hill and the Student Association website).
- Organize any forums for communication purposes on campus.
- Class Reps
  - Oversee all Student Association Class Rep events.
  - Be responsible for ensuring campus event approval process through Student Life is followed for all Class Rep events.
  - Be responsible for guiding the class reps in the creation and initiation of new class activities and the evaluation of new events.
- Be responsible for TWUSA representation at O-day
- Respond to e-mail received at the Student Association e-mail account
- Be responsible for the planning and organization of the TWUSA Neighborhood Exhibition
- Be responsible for TWUSA representation at the fall expo
- Collaborate with external initiatives set forth by the University's Administration and strive to involve the student body in those initiatives.
- Serve as the team leader of the Student Association's Class Representatives Department, which includes the following Council members: Freshman Class Representative, Sophomore Class Representative, Junior Class Representative, Senior Class Representative.
- In the spring semester, undertake the training of the Vice President of Student Relations-elect who shall, upon election, serve as an assistant to the Vice President of Student Relations until the completion of the academic year.

#### 5. Vice President of Academic Relations

- Encourage and support intellectual pursuits on campus by:
  - Representing the interests and concerns of the faculty representatives to the Administration of TWU,
  - Collaborating with the academic community of TWU on new and prescribed initiatives,
  - Developing programs of Christian response that address and create awareness of contemporary social issues.
- Serve as Overseer of all Student Association Clubs
  - Meet with the Presidents of all Student Association Clubs (in conjunction with the appropriate Faculty Representative) at the beginning of each semester for the purpose of overseeing the growth, continuity, and maintenance of these Student Association Clubs.
  - Operate closely with any club proposing ratification or renewal.
  - Ensure communication between Clubs and the Executive.



- Serve as a student representative on the Undergraduate Academic Council as a voting member, unless the Executive Vice President, the President, and the chair of the Undergraduate Academic Council mutually agree upon another member assuming this responsibility.
- Serve as the team leader of the Student Association's Faculty Representative Department, which includes the following Council members: School of Business Representative, School of Education Representative, School of Human Kinetics Representative, Humanities and Social Sciences Representative, Natural and Applied Sciences Representative, Professional Studies and Performing Arts Representative
- In the spring semester, undertake the training of the Vice President of Academic Relations-elect who shall, upon election, serve as an assistant to the Vice President of Academic Relations until the completion of the academic year.

#### 6. Executive Director of Internal Relations

- Keep an orderly record of all meetings of Executive, Student Council, Representative Assembly, and Student Association.
- Collaborate with other council members to coordinate all Student Association events and create a master calendar and distribute to council members in the first month of each semester.
- Ombudsman:
  - Maintain strict Confidentiality on all prior and current cases
  - Maintain a database of previous cases
  - Maintain a relationship with the Director for Community Life
  - Go Through training with the Director for Community Life during Slow
  - Facilitate and negotiate resolutions between students and the university in matters of academic appeals, and accountability.
  - Advise students about their options and resources
  - Prepare students for meetings with University Representatives
  - Have an in depth knowledge of University policy and procedure
  - Help students with appeals including but not limited: academic, housing, accountability, or others
- Serve as the team leader of the Student Association's Communication Department, which includes the following Council members; The Associate Director of Communications, Administrative Assistant and Ad Hoc councilors
- In the spring semester, undertake the training of the appointed Executive Director of Internal Relations who shall, upon being appointed, serve as an assistant to the Executive Director of Internal Relations until the completion of the academic year.



## 7. Executive Director of Events

- Campus-wide Activities
  - Oversee all Student Association events with the Events Assistants and Ground Level Coordinator.
  - Coordinate all Student Association activities with the Executive, Events Assistants, Ground Level Coordinator and the master calendar through the University's Student Life Office
  - Responsible for ensuring campus event approval process through Student Life is followed for all Student Association events as needed.
  - Responsible for the creation and initiation of new activities and evaluation of new events.
- Oversee planning, organization, and advertising for the following events in conjunction with the Events Assistants and the Vice President for Student Relations:
  - TWUSA- Kick-off Barbecue Hootenanny (Fall and Spring)
  - Banana Challenge
  - Harvest Fest
  - Christmas Celebration Event
  - Canadian Women vs. American Guys Hockey Game
  - Year-End Barbecue
- Responsible for coordinating all security and first-aid personnel for events.
- Responsible for ensuring the University Event Approval process is followed.
- Collaborate with the Associate Director of Communications to publicize Student Association events and news.
- Serve as the team leader of the Student Association's Events Department, which includes the following Council members: both event assistants and the Associate Director of Concert Promotions.
- In the spring semester, undertake the training of the appointed Executive Director of Events who shall, upon being appointed, serve as an assistant to the Executive Director of Events until the completion of the academic year.

## B. Elected Representatives

### 1. Class Representatives

- Represent their respective classes and communicate the interests and concerns of their classes to the Student Council, the Representative Assembly, and the Administration of TWU.



- Collaborate with the Vice President of Student Relations to facilitate campus communication and advocacy
    - Be available to students who wish to voice concerns.
    - Be aware of and understand student concerns and issues.
    - Take action on recurring issues by collaborating with affected students and any other party to form a solution, committee, and task force.
    - Be aware of the departments that are responsible for specific concerns and issues.
    - Direct concerns to appropriate Student Council members and follow up on them.
    - Supervise communication to keep students informed of Student Council activities (i.e. Through Mars' Hill and the Student Association website).
    - Determine class needs through polls.
  - Form a committee of interested classmates who will meet at minimum monthly to facilitate class involvement and provide student feedback on council endeavors.
  - Garner a contact list of class members and communicate council activity
  - In the spring semester, undertake the training of the respective Class Representative-elect, who shall, upon being elected, serve as assistant-Class Representative until the completion of the academic year.
- a) Senior Class Representative
- Oversee and plan the Graduation Banquet and the Senior Class Chapel.
  - Serve on the Graduation Committee for the purpose of planning Graduation Weekend.
  - Co-ordinate a weekend senior retreat for the spring semester.
  - Attend Grad-Banquet in the spring semester of election to get acquainted with the events.

## 2. Faculty Representatives

- Strive to sustain a student organization within the faculty / school that succeeds at effective representation and collaboration, facilitates good communication between student groups, and co-ordinates events.
- Represent the students within the respective faculties / schools and communicate the interests and concerns of their faculties to the Student



- Council, the Representative Assembly, the Administration of the Faculty / School, and the Administration of TWU.
- Establish a relationship with the respective Dean of the faculty or school along with the department Chairs within each faculty.
  - Be aware of and understand student interests and concerns within the faculty and facilitate communication between the students and faculty to resolve concerns expediently.
  - Seek to collaborate with the school or various departments of the faculty and its administration in their regular business and through new initiatives.
  - Develop a relationship with representatives of the clubs classified under the faculty. Maintain communication and create opportunities for collaboration between the clubs and furthermore, with Student Council.
  - Collaborate with any club proposing ratification or renewal.
  - Ensure communication between the faculty's clubs and the Executive.
  - Meet in the first month of each semester with all Faculty Representatives, Club Presidents, the Vice President of Academic Relations and the Associate Director of Operations for the purpose of communicating council policies and business procedures.
  - Form a committee of interested students and club presidents from within the faculty who will meet at minimum monthly to provide student feedback on council endeavors.
  - Organize, coordinate, and publicize at least one (1) event per semester that would be relevant for students within the faculty.
  - Coordinate at least one (1) guest lecture per semester for the enrichment and advancement of students within the faculty and the entire student body.
  - In the spring semester, undertake the training of the Faculty Representatives-elect, who shall, upon being elected, serve as assistant Faculty Representatives until the completion of the academic year.

### **C. Appointed Officers**

#### **1. Associate Director of Communications**

- Explore and develop improved means of campus communication to better inform students of non-event Student Association activities, specifically forums, elections etc.



- Create new and effective ways to keep Student Council's intra-communication flowing and effective in conjunction with the website developer and the rest of the Communications Department.
- Update the Student Association website weekly and post Representative Assembly meeting agendas weekly.
- Take pictures or commission someone to take, post pictures of Student Council activities on the website.
- Create a weekly bulletin of all council activities to be posted in the Cube and Student Council Office.
- In the spring semester, undertake the training of the newly appointed Associate Director of Communications, who shall, upon being appointed, serve as assistant Associate Director of Communications until the completion of the academic year.

## 2. Associate Director of Operations

- Operate closely with the Vice President of Finance and give help wherever needed.
- Prepare and make deposits in conjunction with the Vice President of Finance to ensure financial accountability.
- Count all funds collected from various events and make corresponding deposits.
- Keep financial records up-to-date (i.e. banking and proposal computer files).
- Be of assistance to anyone needing assistance with financial procedures.
- Be familiar with the financial procedures of the Student Council.
- Responsible for overseeing financial procedures of all Student Association clubs on behalf of the Vice President of Finance according to the procedures outlined in Policy Manual Section VI.
- Oversee, manage and operate the Cube, Student Council's consignment textbook store. This includes implementing all operational procedures and future development of the project.
- Serve as a permanent member of the Proposal Advisory Committee.
- In the spring semester, undertake the training of the newly appointed Associate Director of Operations, who shall, upon being appointed, serve as assistant Associate Director of Operations until the completion of the academic year.

## 3. Associate Director of Services

- Coordinate the loaning out of Student Association rental equipment. This includes organizing and maintaining the master list of rental equipment inventory and the master calendar of rental return dates.



- For all services, collaborate with the Associate Director of Communications to create awareness of the services.
- Expand the role to adapt to the dynamic needs of the Student Association by providing innovative and creative services.
- TWUSA Express:
  - During SLO-Week establish connections with a vehicle rental company in order to arrange continuous rental of a van throughout the year.
  - Create and establish dates throughout the year in which the services will be offered. Collaborate with the Executive Director of Internal Relations to ensure selected dates are included in the Master Calendar.
  - During SLO-Week collaborate with the Centre of Life Calling and Career Development to create a list of at minimum three drivers who are qualified and willing to drive.
  - Ensure the TWUSA Express is operational and functional throughout the year at least twice a month.
  - Each day in which the TWUSA Express is operating ensure the following:
    - Proper Signage and Safety for Pick-up and Delivery Zone
    - The driver is equipped with needed supplies, materials and finances.
    - At the end of the operating hours, proper clean-up and take down is conducted.
- In the spring semester, undertake the training of the newly appointed Associate Director of Services, who shall, upon being appointed, serve as assistant Associate Director of Services until the completion of the academic year.

#### 4. Associate Director for Concert Promotions

- Responsible to operate the Ground Level operations, an organization that will provide a venue for the display and enjoyment of primarily local musical talent.
- At minimum one event per semester where TWU students are given opportunity to display their musical talents.
- Must approve all Ground Level events through the Campus Event Approval process.
- Responsible for overseeing security and first-aid personnel for all Ground Level events.
- Assist the Executive Director of Events in the planning and implementation of campus wide events
- In the spring semester, undertake the training of the newly appointed Associate Director of Services, who shall, upon being appointed, serve



as assistant Associate Director of Services until the completion of the academic year.

5. Administrative Assistant

- Develop and maintain professional office décor that will reflect Student Association tradition and heritage.
- Take initiative to do research that is deemed beneficial to the overall success of Council.
- Procure files from all elected and appointed members of Student Council of archival value (see Policy Manual XIII. A.) and store them in the Student Council filing cabinet.
- Send all files over five (5) years old to the T.W.U Archives, as laid out in the Policy Manual, Section XIII.
- In the spring semester, undertake the training of the newly appointed Administrative Assistant, who shall, upon being appointed, serve as assistant Administrative Assistant until the completion of the academic year.

6. Events Assistants (2)

- Assist the Executive Director of Events in the implementation of all Student Association Events listed in the Bylaws.
- Responsible for all advertising of events.
- Responsible to inform the Website Developer and the Associate Director of Communications of all events at minimum two weeks before each event.
- Responsible to attend all events and be involved in setup and teardown.
- Responsible for organization and maintenance of all Events equipment and supplies.

**D. Student Media Editors**

1. Newspaper Editor-in-Chief

- Produce the student newspaper of the Trinity Western Community subject first to the Student Association Media Guidelines formulated by the University's Communications Committee, and then to the Student Association Bylaws and Policies governing the publications. These guidelines stipulate that the University's Vice-President of Student Life must approve the Newspaper Editor-in-Chief.
- Appoint the Assistant Newspaper Editors in conjunction with the Media Advisor.
- Uphold a professional, integral journalistic standard for all material printed.



- Plan and lead editorial meetings
- Delegate responsibilities and tasks to appropriate staff members
- Submit several copies of each issue of Mars' Hill to the University archivist
- Discuss issues such as news wire memberships with the newly appointed editors, in order to terminate such contracts before the end of the current Editor's term if necessary.
- Create a newspaper which includes, but is not limited to: campus news, world and local news, campus athletics, arts and entertainment, student, national, and word politics, student opinions, academic news, spirituality, and Christianity.
- Create a newspaper that is a service to students: providing information, announcements and advertising that benefit them.

## 2. Yearbook Editor-in-Chief

- Produce the student yearbook of the Trinity Western Community subject first to the Student Association Media Guidelines formulated by the University's Communications Committee, and then to the Student Association Bylaws and Policies governing the publications. These guidelines stipulate that the University's Vice-President of Student Life must approve the Yearbook Editor-in-Chief.
- Produce a monthly progress report on the status of the Yearbook Project to the Vice President of Finance and to the Finance and Media Department.
- Delegate responsibilities and tasks to appropriate staff members
- Create and develop the theme for the yearbook
- Oversee the selection and preparation of materials including content, layout, style, proofreading, and submissions.
- Decide on the specific page content of the yearbook, including, but not limited to these topics: gallery pictures, grad pictures, grad baby pictures, student events, Student Council, student life, academics, campus groups and clubs, sports, student photography, university president's message.
- Keep resources on photography, design, and production updated and organized for the current and following year.
- Implement a plan to provide all the necessary photographs for the yearbook
- Keep and maintain all Pillar camera equipment, making it available to yearbook photographers.
- Provide a way for students to submit their own photographs to be used in the yearbook.
- Submit two copies of Pillar to the University archivists at the end of the year.



- Appoint the assistant yearbook editor in conjunction with the Vice President of Finance.

### 3. Video Yearbook Editor-in-Chief

- Produce the student video yearbook of the Trinity Western Community subject first to the Student Association Media Guidelines formulated by the University's Communications Committee, and then to the Student Association Bylaws and Policies governing the publications. These guidelines stipulate that the University's Vice-President of Student Life must approve the Video Yearbook Editor-in-Chief.
- Oversee, develop, write, film, and / or produce the The Reel subject to the guidelines formulated by the University's Communications Committee.
- Establish a committee of students who can aid in the execution of the project.
- Maintain a relation with the Vice President of Finance by meeting with him or her on a regular basis for the purpose of accountability.
- Produce a monthly progress report on the status of the Video Yearbook for the Vice President of Finance.

### 4. Assistant Mars' Hill Editors

- Serve under the direction of the Mars' Hill Editor-in-Chief to produce the student newspaper.
  - a) Visual Editor
    - Deal with the layout, photography and graphic aspects of the paper.
    - Responsible for preparing the paper for the printers.
  - b) Managing Editor
    - Maintain a relationship with the Vice President for Finance by meeting with him or her on a regular basis for the purpose of accountability.
    - Manage the advertising business of the newspaper, deal with the printers and coordinate other administrative aspects.

## VI. Finances

### A. Audit

The Student Association's financial records shall be available for inspection by the membership. During the course of the semester any member of the Student



Association may view the previous month's financial statements upon giving forty-eight (48) hours notice to the Vice President for Finance. Each year an internal audit shall be conducted by the University in cooperation with the University's accountants.

**B. Fees**

1. A general Student Fee shall be assessed each semester to each member of the Student Association. Full-time students shall pay the full fee. Part-time students shall pay half of the full fee.
2. The Student Fee will be collected by Enrolment Services and transferred into the Student Association's inner-company account. Student Fees shall be collected at the beginning of each semester. The Vice President for Finance will monitor and report on the collection and transfer of these funds.
3. Student Fees in the amount of \$65.00 will be collected at the beginning of the Fall and Winter semesters.
4. Full-time members of the Student Association shall be assessed for and receive the Pillar Yearbook. Part-time members have the option of being assessed for and receiving the Pillar Yearbook. Part-time members who choose this option, will pay an extra \$40 to receive the yearbook.
5. Part-time members who do not choose to receive the yearbook will pay the original part-time Student Fee, which is half of the full fee.
6. The Representative Assembly maintains responsibility and control over the allocation of Student Fees. These funds are to remain in a single (1) Student Association account. After budgeting at the Annual General Meeting, remaining Fees are to be transferred into the General Proposal Budget. Funds in the General Proposal Budget remain in order to fund all proposals that are brought forth to Council. Unspent fees are to carry over into the following years' account.
7. New increases of the Student Association Fee shall first be approved by a two-thirds majority vote of the Representative Assembly and then shall be submitted to the Office of the Provost for approval and implementation for the following academic year. Members must be publicly notified of any changes to fees prior to the implementation of changes.



**C. Departmental Budgets**

1. Each Department of Student Council is responsible for submitting a budget to the Vice President of Finance to cover anticipated departmental expenses for the academic year. These budgets must be submitted ten (10) days prior to the Annual General Meeting. The Vice President of Finance will aid and advise Council members during the creation of these budgets. The Vice President of Finance is to ensure that all budgets are completed and turned in on time. It is not the job of the Vice President of Finance to dictate or control the content or value of each budget. Each Department of Student Council is responsible for forming their budgets and the Representative Assembly is accountable for approving these budgets.

2. The following budgets will be submitted for funds from the Student Fees Account:

- |                |  |
|----------------|--|
| Administrative | - Executive Director of Internal Relations |
| Faculties      | - VP of Academic Relations                 |
| Classes        | - VP of Student Relations                  |
| Communications | - Executive Director of Internal Relations |
| Events         | - Executive Director of Events             |
| The Reel       | - The Reel Editor-in-Chief                 |
| Mars' Hill     | - Mars' Hill Editor-in-Chief               |
| Pillar         | - Pillar Editor-in-Chief                   |

3. Each publication should receive, at minimum an amount equal to the following percentages of total Student Association Fees collected. Any necessary amount in excess of this must be voted on and approved by the representative assembly at the AGM, except for Mars' Hill who shall be ineligible to receive more than the allotted 19.5%.

- |            |   |
|------------|---|
| Mars' Hill | - 19.5% of total Student Association fees collected |
| Pillar     | - 25.0% of total Student Association fees collected |
| The Reel   | - 1.5% of total Student Association fees collected  |

4. Any future budgets must first be authorized by the Representative Assembly before being presented at the AGM.

**D. The Annual General Meeting**

The AGM is to take place two weeks following the fall elections. The meeting is to be held publicly the Student Association departmental budgets are collected and prepared as one budget by the VP of Finance prior to the AGM. These



budgets are then individually voted on and passed at the meeting. Once all budgets are passed, the Representative Assembly votes on the AGM budget as a whole.

#### **E. Proposal Budgets**

As previously stated in section VI. B. 6. of the Bylaws, funds remaining after the AGM are placed into a general proposal budget. Through the course of the year, Student Council members may sponsor proposals at the Student Association business meeting to draw upon these funds. Any member of the Student Association may approach a council member and request them to sponsor a proposal. If voted on and passed by the Representative Assembly, students responsible for the proposal are able to request funds for the approved proposal budget. The VP of Finance will educate these students as to the proper reimbursement procedures.

#### **F. TWUSA Endowment Fund**

1. The Purpose of the endowment fund is to, in order of priority:
  - a) Increase the operating budget of TWUSA so that it can perform its events and services with higher quality.
  - b) Provide funding for capital expenditures as determined by council.
2. The capital for this portfolio is to be held by the University at large, who will be responsible for managing all activities concerning this account by following the Investment Policy (IPS) of the University.
3. The funding for deposits to the portfolio will come from the profits of the CUBE, donations and the revenues from events held during the current school year
  - a) Revenues from events should not be considered a primary source of funds, they are only to be used when there is an unforeseen surplus in the budget and there would be a carryover greater than recommended by policy or bylaws.
  - b) There should be no student fees used for direct deposits into the portfolio
4. Withdrawals of principal shall not be made from this portfolio
5. Before the portfolio reaches twenty thousand dollars (\$20,000) all dividends, distributions and coupon payments are to be reinvested
6. After the portfolio reaches a market value of twenty-thousand dollars (\$20,000) it shall provide an income as per the IPS (Approved by the Board of



Governors) of 5% of the thirty-six (36) month historical average fair market value of the portfolio payable once (1) a year on the first of September, or the following business day if the first falls on a weekend or national holiday.

7. All CUBE profits are to be deposited until the portfolio reaches a market value of one hundred thousand dollars (\$100,000)
8. Definitions:
  - a) Endowment: Principle intended to be kept permanently and invested to be kept permanently and invested to provide income for continued support of an organization.
  - b) Principle: The value of deposits to the portfolio over the years adjusted for Canadian inflation

### G. Leadership Grants

1. As a part of a Student Council Member's learning experience they will receive a leadership Grant to help them further their educational endeavor at Trinity Western University.
2. Each member of the Student Council shall receive a leadership grant from the Student Association funds based on the degree of learning and experience provided by their given role:
  - President: \$5,000
  - Other Executive Members: \$4,500
  - Mars' Hill Editor-in Chief, Pillar Editor-in-Chief: \$4,200
  - Elected Representatives: \$2,300
  - Associate Director of Concert Promotions, Associate Director of Communications, Associate Director of Operations, Associate Director of Services, Mars' Hill Visual Editor, Mars' Hill Managing Editor, The Reel Editor-in-Chief: \$2,200
  - Administrative Assistant, Events Assistants (2), Pillar Assistant Editor: \$1,800
3. Leadership Grants shall be given out in four increments to encourage accountability of responsibilities and learning. (See Bylaws V for individual role responsibilities, or the Policy Manual for reference to the learning outcomes associated with Student Council).
  - The first full week of October
  - The first full week of December
  - The first full week of February
  - The first full week of April
  - Before final payment is received by incumbent councilors, any newly hired or elected persons must verify by signature to the Vice President



of Finance that they have been properly trained by their predecessor; this training process should follow the format outlined in the Policy Manual Appendix.

## H. Pre-AGM Expenditures

Student Fees are necessary for operation of the Student Association during the summer months and prior to the AGM. The newly elected Council shall meet prior to the end of the academic year at which time they will propose and pass a Preliminary Expenditure Budget in accordance with By-law VII, Section A, point 6.

1. The newly elected Vice President of Finance will operate in conjunction with the previous Vice President of Finance to prioritize expenses and propose an expenditure budget for majority approval by the newly elected Representative Assembly.
2. The prescribed amount shall then be allocated in a checking account accessible to the authorized summer employee(s). At no time should a summer employee expect reimbursement for any Student Association summer expense paid for out of personal funds above the prescribed limit.
3. Student Council Departments anticipating fall events prior to the AGM, (e.g. class/ faculty barbecue) must request funds for these activities in the Preliminary Expenditure Budget. Funds cannot be expensed and reimbursed if not first budgeted, voted on, and approved by the Representative Assembly.
4. The Preliminary Expenditure Budget must be presented before the joint councils during the first official meeting of the newly appointed representative assembly.

## I. End of the Year

The Vice President of Finance is responsible for ensuring accurate and complete financial closure at the end of his/her year in the role.

1. All revenues must be accounted for and deposited in the Student Association's inner-company account within Trinity Western University's accounting department.
2. All reimbursement requests must be handed in prior to the last day of finals. It is the responsibility of the Vice President of Finance to remain on duty until this date to assist in closing off financial matters. Reimbursement requests



handed in after this date will not be honored unless a special arrangement has been previously made with the Vice President of Finance.

3. The following financial areas of the Student Association are to be closed out at year-end and the sum of their remaining balances carried over into the next year.
  - Budgets stemming from fees collected
  - Remaining funds left in the General Proposal Budget
  - Additional revenues collected during the year
  - Any previously set aside buffer (It is recommended that Council set aside a \$10,000 buffer for the following year)

## VII. Meetings

### A. Representative Assembly Meetings

1. There shall be a Representative Assembly business meeting, which shall be the forum for the discussion of all business, according to the agenda set by the Executive Vice President and the Proposal Advisory Committee. It shall meet at a minimum once (1) every two weeks, throughout the academic year; at the time and place specified by the President (every Tuesday at 1:10 PM is suggested).
2. The Representative Assembly must approve all business before being acted upon.
3. Attendance at Representative Assembly meetings is mandatory for all Student Council members, both elected and appointed. From the Student Media Representatives, only the attendance of a Mars' Hill Senior Editor is required. Absences shall be penalized as per By-law VII, Section D.2.
4. Quorum is two-thirds (2/3) of the elected members rounded to the closest whole number.
5. Order in the Representative Assembly is governed by the Rules of Procedure Manual as outlined in the Policy Manual.
6. It shall be mandatory that there be at least one Representative Assembly meeting of the newly elected members, prior to the end of the academic year in which they were elected at which time the Preliminary Expenditure Budget is proposed.

### B. Student Council Meetings



1. There shall be a regular Student Council meeting to discuss issues, campus concerns, and Student Association projects at minimum once every two (2) weeks, throughout the academic year, at the time and place specified by the President (Every Thursday at 1:10 PM is suggested).
2. Attendance at Student Council meetings is mandatory for all Student Council members. Absences shall be penalized as outlined in By-law VII, Section D.2.

### **C. Annual General Meeting**

1. The Annual General Meeting is a special meeting held in the most public forum available on campus with the intent of attracting as many Student Association members as possible. The Annual General Meeting will take place two weeks after fall elections on a night deemed most convenient by the President. If business is not concluded, the remaining business will be heard at the next Representative Assembly meeting.
2. The Vice President of Finance will present and propose the Student Association's annual operating budget. The proposed annual operating budget shall be made available in the council office to the student body no less than one (1) week prior to the Annual General Meeting.
3. Prior to the annual operating budget, the Executive will present its vision for the Student Association.
4. All Student Council members are required to attend and participate (see By-law II, Section D.2).

### **D. General Procedures**

1. The President and/or the Executive Vice President may call emergency meetings of the Representative Assembly and/or the Student Council, given twenty-four (24) hour notice to all members for whom attendance is mandatory.
2. Unexcused absences to the Representative Assembly meetings, the Student Council meetings and the Annual General Meeting are subject to the following penalties:
  - a) Following one (1) unexcused absence per semester, a warning shall be issued.



- b) Following two (2) unexcused absences per semester, a member receiving a leadership grant will forfeit 25% of his/her grant, to a maximum of \$200.
  - c) Following three (3) unexcused absences per semester, a member will forfeit his/her office, with subsequent loss of leadership grant on a *pro rata* basis.
  - d) An absence is deemed excused or unexcused by the Executive Vice President, whose decision may be appealed to the Senate, by the member in violation.
3. The Executive Vice President shall allow non-members of Student Council to speak in the Representative Assembly meetings.
  4. Further details regarding meeting procedures are contained in the Policy Manual.

## VIII. TWUSA Senate

### A. Purpose

1. Add continuity and consistency to the Student Association from year to year by capitalizing on the experience and vision of past elected members.
2. Serve as an advisory committee to the incumbent Student Association on Student Association related matters.

### B. Function

1. To serve as a vetting committee for changes in any of the Student Association's governing documents: as outlined in Constitution. TWUSA Senate must within two (2) weeks review any proposed changes and recommend revisions for consideration.
2. To serve as the Student Association appeals Board
3. Available to provide advice when council members have questions.

### C. Membership

1. The TWUSA Senate shall be made up of five (5) members with a minimum of one (1) member living in close proximity to the university. TWUSA Senate members must be accessible via telephone or email. (All TWUSA Senate members must have previously been a council member on the Student Association).
2. TWUSA Senate members must be willing to serve at least a two year term.



3. One cannot serve in both a TWUSA Senate role and a Representative Assembly role at the same time.
4. A student or graduate who has held an elected Student Association role in the past, but was removed from the role for conduct or academic reasons, will not be eligible for appointment to the TWUSA Senate.

#### **D. Appointments**

1. Any current student can bring nominations for the TWUSA Senate to the Joint Executive Selection Committee, with the approval of the nominee.
2. All nominees must fill out a TWUSA Senate Application form (See Policy Manual Appendix).
3. The Selection Committee will interview perspective candidates and submit those names they feel appropriate for approval of the Joint Council Committee.
4. The Joint Council Committee shall decide at the incoming Council's Pre-AGM (summer) business meeting at which time each perspective candidate will give a brief summary of their previous council experience and their desire to serve on TWUSA Senate.
5. The Joint Councils will then ratify the recommended members with a majority vote. If there are more candidates than roles then the preferential voting system will be used. All voting for TWUSA Senate members will take place through secret ballot.
6. If the Joint Executive Committee cannot form a Senate by the end of the Spring semester, the incoming executive will take on the responsibility and seek to form Senate by the end of August. The Executive appointments must be approved by the first possible meeting of the Representative Assembly.
7. Definitions:
  - a) The Joint Executive Selection Committee shall consist of the incoming and outgoing Student Council Executives.
  - b) The Joint Council Committee shall consist of all elected Representatives from both the incoming and outgoing Student Councils.

#### **E. Attendance at AGM**

Have at least one member attend the Annual General Meeting.



## F. Senate Authority

1. The Senate is given the authority to make any secondary motions at the Representative Assembly Meetings.
2. The Senate has authority to call a meeting with the Executive at any time during the academic year (within a 24 - hour period.)
3. The Senate shall serve as the Student Association Appeals Board with the following authority and responsibility:
  - Decisions contrary to the by-laws may only be granted in exceptional and compelling situations
  - In the event that a question arises concerning eligibility of officers to hold office or concerning the constitutionality of the action(s) of any Executive or Council member(s), or action of the Executive, the Representative Assembly, or Council as a whole. It shall be the responsibility of the Senate to serve as the appeal body according to the appeal procedure (outlined in By-law XI. C.) All appeal decisions are subject to approval by the Office of the Provost.
  - The Senate shall conduct inquiries with due haste, discretion, and discernment, respecting the rights and reputation of any individual(s) involved. After agreement by majority vote, all decisions, including disciplinary measures to be taken, must be forwarded to the Student Association President and must bear the endorsement of at least two members of the Senate.
4. Referrals

A matter may be referred to the Senate by the President subject to 2/3 majority approval of the Representative Assembly, or by a petition signed by at least ten (10%) percent of the Student Association membership.

## G. Meetings

1. There shall be a Senate meeting, which shall be the forum for the discussion of all business, according to the agenda set by the Senate Chair. It shall meet at minimum of five times during the year, at the time, place, and using the medium of communication specified by the Chair.
2. Quorum for a Senate meeting is four voting members. The Student Association President will vote only in the case of a tie.



3. Recommendations of the Senate are made by majority approval of the membership (3/5)
4. It shall be mandatory that there be at least one Senate meeting of the newly appointed Senate before the end of the academic year. It is at this meeting that the Senate will appoint a Chair for the term of one year.

#### **H. Dissolution of the Senate**

1. Upon majority recommendation of the Representative Assembly or petition by 10% of the Student Association membership, a referendum will be called in less than three weeks from that time whereby the dissolution of the Senate will be determined (See Bylaw XI)

### **IX. Election and Appointment Procedure**

#### **A. Election Code**

All elections for Student Council roles are to be conducted according to the election guidelines as set forth by the "Election Code" in the Policy Manual.

#### **B. Election Administration**

The Chief Electoral Officer shall oversee the elections and referenda of the Student Association. He/she shall ensure that all candidates adhere to the Election Code, and shall be empowered to penalize and/or disqualify any candidate(s) found to have contravened the said code.

#### **C. Appeals**

Decisions made by the Chief Electoral Officer may be appealed within forty-eight (48) hours to the Executive. A final ruling on the appeal must be set down within forty-eight (48) hours from reception of the appeal. If there is further disagreement following the decision of the Executive, the Senate Appeals Process will begin as outlined in By-law XI.

#### **D. Appointment Procedures for Council Members and Student Media Representatives**

- The incoming Executive, after posting the available roles, shall interview applicants and appoint Council Members.
- The incoming Representative Assembly may as deemed necessary choose to not fill all appointed roles except:
  - Executive Director of Internal Relations
  - Executive Director of Events
  - At least one (1) events assistant



- Associate Director of Operations
- The interview and selection process of the Media Representatives and the Website Developer shall be conducted in accordance with the Student Association Media Guidelines as set out by the University's Communications Committee.

## X. Proposal Advisory Committee

### A. Purpose

1. Enable partnering between Student Council and all members of the Association who bring forth proposals to be handled by the Council.
2. Serve as the authority on matters stated under function.
3. Serve as an advisory committee to the incumbent Student Association on all Student Council matters regarding proposals.
4. Serve as a body of historians to all proposals.

### B. Function

1. Meet with the proposal contact person to:
  - a) Discuss goals of mutual interest
  - b) Discuss future relationship and methods of partnership
  - c) Go over the Proposal Guideline Checklist
  - d) Review the financial budget of each guideline
2. Write the "New Business" section of the agenda which:
3. Ensure that each proposal recipient completes a "TWUSA Proposal Follow Up Record" in an effort to:
  - a) Archive proposals for future reference.
  - b) To report back and inform the Representative Assembly the result of the proposal.
  - c) Maintain accountability with the activity/organization/club regarding goals primarily, and finances secondarily.
4. Act as a historian body to:
  - a) Provide the history, if necessary, of all proposals at business meetings.
  - b) Assert judgment at business meetings as to whether the Council should provide funding based on goals and financial accountability.



- c) Organize files and the filing system of all Proposal Guideline Systems.

### **C. Membership**

The Proposal Advisory Committee shall consist of five (5) members of the Student Council, which will serve throughout the course of their term. The members are as follows: the Student Association President (ex Officio), Vice President of Finance, VP of Academics, one Class Representative, and Associate Director of Operations. It will also be noted that the Vice President of Finance will provide leadership for the team and will chair the meetings.

## **XI. Referendum, Recall, Appeals And Dismissal**

### **A. Referendum**

Upon petition by ten percent (10%) of the members of the Student Association, any decision of the Representative Assembly may be referred to the Student Association membership for approval or rejection. Such a petition must be filed with the President of the Student Association within fourteen (14) calendar days after the decision in question. The Representative Assembly shall after seven (7) days notice call for a referendum on the decision in question. Voting shall be by secret ballot. A two-thirds (2/3) majority of those Student Association Members voting shall be necessary to rescind a Representative Assembly decision.

### **B. Recall**

Upon petition by twenty-five percent (25%) of the constituency of the recallee, the Executive shall after seven (7) days notice call for a special meeting of the Student Association at the request of the recallee. At this meeting the officer specified shall be given an opportunity to respond to the petition for recall. In the case of Elected Representative recallees, the petition must be referred to the voting members of the Student Association who are constituents of the recallee, within three (3) days of this meeting, for approval or rejection. Voting shall be by secret ballot. A two-thirds (2/3) majority of those voting shall be necessary to implement the petition for recall. If necessary, vacancies shall be filled in accordance with By-law III, Section B (Vacancies).

### **C. Appeals**

In the case that a Student Council member fails to maintain Academic, Conduct, or Status standards set out in Bylaw III, Section A (Qualifications), the member may appeal the resulting forfeiture of his/her role. The appeal process is as follows.



- If the Council member falls below the standards set out for Council eligibility they must first issue a letter of appeal to the Senate communicating why they believe their forfeiture should be reviewed.
- Senate will then meet with the member involved to discuss the matter and give the member an opportunity to verbally present their case.
- Senate will then privately convene to discuss the matter. After due deliberation they will then vote on the matter. This vote must be at least a 2/3 majority decision.
- If the member in question is unsatisfied with the decision of the Senate they may appeal this decision to the Office of the Provost of the University.

#### **D. Quorum**

Quorum for all referendum and recall votes is ten percent (10%) of the appropriate Student Association membership.

## **XII. Affiliated Organizations - Clubs**

### **A. Preamble**

1. Clubs are groups of students that have organized themselves to accomplish a specific purpose. All clubs must have a purpose that is both compatible and complimentary to the mission of the Student Association and that of the University. The purpose of this Bylaw is to outline the obligations of the Student Association, ratified clubs, and students regarding the formation, operation, and development of clubs.
2. No student society, club or student organization (herein called "Club(s)") shall, except in conformance with this bylaw
  - Operate on campus
  - Use the name of the University or the Student Association
  - Solicit funds, membership or clientele, from among the members of the Association
  - Use any of the facilities of the University or the Student Association

### **B. Recognition and Formation**

1. Student groups wishing to be officially ratified and recognized by the Student Association are required to submit an application to the Vice President of Academic Relations, who will submit it to the Representative Assembly for consideration. The Representative Assembly may in its sole discretion, ratify and classify any club that:



- a) Has an executive formed of members of the Student Association consisting of, at minimum, the following (or equivalent) roles:
  - President
  - Vice-President
  - Treasurer
  - Secretary
- b) Accepts, as members, persons holding current membership in the Student Association;
- c) Presents to the Representative Assembly a constitution consistent with the governing documents of the Association;
- d) Has a minimum membership of half-a-percent (0.5%) of the Student Association unless proper written authorization is given by the Association's Vice President of Academic Relations;
- e) Has collected and submitted a minimum \$1.00 membership fee per Club member;
- f) Has an advisor who understands their role and is committed to the growth of the club.
- g) The Representative Assembly may, in accordance with this bylaw grant or alter the standing of a non-ratified student organization or club according to the following:
  - Proposals for new clubs can be accepted throughout the academic year.
  - Ratification of a club needs a 2/3 affirmative vote
  - Recognition and formation of the proposed Club was not withdrawn within the previous administrative year.
  - The proposed club does not have the same mandate as a Club that had its recognition withdrawn within the previous administrative year.

### **C. Annual Renewal of Recognized Clubs**

1. In order for recognized clubs to retain their ratified status, each club must provide the Association with the following reports:
  - the TWUSA Annual Club Report (see Policy Manual Appendix) due by April 1<sup>st</sup> of each year



- the TWUSA First Semester Club Report (see Policy Manual Appendix) due by December 1<sup>st</sup> of each year
- 2. A club may renew their ratification status without submitting a TWUSA First Semester Club Report only if their initial ratification occurred after December 1<sup>st</sup> of the previous year.

#### **D. De-Ratification**

1. If deemed necessary, the Representative Assembly can perform any of the following actions to ensure the credibility of the Association be maintained in accordance with its ratified clubs
  - a) Withdraw such ratification upon a 2/3 affirmative vote;
  - b) Suspend such ratification upon a 2/3 affirmative vote; club suspension results in a period of temporary removal of privileges and ratification until the Representative Assembly conducts a 2/3 vote to end suspension.
  - c) Require information and access to the affairs of a Club as it, or those acting on its behalf according to the Constitution and the Bylaws of the Association, deemed to be necessary.

#### **E. Classification of Clubs**

Clubs will be classified into four tiers of status: Academic Clubs, Social Clubs, Ministry Clubs, and Political Clubs. The specific characteristics of the four tiers are as follows:

##### **1. Academic Clubs**

- a. Be those Clubs that have a membership made up of the Association's members who are students of a particular Faculty, School or Major offered by the University; and
- b. Be entitled to apply to the Association for funding.

##### **2. Social Clubs**

- a. Be those Clubs that have membership open to all members of the Association; and
- b. Be entitled to apply to the Association for funding.



3. Ministry Clubs

- a. Be those clubs which have purpose/mission to serve the Student Association membership and/or the external community
- b. Be those clubs purposing to further the Gospel of Christ.
- c. Be entitled to apply to the Association for funding.

4. Political Clubs

- a. Be those Clubs that are politically oriented or have a partisan outlook;
- b. Not be entitled to Association funding.
- c. The University and the Association are non-partisan, non-profit organizations and do not support any of the causes advocated by Political clubs.