



## CONSTITUTION & BYLAWS

Students' Association of the Medicine Hat College

### ABSTRACT

The **constitution** contains the fundamental principles which govern its operation.

The **bylaws** establish the specific rules of guidance by which the group is to function.

SAMHC

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## CONSTITUTION

### 1.0 NAME

The Students of Medicine Hat College shall establish and maintain the organization which shall formally be known as the Students' Association of Medicine Hat College or SAMHC. The members of the SAMHC shall elect a governing body known as the Students' Association Council or the SAC.

### 2.0 PURPOSE

The SAMHC will function as a collective body that:

- A. represents the students of Medicine Hat College regarding all issues affecting their academic and social welfare;
- B. promotes and advances the academic, cultural, and recreational pursuits of SAMHC members;
- C. functions as a non-profit organization from within, which all SAMHC members have the opportunity to pursue their academic objectives; and
- D. serves as a forum for professional development of the members of the SAC and all of its agents.

### 3.0 MEMBERSHIP

Membership in the SAMHC shall be open to all students who are registered in at least one credit class at Medicine Hat College. Membership shall not be restricted by age, sex, race, sexual orientation or ideology.

### 4.0 MEMBER RIGHTS AND RESPONSIBILITIES

#### 4.1 Member Rights

Every Member is entitled to:

- A. access information regarding the operations of SAMHC;
- B. vote in SAMHC elections, referendums and general meetings;
- C. serve on the Students' Association Council and Executive Committee if duly nominated and elected;
- D. participate in all SAMHC special events, excluding events that have been sanctioned by SAC;
- E. organize and/or hold membership in an official SAMHC Club or Society; and
- F. exercise any other rights in accordance with SAMHC Bylaws and Policies.

#### 4.2 Member Responsibilities

Members have the following responsibilities:

- A. to pay membership fees for the operations of SAMHC;
- B. to conduct themselves in a manner which promotes the harmony, interests and reputation of SAMHC; and
- C. to take interest in the business and administration of SAMHC in order to ensure the professional and ethical conduct of the SAC.

## 5.0 ORGANIZATIONAL STRUCTURE AND LEADERSHIP

Members of the SAMHC shall elect from its membership a governing body known as the SAC that shall be responsible for:

- A. positive control of decisions made by the Executive Committee; and
- B. fulfilling the purposes of the SAMHC and SAC.

The SAC shall consist of:

- A. an Executive Committee comprised of the President, and two Vice-President positions outlined in the Bylaws; and
- B. elected student representatives.

The SAC shall be held accountable for all revenues and expenditures of the SAMHC.

The SAC shall, if required, establish a committee called the Judicial Review Committee to deal with any grievances that may occur from the membership.

## 6.0 SAMHC POLICIES AND PROCEDURES MANUAL

The SAMHC Policies and Procedures Manual provides rules and guidelines for the operations of the organization. The Executive Committee is responsible for developing and implementing policies for the overall management of SAMHC. The Executive Director is responsible for developing and implementing procedures for day-to-day operations, as well as management of employees of the Students' Association. Policies and Procedures shall be reviewed on an annual basis and revised as required by the VP Internal.

## 7.0 AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended by:

- A. a special resolution passed by 66% of the membership at a meeting where a notice of a minimum of two calendar weeks has been provided; or
- B. a binding petition or binding referendum.

Any amendments of the Constitution shall come into effect immediately upon approval.

## 8.0 DISSOLUTION OF THE SAMHC

This Constitution shall remain in effect until:

- A. the SAMHC amends it; or
- B. the Lieutenant Governor, by order, declares the dissolution of the SAMHC.

## 9.0 INTERPRETATION

### 9.1 Definitions

In these Bylaws, the following definitions shall apply:

**Act** means the Post-Secondary Learning Act, S.A. 2003, c.P-19.5 as amended, or any statute substituted for it.

**Ad Hoc Committee** means a temporary committee that is created for a specific purpose and dissolved upon completion of the assigned tasks.

**Annual General Meeting** means the annual general meeting of the Association.

**Board of Governors** means the Board of Governors of Medicine Hat College.

**Bylaw** means a standing rule approved by SAMHC for the governance and management of the Association.

**Chief Returning Officer** means the person designated by SAMHC to oversee election and referendum procedures.

**Collaborative Agreement** means any current agreement between institutions as they pertain to SAMHC.

**College** means Medicine Hat College, including the Main Campus and Brooks Campus.

**Council** means the Students' Association Council.

**CRO** means the Chief Returning Officer.

**Ex-Officio** means any participant in attendance at meetings in a strictly advisory and non-voting capacity.

**Executive Committee** means the management body of the SAC.

**Member** means a Member of the Association in good standing. Membership shall include students with collaborative agreements.

**MHC** means Medicine Hat College.

**Motion** means a formal proposal by an individual at a meeting for a specific action.

**Officer** means any officer of SAMHC, including President, Vice-President Internal, and Vice-President External.

**Petition** means a request by a group of members for the SAC to take action on a particular issue.

**Post-Secondary Learning Act** means the Alberta legislation which governs post-secondary colleges, universities and technical institutes.

**Quorum** means the minimum number of members required at a meeting to conduct business.

**Referendum** means an issue that is submitted to the general membership for a vote.

**Registered Office** means the registered office of the Association.

**Resolution** means a decision passed at a meeting of the membership.

**SAMHC** means the Students' Association of Medicine Hat College.

**Scrutineer** means an individual appointed at an election to witness the counting of the ballots and examine ballots for eligibility.

**Signing Officer** means persons who are authorized to sign cheques, official letters and legal documents for the Association.

**Simple Majority** means 50% of voting members plus one.

**Special Resolution** means a decision approved by a minimum of 75% of voting members.

**Standing Committee** means a permanent committee created to consider all matters pertaining to a particular subject.

**Students' Association Council** means the governing body of SAMHC.

**SAC** means the Students' Association Council.



## BYLAWS

### 9.2 **Interpretation**

In the interpretation of these Bylaws, except where excluded by the context:

- A. words indicating the singular number shall also include the plural, and vice-versa;
- B. words indicating gender shall include masculine and feminine;
- C. words indicating persons shall include corporations;
- D. headings used throughout these Bylaws are for reference purposes only and do not affect the interpretation of these Bylaws; and
- E. these Bylaws shall be interpreted broadly and generously.

### 10.0 **NAME AND INCORPORATION**

The name of the organization shall be the Students' Association of Medicine Hat College, also referred to as "SAMHC" or "the Association". SAMHC shall be incorporated under the Post-Secondary Learning Act Section 93(1) and its Bylaws shall be registered in accordance with the legislation. The following articles set forth the Bylaws of SAMHC.

### 11.0 **OBJECTIVES**

The objectives of the Association shall be to provide for the academic, cultural, and social welfare of its members, including:

- A. To recognize, be aware of and support the concept of community education;
- B. To endeavor to encourage student involvement and participation in post-secondary education;
- C. To provide a liaison between the students and faculty and the students and administration of Medicine Hat College;
- D. To provide support for the concept of collegiality at Medicine Hat College; and
- E. To use students' fees for the betterment of student participation and education.

### 12.0 **MEMBERSHIP**

#### 12.1 **Membership Year**

The membership year shall be September 1st to August 31st.

#### 12.2 **Criteria for Membership**

Membership in SAMHC shall be open to all students who are registered in at least one credit class at Medicine Hat College, as well as collaborative agreements made with other institutions.

### 12.3 **Member Rights**

Every Member is entitled to:

- A. vote in SAMHC elections, referendums and general meetings;
- B. serve on the Students' Association Council and Executive Committee if duly nominated and elected;
- C. participate in all SAMHC special events, excluding events that have been sanctioned by SAC;
- D. organize and/or hold membership in an official SAMHC Club or Society; and
- E. exercise any other rights in accordance with SAMHC Bylaws and Policies.

### 12.4 **Member Responsibilities**

Members have the following responsibilities:

- A. to pay membership fees for the operations of SAMHC;
- B. to conduct themselves in a manner which promotes the harmony, interests and reputation of SAMHC; and
- C. to take interest in the business and administration of SAMHC in order to ensure the professional and ethical conduct of the SAC.

### 12.5 **Meetings of the Membership**

#### 12.5.1 **Annual General Meeting**

The Annual General Meeting of SAMHC shall be held at Medicine Hat College by October 31st. SAMHC's most recent audited financial statements shall be presented at this meeting.

#### 12.5.2 **Emergency General Meetings**

Emergency General Meetings of the membership may be called by the SAC as required. Emergency General Meetings shall be called by the Executive Committee upon receiving a written request by the membership. The request shall specify the purpose of the meeting and may only specify one topic for discussion.

#### 12.5.3 **Notice of Meetings**

Notice of the date, time and place of the meeting shall be delivered to the members by

electronic media and posted throughout Medicine Hat College a minimum of 24 hours in advance of the meeting. Dated electronic media shall be used to confirm delivery of the material.

#### **12.5.4 Chair**

The President shall chair all meetings of the SAMHC full membership.

#### **12.5.5 Quorum**

A quorum for membership meetings shall be 66% of SAC members.

No business shall be conducted without a quorum. If no quorum exists, the General Meeting shall be conducted for information only.

#### **12.5.6 Voting**

Each Member present shall have one vote. A motion shall be passed by simple majority vote unless otherwise indicated in these Bylaws. The Chair does not have a vote, neither second nor casting, even in the event of a tie vote. If there is a tie vote, the motion is defeated. There shall be no voting by proxy.

#### **12.5.7 Minutes of Meetings**

A comprehensive record of official minutes of all General Meetings shall be maintained in the SAMHC office and made available to the membership.

### **12.6 Termination of Membership**

Membership in SAMHC shall cease under the following circumstances:

- A. upon the withdrawal of the Member from all credit classes at the Main Campus and/or the Brooks Campus; or
- B. upon the death of the Member.

Upon termination of membership, the Member's fees shall be forfeited to SAMHC.

### **13.0 MEMBERSHIP FEES**

#### **13.1 Fees**

SAMHC membership fees shall be determined by the SAC. Any increase in fees greater than 10% over the previous academic year shall be approved by a referendum. Any decrease in fees shall be approved by a minimum of 66% of the SAC.

#### 14.0 STUDENTS' ASSOCIATION COUNCIL (SAC)

In accordance with the *Post-Secondary Learning Act*, the business and affairs of SAMHC shall be managed by a Students' Association Council (SAC) that is elected by the members of the Association.

#### 14.1 Representation on SAC

The Students' Association Council shall consist of the following representatives:

- A. President, who will serve as chairperson (non-voting)
- B. Vice-President Internal;
- C. Vice-President External;
- D. Vice-President Community & Wellness
- E. Student Representatives, the number to be determined by the following ratio: 1 Representative per 300 students who have a full load equivalent per semester;
- F. Executive Director (ex-officio; non-voting);
- G. Brooks Campus Coordinator (non-voting); and
- H. Administrative Assistant (secretary; non-voting).

#### 14.2 Academic and Summer SAC

Academic SAC shall exist from the first meeting of the SAC in the Fall term to April 30th of the following year.

Summer SAC shall consist of three student representative positions, and exist from the date that the Incoming Executives take office to the first meeting of the SAC in the Fall term. The Student Representatives for Summer SAC shall be members who were:

- A. members of Academic SAC during the previous academic term; and
- B. elected by the SAC through a simple majority vote.

Full Disclosure of all funds spent over the summer shall be presented at the first SAC

### 14.3 **Student Representatives**

The SAMHC membership shall elect a number of Student Representatives as indicated in section 14.1 (D).

### 14.4 **Duties of Student Representatives**

The duties of Student Representatives are to:

- A. attend all meetings of the SAC, SAC appointed committees in which they have membership, and any other mandated meetings;
- B. ensure that the Executive is fulfilling their duties to the membership of the SAMHC;
- C. represent the views of the membership as a whole regarding the business of the SAC;
- D. represent the views and business of the SAC to the membership of the SAMHC; and
- E. ensure that SAMHC is fiscally responsible.

### 14.5 **Meetings of the SAC**

Academic SAC shall hold a minimum of one meeting each month. SAC meetings shall be managed as follows:

- A. all SAC meetings shall be open to SAMHC members, unless the SAC is meeting in front of a recording device;
- B. quorum at SAC meetings shall consist of 75% of the Executive members and 66% of the SAC Student Representatives. Vacant positions are excluded from the calculation of quorum;
- C. quorum must be met for the meeting to proceed;
- D. Robert's Rules of Order shall govern all SAC meetings;
- E. all motions at SAC meetings shall be passed by a simple majority;
- F. all expenditures authorized by an Executive or the Executive Committee shall be presented to the SAC via the financial reports received;
- G. the Executive members of the SAC shall present a written report of all their expenditures and activities concerning SAMHC business at each SAC meeting; and
- H. Student Representatives and ex-officio members shall submit a written report outlining their activities at each SAC meeting.

The Summer SAC shall meet only at the request of Executive Committee to:

- A. act as an advisory body; or
- B. consider matters beyond the jurisdiction of the Executive Committee.

#### 14.6 **Removal of SAC Members**

Any member of SAC who is absent from three regular meetings of the Council without cause, shall be automatically removed from office. This removal from office will be presented to the individual in writing upon breach of this regulation. In the case of misconduct, the SAC will investigate the issue, hold a vote based on evidence presented in the investigation. Once again, the individual will be informed in writing of the reason for their removal.

#### 15.0 **ELECTION OF THE EXECUTIVE OFFICERS**

##### 15.1 **Election of the Executive Committee**

Elections for Executive positions shall take place between two and four academic weeks prior to the commencement of the final examination schedule for the Winter semester. The date for elections shall be determined by simple majority vote of the Executive Committee.

Elections for Student Representatives of the SAC shall take place between two and four academic weeks following the commencement of credit classes for the Fall semester. The date for elections shall be determined by simple majority vote of the Executive Committee.

##### 15.2 **Nomination Process**

Nominations for an election shall be open a minimum of five working days before an election and shall close a minimum of three working days before an election.

The period of nomination may be extended or re-opened by vote of a minimum of 66% of the SAC.

To be declared an official candidate for election to an SAMHC office, nominees shall submit a Petition for Nomination directly to the Chief Returning Officer (CRO) or delegate. Nominees shall be considered official candidates through the inclusion of their names on the posted list of official candidates.

Withdrawal from nomination before the publication of the official list of nominees shall be made by the candidate through the reclamation of their petition of nomination. Withdrawal from nomination after the publication of the official list of nominees must be made by the candidate in writing to the CRO.

##### 15.3 **Campaign Procedures and Conduct**

Elections of the SAMHC shall occur with use of print or paper products for campaigning purposes as long as the use falls within the perimeters set out in the election package. Candidates should refer to the Election Package for in-depth campaign guidelines.

Candidates may campaign as a party of two or more candidates. The CRO or delegate shall determine the appropriateness of campaign materials. Ads shall not be profane, pornographic or negative.

No materials or resources of the SAMHC shall be used for the benefit of specific candidates with the exception of social media platforms which are outlined in the Election Package.

Failure to comply with campaign procedures outlined in the election package by a candidate or any member of his/her campaign staff shall result in the disqualification of the candidate, pending the final decision of the Judicial Review Committee.

#### **15.4 Notice of Elections**

**15.4.1** A notice of election shall be posted or published at least 14 calendar days prior to an election.

#### **15.4.2 Voting Process**

Every member of the SAMHC whose name appears on the official voter list shall be entitled to one vote on each position. Voting shall be done by secret ballot and resolutions shall be declared by majority vote.

#### **15.4.3 Quorum**

Quorum for a referendum shall be five percent of members. If a quorum is not reached, the election shall be rescheduled.

#### **15.4.4 Polling Stations**

Secret ballots and list of student names will be made available to candidates, media and campaign managers for inspection prior to the start of voting. At the polling station, a minimum of two computers will be available for voting purposes, and a minimum of one technician available for active students to aid in resetting passwords in order to vote. Polling stations are to be managed by a minimum of two polling clerks who have not taken an active part in the current election campaign. All candidates have the right to have a representative present at polling stations for observation only.

#### **15.4.5 Closure of Ballots**

All candidates have the right to observe the closing of the polling stations and ensure that voting process is closed. Voting results will be compiled by the CRO or an appointed third party representative from the community. The digital data base shall be maintained by the CRO or an appointed third party representative from the community prior to the first vote being cast. Voting results and information collected will remain anonymous.

The CRO or an appointed third party representative from the community will remain in charge of this database, unless not permitted by the SAC.

#### **15.4.6 Counting of Ballots**

The ballots shall be counted immediately after the polls close for the final time. All candidates shall appoint a scrutineer to assist and ensure a fair count of the ballots. If no scrutineer is provided, the candidate shall forfeit the right to appeal concerning the voting procedures. The CRO shall designate the person who may be present at the counting of the ballots; these individuals may include Campaign Managers and/or the advisor. No candidates may be present at the counting of the ballots. All ballots will be counted by the CRO or an appointed third party representative from the community to categorize the voting results and confirm that only active students' from the official voter list participated in the voting process.

#### **15.4.2 Electronic Ballots**

When electronic ballots are used, only active students' from the official voter list will be able to participate in the electron process. These students' will be sent an electronic ballot email through campus announcements. Google Forms will be the platform used to track and monitor the ballots and will be open for the full two voting days. Upon the closure of the electronic ballots, each candidate has the right to a scrutineer to ensure closure of the electoral platform. If no scrutineer is provided, the candidate shall forfeit the right to appeal concerning the voting procedures. No candidates may be present at the counting of the ballots. Ballot count will take an online form, where the scrutiners will be able to see the final results. The password for the electronic ballots platform used will only be held by the CRO or an appointed third party representative from the community to categorize the voting results and confirm that only active students' from the official voter list participated in the voting process.

#### **15.4.3 Appeal of Results**

Questions and disputes arising from the conduct of the campaign shall be settled by the CRO. The decision of the CRO may be appealed to the Judicial Review Committee. Candidates may continue Campaigning until the final decision is made.

#### **15.4.4 Destruction of Ballots**

Ballots and tally sheets shall be kept for ten days to allow for appeals to be filed. After that time, if there is no appeal, the ballots, tally sheets and summary of results shall be destroyed by the CRO.

### **15.5 Filling of Vacant Positions**

In the event that an Executive Committee or Student Representative position becomes vacant during the Academic or Summer terms, the SAC reserves the right to appoint an eligible MHC



student to fill that role without holding a by-election. This individual will hold the appointed position until the following election period.

The process for filling a vacant Executive or Student Representative position is as follows:

- A. applications for the vacant position shall be submitted to the SAC; and
- B. the SAC shall determine the successful candidate through majority vote. In the event of a tie, the Chair shall cast the decisive vote.

#### **15.6 Responsibilities of Chief Returning Officer: Medicine Hat Campus**

The Chief Returning Officer (CRO) shall be responsible to the SAMHC, through the SAC, for the total conduct of all elections and referendums. The CRO is responsible for the following duties:

- A. conduct the nomination process of any election;
- B. appoint a Deputy Returning Officer (DRO) for each polling station;
- C. oversee all SAMHC elections and referendums;
- D. report election and/or referendum results to the SAC;
- E. act as court of first appeal in election disputes;
- F. serve as non-voting member of the Judicial Review Committee; and
- G. fulfill all duties and responsibilities as outlined in the Chief Returning Officer's Job Description.

#### **15.7 Responsibilities of Chief Returning Officer: Brooks Campus**

The Medicine Hat CRO will appoint a CRO for Brooks Campus with the same duties as the CRO for the Medicine Hat Campus. After the polls close for the last time, the Brooks Campus CRO shall oversee the counting of the ballots, and report the results to the Medicine Hat Campus CRO.

### **16.0 EXECUTIVE COMMITTEE**

#### **16.1 Composition of the Executive Committee**

The Executive Committee shall consist of the following:

- A. President, who will serve as chairperson (non-voting);
- B. Vice-President Internal;
- C. Vice-President External;
- D. Vice-President Community & Wellness
- E. Executive Director (ex-officio; non-voting); and
- F. Administrative Assistant (secretary; non-voting).

#### **16.2 Eligibility**

Each member of the Executive Committee shall:

- A. be a student of MHC at the Medicine Hat Campus;

- B. hold a minimum GPA of 2.0 during the semester prior to their term as well as during their Executive term;
- C. have paid Students' Association fees to the SAMHC for a minimum of one College credit per semester; and
- D. have no criminal record or criminal charges pending.

Unless otherwise approved by the SAMHC, Executive Committee members may attend classes equal to a maximum of 12 credits provided that a minimum of one credit is through MHC or an institution whose students' association or similar student organization has entered into an agreement with the SAMHC.

Executive Committee members who wish to enroll in more than 12 credits per semester must get prior approval from the Executive Committee and can verify capability to remain successful.

### 16.3 **Term of Office**

Executives may be on the Executive Committee for a maximum of three calendar years. They may not hold the same Executive position for more than two calendar years. The hours of work for elected Executive members are published in the Policies and Procedures Manual. Scheduled hours that are missed by an Executive are grounds for disciplinary action.

### 16.4 **Responsibilities of the Executive Committee**

The Executive Committee shall be directly responsible to the SAC. The major responsibilities of the Executive Committee are as follows:

- A. administer the policies, procedures and affairs of SAMHC;
- B. ensure the execution of resolutions enacted by the SAC;
- C. fairly represent the members of SAMHC;
- D. participate in all internal and external affairs of the Association;
- E. attend all Executive meetings and other mandated meetings; and
- F. ensure the smooth transition of power and responsibility to the new Executive Committee.

#### 16.4.1 **Responsibilities of the Executive(s)**

Executive(s) organizing an event must attend/run that event rather than participating in the event, unless extenuating circumstances prohibit them from attending. That these events Executives must uphold themselves to high standards while maintaining reasonability for that event. Executive(s) must attend pre-event setup, remain present/responsible until after the event is closed and cleanup is complete.

### 16.5 **Responsibilities of Officers**

In addition to the major responsibilities of the Executive Committee, and the responsibilities outlined within the Policies and Procedures, the Officers have the following additional responsibilities:

### **16.5.1 President**

- A. act as the Chief Executive Officer and Primary Spokesperson of the SAMHC;
- B. chair all meetings of the Executive Committee and SAC;
- C. oversee all elected officers of the SAMHC and representatives of the SAC in the execution of their duties;
- D. be the primary liaison for the Executive Director ;
- E. ensure that representation is provided for standing committees and ad hoc committees as determined by the SAC;
- F. act as the official liaison with MHC Administration;
- G. serve on the MHC's Board of Governors;
- H. represent the SAMHC on external organizations (i.e. Alberta Students' Executive Council); and
- I. fulfill all duties and responsibilities as outlined in the President's Job Description.

### **16.5.2 Vice-President Internal**

- A. assist the President in the duties of that office;
- B. assume the responsibilities of the President when the President is absent;
- C. create and maintain all policy and guiding documents for the SAMHC;
- D. review the financial statements as presented by the Executive Director;
- E. act as the student liaison and assist students in regards to College policies, including academic appeals, non-academic appeals and grievances;
- F. act as the Chief Returning Officer (CRO) of all elections and referendums, except when running in elections;
- G. serve as the student representative on the General Academic Council (GAC), and recruit six other student representatives, for a total of seven student representatives. Reports for GAC shall be prepared in conjunction with VP External; and
- H. fulfill all duties and responsibilities as outlined in the Vice-President Internal's Job Description.

### **16.5.3 Vice-President External**

- A. oversee all press releases and media interviews issued by the SAMHC;
- B. plan and assist the Vice-President Community & Wellness in producing a schedule of social and cultural events, including Orientation week;

- C. oversee the production and tabulation of all methods of gaining student feedback, including SAMHC surveys and opinion polls;
- D. alongside the Vice-President Community & Wellness assist with coordination of the SAMHC app, website, newsletter and social media accounts;
- E. act as the liaison to external organizations in collaboration with the President and the Vice-President Community & Wellness and Liaise with the President to promote the interests of the SAMHC and its Membership through the appropriate representational and/or governmental channels:
- F. fulfill all duties and responsibilities as outlined in the Vice-President
- G. fulfill all duties and responsibilities as outlined in the External's Job Description.

#### 16.5.4 Vice-President Community & Wellness

- A. Be the liaison between all student clubs and societies to the Students' Association;
- B. Seek sponsorship alongside the VP External & Events Committee for all events and social functions;
- C. Alongside the VP External, assist with the coordination of the SAMHC app, website, and social media accounts;
- D. With the Health & Wellness Coordinator's assistance, coordinate a volunteer program;
- E. Work with the Executive to plan and properly promote both fall and winter Orientation week events;
- F. Responsible for ordering all promotional items and clothing for SAMHC;
- G. Work with the VP External to ensure proper promotion of SAMHC social functions;
- H. Collaborate with VP External and Health & Wellness coordinator to produce a tentative schedule of social and cultural events;
- I. Fulfil any other duties as required.as outlined in the Vice-President Community & Wellness's Job Description

#### 16.6 Meetings of the Executive Committee

The Executive Committee shall meet a minimum of two times each month, with the exception of the month of December by only meeting once. Meeting quorum shall consist of:

- Executive Committee members

Quorum must be met for the meeting to proceed. Vacant positions are excluded from quorum.

Robert's Rules of Order shall govern all Executive Committee meetings. Where Robert's Rules conflict with the Constitution and/or Bylaws, the Constitution and/or Bylaws shall prevail.

Executive Committee meetings as well as SAC meetings may be conducted by teleconference,

videoconference, Internet or other electronic means as required.

For a motion to be successfully passed with a three person Executive, all members of the Executive Committee, including the chair, the vote must be unanimous. When a four-person Executive is active, the majority vote wins and the Chair does not vote.

## 16.7 **Removal of an Executive Officer**

An Executive Officer may be removed from office:

- A. upon failure to comply with SAMHC Bylaws or Policies and Procedures;
- B. upon failure to perform the specified duties and responsibilities of their position;
- C. upon absence without cause for three consecutive Executive Committee meetings; or
- D. upon absence without cause for two consecutive SAC meetings.

Removal from office shall proceed as follows:

- A. the recommendation to remove an Officer shall be made by a special resolution of the SAC;
- B. the Officer shall receive written notice of the intention to remove them, including the grounds for removal, a minimum of 7 days before the matter is brought before the SAC;
- C. an Officer may appeal the grounds for removal by providing written notice to the SAC a minimum of 5 days before the meeting;
- D. the Officer may attend the SAC meeting in person to present their appeal or they may send a written statement; and
- E. the SAC shall exclude the Officer from its discussion of the appeal, including the deciding vote.
- F. Any written notice shall include an immediate suspension of duties.

In the event the Officer wishes to file a grievance regarding the decision of the SAC, the Officer may request a Judicial Review. An Officer who has been removed from office is immediately terminated as an Executive member of SAMHC. They will be ineligible for an elected position until 12 months has passed since their removal.

## 17.0 **REFERENDUMS**

### 17.1 **Calling of Referendum**

A referendum may be called by the SAC or by a valid petition from the membership.

### 17.2 **Notice of Referendum**

The notice for a referendum must be advertised at least four (4) working days before the day of the referendum. No referendums shall be held outside of the Fall and Winter semesters.

### 17.3 **Voting Process**

Every member of the SAMHC whose name appears on the official voter list shall be entitled to one vote on each referendum resolution. Voting shall be done by secret ballot and resolutions shall be declared by majority vote.

#### 17.4 **Quorum**

Quorum for a referendum shall be five percent of members. If a quorum is not reached, the referendum shall be rescheduled. If a referendum resolution is disregarded due to insufficient voter turnout on three separate occasions, the resolution shall be considered defeated.

#### 17.5 **Counting of Ballots**

The CRO shall establish and supervise a committee of SAMHC members, comprised of a minimum of three members, to count the ballots. After all ballots have been counted, the CRO shall declare the official results.

#### 17.6 **Electronic Ballots**

When electronic ballots are used, only active students' from the official voter list will be able to participate in the electron process. These students' will be sent an electronic ballot email through campus announcements. Google Forms will be the platform used to track and monitor the ballots and will be open for the full two voting days. Upon the closure of the electronic ballots, each candidate has the right to a scrutineer to ensure closure of the electoral platform. If no scrutineer is provided, the candidate shall forfeit the right to appeal concerning the voting procedures. No candidates may be present at the counting of the ballots. Ballot count will take an online form, where the scrutiners will be able to see the final results. The password for the electronic ballots platform used will only be held by the CRO or an appointed third party representative from the community to categorize the voting results and confirm that only active students' from the official voter list participated in the voting process.

#### 17.7 **Appeal of Results**

Any appeal of the results of a referendum shall be made in writing to the CRO within one calendar week after the referendum.

#### 17.8 **Destruction of Ballots**

Ballots and tally sheets shall be kept for one calendar week to allow for appeals to be filed. After that time, if there is no appeal, the ballots and tally sheets shall be destroyed by the CRO.

#### 18.0 **PETITION TO HOLD A REFERENDUM**

##### 18.1 **Criteria for Initiating a Petition**

Every member is entitled to initiate a petition for a binding referendum for the purpose of:

- A. issuing a directive to the SAC to pursue a specific course of administration of the SAMHC;
- B. altering a position or policy of the SAC, or establishing a position or policy of the SAC; and
- C. resulting in the impeachment of any member of the SAC, or removal of any agent of the SAMHC, on the grounds that they have not fulfilled their obligation to the members of the SAMHC.

## 18.2 **Valid Petitions and Appeals**

The SAC shall determine the validity of a petition within 48 hours after the receipt of the petition. The petition shall represent a minimum of five percent of the total membership of the SAMHC. Petitions ruled as invalid may be appealed to the Judicial Review Committee, whose ruling on the appeal shall be binding.

## 18.3 **Calling of Referendum**

The SAC shall hold an on-campus referendum for valid petitions within a period of two academic weeks of receiving the petition. In the event that the period between the receipt of the petition and the commencement of the examination schedule of either the Fall or Winter semester is less than two academic weeks, the SAC shall initiate the referendum within a period of two academic weeks after the commencement of classes in the next Fall or Winter semester.

## 18.4 **Binding Resolution**

If a valid petition represents more than 50% of the membership, the resolution represented by the petition shall be immediately binding upon the SAC.

When the SAC receives a binding resolution on an issue for which the SAC has called a referendum, the referendum shall be cancelled.

The SAC may independently call for a binding or advisory referendum on any issue by means of a two-thirds majority vote.

## 19.0 **SAMHC COMMITTEES**

The SAC may establish standing and ad-hoc committees as required.

### 19.1 **Judicial Review Committee**

The mandate of the Judicial Review Committee is to review any student appeals regarding the decisions of the SAC and/or Executive Committee, and the process and outcomes of elections and referendums.

The Judicial Review Committee shall consist of:

- A. MHC Liaison, who acts as Chair;
- B. five SAMHC members selected at random by the Registrar; and
- C. one non-voting representative of the SAC.

The terms of reference for the Committee shall include:

- A. quorum for meetings;
- B. dispute resolution process;
- C. decision-making process;
- D. conflict of interest situations;
- E. recordings of Committee decisions; and
- F. appeals of Committee decisions.

## 20.0 FINANCES

### 20.1 Approval of SAMHC Budget

The fiscal year of the SAMHC shall run from May 1st to April 30th. The annual budget shall be passed by a minimum of 66% of the SAC at the last meeting of the current fiscal year. The budget shall be revisited at the first Council meeting of the new fiscal year. Any non-budgeted expenditures must be passed by a minimum of 66% of the SAC, with the restrictions listed in section **20.5**.

### 20.2 Provision of Budget to MHC Administration

Upon approval, the SAMHC yearly operating budget shall be provided to the MHC Financial Services Department for information.

### 20.3 Signing Authorities

The signing authorities for the expenditure of funds from any SAMHC credit card account shall be:

- A. President;
- B. VP Internal;
- C. VP External;
- D. VP Community & Wellness;
- E. Health & Wellness Coordinator;
- F. Executive Director;
- G. Administrative Assistant; and
- H. Brooks Campus Coordinator;

Two signatures are required for official and financial documents:

- A. Executive Director ; and
- B. one Executive, either the President or Vice-President Internal.

### 20.4 Authorization Limits

The authorization limits of the SAC in regards to the expenditure of non-budgeted operating funds shall be as follows:

- A. The President may authorize the expenditure of up to \$200.00;
- B. The Executive Committee may authorize the expenditure of up to \$5,000.00; and



C. The SAC may authorize the expenditure of any amount over \$5,000.00.

## 20.5 **Remuneration for SAC Members**

The SAC shall determine the honorariums for Officers and Student Representatives on the SAC. The SAC may award special honorariums to members of the SAMHC, Faculty, and employees of the MHC and SAMHC who are judged to have made an extraordinary contribution to the SAMHC. Any increases to these amounts shall not be in effect until the following executive term in office.

Executive Officers of the SA are entitled to tuition reimbursements equal to 100% of the total tuition for Medicine Hat College credits or any institution with which there is a collaborative agreement, for a maximum of 24 credits for the academic year. This entitlement is contingent upon meeting the minimum requirements at 16.2 as well as having a minimum GPA of 2.5 for the semester.

## 20.6 **Audit**

A qualified, independent auditor shall provide annual audited financial statements for the Association and provide advice on accounting procedures.

## 20.7 **Inspection of Records**

Any SAMHC member may inspect the books and financial records of the Association during regular office hours except for records that the SAC has designated as confidential.

## 20.8 **SAMHC Building Fund**

In agreement with the Board of Governors of the MHC, the SAC shall establish and maintain a trust fund to be known as the SAMHC Building Fund. The primary purpose of this Fund is to enhance the Association's space as well as any student use areas of the College that are of benefit to all students.

The Fund shall be administered by the MHC on behalf of the SAC. The SAC shall determine member fees for the Fund and the withdrawal of funds.

## 21.0 **EMPLOYMENT**

### 21.1 **Responsibilities of Employees**

The Comprehensive description of each respective position will be detailed under the Students' Associations Policies and Procedures Section 10.0

#### 21.1.1 **Executive Director**

The Executive Director is responsible for the management of the day-to-day operations of SAMHC, and reports to the Executive Committee. The Executive Director has the following major responsibilities:

- A. provide leadership, direction and control for all aspects of SAMHC's administrative, operational and financial areas;
- B. act as an official spokesperson with the permission of the President on matters related to the operations of SAMHC;
- C. to do the appropriate research and apply for non-profit grants;
- D. promote the development and implementation of strategies to meet short-term and long-term organizational objectives;
- E. provide support to the Executive Committee through research, policy development, strategic planning and communication;
- F. manage the finances of SAMHC, including budget preparation, budget monitoring, keeping accurate financial records, and presenting financial reports to the SAC on a monthly basis or as required;
- G. oversee the student health and dental plan;
- H. maintain current knowledge of the College's policies, programs and processes;
- I. maintain current knowledge of government processes and functions at municipal, provincial and federal levels; and
- J. fulfill all duties and responsibilities as outlined in the Executive Director's Job Description.

### **21.1.2 Administrative Assistant**

The Administrative Assistant provides administrative support to both the Executive Director and the SAC. The Administrative Assistant has the following major responsibilities:

- A. provide reception services to the Association, and take minutes at meetings of the Executive Committee and SAC;
- B. assist students with inquiries about SAMHC operations, including lockers, and the health and dental plan;
- C. maintain and manage the health and dental plan in conjunction with the Executive Director ;
- D. make daily deposits for the Executive Director at the College's Finance Department;
- E. maintain an accurate filing system for the SAMHC office, including SAMHC's official legislative documents;
- F. ensure the maintenance and repair of SAMHC office equipment;
- G. coordinate reservations for the Association's boardroom; and
- H. fulfill all duties and responsibilities as outlined in the Administrative Assistant's Job Description.

### **21.1.3 Health & Wellness Coordinator**

The Health & Wellness Coordinator is responsible for the operations of the Peer Support Centre, and reports to the Executive Director. The Health & Wellness Coordinator has the following major responsibilities:

- A. manage the day-to-day operations of the Peer Support Centre (PSC);
- B. job requirements are provided by the Executive Director to ensure that the PSC provides the best possible service to students;
- C. organize minimum of six Awareness Weeks, one for each academic month, on campus which deal with issues affecting the student body;
- D. submit promotional materials for the Awareness Weeks and other PSC events to the VP External and the VP Community & Wellness;
- E. recruit, train and support volunteers, and provide them with meaningful projects;
- F. coordinate all requests for the Student Food Bank;
- G. provide reports for monthly SAC meetings; and
- H. fulfill all duties and responsibilities as outlined in the Health & Wellness Coordinator's Job Description.

#### **21.1.4 Brooks Campus Coordinator**

The Brooks Campus Coordinator provides support to both the Executive Director, the SAC Student Representative for Brooks and the Student Body at Brooks Campus. The Brooks Campus Coordinator has the following major responsibilities:

- A. provide reception services to the Association;
- B. assist students with enquiries about SAMHC operations, including orientation, app and opt outs for the health and dental plan;
- C. forward all documentation to the Medicine Hat Office for distribution;
- D. maintain a cash float, selling SA Merchandise to the students at Brooks Campus;
- E. make purchases, and arrange events at Brooks Campus, ensuring that the budget is maintained;
- F. coordinate activities in conjunction with awareness week schedules, and actively promote student participation with Students' Association activities where possible; and
- I. fulfills any other duties and responsibilities on an as required basis.

#### **21.2 Salary Increases**

Any changes to employee salaries will take effect at the start of the next fiscal year.

### **22.0 PROTECTION AND INDEMNITY OF OFFICERS**

#### **22.1 Indemnity**

SAMHC indemnifies each Officer against all costs or charges that result from any act done in their role for the Association. SAMHC does not indemnify any Officer for acts of fraud, dishonesty or bad faith.

## 22.2 **Limitation of Liability**

No Officer is liable for the acts of any other Officer or employee. No Officer is responsible for any loss or damage due to the bankruptcy, insolvency or wrongful act of any person, firm or corporation dealing with the Association. No Officer is liable for any loss due to an oversight or error in judgment or by an act in their role for the Association unless the act is fraud, dishonesty or bad faith.

## 22.3 **Insurance**

SAMHC shall ensure that adequate Directors' and Officers' Liability Insurance, as well as appropriate insurance for business operations, is in place.

## 23.0 **HEALTH AND DENTAL PLAN**

The SAMHC Health and Dental Plan was voted in by Referendum in 2001 as a mandatory fee for the membership. Health & Dental fees are due and payable as per the deadline for other Medicine Hat College fees as declared in the College Calendar on an annual basis. The term of coverage is from September 1st to August 31st each year. Students registering in January for the health coverage will be assessed a prorated fee. The same will apply for any students registering for distance learning. All students registered and confirmed in nine credits or more will be assessed this mandatory fee.

Students that withdraw from school after the add/drop date each semester can continue to participate on the plan. Family coverage will be available for students wishing to add their spouse or family onto the plan at an additional cost. Students wishing to do so must complete the necessary documentation before the posted deadline date. Students who have extended health and dental benefits elsewhere may opt out by signing a wavier form and by showing proof of coverage by deadline dates set for the fall and winter semesters. Alternate opt out dates are available for Distance Learning students.

Only those with proof of extenuating circumstances may opt out of the Health and Dental Plan after the deadline. Each case will be reviewed for approval or disapproval by the Executive Director and President. Situations where a person had coverage and lost their coverage due to unforeseen circumstances may opt into the plan; however the fee will not be pro-rated. Students that are attending MHC at the same time a parent is attending MHC may claim family coverage.

Students on single coverage that have a baby may change coverage to family. Pro-rating will not be done for partial months. Students that chose to opt out must do so each year.

Changes to this plan may only be implemented during the Academic year. This includes changing of coverage amounts. Changes to carriers for the plan may only occur by Referendum. The funds being held in reserve by the trust are such that the dollar amount that this decision impacts exceeds the financial controls held by both the SAE and the SAC.

**24.0 AMENDMENTS TO BYLAWS**

The Bylaws may be amended by:

- A.** a motion passed by a minimum of 66% of the SAC meeting where a notice of a minimum of one calendar week has been provided; or
- B.** the directives of binding petitions or binding referendums.

Bylaws shall be amended in compliance with the SAMHC Constitution.

**REPEAL OF OLD BYLAWS**

All Bylaws of SAMHC presently in force are hereby revoked.

**DATED** at the city of Medicine Hat in the province of Alberta this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
VICE-PRESIDENT INTERNAL

CONFIRMED by the Members this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
VICE-PRESIDENT INTERNAL