Regulations

Approved March 15th, 2024

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Section I – General Provisions

Article 1: Interpretation

1. This document is intended to be free of gender bias.

2. In these Regulations, unless the context otherwise requires,
   (a) the non-gendered "they" and "their" shall be used instead of the feminine or masculine gender;
   (b) the singular shall include the plural, and vice versa;
   (c) words imparting persons shall include bodies corporate, and vice versa;
   (d) expressions in the Regulations which are defined in the Bylaws or the Society Act of British Columbia shall have the meanings so defined.

3. In these Regulations, unless the context otherwise requires,
   (a) "Assembly" means the Cloverdale Student Assembly;
   (b) "business day" means a day other than a Saturday, a Sunday, or a "holiday" as that term is defined in the Interpretation Act of British Columbia;
   (c) "Cloverdale Student" means a student of KPU enrolled in one (1) or more course(s) living in Cloverdale Town Centre or attending classes at the Cloverdale/Tech campus
   (d) "confidential documents" mean documents related to
      (i) legal matters,
      (ii) human resources matters, including harassment complaints,
      (iii) the purchase or sale of property,
      (iv) in camera minutes of meetings, or
      (v) personal information required to be kept confidential under the Personal Information Protection Act,;
   (e) "conflict of interest" means a situation in which an elected official, an appointed official, or an employee has a private or personal interest sufficient to appear to influence the objective exercise of their official duties;
   (f) "Executive Director" shall be synonymous with "General Manager" referred to in the Bylaws;
   (g) "Main Office" means the general Society office located on the Surrey campus of Kwantlen Polytechnic University;
   (h) "Rules" means the rules of the Society, made explicit through the Constitution, Bylaws, Regulations, Policies, Executive Procedures, and other rules of the Kwantlen Student Association;
   (i) "treating" means to provide someone with food, drink, goods, or entertainment at one's own expense
   (j) "President" means the Chairperson of the Executive Committee;
   (k) "Vice-President, External Affairs" shall be synonymous with "Director of External Affairs" referred to in the Bylaws;
   (l) "Vice-President, Student Life" shall be synonymous with "Director of Student Life" referred to in the Bylaws;
   (m) "Vice-President, University Affairs" shall be synonymous with "Director of Student Services" referred to in the Bylaws; and
   (n) "Vice-President, Finance & Operations" shall be synonymous with "Director of Finance" referred to in the Bylaws.
   (o) "Appointments Committee" means the Standing Committee on Appointments;
   (p) "External Affairs Committee" means the Standing Committee on External Affairs;

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(q) "Finance & Operations Committee" means the Standing Committee on Finance;
(r) "Governance Committee" means the Standing Committee on Governance;
(s) "Student Life Committee" means the Standing Committee on Student Life;
(t) "University Affairs Committee" means the Standing Committee on Student Services;

Article 2: Establishment of the Regulations

1. These Regulations are the rules that govern the operational rules of the Society, and shall be binding on Council, the Executive Committee, all Standing Committees, all Special Committees, and all members, directors, officers, and employees of the Society.

2. Pursuant to Article 9(9) of the Bylaws, Council may add to, alter, remove parts of, or otherwise revise these Regulations, from time to time, by a Two-thirds (2/3) Resolution on the recommendation of the Governance Committee, provided that at least fourteen (14) calendar days' notice has been provided; such notice shall consist of, at least,

    (a) displaying the full text of the existing provision and the proposed revision on the website of the Society in a manner to be determined by the Executive Director in consultation with the Vice-President, Finance & Operations, to include mark-up to demonstrate the changes; and
    (b) the distribution of the proposed revision to all members of Council via e-mail.

3. Council may suspend these Regulations by a Two-thirds (2/3) Resolution, provided however that the suspension must specify a definite timeframe, not to be greater than sixty (60) days; any clauses which form a part of this article shall not be suspended.

4. Pursuant to Article 9(9) of the Bylaws, the Presiding Officer shall rule out of order any Resolution that proposes to revise these Regulations, unless the Resolution is accompanied by a recommendation of the proposed revisions from the Governance Committee, unless there is the unanimous consent of all voting members of Council present to proceed.

5. Once a revision to these Regulations is approved, it shall take effect the following business day, unless otherwise stipulated in the motion to approve, and with the exception of changes which would affect monetary compensation for elected officials, which shall take effect the following term.

Article 3: Circulation of the Regulations and Other Documents

1. The following documents shall collectively be known as the Society's "Governance Documents":
    (a) the Constitution;
    (b) the Bylaws;
    (c) the Regulations;
    (d) Executive Procedures;
    (e) Policy Statements; and
    (f) ordinary resolutions of continuing effect, whether adopted at a general meeting or by referendum.
2. The Governance Documents shall be posted on the Society's Website, and the Executive Director shall ensure that any changes or amendments to the documents shall be reflected on the website within fourteen (14) days of their approval.

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3. Any member of the Society shall be entitled to a printed copy of any or all Governance Documents, upon submission of a request to the Executive Director.
4. The Governance Documents shall be distributed in printed form to all Councillors at the beginning of their term of office.

Article 4: Mission Statement of the Kwantlen Student Association

1. To foster an environment for KPU students to thrive – personally, professionally, and socially.

Section II – Council

Article 1: Protection of Directors, Officials, and Others

1. Every director, official, and employee of the Society and their heirs, executors, administrators, and other legal personal representatives shall from time to time be indemnified and saved harmless by the Society from and against
    (a) any liability and all costs and expenses that they sustain or incur in respect of any action, suit, or proceeding that is proposed or commenced against them for or in respect of anything done or permitted by them in respect of the execution of their duties; and
    (b) all costs, charges, and expenses that they sustain or incur in respect of the affairs of the Society, provided that the individual has complied with the Bylaws, Regulations, and other relevant rules of the Society and with their other legal obligations.

Article 2: Duties of Directors

1. As members of the Board of Directors, voting members of Council are first and foremost directors of the Society and owe their first duty to the Society.

2. Each voting member of Council is entitled to sit as a voting member on at least one (1) Committee of Council.

3. Each member of Council shall be responsible for the orientation of their replacement.

4. Directors shall Submit a monthly written report to Council and the Vice-President of Finance & Operations on their activities as Directors, including but not limited to, the following areas:
    (a) Actively submitting agenda items for committee meetings
    (b) Attending KSA and KSA related events
    (c) Promoting KSA programs, services and initiatives
    (d) Supporting the recruitment of KSA committee members (students-at-large)

5. Directors are expected to keep their Fridays free from 10:00am to 2:00pm for regular Council meetings; and shall attend every meeting of Council.

6. Directors are expected to check their designated Society email account at least once per regular business day for pressing or time sensitive Council business.

Article 3: Conflict of Interest

1. Voting members of Council, as Directors of the Society, shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.

2. Directors shall use the utmost care and discretion in the handling of confidential and privileged information and shall not use such information for personal benefit or gain. Furthermore, Directors shall not disclose any information discussed in an in camera meeting of the Council without the authorisation of the Council by Resolution.

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3. Elected officials and employees of the Society are expected to recuse themselves from participating in a decision, exercising an official power, or performing an official function when they are in a real or apparent conflict of interest.

4. Members of Council are expected to declare any real or apparent conflict of interest relating to any issue being deliberated by Council.

5. For the purpose of this article, an individual who is holding a proxy for an absent member of Council is in a conflict of interest with respect to a particular issue if:
   (a) the individual is personally in a conflict of interest, or
   (b) the member of Council whom the individual is representing by proxy is in a conflict of interest.

6. Gifts and Personal Benefits for Directors
   (a) A Director must not accept a fee, a gift, a personal benefit, or hospitality, except compensation authorised by Council, that is offered or tendered by virtue of their position as a Director.
   (b) Sub-clause (a) above does not apply to a gift or personal benefit that is incidental to the protocol or social obligations that normally accompany the responsibilities of office.
   (c) If a gift or personal benefit referred to in sub-clause (ii) above exceeds $150 in value, or if the total value received directly or indirectly from one source in any twelve (12) month period exceeds $150, the Director must immediately disclose to Council, in writing:
      (i) the nature of the gift or benefit;
      (ii) its source; and
      (iii) the circumstances under which it was given and accepted.
   (d) Upon Council's receipt of a written disclosure referred to in sub-clause (iii), Council shall either allow the recipient to keep the gift or benefit, or shall direct that the gift or benefit be returned, or shall direct that the gift or benefit be disposed of in any other manner it sees fit.

7. Any Director who contravenes this section of the Regulations may be directed by Resolution of Council to
   (a) pay restitution to the Society for any financial loss suffered by the Society as a direct result of their action;
   (b) account for, and dispose of, any profits made as a result of a breach of this Article; or
   (c) return or otherwise restore the Society's property taken, damaged or destroyed by the action of that Director.

8. For the purposes of this article, insofar as it is applicable, individuals who are not normally Directors but who are carrying a proxy vote at a given Council meeting shall be considered Directors.

Article 4: Conflict of Interest for Others

1. Officers and employees of the Society other than Directors of the Society shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.

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2. Officers and employees of the Society other than Directors are expected to recuse themselves from participating in a decision, exercising an official power, or performing an official function when they are in a real or apparent conflict of interest.

3. The Executive Director may develop further provisions regarding conflict of interest in relation to employees.

Article 5: Rules of Order

1. Councillors shall maintain proper decorum during meetings of Council and respect the role and authority of the presiding officer and the other members of Council.

2. Regular meetings of Council shall be formally called by a Resolution of Council. A regular meeting of Council may be cancelled by a Resolution of Council.

3. Special meetings of Council shall be formally called by a Resolution of Council or by the joint written decision of five voting members of Council. A special meeting of Council may not be cancelled.

4. All meetings of Council must be held on Kwantlen Polytechnic University campuses. All regular meetings of Council must be held during regular business hours.

5. Every councillor shall provide an email address to the President and Speaker for the purpose of this Article. The full list of email addresses of councillors shall be made available to councillors. Notices of meetings of Council shall be delivered to councillors by email through these email addresses, or by hand.

6. Two business days' notice is required to be delivered to all members of Council of every meeting of Council. This notice must state the date, time, and location of the meeting of Council, and in the case of a special meeting of Council, the purposes of the meeting. Notice shall ordinarily be delivered by the Speaker, but may also be delivered by any voting member of Council. The notice of a meeting of Council may be given by delivering a provisional agenda to Council that fulfils the requirements of this clause.

7. By no later than the second week of each semester, the Speaker or staff member designated by the Executive Director, shall ensure that a list of the dates, times, and locations of all upcoming meetings of Council for that semester are posted on the website of the Society.

8. Council shall hold at least one meeting of Council at each of the campuses of Kwantlen Polytechnic University during the spring and fall semesters.

9. If the meeting room specified in the notice for a meeting of Council is found to be unavailable at the scheduled time of the meeting, the councillors present may choose an alternate location and clearly post a written notice at the original location specifying the new location of the meeting.

10. Members of the Society shall have full speaking rights at meetings of Council, provided that they maintain proper decorum.

11. Any voting member may request that they be recorded in the minutes as supporting, opposing or abstaining from voting on a motion.

12. A roll call vote on a motion shall be held upon the request of three members of Council (including proxies).

13. Unless otherwise determined by a Resolution of Council, whenever a secret ballot vote is held on a question relating to individuals, the numbers of votes received by each individual shall not be reported to Council or recorded in the minutes.

14. The appointment of proxies are subject to the following rules:
    (a) Under no circumstances may a staff person of the Society or of Kwantlen Polytechnic University serve as a proxy.
    (b) Any individual who would be ineligible to serve as a councillor shall also be ineligible to serve as a proxy.
    (c) The presiding officer shall not recognise the authority of any direction or fetter given to the proxy from the councillor.
    (d) Individuals serving as a proxy are subject to all applicable rules of directors, including rules relating to confidentiality.

15. Regular meetings of Council shall be limited to four (4) hours duration from the scheduled time of the sitting unless extended by a two-thirds vote of Council.

16. Confidential documents shall be distributed only during an in camera session of Council, and in numbered hard copy only; the Speaker of Council or, in the absence of the Speaker, the President, shall be responsible for the distribution of copies of such documents, and shall collect all copies of such documents before the in camera session has been concluded. The Speaker of Council may require Councillors to turn off their electronic devices during an in camera meeting.

Article 6: Agendas and Minutes

1. The Speaker, or a staff member designated by the Executive Director, shall include in the provisional agenda all motions and reports submitted no less than three (3) business days before each meeting of Council.

2. The Speaker, or a staff member designated by the Executive Director, shall prepare a provisional agenda for all regular meetings of Council and deliver this provisional agenda and any supporting documentation to all members of Council at least two (2) business days in advance of the meeting. Upon its creation, the Speaker, or a staff person designated by the Executive Director, shall also post the provisional agenda, excluding all in camera material, on the website of the Society. The provisional agenda shall ordinarily be structured according to the following classes of business:
    (a) Acknowledgement of Territories[1]
    (b) Introductions
    (c) Adoption of the Agenda
    (d) Adoption of the Minutes
    (e) Presentations to Council
    (f) Unfinished Business
    (g) Appointments, Resignations, and Removals
    (h) Reports of the Executive Committee (5 minutes per report)
    (i) Report of the Executive Director (5 minutes)
    (j) Reports of Standing Committees and Special Committees (5 minutes per report)

[1] The Surrey and Cloverdale campuses reside on the Coast Salish territories of the Kwantlen, Katzie, and Tsleil-Waututh First Nations of the Stó:lō First Nations as well as the Semiahmoo and Tsawwassen First Nations. The Langley Campus resides on the Coast Salish territories of the Kwantlen and Katzie First Nations of the Stó:lō First Nations. The Richmond campus resides on the Coast Salish territories of the Musqueam First Nations.

(k) Reports of Campus Representatives (3 minutes per report)
(l) Reports of Constituency Representatives (3 minutes per report)
(m) Reports of Faculty Representatives (3 minutes per report)
(n) Reports of Senate Representatives (3 minutes per report)
(o) Question Period (30 minutes)
(p) New Business on Notice
(q) Other Business
(r) Next Meeting
(s) Adjournment

3. The Speaker or a staff member designated by the Executive Director shall not include in the provisional agenda motions or reports that contain religious references or comments that may be defamatory or inappropriate for a broadly representative political body.

4. Reports submitted under "Reports of the Executive Committee and President," "Reports of Standing Committees and Special Committees," "Reports of Campus Representatives," "Reports of Constituency Representatives," "Reports of Faculty Representatives," and "Reports of Senate Representatives" shall not contain recommended motions unless these motions have been approved by the appropriate body. Members shall be able to ask questions pertaining to specific reports succeeding presentations as well as during questions period.

5. Motions and reports submitted for inclusion in the provisional agenda by individual councillors shall ordinarily be placed under "New Business on Notice."

6. Motions and reports introduced at the meeting of Council shall ordinarily be placed under "Other Business," unless otherwise ordered by a Two-thirds (2/3) Resolution of Council.

7. The Speaker, or staff member designated by the Executive Director, shall ensure that reports of external conferences and meetings (as required by in Article 8(4) below) are included as a submission within Council's agenda.

8. The Executive Director shall cause expiring Policies of the Society to be placed on the agenda of the relevant committee not less than two months prior to their expiry for consideration by the committee. The committee shall review the Policy and, within two months, recommend to Council whether the Policy ought to be renewed, expired, or amended.

9. The minutes of meetings of Council shall record the resolutions of Council and a summary of discussions.

10. The Executive Director shall cause to be posted the minutes of meetings of Council, excluding all in camera material, on the website of the Society within five (5) business days of their approval.

11. Time limits on reports shall exclude consideration of motions recommended by committees to Council.

12. Any acronyms used in a report shall be spelled out when first used.

Article 7: Representation at External Conferences and Meetings

1. The Vice-President, External Affairs shall be the voting representative at all external meetings of Provincial, National, and International student organizations that the KSA is a member of, provided that Council may select

another formal representative by a 2/3rd motion. Any additional members to accompany the voting representative shall be selected by the External Affairs Committee.

2. All individuals attending any conference or external meeting on behalf of the KSA shall, within fourteen (14) days of the end of the conference, submit a written report to the Speaker for inclusion in the agenda as a submission summarising:
    (a) the conference, including the aim of the conference, as well as all activities and sessions attended;
    (b) their thoughts on the conference; and
    (c) how their experience at the conference can be used to better the KSA.

Article 8: Resignations

1. Elected officials may resign from their elected positions in accordance with this article.

2. In order to resign, an elected official must do one (1) of the following:
    (a) submit a signed letter of resignation to the Society; or
    (b) declare their resignation verbally at a meeting of Council.

3. An elected official ceases to be an elected official on the date specified in their resignation statements, or if no date is specified, immediately.

4. A member of the Executive Committee may resign their place on the Executive Committee pursuant to clause 2 above, and despite having done so, shall continue to hold the Representative seat on Council to which they were elected.

Article 9: Proof of Membership

1. Pursuant to Bylaw 2(2), all elected officials shall submit to the Executive Director proof of registration for every semester in which they are in office.

2. All student members of KSA committees shall submit to the Executive Director proof of registration for every semester in which they are in office.

3. Such submission shall be made no later than seven (7) days following the close of the last day of registration during that semester's registration period as posted by the University Registrar in the University Calendar.

4. The Executive Director shall inform the Appointments Committee of:

    (a) any lapse in membership for any elected official or student member of a KSA committee who has failed to remain registered at Kwantlen Polytechnic University; and

    (b) any elected official or student member of a KSA committee who fails to submit proof of registration.

5. Council, on the recommendation of the Appointments Committee, shall declare that a given position on Council or on a KSA committee has been vacated if the individual fails to provide proof of registration during the current or previous semester. Such a declaration shall not be considered a "removal" within the meaning of Bylaw 6 (2) or Bylaw 14 (15).

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6. A declaration issued under clause 5 shall be reversed by Council if the individual in question provides proof of registration to the Executive Director within 14 calendar days.

7. The Executive Director shall email all elected officials and student members of KSA committees to request proof of membership under this Article.

Article 10: Harassment Complaints Resolution

1. Purpose
Bullying and harassment is not acceptable or tolerated at the KSA. All people will be treated in a fair and respectful manner.

2. Scope
   (a) Where a Complaint of harassment arises which involves, as one or more parties, the Executive Director, elected officials, appointees, and members of KSA committees, this Article will apply excluding the following exceptions:

      (i) In cases where either the Complainant or the Respondent are employees of the KSA represented by the BCGEU, this Article does not apply and the provisions of the KSA-BCGEU Collective Agreement will apply; and
      (ii) In cases where a Complaint is made by a candidate seeking elected office with the KSA in regards to a Complaint relating to election procedures, the Complaint should be made to the Chief Returning Officer.

3. Definition of Harassment

   (a) Harassment includes any inappropriate conduct or comment by a person towards another person that a person knew or reasonably ought to have known would cause another person to be humiliated or intimidated including:
      (i) uninvited, sexually suggestive, obscene or offensive remarks or gestures;
      (ii) verbal advances, undue attention, invitations, or physical advances where a reasonable person ought to know that such behaviour is unwelcome;
      (iii) denigration of an individual because of their gender expression or identity, sexual orientation or identity;
      (iv) denigration of an individual because of their cultural orientation; or
      (v) physical assault or threat of assault.

   (b) Harassment excludes any reasonable action taken by a supervisor relating to the management and direction of a person under this policy.
   (c) Harassment may be physical and/or psychological in nature. One incident or the aggregation of a series of incidents (even where a single incident would not necessarily be considered to be harassing) may constitute harassment. An incident involving KSA or related matters may properly be considered to constitute harassment under this Article whether it occurs on campus or not or whether it occurs during school hours or not.

4. Harassment Complaint Procedures
   (a) The names of the Complainant and Respondent will not be disclosed except where disclosure is reasonably necessary for the purpose of investigating the harassment or taking responsive measures in relation thereto. All Complaints under this Article shall be treated as confidential. To that end, all Council and committee proceedings held under this Article shall be in camera.
   (b) A Complainant may submit a Complaint in writing directly to the Vice-President, Finance & Operations as soon as possible following an incident. In the event that the Complaint involves the Vice-President,

Finance & Operations, it shall be submitted to the Speaker of Council. This individual will be referred to as the Contact Person for the remainder of this Article.

(c) The Contact Person shall decide whether it is necessary to reveal the identity of the Complainant to the Respondent in order to address the situation. In some situations, in order for a Respondent to be able to adequately respond, it will be necessary to include the name of the Complainant with the written Complaint to the Respondent.
(d) The Contact Person shall provide a copy of Complaint to the Executive Director as soon as possible. Pending determination of the Complaint, the Executive Director may take interim measures to separate the Complainant and the Respondent if deemed necessary.
(e) The Contact Person shall provide a copy of the Complaint to the Respondent within one week of receiving the Complaint.
(f) The Respondent will have one week to respond to the Contact Person in writing to the allegations.
(g) After the response is received by the Contact Person, if the Complainant and Respondent agree to attempt mediation, the Contact Person, or a designate of the Contact Person, will endeavor to mediate the conflict within two weeks of the Respondent's response.
(h) If mediation is unsuccessful or the parties do not agree to mediation, within eight weeks of the original complaint, the Contact Person will submit a report to the Governance Committee with a copy to the Executive Director with a recommendation as to whether a third party investigator should be hired to conduct an investigation into the Complaint(s) and the Governance Committee shall determine whether to retain a third party investigator to invest the Complaint(s).
(i) In the event that the Governance Committee determines that a Complaint does not merit retaining an investigator, the Contact Person shall investigate the Complaint.
(j) Where the Complaint involves the Executive Director, the Vice-President, Finance & Operations shall be responsible for the duties of the Executive Director under this Article or another person as designated by Council.

5. Investigation of Complaint
   (a) The Investigator or Contact Person, as applicable, shall have the authority to investigate the Complaint and shall determine whether the complaint is upheld or dismissed.
   (b) If the Complaint is upheld, the Investigator or Contact Person, as applicable, shall provide recommendations for the resolution of the Complaint to Council. All recommendations provided to Council shall comply with KSA bylaws and regulations, and relevant legislation.
   (c) Upon receipt of recommendations from an Investigator or Contact Person, as applicable, the Council shall consider the recommendations and determine whether to adopt the recommendations, in whole or part, or dismiss the recommendations.
   (d) If the Complaint is dismissed, the Investigator or Contact Person, as applicable shall determine whether the Complaint was vindictive or vexatious nature and, if so, shall advise Council of their finding and Council may take appropriate action.
   (e) The Investigator or Contact Person, as applicable, shall complete their duties under this section within three months of the date of the Complaint.

6. Other Rights and Responsibilities
   (a) Nothing in this Article displaces any other legal rights a person may have.
   (b) No discipline made under this Article shall have the effect of preventing a member of Council from attending Council meetings, voting, or speaking in debate.
   (c) Any person who is directly or indirectly the subject of a Complaint shall not participate in any decision regarding the determination of the Complaint.
   (d) All determinations of the Governance Committee, Contact Person, Investigator, and Council shall be final and binding and may not be appealed.

Article 11: Election of the Executive Committee and the Standing Committee on Appointments

1. Council shall elect the members of the Executive Committee at its first meeting taking place on or after April 1.

2. In the event that a seat on the Executive Committee is vacated, Council shall elect a replacement, who shall serve for the balance of the term.

3. Executive Committee members shall be elected in the following order:
   (a) Vice-President Finance & Operations
   (b) Vice-President University Affairs
   (c) Vice-President External Affairs
   (d) Vice-President Student Life

4. The following procedure will be used to elect Executive Committee members:
   (a) Each Councillor will have the opportunity to nominate themselves or another Councillor.
   (b) Each candidate will have the opportunity to give a five minute speech in support of their candidacy.
   (c) There will be a thirty minute period per Executive Committee position for questions.
   (d) If there is only one candidate for the position, Council shall vote on the appointment of that person by secret ballot. Pursuant to the Bylaws, article 13, clause 1, a Two-thirds (2/3) Resolution shall be required to appoint the individual to the Executive Committee.
   (e) If there are two candidates for the position, Council shall hold a secret ballot, with a simple majority required to win.
   (f) If there are three candidates for the position, Council shall hold a secret ballot vote using the preferential vote system, as described in *Robert's Rules of Order*. Should no candidate achieve a majority and a tie emerge between the second and third placed candidates, total second place ballots will be counted and the tied candidate with the most second place votes will continue into a ballot between them and the candidate with the highest vote total. Should there be a tie in second votes between the tied candidates, the voting body as a whole will hold a secret ballot vote to determine which candidate will continue to a further ballot.
   (g) If there are four or more candidates for the position, Council shall hold a secret ballot vote using a runoff process until a candidate emerges with a majority of the votes, removing the candidate with the lowest result following each ballot. Upon reaching three candidates, a preferential vote system shall be used as described in sub-clause (f). Should there be a tie among the lowest vote getting candidates where those candidates cannot mathematically achieve a majority should any one of them be dropped, all tied candidates will be dropped for the following ballot. If the candidates tied for last place could potentially achieve a majority vote given the votes of the other tied candidate(s), an additional ballot will take place, and if there is no change on this additional ballot, a secret ballot vote will occur involving only the candidates tied for last place to determine who will continue onto the next ballot.
   (h) In order to comply with the Bylaws, article 13, clause 1, the results of an election held under sub-clauses (e), (f) or (g) shall be subject to a ratification vote by a show of hands, in which a Two-thirds (2/3) Resolution shall be required to ratify the results of the election.
   (i) The time limits in this clause may be extended by a majority vote, without debate.

5. Following the election of the Executive Committee, Council will elect the Council members of the Appointments Committee.

Article 12: Associate President

(a)The Associate President is appointed by the Executive Committee on the nomination of the President
(b)The Associate President may be removed from office by a resolution of the Executive Committee.
(c)The Associate President reports to, and takes direction from the President.
(d)The Associate President must be a member of the council.
(e)The Associate President shall have the following duties and responsibilities:

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i) Assist the President in discharging the President's duties as required.
ii) Attend all Executive Committee Meetings.
iii) Work closely with the Executive Committee on managing and tracking performance tasks
iv) Assist with communications with the President from KSA members, council members, KSA staff, and media.
v) Maintain confidence over any confidential issues.
vi) Assist with administrative Executive Committee tasks.
vii) Assist with planning meetings and events.

Section III – Ombudsperson

1. In addition to those powers and duties set out under the Bylaws, the Ombudsperson shall
   (a) be responsible for investigating and reporting in writing to Council, or the appropriate member of the staff or the Executive, any reasonable complaint or question that a Member or staff member has with the Society;
   (b) be responsible for investigating and reporting in writing to the appropriate authority any reasonable complaint or question that a Member has regarding any aspect of Kwantlen Polytechnic University;
   (c) be responsible for the resolution of any such complaint referred to in sub-clauses (i) or (ii) above, where possible;
   (d) make known to the Members and the staff that she is available for the hearing of complaints, by placing a minimum of one (1) advertisement or notice within a campus publication and by the affixation of posters in conspicuous places on all campuses;
   (e) post, in or about the Society's offices on each campus, a means by which staff and Members can directly contact the Ombudsperson.
   (f) direct and train her successor, and provide a verbal and written report annually to Council at the end of her term of office, or at such other times as Council may request by a Two-thirds (2/3) Resolution;
   (g) further to Bylaw 12(5) and notwithstanding any other provision in the Regulations, have the right to attend any meetings of the Society, including meetings held in camera, provided that she does not participate in the decision-making process at such meetings;
   (h) act in an impartial and unbiased manner in the exercise of her duties;
   (i) maintain confidentiality in respect of all matters, insofar as such confidentiality is not inconsistent with the Bylaws and the Regulations, that come to her attention in the performance of her duties; and
   (j) manage and maintain the portfolio of the Ombudsperson, including but not limited to the preparation of a draft budget for the operations of the Ombudsperson, and the submission of that draft to the VP Finance & Operations no later than October 31 in any given Fiscal Year.

2. A report of the Ombudsperson, prepared under the authority of clauses (2)(i) or (ii) above, shall be made available to all interested parties and to the President. If the President is an interested party in the matter, the report shall also be made available to another member of the Executive. If the Executive Committee as a whole is an interested party, the report shall be made available to Council.

3. Council may by a Two-thirds (2/3) Resolution, either of its own volition or on the application of an interested Member or staff member of the Society, direct the Ombudsperson to investigate a matter and report back to Council.

4. The Ombudsperson may refuse to investigate or may cease investigating a complaint brought by a Member or a staff member, which in the Ombudsperson's opinion is not reasonable. Examples of unreasonable complaints

include but are not limited to those in which:

(a) the complaint concerns a matter which last occurred more than one calendar year prior to the date of the complaint;

(b) the subject matter of the complaint primarily affects a person other than the complainant, and the complainant does not have sufficient personal interest in the issue;

(c) there are existing administrative procedures for the complaint, and the complainant does not have reasonable justification for not pursuing the complaint using those procedures;

(d) the complaint is frivolous, vexatious, not made in good faith or concerns a trivial matter; or

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(e) in the circumstances, investigation would not benefit the complainant.

The Ombudsperson must investigate a complaint referred to her by Council.

5. An individual whose complaint has been deemed unreasonable by the Ombudsperson pursuant to clause 5 above may appeal the Ombudsperson's decision to Council. Such an appeal must be in writing, and Council shall request a written opinion from the Ombudsperson as well. Council shall then decide the matter by a Two-thirds (2/3) Resolution.

6. The Ombudsperson shall not investigate or shall cease investigating a matter that is or becomes before a court.

7. The Ombudsperson may conduct either a formal or an informal investigation into any matter brought before her. If a complainant makes a written request for a formal investigation, the Ombudsperson must, subject to the discretion granted her in clause (5) above, conduct a formal investigation.

8. In conducting a formal investigation pursuant to clause 8 above, the Ombudsperson shall, at a minimum:
   (a) do research into the rules and regulations, and applicable laws if any, that are pertinent to the complaint;
   (b) interview all parties involved, and invite such parties to make written submissions if they so choose;
   (c) produce a written report, summarising all information gathered in accordance with sub-clauses (a) and (b) above, and provide recommendations if appropriate; and
   (d) distribute the report as required in clause (3) above.

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Section IV – Committees of Council

Article 1: General

1. The Special Committees of Council shall be:
   (a) The Environmental Sustainability Committee; and
   (b) The Social Justice and Equity Committee.

2. By no later than the second week of each semester, a Committee's chair shall ensure that a list of the dates, times, and locations of all upcoming meetings of the committee for that semester are posted on the website of the Society.

3. Notice for all committee meetings shall cause to be issued publicly by each committee's chair no less than two (2) business days before a meeting, including on the website of the Society. Should this fail to occur, the failure shall be noted in the minutes.

4. The committee's chair shall prepare a provisional agenda for all regular meetings of the committee and deliver this provisional agenda and any supporting documentation to all committee members at least one (1) business day in advance of the meeting. Upon its creation, the committee chair shall cause to be posted the provisional agenda on the website of the Society. In the event that a committee chair position is vacant, a member of the executive committee shall perform this task instead.

5. Quorum for any committee is a majority of its voting membership, unless otherwise stipulated in these regulations. If quorum is not present at a committee meeting, the lack of quorum shall be noted in the minutes. If a given committee has been granted the authority to spend money, such authority shall not be exercised at a meeting without quorum.

6. The meetings of all standing, special, and ad hoc committees shall be open to the public unless the committee is required to move in camera.

7. Minutes for committee meetings shall be drafted or cause to be drafted by the committee chair or their designate, and shall be distributed to committee members by the following meeting. The minutes of all meetings of all committees, once approved by the committee, shall be posted on the website of the Society within five (5) business days.

8. The Chair (or other person presiding over the meeting) shall send a copy of the committee minutes, once approved by the committee, to the Records Coordinator and Archivist.

9. All society committee meetings (whether committees of Council or of another body) must be held on Kwantlen Polytechnic University campuses during regular business hours. Regular meetings of standing and special committees, except the Governance Committee, the Appointments Committee, and the Executive Committee, shall be limited to two hours duration from the scheduled time of the sitting, unless extended by a two-thirds vote of the committee.

10. Confidential documents shall be distributed only during an in camera session of the committee, and in numbered hard copy only; the Chairperson of the Committee shall be responsible for the distribution of copies of such documents, and shall collect all copies of such documents before the in camera session has been concluded. The Chairperson may require committee members to turn off their electronic devices during an in camera meeting.

11. Regular committee meetings shall be called by a resolution of the committee or Council.

12. A committee chair may, at their discretion, call a special meeting of the committee. Notice for special meetings must be provided 2 business days prior to the meeting and include any agenda items to be considered.

Article 2: Special Committees

1. The Environmental Sustainability Committee shall
    (a) make recommendations to Council on the relationships between the Society and external organisations relating to environmental sustainability;
    (b) make recommendations to Council on changes, developments, expansions, or other issues relating to student services provided or operated by the Society from the perspective of environmental sustainability;
    (c) be empowered to select the delegates for any external workshops or conference related to environmental sustainability to which Council desires to send delegates;
    (d) have such other powers and duties as are assigned by Council, from time to time; and
    (e) shall consist of:
        (i) four (4) non-Executive Councillors, one of whom shall be its chairperson, provided however that the members present may at any time elect an alternate chairperson; and
        (ii) five (5) Members at Large.

2. The Social Justice and Equity Committee shall
    a. make recommendations to the External Affairs Committee and to Council with regards to partnerships with external social justice organizations;
    b. make recommendations to Council on the addition or renewal of policy relating to social justice and equity issues;
    c. be empowered to select the delegates for any external workshop or conference related to social justice and equity to which Council desires to send delegates;
    d. have such other powers and duties as are assigned by Council from time to time; and
    e. shall consist of:
        i. five (5) non-Executive Councillors, one of whom shall be its chairperson, provided however that the members present may at any time elect an alternate chairperson;
        ii. three (3) Members at Large.

Article 3: Appointment of Committee Members

1. Council shall appoint the members of the Standing Committees, and Special Committees on the recommendation of the Appointments Committee. For appointments to the Appointments Committee, Council shall appoint members at-large on the recommendation of the Governance Committee, and shall appoint Council members directly using a single transferable vote ballot, employing the Droop quota and the Gregory method of allocating surplus votes.

2. Unless otherwise specified by Council, Councillors appointed to KSA committees shall be appointed for a term that ends on April 1st of every year.

3. Where a member of a Standing Committee or Special Committee must hold some other office in order to occupy a specific seat on the committee, their appointment on that committee shall terminate when they cease to hold that other office.

4. The Appointments Committee shall cause to be advertised all at-large positions on committees; such advertising may be in the form of posters in conspicuous locations, including locations in or about the Society's offices on each campus, and in such other conspicuous locations at the discretion of the Appointments Committee.

5. The Appointments Committee shall cause to be advertised all internal positions on committees; such advertising shall be in the form of an email to Council, informing them of the vacancies to be filled, as well as the time and date of the next Appointments Committee.

6. Applications for all student at-large positions shall be submitted in the form of an application available on the KSA website, with the results supplied to the Appointments Committee. Applications for internal Council positions need only be a written expression of interest in the position, provided to the Appointments Committee.

7. All postings must be up for at least 1 week prior to the Appointments Committee considering applications for a position.

8. The Chairperson of the Appointments Committee shall notify all student at large members of Committees of their appointment or removal, and in the case of appointments, the date, time, and location of their next meeting, as well as the contact information for the Chairperson of their Committee.

9. Students at large shall not sit on more than two committees simultaneously.

Article 4: Committee Chairs

1. The chair shall preside over meetings of the committee, and shall not vote except to break or create a tie or otherwise to affect the result.

2. Each Standing Committee and Special Committee, unless Council has appointed the chairperson, shall appoint its Chairperson from among the members of the committee who are also members of Council, and that Chairperson shall be the liaison between that Committee and Council.

3. The duties of committee chairs shall be to set the agendas for meetings, call meetings, ensure minutes are taken, ensure quorum is met at meetings, report on attendance of members to the Vice-President, Finance & Operations, ensure that their committee mailing list is up to date and report to the Vice-President, Finance & Operations of any inconsistencies, report to Council on the activities of the committee, and seek to advise the Appointments Committee of committee members who fail to attend meetings. Except for the duty to advise the Appointments Committee, these duties may be delegated to another committee member by a Resolution of the committee.

4. If a chair is unable to attend a meeting, the committee shall elect an acting chair for the meeting.

5. All chairs shall have access to secretarial support in performance of their duties, and the Executive Committee shall ensure that chairs have such access during regular business hours.

6. The President shall arrange appropriate training for all chairs, and shall provide each chair with a committee handbook upon request. The handbook shall include operating procedure, and a guide to available resources.

7. Chairs shall notify Council and the Appointments Committee, at the earliest opportunity, of any vacancies on their committees.

Article 5: Replacement and Attendance

1. The chair may, at their discretion, ask for the resignation of any appointed committee member who has missed at least three (3) regularly scheduled committee meetings during the individual's term on the committee.

2. The chair may, after consultation with the Vice-President, associated to the committee, ask for the resignation of any appointed committee member who they believe to not be contributing to the progression and development of the committee and its mandate.
    a. In the event there is no Vice-President, associated to the committee, the chair will consult with the President.

3. If a committee member does not submit their resignation pursuant to a request under article 5(1) and article 5(2) of this section, the Chairperson of the Committee may advise the Appointments Committee of the issue to seek a resolution.

Article 6: Additional Powers and Duties

1. In addition to the powers and duties stipulated in the bylaws, the Finance & Operations Committee shall:
    (a) make recommendations to Council on changes, developments, expansions, or other issues relating to student services provided or operated by the Society.
2. In addition to the powers and duties stipulated in the bylaws, the University Affairs Committee shall:
    (a) report to council on issues of importance arising from within the University Governance structure; and
    (b) recommend policies related to the University and Academic Affairs to council.

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Section V – Executive Director

Article 1: General

1. In accordance with Article 16(2) of the Bylaws, the Executive Director shall manage and direct the employees of the Society, and generally manage all aspects of the human resources of the Society including the hiring, discharging, training, and supervising of employees in consultation with the Executive Committee; the Executive Committee shall not, itself, nor any individual member thereof, have the power to exercise any of the human resources powers of the Executive Director.

2. The Executive Director shall establish and maintain all personnel procedures, and such procedures shall be contained in a Personnel Handbook of the Society. The handbook shall set out the basic employment principles and practices to be followed by the Society's management and staff, subject at all times to any legislation, collective agreements or contracts which may be in place from time to time.

3. There may be two separate handbooks, one for permanent employees and one for part-time and/or student employees.

4. All employees of the Society shall be given the appropriate Personnel Handbook at the time they commence employment.

5. The Executive Director shall regularly review the Personnel Handbook and, if necessary, make such changes to them which are prudent and desirable. The Personnel Handbook shall be readily available, in both printed and electronic format.

6. All regular staff positions shall be hired by a hiring committee. The voting members of the hiring committee shall consist of the Executive Committee members and the Executive Director.

7. The Executive Director shall provide a written report regarding the ongoing activities related to their portfolio to every regular meeting of Council.

8. The Executive Director shall determine the appropriate security procedures concerning keys and other access issues to Society offices and facilities, in consultation with the Vice-President, Finance & Operations. The Executive Director shall determine who may have access to Society offices and facilities, and under what circumstances that access may be used. The Executive Director shall regularly review security procedures, and access reports, with the Vice-President, Finance & Operations.

9. Despite article 1(7) of this section, the President and the Vice-President, Finance & Operations shall have access to all Society spaces, except for the accounting offices, subject to an order to relinquish keys pursuant to article 1(9) of this section, and subject to the restriction of access to certain spaces if the Executive Director determines, pursuant to the Bylaws, that access to those spaces has not been used responsibly.

10. The Executive Director shall provide to each member of the Executive Committee access to at least the Society's Main Office, their individual offices, and such other spaces as the Executive Director may determine in consultation with the Vice-President, Finance & Operations. In the event of a serious security issue, the Executive Director may order any or all members of the Executive Committee to relinquish their keys, and any such members of the Executive Committee shall so comply. Any such seizure of keys must be ratified by Resolution at

the next meeting of Council thereafter.

11. The Executive Director shall ensure that all offices of the Society be used as a centre for business of the Society, and not as a social gathering place or study group area during normal operating hours.

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12. The Executive Director shall ensure that Society computers are used only by individuals to whom they are assigned. However, other members or staff of the Society may use computers under the strict supervision of the individual to whom that computer is assigned.

Article 2: Financial Responsibilities of the Executive Director

1. In accordance with Bylaw 16(2)(e), the Executive Director shall cause to be carried out the financial decisions of Council and the Executive, insofar as such decisions are consistent with the Society Act, the Bylaws, these Regulations and the Budget adopted by Council.

2. The Executive Director shall not carry out, or cause to be carried out, any financial transaction unless it is appropriately approved, and is consistent with the Society Act, the Bylaws, these Regulations and the Budget adopted by Council.

3. In the event that an elected official of the Society disagrees with a decision made by the Executive Director pursuant to article 2(2) above, the Executive Director's decision may be appealed to Council, whose decision in the matter shall be final. Until such time as the Executive Director's decision is reversed by Council, the financial transaction in question shall not proceed.

4. In accordance with Bylaw 16(2)(e), the Executive Director shall deliver written financial reports to Council four (4) times per year: January, April, July, and October. Such reports shall include:
    (a) expenditures to-date in each budgeted line item;
    (b) revenues to-date in each budgeted line item;
    (c) reference, in a form determined by the Executive Director, to the previous year's Budget comparing the current financial status to the same reporting period of the previous year; and
    (d) such other information as the Executive Director may determine, or that has been requested by Council or the Executive Committee.

5. At the request of Council, by Resolution, the Executive Director shall provide interim reports at times other than those specified in clause (4) above.

Article 3: Authority Over the Social Justice Centre

1. All changes to the Social Justice Centre's structure, design, or purpose must have the approval of the Executive Director, not made by Constituency Representatives or their Constituencies.

2. All changes recommended to the Executive Director concerning the operations or activities of the Social Justice Centre must have the majority approval of all Constituency Representatives.

3. The Executive Director will continuously collaborate with the Constituency Representatives in maintaining an aesthetically pleasing and a cognitively ergonomic design for the Social Justice Centre that will respect the principle of equal access to the Centre's wall space.

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Section VI – Executive Committee

Article 1: Terms of Office

1. The Executive Director shall instruct each Executive member on the operations of the Society's Main Office when they assume office.

2. Each Executive member shall post, on or about their office door.
   (a) her specific office hours when they will be available to the staff and Members of the Society; and
   (b) a means by which staff and Members of the Society can contact their outside of the posted office hours.

3. Each Executive member shall prepare a draft budget proposal covering the operations of their office, and all committees and other structures within their portfolio, and submit that proposal to the Vice-President, Finance & Operations by no later than October 1, to be included in the Budget of the following Fiscal Year.

4. Each Executive member shall be responsible for ensuring a smooth transition at the end of their term in office. The outgoing Executive Committee members may be retained as special advisors, at their standard honorarium, for 1 month following the appointment of their replacement, for training purposes. Council may, by a Two-thirds (2/3) motion, dismiss an outgoing Executive rather than retain them. During this training period, the Outgoing Executives shall wield none of the powers of the Executive Officers. Orientation of new Executives shall include:
   (a) a two week period where the outgoing Executive performs all duties of the role while the incoming Executive shadows; followed by
   (b) a two week period where the incoming Executive performs all duties of the role, while the Outgoing Executive shadows;
   (c) transferring copies of all completed records and documents to the Records Coordinator and Archivist;
   (d) introductions to all relevant individuals, including external contacts; and
   (e) working with the Executive Director to preserve and transfer all other aspects of their office, including documents, passwords, computers, keys, etc.

5. The Executive Committee shall prepare and maintain a strategic plan to cover a period of time of at least three (3) years, and shall present that strategic plan to Council for approval by no later than 31 July of each calendar year; Council, after the consideration of any amendments, or referral back to the Executive Committee for further review, shall refer the strategic plan to the membership by way of an annual general meeting.

Article 2: Business of the Executive Committee

1. Subject at all times to the Constitution, Bylaws, Regulations, Executive Procedures, and the powers of Council, the Executive Committee shall coordinate the day-to-day affairs of the Society.

2. The Executive Director and the Records Coordinator and Archivist shall attend meetings of the Executive Committee, unless directed otherwise by the Executive Committee.

3. A quorum for meetings of the Executive Committee shall be three (3) voting members.

4. Unless otherwise stipulated in the Bylaws or these Regulations, decisions of the Executive Committee require a majority vote of the Executive Committee at a regularly-scheduled meeting of the Executive Committee where a quorum is present.

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5. Despite article 2(4) this section, any member of the Executive Committee may put resolutions to the Executive Committee members outside of regularly-scheduled meetings, but the resolution shall require, in writing, a clear mover and the approval, by signature, of all members of the Executive Committee to be adopted; any such motion shall have no force or effect unless
    (a) witnessed and signed by one (1) of either the Executive Director, or the Records Coordinator and Archivist; and
    (b) the text of such a resolution has been distributed to all members of Council via e-mail.

6. Any resolution proposed pursuant to article 3(5) of this section, whether carried or defeated, shall appear in the next set of Executive Committee minutes under the heading "Non-Meeting Motions."

7. By no later than the second week of each semester, the President shall ensure that a list of the dates, times, and locations of all upcoming meetings of the committee for that semester are posted on the website of the Society.

8. The President shall prepare a provisional agenda for all regular meetings of the Executive Committee, and deliver this provisional agenda and any supporting documentation to all members of the Executive Committee at least one (1) business day in advance of the meeting. The provisional agenda shall ordinarily be structured according to the following classes of business:
    (a) Introductions
    (b) Adoption of the Agenda
    (c) Adoption of the Consent Agenda
    (d) Presentations to the Executive Committee
    (e) Unfinished Business
    (f) Reports and Business Related to Executive Portfolios
        (i) President
        (ii) Vice-President, External Affairs
        (iii) Vice-President, Finance & Operations
        (iv) Vice-President, Student Life
        (v) Vice-President, University Affairs
        (vi) Executive Director
    (g) Submissions
    (h) Next Meeting
    (i) Adjournment

9. The President shall post the agendas of meetings of the Executive Committee, excluding all in-camera material, on the website of the Society at least twenty-four (24) hours in advance of the meeting.

10. The minutes of meetings of the Executive Committee shall record the resolutions of the Executive and a summary of discussions.

11. The chair of an Executive Committee meeting may move motions and debate the merits of any issue before the Executive Committee. The chair of an Executive Committee meeting may only vote to break or create a tie, or otherwise to affect the result.

12. The President may place certain items on the Consent Agenda, allowing for the approval of multiple items that are routine and not normally debated, while ensuring that individual members of the Executive Committee can pull out

individual items to be debated and voted upon in the usual way. Items that may be placed on the Consent Agenda include:

(a) the minutes for previous meetings of the Executive Committee;
(b) applications for the creation of Clubs;
(c) Planning Tools for funding requests of no more than $250, provided that the Planning Tool has been reviewed and endorsed by the Vice-President, Student Life;
(d) standard forms of advertisement contracts and agreements; and
(e) other items deemed appropriate by the President.

13. The Executive Committee shall exercise editorial control over the Society's communications media, including the yearly student handbook, official newsletter, and website. However, in accordance with the Bylaws, Council may overrule their decisions by a Two-thirds (2/3) Resolution.

14. All Executive Committee meetings must be held on Kwantlen Polytechnic University campuses during regular business hours.

Article 3: Vice-President University Affairs

1. In addition to the powers and duties set out in the Bylaws, the Vice-President, University Affairs shall:
   (a) be a member of the University Affairs Committee, and be the liaison between that Committee, and the Executive Committee;
   (b) be the primary point of contact between the Society and the University;
   (c) attend all regularly-scheduled meetings of the Kwantlen Polytechnic University Senate;
   (d) attend all regularly-scheduled meetings of the Kwantlen Polytechnic University Board of Governors;
   (e) coordinate student representation on all University committees and task forces to which the Society nominates or appoints;
   (f) be the liaison between constituency groups and the University on academic matters and relations;
   (g) be the primary administrative point of contact between the Society and any other Societies which operate on campus;
   (h) be responsible for negotiating contracts between the Society and the University;
   (i) lead the research and development of options and recommendations to Council on the development of academic policies to support the Members;
   (j) be the primary point of contact for issues involving the Society Membership and the university;
   (k) provide a written report regarding the ongoing activities related to their portfolio to every regular meeting of Council;
   (l) attend all regularly-scheduled meetings of the Executive Committee and Council;
   (m) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

Article 4: Vice-President Finance & Operations

1. In addition to those powers and duties set out in the Bylaws, the Vice-President, Finance & Operations shall:
   (a) be a member of the Finance & Operations Committee, and be the liaison between that Committee, and the Executive Committee;
   (b) be responsible for the coordination of the Society's offices and facilities, including their use, maintenance, and condition;

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(c) negotiate, with the Executive Director, changes in the contracts for the staff of the Society and all permanent staff (including the Executive Director), and present those changes to Council for approval, when appropriate;
(d) negotiate, with the Executive Director, contracts and other legal agreements concerning the Society's offices and facilities;
(e) advise Council, in writing, of any changes to the Society's financial investments;
(f) ensure that the Budget adopted by Council is adhered to by all areas and departments of the Society;
(g) bring motions to Council proposing amendments to the Budget when necessary;
(h) after a general meeting or referendum, cause to be filed with the Registrar of Companies the documents as required by the Societies Act, and any other documents;
(i) be responsible for causing the Society's annual daytimer to be produced;
(j) oversee and expand the Society's services;
(k) maintain, or cause to be maintained, the Society's website and ensure that it is up to date with the latest information;
(l) be responsible for promoting the services of the Society to the general membership;
(m) liaise, in cooperation with the Executive Director, with organisations or societies who have specifically been contracted to provide universal services to the membership; and
(n) provide a written report regarding the ongoing activities related to their portfolio to every regular meeting of Council;
(o) attend all regularly-scheduled meetings of the Executive Committee and Council;
(p) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

Article 5: Vice-President External Affairs

1. In addition to those powers and duties set out in the Bylaws, the Vice-President, External Affairs shall:
   (a) be a member of the External Affairs Committee, and be the liaison between that Committee, and the Executive Committee;
   (b) be responsible for community outreach and external political events of the Society;
   (c) liaise with, and represent the Society on the Canadian Federation of Students B.C. Executive Committee, and attend all Canadian Federation of Students events, unless Council, by Resolution, designates some other elected official to perform these functions;
   (d) provide a written report regarding the ongoing activities related to their portfolio to every regular meeting of Council;
   (e) attend all regularly-scheduled meetings of the Executive Committee and Council;
   (f) pursuant to article 11(4) of the Bylaws, be responsible for lobbying municipal officials, members of the Legislative Assembly, and federal Members of Parliament on issues of importance to students;
   (g) liaise with organisations at the University representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning external issues and lobbying; and
   (h) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

Article 6: Vice-President Student Life

1. In addition to those powers and duties set out in the Bylaws, the Vice-President, Student Life shall:
   (a) be a member of the Student Life Committee, and be the liaison between that Committee, and the Executive Committee;

(b) advertise Society events to the membership;
(c) develop and coordinate a communications strategy between the Society and its members;
(d) provide a written report regarding the ongoing activities related to their portfolio to every regular meeting of Council;
(e) be responsible for the Society's volunteers;
(f) oversee and ensure the organisation and implementation of the annual August new-student orientations as jointly organised by the University and the Society on each campus;
(g) be responsible for reserving Kwantlen Student Association office space for a "Social Justice Centre," ensuring that the Centre is always open to the membership during office hours, and proactively searching for opportunities to create a Centre on all campuses;
(h) attend all regularly-scheduled meetings of the Executive Committee and Council;
(i) liaise with Kwantlen Polytechnic University on matters of student life and recreation;
(j) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

Article 7: President

1. The President is *prima inter pares* (first among equals), but does not exercise hierarchical or supervisory authority over the other members of Council. In addition to the powers and duties of their elected office, and those stipulated in the Bylaws, the President shall:
   (a) coordinate, in general, the activities of the Executive and the Society as a whole;
   (b) be the chief spokesperson of the Society;
   (c) work, on average, an additional five (5) hours per week above and beyond those hours worked in the performance of their primary portfolio;
   (d) write letters on behalf of Council;
   (e) ensure that bodies and individuals report back to Council on actions Council has directed them to take;
   (f) ensure that members of the Executive Committee have their office hours posted in compliance with the Bylaws and the Regulations;
   (g) ensure that members of the Executive Committee have fulfilled their posted office hours in compliance with the Bylaws and the Regulations;
   (h) submit copies to Council of any correspondence or other documents delivered to their which are addressed to Council;
   (i) provide a written report regarding the ongoing activities related to their portfolio and the Executive Committee in general to every regular meeting of Council;
   (j) ensure that the Speaker of Council, or a staff member designated by the Executive Director, prepares the provisional agenda for Council, and ensures that all accompanying documents, minutes, reports, etc., are in order;
   (k) ensure that all individuals who are required to submit written reports to Council do so, in compliance with the Regulations, and report on those from whom a report was not received in the provisional agenda; and
   (l) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

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Section VII – Representatives and Assemblies

Article 1: Terms of Office

1. Members of Council shall, at their first Council meeting following their election, sign and date the following Oath of Office:

   "I, _____, in view of the trust that the students of Kwantlen Polytechnic University have vested in me, as well as my own personal sense of honour and duty, do solemnly affirm to fulfill my responsibilities as a Councillor of the Kwantlen Student Association. I will do everything in my power to uphold and respect the Constitution, Bylaws, Regulations, and Policies of the Kwantlen Student Association. I am aware that my primary reporting responsibility is to Council, and that Council has the authority to reprimand me if I fail to perform my duties in a satisfactory manner. If a conflict of interest arises in which I, as a Councillor, have the opportunity to exercise an official power or duty in ways that can lead to personal gain or advantage of any kind, I will relinquish my right to participate in the decision-making process. I will engage in open and honest debate in a process where I am guided by truth and fairness. I will never purposely misrepresent facts in dealing with constituents, other representatives, and the Kwantlen community in an effort to achieve my goals. In executing my office, I will seek out and voice effectively the interests and concerns of the student body, so as to offer the student body a vehicle through which to address issues and improve the quality of life at Kwantlen for all students."
2. Campus Representatives shall be voting members of Council, with one (1) Campus Representative to be elected for each campus of the University in each general election, to be elected and to hold office on a term concurrent with Faculty Representatives.

Article 2: Cloverdale Student Assembly

1. All Cloverdale students may attend, participate in, and vote in meetings of the Assembly.

2. Meetings of the Assembly shall be called by the Executive Director in consultation with the Cloverdale Campus Representative:
   (a) on their own initiative;
   (b) in accordance with a decision made by a previous meeting of the Assembly; or
   (c) upon receiving a petition, signed by at least five (5) or more Cloverdale students, requesting such a meeting.

3. The Executive Director shall cause notice to be given of all meetings of the Assembly at least one (1) week in advance of the meeting. Notice shall include placing at least three (3) posters in the Cloverdale student lounge areas advertising the date, time, and location of the meeting.

4. The Assembly shall be responsible for:
   (a) determining its own procedures, provided that such procedures are consistent with the Bylaws, Regulations, and Policies of the Society;
   (b) researching, providing information, and raise awareness on issues of concern to the membership at their campus;
   (c) representing the concerns of Cloverdale students before the Kwantlen Polytechnic University administration;
   (d) representing the concerns of Cloverdale students before the Kwantlen Student Association, including but not limited to, meetings of Council;

(e) developing frequent, two-way, online communications between the Assembly and Cloverdale students; and
(f) organising social and other activities for Cloverdale students.

5. The Executive Director shall ensure a staff member is on the Cloverdale campus to:
   (a) Promote interest in the work of the assembly;
   (b) Maintain records of the Assembly including budget documents, meeting agendas, and meeting minutes; and
   (c) Send copies of budget documents, meeting agendas, and minutes, once approved by them, or the Cloverdale campus Representative, to the Records Coordinator and Archivist

Section VIII – Constituency Representatives

Article 1: Terms of Office

1. The prime purpose of the Constituency Representative positions shall be to afford particular groups of members who historically face unique challenges to their participation in post-secondary education an opportunity to be specifically represented at Council. Any member of the Society who self-identifies with a given group may vote for, and run for, the Constituency Representative position representing that group. No member may run for or hold more than one (1) Constituency Representative position at any one time, and no Constituency Representative may hold or run for another elected or appointed position within the Society. No person holding another elected or appointed position within the Society may hold or run for a Constituency Representative position.

Article 2: Powers of Constituency Representatives and Associations

1. Constituency Representatives shall:
   (a) advocate and lobby broadly on behalf of the members of their constituency, as well as specifically in response to concerns, complaints, or reports of discrimination by said constituency;
   (b) educate and raise awareness in the Kwantlen community about their constituency and the issues it faces;
   (c) be a visible representative of their constituency to the Kwantlen community on all campuses where possible;
   (d) promote social justice issues at Kwantlen;
   (e) maintain a close relationship with the members of their constituency, by keeping an advertised open line of communication on all campuses (e.g., telephone, website, social media group);
   (f) attend meetings of Council to represent the views and concerns of their constituency;
   (g) establish and coordinate Constituency Associations relevant to their constituencies, as issues or needs arise, pursuant to clause 2 below;
   (h) advertise broadly the meetings of the Constituency Associations to the membership no less than seven (7) days prior to the meeting;
   (i) provide, in consultation with the Vice-President Student Life, events, workshops, seminars, etc., concerning their constituency;
   (j) submit an annual budget proposal to the Vice-President Finance & Operations;
   (k) liaise with external groups, in consultation with the Vice-President External Affairs, on issues pertaining to their constituency;
   (l) advise the Vice-President University Affairs, in writing, of the members of their Constituency Associations and any changes thereto;
   (m) provide a written report regarding the ongoing activities related to their portfolio to every regular meeting of Council; and
   (n) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

2. There shall be a Constituency Association corresponding to each Constituency Representative set out in the Bylaws. A Constituency Association shall
   (a) be no fewer than eight (8) members of the Society, self-identified with the Constituency, appointed in a manner consistent with the Rules of each Constituency Association;
   (b) have the power to regulate its own proceedings by establishing Rules;
   (c) submit minutes of its meetings to the Records Coordinator and Archivist;
   (d) be open to all members of the Society who self-identify with the Constituency;

(e) provide advice and recommendations to the corresponding Constituency Representative;
(f) authorize expenditures from any line items so apportioned by Council;
(g) have such other powers and duties as may be assigned, by Council, from time to time.

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Section IX – Finances and Budget

Article 1: Fiscal Procedures

1. The Executive Director shall maintain, or cause to be maintained, accounts and account codes in accordance with the allocation of monies set out in the Society's Budget. No accounts or account codes shall be created or deleted except with the approval of the Executive Director. Unless otherwise stipulated in the Regulations, the Executive Director and the Vice-President, Finance & Operations shall jointly determine who has disbursement authority for all accounts.

2. Withdrawals from accounts, including cheque requisitions, shall be made according to the following procedures:
   (a) all withdrawal requests must be signed and authorised by the individual who has authority over the account;
   (b) all withdrawal requests shall be made through the use of the proper forms and shall be accompanied by the appropriate supporting documentation;
   (c) appropriate supporting documentation shall be receipts, invoices, charge slips, approved contracts, or other appropriate evidentiary documents as determined by the Executive Director, in consultation with the Vice-President, Finance & Operations, on a case-by-case basis;
   (d) if receipts, invoices, and approved contracts are unavailable, official minutes of the appropriate body authorising the expenditure may suffice as supporting documentation, upon approval of the Executive Director, in consultation with the Vice-President, Finance & Operations, on a case-by-case basis;
   (e) if a purchase order is obtained through the procedures described above, such purchase order shall be considered appropriate supporting documentation for the issuance of cheques;
   (f) requests for petty-cash disbursements against accounts may only be made in accordance with procedures established by the Executive Director, and placed in the Personnel Procedures Manual; and
   (g) in special, emergency situations in which neither minutes nor receipts, invoices, or contracts are available, withdrawals may be made by Resolution of the Executive Committee, provided that it is consistent with the Budget, past practice, and reported by the Vice-President, Finance & Operations to the next regular meeting of Council.

3. Deposits into accounts shall be made according to the following procedure:
   (a) any and all monies of the Society, which include any monies in the control of Clubs and other Society bodies, shall be deposited into the Society's accounts in a manner determined by the Executive Director; and
   (b) any Club or other Society body found to have monies deposited in a manner other than that established by the Executive Director shall have transactions from its accounts suspended and its Society privileges discontinued, and shall suffer such other penalties as deemed appropriate by the Vice-President, Finance & Operations, in consultation with the Executive Committee.

4. The Executive Director shall:
   (a) ensure that all Society bodies and the Society's officials and staff have sufficient monies in their accounts to carry out their financial transactions;
   (b) ensure that all of the Society's financial transactions are approved by the appropriate signing officer with the appropriate documentation; and
   (c) create other procedures relating to the operation of the Main Office as are required, from time to time.

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5. Internal transfers between accounts must be approved in writing by the organisation, body, or individual being charged.

6. Temporary internal transfers between accounts must be accompanied by a memo detailing the reasons for the transfer of funds and outlining when the funds will be transferred back, as signed by three (3) signing officers.

7. Cheques and other official financial instruments dealing with expenditures shall be signed by two (2) signing officers, one (1) of whom shall be a staff person, and one (1) of whom shall be an elected official. However, if the cheque or other official financial instrument represents an expenditure of at least three thousand dollars ($3000.00) or more, then it shall be signed by three (3) signing officers, one (1) of whom shall be a staff person, and two (2) of whom shall be elected officials.

8. The electronic transfer of funds from Society accounts, with the exception of the electronic processing of payroll, shall be made according to the following procedures:
   (a) requests for funds to be transferred electronically shall be made as per the procedures outlined within clauses 2 through 7 of this article; and
   (b) a print-out summary of funds to be transferred electronically, along with all supporting documentation, shall be presented to and signed by the signing officers as per the procedures outlined within article 2, below.

9. Bank Reconciliations shall be handled according to the following procedures:

   (a) A monthly report is prepared documenting the reconciliation of each bank account and the review of entries in the financial records. Reconciliation reports will be completed and reviewed no later than fifteen (15) business days after Accounting has received the bank statements. Once completed, the Executive Director, the Vice-President, Finance & Operations, and at least one (1) other signing officer shall date and sign the report indicating the date the reconciliation report was completed, and the date it was reviewed by management and the signing officers. Reconciliation reports shall be made available to the Finance & Operations Committee, Council, and the auditors upon request.

   (b) A reconciliation report shall include:
      (i) verification that entries (e.g., deposits, transfers, withdrawals, expenditures, and revenue) on bank statements and monthly financial reports are accurate and agree with department records;
      (ii) identification of all reconciling items and the separation of those items into timing differences (i.e., those that will clear with the passage of time) and differences requiring adjustments to clear either by the bank or with an adjusting journal entry in the financial records; and
      (iii) an indication of preparation and timely transmittal of requests for corrections, as well as the submission of outstanding supporting documentation for advances, to the appropriate individuals and departments.

Article 2: Signing Authorities

1. The Society signing officers, as designated in the Bylaws, shall be responsible for making sure that they are instructed by the Executive Director on appropriate procedures for reviewing cheques and the related supporting documentation.

2. A Society signing officer who is the recipient of a given cheque shall not sign that cheque.

3. Signing officers shall not sign any financial document, contract, or cheque unless there is sufficient documentation accompanying the financial document, contract, or cheque substantiating that the appropriate authority has approved the expenditure or contract.

4. The Executive Director, the Student Services Manager, and the Financial Controller, shall be signing officers of the Society, in addition to those signing officers specified in the Bylaws.

Article 3: Budget

1. Pursuant to Bylaw 9(3)(b), Council shall adopt a final, detailed Budget for the Society no later than January 30 in each Fiscal Year for the then-current Fiscal Year.

2. The Budget shall include the budget projections adopted by Council the previous year, the actual expenditures and revenues to date, variances, and the next fiscal year's budget projections for all the Society's operations, including but not limited to the business operations.

3. The Budget shall include a statement of the amount of money in all the accounts of the Society.

4. The Budget shall provide a detailed breakdown of revenues and expenditures within each department of the Society, a department in this context meaning an individual student service, committee, business, staff department or position, executive member, and so forth.

5. The Budget shall provide figures for the overall revenues and expenditures of each major division of the Society, the major divisions in this context meaning the business operations as a whole, all the departments within student government, and the services as a whole. The Budget shall include detailed line items for the expenditures within the offices of the Executive Committee members, including but not limited to; salary, office supplies, local travel, special projects and volunteer recognition.

6. The Vice-President, Finance & Operations shall prepare a draft Budget for the Society's new Fiscal Year, and submit that draft to the Finance & Operations Committee no later than October 31, two (2) months before the start of the new Fiscal Year. The Finance & Operations Committee shall complete its review of the draft by posting it on-line on the Society's website, and inviting feedback from the Kwantlen Community by advertising and holding consultative sessions on each of the Kwantlen campuses. Based on its deliberations and the input gathered at the consultative sessions the Finance & Operations Committee shall submit its version of the draft Budget to all Council members no less than seven (7) days prior to the first Council meeting of December. Should Council suggest further changes to the draft budget, those changes shall be sent to the Finance & Operations Committee for deliberation, with any further recommendations regarding the budget being sent to all Council members no less than seven (7) days prior to the first Council meeting of January. The detailed notes to each section of the Budget shall be considered part of the Budget.

7. Approval by Council of the Budget or any amendment thereto shall be deemed to be authorisation for the organisation or person responsible for each department mentioned in the Budget to manage the monies allocated to that department. Expenditures shall not deviate from those contained in the Budget, unless an amendment has been approved by a Two-thirds (2/3) Resolution of Council on the recommendation of the Finance & Operations Committee.

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8. Before the Budget is approved, normal expenditures (such as expenditures on salaries and office supplies) shall be permitted for each department in accordance with the Budget of the previous Fiscal Year. Exceptional expenditures (such as for capital projects or special events) may only be authorised at the joint discretion of the Vice-President, Finance & Operations and Executive Director, provided that such an expenditure:
    (a) is consistent with the draft Budget as prepared by the Vice-President, Finance & Operations;
    (b) would not put the Society into a deficit position;
    (c) does not exceed twenty-five percent (25%) of the previous year's expenditure for that area; and
    (d) would avoid putting the Society at some risk, regarding the loss of a program, service, or opportunity that is in the best interests of the students of Kwantlen.

9. The Budget shall balance exactly expenditures and revenues, and any proposed amendments to the Budget shall ensure that the revised budget complies with this article.

10. The Budget may include a contingency or reserve fund of unallocated monies, but this fund shall not be in excess of five percent (5%) of the proposed Society revenues in a given Fiscal Year. Contingencies shall only be used to cover an unforeseen deficit the Society has during the year and shall not be allocated by Council for any other purpose. Monies may only be spent or transferred from this fund by a Two-thirds (2/3) Resolution of Council. If an unforeseen deficit occurs that is larger than the Contingency can cover, the Finance & Operations Committee shall recommend to Council how to cover it.

11. Council may, through the Budget, allow the Society to allocate monies to reserve funds that may accumulate monies from year to year, and such monies shall not be rolled into the surplus or deficit of the Society at the end of any given Fiscal Year. Monies may only be allocated or spent from such funds by a Two-thirds (2/3) Resolution of Council, or in accordance with the Regulations. The balance of such funds must be included in the Budget.

12. The Vice-President, Finance & Operations, or a staff-member designated by the Executive Director, shall ensure that the following financial documents are routinely posted to the website of the Society in a timely manner:
    (a) the final budget of the Society, with all notes and supporting documentation, as approved by Council;
    (b) the quarterly reports as prepared by the Executive Director in the months of January, April, July, and October;
    (c) the audited financial statements, as approved by the membership at an AGM; and
    (d) the post audit letters provided by the auditors to the management of the Society.

Article 4: Contracts

1. The term "contract" shall include binding agreements, memoranda of understanding, strategic partnerships, binding commitments, or any other business, employment, or legal arrangements intended to be enforceable by law. The term shall not include day-to-day commercial transactions of merchandise/food sales under one hundred dollars ($100.00).

2. The Vice-President, Finance & Operations and any one (1) of the Vice-President, University Affairs, the Executive Director, the Vice-President, Student Life, and the Vice-President, External Affairs are the only individuals who can bind the Society to a legal contract. The only exceptions to this provision are:
    (a) the Executive Director may enter the Society into a legal contract to maintain or continue a service to the Society, but shall not enter the Society into contracts that would be considered political in accordance with this section, or that represent a new area of service;

(b) that the Society's other senior managers may authorise and approve purchases, cheque requisitions, invoices, and bookings which relate to their area of responsibility; and
(c) that Executive members, senior managers, and staff may enter the Society into an administrative contract provided that the contract is directly fulfilling the intent of a Resolution passed by Council.

3. Except in accordance with paragraph 2 above, members of clubs, committees, members of Council, and Society employees are not authorized to sign or otherwise engage in any contract on behalf of the Society. If such a non-authorized party signs a contract on behalf of the Society, that party, and not the Society, shall be responsible for the contract.

4. If any individual or group wishes to enter the Society into a contract, the following protocol must be observed:
   (a) the contract shall be submitted to the Vice-President, Finance & Operations no less than four (4) weeks before the agreement is to take effect;
   (b) the Vice-President, Finance & Operations, in consultation with the Executive Director, shall ensure that the contract is consistent with the Regulations and the Bylaws of the Society;
   (c) the Vice-President, Finance & Operations shall determine if the contract is political or administrative, all contracts being administrative unless they result in:
      (i) a visible limiting of choice for members of the Society;
      (ii) an exclusive relationship between the Society and the other party to the contract providing the other party with direct or indirect commercial access to the members of the Society;
      (iii) a strategic or far-reaching agreement with the University;
      (iv) a contract in excess of two (2) years in duration; or
      (v) any other consequences that should reasonably be brought to Council's attention;
   (d) the Vice-President, Finance & Operations shall submit all administrative contracts to the Executive Committee, which shall have the power to approve them by Resolution;
   (e) Once the Executive Committee has approved the Executive Committee minutes in which a contract has been approved, then the Vice-President, Finance & Operations and any one (1) of the Vice-President, University Affairs, the Executive Director, the Vice-President, Student Life, and the Vice-President, External Affairs shall sign the contract.

5. The Executive Committee may approve standard administrative contracts for use throughout the Society's operations, including but not limited to bookings agreements, employment contracts, and contracts with suppliers. Such standard administrative contracts need not be reapproved by the Executive Committee each time they are used, provided that the purpose and content of the contract have not changed, other than to indicate specific dates, names of parties, and the level of monetary compensation or payment.

6. Any contract that is not administrative shall be considered political. Political contracts may only be approved by a Two-thirds (2/3) Resolution of Council.

7. When approving a political contract, Council shall only deliberate on the final draft of the contract, and shall not delegate final approval to any other individual or body. Contracts that are changed in any meaningful way after Council has approved them must be resubmitted to Council for approval of those changes.

8. Notwithstanding the authority granted to the Executive Committee to approve administrative contracts, Council has the power, subject to clause 11 below, to approve or disapprove any contract.

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9. At the request of three (3) voting members of Council, Council must strike an ad hoc Ethical Review Committee to examine any contract prior to approval. Any contract that is to be reviewed by an Ethical Review Committee shall be considered political. The ad hoc Committee shall:
    (a) produce a written report to Council on the ethics of all parties with which the Society is to enter into agreement under the proposed contract;
    (b) report back to Council in a timely fashion, usually by the next Council meeting, with a recommendation on whether or not to enter into the proposed contract;
    (c) in all other ways conform to the provisions on Committees in the Regulations; and
    (d) have such other duties as are assigned by Council.

10. Only one Ethical Review Committee may be struck for any contract.

Article 5: Asset Inventory

1. All furnishings and equipment of the Society that have an expected life of more than two (2) years shall be entered into an asset inventory.

2. The asset inventory shall be updated every three (3) years by locating all furnishings and equipment and listing them as assets of the Society.

3. The asset inventory shall include the assets of all Society clubs, associations, and services, and shall be conducted by the Finance & Operations Committee, in consultation with the Executive Director and the Society's auditors.

Article 6: Disposal of Furnishings and Equipment

1. Any asset of the Society under the direct jurisdiction of Council, the Executive Committee may be disposed of (either sold or given away) by a Resolution of the Executive Committee, provided that such disposition is in accordance with the Regulations and is in the best interests of the Society, and is not intended to benefit any individual or company at the expense of the Society. The Executive Committee shall report in writing any disposition of Society property under their jurisdiction to Council.

2. Any asset of the Society under the Executive Director's jurisdiction may be disposed of (either sold or given away) at their discretion, provided that such disposition is in accordance with the Regulations and is in the best business interests of the Society, and is not intended to benefit any individual or company at the expense of the Society. The Executive Director shall report in writing any disposition of Society property under their jurisdiction to Council.

Article 7: Investment of Society Funds

1. Pursuant to Bylaw 13(11)(a) and Bylaw 16(2)(d), the Executive Director and the Vice-President, Finance & Operations shall co-manage the financial investments of the Society in such a manner as to ensure that:
    (a) the financial assets of the Society are secure; and
    (b) the Society receives a reasonable return on its investments.

2. Any changes in the financial portfolio of the Society require the signature of both the Vice-President, Finance & Operations and the Executive Director, and must be in accordance with this Article. The Executive Director shall ensure that a documented copy of all such changes be kept on file for as long as is reasonable, but in no case

less than one (1) year. The Vice-President, Finance & Operations, as a part of their regular written report to Council, shall ensure that Council is informed of all such changes.

3. The Executive Director and the Vice-President, Finance & Operations, on their joint approval, may liquidate any investment of the Society unless Council has specifically mandated by Resolution that an investment be held, or disposed of, in a certain manner.

4. The Executive Director and the Vice-President, Finance & Operations, on their joint approval, may purchase or place the Society's assets in secured investments such as deposit accounts, certificates of deposit, savings bonds, investment grade bonds and investments, government treasury bills and guaranteed investment certificates.

5. The Executive Director and the Vice-President, Finance & Operations, on their joint approval and with the support of a Resolution from Council, may purchase or place the Society's assets in any financial instrument not otherwise prohibited by these Regulations, the Bylaws or statute.

6. The Society shall not invest in high-risk investments, such as stock speculation, junk bonds or unregulated commodities.

7. Council may, within this Article, create a list of particular investments or companies that it chooses not to financially engage in for ethical reasons. The Executive Director and the Vice-President, Finance & Operations shall ensure that the Society's investments are in accord with such restrictions.

8. Council may, by Resolution, hire a portfolio manager or other external financial manager to administer all or part of the Society's investments. However, any such agreement to engage a portfolio manager or other financial manager shall ensure that this Article is adhered to in its entirety.

Article 8: Special Purpose Funds

1. The Society may establish Special Purpose Funds, either by Referendum or a Two-thirds (2/3) Resolution of Council. The terms of reference for any such fund shall be included in this section, and shall, in the case of a fund created by Referendum, correspond with the intent of the Referendum question itself.

2. Monies from Special Purpose Funds may only be allocated if such allocation:
   (a) has been included in the Society's Budget;
   (b) conforms with the stated purpose of the fund; and
   (c) has been approved by a Two-thirds (2/3) Resolution of Council.

3. Unspent or unallocated monies from Special Purpose Funds shall remain in the fund and shall not be transferred to any other fund or purpose, or roll over into the general operating funds of the Society at the end of the Fiscal Year.

4. The Special Purpose Funds of the Society are:
   (a) **The Health Benefits Fund**: established by referendum in the Spring of 1998, the fund shall be used to supply members with health services and benefits, including insurance coverage and related programs, including the Student Health Improvement Program;
   (b) **The Dental Benefits Fund**: established by referendum in the Spring of 1998, the fund shall be used to supply members with health and dental insurance coverage and related programs;

(c) **The Lobby Fund**: established by referendum in the Fall of 2003, and amended in the Fall 2009 referendum, the fund shall be used for the purpose of lobbying the government and the University, and to pay for the Society's membership costs for joining outside organisations;

(d) **The Publication Fund:** established by referendum in the Spring of 2008, the fund shall be used to fund an independent, freely-distributed, year-round, multi-campus, student-owned news and campus culture publication;

(e) **The Bursary Fund**: established by referendum in the Spring of 2004, the fund shall be used to fund KSA bursaries and other awards at Kwantlen Polytechnic University;

(f) **The Fair is Fair Fund**: established by referendum in the Fall of 2009, the fund shall be used to balance the marketing and promotions of the Canadian Federation of Students (CFS) by creating and distributing free marketing materials which offer an alternative view of the CFS;

(g) **The Student Union Building Fund (SUB)**: established by referendum in the Fall of 2009, and previously known as the Capital Asset Fund (which was established prior to 1994) shall be used on capital expenses relating to building and operating student-owned SUB buildings and student centres on Kwantlen campuses;

(h) **The START (Students Taking an Active Role Together) Fund**: established by referendum in the Fall of 2009, the fund shall be used to create unique and flexible volunteer opportunities and incentives on-campus and throughout our local communities; it will also provide Kwantlen students with free/discounted job-related training like WCB, FoodSafe, Serving It Right, first aid, and volunteer training;

(i) **The Social Justice Fund**: established by referendum in the Fall of 2009, the fund shall be used to provide event and activity resources to promote social justice and universal access to education;

(j) **The Reboot Computer Service Fund**: established by referendum in the Fall of 2009, the fund shall be used to provide free, one-on-one technical support and consulting if students are experiencing programs with their PC or laptop;

(k) **The Radio Free Kwantlen Fund**: established by referendum in the Fall of 2009, the fund shall be used to provide online (but not limited to online) broadcast programming centred around university life at Kwantlen, including unique music, news, and culture programming; the fund shall support a multi-cultured environment and offer a medium for free speech and expression;

(l) **The Peer Counselling Fund**: established by referendum in the fall of 2009, the fund shall be used to provide confidential student-to-student information, peer support, and crisis services to Kwantlen students and the campus community;

(m) **The Intramurals Fund**: established by referendum in the Fall of 2009, the fund shall be used to provide a student-organised, recreational sports program that will allow Kwantlen students the opportunity to enjoy a positive, sportsmanlike, and competitive athletic experience through organised leagues, tournaments, and one-day events;

(n) **The Clubs and Events Fund**: established by referendum in the Fall of 2009, the fund shall be used to provide funds for student and club events on every campus, including live music, public speakers, student club and association fundraisers, etc., and to provide them on every campus;

(o) **The Battle Impark Fund**: established by referendum in the Fall of 2009, the fund shall be used to assist and fund students appealing parking tickets and/or towings on campus;

(p) **The Advocacy Service Fund**: established by referendum in the Fall of 2009, shall be used to provide confidential representation, guidance, and assistance to students engaged in conflict with Kwantlen, including providing support to students in preparing and attending formal meetings, hearings, and appeals against the University; 5% of the next revenue of this fund shall be transferred to the Kwantlen Students' Legal Assistance Fund each year;

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(q) **The Women's Centre Capital Fund**: established by donation in the Spring of 2004, and formally by Council in the Fall of 2009, the fund shall be used to purchase capital equipment and facilities in a future Women's Centre at Kwantlen;

(r) **The Kwantlen Students' Legal Defence Fund**: established by Council in the Fall of 2009, the fund shall be used to provide legal support to individual students regarding a conflict with Kwantlen;

(s) **Canadian Federation of Students Fund**: established through referendum in the Fall of 1981, the fund shall be used to pay fees to the Canadian Federation of Students.

(t) **The Public Interest Research Fund:** Established through referendum in the Spring of 2013, the Public Interest Research Fund was formed to fund the Kwantlen Public Interest Research Group (KPIRG), a non-profit student led society on campus.

Article 9: Society Awards, Bursaries, and Scholarships

1. From time to time, the Society may create needs-based awards, bursaries, or scholarships to help meet the ongoing financial needs of students in a particular area.

2. At no time shall the Society directly administer the day-to-day operations regarding the awarding of any award, bursary, or scholarship as set up in the Society's name. Once created, all awards, bursaries, and scholarships shall be administered through the University's Foundation and Financial Awards Offices.

3. Notwithstanding clause (2) of this article, the Student Services Manager shall administer the selection of recipients for KSA MultiPass fee bursaries.

4. The Vice-President, Finance & Operations in consultation with the Vice-President, University Affairs shall be responsible for liaising with the University's Foundation and Financial Awards Offices regarding all awards, bursaries, and scholarships set up in the Society' name, provided that
   (a) new awards, bursaries, and scholarships are vetted and considered by the Finance & Operations Committee, who shall make recommendations regarding new awards, bursaries, and scholarships to Council, who shall decide the matter through a Two-thirds (2/3) Resolution; and
   (b) changes to existing awards, bursaries, and scholarships are vetted and considered by the Finance & Operations Committee, who shall make recommendations regarding any changes to the Executive Committee, who shall decide the matter by Resolution.

5. The Vice-President, Finance & Operations shall be the Society's representative on the University's Awards Selection Team. Should the Vice-President, Finance & Operations be unable to serve in this capacity at any given time, the Executive Committee shall appoint an alternate to serve on the selection team.

6. The President and one (1) member of the Executive Committee, as appointed by the Executive Committee, shall represent the Society at all University Award Ceremonies. The Executive Committee may also appoint alternates or additional representatives to serve in this capacity as required, from time to time.

Article 10: Student Fees

1. The Executive Director shall be responsible for sending notice to the University on an annual basis pursuant to section 27 of the University Act requesting that the University collect the fees of the Society for the ensuing year.

2. The Society's membership fees shall be $1.00 per calendar year for students only enrolled in Adult Basic Education courses in a given calendar year. This shall include all special-purpose fees.

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Section X – Honoraria and Reimbursement for Elected Officials

Article 1: Honoraria of Representatives

1. In recognition of the time Representatives contribute to the work of the Society, they shall receive an attendance honorarium for attendance, to be disbursed within twelve (12) business days of the end of each calendar month, as follows:
    (a) An honorarium of $100 per Regularly-scheduled and Special Council meeting shall be paid to all Representatives.
    (b) An honorarium of $75 per meeting of each Standing Committee of which Representatives are a member, for attending a maximum of five (5) meetings per semester, per Committee.
    (c) An honorarium of $75 per meeting of each Special Committee established by Council of which Representatives are a member, for attending a maximum of five (5) meetings per semester, per Special Committee.
    (d) An honorarium of $125 per meeting of each Standing, or Special, Committee of which Representatives are the Chairperson, for attending a maximum of five (5) meetings per semester, per Committee.
    (e) A Representative who is also a member of the Executive Committee is excluded from attendance honoraria under this Article.

2. Special meeting honoraria shall be one half of regular meeting honoraria and shall be granted up to once per semester, per committee, above and beyond the five (5) meeting maximum set out in Section X, Article 1, clause 1.

3. Council may, upon a 2/3rds resolution, authorize additional regular committee meeting honoraria above and beyond the five (5) meeting maximum set out in Section X, Article 1, clause 1, provided a request for authorization is submitted by the committee chair or their designate in writing to Council, along with a rationale explaining the need of the extra meetings.

4. A Representative shall be deemed to have attended a Council meeting for the purposes of this Article if they are present from the regularly scheduled time, until the Adjournment of the meeting, or at least four (4) hours, whichever is less.

5. A Representative shall be deemed to have attended a Standing Committee or Special Committee meeting, of which they are a member of, for the purposes of this Article if they are present from the regularly scheduled time, until the Adjournment of the meeting, or at least two (2) hours, whichever is less.

6. If a regularly scheduled meeting of Council does not achieve quorum, and therefore does not proceed, those members present at the regularly scheduled time shall be entitled to receive half of their regular honorarium.

7. A member of the Society, who is not a member of Council, shall receive an honorarium of $75 for attendance at each meeting of Council for which they hold the proxy of a member of Council, subject to the attendance requirements of this article. A Representative shall not be entitled to receive an attendance honorarium for a meeting of Council at which they are not present themselves, whether or not a proxy is assigned. A member of Council shall only be entitled to receive one (1) attendance honorarium per Council meeting attended, whether or not that member of Council is assigned a proxy.

8. Once per semester, the Executive Committee will disburse an honorarium of $5000.00 to the councillor appointed as Associate President. The Associate President must have served at least 7 months of the 12 months in office to receive the honorarium.

Article 2: Duties of the Executive Committee

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1. Members of the Executive Committee shall be responsible for the performance of those duties set out in Article 13 of the Bylaws, and Section VI of the Regulations and, in addition to those duties, they shall be expected to:
    (a) complete at least eighty (80) hours per bi-weekly pay period;
    (b) of those hours completed per section X(3)(a)(i), and pursuant to section VI(1)(c)(i), complete at least twelve (20) hours per week at the Main Office of the Society;
    (c) submit a bi-weekly timesheet to the Vice-President, Finance & Operations, to detail the hours completed in the performance of their duties for the Society (except for the Vice-President, Finance & Operations, who shall submit it instead to the Vice-President, University Affairs);
    (d) submit a written report for presentation to each regularly-scheduled meeting of Council and of the Standing Committee on which they are a member; and
    (e) attend all regularly-scheduled meetings of the Executive Committee.

Article 3: Stipends for the Executive Committee

1. Members of the Executive Committee shall receive a bi-weekly stipend of $1,592.80 in recognition of the time that they contribute to the work of the Society, to be remunerated on a bi-weekly basis in a manner to be determined by the Executive Director. The President shall receive an additional $100 per bi-weekly pay period, in recognition of the additional time that they contribute to the work of the Society over and above the functions and duties of that member of the Executive Committee's primary portfolio.

2. During the calendar months of April, August, and December, it is understood that expected hours contributed to the work of the Society, and office hours, for members of the Executive Committee shall be reduced by one-half, and that the stipend disbursed to each member of the Executive Committee during that calendar month shall not be thereby affected.

Article 4: Optional Base Pay

1. A representative may, at the end of each month, apply to the Vice-President, Finance & Operations for an additional honorarium of $50 for having completed all of the expectations of their role under Section II, Article 2. Members of the Executive Committee shall be excluded from this article

Article 5: Discipline for Representatives and the Executive Committee

1. A Representative on Council may be issued a warning for conduct, or for non-performance, by a Two-thirds (2/3) Resolution of Council, on the recommendation of the Governance Committee. The Resolution for a warning must clearly indicate, in its body or by way of preamble, the reasons or causes for the issuance of any such warning. Any such warning(s) shall not affect the honorarium of a Representative, unless jointly recommended by the Standing Committees on Governance and Appointments, and any reductions made to an honorarium under this clause may only be affected for the current calendar month.

2. A member of the Executive Committee may be issued a warning for conduct, or for non-performance, by a Two-thirds (2/3) Resolution of Council, on the recommendation of the Governance Committee, or the Standing Committee on which that member of the Executive Committee sits. The Resolution for a warning must clearly indicate, in its body or by way of preamble, the reasons or causes for the issuance of any such warning. Any such warning(s) shall not affect the honorarium of a member of the Executive Committee, unless jointly recommended by the Standing Committees on Governance and Appointments, and any reductions made to an honorarium under this clause may only be affected for two (2) bi-weekly pay periods, including whichever pay period in which the warning was issued.

3. A member of the Executive Committee may be removed by a Two-thirds (2/3) Resolution, on the joint recommendation of both the Governance Committee, and the Appointments Committee, provided however that the member of the Executive Committee in question has previously been issued a conduct warning, or a warning for non-performance, in the matter for which the removal of that member of the Executive Committee is sought. Upon removal, a former member of the Executive Committee remains a Representative on Council.

4. If a representative or a member of the Executive Committee has been directed to register for an event or conference paid for by the Society, and accepts but does not attend, the amount of the costs incurred by the Society (such as conference fees, airplane tickets, and deposits), if not refunded by the other parties, shall be paid by the representative or the member of the Executive Committee themselves. The Society reserves the right to collect the balance in any ways which are lawful. A two-thirds (2/3) Resolution of Council shall be required to excuse a representative or a member of the Executive Committee from paying this sum under extenuating circumstances.

Article 6: Benefits for Representatives

1. Representatives shall be entitled to, in manners determined by the Executive Director,
   (a) a twenty percent (20%) discount at the Grassroots Café;
   (b) a twenty percent (20%) discount on report binding and laminating;
   (c) a twenty percent (20%) discount on the cost of printing for personal use; and
   (d) a twenty percent (20%) discount on long distance faxing.

2. Each Representative who is also an Executive member shall be entitled to reimbursement by the Society for the cost of their tuition and other enrolment-related fees, or portion thereof, paid or payable by the Executive member to Kwantlen Polytechnic University with respect to each semester during which he or she is an Executive member subject to the following terms:
   (a) Reimbursement shall be limited to a maximum of 6 credits per person per semester. The amount of reimbursement shall be limited to $10,000 per one-year period commencing April 1 and ending March 31 of the following year. Service fees and penalty charges, including tuition adjustment penalties, not incurred as a direct result of enrolment in classes shall not be eligible for reimbursement. No tuition or other fees that have been refunded or credited back to the Executive member by the university shall be eligible for reimbursement.
   (b) An Executive member whose term on Council commences on or after April 1 shall be eligible for reimbursement under this benefit for tuition and other fees incurred for classes that take place during the first semester of the calendar year in which his or her term on Council commences.
   (c) This benefit shall not be claimed or paid until after the university's 'add/drop' deadlinelast day of classes for the semester for which amounts are being claimed.
   (d) An Executive member's claim for reimbursement under this provision shall be supported by a current statement of account from the university, dated after the university's 'add/drop' deadline for the semester for which amounts are being claimed, indicating the amount of tuition and other enrolment-related fees paid or payable by the Executive member and the semester to which the amounts relate.
   (e) This benefit shall be paid directly to the Executive member as a reimbursement for amounts already paid by the Executive member to the university if proof of payment that has already been made is provided to the Society. However, at the request of the Executive member, the benefit, or a part thereof, shall instead be paid by the Society directly to the university to the credit of the Executive member, provided however that the Association shall accept no responsibility for any consequences, financial or otherwise, resulting from the late payment of these amounts to the university and the Executive member provides a current statement of account as described in subsection (d).
   (f) An Executive member who resigns or who is removed from office during the semester for which amounts are being claimed is not eligible for this benefit.

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Article 7: Review of Honoraria

1. Any changes to the honoraria or pay structure shall not take effect until April 1.

2. Compensation for the Members of the Executive Committee must be reviewed every three years at a minimum.

Article 8: Student At-Large Meeting Attendance Honorarium

1. At the end of each semester, an honorarium of $50 per meeting shall be paid to all non-Council members of the Society on Standing Committees and Special Committees, for attending a maximum of five (5) meetings per semester, per Committee.

2. To be eligible for the honorarium, the individual must attend the meeting from the regularly scheduled time until the adjournment of the meeting, or at least two (2) hours, whichever is less.

3. Meeting minutes must clearly illustrate who was in attendance and who is eligible to receive the meeting attendance honorarium. Minutes, once approved, shall be forwarded to the Records Coordinator and Archivist, who shall review them for accuracy. The minutes shall then be forwarded to the Vice-President, Finance & Operations, who shall record, in a spreadsheet, the eligible meetings and individuals receiving honorarium. Honorarium cheques will be issued following the completion of each semester, during the first week of January, May and September. The Committee Chairpersons shall be responsible for ensuring student members receive their honoraria.

4. Submitting false or inaccurate minutes with the intent that undeserving individuals receive an honorarium is a serious offense and shall be dealt with accordingly by Council as per the disciplinary procedures laid out in this section.

Article 9: Reimbursement of Staff and Elected Officials

1. All staff and elected officials of the Society may incur and be reimbursed for reasonable and justifiable expenses that have been budgeted for and are incurred while acting on behalf of the Society. Procedures for reimbursement, consistent with this section, shall be implemented by the Executive Director at their discretion.

2. Subject to the Budget, reimbursement may be made for the following expenses incurred by staff and elected officials of the Society while on Society-related business:

    (a) Child Care: Reimbursement for child care expenses shall be provided to Representatives and members of the Executive Committee for time spent attending meetings of Council and its committees and for time spent travelling to such meetings, such travel time not to exceed one (1) hour before and one (1) hour after a meeting, at a rate of no more than ten dollars ($10.00) per hour. Moreover, child care expenses for members of the Executive Committee may be reimbursed for additional work completed on behalf of the Society, provided that the total number of hours reimbursed is no more than twenty (20) hours per bi-weekly period. Furthermore:
        (i) reimbursement shall not be provided for child care services provided by a spouse or immediately family member;
        (ii) no reimbursement shall be provided to cover the cost of child care services that the recipient would have paid in any case, even if there had not been a meeting to attend;

Reimbursement shall only be made for child care expenses over and above the recipient's regular child care expenses;

(iii) reimbursement shall be limited to child care services for children under the age of twelve (12);

(iv) upon receipt of a completed Child Care Reimbursement Form, the Executive Director shall arrange for reimbursement at the end of each semester; and

(v) reimbursements shall be limited to a maximum of three hundred dollars ($300.00) per recipient per semester in the case of a Representative, or a maximum of one thousand six hundred dollars ($1600.00) per recipient per semester in the case of a member of the Executive Committee.

(b) Travel (air, automobile, bus, rental car, or train, etc.): At the economy rate or below as approved by the Executive Director prior to the travel occurring. Reimbursement requests submitted after the travel occurs may be approved by the Executive Director, in consultation with the Executive Committee, on a case-by-case basis.

(c) Local Transportation: automobile, public transit, or taxi, etc. Local travel for which a staff member or elected official requests reimbursement prior to the travel occurring, in accordance with the following provisions:

(i) for automobiles:

1. mileage will be reimbursed as outlined in the KSA Mileage Reimbursement Procedure, as approved by the Executive Director;
2. flat rate reimbursements for common trips may be requested and approved by the Executive Director prior to the travel occurring;

(ii) for public transit:

1. the costs for travel via public transit while on Society-related business shall be fully reimbursed;

2. rules for staff concerning the reimbursement of up to no more than 100% of the cost of a monthly pass may be made by the Executive Director and placed within the Personnel Procedures Handbook of the Society;

(iii) for taxi use and other premium transportation media:

1. the reimbursement for these modes of transportation is discouraged due to the high cost, but may be approved by the Executive Director on a case-by-case basis;

2. the reimbursement for these modes of transportation may be considered on a case-by-case basis only if the individual applying for reimbursement could not reasonably have been expected to travel by public transit, an Air Porter, carpool, or some other less expensive means;

3. rules for allowing managers under the supervision of the Executive Director to approve local transportation requests may be made by the Executive Director and placed within the Personnel Handbook of the Society; however, requests made

after travel occurs must still be approved by the Executive Director in consultation with the Executive Committee on a case-by-case basis; and

4. the Executive Director shall seek the approval of the Executive Committee for the approval of travel and local transportation expenditures related to their portfolio.

(d) Meals and Food: No more than $75.00 in a given day; however, in instances when meals are provided (e.g., professional conferences or meetings), the per diem allowance shall be reduced accordingly. Individuals shall make every effort to obtain meals at reasonable prices. Meal allowances shall be for food and non-alcoholic beverages. Meal receipts considered excessive may be deemed inappropriate by the Executive Director, in consultation with the Executive Committee, and therefore not covered under business expense.

(e) Accommodation: At the economy rate, or below. The Executive Committee may impose a rate format or a maximum accommodation budget.

(f) Incidental Expenses (parking fees, pens, etc.): Receipts shall be kept for all incidentals to ensure that individuals are fully reimbursed for all expenses. For out of town travel, a modest number of personal telephone calls for a reasonable duration shall be acceptable (e.g., an occasional five-minute telephone call).

(g) Cell Phones:

(i) for members of the Executive Committee:

1. The President may submit the monthly cost of their cell phone plan for reimbursement at a rate of no greater than fifty percent (50%) or one hundred dollars ($100.00), which is the lesser, per month, provided that documentation can be provided illustrating that the cell phone has been primarily used for Society business, in a manner as determined by the Executive Director.
2. Members of the Executive Committee other than the President may submit the monthly cost of their cell phone plan for reimbursement at a rate of no greater than fifty percent (50%) or fifty dollars ($50.00), which is the lesser, per month, provided that documentation can be provided illustrating that the cell phone has been primarily used for Society business, in a manner as determined by the Executive Director.

(ii) for staff:

1. Cell phone reimbursement for staff members shall be governed by the Executive Director and may be laid out in individual staff contracts as well as the Personnel Manual.

3. Receipts, invoices, charge slips or other appropriate evidentiary documents are required for all reimbursements. The Executive Director shall determine what is appropriate in any given circumstance.

4. No reimbursement shall be approved by the Executive Director that exceeds the appropriate line item within the Budget. Staff and elected officials are responsible for being aware of the available funds prior to acting on any expense, and risk being liable for that expense if it is not within the scope of the Budget allotment. If in doubt, an

individual staff member or elected official may seek to have the Executive Director approve, in writing, the expense prior to the transaction.

5. Any items or objects for which a staff member or elected official of the Society has been reimbursed the purchase cost, other than purely personal items or objects of negligible value, shall become wholly owned by the Society and must be surrendered to the Executive Director at their discretion.

6. Expenses shall be reported to the Financial Controller within fourteen (14) days for reimbursement to occur. Expenses reported after fourteen (14) days may be approved by the Executive Director, in consultation with the Executive Committee, on a case-by-case basis.

7. Receipts, invoices, charge slips or other appropriate evidentiary documents for cash advances shall delivered to the Financial Controller within fourteen (14) days of the advance being issued. After fourteen (14) days, the Financial Controller, in consultation with the Executive Director, shall take the steps necessary to obtain said documentation or to recover the advanced funds.

8. Alcoholic beverages shall not be reimbursed, except in extenuating circumstances which are pre-approved by the Executive Director.

9. Notwithstanding this article, the Executive Director may make additional provisions concerning the staff of the Society and reasonable reimbursement. If they have done so, those provisions shall override the ones presented here, provided such other rules are placed within the Personnel Handbook of the Society, and provided that Council has received a copy of such rules.

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Section XI – Electoral Procedures

Article 1: Powers and Duties of the Chief Returning Officer

1. The Chief Returning Officer shall:
   (a) conduct elections and referenda in a fair and impartial manner;
   (b) not sign the nomination form of any candidate in an election;
   (c) set the dates of elections and referenda, and advise Council of any such dates before the notice for any such elections and/or referenda is to be posted;
   (d) encourage as many candidates as possible to run in elections;
   (e) encourage high voter turnout in elections and referenda;
   (f) be the official liaison with other organisations whose elections or referenda are being conducted by the Kwantlen Student Association;
   (g) cause all necessary election forms to be prepared;
   (h) verify candidates' nomination packages as they are received, and be empowered to alert candidates to incomplete or missing information and to allow reasonable corrections to be made up until the close of nominations;
   (i) review and approve all campaign material prior to its use, posting, or distribution in accordance with this regulation, with the exception of Social Media;
   (j) have the power to interpret these electoral Regulations;
   (k) have the power to set procedures for the monitoring of campaigning, to rule on the validity of an election or referendum irregularities , and to make any determinations necessary in response thereto, including penalties, disqualifications, or the invalidation of elections or referenda, as the Chief Returning Officer may determine to be appropriate at the time; appoint, discharge, and manage any elections staff that the Chief Returning Officer may deem necessary, and that are provided for in the Budget and in the contract between the
   Society and the Chief Returning Officer;
   (l) ensure that candidates are informed about the Electoral Procedures contained in this section of the Regulations;
   (m) regulate all operations of the polling stations;
   regulate all aspects of the design, security, printing, and counting of ballots, including rulings on questionable and spoiled ballots, and the conduct of scrutineers;
   (n) be responsible for the official release of results, including the number of votes for each candidate (and against each candidate, where applicable) and the number of votes for and against each referendum question, and the number of spoiled ballots, if any;
   (o) prepare an election or referendum report for Council to report the results, a report on the ballot counting and the results of each election or referendum, complaints against and any irregularities of elections and referenda;
   (p) record, keep, and maintain the results of elections and referenda including all relevant files, records, and memoranda that the Chief Returning Officer determines are relevant for archiving, for a period not less than two (2) years;
   (q) be responsible for the orientation of his or their replacement;
   (r) be responsible for maintaining and updating a Chief Returning Officer manual;
   (s) recommend various options to Council for amendments to this section of the Regulations, if deemed necessary; and

(t) have such other powers and duties as are outlined in the Bylaws or the Regulations or assigned by Council from time to time.

2. The Chief Returning Officer may delegate any of the above duties to other election staff, except (f), (j), (k), (l), (p), (q), and (r), but shall ultimately retain responsibility for any delegated duties.

3. Subject to the provisions of Article 13 below, the Chief Returning Officer shall have the power to conduct elections and referenda for other organizations, including the election of students to the Senate and the Board of Governors. In conducting such elections and referenda, the Chief Returning Officer shall have the same powers and duties as specified in clause 1above, subject to the provisions of Article 13 and subject to agreements made with the other organizations for conducting the said elections and referenda.

Article 2: Exigency Provisions

1. The Chief Returning Officer may be removed from office prior to the expiry of their term for cause by a two-thirds vote of Council.

2. If the Chief Returning Officer is removed by Council, Council must either appoint a new Chief Returning Officer or appoint an outside body or corporation which shall have all the powers and duties of the Chief Returning Officer at the time the previous Chief Returning Officer is removed.

Article 3: Nomination Rules

1. At each general election, all seats for the Constituency Representative, Campus Representative, and Faculty Representatives shall be contested.

2. Nominations
   (a) Nominations shall be opened on a date to be set by the Chief Returning Officer. In the case of a general election and pursuant to Bylaw 5(1) and 5(4), nominations must be open no later than the last business day in January. Nominations must close at least fourteen (14) days prior to the first day of polling.
   (b) All candidates shall submit a nomination form signed by the candidate and no less than twenty-five (25) nominators, each of whom shall be a Member of the Society.
   (c) Each candidate for Constituency Representative shall be a Member of the Society who self-identifies as a member of the Constituency. A candidate for Constituency Representative must self-identify as a member of the Constituency that they seek to represent by indicating their self-identification on the nomination form.
   (d) Each candidate for Campus Representative shall be a Member of the Society who
      (i) is taking at least one class on the campus for which they seek to represent, or
      (ii) took at least one class on the campus for which they seek to represent in the previous semester, or
      (iii) lives in the city in which the representative campus that they seek to represent is located,
   and must confirm that they meet one of these criteria by checking a checkbox on the nomination form.
   (e) Each candidate for Faculty Representative shall be a Member of the Society registered in that faculty for which they seek to represent, and must confirm that they meet this criterion by checking a checkbox on the nomination form.
   (f) Nomination forms and the candidate's handbook shall be available in the Society's offices of each campus and on the official website of the Society.

(g) Even if nominated for more than one position, a candidate may run for only one position in a given election.
(h) Pursuant to bylaw 7(6), candidates are strictly prohibited from running in slates, real or apparent, or sharing expenses for campaigning and the cost of campaign materials, or campaigning in elections as a slate. A slate shall mean two or more candidates running for elected office in a coordinated fashion to achieve a mutual advantage in the election. Individuals may campaign together for the purposes of a referendum.
(i) The Chief Returning Officer shall ensure the eligibility of candidates and nominators through the Registrar's office, and in any such other manner as required.
(j) The names of the candidates in an election shall not be made public until the close of nominations, and only after the eligibility of the candidates has been confirmed by the Chief Returning Officer through the Registrar's office, at which time they shall be made public by the Chief Returning Officer. All candidates' names shall be made public at the same time.
(k) Nomination packages outlining the requirements of this section shall be available at all KSA offices during the nomination period The Chief Returning Officer shall also ensure that the packages include details of the various positions that are open for election, including but not limited to job duties, the dates for any upcoming orientation(s), work hours and required attendance at meetings.
(l) The Chief Returning Officer shall rule on the validity of all nominations packages received during the nominations period. The Chief Returning Officer shall make a reasonable effort to alert potential nominees to any errors, inaccuracies, or omissions in their nominations packages, and shall accept corrections to any such nominations packages up to and until the close of nominations. The Chief Returning Officer may, at their discretion, establish a "pre-check deadline" for the purposes of early verification and corrections. No corrections shall be allowed once nominations have closed. Under the discretion of the CRO, late nomination packages may be accepted up to twenty-four (24) hours late if there are extenuating circumstances.
(m) Submitting a false or deceptive nomination form to the CRO is a serious offence. Notwithstanding any other Regulation herein, in the event that a candidate's false or deceptive nomination form is discovered by the CRO up until the results of the election have been submitted by the CRO, the CRO may disqualify the candidate in question. This decision is appealable to the CRO.
(n) Nominations may be withdrawn by each student that submitted their nomination package by notifying the Chief Returning Officer through email using the email address included in the nomination form.
    (i) Withdrawing a nomination may occur from any point between the submission of the nomination package and 12:00 a.m. the day voting booths open.
    (ii) If multiple nomination packages are submitted by an individual, that individual must withdraw all but one (1) of the nominations by the nomination submission deadline, or all nominations will be considered withdrawn as to not violate Section XI, Article 3, 2(g).

3. All-Candidates Meeting and Candidates' Handbook
(a) The Chief Returning Officer shall organize an All Candidates Meeting to take place following the close of nominations. At this meeting, the Chief Returning Officer shall provide an overview concerning the Electoral Regulations, other relevant rules and any other information they deem important to candidates. The Chief Returning Officer shall distribute a copy of a candidates' handbook to all candidates who attend the meeting.
(b) All candidates are encouraged to either attend the All Candidates Meeting or meet privately (in person or by telephone) with the Chief Returning Officer following the close of nominations to receive the overview discussed above and to receive a copy of the candidates' handbook.

(c) A candidate's handbook shall be distributed to candidates, which shall include articles 5-7 of the bylaws, section XI of the regulations, and any other sections of the bylaws or the regulations that the Chief Returning Officer deems relevant to candidates. The Chief Returning Officer shall be empowered to create additional rules, insofar as they do not conflict with the bylaws or the regulations, and these rules shall be included in the candidate's handbook and may be enforced as would any other electoral rules. The Chief Returning Officer may include any additional information that they consider to be useful for candidates.

4. Pursuant to Article 5(9)(d) of the Bylaws, the following persons are disqualified from being nominated for or being elected to any office within the Society:
   (a) full-time employees of Kwantlen Polytechnic University;
   (b) full-time employees of the Kwantlen Student Association or of a provincial or national student organisation;
   (c) elected or appointed officers, directors, or full-time employees of any other student society (as that term is defined in the *University Act* or the *College and Institute Act*);
   (d) elected or appointed officers, directors, or full-time employees of any Kwantlen campus media organization, including newspapers and radio and the Polytechnic Ink Publishing Society; or
   (e) full-time employees of the Kwantlen Public Interest Research Group Society

Article 4: Campaign Rules

1. Members of the Society have the right to freedom of expression with respect to participating in the elections and referenda of the Society, subject to limits prescribed in the Bylaws and these Regulations.
2. There shall be an Official Campaign Period beginning immediately after the conclusion of the All-Candidates Meeting until the end of voting in an election.
3. With respect to elections, campaigning outside of the Official Campaign Period shall be prohibited.
4. Campaigning shall not be permitted in the vicinity of any polling station, and the Chief Returning Officer may establish and announce times during which campaigning by any candidates, or any candidates on a given campus, shall not be permitted.
5. Notwithstanding the prohibition on campaigning outlined above, the following activities shall be permitted even if engaged in before the beginning of the Official Campaign Period:
   (a) private communications concerning election plans, including but not limited to private communications by means of in-person conversations, single-recipient e-mail, letters sent by regular mail, and telephone conversations; and
   (b) the circulation of nomination forms and other reasonable measures taken in order to fulfill nomination requirements.
6. Posters no larger than 30 cm x 45 cm (11" x 17") may be put up, but no candidate may have more than one poster on any one bulletin board, and all postering must comply with the University's and the Society's postering procedures and policies; in addition, the Chief Returning Officer may establish further rules for postering;
7. Distribution of leaflets, brochures, and handbills: if non-adhesive leaflets, brochures, and handbills are affixed to bulletin boards, they shall be subject to the restrictions on posters referred to in clause 3 above;
8. All posters, brochures, and handbills must comply with the Society's postering, brochure, and handbill procedures and policies, and must also contain:
   (a) the organization the election is for;
   (b) the position being run for;
   (c) the dates, times, and locations of the polling station at the campus for which the campaign material is posted.
9. If a candidate seeks to campaign by speaking before a class in a classroom:

(a) candidates shall seek permission from the individual faculty members to speak to that
(b) individual faculty member's class before that class begins;
(c) candidates shall limit themselves to no more than five (5) minutes per classroom speech, or whatever lesser time is allotted by the faculty member, provided that the time allotment does not exceed five (5) minutes;
(d) candidates must understand that it is a faculty member's right to grant or deny access to their class; and
(e) the Kwantlen Student Association, the Kwantlen Faculty Association, and the Chief Returning Officer have no control over which candidates an individual faculty member allows to speak to their classes.

10. Candidates shall not engage in the following manner of campaigning during elections and referenda:
    (a) the use of road signs;
    (b) the leafleting of vehicles parked on campus;
    (c) treating;
    (d) bribery;
    (e) harassment, as defined in the Regulations, s. II, art. 10, c. 3;
    (f) any campaigning that discriminates against any person on the basis of race, religion, physical sex, gender identity, gender expression, sexual orientation, nationality, language, socio-economic status, physical disability, or mental disability.
11. No person shall circulate false information concerning the dates, times, or locations of polling.
12. Candidates may use the terms "Kwantlen Student Association" and "KSA" in their campaign materials, but they may not use any Kwantlen Student Association logos, slogans or variations thereof or the logos, slogans, or variations thereof of any Kwantlen Student Association coalition partner or other outside group.
13. Candidates must ensure that their campaign material is removed within one (1) week following the end of the Official Campaign Period. If this is not done, the Chief Returning Officer may appoint staff to remove campaign material and charge candidates for the service.

14. Limits on Use of Society Resources

    (a) Candidates shall not use the services, materials and resources of the Society, such as, but not limited to: catering, the borrowing of equipment or other supplies, faxing, printing, colour printing, laminating and photocopying. However, such services, materials and resources may be used if they are generally available to all members of the Society, and if the candidate pays the market rate for the use of the service, material or resource where applicable.
    (b) Candidates shall not use the Society's offices for any purpose related to elections, including, but not limited to, the use of such offices as campaign offices and for the creation or storage of campaign materials, display of campaign materials, campaigning, and campaign meetings.
    (c) Clubs of the Society shall not spend club money or expend club resources on behalf of any candidate.
    (d) KSA staff shall not campaign in KSA elections, and shall take all reasonable steps to ensure that they act in a fair and unbiased manner with respect to the election throughout the entire electoral process.
15. Dedicated Fee Organizations and their non-student staff shall not campaign in KSA elections and referenda.

16. The upper limit for campaign expenses that may be incurred per candidate is $75.00.

17. The upper limit for campaign expenses that may be incurred by any person or organization that campaigns for or against a referendum question is $250.00. This clause shall not apply to the Society in cases where a referendum has been initiated by Council.

18. Declaration of Expenses

(a) To demonstrate compliance with the spending limits established pursuant to clause 6 above, every candidate must submit to the Chief Returning Officer a statement of expenses incurred; even if the amount is zero. The statement must be submitted to the Chief Returning Officer no later than seventy-two (72) hours after the Official Campaign Period, and must be signed by the candidate and supported by itemized receipts. The statement may be submitted in the form of a scanned and emailed copy, a photograph and emailed copy, facsimile or in-person delivery. The Chief Returning Officer may require a candidate(s) to swear an affidavit in regard to expenses, if they see fit. Failure to submit a statement of expenses within the allotted time period is a serious offence.

(b) In the event that a candidate receives goods or services associated with campaigning below market cost, the Chief Returning Officer may assess that candidate the market cost or the actual cost, whichever is higher, for each campaign expenditure. A candidate's total assessment must not exceed the upper limit for campaign expenses set by paragraph 6 above, or the Chief Returning Officer shall disqualify the candidate. Candidates are strongly urged to contact the Chief Returning Officer prior to receiving or acquiring any goods or services below market value, so as to ensure that such support does not violate spending limits.

(c) If an organization spends money on campaign materials endorsing one or more candidates, the CRO shall take steps to assess any monies so spent and count them as part of that candidate's expenses when determining whether the candidate remained within the campaign spending limits.

(d) Submitting a false or deceptive statement of expenses to the CRO is a serious offence. Notwithstanding any other Regulation herein, in the event that a candidate's false or deceptive statement of expenses is discovered by the CRO even after the official results of the election have been submitted by the CRO, the CRO may amend those results by disqualifying the candidate in question and their seat shall thereby become vacant.

19. News articles and endorsements in *The Runner* or other campus publications shall not be considered campaigning.

Article 5: Violations and Penalties

1. The Chief Returning Officer may penalize any candidate and determine the appropriate penalty for campaigning in violation of the campaign rules above and for any other breach of the Electoral Regulations and any other election irregularity. The Chief Returning Officer may determine their own procedures with regard to investigating and acting on electoral irregularities, provided that:
   (a) the Chief Returning Officer or their designate investigates any reasonable allegations or complaints; and
   (b) the procedures for investigating and acting on electoral irregularities otherwise comply with this Article.

2. In the event that the Chief Returning Officer determines that a candidate(s) has committed an offence, the Chief Returning Officer or their designate must determine whether the offence was serious or minor, and shall use their discretion when determining the appropriate penalty.

3. Generally, minor offences are characterised as being:
   (a) accidental or unintentional; and
   (b) likely to have little or no material impact on the results.

4. Generally, serious offences are characterised as being:
   (a) intentional or deliberate; and
   (b) likely to have a material impact on the results.

5. For serious offences, without limiting the discretion of the Chief Returning Office to reasonably determine the appropriate penalty, the Chief Returning Officer may disqualify a candidate and may also lodge a complaint against the candidate with Council with a view to having Council initiate proceedings to suspend some or all of the candidate's Society privileges.

6. For minor offences, without limiting the discretion of the Chief Returning Office to reasonably determine the appropriate penalty, the Chief Returning Officer may issue a verbal or written warning to a candidate or to a campaigner.

7. The Chief Returning Officer shall not deduct votes as a penalty in any election or referendum.

8. If one or more serious offences has been committed by one or more candidates in an election, the Chief Returning Officer may determine that the fairness of the election has been materially impacted and declare the result of the election to be invalid.

9. If serious offences have been committed in a referendum, the Chief Returning Officer may determine that the fairness of the referendum has been materially impacted and declare the results of that referendum invalid.

Article 6: General Meetings and Referendum Regulations

1. Annual general meetings, special general meetings, and referendums shall be held and run in accordance with the Society Act, the Bylaws and this Article. Through these democratic events, the members may vote on matters concerning the business of the Society, and such voting shall include the right to vote on Ordinary Resolutions and Special Resolutions.

2. An Ordinary Resolution:
    (a) must conform with the Society's purposes, as stated in the Constitution;
    (b) may be adopted in a general meeting or a referendum;
    (c) must conform to the required voting majority provisions as outlined in the Society's Bylaws and the Society Act;
    (d) must be consistent with the Society's Bylaws and Regulations and must not be *ultra vires* the Society's powers;
    (e) must not require the Society to breach an existing contract; and
    (f) must not include any provision or action that ought to require a Special Resolution, as defined by the Society Act, the Bylaws, or these Regulations.

3. A Special Resolution:
    (a) must conform with the Society's purposes, as stated in the Constitution;
    (b) may only be adopted in a general meeting;
    (c) must be consistent with the Society's Bylaws, and must not be *ultra vires* the Society's powers; and
    (d) must conform to the required voting majority and notice provisions as outlined in the Society's Bylaws and the Society Act.

4. In a manner consistent with the latest edition of Robert's Rules of Order, Newly Revised, the chair of a general meeting shall rule out of order any ordinary or special resolutions which do not comply with this Article.

5. Further to Bylaw 4(9)(d), a referendum question may only be put to the membership by the Vice-President, University Affairs if it

(a) is an Ordinary Resolution, as defined by this article;
(b) is substantively different from any previous referendum question put to the membership in the preceding twelve (12) months;
(c) is not a Special Resolution, as defined by the Society Act, the Bylaws or these Regulations;
(d) is not frivolous, racist, sexist, homophobic or otherwise demeaning to the membership or the campus community;
(e) in the case of a fee referendum, does not seek to increase or decrease the Society's fees by more than fifteen percent (15%) in any given fiscal year;
(f) in the case of a fee referendum, creates, establishes or increases a fee whereby the funds raised are to be used and dealt with only for the Society's purposes; and
(g) is clear, unbiased, and phrased in a manner that permits a yes/no answer.

6. In the event that a referendum question, adopted by Council pursuant to Bylaw 4(3)(a), fails to meet all of the requirements of Article 6(5) above, then the Vice-President, University Affairs shall rule the question out of order and advise Council, in writing, of their decision.

7. In the event that a referendum question, proposed by petitioners pursuant to Bylaw 4(3)(b), fails to meet all of the requirements of Article 6(5) above, then the Vice-President, University Affairs shall rule the question out of order and post a notice within the student newspaper or such other recognized campus media as determined by Council.

8. Notwithstanding clause 7 above, should a referendum question proposed by petitioners pursuant to Bylaw 4(3)(b) meet all of the requirements of Article 6(5) above other than Article 6(5)(g), then the Vice-President, University Affairs shall bring the petition to Council and, if Council agrees by a Two-thirds (2/3) Resolution, the question shall be submitted to the Society's legal counsel for rewording, and their decision on the rewording is final. If Council does not so resolve, the question shall be put to the members exactly as drafted by the petitioners. In the event that the Society's legal counsel are unwilling or unable to reword the proposed question, Council shall be the final determiner of the wording, and shall approve, by a Two-thirds (2/3) Resolution, a clear, unbiased question that permits a yes/no answer.

9. The dates, times and polling locations of a referendum initiated by Council shall be set within the Two-thirds (2/3rds) Resolution adopted by Council. The dates, times and polling locations of a referendum initiated by petitioners shall be set by the Vice-President, University Affairs, provided that Council may overrule their decision with a Two-thirds (2/3rds) Resolution and set its own dates, times and polling locations if it so chooses.

10. In order to allow the membership reasonable notice of a change in their fees, and to allow the Society time to budget for any modification to its revenue, any change to the Society's fees shall take effect no sooner than twelve (12) months after the successful referendum results are reported to Council.

11. The chair of a general meeting shall conduct the general meeting in accordance with Bylaw 3 and Bylaw 24, the applicable portions of these Regulations, and other rules as established by the members at the meeting, provided that those rules are consistent with the Constitution, Bylaws and Regulations of the Society.

12. Once officially called in accordance with this Article, the Chief Returning Officer shall conduct referenda in accordance with Bylaw 4, the applicable portions of these Electoral Regulations, and other rules and procedures developed by the Chief Returning Officer, provided that those rules and procedures are consistent with the Constitution, Bylaws and Regulations of the Society.

13. All campaign material must be removed within one (1) week of the end of voting.

14. Neutrality
    (a) The Society shall be neutral in all referenda unless Council decides, by Resolution, to support a side.
    (b) If Council does not decide to support a side in a referendum, then none of the Society's offices, materials, or resources may be used by any side in the referendum.

Article 7: Polling Regulations

1. The Chief Returning Officer shall establish polling stations at such locations and times so as to ensure that as many Members as possible have an opportunity to vote, and shall communicate these locations to all candidates at or before the All Candidates Meeting.

2. Polls shall be in conspicuous locations, including locations in or about the Society's offices on each campus, and in such other conspicuous locations at the discretion of the Chief Returning Officer. Subject to Bylaw 5(9), poll times shall be at the discretion of the Chief Returning Officer. Advance polling may be held at the discretion of the Chief Returning Officer.

3. Poll locations and times shall be advertised in a campus publication or by other means as determined by the Chief Returning Officer. Poll locations and times may be altered from those advertised, depending on the availability of poll clerks.

4. The Chief Returning Officer shall ensure that each polling station has the equipment and personnel required to conduct the voting in an efficient and secure manner, making sure to preserve the secrecy of each voter's ballot and ensuring that voters are properly informed about voting procedures and how to mark their ballots.

5. Instructions on voting procedures shall be fully and clearly communicated at each polling station, including instructions on how to mark the ballot, especially when preferential voting is required.

6. Each candidate shall be permitted to submit a candidate statement of no more than one hundred (100) words and a photo of one's self if inclined, which, if approved by the Chief Returning Officer, the Chief Returning Officer will cause to be posted clearly at each polling station, posted on the Society website, and submitted to *The Runner* for publication. In preparing the statements for posting, the Chief Returning Officer shall ensure that each statement uses a standardized font and font size for all candidates.

7. At the discretion of the Chief Returning Officer, groups wishing to publicize their point of view on a referendum question may be granted the right to have a sign or poster not exceeding 8.5" x 11" to be posted at each polling station.

8. The Chief Returning Officer shall take whatever steps necessary to ensure that only eligible voters cast ballots and to ensure that each eligible voter votes only once.

9. All enrolled students will be considered eligible voters to cast their ballot for each campus representative position.

10. The Chief Returning Officer shall take whatever steps necessary to ensure that only eligible voters from an individual faculty cast ballots for that Faculty's Representative(s).

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11. Eligible voters may cast ballots for whichever Constituency representatives correspond to the Constituencies with which they self-identify; there shall be no limits on how many constituencies an individual may self-identify with.

12. Poll Clerks
    (a) Poll clerks shall be hired by the Chief Returning Officer at least two weeks prior to an election under contract with the Executive Director.
    (b) Poll clerks shall be required to attend a training session arranged by the Chief Returning Officer, at least one week before the election, at which they shall be given information on the rules and regulations relevant to them.
    (c) While working at a polling station, no poll clerk shall make remarks supporting or opposing any candidate or referendum question; nor may a poll clerk inspect a voter's marked ballot; nor may a poll clerk vote while working. Any poll clerk who violates the provisions in this paragraph or any other provision in the Electoral regulations shall be subject to disciplinary action by the Chief Returning Officer.
    (d) Poll clerks shall ensure that polling stations are kept clean and free of any debris, campaign materials, or other items that may have been left behind by a student voter.
    (e) Polling stations shall not be left unattended during polling hours. In the event of an emergency which requires the polling station to be temporarily closed or left unattended, poll clerks shall remove the ballot boxes, ballots and other voting materials to a secure locked location.

13. Loitering is not permitted around polling stations.

Article 8: Ballots

1. In elections, each candidate's name shall appear on the ballot as it appears on that candidate's student card, except that:
    (a) candidates who do not wish all their given names as recorded on their student card to appear on the ballot may choose to have one or more of those given names appear along with their surname. Alternatively, candidates may choose to have one or more of their given names and the initial of one or more of their other given names appear along with their surname; and
    (b) candidates who are commonly known by a nickname may choose to have that name appear in parentheses after their given name.
    (c) candidates who identify that use of their legal name would negatively impact their way of life may choose to have a different name, that they are known by, appear instead of their legal name.

2. The names of the candidates shall appear on the ballot surname first, and alphabetised by surname.

outArticle 9: Counting of Ballots and Release of Results

1. The Chief Returning Officer shall take whatever measures necessary to ensure the security of the ballots, including but not limited to measures to ensure that the ballots are kept secure between the time they are removed from the polling stations and the time they are counted.

2. The Chief Returning Officer must be present at all times when ballot boxes are being emptied.

3. When the Chief Returning Officer is conducting an election for another organization, a representative of that organization may be present when ballot boxes are being emptied.

4. Ballot Counting

(a) The Chief Returning Officer shall take all measures necessary to ensure that an accurate count of the ballots cast is obtained.
(b) The Chief Returning Officer shall take all measures necessary to ensure that only validly cast ballots are counted.
(c) Only correctly marked ballots shall be counted.
(d) The Chief Returning Officer must be present at all times during ballot counting.
(e) The Chief Returning Officer shall ensure that the ballots are counted as soon as is reasonably possible after the close of an election, with the exception of enveloped ballots that have student numbers that have to be verified by the Office of the Registrar.
(f) Each candidate may have one scrutineer present during ballot counting. The scrutineer must be a Member. Candidates may not be scrutineers.
(g) Scrutineers shall be responsible for observing the counting of ballots, witnessing all decisions made concerning spoiled or questionable ballots, and reporting to their candidate or any perceived problems or irregularities.
(h) The Chief Returning Officer may establish further rules concerning the conduct of scrutineers. The Chief Returning Officer shall be responsible for enforcing such rules and monitoring the conduct of the scrutineers and shall have the power to eject scrutineers from the ballot counting area.
(i) The Chief Returning Officer shall conduct a recount of the ballots, for the entire election, or a given position/referenda question, when
    (i) the difference between the successful candidate (or winning side in a referendum) and the next candidate (or losing side in a referendum) is 10 votes or less, or 2% of the ballots cast, whichever is greater; or
    (ii) the Chief Returning Officer believes, for whatever reason, that a second (or subsequent count) would yield a more accurate result.

    Whenever possible, different ballot counters than those involved with the original count shall be assigned to any recount.
(j) As soon as the counting has been completed in elections and referenda, and all relevant complaints disposed of, the Chief Returning Officer may release the results, which shall include the heading, “Official Results, pending their presentation to Council and the resolution of any pending appeals”.
(k) Results for elections conducted for other organizations shall be released in accordance with the agreements made with those organizations.
(l) The counted ballots shall be kept secure until the results of the election or referendum become official by being presented to Council, at which time the ballots shall be moved to storage to be kept for one (1) year.

5. Presentation of Results
(a) The Chief Returning Officer shall prepare a written report on the election or referendum, including the results and the exact text of all referendum questions, to be presented to Council once any complaints or appeals pending before Chief Returning Officer have been ruled on in accordance with Article 10 below.
(b) As soon as the Chief Returning Officer’s report is presented to Council, the results shall be official and binding upon the Society. A resolution of Council to receive or approve the report is not required for the results to be binding.
(c) In the case of a tie in an election, the winner shall be decided by the toss of a coin, such coin toss to be conducted by the Chief Returning Officer in the presence of the tied candidates and/or one witness for each of the tied candidates.

Article 10: Interpretations, Rulings, and Complaints

1. During an election or referendum, the Chief Returning Officer or their designate may make rulings and interpretations.

2. Complaints of irregularities regarding candidates, referendum campaigners or election officials may be submitted to the Chief Returning Officer or their designate, provided that the complaint is submitted in writing no more than seventy-two (72) hours after the occurrence or the discovery of the occurrence to which it relates This provision notwithstanding, the Chief Returning Officer may consider a protest or complaint submitted more than seventy-two (72) hours after the occurrence to which it relates if, in the opinion of the Chief Returning Officer or their designate, it would be reasonable to do so under the circumstances (for instance, if there has been a delay in discovering an alleged irregularity), but no protest or complaint shall be submitted more than seventy-two (72) hours after the end of balloting.

3. Written complaints must be signed by the complainant and include:

    (a) a description of the issue in question, including the names of all persons involved;
    (b) a statement of the provision(s) of the Bylaws, Regulations, or CRO's rules which were allegedly violated; and
    (c) a statement of the remedy being sought; and
    (d) a twenty (20) dollar filing deposit, for all complaints after their first, which, unless the Chief Returning Officer determines that a complaint is frivolous or vexatious, shall be returned to the complainant within fourteen (14) days of the close of the resolution of all complaints.

    The complainant must also provide the Chief Returning Officer of their designate with copies of all supporting documents that the complainant wishes to have considered.

4. With regard to complaints against election staff, the onus of proof is upon the complainant to demonstrate that the election staff erred in some material way. The failure of the Chief Returning Officer or any election worker to strictly abide by any given rule shall not be sufficient, in and of itself, to establish the merits of complaint: a material effect in the result of the election must be established.

5. Upon receipt of a written complaint, the Chief Returning Officer or their designate shall provide copy of that complaint including the identity of the complainant to all respondents and to any other interested parties referenced in the complaint, all of whom shall have, at their discretion, the opportunity to respond in writing in regards to the complaint(s) in question.

6. The Chief Returning Officer must not hear or consider verbal complaints as a part of the rulings and complaints process, though the Chief Returning Officer may choose to informally discuss complaint with the complainant, elections staff, KSA staff or such other people as they deem necessary in order to understand the details of the matter, as presented in the written submissions.

7. The written decision of the Chief Returning Officer shall be released as soon as possible, and shall include reasons for the decision.

8. All elements of the decision referred to in clause 7 above must be in writing, and copies must be given to the complainant and all interested parties. Decisions of the Chief Returning Officer or their designate shall be

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enforced upon the release of the written decision, or at some later time as outlined in the decision itself. They are binding upon all participants in the election, even if under appeal as provided in Article 11 below.

Article 11: Appeals

1. In the event that a complainant believes that the Chief Returning Officer or their designate erred in any decision pursuant to Article 10 above, the complainant may appeal that decision to the Chief Returning Officer. Such applications for appeal must include:
    (a) description of the issue in question;
    (b) report of the decision being appealed;
    (c) statement of the remedy being sought;
    (d) description of the errors made by the Chief Returning Officer or their designate;
    (e) all documentation the appellant intends to have considered with the appeal; and
    (f) a twenty (20) dollar filing deposit, for all appeals after their first, which, unless the Chief Returning Officer determines that an appeal is frivolous or vexatious, shall be returned to the appellant within fourteen (14) days of the close of the resolution of all appeals.

2. On receiving the appellant's application, the Chief Returning Officer shall decide whether it meets the requirements of paragraph 1 above. If it does not, the Chief Returning Officer shall dismiss the application, and notify the appellant in writing. If it does, the Chief Returning Officer shall proceed with the appeal.

3. The Chief Returning Officer shall consider the merits of the appeal, but shall undertake whatever process for considering the appeal that they see fit, provided that they maintain the principle that the onus of proof is upon the appellant to prove that the Chief Returning Officer or their designate erred in some material way in the original decision. The failure of the Chief Returning Officer, their designate or any other elections staff to abide by any given rule shall not be sufficient, in and of itself, to establish the merits of an appeal: a material effect in the result of the election must be proved.

4. The Chief Returning Officer shall:
    (a) determine if the appeal is dismissed or upheld;
    (b) if upheld, then the Chief Returning Officer shall determine in what ways and to what extent the original decision is overturned or amended; and
    (c) deliver a written report to the appellant, all interested parties and Council regarding their judgement.

Article 12: By-Elections and Other Special Elections

1. Notwithstanding the provisions elsewhere in these Electoral Regulations prescribing the number of polling hours for elections and the procedures to follow for nominations, the Chief Returning Officer may set different polling hours and prescribe different procedures for nominations in the case of a by-election to fill a vacancy and in the case of other special elections.

2. During a by-election, those candidates currently holding office who wish to run for another position in the Society shall be required to resign their currently elected position by submitting their resignation before the start of the nomination period. When possible, the Chief Returning Officer will post an addendum to the Notice of By-election listing any positions that may have become vacant between the initial posting of the initial Notice and the actual opening of nominations.

Article 13: Conduct of Elections for Other Organisations

1. The Chief Returning Officer shall conduct elections and referenda for other organizations, including the election of students to the Education Council and Board, only under the following conditions:
    (a) The election must primarily involve the Society's Members;
    (b) A contract to run the election must exist between the Society and the other organization, such a contract to be approved by Council.
    (c) The contract between the Society and the other organization must specify that the Chief Returning Officer shall manage and administer the whole election from the close of nominations through to the counting of ballots.
    (d) The contract must specify the rules to be followed concerning the eligibility of candidates and voters.
    (e) The rules referred to in paragraph (d) must be in accord with the basic principles of democratic elections.
    (f) The contract between the Society and the other organization must state that the election shall be conducted according to the relevant provisions of the Electoral Regulations except for those rules specified in the contract.
    (g) The contract must specify what body or person in the other organization shall be the liaison with the Chief Returning Officer.
    (h) The contract must specify what the duties of the other organization shall be in the running of the election.
    (i) The contract must specify who shall pay for the costs of running the election and specify in what manner payment will be made.
    (j) The contract must prescribe a procedure for appealing decisions of the Chief Returning Officer.

2. The contract must be renegotiable at least every two (2) years.

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Section XII – Records of the Society

Article 1: Maintenance of Records

1. For the purposes of this section, the term "records" shall include books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, which are incidental to the operation of the Society and/or its officials.

2. During an elected official's or staff member's time in office, they must maintain and preserve the records associated with their role in their position and in their custody from time to time.

3. All records held in an elected official's or staff member's custody are the property of the Society, and shall be rendered-up to and returned to the Society if and when they leave office, leave employment or change position.

4. An elected official or staff member who is leaving a position must transfer their completed records to the Records Coordinator and Archivist and transfer all active documents to their successor in their entirety. No records may be taken from the Society, disposed of or destroyed except in accordance with Article 2 below.

5. KSA Council is of the opinion that the inspection of the membership register of the Society by the Society's members would be harmful to the Society or to the interests of one or more of its members. For this reason, the Society's membership register may only be inspected by a member of the Society in accordance with section 25 of the Societies Act.

Article 2: Disposal of Records

1. During an elected official's or staff member's time in office, they may dispose of or destroy copies of records that they deem are simply encumbering other files and records. Under no circumstances is this paragraph to be construed to permit the disposal or destruction of master copies of any record, or copies that may, for any reason, have any continued value to the Society.

2. Master copies of any record, or copies that may, for any reason, have continued value to the Society, shall only be destroyed or disposed of upon the joint authority of the Executive Director and the Vice-President, Finance & Operations. The Executive Director and the Vice-President, Finance & Operations shall endeavour to consult with any reasonably interested parties within the Society, who may have further use or purpose for the records, prior to their destruction or disposal.

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Section XIII – Campus Clubs, Academic Associations, and Recognised Groups

Article 1: General

1. In this section of the Regulations, unless the context otherwise requires:
   (a) "Recognized Student Group" means a student group, or club, affiliated with the Society constituted for a purpose directly arising from the shared interests of students in connection with:
      (i) Organizing and participation in social, leisure, and recreational activities; or
      (ii) Expressing social, political, and religious opinions or causes; or
      (iii) Any purpose directly arising from the shared academic interests of students in connection with a program of study, school, or faculty of the University"
   (b) "Constitution" means the constitution of a Recognized Student Group;
   (c) "Governing Body" means the governing body of a Recognized Student Group.
   (d) "Primary Contact" means the chief representative of the Governing Body of a Recognised Student Group, whether titled "president" or otherwise.

2. Unless otherwise specified, the Vice-President, Student Life shall be responsible for the implementation, enforcement, and oversight of this Regulation. The Vice-President, Student Life may delegate any obligation or right set out under this Regulation to another member of the Executive Committee.

3. The recognition of a Recognized Campus Group by the Society does not imply the endorsement of the aims, purposes, beliefs, or activities of that group.

Article 2: Establishment of Recognized Student Groups

1. A Recognized Student Group may be established by a resolution of the Executive Committee upon the submission of a completed application to the Vice-President, Student Life.

2. The Vice-President, Student Life may require the applicants of a proposed Recognized Student Group to provide any additional relevant information that they believe to be necessary to make a decision with respect to the establishment of the proposed Recognized Student Group.

3. Only one (1) Recognized Student Group may be established per primary campus in connection with a purpose directly arising from the shared interests of students in connection with:

   (a) organising and participation in social, leisure, and recreational activities; or
   (b) expressing social, political, and religious opinions or causes; or
   (c) the shared academic interests of students in connection with a program of study, school, or faculty of the University.

4. A decision of the Executive Committee to not establish a Recognized Student Group may be appealed to Council within 3 months of receiving notice of the Executive Committee's decision. The Vice-President, Student Life shall inform the group in question of this decision and of their right to appeal.

Article 3: Maintenance of Status

1. After the first academic year in which a Recognized Student Group has been established, each year in the month of September, each Recognized Student Group must submit a renewal application to the Vice-President Student

Life. The Vice-President, Student Life shall inform all existing Recognized Student Groups of the requirement to submit a renewal application at least two weeks prior to the deadline.

2. The Vice-President Student Life may determine the format of renewal applications, but a renewal application shall include the following information:
   (a) the names of the Governing Body, and their contact information; and
   (b) the Constitution of the Recognized Student Group.

3. The names and contact information of the members of the Governing Body of a Recognized Student Group must be filed with the Society and updated as necessary.

4. The Constitution of a Recognized Student Group must be filed with the Society and updated as necessary

5. Every Recognized Student Group must notify the Vice-President Student Life, in writing, of any relevant information related to its status as a Recognized Student Group as required by the Vice-President Student Life from time to time.

Article 4: Governance

1. Except as otherwise required by this Regulation, the governance of each Recognized Student Group shall be determined by its members.
2. Each Recognized Student Group must, in all respects, operate in a fair, democratic, and transparent manner.
3. A Recognized Student Group must comply with and satisfy the requirements set out in the Constitution, Bylaws, and Regulations of the society at all times.
4. Subject to clause 3, a Recognized Student Group must comply with and satisfy the requirements of its own Constitution.
5. Each Recognized Student Group shall maintain a Constitution, which must contain the following provisions:
   (a) the name of the Recognized Student Group;
   (b) an acknowledgement of any external organization to which the Recognized Student Group is affiliated;
   (c) whether the purpose of the Recognized Student Group is:
      (i) organising and participation in social, leisure, and recreational activities; or
      (ii) expressing social, political, and religious opinions or causes; or
      (iii) the shared academic interests of students in connection with a program of study, school, or faculty of the University.
   (d) the purpose(s) of the Recognized Student Group;
   (e) the process by which the Governing Body is to be elected;
   (f) the process by which a member may join the Recognized Student Group;
   (g) the process by which the Constitution may be amended; and
   (h) an acknowledgement by the Recognized Student Group that it will comply with the Constitution, Bylaws, and Regulations of the Society.

6. Voting membership in Recognized Student Groups is restricted to the Members of the Society.

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7. Honorary, non-voting membership in a Recognized Student Group is permitted, provided that it be limited to no more than 10% of total membership within the Recognized Student Group.

8. Every Member in good standing of the Society is eligible for and entitled to membership and participation in the activities of every Recognized Student Group.

9. Every voting member of a Recognized Student Group is eligible to nominate and seek election to any position within the Recognized Student Group.

10. Each Recognized Student Group shall maintain a membership list and provide a copy of this list to the Vice-President Student Life upon request.

11. Members of a Recognized Student Group have the right to inspect the Constitution, list of Governing Body members, and meeting minutes of that group.

12. Each Recognized Student Group must have a Governing Body consisting of at least three (3) non-honorary members elected or appointed by and from among the members of the Recognized Student Group, one of whom must serve as the Primary Contact.

13. Each Governing Body is responsible for conducting the business of the Recognized Student Group and ensuring that the requirements of the Constitution, Bylaws, and Regulations are satisfied.

14. Meetings of each Governing Body shall be scheduled by the Primary Contact, or their designate.

15. Notice of the time and location of the meetings of each Governing Body must be given to the membership of the Recognized Student Group at least three (3) days in advance of the meeting.

16. Meetings of the Governing Body must be open to the members of the Recognized Student Group and to the Vice-President, Student Life.

17. The term for a member of a Governing Body is up to twelve (12) months.

18. In exercising their duties to the Recognized Student Group, members of a Governing Body must act in the best interests of the members of the Recognized Student Group.

19. A person who no longer meets the requirements of a voting member in a Recognized Student Group ceases to be a member of the Governing Body.

20. The Primary Contact shall serve as the official liaison between the Recognized Student Group and the Society, and be otherwise responsible for representing the membership of the Recognized Student Group.

Article 5: Remedies

1. Each Recognized Student Group and its members must make a reasonable effort, acting in good faith, to resolve complaints about the governance or administration of the Recognized Student Group.
2. If a member of a Recognized Student Group is unable to resolve a complaint about the governance or administration of the organization, they may forward their complaint to the Vice-President, Student Life.
3. The Vice-President, Student Life shall acknowledge the receipt of the complaint, and within seven (7) days will initiate the investigation. Conclusion of the investigation must be timely and shall not exceed thirty (30) days.

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4. The Vice-President, Student Life, in their sole discretion, has the power to investigate the governance and administration of a Recognized Student Group, including but not limited to, the collection of documents, records, and testimony.
5. Upon the conclusion of an investigation about the governance or administration of a Recognized Student Group, based on the evidence provided, the Executive Committee may, in its sole discretion:
   (a) amend the Constitution of a Recognized Student Group;
   (b) appoint or rescind the appointments of a member of the Governing Body if it believes that doing so is in the best interests of the members of the Recognized Student Group; or
   (c) otherwise intervene in the governance of an Recognized Student Group if it believes that doing so is in the best interests of the members of the Recognized Student Group;

   The Vice-President Student Life shall inform the Recognized Student Group of the Executive Committee's decision, and the rationale behind it.
6. A Recognized Student Group may appeal the decision of the Executive Committee, to Council, within 3 months of receiving notice of the Executive Committee's decision.
7. Council may, by resolution, abolish a Recognized Student Group provided that fourteen (14) days' written notice is given to the Primary Contact of the Recognized Student Group. The Primary Contact of the Recognized Student Group shall have the right to address Council before such a vote is taken.

Article 6: Conduct of Recognized Student Groups

1. No Recognized Student Group shall accept any legal obligation for the Society including any of the following:
   a. entering into contracts;
   b. hiring employees; or
   c. opening an account with a financial institution.
2. No Recognized Student Group shall engage in any unlawful activity.
3. All Recognized Student Groups shall be non-profit, and may not be a part of, or function to support, a commercial organisation. A Recognized Student Group must not provide to its Governing Body members any stipends, honoraria, or any other form of remunerative compensation.
4. Each Recognized Student Group must, at all times, abide by all rules, regulations, and policies related to student conduct established by the University.
5. Complaints relating to student conduct of a Recognized Student Group or any of their members shall be directed to the University.

Article 7: Recognized Student Group Resources

1. A Recognized Student Group may use the Society's logo(s), name and other references upon the joint approval of the Executive Director and the Vice-President, Student Life.
2. Each Recognized Student Group shall:
   (a) receive assistance in booking meeting space;
   (b) be eligible to request support and resources in accordance with the Constitution, Bylaws and Regulations;
   (c) receive a locker rental, at no cost
   (d) be listed, with contact information, on the Society's website; and have access to the Society equipment rental program.

Article 8: Recognized Student Group Finances

1. The funds and assets of each Recognized Student Group are the assets of the Society.
2. All funds associated with a Recognized Student Group must be held within the accounts of the Society and all transactions from such accounts must be in accordance with the Society's Constitution, Bylaws, and Regulations and controls as determined from time to time by the Executive Director.

Article 9: Recognized Student Group Grants

1. A Recognized Student Group may apply in writing to the Society for a grant to support a project, event, or initiative of the Group.
2. The Vice-President, Student Life or their designate may determine the format of grant applications from time to time.
3. Applications seeking grants relating to the expression of social, political, and religious opinions or causes, except those which are consistent with and reflect the Policies of the Society shall not be considered or approved.
4. A Recognized Student Group may put forward a written policy position for consideration of the Council to be adopted as an official Policy of the Society by providing a copy of the policy position to the Vice-President, Student Life at least 21 days before a scheduled Council meeting. The policy position shall be considered for adoption as an official Policy of the Society at the next regularly scheduled Council meeting.

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Section XIV – Events Regulations

Article 1: General

1. All individuals or groups wishing to hold a Society event (or a non-KSA event using KSA space, funds or other resources) must first complete the Planning Tool Form found on the Society's website, and electronically submit that form to the Events Coordinator (events@kusa.ca) no less than four weeks prior to the event.

2. The Events Coordinator, or such other staff member as designated by the Executive Director, shall review all submitted Planning Tools. The Events Coordinator shall reject any Planning Tools:
   (a) which is not appropriate filled out;
   (b) that proposes an event less than four (4) weeks from the date which the Planning Tools has been submitted;
   (c) being proposed by an individual or group who are suspended from event organising privileges in accordance with article 6 of this section; and/or
   (d) which, in the opinion of the Clubs and Events Coordinator, proposes an event which is frivolous, unreasonable, dangerous, or otherwise prudent for the Society to reject.

   Planning Tools rejected in this manner shall be returned to the individual or group who submitted it, with details supplied by the Events Coordinator as to why the Planning Tool was rejected, including instructions on resubmission if applicable.

3. All events must be organised by an "Official Responsible for the Event" (ORE), who shall be responsible for organising the event.

4. The ORE must take steps to ensure that the people listed for various tasks have consented to their role. In the event that anyone listed cannot fulfill their role, it is the ORE who must ensure that those tasks are covered. If, prior to an event, the Events Coordinator has grounds to believe that the event will not have sufficient staff/volunteer support, they may bring the matter to the attention of the Executive Director, who may cancel the event.

5. Once the Events Coordinator has received a Planning Tool which is not deficient pursuant to Article 1(2) above, they shall meet with the Vice-President, Student Life in order to determine the appropriate approval authorities, and they shall forward the proposal to those authorities. The Events Coordinator and/or the Vice-President, Student Life may make a recommendation to the authority to approve or reject the proposed event. Any given Society authority may approve, reject or amend the portion of a Planning Tool which applies to that authority. Once the authority has made a decision, the Clubs and Events Coordinator will contact the (ORE) and advise them of the decision via email.

6. The required authorities for event Planning Tools are:
   (a) **Financial**: the appropriate financial decision must approve, as outlined in the Society's Budget (Campus Council, Executive, Council, etc.)
   (b) **Staffing**: the Executive Director, if the event proposes to use the Society's staff or employees;
   (c) **Volunteers**: the Student Services Manager, if the event proposes to use KSA volunteers;
   (d) **KSA Space**: the approval of the Executive Director and the Vice-President, Finance & Operations;
   (e) **KPU Space**: Kwantlen's written approval, pursuant to the Society's ongoing space booking agreement ;
   (f) **Alcohol**: Executive Committee approval;
   (g) **KSA Equipment**: the Clubs and Events Coordinator;

(h) **Sponsorship**: all sponsorship proposals must be forwarded to the Marketing and Communications Coordinator for consideration; however, any bona fide sponsorship agreement is a contract, and must only be approved in accordance with financial Regulations.

A Planning Tool must receive approval from each of the appropriate authorities, depending upon the scope of the event, before the event is deemed approved.

7. Alcohol service at an event must follow all applicable laws, and any other rules established by the Executive Committee or the Executive Director from time to time. All Special Occasion Liquor Licenses must be held by an employee of the Society, and all alcohol events must include a minimum of three (3) million dollars of general liability insurance, and must be managed in a fashion to ensure that no individuals working or volunteering at the event consume any alcohol. All individuals serving alcohol must have Serving It Right certification.

8. All food handling at an event must follow BC FoodSafe regulations, and all persons preparing or handling food must be FoodSafe certified. Society funded events which involve the service of food must grant the KSA Grassroots Café a first right of refusal to supply that food.

9. The KSA engages in partner and sponsorship agreements, and all events must be organized in such a manner that honours all such agreements.

10. All events shall be deemed to be open to all members and the public, unless the event Planning Tool specifically notes that the event is closed or private.

11. Notwithstanding the imperative that all Planning Tools be submitted no less than four (4) weeks prior to the date of an event, an event may be submitted with less notice upon the recommendation of the Vice-President, Student Life to the Executive Committee, and subsequent Resolution of that body approving the short-notice event.

Article 2: Prizes

1. For events which involve prizes, an Event Prize Tracking Form must be completed itemizing all prizes. All prizes must be accounted for by having all winners complete the back of the Event Prize Tracking Form. Once the form is complete it must be submitted to the Executive Director.

2. Unless specifically authorized in writing by the Executive Director, KSA staff, officials, volunteers, directors and anyone organizing an event are ineligible to win prizes.

Article 3: Event Financial Planning

1. The ORE must keep a record of all funds requested and spent, and return that records to the Society upon completion of the event via Expense Report Form. No reimbursement will occur for any monies spent above the amount originally approved, or for items outside the scope of the event. Other rules pertaining to cash handling and reimbursement may be set by the Executive Director from time to time.

2. If a cheque is required for the event (e.g. payment for a specific service from a supplier) then the ORE must complete a Cheque Request Form for every cheque needed, and submit it to the Financial Controller, allowing a minimum of seven (7) business days for cheque processing.

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3. If cash is to be collected for an event or activity, a Cash Count Form must be completed and submitted to the Financial Controller.

4. Any expenditures in excess of $250.00 on a given service or purchase may require the ORE to acquire three (3) separate quotes, at the discretion of the Executive Director.

5. All items purchased for an event with Society funds become the property of the Society once the event is over and must be returned to the Events Coordinator.

6. The ORE, and any other individuals involved in organizing an event, are obligated to avoid real or apparent conflicts of interest, and must report any potential conflicts to the Events Coordinator and/or Vice-President, Student life as soon as possible.

7. In order to respect the diverse membership and views of the Society's members, and further to the Special Resolution adopted at the Society's July 6th. 1981 general meeting, the Society shall not support or engage in any event which has as a purpose (either directly or indirectly) to support, oppose or further the interests of a political party or religious organization or cause. No event may fundraise, support, promote, sponsor, or advertise for a political party or religious organization.

Article 4: Event Promotion

1. Promotional materials for events which receive Society funds may be required to include the Society's logo and must otherwise be consistent with rules established by the Marketing and Communications Coordinator.

2. All proposed advertising and promotion for an event should be clearly outlined in the Planning Tool.

3. The ORE must ensure that all on-campus advertising and promotions adhere to KPU's posting procedure (http://www.kpu.ca/facilities/postingprocedure).

4. The ORE must ensure that all posters and other advertising are removed within two (2) days of the completion of the event.

Article 5: Event Wrap-up

1. The ORE and the sponsoring group of an event are responsible for all set-up and clean-up of the event, which includes returning any borrowed items such as extension cords, etc. to the Facilities Department, and returning any Society items to the Events Coordinator. Failure to comply with this article may lead to the Executive Director assigning/hiring staff, trucks, cleaning crews etc. to restore everything to its original state and billing the organizers or the appropriate line item for these additional costs.

Article 6: Event Review, Record Keeping, and Bad Standing

1. The Events Coordinator, in consultation with the Records Coordinator and Archivist, shall be responsible for maintaining a database of all current and past Planning Tools.

2. The Events Coordinator shall forward a brief report to the Vice-President, Student Life addressing any ORE who has failed to keep an event on-budget, or any other deficiencies in following this Regulation. The Executive Committee may pursue any remedies to the situation pursuant to Section XIII, Article 5.