

BYLAW CHANGES 2017: SAC

FOR the Governance Committee
January 2017

Amendments to remove
from the bylaws.

Additions are indicated by ***bold italics***. Deletions are indicated by striking through (~~this~~).

BYLAW 1: INTERPRETATION AND DEFINITIONS

2. In these Bylaws unless the context otherwise requires:

...
~~□ SAC shall mean the Student Administrative Commission~~

BYLAW 5: STUDENT COUNCIL

1. Powers and Duties

The Board of Directors of the Society shall consist of the voting members of Council and, subject to the Bylaws, the management, administration, and control of the property, revenue, business and affairs of the Society are vested in Council. Pursuant to the foregoing, Council:

- (a) shall be the sole official body representing the Society;
- (b) shall appoint ~~the members of the SAC, or their replacements,~~ and the Ombudsperson using such procedures as provided for in the Code;
- (c) may, upon Two-thirds (2/3) Resolution, remove ~~any member of SAC,~~ the Ombudsperson and any other persons appointed by Council provided that the persons to be removed shall have been given seven (7) days notice of the meeting at which such Resolution is proposed;

3. Executive

...
(iv) The Vice-President Administration shall:

- ~~(1) be the Chair of SAC;~~
- ~~(2) be the liaison between SAC and Council;~~
- ~~(3) keep SAC and Council informed as to the use, maintenance and condition of the AMS Student Nest;~~

- (4) — ensure that policies and programs of SAC are properly implemented;
- (1) ***be responsible for the construction and maintenance of capital projects undertaken by the Society;***
- (2) ***keep Council informed as to the use, maintenance and condition of facilities owned or operated by the Society;***
- (3) ***liaise with subsidiary organizations of the Society; and***
- (4) have other such duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

BYLAW 7: STUDENT ADMINISTRATIVE COMMISSION

1. Powers and Duties

The powers and duties of SAC are:

- (a) — to post copies of all minutes of SAC meetings on the Society's website or other electronic notice board on or before 4:00 p.m. of the first working day following each SAC meeting and to submit their minutes to Council for approval;
- (b) — to administer those funds as may from time to time be approved and allocated to SAC by Council;
- (c) — to ensure that all associations and clubs are duly constituted;
- (d) — to have such additional powers and duties as may be set out in the Bylaws or the Code or assigned by Council from time to time.

2. Members

- (a) — The voting members of SAC shall be:
 - i) — the Vice President Administration who shall be the Chair of SAC; and
 - ii) — six (6) active members, or such greater number as set out in the Code, appointed in accordance with Bylaw 5(1)(b), provided, however, that Council shall not appoint any members of the Executive of Council and no more than two (2) other Council members as voting members of SAC.
- (b) — The non-voting members of SAC shall be:
 - i) — the President;
 - ii) — the General Manager or their designate;
 - iii) — the Vice President Finance or their designate; and
 - iv) — such other active members as are set out in the Code.

3. Vice-Chair

(a) APPOINTMENT

- i) ~~The SAC Vice-Chair shall be appointed by and from the voting members of SAC at its first meeting.~~
- ii) ~~The Vice-President Administration shall not be the SAC Vice-Chair.~~

(b) DUTIES

The duties of the SAC Vice-Chair shall be:

- i) ~~to keep or cause to be kept and maintained the minutes of SAC;~~
- ii) ~~to keep or cause to be kept and maintained all copies of letters and other submissions written and received by SAC;~~
- iii) ~~to receive all applications for membership on SAC's committees;~~
- iv) ~~to have such other duties and responsibilities as may be set out in the Code.~~

4. Removal of SAC Members

A member of SAC appointed in accordance with Bylaw 7(2)(a)(ii) shall cease to be a member if:

- (a) ~~they have missed three (3) consecutive meetings or five (5) meetings during the School Year; provided, however, such member may be reinstated by a Resolution of Council; or~~
- (b) ~~by a Two thirds (2/3) Resolution of Council as described in Bylaw 5(1)(c).~~

5. Meetings

- (a) ~~SAC shall hold meetings at least once a week during the School Year.~~
- (b) ~~Each voting member of SAC shall have one vote.~~
- (c) ~~Voting by proxy at any meeting of SAC or its committees shall not be permitted.~~
- (d) ~~A quorum at a SAC meeting shall be five (5) of its voting members.~~

BYLAW 8: SIGNING OFFICERS

1. The following persons shall be the signing officers for the Society, any two (2) of whom shall have the authority to sign on behalf of the Society:
 - (a) the Vice-President Academic and University Affairs;
 - (b) the Vice-President Finance;
 - (c) the Vice-President Administration; ~~and~~ .
 - ~~(d) the SAC Vice Chair.~~ ***the Vice-President External Affairs; and***
 - (e) the President.***
2. The General Manager and those persons who are designated managers of specific areas under the General Manager, shall have signing authority with respect to their specific areas provided that Council has, in the Code, approved of such signing authority.
- ~~3. Council may designate the President as a signing officer for the months of May to August inclusive or any portion thereof.~~
4. All persons described in Bylaw 8(1); ***and*** (2) ~~and (3)~~ shall be bonded by a fidelity bond which shall indemnify the Society to the extent that Council and the General Manager deem necessary.

BYLAW 9: THE OMBUDSPERSON

1. Powers and Duties

The Ombudsperson shall:

- (f) be a non-voting member of Council, ~~SAC,~~ and all other committees of the Society;

BYLAW 11: FINANCE

1. Budget

- (a) The budget of the Society shall be prepared and approved by ~~the beginning~~ ***June 30*** of each fiscal year for that fiscal year, based on the proposed expenditures of the Society, including all administrative expenses, the proposed expenditures of Council, ~~SAC, their~~ ***its*** committees, the administrative operations of the Society, constituencies, clubs, and all other organizations of the Society, and expenditures from funds referred to in Bylaw 11(2) and including an operating margin of not less than five percent (5%) of the discretionary funds of the Society as determined in the Code.
- (b) A ~~budget~~ ***finance*** committee shall be appointed by Council for the purpose of reviewing the budget prepared by the Vice-President Finance. ~~, and shall consist of the following members:~~
 - ~~i) the Vice President Finance;~~

- ii) ~~three (3) active members of the Society appointed by Council, each of whom is not a member of Council;~~
 - iii) ~~five (5) voting members of Council who are Constituency representatives as defined by Bylaw 5(2)(a)(v), or Representatives from Affiliated Institutions, or Council Senators, appointed by Council, one of whom shall be appointed as Chair by Council.~~
- (e) ~~A quorum of the budget committee shall be five (5) of its voting members.~~
- (d) **(c)** The budget **finance** committee, following its approval of the budget by Two-thirds (2/3) Resolution, shall submit the budget to Council for its approval by Two-thirds (2/3) Resolution.

[and renumber]

- (e) The Vice-President Finance shall, after Council has approved the budget, cause it to be published on the Society's website or electronic notice board or in a campus publication and shall also cause the Society's most recent financial statements certified by the Auditors to be published on the Society's website or electronic notice board or in a campus publication.
- (f) Any proposed amendments to the budget shall first be reviewed by the Vice-President Finance, then submitted to the budget **finance** committee for its approval by Two-thirds (2/3) Resolution, then submitted to Council for its approval by Two-thirds (2/3) Resolution.
- (g) Council shall not incur any liability or make any expenditure in a fiscal year unless that liability or expenditure has been approved in the budget, or any amendments thereto, for that fiscal year.

BYLAW 13: SUBSIDIARY ORGANIZATIONS

3. **Clubs**

- (a) ~~SAC may from time to time designate certain organizations as clubs of the Society.~~
- (b) ~~Student groups which are desirous of being designated as clubs may make application to SAC and shall at that time satisfy SAC as follows:~~
 - i) ~~that the applicant is properly constituted pursuant to the Code;~~
 - ii) ~~that at least Two thirds (2/3) of the members of the applicant are active members.~~
- (c) ~~SAC may require that a club obtain its consent to:~~
 - i) ~~conduct any functions or activities using the name of the University or the Society;~~
 - ii) ~~conduct any fund raising activities including charity drives.~~

3. **Clubs**

- (a) **Council shall ensure that there is a procedure in place to designate student organizations as clubs.**
- (b) **At least two-thirds (2/3) of the members of any club must be active members of the Society.**
- (e) SAC **The Vice-President Administration** may require that a club obtain its **their** consent to:
 - i) conduct any functions or activities using the name of the University or the Society;
 - ii) conduct any fund-raising activities including charity drives.
- (d) A club shall, upon the request of SAC ~~the Vice-President Administration~~, immediately forward to SAC **the Vice-President Administration** minutes of its meetings.
- ~~(e) SAC may at any time, upon Resolution, amend the bylaws and constitution of a club.~~
- ~~(f) SAC may by Two thirds (2/3) Resolution, cease to recognize a group as a club of the Society.~~

BYLAW 15: GENERAL POWERS OF THE SOCIETY

- 1. Subject to the provisions of the Bylaws, the Society has the power and capacity of a natural person of full capacity as may be required to pursue its purposes, including, without limiting the generality of the foregoing:
 - (b) the power to make such regulations from time to time as it may deem necessary or advisable concerning the activities of Council, SAC, ~~their~~ **its** committees, branch societies, subsidiary organizations, Court, and any other organization of the Society, and to repeal, vary, alter or amend the same in such manner as it may deem fit;

BYLAW 18: RECORDS

- 1. The minutes of the meetings of the Society, its subsidiary organizations, branch societies and committees and Council shall be kept at the offices of the Society, except as otherwise provided for in the Bylaws or the Code, or in policies adopted by Council. All reports, correspondence and any records of the Executive of Council, ~~the SAC Vice-Chair~~, the General Manager, the Staff, and other Members acting on behalf of the Society are the property of the Society and shall remain with the Society to be kept at the offices of the Society, except as otherwise provided for in the Bylaws or the Code, or in policies adopted by Council, all in compliance with the provision of the Societies Act regarding location of records.