UNIVERSITY OF SASKATCHEWAN STUDENTS' UNION

BYLAW

CONFIRMED the 20th day of November 2025, by the members in accordance with the Act.

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Chairperson, Annual General Meeting

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Part 1 - General

Name

1. The organization responsible for governing undergraduate student affairs at the University of Saskatchewan shall be known as the University of Saskatchewan Students' Union.

Purpose

2. The purpose of the Union is to represent, serve, and support the academic and non-academic needs of undergraduate students of the University of Saskatchewan through accountable leadership and to protect and maintain the integrity of quality, accessible public education.

Values

3. The following principles shall guide the Union in all of its endeavours: innovation, integrity, mutual respect, professionalism, service, teamwork, and trust, as well as social, economic, and environmental responsibility.

Interpretation

4. In this bylaw,

"Act" means *The Non-profit Corporations Act, 2022* or any successor legislation;

"Articles" means the Articles of Continuance of the Students' Union from time to time in force and effect;

"Board of Directors" is as defined in section 13 of this bylaw, and under the terms of the Act;

"College" means a college, school, or institution;

"Communication Manager" means the Communication and Marketing Manager of the Union;

"Constituency" means a body of members in a specified College, School, Institution, or group as defined in section 21(2) that a Councillor or Councillors are elected to represent;

"Council" means the University Students' Council;

"Councillor" means a member elected to represent a constituency;

"Executive" means the undergraduate students elected to be president and vice-presidents;

"Executive Committee" means the undergraduate students elected to be president and vice-presidents and the appropriate Senior Manager;

“Senior Manager” means member of the Senior Manager Team of the Union;

“Indigenous Student” means any self-identified Indigenous student, as determined by the University Census;

“International Student” means any international student, as determined by the University Census;

“Meeting of Members” means the Annual General Meeting or a Special General Meeting as set out in section 11;

“Member” means a member of the Union;

“Member of Council” means a member of the Executive or a Councillor, as set out in section 21;

“Ordinary Resolution” has the same meaning as in the Act;

“Special Resolution” has the same meaning as in the Act;

“Student At Large” means an undergraduate student who applied for and was selected by the Appointments Committee to be a member of a committee;

“Student Society” means a representative organization that governs the affairs of members in a specified constituency, is governed by members in the constituency, and is preeminent in the constituency;

“Sustainability” means the demonstration of socially, economically, and environmentally responsible behaviour that strives to meet the needs of the present without compromising the ability of future generations to meet their own needs;

“Union” means the University of Saskatchewan Students’ Union; and

“University” means the University of Saskatchewan.

Affairs of the Union

5. The affairs of the Union shall be governed by the Executive Committee and the Council.

Corporate Seal

6. The Executive Committee may, by resolution, adopt a corporate seal for the Union from time to time.

Amendments to the Bylaw

7.

(1) For the Annual General Meeting

(a) Members wishing to propose amendments to the Bylaw must submit written notice of the amendments to the appropriate Senior Manager twenty (20) calendar days before the meeting of members at which the amendments will be considered. The appropriate Senior Manager shall provide any proposed amendment that affects Part 3 of this Bylaw to the Elections Committee.

(b) The appropriate Senior Manager shall publish proposed amendments to the Bylaw at least fourteen (14) calendar days before the meeting of members at which the amendments will be considered. Prior to publishing proposed amendments to the Bylaw, the appropriate Senior Manager shall consult with the USSU's lawyer to ensure that the proposed amendments adhere to the spirit and intent of the Bylaw. Those which do not will not be published.

(c) If the USSU lawyer determines that the proposed amendment does not adhere to the spirit and intent of the Bylaw, the appropriate Senior Manager shall serve notice to the member submitting the proposal explaining the reason(s) for the refusal, no later than four (4) business days prior to the meeting of the members.

(2) For a Special General Meeting

(a) Members wishing to propose amendments to the Bylaw must submit written notice of the amendments to the appropriate Senior Manager thirteen (13) calendar days before the meeting of members at which the amendments will be considered. The appropriate Senior Manager shall provide any proposed amendment that affects Part 3 of this Bylaw to the Elections Committee.

(b) The appropriate Senior Manager shall publish proposed amendments to the Bylaw at least seven (7) calendar days before the meeting of members at which the amendments will be considered. Prior to publishing proposed amendments to the Bylaw, the appropriate Senior Manager shall consult with the USSU's lawyer to ensure that the proposed amendments adhere to the spirit and intent of the Bylaw. Those which do not will not be published.

(c) If the USSU lawyer determines that the proposed amendment does not adhere to the spirit and intent of the Bylaw, the appropriate Senior Manager shall serve notice to the member submitting the proposal explaining the reason(s) for the refusal, no later than four (4) business days prior to the meeting of the members.

Notice

8. Any notice or document required by the Act, the Articles, this Bylaw, or otherwise to a member, member of the Executive, Councillor, or member of a committee may be delivered in the manner required by the Act.

Members

9. All registered undergraduate students who are currently assessed students' union fees, voluntarily or otherwise, are members.

Powers, Rights and Privileges

10. A member is entitled to:
    - (1) Attend, submit motions for, speak, and vote at any meeting of members;
    - (2) Vote in:
        - (a) an election for the Executive;
        - (b) an election for the Councillor or Councillors representing their constituency or constituencies; and
        - (c) a referendum
    - (3) Become a candidate:
        - (a) subject to section 14 of this bylaw, in an election for any position on the Executive; or
        - (b) subject to section 22 of this Bylaw, in an election for a Council position that represents their constituency;
    - (4) Subject to Council's procedures: attend and speak at any Council meeting;
    - (5) Exercise any other power, right, and privilege inherent in this bylaw.

Meetings of Members

11.
    - (1) The Annual General Meeting shall be held in November. Audited financial statements and the USSU's Annual Report will be presented to members at this time.
    - (2) A Special General Meeting shall be held if:
        - (a) at a Council meeting, a resolution to hold a Special General Meeting is passed or;
        - (b) a petition containing the signatures of at least 5% of membership is presented to Council.
        - (c) Members shall receive at least twenty (20) calendar days notice of a Special General Meeting and at least thirty (30) calendar days' notice of an Annual General Meeting.
    - (3) A quorum for a meeting of members is 50 members, of which at least 15 must be members of Council.

Auditor

12.
    - (1) The members may resolve not to appoint the auditor recommended by the appropriate Senior Manager.
    - (2) A resolution passed pursuant to subsection (1) is not valid unless made in accordance with the Act and passed unanimously by those members present at the meeting.

Part 2 – Governance

Executive

Executive

13. For the purposes of this Bylaw the Executive is understood to be the Board of Directors as specified in the Article of Incorporation under the Non-Profit Corporation Act or any successor legislation.
    (1) The Executive has the right, as needed, to amend position profiles for officer positions. These profiles will reside in the USSU's Shared Files and on the USSU website. Members shall elect, for a one-year term, an Executive composed of:
        (a) a President;
        (b) a Vice-President (Operations and Finance);
        (c) a Vice-President (Academic Affairs);
        (d) a Vice-President (Student Affairs)
    (2) The composition of the Board shall adhere to those outlined in the Saskatchewan *Non-profit Corporations Act, 2022*.

Elections

14. The Union shall hold an election for the Executive annually in March.
    (1) A member seeking to become a candidate for a position on the Executive must:
        (a) be in good academic standing according to the requirements of the member's college;
        (b) qualify as a director pursuant to the Act.

Term of Office

15. The term of the Executive shall begin on May 1 and end on the following April 30, in accordance with the Articles.
    (1) The President and Vice-Presidents shall register in a minimum of three (3) credit units in the fall session and three (3) credit units in the winter session and a maximum of nine (9) credit units in the fall session and nine (9) credit units in the winter session. The President and Vice-Presidents shall not take more than eighteen (18) credit units throughout their twelve (12) month term. Exceptions to maximum course load may be made according to further guidelines and approval set by the University Students' Council.

Removal from Office

16. A member of the Executive may be removed from office if:
    (1) They fail to remain eligible for office pursuant to sections 14 or 15;
    (2) Steps to remove an Executive member are followed as outlined in Part 4 of the Bylaw;
    (3) A quorum of two thirds of members of Council is present at a Council meeting, and a special resolution of non-confidence is passed. A special resolution of non-confidence shall be held when a petition requesting the removal of a member of the Executive containing the signatures of at least 5% of members is presented at Council.

Vacancy

17.

(1) If any Executive position becomes vacant on or before October 31, a by-election shall be held to fill the vacant position.

(2) If any Executive position becomes vacant after October 31, the roles and responsibilities of such Executive position shall be divided amongst the existing Executive for the balance of the term, at the discretion of Council to either:

(a) split the duties between the Executive; or

(b) a by-election.

(3) If the vacant position is that of the President, the Vice-President Operations and Finance shall assume the role of Acting President until such time as the position can be filled through either of (1) or (2) as the case may be. The Acting President is not subject to section 15.

Executive Committee

18.

(1) The Executive Committee is composed of:

(a) the Executive; and

(b) the appropriate Senior Manager as a non-voting member.

(2) The Executive Committee shall:

(a) administer the affairs of, manage the activities of, and formulate policies for the Union, and be accountable to the Council with respect to these matters;

(b) in cooperation with the Council, promote the general welfare of members;

(c) administer all monies received by the Union and be accountable to the Council and the members with respect to finances;

(d) maintain proper books of account;

(e) have the books of account audited when required;

(f) ensure that the Union is transparent and fully accountable to its members by making accessible to members all policies, job descriptions, and minutes of meetings of members, Council, Executive, and committees;

(g) protect and defend the USSU's autonomy.

(h) Develop and implement an ethical investment policy that reflects and upholds the Union's values, ensuring that the Union's financial resources are invested in a socially responsible manner. This policy shall:

i. Prohibit investments in industries or companies that conflict with the Union's mission and values, such as those that directly or indirectly invest in, enable, or support armed conflict, the weapons industry (including research and development, military equipment and software, and munitions), genocide, apartheid, exploitation of natural resources without environmental analysis, human rights abuses, or unethical labour practices.

ii. Prioritize investments in initiatives, organizations, and projects that demonstrate a strong commitment to sustainability, social justice,

equity, and the overall well-being of communities, particularly those that align with the Union's goals.

iii. Mandate regular reviews and updates of the ethical investment policy to ensure it remains aligned with evolving best practices, ethical standards, and the values and expectations of the Union's members.

Borrowing Power

19. For the purpose of carrying out the objectives of the Articles, this bylaw, and the business and affairs of the Union, the Executive Committee may:
    (1) borrow money on the credit of the Union;
    (2) limit or increase any amount to be borrowed; and
    (3) secure the payment of monies borrowed in such manner as it thinks fit.

Execution of Contracts and Negotiable Instruments

20.
    (1) Contracts or documents requiring execution by the Union must be signed by:
        (a) the appropriate Senior Manager; or
        (b) the President or designate.
    (2) Cheques and negotiable instruments issued by the Union shall be signed by:
        (a) the Vice President (Operations and Finance) or designate; and
        (b) the appropriate Senior Manager; provided that cheques and negotiable instruments shall not be signed by more than one designate.

Councillors

Councillors

21.
    (1) Members in each constituency listed in subsection (2) shall elect:
        (a) One Councillor where the number of members in the Constituency is less than 1000 according to the most recent student census conducted by the University;
        (b) two Councillors where the number of members in the Constituency is between 1000-4999 according to the most recent student census conducted by the University;
        (c) three Councillors where the number of members in the Constituency is more than 5000 members according to the most recent student census conducted by the University.
    (2) For the purposes of subsection (1), the student societies are:
        (a) College of Agriculture and Bioresources;
        (b) College of Arts and Science;
        (c) College of Dentistry;
        (d) College of Education;
        (e) College of Engineering;
        (f) College of Kinesiology;
        (g) College of Law;

(h) College of Medicine;
(i) College of Nursing;
(j) College of Pharmacy and Nutrition;
(k) Edwards School of Business;
(l) Indigenous Students
(m) International Students
(n) St. Thomas More College; and
(o) Western College of Veterinary Medicine
(p) Prince Albert Campus

Election

22.

(1) The representative organization for the constituencies listed in section 21. (2) will hold elections via PAWS for University Students' Council before April 1.
(2) The USSU will inform the representative organization of the number of Councillor positions for their constituency election according to section 21. (1) in January.
(3) On election day, a candidate for a Councillor position must be
    (a) A member of the Constituency that candidates seek to represent; and
    (b) A registered student.
(4) The representative organization shall submit the election results and contact information for elected members of the University Students' Council to the USSU.
(5) Any vacancy which occurs on Council, prior to October 31, shall be filled through a by-election.

Term of Office

23. The term of Councillors shall begin on May 1 and end on the following April 30.

Failure to Remain Eligible for Office

24.

(1) A member of Council may be removed from office if:
    (a) They fail to remain registered as a student during the regular session of their term in office;
    (b) They fail to remain a member of the Constituency that the Councillor represents;
    (c) A quorum of two thirds of members of Council is present at a Council meeting, and a special motion of non-confidence is passed. A special motion of non-confidence shall be held when a petition requesting the removal of a Councillor containing the signatures of at least 5% of members in the Constituency that the Councillor represents is presented at Council.
    (d) They fail to comply with the Code of Ethics as outlined in Part 4 of the Bylaw.

Council

Council

25.

(1) The Council is composed of:
  (a) the Executive; and
  (b) the Councillors.

(2) The Council:
  (a) shall pass the budget as presented by the Finance and Assessment Committee, subject to amendment by Council;
  (b) shall ensure that committees have the necessary membership;
  (c) may establish ad hoc committees and commissions to make recommendations to the Council;
  (d) shall, in cooperation with the Executive, promote the general welfare of members;
  (e) shall report on a regular basis to the members; and
  (f) shall interpret Parts 1 and 2 of this Bylaw;
  (g) shall be informed at the first meeting of each fall and winter semester the Executive's official office hours and the number of courses registered per term; and
  (h) shall ensure this information is published on the USSU website on each Executive's profile.

Council Meetings

26.

(1) Council shall meet not less than once in each calendar month with the exception of April, May, June, July, August and December.

(2) Additional meetings may be called:
  (a) upon the request of the President; or
  (b) upon the request of one third of the Councillors and submitted in writing to the Executive.

(3) Except as otherwise provided in this Bylaw, Council meetings shall be conducted according to Robert's Rules of Order (Revised).

(4) All items appearing under the heading of "new business" will be tabled automatically until the next Council meeting, except where two-thirds of the Councillors present consider the item to be urgent, in which case the item will be considered immediately.

(5) To be included on the agenda for a Council meeting, items must be received by the President not later than noon the day before the meeting.

(6) The Executive Committee shall ensure that items included on the agenda are made available to Councillors, either in hard copy at the Union office or by e-mail, no later than noon one full day before the meeting.

(7) A quorum of a meeting of the Council is a majority of voting members of the Council.

(8) The chair may, with the consent of a majority of Councillors present at a Council meeting, adjourn the meeting to a fixed time and place.

Standing Committees

27.

(1) Union standing committees are:

(a) the Academic Relations Committee;
(b) the Advocacy Committee;
(c) the Campus Group Committee;
(d) the Elections Committee;
(e) the Finance and Assessment Committee;
(f) the Governance Committee
(g) the Student and City Connections Committee;
(h) the Student Life and Sustainability Committee;
(i) the Indigenous Student Advisory Committee;
(j) the International Student Advisory Committee;
(k) Prince Albert Student Advisory Committee.

(2) University standing committees are:

(a) University Senate
i. *The University of Saskatchewan Act (1995)* s.24(1)(d) states that in addition to other members, the Senate consists of "six students who are registered in colleges other than the College of Graduate Studies and Research and who are elected by students registered in those colleges".

(b) The University of Saskatchewan Council
i. *The University of Saskatchewan Act (1995)* s.53(2)(h) states that in addition to other members, The University of Saskatchewan Council consists of "one student representing each college and each affiliated and federated college who is a student member of the college and who has been elected by the student members of the college".

(3) If there are student vacancies on the Senate, Council shall elect or appoint up to six Councillors each September to attend the Senate meetings in October and April.

Operations and Procedures

28.

(1) A quorum of any committee is a majority of voting members of such Committee.
(2) Committees shall give their members at least 24 hours' notice of all meetings.
(3) Except for the Elections Committee, committees do not have constituted power, and any motion or action must be ratified by the Council.
(4) All fiscal matters, except those matters that are directly related to the budget for which the committee is responsible, shall be referred to the Finance and Assessment Committee.

Academic Relations Committee

29.

(1) The Academic Relations Committee is composed of:

(a) the Vice-President (Academic Affairs) as chair;
(b) three Councillors elected by Council;
(c) three students-at-large appointed by the Appointments Committee;
(d) one member of the Senior Management Team as a non-voting member; and
(e) the Academic and Governance Assistant as a non-voting member.

(2) The Academic Relations Committee shall:
(a) provide leadership and oversight on academic matters affecting the student body, including but not limited to:
i. Student rights and responsibilities;
ii. Open Educational Resources and Open Access initiatives;
iii. Best practices for teaching and learning;
iv. Advocacy for student concerns in learning, assessment, and academic policy;
(b) develop and implement annual campaigns, programs, and initiatives to inform and engage the student body on relevant academic issues;
(c) attend university-level academic committee meetings, as designated;
(d) assist the Vice-President (Academic Affairs) in the planning and execution of institutional academic events, including but not limited to the Undergraduate Symposium and the Experience in Excellence Awards

Advocacy Committee

30.
(1) The Advocacy Committee is composed of:
(a) the President as chair;
(b) three Councillors elected by Council;
(c) four students-at-large appointed by the Executive, including one international student and one Indigenous student, as voting members;
(d) the Communications and Marketing Manager as a non-voting member.

(2) The Advocacy Committee shall:
(a) improve communication between members, the Union, and national and provincial lobbying organizations to which the Union belongs;
(b) develop, organize, and distribute lobbying campaign information to the members;
(c) where the Union holds membership in a national or provincial lobbying organization, assess that membership annually;
(d) assist the Executive and Council in lobbying campaigns undertaken by the Union;
(e) work with the USC to create advocacy goals within the university, municipally, provincially, and federally to address these issues but not limited to
i. Indigenous Students
ii. International Students
iii. Equity, Diversity and Inclusion
iv. Anti-Racism and Anti-Oppression.

Campus Group Committee

31.

(1) The Campus Group Committee is composed of:
   (a) the Vice-President (Operations and Finance) as chair;
   (b) the Appropriate Senior Manager as a non-voting member;
   (c) three Councillors elected by Council; and
   (d) two students-at-large appointed by the Executive Committee.

(2) The Campus Group Committee shall:
   (a) Liaise with campus groups regarding all issues and communications arising from or to student groups, including funding, ratification, insurance, and event coordination.
   (b) Review applications for ratification referred to the committee by the Vice-President (Operations and Finance) and confirm ratification decisions made by the Vice-President (Operations and Finance);
   (c) Adjudicate campus group grant applications as per relevant policies;
   (d) Act as the hearing board for appeals to funding and ratification decisions made by the Vice-President (Operations and Finance).

Elections Committee

32.

(1) The Elections Committee is composed of:
   (a) the Chief Returning Officer, appointed by the Executive, as chair;
   (b) the Assistant Chief Returning Officer, appointed by the Executive, as vice-chair;
   (c) two Councillors elected by the Council; and
   (d) two students-at-large appointed by the Executive
   (e) one member of the Senior Management Team as a non-voting member.

(2) The Elections Committee shall:
   (a) conduct elections and referenda in accordance with the Articles and this Bylaw and the policies created regarding the administration of elections and referenda;
   (b) conduct elections in accordance with the Election Schedule pursuant to section 48;
   (c) conduct referenda in accordance with the Referendum Schedule pursuant to section 67
   (d) be knowledgeable about other procedures and policies necessary for a proper election;
   (e) interpret and enforce Part 3 of this Bylaw;
   (f) preside over the vote-counting mechanism and election data;
   (g) remain explicitly and implicitly impartial by not supporting any candidate or registered campaign committee during an election or referendum;
   (h) develop policies as required regarding the administration of elections and referenda that is consistent with the Bylaw; and
   (i) perform other tasks as delegated by Council.

(3) Before attending a meeting of the Elections Committee or taking part in any business thereof, every member of the Elections Committee who is a Union member shall make a written declaration that, during their membership on the Elections Committee, they shall not:
    (a) seek a position or be a representative in an election or by-election;
    (b) nominate any person for an election or by-election; or
    (c) participate in a campaign committee for a referendum
(4) A quorum is a majority of voting members.

Finance and Assessment Committee

33.

(1) The Finance and Assessment Committee is composed of:
    (a) the Vice-President (Operations and Finance) as chair;
    (b) three Councillors elected by Council;
    (c) two students-at-large appointed by the Appointments Committee; and
    (d) the USSU Accounting Controller or designate as a non-voting member.
(2) The Finance and Assessment Committee shall:
    (a) consider all financial matters referred to it by the Council or the Executive Committee and make recommendations to the Council, including the approval of the annual budget and capital expenditures.
    (b) review Union fees to assess their value and impact on members;
    (c) develop long-term strategies for administering student fees in keeping with the Union's mission;
    (d) be informed of and discuss USSU operations in collaboration with relevant senior managers; and
    (e) seek to ensure that members of the Union are, as much as possible, made aware of the financial activities of the Union.

Governance Committee

34.

(1) The Governance Committee is composed of:
    (a) the President as chair;
    (b) the Vice-Presidents as non-voting members;
    (c) three Councillors elected by the Council;
    (d) two students-at-large appointed by the Executive;
    (e) one member of the Senior Management Team as a non-voting member.
(2) The Governance Committee shall:
    (a) make appointments as required by this bylaw or requested by the Council;
    (b) ensure that all positions filled by the Committee are open for nominations or applications for a period of at least two weeks and that the openings are adequately publicized;
    (c) Review USSU bylaws and policies before the USSU Annual General Meeting or Special General Meeting;
    (d) Develop relevant policy requested by the USC.

Student and City Connections Committee

35.

(1) The Student and City Connections Committee is composed of:
  (a) the Vice-President (Operations and Finance) as chair;
  (b) three Councillors elected by Council as voting members;
  (c) four students-at-large appointed by the Executive, including one international student and one Indigenous student, as voting members;
  (d) one member of the Senior Management Team as a non-voting member;
  (e) one seat for Graduate Student Association Executive as a nonvoting member;
  (f) one seat for university administration as non-voting member;
  (g) one representative from the City of Saskatoon as a non-voting member.

(2) The Student and City Connections Committee shall:
  (a) Liaison between the students and the City of Saskatoon;
  (b) Put forward students' concerns with the City of Saskatoon and mitigate ways to solve them;
  (c) represent students on different projects and initiatives brought forward by the City of Saskatoon;
  (d) take essential discussions further to the University Students' Council.

(3) City of Saskatoon Representative's Responsibilities:
  (a) Share information with the chair and Committee about current City engagement opportunities;
  (b) Recommend agenda items to the chair;
  (c) Present information to the Committee about City projects;
  (d) Make arrangements for other City staff to present and share information with the committee;
  (e) Take detailed notes of committee meetings;
  (f) Work with the Committee chair and Committee members to engage more broadly with USask students on City projects;
  (g) Report back to the committee on how their feedback and broader student feedback was used by City projects;
  (h) Provide additional support as requested by the Committee.

Student Life and Sustainability Committee

36.

(1) The Student Life and Sustainability Committee is composed of:
  (a) the Vice-President (Student Affairs) as chair;
  (b) three Councillors elected by Council;
  (c) four students-at-large appointed by the Executive;
  (d) the USSU Facilities Manager as a non-voting member;
  (e) a Member of the Office of Sustainability as a non-voting member.

(2) The Student Life and Sustainability shall:
  (a) focus on creating environmentally sustainable goals, events, actions, and initiatives within the USSU;
  (b) review applications for the sustainability grant;

(c) organize and plan events to enhance USSU outreach and build a connection with the students and the community based on needs that address these topics but not limited to:
    i. Indigenous students
    ii. International students
    iii. Equity, diversity and inclusion
    iv. Anti-racism and anti-oppression
    v. Student events
    vi. Sustainability week
    vii. Accessibility week.

Indigenous Student Advisory Committee

37.

(1) The Indigenous Student Advisory Committee is composed of:
    (a) the President as co-chair;
    (b) representative from the Indigenous Students' Union as co-chair;
    (c) representative from the Métis Students of USask as co-chair;
    (d) the Indigenous Student members of University Students' Council;
    (e) one self-declared Indigenous student representative of Prince Albert Campus;
    (f) six self-declared Indigenous students-at-large appointed by the Executive in consultation with the Indigenous Students' Union and the Métis Students of USask;
    (g) representative from the Gordon Oakes Red Bear Student Centre as a non-voting member;
    (h) the Indigenous Student Success Coordinator from the Office of the Vice Provost Indigenous Engagement as a non-voting member;
    (i) the appropriate Senior Manager as a non-voting member.

(2) The Indigenous Student Advisory Committee shall seek to strengthen and uphold the relationship between the Union and the Indigenous Students' Union and Indigenous Students, without limiting the the generality of the foregoing:
    (a) improving communication and/or relations between Indigenous members, the Indigenous Students' Union, and the Union;
    (b) advising the Union on measures to promote, support and/or celebrate the success of Indigenous Students;
    (c) advising the Union on measures, initiatives, and/or opportunities that would help to strengthen relationships between the Union, including its departments and operations, Indigenous Students and the broader Indigenous community;
    (d) developing, organizing, and/or running campaigns dedicated to issues relating to Indigenous Student issues;
    (e) supporting the Indigenous Student leaders and/or the broader Indigenous community to develop, organize, and/or run campaigns dedicated to issues relating to Indigenous Student issues;
    (f) meeting at minimum twice per term;

(g) The Indigenous Student Advisory Committee shall collaborate alongside Council to discuss a variety of non-academic and non-governmental areas related to student experience and make recommendations or bring forth discussions to Council.

International Student Advisory Committee

38.

(1) The International Student Advisory Committee is composed of:

(a) the Vice President Student Affairs as chair;
(b) the International Students Association President as co-chair;
(c) the International Student Representatives of University Students' Council as voting members;
(d) four self-declared International students-at-large appointed by the Appointments Committee as conditional voting members;
(e) one member of the Senior Management Team as a non-voting member.

(2) The International Student Advisory Committee shall seek to strengthen and uphold the relationship between the Union and International Student Bodies, and International Students, without limiting the generality of the foregoing:

(a) improving communication and/or relations between International members, the International students', and the Union;
(b) advising the Union on measures to promote, support, and/or celebrate the success of International students;
(c) advising the Union on measures, initiatives, and/or opportunities that would help to strengthen relationships between the Union, including its departments and operations, International Students, and the broader International community;
(d) developing, organizing, and/or running campaigns dedicated to issues relating to International student issues;
(e) helping the International Students' Council and the broader International community to develop, organize, and run campaigns dedicated to issues relating to International student issues;
(f) meeting, at minimum, three times per term;
(g) The International Student Advisory Committee shall analyze non-academic, non-governmental issues that the Council deems to be important to members and make recommendations to Council with regard to these affairs when appropriate.

Prince Albert Student Advisory Committee

39.

(1) The Prince Albert Student Advisory Committee was created by students and the Principal of the University of Saskatchewan Prince Albert Campus. Therefore, the committee is regularly composed of students from Prince Albert Campus. Additionally, the committee will be composed of:

(a) Member of Students' Council for Prince Albert Campus;
(b) Vice President Student Affairs (non-voting)
(c) President (non-voting)

(d) one member of the Senior Management Team (non-voting member)
(e) Students of Prince Albert Campus

(2) The Prince Albert Student Advisory Committee shall:
(a) Work to support and uplift the needs of students of Prince Albert Campus;
(b) Hold as many meetings as considered necessary for Prince Albert students to connect and collaborate with one another;
(c) Elect or appoint a member of the Prince Albert Student Advisory Committee as a member of University Students' Council;
(d) Elect or appoint a member of the Prince Albert Student Advisory Committee as a member of the Association of Constituency Presidents;
(e) The USSU executive will work with members of the Prince Albert Student Advisory Committee to support initiatives and student projects, as well as attend student events as requested by the students of Prince Albert Campus;
(f) The USSU executive team will meet with the committee at least twice each calendar year to connect with student leaders directly.

Part 3 – Elections and Referenda Interpretation

40. Definitions in this Part,

"By-Election" means a by-election for one or more positions on Council or the Executive;

"Campaigning" means activity which serves to publicize or promote an individual's candidacy in an election, by-election, or referenda even in the absence of campaign material.

"Campaign Material" means material whose purpose is to advertise a campaign and includes electronic materials;

"Candidate" means a nominee whose nomination has been ratified by the Elections Committee;

"Election or By-Election" means a free, fair, and open election for the Executive or for Councillor;

"Election Official" means voting members of the Elections Committee;

"Election Schedule" means the election schedule prepared by the appropriate Senior Manager;
"Fair Market Value" means the market value of campaign materials determined by the Assistant Chief Returning Officer or GM Designate;

"Gift" includes any product whose dominant purpose is to buy votes rather than provide information about a candidate or stimulate legitimate political debate;
"Nominee" means a member who has submitted a nomination form;

"Referenda" means a direct vote by which a specific proposal is accepted or rejected by the members;

"Representative" means a representative of a candidate in an election or a representative of a campaign committee in a referendum; and

"Slate" is defined as a group of candidates for Executive positions that run on a common platform or otherwise collaborate to increase the odds of becoming elected;

"Substantial Violation" means a violation of the Bylaws which undermines the election process or otherwise brings the election process into disrepute;

"Voter" means a member and includes those members who are also Elections Committee members.

Application

41. This Part applies to all members, employees, and appointees of the Union.

Third Parties

42.
    (1) No third party shall participate in elections or by-elections.
    (2) No third party shall participate in a referendum unless the third party submits to the Elections Committee's jurisdiction in writing and obtains the permission of the Elections Committee.

Union Staff

43. Union staff shall provide information to members about elections, by-elections, and referenda in an unbiased manner and shall remain neutral throughout.

Where Substantial Violation

44. Notwithstanding any other section in this Part, in the case of substantial violation of this Part, the Elections Committee is authorized to ratify or refuse to ratify any person's candidacy, ratify or refuse to ratify, the results for any position, or declare an election or referendum invalid.

Chief Returning Officer

45.
    (1) The Chief Returning Officer shall be a practicing lawyer who is not a member.
    (2) The Chief Returning Officer shall be responsible for administering and enforcing this Part and shall:
        (a) cultivate an atmosphere of commitment to the election and referendum process;

(b) provide guidance to the Elections Committee with respect to the election and referendum process;
(c) address issues raised by members of the Elections Committee in a timely manner; and
(d) during elections, by-elections, and referenda, hold regular meetings with the Elections Committee, which may include meetings by telephone or email or other electronic means.

(3) The Chief Returning Officer shall receive an honorarium subject to Union budget provisions.

Assistant Chief Returning Officer

46.

(1) The Assistant Chief Returning Officer shall be a member.
(2) The Assistant Chief Returning Officer shall:
(a) report to the Chief Returning Officer;
(b) serve as the Chief Returning Officer's representative on campus and be the primary liaison with nominees and candidates;
(c) assist in enforcing this Part;
(d) chair all election, by-election, or referendum forums in an impartial manner;
(e) perform other duties as assigned by the Chief Returning Officer.
(3) The Assistant Chief Returning Officer shall have the right of first refusal to sign out a Union notebook computer suitable for performing the duties listed in subsection (2) and ancillary to this position between the dates of the first and last Elections Committee meetings, inclusive.
(4) The Assistant Chief Returning Officer shall receive an honorarium subject to Union budget provisions.

Senior Manager

47.

(1) The appropriate Senior Manager may delegate some or all of their powers in relation to the Elections Committee to a designate.
(2) The appropriate Senior Manager shall:
(a) secure the voters' registry; and
(b) make all of the physical arrangements for elections, by-elections, and referenda.

General Elections and By-Elections

Election or By-Election Schedule

48. The appropriate Senior Manager shall prepare the Election or By-Election Schedule, subject to Elections Committee approval, and shall include:
(1) the dates for the call for nominations, the orientation meeting, the nomination period, the procedures meeting, the academic standing check, the campaign period, the voting period, and the complaints period; and
(2) the place and time of the release of results of the election or by-election.

Call for Nominations

49.

(1) The appropriate Senior Manager shall make the call for nominations and shall publicize it by all reasonable means, including posters, plasma screens, mass email, and the Union website.

(2) The call for nominations shall be at least seven calendar days in an election or by-election.

Orientation Meeting

50.

(1) After the call for nominations, the appropriate Senior Manager shall chair an Orientation Meeting for nominees for the Executive and may at their discretion hold subsequent Orientation Meetings during the nomination period.

(2) A member must attend an Orientation Meeting to be eligible for ratification as a candidate for the Executive.

Nominations and Nomination Period

51.

(1) Nomination forms shall be released only after the end of the first Orientation Meeting.

(2) In an election or by-election, the nomination period shall follow the release of the nomination forms, shall be at least three business days, and shall begin and end at the times specified in the Election or By- Election Schedule.

(3) A nomination form for an Executive position must:

(a) include the full name, birth date, signature, and student number of the nominee;

(b) include the full name, signature, and student number of 20 nominators; and

(c) be accompanied by a declaration of qualification as a director pursuant to the Act.

(4) A nominee:

(a) must be a member;

(b) must not be an election official; and

(c) must not nominate another person for the same position that they are seeking.

(5) A nominator:

(a) must be a member;

(b) must not be an election official; and

(c) must not be a nominee for the same position for which they have nominated another person.

(6) The names of nominees are confidential.

(7) The names of nominators are confidential unless the nominee chooses to release them.

(8) No person may seek more than one position on the Executive or on Council.

(9) If, after the regular nomination period has ended, there are no nominees for a position on the Executive, the Elections Committee may extend the nomination period for that position.

Procedures Meeting

52.

(1) After the end of the nomination period, the Chief Returning Officer shall chair the Procedures Meeting and shall ensure that nominees and Elections Committee members attending the meeting have received the necessary sections of this bylaw, rules, and information.

(2) A nominee for an Executive position must attend the Procedures Meeting to be eligible for ratification as a candidate.

(3) If a nominee is unable to attend a scheduled Procedures Meeting and provides sufficient reason to the Election Committee in advance of the meeting, the Election Committee may hold an alternate Procedures Meeting in advance of the campaign period to ensure the nominee(s) has received the necessary sections of the Bylaw, rules, and information.

Ratification

53.

(1) The appropriate Senior Manager shall contact each nominee's college to request that written confirmation of the nominee's academic standing be forwarded directly from the college to the appropriate Senior Manager.

(2) The Elections Committee shall ratify a nominee as a candidate where:

(a) the nominee has submitted a valid nomination form;

(b) the nominee, if running for an Executive position, has attended the Orientation Meeting, and attended the Procedures Meeting;

(c) the nominee, if running for a Councillor position, has attended the Orientation Meeting and Procedures Meeting;

(d) the nominee is eligible for office pursuant to section 14 and section 15; and

(e) the nominee's college has provided confirmation of good academic standing according to its rules.

Campaigning

54.

(1) Prior to the campaign period, no one shall:

(a) publicly advertise the intent of any person to seek election; or

(b) campaign on behalf of any candidate.

(2) The campaign period shall be no less than seven calendar days for an election or three business days for a by-election and shall not take place during the Reading Break for any College or during any period of time when a substantial portion of the student body is likely to be absent from campus.

(3) The appropriate Senior Manager, with advice from the Elections Committee, shall organize voluntary election forums for Executive candidates only, in accessible locations during the campaign period.

(4) No one shall intentionally interfere with a candidate's campaign.
(5) No candidate or representative shall deliver campaign speeches in regularly scheduled classes, labs, computer labs, or University Culinary Services locations and food courts, except during scheduled election forums.
(6) No candidate or representative shall engage in door-to-door soliciting within University residence buildings.
(7) No candidate or representative shall release campaign materials, including electronic materials, unless the materials have been approved by the Assistant Chief Returning Officer or the appropriate Senior Manager.
(8) Candidates and representatives shall adhere to the poster restrictions for each building on campus.
(9) Any poster on which a candidate's name or likeness appears shall count towards the candidate's poster limit.
(10) Candidates and representatives may use websites and may send mass e-mail for campaign purposes provided the material has been approved pursuant to (7) and it is in compliance with the applicable University rules, regulations, and policies regarding electronic communication.
(11) No candidate or representative shall offer gifts to voters.
(12) No candidate or representative shall distribute products to voters unless the products have been approved by the Elections Committee.
(13) Candidates must submit receipts for campaign costs to the appropriate Senior Manager on or before the last day of voting.
(14) Candidates shall ensure that their campaign materials are taken down by 11:59 p.m. on the last day of voting.
(15) The total campaign cost for an Executive candidate in an election shall be calculated according to both actual costs and the Fair Market Value Schedule of campaign materials and neither value may exceed $600, excluding taxes.
(16) If a candidate's campaign material is not listed on the Fair Market Value Schedule, the material must be submitted to the Elections Committee, which shall determine the fair market value of the material.
(17) A candidate will receive a $300 credit at XL Print & Design, the amount used will be assessed towards the campaign cost value of $600.
(18) A candidate shall be reimbursed 75 percent of all other campaign costs, unless forfeiture of some or all of this amount is imposed by the Elections Committee.
(19) Union facilities and resources are not available to candidates for campaign purposes. Paid Union services including but not limited to XL Print & Design, Louis' or Louis' Loft shall be allowed.

Ballots

55.

(1) Position titles shall be listed on the ballot in the order in which they appear in section 13 (1) of this Bylaw.
(2) Full names of the candidates shall be listed on the ballot in random order, with the option to "abstain" listed first.

(3) A candidate's legal name, or a reasonable derivative thereof, shall appear on the ballot, unless an alternate name is approved by the Elections Committee upon the candidate's request.

Withdrawal

56. A candidate seeking to withdraw from an election must provide written notice of withdrawal to the Chief Returning Officer or Assistant Chief Returning Officer at least 24 hours prior to the beginning of voting.

Acclamations

57.

(1) If there is only one candidate for one position on the Executive, the acclamation must be affirmed in a vote of confidence in which the candidate receives a majority of 'yes' votes. A majority of 'yes' votes shall be interpreted as more 'yes' votes than 'no' votes.

(2) If only one candidate runs in the election and does not receive a majority of 'yes' votes, a fall by-election shall be held.

Tie

58. In the event of a tie for any position, a run-off election will be held as soon as practically possible.

Voting

59.

(1) For an election or by-election, the voting period shall occur over two business days, during which campaigning is permitted, and shall begin and end at the times specified in the Election or By-Election Schedule.

(2) Voting shall be publicized by all reasonable means.

(3) Voting shall be by secret and secure electronic ballot, using Personalized Access to Web Services (PAWS), or its equivalent.

(4) A minor technological complication shall not invalidate an election and election officials shall work to minimize the impact of any disruption in voting.

(5) At the end of the voting period the results shall be immediately sent to the Assistant Chief Returning Officer and the appropriate Senior Manager by e-mail.

(6) After the Elections Committee has reached quorum and has dealt with outstanding complaints, the Chief Returning Officer shall communicate the results to the Elections Committee for ratification.

(7) The Elections Committee shall ratify results where there is no significant violation of this bylaw.

Method of Voting

60. All positions are to be elected by single member plurality.

Results

61. The Chief Returning Officer shall release results to candidates, students, and media at a place and time as set out in the Election or By-Election Schedule, and shall cause the results to be posted on the Union website immediately.

Slates and Candidate Alliances

62. Participation in slates and co-operation and collusion between Executive candidates shall not be permitted. Executive candidates are expected to campaign independently and present platforms unique to their own campaign. Executive candidates must not share financial resources or produce campaign material that resembles that of another candidate or endorse Executive candidates.

Interference by Outside Parties

63. Notwithstanding provisions dealing with candidates, students that engage in actions that are likely to bring the electoral process into disrepute may be subject to sanctions, including but not limited to referring the matter to an outside person or body such as the University of Saskatchewan Standard of Student Conduct in Non- Academic Matters.

Referenda

64.

(1) A referendum shall be held:
   (a) where the referendum is proposed by the Executive, if at least two-thirds of the Councillors present at the Council meeting where the referendum is proposed approve of the referendum; or
   (b) where the referendum is proposed by a member, if a petition containing the signatures of at least 5% of members is presented to the Council.

(2) A referendum shall be held if Council seeks to
   (a) establish or eliminate a dedicated student fee; or
   (b) increase a dedicated student fee, other than the Health and Dental Plan fee, by more than ten dollars above the Saskatoon consumer price index.

(3) A referendum question under subsection (2) shall state the amount of the proposed fee.

(4) A referendum question under clause (2)(b) shall state the previous fee amount and the amount of the proposed increase.

(5) Referendum ballots shall contain a neutrally worded question as approved by the Union lawyer.

(6) A quorum is ten percent of members. Meaning voter turnout of eligible voters.

(7) A referendum question shall be decided by majority vote.

(8) The results of a referendum are binding on the Executive and Council.

Notice

65. The date for the vote on a referendum question must be at least 28 calendar days after the question is initiated.

Referendum Schedule

66. The appropriate Senior Manager shall prepare the Referendum Schedule, subject to Elections Committee approval, and shall include:
    (1) the amount of the campaign registration fee;
    (2) the dates for campaign registration, the procedures meeting, the campaign period, the voting period, and the complaints period; and
    (3) the place and time of the release of results of the referendum.

Referendum Question

67.
    (1) After the referendum is initiated, the appropriate Senior Manager shall promptly forward the proposed referendum question or questions to the Union lawyer.
    (2) The Union lawyer shall examine the wording of each referendum question and may alter the wording of a question to ensure clarity but shall not alter the spirit and intent of the question.
    (3) The Union lawyer shall return the approved referendum question or questions to the appropriate Senior Manager at least 14 calendar days prior to voting.

Call for Campaigns

68.
    (1) The appropriate Senior Manager shall make the call for campaigns and shall publicize it by all reasonable means, including posters, plasma screens, mass e-mail, and the Union website.
    (2) The call for campaigns shall be at least seven calendar days.

Application Period and Campaigns

69.
    (1) Any member wishing to run a campaign on either side of the issue must apply to register a campaign committee.
    (2) Application forms shall be released at the end of the call for campaigns.
    (3) The application period shall be at least five business days.
    (4) An application form must:
        (a) include an outline of the campaign platform, an itemized advertising budget, and contact information for each of its leaders; and
        (b) be accompanied by a $100 deposit.

Procedures Meeting

70.
    (1) After the application period ends, the Chief Returning Officer shall chair the Procedures Meeting for all campaign committees and shall ensure that campaign committee members have the necessary Bylaws and information.
    (2) All members of a campaign committee must attend the Procedures Meeting in order for the campaign to be eligible for registration.
    (3) If a member of a campaign committee is unable to attend a scheduled Procedures Meeting and provides sufficient reason to the Election Committee in advance of the meeting, the Election Committee may hold an alternate Procedures Meeting in

advance of the campaign period to ensure the member has received the necessary sections of the Bylaw, rules, and information.

Registration

71. The Elections Committee shall register a campaign where:
    (1) a valid application form has been submitted with the deposit; and
    (2) all the campaign committee members have attended the Procedures Meeting.

Campaigning

72.
    (1) No one shall campaign prior to the campaign period.
    (2) No one shall campaign during the campaign period unless they are a member of a registered campaign committee.
    (3) Subject to section 42 (2), a third party may be a member of a registered campaign committee.
    (4) The campaign period shall begin after the Procedures Meeting according to the Referendum Schedule, and shall end on the final day of voting.
    (5) The appropriate Senior Manager, with advice from the Elections Committee, shall organize voluntary referendum forums in accessible locations during the campaign period.
    (6) No one shall intentionally interfere with a registered campaign.
    (7) No one shall affix anything to material that has been disseminated by the Union or the Elections Committee.
    (8) No registered campaign committee or member shall deliver campaign speeches or information in regularly scheduled classes, labs, computer labs, or University Culinary Services locations or food courts, except during scheduled Union forums.
    (9) No registered campaign committee or member shall engage in door-to-door soliciting within any University residence buildings.
    (10) No registered campaign committee or member shall release campaign materials, including electronic materials, unless the materials have been approved by the Assistant Chief Returning Officer or the appropriate Senior Manager.
    (11) Registered campaign committees and members shall adhere to the poster restrictions for each building on campus.
    (12) A registered campaign committee that submits receipts for campaign costs to the appropriate Senior Manager on or before the end of voting is eligible for reimbursement of up to 50 percent actual campaign costs, subject to fines imposed for violations.
    (13) Registered campaign committees shall ensure that their campaign materials are removed by 11:59 p.m. on the last day of voting.
    (14) The total campaign cost for a registered campaign committee in a referendum shall be calculated according to both actual costs and the Fair Market Value Schedule of campaign materials and neither value may exceed $1000, excluding taxes

(15) If a registered campaign committee's campaign material is not listed on the Fair Market Value Schedule, the material must be submitted to the Elections Committee, which shall determine the fair market value of the material.
(16) The total amount available for reimbursement for all campaigns shall be $600 maximum per campaign.

Voting

73.

(1) The voting period shall be two business days and shall begin and end at the times specified in the Referendum Schedule.
(2) Voting shall be publicized by all reasonable means, including posters, plasma screens, mass email, and the Union website.
(3) Voting shall be by secret and secure electronic ballot, using Personalized Access to Web Services (PAWS), or its equivalent.
(4) A minor technological failure shall not invalidate a referendum and election officials shall work to minimize the impact of any disruption in voting.
(5) At the end of the voting period, the results shall be immediately sent to the Assistant Chief Returning Officer and appropriate Senior Manager by e-mail.
(6) After the Elections Committee has reached quorum and has dealt with outstanding complaints, the Chief Returning Officer shall communicate the results to the Elections Committee for ratification.
(7) The Elections Committee shall ratify results where there is no significant violation of the Articles or this bylaw.

Results

74. The Chief Returning Officer shall release results to candidates, students, and media at a place and time as set out in the Referendum Schedule, and shall cause the results to be posted on the Union website immediately.

Violations and Complaints

Violations and Complaints

75.

(1) Candidates are liable for violations by representatives.
(2) Registered campaign committees are liable for violations during referenda, including the actions of any individual or group working on behalf of the campaign.
(3) Complaints arising out of any election or referendum must be submitted in writing to the Union office within five business days after the final ballot count.
(4) The Chief Returning Officer, in consultation with the Elections Committee, shall investigate and deal with alleged violations of this Bylaw and the schedules arising from the beginning of the academic year to the deadline to file complaints.
(5) Complaints concerning the Chief Returning Officer shall be reviewed by the appropriate Senior Manager, who shall forward complaints to Council if appropriate.

(6) The Chief Returning Officer shall investigate all other complaints of violations of this Bylaw and its schedules and provide advice to the Elections Committee to the earliest possible meeting.
(7) The Elections Committee may take such steps as it deems necessary to fulfill its mandate.
(8) The Elections Committee may disqualify a candidate where appropriate.

Review

Review

76.
(1) Any person affected by a decision of the Elections Committee may make an application for review by submitting a complaint to the appropriate Senior Manager.
(2) The appropriate Senior Manager shall forward the application to the Union solicitor if appropriate.
(3) Where the Union lawyer is of the opinion that the application is not frivolous or vexatious, they shall notify the Council of the complaint.
(4) Where a hearing is required, the Council shall constitute an ad hoc review panel, consisting of the Union solicitor as chair and five other panel members appointed by the Appointments Committee, to hear the complaint.
(5) The review panel may overturn a decision of the Elections Committee if the Elections Committee:
    (a) acted without jurisdiction, acted beyond its jurisdiction, or refused to exercise its jurisdiction;
    (b) failed to observe a principle of natural justice or procedural fairness;
    (c) based its decision on an erroneous finding of fact that it made in a perverse or capricious manner or without regard for the material before it; or
    (d) acted in any other way that was contrary to law.
(6) A decision of the review panel is final.
(7) All applications must be made within 14 calendar days of the Elections Committee's final decision.

Part 4 – Code of Ethics Purpose

77. 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.

Interpretation

78. In this Part,

"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;

"Respondent" means a person who is the subject of a complaint;

"Officeholder" means any person to which this Part applies.

"**CEDC"** shall refer to the Code of Ethics and Disciplinary Committee defined in this Part.

Application

79. This Part applies to the Executive, Councillors, and persons elected or appointed to a committee but does not apply to Senior Managers, designate, or any other staff member.

Scope

80. Officeholders shall observe the letter and spirit of this Code of Ethics, USSU Bylaw, and Policies.

Call for the Existence of a Code of Ethics and Disciplinary Committee

81. In order to properly administer Part 4 of this Bylaw, a Code of Ethics and Disciplinary Committee shall be constituted.

Composition of the Code of Ethics and Disciplinary Committee

82.

(1) The Code of Ethics and Disciplinary Committee is composed of:

- (a) the Chair of University Students' Council or designate as chair and a non-voting member;
- (b) three Councillors elected by Council, each representing a different Constituency;
- (c) The appropriate Senior Manager, who is non-voting and may be required to participate in the proceedings when called upon.

(2) The Code of Ethics and Disciplinary Committee shall:

- (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 appropriate Senior Manager;
- (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 appropriate Senior Manager 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.

Decorum

83.
(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, 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, cannabis, or any other intoxicating substance.
(7) No officeholder shall engage in inappropriate behaviour at a meeting.
(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.

Honesty and Integrity

84.
(1) Officeholders shall not conduct themselves dishonestly or fraudulently dealing with the public, Council, or committee.
(2) Officeholders shall not:
    (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.

Attendance

85.
(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 a Member of Students' Council should face a vote of removal based on one of the following conditions:

(a) the officeholder has been absent without permission from two consecutive meetings; or
(b) 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

86.

(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 confidential information that arises in a confidential meeting with any other officeholder while outside of that meeting.

Duties of Councillors

87.

(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 section 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 section 25 shall attend the General Academic Assembly as delegates representing undergraduate students.
(8) Each of the represented constituencies shall give weekly reports at Council 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

88.

(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.

Conflict of Interest re: Chair

89.

(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.

Complaints and Violations

Informal Resolution of Complaint

90.

(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 appropriate Senior 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 respondent about this incident for use if a formal complaint is ever filed, and will be submitted to the appropriate Senior Manager.

Complaints

91.

(1) Formal complaints must be in writing, signed by the complainant, and delivered to the appropriate Senior Manager after, if possible, having gone through the informal resolution process described in section 90.

(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 appropriate Senior Manager shall forward the complaint to the Chair of the Code of Ethics and Disciplinary Committee.

Service

92.

(1) The appropriate Senior Manager 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.

Hearing

93.

(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.

(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.

(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 appropriate Senior Manager 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

94.

(1) 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:

- (a) A significant breach or multiple breaches of the USSU Bylaw, or Policies. It is required that a CEDC decision supports such contraventions.
- (b) Charges levied against the respondent for violation of the University of Saskatchewan Code of Conduct, provincial law, or federal law.
- (c) Performing without the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

(2) 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.

- (a) 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.
- (b) The second reading may not occur at the same Students' Council meeting as the first reading.
- (c) 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.
- (d) 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.
- (e) All debate on a motion to impeach shall only occur in camera.
- (f) Once a motion to impeach has passed in the first reading:
  - i. 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.
  - ii. The President or a Vice-President shall remain members of Students' Council until the motion to impeach is passed in the second reading.
  - iii. Members of Students' Council shall remain a member of Students' Council until the motion to impeach is passed in the second reading.
- (g) 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.
- (h) 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.

Contact Information: (306) 966-6960

Approvals	Meeting	Date
Created/Adopted	Annual General Meeting	11/12/2009
Amended	Annual General Meeting	11/18/2010
Amended	Special General Meeting	03/03/2011
Amended	Annual General Meeting	11/17/2011
Amended	Special General Meeting	02/08/2012
Amended	USC	03/10/2012
Amended	Annual General Meeting	11/15/2012
Amended	Annual General Meeting	11/21/2013
Amended	Annual General Meeting	11/27/2014
Amended	Annual General Meeting	11/26/2015
Amended	Annual General Meeting	11/24/2016
Amended	Annual General Meeting	11/23/2017
Amended	USC	01/25/2018
Amended	Annual General Meeting	11/22/2018
Amended	Annual General Meeting	11/21/2019
Amended	Annual General Meeting	11/19/2020
Amended	Annual General Meeting	11/25/2021
Amended	Annual General Meeting	11/24/2022
Amended	Annual General Meeting	11/30/2023
Amended	Annual General Meeting	11/28/2024
Amended	Annual General Meeting	11/20/2025