

**CONSTITUTION AND BYLAWS OF THE  
LAURENTIAN UNIVERSITY STUDENTS' GENERAL ASSOCIATION**

Amended: March 12<sup>th</sup>, 2018 (to be confirmed on April 3<sup>rd</sup> General Meeting)



## **CONTENT**

- 3 Declaration of Principles
- 6 Constitution of the Laurentian University  
Students' General Association
- 10 Bylaws of the Laurentian University  
Students' General Association

## **DECLARATION OF PRINCIPLES**

## **I. The Objectives of the Corporation**

*[From the Letters Patent of 1980]*

The Objects of the Corporation to be incorporated are:

- a. To promote the general interests of Laurentian University and to perpetuate and preserve the associations and traditions of the said university;
- b. To promote support and protect the status and interests of the said University and the general wellbeing and welfare of the members thereof;
- c. To consider and discuss all questions affecting the interests of the said University, to initiate and watch over and , if necessary, to promote deputations in relation to general matters affecting the said university, to originate and promote improvements in the steps and proceedings as may deemed expedient in that behalf.;
- d. To serve as a means of communication and union between members of the said corporation, members of the said university, alumni and graduates of the said university, the governing bodies of the said University and affiliated colleges;
- e. To cultivate a literary and scientific taste among a sense of responsibility in the members of the said University;
- f. To encourage an awareness in the student members of the said University of their responsibilities in the provincial, national, and international student community;
- g. To undertake and execute any trusts which may be conducive to any object of the said corporation and, in particular, to establish, undertake, superintend and administer a fund for scholarships for the purposes of assisting persons from the university in such a manner as the Corporation may determine;
- h. To make grants and awards of scholarships for meritorious achievement or otherwise;
- i. For the objects aforesaid to prepare, publish print and distribute or sell books, newspapers, reports, periodicals and printed matter general with prior consultation with the Board of Governors of Laurentian University; to initiate, establish , operate and maintain either directly or indirectly, athletic programs and residential accommodations for said members with the approval of the Board of Governors of Laurentian University;
- j. To enter into any arrangements with any authorities, federal, provincial, municipal, local or otherwise, public or private, University or otherwise, including agreements with the said University or any other authority respecting collection and remission of fees from members of the Corporation that may seem conducive to the Corporation's objects or any of them and to obtain from such authority any rights, privileges and concessions which the corporation may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions; and
- k. To receive, acquire and hold gifts, donations legacies and devises.

## **2. The Governance of the Corporation**

The governance of the corporation is shared between: the Executive; the Board; and the General Membership meetings. The Constitution and Bylaws shall define the jurisdictions of each of these bodies.

## **3. Basic Principles**

The students of Laurentian University of Sudbury, recognizing the need to speak with a singular voice in asserting our legitimate needs and concerns, have united to form an association known as the Laurentian

University Students' General Association or l'Association générale des étudiant(e)s de l'Université Laurentienne hereafter called the SGA/AGE, whose basic aims and functions will be as follows:

1. Rebuild and create financial reserves
2. Continually monitor the efficiency and effectiveness of services and recommend changes to levels of service where appropriate
3. Develop and implement services and programming to ensure significant and active use of SGA spaces
4. Ensure all company expenses follow corporate purchasing policy and the board approved budget

#### **4. Basic Functions**

The Students' General Association/l'Association générale des étudiant(e)s exists to perform the following functions:

1. To further the basic aims of the SGA/AGE as outlined in the Basic Principles;
2. To represent and promote the interests of the undergraduate students of Laurentian University at all levels of decision making;
3. To promote awareness of issues affecting students, and to develop strategies, in partnership with the University;
4. To develop, initiate, and support services which benefit the membership of the SGA/AGE;
5. To provide assistance to clubs, associations, and Boards, financially or otherwise, in attaining objectives shared with the SGA/AGE.

#### **Amendments**

The Declaration of Principles

1. Section 1 of the Declarations of Principles, although part of the Declaration of Principles, belongs in a historic context. Therefore, it cannot be altered or amended without the consent of the appropriate civil authorities.
2. A resolution amending the Declarations of Principles, other than section 1, is effective only if:
  - a. Notice is given to the membership five days in advance of a General Meeting; and
  - b. It passes by a majority and is confirmed by a majority at the next General Meeting.

Constitution and Bylaws

1. No resolution for an alteration of or an addition to the Constitution or Bylaws shall be considered unless notice is given calling a meeting of the Board.
2. A resolution for an alteration of or an addition to the Constitution or Bylaws is effective only if:
  - a. It passes by a majority of the Board; or
  - b. It passes by a majority and is confirmed by a majority at the next regular meeting of Board.

Timing

1. An amendment takes effect when passed at the General Meeting, unless:
  - a. the amendment specifies another time which the amendment takes effect; or
  - b. an amendment to the Bylaws is passed by the Board, which determines it is to take effect and remain in effect until confirmed by the General Meeting.

**CONSTITUTION OF THE LAURENTIAN UNIVERSITY  
STUDENTS' GENERAL ASSOCIATION**

## **Article I: Membership**

1. Every student of Laurentian University shall be a member of the Association, subject to the following conditions:
  - a. That they be a registered student of Laurentian University;
  - b. That they pay the set Association fee, the amount of which shall be determined by the Board.

## **Article II: The Board of Directors**

### Establishment

1. There shall be one Board of Directors for the Association

### Composition

2. The Board shall be composed of:
  - a. The Executive;
  - b. The Senators; (one of which must be an Indigenous Student Circle member)
  - c. One representative from each undergraduate faculty elected in accordance with the Bylaws;
  - d. Two representatives from on campus students (one of which must represent the federated colleges);
  - e. One representative from off-campus students;
  - f. One representative from the Laurentian University and/or Sudbury communities; and
  - g. One representative from each identified constituency group
    - Indigenous Student Circle
    - Womyn's Centre
    - Laurentian University Pride
    - Laurentian International
  - h. One representative from the Laurentian Barrie campus until the Laurentian Barrie campus' official closure (Summer 2019)

### Jurisdiction

3. The Board shall have the power and authority to:
  - a. Approve a budget for the annual operations of the Association;
  - b. Recognize other organizations or groups;
  - c. Consider, set, and enforce Association policy;
  - d. Establish and abide by the Constitution and Bylaws for the conduct of its affairs; and
  - e. Be the only legal sponsor of all elections and referenda.

## **Article III: The Summer Board of Directors**

### Establishment

1. The Executive may establish and dissolve one Summer Board for the Association at their discretion.
2. The Executive may not establish the Summer Board prior to May 1st of each year.
3. If the Executive does not dissolve the Summer Board, it will automatically dissolve on August 31<sup>st</sup> of each year and the Board of Directors will resume jurisdiction.

### Composition

2. The Board shall be composed of:
  - a. The Executive;

- b. Three members of the Laurentian Administration; and
- c. One student member



#### Jurisdiction

3. The Summer Board shall have the power and authority to:
  - a. Approve a budget for the annual operations of the Association;
  - b. Recognize other organizations or groups;
  - c. Consider, set, and enforce Association policy;
  - d. Establish and abide by the Constitution and Bylaws for the conduct of its affairs; and
  - e. Be the only legal sponsor of all elections and referenda.

#### **Article IV: General Meeting**

##### Eligibility to Vote

1. All members who have not been removed by the Board from an elected position shall be entitled to vote at a General Meeting of the Association

##### Functions

2. At the General Meeting, the members shall:
  - a. Receive and approve the reports of the Executive;
  - b. Confirm any Constitutional and Bylaws changes presented for ratification by the Board;
  - c. Receive any business referred to it by the Board.

##### Chairperson

3. The Chairperson of the Board shall preside at the General Meeting; in the absence of the Chairperson the majority shall appoint a Chair.

##### Quorum

4. Quorum at any General Meeting shall be 20 members of the Association.
5. Should the General Meeting arrive and quorum is not met, the meeting shall adjourn and be rescheduled. For a rescheduled General Meeting, the notice shall be at least two days. If at a rescheduled meeting quorum is not present, the Board shall assume of the duties of the General Meeting.

##### Calling and Notice

6. A General Meeting may be called on a proposed date and ratified by the majority of the Board.
7. Notice of a General Meeting shall be sent out to members at least two weeks prior to the General Meeting.

#### **Article V: Executive**

##### Establishment

1. There shall be an Executive of the Association.

##### Composition

2. The Executive shall be composed of:
  - a. the President, who shall be the chair thereof;
  - b. the Vice President of Policy and Advocacy;
  - c. the Vice President of Student Life; and
  - d. the Executive Director, as a non-voting member.

#### Jurisdiction

3. The Executive shall have the power and the authority to:
  - a. Observe and uphold the purposes and objectives of the Association;
  - b. Be responsible for the implementation of decisions made by the Association;
  - c. Oversee the strategic direction of the Association;
  - d. Be expressly empowered to purchase, lease, acquire, sell, exchange, or otherwise dispose of shares, stocks, rights, warrants, options, and other securities: lands, buildings, or other property, movable or immovable, real or personal; or any right or interest therein owned by the Association, for such consideration and upon such terms as the Executive deems advisable, according to Bylaws or policies of the Association;
  - e. Make appointments to Laurentian University and Association committees (administrative and otherwise), at all times of the year;
  - f. Determine if a situation is an emergency, and call an Emergency or Summer Board meeting; and
  - g. Not undertake or organize any gatherings, sponsor any initiatives, nor promote any causes which are deemed to be “militant” or “extremist” in nature.

#### **Article VI: Senators**

#### Establishment

1. There shall be Senators of the Association.

#### Composition

2. The Senators shall be composed of a number of representatives as required by the Laurentian University Senate.
  - a. The Indigenous Student Circle Senator will be elected in accordance with the Indigenous Student Circle Bylaws

#### Jurisdiction

3. The Senators shall:
  - a. Represent the Association at all Laurentian University Senate meetings;
  - b. Abide by the Association Constitution, Bylaws and policies for the conduct of its affairs; and
  - c. Not undertake or organize any gatherings, sponsor any initiatives, nor promote any causes which are deemed to be “militant” or “extremist” in nature.

**BYLAWS OF THE LAURENTIAN UNIVERSITY  
STUDENTS' GENERAL ASSOCIATION**

## **A: Structures & Officers**

- I. Head Office
  1. The head office of the Association will be at Laurentian University of Sudbury.
- II. Official Languages
  1. The official languages of the Association shall be English and French.
  2. Association documents shall be made available in either official language, upon request by any member.
- III. Officers & Directors of the Corporation
  1. The Officers of the Corporation shall be the Executive Director and the President.
  2. The Directors of the Corporation shall be the President, Vice President of Policy and Advocacy and Vice President of Student Life.
- IV. Executive Members
  1. Executive members shall be elected in accordance with the Bylaws.
  2. Executive members begin their term on May 1 of each year and remain in their position until April 30 of each year, unless their position is vacated under these Bylaws.
  3. At the time of their induction every Executive member shall be:
    - a. At least eighteen years of age;
    - b. Not disqualified from holding their position under this or any other Bylaw;
    - c. Legally eligible to work in Canada;
    - d. A member of the Association; and
    - e. A student of Laurentian University.
  4. A member of the Executive may resign in writing to the Executive. The Executive will give notice of resignation to the Board.
  5. An Executive position shall be declared vacant upon any of the following occurring:
    - a. The person is no longer a student at Laurentian University;
    - b. The person is no longer a member of the Association;
    - c. The person is removed from the position by the Board;
    - d. The person is no longer eligible to work in Canada;
    - e. The person resigns; or
    - f. The person dies.
  6. An Executive member may be suspended with pay by the majority of the Executive:
    - a. Upon serious or repeated breach of policy or agreement;
    - b. Upon a criminal investigation or charges being laid against them;
  7. A notice of suspension must be provided at the first Board meeting following the suspension.
  8. An Executive member may be suspended or impeached by the majority of the Board, provided that:
    - a. Documentation is given to the Board providing the reasons for the suspension or impeachment; and

- b. The resolution clearly sets out the reason for which the Executive member is being removed; and
- c. The Executive member to be removed is given clear notice of the motion to remove them at least one week in advance of such motion; and
- d. That member is given a chance to issue a written and oral statement opposing their removal.

If the Board determines that suspension or termination is not warranted, the Executive member will be reinstated effective immediately.

#### V. Senators

1. Senators of the Association shall be elected in accordance with the Bylaws.
2. Senators will begin and end their term in accordance to the Laurentian University Senate schedule, unless their position is vacated under these Bylaws.
3. At the time of their induction every Senator shall be:
  - a. Not disqualified from holding their position under this or any other Bylaw;
  - b. A member of the Association; and
  - c. A student of Laurentian University.
4. A Senator may resign in writing to the Executive. The Executive will give notice of resignation to the Board.
5. A Senator position shall be declared vacant upon any of the following occurring:
  - a. The person is no longer a student at Laurentian University;
  - b. The person is no longer a member of the Association;
  - c. The person is removed from the position by the Board;
  - d. The person resigns; or
  - e. The person dies.
6. A Senator member may be impeached by the majority of the Board:
  - a. Upon serious or repeated breach of policy or agreement; or
  - b. Upon a criminal investigation or charge being laid against them.
  - c. So long as that member is given a chance to issue a written and oral statement opposing their removal.

#### VI. Board Members

1. By the first Board meeting of the Fall Term, each Faculty and Constituency shall provide one representative for the Board.
2. On-campus, Off-campus, and community members shall submit a notice of interest by the first Board meeting of the Fall Term.
3. In the case of a surplus of notices of interest, the Executive will determine the successful candidates.
4. If any Board representative seat is not filled by the first Board meeting of the Fall Term, that seat will be considered vacant for the remainder of the academic year.
5. Board members may be removed by the majority of the Board:
  - a. After missing the second consecutive meeting or the third meeting in the academic year. The Board may excuse a Board member's absence if in the opinion of the Board there is

sufficient cause for the Board member not being able to attend that Board meeting; or

- b. Upon serious or repeated breach of policy or agreement;
- c. Upon a criminal investigation or charge being laid against them;

#### VII. Duties of Executive Members

1. The President shall be the leading official of the Association. They shall coordinate the actions of the Executive and Board, act as official spokesperson for the Association, and act as Chief Executive Officer of the Association. They will also have signing authority over all funds, in conjunction with the Executive Director. They will also oversee the work of the Executive Director and oversee the strategic direction for the Association. The President will be responsible for coordinating the development of new policies and services, in conjunction with the Executive, and University and community partners.
2. The Vice-President of Policy and Advocacy shall advocate on behalf of the student body to university and government officials, on any issues of note. In addition, they are responsible for raising awareness of key issues among the student body, and to respond to these issues by developing new, student-driven initiatives. They will oversee the work of the Executive Director and the strategic direction of the Association. They will be responsible for coordinating the development of new policies and services, in conjunction with the Executive, and University and community partners. They shall assume the role of President should the position become vacant.
3. The Vice-President of Student Life shall coordinate and diverse programming for social activities, events, and campaigns for students. In addition, they are responsible for liaising and aiding student groups in their operations, events, and initiatives. They will collaborate with the Executive, the University, and the community to develop and enhance services offered to students. They will oversee the work of the Executive Director and the strategic direction of the Association.

#### VIII. Duties of Senators

1. The Senators shall represent the members of the Association at the Laurentian University Senate. They shall attend and participate in meetings of the Senate and other obligations as required. They are responsible for communicating any decisions from Senate that may affect the membership.

#### IX. Duties of Board Members

1. All Board members shall act with diligence, honesty and good faith in the best interest of the Association.
2. All Board members shall abide by the directives of the Board.
3. All Board members shall abide by the policies and agreements of the Association.
4. All Board members shall regularly report the views of their constituents as well as their activities to the Board
5. All Board members shall operate within the confines of the jurisdiction of the Board.
- 6.

#### X. Executive Director, and Operational Staff

1. The Executive Director is the Chief Operational Officer who shall oversee and manage the operations and staff of the Association. The Executive Director shall report to the Executive. They will oversee the hiring, termination, and performance management of all operational staff. The Executive Director shall be a non-voting member of the Executive and the Board.
2. The Executive Director may be suspended with pay by the majority of the Executive:
  - a. Upon serious or repeated breach of policy or agreement; or
  - b. Upon a criminal investigation or charge being laid against them.

3. A notice of suspension must be provided at the first Board meeting following the suspension.
4. The Executive Director may be terminated by the majority of the Board, provided that:
  - a. Documentation is given to the Board providing the reasons for termination; and
  - b. The resolution clearly sets out the reason for which the Executive Director is being removed.
5. If the Board determines that termination is not warranted, the Executive Director will be reinstated effective immediately.

XI. Board Meetings

1. A majority of all recognized voting positions shall constitute quorum for meetings of the Board.
2. There must be at least one meeting of the Board per month from September to March, excluding December.
3. Board meetings shall be open to all members unless a motion to move in-camera is passed by the majority.
4. There shall be a distinction between all voting and non-voting observer members at all Board meetings.
5. All materials to be distributed at any meeting of the Board must receive the approval of the Executive.
6. All Board Meetings shall follow Robert's Rules of Order.

XII. Summer Board Meetings

1. Summer Board meetings shall be held at the discretion of the majority of the Executive in situations that are deemed an emergency.
2. Summer Board meetings are considered closed door meetings, but will have published minutes.
3. Two-thirds of the Summer Board must vote to enact any decision.
4. All Summer Board Meetings shall follow Robert's Rules of Order.

XIII. Executive Meetings

1. Executive meetings shall be held at the discretion of the Executive.
2. Executive meetings are considered closed door meetings, but will have published minutes.
3. Two-thirds of the Executive must vote to enact any decision.

XIV. Chairperson of the Board

1. There shall be a Chairperson of the Board who shall be appointed by resolution at the first Board meeting of the academic year. They shall maintain order and decorum in accordance with Robert's Rules of Order.

XV. Secretary of the Board

1. The Executive shall appoint from among the staff of the Association a Secretary of the Board. They shall record and publish the minutes of the Board meetings. They will be responsible for the distribution of the agenda and any accompanying items.

XVI. Chief Returning Officer

1. There shall be a Chief Returning Officer who shall be appointed by resolution of the Board. The CRO shall be assisted by the Elections Committee and the Executive Director. They shall have the authority to preside over the General Election in accordance with these Bylaws and applicable electoral policies.

XVII. Committees

1. The Board or Executive may create committees by resolution to facilitate business of the Association. These committees shall abide by all Bylaws and policies of the Association.

**B: Finances, Salaries, and Honoraria**

I. Fiscal Year

1. The fiscal year for the Association shall end annually on April 30.

II. Signing Officers

1. The Signing Officers for the Association shall be the President and the Executive Director.
2. All cheques, bills of exchange, or other notes of payment of money issued in the name of the Association must be signed by the President and the Executive Director.
3. The President and the Executive Director alone may endorse notes, drafts for collection, or deposit with the financial institution(s) which hold the account, and may approve and certify all accounts.

III. Budget

1. The Executive will create and provide the Board an annual budget for approval at the final Board meeting of the academic year in which they are elected.
2. If the budget fails to pass by resolution of the Board, a Budget Committee will be formed to create and present a budget at an Emergency or Summer Board Meeting.

IV. Executive Salaries, Compensation, and Expectations

1. The Board will determine the salaries, compensation, and expectations of the elected Executive members.
2. The President shall be a full-time salaried employee and may not take more than three courses at a time, without the permission of the Board. The President shall be a full-time salaried employee from May 1 until April 30.
3. The Vice President of Policy and Advocacy and the Vice President of Student Life shall be full-time salaried employees from May 1 to the day prior to the commencement of classes in September. From the commencement of classes in September until April 30, the Vice President Policy and Advocacy and Vice President Student Life shall be part time salaried employees.



## **C: Clubs & Other Groups**

### **I. Status**

1. There shall be three classes of groups affiliated with the Association; recognized clubs, probationary clubs, and Academic Associations.
2. Probationary clubs shall be a club which is in its first year of existence, or has been subject to disciplinary proceedings in the past academic year.
3. Recognized clubs shall be clubs which are not in their first year of existence, and have had no disciplinary proceedings.
4. Academic Associations are associations which have an academic focus and receive funding under the College Fees Protocol.

### **II. Eligibility**

1. The Board shall recognize the existence of Association clubs by a majority decision.
2. To be eligible for recognition, a club must be:
  - a. Organized and active;
  - b. Compliant with the policies and Bylaws of the Association;
  - c. Financially stable; and
  - d. Covered by insurance.
3. A club shall not be eligible for recognition if it:
  - a. Sponsors any initiatives, or promotes any causes which are deemed by the Board to be militant or extremist in nature.

### **III. Funding**

1. The Board shall approve eligibility for funding of an Association club by a majority decision.
2. Clubs eligible for funding may submit a proposal for additional funding, which shall be decided by the Executive.
3. A club shall not be funded if it:
  - a. Is affiliated with religious groups;
  - b. Is affiliated with political parties or groups;
  - c. Excludes a particular group of members; or
  - d. Sponsors any initiatives, or promotes any causes which are deemed by the Board to be militant or extremist in nature.

### **IV. Regulations**

1. All assets of clubs and academic associations recognized under these Bylaws are the property of the Association and will be held for the benefit of the members of the Association.
2. Clubs and academic associations must be financially responsible for the resources given to them and are accountable for any purchases and events in which they run.

3. Clubs may be disciplined for:
  - a. Breaching of the Bylaws or policies of the Association;
  - b. Practices which are determined by the Board to be neglectful or dangerous in nature.
4. All clubs must submit the following records to the Association annually prior to being recognized by the Board:
  - a. The preceding years financial information;
  - b. A budget for the year;
  - c. A list of Executive members;
  - d. A list of activities for the previous year; and
  - e. Other items as outlined in policy.

#### **D: Elections**

- I. Timing and Positions
  1. The General Elections shall be held annually in February on dates proposed by the Executive and approved by the Board.
  2. Once the dates for the General Election are ratified by the Board, it will be necessary for a majority vote of the Board to amend the dates.
  3. The following positions shall be elected during the General Elections:
    - a. President;
    - b. Vice President of Policy and Advocacy;
    - c. Vice President of Student Life; and
    - d. Senator positions as required by the Laurentian University Senate.
- II. Nominations and Candidacy
  1. All candidates must be nominated and ratified by the Board to run for an elected position.
  2. Candidates must, unless exempted by the CRO, participate in all candidates information meetings arranged by the CRO, or Board.
  3. A candidate may withdraw their candidacy, in writing to the CRO, at any time.
  4. A person shall be considered a candidate until disqualification, resignation, or until the Board has ratified all election results.
  5. No person may nominate or be nominated for multiple positions.
- III. Electoral Regulations for General Elections
  1. The dates, rules, and regulations for General Elections shall be established in policy and approved by the Board.
  2. No external organizations may actively campaign or sponsor campaigns.

#### IV. Quorum

1. General Elections must obtain a quorum of at least ten percent of the membership.
2. If quorum is not met, the Board will hold an Emergency Board Meeting, and all results may be ratified by a majority vote.
3. If the results are not ratified at the Emergency Board Meeting, a By-election will be called for all non-ratified positions.

#### V. Ratification

1. Successful candidates shall be ratified by the majority of the Board.

#### VI. Election Committee

1. The Election Committee shall consist of:
  - a. the CRO as the non-voting chair;
  - b. the Executive Director;
  - c. two members of the Board.
2. Not more than one member of the Committee may be from the Executive.
3. General Election candidates may not be members of the Committee.
4. The duties of the Committee shall include:
  - a. Appeals from candidates;
  - b. Disciplinary action required to candidates or the CRO; or
  - c. Other duties that may arise.
5. All decisions of the Committee shall be made by a majority vote.

#### **E: By-Elections**

##### I. Timing and Positions

1. Upon the vacancy of an elected position, the Executive must notify the membership and call a By-election for the purpose of electing a new representative.
2. The By-election shall take place at least two weeks after the notification to the membership at an Emergency Board Meeting.

##### II. Nominations and Candidacy

1. All candidates must be nominated and ratified by the Board to run for an elected position.
2. No person may nominate or be nominated for multiple positions.

##### III. Electoral Regulations for By-Elections

1. The dates, rules, and regulations for By-elections shall be established in policy and approved by the Board.
2. No external organizations may actively campaign or sponsor campaigns.

#### IV. Ratification

1. Successful candidates will be ratified by the majority of the Board.

#### **F: Referenda**

##### I. Calling

1. The Board may call a referendum by a majority vote.
2. A petition containing names and signatures of twenty percent of the membership may institute a referendum question as stated in the petition. The petition then must be presented at a Board meeting.
3. If a referendum question fails, the question may not be called again in the same academic year.
4. The referendum dates shall be proposed by the Executive and approved by the Board.
5. Once the dates for the referendum are ratified by the Board, it will be necessary for a majority vote of the Board to amend the dates.
6. A referendum may not be held less than two months after it is called by the Board or the petition is presented.

##### II. Guidelines

1. The referendum must be held in accordance with all current Bylaws and policies.

##### III. Campaigning

1. The campaigning period for any referendum shall begin when the date for the referendum is set by the Board. Campaigning may continue through the balloting period.
2. All materials must be approved by the CRO.
3. Only members may participate in active campaigning in referenda. No external organizations, nor individuals, may actively campaign or sponsor campaigns.

##### IV. Quorum

1. Referenda must obtain a quorum of at least ten percent of the membership to be considered valid.

#### **G: The Constitutional Committee**

##### I. Committee

1. The Committee shall be created to mediate a dispute over the Constitution and its Bylaws.
2. The Committee shall consist of three members, as follows:
  - a. The Executive Director;
  - b. Two members of the Board.
  - c. Only one member of the Committee may be from the elected Executive.

II. Duties

1. Rulings of the Committee will be final and will include a short report on the dispute and its outcome which shall be presented to the Board.
2. Based on the ruling, a recommendation may be made to the Board to make an amendment to the Bylaw or Constitution section under dispute.

**H: Policy**

H-1 Creation

1. Policies can be created, amended, or rescinded by the Executive at any time following Board approval.