

Official Bylaws

Of the

Northern Alberta Institute of Technology Students' Association

SECTION 1 NAME

SECTION 2 OBJECTIVES

SECTION 3 AUTHORITY

SECTION 4 MEMBERSHIP

SECTION 5 EXECUTIVE COUNCIL

SECTION 6 THE SENATE

SECTION 7 ELECTORAL AND REFERENDUM REGULATIONS

SECTION 8 ACADEMIC COUNCIL STUDENT REPRESENTATIVES

SECTION 9 BOARD OF GOVERNORS STUDENT REPRESENTATIVES

SECTION 10 COMMITTEES, BOARDS, CLUBS AND EXTERNAL AFFILIATIONS

SECTION 11 COMMUNICATION WITH THE BOARD OF GOVERNORS

SECTION 12 REMUNERATION

SECTION 13 FINANCIAL AFFAIRS

SECTION 14 ACCESS TO INFORMATION

SECTION 15 AMENDMENTS

SECTION 16 MINUTES, BOOKS AND RECORDS



1. NAME

1.1. In accordance with Sections 4 and 5 of the Post Secondary Learning Act (Alberta), the students of the Northern Alberta Institute of Technology (NAIT) shall be incorporated as the Northern Alberta Institute of Technology Students' Association, which may also be known or referred to as NAITSA.

2. OBJECTIVES

2.1. The objectives of the Students' Association shall be to provide for the administration of student affairs at NAIT, including the development and management of student committees, the development and enforcement of rules relating to student affairs, and the promotion of the general welfare of the students consistent with the purposes of NAIT.

3. AUTHORITY

3.1. The Bylaws shall be the primary governing document of the Students' Association.

3.1.1. The Bylaws shall set forth the foundation for the structure, operation, and maintenance of the organization.

3.1.2. The Bylaws supersede policies, procedures, and special resolutions duly passed by the organization.

4. MEMBERSHIP

4.1. GENERAL

4.1.1. All full-time and part-time students who are registered in a regular day program shall be members of NAITSA. They shall pay a set membership fee per semester.

4.1.2. All students who are registered in the Department of Undergraduate Studies shall be members of NAITSA. They shall pay a set membership fee per course.

4.2. FEES

4.2.1. The NAITSA Fee Schedule for all full-time and part-time students who are registered in a regular day program shall be as follows:

Academic Year	Annual Fee	Per Semester Fee
2009/2010	\$259	\$129.50
2010/2011	\$275	\$137.50

4.2.2. The NAITSA Fee Schedule for all full-time and part-time students who are registered in the Department of Undergraduate Studies shall be as follows:

Academic Year	Per Course Fee
2009/2010	\$32.38
2010/2011	\$34.38

4.2.3. All students who are registered in the Department of Undergraduate Studies shall pay no more per semester than the Per Semester Fee listed in Bylaw 4.2.1

4.2.4. Membership fees for all Apprenticeship students shall be levied based on the NAITSA Fee Schedule for regular day programs (as per bylaw 4.2.1) and shall be prorated based on the length of the apprenticeship program.

4.2.5. For the 2010/2011 Academic year and every following year, all NAITSA membership fees shall increase based on the Alberta CPI (Consumer Price Index).

- 4.2.6. A referendum must be held for any introductions of dedicated fees apart from NAITSA membership fees that are equal to or greater than \$50 per semester. Approval of the fee requires no less than a two-thirds majority of students who vote.
- 4.3. LIMITED MEMBERSHIP
- 4.3.1. NAIT Continuing Education (CED) students currently enrolled in credit courses shall be Limited Members of NAITSA. They shall pay a set fee of \$6.00 per course to be eligible for limited membership up to and including the 2010/2011 Academic year. For the 2011/2012 year onwards, they shall pay a set fee of \$12.00 per course to be eligible for limited membership. Of this fee \$6 shall be dedicated to the Endowment Fund, \$4 shall be dedicated to the Building Fund, and \$2 shall be dedicated to NAITSA's general operations. The Senate Finance Sub-Committee will reevaluate this fee for the 2014/2015 academic year.
- 4.3.2. NAITSA Lifetime Memberships must be approved by the Executive Council or the Senate.
- 4.3.3. Limited membership shall not provide the right to vote in elections or referenda or to hold any office recognized by NAITSA.
- 4.4. WITHDRAWAL
- 4.4.1. A person not wishing to maintain membership in NAITSA may notify the Executive Council in writing. On receipt of notice by Executive Council, the person shall cease to be a member of NAITSA and his or her membership fee shall be forfeited to NAITSA;
- 4.4.2. A person withdrawing from NAIT, for whatever reason, shall cease to be a member of NAITSA and his or her membership fee shall be refunded according to withdrawal policies of the NAIT Registrar.
- 4.5. RIGHTS & RESPONSIBILITIES
- 4.5.1. Members of NAITSA in good standing, except Limited Members and Lifetime Members, are eligible:
- 4.5.1.1. To vote in all NAITSA elections and referenda;
 - 4.5.1.2. To join and hold office in a student club, the Senate, or the Executive Council;
 - 4.5.1.3. To participate in all recreational and athletic programs supported by their membership fees;
 - 4.5.1.4. To attend all meetings of the Senate as non-voting guests;
 - 4.5.1.5. To serve on regular and special committees of NAITSA;
 - 4.5.1.6. To petition NAITSA, NAIT Administration, or the NAIT Board of Governors through the Student Association; and
 - 4.5.1.7. To enjoy the benefits provided by the Students' Association in representation and programming that their membership fees establish or support.
- 4.5.2. All persons with membership in NAITSA will assume the responsibility to obey the Bylaws and Policies of NAITSA, as well as the rights and responsibilities of being a NAIT student as set forth by NAIT.
- 4.5.3. Each member shall be responsible for the maintenance of the organization by way of a levy of membership.
- 4.5.4. Each member of the Students' Association shall pay fees in accordance with this section.
- 4.5.5. The institution shall collect fees from the membership on behalf of the Students' Association.
- 4.5.6. The members may, by a petition that is duly signed by at least ten (10) percent of the total membership, require the Senate to conduct a vote or referendum and enact any resolution pertaining to the affairs of the Students' Association.

5. EXECUTIVE COUNCIL

5.1. GENERAL

- 5.1.1. The Executive Council shall be the executive authority of the Students' Association and shall be responsible for the day-to-day affairs and the administration of the operating and capital budgets. The affairs, business and finances of NAITSA shall be controlled and conducted by the Executive Council to the extent that they are not otherwise provided for in the Bylaws.
- 5.1.2. The Executive Council shall consist of the President and at least three (3) Vice-Presidents.
- 5.1.3. Meetings of Executive Council shall be held a minimum of once per month.
- 5.1.4. Two (2) Vice-Presidents and the Chair shall constitute a quorum for the transaction of business in Executive Council.
- 5.1.5. Proxy voting shall not be permitted.
- 5.1.6. The Chair shall cast a vote only to break a tie (passing or defeating a motion) or to create a tie (defeating a motion) and only when it is in the best interest of the organization to do so.
- 5.1.7. Meetings of the Executive Council are held in-camera and minutes shall be considered closed and sealed to anyone other than members of Executive Council. Only motions and their results shall be published.
 - 5.1.7.1. The Chair may invite guests to participate in Executive Council meetings.

5.2. GENERAL RESPONSIBILITIES

- 5.2.1. Every student elected to Executive Council has the following responsibilities:
 - 5.2.1.1. To administer policy, procedures, activities and affairs of NAITSA within its jurisdiction;
 - 5.2.1.2. To administer all monies that are received by NAITSA, maintain proper books of accounts, and have the same audited as required by the Post Secondary Learning Act (Alberta);
 - 5.2.1.3. To be responsible for the policies respecting the administration of NAITSA's co-curricular student activities;
 - 5.2.1.4. To approve regulations regarding the conduct of election campaigns;
 - 5.2.1.5. To fairly represent and communicate with the students of NAIT;
 - 5.2.1.6. To maintain a comprehensive record by way of minutes of all Executive Council, Senate, and other meetings as deemed fit by Executive Council;
 - 5.2.1.7. To perform monthly appraisals as a group to ensure accountability of the Executive to their job duties;
 - 5.2.1.8. To adhere at all times to the policies and procedures of NAITSA and to act in the best interest of the organization.
 - 5.2.1.9. To sign a NAITSA Executive Agreement prior to taking office;
 - 5.2.1.10. To report regularly to Executive Council and in writing to the Senate on all matters of relevance and importance to the students of NAIT;
 - 5.2.1.11. To register in a minimum of one credit course up to a maximum of eight (8) class hours per week;
 - 5.2.1.12. To maintain regular posted office hours in order to do the business of the position;
 - 5.2.1.13. To sit on various NAIT and NAITSA committees as required by the job description of his or her position;
 - 5.2.1.14. To approve the annual Activities Plan prior to the start of the academic year; and
 - 5.2.1.15. To advocate for student rights.

5.3. SPECIFIC DUTIES AND RESPONSIBILITIES

5.3.1. The President shall have the following specific responsibilities:

- 5.3.1.1. To be the Chair of all meetings of Executive Council;
- 5.3.1.2. To motivate, lead, and be responsible for the Vice-Presidents;
- 5.3.1.3. To supervise and liaise with the Executive Director on behalf of the Executive Council;
- 5.3.1.4. To act as the official liaison to NAIT's administration;
- 5.3.1.5. To ensure that fair representation and effective communication is provided for students to all levels of government;
- 5.3.1.6. To act as a designated signing authority;
- 5.3.1.7. To ensure that the audited financial statements are presented to the Senate;
- 5.3.1.8. To respond to all inquiries from students regarding the financial affairs of NAITSA;
- 5.3.1.9. To develop and build relationships with campus groups, such as aboriginal, international, and mature students, in order to ensure that their unique issues are represented;
- 5.3.1.10. To consult with a Board of Governors representative within a month of every regular scheduled Board of Governors meeting on student matters pertaining to Board of Governors; and
- 5.3.1.11. To be the official representative to NAIT Alumni

5.3.2. The Vice-President External shall have the following specific responsibilities:

- 5.3.2.1. To communicate and develop relationships with students and staff at all satellite campuses;
- 5.3.2.2. To work with NAIT to promote satellite campus development;
- 5.3.2.3. To act as the official representative to all ad-hoc campus development committees to advocate for student space and services;
- 5.3.2.4. To advocate for Apprenticeship students on all campuses to NAIT and all levels of Government, and to be a link between satellite campuses and main campus;
- 5.3.2.5. To advocate for full-time, part-time, international and continuing education students to NAIT and all levels of Government; and
- 5.3.2.6. To be involved in and represent NAITSA with external advocacy organizations of which NAITSA is a member.

5.3.3. The Vice-President Academic shall have the following specific responsibilities:

- 5.3.3.1. To act as the official liaison to NAIT Academic Council;
- 5.3.3.2. To act as a resource on issues arising between students and other students or the institution;
- 5.3.3.3. To develop a working knowledge of NAIT's Academic Regulations in order to maintain the ability to advocate for student academic rights;
- 5.3.3.4. To act as the alternate signing authority of NAITSA in the absence of the designated signing authority; and
- 5.3.3.5. To be the official representative to all initiatives and committees relating to NAIT academic faculty.

5.3.4. The Vice-President Campus Life shall have the following specific areas of responsibility:

- 5.3.4.1. To assume a visionary role in developing campus life at NAIT;
- 5.3.4.2. To act as the official liaison to NAIT on campus life issues and to collaborate with NAIT Student Life and NAIT Athletics;

- 5.3.4.3. To act as the official liaison for campus life activities and events between Executive Council, the Senate, and clubs;
 - 5.3.4.4. To promote diversity in NAITSA programming by ensuring that planned events and activities appeal to a broad range of student needs and interests;
 - 5.3.4.5. To chair the Activities Committee;
 - 5.3.4.6. To work in conjunction with the Director of Campus Culture to develop and submit to Executive Council an Activities Plan prior to the beginning of the academic year; and
 - 5.3.4.7. To liaise with satellite campuses to establish representatives and execute events.
- 5.3.5. Members of Executive Council, with the unanimous consent of Executive Council, may exchange among themselves the responsibilities stated in these Bylaws.

5.4. POSITION DURATION AND VACANCIES

- 5.4.1. All Executive-elects shall serve under the respective Executives until May 1st when they shall take office.
- 5.4.2. The term of office for each Director shall be one year. In the case of a by-election a partial year shall be considered one year.
- 5.4.3. An Executive Officer may not hold a position as a member of the Executive Council for more than three (3) terms in his/her lifetime, whole or partial, and can hold no more than two (2) terms in one position.
- 5.4.4. An Executive Officer may discontinue his/her duties as a member of the Executive Council in the following ways and circumstances:
 - 5.4.4.1. Resignation – A resigning Executive Officer shall submit to the Executive Director a written resignation that is considered final with no opportunity for reinstatement;
 - 5.4.4.2. Ineligibility by reasons of loss of membership in NAITSA;
 - 5.4.4.3. An Executive Officer who is absent from three (3) consecutive council meetings (Executive Council and The Senate) without notice and just cause given to the presiding officer shall be automatically removed from office. The President shall give notice of delinquency to the absent Executive Officer after two (2) consecutive absences;
 - 5.4.4.4. Dereliction of duty or misconduct — unanimous approval by the remaining Executive Council members or seventy-five (75) percent majority vote by The Senate shall be sufficient to remove a member of Executive Council from office for improper or indiscreet conduct or neglect of duty;
 - 5.4.4.5. An Executive Officer shall automatically be removed from office if at any time during his or her term if he/she becomes no longer insurable for Directors and Officers liability coverage;
 - 5.4.4.6. Failure to maintain an academic average above a minimum pass as defined by the NAIT Registrar's office; or
 - 5.4.4.7. The Executive Council or Senate determines that the Executive Officer has breached his or her Executive Agreement.

5.5. FILLING VACANCIES

- 5.5.1. Any vacancy occurring before the start of the second semester shall be filled by a by-election conducted in the same manner as Executive Council Elections (Section 7);
- 5.5.2. Any vacancy occurring after the start of the second semester shall be filled as determined by The Senate.

6. THE SENATE

6.1. GENERAL

- 6.1.1. The Senate shall be the governing body of the organization and shall be responsible for the Bylaws, the approval of the annual operating and capital budgets, and general governance outside the purview of the Executive Council.
- 6.1.2. The Senate shall be comprised of elected students who shall act as Senate Representatives as outlined in these Bylaws.
- 6.1.3. The Senate shall meet every two (2) weeks during the months from October to April inclusively.
- 6.1.4. Quorum for meetings of the Senate shall be two-thirds of the total elected voting representatives. (Example: 12 voting members would constitute quorum of 20 total voting positions.)
- 6.1.5. Voting shall be structured such that each Senate Representative is assigned a number of votes at the start of their term based on the following criteria:
 - 6.1.5.1. The President shall formally request in writing from the NAIT Registrar the number of students enrolled in each of the ten Schools and Departments of NAIT as of September 30 of each year;
 - 6.1.5.2. The Chair of the Senate, shall at the first meeting assign a number of votes to each Senate Representative based on the proportion of students they represent against the total number of students represented by all the Schools;
 - 6.1.5.2.1. As there are two representatives for each School, each representative will individually carry half of the total votes assigned to that School;
 - 6.1.5.3. Regardless of changes in enrollment during the year, once the votes are assigned at the first meeting, the distribution of votes shall not be redistributed for any reason until the first meeting of the following year, except under special circumstances where there must be a two-thirds majority in favor of the change of distribution;
 - 6.1.5.4. During any meeting of the Senate, unless otherwise stated in these Bylaws, a simple majority of the number of votes represented during that meeting shall be sufficient to pass any motion or conduct business;
 - 6.1.5.5. Proxy voting shall not be permitted;
 - 6.1.5.6. Voting members are not permitted to split their allocated votes for any reason on any motion or item of business. Non-adherence to this shall result in an abstention by the offending member.
- 6.1.6. The Chair shall conduct a voting confirmation prior to the call to order of every meeting of the Senate.
- 6.1.7. The Senate shall, at the first meeting of each year, appoint a chairperson recommended by the Executive Council to chair all meetings of the Senate.
 - 6.1.7.1. The President may call a Special meeting of the Senate if he/she deems necessary.
 - 6.1.7.2. Notification of a Special meeting of the Senate shall be provided to all members of the Senate, voting and non-voting, at least 48 hours in advance of the meeting.

6.2. REPRESENTATION

- 6.2.1. Each member of the Senate must be a member in good standing as specified by Section 4 of these Bylaws.

6.3. DUTIES OF THE SENATE

- 6.3.1. Senate representatives shall:
 - 6.3.1.1. Administrate the Bylaws pertaining to the activities and affairs of NAITSA within its jurisdiction;

- 6.3.1.2. Appoint ad-hoc and/or standing committees to investigate any matters or problems that may arise concerning the student body;
- 6.3.1.3. Approve all NAITSA budgets and all unbudgeted financial commitments and expenditures in excess of five hundred dollars (\$500.00);
- 6.3.1.4. Fairly represent and communicate with the students in their respective schools;
- 6.3.1.5. Act as members of at least one (1) Senate Sub-Committee.

6.4. AUTHORITY

- 6.4.1. The Senate shall have the power to represent the Students' Association by advocating a position or expressing an opinion on any matter of concern to students.

6.5. MEMBERSHIP

- 6.5.1. The Senate shall consist of the following members:

- 6.5.1.1. The NAITSA President (ex-officio, non-voting);
- 6.5.1.2. The three (3) Vice-Presidents of NAITSA (ex-officio, non-voting);
- 6.5.1.3. Two (2) Senate Representatives from each of the nine (9) Schools of NAIT as follows:
 - Arts, Science & Communications
 - Applied Building Science
 - Applied Media & Information Technology
 - JR Shaw School of Business
 - Electrical & Electronics Technology
 - Health Sciences
 - Hospitality and Culinary Arts
 - Mechanical & Manufacturing Technology
 - Resources & Environment Management
 - Department of Undergraduate Studies

- 6.5.1.4. NAITSA Executive Director (non-voting);

- 6.5.1.5. The Chair (non-voting).

- 6.5.2. The student Senate Representatives shall be elected each September by the students in their respective schools as specified in Section 7.

- 6.5.3. Any member of the Senate who fails, withdraws, or is incomplete in two or more classes in any semester shall resign from the Senate.

6.6. POSITION DURATION AND VACANCIES

- 6.6.1. The term each Senate Representative serves shall be one year from October to April.

- 6.6.2. There shall be no limit to the number of times a student may hold a Senate Representative position in his/her lifetime.

- 6.6.3. A Senate Representative may discontinue his/her duties as a member of the Senate in the following ways and circumstances:

- 6.6.3.1. Resignation – A resigning member shall submit to the Senate a written resignation setting forth the reasons for resignation. The position is not considered vacant until the resignation is presented to the Senate, and it is then considered final with no opportunity for reinstatement during that academic year;

- 6.6.3.2. Ineligibility by reasons of loss of membership in NAITSA;

- 6.6.3.3. Being absent from three (3) meetings of the Senate;

6.6.3.3.1. The Senate, upon request, may approve an excused absence based on a program-related employment practicum. If such absence is excused, it will only be applicable to NAITSA bylaw 6.6.3.3.

6.6.3.4. Dereliction of duty or misconduct — A majority vote by the Senate Accountability & Disciplinary Board shall be sufficient to remove a member from the Senate;

6.6.3.5. A Senate representative shall automatically be removed from his/her position if at any time during his or her term he/she becomes no longer bondable; or

6.6.3.6. Failure to maintain an academic average above minimum pass as defined by the NAIT Registrar's office.

6.7. FILLING VACANCIES

6.7.1. Any vacancy that occurs shall be filled as follows:

6.7.1.1. The President shall call a Special Meeting of the students from the school of NAIT for which there is a vacant Senate position, giving no less than ten (10) days notice of the meeting.

6.7.1.2. The students at the Special Meeting shall accept nominations from the floor and via majority vote, shall appoint a student to fill the vacancy.

7. ELECTORAL AND REFERENDUM REGULATIONS

7.1. GENERAL

7.1.1. The NAITSA Executive Council affirms the importance of good conduct and adherence to campaign rules. Failure to adhere to any of these rules is grounds for disqualification. An Election Committee, whose decision is final, will make all decisions regarding adherence to this policy.

7.1.2. The Executive Council shall prescribe the dates and times for all Elections:

7.1.2.1. The dates and times for the election of Executive Council and the Senate must be published in the handbook of that academic year.

7.1.3. The Vice-President Academic shall be the Deputy Returning Officer (DRO). In the event that the Vice-President Academic is eligible to participate in the election as a candidate, he/she may delegate this duty to an Executive Officer who is not running or not eligible for re-election.

7.1.4. The Deputy Returning Officer (DRO) will be responsible for the selection and recommendation of a Chief Returning Officer (CRO) for Senate elections to the Executive Council for approval.

7.1.5. In conjunction with the Executive Council, the Deputy Returning Officer (DRO) will be responsible for a Chief Returning Officer (CRO) for Executive Elections to the Senate for approval.

7.1.6. The candidate for CRO must be impartial, able to make him/herself available to the candidates throughout the course of the elections, and capable of chairing the Election Committee as required.

7.2. NOMINATIONS

7.2.1. All candidates must complete a NAITSA nomination form and must adhere to all regulations and guidelines as stated in these Bylaws.

7.2.2. Nominations must be submitted on forms approved by Executive Council.

7.2.2.1. Executive Council must approve nomination forms 7 days prior to the opening of nominations.

7.2.3. Attendance of all pre-election nominee meetings is mandatory. Absence is grounds for disqualification and if the Chief Returning Officer (CRO) determines the violation to be flagrant, then a recommendation for disqualification shall be made to the Elections Committee for review.

7.2.4. Nominations shall be submitted to the CRO during the nomination period. Nominations submitted outside of the nomination period will not be accepted.

- 7.2.5. Nomination forms shall be physically available only from the NAITSA office or by email upon request. Forms shall be prescribed for each available position for each nominee to declare the position he or she intends to stand for election prior to collection of signatures.
- 7.2.6. Each submitted nomination form for NAITSA Elections shall contain the required number of signatures as follows:
- 7.2.6.1. Minimum of ten (10) for the nomination of a candidate for Executive Council. Each nomination must be submitted with an official statement of marks from the Registrar's Office or an unofficial statement of marks signed by a Program Head.
- 7.2.6.2. Minimum of ten (10) for the nomination of a candidate for Senate. The signatures must all be from students in the School of NAIT that the candidate is eligible to represent.
- 7.2.7. Nominations will not be accepted later than seven (7) business days prior to Election Day.
- 7.2.8. There can be no acclamation for any elected position.
- 7.2.8.1. For Executive Council, where there is a single candidate with no opposition, that candidate shall be elected by a yes or no vote.
- 7.2.8.2. For Senate positions, when the number of candidates running for each school does not exceed the number of Senate seats up for election, those candidates shall be elected by a yes or no vote.
- 7.2.9. Upon the close of nominations prior to an election, in the event that there are not enough candidates to fill the ballot for a specific position(s), the CRO may choose to extend the nomination period for that position(s) until such time as the ballot is full. If the ballot for an election is not filled by 48 hours prior to the opening of polls, the position shall remain vacant until a by-election can be held.
- 7.3. ACCLAMATION
- 7.3.1. There can be no acclamation for any elected position on Executive Council or the Senate. Where there is a single candidate, with no opposition, that candidate shall be elected by a yes or no vote. This applies to the Senate positions as well, when there are only one or two candidates running for the two available positions.
- 7.4. WITHDRAWALS
- 7.4.1. Withdrawals of candidates or referenda questions will be accepted by the Chief Returning Officer (CRO) or the Deputy Returning Officer (DRO) until forty-eight (48) hours prior to the date the polls open.
- 7.5. POLLING
- 7.5.1. Polling stations shall operate at the following locations on the last day of elections between the hours of 10:00 a.m. and 2:00 p.m.:
- NAITSA Office - E131
 - Main Campus — South Lobby Kiosk
 - HP Centre
 - Engineering Technologies Annex Building
 - Main Campus — North Cafeteria (Fresh Express)
 - Main Campus — South Learning Centre (X-Wing)
 - South Campus
 - Patricia Campus
- 7.5.1.1. Additional polling stations may be used as deemed appropriate.

7.5.2. Each poll clerk is responsible for the conduct of their poll and for the following:

- Informing candidates that they are not permitted to loiter in the general area of a polling station except to cast their ballot;
- Ensuring the secrecy of the vote;
- Reporting any breaches of or irregularities in the above to the CRO immediately; and
- Maintaining impartiality as a representative of NAITSA and absolutely refraining from expressing personal opinion or bias toward a candidate or referendum issue.

7.6. VOTING

7.6.1. The date, time, and location of the polls shall be published in the Nugget and posted on NAITSA poster boards a minimum of seven (7) business days prior to the date the polls open.

7.6.2. An elector may vote at any open poll during an election or referendum.

7.6.3. Under no circumstances may a student be allowed to vote without a student identification card. No appeals on this matter will be considered.

7.6.4. Voting by proxy is prohibited.

7.7. THE COUNT

7.7.1. For the purposes of all NAITSA elections and referenda, a ballot shall be defined as an individual section of a voting form that pertains to an individual position or question.

7.7.2. The candidate or referendum question that receives the most number of votes shall be declared the winner.

7.7.2.1. For Senate positions, where there are more than two (2) candidates running for only two (2) positions, the two (2) winners shall be the candidates who receive the most and the second-most votes in that election.

7.7.3. The CRO must retain all ballots and records for a minimum of five (5) days after the closing of the polls.

7.8. TIE VOTES

7.8.1. If two or more leading candidates have received an equal number of votes, a new election will be held with only the names of those candidates appearing on the ballot. In the event of a tie, a referendum question shall be deemed defeated.

7.9. ANNOUNCEMENT OF RESULTS

7.9.1. The CRO or his/her designate shall announce publicly the results of the elections and submit the results in writing to the NAITSA Executive Director no later than the business day following the tabulation of results.

7.9.2. Results are to be announced by the CRO at a pre-established and publicized time and place.

7.10. APPEALS

7.10.1. All appeals to the Election Committee regarding the conduct of an election or referendum must be made no later than one (1) business day after the closing of the polls. Appeals must be in written form and signed by the candidate or a student representing a referendum poll.

7.10.1.1. A meeting of the Election Committee shall be scheduled three (3) days after all elections to deal with potential appeals.

7.10.1.2. All parties to an appeal shall be invited and shall have the opportunity to address the Election Committee.

7.11. ELECTIONS — EXECUTIVE COUNCIL & THE SENATE

7.11.1. Elections for the positions on the Executive Council shall take place once a year, no later than the last weekday in March. Elections for student members of the Senate are held in September of each year.

7.12. ELIGIBILITY

7.12.1. A candidate for Executive Council and Senate positions must:

7.12.1.1. Be a member of the Students' Association in good standing and not an Apprenticeship member, Limited member, or Lifetime member; and

7.12.1.2. Be a full-time or part-time student who is registered in a regular day program; or a student running as an incumbent for a position on executive council; and

7.12.1.3. Commit to being in attendance at a metro-Edmonton campus of NAIT and not on a school-related practicum for the entire length of the term of office; and

7.12.1.4. Maintain an academic average above a minimum pass as set by the NAIT Registrar's office.

7.12.2. All candidates must be insurable for directors and officers liability coverage.

7.12.3. Each candidate for an Executive Council position must be willing to sign a NAITSA Executive Agreement if elected. The Senate shall approve the contents of the Executive Agreement within the 30 days before the NAITSA Executive Elections.

7.13. CAMPAIGNING

7.13.1. All posters and promotional material must be approved by the Chief Returning Officer or the Deputy Returning Officer in (E131), prior to posting or disbursement. The Chief Returning Officer shall maintain a listing of the number of posters approved for every candidate. Maximum poster size is 60 cm by 60 cm. The maximum number of posters is thirty (30) per candidate for Executive Council elections and ten (10) per candidate for Senate elections. Posters must be posted only on NAITSA poster boards. Posters must not be posted on any painted surfaces, glass, or walls, or hung from the ceiling. However, candidates may move their own posters from board to board throughout the election. Posters cannot be hung prior to 12:00 (noon) on the day stated by the Chief Returning Officer prior to the election. Defacing of posters is not allowed. Candidates shall not be permitted to remove but shall be permitted to adjust the placement of any poster on a poster board except that posters belonging to other candidates approved for the elections shall not be touched by anyone but their owner once they are in place. During Election day, posters must not be moved or removed under any circumstances.

7.13.2. No brochures or leaflets are allowed.

7.13.3. Discretion should be used when choosing campaign slogans, drawings, etc. Do not display any religious, racial, and/or sexual prejudices. NAITSA and the Election Committee maintain a *zero-tolerance* policy regarding prejudice and discrimination. Improper conduct by candidates regarding this is grounds for immediate disqualification

7.13.4. Every candidate shall have the right to submit a picture and article to the Nugget for publication (*500 words maximum for Executive Council elections and 200 words maximum for Senate elections*). A deadline for submission will be announced by the CRO and no exceptions will be permitted

7.13.5. Paid Nugget advertisements above and beyond the picture and article will be permitted, but the candidate must be able to produce a receipt from NAITSA and include it in his/her campaign expenses.

7.13.6. Campaigning off the premises of NAIT shall not be allowed. Off-campus campaigning or advertising (with the exception of electronic media as described in 7.13.7) shall be grounds for disqualification of a candidate.

7.13.7. Candidates are permitted to campaign using social networking or open source websites (i.e.: facebook, myspace, blogging, etc.). Candidates are not permitted to campaign using unique domain names.

7.14. PRE-CAMPAIGNING

7.14.1. The action of a candidate who publicly announces his/her candidacy for an Executive Council position at any time before the time prescribed for campaigning shall be known as pre-campaigning.

7.14.2. Pre-campaigning is grounds for disqualification and candidates are strongly encouraged to avoid such an activity.

7.14.3. The determination as to whether or not a candidate committed the act of pre-campaigning shall be made by the Election Committee.

7.15. CAMPAIGN FUNDING

7.15.1. The maximum amount of money to be spent campaigning for Executive Council elections is not to exceed two hundred (\$200.00) dollars + GST and for Senate elections is not to exceed one hundred (\$100.00) dollars + GST (e.g. posters, tape, buttons, felts, etc.).

7.15.2. Any supplies that are donated to a candidate will be valued at their retail value (as though they were purchased from a supplier).

7.15.3. All Executive Council candidates shall be entitled to reimbursement by the Students' Association of the amount they have spent on campaign materials up to a maximum of two hundred dollars (\$200) at the discretion of the DRO and/or CRO.

7.15.4. All candidates for Senate shall be entitled to reimbursement by the Students' Association of the total amount they have spent on campaign materials, not to exceed one hundred dollars (\$100) at the discretion of the DRO and/or CRO.

7.15.5. Candidates are to submit their campaign receipts and requests for reimbursement to the CRO by 4:30 p.m. on the day prior to the election.

7.15.6. The Students' Association shall not reimburse candidates for personal expenses incurred in the course of any candidate's election campaign.

7.15.7. At the discretion of the CRO, reimbursement may be withheld from any candidate for any infractions of the NAITSA Bylaws.

7.16. INVALIDATION AND DISQUALIFICATION

7.16.1. In the case of any grave violation of the NAITSA Bylaws on the part of the candidate, candidate's committee, or referendum committee, such as

- Interference with voting
- Persistence in illegal distribution of campaign material, etc.,

7.16.2. The Elections Committee will invalidate an election or referendum if, in its opinion, a violation of the Bylaws had adversely affected the outcome of that election or referendum. In making this decision, the Elections Committee will consider the conduct of the parties and the seriousness of the violations.

7.17. NON-METRO CAMPUS MEMBERS

7.17.1. Members who fulfill their academic requirements at a campus outside of the metro-Edmonton region shall be represented by an associate club known as a Non-Metro Campus Club.

7.17.2. Non-Metro Campus Members are not eligible to vote in elections or referenda held in the metro-Edmonton region.

7.17.3. Non-Metro Campus Clubs shall be represented by students elected annually by the membership attending that non-metro campus. These representatives and the elections in which they are elected shall be conducted in accordance with a separate set of bylaws that govern the club's activities. These bylaws are subject to annual ratification by Executive Council.

7.18. DONATIONS & MAJOR GIFTS REFERENDA

7.18.1. Donations and major gifts that are given by NAITSA to an external body and that are forecasted to have a net effect on the finances of NAITSA in excess of \$50,000 in any one year require a majority approval via a referendum of the student body duly called by the Senate.

7.18.1.1. All such referenda shall, at minimum, provide the following information in the text of the question:

- a) The amount per year student fees will be affected;
- b) The purpose and/or benefit to the membership; and
- c) The amount of reserve funds, if any, contributing to the total amount.

8. ACADEMIC COUNCIL STUDENT REPRESENTATIVES

8.1. DUTIES AND RESPONSIBILITIES

8.1.1. Each appointed member of Academic Council shall:

8.1.1.1. Attend all meetings of Academic Council Student Representatives and the Vice-President Academic as required; and

8.1.1.2. Consult with the Vice-President Academic on student matters before Academic Council.

8.2. APPOINTMENT

8.2.1. Pursuant to the Post Secondary Learning Act (Alberta), there shall be seven (7) student members on Academic Council:

8.2.1.1. The NAITSA Vice-President Academic shall be one (1) student representative on Academic Council.

8.2.1.2. The Vice-President Academic shall appoint six (6) student members to Academic Council.

8.2.2. Candidates must be members in good standing as defined by Section 4.

8.2.3. Nominations open two (2) weeks prior to appointment date. Nominations close at the announcement of call to order of the Senate meeting.

8.2.4. Appointments shall occur prior to October 1st for the current academic year.

8.3. POSITION DURATION

8.3.1. The term shall be October to May and in no case shall a term extend beyond the prescribed annual appointment date of new Academic Council members.

8.4. VACANCIES

8.4.1. Any vacancy shall be filled as determined by the Senate.

9. BOARD OF GOVERNORS STUDENT REPRESENTATIVES

9.1. GENERAL

9.1.1. Board of Governors student representatives shall be appointed by the Senate to a 12-month term during the final meeting of the Senate in April.

9.1.2. The Senate shall nominate, to the Minister of Advanced Education and Technology, one (1) student-at-large; and one (1) newly elected Executive Council member for Board of Governor membership. Senate shall make a selection in April for the following academic year.

9.1.3. The Senate shall:

9.1.3.1. Receive written application forms from eligible executive council members and student-at-large nominees, including a cover letter limited to one paragraph in length and a description of relevant experience and achievements limited to one page in length;

9.1.3.2. Hear presentations from eligible executive council nominees and student-at-large nominees on why they feel they would be the best candidates for a Board of Governor position ;

9.1.3.3. Formally vote in two separate elections for one (1) executive council member and one (1) student-at-large, as nominees to the NAIT Board of Governors; and

9.1.3.4. Instruct the NAITSA President to formally announce the successful candidates to the Alberta Government through the President of NAIT within ten (10) days of the respective nominations by the Senate.

10. COMMITTEES, BOARDS, CLUBS & EXTERNAL AFFILIATIONS

10.1. GENERAL

10.1.1. Student Clubs, committees, and boards established under the authority granted by these bylaws will be responsible to the Students' Association for the fulfillment of the objectives and purposes for which they were established, and for the proper management of their finances.

10.1.1.1. Students involved in committees, boards, and sanctioned clubs will be responsible to the Students' Association for carrying out the duties and responsibilities undertaken by them in assuming their positions.

10.1.2. The Executive Council shall have the authority to ratify, de-ratify, or permit dissolution of all student clubs and to establish policy regarding the activities of such clubs.

10.2. ACTIVITIES COMMITTEE

10.2.1. There shall be an Activities Committee consisting of:

- a) The NAITSA Vice-President Campus Life, who shall act as chair;
- b) The NAITSA Director of Campus Culture; and
- c) The NAITSA Marketing & Communications Director.

10.2.2. The Activities Committee shall be responsible for the planning, budgeting, and administration of all activities under the jurisdiction of NAITSA.

10.2.3. The Executive Council shall approve all proposals for activities proposed by the Activities Committee.

10.3. SENATE ACCOUNTABILITY & DISCIPLINARY BOARD

10.3.1. Upon receipt of written complaint from a Students' Association member against the Senate Representative from his or her School of NAIT, the President shall call a meeting of the Senate Accountability & Disciplinary (SA&D) Board.

10.3.2. Senate members of the SA&D Board may not be enrolled in the same School of NAIT as the Senate Representative under disciplinary review.

10.3.3. The SA&D Board shall be responsible for all decisions regarding the removal of a Senate Representative.

10.3.4. The members of Executive Council shall vote only to break a tie.

10.4. ELECTION COMMITTEE

10.4.1. The Senate shall form an Election Committee comprised of not less than five (5) students-at-large to hold the exclusive responsibility and authority of dealing with appeals, grievances, and other electoral issues regarding the eligibility of a candidate or candidates during and after an election.

10.4.2. The Election Committee shall consist of:

10.4.2.1. The Deputy Returning Officer, who shall act as chair;

10.4.2.2. Five (5) students-at-large who have no declarable conflict of interest with any candidate or referenda question;

10.4.2.3. The NAITSA Executive Director (non-voting); and

10.4.2.4. The Chief Returning Officer (non-voting).

10.5. EXTERNAL AFFILIATIONS

10.5.1. External affiliations, where membership fees are charged on a per FLE basis, to join or withdraw, the Senate must pass a motion to do so in two consecutive academic years;

11. COMMUNICATION WITH THE BOARD OF GOVERNORS

11.1. All communications from Executive Council, the Senate, or the Students' Association, to the NAIT Board of Governors shall be made by the President of NAITSA through the President of NAIT.

11.2. Where approval of the NAIT Board of Governors is required for the borrowing of money or acquisition or disposition of real property, the prior approval of the Student Association through Special Resolution shall be required.

12. REMUNERATION

12.1. The salary paid to Executive Council shall be as follows:

12.1.1. The President and Vice-Presidents shall receive \$3,000 per month, payable semi-monthly, while in office;

12.1.2. The President-elect and each Vice-President-elect shall receive \$1,500 for the month of April, payable semi-monthly, during which time they will train with the out-going Executive.

12.2. Each Executive Council member shall receive a bursary equal to NAIT tuition only, excluding health and dental premiums, NAITSA fees, and other applicable NAIT fees.

12.3. If re-elected for a second term, an Executive Officer cannot receive two salaries for the month of April.

12.4. The salary for the final half-month that an Executive member is in office shall be withheld until the outgoing Executive member has made a genuine effort to familiarize the incumbent with the duties and responsibilities of that position. This shall be determined by the incoming Executive in consultation with the NAITSA Executive Director.

12.5. Remuneration of Executive Council shall be reviewed by the Senate every second year beginning in 2009/10.

12.6. Executive salaries shall increase annually at the beginning of the executive term each May according to the Alberta Consumer Price index. The percentage of annual change in Alberta CPI shall be calculated using the sum of Alberta CPI indexes according to Statistics Canada, for a 12-month period ending the preceding February.

12.7. The Board of Governors Student Representatives shall receive an honorarium for tuition and fees excluding health and dental premiums and locker fees from the NAIT Board of Governors or the Alberta Government.

12.8. The elected representatives to the Senate shall receive an annual honorarium of a maximum of \$500.00 (five hundred dollars) based on their individual attendance at complete meetings of the Senate and the Senate

training sessions held prior to the first meeting of the academic year. The amount of the annual honorarium paid to an individual elected Senate representative shall be equal to the maximum of the honorarium, multiplied by the number of full meetings attended by the representative during their term, divided by the number of meetings held by NAITSA between October and April. For example, if a Senate representative attends 11 (eleven) meetings during the term where 13 (thirteen) meetings were held, and the maximum honorarium was \$500 (five hundred dollars), then the student would be eligible to receive \$423.08 (four hundred and twenty three dollars and eight cents). For all Senators elected at the beginning of the term, the honorarium amount will be reduced by \$100 (one hundred dollars) for each missed day of Senate training. Student representatives to the Senate who sit on Senate sub-committees shall receive an annual honorarium for service of \$250 (two hundred and fifty dollars). This honorarium shall be based on a Senator's individual attendance at complete sub-committee meetings as required, as per the Senate standing orders. The amount of the sub-committee honorarium paid to an individual elected Senate representative shall be equal to the maximum sub-committee honorarium amount, multiplied by the number of full sub-committee meetings attended by the representative, and divided by the number of meetings held by the sub-committee between October and April. For example – if a senate sub committee member attends 6 (six) sub-committee meetings where 7 (seven) meetings were held, and the maximum honorarium was \$250 (two hundred and fifty), then the Senate representative would be eligible to receive \$214.29 (two hundred and fourteen dollars and twenty nine cents).

12.8.1. Payment of honoraria shall be made no later than ten (10) business days following the final Senate meeting in April of each year.

13. FINANCIAL AFFAIRS

13.1. Fiscal Year

13.1.1. The fiscal year for the Students' Association shall be from July 1 to June 30.

13.2. Audit

13.2.1. There shall be an audit at least once per year in accordance with the Post Secondary Learning Act (Alberta.)

13.2.2. An audited financial statement shall be presented annually to the Senate.

13.3. Building Fund

13.3.1. This fund shall be restricted for use by the Senate to obtain and/or develop physical space under the exclusive control of NAITSA. If the opportunity to achieve this goal becomes available before the designated ten-year goal of 2016/2017, the Building Fund can be accessed for this purpose by a 75% majority vote of the Senate at two consecutive meetings. After the 2018/19 academic year, the fund can be accessed with a 75% majority vote of the Senate.

13.3.2. Of each membership fee collected, 15% shall be allocated to the Building Fund.

13.4. Student Space Fund

13.4.1. This fund shall be a restricted fund, accessed only by a majority vote at the Senate for the purposes of creating and improving student space on campus; such as The Nest, Shared Spaces, and general student space.

13.4.2. After the 2009/2010 Academic Year, 3% of each membership fee collected shall be allocated to the Student Space Fund.

13.5. BORROWING POWERS

13.5.1. For the purpose of carrying out its objectives, the Students' Association, after approval of the NAIT Board of Governors, may borrow or raise or secure the payment of money in such manner as it deems necessary, including the issue of debentures, provided that the debentures shall not be issued without the passing of a Special Resolution by the Students' Association membership.

13.5.2. The Students' Association may acquire real property by purchase, lease, or otherwise, and may hold and dispose of it provided that:

13.5.2.1. The Senate has approved such acquisition; and

13.5.2.2. The NAIT Board of Governors has approved.

13.6. ACCOUNTING SYSTEMS

13.6.1. The NAITSA Accountant, in conjunction with the finance manager and the NAITSA President, shall maintain the accounts of NAITSA.

13.6.2. NAITSA shall keep its funds in a financial institution as defined in the Post Secondary Learning Act (Alberta).

13.6.3. All payments made from NAITSA funds shall be by cheque or order signed by:

13.6.3.1. One (1) NAITSA staff member who is either the Executive Director or another staff member designated by Executive Council as a signing authority; and

13.6.3.2. One (1) elected student leader who is either the NAITSA Vice-President Academic or the NAITSA President.

14. ACCESS TO INFORMATION

14.1. The accounts, books, and records of the Students' Association shall be open to any member of the Students' Association for inspection at any time during normal business hours, in the offices of the Students' Association only. Notice of intent to view must be given to NAITSA in writing at least forty-eight (48) hours prior.

15. AMENDMENTS

15.1. Bylaws

15.1.1. Subject to the provisions of these Bylaws, the Senate has the power to enact, amend, or rescind Bylaws that:

15.1.1.1. Establish and administer such student groups, organizations and committees, as it may deem necessary from time to time for the effective organization and functioning of student activities and student government;

15.1.1.2. Establish and administer student publications;

15.1.1.3. Establish a committee to interpret and enforce these Bylaws and all legislation passed under its authority and to discipline Students' Association members in violation thereof;

15.1.1.4. Legislate as to the conduct of nominations and elections for positions on the Executive Council; and

15.1.1.5. Create and present such awards as it may deem suitable to recognize outstanding contributions made to student activities by members of the Students' Association.

15.1.2. The Senate will have the power to enact, amend or rescind any Bylaw that it deems necessary to accomplish the objectives of the Students' Association.

15.2. Amendment Procedure

15.2.1. A proposed Bylaw amendment must be presented to the Senate in the following format:

15.2.1.1. The wording as it currently exists;

15.2.1.2. The wording as it will read if passed.

15.2.2. Amendments to the Bylaws become effective only upon passage of a seventy-five percent majority vote by quorum at two (2) consecutive meetings of the Senate held not less than one week apart.

15.3. Policies

15.3.1. The Executive Council shall develop, maintain, and implement a comprehensive set of operational policies for the Students' Association.

15.3.2. The policies shall not contradict any item provided for in the Bylaws.

15.3.3. The Executive Council will have the power to enact, amend, or rescind any policy that it deems necessary to accomplish the objectives of the Students' Association.

15.3.4. Notice of Motion must be given at least one (1) meeting prior in order to enact, amend, or rescind any policy.

16. MINUTES, BOOKS AND RECORDS

16.1. The Executive Council shall be responsible for keeping the detailed minutes of all Executive Council, Senate, Special, and Annual General Meetings of the Students' Association.

16.2. The common seal of the Students' Association shall be held by the President who shall be responsible for its safe custody. The seal shall not be affixed to any document except by resolution of the Executive. Every sealing shall be signed by two members of the Executive Council.

APPENDIX I.

This Appendix will serve to keep track of all bylaw amendments and revisions.

Prior to April 8, 2009, both the Official Bylaws and the Constitution governed the NAIT Students' Association. On April 8, 2009, the Senate passed a second reading to amalgamate the two documents into one, to be named the Official Bylaws of the Northern Alberta Institute of Technology Students' Association.

Approved by General Council February 20th, 2001
Amended by General Council April 6th, 2004 and February 15th, 2005
Amended by Senate April 12, 2005 and October 25, 2005
Amended by Senate January 24, 2006 (*to come into force April 1, 2006*)
Amended by Senate April 11, 2006
Amended by Senate January 31, 2007
Amended by Senate April 18, 2007
Amended by Senate April 9, 2008
Amended by Senate April 8, 2009
Amended by Senate December 9, 2009
Amended by Senate January 13, 2010