

**SYNDICAT
ÉTUDIANT**
de l'Université d'Ottawa



University of Ottawa
**STUDENTS'
UNION**

University of Ottawa Students' Union

Constitution – **English Version Updated on 2024-01-04**

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Articles in Green indicate a recent approval by the General Assemblies.

Articles in Green and in italics indicate a proposed addition adopted by the Board of Directors and taking effect on a provisional basis (Article 14.1.3).

At the end of this document, members can find Constitutional Amendments approved by the Board of Directors pending ratification at the next Autumn General Assembly and not taking effect provisionally. (Article 14.2.9).

Definitions (*French translations*)

“**Act**” means the *Canada Not-for-profit Corporations Act*, SC 2000, c 23. (*Loi*)

“**Autumn General Assembly**” means an annual meeting, as defined by the Act. (*Assemblée générale d’automne*)

“**Board**” means the Board of Directors of the University of Ottawa Students’ Union. (*Conseil*)

“**Chair**” means the presiding officer of a deliberative body or meeting thereof. (*Président(e)*)

“**Committee**” means a permanent committee of the Board established by Article VI unless otherwise specified. (*Comité*)

“**Constitution**” means the by-laws of the corporation, as defined by the Act. (*Constitution*)

“**Cost of Living Adjustment**” means an increase equivalent to the increase in the Consumer Price Index for Ontario since the end of the previous Fiscal Year, as calculated by Statistics Canada. (*Ajustement au coût de la vie*)

“**director**” has the meaning assigned to it by the Act. (*Administrateur(trice)*)

“**Director**” means a member of the Board who is not an Executive. (*Directeur(trice)*)

“**Executive**” has the meaning assigned to it by Article V. (*Exécutif*)

“**Fall Elections**” means the annual elections in which all vacant Executive positions and all vacant Director positions are contested. (*Élections d’automne*)

“**Fiscal Year**” means the year beginning on 1 May and ending on 30 April. (*Exercice financier*)

“**General Assembly**” means a special meeting, as defined by the Act. (*Assemblée générale*)

“**General Elections**” means the annual elections in which all Executive and Director positions are contested. (*Élections générales*)

“**Member**” has the meaning assigned to it by Article II. (*Membre*)

“**Membership Fee**” means the Essential Services Fees. (*Cotisation*)

“**Public Accountant**” has the meaning assigned to it by the Act. (*Expert(e)-comptable*)

“Recognized Student Government” means a program- or faculty-level student organization recognized as a student government by Article XV. (*Gouvernement étudiant reconnu*)

“Registered Office” has the meaning assigned to it by the Act. (*Siège*)

“Signing Officer” means a person empowered to bind the UOSU, together with one (1) other Signing Officer. (*Signataire autorisé*)

“Special Student” has the meaning assigned to it by the University of Ottawa. (*Étudiant(e) spéciale*)

“Staff” means an employee of the union that is not an Executive. (*Personnel*)

Article I: Mandate

- 1.1. The name of the corporation is: University of Ottawa Students' Union
 - 1.1.1 The name of the corporation in French is: Syndicat étudiant de l'Université d'Ottawa.
- 1.2 The mandate of the UOSU is to advocate on behalf of and provide services to undergraduate students at the University of Ottawa. The UOSU shall work to improve the academic and social lives of its Members, and to create a fairer and more inclusive academic and social environment at the University of Ottawa.
- 1.3 The Registered Office of the UOSU is in Ottawa, Ontario.
- 1.4 The UOSU shall conduct all business and offer all services and programs in English and French. The UOSU shall work to promote bilingualism and francophone representation at the University of Ottawa.
- 1.5 The UOSU acknowledges and respects the independence of the Recognized Student Governments. The UOSU shall work with such student governments to advance the shared interests of all students.
- 1.6 The UOSU is committed to the principle of equity, as guided by Article IX.
- 1.7 The UOSU is committed to the principle of student autonomy and shall work to secure the expressive and associative rights of all students.
- 1.8 The UOSU acknowledges and respects the current and historical contributions of the Algonquin Anishinaabe peoples, on whose traditional and unceded territory the University of Ottawa is located. The UOSU shall work to decolonize the University of Ottawa.
- 1.9 The UOSU is committed to the principle of climate justice. It shall incorporate environmental sustainability into all of its practices, including advocating for measures to improve sustainability at the University of Ottawa.

Article II: Members

2.1 There shall be one (1) class of Members, consisting of:

2.1.1 all undergraduate students at the University of Ottawa who have paid the Membership Fee for the current academic term; and

2.1.2 all members of the Board of Directors as long as they are not enrolled in any other post-secondary institution or any graduate program; and

2.1.3 all undergraduate students enrolled in the Co-op program.

2.2 Rights of Members

2.2.1 Every Member shall have the right to attend and vote at all General Assemblies, either in person or by proxy.

2.2.2 Every Member shall have the right to vote in all General Elections, referenda, and plebiscites.

2.2.2.1 Every Member shall have the right to vote electronically, using their personal electronic device.

2.2.3 Every Member shall have the right to seek election as an Executive, subject to Article VII.

2.2.4 Every member shall have the right to seek election as a Director.

2.2.5 Every Member shall have the right to move amendments to the Constitution, subject to Article XIV.

2.2.6 Every Member shall have the right to move to impeach any Executive or Director, subject to Article VIII.

2.2.7 Every Member shall have the right to access all governing documents, including regulations adopted by the Board, minutes of meetings of the Board, and minutes of meetings of Committees. All governing documents shall be made available in an accessible format.

2.2.8 All governance processes, including elections, General Assemblies, and meetings of the Board, shall be made accessible to all Members, regardless of disability status.

2.2.9 Every member shall have the right to propose referendum questions,

2.2.9.1 Prior to each General Election campaign period, the Board of Directors shall specify a period of at least fourteen (14) days in which members may propose referendum questions.

2.2.9.2 All referendum questions must be approved by the Board of Directors before being voted on by all members.

2.2.9.2.1 The Board of Directors shall not reject any proposed referendum which was submitted properly and which was endorsed by at least twenty-five (25) members.

2.2.9.2.2 Provided that the core conceit of a proposed referendum is respected, the Board of Directors may amend or reject referendum questions in order to:

i. Ensure that their wording is neutral, and accurate.

ii. Ensure that they are clear and unambiguous.

iii. Ensure their adherence to this constitution and all relevant local laws.

iv. Ensure that every question covers a single, unified proposal.

v. Prevent simultaneous referendums which are mutually exclusive with each other or which are substantively the same as each other.

2.2.9.2.3 At a meeting of the Board of Directors where a proposed referendum is being discussed, the member who submitted the question and representatives of any other groups directly implicated shall be invited and given the opportunity to speak during deliberations pertaining to them.

2.2.9.3 Any referendum creating a levy to fund a program or organization shall automatically expire five (5) years after adoption unless extended by a two-thirds (2/3).

2.2.9.4 No individual referendum question may seek to lower the Membership Fee unless a motion calling for such a referendum is first passed by a 2/3 majority vote at a General Assembly.

2.2.9.5 Referendum questions may only be presented during general elections unless approved by a 2/3rds majority at an Emergency General Assembly or a 2/3rds majority by the Board, and only motivated by extreme circumstances or a pressing need to hold the referendum question.

2.3 Membership Fee

- 2.3.1** The Membership Fee shall be \$56.68 per academic term for full-time students and \$30.36 per academic term for part-time students.
- 2.3.2** The Board may apply a Cost of Living Adjustment to the Membership Fee at the end of each Fiscal Year.
- 2.3.3** Except as authorized by Article 2.3.2, all changes to the Membership Fee must be approved in a referendum in which all Members are eligible to vote.

Article III: General Assemblies

- 3.1** General Assemblies are meetings of Members at which all Members are eligible to vote.

3.2 Powers of General Assemblies

General Assemblies may adopt resolutions that direct the activities of the UOSU, except as limited by the Constitution. Such resolutions shall bind the UOSU.

- 3.2.1** General Assemblies may adopt resolutions on any matter, except where the matter is under the exclusive authority of the Board or the Executive.
- 3.2.2** The **Autumn** General Assembly shall have the exclusive authority to approve the audited financial statements of the UOSU, as recommended by the Board.
- 3.2.3** The **Autumn** General Assembly shall have the exclusive authority to appoint the Public Accountant of the UOSU, as recommended by the Board.
- 3.2.4** General Assemblies shall have the exclusive authority to adopt amendments to the Constitution, subject to Article XIV.
- 3.2.5** Resolutions that are not consistent with the Constitution shall not be considered at General Assemblies. Any resolution that is not consistent with the Constitution shall be ruled out of order by the Chair of the General

Assembly. Such a ruling of the Chair of the General Assembly shall not be challenged.

3.3 Calling of General Assemblies

- 3.3.1** General Assemblies shall be chaired by the Chair of the Board, unless a two-thirds (2/3) majority of a given General Assembly elects an alternative Chair, who shall serve for the given General Assembly only.
- 3.3.1.1** No member of staff of the UOSU shall serve as Chair.
- 3.3.1.2** A member of staff shall preside over the election of an alternative Chair.
- 3.3.2** Quorum for General Assemblies shall be three hundred (300) Members, at least one-hundred fifty (150) of whom shall be present in person.
- 3.3.2.1** Quorum for the **Autumn** General Assembly shall be seventy-five (75) Members, at least fifty (50) of whom shall be present in person.
- 3.3.2.2** Quorum for the Winter General Assembly shall be seventy-five (75) Members, at least fifty (50) of whom shall be present in person.
- 3.3.3** General Assemblies may be called by the Board, or by a requisition signed by any five-hundred (500) Members and delivered to the Chair of the Board.
- 3.3.3.1** Should a General Assembly be called by the Board, the Board shall approve the agenda of the General Assembly.
- 3.3.3.2** Should a General Assembly be called by any five-hundred (500) Members, the agenda shall be included in the requisition. The UOSU shall give notice of the requisitioned General Assembly no more than fourteen (14) days after verifying that the requisition has been signed by at least five-hundred (500) Members.
- 3.3.4** Notice of any General Assembly shall be given to every Member no less than twenty-one (21) days prior to the General Assembly. The notice shall include the time, place, and agenda of the General Assembly.
- 3.3.4.1** “Notice” means emails sent to every Member, a notice on the UOSU website, notices displayed in at least eight (8) buildings at the University of Ottawa campus, and notices published in the major student newspapers at the University of Ottawa.

- 3.3.5** The agenda of a General Assembly shall not be amended other than to reorder or remove items.
- 3.3.6** General Assemblies shall be conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised*, subject to Article 4.4.1.2.

3.4 **Autumn** General Assembly

- 3.4.1** The Board shall hold the **Autumn** General Assembly no later than 15 November and no earlier than 15 October. The **Autumn** General Assembly shall be the annual meeting of the UOSU, as defined by the Act.
- 3.4.2** The agenda of the **Autumn** General Assembly shall include:
- 3.4.2.1** a motion to approve the audited financial statements for the previous Fiscal Year;
 - 3.4.2.2** a motion to appoint a Public Accountant for the current Fiscal Year;
 - 3.4.2.3** a motion to approve any amendments to the Constitution adopted by the Board since the previous **Autumn** General Assembly;
 - 3.4.2.4** any motions submitted for consideration by Members, as described in Article 3.4.3;
 - 3.4.2.5** any other business deemed appropriate by the Board.
- 3.4.3** No less than thirty (30) days prior to giving notice of the **Autumn** General Assembly, the UOSU shall invite Members to submit motions for consideration at the **Autumn** General Assembly.
- 3.4.3.1** “Invite members” means emails sent to every Member, a notice on the UOSU website, notices displayed in at least eight (8) buildings at the University of Ottawa campus, and notices published in the major student newspapers at the University of Ottawa.
 - 3.4.3.2** Motions submitted by Members may be ruled out of order by the Board under s 162(6) of the Act.
 - 3.4.3.3** The Board may, on the advice of legal counsel, rule out of order any motions submitted by Members that are not compatible

with the fiduciary duty of Executives and Directors. All Executives and Directors shall have a right to receive the relevant legal advice in writing.

- 3.4.3.4** Motions submitted by the advertised deadline shall not be excluded from the agenda of the **Autumn** General Assembly, except as permitted by Article 3.4.3.

3.5 Winter General Assembly

- 3.5.1** The Board shall hold the Winter General Assembly no later than 15 March and no earlier than 15 February. The Winter General Assembly shall be a supplementary meeting to the **Autumn** General Assembly which is the annual meeting of the UOSU, as defined by the Act.

- 3.5.2** The agenda of the Winter General Assembly shall include:

3.5.2.1 any motions submitted for consideration by Members, as described in Article 3.5.3;

3.5.2.2 any other business deemed appropriate by the Board.

- 3.5.3** No less than thirty (30) days prior to giving notice of the Winter General Assembly, the UOSU shall invite Members to submit motions for consideration at the Winter General Assembly.

3.5.3.1 “Invite members” means emails sent to every Member, a notice on the UOSU website, notices displayed in at least eight (8) buildings at the University of Ottawa campus, and notices published in the major student newspapers at the University of Ottawa.

3.5.3.2 Motions submitted by Members may be ruled out of order by the Board under s 162(6) of the Act.

3.5.3.3 The Board may, on the advice of legal counsel, rule out of order any motions submitted by Members that are not compatible with the fiduciary duty of Executives and Directors. All Executives and Directors shall have a right to receive the relevant legal advice in writing.

3.5.3.4 Motions submitted by the advertised deadline shall not be excluded from the agenda of the Winter General Assembly, except as permitted by Article 3.5.3.

3.6 Attendance by Proxy

- 3.6.1** Every Member shall have the right to attend any General Assembly by proxy.

- 3.6.2** Only Members may act as proxies, and no Member may act as a proxy for more than four (4) other Members.
- 3.6.3** Members present by proxy shall be counted towards quorum.
- 3.6.4** There shall be a period of no less than fourteen (14) days in which Members may appoint proxies. The process for appointing a proxy shall be described in the notice of the General Assembly.
- 3.6.5** No proxies shall be appointed less than forty-eight (48) hours prior to the General Assembly.
- 3.7** Any provision of the Constitution that applies to General Assemblies shall apply equally to the **Autumn** General Assembly and Winter General Assemblies, unless the Constitution provides otherwise. In the event of an inconsistency between a provision that applies to General Assemblies and a provision that applies to the **Autumn** General Assembly and the Winter General Assembly, only the latter shall apply to the **Autumn** General and Winter General Assembly, respectively.
- 3.8 Failure of **Autumn** General Assembly**
- 3.8.1** Should a General Assembly, including a **Autumn** General Assembly, adjourn or be declared inquorate without an item of business having been considered, the item may be considered by the Board before the next General Assembly, except as limited by Article 3.2 or Article 3.7.
- 3.8.2** Should the **Autumn** General Assembly adjourn or be declared inquorate without the audited financial statements having been approved and/or without a public accountant having been appointed, the Board shall hold another **Autumn** General Assembly as soon as possible, without regard for the timeline established by Article 3.4.1.
- 3.8.3** Should the **Autumn** General Assembly adjourn or be declared inquorate without a constitutional amendment having been approved or rejected, the amendment shall be deemed to have been rejected.
- 3.8.4** Should the **Autumn** General Assembly fail to reach quorum, the Board shall hold another **Autumn** General Assembly as soon as possible, without regard for the timeline established by Article 3.4.1.
- 3.9 Failure of Winter General Assembly**
- 3.9.1** Should a General Assembly, including a Winter General Assembly, adjourn or be declared inquorate without an item of business having been considered,

the item may be considered by the Board before the next General Assembly, except as limited by Article 3.2 or Article 3.8 or Article 3.9.

- 3.9.2** Should the Winter General Assembly adjourn or be declared inquorate without a constitutional amendment having been approved or rejected, the amendment shall be deemed to have been rejected.
- 3.9.3** Should the Winter General Assembly fail to reach quorum, the Board shall hold another Winter General Assembly as soon as possible, without regard for the timeline established by Article 3.5.1.

Article IV: Board of Directors

- 4.1** The members of the Board shall be directors under the Act.
 - 4.1.1** Each Director shall serve for a term of one (1) year, from 1 May to 30 April.
 - 4.1.1.1** As per Article 7.7.3, interim Directors shall serve until 30 April or until the election and ratification of a successor in the Fall Elections, whichever is sooner.
 - 4.1.2** No person may serve more than three (3) terms as a director.
 - 4.1.2.1** A term of any length as interim Director shall still count as a single term as a director.
 - 4.1.3** All Directors are required to sign the UOSU code of conduct and must adhere to it.
- 4.2** **General Powers**
 - 4.2.1** The Board shall govern and oversee the activities of the UOSU, except as limited by the Constitution or by the Members at a General Assembly.
 - 4.2.2** The Board shall have the exclusive authority to adopt regulations.
 - 4.2.3** The Board shall have the exclusive authority to approve audited financial statements, pending final approval by the Members at a General Assembly.
 - 4.2.4** The Board shall have the exclusive authority to commence legal proceedings on behalf of the UOSU, and the exclusive authority to settle any claim to which the UOSU is a party.

- 4.2.5 The Board may reverse or amend any decision of any Committee, except as limited by the Constitution.
 - 4.2.5.1 Decisions of the Executive Committee relating to the management of human resources shall not be reversed or otherwise amended by the Board.
 - 4.2.5.2 Disciplinary decisions of the Elections Committee shall not be reversed or otherwise amended by the Board.
- 4.2.6 The Board may strike *ad hoc* committees, provided that the mandate of the committee is time-limited and does not conflict with the mandate of any Committee established by the Constitution. An *ad hoc* committee shall cease to exist at the end of the Board term in which it is struck.

4.3 Composition

The Board shall be composed of:

- 4.3.1 The seven (7) executives.
- 4.3.2 One (1) Director for each of following constituencies:
 - 4.3.2.1 Faculty of Education
 - 4.3.2.2 Faculty of Law (Civil Law Section)
 - 4.3.2.3 Faculty of Law (Common Law Section)
 - 4.3.2.4 Faculty of Medicine
- 4.3.3 Two (2) Directors for each of the following constituencies:
 - 4.3.3.1 Faculty of Health Sciences
 - 4.3.3.2 Faculty of Arts
- 4.3.4 Three (3) Directors for each of the following constituencies:
 - 4.3.4.1 Faculty of Engineering
 - 4.3.4.2 Faculty of Science
 - 4.3.4.3 Telfer School of Management

4.3.5 Five (5) Directors for the Faculty of Social Sciences.

4.3.6 One (1) Director for Indigenous students.

4.3.6.1 On the proposal of the selection committee, the members of the Board of Directors must elect one (1) Director for Indigenous students through a vote under the two-round system no later than June 30th.

4.3.6.2 The Indigenous Students' Association has the exclusive right to nominate candidates for the position of Director for Indigenous students until June 30th. If they do not do so, the Board of Directors has the right to elect one (1) Director for Indigenous students in a manner consistent with Article 4.3.6.1 and the selection policy.

4.3.7 The allocation of seats to the undergraduate faculties shall be reviewed every three (3) years in order to ensure approximate proportional distribution.

4.3.7.1 The Board shall consist of no more than thirty (30) persons.

4.4 Meetings

4.4.1 Meetings of the Board shall be conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised*.

4.4.1.1 A two-thirds (2/3) majority of the Board may adopt rules of order that supplement or supersede *Robert's Rules of Order Newly Revised*. Such rules of order shall apply at all meetings of the Board, meetings of Committees, and General Assemblies.

4.4.2 All motions considered at meetings of the Board shall be carried by a simple (1/2) majority of executives and Directors present, unless the Constitution or *Robert's Rules of Order Newly Revised* provides otherwise.

4.4.3 The Board shall meet no less than once (1) per month.

4.4.3.1 Meetings of the Board shall be chaired by the President, until the Board elects a permanent, non-voting Chair of the Board, who may be removed at any time by a two-thirds (2/3) majority of the Board.

4.4.3.2 No member of staff of the UOSU may serve as Chair of the Board.

- 4.4.4.** Meetings of the Board shall be open to the public unless the Board votes to enter closed session.
- 4.4.4.1** A simple (1/2) majority of the Board may vote to enter closed session for the purpose of discussing litigation, legal advice, legally confidential information, sensitive proprietary information, and/or matters relating to specific employees.
- 4.4.4.2** Committees may enter closed session as described in Article 4.4.4.1.
- 4.4.4.3** Elected representatives of the Recognized Student Governments shall have speaking rights at meetings of the Board, excluding closed sessions.
- 4.4.5** Notice of any ordinary meeting of the Board shall be sent electronically to every executive and Director no less than ten (10) days prior the time of the meeting. The notice shall include the time and place of the meeting. The agenda of the meeting shall be sent electronically to every executive and Director no less than ninety-six (96) hours prior to the meeting.
- 4.4.5.1** Any item submitted by an executive or Director to the Chair of the Board at least seven (7) days prior to the next meeting of the Board shall be included on the agenda of said meeting.
- 4.4.5.2** Any item submitted by an executive or Director to the Chair of the Board less than seven (7) days prior to the next meeting of the Board shall be included on the agenda of said meeting only with the consent of all executives and Directors present.
- 4.4.5.3** Should an item submitted under Article 4.4.5 be ruled out of order on the advice of legal counsel, the submitting executive or Director, in addition to the Board as a whole, shall have the right to receive the relevant legal advice in writing.
- 4.4.6** The Chair of the Board may determine that the meeting shall be held, in accordance with the Act, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.
- 4.4.7** Notice of any emergency meeting of the Board shall be sent electronically to every executive and Director no less than ninety-six (96) hours prior to the meeting. The notice shall include the time, place, and agenda of the meeting.
- 4.4.7.1** The agenda of an emergency meeting of the Board shall not be amended other than to reorder or remove items.

- 4.4.8 Detailed minutes shall be taken at all meetings of the Board. The minutes of closed sessions shall be confidential.
- 4.4.9 No person may act as a proxy for an executive or Director at a meeting of the Board.

4.5 Calling of Meetings

- 4.5.1 Ordinary meetings of the Board may be called by the Chair of the Board, the Executive Committee, or any seven (7) Directors.
 - 4.5.1.1 Should an ordinary meeting be called by the Chair of the Board, the Chair of the Board shall be responsible for giving notice in accordance with Article 4.4.5.
 - 4.5.1.2 Should an ordinary meeting be called by the Executive Committee, the President shall be responsible for giving notice in accordance with Article 4.4.5.
 - 4.5.1.3 Should an ordinary meeting be called by seven (7) or more Directors, the Directors in question shall provide the Chair of the Board with the time, place, and agenda of the meeting. The Chair of the Board shall then be responsible for giving notice in accordance with Article 4.4.5.
- 4.5.2 Emergency meetings of the Board may be called by the Chair of the Board or by the Executive Committee.
 - 4.5.2.1 Should an emergency meeting of the Board be called by the Chair of the Board, the Chair of the Board shall be responsible for giving notice in accordance with Article 4.4.7.
 - 4.5.2.2 Should an emergency meeting of the Board be called by the Executive Committee, the President shall be responsible for giving notice in accordance with Article 4.4.7.

4.6 Quorum

- 4.6.1 Quorum for ordinary meetings of the Board shall be fifty percent (50%) of executives and Directors.
- 4.6.2 Quorum for ordinary meetings of the Board held in May, June, July, or August shall be ten (10) executives and Directors.

4.6.3 Quorum for emergency meetings of the Board shall be ten (10) executives and Directors.

4.7 Directors shall not be employed or otherwise remunerated by the UOSU, or by any business or service centre thereof, unless they are also the Chair of the Board.

4.8 Adoption of Policies and Regulations

4.8.1 Except as limited by the Constitution, the Board and Committees may adopt policies with respect to any matter, in accordance with General Policy No. 1.

4.8.2 There are four types of Policies: General Policies, Internal Policies, Positions, and Standing Orders.

4.8.3 Certain General Policies shall only be amended upon the proposition of both the Governance Committee and one another Committee. These are:

4.8.3.1 Changes proposed to the Clubs and Student Group Code regarding the operation of the club service shall require the approval of the Services Committee.

4.8.3.2 The Clubs and Student Group Code shall lay out the rules and regulations of clubs and non-RSG student groups.

4.8.3.3 Changes proposed to the Clubs and Student Group Code that affect the operation and administration of clubs and student groups shall require the approval of the Club Committee.

4.8.3.4 The Budget Policy, and any other finance-related policies, which shall require the approval of the Finance Committee.

4.8.3.5 The Anti-Discrimination Policy, and any other equity-specific policies and stances, which shall require the approval of the Equity Committee.

4.8.3.6 The 101 Week Code, which shall require the approval of the Student Life Committee.

4.8.4 Unless a coming into force date is specified, all Policies shall be adopted with immediate effect, and remain in force unless amended or repealed.

4.8.5 Policies shall be subject to mandatory review, at either one (1) or three (3) year intervals.

4.8.6 All Policies shall include the following information:

- 4.8.6.1** The name and reference number of the Policy.
- 4.8.6.2** The Committee(s) entitled to approve and propose amendments to the Policy.
- 4.8.6.3** The dates of approval and amendment by the Committee(s) under Article 4.8.6.2 and by the Board, if applicable.
- 4.8.6.4** The date of the next mandatory review.

4.9 Interim Directors

- 4.9.1** If a Director position becomes vacant for any reason, an interim Director may be appointed to serve until the election of the new Director.
 - 4.9.1.1** Such appointment shall be made by the Board on the recommendation of the Recognized Student Government which represents the same constituency as the vacant position.
 - 4.9.1.2** For greater certainty, an interim Director holds the same powers and responsibilities as any other Director, including voting rights and the right to attend closed sessions of the Board, and a term as interim Director shall still count as a term as Director.
 - 4.9.1.3** In its decision, this committee shall give appropriate consideration to the proportion of students represented by each of the Recognized Student Governments composing the committee.
- 4.9.2** Interim Directors appointed pursuant to Article 4.9 shall serve until 30 April or until the election and ratification of a successor in the Fall Elections, whichever is sooner.
 - 4.9.2.1** Where the number of Directors elected and ratified in the Fall Elections for a particular constituency is less than the number of interim Directors for that constituency, the interim Directors will be replaced in reverse order of seniority.
 - 4.9.2.1.1** Where two or more Directors are of equal seniority, a coin toss or other similarly random method selected by the Chair of the Board will be used to determine the order of replacement.

- 4.9.2.2** Where, after the appointment of one or more interim Directors, there remain vacancies for a particular constituency, Directors elected in the Fall Elections will first fill these vacancies before replacing an interim Director.
- 4.9.3** At no time shall the number of appointed Directors exceed the limits set by the Act.
- 4.9.3.1** Where the filling of all vacancies would result in these limits being exceeded, preference will be given to the appointment of Directors listed under Articles 4.3.6.
- 4.9.3.2** After accounting for appointment of Directors under Articles 4.3.6, further appointments will be prioritized in favour of those constituencies which have the smallest percentage of Board representation provided for by Article 4.3 of this Constitution.
- 4.9.3.3** Where two or more constituencies have the same percentage of their maximum representation, preference will be given to the constituency with fewer representatives.
- 4.9.3.4** Where both the percentage and total number of representatives is the same for two or more constituencies, a coin toss or other similarly random method selected by the Chair of the Board will be used to determine the order of appointments.
- 4.9.4** Nothing in this section will prohibit the simultaneous appointment of more than one Director, so long as space is appropriately reserved and distributed pursuant to Article 4.9.4.

4.10 Electronic Voting

- 4.10.1** The Board and Committees may vote by means of a telephonic, electronic, or other means of communication, should the Chair of the Board or the Chair of the Committee provide a system that:
- 4.10.1.1** enables the votes to be gathered in a manner that permits their subsequent verification; and
- 4.10.1.2** for a secret ballot, permits the tallied votes to be presented in such a way that does not identify how each member voted.

- 4.10.2** The Board may, by a simple (½) majority vote, rule out of order any motions approved by the Board and Committees approved by means of a telephonic, electronic, or other means of communication that are not compatible with the fiduciary duty of Executives and Directors.
- 4.10.3** The following Committees may not vote by means of a telephonic, electronic, or other means of communication, except with the unanimous consent of all members of the Committee:
- 4.10.3.1** The Governance Committee
 - 4.10.3.2** The Finance Committee
 - 4.10.3.3** The Executive Committee.

Article V: The Executives

- 5.1** The seven (7) executives shall be officers under the Act.
- 5.1.1** Each executive shall serve for a term of one (1) year, from 1 May to 30 April.
- 5.1.1.1** "Executive" means the President, the Equity Commissioner, the Francophone Affairs Commissioner, the Operations Commissioner, the Student Life Commissioner, the Advocacy Commissioner, and/or the **Communications Commissioner**, as the case requires.
- 5.1.2** The tenure of an Executive shall end in the event of death, resignation, removal from office or where the Executive ceases to be qualified to be an Executive in accordance with the Constitution.
- 5.1.3** No person may serve more than two (2) terms as an executive.
- 5.1.4** All members of the executive are required to sign the UOSU code of conduct and must adhere to it.
- 5.2** **General Powers**
- 5.2.1** The executives shall direct and manage the activities and operations of the UOSU, except as limited by the Constitution, by the Board, or by resolution of a General Assembly.

5.2.2 The Operations Commissioner and the President shall have exclusive authority over all human resources matters, including the hiring, direction, and termination of staff, subject to Article X.

5.2.2.1 The creation of new full-time staff positions shall require the approval of a two-thirds (2/3) majority of the Board.

5.2.3 The executives shall have the exclusive authority to represent the UOSU in relation to the University of Ottawa, governments, and external organizations.

5.2.4 The Operations Commissioner and the President shall have the exclusive authority to negotiate and sign contracts on behalf of the UOSU, except as limited by Article XIV.

5.2.4.1 The Operations Commissioner and the President shall have the exclusive authority to retain and instruct legal counsel on behalf of the UOSU, except as limited by Article 4.2.4.

5.3 President

5.3.1 The President shall have responsibility for carrying out the mandate of the UOSU. The President shall be responsible for the management and supervision of the affairs and operations of the organization, including by assisting other Commissioners as needed.

5.3.1.1 The President shall be a Signing Officer.

5.3.2 Together with the Operations Commissioner, the President shall direct and manage the operations and activities of the UOSU, except as limited by the Constitution, by the Board, or by resolution of the General Assembly.

5.3.3 Together with the Operations Commissioner, the President shall have exclusive authority over all human resources matters, including the hiring, direction, and termination of Staff, subject to Article X.

5.3.3.1 The creation of new full-time Staff positions shall require the approval of a two-thirds (2/3) majority of the Board.

5.3.4 The President shall be responsible for the internal governance of the UOSU.

5.3.5 The President shall assist the Advocacy Commissioner, where appropriate, in relations with governments and external organizations.

5.3.6. The President shall represent the UOSU in relation to Recognized Student Governments. They may delegate this authority as appropriate.

- 5.3.7 The President shall be the spokesperson for the UOSU, they shall also be responsible for the communications of the UOSU.
- 5.3.8 For greater certainty, as outlined in section 6.5.3, the President shall report to the Executive Committee.
- 5.3.9 The President shall be responsible for presenting a report on the activities of the student union to the Board of Directors at the regularly scheduled monthly Board meeting.
- 5.3.10 The President shall be committed to promoting collaboration on the executive and shall not act despotically.

5.4 Equity Commissioner

- 5.4.1 The Equity Commissioner shall direct and oversee the equity-building work of the UOSU, including programs of the UOSU aimed at marginalized students.
- 5.4.2 The Equity Commissioner shall advocate on behalf of marginalized students and shall work to prevent and remedy unjust discrimination at the University of Ottawa.
- 5.4.3 The Equity Commissioner shall be responsible for relations with equity-building organizations active at the University of Ottawa.
- 5.4.4 The Equity Commissioner shall direct and oversee the public education campaigns of the UOSU, in addition to any advocacy work on equity issues.

5.5 Francophone Affairs Commissioner

- 5.5.1 The Francophone Affairs Commissioner shall direct and oversee programs of the UOSU aimed at francophone students.
- 5.5.2 The Francophone Affairs Commissioner shall advocate on behalf of francophone students and shall work to promote bilingualism and francophone representation.
- 5.5.3 The Francophone Affairs Commissioner shall work to ensure that the services and programs of the UOSU are accessible to francophone students.

5.6 Operations Commissioner

- 5.6.1 The Operations Commissioner shall be a Signing Officer.

- 5.6.2 Together with the President, the Operations Commissioner shall supervise the General Manager.
- 5.6.3 Together with the General Manager and the President, the Operations Commissioner shall direct and oversee the internal operations of the UOSU, including financial administration, the management of human resources, and the provision of services to students.

5.7 Student Life Commissioner

- 5.7.1 The Student Life Commissioner shall direct and oversee the planning and execution of 101 Week.
- 5.7.2 The Student Life Commissioner shall organize social events for Members as appropriate.
- 5.7.3 The Student Life Commissioner shall direct and oversee all services and programs aimed at recognized student clubs.

5.8 Communications Commissioner

- 5.8.1 The Communications Commissioner shall be responsible for overseeing the creation of an annual communications plan for the UOSU.
- 5.8.2 The Communications Commissioner, in conjunction with the President, shall be responsible for coordinating and facilitating communication with the student population.
- 5.8.3 The Communications Commissioner shall be responsible for overseeing and coordinating outreach of businesses and service centres.
- 5.8.4 The Communications commissioner shall be responsible for sponsors and outreach to sponsors.

5.9 Advocacy Commissioner

- 5.9.1 The Advocacy Commissioner shall direct and oversee the lobby work of the UOSU to external organizations, including the University of Ottawa.
- 5.9.2 The Advocacy Commissioner shall be responsible for relations with governments and external organizations including the Sandy Hill Community, the City of Ottawa, the Provincial and Federal Government, and other student unions.
- 5.9.3 The Advocacy Commissioner shall be responsible for all matters of a political nature, including research and external policy development.

5.9.4 The Advocacy Commissioner shall serve as the clerk for all Executive meetings.

5.9.5 The Advocacy Commissioner shall support the Equity Commissioner on political issues relating to equity.

5.10 Remuneration

5.10.1 Executives shall not be full-time students.

5.10.1.1 The President can take up to 6 credits in the spring-summer term (3 in the spring and 3 in the summer), 3 credits in the fall term, and 3 credits in the winter term.

5.10.1.2 Commissioners can take up to 9 credits in the spring-summer term, 6 credits in the fall term, and 6 credits in the winter term.

5.10.1.3 Executives who are international students must not earn credits in the spring-summer term and can take 12 credits in the fall term, and 12 credits in the winter term.

5.10.1.4 Executives who are enrolled in faculties that do not permit part-time studies must provide a letter from their respective faculty to the Executive Oversight Committee, ought not to take credits in the spring-summer term and can take 12 credits in the fall term, and 12 credits in the winter term.

5.10.2 The executives shall work no less than 37.5 hours per week.

5.10.3 The executives shall be paid an annual salary plus benefits. The Board shall set the annual salary no lower than the following formula: $52 \text{ weeks} * 37.5 \text{ hours} * 17.50\$ + a \text{ Cost-of-Living Adjustment applied at the end of each fiscal year}$.

5.10.3.1 90% of the salary shall be paid out in equal, bi-weekly instalments.

5.10.3.2 10% of the salary shall be paid out at the end of the term, provided that all of the following criteria be met:

- The Executive was present at all meetings of the Board of Directors, save for excused absences by the Chair of the Board;

- The Executive completed and submitted 80% of monthly timesheets tracking their worked hours & vacation hours to the Executive Oversight Committee within seven (7) days of the end of each month;
- The Executive wrote a comprehensive transition report;
- In the case of the President, 80% of monthly reports under Article 5.3.9 were completed and submitted at least seven (7) days prior to the meeting, pursuant to Article 4.4.5.1.

All of the criteria set out above shall be deemed to have been met unless, no more than fifteen (15) days before the end of the relevant executive term, the Board of Directors directs the Executive Oversight Committee to investigate whether an Executive has failed to satisfy one or more of the criteria. The Executive Oversight Committee shall render a decision within seven (7) days.

The decision may be appealed to the Appeals Committee by the Executive in question and by no other party. The Appeals Committee shall render a decision within five (5) days. The decision of the Appeals Committee shall be final.

Where the Executive Oversight Committee fails to render a decision within seven (7) days, or where the Appeals Committee fails to render a decision within five (5) days, all criteria shall be deemed to have been met.

- 5.10.3.3** Executive compensation is subject to appropriate mandatory deductions.
- 5.10.3.4** Any changes to executives' salary shall not take effect until the next executive term.
- 5.10.3.5** No change to executives' salary shall be approved after the beginning of the nomination period.
- 5.10.3.6** Any increases to executives' salary shall only be approved by the Board on the recommendation of the Executive Oversight Committee, as per Article 6.7.4.
- 5.10.3.7** The executives' remuneration shall be reviewed periodically by the Executive Oversight Committee.

5.10.3.8 All executive benefits shall be approved by the Board.

5.10.3.9 The executives shall not receive overtime pay and shall not be remunerated in excess of the annual salary and benefits per Article 5.10.3, except as reimbursement for legitimate expenses incurred on behalf of the UOSU.

5.10.4 Executives must not take more than 5 business days of time off or leave of absence, unless for extraordinary circumstances such as sickness, bereavement, and religious and/or cultural events, in the month of May.

5.11 Interim Executives

5.11.1 If an Executive position becomes vacant for any reason, the Board may elect an interim Executive to serve until the election of the new Executive.

5.11.1.1 Such appointments shall be made by the Board on the recommendation of the Executive Committee or the designated committee.

5.11.1.2 Where the Executive Committee cannot fill a position, the appointment shall be made on the recommendations of an ad-hoc committee created by the Board pursuant to article 4.2.6 of the Constitution.

5.11.1.3 The composition of this committee shall be outlined in the Interim Executive Selection Policy.

5.11.2 For greater certainty, an interim Executive holds the same powers and responsibilities as any other Executive, including voting rights and the right to attend closed sessions of the Board, and a term as interim Executive shall still count as a term as an Executive.

5.11.3 Candidates must conform to all the eligibility requirements for Executives outlined in the Constitution.

5.11.4 Interim Executives appointed pursuant to Article 5.11 shall serve until 30 April or until the election and ratification of a successor in the Fall Elections, whichever is sooner.

- 5.11.5** If an Executive position becomes vacant for any reason after 1 March, the position shall remain vacant for the remainder of the Executive's team.
- 5.11.6** At no time shall the number of appointed Executives exceed the limits on the appointment of directors set by the Act.
- 5.11.6.1** Where the filling of all vacancies would result in these limits being exceeded, preference will be given to the appointment of Interim Executives.
- 5.11.6.2** After accounting for appointment of Directors under Articles 4.3.6, further appointments will be prioritized in favour of directors, pursuant to article 7.
- 5.11.7** When a vacancy arises during a term, the Executive Committee shall be required to report a vacancy to the Board of Directors within thirty (30) days of receiving a formal resignation notice or the position otherwise becomes vacant.
- 5.11.7.1** Within thirty (30) days of being notified, the Board of Directors must vote on whether to authorize the Executive Committee to commence the process to appoint an interim Executive to fill the vacancy.
- 5.11.7.2** Only with the approval of the Board of Directors may the Executive Committee commence the appointment process outlined in the Interim Executive Selection Policy.
- 5.11.8** When no candidate is elected to a position in the Incoming Executive Committee in General Elections, the Incoming Executive Committee shall have the right to commence the process to appoint an interim Executive to fill the vacancy as soon as the results of the General Elections have been ratified, subject to Articles 7.5 and 7.6.
- 5.11.8.1** The Incoming Executive Committee shall consult and keep informed the Incoming Board of Directors with respect to its activities under Article 5.11.8.
- 5.11.9** The Interim Executive Selection Policy shall be authored by the Executive Committee.
- 5.11.10** The Interim Executive Selection Policy must be followed to nominate candidates for the interim position to the Board of Directors.

5.11.11 The Board of Directors shall conduct a vote on the candidates for the vacant position in an ordinary or emergency meeting.

5.11.11.1 In advance of this meeting, the documents each candidate submitted in their application, as well as any evaluation documents generated during the screening process, must be shared with all members of the Board.

5.11.11.2 At the meeting, each candidate shall be granted time to speak to the Board about their candidacy. There shall also be a question and answer period for each candidate. The length of time for both these periods shall be stipulated in the Interim Executive Selection Policy.

5.11.11.3 The first ballot shall be conducted upon the conclusion of speaking time and question and answer periods for all candidates. Each member of the Board of Directors shall be eligible to cast one vote. Members of the Board of Directors will also have the right to abstain from voting. If no candidate receives more than 50% of the votes on the first ballot, then the two (2) candidates who received the most votes shall advance to an instant runoff ballot. If only one candidate is proposed to the Board, the ballot shall list the options “Yes,” “No,” and “Abstain.” No candidate shall be considered elected to fill the interim position unless more than 50% of the votes are cast in their favour.

5.11.11.4 Following the conclusion of the election, the Board must vote to ratify the results, whether a candidate was selected or not. An individual who was duly elected by the Board according to the process above shall be considered to take office upon the moment the results are ratified.

5.11.12 Nothing in this section will prohibit the simultaneous appointment of more than one Executive, so long as space is appropriately reserved and distributed pursuant to Article 5.11.6.

Article VI: Committees

6.1 Committees shall review and, where appropriate, recommend changes to the structure, activities, and operations of the UOSU.

6.2 Any decision of any Committee may be reversed or amended by the Board, except as limited by the Constitution. In approving the minutes of a meeting of a Committee, the Board shall approve all decisions made at the meeting in question.

6.3 Advocacy Committee

6.3.1 The Advocacy Committee shall be chaired by the Advocacy Commissioner.

6.3.2 The Advocacy Committee shall be composed of the Advocacy Commissioner, the Equity Commissioner, **the Communications Commissioner**, and any four (4) Directors.

6.3.3 The Advocacy Committee shall review the advocacy work of the UOSU.

6.4 Elections Committee

6.4.1 The Elections Committee shall be composed **of the Communications Commissioner, four (4) Directors**, elected by and from the Board, and two (2) students at the Faculty of Law who are not Directors.

6.4.1.1 The two (2) students of the Faculty of Law shall be appointed by the Common Law Students' Society and/or by the Association des étudiantes et étudiants en droit civil.

6.4.1.2 **The Communications Commissioner must step down from the Elections Committee at the beginning of the election period, unless they do not seek re-election during the period.**

6.4.1.3 **If the Communications Commissioner seeks re-election, a different commissioner, elected by the Board of Directors, may take their place.**

6.4.2 No person who is employed or remunerated by the UOSU, or by a business or service centre thereof, shall be a member of the Elections Committee.

6.4.3 The Chair of the Elections Committee shall be elected by and from the Elections Committee.

6.4.4 The Elections Committee shall hire the Chief Electoral Officer, administer all elections, referenda, and plebiscites, enforce the Elections Code, and hear appeals of decisions of the Chief Electoral Officer.

6.4.4.1 **Should the Chief Electoral Officer be a regular voting member prior to assuming the position, they will no longer be entitled to vote in any elections, referenda or plebiscites until they have vacated the post**

6.4.4.2 No person may serve as Chief Electoral Officer for more than (2) General Elections in total.

6.4.4.3 No person who is or has previously been employed or otherwise remunerated by the UOSU, or by a business or service centre thereof, may serve as Chief Electoral Officer.

6.4.5 Disciplinary decisions of the Elections Committee shall not be reversed or otherwise amended by the Board.

6.5 Equity Committee

6.5.1 The Equity Committee shall be chaired by the Equity Commissioner.

6.5.2 The Equity Committee shall be composed of the Equity Commissioner, the Advocacy Commissioner, and any three (3) Directors, elected by and from the Board.

6.5.3 Membership of this Committee shall be prioritized for individuals with visible and invisible group affiliation with historically, systemically, and persistently marginalized communities.

6.5.4 The Equity Committee shall review the equity-seeking work of the UOSU.

6.5.5 The Equity Committee shall review the operations of the UOSU so as to ensure compliance with Article 1.6.

6.6 Executive Committee

6.6.1 The Executive Committee shall be chaired by the President.

6.6.2 The Executive Committee shall be composed of the six (6) Commissioners and the President.

6.6.2.1 The General Manager shall be a non-voting member of the Executive Committee for the purpose of advising the executives.

6.6.2.2 If invited by the committee, other employees may also have speaking rights on the Executive Committee.

6.6.2.2.1 Staff invited to the committee who are not the Executive Director may be asked to leave the executive committee.

- 6.6.3 The Executive Committee may exercise the powers assigned to the Commissioners and the President by Article 5.2.
- 6.6.4 Decisions of the Executive Committee relating to the management of human resources shall not be reversed or otherwise amended by the Board.

6.7 Executive Oversight Committee

- 6.7.1 The Executive Oversight Committee shall be composed of five (5) Directors, elected by and from the Directors.
- 6.7.2 The Chair of the Executive Oversight Committee shall be elected by and from the Executive Oversight Committee.
- 6.7.3 The Executive Oversight Committee shall receive and investigate Member complaints against executives. Where appropriate, the Executive Oversight Committee may recommend to the Board that an executive be disciplined or impeached.
- 6.7.4 The Executive Oversight Committee shall review and, where appropriate, propose changes to the executives' remuneration.
 - 6.7.4.1 The Executive Oversight Committee shall have access to all documents relating to the executives' remuneration.

6.7.5 No Executive Committee member may attend Executive Oversight Committee meetings, unless previously invited by a Chair.

6.8 Finance Committee

- 6.8.1 The Finance Committee shall be an audit committee under the Act and shall have all the powers thereof.
- 6.8.2 The Finance Committee shall be chaired by the Operations Commissioner.
- 6.8.3 The Finance Committee shall be composed of the Operations Commissioner, the President, and any **five (5)** Directors, elected by and from the Board.
- 6.8.4 Together with the Operations Commissioner and subject to Article X, the Finance Committee shall prepare and present the annual budget of the UOSU.
- 6.8.5 The Finance Committee shall have the exclusive authority to approve spending in excess of the annual budget of the UOSU, up to ten percent (10%) per line item.

6.8.6 The Finance Committee shall have oversight over the businesses of the UOSU.

6.8.6.1 The Finance Committee shall review and propose changes to the businesses of the UOSU.

6.8.7 The Finance Committee shall review all expenses, including the expenses of businesses and service centres, on an ongoing basis, and at least once per month. The Finance Committee shall have the authority to review all transactions, and shall, where appropriate, notify the Board of any suspicious activity.

6.9 Francophone Affairs Committee

6.9.1 The Francophone Affairs Committee shall be chaired by the Francophone Affairs Commissioner.

6.9.2 The Francophone Affairs Committee shall be composed of the Francophone Affairs Commissioner and any four (4) Directors who identify as francophone, elected by and from the Board.

6.9.3 The Francophone Affairs Committee shall review and, where appropriate, propose changes to services and programs of the UOSU aimed at francophone students.

6.9.4 The Francophone Affairs Committee shall review the operations of the UOSU to ensure compliance with Article 1.4.

6.10 Governance Committee

6.10.1 The Governance Committee shall be chaired by the President.

6.10.2 The Governance Committee shall be composed of the President, the Operations Commissioner, and any five (5) Directors, elected by and from the Board.

6.10.3 The Governance Committee shall review and, where appropriate, propose amendments to the Constitution of the UOSU. No amendment to the Constitution may be adopted by the Board without having been proposed by the Governance Committee.

6.10.4 The Governance Committee shall review and, where appropriate, propose amendments to the regulations and the General Policies of the UOSU under Article 4.8. No amendment to a regulation or the General Policies of the UOSU under Article 4.8 may be adopted by the Board without having been proposed by the Governance Committee. Additionally, the Governance

Committee shall be permitted to review, and, where appropriate, propose amendments to General Policies of the UOSU not listed under Article 4.8, with the exception of the Elections Code, which may only be amended by the Elections Committee. “Amendment” includes the adoption or repeal of a regulation or other governing document.

6.11 Services Committee

6.11.1 The Services Committee shall be chaired by the **Operations** Commissioner.

6.11.2 The Services Committee shall be composed of the Francophone Affairs Commissioner, the Equity Commissioner, the Operations Commissioner, and four (4) Directors, with the Student Life Commissioner sitting on the committee as a non-voting member.

6.11.3 The Services Committee will review and, where appropriate, propose changes to the services and programs of the UOSU.

6.11.4 The Services Committee shall review the operation of the service centers of the UOSU.

6.11.5 The Services committee shall review and where appropriate, propose changes to the service centres of the UOSU.

6.12 Clubs Committee

6.12.1 The Clubs Committee shall be chaired by the **Student Life** Commissioner.

6.12.2 The Clubs Committee shall be composed of the **Operations** Commissioner, the Student Life Commissioner, the Francophone Affairs Commissioner and four (4) Directors.

6.12.3 The Clubs Committee shall review and, where appropriate, propose changes to the services and programs of the UOSU for recognized student clubs.

6.13 Student Life Committee

6.13.1 The Student Life Committee shall be chaired by the Student Life Commissioner.

6.13.2 The Student Life Committee shall be composed of the Student Life Commissioner, the Francophone Affairs Commissioner, the Operations Commissioner, and any **five (5)** Directors.

6.13.3 The Student Life Committee shall review relations between the UOSU and the Recognized Student Governments.

6.13.4 Together with the Student Life Commissioner, the Student Life Committee shall oversee the planning and execution of 101 Week.

6.14 Funds and Scholarships Committee

6.14.1 The Funds and Scholarships Committee shall be chaired by the Student Life Commissioner.

6.14.2 The Funds and Scholarships Committee shall be composed of the Student Life Commissioner, the Operations Commissioner, the **Francophone Affairs Commissioner** and any four (4) Directors.

6.14.3 The Funds and Scholarships Committee shall be responsible for creating, amending, and removing the various funds and scholarships of the UOSU.

6.14.4 The Funds and Scholarships Committee shall be responsible for promoting the funds and scholarships of the UOSU.

6.14.5 Detailed minutes shall be taken at all meetings of Committees. The minutes of closed sessions shall be confidential.

6.14.5.1 The Chair of a Committee is responsible for ensuring that all minutes from the meeting of their Committee which have occurred since the most recent meeting of the Board are presented to the Board of Directors for approval at the immediate next meeting of the Board.

6.14.6 The Funds and Scholarships Committee shall be responsible for creating, amending, and removing the various funds and scholarships of the UOSU, within the parameters of the budget approved by the Finance Committee and the Board of Directors.

6.15 Communications and Engagement Committee

6.15.1 The Communications **and** Engagement Committee shall be chaired by the **Communications Commissioner**.

6.15.2 **The Communications and Engagement Committee shall be composed of the President, the Communications Commissioner, the Advocacy Commissioner, and four (4) Directors.**

6.15.3 The Communications & Engagement Committee shall review and, where appropriate, propose changes to the communications & engagement efforts of the UOSU.

6.15.4 Together with the **Communications Commissioner**, the Communications and Engagement Committee shall prepare and present an annual communications plan for the UOSU, no later than September 1st.

6.16 Meetings of Committees

6.16.1 Meetings of Committees shall be open to the public unless the Committee votes to enter closed session.

6.16.1.1 All executives and Directors shall have speaking rights at all meetings of Committees.

6.16.1.2 Elected representatives of the Recognized Student Governments shall have speaking rights at all meetings of Committees.

6.16.2 Every Committee shall meet at least once (1) per month.

6.16.3 Meetings of a Committee shall be called by the Chair of the Committee or at least half (50%) of the members of the Committee. Notice of any meeting of any Committee shall be sent electronically to all members of the Committee **and made publicly available** no less than forty-eight (48) hours prior to the meeting. The notice shall include the time, place, and agenda of the meeting.

6.16.3.1 Any item submitted by a member of the Committee to the Chair of the Committee at least four (4) days prior to the next meeting of the Committee shall be included on the agenda of said meeting.

6.16.3.2 Any item submitted by a member of the Committee to the Chair of the Committee less than (4) days prior to the next meeting of the Committee shall be included on the agenda of said meeting only with the consent of all members of the Committee who are present.

6.16.3.3 Should a meeting be called by at least half (50%) of the members, the members in question shall provide the Chair of the Committee with the time, place and agenda of the meeting. The Chair of the Committee shall then be responsible for giving notice in accordance with Article 6.14.3.

6.16.3.3.1 Should the Chair of the Committee, after receiving this information from the members, fail to give notice at least forty-eight (48) hours prior to the meeting, the members shall send the notice electronically to the remaining members of the Committee and the meeting shall be deemed in order to proceed at the same time they determined.

6.16.4 Quorum for meetings of Committees shall be three (3) members of the Committee.

6.16.5 Detailed minutes shall be taken at all meetings of Committees. The minutes of closed sessions shall be confidential.

6.16.5.1 The Chair of a Committee is responsible for ensuring that all minutes from the meeting of their Committee which have occurred since the most recent meeting of the Board are presented to the Board of Directors for approval at the immediate next meeting of the Board.

6.16.6 No person may act as a proxy for an Executive or Director at a meeting of a Committee.

6.17 Interim Chairs

6.17.1 In the event a Committee is to be chaired by a member of the Executive, and this Executive position is unfilled, the Committee shall elect an Interim Chair from the members of the Committee.

6.17.1.1 The Interim Chair shall serve until the Executive position in question is filled, at which point the member of the Committee serving as Interim Chair shall become a regular member of the Committee.

6.17.1.2 During the period of time where a member of the Committee is serving as Interim Chair, the Committee may be permitted to nominate an additional Director to the Committee. The additional Director shall cease to be a member of the Committee when the Executive position in question is filled.

Article VII: Elections

7.1 General Rule of Election

- 7.1.1** The UOSU shall hold General Elections once (1) per year, no earlier than 15 February and no later than 15 March. The purpose of General Elections shall be to elect the Executives and Directors.
- 7.1.1.1** The entire voting period must be between 15 February to 15 March for the General Elections, or between 1 October to 31 October for the Fall Elections.
- 7.1.2** General Elections shall be administered by the Elections Committee and Chief Electoral Officer, who shall be hired by the Elections Committee.
- 7.1.3** The Executives and Directors shall be elected by and from the members.
- 7.1.4** Elections, referenda, and plebiscites shall be governed by the Elections Code.
- 7.1.4.1** The Elections Code shall establish electoral processes that are free, fair, accessible, and in accordance with democratic norms.
- 7.1.4.2** No amendment to the Elections Code may be adopted by the Board without having been proposed by the Elections Committee. The Elections Committee shall review and, where appropriate, propose amendments to the Elections Code.
- 7.1.4.3** The Elections Code and Article 7 of the Constitution shall not be amended between the beginning of the nomination period and the end of the voting period in General Elections or Fall Elections.
- 7.1.4** Elections, referenda, and plebiscites shall be governed by the Elections Code.
- 7.1.5** A preferential voting system will be used in all elections to Executive and Board of Directors positions with more than two Candidates when the number of Candidates exceeds the number of positions available. If the number of Candidates is lesser than or equal to the number of positions available, a confidence voting system will be used for each candidate.
- 7.1.6** Any online voting system used shall be administered by a third party.
- 7.2 Eligibility**
- 7.2.1** Incumbent Executives and Directors who are not Members under Article 2.1.1 shall not be allowed to seek re-election.

- 7.2.1.1** Any Member intending to seek election as an executive shall present proof of sufficient bilingualism, as defined by Schedule A, to the Chief Electoral Officer before the start of the campaign period. Any Member who does not present such proof shall not be eligible to seek election as an executive.
- 7.2.1.2** Directors shall be elected by and from their respective constituencies, as defined by Article 4.3, with the exceptions of those Directors appointed by the Board under **Article 4.3.6**.
- 7.2.2** No member of the Elections Committee, or who was a member of the Committee seven (7) days after the conclusion of the Fall Elections, shall campaign or otherwise participate in General Elections.
- 7.2.3** No candidate shall campaign for, with, or on behalf of any other candidate. Candidates' volunteers shall not campaign for, with, or on behalf of any candidate for whom they have not been authorized to campaign by the Elections Office.
- 7.2.4** No person who is employed or otherwise remunerated by the UOSU, or by a business or service centre thereof, shall campaign or otherwise participate in General Elections, unless it is for their own candidacy or for participation in a referendum or plebiscite.
- 7.2.4.1** Any candidate in General Elections who is employed or otherwise remunerated by the UOSU, or by a business or service centre thereof, must take an unpaid leave of absence for the duration of the Campaign Period and the Voting Period.
- 7.2.4.2** No candidate may take advantage of any resource or other benefit to which they have access by virtue of being employed or otherwise remunerated by the UOSU, or by a business or service centre thereof, unless said resource or other benefit is accessible to all candidates.
- 7.2.5** Candidates seeking election for positions on the UOSU Executive Committee must partake in bilingualism testing to prove they meet the bilingualism requirements for the position they are contesting, as outlined in Schedule A.
- 7.2.5.1** Candidates may also submit a certificate of English-French bilingualism or results from French or English-language testing that was conducted within the past two (2) years instead of taking a new test.
- 7.2.5.1.1** Candidates may still be required to participate in

testing at the discretion of the Chief Electoral Officer should they not be satisfied with the documented test results provided.

7.2.5.2 Candidates who intend to submit documented proof of their fluency in a language indigenous to North America must submit documentation that was issued within the past ten (10) years or showing proof of learning of an indigenous language.

7.2.5.2.1 Candidates who submit valid documentation proving their fluency in a language indigenous to North America will only be required to take a test in French or English, with the exception of the position of Francophone Affairs Commissioner, where they must participate in French testing.

7.3 Election Timeline

7.3.1 The official schedule of Fall Elections shall be adopted by the Board on the recommendation of the Elections Committee no later than 31 August. The official schedule of General Elections shall be adopted by the Board on the recommendation of the Elections Committee no later than 31 December.

7.3.2 No amendment to these schedules may be adopted by the Board without having been proposed by the Elections Committee.

7.3.3 The time between the beginning of the nomination period and the end of the voting period shall not exceed eight (8) weeks.

7.3.4 Notice of General Elections, including the complete election schedule and contact information of the Chief Electoral Officer, shall be given to all members no less than seven (7) days prior to the beginning of the nomination period.

7.3.4.1 “Notice” means an email sent to every Member and a post on the UOSU website.

7.3.5 The nomination period shall be no less than fourteen (14) days and no more than twenty-one (21) days for Executive Positions.

7.3.6 The nomination period shall be no less than fourteen (14) days and no more than twenty-eight (28) days for Board positions.

7.3.7 The campaigning period shall be no less than ten (10) days and no more than fourteen (14) days.

7.3.8 The voting period shall be no less than three (3) days and no more than five (5) days.

7.3.9 The Chief Electoral Officer shall rule on all complaints within twenty-four (24) hours of receipt. Decisions of the Chief Electoral Officer may be appealed to the Elections Committee, which shall rule on all appeals within forty-eight (48) hours of receipt.

7.4 Ratification of Results by Board

7.4.1 The results of the General Elections shall be ratified by the Board of Directors on the recommendation of the Elections Committee. The Board of Directors shall not amend the results in any way.

7.5 Fall By-Elections

7.5.1 If an Executive or Director position becomes vacant for any reason on or before 1 September, the UOSU shall hold one (1) By-Election for the vacant position between 1 October and 31 October. The purpose of By-Elections shall be to elect the Executives and the Directors for the Board. The By-Election shall be conducted in accordance with the Elections Code and Article VII of the Constitution.

7.5.2 Executives and Directors elected in the By-Elections shall take office as soon as the results of the By-Elections are ratified by the Board. Such Executives and Directors shall be deemed to have been appointed to the Board under the Act.

7.5.3 Any provision of the Constitution that applies to General Elections shall apply equally to Fall Elections, unless the Constitution provides otherwise. In the event of an inconsistency between a provision that applies to General Elections and a provision that applies to Fall By-Elections, only the latter shall apply to the Fall By-Elections.

7.6 Referenda and Plebiscites

7.6.1 The Board of Directors may, by majority vote, wish to determine the opinion of the membership on a question relating to the Union by calling a referendum or a plebiscite.

7.6.1.1 Referenda are binding votes of the membership on a question relating to the Membership Fee or any other fees collected by the University on the Union's behalf.

7.6.1.1.1 Referenda shall only be held concurrently with Fall Elections or General Elections.

7.6.1.2 Plebiscites are non-binding votes of the membership on a question relating to any other subject that pertains to the business of the Union.

7.6.1.2.1 Plebiscites may be held at any time.

Article VIII: Impeachment

8.1 Impeachment of Executives

An executive may be removed from office:

8.1.1. through a referendum requisitioned by no less than one-thousand (1,000) Members; or

8.1.2. by a three-quarters (3/4) majority of the Board.

8.1.2.1 The President may be removed by a two-thirds majority of the Board.

8.2 Referendum on Executive Impeachment

8.2.1 The requisition described in Article 8.1.1 shall be submitted to the Chair of the Board. The Chair of the Board shall, with the assistance of the UOSU, verify that the requisition has been signed by at least one-thousand (1,000) Members.

8.2.2 Within forty-eight (48) hours of verification, the Chair of the Board shall call an emergency meeting of the Board for the purpose of scheduling the requisitioned impeachment referendum. The referendum shall be held no less than twenty-one (21) days and no more than thirty (30) after the meeting of the Board at which it is scheduled.

8.2.2.1 The emergency meeting of the Board described in Article 8.2.2 shall occur no more than forty-eight (48) hours after verification.

8.2.3 Notice of the referendum shall be given within forty-eight (48) hours of the meeting at which it is scheduled. "Notice" means an email sent to every Member containing the schedule of the referendum.

8.2.3.1 The referendum question shall be in the form of: “Should *Firstname Lastname* be removed from office as *Title*?”

8.2.3.2 No other substantive information shall appear on the ballot.

8.2.4 The referendum shall be conducted under the Elections Code.

8.2.5 Should a simple (1/2) majority vote in favour of impeachment, the executives in question shall be suspended as soon as the result of the referendum is announced, and shall be removed from office as soon as the result is ratified by the Board on the recommendation of the Elections Committee.

8.2.6 Quorum for impeachment referenda shall be ten percent (10%) of Members.

8.3 Impeachment of an Executives by the Board

8.3.1 Any executive or Director may move to impeach an executive. The motion shall be sent to the Chair of the Board and shall specify the misconduct of which the executive in question is accused. A motion to impeach may not be withdrawn. Within forty-eight (48) hours of receiving the motion, the Chair of the Board shall call a meeting of the Board for no less than ten (10) days after the day on which notice of the meeting is given.

8.3.2 At the meeting at which the motion to impeach is considered, the motion shall not be put to a vote before the executive in question has been given at least forty-five (45) minutes in which to offer a defence.

8.3.3 The executive in question shall have the right to be represented at the meeting by a person of their choosing, who shall have speaking rights and the right to remain if the Board enters closed session, unless the Board enters closed session for the purpose of receiving or discussing legal advice.

8.3.4 The executive in question shall have the right to present documentary evidence, which shall be sent to the Chair of the Board no less than four (4) days prior to the meeting. The Chair of the Board shall send the evidence to the Board within twenty-four (24) hours of receiving it.

8.3.5 Should the motion to impeach carry, the executive in question shall be removed from office immediately.

8.4 Impeachment of Directors

8.4.1 Any Member who is not an executive may move to impeach a Director at a General Assembly. A motion to impeach a Director shall be submitted to the UOSU in accordance with Article 3.4.3 or may be included on the agenda of a General Assembly requisitioned under Article 3.3.3.

- 8.4.2** At the General Assembly at which the motion to impeach is considered, the motion shall not be put to vote before the Director in question has been given at least thirty (30) minutes in which to offer a defence.
- 8.4.3** The Director in question shall have the right to be represented at the General Assembly by a person of their choosing, who shall have speaking rights.
- 8.4.4** Should a simple (1/2) majority of Members present vote in favour of impeachment, the Director in question shall be removed from office at the adjournment of the General Assembly.
- 8.4.4.1** The motion shall carry only if at least three percent (3%) of Members are present at the General Assembly. At least two-hundred (200) such Members shall be present in person.
- 8.4.5** Directors may not otherwise be removed from office.
- 8.4.5.1** For greater certainty, this shall not prevent the replacement of an interim Director by a duly elected and ratified successor in the Fall Elections, as outlined in Articles 4.1.1.1 and 7.7.3.

Article IX: Equity

- 9.1** The UOSU is committed to the principle of equity and shall work to prevent and remedy discrimination at the University of Ottawa, including discrimination on the basis of age, ancestry, belief, citizenship, creed, disability, ethnicity, family status, gender expression, gender identity, immigration status, linguistic ability, marital status, place of origin, race, record of offences, sex, and sexual orientation.
- 9.2** The UOSU shall abide by the principles of equity in all aspects of its operations, as guided by the Equity Stances and the Anti-Discrimination Policy.
- 9.3** The UOSU holds the responsibility of providing inclusive and non-discriminatory working environment as guided by the Human Rights Code.
- 9.3.1** The UOSU is committed to continuously developing and updating its strategies to address the unique barriers faced by individuals living on intersecting axes of oppression.
- 9.3.2** The development and implementation of these strategies shall be adaptive to respond to these barriers proactively.

- 9.4** All members of the Board of Directors, the Chair of the Board, and the Staff of the UOSU are required to participate in a mandatory recurring anti-oppression course, which shall include elements of power dynamics, systems of oppression, privilege, solidarity, and more.

Article X: Staff

- 10.1** The UOSU may employ staff at the discretion of the Operations Commissioner and the President, except as limited by the Constitution.
- 10.1.1** No person who has served as an executive or Director in the preceding two (2) years may be employed by the UOSU.
- 10.1.2** No person who is enrolled in a full-time post-secondary degree program may be employed by the UOSU on a full-time basis.
- 10.2** The manager of all staff of the UOSU, excluding the Executives and the comptroller, shall be the General Manager.
- 10.3** The managers of the General Manager shall be the Operations Commissioner and the President, who shall have the authority to direct, discipline, and dismiss the General Manager.
- 10.4 General Manager**
- 10.4.1** The General Manager shall be hired by the Executive Committee. The employment contract of the General Manager shall be approved confidentially by the Executive Committee.
- 10.4.2** The General Manager shall serve as chief administrator of the UOSU and shall ensure that the UOSU operates in accordance with the priorities of the executives.
- 10.4.3** The General Manager shall have the authority to discipline staff as appropriate, but shall not hire, promote, or terminate any member of staff without the approval of the Operations Commissioner and the President.
- 10.4.4** The General Manager shall ensure compliance with any collective agreements and shall act as liaison between the UOSU and any unions representing UOSU staff. Any collective agreements shall be approved by the Executive Committee.
- 10.4.5** The General Manager shall oversee and direct the operations of the businesses of the UOSU.

10.4.6 The General Manager shall be a Signing Officer.

Article XI: Finances

11.1 The UOSU shall have the authority to expend funds as authorized by the Board.

11.2 The Board shall, on the recommendation of the Operations Commissioner and the Finance Committee, adopt an annual budget no later than 1 August. The annual budget shall account for all projected revenues and expenses for the current Fiscal Year.

11.3 Spending Authorization

11.3.1 The Executive Committee may, if necessary, authorize expenses in excess of the annual budget, up to five percent (5%) per line item.

11.3.2 The Finance Committee may, if necessary, authorize expenses in excess of the annual budget, up to ten percent (10%) per line item.

11.3.3 All other expenses in excess of the annual budget shall require the approval of the Board.

11.4 All expenses shall be authorized by any two (2) Signing Officers.

11.5 The UOSU may, if authorized by the Members, collect fees in addition to the Membership Fee, including fees collected on behalf of external organizations. Such fees shall be collected and expended only as authorized by the Members.

11.5.1 “Authorized by the Members” means approved in a referendum in which all fee-paying Members are eligible to vote.

11.6 The Finance Committee shall review all expenses, including the expenses of businesses and service centres, on an ongoing basis, and at least once per month. The Finance Committee shall have the authority to review all transactions, and shall, where appropriate, notify the Board of any suspicious activity.

11.6.1 Where the Finance Committee meets to review expenses, the Operations Commissioner shall attend and participate only as requested by the other members of the Finance Committee.

11.6.2 The Finance Committee may, at its discretion, hire a comptroller to assist in the review of expenses. The comptroller shall be classified as a member of staff, and shall report exclusively to the Finance Committee, and the Finance Committee may delegate any or all of its powers to the comptroller as it deems appropriate.

11.6.3 No person who is employed by the UOSU in any other capacity, or who has been employed by the UOSU in any capacity in the preceding three (3) years, may serve as comptroller.

11.7 Special Expenditures

11.7.1 Any reimbursement in excess of \$2,500.00 shall require the express approval of the Finance Committee.

11.7.2 Any reimbursement in excess of \$5,000.00 shall require the express approval of the Board.

11.7.3 Any severance package with a value greater than \$35,000 shall require the express approval of the Board.

Article XII: Appeals Committee

12.1 The Appeals Committee shall hear appeals of decisions of the Elections Committee and, where appropriate, of the Chief Electoral Officer.

12.1.1 “Decision of the Elections Committee” means any decision that imposes a penalty on or otherwise disadvantages a candidate, directly or indirectly.

12.1.2 Decisions of the Chief Electoral Officer may be appealed directly to the Appeals Committee only if the Elections Committee does not rule on the matter within forty-eight (48) hours, as described in Article 7.3.9.

12.2 The Appeals Committee shall hear appeals of a final decision made by a Committee under Article XVIII, Dispute Resolution.

12.3 The Appeals Committee shall be composed of one (1) student member at the Faculty of Law who is not a member of the Board, one (1) student member of the Senate of the University of Ottawa who is not a member of the Board, and the UOSU Ombudsperson. The UOSU Ombudsperson is the Chair of the Appeals Committee.

12.3.1 The student member at the Faculty of Law shall be appointed jointly by the Common Law Students’ Society and the Association des étudiantes et étudiants en droit civil.

12.3.2 The one (1) student member of the Senate of the University of Ottawa shall be elected by and from the student members of the Senate of the University of Ottawa.

- 12.3.3** In the event that the selected student member(s) are unable or unwilling to proceed with an Appeal, a replacement student member(s) can be appointed.
- 12.3.4** In the event the Ombudsperson is unable or unwilling to proceed with an Appeal, the Ombudsperson can be replaced with a student member of the Board of Governors of the University of Ottawa, who is not a member of the Board.
- 12.3.5** No person who has previously sought election as an Executive or Director, or who has been employed by the UOSU in any capacity, may be a member of the Appeals Committee.

12.4 Elections Appeals

- 12.4.1** The Appeals Committee shall not have the power to amend the Elections Code.
- 12.4.2** The right to appeal a decision of the Elections Committee or the Chief Electoral Officer shall be limited to:
- 12.4.2.1** The original complainant; and
 - 12.4.2.2** Any person on whom the decision imposes a penalty or other disadvantage, directly or indirectly.
- 12.4.3** If a decision is appealed to the Appeals Committee, the Appeals Committee shall schedule a hearing for no less than three (3) days and no more than five (5) days after the appeal is received.
- 12.4.4** The appellant and respondent shall have equal opportunity to present oral and written arguments to the Appeals Committee. Both parties shall send all written arguments to the Appeals Committee no less than twenty-four (24) hours prior to the hearing. Each party shall have thirty (30) minutes for oral argument at the hearing.
- 12.4.5** The Appeals Committee will issue a decision no more than thirty-six (36) hours after the end of the hearing.
- 12.4.6** Decisions of the Appeals Committee are final and binding on the UOSU.
- 12.4.7** Should the Appeals Committee issue a decision after the results of the General Elections are ratified by the Board but before the Special General Assembly, and the decision results in the disqualification of a candidate, the list of Members considered at the Special General Assembly shall be amended to reflect the decision of the Appeals Committee.

- 12.4.7.1** Any decision of the Appeals Committee issued after the Special General Assembly shall be a nullity to the extent of its application to the General Elections.

12.5 Dispute Resolution Appeals

- 12.5.1** An appeal to a final decision under Article XVIII may be filed by a Complainant or Respondent(s) to the Appeals Committee up to and including fourteen (14) days from when the final decision of the Committee (under Article XVIII) was communicated (“Limitation Period for an Appeal”).
- 12.5.2** If an appeal is not submitted within the Limitation Period for an Appeal, no appeal may be filed in the absence of extenuating circumstances which prevented the appeal from being submitted within the prescribed Limitation Period for an Appeal.
- 12.5.3** The discretion to extend the Limitation Period for an Appeal rests solely with the Chair of the Appeals Committee.

12.5.4 Submissions

- 12.5.4.1** An appeal is not a hearing *de novo*.
- 12.5.4.2** An appeal is to be made to the Appeals Committee by way of written submissions not exceeding twenty (20) pages.
- 12.5.4.3** The Appeals Committee is to provide a complete copy of the written submissions to the responding party to the appeal.
- 12.5.4.4** The responding party to the appeal will make written submissions not exceeding twenty (20) pages within fourteen (14) days after receipt of the appeal.
- 12.5.4.5** The Appeals Committee is to provide a complete copy of the written submissions to the responding party to the appeal.
- 12.5.4.6** The party bringing the appeal may provide a written reply not exceeding ten (10) pages within ten (10) days of receipt of the responding submissions.
- 12.5.5** The Appeals Committee shall, within sixty (60) days of receipt of the responding submissions or reply submissions, whichever is later, render a written decision.

- 12.5.6** The Appeals Committee may extend this timeline at its discretion by notifying the appellant(s), respondent(s), and the Committee that rendered the decision, in writing.
- 12.5.7** The Chair of the Appeals Committee shall inform the Board of Directors of any decisions of the Appeals Committee.
- 12.5.8** All Appeals Committee appeal decisions are final and binding.
- 12.5.9** The Appeals Committee shall not be a permanent committee of the Board established by Article VI.

Article XIII: Autonomy

- 13.1** The UOSU shall not become a member of any organization wherein membership cannot be terminated by a vote of the Board, or in a referendum initiated and administered by the UOSU and governed by the Elections Code, in which only Members are eligible to vote.
- 13.2** The UOSU shall not enter into any perpetual agreement that cannot be terminated by a vote of the Board.
- 13.2.1** “Perpetual agreement” means an agreement imposing substantial ongoing obligations on the UOSU or the Members.

Article XIV: Amendment

14.1 Ordinary Amendments

Except as limited by Article XIV, the Constitution may be amended:

- 14.1.1** by a three-quarters (3/4) majority of the Board, followed by a simple (1/2) majority of Members present at the next **Autumn** General Assembly; or
- 14.1.2** by a three-quarters (3/4) majority of Members present at a General Assembly.
- 14.1.3** Any amendment adopted by the Board under Article 14.1.1 shall take effect immediately and remain in effect unless rejected at the next **Autumn** General Assembly.

14.2 Special Amendments

The following Articles may be amended only by a three-quarters (3/4) majority of the Board, followed by a two-thirds (2/3) majority of members present at the next **Autumn** General Assembly:

14.2.1 any part of the Definitions;

14.2.2 any part of Article I;

14.2.3 any part of Article II;

14.2.4 any part of Article III;

14.2.5 any part of Article 7.3;

14.2.6 any part of Article XV;

14.2.7 any part of Article XVI; and

14.2.8 any part of Article XVII

14.2.9 Any amendment adopted by the Board under Article 14.2 shall not take effect until ratified at the next **Autumn** General Assembly.

14.3 Amendments to Article XII

Article XII may be amended only by a three-quarters (3/4) majority of the Board, followed by a three-quarters (3/4) majority of Members present at the next **Autumn** General Assembly. Any amendment adopted by the Board under Article 14.3 shall not take effect until ratified at the next **Autumn** General Assembly.

14.4 Amendments to Article XIII

Article XIII may be amended only by a four-fifths (4/5) majority of the Board, followed by a three-quarters (3/4) majority of Members present at the next **Autumn** General Assembly, provided that at least ten percent (10%) of Members are present at said **Autumn** General Assembly, either in person or by proxy. Any amendment adopted by the Board under Article 14.4 shall not take effect until ratified at the next **Autumn** General Assembly.

14.5 Amendments to Article XIV

Article XIV may be amended only by a four-fifths (4/5) majority of the Board, followed by a three-quarters (3/4) majority of Members present at the next **Autumn** General Assembly, provided that at least ten percent (10%) of Members are present at said **Autumn** General Assembly, either in person or by proxy. Any amendment

adopted by the Board under Article 14.5 shall not take effect until ratified at the next **Autumn** General Assembly.

14.6 No amendment to the Constitution shall take effect retroactively.

Article XV: Recognized Student Governments

15.1 Each Recognized Student Government shall receive from the UOSU an annual operating grant with a value equivalent to \$12.65 per full-time student and \$12.65 per part-time student who paid the UOSU Student Life Fee for the current academic term, as of the 2022-2023 fiscal year. A Cost of Living Adjustment shall be applied to the per-student funding allocation at the end of each Fiscal Year.

15.1.1 The total allocation for each Recognized Student Government shall be calculated according to the following formula: *Allocation = ("Number of Students" * "Student Life Fee Payment Rate") * 12*

15.1.2 "Number of Students" means the number of students represented by the Recognized Student Government in question.

15.1.3 "Student Life Fee Payment Rate" means the percentage of members of the UOSU who paid the UOSU Student Life Fee for the current academic term.

15.2 Each Recognized Student Government shall submit audited financial statements to the UOSU. If a Recognized Student Government does not submit audited financial statements, its operating grant shall be withheld.

15.2.1 The Operations Commissioner shall, upon request, assist the Recognized Student Governments in the preparation of audited financial statements.

15.2.2 Audited financial statements for the period 1 November-31 March shall be submitted no later than 30 April.

15.2.3 Audited financial statements for the period 1 April-31 October shall be submitted no later than 30 November.

15.3 Distribution of Operating Grants

Each Recognized Student Government shall receive:

15.3.1 the operating grant for the Spring-Summer Academic term no later than July 15th and the Fall Academic term no later than November 15th;

15.3.2 the operating grant for the Winter Academic term no later than March 15th.

15.4 The Recognized Student Governments shall be listed in Schedule B.

15.5 Round Tables

The Executives of the UOSU shall hold Round Tables with the executives of the Recognized Student Governments at least once per month.

15.5.1 Membership of Round Tables

15.5.1.1 Each Recognized Student Government may appoint at least one member to each Round Table. They may also appoint proxies for meetings of a Round Table by sending the name of said proxy to the Chair prior to the start of the meeting, as long as the proxy is an executive of the Recognized Student Government in question.

15.5.1.2 Each Recognized Student Government must submit a list of executive members who will sit on each Round Table to the UOSU's President no later than 30 May of each year.

15.5.1.2.1 The Association des étudiants et étudiantes à la formation à l'enseignement must submit a list of their voting members no later than 15 October.

15.5.1.3 A Recognized Student Government may fill a vacant position at any point by submitting the name of the executive filling the vacancy to the President.

15.5.1.4 Each voting member may appoint a proxy for meetings of a Round Table by sending the name of said proxy to the chair prior to the opening of the meeting.

15.5.2 Mandate of Round Tables

15.5.2.1 Round Tables shall serve the purpose of creating a consistent and productive dialogue between the UOSU and the Recognized Student Governments.

15.5.2.2 The Round Tables may, by a simple majority, pass motions to committees of the Board of Directors, with each Recognized Student Government having one vote. Such motions shall be considered at the next meeting of said committee, provided that sufficient notice is provided as per Article 6.13.3.

15.5.3 Chair and Title of Round Tables

- 15.5.3.1 The Presidents' Round Table, which shall be chaired jointly by the President and the Student Life Commissioner;
- 15.5.3.2 The University Affairs Round Table, which shall be chaired by jointly by the Advocacy Commissioner and the President;
- 15.5.3.3 The Social Round Table, which shall be chaired by the Student Life Commissioner;
- 15.5.3.4 The Philanthropic Round Table, which shall be chaired by the Student Life Commissioner;
- 15.5.3.5 The Equity Round Table, which shall be chaired by the Equity Commissioner;
- 15.5.3.6 The Money Round Table, which shall be chaired by the Operations Commissioner;
- 15.5.3.7 The Francophone Affairs Round Table, which shall be chaired by the Francophone Affairs Commissioner;
- 15.5.3.8 In the event of a vacancy within the Executive Committee, their round table shall be chaired by another member of the UOSU Executive Committee.

Article XVI: Ombudsperson

17.1 Mandate

- 17.1.1 The mandate of the Ombudsperson shall be to investigate and propose solutions to systemic problems affecting the UOSU.
- 17.1.2 The Ombudsperson may open an investigation in response to a complaint, provided that the complaint was submitted by a Member. Alternatively, the Ombudsperson may open an investigation of their own initiative. In no situation shall the Ombudsperson be required to open an investigation.
- 17.1.3 The Ombudsperson shall not investigate allegations of wrongdoing against individuals. The Ombudsperson may, as appropriate, refer allegations of wrongdoing against individuals to the Executive Oversight Committee or the Operations Commissioner and the President.
- 17.1.4 The Ombudsperson shall take special care to investigate complaints of discrimination contrary to Article 1.6, including and especially complaints of discrimination on the basis of disability.

17.1.5 The Ombudsperson shall Chair the Appeals Committee set out in Article 12.10.

17.2 Appointment and Term

17.2.1 The Ombudsperson shall, following an open application process, be appointed by the Board for a term of two (2) years.

17.2.2 The Ombudsperson shall not be a current or former Executive, Director, or member of staff.

17.3 Reporting

The Ombudsperson shall provide a report to the Board at the end of each academic term. The report shall summarize the recent activities of the Ombudsperson.

17.4 Complaints

17.4.1 The Ombudsperson may investigate any complaint, submitted by a Member, that describes a systemic problem affecting the UOSU.

17.4.2 If the complaint alleges wrongdoing by individuals, the Ombudsperson may, where appropriate, refer the allegations in question to the Executive Oversight Committee or the Operations Commissioner and the President.

17.4.3 The Ombudsperson shall not disclose the identity of any complainant, except with the written permission of the complainant.

17.5 Investigations

17.5.1 Should the Ombudsperson open an investigation, they shall notify the Board within fourteen (14) days.

17.5.2 All members of the Board, including all Executives, shall co-operate with the investigation to the greatest extent permitted by law. At the end of the investigation, the Ombudsperson shall present a report to the Board. The report shall be public and shall propose solutions to any problems that the Ombudsperson has identified as systemic. The report shall not identify any individuals by name or by implication, except with the written consent of all individuals so identified. The report shall not include confidential information.

17.6 Remuneration

The Ombudsperson shall receive an annual honorarium at an amount determined by the Finance Committee.

17.7 Removal

The Ombudsperson may be removed from office for cause by a three-quarters ($\frac{3}{4}$) majority of the Board.

Article XVII: Dispute Resolution

18.1 Mandate and Scope of the Dispute Resolution Process

18.1.1 To create a dispute resolution process, within the scope set out below, that can be used for disputes between certain persons that are not otherwise governed by a collective agreement or by an existing complaints/dispute resolution mechanism such as, but not limited to, complaints concerning UOSU elections.

18.1.1.1 The Board may adopt policies with respect to the dispute resolution process.

18.1.2 The dispute resolution process applies to “Complaint(s)”, as defined below, where both the “Claimant” and “Respondent(s)”, as defined below, are one of the following:

18.1.2.1 A member of the Board of Directors;

18.1.2.2 Staff of the UOSU; and

18.1.2.3 Members of a permanent committee of the Board established by Article VI.

18.1.3 The dispute resolution process also applies to a complaint by a member to the Executive Oversight Committee pursuant to Article 6.7.3.

18.1.4 For the purpose of Article XVIII, a “Committee” means the Committee seized with the Complaint.

18.1.4.1 Except in the case of a Complaint wherein the Respondent is an Executive(s), the Executive Committee will determine the appropriate Committee to which the Complaint is to be referred. Committees that can be seized with a Complaint include:

18.1.4.1.1 An existing Committee (pursuant to Article VI);

18.1.4.1.2 In the case of a Complaint against an Executive(s), the Executive Oversight Committee;

- 18.1.4.1.3** Any ad hoc Committee convened at the Executive Committee's discretion to handle a Complaint. An ad hoc Committee is not a permanent Committee of the Board established by Article VI.

18.2 Complaints Procedure

- 18.2.1** A Claimant may make a complaint in writing (the "Complaint") to any Executive or to any member of the Executive Oversight Committee.
- 18.2.2** A written Complaint should include following information:
- 18.2.2.1** The nature of the Complaint;
 - 18.2.2.2** The identity of the Respondent(s) against whom the Complaint is being made, if known;
 - 18.2.2.3** Particulars concerning the Complaint, including all relevant facts and dates;
 - 18.2.2.4** Whether or not the Claimant consents to participate in mediation;
 - 18.2.2.5** The policy that is alleged to have been violated, if any; and
 - 18.2.2.6** If the Complaint is made outside the one (1) year period as set out in Article 18.2.7.2, the reasons for the delay.
- 18.2.3** A Claimant who does not provide the foregoing may be asked to provide any missing information prior to the Complaint proceeding to a Committee.
- 18.2.4** Complaint may not be made on behalf of another person.
- 18.2.5** Within fourteen (14) days of the submission of a Complaint, a Committee shall be convened to review the Complaint.
- 18.2.6** The Committee shall provide a copy of the Complaint to the Respondent(s).
- 18.2.7 Preliminary Matters**
- 18.2.7.1** Where the Complaint falls outside the Mandate and/or Scope of the dispute resolution process, the Committee shall dismiss the complaint, advise the Claimant, and provide reasons.

18.2.7.2 The Complaint shall be made by the Claimant within one (1) year of the act or omission forming the basis of the Complaint (“Limitation Period”). If there was a series of acts and/or omissions, the Complaint must be made within one (1) year after the last act or omission in the series.

18.2.7.3 The Committee has discretion to accept or dismiss a Complaint submitted outside of the Limitation Period.

18.2.7.4 In rendering a decision as to whether or not to accept or dismiss the Complaint, the Committee shall consider whether or not there is a reasonable explanation for the delay, any prejudice to the Respondent(s) caused by the delay as identified by the Respondent(s), and any other relevant factors.

18.2.7.5 The Committee shall provide written reasons for its decision with respect to Limitation Period to both the Claimant and Respondent(s).

18.2.7.6 The Committee may decide not to accept a Complaint where the Complaint is, prima facie, frivolous, vexatious, and/or made in bad faith. If the Committee decides not to accept the Complaint for this reason, the Committee shall provide the Claimant and Respondent(s) with a written decision and provide reasons.

18.2.8 Accepted Complaints

18.2.8.1 If the Complaint is accepted by the Committee, and the Claimant has indicated their consent to participate in mediation, the Committee shall request that the Respondent(s) advise as to whether or not they consent to participate in mediation.

18.2.8.2 No party will be penalized or reprised against for their decision in relation to mediation.

18.2.8.3 If both the Claimant and the Respondent(s) consent to participate in mediation, the Committee shall engage the process for mediation set out below at Article 18.3.

18.2.8.4 If either the Claimant or the Respondent(s) are unwilling to engage in mediation, the Committee shall request that the

Respondent(s) provide their written response(s) to the Complaint (“Response(s”).

- 18.2.8.5** The Response(s) shall be delivered within ten (10) days following receipt of the Committee’s request, unless an extension is sought and granted by the Committee.

18.3 Mediation

18.3.1 Mediation will begin following the receipt of consent to mediation from both the Claimant and Respondent(s) (“Mediation”).

18.3.2 The Mediator shall:

- 18.3.2.1** Be selected and appointed by the Committee;
- 18.3.2.2** Preserve good faith, confidentiality, and impartiality in Mediation; and
- 18.3.2.3** Recuse themselves from the investigation of the Complaint (“Mediator”).

18.3.3 Mediation shall be conducted in private, with only the Mediator(s), Claimant, Respondent(s). The Claimant(s) and Respondent(s) are entitled to identify a support person to accompany to the mediation. However, the support person may not be a witness or potential witness.

18.3.4 No party involved in Mediation will be subject to harassment, discrimination, and/or reprisal.

18.3.5 If the matter is resolved through Mediation, the Mediator shall ensure that a document outlining the resolution is executed by the Claimant and the Respondent(s).

18.3.6 The Mediator shall advise the Committee of the result of the Mediation and of any agreement that requires enforcement.

18.3.7 At the request of either the Claimant or Respondent(s), or where Mediation has been ongoing for more than sixty (60) days, the Mediation shall end, and the Committee shall request a written Response(s) from the Respondent(s).

- 18.3.7.1** The sixty (60) day timeline may be extended, at the request of the parties and the discretion of the Committee.

18.3.8 Agreements and resolutions reached through Mediation may not be subject to investigation or be appealed.

18.4 Investigation

18.4.1 Following the termination of mediation, or if mediation is not pursued, the Committee shall proceed with the investigation process once the Response(s) is delivered by the Respondent(s) to the Committee, or the time period for submitting a Response has expired (“**Investigation**”).

18.4.1.1 Investigation may not take place during mediation.

18.4.1.2 Mediation is a confidential process. The Claimant and Respondent(s) may not use communications made during mediation against the other party during the investigation.

18.4.2 The Claimant and Respondent(s) shall be informed of the commencement of an Investigation.

18.4.3 The Committee has the discretion to consolidate the Investigation of more than one Complaint where the Complaints arise from the same set of facts.

18.4.4 An Investigator (“**Investigator**”) shall be appointed by the Committee.

18.4.5 An Investigation may involve, but is not limited to:

18.4.5.1 Meeting with and requesting information from a Claimant;

18.4.5.2 Meeting with and requesting information from the Respondent(s);

18.4.5.3 Meeting with and requesting information from any other individuals whom the Investigator believes may have information relevant to the investigation;

18.4.5.4 Obtaining any other available evidence (e.g. documents, copies of correspondence, photos, images) that may be relevant to the Investigation.

18.4.6 Where necessary, the Investigator may request any document(s) or information from the Members of the Board, Executive and/or Directors.

18.4.7 The Investigator should make reasonable efforts to conclude their investigation within sixty (60) days.

- 18.4.7.1** Within thirty (30) days of the completion of an Investigation, the Investigator shall produce an investigation report (“Investigation Report”).
- 18.4.7.2** This timeline may be extended, at the request of the Investigator, with the consent of the Committee seized with the Complaint.
- 18.4.8** This Investigation Report shall include, but is not limited to:
- 18.4.8.1** A summary of the Complaint;
 - 18.4.8.2** A timeline of relevant events;
 - 18.4.8.3** A summary and analysis of the relevant evidence collected;
 - 18.4.8.4** A recommendation with respect to whether or not the Complaint was substantiated, on a balance of probabilities;
 - 18.4.8.5** A list of recommendations to resolve the matter, if any and as applicable.
- 18.4.9** Upon receipt of the Investigation Report, the Committee shall determine whether or not further investigation is required.
- 18.4.10** If no further investigation is required, the Committee shall provide a copy of the Investigation Report to the Claimant and Respondent(s) and provide the Claimant and Respondent(s) an opportunity to make submissions in a manner and timeframe to be determined by the Committee.
- 18.4.11** After the Claimant and Respondent(s) have had the opportunity to make submissions, the Committee will render a decision as to whether or not the Complaint is substantiated or not substantiated, on a balance of probabilities.
- 18.4.12** The Claimant(s) or Respondent(s) may choose to appeal a final decision of the Committee pursuant to the process in Article XII.

Article XVIII: Invalidity

- 19.1** The legal invalidity of any part of the Constitution shall not affect the validity or enforceability of any other part of the Constitution.

- 19.2** The accidental omission to give any notice to any Member, Director, Executive, member of a Committee or Public Accountant, or the non-receipt of any notice by any such person where the UOSU has provided notice in accordance with the Constitution or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.
- 19.3** The English version and the French version of the Constitution shall be equally valid. In the event of an inconsistency, the original version of the provision in question shall prevail.
- 19.3.1** All provisions shall be presumed to have been originally written in English, unless there is evidence to the contrary.
- 19.4** Where part of the Constitution references or is referenced by another part of the Constitution, the reference shall not be affected by any change to the numbering of the Constitution. Where an amendment to the Constitution changes the numbering of the Constitution, all references shall be updated immediately and without the need for further amendment.

Schedule A: Bilingualism Standards

General

Any Member seeking election as an Executive shall be required to meet a minimum standard of bilingualism. Bilingualism can be defined by either (i) French and English; or (ii) French or English, and any First Nations, Inuit, Metis, or any other language indigenous to Turtle Island.

Members seeking election to the position of Francophone Affairs must have French as one of their languages of proficiency.

Accordingly, each such Members shall, a condition of eligibility to seek election, receive a minimum score on the bilingualism test administered by the University of Ottawa official languages and Bilingualism Institute for French and English. For languages Indigenous to Turtle Island, the member seeking election must present a reference letter from an Elder, scholar, or community leader attesting the language competency. The Chief Electoral Officer has the authority to approve the reference as legitimate.

Elected executive under definition ii must pursue listening, speaking, and reading tutoring, paid for by the UOSU, during the spring-summer session to improve their competencies in the other language.

President

For candidates for President, the minimum score is as follows:

Listening: 3/4

Speaking: 3/4

Reading: 2/4

Writing: 2/4

Equity Commissioner

For candidates for Equity Commissioner, the minimum score is as follows:

Listening: 2/4

Speaking: 2/4

Reading: 2/4

Francophone Affairs Commissioner

For candidates for Francophone Affairs Commissioner, the minimum score is as follows:

Listening: 3/4
 Speaking: 3/4
 Reading: 2/4
 Writing: 2/4

Operations Commissioner

For candidates for Operations Commissioner, the minimum score is as follows:

Listening: 2/4
 Speaking: 2/4
 Reading: 2/4

Student Life Commissioner

For candidates for Student Life Commissioner, the minimum score is as follows:

Listening: 3/4
 Speaking: 3/4
 Reading: 2/4

Communications Commissioner

For candidates for **Communications** Commissioner, the minimum score is as follows:

Listening: 3/4
 Speaking: 3/4
 Reading: 3/4
 Writing: 3/4

Advocacy Commissioner

For candidates for Advocacy Commissioner, the minimum score is as follows:

Listening: 3/4
 Speaking: 3/4
 Reading: 2/4
 Writing: 2/4

Schedule B: Recognized Student Governments

The Recognized Student Governments are:

1. Aesculapian Society
2. Association des étudiant.es en nutrition
3. Association des étudiant.es en service social
4. Association des étudiants et étudiantes à la formation à l'enseignement
5. Association des étudiantes et étudiants en droit civil de l'Outaouais
6. Common Law Students' Society
7. Communication Students' Association
8. Computer Science Students' Association
9. Conflict Studies and Human Rights Students' Association
10. Criminology Students' Association
11. Economics Students' Association
12. Engineering Students' Society
13. Feminist and Gender Studies Student Association
14. Health Sciences Students' Association
15. Human Kinetics Students' Association
16. Indigenous Students' Association
17. International Development and Globalization Students' Association
18. International, Political, and Policy Studies Students' Association
19. Psychology Students' Association
20. Sociology and Anthropology Students' Association
21. Science Students' Association
22. Students' Association of the Faculty of Arts
23. Telfer Student Council
24. Undergraduate Nursing Students' Association
25. Indigenous Law Student Governance

Schedule C - Constitutional Amendments Pending Ratification by General Assembly

Amendments Not Taking Effect Provisionally (Article 14.2.9)

Amendments Taking Effect Provisionally (Article 14.1.3)

Italicized in the document.