



## UWSA BY LAWS

As approved:  
10/30/2014

Amendments:

April 7<sup>th</sup> 2016  
March 29<sup>th</sup> 2017

Authority:  
President:  
General Manager:

## TABLE OF CONTENTS

BY-LAW 10. GENERAL.....	6
10.01 Definitions.....	6
10.02 Interpretation .....	7
10.03 Computation of Time.....	8
10.04 Severability and Precedence.....	8
10.05 Head Office .....	8
10.06 Corporate Seal .....	8
BY-LAW 20. PURPOSE.....	9
20.01 Representation .....	9
20.02 Advocacy.....	9
20.03 Service.....	9
BY-LAW 30. MEMBERSHIP .....	10
30.01 Criteria .....	10
30.02 Membership Fee.....	10
30.03 Transfer of Membership.....	10
30.04 Termination of Membership.....	10
BY-LAW 40. MEETINGS OF MEMBERS.....	11
40.01 TTypes of general meetings.....	11
40.02 Annual General Meeting.....	11
40.03 Member Proposals.....	11
40.04 Special General Meeting.....	12
40.05 Meetings called by Members .....	12
40.06 Notice to Members.....	12
40.07 Error and Omission of Notice .....	13
40.08 Chair & Secretary .....	13
40.09 Quorum.....	13
40.10 Right to Vote .....	13
40.11 Scrutineers.....	13
40.12 Proxies.....	13
40.13 Meeting Procedures .....	14
40.14 Voting.....	14
BY-LAW 50. BOARD OF DIRECTORS.....	15
50.01 Role .....	15

Authority:

President:

General Manager:

50.02	Directors .....	15
50.03	Qualifications .....	16
50.04	Term of Office .....	17
50.05	Board Remuneration .....	17
BY-LAW 60.	MEETINGS OF THE BOARD .....	18
60.01	Location .....	18
60.02	Frequency .....	18
60.03	Calling of Meetings .....	18
60.04	Notice.....	18
60.05	Chair.....	18
60.06	Voting.....	19
60.07	Quorum.....	19
60.08	Secretary.....	19
60.09	Board Observers .....	19
60.10	Open Meetings .....	20
60.11	In Camera.....	20
60.12	Meeting Participation .....	20
BY-LAW 70.	OFFICERS.....	21
70.01	The Chair and/or Facilitator.....	21
70.03	The President.....	21
70.04	The Vice Presidents.....	21
70.05	The Vice Presidents Defined.....	22
70.06	the Secretary.....	22
BY-LAW 80.	COMMITTEES.....	23
80.01	Committee Guidelines .....	23
80.02	OPERATIONS Committee .....	24
80.03	Finance Committee.....	24
80.04	Student Advocacy Committee .....	24
80.05	Student Services Committee .....	25
80.06	Governance and Policy Committee .....	25
80.07	University Affairs Committee .....	26
80.08	elections committee .....	26

Authority:  
 President:  
 General Manager:

80.09 Ad-hoc Committees .....	26
BY-LAW 85. POLICIES OF THE UWSA.....	28
85.01 Establishment Of Policy .....	28
85.02 Operational Policies.....	28
85.03 Issues Policies .....	28
85.04 Duration of Policies.....	28
85.05 Policy Manual.....	28
85.06 Consistency.....	28
BY-LAW 90. ELECTIONS .....	31
90.01 General Election.....	31
90.02 By-Election .....	31
90.03 Director Vacancies .....	31
90.04 Executive Vacancies.....	31
90.05 Chief Returning Officer .....	32
90.06 Deputy Returning Officers .....	32
90.07 Board of Governors and Senate Positions .....	32
90.08 Election Policy.....	32
BY-LAW 100. ACCOUNTABILITY.....	33
100.01 Ineligibility .....	33
BY-LAW 105. DISCIPLINE .....	34
105.01 Disciplinary Measures.....	34
105.02 Disciplinary Process .....	34
105.03 Immediate Office Vacancies .....	34
105.04 Removal of Directors and Executives by Members .....	35
105.05 Removal of Executives by the Board .....	35
BY-LAW 110. CONFLICT OF INTEREST .....	36
110.01 Interpretation .....	36
110.02 Guidelines .....	36
110.03 Disclosure .....	36
110.04 Quorum.....	36
BY-LAW 120. PROTECTION OF DIRECTORS AND OFFICERS.....	37
120.01 Duty .....	37
120.02 Liability.....	37
120.03 Indemnification.....	37

Authority:  
 President:  
 General Manager:

120.04 Insurance .....	37
BY-LAW 130. BY-LAW AMENDMENTS.....	38
130.01 Board-Facilitated Amendments.....	38
BY-LAW 140. FINANCIAL MATTERS .....	39
140.01 Signing Authority .....	39
140.02 Execution of Contracts.....	39
140.03 Auditor .....	39
140.04 Banking .....	40
140.05 Fiscal Year .....	40
200. REVISION LOG .....	41

Authority:  
 President:  
 General Manager:

## **BY-LAW 10. GENERAL**

### **10.01 DEFINITIONS**

In this By-law and all official documents of the University of Windsor Students' Alliance, unless the context requires otherwise:

- a) "Act" means the *Ontario Corporations Act*, R.S.O. 1990, c. C-38 as amended from time to time or any similar legislation under which the UWSA may be governed in the future;
- b) "AGM" means the UWSA Annual General Meeting;
- c) "Board" means the UWSA Board of Directors;
- d) "Board of Governors" means the Board of Governors of the University of Windsor;
- e) "By-election" means any election where the Members have voting rights that is not the General Election or held at the Annual General Meeting;
- f) "By-laws" means this by-law and all other by-laws of the UWSA as amended and which are, from time to time, in force;
- g) "Chair" means chair of the Board;
- h) "Club" means a club of the UWSA;
- i) "Club Executive" means a president, vice-president or other officer of a Club;
- j) "Committee" means a committee of the Board;
- k) "Days" means calendar days;
- l) "Director" means an elected or appointed director on the Board;
- m) "EC" means Elections Committee of the UWSA
- n) "Executive" means the President or Vice Presidents of the UWSA;
- o) "Finance Manager" means the employee hired by the UWSA to be the Finance Manager of the UWSA;
- p) "Full-time" means those students defined as such by the University of Windsor;
- q) "General Election" means the principal election held by the UWSA during the Winter Semester in which the Members elect the following year's Directors and Executives;

Authority:

President:

General Manager:

- r) "General Manager" means the employee hired by and reporting to the Board to manage the operations, office and staff members of the UWSA;
- s) "Member" means an individual who is admitted as a UWSA Member according to the criteria as set out in By-Law 30.01;
- t) "Officer" means those positions designated as Officers as set out in By-Law 70;
- u) "Quorum" means the number of individuals who must be present for business to be transacted;
- v) "Simple Majority" means a vote supported by fifty (50) percent plus one of those voting;
- w) "Secretary" means secretary of the Board;
- x) "Semester" means the academic time periods, provided by the Office of the University of Windsor Registrar;
- y) "Senate" means the Senate of the University of Windsor;
- z) "Society" means a UWSA society;
- aa) "Society Executive" means a president, vice-president or other officer of a Society;
- bb) "Student" means those individuals defined as such by the University of Windsor;
- cc) "Term" means duration of time an elected officer serves office within their elected year.
- dd) "Two-Thirds Majority" means a vote supported by two-thirds (2/3) of those voting;
- ee) "University" means the University of Windsor, in the City of Windsor, in the Province of Ontario; and
- ff) "UWSA" means the University of Windsor Students' Alliance.

## **10.02 INTERPRETATION**

Other than as specified in By-Law 10.01, all terms contained in this by-law that are defined in the Act shall have the meanings given to such terms in the Act:

Authority:  
President:  
General Manager:

- a) Words importing the singular number include the plural and vice versa; and
- b) Words importing one gender include all genders.

### **10.03            *COMPUTATION OF TIME***

- a) Where a given number of days' notice is required to be given, the day of posting of the notice shall, unless it is otherwise provided, be counted in such number of days.

### **10.04            *SEVERABILITY AND PRECEDENCE***

- a) The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-laws; and
- b) If any of the provisions contained in the By-laws are inconsistent with those contained in the articles or the Act, the provisions contained in the articles or the Act, as the case may be, shall prevail.

### **10.05            *HEAD OFFICE***

- a) The Head office of the UWSA shall be in the City of Windsor, in the County of Essex, in the Province of Ontario.

### **10.06            *CORPORATE SEAL***

- b) The seal of the UWSA shall be in such form as the Board may determine and shall contain the words, "University of Windsor Students' Alliance".



## **BY-LAW 20. PURPOSE**

### **20.01 REPRESENTATION**

The UWSA is to be the official representative body for its Members in their relationships with:

- a) The University and committees thereof;
- b) Governments at the federal, provincial, and municipal levels, and committees thereof; and
- c) Any other organization or forum where the Members' interest or well-being is affected and where otherwise directed by the Members themselves or by the Board.

### **20.02 ADVOCACY**

The UWSA is to advocate for the Members at functions of:

- a) The University and committees thereof;
- b) Governments at the federal, provincial and, municipal levels, and committees thereof; and
- c) Any other organization or forum where the Members' interest or well-being is affected and where otherwise directed by the Members themselves or by the Board.

### **20.03 SERVICE**

a) The UWSA is to provide services for the Members in order to support and enhance their experience at the University.

Authority:  
President:  
General Manager:

## **BY-LAW 30. MEMBERSHIP**

### **30.01 CRITERIA**

The full Membership of the UWSA shall be the University of Windsor undergraduate students who are either:

- a) Registered at the University of Windsor as full-time undergraduate students;
- b) Registered in a co-operative education work term or internship through the University of Windsor;
- c) Directors or Officers during the summer Semester or Intersession; or
- d) Serving as an Executive of the UWSA.

### **30.02 MEMBERSHIP FEE**

- a) Each Member shall pay the Membership fee charged by the UWSA for their current period.

### **30.03 TRANSFER OF MEMBERSHIP**

- a) The interest of a Member of the UWSA shall not be transferable and shall lapse and cease to exist when he ceases to be a Member of the UWSA.

### **30.04 TERMINATION OF MEMBERSHIP**

- a) Membership in the UWSA is terminated when the individual is no longer a full-time undergraduate student of the University of Windsor.

Authority:  
President:  
General Manager:

## **BY-LAW 40. MEETINGS OF MEMBERS**

### **40.01 TYPES OF GENERAL MEETINGS**

There shall be two types of General Meetings, as further described below:

- a) Annual General Meetings; and
- b) Special General Meetings.

### **40.02 ANNUAL GENERAL MEETING**

The UWSA AGM shall be held each year at or in the vicinity of the University on a date and time fixed by the Board of Directors. The purpose of the AGM shall be to:

- a) Provide the minutes of the previous AGM and any subsequent Special General Meetings;
- b) Receive the audited financial statements;
- c) Appoint the auditor for the coming year;
- d) Receive reports from the Board and Executives;
- e) Review and vote on proposed By-law changes;
- f) Receive a report on the General Election; and
- g) Address any special business that the Board determines may be properly brought before the meeting.

### **40.03 MEMBER PROPOSALS**

- a) Member proposals can take many forms and include such matters as by-law amendments proposed in accordance with the Ontario *Not-for-profit Corporations Act, 2010*, once applicable.
- b) Members may propose matters to be raised, discussed and if deemed appropriate, decided during the AGM, and this proposal shall be included in the notice to Members as set out in By-Law 40.06 (a); and
- c) Proposals must relate in a significant way to the activities or affairs of the UWSA.

Authority:  
President:  
General Manager:

#### **40.04 SPECIAL GENERAL MEETING**

- a) The Board may convene a Special General Meeting of the Members at any time with proper notice as set out in By-Law 40.06 (a) stating the business to be brought before the meeting.

#### **40.05 MEETINGS CALLED BY MEMBERS**

- a) Ten (10) percent of the Members of the UWSA may by petition request a Special General meeting of the Members for any purpose connected with the affairs of the corporation that is not inconsistent with the Act;
- b) The petition shall include the resolutions to be discussed at the Special General meeting;
- c) Upon receipt and validation of the signatures, the Board shall within twenty-one (21) days of receipt of the petition cause such meeting to be held; and
- d) The same notices shall be required as set out in By-Law 40.06 (a).

#### **40.06 NOTICE TO MEMBERS**

- a) At least seventeen (17) days prior to the AGM, Members shall receive a first notice including the date of the AGM and call for Member proposals to be discussed during the AGM and shall be posted:
  - 1. On the UWSA website; and
  - 2. Through other effective mechanisms for individual delivery appropriate in a given year.
- b) At least ten (10) days prior to the AGM, UWSA Members, Directors and the Auditor shall receive a second notice outlining the date, time, place and special business of the AGM. Notice shall be provided in the form of public notices posted:
  - 1. In the University Student Centre and other appropriate locations across campus;
  - 2. On the UWSA website; and
  - 3. Through other effective mechanisms for individual delivery appropriate in a given year.
- c) Members and Directors shall be notified of the date, time, place, and reason of a Special General Meeting at least ten (10) days prior to the meeting. Notice shall be provided in the form of public notices posted:
  - 1. In the University Student Centre and other appropriate locations across campus;

Authority:  
President:  
General Manager:

2. On the UWSA website; and
3. Through other effective mechanisms for individual delivery appropriate in a given year.

#### **40.07 ERROR AND OMISSION OF NOTICE**

- a) No minor immaterial error or omission in giving the notice of any meetings of the Members shall invalidate such meeting, provided that notice would reasonably come to the attention of most students at the University.

#### **40.08 CHAIR & SECRETARY**

- a) The Chair and/or Facilitator or Facilitator of the board shall chair the AGM. The Secretary of the board shall be the secretary of the AGM.
- b) If none are available the President or if unavailable/unwilling another executive shall chair the meeting and call the meeting to order with the first order of business to be appoint a chair and/or secretary for the AGM.

#### **40.09 QUORUM**

- a) A Quorum for the transaction of business at any meeting of Members shall be not less than seventy-five (75) Members.

#### **40.10 RIGHT TO VOTE**

- a) At a meeting of Members, each Member of the UWSA shall be entitled to one (1) vote. The Membership status of an individual shall be established by the presentation of a valid student identity card or by other means as may be determined by the Board.

#### **40.11 SCRUTINEERS**

- a) At each meeting of Members, scrutineers may be appointed by the Board.

#### **40.12 PROXIES**

- a) Members may vote by proxy on matters at the AGM or Special General meeting;
- b) A Member shall be permitted to hold only one (1) proxy vote;

Authority:  
President:  
General Manager:

- c) Voting actions must be taken in the interests of the UWSA and its Members and consistent with the UWSA conflict of interest guidelines as set out in By-Law 110;
- d) A proxy form shall be approved by the Board and sent out with the notice of the meeting;
- e) The proxy form shall provide means whereby the person whose proxy is solicited is afforded an opportunity to specify that the proxy holder shall vote in accordance with such Member's choice in each matter or group of related matters identified in the notice of meeting;
- f) The proxy may confer discretionary authority with respect to matters as to which a choice is not so specified or with respect to amendments or variations to matters identified in the notice of meeting;
- g) Proxies must be filed with the AGM Secretary no later than forty-eight (48) hours, excluding Saturdays and holidays, preceding any meeting or adjourned meeting for which the proxy has been solicited and shall be filed in such manner as the Board may determine; and
- h) Proxy ballots will be counted by the meeting scrutineers.

#### **40.13 MEETING PROCEDURES**

- a) The procedures at any meeting of the Members shall be governed by the most recent version of Robert's Rules of Order; and
- b) The Chair and/or Facilitator shall have a copy of Robert's Rules of Order on hand at every meeting of the Members.

#### **40.14 VOTING**

- a) Unless otherwise required by this By-law, UWSA Policies or By-law, all questions proposed for the consideration of Members at a meeting shall be determined by a Simple Majority of the votes cast;
- b) In the event of a tie, the motion is lost;
- c) Any question at a meeting of Members shall be decided by a show of hands unless a secret ballot is required or demanded;
- d) Any Member present at a meeting may request a matter be dealt with by a secret ballot. The Members present will, by a show of hands, decide whether voting shall be done by secret ballot; and
- e) The Board shall ensure that the secret ballot is conducted in a manner that ensures confidentiality while still maintaining the integrity of the voting process.

Authority:  
President:  
General Manager:

## **BY-LAW 50. BOARD OF DIRECTORS**

### **50.01 ROLE**

- a) The Board of Directors is accountable to the UWSA members;
- b) The Board of Directors is responsible for managing, supervising the activities and affairs of the UWSA;
- c) The Board of Directors have a duty to manage the UWSA honestly, in good faith, and in the best interest of the UWSA while using care and diligence;
- d) The Board of the Directors must adhere to the Act, UWSA By-laws, Policies and procedures; and
- e) A Board of Director must serve on at least one (1) committee.

### **50.02 DIRECTORS**

The Board shall consist of the following Directors, one of whom will be selected as The Chair and/or Facilitator by the Directors:

- a) Subject to By-law 50.02(e), the Members who belong to each of the faculties listed below will be entitled to select one (1) Director if the enrollment in the faculty is between 1 and 1,000 Members, two (2) Directors if the enrollment in the faculty is between 1,001 and 2,000 Members, three (3) Directors if the enrollment is between 2,001 and 3,000 Members, four (4) Directors if the enrollment is between 3,001 and 4,000 Members, and five (5) Directors if the enrollment is between 4,001 and 5,000 Members, all as determined based on enrollment as of the date of the opening of the nomination period for the first election to be held after these By-laws are confirmed by the Members:
  - 1. Faculty of Arts and Social Science;
  - 2. Faculty of Business;
  - 3. Faculty of Computer Science;
  - 4. Faculty of Drama;
  - 5. Faculty of Education;
  - 6. Faculty of Engineering;
  - 7. Faculty of Human Kinetics;

Authority:  
President:  
General Manager:

8. Faculty of Law;
  9. Faculty of Music;
  10. Faculty of Nursing;
  11. Faculty of Science;
  12. Faculty of Social Work; and
  13. Faculty of Visual Arts.
- b) One (1) student representative from the following special constituencies , each of whom shall be selected by the Members who belong to the applicable special constituency in accordance with these By-laws and the Election Policy:
1. Schulich School of Medicine and Dentistry;
  2. University of Windsor Residence; and
  3. International Students.
  4. First Year Representative
    - i If the individual does not meet the requirements of The Act they shall be a board observer without the ability to vote
- c) Six (6) University of Windsor Senate Student Representatives, each of whom shall be selected by all of the Members in accordance with these By-laws and the Election Policy.
- d) One (1) Board of Governors Representative, who shall be selected by all of the Members in accordance with these By-laws and the Election Policy.
- e) For the purposes of By-law 50.02(a), the Directors shall review the enrollment in each faculty prior to each Annual General Meeting of the Members and, where enrollment has changed by more than one thousand (1000) Members, will include as special business in the next Annual General Meeting a resolution to increase or decrease the size of the Board of Directors based on the representations levels contemplated in By-law 50.02(a).

### **50.03 QUALIFICATIONS**

All Directors shall be:

Authority:

President:

General Manager:



- a) Members of the UWSA;
- b) In good academic standing with the University of Windsor and the UWSA;
- c) not disqualified from being a director under the Act;

A Board of Director must read and acknowledge the job description of “Board of Directors”.

#### **50.04            *TERM OF OFFICE***

- a) Directors shall be elected to hold office for one (1) term, except in circumstances as set out in By-Law 90.03; and
- b) Term of office shall run from May 1 (or, where the Director is elected or appointed other than at a General Election, from the date of their election or appointment) to April 30.

#### **50.05            *BOARD REMUNERATION***

- a) Board Directors shall not receive remuneration for their services as part of the Board; and
- b) Directors may be reimbursed for expenses properly incurred by them in performing their Director duties on behalf of the Board.

Authority:  
President:  
General Manager:

## **BY-LAW 60. MEETINGS OF THE BOARD**

### **60.01 LOCATION**

- a) Board meetings shall be held at the head office of the UWSA or any other place at the University or elsewhere in the City of Windsor or in the Province of Ontario upon resolution of the Board.

### **60.02 FREQUENCY**

- a) The Board should meet at least once every month other than the month of May.

### **60.03 CALLING OF MEETINGS**

- a) The Chair and/or Facilitator or the Secretary, shall call meetings of the Board.

### **60.04 NOTICE**

- a) Notice of Board meetings shall be provided to the Directors and Board Observers at least seven (7) days in advance of the meeting;
- b) Notice shall be provided via email;
- c) An official meeting agenda shall be forwarded to all Directors at least two (2) days in advance of the meeting; and
- d) An official meeting agenda shall be forwarded to all Board Observers as set out in By-Law 60.09 at least two (2) days in advance of the meeting.
- e) Notice of the meeting is not necessary if all Directors are present and none objects to the holding of the meeting, or if some of the Directors are present and those absent have waived notice or otherwise consented to the holding of the meeting.

### **60.05 CHAIR**

- i. The Chair and/or Facilitator shall preside at Board meetings.
- ii. In the absence of The Chair and/or Facilitator, or by decision of the Board, the Board may select a facilitator to preside the Board Meetings.

Authority:  
President:  
General Manager:

## **60.06 VOTING**

- a) Each Director has one vote.
- b) Questions arising at any Board meeting shall be decided by a Simple Majority of votes, except as otherwise provided in these By-laws or in a Policy passed under these By-laws.
- c) In the event of a tie, a single revote shall be held and if another tie results, the motion will be defeated.
- d) The Chair and/or Facilitator shall not have a second or casting vote.

## **60.07 QUORUM**

- a) A Quorum of the Board for the purpose of transacting business shall be a half of the total currently sitting Director positions plus one (1).

## **60.08 SECRETARY**

- a) The Board shall appoint a Secretary;
- b) The Secretary and The Chair and/or Facilitator shall be responsible for calling the Board Meeting; and
- c) The Secretary shall be responsible for recording the minutes of the Board Meeting.
  - i. In the case that the secretary is unable to be present at a meeting the board may appoint another person to take minutes for that meeting; if that individual is a board member they shall not lose their right to vote or presence counting towards quorum.

## **60.09 BOARD OBSERVERS**

Board Observers are individuals who regularly attend Board Meetings, receive materials distributed to Directors, participate in Board discussions, but do not have the ability to vote at Board Meetings. UWSA Board Observers shall include:

- a) Executives;
- b) The UWSA General Manager;
- c) First Year Students Representative;
- d) The Secretary; and

Authority:  
President:  
General Manager:

- e) Society Presidents

#### **60.10 OPEN MEETINGS**

- a) All Meetings of the Board shall be open to Members of the UWSA; and
- b) Guests may be invited to Board Meetings at the discretion of the Board.

#### **60.11 IN CAMERA**

- a) Where a matter is determined by the Board to be confidential, discussion and voting on the matter may be held in camera and may attended by Board Directors only.
- b) Notwithstanding the foregoing, the Board may by a two-thirds (2/3) majority vote invite any Board Observers or guests to participate in an in camera session.

#### **60.12 MEETING PARTICIPATION**

- a) Any board or executive member may teleconference and participate in a meeting of the board by verbal telephonic or electronic means that permits all participants to communicate adequately with the board during the meeting.
- b) A Director participating by such means is deemed to be present at that meeting.
- c) A Director cannot miss more than 5 meetings of the Board and or committees in total, in their time in office.

Authority:  
President:  
General Manager:

## **BY-LAW 70. OFFICERS**

### ***70.01 THE CHAIR AND/OR FACILITATOR***

- a) The Chair and/or Facilitator position shall be filled by a Director who will be selected by the Directors at the first meeting of each newly constituted Board of Directors.
- b) The Chair and/or Facilitator is to preside over meetings of the UWSA and must act in a fair and impartial manner, providing direction and leadership.
- c) The Chair and/or Facilitator must be familiar with Robert's Rules of Order and enforce them fairly.
- d) The Chair and/or Facilitator must read and acknowledge the job description of "The Chair and/or Facilitator".

### ***70.03 THE PRESIDENT***

- a) The President position shall be filled by a Member of the UWSA elected through a vote of the University full-time undergraduate population.
- b) The President shall not concurrently hold a position as a Society or Club Executive.
- c) The President shall serve as the Chief Executive Officer and lead the Executives in the day-to-day tasks of student representation, advocacy, and service.
- d) The President must read and acknowledge the job description of "The President".

### ***70.04 THE VICE PRESIDENTS***

- a) The Vice President positions shall be filled by Members of the UWSA elected through a vote of the University full-time undergraduate population.
- b) The Vice Presidents shall work closely with the President in the task of student representation, advocacy, and service.
- c) The Vice Presidents shall not concurrently hold any position on a Society or Club Executive.
- d) The Vice President's as each defined in By-Law 70.05 must read and acknowledge their job description as it relates to their elected position.

Authority:  
President:  
General Manager:

## **70.05 THE VICE PRESIDENTS DEFINED**

- a) **The Vice President Finance:** shall serve as the Chief Financial Officer, overseeing the day-to-day financial activities of the UWSA.
- b) **The Vice President Student Advocacy:** shall develop, organize and implement strategies to represent and advance the interests of the Members at all levels of government, community, and University.
- c) **The Vice President Student Services:** shall administer and supervise UWSA activities that serve and engage the student population.

## **70.06 THE SECRETARY**

- a) The Secretary shall be hired by the Board of Directors.
- b) The Secretary must be a member of the UWSA.
- c) The Secretary shall be an Officer and directly responsible to the Board of Directors.
- d) The Secretary must serve on any such bodies as required by virtue of the position.
- e) The Secretary must fulfill any other duties as assigned by the UWSA By-laws, Policies, or Resolutions.
- f) The Board of Directors may terminate the Secretary by two-thirds (2/3) majority vote.
- g) The Secretary must read and acknowledge the job description of "Secretary".

Authority:  
President:  
General Manager:

## **BY-LAW 80. COMMITTEES**

### **80.01 COMMITTEE GUIDELINES**

- a) The Board may establish any Committee it determines necessary for the execution of the Board's responsibilities;
- b) The Board may dissolve any Committee by resolution at any time;
- c) All Committees shall comprise of a:
  - i. The executive sitting on the committee shall be the chair of the committee
  - ii. Committee Secretary, elected by Committee Members to document resolutions of the Committee, record meeting minutes, and provide any additional administrative support; and
  - iii. Committee Members at large.
- d) A Board of Directors must serve on at least 1 Committee;
  - i) Senators and Board of Governors representation may only sit on the University Affairs Committee
  - ii) Senators must, where possible, sit on at least 2 University of Windsor Senate committees
- e) In cases where an excess number of Directors volunteer for a particular Committee, the Board shall elect Committee members through a vote;
- f) All Committees must meet at least once per month during the Fall and Winter term;
- g) All Committees must take minutes of the meetings;
- h) Committees shall make their meeting minutes available to Board Directors upon request;
- i) Quorum for Committee meetings shall be a Simple Majority of Committee Members;
- j) All Committees shall select issues within their mandate and identify potential resolutions that will better serve the Members;
- k) All Committees shall present a report of their activities to the Board at least once every three (3) months;

Authority:  
President:  
General Manager:

- l) Notice of Committee meetings shall be given seven (7) days in advance of the meeting; and
- m) An official Committee meeting agenda shall be forwarded to Committee Members at least two (2) days in advance of the meeting.

#### **80.02 OPERATIONS COMMITTEE**

- a) The Operations Committee shall be comprised of:
  - 1. The Executives; and
  - 2. The General Manager.
- b) The Operations Committee shall be responsible for the day-to-day delivery of the UWSA mandate – student representation, student advocacy, and student services.
- c) Final authority for supervising and managing the affairs of the UWSA shall rest with the Board.

#### **80.03 FINANCE COMMITTEE**

- a) The Finance Committee shall be comprised of:
  - 1. The President;
  - 2. The Vice President Finance of the UWSA;
  - 3. The General Manager;
  - 4. At least one (1) Director from the Faculty of Business; and
  - 5. Three (3) to six (6) additional Directors
- b) The Finance Committee shall be responsible for advising the Board on all financial matters of the UWSA; and
- c) Final authority on financial matters shall rest with the Board.

#### **80.04 STUDENT ADVOCACY COMMITTEE**

- a) The Student Advocacy Committee shall be comprised of:

Authority:  
President:  
General Manager:



1. The Vice President Student Advocacy of the UWSA;
  2. Three (3) to six (6) additional Directors.
- b) The Student Advocacy Committee shall be responsible for representing the Board on advocacy issues affecting University students, including outlining policies, and initiatives to present to the UWSA, the University, all levels of Government and other External Stakeholders; and
- c) Final authority over advocacy practices shall rest with the Board.

#### **80.05            *STUDENT SERVICES COMMITTEE***

- a) The Student Services Committee shall be comprised of:
1. The Vice President Student Services of the UWSA; and
  2. Four (4) to seven (7) additional Directors.
  3. Residence Representative
  4. First Year Representative
- b) The Student Services Committee shall be responsible for developing approaches to better serve and engage students; and
- c) Final authority for service practices shall remain with the Board.

#### **80.06            *GOVERNANCE AND POLICY COMMITTEE***

- a) The Governance and Policy Committee shall be comprised of:
1. The Chair and/or Facilitator;
  2. The President of the UWSA; and
  3. Three (3) to six (6) additional Directors.
  4. At least one (1) Director from the Faculty of Law; and

Authority:  
President:  
General Manager:

- b) The Governance and Policy Committee shall be responsible for advising the Board on matters relating to the organization's governance structure and providing recommendations for By-law and Policy amendments; and
- c) Final authority on UWSA governance and policy matters shall remain with the Board.

#### **80.07 UNIVERSITY AFFAIRS COMMITTEE**

- a) The University Affairs Committee shall be comprised of:
  - 1. The President;
  - 2. Senate student representatives; and
  - 3. Board of Governors student representatives.
- b) The University Affairs Committee shall be responsible for informing the Board on matters relating to University Policy matters and providing recommendations for Board actions in relation to University strategies and policies; and
- c) Final authority on all University relations shall remain with the Board.

#### **80.08 ELECTIONS COMMITTEE**

- a) The Elections Committee shall be comprised of:
  - 1. Three (3) individuals appointed by the Board of Directors;
  - 2. The individuals must be Members of the UWSA
  - 3. Members on the EC must not be candidates, campaign team members, volunteers, paid assistants, or any other person affiliated with a Candidate or Referenda;
  - 4. Member of the EC must not be affiliated with any campus media.
  - 5. One member of the board of directors may be appointed as a nonvoting member of the electoral committee
- b) The Elections Committee is responsible for the oversight of the CRO, UWSA General Election, By Election, and any other special election determined by the Board.
- c) The Elections Committee is the only appeals body for the decisions of the CRO.
- d) All appeal decisions of the Elections Committee are final and non-appealable.

#### **80.09 AD-HOC COMMITTEES**

- a) The Board may establish ad-hoc Committees comprised of any combination of Directors and/or non-Directors.

Authority:  
President:  
General Manager:

b) Meetings of ad-hoc hiring committees shall not count against the attendance of the member

Authority:  
President:  
General Manager:

## **BY-LAW 85. POLICIES OF THE UWSA**

### **85.01 ESTABLISHMENT OF POLICY**

Policy for the UWSA may be established from time to time by the Board in accordance with the following guidelines.

### **85.02 OPERATIONAL POLICIES**

- a) Operational Policies consists of policy that outlines the framework of managing the operations of the UWSA.
- b) These Policies explain the operations of the UWSA, which includes but is not limited to, budget approval framework, office conduct, and photocopy limits, and services.
- c) To adopt, amend or rescind an Operational Policy, a Two-Thirds Majority of the Board must vote in favour.

### **85.03 ISSUES POLICIES**

- a) Issues Policies consists of policies that the UWSA takes a stance on. It is a policy that either opposes, supports, and/or condones, but is not limited to actions that the UWSA or a third-party carries out.
- b) An example of such a policy is taking a stance on international, national, and domestic issues, such as tuition fees.
- c) To adopt, amend, or rescind an Issues Policy, Simple Majority of the Board must vote in favour.

### **85.04 DURATION OF POLICIES**

- a) All policies remains The Policies of the UWSA until amended or rescinded.

### **85.05 POLICY MANUAL**

- a) All policies of the UWSA shall be maintained in the Policy Manual of the UWSA.

### **85.06 CONSISTENCY**

- a) All Policies of the UWSA shall be consistent with these By-laws and the letters patent of the UWSA.
- b) In the event of any inconsistency between a Policy and the By-laws or letters patent, the By-laws or letters patent shall govern.

Authority:  
President:  
General Manager:

## **BY-LAW 86. SERVICES OF THE UWSA**

### **86.01            *HIRING, CREATION AND RECORDS***

- a) On an annual basis, or as often as required, the UWSA shall establish a hiring committee for the purpose hiring coordinators and others as required
- b) Enduring coordinator positions and/or services may only be created or eliminated through bylaw amendments
- c) During the course of the year, each coordinator shall maintain the records and documents used by their position which will be submitted to the proper reporting position

### **86.02            *COORDINATOR HEADED SERVICES OF THE UWSA***

- a) The following shall be the services of the UWSA, each with their own enduring coordinator
  - 1. Walksafe
  - 2. Groups
  - 3. Afrofest
  - 4. Shinerama
  - 5. Campus Pride Centre
  - 6. Peer Support
  - 7. Womxn Centre
  - 8. Elections
  - 9. Food Pantry

### **86.03            *REPORTING***

- a) Coordinators report to the following positions for leadership
  - 1. Vice President of Student Services
    - i. Walksafe
    - ii. Afrofest
    - iii. Shinerama
    - iv. Campus Pride Centre
    - v. Peer Support
    - vi. Womxn Centre
    - vii. Food Pantry
  - 2. Vice President of Finance
    - i. Groups
    - ii. Secretary
  - 3. General Manager
    - i. Elections

Authority:  
President:  
General Manager:

**86.04**

***DISCIPLINE***

1. The executive providing leadership will, in consultation with the General Manager, report any concerns regarding the work of a coordinator to the Operations Committee for consider of further action
2. The executive may empower the General Manager for implementing disciplinary decisions of all coordinators following any relevant polices
3. A report outlining misconduct and actions taken will be presented to board for informational purposes before, if applicable, the act of terminating

Authority:  
President:  
General Manager:

## **BY-LAW 90. ELECTIONS**

### **90.01 GENERAL ELECTION**

- a) The General Election shall be held in the Winter Semester;
- b) Members from each faculty and special constituency as set out in By-Law 50.02 shall elect student representative(s) to serve as a Director; and
- c) The general Membership shall elect The Executives, Board of Governors Student Representative, and Senate Student Representatives.

### **90.02 BY-ELECTION**

- a) The By-Election shall be held in the Fall Semester for the following positions;
- b) First Year Representative; and
- c) All contestable positions in the General Election that remain vacant following the General Election shall be contested in a By-Election in the Fall Semester, with the exception of circumstances as set out in ByLaw 90.03 (b).

### **90.03 DIRECTOR VACANCIES**

- a) If there is a failure to elect one or more Directors during the General Election, the Directors holding office immediately before the General Election shall continue in their office until successors are elected in the By-election.
- b) Subject to applicable law, any Director vacancy may be filled by a quorum of Directors, provided that if there is no quorum, the Directors then in office will promptly call a meeting of the Members who are entitled to elect the missing Directors to initiate an election of such Directors, and if there are no Directors then in office, any Member may call such a meeting. Where there is no quorum of elected Directors, or where there are no elected Directors, the individuals who are in fact managing the affairs of the UWSA will be deemed to be the Board of Directors of the UWSA until their replacements are elected.

### **90.04 EXECUTIVE VACANCIES**

- a) If there is a failure to fill an Executive officer during an election, that office shall remain vacant until the next election.

Authority:  
President:  
General Manager:

### **90.05 CHIEF RETURNING OFFICER**

- a) The UWSA shall hire a Chief Returning Officer to oversee Elections in accordance with the UWSA Election Policy and referenda in accordance with applicable Policies;
- b) The Chief Returning Officer need not be a Member of the UWSA; and
- c) The Chief Returning Officer shall provide the Board with a post-election report summarizing key events and lessons from each election.

### **90.06 DEPUTY RETURNING OFFICERS**

- a) The Chief Returning Officer shall hire the required number of Deputy Returning Officers to assist in overseeing the General Election and By-election.

### **90.07 BOARD OF GOVERNORS AND SENATE POSITIONS**

- a) Board of Governors and Senate Student Representatives shall serve a maximum of two (2) terms.
- b) Any vacant Board of Governors positions may be contested during a By-election.
- c) In the case that a senate or board of governor representative currently holding office wishes to run for a different position before the completion of their two terms they must inform the CRO to run their position in the upcoming election with full knowledge that if they are unsuccessful in the election they will not retain their seat for the coming year.

### **90.08 ELECTION POLICY**

- a) All UWSA elections shall be run in accordance with the UWSA Elections Policy.

Authority:  
President:  
General Manager:



## **BY-LAW 100. ACCOUNTABILITY**

### ***100.01 INELIGIBILITY***

Any Director or Executive shall cease to be eligible to remain in such office if they:

- a) Fail to become a member of the UWSA for the academic year in which they hold office by the first day of the Fall session;
- b) Cease to be a member of the UWSA;
- c) In the case of Directors, become disqualified to act as a director under the Act;
- d) At any time becomes of unsound mind or is found by any court of competent jurisdiction to be mentally incompetent; or
- e) Submit a written resignation, from such office, to the Board.

Authority:  
President:  
General Manager:

## **BY-LAW 105. DISCIPLINE**

### ***105.01 DISCIPLINARY MEASURES***

Upon discovery of Director or Executive poor performance or conduct, three (3) types of disciplinary actions are available to the Board:

- a) A verbal warning outlining the disciplinary issue;
- b) A written reprimand outlining a disciplinary issue where a verbal warning does not suffice; and
- c) In the case of Executive only, a suspension from office for a disciplinary issue where a written warning does not suffice.

### ***105.02 DISCIPLINARY PROCESS***

- a) A written report of the disciplinary issue shall be made to The Chair and/or Facilitator (in cases where the disciplinary issues to be reported involve The Chair and/or Facilitator, a report shall be made to the Board);
- b) The person who is the subject to the report will be given a copy of that report and will be given a reasonable opportunity to be heard before a disciplinary decision is made, such hearing to be in accordance with any applicable Policies;
- c) In a meeting of the Board, a Director or Executive may be disciplined, for cause, on a two-thirds (2/3) vote of the Directors present; and
- d) Notice of intention to pass such a motion at a meeting of the Board must be given as set out in By-Law 60.04.

### ***105.03 IMMEDIATE OFFICE VACANCIES***

The office of a Director or Executive shall be vacated immediately:

- a) If the Director or Executive resigns office by written notice to The Chair and/or Facilitator;
- b) If the Director or Executive dies or becomes bankrupt;
- c) If the Director or Executive is found to be incapable of managing property by a court or under Ontario law;
- d) If a Director or Executive is absent from three (3) consecutive Board meetings, which will be deemed to constitute that Director or Executive's removal;

Authority:  
President:  
General Manager:

- e) If a Director or Executive is absent from three (3) consecutive Committee meetings, which will be deemed to constitute that Director or Executive's removal; or
- f) If a Director or Executive is absent from a total of five (5) Board or Committee meetings during one (1) term of office, which will be deemed to constitute that Director or Executive's removal.

#### **105.04        REMOVAL OF DIRECTORS AND EXECUTIVES BY MEMBERS**

- a) In a meeting of the Members, a Director or Executive may be removed before the expiration of the term of office, for violating the By-laws of the UWSA, on a two-thirds (2/3) vote of Members present; and
- b) Notice of intention to pass such a motion at a meeting of the Members must be given as set out in ByLaw 40.05.

#### **105.05        REMOVAL OF EXECUTIVES BY THE BOARD**

- a) In a meeting of the Board, an Executive may be removed before the expiration of their term of office for violating the By-laws of the UWSA, on a two-thirds (2/3) vote of Directors present; and
- b) Notice of intention to pass such a motion at a meeting of the Board must be given as set out in By-Law 60.04.

## **BY-LAW 110. CONFLICT OF INTEREST**

### **110.01 INTERPRETATION**

- a) A conflict of interest refers to a situation in which private interests or personal considerations may affect the judgment of a Director, Officer, or employee in acting in the best interests of the UWSA.

### **110.02 GUIDELINES**

A Director, Officer, or employee of the UWSA must disclose a conflict of interest where that Director, Officer, or employee:

- a) Is party to a material contract or transaction, or proposed material contract or transaction with the UWSA;
- b) Has a material interest in any person who is a party to a material contract or transaction, or proposed material contract or transaction with the UWSA; or
- c) Holds an office in a separate organization such that their capacity to perform duties in the best interests of the UWSA may be called into question.

### **110.03 DISCLOSURE**

A Director or Officer shall disclose a conflict of interest to the Board at the soonest moment possible after becoming interested in the contract or transaction or proposed contract or transaction. The Director or Officer:

- a) Must not attend any part of a meeting of the Directors during which the contract or transaction is discussed and must not vote on any resolution in respect to the matter of interest, unless required by the Act; and
- b) Must not attempt in any way before or during the meeting to influence the voting on the matter of interest.

### **110.04 QUORUM**

- a) If no Quorum exists for the purpose of voting on a resolution due to a Director's absence in accordance with section 110.03 (a), the remaining Directors are deemed to constitute a Quorum for the purposes of voting on the resolution.

Authority:  
President:  
General Manager:

## **BY-LAW 120. PROTECTION OF DIRECTORS AND OFFICERS**

### **120.01 DUTY**

Every Director and Officer of the UWSA is expected to:

- a) Act honestly and in good faith with a view to the best interests of the UWSA;
- b) Exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances; and
- c) Comply with UWSA Letters Patent, By-laws, Policies and Procedures, the Act, the University Of Windsor Code Of Conduct, and any laws.

### **120.02 LIABILITY**

Provided that they have carried out their duties as outlined in section 120.01, no Director or Officer shall be held liable for:

- a) Acts, receipts, neglects, or defaults of any other Director or Officer of the UWSA; and
- b) Loss, damage, or expense incurred through insufficiency or deficiency of any security into which any monies or belongings of the UWSA have been invested.

### **120.03 INDEMNIFICATION**

To the maximum extent permitted by the law and subject to the Act, the UWSA shall indemnify and save harmless every Director and Officer and every former Director and Officer of the corporation, and their respective heirs, administrators, and legal representatives, from and against:

- a) All costs, charges, and expenses, including any amount paid to settle an action to satisfy a judgment, reasonably incurred by the Director and Officer in respect to any civil, criminal, or administrative action or proceeding to which the Director and Officer is made a party by reason of having been a Director or Officer.

### **120.04 INSURANCE**

- a) The UWSA must purchase and maintain Director and Officer Liability insurance.

Authority:  
President:  
General Manager:

## **BY-LAW 130.**

## **BY-LAW AMENDMENTS**

### ***130.01 BOARD-FACILITATED AMENDMENTS***

Any Director of the UWSA may propose an addition, amendment, or abolishment of a section of the By-law to the Board. The process shall be as follows:

- a) A document containing the proposal of a By-law amendment, including any supporting materials, shall be forwarded to the speaker of the Governance and Policy Committee;
- b) The Governance and Policy Committee shall review proposed changes at its next regularly scheduled meeting and have the proposed revision reviewed by UWSA legal counsel if applicable;
- c) The proposed amendment, along with comments from the Governance Committee and UWSA legal counsel, shall be forwarded to the Board at least one (1) regular meeting prior to voting on the proposal;
- d) The Board shall vote on the proposed change at its next regularly scheduled meeting following notification, with a Two-thirds (2/3) Majority vote of the Directors required to affirm the motion;
- e) Upon affirmation of the proposed amendment by the Board, a meeting of the Members shall be called for the consideration of the proposed change;
- f) Members shall receive notice of a meeting as set out in section 40.06, including details of the proposed change, together with supporting documents;
- g) The By-law addition, amendment, or abolishment shall come into effect upon receiving a Simple Majority vote of the Members at the meeting called for the purposes of considering the proposed changes; and
- h) The vote must be on a motion to amend the By-law, worded in the affirmative.

Authority:  
President:  
General Manager:

## **BY-LAW 140. FINANCIAL MATTERS**

### **140.01 SIGNING AUTHORITY**

- a) The following positions shall have signing authority for all matters relating to the UWSA:
  - i. President
  - ii. Vice President of Finance
  - iii. General Manager
  - iv. Finance Manager
- b) Signing authority of the President and Vice President of Finance will end the second Friday of April.
- c) All deeds, transfers, assignments, contracts, obligations, and other instruments in writing must have, at some point, involved at least one of the executives with signing authority when reasonably possible

### **140.02 EXECUTION OF CONTRACTS**

- a) Deeds, transfers, assignments, contracts, obligations, and other instruments in writing requiring execution by the UWSA must be signed by any two (2) signing authorities.
- b) The Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed.
- c) Any person authorized to sign any document may affix the corporate seal to the document.

### **140.03 AUDITOR**

- a) An auditor shall be appointed at each AGM;
- b) The auditor shall conduct an audit of the UWSA accounting records following the end of each fiscal year and at other times if so directed by the Board; and
- c) The auditor shall make a report of the annual audit to the Members and the Board at each AGM.

Authority:  
President:  
General Manager:

**140.04      *BANKING***

- a) The Board shall by resolution from time to time designate the bank in which the money, bonds, or other securities of the Corporation shall be placed for safekeeping.

**140.05      *FISCAL YEAR***

- a) The UWSA's fiscal year shall be from May 1 to April 30.

Authority:  
President:  
General Manager:



**200. REVISION LOG**

<b>Name</b>	<b>Date</b>	<b>By-Law Revised</b>	<b>Action Added/Edited/Removed</b>	<b>Initials</b>
	<i>Oct 30, 2014</i>	<i>Oct 30, 2014</i>	<i>Version 1.0 passed</i>	
<i>AGM 2015-16 Term</i>	<i>April 7<sup>th</sup> 2016</i>	<i>Multiple</i>	<i>All three</i>	
<i>AGM 2016-17 Term</i>	<i>March 29<sup>th</sup> 2017</i>	<i>Multiple</i>	<i>All three</i>	

Authority:  
 President:  
 General Manager: