

**THE BYLAWS
OF THE**

BUSU

**BRANDON UNIVERSITY
STUDENTS' UNION**

**ENACTED
APRIL 28, 2021**

**AMENDED
OCTOBER 15, 2021
SEPTEMBER 15, 2022
APRIL 26, 2023**

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Definitions

In these ByLaws;

1. **“Ad Hoc Committee”**
means a committee of the Board enacted for a limited time and specific purpose pursuant to Bylaws 2400;
2. **“Annual Report”**
means a report covering the activities, projects, and businesses of the Board, Committees, Union and Executive, from one General Meeting to the next;
3. **“Auditor”**
means the auditor appointed by the BUSU Board pursuant to Bylaw 3000;
4. **“Board”**
means the Board of Directors of **the** Union as described in Article 2 of the BUSU Constitution;
5. **“Board of Governors”**
means the Board of Governors of Brandon University;
6. **“Board Meeting”**
means a meeting of the BUSU Board of Directors;
7. **“Board Member”**
means any voting member of the BUSU Board of Directors elected in accordance with the ByLaws;
8. **“Budget”**
means the budget of the Union as enacted by the Board and any amendments thereto;
9. **“By-Election”**
means an election for an Executive Member position that was vacant in the Regular BUSU Election, and in accordance with the By-Election ByLaws and By-Election Schedule found in Bylaw 1000;
10. **“ByLaws”**
mean the ByLaws of the Union and any amendments thereto;

11. **“Campus”**
means any collection of buildings where a significant amount of teaching and/or research activities of the University are conducted, including (but not limited to) the Winnipeg Psych Nursing, PENT, and Community Based Programs;
12. **“Chair”**
means a Chairperson;
13. **“Chair of the Board”**
means the Chair of BUSU Board and includes any acting Chair of the Board;
14. **“Closed session”**
means a meeting, or part thereof, of the Board (or a Committee) that is open only to Board Members (or Committee Members), Staff, and any Guests included under a separate and seconded motion receiving a two-thirds majority vote of the Board (or a Committee). All Closed Session Meetings, or parts thereof, are completely confidential.
15. **“Committee”**
means a Standing Committee or an Ad Hoc Committee;
16. **“Committee Meeting”**
means a meeting of a Standing Committee or an Ad Hoc Committee;
17. **“Committee Member”**
means a member of a Standing Committee or an Ad Hoc Committee;
18. **“Constituency Group”**
means any group of Members of the Union who collectively elect a Member of the Board to represent them;
19. **“ERDIE Board”**
means the Elections and Referenda Discipline, Interpretation and Enforcement Board of the Union.
20. **“Election ByLaws”**
means the ByLaws between 900 and 1800, inclusive;
21. **“Election Period”**
means the period of time from the opening of nominations until the close of the deadline for appeals of the election results for General Elections;

- 22. “Election Rules”**
means the Election ByLaws, as well as any other provision of the ByLaws, Policies or Standing Rules of the Board related to the Elections and Referenda of the Union;
- 23. “Executive”**
means the BUSU President, Vice-President Operations, Vice-President Engagement, and the BUSU Executive Director
- 24. “Executive Director”**
means the chief executive officer for the organization, hired by the Board
- 25. “Ex-officio Member”**
means someone who is a member of a Committee or the Board by virtue of his or her office, and who has all of the rights and privileges of the other Committee Members or Board Members except those rights removed by the ByLaws;
- 26. “General Election”**
means the annual election for the Executive and Representatives elected in accordance with the Election ByLaws and held in February and March;
- 27. “General Meeting”**
means a meeting of the Members of the Union called under and authorized by the Bylaw 3500;
- 28. “Governance Documents” or “Governance Documents of the Union”**
mean the Constitution, ByLaws, Policies, Standing Rules of the Board, and Robert’s Rules of Order.
- 29. “Guest”**
means anyone attending a meeting who is not a member of the body holding the meeting;
- 30. “In-Camera”**
means a meeting, or part thereof, of the Board (or a Committee) that is only open to Board Members (or Committee Members), Staff, and any Guests included under a separate and seconded motion receiving a two-thirds majority vote. All in-camera meetings, or parts thereof, are unrecorded, completely confidential, and nothing from these meetings, or parts thereof, are to be repeated at any point.
- 31. “Lobby Organization”**
means a predominantly student-run organization at the national or international level that has as its primary goal the promotion of the interests of students in post-secondary educational institutions;

32. **“Majority”**
means more than 50% of members present and voting
33. **“Members of the Union”**
means all persons enrolled at the University as students who are paying student-union fees, with the exception of classes of students exempted from membership in the Union and from paying student-union fees;
34. **“Minute Record” or “Minute Book”**
means a book kept by the Union containing complete and accurate minutes of all Board Meetings;
35. **“Motion Record”**
means a book kept by the Union of all motions passed or defeated by the Board at Board Meetings;
36. **“Open Session”**
means a meeting, or part thereof, of the Board (or a Committee) that is open to Board Members (or Committee Members) and any Guests;
37. **“Part-Time and Mature student”**
is defined as a student enrolled in less than 9 credit hours per term, a student 21 years of age or older, and/or a parent/legal guardian.
38. **“Policy”**
means a course or principle of action enacted by the Board in accordance with the ByLaws and described in the Policy Manual;
39. **“Policy Manual”**
means a book kept by the Board of all Policies enacted by the Board and in effect;
40. **“President”**
means the President of the Brandon University Students’ Union;
41. **“Proxy”**
means a person appointed by another, and approved by the Chair or equivalent authority, to attend a meeting held under these ByLaws on their behalf;
42. **“Reading Week”**
means the one-week period in February set by the Senate of the University;

43. **“Returning Officer” or “RO”**
means the person appointed in accordance with Bylaw 900, to administer and operate the General Election of the Union;
44. **“Regular Session”**
means the months of September, October, November, December, January, February, March and April;
45. **“Resolution Manual”**
means the book kept by the Union of all Standing Rules enacted by the Board;
46. **“Robert’s Rules of Order”**
means the most current authorized edition of Robert’s Rules of Order;
47. **“Secretary”**
means the person appointed by the Executive Committee (or their delegate) to minute the meetings and decisions of the Board;
48. **“Special General Meeting”**
means a General Meeting called by a petition under Bylaw 3600;
49. **“Standing Committee”**
means a standing committee of the Board enacted by these ByLaws;
50. **“Standing Rules of the Board”**
means any motion adopted by the Board not otherwise included in the Governance Documents of the Union that regulates the procedures of the Board;
51. **“Students”**
means students of the University;
52. **“Student-at-Large”**
means a Member of the Union who is not a Board Member;
53. **“Student Senate Caucus”**
means the Student Senate Caucus and any successor body;
54. **“Student Senator”**
means a student duly elected to the University Senate representing the students of a faculty or school as per the Brandon University Senate Handbook (Section 5.2);

55. **“Spring & Summer Session”**
means the months of May, June, July and August;
56. **“Supplemental Rules”**
means additional election rules developed by the RO intended to provide clarification on issues not specifically addressed in the ByLaws or Policies;
57. **“Unanimous”**
means every member of the Board must be present and cast the same vote on a motion
58. **“Union” and “BUSU”**
mean the Brandon University Students’ Union;
59. **“University”**
means the Brandon University;
60. **“Vice-President”**
means a Vice President of the Brandon University Students’ Union;
61. **“Website”**
means the official website of the Brandon University Students’ Union.

BUSU Mission Statement

The Brandon University Students' Union (BUSU) strives to enhance the quality of education and serve students through advocacy, services, and engagement.

ByLaw 100 - Governance Documents

Unless otherwise stated in these ByLaws, the governance documents of the Union are ranked as follows in descending authority:

1. Any applicable Legislation;
2. The BUSU Constitution;
3. The ByLaws of the Union;
4. The Policies of the Union;
5. Standing orders of BUSU Board;
6. Robert's Rules of Order

Constitution

1. Any requests to alter, amend, update, or otherwise change the Constitution shall only be passed by a 2/3 majority at a General Meeting.

ByLaws

2. All ByLaws shall be documented in the Bylaw Manual.
3. The ByLaws may only be amended during regular session with a 2/3 majority vote of the Board present during regular session.
4. No motion to amend the ByLaws shall be considered without first allowing 2 weeks' notice to Board Members.

Policies

5. All Policies shall be documented in the Policy Manual.
6. A Policy change shall take the form of a motion and shall be prefaced by a preamble which expresses the sentiment or principles on which the motion is based.
7. Policies may be introduced or amended at any time throughout the year with a 2/3 majority vote by the Board.

Standing Rules of the Board

8. Standing Rules of the Board shall be documented in the Resolutions Manual.
9. Standing Rules of the Board may be introduced or amended at any time throughout the year with a majority vote by the Board.

10. Standing Rules of the Board shall expire upon the Changeover of the Board unless adopted by the incoming Board.
11. Adoption of New or Amended ByLaws and Policies
12. The Board or a General Meeting has the jurisdiction to adopt ByLaws, Policies, and Standing Rules of the Board, as per the BUSU Constitution.
13. New or Amended ByLaws, Policies and Standing Rules of the Board take effect the day following their adoption by the Board unless otherwise stated in the motion to adopt.
14. Amendments to the ByLaws or Policy Manual shall be distributed to all Board Members and posted on the Website within a reasonable amount of time after they are approved.

Violations of BUSU Governance Documents

15. Any alleged violation(s) of the BUSU Governance Documents will be heard and investigated by the Executive Committee.
16. Any violation(s) allegedly committed by an Executive Member shall be heard by the remaining Executive Members and a Representative appointed by the Board.
17. Any finding(s) and recommendation(s) shall be brought to a closed session of the Board for consideration;
18. Any disciplinary measures imposed by the Board are to be proportionate to the severity of the violation(s) and may result in, but not be limited to, dismissal from any and all associated office(s) of the BUSU Board;
19. Any final decision(s) on violation(s) of the BUSU Governance Documents shall be made by the Board as a whole, by majority vote, and are binding with no option to appeal;

ByLaw 200 – BUSU Board of Directors

Board of Directors

1. Board Members shall be:
 - 1.1. The Executive,
 - 1.1.1. President
 - 1.1.2. Vice-President (Operations)
 - 1.1.3. Vice-President (Engagement)
 - 1.1.4. Executive Director (Ex-Officio)
 - 1.1.5. Bailey's General Manager (Ex-Officio)
 - 1.2. One (1) Representative from each of the following faculties, who is a Member of the Union registered as a student in the faculty/program:
 - 1.2.1. Arts
 - 1.2.2. Science
 - 1.2.3. Health Studies
 - 1.2.4. Education
 - 1.2.5. Music
 - 1.3. One (1) Representative each from the following Constituency groups, who is a Member of the Union and self-identifies as a member of the constituency group:
 - 1.3.1. *2SLGTBQIA+ Students;
 - 1.3.2. Indigenous Students;
 - 1.3.3. Women;
 - 1.3.4. International Students;
 - 1.3.5. Part-Time/Mature Students;
 - 1.3.6. Graduate Studies;
 - 1.3.7. Racialized Students;
 - 1.3.8. Black Students
 - 1.3.9. Students with Accessibility-based lifestyles
 - 1.3.10. Student Athletes
 - 1.3.11. Residence Students;
 - 1.3.11.0. this is a Member of the Union and is registered and living in one of the three Residence Halls of the University for the Regular Session (September to April);
2. No Member of the Board shall hold more than one seat on the Board.
3. Upon election to the Board, a Member shall resign from any position one may hold with the Union, a Club Executive on campus, or the Quill.

4. No Member of the Board shall be employed by BUSU, except in the case that employment by the Board is part of being elected to a position on the Board.
5. All Members of the Board shall remain Members of the Union throughout their term, excluding summer, September to April inclusively.

Resignation

6. A Board Member may resign their office at any time by notifying the Chair of the Board in writing. In the case that the Chair of the Board wishes to resign, notice will be given to the Board. If no specific date is given for the resignation to take effect, it shall take effect 14 days after the notice is given to the Chair of the Board.

Quorum

7. Quorum at Board Meetings shall be no less than 50% of the total number of voting Board Member positions filled.
 - 7.1. Non-voting or ex-officio Members shall not count towards quorum at any Board Meeting;

Term of Office

8. A Board Member's term of office shall commence 8:30am on May 1st in the academic year for which they are elected.
9. In the event of a by-election, the Board Member's term shall commence at 8:30am on the day following ratification of election results by the BUSU Board.
10. A Board Member's term of office shall expire at 4:30pm on April 30th of the same academic year
11. No Board meetings shall be held the week of April 30th.
12. Members may not serve on the Board for more than 4 combined terms and, of those 4 terms, only 2 terms may be in an Executive position.

Scheduling Board Meetings

13. The Executive Committee shall present to the Board a schedule of all Board Meetings for the term at the beginning of each term.
14. Unless varied by the Board, there shall be a Board Meeting every two weeks during the year except in December, February, April, and May where only one meeting will be required.

15. There shall be no Board Meetings required during June, July and August.
16. No Board meetings shall be held during the Annual BUSU General Elections, including periods of nomination, campaigning, and voting.

Special Board Meetings

17. A Special Board Meeting may be requested in writing by any of the following:
 - 17.1. The President
 - 17.2. Three (3) Board Members
 - 17.3. Twenty (20) Members of the Union
18. The written request for a Special Board Meeting must include a date and purpose for the meeting.
19. The Chair of the Board shall set the time and location of the meeting, which must be held within the City of Brandon.

Rights of Participation

20. Any Board Meeting or part thereof may be held in closed session or in camera on motion of the Board, but no motions may be passed while in camera.
21. Members of the Union may attend a closed session of the Board only if invited to do so by the Board, and a successful motion is passed by simple majority.
22. Members of the Union, subject to any other provisions in the ByLaws, may:
 - 22.1. Attend meetings of the Board in open session;
 - 22.1.1. Members of the Union exercising the right to attend and observe meetings of the Board:
 - 22.1.1.0. May not address the Board without permission from the Board;
 - 22.1.1.1. Must respect the decorum of proceedings;
 - 22.1.1.2. May not interrupt proceedings of the Board or persons addressing the Board.
 - 22.1.2. Request, in advance of the meeting, an opportunity to appear before the Board for the purpose of:
 - 22.1.2.0. Speaking and/or presenting to the Board on matters related to the responsibilities of the Union on campus;
 - 22.1.3. Serve on and vote in Ad-Hoc Committees, where appointed by the Board.

- 23. Board Members have, subject to any other provisions in the ByLaws, full rights to:
 - 23.1. Attend Board meetings;
 - 23.2. Speak, make, and second motions;
 - 23.3. Vote in Board Meetings;
 - 23.4. Serve on and vote in Standing and Ad-Hoc Committees, where appointed or elected; and
 - 23.5. Have any other rights granted to a member of an assembly under Robert's Rules of Order.
- 24. Ex-Officio members have, subject to any other provisions in the ByLaws, rights to:
 - 24.1. Attend Board Meetings;
 - 24.2. Speak
 - 24.3. Serve on and vote in Standing and Ad-Hoc Committees, where appointed by the Board; and
 - 24.4. Have any other rights granted to a member of an assemble under the Robert's Rules of Order except voting rights
- 25. Guests have, subject to any other provisions in the ByLaws, rights to:
 - 25.1. Attend Board meetings at the discretion of the Chair, excluding closed session and in camera portions of any meeting;

Minutes and Record of Motions

Open Session

- 26. The Board shall take accurate minutes of the proceedings of all Board Meetings in Open Session.

Closed Session

- 27. The Board shall take accurate minutes of the proceedings of all Board Meetings in Closed Session.

In-Camera Session

- 28. No Minutes or Recordings shall be taken during an in-camera session.

Voting

- 29. Voting at Board Meetings shall be by show of hands except where the ByLaws or the Robert's Rules of Order require a secret ballot vote.
- 30. As an elected/appointed member of the Union, Board Members have a responsibility to vote on all motions for the benefit of Union Members.
 - 30.1. Abstentions shall only be acceptable in the event that the Board

Member has a legitimate reason for abstaining, such as a conflict of interest.

30.1.1. Any abstention will be recorded in the meeting minutes to ensure an accurate record of Board Member participation.

30.1.2. Abstentions will not be considered when deciding if a motion has passed or been defeated.

31. Any voting Board Member may request a roll call vote, except where the ByLaws or the Robert's Rules of Order require a secret ballot vote.

31.1. Such a request is subject neither to debate nor to a vote.

Impartiality Clause

32. Whereas the Brandon University Students' Union recognizes equal opportunity and fairness in all levels of the decision-making process, hereby implements the practice of impartial decision-making.

33. Uncontested hearsay evidence, as well as any information irrelevant to voting and decision-making, shall not bear significance when rendering decisions, and shall remain moot.

34. Implementation of impartial practices shall be exercised by executive and Board members of the Brandon University Students' Union Local 37, Canadian Federation of Students.

ByLaw 500 - Chair of the Board

1. The President of the Board shall be the Chairperson of the Board unless otherwise indicated by the Board.

1.0. In the absence of the President, or by delegation, Chair of the Board Shall be as follows:

1.0.0. Executive Director

1.0.1. Vice President Operations

1.0.2. Vice President Engagement

2. In the absence of an executive member named above, a member of the Board, as selected by the Board, shall act as Chair.

3. The Chair of the Board shall only vote in the event of a tie, unless they are an Ex-Officio member or a guest Chair.

ByLaw 600 - Secretary

1. The Executive Committee shall designate a staff member to function as the Secretary of the Board.

ByLaw 700 - Executive Positions

1. A BUSU Executive Member's term of office shall commence at 8:30am on May 1st in the year that the Member is elected and shall expire at 4:30pm on the subsequent April 30th.
2. BUSU Executive Members, while at all times keeping in mind the best interests of the BUSU and all of its Members, shall perform their duties faithfully, and to the best of their abilities, as laid out in the BUSU Policies and Oath of Office.

ByLaw 800 – Representative Positions

1. A BUSU Representative's term of office shall commence at 8:30am on May 1st in the year that the Member is elected and shall expire at 4:30pm on the subsequent April 30th.
2. BUSU Representatives, while at all times keeping in mind the best interests of the BUSU and all of its Members, shall perform their duties faithfully, and to the best of their abilities, as laid out in the BUSU Policies and Oath of Office.

ByLaw 900 - Returning Officer

1. The Returning Officer shall be hired at the discretion of the BUSU Executive Director and the Services Coordinator.
2. The following people are not eligible to be appointed RO:
 - 2.1.0. a Board Member;
 - 2.1.1. any board member, employee or editor of the Quill;
 - 2.1.2. any individual running for a position in the election or acting as an agent in the election
3. The Returning Officer is accountable only to the ERDIE Board
 - 3.1.0. Questions arising from the interpretation of their position may be directed to the Executive Director, Services Coordinator, or the ERDIE Board.
4. The RO may only be suspended or dismissed from their position with just cause, as outlined in the BUSU Policies, by a unanimous vote from the ERDIE Board.

ByLaw 1000 - BUSU Annual Election, By-Election & Referenda

ByLaws

1. ByLaws 900 through 1900 apply to all elections and referenda run either solely or jointly by BUSU

Definitions

The following definitions apply to the Election By-laws, unless specifically excluded:

1. **“Banner”**
is any sheet of paper, or other material which is displayed as part of a campaign, size restrictions are at the discretion of faculty building guidelines;
2. **“Campaign”**
includes any planned or organized act by or on behalf of any candidate or registered side which is calculated to gain support for the vote;
3. **“Campaign Expense”**
means any and all expenditures by or on a candidate’s or side’s behalf for election advertising, equipment or other expenditures associated with the campaign;
4. **“Campaign Manager”**
includes any Member of the Union identified by a campaign as their campaign manager for the purposes of election ByLaws; this role is strictly optional and if chosen, serves to represent a candidate/slate/side and to act as a scrutineer on their behalf;
5. **“Campaign Materials”**
includes posters, pamphlets, newspapers, ribbons, buttons, loud hailer, and banners, and such other materials as are approved by the RO.
6. **“Candidate”**
means any Member of the Union whose nomination is accepted under procedures established in the Election ByLaws;
7. **“Election Rules”**
refers the Election ByLaws, as well as any other provision of the Constitution, ByLaws, Policies or Standing Rules of the Board related to the Elections and Referenda of the Union;

8. **“Nomination Day”**
means the final day of the period, as set out by these ByLaws, that nominations for candidacy shall be accepted.
9. **“Referendum”**
shall mean a decision made by the Members of the Union in a balloted vote organized by the Returning Officer of the Union;
10. **“Registration Day”**
means the final day of the period, as set out by these ByLaws, that registrations for sides in referenda shall be accepted;
11. **“Scrutineer”**
means a volunteer who oversees a vote count on behalf of a candidate, slate, or side;
12. **“Side”**
means any RO-recognized group of individuals representing a particular position on a referendum question.
13. **“Slate”**
means candidates who are members of a single campaign, each running for a different position; and
14. **“Volunteer”**
means any individual who engages in campaigning or scrutineering on behalf of a candidate, slate, or side.

Annual Election

1. BUSU shall hold an annual general election, on a schedule set out in the BUSU Policies, whereby the Members of the Union shall vote for:
 - 1.1. Executive Members of the Union
 - 1.2. Community Representatives
 - 1.3. Faculty Representatives
 - 1.4. Any Referenda deemed valid by the Returning Officer.
2. The BUSU Executive Director (or designate) shall be the BUSU Elections Staff Liaison for the duration of the election and referenda.

By-Election

3. BUSU shall hold a by-election only to elect candidates for vacant Executive positions, on a schedule set out in the BUSU Policies.

4. A BUSU By-Election is only held if:
 - 4.1. An Executive member position was vacant in the previous BUSU General Election, and
 - 4.2. No successful candidate was hired for the position before 5:00pm on September 30th.
5. The BUSU Executive Director, or designate chosen by the BUSU Executive Director, shall hold the same authority as a Returning Officer (RO) in a BUSU By-Election.

ByLaw 1100 - Calling of Referenda

1. Referenda may only be called in 3 methods:
 - 1.1. by the receipt of a formal BUSU petition, signed by 50 Members of the Union demanding a referendum, by the:President, Chair of the Board; or RO
 - 1.2. upon direction from the Board in the form of a motion by the Executive Committee. Such a motion shall specify the precise wording to appear on the ballot; and
 - 1.3. by a majority of members at a General Meeting where the majority must consist of at least 50 Members of the Union
2. Valid referendum petitions must be received by the President, Chair of the Board or RO prior to the last Board Meeting in January to have their referendum question included in the annual election for that year.
3. Referenda must have a majority of 50% + 1 of total votes cast to be successful

ByLaw 1200 - Nominations

Nomination Requirements

1. A person who is nominated as a candidate must:
 - 1.1. Be a Member of the Union, and be returning as a member of the union for the entirety of the Regular Session (September to April),;
 - 1.2. Be nominated under their legal name or a reasonable derivative thereof;
 - 1.3. Be a self-identified member of the constituency one is being nominated to represent if they are being nominated for a Community Representative position;
 - 1.4. Be registered as an international student with the University if they are being nominated for International Students' Representative;
 - 1.5. Be registered as a part-time (less than 9 credit hours per term) or as a mature student with the University, or a be a parent, if one is being nominated for Part-Time/Mature Students Representative;
 - 1.6. Be registered as living in one of the three Residence Halls of the

- University and returning to residence for the entirety of the Regular Session (September to April), if one is being nominated for Residence Representative;
- 1.7. Be of Indigenous ancestry if they are being nominated for Indigenous Peoples' Representative;
 - 1.8. Have provided a completed nomination package, as laid out in the BUSU Policies, to the RO prior to the end of the nomination period.
 - 1.9. In accordance with the Conflict of Interest Policy, Members running for executive positions of the Union may not have personal connections, whether romantic or familial, with any other candidate;
2. An individual is prohibited from being nominated, running for, or from holding any BUSU board position, if at any point they have been:
 - 2.1. Dismissed from a BUSU position
 3. An individual is prohibited from being nominated, running for, or from holding any BUSU board position, if at any point in the 2 years preceding the election they have been any of the following:
 - 3.1. Disqualified in a previous election;
 - 3.2. A full-time employee of Brandon University;
 - 3.3. Elected or appointed officer, employee, or board member of any campus publication, including the Quill; or
Employee of the Brandon University Students' Union, any other student society, or any national or provincial student organization.

Nomination Vacancies

4. If an open position receives no nominations by the close of the second nomination period, then it shall remain vacant until the process described in Bylaw 1900 can be followed.

All Candidates' Meeting

5. Following the closing of nominations, the RO shall schedule a meeting for all candidates and their campaign managers (referred to as the "All Candidates' Meeting").
6. All candidates and campaign managers are required to attend the candidates meeting in its entirety.
 - 6.1. The RO may exempt individuals from attendance under extenuating circumstances, but only if the person requesting an exemption does so in writing at least 48 hours prior to the candidates' meeting, or informs the RO of an emergency for which no notice could reasonably be given.

7. If a Candidate fails to attend the All Candidates' Meeting, or fails to maintain clear and effective communication with the RO regarding any matters involving the election, the candidate will be subject to disciplinary action as laid out in ByLaw 1700.

ByLaw 1300 - Registration of Sides

1. On the Nomination & Registration Day, each side shall present its registration forms to the RO.
2. In order to become registered, a side must have:
 - 2.1. an organized committee of Members of the Union (the "Side Committee") that supports the position of the Side;
 - 2.2. the first and last names, signatures, faculties, years, and student identification numbers of the members of the Side Committee; and
 - 2.3. the first and last names, signatures, faculties, years, and student identification numbers of at least 30 nominators who are Members of the Union (which can include members of the Side Committee);
3. The Side Committee shall have as part of its structure:
 - 3.1. an authorized representative, authorized to represent the Side to the RO;
 - 3.2. a treasurer, authorized to handle the Side Committees finances.

ByLaw 1400 - Campaign Materials

1. All campaign materials must be approved in form and content by the RO before they may be used in a campaign.
2. The RO shall use a unique mark, punch or means of identification to verify that only posters approved by the RO have been used.
3. No Campaign material may claim or imply any association or endorsement from BUSU or Brandon University in relation to any individuals' candidacy.

ByLaw 1500 - Campaigning

1. Campaigning shall last for a minimum of 17 consecutive days starting at 8:30am on the Wednesday of Reading Week and Ending at the close of polling on the final day of voting.

2. No Member of the Union shall campaign either for or against a Candidate or Side after the opening of the nomination period and prior to the campaign period, with the exception of:
 - 2.1. private campaign organizing meetings involving recognized campaign volunteers;
 - 2.2. the collection of signatures for nomination forms and referendum petitions;
 - 2.3. the normal duties required of the current members of the BUSU Executive and the Board; and
 - 2.4. private conversations to recruit volunteers.
3. Candidates or representatives campaigning before the campaign period, excluding instances described above, will be subject to disciplinary action as laid out in these ByLaws.
4. When applying ByLaws, the RO may consider any additional factors in addition to the definition of campaigning.

Post Election Period

5. All campaign materials must be removed in a manner to be determined by the RO after the close of polls on the final day of voting.

Campaigning Standards and Prohibitions

6. Each campaign shall act reasonably, responsibly, and in good faith. Further, each campaign shall:
 - 6.1. Ensure that all candidates, campaign managers and volunteers are aware, understand and comply with all relevant ByLaws, Rulings, Orders, Rules, and Policies;
 - 6.2. Be responsible to the RO for the conduct of its volunteers;
 - 6.3. Report any breach of a Bylaw, Rulings, Orders, Rules, or Policies forthwith;
 - 6.4. Comply with any University rules, regulations, policies, and procedures; and
 - 6.5. Comply with all local, municipal, provincial and federal laws.
7. No campaign shall collude with another campaign, either prior to, during, or following the campaign period. Specifically, no campaign, campaign manager, volunteer, or candidate shall:
 - 7.1. appear jointly in any campaign material, except in reference to slate members as approved by the RO;
 - 7.2. produce campaign materials whose appearances could cause a reasonable person to associate that campaign with another slate or candidate who is not on a slate; or
 - 7.3. distribute the campaign materials of another slate.

8. Campaigning is restricted to Members of the Union, and no one who is not a Member of the Union shall campaign.
9. No candidate, campaign manager, or volunteer may campaign:
 - 9.1. in a business or service owned or operated by the Union, except where specifically provided for by the RO, and where all candidates and sides have been given equal access;
 - 9.2. in a University library; or
 - 9.3. in a classroom during a class period without first obtaining permission from the instructor responsible for the class;
 - 9.4. anywhere else the RO feels would be detrimental to the election and referendum process.
10. In the event of referenda being held during an Annual General Election, candidates, campaign managers, and volunteers may speak to, volunteer for, and/or endorse a side of the referenda.

ByLaw 1600 - Election Town Hall

1. There shall be at least one Election Town Hall during the campaigning period, which shall be held at least one day before the first day of polls.
2. Any person(s) who attempts to disrupt the orderly conduct of the Election Town Hall shall be removed from the facility.

ByLaw 1700 - Violations, Complaints, and Appeals

1. The RO is empowered to investigate and rule upon any breach of the Election Rules, whether submitted to the RO in a complaint or initiated by the RO.
2. Complaints shall be allegations of a breach of the Election Rules against Members of the Union other than the Returning Officer which are submitted to the Returning Officer for a ruling.
3. Appeals shall be allegations of a breach of the Election Rules which are submitted to the ERDIE Board for a ruling, and such alleged breaches shall be:
 - 3.1. a misapplication of the Election Rules to a Complaint;
 - 3.2. a misapplication of the Election Rules to any other ruling of the RO; and/or
 - 3.3. any other action by the RO during the Election Period that contravenes the Election Rules.

4. No appeal exists for a ruling of the ERDIE Board
 - 4.1. a ruling of the ERDIE Board shall be final and binding on the parties to the Appeal.

Penalties

5. Where a breach has occurred, regardless of cause or the intent of the parties involved, and that breach has provided an unfair advantage to a campaign, the RO shall assign a penalty that:
 - 5.1. fully counterbalances any unfair advantage gained;
 - 5.2. penalizes the campaign for committing a violation; and is of the same type or character as the advantage which was gained.
6. Penalties available to the RO include, but are not limited to:
 - 6.1. the confiscation or destruction of campaign materials;
 - 6.2. limits, restrictions, and prohibitions on any type of campaigning, for any period of time; and
 - 6.3. disqualification.
7. A penalty may be assessed for an individual breach, or for a series of repeated violations that in aggregate constitute a greater breach.
8. A candidate can be disqualified where one commits a serious breach that:
 - 8.1. cannot be counterbalanced by a lesser penalty;
 - 8.2. involves tampering with ballots, balloting, voting or counting procedures;
 - 8.3. involves repeated violations for which lesser penalties have already been imposed; or
 - 8.4. any other violation that a reasonable person would deem grounds for disqualification.
9. Where candidates are part of a side, any disciplinary action, including disqualification, taken by the RO against any candidate shall not affect other members of the side unless they are named in the complaint and the RO determines they are also at fault.
 - 9.1. Each infraction by a member of a side shall be considered a violation by that individual candidate.
10. Where a serious contravention of the election ByLaws occurs, such that the results of the election or referenda could not reasonably be deemed to indicate the actual preference of the voters, that election, referendum, or part related to the contravention, may be declared void if:
 - 10.1. The RO submits a formal request to the ERDIE Board;
 - 10.2. The ERDIE Board holds a hearing, using the Appeal process as closely as possible, with all Candidates and Authorized Representatives of Sides who

would be affected considered to be the Respondents; and
10.3. The ERDIE Board rules that such a request is justified.

11. If all or part of an election or referendum is voided, the election or referendum shall be repeated at the earliest opportunity by which the ERDIE Board feels the preference of the voters can be determined.

ByLaw 1800 - Voting, Vote Counting, & Ballots

1. Every member of the Union shall be eligible to vote in all elections and referenda, unless otherwise prohibited by these ByLaws.
2. Voting shall take place on the final two days of campaigning.
3. Each Member of the Union shall be allowed to cast 1 secret, non-transferable ballot, and the ballot shall entitle each voter to make 1 choice for each position or referendum question for which one is eligible to vote.
4. To facilitate an online election, confidential ballots will be emailed to students based on their faculty.

Ballot Counting

5. As the BUSU General Election is conducted via electronic ballots, “ballot counting” refers to the process of retrieving the voter results from the electronic ballots submitted, results shall be calculated after the polls close on the evening of the final day of voting.

Recounts and Ties

6. A request for recount shall be granted where:
 - 6.1. The request is in writing and signed by the candidate(s) or the authorized representative of a Side who are contesting the original count;
 - 6.2. The request is submitted to the RO within 48 hours of the posting of the election results; and
 - 6.3. The difference between the leading candidate or side and another candidate or side contesting the same position or referendum question is less than 4% of the total votes cast or is less than the total number of spoiled ballots for the respective position or question.
7. A recount may not be requested by any candidate or side that did not have a scrutineer present at the time when electronic ballots were retrieved.

8. In the event that two or more competing candidates receive an equality of votes and have the highest amount of votes for the respective position, the tie-breaking method shall be:
 - 8.1. A run-off election between the tied Candidates conducted as far as practicable in accordance with the Election ByLaws.
 - 8.1.1. Any such run-off election shall occur within 14 days of the final recount of the ballots of the General Election;

Record of Elections

9. A record shall be kept of voter turnout in BUSU general elections, by-elections and referenda, for each faculty, and constituency.
10. Election results (including the final vote count for each candidate or side) as well as turnout shall be made publicly available to Members of the Union, and results of elections and referenda shall be archived by the Union and accessible to Members.

Referenda Results

11. The Board shall not have the power to void a valid referendum.
12. In the event that a referendum involves less than 10% of eligible voters, the results of the referendum shall be considered as advice to the Board that is in no way binding on the Board.

Damages and Disqualifications

13. Any damage or similar expenses caused by a Candidate, Side, or a representative thereof, shall be paid for by the Candidate or Side deemed responsible by the RO. Failure to do so shall result in immediate disqualification for the offending Candidate or Side.

ByLaw 1900 – Board Member Vacancies

President

1. If the President resigns or becomes incapacitated at any time during their term or if the position of the President remains vacant after the BUSU Annual General Election:
 - 1.1. The position of President will be offered to the Vice-Presidents.
2. If a VP is unable or unwilling to take the position, an Executive Member shall make a posting of the Vacant President position, which shall be filled in accordance with the Policies.

Vice-President

3. Should a Vice-President resign or become incapacitated during their term of office, or if the position of the President remains vacant after the BUSU Annual General Election:
 - 3.1. The position will be offered to Representatives.
 - 3.1.1. Should more than one Representative be interested in the position, the Executive Committee shall follow the hiring process laid out in the Policies for all interested Representatives.
4. If no current Representative desires the role, then the BUSU President shall make a posting of the vacant Vice-President position(s), which shall be filled in accordance with the Policies.

All Executive

5. In the event that all Executive Positions are vacant after a BUSU General election:
 - 5.1. The positions will become available to elected BUSU Board members to act as interim Executive members until the By-Election.
 - 5.1.1. An election shall be held at the first Board meeting in May to appoint the individuals to the three positions.
 - 5.2. Former Executive members and current Managers will assist in assigning job duties and responsibilities until the By-Election is held.
6. In the event that all executive members were to resign or become incapacitated after the By-Election timeframe:
 - 6.1. The BUSU Board and BUSU Managers will meet to discuss options following the guidelines above.

Representatives

7. If a position remains vacant after the Annual General Election, the BUSU President, or designate, shall make a posting of vacant Representative positions, which shall be filled in accordance with the Policies.

ByLaw 2000 - Dismissal of Board Members

Executive

1. Members of the Executive can only be dismissed by way of petition.
2. A petition to dismiss a member of the Executive requires the signatures of at least 20% of the total number of Members of the Union. This number is to be determined by Brandon University's enrollment count at the time that the petition is presented.
 - 2.1. Only an original, formal BUSU Executive Removal Petition, which must be picked up from the BUSU Office, will be considered a valid petition.
 - 2.2. Any Photocopied pages shall be considered invalid.
 - 2.3. Any pages without the official BUSU mark shall be considered invalid.
 - 2.4. Any petition must reach 20% percent within 30 days of receipt from the BUSU Office to be valid.
3. Once a petition is received and deemed valid, a Returning Officer shall be hired and run a referenda within 30 days as per the Referenda ByLaws.
4. In the event of dismissal:
 - 4.1. The Executive member(s) shall continue to receive their salary for a period of 2 weeks from the date that the results of the referendum are announced, or the recount results are announced if there is a recount.
 - 4.2. Any resulting vacancy shall be dealt with, as far as practicable, in accordance with Bylaw 1900 as if the Executive Member(s) had resigned
5. Amendments to this bylaw shall not take effect until the following May 1st after being adopted by the Board.
6. Any Executive member dismissed from the Board shall not be eligible to run in any future BUSU elections, nor will they be eligible to hold any position on Board or Committee where BUSU holds the majority vote.

Representatives

7. A Board Member may be dismissed by a motion of the Board, for any reason determined appropriate by the Board, and without restricting the generality of the foregoing may include anyone or more of the following reasons:
 - 7.1. The Board Member has repeatedly acted in a manner that is unduly disruptive and disrespectful of the Board and its proceedings;
 - 7.2. The Board Member ceases to be a Member of the Union;

8. Removal of a Board Member is subject to the following procedure:
 - 8.1. A notice of motion to dismiss is made to the Board by a Member of the Union which includes the reasons for the proposed dismissal
 - 8.2. This notice shall be served at a Board meeting and shall be dealt with at the following meeting.
9. A motion to remove a Board Member shall only pass by a majority of vote of Board members present at the meeting.
10. If a Board Member fails to attend three Board meetings in one term or a total of five Board meetings during their term, they will be removed from their position. No motion of the Board is required for the removal of a Board member in this circumstance.
 - 10.1. Any Board member unable to attend meetings that would result in their removal, as outlined in this bylaw, may make a request to the full Board to excuse their absences.
11. Any Representative dismissed from the Board shall not be eligible to run in any future BUSU elections, nor will they be eligible to hold any position on Board or Committee where BUSU holds the majority vote.

ByLaw 2100 - Oaths of Office

1. The President and Vice-Presidents shall take their respective Oaths of Office at a Board meeting prior to the commencement of their official duties.
 - 1.1. Failure to do so shall preclude the President and/or Vice-Presidents from carrying out their duties as prescribed by the Constitution and the ByLaws of the Union.
2. The Chair of the Board shall administer the Oath.
 - 2.1. In the absence of the Chair, the Executive Director shall administer the Oath.
3. In the event of the resignation, dismissal, and incapacitation of any executive member(s), the interim or newly executive member(s) is entitled to carry out the duties of that office immediately and must take the Oath of Office at the earliest Board meeting possible.

ByLaw 2200 - Standing Committees

1. BUSU has several committees, of which the following are named Standing Committees:
 - 1.1. Executive Committee;
 - 1.2. Finance & Services Committee;
 - 1.3. Student Clubs, Collectives, Activities & Campaigns Committee (SCCAC);
2. The remainder of Bylaw 2200 shall apply to Standing Committees and all remaining committees below, unless otherwise specified within the particular committee's section.

Committee Membership

3. The term of a Standing Committee Member shall commence upon appointment and shall expire on April 30 following this appointment or should the Member be removed from the Board as outlined in the ByLaws.
4. Every Board member shall typically be a Member of at least one (1) but not more than two (2) Standing Committees.
 - 4.1. In the event that the current Board cannot fill all the standing committees, Board members may serve on up to three (3) standing committees.
5. The President and Executive Director shall be ex- officio members of every Standing Committee, with the exception of the Executive Committee.
6. The Services Coordinator shall be an ex-officio member of every Standing Committee and act as the Secretary for the Union.

Committee Jurisdiction

7. Standing Committees may only make motions with respect to matters within their jurisdiction and mandate.
8. It is within the exclusive jurisdiction of every Standing Committee to determine whether it will make a motion to the Board on a matter within its jurisdiction and mandate.

Committee Consultation

9. Where possible and expedient, the Executive Committee shall consult with other Committees on matters that may touch on their jurisdiction.
10. Nothing in the ByLaws prevents the Executive Committee from making any motion to the Board with respect to matters that may touch upon the jurisdiction of other Committees.
11. Standing Committee Meetings shall be conducted in closed session.
12. Any Standing Committee may consult with other Committees, the Board Members, Members of the Union, or any other person who it considers appropriate, provided that resource does not charge money for their services.
12. Standing Committees may also seek paid legal or other paid expert advice with the permission of the Finance Committee and through the Executive Director.
13. Standing Committees may enact their own procedures and requirements for accepting recommendations and seeking advice from others in considering whether to make motions to the Board for the adoption of Policies or ByLaws.

ByLaw 2400 - Ad Hoc Committees

1. The Board may enact Ad Hoc Committees at any time and for any purpose as considered necessary by the Board or where required by the ByLaws.
2. Bylaw 2200 also applies to Ad Hoc Committees, except where superseded by any part of Bylaw 2400 or by the terms of reference of the Ad Hoc Committee.
3. Any enactment of an Ad Hoc Committee shall include:
 - 3.1. The mandate of the Ad Hoc Committee;
 - 3.2. The date the Ad Hoc Committee shall be enacted;
 - 3.3. The date the Ad Hoc Committee shall be dissolved;
 - 3.4. The Ad Hoc Committee Members or the method by which the Ad Hoc Committee Members shall be selected; and
 - 3.5. The quorum for Ad Hoc Committee Meetings

4. All Ad Hoc Committees shall consist of at least 3 Board Members
5. Notwithstanding the jurisdiction of an Ad Hoc Committee as defined by its mandate, the Executive Committee may from time to time make motions for Policies respecting matters that are ultimately considered or to be considered by Ad Hoc Committees.

ByLaw 2500 - Executive Committee

Committee Mandate

1. The mandate of the Executive Committee is to oversee and administer the day-to-day affairs of the Union, to make decisions as needed between meetings of the BUSU Board, and to represent the collective opinion of the Executive.
2. The Executive Committee shall consider matters relating to the following subjects:
 - 2.1. Make recommendations to the Board on hiring or dismissal of Class A employees;
 - 2.2. Other personnel matters relating to the Union;
 - 2.3. Legal issues;
 - 2.4. Agenda preparation for Board Meetings;
 - 2.5. Tuition rebates/Board remuneration;
 - 2.6. Policy and Bylaw revision
 - 2.7. Other issues that arise throughout the year.

Committee Membership

3. The Executive Committee shall be composed of the:
 - 3.1. President;
 - 3.2. Vice-President Operations;
 - 3.3. Vice-President Engagement; and
 - 3.4. BUSU Executive Director
 - 3.5. Bailey's General Manager
4. Additionally, the following shall be ex-officio members of the Executive Committee:
 - 4.1. Services Coordinator
 - 4.2. Events & Marketing Coordinator
5. Quorum for the Executive Committee shall be the Executive Director plus one (1) of the following:
 - 5.1. President;
 - 5.2. Vice-President Operations; or
 - 5.3. Vice-President Engagement.

ByLaw 2600 – Finance & Student Services Committee

Committee Mandate

1. The mandate of the Finance & Student Services Committee is to review the financial affairs of the Union as well as matters relating to BUSU services.

Committee Membership

2. The Finance & Student Services Committee shall be composed of:
 - 2.1. The Vice-President Operations, as Chair;
 - 2.2. A minimum of 3 to a maximum of 5 Board Members appointed by the Executive Committee.
 - 2.3. The Executive Director (ex-officio)
 - 2.4. The Services Coordinator

ByLaw 2700 - Student Clubs, Activities & Campaigns Committee (SCAC)

Committee Mandate

1. The mandate of the Student Clubs, Activities and Campaigns Committee (SCAC) shall be to consider matters relating to Student Clubs, student activities, and to recommend campaigns to the Board. The campaigns must further the goals of BUSU and the larger student movement and the Committee will then provide leadership for approved campaigns.

Committee Membership

2. SCAC shall be comprised of:
 - 2.1. The Vice-President Engagement (Chair);
 - 2.2. A minimum of three (3) to a maximum of five (5) Board Members appointed by the Executive Committee;
 - 2.3. The Executive Director (ex-officio);

ByLaw 2800 - ERDIE Board

Committee Mandate

1. The mandate of the Elections and Referenda Discipline, Interpretation, and Enforcement Board (ERDIE) is to consider and adjudicate appeals that arise during BUSU Elections and Referenda.

Committee Membership

2. The ERDIE Board shall be composed of:
 - 2.1. Four (4) Members of the Union, who are selected by the BUSU Executive Director and the Services Coordinator, to a maximum of 2 Board members.
 - 2.1.1. In the event that BUSU is unable to find non-Board members to sit on this committee, Board members may fill the vacant positions.
 - 2.1.2. Positions on this committee must be advertised no later than December 1st.
 - 2.2. Four (4) Members of the Union who shall serve as alternate members and shall sit as ERDIE Board members when regular members or the Chair are absent or disqualified pursuant to Bylaw 2800; and
 - 2.3. The Committee shall elect a Chair and Vice-Chair.
3. The term of an ERDIE Board member shall commence by their appointment and shall expire April 30th.
4. ERDIE Board Members must be:
 - 4.1. objective and impartial;
 - 4.2. free of any real or perceived conflict of interest;
 - 4.3. from different faculties, where possible; and
 - 4.4. available on short notice.

ByLaw 2900 - Board of Governors

1. The President and the Vice-President Operations shall be voting members of the Board of Governors and shall make regular reports to the Board.

ByLaw 3000 – Union Finances

Union Budget

1. The finances of the Union shall be the responsibility of the Vice-President Operations, who shall oversee the Budget in consultation with the Executive Director, Executive Committee, and Finance and Services Committee
2. The Board is prohibited from approving a deficit budget.

Staff

3. The Executive Committee shall be given notice of all employment contracts involving staff in BUSU's General Office.
4. Merit increases for all full-time and part-time staff in the General Office shall be approved by the Executive Committee, on recommendation by the Executive Director, when not outlined by contract.

Contracts

5. Contracts, documents, or instruments in writing requiring the signature of the Union shall be signed by the President and the Executive Director and all contracts, documents, or instruments in writing so signed shall be binding on the Union.
6. All parties entering into contractual negotiations with BUSU must be provided with this ByLaws and any other related financial policies.
7. All other BUSU staff are prohibited from signing any contract on behalf of BUSU unless the proper notice and approvals have been sought and received.

Investments, Securities, and Loans

8. The Board may invest funds in accordance with the Governing Documents on a motion by the Executive or Finance Committees.
9. Subject to the Governing Documents and on a motion by the Finance Committee, The Board may from time-to-time:
 - 9.1. Borrow money on the credit of the Union;
 - 9.2. Issue, sell and pledge security on the Union;
 - 9.3. Charge, mortgage, hypothecate, or pledge all or any of the real or personal property of the Union, including book debts, rights, powers, franchises, and undertaking to secure any securities or any money borrowed or any other debt or other obligation or liability of the Union; or
 - 9.4. Guarantee the payment of the debts, obligations, and liabilities of any body corporate.
10. No person shall expend any money beyond those approved expenditures from their respective allocations of the Budget or as directed by the Board on motion by the Finance Committee.
11. If the Union receives any dividends, proceeds on dissolution, or similar receipts due to any securities held by the Union, the Executive Committee shall be responsible for determining the use to which those funds are put.
12. The Finance Committee shall have final decision-making power over the sale of any securities owned by the Union.
13. The Union is prohibited from making loans to any Member of the Board or Employee.

Conflict of Interest

14. If a member of the Board or Finance Committee has a material interest in a contract or transaction that comes before the Board or Finance Committee, they must:
 - 14.1. Declare their material interest in the contract or transaction to the Board or Finance Committee, which shall be noted in the minutes;
 - 14.2. Abstain from voting upon the contract or transaction in which one holds a material interest;
 - 14.3. Not participate in discussion or debate, unless a motion specifically allowing them to do so is passed;
15. If a Member of the Union has a material interest in a contract or transaction that comes before the Board or Finance Committee and wishes to speak on the topic at the meeting, the Member must declare one's interest in the contract or transaction before being allowed to speak.

Fiscal Year and Audit

16. The fiscal year of the Union shall commence May 1st and end on the following April 30th .
17. The Union shall conduct an audit each fiscal year.
 - 17.1. The audit shall be conducted by the Brandon branch of BDO Dunwoody.
 - 17.1.1. The removal of BDO Dunwoody as auditor requires a motion from the Finance Committee approved by a 2/3 majority of the Board.

ByLaw 3100 – Union Personnel

Staff

1. Hiring staff in the General Office shall follow accepted human resource principles. Each permanent staff member shall have a signed contract.
2. The Executive Committee shall approve all hiring of Class A Employees and contracts shall be ratified by the full Board
3. The Executive Director shall sign all employment contracts.

Overtime

4. All overtime worked must be authorized by the Executive Director or their designee. Except in emergency situations, such overtime must be authorized in advance.
5. All time worked as assigned by the Employer beyond eight (8) hours

per day or forty (40) hours per week, or on a holiday or University closure, or on a scheduled day off shall be considered as overtime.

6. All overtime for Class A or B employees shall be paid for at the following rates:
 - 6.1. Regular overtime will be paid at a rate of double time.
 - 6.2. Call-back overtime will be paid at a rate of triple time.
7. A call-back shall be defined as any call back to work received by a Class A or B employee, during the period between their completion of work and subsequent starting time.
 - 7.1. Any Class A or B employee called back to duty shall be paid at overtime rates for all overtime worked with a minimum pay for call-back of three (3) hours at overtime rates.
 - 7.2. Any Class A or B employee called back to duty on a regular day of rest shall be paid overtime rates for all overtime worked with a minimum for a call-back of three (3) hours at overtime rates.
 - 7.3. Any Class A or B employee called back to duty on a paid holiday or a designated vacation day shall be paid overtime at a rate of triple time rates for all overtime worked with a minimum pay for call-back of four (4) hours at overtime rates in addition to their regular earnings for the day.
8. Where a Class A or B employee is required to work overtime following the normal work day and it is not expected that the work will be completed in less than three (3) hours, the staff member will be provided with a paid meal break as near as possible to the normal meal time. Where a meal break cannot be given, BUSU agrees to compensate the employee for a meal, in an amount not to exceed the per diem amount laid out in the BUSU Policies.

Holidays

9. The following days shall be observed as holidays without loss of pay to staff:

New Year's Day	Labour Day
Louis Riel Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday (1st Monday in August)	

any other day or days so proclaimed as a statutory holiday by the

Federal or Provincial Authorities, , and any other days that Brandon University elects to be closed.

10. When any of the above holidays fall on a Saturday or Sunday, BUSU shall designate another working day(s), either the preceding Friday or the following Monday, to be observed as the holiday or holidays in lieu thereof.
- 10.1. These days shall generally align with the designated days chosen by Brandon University

Employee Discipline and Dismissal

11. All matters of employee discipline and/or dismissal are to be dealt with regarding the utmost of professionalism and confidentiality.
12. No BUSU Employee, that has completed their initial probationary period, shall be disciplined, suspended or dismissed without just cause and without observance of all Employee Discipline and Dismissal Policies.
 - 12.1. Decision making regarding the discipline of a Class A employee shall be made by the President, Vice-President Operations, and the Vice-President Engagement.
 - 12.2. Decision making regarding the dismissal of a Class A employee shall be made by the Board, upon the recommendation of the Executive Committee, and only after all Policies have been followed in their entirety.
 - 12.3. The decision to terminate a Class A employee must be by unanimous vote of the entire Board of Directors.
13. Decisions regarding the discipline and/or dismissal of the Services Coordinator shall be made by the Executive Director.
14. Decisions regarding the discipline and/or dismissal of all other BUSU employees shall be made by the Executive Director and Services Coordinator, in consultation with the Executive.
15. Decisions regarding the discipline and/or dismissal of Bailey's staff shall be made by the Bailey's General Manager.

ByLaw 3200 – BUSU Student Groups

Collectives

1. BUSU recognizes that the student population on campus is diverse and advocates for providing equal opportunities for all students; this includes dedicating student space and funding to the Collectives

whose goal is to advocate and represent a stigmatized group on campus.

2. Each collective will be eligible to receive up to \$1,000 per fiscal year, as per the BUSU Policies.
3. Funding requests must include a cover letter, a budget outlining any income, including fundraising, any expected expenses, and proposed fund usage.
4. Applications shall be reviewed by the SCAC Committee within 30 days of receipt.
5. Funding will be awarded on a needs and merits basis relative to the aims and objectives of the collective
6. The SCAC Committee decision on funding requests are considered final unless referred to the Board.
 - 6.1. In the event that a recommendation is referred to the BUSU Board for further review, contact between the funding applicant and BUSU shall be through the Chair of the BUSU Board instead of the Chair of SCAC.
7. BUSU collectives include:
 - 7.1. Gender Empowerment Collective;
 - 7.2. Indigenous Students' Collective;
 - 7.3. International Students' Collective;
 - 7.4. LGBTTTQ* Collective; and
 - 7.5. Racialized Students' Collective

Special Interest Groups

8. BUSU recognizes that, while the Collectives represent the overall marginalized population, however, in certain instances there may be further need for representation within these communities.
9. Only Special Interest Groups that represent groups with historically marginalized groups will be permitted.
 - 9.1. If a group does not meet the requirement they are welcome to submit a student club registration form for consideration.
10. Each special interest group will be eligible to receive up to \$500 per fiscal year, as per the BUSU Policies.
11. Funding requests must include a cover letter, a budget outlining any income

including fundraising and any expected expenses, and proposal of fund usage.

12. Applications shall be reviewed by the SCAC Committee within 30 days of receipt;
13. Funding will be awarded on a needs and merits basis relative to the aims and objectives of the group.
14. The SCAC Committee decision on funding requests are considered final unless referred to the Board.
 - 14.1. In the event that a recommendation is referred to the BUSU Board for further review, contact between the funding applicant and BUSU shall be through the Chair of the BUSU Board instead of the Chair of SCAC.
15. Special Interest Groups include the:
 - 15.1. Black Students' Alliance

Club Registration

16. Student Clubs registered with BUSU, are entitled to be considered for:
 - 16.1. Inclusion on the Student Club Registry on the BUSU website;
 - 16.2. Funding as allocated by the SCAC Committee;
 - 16.3. Involvement in BUSU run initiatives, including Club Day(s).
17. To be considered for registration as a Student Club, the club must fill out a formal 'Student Club Registration Form' that provides BUSU with the following:
 - 17.1. A unique name;
 - 17.2. A current email address;
 - 17.3. A current contact person's name;
 - 17.4. Signatures from a minimum of five (5) current student members;
 - 17.5. A 50-100 word description of the club's goals and intent, for promotional material;
 - 17.6. A guarantee that the Student Club is not currently in violation nor will violate any of either Canada's or Manitoba's protected Human Rights, University policies and procedures or BUSU's Governing Documents, Campaigns, or Ratified Stances.

Club Registration Revocation

18. BUSU advocates and protects the members fundamental right to live and learn in a safe and non-judgmental environment. As such, the BUSU

Executive Committee can revoke, for the remainder of the academic year, a Student Club's registration and entitlements for the following:

- 18.1. Slanderous and or false accusations of BUSU or BUSU representatives.
- 18.2. Any violation of either Canada's or Manitoba's protected Human Rights, University policies and procedures or BUSU's Governing Documents, Campaigns, or Ratified Stances.

Club Funding

19. Student Clubs registered with BUSU are entitled to be considered for funding as outlined in the BUSU ByLaws and Policies.
 - 19.1. No Student Club shall receive more than \$300 per academic term.
20. Applications shall be reviewed by the SCAC Committee within 30 days of receipt. Funding for applications reviewed at the same meeting will be awarded on a needs and merits basis relative to the aims and objectives of the student club
21. The SCAC Committee decision on funding requests are considered final unless referred to the Board.
 - 21.1. In the event that a recommendation is referred to the BUSU Board for further review, contact between the funding applicant and BUSU shall be through the Chair of the BUSU Board instead of the Chair of SCAC.
22. Student groups and/or students who are involved in the funding application processes that owe outstanding fees to BUSU must pay those fees before funding can be received.
 - 22.1. If the group and/or student cannot immediately pay the fees out of pocket, a subtotal will be deducted from any funding request to pay the fees. In such a case, the Vice-President Engagement will inform the contact persons for the student group prior to the funding being processed and paid out.

ByLaw 3300 - National Lobby Organizations

1. The Union shall, from time to time, belong to lobby organizations.
2. Prior to joining a new lobby organization, the Board shall consider advantages and disadvantages to the Union of membership in the lobby organization.
3. Membership in a lobby organization which requires a financial commitment from the union or its members must be accomplished by a referendum.

4. Referendums under this Bylaw shall be conducted in accordance with the Election ByLaws in the event that the national organization does not have its own ByLaws outlining process. It is explicitly recognized that BUSU's ByLaws and policies do not override those regulations in which to join or leave any national organization. Members assisting with planning a referendum with a National Lobby Organization shall advocate to ensure that the rules and regulations that are used consider the Election ByLaws as minimum standards.
5. Withdrawals from a lobby organization shall be accomplished in the same manner as joining that lobby organization.
6. Regular reports shall be made to the Board regarding the activities of any lobby organizations to which the Union belongs and shall include information regarding the Union's activities in those lobby organizations.

ByLaw 3400 - Student Senate Caucus

1. The mandate of the Student Senate Caucus is to:
 - 1.1. Provide an open forum for student senators to discuss the affairs of Senate;
 - 1.2. Facilitate the development of questions to be brought forward to Senate; and
 - 1.3. Nominate members to the standing committees of the Senate.
2. The Student Senate Caucus shall consist of elected student senate members who shall participate in the deliberations and activities of the Student Senate Caucus.
3. The Vice-President Operations shall be the Chair of the Student Senate Caucus and make regular reports to the Board on the activities of the Student Senate Caucus.
4. The Student Senate Caucus shall meet prior to every Senate meeting to discuss Senate agenda items.

ByLaw 3500 - Annual General Meetings

Calling Annual General Meetings

1. The President, in consultation with the Executive Committee, shall schedule a General Meeting of the Union ("General Meeting") on at least 1 occasion during the Regular Session.

- 1.1. Additional General Meetings may be scheduled via a motion by the Executive Committee.

Notice for Annual General Meetings

2. BUSU shall publish notice of a General Meeting on the BUSU Website at least three weeks prior to the date of the General Meeting.
3. The BUSU Website shall also include, as part of their advertisement of the General Meeting:
 - 3.1. Any motions or amendments submitted.
4. All motions and amendments arising out of the specific issues shall be submitted to the Chair of the Board a minimum of two days prior to a General Meeting.

Meeting Procedures

5. The Quorum for a General Meeting shall be 50 Members of the Union.
6. The Chair of the General Meeting shall be the President or designate.

Voting at Annual General Meetings

7. At any General Meeting, motions shall be considered and voted upon by the Members of the Union who are present including any Board Members.
8. Voting on all motions at a General Meeting shall be by a show of hands, except where the ByLaws or the Robert's Rules of Order require a secret ballot vote.

Motions Passed at General Meetings

9. Passage of a motion by General Meeting shall become a policy of the Union for the term of the Board then in office and shall take effect on the day after the next regularly scheduled Board Meeting.
10. A General Meeting may, by 2/3 majority of Members of the Union who are present, rescind any motion of the Board then in office.
11. Any motion passed by a General Meeting may be rescinded or amended by a 2/3 majority vote of the Board.
12. Motions may be passed by a General Meeting in the absence of a Quorum but such motions shall be considered only as advice to the Board and shall have no force or effect whatsoever.

ByLaw 3600 - Special General Meeting

1. A General Meeting may also be scheduled when the Chair of the Board receives an original, formal BUSU General Meeting Request Petition, which must be picked up from the BUSU Office.
2. General Meetings initiated by a petition are referred to as 'Special General Meetings', and are bound by all the clauses within Bylaw 3500 except where contradicted by Bylaw 3600.
3. A petition requesting a Special General Meeting shall:
 - 3.1. Be an original, formal BUSU General Meeting Request Petition, which must be picked up from the BUSU Office;
 - 3.1.1. Any Photocopies or pages without the official BUSU mark shall be considered invalid.
 - 3.2. Have no less than 50 unique signatures and student numbers from Members of the Union;
 - 3.3. State a specific issue to be discussed;
 - 3.4. Include a summary of the issue no longer than 250 words; and
 - 3.5. Be in the form of a motion.
4. The agenda for a Special General Meeting shall only include the following unless specified in the petition requesting the meeting:
 - 4.1. The presentation of motions;
 - 4.2. Adjournment.
 - 4.3. Motions shall not be amended in any way from the floor of the Special General Meeting