Dawson Student Union

BYLAWS

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DAWSON STUDENT UNION
SYNDICAT DES ÉTUDIANTS DE DAWSON

BYLAWS

BYLAWS

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BYLAW I - INTERPRETATION

1. Number

All references to the plural shall include the singular, and all references to the singular shall include the plural.

2. Gender

All references to the feminine shall include the masculine, and all references to the masculine shall include the feminine.

3. Definition of "Union"

“Union” shall mean the Dawson Student Union.

4. Definition of "College"

"College" shall mean the Dawson College.

5. Definition of “Director”

“Director” shall mean an elected member of the Executive Committee.

6. Definition of “Executive”

“Executive” shall mean a director that holds an executive position: Chairperson, Deputy Chairperson, Treasurer, Director of External Affairs, Director of Internal Affairs & Advocacy, Director of Clubs & Services, Director of Communications & Mobilization, or Director of Student Life.

7. Definition of "Member"

“Member” shall mean those persons who satisfy the requirements of Bylaw II.

8. Definition of “Club”

“Club” shall mean a student organization that was given club status by the Dawson Student Union Executive Committee.

9. Authority of Assemblies and Referenda

Assemblies and Referenda shall be considered the highest authority within the Union.

BYLAW II - MEMBERSHIP

1. Members

Every person enrolled in at least one class during the current semester at the College shall be deemed a member, including both students deemed by the College to be part-time students (hereafter referred to as 'Part-Time Students'), and full-time student (hereafter referred to as 'Full-Time Students') enrolled at the College shall be deemed a member.

2. Conduct

Each member has the responsibility to abide by the Constitution and Bylaws of the Union.

3. Member in Bad Standing

The members of the Union shall be members in good standing, except for:

a) members who have failed to pay any outstanding debts due or owing by the members; and

b) members who have, by a double two-thirds (2/3) majority vote of the Executive Council and of the Student Council, been declared members in bad standing.

4. Extenuating Circumstances

A member who, for reasons beyond their control or caused by unilateral actions of Dawson College, cannot fulfill the membership requirements, shall continue to be deemed a member.

5. Honorary Membership

The Union may grant honorary membership to an individual who is not a member, with full rights and privileges:

a) by a double two-thirds (2/3) majority vote of the Executive Council and of the Student Council;

b) automatically, if the individual occupies an elected or appointed position on the Union and would graduate from the College before the end of their mandate, until the end of their mandate; and

c) for a period ending not later than the following last day of May.

BYLAW III – MEMBERSHIP FEES

1. Membership Fees

Each semester all members shall pay the Union non-refundable membership fees during the registration period to the Union or its agent pursuant to these Bylaws and an Act respecting the Accreditation and Financing of Students' Associations.

2. Setting of Membership Fees

Except as hereinafter provided membership fees may be set by a majority vote of the members voting in a referendum. The fee is non-refundable.

3. Amount of Union Membership Fee

The membership fees are $19.00 per semester for Full-Time Students and $9.50 for Part-Time Students.

BYLAW IV - EXECUTIVE COMMITTEE OF THE UNION

1. Composition of the Executive Committee

The Executive Committee shall serve as the Board of Directors of the Union and shall be comprised of:

i. Chairperson
ii. Deputy Chairperson
iii. Treasurer
iv. Director of Mobilization and Communication
v. Director of External Affairs
vi. Director of Internal Affairs & Advocacy
vii. Director of Clubs & Services
iix. Director of Student Life
ix. Director of Sustainability

2. Term of Office of Members of the Executive Committee

The term of office shall be one year, commencing on June 1 and ending on May 31st of the following year.

3. Meetings of the Executive Committee

a) The Executive Committee shall meet each week while Dawson College is in session, except under extenuating circumstances.

b) The agenda for each Executive Committee meeting will be posted in thehead office of the Union no later than twenty-four (24) hours prior to every Executive Committee meeting, notwithstanding a case of emergency or if a meeting is called after a General Assembly of the Union.

c) Quorum for meetings of the Executive Committee shall be a simple majority, but never less than three sitting members of the Executive Committee.

d) The most recent edition of Roberts' Rules of Order shall govern all meetings of the Executive Committee.

e) Meetings of the Executive Committee shall be open to all members of the Union. Notwithstanding the foregoing, the Executive Committee is permitted to move "in-camera" for discussions it deems to be of a sensitive nature.

f) The Chairperson or their delegate shall chair all meetings of the Executive Committee.

g) Meetings of the Executive Committee shall be scheduled by:

i) resolution of the Executive Committee; or
ii) the Deputy Chairperson at the request of three or more members of the Executive Committee.

h) An Executive Committee meeting may be held right after any General Assembly of the Union without prior notice.

i) Executive Committee members may not vote by proxy, but may participate by telephone, or in any way otherwise required by the Companies Act of Québec.

j) Minutes of the meetings of the Executive Committee meetings shall be available to members of the Union in the Student's Union office.

BYLAW V - DUTIES AND RESPONSIBILITIES OF THE BOARD

1. Compliance with the Law

The Executive Committee shall be familiar, and comply with the provisions of the Companies Act of Québec and of the Act Respecting the Accreditation and Financing of Students' Associations.

2. Conflict of Interest

Members of the Executive Committee shall avoid placing themselves in any situation where their personal interest would be in conflict with their obligations as a director. A director shall declare to the Union any interest they have in an enterprise, organization or else, that may place them in a situation of conflict of interest and of any right they may set up against it, indicating their nature and value, where applicable. The declaration of interest shall be recorded in the minutes of the proceedings of the Executive Committee or the equivalent.

3. Solidarity

All members of the Executive Committee are bound by the principle of executive solidarity. All members of the Executive Committee shall work to implement decisions of the Executive Committee, including those with which they do not agree. Violations of this principle shall be considered grounds for initiating and endorsing a removal from office.

BYLAW VI - DUTIES & RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS

1. Chairperson

The Chairperson shall:

a) Be the chief executive officer of the Union;

b) Be the spokesperson for the Union in a manner consistent with the policies of the Union and its bodies;

c) Ensure the long term integrity of the Union;

d) Enforce the Constitution and Bylaws of the Union;

e) Coordinate the activities of the Executive Committee;

f) Manage the Union's human resources;

g) Chair all Executive Committee meetings and general assemblies, or find a suitable replacement if unable or unwilling to do so;

h) Chair all meetings of the Student Council, or find a suitable replacement if unable or unwilling to do so;

i) Coordinate relations between the Union and the administration of Dawson College; in collaboration with the Director of Internal Affairs & Advocacy.

j) Coordinate all external affairs of the Union, and maintain connections with external organizations, in collaboration with the Director of External Affairs;

k) Represent the members of the Union on the Board of Governors of Dawson College;

l) Prepare and present the Executive report to the General Assembly;

m) Be an ex-officio member of all clubs and committees of the Union;

n) Be a signing officer of the Union.

2. Deputy Chairperson

The Deputy Chairperson shall:

a) Be the Secretary of the Union;

b) Be the ex-officio replacement for the Chairperson in the case of their absence;

c) Be responsible for the safekeeping all official records of the Union, including but not limited to the list of members and the archives;

d) File all required documents with the government, or find a suitable replacement if unable or unwilling to do so;

e) Be responsible for keeping all minutes of the Executive Committee meetings, Student Council meetings, and General Assemblies of the Union;

f) Call meetings of and set the agenda for the Executive Committee;

g) Call meetings of and set the agenda for the Student Council;

h) Be the secretary of the Student Council;

i) Be a signing officer of the Union.

3. Treasurer

The Treasurer shall:

a) Administrate the budget of the Union;

b) Oversee the work of the Union's staffpersons in relation to the finances of the Union, in collaboration with the Chairperson;

c) Be responsible for keeping all the financial records of the Union;

d) Prepare and present the financial statement to the General Assembly;

e) Be a signing officer of the Union.

4. Director of Mobilization and Communication

The Director of Mobilization and Communication:

a) Be responsible for publicizing all events and campaigns of the Union;

b) Administrate the Union's social media;

c) Administrate the Union's mailing lists;

d) Coordinate and preparing press releases;

e) Assist the Deputy Chairperson in keeping media archives;

f) Oversee the production of the Union's handbook;

g) Liaise with the student newspaper, radio station, and other school media, in collaboration with the Director of Internal Affairs & Advocacy;

h) Facilitate student mobilization on campus;

i) Be responsible for organizing political and mobilization activities on campus.

5. Director of External Affairs

The Director of External Affairs shall:

a) Liaise with other student unions, federations, associations, coalitions, or other student organizations of the same sort;

b) Liaise with the Montréal community;

c) Liaise with regional, national and international organizations of importance to the affairs of the Union;

d) Serve as the main representative to any student federations, associations, coalitions, or other student organizations of the same sort, that the union is a member of.

6. Director of Internal Affairs & Advocacy

The Director of Internal Affairs & Advocacy shall:

a) Be the primary liaison between Dawson College and the Union;

b) Maintain the ties between the Union and the Dawson community;

c) Liaise with the Dawson administration;

d) Be the primary liaison with the Dawson public relations office;

e) Be the primary liaison with the Dawson Teachers Union, Dawson Support Staff Union and Association of Dawson Professionals, and hold an ex-officio seat at all inter-union meetings;

f) Liaise with external organizations operating on campus;

g) Maintain links with all departments of the College relevant to the Union;

h) Facilitate all communications within the College;

i) Oversee the advocacy services of the Union;

j) Assist the Deputy Chairperson in keeping advocacy archives;

k) Receive the complaints, requests, petitions, and other formal documents of the members addressed to the Union;

l) Coordinate all advocacy needs for the membership;

m) Facilitate advocacy on behalf of the members;

n) Liaise with the student newspaper, radio station, and other school media, in collaboration with the Director of Communication and Mobilization;

o) Represent the members of the Union on the Senate of Dawson College;

p) Be a signing officer of the Union.

7. Director of Clubs & Services

The Director of Clubs & Services shall:

a) Oversee the services provided by the Union;

b) Liaise with Dawson Plants & Facilities Department on matters of services to the members;

c) Maintain the ties between the Union and its Clubs;

d) Liaise with all Union clubs, except media clubs;

e) Enforce the Union Clubs rules, and their particular Constitutions and Bylaws;

f) Ensure the good functioning of Union Clubs;

g) Help and encourage Union Clubs to organize events;

h) Promote Union activities with Union Clubs;

i) Promote Union Clubs activities with other Union Clubs, and the members of the Union.

8. Director of Student Life

The director of Student Life shall:

a) Ensure the Union holds events for the membership;

b) Liaise with Dawson Student Affairs on matters of events;

c) Be responsible for organizing social, cultural, and recreational activities on campus;

d) Organize and promote festivities on campus;

e) Promote intercollegiate and intramural sports on campus;

f) Stimulate participation and interest in sporting activities.

9. Director Of Sustainability

The director of Sustainability shall:

a) Be the primary liaison between Sustainable Dawson and the Union;

b) Be the primary liaison between the Dawson College Peace Center and the Union;

c) Be the primary liaison between Living Campus and the Union;

d) Be responsible for organizing sustainable-relevant activities and campaigns on campus,

e) Maintain the integrity of the already existing sustainable-initiatives/campaigns/services (ie. Water Bottle Ban, Good Food Box)

f) Guarantee the maintenance of the Eco Corner and On-Campus Composting as well as the volunteer system for both services.

g) Liaise with the Hive: Center of Gender & Social Advocacy in collaboration with the Director of Internal Affairs & Advocacy;

h) Liaise with other sustainable student unions, federations, associations, coalitions, or other student organizations of the same sort;

i) Maintain the ties between the Union and the Sustainable Dawson community;

BYLAW VII – CHIEF ELECTORAL OFFICER

The Union shall maintain a Chief Electoral Officer at all times, who shall be responsible for the administration of elections, general assemblies and referenda, hereafter referred to as the CEO.

1. Eligibility

Is eligible for the position of Chief Electoral Officer any member in good standing of the Union.

2. Nomination

Any two representatives on the Student Council, from two different constituencies, may nominate in writing a candidate for the position of CEO. This nomination must be signed and acknowledge by the nominee, and be received by the Chairperson at least seven (7) days prior to the end of the nomination period, to be considered valid.
The Student Council must recommend up to three (3) nominees, if the number of nominees is higher than three (3), to the Executive Committee for election.

3. Election

The Executive Council shall, at a duly convened meeting, elect one of the nominees recommended for election by the Student Council.

4. Duties and Responsibilities of the Chief Electoral Officer

The Chief Electoral Officer shall:

a) not hold any other position in the Union, or on the executive of any of its Clubs;

b) declare any and all conflict of interest to the Executive Committee and the Student Council;

c) appoint at their discretion a Deputy Elector Officer, to whom they shall be allowed to delegate powers as they see fit or needed;

d) ensure that all elections, general assemblies and referenda occur in the manner prescribed by these Bylaws;

e) set the schedule of elections in the event that the number of Executive Committee members falls below three (3);

f) call by-elections to fill vacant seats at such times as deemed necessary in the event that the number of members of the Executive Committee falls below three (3);

g) issue directives on the carrying out of elections, general assemblies and referenda;

h) rule an election, general assembly or referendum invalid for any violation of these Bylaws, at their discretion;

i) determine the eligibility of all nominated candidates to be appointed by the Union;

j) review and amend the Election Procedure Code if needed or asked to by the Executive Committee;

k) recommend the Election Procedure Code for adoption by the Executive Committee as reviewed;

l) have sole authority for penalizing or disqualifying a nominee following a breach of the Election Procedure Code;

m) receive electoral complaints, and rule accordingly;

n) receive recount requests, and act on them at their discretion;

o) decide the form of the ballot in the case of a referendum;

p) decide the form of the elections ballot, provided that the nominees for each office are listed in alphabetical order by surname;

q) approve all campaign materials before a candidate or committee may disperse them;

r) make, in the event of a strike, circumstance beyond human control, or other event that may delay the electoral or voting procedure, a decision as to how and when the electoral or voting procedure may best be completed;

s) not vote in any election, by-election or referenda, notwithstanding in case of a tie only after a recount has confirmed the tie;

t) hire and appoint scrutineers and other workers as is needed for carrying out the electoral or voting procedure, including, but not limited

to, staff persons of the Union, in collaboration with the Executive Committee; and

u) within two (2) weeks after each election, general assembly or referendum, submit a report detailing the conduct and results of the election, general assembly or referendum to the Executive Committee and the Student Council.

BYLAW VIII – GENERAL ASSEMBLIES

1. Types of General Assemblies

There shall be three types of general assemblies:

a) Regular General Assembly;

b) Special General Assembly; and

c) Information Session.

2. Regular General Assemblies

General Assemblies of the Union shall occur twice a year, and respect the following criteria:

a) General assemblies shall be called by a resolution adopted at a duly convened meeting of the Executive Committee, at a time and location respecting the Union Bylaws;

b) Quorum for regularly scheduled General Assemblies shall be fifty (50) members of the Union; and

c) No votes by proxy shall be allowed, unless otherwise required by the Companies Act of Québec.

3. Winter Semester General Assembly

The Spring Semester General Assembly shall be considered the Union's Annual General Meeting and shall be held in April of each year solely for the following purposes:

i) Nominating an auditor for the following year;
ii) Receiving the annual financial statements of the Union for the last fiscal year and the auditors' report thereon;
iii) Receiving the annual report of the Executive Committee;
iv) Ratifying duly received Bylaw amendments and Policies; and
v) The carrying of any other business required by the Companies Act.

In the event that the annual general assembly does not achieve a quorum, but does satisfy the minimum quorum requirements set out in the Companies Act of Québec, the meeting shall proceed, though business will be limited to the following:

a) Acceptance of the annual financial statements;
b) Appointment of the auditor;
c) Acceptance of the annual report of the executive; and
d) The carrying of any other business required by the Companies Act.

4. Fall Semester General Assembly

The Fall Semester General Meeting shall be held in October of each year solely for the following purposes:

i) Ratifying the Union budget for the current fiscal year;
ii) Ratifying duly received Bylaw amendments and Policies.

5. Special General Assemblies

Special General Assemblies of the Union shall be used to vote on specific resolutions, and shall respect the following criteria:

a) General assemblies shall be called by one of the following way:
    i) a resolution adopted at a duly convened meeting of the Executive Committee, at a time and location respecting the Union Bylaws;
    ii) a resolution adopted with a two-thirds (2/3) majority vote at a duly convened meeting of the Student Council, at a time and location respecting the Union Bylaws;
    iii) upon receipt by the Director of Internal Affairs & Advocacy of a petition containing the business to be transacted at the Special General Assembly and duly signed by no less than five percent (5%) of the membership; or
    iv) a resolution adopted at a duly convened Information Session, at a time and location respecting the Union Bylaws.
b) Quorum for Special General Assemblies shall be five percent (5%) of the membership; and
c) No votes by proxy shall be allowed, unless otherwise required by the Companies Act of Québec.

6. Information Sessions

Information Sessions of the Union shall be used as a means of consultation only, and shall respect the following criteria:

a) Information Sessions shall be called by one of the following way:
    i) a resolution adopted at a duly convened meeting of the Executive Committee, at a time and location respecting the Union Bylaws; or
    ii) a resolution adopted with a two thirds (2/3) majority vote at a duly convened meeting of the Student Council, at a time and location respecting the Union Bylaws.

7. Exceptions

Notwithstanding the previous items, decisions pertaining to impeachment proceedings shall follow Bylaw IX, article 2.
Notwithstanding the previous items, decisions pertaining to student strikes shall follow Bylaw XI, article 3.

8. General Assembly Agenda

The agenda of an assembly is set once notice is posted and may not be amended at the meeting. This include, in the case of Special General Assemblies, the resolution(s) to be discussed and voted on, and, in the case of Information Sessions, the question or issue to be discussed.

9. Notice for General Assemblies

At least fourteen (14) calendar days notice must be given before the date of a general assembly. The Union shall use, to the best of its abilities, all means of communication available to them to post out notice, including, but not limited to, the union's online communications, and T.V. monitor.
Sufficient notice shall be deemed to have been given by the posting of not less than twenty-five (25) notices on or about Dawson College not less than 8.5"x 11" in size, which shall include the following:

a) the time, date, and location of the assembly;
b) the proposed agenda for the assembly or resolution(s) for the referendum.

10. Rules of Order

Subject to any special resolutions of the Union, the most recent edition of Roberts' Rules of Order shall govern the conduct of all general assemblies of the Union.

BYLAW IX - REFERENDA

1. Referenda

In addition to General Assemblies, the members may vote on resolutions concerning the business of the Union by means of a referendum, which shall respect the following criteria:

a) Referenda shall be called by one of the following way:
   i) a resolution adopted at a duly convened meeting of the Executive Committee, at a time and location respecting the Union Bylaws;
   ii) a resolution adopted with a two-thirds (2/3) majority vote at a duly convened meeting of the Student Council, at a time and location respecting the Union Bylaws;
   iii) upon receipt by the Director of Internal Affairs & Advocacy of a petition containing the business to be transacted at the Special General Assembly and duly signed by no less than five percent (5%) of the membership; or
   iv) a resolution adopted at a duly convened Information Session, at a time and location respecting the Union Bylaws.

b) Quorum for Special General Assemblies shall be five percent (5%) of the membership;

c) Notwithstanding Article 7.b, for matters pertaining specifically to Part-Time Students, including the setting and modification of the Union's membership due for Part-Time Students, quorum shall be five percent (5%) of the Union's members who are Part-Time Students.

d) Notwithstanding Article 7.b, for matters pertaining specifically to Full-Time Students, including the setting and modification of the Union's membership due for Full-Time Students, quorum shall be five percent (5%) of the Union's members who are Full-Time Students.

e) No votes by proxy shall be allowed, unless otherwise required by the Companies Act of Québec.

2. Strike Referenda

Not with-standing the previous items, decisions pertaining to student strikes must first be debated via a non-binding Special General Assembly, and following the adjournment of the Assembly two business days of referendum voting must be held.

3. Notice for Referenda

At least fourteen (14) calendar days notice must be given before the date of a referendum. The Union shall use, to the best of its abilities, all means of communication

available to them to post out notice, including, but not limited to, the union's online communications, and the College's daily bulletin and T.V. monitors.

Sufficient notice shall be deemed to have been given by the posting of not less than twenty-five (25) notices on or about Dawson College not less than 8.5"x 11" in size, which shall include the following:

a) the time, date, and location of the assembly;
b) the proposed agenda for the assembly or resolution(s) for the referendum.

BYLAW X - ELECTIONS

1. Elections

Elections for the Executive Committee and the Student Council shall be held April each year.

2. Schedule of Elections

a) The Union shall hold:
   i) a general election for Executive Committee and Student Council positions in April of each year during; and
   ii) by-elections to fill vacant seats at such times as deemed necessary
      a. by the Executive Committee; or
      b. by the CEO in the event that the number of members of the Executive Committee falls below three (3);
   notwithstanding that elections may be delayed in the event of a lockout, strike, natural disaster or other such occurrence.

b) The schedule of elections shall include:
   i) a minimum of five (5) working days for the submission of nomination forms to the CEO;
   ii) a minimum one (1) week period between the close of nominations and the commencement of polling;
   iii) an all candidates' meeting the day of or the day after the closing of nominations; and
   iv) not less than sixteen (16) hours of polling over a period of not less than two (2) days.

c) The schedule of elections shall be set by:
   i) the Executive Committee; or
   ii) the CEO in the event that the number of Executive Committee members falls below three (3).

3. Notice of Nominations

Sufficient notice shall be deemed to have been given by:
   a) the posting, on or about Dawson College, not less than five (5) working days prior to the opening of the nomination period, of not less than twenty-five (25) notices, not less than 8.5"x 11" in size, stating:
      i) the positions to be filled in the election;
      ii) the opening and closing date and time of the period for the submission of nominations;
      iii) the location at which nomination forms may be obtained; and
      iv) the location to which completed nomination forms are to be submitted.

4. Notice of Elections

Sufficient notice shall be deemed to have been given by:

a) the posting, on or about Dawson College, not less than five (5) working days prior to the opening of polling, of not less than twenty-five (25) notices, not less than 8.5"x 11" in size, stating:
   i) the days on which polling will take place;
   ii) the time at which polling opens and closes;
   iii) the location of polling stations;

5. Visibility

The Union shall use, to the best of their abilities, all means of communication available to them to advertise the election, including, but not limited to, the union's social media website, Omnivox portal, and T.V. monitor.

6. Eligibility

a) Candidates for any position on the Executive Committee or Student Council must be members of the Union in good standing.
b) In order to seek election to the Executive Committee, members must be nominated by not less than twenty (20) other members of the Union.
c) In order to seek election to the Student Council, members must be nominated by not less than fifteen (15) other members of the Union, who are eligible to vote for the office for which the candidate is being nominated.
d) Every person who is an elector is eligible to seek office for which he or she is entitled to cast a ballot.
e) Members of the Union may not seek election to more than one (1) position during an election.

7. Conduct of Nominees

Nominees shall abide by the Election Procedure Code.

8. Penalties and Disqualifications

The CEO shall have sole authority for penalizing or disqualifying a nominee following a breach of the Election Procedure Code.

9. Voting

a) Members of the Union may cast one (1) ballot for each position available in an election, in their respective constituency.
b) Members of the Union may cast one (1) ballot in a referendum.

c) No vote by proxy shall be allowed.
d) Each nominee may appoint a Scrutineer to oversee the counting of ballots

10. Recounts and Appeals

a) A nominee may request a recount of votes cast, provided such request is made in writing to the CEO within seventy-two (72) hours following the CEO's announcement of election results.
b) A nominee may appeal any decision of the CEO to the Executive Committee of the Union.

11. Election Procedure Code

In addition to this Bylaw, there shall be an Election Procedure Code governing the elections of the Executive Committee and Student Council. It shall be approved by the Executive Committee, based on the recommendation of the Chief Electoral Officer. The Election Procedure Code may not have sections externalized; rather the Executive Committee may only send the document back to the Chief Electoral Officer for review and revisions.

BYLAW XI - REMOVAL FROM OFFICE

1. Cessation of Union Membership

Members of the Executive Committee who cease to be members of the Union shall be deemed to have resigned.

2. Abandonment of Office

Executive Committee members absent from two (2) or more consecutive meetings of the Executive Committee without valid reason, as determined by a two-thirds (2/3) majority vote of the Executive Committee, shall be deemed to have resigned.

3. Impeachment Proceedings

a) A member of the Executive Committee may be removed from office by a two-thirds (2/3) majority vote at a duly convened Special General Assembly;

b) Impeachment proceedings may be initiated by:
   - i) a two-thirds (2/3) majority vote of the Executive Committee;
   - ii) a two-thirds (2/3) majority vote of the Student Council;
   - iii) a petition signed by not less than ten per cent (10%) of the members of the Union presented to the Director of Internal Affairs & Advocacy; or
   - iv) a petition signed by not less than ten per cent (10%) of the members of the Union presented to the Student Council, if the Director of Internal Affairs & Advocacy is affected by the impeachment proceedings.

c) In the event that the special general assembly called fails to reach quorum, the proceedings shall cease.

BYLAW XII – STUDENT COUNCIL

1. Composition

The Student Council shall comprise the following:

a) Academic Program Representatives

No more than seventeen (17), and no less than twelve (12) voting representatives of academic programs, elected in the spring general election and divided as follows:

i) Creative Arts, Literature & Languages and Fine Arts;
ii) Science;
iii) Social Sciences and Liberal Arts;
iv) Career and Technical programs;
v) Part-time students.

The Executive Committee shall determine the composition of the academic program representatives in February of each year. The composition shall reflect the composition of the membership in each of the College's program divisions to the greatest extent possible. Notwithstanding the foregoing, no more than one-third of the Academic Program Representatives shall come from a single program division.

b) Constituency Representatives

The following voting representatives elected by the Dawson Student Union Club, recognized by the Executive Committee by a resolution duly adopted, representing their respective constituencies:

i) Aboriginal students';
ii) Francophone students';
iii) Queer students';
iv) Racialised students';
v) Students with disabilities'

c) Members of the Executive Committee (non-voting)

Members of the Executive Committee, who shall not hold a vote on the Student Council.

2. Term of office

Members of the Student Council shall sit as such for a year, as of the first day of June following their election, until the last day of May of the following year, or until their resignation or removal. Members of the Student Council must be members in good standing of the Dawson Student Union throughout their term in office.

Representatives absent from two (2) consecutive regular meetings of the Student Council without valid reason, as determined by a two-thirds (2/3) vote of the Student Council, shall be deemed to have resigned.

3. Authority and Responsibility

Council's authority and responsibility shall be limited to the following areas:

a) Policy:
The Student Council may adopt, amend of repeal policies on issues external to the Union and of importance to the Union's membership;

b) Representation on College bodies:
The Student Council shall be responsible for appointing individuals to represent Dawson students, and/or the Union on any committees, boards, or other bodies of the College.

c) Overseeing the work of the Executive Committee:
The Student Council shall be responsible for ensuring that members of the Executive Committee adhere to the Bylaws and policies of the Union.

d) Administering its affairs:
The Student Council shall be responsible for administering its affairs and may enact, amend or repeal policies, resolutions and regulations, pertaining to its own procedure to ensure its proper functioning.

4. Mandate

The Student Council shall at all times:

a) Observe and uphold the objectives of the Union;
b) Act in the best interests of the members of the Union;
c) Be bound and guided by the policy established by the Union in all decisions made and positions taken;

The Council shall not:

a) Enact any policy, resolution or regulation that conflicts with these Bylaws
b) Enact any policy, resolution or regulation that conflicts with any applicable provincial or federal law or regulation.

5. Student Council Bylaws

The Student Council shall be subject to the Dawson Student Union Student Council Bylaws adopted by the members of the Union in a stand alone document.

BYLAW XIII – EXTERNAL ORGANIZATIONS

1. Membership in External Organizations

The Union may become a member of municipal, provincial or federal federations, associations, coalitions, or other organizations of the same sorts, provided the membership be ratified in a duly called referendum.

2. Delegations to Meetings

a) The Union may appoint any individuals to delegations at External Organizations meetings.
b) Registration forms to such meetings must be signed by the Union's signing officers.
c) The representatives to such meetings shall vote during the meeting as directed by the Executive Committee.

BYLAW XIV - UNION RECORDS

1. Location of Records

Minutes of the Executive Committee and general assemblies, and other books and records of the Union shall be kept in the Union offices, including, but not limited to:

- The copy of the Letter's patent, the Constitution and other Bylaws and Policies of the Union;
- The names, alphabetically arranged, of all persons who are members as provided under an Act Respecting the Accreditation and Financing of Students' Associations;
- The names and titles of all persons who are or have been directors of the Union, with the dates at which each became or ceased to be such director.
- Books containing:
  - its receipts and disbursements and the matters to which each of them relates;
  - its financial transactions; and
  - its credits and liabilities;

2. Inspection by Members

The books and records of the Union may be inspected by Union members in the Union offices on any working day during normal office hours provided twenty-four hours written notice is given. In special circumstances, electronic copies may be made available for students unable to read hardcopies of documents.

3. Custody of Minutes

Custody of the minutes of all general and Executive Committee meetings of the Union shall be as designated by the Executive Committee.

BYLAW XV - FINANCES

1. Financial Year.

The financial year of the Union shall be from the first (1st) of June to the thirty-first (31st) of May of the following year.

2. Financial Statements

The financial statements of the Union shall be published annually, no later than the thirtieth (30th) of September of each year.

3. Auditors

The financial statements and books of the Union are verified each year, as soon after the end of the financial year, by the auditor of the Union. The auditor is appointed at the Spring General Assembly.

4. Banking

All cheques, bank notes and other documents concerning financial transactions of the Union are signed by two signing officers of the Union unless there are extraordinary circumstances.

5. Contracts

Contracts, documents or other instruments in writing requiring the execution by the Union are approved by the Executive Committee and then signed by the Chairperson and another signing officer. All contracts, documents or other instruments in writing so signed shall be binding upon the Union.

6. Signing Officers

The Union shall have four signing officers:

a) The Chairperson;
b) The Deputy Chairperson;
c) The Treasurer;
d) The Director of Student Life

BYLAW XVI - POLICY

The Union shall adopt binding policies insofar as they do not contradict the Companies Act, the Act Respecting the Accreditation and Financing of Students' Associations, or the Union's Constitution.

Policy shall be:

a) recommended by a two-thirds (2/3) majority vote at a duly convened meeting of the of the Student Council; and

b) ratified at a Regular General Assembly of the Union.

BYLAW XVII - AMENDMENT TO THE CONSTITUTION AND BYLAWS

Bylaws may be amended adopted or repealed by:

a) a three-quarters (3/4) majority vote of the Executive Committee, and ratified at the following General Assembly of the Union; and

b) a majority vote of the members in a referendum.