

**The Bylaws**  
**of**  
**Saskatchewan Polytechnic**  
**Students' Association Inc.**

**Revised:**

November 2, 2016  
November 3, 2015  
April 16, 2015  
February 7, 2013  
November 7, 2012  
November 9, 2011  
November, 12, 2010  
November 4, 2009  
September 18, 2008

## **BYLAW 1 - DEFINITIONS**

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Unless otherwise specifically provided for in these Bylaws and to the extent possible, these Bylaws shall be interpreted in a manner consistent with the Non-Profit Corporations Act of Saskatchewan. Words in the singular shall include the plural, and vice-versa. Words of masculine gender shall include the feminine. Person includes individuals and corporate bodies.

1. **“Academic Year”** means the period of May 1<sup>st</sup> to April 30<sup>th</sup>.
2. **“Association”** or **“SPSA”** shall refer to the Saskatchewan Polytechnic Students’ Association Inc.
3. **“Bylaws”** shall refer specifically to the Bylaws of the SPSA and is defined as a standing rules adopted by the SPSA chiefly for the governance of its’ members and the management of its’ affairs.
4. **“Campus Councils”** shall refer to the Campus specific Councils which include the respective VP Campus and Directors.
5. **“Campus Manager”** means the person hired by the SPSA whose main responsibility is to oversee the day-to-day operations of the SPSA Office that is specific to an individual Campus.
6. **“Closed Session”** means a meeting or a portion of a meeting where only those members in attendance and those designated by the Chair will be eligible to attend. Only those in attendance during the closed session will have access to the minutes of the meeting’s closed session.
7. **“Clubs”** means all student organizations registered with and recognized as a special interest club by the SPSA.
8. **“Decorum”** means appropriate professional and polite behavior and conduct.
9. **“Dissolution”** means the act of officially ending the organization.
10. **“Executive Council”** shall refer to the President and Vice Presidents.
11. **“General Council”** shall refer to all members of the Executive Council and Campus Councils.
12. **“General Manager”** means the person hired by the SPSA whose main responsibility is to oversee the day-to-day operations of all the SPSA Offices.
13. **“Good Standing”** shall refer to the status of a member who has paid membership fees and acts in compliance within the Bylaws.
14. **“Honorary Member”** means those individuals who have not been assessed SPSA Fees for the current term. Honorarium members will shall enjoy the same rights and privileges as members but have no right to vote in elections, referenda, meetings or in any matters relating to the procedure or affairs of the Corporation. Honorary members shall be all persons who have been designated as such by resolution in Council.
15. **“Internal Operations and Procedures Manual”** shall refer to the document containing all SPSA Internal Policies and Procedures relating but not limited to Human Resources, Travel, Finance, Administration and Governance adopted by the SPSA.

16. **“Membership”** shall refer to full and honorary members of the SPSA.
17. **“Policy Statements and Position Statements”** shall refer specifically to externally oriented policies and position statements approved by General Council.
18. **“Quorum”** means the minimum number of members required at a meeting to conduct or ratify any business of any duly constituted meeting of the SPSA or its’ various committees and boards.
19. **“Referendum”** means a general vote by the membership on a single political question that has been referred to the membership for a direct decision.
20. **“Resolution”** means a motion passed at any duly constituted meeting of the SPSA or its’ various committees and boards.
21. **“Student Advisory Councils”** shall refer to the specific Councils on each Campus which exist to inform and guide the actions of the SPSA.

## **BYLAW 2 – NAME**

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The Organization responsible for governing student affairs at the Saskatchewan Polytechnic Campuses where members are enrolled shall be known as the Saskatchewan Polytechnic Students' Association Inc. (SPSA).

## **BYLAW 3 – GOVERNING PRINCIPLES**

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The SPSA shall be directed by a high standard of guiding principles:

### **1. Mission**

The Saskatchewan Polytechnic Students' Association Inc. shall effectively represent and further the interests of its' student membership, by taking a comprehensive approach to enhancing the educational experience and quality of campus life at Saskatchewan Polytechnic. The SPSA shall provide superior opportunities, programs, and services for its members and create an atmosphere of unified, accountable leadership, and a culture of acceptance, inclusion and tolerance.

### **2. Vision**

The Saskatchewan Polytechnic Students' Association Inc. strives to be the leader in innovative and progressive approaches to municipal, provincial, and national student representation with a strong and unified voice focused on improving access to superior educational opportunities and positive student experiences for its' members.

### **3. Objectives**

The objectives of the Saskatchewan Polytechnic Students' Association Inc. shall be to provide for the administration of student affairs of its' members by:

- a. Acting as the representative voice of the membership through:
  - i. the development and maintenance of student representation on decision-making boards and committees of Saskatchewan Polytechnic;
  - ii. the development and maintenance of student representation with Municipal Governments, the Government of Saskatchewan, and the Government of Canada, concerning all areas of advanced education and general student welfare; and
  - iii. the advancement of all official policies and positions of the SPSA to the Administration and/or Board of Directors of Saskatchewan Polytechnic, all levels of government, and/or to group(s) or individual(s) not associated or connected to Saskatchewan Polytechnic when it is deemed in the best interests of the members to do so.
- b. Developing, implementing, improving and managing student services including various recreational activities, social events, publications and student facilities, which enhance student life at Saskatchewan Polytechnic.
- c. Administering any properties, business interests, any other assets or monies, whether collected through the conduct of the SPSA, the collection of membership fees or otherwise generated by the SPSA, in a proper and business-like manner for the benefit and betterment of the members of the SPSA.
- d. Providing support and assistance for the development and maintenance of student based clubs and societies which meet the requirements outlined in the appropriate SPSA Policies.
- e. Uniting campuses and student groups to strengthen and enhance the voice of the student membership, improve student services, and streamline Association operations while maintaining the individual and unique campus culture of each SPSA location.

### **4. Oath of Office**

The Oath of Office is as follows for all positions within Executive Council and Campus Councils.

I (person's name) do solemnly and sincerely promise and swear:

- a. That I will administer the Office to which I have been (elected or appointed) to the best of my ability and judgment, in conformity with the Bylaws and Policies of the SPSA.
- b. That I will adhere to and enforce the SPSA's Code of Conduct Policy.
- c. That I will, in all my acts, be governed by the principles of honesty and justice, and in every manner possible endeavor to promote and safeguard the best interest of the SPSA and the welfare of our membership.

## **BYLAW 4 – MEMBERSHIP AND MEMBERSHIP FEES**

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All students who have registered at the Campuses represented by the SPSA and who have paid student fees shall be members of the SPSA and be allowed specific rights and privileges.

### **1. Membership**

- a. Membership in the SPSA shall continue for the annual term of the academic course or program in which the member is registered at Saskatchewan Polytechnic; unless there is failure by the member to comply with such requirements as are contained in the Bylaws, or as may be determined by members of Executive or General Council.
- b. All members shall have the following powers, rights, and privileges:
  - i. to be eligible to nominate members and to let their name stand for nomination on their Student Advisory Council;
  - ii. to attend and have speaking privileges at any meeting of the Student Advisory Council, subject to its procedures;
  - iii. to be eligible for positions with and to cast a ballot in any election within their respective Campus for members of the Campus Council;
  - iv. to be eligible for positions with and to cast a ballot in any election for the Executive Council;
  - v. to cast a ballot in any SPSA Referendum;
  - vi. to attend and cast a ballot at any Special or Annual General Meeting;
  - vii. to attend any meeting of the SPSA General Council, subject to its procedures; and
  - viii. to exercise any other powers, rights, and privileges inherent in these Bylaws.
- c. Through Special Resolution, the General Council may confer Honorary Membership upon a person or organization whose goals and activities support the objectives of the SPSA.
- d. Honorary members, in good standing, shall have the right to participate in the activities of the SPSA and make use of the services of the SPSA.
- e. Honorary members shall not be granted voting privileges.

### **2. Membership Fee**

- a. The membership fee for the upcoming year shall be set annually by the General Council no later than March 31st.
- b. The SPSA shall continue to seek the assistance of Saskatchewan Polytechnic to collect membership fees on behalf of the SPSA at the same time as tuition is collected.
- c. Membership fee refunds will not be granted.
- d. A referendum must be held for any introductions of dedicated fees.

## **BYLAW 5 – GOVERNANCE**

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The SPSA shall be governed by the following:

### **1. Bylaws**

- a. The Bylaws shall be the primary governing document of the SPSA.
- b. The Bylaws shall set forth the foundation for the structure, operation and maintenance of the organization.
- c. The Bylaws supersede all policies, procedures and special resolutions duly passed by the organization.

### **2. The Membership**

The Members may, by a petition that is signed by at least ten (10) percent of the total membership, require the General Council to conduct a vote or referendum and enact any resolution pertaining to the affairs of the SPSA.

### **3. Elected and/or Appointed Representatives**

#### **a. Student Advisory Councils**

- i. The Student Advisory Councils shall consist of:
  - (1) all members of the specific Campus Council; and
  - (2) representatives from each program area verified by the respective Campus Council.
- ii. This Council shall exist to provide direction to the SPSA and assist in and serve on ad-hoc committees when required and assist in the communication between students at large and the SPSA.

#### **b. General Council**

- i. The SPSA General Council shall consist of:
  - (1) all members of the Campus Councils; and
  - (2) all members of the Executive Council.
- ii. This Council shall be responsible for the overall direction of the organization, external and governance policies, approval of the annual budget and ensuring that the voices of the students from each Campus are represented.
- iii. Members of this Council shall be responsible for serving on the Standing Committees of General Council as outlined in these Bylaws as well as other committees if required.

#### **c. Campus Councils**

- i. The Campus Councils shall consist of elected student representatives to serve in the following roles:
  - (1) VP (Insert Name of Campus) Campus; and
  - (2) Directors (3 positions)
- ii. This Council shall act as the Campus level authorities of the SPSA and shall be responsible for the day-to-day affairs and members' academic, facility, service, and/or student finance related concerns, appeals, SPSA on-campus programming, events, recreation and internal communication and publicity.

#### **d. Executive Council**

- i. The SPSA Executive Council shall consist of elected students serving in the following positions:
  - (1) President (may be elected from any Campus);
  - (2) Vice President Finance & Internal Operations (may be elected from any Campus); and



- (3) One VP Campus from each member Campus (must be enrolled in classes at the specific Campus).
- ii. The Executive Council shall be responsible for all representative functions, lobbying and external communications at the provincial level, internal policy and procedures, drafting and presentation of proposed external policies, and the creation and administration of the annual budget.
- iii. The affairs, business, and finances of SPSA shall be controlled and conducted by the Executive Council to the extent that they are not otherwise provided for in the Bylaws.
- iv. The Executive Council shall, subject to any Bylaw, regulation or restriction, and directions which the Student Advisory Council and General Council may from time to time make, impose or give, be considered competent to exercise all or any of the powers, authorities and discretion vested in the General Council save and except the power to enact Bylaws or amend this Bylaw, or to amend Bylaws enacted by the General Council.
- v. The Executive Council shall develop, approve, maintain and implement a comprehensive set of internal operational policies.
- vi. The Executive Council shall develop, maintain and present external policy and position statements for the SPSA to General Council for approval.
- vii. The Executive Council will have the power to enact, amend or rescind any internal operational policy that it deems necessary to accomplish the objectives of the SPSA.

#### **4. Meeting Decorum**

All meetings of the SPSA Executive and General Councils will run according to the rules and regulations set forth by Robert's Rules of Order. Any and all challenges regarding meeting protocol will be directed towards the Chair, who will interpret same.

## **BYLAW 6 – FINANCIAL & OPERATIONAL AFFAIRS**

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The SPSA's financial and operational affairs shall be conducted in the following manner to ensure proper accountability and financial transparency:

### **1. Fiscal Year**

The fiscal year of the SPSA shall be the period commencing the 1st day of July and ending the 30<sup>th</sup> of June in the following calendar year.

### **2. Budget**

The proposed annual budget shall be passed by the SPSA General Council on or before March 31st of each year.

### **3. Audit**

- a. There shall be an audit of the SPSA annually.
- b. The audited financial statements shall be presented to and voted upon by the members attending the Annual General Meeting.
- c. In accordance with the Saskatchewan Non-Profit Corporations Act, the members attending the Annual General Meeting will appoint an auditor for the upcoming year.

### **4. Borrowing Powers**

For the purpose of carrying out the objectives of the SPSA, the Executive Council is authorized to enter into an arrangement to borrow, raise or secure the payment of money and is authorized to enter into any arrangement of development, maintenance or erection of buildings or structures, in such a matter as they see fit.

### **5. Access to Information**

- a. The audited financial statements and records of the SPSA shall be open to any member of the SPSA for inspection at any time during normal business hours, through any Office of the SPSA.
- b. Notice of intent to view must be given to the SPSA in writing at least forty-eight (48) hours prior.
- c. The audited financial statements of the SPSA will be made available to the Saskatchewan Polytechnic Board of Directors and the President and CEO annually.

### **6. Contractual Authority**

- a. Contracts or documents requiring execution by the SPSA may be signed by:
  - i. the General Manager; and
  - ii. the President, or in his/her absence his/ her designate.

### **7. Negotiable Instruments**

- a. Cheques and negotiable instruments issued by the SPSA shall be signed by:
  - i. the General Manager; and one of the following:
  - ii. the President or the VP Finance & Internal Operations.
- b. Cheques and negotiable instruments issued by individual SPSA Campus Offices for the purposes of Emergency Student Loans and ATM cash disbursements may be signed by:
  - i. the General Manager or respective Campus Manager; and
  - ii. the VP Campus or VP Finance & Internal Operations.

## **8. Corporate Seal**

All papers or documents required to be sealed on behalf of the SPSA shall be sealed in the presence of the President and the VP Finance & Internal Operations, or such other persons as may be designated by resolution of the Executive Council.

## **9. Registered Office**

Each Campus will have a designated SPSA Office location. The Head Office for the SPSA shall be located in Saskatoon, Saskatchewan.

## **10. Directors' Remuneration**

- a. The members of the Executive Council and Campus Councils shall be reimbursed for any authorized expenses incurred while performing business of the SPSA as outlined in the appropriate SPSA policies.
- b. The Directors serving on the Campus Councils shall receive an honorarium for their contribution and service. This honorarium will be outlined in policy.
- c. The members of the Executive Council shall be remunerated as outlined in policy.

## **BYLAW 7 – ELECTORAL REGULATIONS**

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All SPSA elections and appointments must adhere to the guidelines of the Bylaws and subsequent policies approved by the General Council.

### **1. Electoral Officials**

- a. The Chief Returning Officer (CRO) shall be the SPSA VP Finance & Internal Operations. Should the person holding this position be unable to fulfill his/her duties, the Executive Council shall appoint a member to assume the duties of this position.
- b. The CRO shall appoint a Deputy Returning Officer (DRO) from each Campus Council to assist in overseeing the nomination and electoral process on each Campus.
- c. There shall be an Elections Committee made up of the CRO (chair), the DROs and one representative from each of the Student Advisory Councils (as appointed by the CRO) that will address any violations, appeals, questions or concerns that may occur regarding the electoral processes.

### **2. Elections**

#### **a. Executive and Campus Councils**

- i. All Executive Council and Campus Council positions will be elected.
- ii. Executive Council and Campus Council Elections shall be held in the spring academic term and completed by March 31st of that year.
- iii. There shall be no acclamation for any elected position of the SPSA. Where there is a single candidate, with no opposition, that candidate shall be elected by an affirmative result in a yes or no vote. Should the result of the yes/no vote result in more no votes than yes, the position shall remain vacant.
- iv. All members wishing to let their name stand for a position with the Executive Council or Campus Councils must be nominated and supported by a minimum of 15 members of the SPSA.
- v. Candidates running for a Director position on Campus Council shall submit a nomination form with signatures of no less than 15 SPSA members from the Campus they are wishing to be elected to. Candidates for these positions shall be registered in an on-campus Saskatchewan Polytechnic program at a member Campus, and shall maintain an academic average of no less than 60 percent. A failure to meet these requirements shall result in the candidate being required to resign.
- vi. Candidates running for the position of VP Campus shall submit a nomination form with signatures of no less than 15 SPSA members from the Campus they are wishing to be elected to.
- vii. The VP Finance & Internal Operations shall submit a nomination form with signatures of no less than 15 SPSA members from any of the SPSA member campuses with a minimum of 33 percent of the signatures from other member Campuses.
- viii. Candidates running for positions of Vice President will have two options. The nomination period for the positions of Vice President will be comprised of a two week period.

(1) In the first week of nominations, only those candidates who agree to maintain a reduced course load in an on-campus program for the academic year in which the Vice President will serve shall be allowed to stand for election. In the event that a candidate is elected from the first week of nominations, that candidate elect shall assume the position of Vice President according to the terms herein and receive remuneration as set out by the General Council.

- (2) Should no candidate come forward during the first week of the nomination period who meets the conditions in clause 2(viii)1 above, then any candidate who comes forward during the second week shall be eligible for election provided they are enrolled in an on-campus program for the academic year in which the Vice President will serve.
  - (a) In the event that a candidate is elected from the second week of nominations, the candidate elect shall assume the position of Vice President according to the terms herein and receive remuneration as set out by the General Council.
  - (b) In the event that the successful candidate should be elected from the second week of nominations and decide to reduce his/her course load to a maximum of 60 percent credit units course load in an on-campus program prior to August 1<sup>st</sup> of the year of his/her election, than that person shall be entitled to remuneration as set out by the General Council.
- ix. Candidates running for the position of President shall submit a nomination form, with signatures of no less than 15 SPSA members from any of the SPSA member campuses with a minimum of 33 percent of the signatures from other member Campuses. .
- x. Candidates running for the position of President shall maintain a reduced course load in an on-campus program for the academic year in which the President will serve and shall maintain the institution's academic requirement for his/her area of study.
- xi. All Executive and Campus Council Elects shall serve under their respective Executive or Campus Council Representative until May 1st when they shall take Office.
- xii. The term of offices shall be one academic year with the term ending April 30<sup>th</sup>. In the case of a bi-election the partial year shall stand as a full-term.

**b. Student Advisory Council**

- i. The Student Advisory Council shall consist of representation from each Program area.
- ii. Any member of the SPSA shall be permitted to attend meetings of their respective Campus' Student Advisory Council.
- iii. The members of the Student Advisory Councils shall be nominated by the membership of their campus and appointed by their respective Campus Council within the month of September each year.

**3. Vacancies**

**a. Membership Vacancies**

An Executive or Campus Council member shall be asked to discontinue his/her duties as a member of Council in the following ways and circumstances:

- i. Resignation – The resigning member must submit to the President a written resignation.
- ii. A Council Member who is absent from three (3) Council meetings (Executive Council, Campus Council, General Council and/or Student Advisory Council) without notice and just cause given to the Chair may be automatically removed from Office. The President or appropriate designate shall give written notice of delinquency to the absent Council Member after two (2) absences.
- iii. Improper actions – (dereliction of duty, violation of SPSA Bylaw or SPSA Policy, or general misconduct). The unanimous approval of the remaining Executive or Campus Council members or two thirds (2/3) majority vote by General Council shall be sufficient to remove a member of Executive or Campus Council from Office for improper or indiscreet conduct or neglect of duty.

- iv. Failure to maintain an institution's academic requirement for his/her area of study.
- v. Cessation of membership in the SPSA.

#### **4. Filling of Vacancies**

##### **a. Student Advisory Council**

Should a position on the Student Advisory Councils become vacant, the Campus Council will seek the respective Campus membership to fill the position in a timely and efficient manner.

##### **b. Campus Council**

- i. Should a Director's position on Campus Council become vacant, notice must be given to the General Council within one week through the Office of the President.
- ii. Should the vacancy occur prior to September 30<sup>th</sup>, a bi-election shall be held before October 31<sup>st</sup>.
- iii. During the period of vacancy, the respective VP Campus shall assume the responsibilities of the vacant Director's portfolio.
- iv. Should a position become vacant between the bi-election and January 7<sup>th</sup> nominations for appointment will be opened to the respective Campus' Student Advisory Council to any member in good standing.
- v. The remaining Campus Council members shall appoint a replacement from the nominees. Any prospective appointees shall be approved by a majority vote within the existing Campus Council.
- vi. Should a Campus Council position become vacant on or after January 7<sup>th</sup> the remaining Directors shall assume the responsibilities of the vacant position.

##### **c. Vice Presidents**

- i. Should a Vice President's position on Executive Council become vacant, notice must be given to the General Council within one week through the office of the President.
- ii. Should the vacancy occur prior to September 30<sup>th</sup>, a bi-election shall be held before October 31<sup>st</sup>.
- iii. Should a member of a Campus Council choose to let their name stand for Executive Council nomination, they shall do so by resigning their position and declaring the vacancy prior to the public announcement of the bi-election.
- iv. During the period of vacancy prior to a bi-election the remaining Executive Members will assume the responsibilities of the vacant VP's portfolio.
- v. Should a position become vacant after the bi-election and January 7<sup>th</sup> nominations for appointment shall be opened to members of the General Council.
- vi. The remaining Executive Council members shall appoint a replacement from the nominees.
- vii. Should a VP position become vacant on or after January 7<sup>th</sup> the remaining Executive Members shall take on the responsibilities of the vacant position.
- viii. Members wishing to let their name stand for the position of VP Campus must be enrolled in an on-campus program at their respective Campus.
- ix. Members wishing to let their name stand for the position of VP Finance & Internal Operations must be enrolled in an on-campus program at any member Campus.

##### **d. President**

- i. Should the vacancy occur prior to September 30<sup>th</sup>, a bi-election shall be held before October 31<sup>st</sup>.
- ii. Should the position of President become vacant after the bi-election-, the position shall be filled by one of the VPs.

- iii. The VPs interested in the position shall announce their interest to General Council and shall be appointed by the General Council. Should all of the VPs decline appointment the position shall be filled by a member of the General Council and shall be appointed by a majority vote of Council.
- iv. The subsequent vacancy shall be filled through the aforementioned regulations.
- v. During any prolonged absence the remaining Executive Council members shall fulfill the duties of the President.

## **BYLAW 8 – STUDENT ADVISORY COUNCILS**

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The SPSA Student Advisory Councils are valued in providing direction and feedback regarding issues facing students to the Campus Councils, General Council and Executive Council through monthly meetings and ad-hoc committees and focus groups.

1. Responsibilities
  - a. identifying areas of concern affecting students and brainstorming solutions and identifying opportunities for improvement in the areas of academics, facilities, etc.;
  - b. attending and actively participating in monthly Student Advisory Council Meetings;
  - c. participating as required on ad-hoc committees;
  - d. ensuring that all requests of an educational, social, cultural or recreational nature are brought to the attention of the respective Campus Council;
  - e. promoting and contributing to an exciting Campus community by encouraging active participation in SPSA social, recreational or charitable events either as a participant, volunteer or spectator; and
  - f. acting as official liaison between their constituency group and their Campus Council ensuring student concerns are properly voiced and heard.
2. Membership will consist of respective Campus Council members and one representative from each Program.
3. Understanding that Saskatchewan Polytechnic is an organization which maintains a high degree of responsiveness to industry needs and demands, the nature of programming on each individual Campus changes and evolves over time. It is important to maintain the individuality of each Student Advisory Council structure to ensure that it reflects the unique makeup of the student body at each Campus. Each Campus' individual Student Advisory Council will consist of students representing constituencies, representative groups or program areas which are unique to their specific Campus.



## **BYLAW 9 – CAMPUS COUNCILS**

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The SPSA Campus Councils exist to ensure the provision of campus-based services, to promote an exciting and inclusive Campus culture through recreation, social events and volunteer opportunities, to respond to campus focused academic, service and facility based concerns and to develop solutions and identify opportunities. This Council will be responsible for the approval, promotion and administration of campus special interest clubs and societies, which will be forwarded to the VP Finance & Internal Operations for final ratification.

### 1. Responsibilities

- a. identifying and bringing forward areas of concern affecting students and brainstorming solutions and identifying opportunities for improvement in the areas of academics, facilities, etc.;
  - b. committing to the work, and Governing Principles of the SPSA;
  - c. attending and actively participating in SAC, Campus Council and General Council Meetings;
  - d. participating as required on ad-hoc committees;
  - e. ensuring that all requests of an educational, social, cultural or recreational nature are addressed at the respective Campus Council;
  - f. promoting and contributing to an exciting Campus community by encouraging active participation in SPSA social, recreational or charitable events either as a participant, volunteer or spectator; and
  - g. acting as official liaison to Executive Council ensuring student concerns are properly voiced and heard.
2. This Council provides the day-to-day face to the student membership and works diligently to advance and implement new and innovative services, activities and opportunities for students and brings forward a broad student perspective to Executive Council.
  3. Each of the Campus Councils will consist of the following four elected student representatives with specific portfolios and responsibility areas who will work in a close partnership with Student Advisory Council and their counterparts at the other SPSA Campuses:
    - a. Directors (3 positions); and
    - b. VP Campus (Chair)

## **BYLAW 10 – EXECUTIVE COUNCIL**

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The SPSA Executive Council exists primarily to represent the voice of the membership to all levels of Saskatchewan Polytechnic, the Provincial and Federal Governments, provincial and national student groups and outside organizations.

1. Responsibilities
  - a. identifying and addressing areas of concern affecting students and brainstorming solutions and identifying opportunities for improvement in the areas of academics, facilities, etc.;
  - b. committing to the work and Governing Principles of the SPSA;
  - c. attending and actively participating in Executive Council and General Council Meetings;
  - d. participating as required on other committees;
  - e. promoting and contributing to an exciting Campus community by encouraging active participation in SPSA social, recreational or charitable events either as a participant, volunteer or spectator.
2. This Council will oversee the administration of the SPSA in all business and service related endeavors, financial and budgetary transactions, internal and external organizational policy development, internal policy approval, promoting leadership, awareness and empowerment and to ensure thorough transparency and accountability to its' members.
3. The Executive Council will consist of the following four elected student representatives with specific portfolios and responsibility areas who will work closely with each of the SPSA Campus Councils and the General Manager:
  - a. President
  - b. VP Finance & Internal Operations
  - c. VP Campus (one from each member Campus)

## **BYLAW 11 – GENERAL COUNCIL**

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The General Council is the official governing body of the SPSA. General Council defines, through governance and policy, the parameters of the organization that govern the activities and affairs of the SPSA.

**1. In its governance role, General Council shall:**

- a. articulate and communicate the vision of the SPSA;
- b. focus on strategic planning and direction;
- c. focus on the whole organization;
- d. speak with one voice;
- e. direct the SPSA in the Association's pursuit of both its' Mission and Vision;
- f. responsible for its own management; and
- g. avoid making management and operational decisions.

**2. Responsibilities include the following:**

- a. to approve policy and other recommendations received from Executive Council and Governance and Policy Committee;
- b. to approve an annual budget for the SPSA;
- c. actively promote the SPSA and its' events;
- d. to establish standing committees, boards and other committees and commissions including members from the designated SPSA Student Advisory Councils when required to provide advice in strategic visioning and decision-making;
- e. to establish policies and direction for the SPSA in areas affecting student affairs and to give direction to the Executive Council with respect to same;
- f. to promote, in cooperation with the Executive Council, the general welfare of the membership; and
- g. to have final authority over the interpretation of the SPSA Bylaws.

**3. The SPSA General Council will consist of the members of the Campus Councils and the Executive Council.**

## **BYLAW 12 – BOARDS AND COMMITTEES**

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To ensure the student's needs are being properly addressed, the SPSA General Council members are required to participate in a minimum of one of the SPSA's Standing Committees. Individual positions may be obligated to specific committees as outlined in the job portfolios.

### **1. Standing Committees**

- a. The General Council shall establish the following Standing Committees:
  - i. Governance & Policy Committee
  - ii. Student Affairs Committee
  - iii. Annual Services Review
  - iv. Executive Remuneration Committee
- b. Special meetings of a Standing Committee may be called by the Chair of the Committee.

### **2. Composition of Standing Committees**

- a. A Standing Committee's membership shall be established by the Executive Council.
- b. Any member of the General Council may attend and speak to any matters before a Standing Committee.
- c. Each Standing Committee shall be chaired by a member of the Executive Council who will be required to present a year-end report to General Council at the Assessment and Recommendations Meeting.
- d. Each Standing Committee shall have a minimum of one member enrolled at each member Campus.

### **3. Standing Committees' Responsibilities**

#### **a. Governance & Policy Committee**

- i. Shall be responsible for forecasting significant issues, any lobbying strategies and possible resolutions to those issues;
- ii. shall discuss issues and government policy or initiatives relating to post-secondary education at a local, provincial, or federal level and assign responsibility for policy action or research initiatives to the members of the SPSA General Council or General Manager;
- iii. shall formulate responses to any external issues, policies or initiatives relating to post-secondary education and provide information to the President and Executive Council as required;
- iv. shall review Bylaws annually and prepare any changes necessary for approval at the Annual General Meeting;
- v. shall develop, participate in and recommend to the General Council any provincial or national election awareness campaigns for the SPSA and, when necessary, assist Campus Councils in preparing for such campaigns;
- vi. shall investigate and report to General Council of partnership opportunities, strategic organizational opportunities, and directions;
- vii. shall review Internal Operation Policies & Procedures Manual annually and address and prepare any recommendations for approval at Executive Council;
- viii. shall review Governance Policy annually and address and prepare any recommendations for approval at General Council; and
- ix. shall be chaired by the VP Finance & Internal Operations.

#### **b. Student Affairs Committee**

- i. Shall be responsible for reviewing all Saskatchewan Polytechnic academic policies annually and suggest changes and improvements to General Council when deemed appropriate;
- ii. shall investigate all student appeals and recurring student concerns in the area of academics and develop position statements in addressing changes required;
- iii. shall review the admissions process and student access to Saskatchewan Polytechnic programming and report to General Council with regard to these affairs when appropriate;
- iv. shall be responsible for the analysis of non-academic, non-governmental issues at Saskatchewan Polytechnic and shall make recommendations to the General Council with regard to these affairs when deemed appropriate; and
- v. shall be chaired by one of the VP Campuses.

**c. Annual Services Review Committee**

- i. Shall review all SPSA services on an annual basis to determine effectiveness and to make suggestions for any changes or the implementation of new services; and
- ii. shall provide General Council with a written report outlining the Committee's findings.
- iii. This Committee shall be comprised of:
  - (1) VP Finance & Internal Operations (Chair);
  - (2) VP Campuses;
  - (3) One Director from each Campus Council as appointed by the Chair;
  - (4) General Manager or designate (ex-officio); and
  - (5) President (ex-officio)

**d. Remuneration & Honorarium Committee**

- i. Meeting annually, this Committee, prior to the annual Assessment and Recommendation Meeting where the honorarium amounts will be set for the following term will review the Executive Remunerations and Directors' Honorariums. This Committee will develop recommendations for any amendments to the Executive Salaries and Directors' Honorariums for presentation to General Council.
- ii. The Committee shall be comprised of:
  - (1) VP Finance & Internal Operations (Chair)
  - (2) One member from each of the Campus Councils
  - (3) One member from each of the Student Advisory Councils
  - (4) President (ex officio – to assist as a resource to the Committee)
  - (5) General Manager (ex officio – to assist as a resource to the Committee)

## **BYLAW 13 – STUDENT CLUBS**

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The SPSA student members, in good standing, retain the right to start a student club, pending the ratification of the appropriate Campus Council.

1. Student Clubs, Academic Clubs, Special Interest Clubs, committees and boards established by members under the authority granted by SPSA Policies will be responsible to the SPSA for the fulfillment of the objectives and purposes for which they were established and for the proper management of their finances.
2. Students involved in committees, boards and sanctioned clubs will be responsible to the SPSA for carrying out the duties and responsibilities undertaken by them in assuming their positions.
3. The Campus Councils shall have the authority to ratify, de-ratify or permit dissolution of all Student Clubs subject to Policy.
4. The General Council shall approve policies regarding the activities of such Clubs.

## **BYLAW 14 - MEMBERSHIP IN OTHER SOCIETIES**

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The SPSA recognizes the value of holding membership in other societies. Membership to other societies will be sought after upon the approval of the SPSA General Council and no such membership shall supersede the Bylaws of the SPSA.

1. The SPSA may, if authorized by General Council, subscribe to, become a member or Director of, and co-operate with any other Society or Association whether incorporated or not, whose objectives are in whole or part similar to its own objectives, prove to be financially transparent and accountable and benefit to the SPSA's Mission.
2. In such case the SPSA General Council may authorize one or more Executive Members of the SPSA to act as representative of this Association in the other Society or Association on behalf of the SPSA.

## **BYLAW 15 - MEETINGS**

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All regular and special meetings of the SPSA, Executive Council, Campus Council, General Council and its' Committees will be conducted in accordance with Robert's Rules Of Order.

### **1. Annual General and Special Meetings**

#### **a. Annual General Meetings**

- i. The Annual General Meeting of the SPSA shall be held before the second week in November during each academic year.
- ii. At the Annual General Meeting the SPSA's Auditor shall be invited to present the year-end financial statements and address members on the topic of the state of the Association.
- iii. Pursuant to the Saskatchewan Non-Profit Corporations Act the members present at the Annual General Meeting must pass a motion appointing the auditor for the upcoming year.

#### **b. Special Meetings**

- i. A Special Meeting of the SPSA membership may be called by the direction of the SPSA General Council.
- ii. The SPSA President if petitioned by ten (10) percent of the Students' Association membership must call a Special Meeting of the SPSA within three weeks of the petition being received.
- iii. Such petition must include a written statement of the intent and the contact information, names and student identification numbers of those students petitioning.

#### **c. Procedures**

- i. Notice of the time and location of the Annual General and/or a Special Meeting and the nature of the business to be transacted shall be communicated to the membership a minimum of two weeks prior to the holding of the meeting.
- ii. Quorum shall be the majority of voting members in attendance.
- iii. Any member of the SPSA shall be permitted to attend an Annual General Meeting and/or Special Meetings and will be responsible for his or her own transportation.
- iv. The Chair of the Annual General Meeting and/or Special Meetings shall be appointed by the Executive Council. Each member present and in good standing shall have one (1) vote.
- v. Resolutions passed at the Annual General Meeting and/or Special Meetings will be by simple majority. Tie votes will be deemed to be defeated.
- vi. Voting shall be by show of hands at all Annual General Meeting and/or Special Meetings of the SPSA.
- vii. Voting by secret ballot may take place should a motion to do so be passed by a 2/3 majority of those members present.
- viii. Members present in person, by proxy, by teleconference or through electronic means shall be counted as being in attendance and included in the quorum.
- ix. Voting by proxy shall be permitted if the person voting is unable to attend and submits to the Chair detailing who shall hold the proxy vote on his/her behalf. A member may direct the proxy vote in a specific way or leave it to the discretion of the proxy holder.
- x. The Annual General Meeting and any Special Meetings shall be organized by the Executive Council in coordination with the Campus Councils, and shall be held separately as close in date as possible to each member Campus. All



minutes of the Annual General Meeting and/or Special Meetings shall be made available to the membership in a timely manner.

- xi. The SPSA shall provide transportation for members of the General Council to and from the location of such meetings.

## **2. General Council Meetings**

### **a. General Council Meetings**

- i. General Council Meetings shall be held a minimum of three times per year.
- ii. General Council Meetings will be open to the SPSA student membership. Reasonable efforts will be made to accommodate those who wish to attend.
- iii. The General Council Meeting schedule shall be decided by the Executive members at the Spring Retreat in consultation with the General Manager.
- iv. The Chair of the General Council Meetings shall be determined by the Executive Council. The Chair may be the President or a neutral, external person that is deemed competent by the Executive Council.
- v. Quorum for General Council Meetings shall be  $\frac{3}{4}$  of the total members.
- vi. The Chair will have a regular vote and no additional vote in the case of a tie.
- vii. Order of the Mandatory General Council Meetings:
  - (1) Fall Meeting
  - (2) Assessment and Recommendations Meeting
  - (3) Strategic Planning and Budget Meeting

### **b. Fall Meeting**

- i. The members of the General Council shall hold the Fall Meeting before the end of October each year to orientate members of their roles and responsibilities within the organization.
- ii. The Fall Meeting will consist of board training including but not limited to overviews on framework governance, board self-governance, operational governance and advocacy governance, Roberts Rules or Order and general information regarding the SPSA to ensure as much continuity as possible from year to year.
- iii. The Standing Committee memberships shall be determined at this Meeting and a thorough orientation on the responsibilities associated with the member's new responsibilities shall be well articulated. Oaths of Office will be taken at this Retreat.

### **c. Assessment and Recommendations Meeting**

- i. The SPSA shall host an Assessment and Recommendation Meeting of the members of the General Council before the end of January.
- ii. The intent of this Meeting shall be to conduct regular business, to review the year's activities and make recommendations for the Executive Strategic Planning, and Budget Retreat in March of that year.
- iii. General Council will have the opportunity at this time to forward recommendations or considerations for the upcoming academic year's Budget to the VP Finance & Internal Operations.

### **d. Strategic Planning and Budget Meeting**

- i. The SPSA shall host an annual Strategic Planning, and Budget Meeting in March.
- ii. General Council will review, amend and approve the upcoming academic year's Budget.
- iii. This meeting will be coordinated by the Executive Council in conjunction with the Campus Councils and the SPSA Staff.
- iv. The purpose of this meeting is to set the direction of the SPSA for the upcoming year.

### **3. Executive Council Meetings**

#### **a. Executive Council Meetings**

- i. Executive Council Meetings shall be held on a bi-weekly basis or more often as required.
- ii. Quorum of Executive Council shall be  $\frac{3}{4}$  of total members.
- iii. Resolutions passed at Executive Council Meetings will be by simple majority. Tie votes will be deemed to be defeated.
- iv. The Chair may rotate amongst Executive members.
- v. The Chair will have a regular vote and no additional vote in the case of a tie.
- vi. Executive Council shall hold portions of their meetings in closed session and proceed by way of committee of the whole or as otherwise agreed when the subject matter concerns:
  - (1) Security of SPSA Property;
  - (2) Personal information concerning an individual, including all employees of the SPSA;
  - (3) Proposed or pending acquisitions, sale or use of security of real property by the SPSA;
  - (4) Labour relations or employee negotiations including all matters relating to salaries, conditions of employment or human resource issues;
  - (5) Any legal matter including litigation or mediation or when dealing with legal opinions concerning the liability, protection or legal interests of the SPSA;
  - (6) Budgets and projections;
  - (7) Contractual matters that require confidentiality; and
  - (8) Any other matters determined by the Executive to require confidentiality.

#### **b. Spring Retreat**

- i. The members of the Executive Council shall meet for a Spring Retreat before the second week in May each year to officially transfer over the responsibilities to the new Executive Council.
- ii. This Retreat will consist of board training including but not limited to overviews on framework governance, board self-governance, operational governance, advocacy governance and goal setting, Roberts Rules of Order and general information regarding the SPSA to ensure as much continuity as possible from year to year.

#### **c. Strategic Planning and Budget Retreat**

- i. The SPSA shall host an annual Strategic Planning and Budget Retreat in March.
- ii. This Retreat will be coordinated by the Executive Council in conjunction with the General Manager.
- iii. The purpose of this meeting is to review the Strategic Plan and develop the Operating Budget of the SPSA for the upcoming fiscal year.

### **4. Student Advisory Council Meetings**

- a. Student Advisory Council Meetings shall occur on each Campus on a monthly basis during the months of September, October, November, January, February, March, and April.
- b. The Chair of the Meetings shall be the respective VP Campus or assigned designate.
- c. Each representative will have one vote and quorum shall be the majority of voting members in attendance.
- d. The Chair will have a regular vote and no additional vote in the case of a tie.

## **BYLAW 16 – BYLAW AMENDMENTS**

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The SPSA shall operate pursuant to these Bylaws once adopted or as amended.

### **1. Bylaws**

- a. The Bylaws may be rescinded, altered or amended by receiving an affirmative vote at an Annual General Meeting or a Special Meeting.
- b. These Bylaws may be rescinded, altered or amended by a referendum of the membership providing that the proposed action does not apply retroactively and that the proposed action is explicitly referred to within the referendum question.
  - i. Any amendment to the Bylaws, which is the result of a referendum, may only be altered or removed by a subsequent referendum. Any such amendment that is a result of a referendum will have this fact noted in the Bylaws.

### **2. Amendment Procedures**

- a. A proposed Bylaw amendment must be presented at either an Annual General Meeting or a Special Meeting in the following format:
  - i. The wording as it currently exists; and
  - ii. The wording as it will read if passed.
- b. An amendment to the Bylaws will be effective immediately upon the passing of a majority vote within the appropriate forum as defined within Section 1 and 2 of this Bylaw.

## **BYLAW 17 - DISSOLUTION OF THE SPSA**

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Upon dissolution of the Saskatchewan Polytechnic Students' Association Inc. its' property and assets shall, after payment of all liabilities, be distributed to one or more organizations representing the students of SPSA member Campuses as may be decided by the SPSA in its' last Annual General Meeting or Special Meeting.