

**CONSTITUTION
of the
STUDENTS' UNION OF THE UNIVERSITY OF REGINA, INC.**

Updated October 27, 2016

PREAMBLE:

This constitutional document (1993-1) is established in accordance with the provisions of the Non-Profit Corporations Act (R.S.S.1979) and shall be in force and have the legal effect of a Constitution and shall govern the affairs of the Corporation known as the Students' Union of the University of Regina, Inc. No section or sub-section of this document may be changed without the consent of the members of the Students' Union at a duly called meeting of the members at a General Meeting or a Special Members Meeting.

INTENT of this DOCUMENT:

This Constitution shall make provisions for the overall operation of the Students' Union and shall incorporate all subsequent By-Laws ratified by the membership providing for the day-to-day operations of the aforementioned Union. This document shall also make provision for the establishment and enactment of any specific or general By-Laws, which may be proposed by the Members and/or Directors of the Corporation.

**ARTICLE I
NAME**

- (1) This organization shall be known as the Students' Union of the University of Regina, Inc., herein after referred to as the Students' Union, URSU, SU or the Corporation, and is established in accordance with the provisions of the Non-Profit Corporations Act (1979) of the Province of Saskatchewan, herein after referred to as the Non-Profit Corporations Act.

**ARTICLE II
STATEMENT of OBJECTIVES and PRINCIPLES OF THE STUDENTS' UNION**

SECTION 1 – OBJECTIVES of the STUDENTS' UNION

- a.) The Students' Union is committed to representing the educational interests of its members, the Students of the University of Regina.
- b.) The Students' Union will have the authority to act as the official representative of its Student member body.
- c.) The Students' Union shall promote and develop the social, economic, and cultural interests of its members.

SECTION 2 – PRINCIPLES of the STUDENTS’ UNION

- a.) To treat all members of the Students’ Union equally, regardless of race, religion, creed, colour, place of national origin, socio-economic status, gender, sexual orientation, political views, marital status, educational interests, or be they mentally or physically challenged.
- b.) To provide freedom of information in all activities of the Students’ Union, exempting where such information is in contravention of any laws or statutes, compromises any negotiations in progress, is in violation of any statutory rights of another individual, or where such information was given in confidence.
- c.) To be duty bound to uphold and honour all laws and statutes governing the operation and existence of the Students’ Union.
- d.) To remain politically non-partisan in all activities and lobby efforts.

Amended March 14, 2002

Amended October 22, 2008

ARTICLE III MEMBERSHIP

- (1) Any and all person(s) enrolled for credit, non-credit, or audit at the University of Regina, who pay the required student fees, shall be a member in good standing of the Students’ Union. Membership shall remain effective for the immediate four months following the last semester the student is enrolled for credit, non-credit or audit at the University of Regina. Membership shall also remain effective for the duration of a student’s University arranged employment, for any student that is required by their program to work in University arranged employment to complete their degree.
- (2) Membership ceases upon expulsion, require to discontinue, transfer, graduation, failure to pay the required Students’ Union membership fees, or engages in any activity which undermines the integrity of the Students’ Union as decided by a two-thirds majority quorum vote of the Board of Directors.

Amended February 10, 2011

Amended April 11, 2003

Amended March 14, 2002

**ARTICLE IV
RIGHTS OF MEMBERS**

- (1) All members in good standing as members of the Students' Union are entitled to vote or cast a ballot in any or all referenda, elections, or general meetings of the Students' Union.
- (2) All members are entitled to attend, speak, and make submissions to all SU meetings.
- (3) All members shall have reasonable access and use of the facilities of the Students' Union.
- (4) All members have the right to freedom of information as provided for in Article II, section 2(b) of this Constitution.

Amended March 14, 2002

**ARTICLE V
OFFICERS OF THE CORPORATION TERMS of OFFICE of DIRECTORS**

- (1) The officers of the Students' Union shall be known as the Board of Directors. No Director may hold more than one office or paid position of the Student' Union at a time. Only members of the Students' Union who are in good standing are eligible to be officers of the Students' Union.
- (2) The Board of Directors shall consist of an Executive Committee and one representative from the constituencies of the Students' Union as defined below:

Faculty of Arts
Faculty of Business Administration
Faculty of Education
Faculty of Engineering
Faculty of Fine Arts
Faculty of Graduate Studies and Research
Faculty of Kinesiology and Health Studies
Faculty of Science
Faculty of Social Work
Campion College
Luther College
Part Time Students Director
First Nations' University of Canada Director
Women's Director
Aboriginal Director
International Students' Director
Faculty of Nursing
Director for Students with Disabilities
Francophone Students' Director
LGBTQ Students' Director

- (2.1) members of the Executive Committee and duly appointed representatives from the constituencies listed in (2) are eligible to be voting members of the Board of Directors.
- (2.2) The representative of any group listed in Section 2 shall be an elected representative of the constituency group they represent or elected in a General or By-Election of the Students' Union.
- (3) The Executive Committee shall consist of the President, the Vice-President Student Affairs, the Vice-President of Operations and Finance and the Vice-President of External Affairs. Between Board of Directors' meetings, all residual powers regarding the effective and day-to-day management and operation of the Students' Union shall reside in the Executive Committee. All and any decisions made by the Executive Committee in this capacity may be subject to recall by the Board of Directors at the next duly called Board of Directors meeting.
 - (3.1) The President is the Chief Executive Officer of the Students' Union and its official spokesperson. In the absence or inability of the President to assume his or her duties the Vice-President Student Affairs shall assume these duties until the President can re-assume his or her duties or he or she is replaced. If the Vice- President Student Affairs declines to assume these duties, the Vice-President of Operations and Finance must assume these duties.
 - (3.2) Members of the Executive Committee may remain as advisors, if so requested by their successors, for a period of fourteen days after their term of office, and receive full honoraria during this period.
- (4) Constituency representatives must be enrolled in, in the case of a designated academic unit, or a member of the constituency for which they seek election.
- (5) All members of the Students' Union are entitled to seek election as and be an officer of the Students' Union.
- (6) In the case of an employee wishing to run for an elected position with the Students' Union, that employee must first resign prior to being nominated. In the case of a Board Member wishing to seek and hold a position as an employee of the Students' Union, that person shall first resign his/her position as a Board of Director.
- (7) A constituency or executive office is vacant immediately upon the resignation of the incumbent, the incumbent's ineligibility to hold office by way of By-Laws or statutes, or the incumbent is removed from office by way of a recall vote, or when for any other reason, the student ceases to be a member of the Students' Union.
- (8) The term of office of any member of the Board of Director shall terminate at the close of the elections in which a new incumbent has been elected, as provided for in section 90 (5) of the Non-Profit Corporations Act. For any General Election of the Students' Union, a new incumbent is held to be elected as of the May 1st following the polling dates of that election. A regular term for any member of the Board of Directors is held to be from May 1 until April 30 of the following year.
- (9) Incumbents in uncontested constituencies remain in office until they resign or are replaced as a subsequent election, as provided for in section 90 (6) of the Non-

Profit Corporations Act. Incumbents who have run for election or by-election for another position of the Board of Directors do not remain in their incumbent office past the original end of their term.

- (9.1) No incumbent may remain in office uncontested for longer than three years as required by section 90 (3) of the Non-Profit Corporations Act.

Amended October 27, 2016

Amended April 9, 2014

Amended February 8, 2012

Amended August 15, 2011

Amended April 6, 2007

Amended March 28, 2003

Amended March 14, 2002

Amended February 11, 1999

Amended April 3, 1998

Amended November 5, 1997

Amended October 8, 1997

ARTICLE VI POWERS AND DUTIES OF THE BOARD OF DIRECTORS

- (1) The Board of Director shall uphold the principles of the Students' Union.
- (2) The board of Directors has the power to make, amend, and repeal By-Laws of the Students' Union, as provided for in section 87 (1) of the Non-Profit Corporations Act.
- (3) The Board of Directors shall recommend all By-Laws made, amended, or repealed under Article VII to the next general meeting of members for approval, as required by section 87 (2) of the Non-Profit Corporations Act.
- (4) The Board of Directors are responsible for the administration of the affairs of the Students' Union.
- (5) The Board of Directors is responsible for recommending and implementing fiscal policy for the Students' Union, subject to any applicable By-Laws that are approved by the members. The Board of Directors is also responsible to ensure that the finances of the Students' Union are effectively managed.
- (6) The Board of Directors shall cause adequate financial records to be kept, recording all moneys received and paid, and ensure that an audited financial statement be available to the membership.
- (7) The Board of Directors shall keep a "Minutes Book" of all general and board meetings. This book shall be updated on a continuing basis and all minutes must

be published on the URSU website and in hard copy within fourteen days of the meeting.

- (8) The Board of Directors shall ensure that the books and records of the Students' Union are accurate.
- (9) The Board of Directors has the authority to call meetings of members of the Students' Union.
 - (9.1) If a Board member must miss a meeting, they must send their regrets to the Board Chair 24 hours before the commencement of the meeting.
 - (9.1.1) If a Board member misses three consecutive meetings without sending their regrets to the Board Chair, declared "absentee", the board will have the power to ask the member step down from their position.
- (10) The Board of Directors shall follow the chain of command policy for the purpose of ensuring the effective operation of the Students' Union. To change the "chain of command policy", it shall require a Motion of Substance to the Board of Directors, and shall be unanimously passed by the Board of Directors. The chain of command shall be the following:
 1. All employees ultimately report to the General Manager. The General Manager reports to the President.
 2. The President reports to the Executive Committee.
 3. The Executive Committee reports to the Board of Directors.
 4. The Board of Directors is the ultimate decision making authority of the Students' Union.
- (11) The Board of Directors shall not directly interfere with any employee in the discharge of his or her duties. All suggestions and recommendations for the enhancement or improvement of an employee's performance related to his or her duties or function with the Students' Union shall be first brought to the Board of Directors in the form of a motion, whereupon it shall be discussed in camera and adopted or rejected. Any recommendations arising from this process shall then be passed on to the President, who in turn will pass the direction on to the General Manager for administration and action. The Executive Committee shall retain the right to enter into discussions with the General Manager for the purposes of ensuring the effective day-to-day operations of the Students' Union.
- (12) All members of the Board of Directors are responsible for ensuring the integrity of the Board of Directors and ultimately the Students' Union. This includes but is not limited to the following: confidential in camera sessions and personal briefings. Any member of the Board of Directors undermining this integrity can be removed with a two-thirds majority quorum vote of the Board of Directors.
- (13) The members of the Executive Committee shall complete the duties assigned to them by the Board of Directors as laid out in the Policy on Executive Roles, as modified from time to time.

Amended October 27, 2016

Amended April 6, 2007

Amended March 14, 2002

Amended February 11, 1999

Amended April 3, 1998

**ARTICLE VII
RESPONSIBILITIES of the MEMBERS and the BOARD of DIRECTORS of the
STUDENTS' UNION**

Whereas the Students' Union has fiscal, fiduciary, and other legal obligations, the Members shall have the right to cause the Corporation and its Directors to enact certain By-Laws in accordance with section 87 (1) of the Non-Profit Corporations Act that shall be binding on all Members, Directors, Employees, Volunteers, and any other agent(s) of the Students' Union. Accordingly, the Students' Union shall have the following By-Laws:

- (1) A Fiscal By-Law which governs the spending policy of the Students' Union, Honorarium Policy of the Board of Directors and a policy concerning any fiduciary responsibilities of the Board of Directors and the Members of the Students' Union;
- (2) An Elections By-Law in accordance with the Non-Profit Corporations Act;
- (3) And any other By-Law that is deemed necessary and appropriate by the membership of the Corporation and the Board of Directors of the Corporation.
- (4) The aforementioned By-Law(s) shall be passed by a majority vote of the quorum of a duly called Board of Directors meeting and shall become the legal instrument of the Students' Union on an interim basis. Subsequently each By-Law must be presented to the Members of the Students' Union at a duly called Annual Meeting or Special Meeting of Members and the By-Laws must be passed by a majority vote of a quorum of the Annual Meeting or Special Meeting of Members, whereupon the said By-Law(s) shall become the legal instrument of the Students' Union.
- (5) The Board of Directors may amend any of the aforementioned By-Laws in Article VII and shall present any amendments of the said By-Law(s) to the Members of the Students' Union at a duly called Annual Meeting or Special Meeting of Members for final ratification by a majority of the quorum, whereupon the said amended By-Law(s) shall become the legal instrument of the Students' Union.

Amended April 6, 2007

Amended April 3, 1998

**ARTICLE VIII
RECALL OF MEMBERS OF THE BOARD OF DIRECTORS**

- (1) Any member of the Board of Directors may be recalled, that is to say removed from office, by ordinary resolution at a duly called Annual Meeting or Special Meeting of Members of the Students' Union as provided for in the Non-Profit Corporations Act. A resolution to recall a director shall only be successful if the number of votes to recall that director exceeds the number of votes it took to elect that director. Excepting "absentee" members (as defined in VI (9) I) who may be recalled with a 3/4-majority vote at a regular board meeting.
- (2) No member may vote for the recall of a member of the Board of Directors if they are not entitled to vote in an election for the appointment of the constituency representative subject to the recall vote, as provided for in section 93 (2) of the Non-Profit Corporations Act.

Amended April 9, 2014

**ARTICLE IX
GENERAL MEETINGS OF MEMBERS**

- (1) No business may be conducted at a General Meeting of the Students' Union unless a quorum of members is present.
 - (1.1) Quorum at General Meetings of the Students' Union shall be one hundred and fifty. An opening quorum is sufficient to conduct the business of an Annual Meeting or a Special Meeting of Members as in accordance with Section 125 (1) and (2) of the Non-Profit Corporations Act.
- (2) A general meeting shall be considered as either an Annual Meeting of Members or a Special Meeting of Members and shall be referred to herein after as a General Meeting. Notice of meeting shall specify whether the meeting is an Annual Meeting or a Special Meeting of Members. Annual Meetings or Special Meetings of Members shall be called in accordance with the Non-Profit Corporations Act.
- (3) The definition of a General Meeting shall be in accordance with the Non-Profit Corporations Act.
 - (3.1) Special Business shall be as defined in section 121 (6) of the Non-Profit Corporations Act.
- (4) General Meetings are the final decision making authority of the Students' Union.
- (5) Robert's Rules of Order shall prevail as the parliamentary authority in conduct of General Meetings.
- (6) Notwithstanding Article IX (5), Standing Orders of the Students' Union take precedence over Robert's Rules of Order in governing the conduct of General Meetings.
- (7) Notwithstanding Articles IX (4) and IX (5) a majority vote of a quorum of members

present at a General Meeting may suspend the use of Robert's Rules of Order or any Standing Orders of the Students' Union for part or all of a meeting or all or any future meetings.

- (8) The members of the Students' Union may approve or reject any By-Law made, amended, or repealed by the Board of Directors at a General Meeting of members by a simple majority vote as provided for in section 87 (2) of the Non-Profit Corporations Act. An opening quorum in accordance with Article IX (1.1) must be present.
- (9) Any action of the Board of Directors may be repealed or altered by a simple majority vote of a quorum of Members present at a General Meeting unless the action in question has been irreversibly implemented or has resulted in a legal and binding contract.
- (10) The Chairperson of the Board of Directors of the Students' Union or his/her designate shall be the Chairperson at a General Meeting.
- (11) Notwithstanding Article IX (10), the members at a General Meeting must ratify the Chairperson and the meeting may appoint a different Chairperson for the meeting if so desired.
- (12) Levies paid to student centres (ex: The Carillon, The Women's Centre, etc.) may only be established, or abolished by referendum as laid out in the Elections and Referendum Policy.
 - (12.1) Existing levies may be adjusted by no more than 20% through a motion at an Annual General Meeting. Structural changes (e.g.: modifying a levy from opt-in to opt-out or vice versa), or changes of greater than 20% must be performed through a referendum

Amended October 27, 2016

Amended April 6, 2007

Amended March 14, 2002

ARTICLE X CALLING OF GENERAL MEETINGS

- (1) Meetings shall be called by the Board of Directors.
- (2) Notice must be given for all General Meetings as defined in Article IX (1), such notice not being less than fifteen days or more than fifty days before the meeting, as required in Section 121 of the Non-Profit Corporations Act.
- (3) Notice of all General Meetings must be given in a publication of the Students' Union, not less than 15 days before or more than fifty days before the meeting, as required in Section 121 of the Non-Profit Corporations Act.
- (4) Copies of a publication containing the notice must be available to members of the Students' Union during the time periods specified in Article X (3)

- (5) Meetings may be requisitioned by members under the provisions and guidelines set out in section 129 of the Non-Profit Corporations Act.
- (6) All requisitions for meetings must be signed by a minimum of five percent (5%) of the members entitled to vote at such a meeting and the requisition must state the purposes of the meeting and business to be transacted, the information being on all pages signed in the requisition.
- (7) The requisition must be delivered to the registered office of the Students' Union and a copy presented to each member of the Board of Directors as provided for in section 129 (2) of the Non-Profit Corporations Act.
- (8) The Board of Directors shall call the requisitioned meeting of the members of the Students' Union no later than twenty-one days of receipt of the requisition mentioned in Articles X (5), (6), and (7) and if the Board of Directors fail to call a meeting in this specified time any member may call the meeting and this meeting shall have full powers of a General Meeting as provided for in section 129 (4) of the Non-Profit Corporations Act.
- (9) Notwithstanding Article X (8), if a recorded date has been fixed under section 120 (1) and notice thereof has been given under section 120 (3) of the Non-Profit Corporations Act, or the Board of Directors has called a meeting of members and have given notice thereof under Section 121 of the Non-Profit Corporations Act, or the business of the meeting as stated in the requisition includes matters described in section 123 (5) clauses (b) to (e) of the Non-profit Corporations Act then the Board of Directors need not comply with the requisition to call a meeting of members of the Students' Union. This is provided for in section 129 (3), clause (a) to (c) of the Non-Profit Corporations Act.

Amended March 14,2002

ARTICLE XI FREQUENCY OF ELECTIONS AND MEETINGS

- (1) An annual General Election to elect members of the Board of Directors, Executive of Council, Council, and Senate must be held on four consecutive business days during the third week of March.
- (2) At least one annual General Meeting will be held, with no more than fifteen months between meetings as required by section 119 (1) clause (a) of the Non-Profit Corporations Act.
- (3) Special Meetings of the Students' Union may be called in accordance with this By- Law at any time by the Board of Directors.

Amended October 27, 2016

Amended April 10, 2013

Amended February 10, 2011

Amended April 6, 2007

Amended March 14, 2002

ARTICLE XII COMMITTEES

- (1) The Board of Directors shall have the authority to enact committees as may be required from time to time. A committee is a group of members of the Students' Union whose purpose is to research and provide timely and relevant information regarding current issues facing the Board of Directors. Committees are advisory in nature and the ultimate decision-making body remains the Board of Directors.

Amended March 14, 2002

Amended February 11, 1999

Amended April 3, 1998

ARTICLE XIII SERVICES OF THE STUDENTS' UNION

- (1) The Students' Union shall provide funding and office space for a women's centre.
 - (1.1) The arrangement for these provisions shall be set out in a service and support agreement between the Students' Union and the University of Regina Women's Centre, Inc., an autonomous non-profit corporation with its own governing body. In the event of the dissolution and wind-up of the University of Regina Women's Centre, Inc., funding and office space shall be held in trust by the Students' Union until such a time as a new women's centre or other successor or non-profit corporation or like organization is formed by the female students of the University of Regina or its successor.
 - (1.2) The funding to be provided by the Students' Union to the University of Regina Women's Centre, Inc. shall be provided per terms of the Service and Support agreement between the two organizations. The Students' Union shall collect on behalf of the University of Regina Women's Centre, Inc. a levy of \$4.77 for each full-time student and \$2.35 for each part-time student member of the Students' Union. Any changes to this fee shall be made by the University of Regina Students' Union, for both full and part-time student members of the Students' Union.
- (2) The URSU shall support a student newspaper; hereafter to be known as The Carillon.
 - (2.1) The relationship between The Carillon and the URSU is as set out in the Memorandum of Agreement made as of July 15, 1999 between URSU and The Carillon Newspaper Inc.
- (3) The URSU will fund the attendance of refugees to the University of Regina. The Board of Directors will organize this funding.
 - (3.1) In order to fund their commitment to the attendance of refugee students at the university, the URSU will arrange the collection of a levy of \$2.00 a semester from every full-time student member and \$1.00 a semester from every part-time student member. Any changes to this fee shall be made by the

membership of the Students' Union at a dully called General Meeting of the University of Regina Students' Union, for both full and part-time student members of the Students' Union.

- (4) The URSU shall operate an Emergency Bursary Fund. The Board of Directors will manage this fund as per the directives outlined in the Emergency Bursary Fund By-Law.
- (5) The URSU shall support a Student Support Centre at the rate of \$0.25 per member, per semester, to be charged to all members of the University of Regina Students' Union through a Student Union Related Fee.

Amended April 6, 2007

Amended March 14, 2002

Amended February 11, 1999

Amended September 22, 1999

Amended April 3, 1998

Amended October 8, 1997

Amended November 5, 1997

Amended November 12, 1997

Amended April 2, 1993

ARTICLE XIV AMENDMENTS

- (1) The Constitution and any By-Law of the Students' Union may be amended by a majority vote of a General Meeting where a quorum is present or has been present in accordance with Article IX (1.1) and (3) of this Constitution.
- (2) A Resolution may be introduced by any Member of the Students' Union at any General Meeting and shall be done in accordance with the Non-Profit Corporations Act.
- (3) Non-material changes to the constitution (i.e. layout changes, correction of grammar, updates to names/sections of other documents referenced within the constitution, etc) may occur with the approval of the Board of Directors, subject to recall as laid out in Article IX.

Amended October 27, 2016

Amended March 14, 2002

Amended April 3, 1993

ARTICLE XVI
DISSOLUTION and WIND-UP

- (1) Upon the dissolution and wind-up of the Students' Union, all assets, property, and information held by the Students' Union shall be held in trust by the University of Regina Board of Governors or its designate until such time as a new Students' Union or other successor non-profit corporation or like organization is formed by the Students of the University of Regina.

Amended March 14, 2002

Amended April 2, 1993

Amended April 3, 1993