

Current Wording	Proposed Amendment
<p data-bbox="251 241 690 273">Part 4 – Code of Ethics Purpose</p> <p data-bbox="251 310 787 562">76. This Code of Ethics is a set of guidelines that provide a standard of good behaviour for the Executive, Councillors, and members of committees. Through the commitment to these principles, Council and its committees are able to operate ethically and with integrity.</p> <p data-bbox="251 604 446 636">Interpretation</p> <p data-bbox="251 678 446 709">77. In this Part,</p> <p data-bbox="251 751 787 1003">“Confidential Information” means information that is declared to be confidential by the Executive, Council, any committee, the Tribunal (as hereinafter defined), or is presented during a meeting that is confidential or in camera;</p> <p data-bbox="251 1045 771 1108">“Defendant” means a person who is the subject of a complaint;</p> <p data-bbox="251 1119 722 1182">“Officeholder” means any person to which this Part applies.</p> <p data-bbox="251 1192 771 1297">“Tribunal” shall refer to the Code of Ethics and Disciplinary Tribunal defined in this Part.</p> <p data-bbox="251 1339 414 1371">Application</p> <p data-bbox="251 1413 803 1591">78. This Part applies to the Executive, Councillors, and persons elected or appointed to a committee but does not apply to the General Manager or designate or any other staff member.</p> <p data-bbox="251 1633 332 1665">Scope</p> <p data-bbox="251 1707 771 1770">79. Officeholders shall observe the letter and spirit of this Code of Ethics.</p>	<p data-bbox="826 241 1258 273">Part 4 – Code of Ethics Purpose</p> <p data-bbox="826 310 1362 562">76. This Code of Ethics is a set of guidelines that provide a standard of good behaviour for the Executive, Councillors, and members of committees. Through the commitment to these principles, Council and its committees are able to operate ethically and with integrity.</p> <p data-bbox="826 604 1021 636">Interpretation</p> <p data-bbox="826 678 1021 709">77. In this Part,</p> <p data-bbox="826 751 1378 1003">“Confidential Information” means information that is declared to be confidential by the Executive, Council, any committee, the Code of Ethics and Disciplinary Committee, or is presented during a meeting that is confidential or in camera;</p> <p data-bbox="826 1045 1362 1108">“Respondent” means a person who is the subject of a complaint;</p> <p data-bbox="826 1119 1307 1182">“Officeholder” means any person to which this Part applies.</p> <p data-bbox="826 1192 1372 1297">“CEDC” shall refer to the Code of Ethics and Disciplinary Committee defined in this Part.</p> <p data-bbox="826 1339 989 1371">Application</p> <p data-bbox="826 1413 1356 1591">78. This Part applies to the Executive, Councillors, and persons elected or appointed to a committee but does not apply to the General Manager, designate, or any other staff member.</p> <p data-bbox="826 1633 907 1665">Scope</p> <p data-bbox="826 1707 1346 1812">79. Officeholders shall observe the letter and spirit of this Code of Ethics, USSU Bylaw, and Policies.</p>

<p>Call for the Existence of a Code of Ethics and Disciplinary Tribunal</p> <p>80. In order to properly administer Part 4 of this Bylaw, a Code of Ethics and Disciplinary Tribunal shall be constituted.</p> <p>Composition of the Code of Ethics and Disciplinary Tribunal</p> <p>81.</p> <ol style="list-style-type: none"> 1. (1) The Code of Ethics and Disciplinary Tribunal is composed of: <ol style="list-style-type: none"> 1. (a) the Chair of University Students' Council or designate as chair and a non-voting member; 2. (b) three Councillors elected by Council, each representing a different Constituency; 3. (c) The General Manager and/or designate, who are non-voting, and may be required to participate in the proceedings of the Tribunal when called upon. 2. (2) The Code of Ethics and Disciplinary Tribunal shall: <ol style="list-style-type: none"> (a) administer Part 4 of this bylaw and hear all complaints filed pursuant to that Part; (b) review all previous documentation on any such complaints as provided by the General Manager or designate; (c) either dismiss the complaint or implement some sort of disciplinary measures; 	<p>Call for the Existence of a Code of Ethics and Disciplinary Committee</p> <p>80. In properly administer Part 4 of this Bylaw, a Code of Ethics and Disciplinary Committee shall be constituted.</p> <p>Composition of the Code of Ethics and Disciplinary Committee</p> <p>81.</p> <ol style="list-style-type: none"> 1. (1) The Code of Ethics and Disciplinary Committee is composed of: <ol style="list-style-type: none"> 1. (a) the Chair of University Students' Council or designate as chair and a non-voting member; 2. (b) three Councillors elected by Council, each representing a different Constituency; 3. (c) The General Manager or designate, who are non-voting and may be required to participate in the proceedings when called upon. 2. (2) The Code of Ethics and Disciplinary Committee shall: <ol style="list-style-type: none"> 3. (a) administer Part 4 of this Bylaw and hear all complaints filed pursuant to that Part; (b) review all previous documentation on any such complaints as provided by the General Manager or designate; (c) either dismiss the complaint or implement some disciplinary measures or refer the matter to University Council for impeachment; (d) receive an orientation on an annual basis from the General Manager or
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(d) receive an orientation on an annual basis from the General Manager or designate to the purpose and structure of the Tribunal and Part 4 of the Bylaw.

(3) If a member of the Code of Ethics and Disciplinary Tribunal is involved in a complaint brought forward by Council, the member shall not participate in the discussion or vote on the particular issue.

(a) Council shall elect a replacement Tribunal member for the discussion and vote on the issue.

Decorum

82.

(1) Officeholders shall maintain the integrity, confidence, and dignity of their offices.

(2) Officeholders shall treat each other with courtesy, professionalism, and good faith.

(3) Officeholders may give honest and respectful criticism but shall not disparage other officeholders or their opinions.

(4) Officeholders shall respect individual or cultural differences of other officeholders, including race, gender, physical and/or mental disability, sexual orientation, religion, and nationality.

(5) When speaking at meetings, officeholders shall use appropriate language, as defined by the chair.

(6) No officeholder shall attend a meeting while under the influence of alcohol,

designate to the purpose and structure of the CEDC and Part 4 of the Bylaw.

(3) If a member of the **Code of Ethics and Disciplinary Committee** is involved in a complaint brought forward, the member shall not participate in the discussion or vote on the particular issue.

(a) Council shall elect a replacement **CEDC** member for the discussion and vote on the issue.

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5. When speaking at meetings, officeholders shall use appropriate language, as defined by the chair.

6. No officeholder shall attend a meeting while under the influence

<p>cannabis, or any other intoxicating substance.</p> <p>(7) No officeholder shall engage in crude behaviour at a meeting.</p> <p>(8) An officeholder who is a member of Council or committee shall abide by a decision of the Council or committee when speaking about that decision in their role as a member of the Council or committee.</p>	<p>of alcohol, cannabis, or any other intoxicating substance.</p> <p>7. No officeholder shall engage in rude behaviour at a meeting.</p> <p>8. An officeholder who is a member of Council or committee shall abide by a decision of the Council or committee when speaking about that decision in their role as a member of the Council or committee.</p>
<p>Honesty and Integrity</p>	<p>Honesty and Integrity</p>
<p>83.</p> <ol style="list-style-type: none"> 1. Officeholders shall not conduct themselves in a dishonest or fraudulent manner in dealing with the public, Council, or committee. 2. Officeholders shall not: <ol style="list-style-type: none"> 1. (a) convert or use to their benefit any property belonging to the Union; or 2. (b) commit an act amounting to fraud regarding the Union. 3. (3) Any officeholder who uses Union property in contravention of this section shall remit to the Union any profits or benefits gained by the use of the property. The Union may also refer the matter to an outside person or body such as the <i>University of Saskatchewan Standard of Student Conduct in Non-Academic Matters</i>. 	<p>83.</p> <ol style="list-style-type: none"> 1. Officeholders shall not conduct themselves dishonestly or fraudulently dealing with the public, Council, or committee. 2. Officeholders shall not: <ol style="list-style-type: none"> (a) convert or use to their benefit any property belonging to the Union; or (b) commit an act amounting to fraud regarding the Union. 3. Any officeholder who uses Union property in contravention of this section shall remit to the Union any profits or benefits gained by using the property. The Union may also refer the matter to an outside person or body, such as the University of Saskatchewan Standard of Student Conduct in Non-Academic Matters.
<p>Attendance</p>	<p>Attendance</p>
<p>84.</p> <ol style="list-style-type: none"> 1. (1) Officeholders shall attend all Council meetings and all meetings 	<p>84.</p> <ol style="list-style-type: none"> 1. Officeholders shall attend all Council meetings and all meetings

of any committee to which they belong, unless permission for the absence has been granted by the president or chair of the Council or committee.

2. The Executive may, based on a majority vote of the Executive, decide whether an office holder should face the vote of removal based on one of the following two conditions:
 1. (a) the officeholder has been absent without permission from two consecutive meetings; or
 2. (b) the officeholder has been absent from any three of five consecutive meetings, regardless of permission.
3. Sending regrets does not constitute obtaining permission

Confidentiality

85.

1. Officeholders have a positive duty to hold, in strict confidence, all confidential information acquired during their term of office.
2. Except where expressly authorized, no officeholder shall divulge to any person, or use in any way not directly related to the activities of Council, or of any committee, any confidential information.
3. No officeholder shall discuss any confidential information that arises in a confidential meeting with any

of any committee to which they belong unless permission for the absence has been granted by the President or chair of the Council or committee.

2. The Executive may, based on a majority vote of the Executive, decide whether a **Member of Students' Council** should face a vote of removal based on one of the following conditions:
 1. the officeholder has been absent without permission from two consecutive meetings; or
 2. the officeholder has been absent from any three of five consecutive meetings, regardless of permission.
3. Sending regrets does not constitute obtaining permission.
4. **The Executive will contact Officeholders regarding their absences if they are to face removal from council.**

Confidentiality

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2. Except where expressly authorized, no officeholder shall divulge to any person or use in any way not directly related to the activities of Council, or of any committee, any confidential information.
3. No officeholder shall discuss confidential information that arises in a confidential meeting with any other officeholder while outside of that meeting.

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Duties of Councillors

86.

1. (1) Officeholders shall represent the views of their constituencies and Council without personal bias as a result of conflict of interest and shall perform any and all duties as required by this bylaw or imposed from time to time by the Council.
2. While in session, officeholders shall be responsible for sitting, voting, and speaking on behalf of their constituency.
3. Officeholders shall prepare in advance for each meeting.
4. Officeholders shall act as liaisons between the Council and their constituencies and between the Council and members generally.
5. Officeholders shall protect and defend the USSU's autonomy.
6. Officeholders articulated in 23 who garnered the greatest number of votes for their College in the general election in March (or in a subsequent by-election) shall sit on the University Council as a student representative for their College. If applicable, the Councillor may defer this responsibility to the person with the next highest number of votes
7. Officeholders articulated in 25 shall attend the General Academic Assembly as delegates representing undergraduate students.
8. Bi-weekly reports shall be given by each of the represented constituencies at Council

Duties of Councillors

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1. Officeholders shall represent the views of their constituencies and Council without personal bias as a result of a conflict of interest. They shall perform all duties as required by this Bylaw or imposed from time to time by the University Students' Council.
2. While in session, officeholders shall be responsible for sitting, voting, and speaking on behalf of their constituency.
3. Officeholders shall prepare in advance for each meeting.
4. Officeholders shall act as liaisons between the Council and their constituencies and all members generally.
5. Officeholders shall protect and defend the USSU's autonomy.
6. Officeholders articulated in 23 who garnered the greatest number of votes for their College in the general election in March (or in a subsequent by-election) shall sit on the University Council as a student representative for their College. If applicable, the Councillor may defer this responsibility to the person with the next highest number of votes
7. Officeholders articulated in 25 shall attend the General Academic Assembly as delegates representing undergraduate students.
8. Each of the represented constituencies shall give Bi-weekly reports at Council meetings, which requires officeholders to perform the following duties:

meetings, which requires officeholders to perform the following duties:

(a) to attend meetings of the student society that represents the same constituency that they represent on Council;

(b) to make other frequent and substantive efforts to engage or represent the members that they represent on Council.

Conflict of Interest Generally

87.

1. Officeholders shall not permit any personal activities or interests to conflict with their duties and responsibilities to the Union.
2. Officeholders shall avoid any perception that their personal interests may conflict with their duties and responsibilities.
3. An officeholder with a potential conflict of interest shall disclose it immediately to the chair of the Council or committee, and shall not participate in the discussion or vote regarding the particular issue.
4. Current Executive members or Councillors who have been ratified as candidates for a current Union election shall be considered in a conflict of interest in any discussion regarding the election and shall be excused from it.
5. If an officeholder becomes aware of a potential conflict of interest regarding any other person subject to this Part, the officeholder has a positive duty to disclose the potential conflict to the chair.

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- (5) If an officeholder becomes aware of a potential conflict of interest regarding any other person subject to this Part, the officeholder has a positive duty to disclose the potential conflict to the chair.

<p>Conflict of Interest re: Chair</p> <p>88.</p> <ol style="list-style-type: none"> 1. Where the chair of the Council or committee is in conflict of interest regarding an issue, the chair shall disclose the conflict to the Council or committee. 2. If there is no vice-chair, a majority of members of the Council or committee shall appoint an acting chair. 3. The vice-chair or acting chair shall chair the Council or committee regarding the issue giving rise to the conflict. 4. The chair shall remain present at the meeting but shall not participate in the discussion and vote regarding the issue giving rise to the conflict. 	<p>Conflict of Interest re: Chair</p> <p>88.</p> <ol style="list-style-type: none"> (1)Where the chair of the Council or committee has a conflict of interest regarding an issue, the chair shall disclose the conflict to the Council or committee. (2) If there is no vice-chair, a majority of members of the Council or committee shall appoint an acting chair. (3)The vice-chair or acting chair shall chair the Council or committee regarding the issue giving rise to the conflict. (4) The chair shall remain present at the meeting but shall not participate in the discussion and vote regarding the issue giving rise to the conflict.
<p>Complaints and Violations</p>	<p>Complaints and Violations</p>
<p>Informal Resolution of Complaint</p>	<p>Informal Resolution of Complaint</p>
<p>89.</p> <ol style="list-style-type: none"> 1. Prior to any formal complaint being issued to the Tribunal, all reasonable measures shall be taken by the complainant and the defendant, in consultation with the General Manager to resolve the issue if it is not of such an egregious nature as to warrant immediate action. 2. Documentation shall be kept by both the complainant and the defendant about this incident for use if a formal complaint is ever filed, and will be submitted to the General Manager or designate. 	<p>89.</p> <ol style="list-style-type: none"> 1. Prior to any formal complaint being issued to the CEDC, all reasonable measures shall be taken by the complainant and the respondent, in consultation with the General Manager or designate to resolve the issue if it is not of such an egregious nature as to warrant immediate action. 2. Documentation shall be kept by both the complainant and the respondent about this incident for use if a formal complaint is ever filed, and will be submitted to the General Manager or designate.

<p>Complaints</p> <p>90.</p> <ol style="list-style-type: none"> 1. Formal complaints must be in writing, signed by the complainant, and delivered to the General Manager or designate after, if possible, having gone through the informal resolution process described in clause 87. 2. Anonymous complaints will not be accepted. 3. Upon receipt of the complaint, if the formal requirements for complaints set out in subsection (1) are met, the General Manager or designate shall forward the complaint to the Chair of the Code of Ethics and Disciplinary Committee. 	<p>Complaints</p> <p>90.</p> <ol style="list-style-type: none"> 1. Formal complaints must be in writing, signed by the complainant, and delivered to the General Manager or designate after, if possible, having gone through the informal resolution process described in clause 87. 2. Anonymous complaints will not be accepted. 3. Upon receipt of the complaint, if the formal requirements for complaints set out in subsection (1) are met, the General Manager or designate shall forward the complaint to the Chair of the Code of Ethics and Disciplinary Committee.
<p>Service</p> <p>91.</p> <ol style="list-style-type: none"> 1. (1) The General Manager or designate shall ensure that the defendant is served with a copy of the complaint within 72 hours of the complaint being issued. 2. (2) Service may be made in person, by registered mail, or by electronic mail. 	<p>Service</p> <p>91.</p> <ol style="list-style-type: none"> 1. The General Manager or designate shall ensure that the respondent is served with a copy of the complaint within 72 hours of the complaint being issued. 2. Service may be made in person, by registered mail, or by electronic mail.
<p>Hearing</p> <p>92.</p> <ol style="list-style-type: none"> 1. Within 72 hours of service upon the defendant, barring extenuating circumstances, a Code of Ethics and Disciplinary Tribunal hearing shall be called for both the complainant and the defendant to attend. 	<p>Hearing</p> <p>92.</p> <ol style="list-style-type: none"> 1. Within 72 hours of service upon the defendant, barring extenuating circumstances, a Code of Ethics and Disciplinary Committee hearing shall be called for both the complainant and the respondent to attend.

<ol style="list-style-type: none">2. The defendant and the complainant may submit a statement of defense to the Code of Ethics and Disciplinary Tribunal.3. The defendant and the complainant may call upon an advocate to assist them through the hearing process.4. At the discretion of the Code of Ethics and Disciplinary Tribunal, the defendant and the complainant may call upon witnesses to appear at the hearing.5. Based only on the information presented at the hearing, the Code of Ethics and Disciplinary Tribunal shall either sustain or dismiss the complaint.6. If the complaint is dismissed, the Chair of the Code of Ethics and Disciplinary Tribunal shall submit to both the complainant and the defendant a written statement outlining the decision that was made and the rationale behind it.7. If the complaint is sustained, the Chair of the Code of Ethics and Disciplinary Tribunal shall submit to both the complainant and the defendant a written statement outlining the decision that was made and the rationale behind it. The Tribunal shall have the power to implement reasonable sanctions, so long as it does not impinge upon the impeachment powers invested solely in Council.8. An appeal to Council can be filed if the process followed by the Code of Ethics and Disciplinary Tribunal was not the one described by Part 4 of this Bylaw and thus undue process affected the Tribunal's decision.	<ol style="list-style-type: none">2. The respondent and the complainant may submit a statement to the Code of Ethics and Disciplinary Committee.3. The respondent and the complainant may call upon an advocate to assist them through the hearing process.4. At the discretion of the Code of Ethics and Disciplinary Committee, the respondent and the complainant may call upon witnesses to appear at the hearing.5. Based only on the information presented at the hearing, the Code of Ethics and Disciplinary Committee shall either sustain or dismiss the complaint.6. If the complaint is dismissed, the Chair of the Code of Ethics and Disciplinary Committee shall submit to both the complainant and the respondent a written statement outlining the decision that was made and the rationale behind it.7. If the complaint is sustained, the Chair of the Code of Ethics and Disciplinary Committee shall submit to both the complainant and the defendant a written statement outlining the decision that was made and the rationale behind it. The CEDC shall have the power to implement reasonable sanctions, so long as it does not impinge upon the impeachment powers invested solely in Council.8. An appeal to Council can be filed if the process followed by the Code of Ethics and Disciplinary Committee was not the one described by Part 4 of this Bylaw, and thus undue process affected the CEDC decision.
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9. Either the complainant or the defendant can appeal a decision of the Code of Ethics and Disciplinary Tribunal to Council if either party believes that the sanctions rendered by the Tribunal are inappropriate.
10. If the appeal is allowed by Council, the case will be sent back to the Tribunal. If the appeal is dismissed by Council, the decision of the Tribunal shall stand. If Council determines that any or all of the members of the Tribunal are not fit to continue to serve on this case, Council will elect a new member or new members to fill any vacancies on the Tribunal.
11. If no appeal is filed to the General Manager or designate within ten (10) calendar days, the findings of the Code of Ethics and Disciplinary Tribunal will be deemed to be a decision of Council and will be final.

Egregious Offences

93. An offence will be deemed to be of such an egregious nature that a motion to impeach or a decision to take legal action is warranted if the offence is recognized by the Criminal Code of Canada. If this is the case, the procedures set out in clause 90 will be bypassed and it will be taken directly to Council for a vote of impeachment and/or the appropriate legal authorities.

9. Either the complainant or the defendant can appeal a decision of the **Code of Ethics and Disciplinary Committee** to Council if either party believes that the sanctions rendered by the CEDC are inappropriate.
10. If the appeal is allowed by Council, the case will be sent back to the CEDC. If Council dismisses the appeal, the decision of the CEDC shall stand.
11. If Council determines that any or all of the members of CEDC are not fit to continue to serve on this case, Council will elect a new member or new members to fill any vacancies on the CEDC.
12. If no appeal is filed to the General Manager or designate within **ten (10) calendar days**, the findings of the CEDC will be deemed to be a decision of Council and will be final.

Egregious Offences

93. University Students' Council has the authority to remove the President, a Vice President, or Members of Students' Council through a motion to impeach.

A motion to impeach the President, a Vice-President or the Member of Students' Council must be made in good faith and only for one or more of the following reasons:

- 1. A significant breach or multiple breaches of the USSU Bylaw, or Policies. It is required that a CEDC decision supports such contraventions.**

2. Charges levied against the respondent for violation of the University of Saskatchewan Code of Conduct, provincial law, or federal law.
3. Performing without the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

A motion to impeach must be submitted to the Chair through a petition submitted by the CEDC. The motion shall require a majority vote of the voting members of Students' Council.

1. A motion to impeach shall require two (2) readings, where each reading requires a two-thirds (2/3) majority of the Students' Council to pass.
2. The second reading may not occur at the same Students' Council meeting as the first reading.
3. The respondent shall be informed of the allegations being levied against themselves, in writing by the CEDC, at least seven (7) business days before a motion to impeach can appear.
4. The first reading will include a presentation where the respondents shall be given the opportunity to defend themselves, and the appellant shall be given the opportunity to present their case for impeachment.
5. All debate on a motion to impeach shall only occur in camera.
6. Once a motion to impeach has passed in the first reading:
 1. The President or a Vice-President is placed on a paid suspension. They will

be relieved of the responsibilities of their office and cannot act in any official capacity on behalf of the Students' Union.

- 2. The President or a Vice-President shall remain members of Students' Council until the motion to impeach is passed in the second reading.**
- 3. Members of Students' Council shall remain a member of Students' Council until the motion to impeach is passed in the second reading.**
- 7. Once a motion to impeach the President or a Vice President has passed in the second reading, the office of the respondent shall be declared vacant.**
- 8. Once a motion to impeach a Member of Students' Council has passed, the President shall notify the constituency that the impeached individual is no longer recognized by the Students' Union and must be replaced according to the constituency's Bylaw.**